



Finance Committee Meeting
C.V. Starr Community Center
300 S. Lincoln Street, Fort Bragg, CA 95437
Wednesday, November 4th, 2009

The meeting began at 9AM with the following items discussed:

1.0 Closed session - personnel matters

2.0 Call to Order

- Roll call: Yanez, McColley, Sipila, Krebs, Yeomans – all present

3.0 Approval and Adoption of Agenda

- McColley motioned to approve, Krebs second the motion, all-in-favor 5-0.

4.0 Approval and Adoption of Minutes

- Note: Yanez arrived just a few minutes after role call on November 6, 2009.
- Krebs motioned to approve with correction noted, Yanez second the motion, all in favor 5-0.

5.0 Public Participation

- Kelly King accepted a board position with the Friends of MCPD with focus on community special events
- Eileen Wolfe suggested saving on paper and office supplies by using laptops and electronically sending information for future board meetings.

6.0 Correspondence, Written and Oral

- No action

7.0 Consent Calendar

- No Action

8.0 Discussion / Action

- McColley announced Colombi's as the food supply company selected for the vending machines at the C.V. Starr Community Center
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- Yeomans suggested a policy and written document be created for vendor and MCRPD's expectations and types of food and/or beverage offered.
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- Yeomans announced Vivian is working on a model and information for a volunteer and docents program for the facility.
- Yeomans suggested a revised format for public comment at future board meeting in order to keep the meeting more efficient and effective.

8.1 Recommendations from Finance Committee

- Yeomans discussed recommendations from the finance committee and evaluation of staff operating efficiency in order to reduce spending.
- 15% reduction in spending based on current actual expenses (not including payroll)
- Request for volunteer help in completing facility maintenance

8.2 Discussion of Facility Guidelines

- Information not included in board packet
- No discussion

8.3 Recommendations from Personnel Task force

- Cross training of staff needed for flexibility in providing services

8.4 Review and Approval of Audit 2008-09

- More review needed, item tabled
- McColley motioned to approve, Sipila second the motion, all in favor 5-0

8.5 Staffing structure – Organizational Chart

- Yeomans identified roles of committees and day-to-day operations as follows:

Acquisition and Development* – Jon and Harold
Personnel* – Jon and Bob
Finance* – David and Harold
District Services* – David and Cesar
District Master Plan* – Bob and Jon
Standing – David (Temporary Administrator)
Botanical Garden – David
MECCA – Jon

*Public notice process required for these committees.

- Yeomans identified the following Ad Hoc Committees

Communications – vacant
Regional Park and Golf Course – David, Harold, Jon (one to be eliminated)
Aquatic Center Construction – Bob and Cesar
Fee Schedule – Bob and Cesar
Friends of MCRPD – Cesar and Jon
Fund Raising – Cesar and Harold
Marketing and Publicity – Cesar and Bob

- Organizational Chart
Item tabled, Yeomans motioned to approve, McColley second the motion, all in favor 5-0

8.6 Approval of board having a facility retreat

- No action taken.

9.0 Items for Agenda-Review Schedule of Meetings

- Friday, November 13, 9AM – Finance meeting
- Friday, November 13, 11AM – Special board meeting

- Wednesday, November 18, 5:30PM – Regular monthly board meeting (Mendocino)
- Friday, December 4th, 9AM – Special board meeting

10.0 Adjournment

- Meeting adjourned at 11:15AM.