

**The Monday Clubhouse Conservancy
Board of Directors Meeting Agenda
June 26, 2023**

Our Mission: *To preserve and restore the historic landmark known as The Monday Club of San Luis Obispo, and to provide public access to the landmark for educational purposes, and to carry on other charitable and educational activities associated with this goal as allowed by law.*

Our Role as Board of Directors:

- *To determine and put in place the strategic direction of the organization.*
- *Align goals in focus with our mission statement(s).*
- *Identify funding sources and continue to monitor our resources with accountability to the TMC membership and our donors.*
- *Establish policies that support our long-term visions and purpose.*

Call to Order

Board Consent for Agenda

Recording Secretary – Colleen Arnold

- Roll call
- June 12 In and Out Board Meeting Minutes Approved

President/CEO – Dawn Turner

2nd VP, Building and Grounds – Vicki Carroll

Report Submitted

- Landscape update
- Building Incident Checklist
- Responsible Beverage Service Certificate requirement for club events

Corporate Secretary/COO - Michelle McCovey-Good

Report Submitted

Treasurer/CFO - Jennifer Alderman

Report Submitted

- Collect copies of driver's licenses and proof of vehicle insurance from all board members for safekeeping by Treasurer (insurance requirement)
- Budget Committee Update

Ways and Means - Darla Tapp

Report Submitted

Publicity Chair – Kristen Inman

Report Submitted

Unfinished Business

- DOC Memorandum of Understanding update- Jenifer Alderman
- Merger Update- Jennifer Alderman
- Budget Committee

New Business

- Docent Training- June 29, 1 p.m. at the Clubhouse

To Do List

Adjourn to July 17

**The Monday Clubhouse Conservancy
MINUTES of the Board of Directors Meeting
June 26, 2023**

President Dawn Turner called the meeting to Order at 10:40 a.m. The BOD gave consent to the agenda with no changes or additions.

Recording Secretary – Colleen Arnold

- *Present:* Dawn Turner, Vicki Carroll, Michelle McCovey-Good, Jennifer Alderman, Kristin Inman, Christy Palmer, Janice Crooks, Angellia Moore, Darla Tapp, Teresa Dellaganna.
Absent: Julie Martin, Catherine Nelson.
- June 12, 2023 In and Out Board Meeting Minutes approved as corrected.

2nd VP, Building and Grounds – Vicki Carroll

Report attached.

- Landscape update: Found contractor Dennis Takahashi. Project will be done in phases Expected to start ASAP; will continue beyond one year; will restore original lattice work.
- Building Incident Checklist: Booklet always available in office.
- Responsible Beverage Service Certificate requirement for club events: ABC requires a certified server at all events where alcohol is served. Need house policy for events where alcohol is served. Committee chairpersons should consider getting certified. Darla Tapp will communicate with chairpersons about this requirement.
- It was noted that the windows need to be washed.

Property Manager -Teresa Dellaganna

Report attached.

Corporate Secretary/COO - Michelle McCovey-Good

Report attached

Treasurer/CFO - Jennifer Alderman

Report attached to minutes of BOD meeting 6/12/2023

- Each board member will provide copies of driver's licenses and proof of vehicle insurance.

Ways and Means - Darla Tapp

Report attached

- Fall fundraiser has been dropped in favor of an October mixer

Publicity Chair – Kristin Inman

Report attached

- It was suggested that the Valentine event could be a fundraiser. The Tea Party could remain a club tradition, not planned as a fundraising event.
- More Centennial meeting information to come.

Unfinished Business

- DOC Memorandum of Understanding updated by Jenifer Alderman
- Merger Update- Nothing new to report as of this meeting. New readers are needed.
- Budget Committee in progress

New Business

- Docent Training will begin June 29, 2023 at 1 p.m. at the clubhouse. Brooke Meek is the trainer.
- Kid-Vid idea shelved for the present. (Robin Smith)

To Do List:

- ✓ Vicki Carroll will develop house rules for alcohol.
- ✓ Mary Qualls will further update Kid-Vid idea.
- ✓ Looking for board input on new logo.
- ✓ Beverage Service Certificate requirements will go out to all committee chairpersons.
- ✓ Board retreat at July BOD meeting. There will be a special speaker. Follow up retreat in January 2024.

