

*Application for Recognition of Exemption*  
*for*

***THE MONDAY CLUBHOUSE  
CONSERVANCY, INC.,  
a California nonprofit corporation***

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**Monday Clubhouse Conservancy, Inc.**  
**a California nonprofit corporation**

**BOOKLET INDEX**

	Tab
Checklist	1
Form 1023 Application for Recognition of Exemption <i>Dated December 15, 2015</i>	2
Exhibits	3

# Form 1023 Checklist

## (Revised December 2013)

### Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

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**Note.** Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

**Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.**

- ☒ Assemble the application and materials in this order:
- Form 1023 Checklist 1
  - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
  - Form 8821, *Tax Information Authorization* (if filing)
  - Expedite request (if requesting)
  - Application (Form 1023 and Schedules A through H, as required) 2
  - Articles of organization
  - Amendments to articles of organization in chronological order
  - Bylaws or other rules of operation and amendments
  - Documentation of nondiscriminatory policy for schools, as required by Schedule B
  - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
  - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- ☒ User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.
- ☒ Employer Identification Number (EIN)
- ☒ Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
- You must provide specific details about your past, present, and planned activities.
  - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
  - Describe your purposes and proposed activities in specific easily understood terms.
  - Financial information should correspond with proposed activities.
- ☒ Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.
- |            |                                                |            |                                                |
|------------|------------------------------------------------|------------|------------------------------------------------|
| Schedule A | Yes ___ No <input checked="" type="checkbox"/> | Schedule E | Yes ___ No <input checked="" type="checkbox"/> |
| Schedule B | Yes ___ No <input checked="" type="checkbox"/> | Schedule F | Yes ___ No <input checked="" type="checkbox"/> |
| Schedule C | Yes ___ No <input checked="" type="checkbox"/> | Schedule G | Yes <input checked="" type="checkbox"/> No ___ |
| Schedule D | Yes ___ No <input checked="" type="checkbox"/> | Schedule H | Yes <input checked="" type="checkbox"/> No ___ |

- ☒ An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) \_\_\_\_\_
  - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law \_\_\_\_\_
- ☒ Signature of an officer, director, trustee, or other official who is authorized to sign the application.
- Signature at Part XI of Form 1023.
- ☒ Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service  
P.O. Box 192  
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service  
201 West Rivercenter Blvd.  
Attn: Extracting Stop 312  
Covington, KY 41011

**Application for Recognition of Exemption**

(00)

OMB No. 1545-0056

**Under Section 501(c)(3) of the Internal Revenue Code**

► (Use with the June 2006 revision of the Instructions for Form 1023 and the current Notice 1382)

**Note:** If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at **www.irs.gov** for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

**Part I Identification of Applicant**

<b>1</b> Full name of organization (exactly as it appears in your <b>organizing document</b> )		<b>2</b> c/o Name (if applicable)	
<b>The Monday Clubhouse Conservancy</b>			
<b>3</b> Mailing address (Number and street) (see instructions)	Room/Suite	<b>4</b> Employer Identification Number (EIN)	
<b>1815 Monterey Street (P.O. Box 167 San Luis Obispo, CA 93406)</b>		<b>47-4238175</b>	
City or town, state or country, and ZIP + 4		<b>5</b> Month the annual accounting period ends (01 - 12)	
<b>San Luis Obispo, CA 93401</b>		<b>05</b>	
<b>6</b> Primary contact (officer, director, trustee, or <b>authorized representative</b> )		<b>b</b> Phone: <b>805-541-0594</b>	
<b>a</b> Name: <b>Christy Noble, President</b>		<b>c</b> Fax: (optional)	
<b>7</b> Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>8</b> Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>	
<b>9a</b> Organization's website: <b>none</b>			
<b>b</b> Organization's email: (optional) <b>themondayclubhouseconserv@gmail.com</b>			
<b>10</b> Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>	
<b>11</b> Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		<b>06 / 01 / 2015</b>	
<b>12</b> Were you formed under the laws of a <b>foreign country</b> ? If "Yes," state the country.		<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>	

