

SHEPARD GARDEN AND ARTS CENTER BOARD OF DIRECTORS MEETING

August 5, 2019

MINUTES

The meeting was called to order at 7:12 p.m. by President Ken Rothaus. Board members present were: President Ken Rothaus, Recording Secretary Therese Ruth, Corresponding Secretary Wendy Corby, Directors Noelle Anderson, Jan Goehring and Kathy Norton.

Clubs represented were: Capital City African Violet & Gesneriad, American Bonsai Assn., Begonia Society, Chrysanthemum Society, Fuchsia Society, Gypsy Traders, Ikebana International, National Association of Watch & Clock Collectors, Perennial Plant Club, River Park Garden Club, Sacramento Center for Textile Arts, Sacramento Rose Society, Sacramento Weavers and Spinners Guild, Sierra Camera, Sogetsu Ikebana of Sacramento.

Recording Secretary's Report: The minutes of the July, 13, 2019 Board Meeting were approved as read.

Financial Report: Treasurer Ed Schroeder was not in attendance so there was no financial report given.

Scheduling/City Report: Ken said there is nothing going on with building repairs right now.

Website: Ken said he will talk to Erica re: getting the paper schedule and online schedule synced up.

COMMITTEE REPORTS

Fall Sale: Kathy Norton said the sale will be held October 5-6. Applications are available to the clubs and outside vendors now. There will be an ad in the Sacramento News and Review the week before the sale. The lawn signs will be available at the September Board Meeting; postcards are available now. Kathy said we will have the same caterer on Saturday and Sunday as we have had in the past.

Clean-Up Day: Our next clean-up day will be on Saturday, September 28 from 9:00-1:00. Noelle Anderson asked if the windows have ever been cleaned and MJ said "yes, about nine years ago. The doors and windows in the small room get cleaned on clean-up days but none of the other windows.

CHAT Newsletter: Wendy Corby said the deadline for the next CHAT newsletter will be August 15.

Landscaping Project: Noelle Anderson said there is nothing going on in landscaping right now.

OLD BUSINESS

Parking for Workers on Vault Project: Ken said workers on the Vault Project will be using the parking lot when there is nothing scheduled at the Center. In exchange the City will restripe the parking lot. The monitor will have a phone number to contact the City if workers are parked in the lot on a day an event is scheduled.

Pricing changes: There was a request made that overtime be charged in 15 minute increments. Some clubs need an extra 15 to 30 minutes to clear out after a meeting. Since Ed was not in attendance this discussion was put off until Ed is present.

Ceiling Clearance in back room: Ken said we need to let the clubs know that nothing can be stored above two feet from the ceiling. He said he restacked everything so there was two feet clearance all around the room but since them clubs have used some of the items and they are once more stacked too close to the ceiling. Jan said she will find a way to put a mark around the room two feet from the ceiling so nothing will be stacked above the line.

NEW BUSINESS

Walk Through Checklist: The Committee on Customer Experience presented a tentative "Walk-Through Checklist" that would be implemented by the monitor. This checklist would include the date, time-in, time-out, club name, club representative, monitor's name, room(s) used, equipment used and a report on the condition of the room(s) used at the end of the meeting. This checklist would be put into effect September 1, 2019.

ADJOURMENT

There being no further business the meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Therese Ruth, Recording Secretary