Adjourned at 11:39

Respectfully submitted.



Colleen Arnold, Recording Secretary

TMCC Board Meeting
June 26, 2023
2nd VP, Building and Grounds Report – Vicki Carroll

Landscape Update

We have received installation and monthly maintenance bids for our proposed landscape from Dennis Takahashi of Takahashi Landscape. (Two attachments)

Our committee (Angellia Moore, Jennifer Alderman and Vicki Carroll) met on the property to review a proposed planting plan developed by Angellia and Susan Phillips.

Building Incident Log

A log to record incidents, such as dealing with alcohol consumption problems at events and injuries occurring on the property has been started. This log will be kept in the TMC office and used by Rental Manager Teresa Dellaganna and Monday Club members.

Responsible Beverage Service Certificate (RBS) requirement for club events

President Turner and I propose that each TMC committee have one person who has received a Responsible Beverage Service Certificate to be present at all events that serve alcohol. <https://www.abc.ca.gov/education/rbs/>

Dawn Turner, Rental Manager Teresa Dellaganna, and I have this certification. It is an ABC requirement that a RBS certified person be on property for events serving alcohol.

Building Painting

The paint on many parts of our building trim, doors and exterior walls needed to be refreshed. Some of the interior has also been touched up, including the stage front. This work was done by Phil Perry.

Knox Box Replacement

As required by the SLOFD, I purchased a new Knox Box for the Andrews Street entrance. This box holds a door key and a key to the main electrical room. SLOFD must be on site when it is installed and I am waiting for them to give me a date.

Respectfully Submitted,

Vicki Carroll, 2nd VP Building and Grounds

Takahashi

Landscaping and Maintenance

177 F Street
Cayucos, Ca 93430
Lic no. 56191

Re-landscape Estimate For Monday Club of San Luis Obispo

Estimate for clean up and plant removal from established landscape on property. Estimated costs are for labor and hauling and does not include landscape and irrigation materials. We can prune and cut plants only as high as we can reach with extended hedge trimmers or with a pole pruner and pole saw. A tree trimming service will be needed for the taller trees and hedges. This estimate is broken up into 3 sections. The front and sides of the building, the wedding venue section, and the back lot, mainly the Agave in the back lot.

Front

Area includes right side of the building as you looking at the building from the street.

Clean up and plant removal and haul	\$3360.00
Sod removal	\$2500.00
Plant and irrigation installation	<u>\$4160.00</u>
Estimated total front	\$10,200.00

Wedding Venue Area

Area behind building between building and Agave.

Clean up and plant removal and haul	\$3360.00
Plant and irrigation installation	<u>\$4160.00</u>
Wedding Venue total	\$7520.00.

Back lot Agave removal

Removal and haul off blue Agave	\$2500.00.
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These estimates can be adjusted after the scope of the clean up, removal, and plant selection and design become more specific. Please call me with any questions regarding this estimate.

Thank you.

Sincerely,

Dennis Takahashi owner
Takahashi Landscaping and Maintenance

TAKAHASHI LANDSCAPE & MAINTENANCE

177 F Street, Cayucos CA 93430

805-234-3872 ~ dennis@takahashilanscaping.com

Lic. #: 561916

PROPOSAL & CONTRACT

CLIENT NAME: Monday Club
JOB ADDRESS: 1815 Monterey St., San Luis Obispo, Ca. 93401

This agreement is between Takahashi Landscaping ("Contractor") and Monday Club ("Client").

The undersigned agrees to furnish and provide necessary labor, tools, implements, and appliances to do, perform, and complete in good workmanlike manner the following: Maintenance of the above location as indicated in the attached Contract/Specifications One (1) through (8) for a period of one (1) year.

All of the above work to be completed for the sum of \$ 10,800/year payable monthly @ \$900/month.

To commence _____

Initial clean up fee of \$ DBA if needed.

