

Call to Order March 8th 2011 - 7:13

Attendance:

Trustees: Dick Mills, Cathy Smith, Lyle Troxell, Ann Scott

Guests: Peter Gelblum (MCT)

Treasures Report

Dick Mills will make some changes to the report and email it to Lyle

Minimal income this month

Expenses - PG&E

Attached

Note - Taxes Paid

Plumbing Problem - Buttons Hair Salon-

\$1899.00

\$1183 - one third of the Sure Insurance

Ann to get copy of the leases for Where The Fur Flies and Mill Street Hair Quarters.

Cathy mentioned that Ann McCormick (MCT) said that payment for the MCT fundraiser in Jan is in the mail.

Ann brought in tax receipt itemizing late fees - the components of \$1063.58 of tax fee.

Peter offered to submit a recording of the current trustees to the county. He needs Trustees names and addresses.

Lyle to send these meeting minutes and his name and address to the attendees to trigger everyone sending their contact info to Peter. Peter will ask if the county can mail to a few addresses important documents.

Former Meeting Minutes

Meeting minutes from 2/8/2011 meeting were accepted unanimously.

Managers Report

Plumbing Problem (some info in treasure's report)

All fire extinguishers have been addressed (refilled?)

Pending Renters of the Hall

SLV Museum - historical talk about aloni indians

April 15th 7pm to 10pm - Lyle has entered into confirmed calendar

Pending based on lack of insurance certificate- we assume this will not be a problem

We approved waiving two hours of their time for cleanup - Ann will make sure to inform them that this is a one-time thing.

Bluzar - rock music performance

April 2nd starting from 5pm to midnight

Received form and deposit

Pending due to insurance is not being in order

Ann noted that... we must have Certificate of liability naming ParkHall Trust as the Certificate Holder - \$1 Million dollar liability insurance

Peter offered to look at the lease agreements with the two front tenants.

Ann to find the lease documents and get them to Lyle will scan them and he will share with Peter for his expertise.

The group talked about why we do not have liability insurance for the trust. And if we could reduce the difficulty and cost to our event renters.

Ann suggested we get a podium. - at low money

Sound System Update

Lyle mentioned that we will still on target to have Jack Contento build, with Lyle, hanging gear for the speakers. The trust approved NTE \$180 for steel material to hang the speakers. (this was an increase of \$30 from the last meeting.)

Cathy will be picking up the microphones and stands soon.

Ann will purchase a new padlock for "phone closet" door in the Park Hall office.

Ann will get keys for phone closet for Lyle and Cathy. Cathy will put the microphones in that closet for safe keeping.

Little People's Repertory Theater -

LPRT - asked for a waive of a fee for their talent show - we decided not to grant it - Lyle to respond to them.

Insurance Information

Peter looked over the insurance policy and saw that we do have \$1 million of insurance of liability for the trustees. - Dick will get us the most up-to-date policy so that Peter can look at it instead of the out of date one he looked over.

Website Update

Website hosting package provided by, Network Solutions, dose not support server side scripting which restricts what we can do with the website. Lyle offered four options:

- 1) Keep it as is - cost ~\$50 per year
- 2) upgrade the hosting package ~\$90 per year
- 3) Go to a new Hosting provider in late September ~\$75 per year
- 4) Move the domain/website to Lyle's server ~\$8 per year for domain registration. And the service will be slightly less reliable then the professional packages. Might be down for a day or two yearly.

The Trust agreed to have Lyle move website domain to his server, so it costs less.

Calendar online - Lyle just figured out how to display start and end times on the online calendar and will get it up really soon.

Peter suggested looking at West Performing Arts - look at their calendar - venue calendar. - Lyle looked at it: It is a google calendar exactly like what we are doing, but it does not display end times without clicking on the item, which means printing does not show the end times.

Job Description for PH Manager

Cathy and Lyle shared a desire to have a job description for the PH Manager position and made a few suggestions on how to create one.

Ann agreed to “make an effort” to document what she does as an employee of the trust and send us a digital copy as a report every month before the meeting.

Cathy will create a rough draft of the job description based on Ann’s reports on what she does.

Peter informed us that as per CA State Law specifies that a trust member can do business with the trust as long as:

- 1) It is clear what the trust member is doing and all other members know what they are doing.
- 2) That what the trustee member is doing is beneficial for the trust

Peter then told a story about how he represented a case in which a trust member was stealing from the trust.

Establishing written policies

Cathy wants to see... guidelines like how many trustees need to make specific decisions. There was general discussion around codifying our policies.

Ann said that Karen had “already made some policies”. After further inquiry Ann clarified that they were never voted on.

Cathy asked to get a copy of these drafts of Policies as to help start us out on creating our policies.

Repair of side wall Leak

Den’s Roofing - did the roofing project last year

Ann will call Den’s and ask them to come out and give their assessment and recommendations for how to fix the issue.

Ann will call Lyle, tell him what was recommended.

Ann and Lyle will get contractors to bid on two jobs: 1) the recommendation of Den’s contractor, 2) a bid on what the contractor recommend

Ann can get one general contractor for a quote. - Slater Construction - John Bateson

Lyle will get two other contractors after he get’s a call from Ann.

Ann made a statement that she doesn’t feel she is taking advantage from the trust.

Meeting Adjourned at 9pm