



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Virtual Meeting via Zoom and YouTube Live
Thursday, December 10, 2020
1:00-2:30 p.m.

In Attendance:

City of Chino

Linda Reich

Chaffey College

Lee McDougal
Henry Shannon
Teresa Hull

Members Absent

Paul Rodriguez
Matt Ballantyne

Guests

Rita Elias, Event Coordinator

Kim Erickson, Executive Director, Business
Services, Chaffey College

Recorder

Eva Ramirez, Executive Assistant,
Chaffey College

Summary Notes

- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 1:00 p.m.
- II. **Public Comments** – None
- III. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of December 2020 – December 2022, and “Revenue Projection Form” for the months of December 2020 – May 2021. There are no events scheduled for December 2020 due to the pandemic, there are a few events for January, and May 2021 has several events scheduled. The movie nights through City of Chino are going very well.
- IV. **Coronavirus COVID-19 Response** – Ms. Elias reported that the Community Center has opened for outdoor events and indoor essential meetings; four events have taken place since March 14. Since the start of the pandemic, a total of 40 events have been cancelled (amounting to approximately \$160,000 in revenue), 24 events have been rescheduled, 18 new events have been booked, and several inquiries have been received.
- V. **Proposal to Add Courtyard Event Rates** – Ms. Elias presented a proposal for a courtyard wedding ceremony and for a courtyard event. The courtyard ceremony would be only for two hours, which should be sufficient time for a wedding ceremony and photos. The courtyard event is for four hours, and could be used for weddings, dinners, baby showers, etc. Henry Shannon recommended checking with Troy Ament, executive director of facilities and construction at Chaffey College, to ensure appropriate safety protocols are in place, and that no additional costs need to be considered (such as disinfecting or PPE) for events or ceremonies. Linda Reich mentioned that City of Chino recently implemented various outdoor rates for its facilities. On a motion by Lee McDougal, second by Henry Shannon, the proposal to add courtyard ceremony and event rates was unanimously approved.

- VI. **Proposal to Modify Date Change Policy and Rental Contract** – Ms. Elias explained that many events are booked very far in advance, and the rates for contracted services (i.e. security, clean up service, bar service), are quoted at the rate when the contract is signed, but the service provider may then change their rate by the time of the event. The Community Center has been absorbing the difference when this occurs. Ms. Elias provided a proposal to modify the Facility Terms and Conditions and the Facility Rental Contract to allow for a change in rates to the client whenever this price variance occurs. Moved by Lee McDougal, second by Linda Reich, the proposal to modify the Facility Terms and Conditions and the Facility Rental Contract was unanimously approved; however, Ryan Church, general counsel for Chaffey College, will be asked to provide the appropriate language for the changes.

The Community Center will continue to absorb the price difference for clients that previously signed a contract for an event.

- VII. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement for the period ending September 30, 2020. Total capital is \$218,798, leaving \$122,630 in cash. The net operating loss of \$155,000 includes paying for audio/visual upgrades, which were planned and will be covered by the budgeted prior-year balance re-allocation of \$160,000. Utility expenses are very low, which is due to COVID-19 closures. There is sufficient cash to get through this year, and several events are booked in 2021.
- VIII. **WiFi Service and Audio/Visual Equipment Update** – Ms. Elias reported that the installations of WiFi service and audio/visual equipment are finally complete. The new equipment is working very well.
- IX. **Comments, Requests, Future Agenda Items** – Teresa Hull commended Rita Elias for all of the work she has put in to keep services going despite the pandemic. She also thanked Kim Erickson and the accounting staff at Chaffey College for their efforts to complete the necessary paperwork and payments for the extensive audio/visual modifications. Henry Shannon thanked Eva Ramirez for her work to support this committee.
- X. **Adjourn** – The meeting was adjourned at 1:40 p.m. The next meeting is scheduled to be held virtually on March 18, 2021 at 1 p.m.