Any alteration or deviation from the above involving cost of materials or labor will be executed only in written orders for the same and will become an extra charge over the sum mentioned above.

In the event that it becomes necessary to institute suit or to employ an attorney to collect any payment or payments due to the undersigned for labor or materials furnished under this agreement or any modification thereof, then the Client shall be liable to the Contractor for court costs and/or attorney fees. Said costs/attorney fees shall be in the amount equal to one-third of the amount for which recovery is paid.

CLIENT INITIAL _____

Terms of payment shall be as follows: \$_____ a month payable within fifteen (15) days after the close of the month. A Late fee of ten percent (10%) shall be applied on the 16th day of the month.

This proposal will be null and void if not accepted by the Client within thirty (30) days.

Respectfully submitted.

DATE: _____

Owner

Takahashi Landscape and Maintenance

ACCEPTANCE: You are hereby authorized to furnish all tools and labor required to complete the work mentioned above (the Landscape Maintenance Contract/Specifications) for which _____ (Client, agrees to pay the amount mentioned in said proposal and in accordance with the terms.

DATE: _____

Client Owner or Agent

CLIENT INITIAL: _____

TAKAHASHI LANDSCAPE AND MAINTENANCE

177 F Street, Cayucos CA 93430

805-234-3872 ~ dennis@takahashilandscaping.com

Lic. #: 5611916

LANDSCAPE MAINTENANCE CONTRACT-SPECIFICATIONS

1. IRRIGATION SYSTEM: Takahashi Landscape and Maintenance ("Contractor") will adjust any existing automatic controller, based upon changes in rainfall and temperature, with such frequency as to promote healthy growth. Contractor shall have sole responsibility for this function. Owner of the property ("Client") shall not permit any changes without prior consultation with Contractor. In late winter, Contractor shall check irrigation system for proper operation. Any damages to the system caused by the Contractor shall be repaired without charge. Repairs shall be made within one watering system. Repairs due to normal wear and tear will be billed at time and materials to the client.
2. TREES AND SHRUBS: Contractor shall prune, thin and trim shrubs and trees within reach of an extended hedge trimmer and pole pruner. This shall be accomplished on a regular basis to maintain a neat appearance and promote healthy growth. Work shall include the removal of suckers, cross branches and dead wood. Existing staking and guying of trees shall be inspected and changed as required to permit growth expansion and to prevent damage from chafing. Additional staking and guying of trees shall be performed on a time and material basis and Client shall pay for this in addition to the monthly cost as stated in the Contract. A free service should be used on all tall hedges and trees on a regular basis.
3. GROUND COVER AND FLOWER BEDS: Maintenance shall consist of trimming ground cover where needed around trees, etc. Beds are to be weeded and reasonably cleaned of leaves and debris on a regular basis to maintain a neat and clean appearance. Contractor is not responsible for extra maintenance due to extreme weather conditions between regularly scheduled maintenance visits.
4. LAWNS: will be mowed on a scheduled basis so as to maintain a neat appearance and to promote healthy growth. Lawn shall be edged to its local confines, for example around all trees, sprinklers, fences, lights, etc. Grass clippings shall be removed from sidewalks, driveways, and curbs, and disposed of on site in the Clients Green Waste container(s). If removed offsite an additional charge will apply.
5. HARDSCAPE AREAS: shall be cleaned of debris. This shall be accomplished with a gas-powered blower. Walkways, patios and driveways shall be blown. Parking lot on an occasional basis when time permits. Clean up of unusual debris shall be treated as additional work and charged for time and materials
6. FERTILIZATION: Fertilizer, pre-emergent herbicides and snail bait will be applied at the cost of materials as billed to the Client. Quantities, varieties or fertilizer, and schedule of application shall be determined by the Contractor.

