

Las Posadas 4-H Camp Maintenance Board

February 13, 2017

Attendance:

Alameda: Jim Bennett, Charles Ferreira, Jim Richards.

Contra Costa: Kerry Dolphin, Kyle Cursi

Marin: Glenn Parks

Napa: Diane Lewis, Sarah Macy

Sonoma: Dan Lavell, Charlotte LeGallee, Margaret Close

Call to Order 7:00 Jim Bennett

(7:25 – I arrived late)

Charles Ferreira shared proposed schedule for the kitchen remodel with a list (attached) of the jobs to be completed. He asked each county to come to the March meeting prepared to volunteer for kitchen remodel jobs. Some jobs may have to be done by professionals: Installation of the exhaust hood and fire suppression system; installation of the new floor covering. Jim will get costs for the fire suppression system. Kyle will talk to contacts familiar with the inspection process for the system. Kerry will get guidelines for separation of food prep sink and dish washing sink.

The remodel will start around August 6 to be completed by November 1.

Jim returned to the agenda.

Maintenance List: Jim reminded all counties to commit to major jobs on the walk through list.

Chlorinator: Margaret moved that we buy the chlorinator system proposed by Dion at the December meeting. The motion was seconded and passed.

Minutes: Charles moved to accept the December minutes. The motion was seconded and passed.

Treasurer's Report: Charlotte reported a balance of \$96,136.79. She will void two uncashed checks; \$475 to Sha'anah Levy and \$625 to the Department of General Services (lease) from 2012. She suggested using part of the money in the checking account to open a second account to take advantage of a Bank of the West promotion that will save checking fees.

Charles moved that we split the funds between savings and checking and buy a \$50,000 CD. The motion was seconded and passed. Glenn asked about receipts submitted by Matt Torrance for which he has never been paid. Glenn will have Matt contact Charlotte directly.

Charlotte has started to work on a budget. She incorporated the increase in camp fees. She asked for numbers for the kitchen and bathroom construction. We will vote on the budget in March.

Kerry asked counties to update the spring weekend schedule:

March 4-5 Alameda

March 31- April 2 Sonoma

April 22-23 Contra Costa

April 29 -30 Marin

June 4 Napa

Charlotte asked about fees for weekends. She has no record that they are being paid. We will decide in March if we will continue weekend fees or go back to offering the work incentive.

The meeting was adjourned at 8:25

Submitted by

Margaret Close

Kitchen Remodel Jobs – Please come to March meeting prepared to commit to jobs.

1. Demo ... remove sink, tables, ovens, flat top, hot plates, Exhaust hood, refrigerator?, freezer.
2. Install RFP on walls that need it, ceiling?
3. Install new exhaust hood and fire suppression system. (Professional)
4. Rework electrical and lighting.
5. Plumb for new sink and prep sink location. (Dan Lavell)
6. Install new floor covering. (Professional?)
7. Install new drain board stainless steel left side of sterilizer. (Dan Lavell)
8. Install new stainless steel at serving counter. (Dan Lavell)
9. Install dish sink and new prep sink and plumb. (Dan Lavell)
10. Paint
11. Install existing refer, fridge, tables, ovens, hot plates, flat top.
12. General clean up