



**Chaffey College**

**CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE**

Virtual Meeting via Zoom  
Wednesday, September 28, 2022  
11:00 a.m. - 12:00 p.m.

In Attendance:

**City of Chino**

Christopher Flores  
Linda Reich  
Silvia Avalos

**Chaffey College**

Lee McDougal  
Henry Shannon

**Absent**

Teresa Hull

**Guests**

Rita Elias, Event Coordinator

Patrick Cabildo, Interim Executive Director  
for Fiscal & Audit Services, Chaffey College

**Recorder**

Eva Ramirez, Executive Assistant,  
Chaffey College

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**Summary Notes**

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- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 11:04 a.m. and the following notification was read:

Pursuant to AB 361 (Cal. Gov. Code section 54953), members of the Chaffey College Chino Community Center Oversight Committee, staff, and the public will be able to participate in the September 28, 2022 meeting via videoconference.

To attend via videoconference, use the link provided on the meeting agenda or on this committee's webpage.

Public comments for this meeting were accepted via email up to the posted start time of this meeting.

For anyone joining us live, please send a chat to the meeting host if you would like to make a public comment.

All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the meeting and must comply with the three-minute time limit.

Mr. McDougal congratulated Dr. Linda Reich on being named City Manager for the City of Chino. New committee member Silvia Avalos, Director of Community Services, City of Chino was welcomed to the committee.

Self-introductions took place.

- II. **Motion to Verify/Find That Sufficient Health and Safety Conditions Exist to Continue Holding Teleconference/Hybrid Committee Meetings Subject to The Conditions Set Forth in Government Code Section 54953 (e) (AB 361)** – On a motion by Linda Reich, second by Henry Shannon, this item was unanimously approved.
- III. **Public Comments** – None
- IV. **Update from Event Coordinator** – Rita Elias shared the documents, "Chaffey College Chino Community Center Event Schedule" for the months of October 2022 – February 2024, and "Revenue Projection Form" for the months of October 2022 – March 2023. The number of events booked is getting back to pre-pandemic levels, with an average of 4-5 events per month and some stronger months at 6 or 7 events. An event assistant has been selected and is going through the hiring and background-check process.
- V. **Venue Showcase Proposal** – Ms. Elias presented a proposal to host a venue showcase event at the Community Center in October. The purpose of the event is to bring in current and potential clients, and provide an opportunity to see the space set up and get to know the preferred vendors. This event typically brings in significant revenue at minimal cost. On a motion by Linda Reich, second by Lee McDougal, this item was unanimously approved.
- VI. **Financial Statement Update** – Patrick Cabildo shared the Balance Sheet and Income Statement through June 30, 2022. Total capital is \$124,955. Sales and rentals far exceeded what was forecast for the year (forecast \$206,500, actual \$372,701). Total income for the year ended on the positive at \$78,179.
- VII. **2022-2023 Adopted Budget** – Mr. Cabildo shared the 2022-2023 Adopted Budget. Income for 2022/2023 was budgeted at \$426,028 as it seems this year will be stronger than last. Funding for the event assistant contract was also included. On a motion by Henry Shannon, second by Linda Reich, the committee unanimously approved this item.
- VIII. **Historical Financial Review as of June 30, 2022**– Mr. Cabildo shared the historical financial review including figures for the 2021/2022 fiscal year.
- IX. **Comments, Requests, Future Agenda Items** – Dr. Shannon mentioned that Dean Teresa Hull is on medical leave and Amy Nevarez is serving as Dean of both the Chino and Fontana campuses on an interim basis.
- Councilmember Flores congratulated Linda Reich and Silvia Avalos on their new appointments. He also mentioned a commercial development that was recently approved for the lot across the street from the Community Center. Furthermore, Mr. Flores passed along a suggestion he received for a projection system for the back wall of the Community Center, so that presentations may be easily seen from anywhere in the room. Rita Elias and Eva Ramirez will work on obtaining a quote and will provide a report at the December meeting.
- Mr. McDougal welcomed and congratulated Silvia Avalos.
- X. **Adjourn** – The meeting was adjourned at 11:30 a.m. The next meeting is scheduled to be held on December 8, 2022.