CLIENT INITIALS: _____

7. PEST AND WEED CONTROL: Contractor shall take reasonable steps to maintain landscape areas essentially free of harmful insects and disease infestations that customarily occur in the vicinity of the project and as preventable by application of available chemical controls. All landscaped areas shall be maintained essentially free of noxious weeds, weather and soil conditions permitting. Cost of insecticides not included in the contract and will be billed accordingly. With the use of herbicides restricted on this property, contractor will have to hula hoe a minimum of 60 mins(2-men,30 mins) weekly to control weeds.
8. EMERGENCY: In the event of an emergency, Contractor may incur labor or material costs if Client authorization is not possible to save the Client on excessive water or excessive damage to the property.
9. CONTACT ON SITE: Client shall designate one person to speak on behalf of the client and shall be able to authorize work over and above that included in this contract. If that person is unavailable then Client shall contact Contractor with the name and contact information of a 2nd person authorized to do so.
10. WORK NOT INCLUDED:
 - A. Maintenance of trees that cannot be pruned by Contractor with a pole pruner. These trees will be inspected and a recommendation will be made for the services of a licensed Tree Arborist/Contractor.
 - B. Repairs or replacements of losses and damages beyond the control of the Contractor, except with the Client's approval and agreement to pay for time and materials.
 - C. Lot sweeping
 - D. New planting and other services, except with the Client's approval and agreement to pay.
 - E. Vermin and rodent control.
 - F. Any other work not included in this Contract

↳ Landscape pathway lights to be maintained at time & materials

MATERIAL INCLUDE, BUT ARE NOT LIMITED TO: Fertilizer for lawn, ground cover, trees, shrubs and flowering plants; Herbicides other than pre-emergents for weed control; Insecticides; and snail bait.

Hourly rate for work over and above the Contract is \$60- (add 50% for after hours, weekend or Holidays)

Green Waste Cans to be provided by Mundy Club.

CONTRACT PRICE: \$900.00 per month

BUILDING AND GROUNDS

Rental Receipts	\$27,575.00	
Capital Campaign		
Docent Tours	\$0.00	
Lunch Donation	\$0.00	
Wild Apricot CC donations	\$0.00	
Cash and Check CC donations	\$0.00	Grant
Yoga	\$0.00	
100 Women for 100 Years	\$0.00	
Online store purchases	\$0.00	
Summer Sippin'	\$8,175.00	Tickets, Donations, & Sponsorships
Misc	\$70.00	Centerpiece Sales

TOTAL BUILDING AND GROUNDS \$35,820.00

PHILANTHROPY

Raising a Reader		
See's Candy Sales	\$127.50	
Donations	\$0.00	
Wreaths	\$0.00	

TOTAL RAISING A READER \$127.50

Fine Arts Awards		
Sponsorships	\$0.00	
Art Auction	\$0.00	
Donations	\$1,050.00	Pamella Wood & Mary Qualls

TOTAL FINE ARTS AWARDS \$1,050.00

TOTAL PHILANTHROPY \$1,177.50

TOTAL DEPOSITS \$36,997.50

**June 2023 TMC Venue Management
Board Meeting Report
June 26, 2023**

June - 6 Events Executed:

- 6/4 TMC Fundraiser
- 6/14 Cal Poly Counseling Services Meeting
- 6/16 Cal Poly College of Business End of Year Awards
- 6/19 Raising A Reader Event
- 6/25 Rodriguez Wedding
- 6/26 Fresno State Ag Teacher Mixer

June - 3 New Bookings - \$5,500 in Rental Fees:

- 7/9 Maciel Wedding
- 10/16 Leon Wedding
- 4/4/24 Frantz Wedding

June - 6 Site Visits/Tours & Rehearsals:

- 6/9 Cal Poly Computer Science Site Tour – likely booking
- 6/12 Cal Poly College of Business Site Visit 6/16 Event
- 6/13 Rodriguez Site Visit 6/25 Wedding
- 6/19 Central Coast Weavers Site Tour – likely booking 8/4
- 6/24 Rodrigues Wedding Rehearsal
- 6/30 Chavez-Mejia Site Visit 7/8 Wedding

