

Advisory Board Meeting Minutes  
April 20, 2015

- Attendance: Carlos Perea, Steven Egler, Patrick B. Smith, Terry Beswick (Manager), John Cunningham, JMark Jenkins, Benjamin Houston, Derrick Mapp, Calary Blue (Guest), John Halpin (Guest), Robert McConnell (Guest), Thao Hill (Guest)
- Carlos welcomed every board member, advisor and guest to the meeting followed by the serenity prayer.
- Acknowledgment – Brandon Cline was acknowledged for all his contributions to the Board and Castro Country Club (CCC). April 2<sup>nd</sup> marks the 32<sup>nd</sup> Anniversary for the Castro Country Club.
- Introductions – John Halpin works for the City and County of San Francisco, Director of Programs Operations. His office gives out grants to non- profit organizations to run training and development programs. Thao Hill has Degree in Electrical Engineering and worked for Granicus for nine (9) years. Thao served as a partner on the advisory board and last four years he was the Vice President of Sales. Robert McConnell has a Degree in both Law and Electrical Engineering. Robert has worked in start-ups companies for eleven (11) years. Presently, Robert is the Vice President in Client Services for a small Add-Tech Start-up Company.
- March Meeting Minutes – Derrick made a motion to approved meeting minutes, Steven 2<sup>nd</sup> the motion. Meeting minutes were approved by the board.
- Manager's Report - The 6<sup>th</sup> Annual Miss CCC Pageant was held, Saturday, April 11<sup>th</sup> at 7pm, at Everett Middle School and was very successful from a community-building perspective as well as with fundraising. The event raised approximately \$8,500, and with expenses of about \$2,500, netted \$6,000. The next "It's Never Too Late Show" is Saturday, May 2<sup>nd</sup> at 10:30pm at CCC. The next Mascara Show will be held Saturday, May 16<sup>th</sup> at 10:30pm at CCC. Pride Sober Stage 2015 – This year we are planning a two-day event, Saturday and Sunday, June 27 & 28, 11am-6pm. Terry is working on forming a production committee and an event budget. I have lined up event sponsorship form Pride, Foundations/San Francisco and Event Magic which will underwrite all expenses and expect the vent to generate funds. Additionally, we will be a community partner and our softball team will staff the soda/water booth to support the Club and the team. AIDS Walk – We have submitted application and it has been accepted. We need to pick a team captain, register team online and begin recruiting team members. Folsom – We have submitted an application for Folsom and expect to hear

confirmation of a major donor status soon. Real Bad – I attended their recent board meeting and presented about the activities of the CCC over the last year. Pella Windows finally came in and finished the trim on the new windows this weekend. I am meeting this week Marilyn Healy to talk about putting in memorial plaques for her brother and for founder Steve Harris. Resident carpenter and handyman Steve Ritchings has submitted a design proposal for bench out front. I will be adding this to a “wish list” of equipment and furnishings we may wish to add to the budget and fundraising plan for the coming year.

- Committee Reports – We are working on two projects, (Policy and Procedures and Employee Evaluation Review) for the CCC. Jenny Anadone has agreed to continue to work with us on each of these projects. Steven will be meeting with Jennie and those committee members involved once a week until the completion of both projects. We are going to develop an Employee Handbook and is in Phase A of the Employee Evaluation Review, (evaluation of current employees). Phase B will be Development of Systems going forward. We hope to be completed with Phase A by next scheduled board meeting. Next Committee Meeting is scheduled for April 27<sup>th</sup> at 6pm.
- Financial Committee – JMark was nominated as Treasurer. Board approved JMark nomination. The Finance Committee met last week with San Francisco AIDS Foundation (SFAF) for quarterly finance meeting and the financial statements for the first three quarters of the current fiscal year were reviewed in detail. In March revenues nearly met expenses for the month. We are very close to our YTD budgeted surplus goals. Our current fund balance stands at about \$50K. Terry is working closely with the Finance Committee on developing a draft budget for FY15/16, and we expect to submit it for board review in the next month.
- Fundraising – In the last 30 days, we have received 60 online donations, all of which were recurring monthly donations totaling \$2,755. Of these, 26 are new or returning donors who have signed up since January 1<sup>st</sup>. Since April 1<sup>st</sup>, we have recruited 7 new recurring donors. Although we are continuing our “Step It Up” campaign, this month we announced a “32 for 32” recurring donor drive through the newsletter and we are planning an online appeal this month. We will be forming a committee for the Annual Harvest Feast over next month.
- Programs – John Halpin has agreed to be the Program Chair. Committee met a couple times and reviewed a draft called the Program Committee Charter. The draft is to support the staff and to carry out services and Administrative Programs held a CCC. We defined programs what is based on the mission statement written for the Castro Country Club in five different areas. 1. Job Training, Skills Building, Café Management, 2. Fellowship and Social Support,

3. Un-structure Peer Counseling, 4. Recovery Meetings and Literatures, 5. Facilities Management and Décor and Improvements. Committee is going to meet monthly. Next meeting is scheduled for May 11<sup>th</sup> at The Grove at noon.

- Governance Committee - We like to add a recommendation when we send out board application to potential candidates to attend at least two Advisory Board Meetings before they go through the board member nomination process. Upcoming - we will be taking a comprehensive look at the by- laws and try to expand them to make those by-laws more beneficial.
- Announcement – “Our Experience Has Taught Us” performs Friday, May 29<sup>th</sup> at BRAVA. Tickets are on sale online now. I’d like to ask all board members to help promote the show and sell tickets. Tickets are \$20 dollars in advance.
- Adjourn – Patrick made the motion, Steven 2<sup>nd</sup> the motion. Meeting adjourned with the serenity prayer.