



## SHEPARD GARDEN AND ARTS CENTER BOARD OF DIRECTOR MEETING MINUTES

Date: 4 March 2019 Meeting was called to order at 7:10 PM by: President Ken Rothaus

### **Board Members present:**

President: Ken Rothaus Y; Vice President: John Foster Y; Treasurer: Ed Schroeder Y; Corresponding Sect'y: Wendy Corby Y; Recording Sect'y: Therese Ruth N; Directors: Erica Foster Y; Jan Goering Y, Noelle Anderson Y, and Kathy Norton Y;

### **Clubs represented:**

African Violets Y; African Violet & Gesneriad Y; Begonia Y; Am. Bonsai Y; Capitol City Bonsai Y; Bromeliads N; Cactus & Succulents Y; Chrysanthemums Y; Cymbidiums N; Fuchsias Y; Geraniums N; Iris N; Native Plants Y; Perennial Plants Y; Rose N; Satsuki Aikokai N; California Garden Club N; River Park Garden Club N; Porcelain Artists N; Sierra Camera N; Textile Arts Y; Northern CA Art by Fire N; Weavers and Spinners N; Floral Design Guild Y; Ikebana Y; Sogetsu Ikebana Y; DAR N; Gypsy Traders Y; Watch & Clock Collectors Y; Sierra Club N; CNPS Y;

## MINUTES

**Secretary's Report:** Minutes of the 4 February 2019 meeting were presented by Noelle Anderson for Therese Ruth and accepted with minor modifications.

**Financial Report:** Ed Schroeder provided a recap of the Center's finances and reported that the Center's net income for February 2019 was -3,901.89. Ed stated that the balance in the checking and savings account as of February 28, 2019 was \$80,025.57

**Scheduling Report:** Report was presented by no one. Mabel Lotzs was not in attendance at this meeting due to illness, and will not be back until sometime in April. Being short a monitor, discussion was presented on who would be available to cover monitors hours this month. Volunteers from Board and Club Representatives were accepted to cover the times needed. Ken is reviewing resumes of monitors and working with the Clunie Center as well for possible shared monitors.

**City Report:** Ken Rothaus reported that Lee Ruth was contacting the City to get the bench replaced in the patio. The Board hopes to get the bench built before the Spring Sale.

## COMMITTEE REPORTS

**New Perimeter Gardens:** Noelle Anderson said that the Iris Club did their garden around the building. Noelle said that there is a big order of mulch coming for the perimeter gardens, and is scheduled to be delivered before the March 10<sup>th</sup>-the Cleanup Day. Noelle said that cardboard will be put down first and then mulch in an effort to get rid of the ivy. Discussion about proper signing of the gardens occurred, and Noelle will be ordering them.

**Spring Sale:** Kathy Norton gave a summary of the coming Spring Sale on 16-17 March 2019. Kathy said that the setup times were Friday, 15 March 2019, from 11 am to 7 pm, and on Saturday, 16 March 2019 from 8 am to 10 pm. Doors open to the public from 10 am to 4 pm on Saturday and Sunday. Kathy said that people should take the yard signs and printed postcards out to distribute them to advertise the Spring Sale. Kathy said that about half of the postcards are still in the office waiting to be used. Kathy said that thanks to the Board, an ad has purchased in the Sacramento News & Review. This ad will come out on the Thursday before the sale. Kathy said that Amie is coming again to provide us food. Kathy encouraged everyone to contact her if they want a spot in the sale. Kathy also asked everyone to hold good thoughts for good weather for the event.

**Webpage:** Erica Foster is responsible for the webpage updates. She has added the Sierra Club to the page.

**CHAT:** Wendy said the current CHAT came out and the next deadline for the CHAT is April 15<sup>th</sup>.

**Friends:** Ed said that the Friends have \$21,209.55 in their account.

### **Old Business**

**New process for using the Center's microphone:** Microphone has been left on and left out, thus leaving it hard to find and with dead batteries. Therefore, the microphone will now have to be checked out with the monitor and secured with funding or an identification card. Ken purchased rechargeable batteries for use for the microphone. Jan Goehring will write a note for the CHAT to announce this new procedure.

**Laptop for Treasure's Software:** Ken brought up the need to purchase a new computer to support the QuickBooks Software and get it off of Ed's computer. Discussion followed as to buy a new computer for the Center, to purchase a shared cloud based program for QuickBooks, or to use a shared thumb drive for the software. Jan made a motion and Noelle seconded it to have the QuickBooks in the cloud researched on how it would be used and function, and this be reported out at the next Board meeting. This motion was approved.

**Fire Department Report:** Fire inspection happened, items noted from the Fire Department were mostly fixed. One item to be resolved is to remove anything that is within two feet of the ceiling. This will be taken care of during Cleanup Day on the 10<sup>th</sup>.

**Center Improvement List:** No projector for the small room. Sink in the back room is still identified as a problem with it not being kept clean or able to fully drain.

**Workshop Pricing:** No meeting yet on this topic.

**Center Cleanup Day is March 10<sup>th</sup> from 9 am to 1 pm:** All were invited to attend. That is Daylight Savings Time.

### **New Business**

Request was made to have rails put on the stage to aide people getting on or off the stage. Another suggestion was to have the monitor help people on and off the stage.

Discussion was restarted about putting removable shade sails out in the main patio. Ken said that the City is okay with this as long as the sails are removable. John said that the sails could be lowered and restored with cables. It was agreed that this idea would be researched.

Mariel Dennis, representing the Cactus Club, said that their show is May 4<sup>th</sup> and 5<sup>th</sup>. She would like to have the bench in the patio built before their show.

It was suggested that Ken be copied on emails that are going to the Center in Mabel's absence.

Ed stated that he needs payments for renting the Center to be paid by checks. That at times he is getting payments in cash because people have stopped using checks. This brought up the need to get the PayPal feature working for the Center.

Meeting was adorned at 8:37 PM.

Respectfully submitted,  
Kathy Norton  
for Therese Ruth, Recording Secretary