2023 - 42 events totaling \$118,200 in rental fees plus 13 TMC Events

2024 - 2 event2 totaling \$5,100 in rental fees

2022 - 37 events totaling \$84,940 in rental fees

Date	Event Title	Total Base Rental
1/8/23	Kolb Memorial	2500
1/9/23	TMC GMM	x
2/6/23	TMC GMM	x
2/11/23	Smith Ashlock Wedding	3700
2/13-14/23	TMC Vday	x
2/18/23	Diaz Nguyen Wedding	3700
2/26/23	TMC Fine Arts Awards	x
3/3/23	Joan Sargen 80th Bday	2500
3/6/23	TMC GMM	x
3/10/23	KAT-ZT Dance	2500
3/20/23	Deitsch-Greenwald Wedding	1600
3/23/23	Magliari-Scipione Wedding	1600
3/25/23	Leong-Ramirez Wedding	3700
3/26/23	CC Bridal Fair	2500
4/1/23	Loomis Memorial	3800
4/3/23	TMC GMM	x
4/14/23	Wild+Free Presentation	2500
4/16/23	Delta Tau	2500

4/21/23	Brandt-Taylor Wedding Set Up	1500
4/22/23	Brandt-Taylor Wedding	3600
5/1/23	TMC GMM	x
5/6/23	Baltimore-Dutra Wedding	3700
5/12/23	Festival Mozaic	2750
5/13/23	Purcell-Herrera Wedding	3600
5/21/23	Lowy Wedding	2500
5/23/23	FNL Awards Night	1500
5/28/23	Sigma Pi Fraternity	3600
6/3/23	TMC Fundraiser Set Up	x
6/4/23	TMC Fundraiser	x
6/14/23	Cal Poly Counseling Services Meeting	1500
6/16/23	Cal Poly Orfalea Business	2500
6/18/23	Raising a Reader Set up	
6/19/23	Raising a Reader Event	
6/25/23	Sergio Wedding	2500
6/26/23	Fresno State Mixer	1500
7/8/23	Chavez-Mejia Wedding	3600
7/9/23	Maciel Wedding	2500
7/16/23	Jones Wedding	2500
8/6/23	De La Vega Wedding	2500
8/13/23	Veley Reception	2500
8/19/23	Packard Wedding	3600
8/26/23	Heintz-Morgan Wedding	3850
9/2/23	Peterson-Cummings Wedding	3600
9/4/23	TMC GMM	x
9/16/23	Real Wedding	3700
9/23/23	Hammond Bday	3600
9/24/23	Lujan-Michalak Wedding	2500
10/2/23	TMC GMM	x
10/6/23	Shah Welcome Party	2500
10/13/23	Graf-Hawley Wedding	2500
10/16/23	Leon Wedding	1500
10/20/23	Nodhus-Castro Wedding	2500
10/21/23	McCoy Wedding	3600
11/4/23	Despain-Carnenvali Wedding	3700
11/6/23	TMC GMM	x
11/11/23	Elfant Bat Mitzvah	3600
12/4/23	TMC GMM	x

Date	Event Title	Total Base Rental
4/4/24	Frantz Wedding	1500
5/4/24	Erwin-DuBois Wedding	3600

The Monday Club
Ways and Means Board Report
Meeting date: 6-26-2023

- Summer Sippin – revenue update, right around 21K
- At the Centennial meeting we decided to drop the fall fundraiser in favor of an October Member Mixer. Jennifer Alderman has offered to co-chair this event. The Valentines drive through picnic fundraiser will go ahead as planned and it was decided to do our Tea fundraiser in April.
- I would like to discuss the possibility of continuing to do our historical tea event as a member event at the May meeting and moving the tea fundraiser to another Summer Sippin event in either May or June.

Submitted by:

Darla Tapp - Ways and Means Chair

The Monday Club
Publicity Board Report
Submitted by Kristin Inman
June 24, 2023

Activities for RAR

- Press Releases announcing Community Foundation Donation/Event to all media and the full invitee list
- Email invitation to invite list
- Facebook posts promoting book drive
- Next Door posts promoting book drive

Activities for Summer Sippin'

- Eblast: Online Auction open
- Eblast: Thank you and event photos