**Part II Organizational Structure**

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1** Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. See Exhibit "A" ☒ **Yes** ☐ **No**
- 2** Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. ☐ **Yes** ☒ **No**
- 3** Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. ☐ **Yes** ☒ **No**
- 4a** Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. ☐ **Yes** ☒ **No**
- b** Have you been funded? If "No," explain how you are formed without anything of value placed in trust. ☐ **Yes** ☒ **No**
- 5** Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. See Exhibit "B" ☒ **Yes** ☐ **No**

**Part III Required Provisions in Your Organizing Document**

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1** Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): **Article II 3 and 4, page 1** ☒ See Exhibit "A"
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c. ☒ See Exhibit "B"
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. **Article IV 6(c), page 2**
- 2c** See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: ☐

**Part IV Narrative Description of Your Activities** See Exhibit "C"

Using an attachment, describe your *past*, *present*, and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors**

- 1a** List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
See Exhibit "C"			

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b** List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
<b>None</b>			

- c** List the names, names of businesses, and mailing addresses of your five highest compensated **independent contractors** that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
<b>None</b>			

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

**2a** Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. ☐ **Yes** ☒ **No**

**b** Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. ☐ **Yes** ☒ **No**

**c** Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. ☐ **Yes** ☒ **No**

**3a** For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

See Exhibit "E"

**b** Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. ☐ **Yes** ☒ **No**

**4** In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

**a** Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? ☒ **Yes** ☐ **No**  
**b** Do you or will you approve compensation arrangements in advance of paying compensation? ☒ **Yes** ☐ **No**  
**c** Do you or will you document in writing the date and terms of approved compensation arrangements? ☒ **Yes** ☐ **No**

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? ☒ **Yes** ☐ **No**
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☒ **Yes** ☐ **No**
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source? ☒ **Yes** ☐ **No**
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.

- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. ☒ **Yes** ☐ **No**  
See Exhibit "D"
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?

**Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.

- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☒ **No**
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☒ **No**

- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. ☐ **Yes** ☒ **No**
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. ☐ **Yes** ☒ **No**

- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. ☐ **Yes** ☒ **No**
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at **arm's length**.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.

- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. ☐ **Yes** ☒ **No**



**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b** Describe any written or oral arrangements you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f** Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

**Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You**

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past, present, and planned* activities. (See instructions.)

- 1a** In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. ☒ **Yes** ☐ **No**  
See Exhibit "C"
- b** In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. ☒ **Yes** ☐ **No**  
See Exhibit "C"
- 2** Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. ☐ **Yes** ☒ **No**
- 3** Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. ☐ **Yes** ☒ **No**

**Part VII Your History**

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1** Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. ☒ **Yes** ☐ **No**  
See Exhibit "C"
- 2** Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. ☐ **Yes** ☒ **No**

**Part VIII Your Specific Activities**

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past, present, and planned* activities. (See instructions.)

- 1** Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. ☐ **Yes** ☒ **No**
- 2a** Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. ☐ **Yes** ☒ **No**
- b** Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. ☐ **Yes** ☒ **No**
- 3a** Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. ☐ **Yes** ☒ **No**
- b** Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. ☐ **Yes** ☒ **No**
- c** List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

**Part VIII Your Specific Activities (Continued)**

- 4a** Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) ☒ **Yes** ☐ **No**  
See Exhibit "C"
- ☒ mail solicitations ☐ phone solicitations  
☒ email solicitations ☐ accept donations on your website  
☒ personal solicitations ☐ receive donations from another organization's website  
☐ vehicle, boat, plane, or similar donations ☒ government grant solicitations  
☒ foundation grant solicitations ☐ Other
- Attach a description of each fundraising program.
- b** Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. ☐ **Yes** ☒ **No**
- c** Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. ☐ **Yes** ☒ **No**
- d** List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you. See Exhibit "C"
- e** Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. ☐ **Yes** ☒ **No**
- 
- 5** Are you **affiliated** with a governmental unit? If "Yes," explain. ☐ **Yes** ☒ **No**
- 6a** Do you or will you engage in **economic development**? If "Yes," describe your program. ☐ **Yes** ☒ **No**
- b** Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.
- 
- 7a** Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. ☐ **Yes** ☒ **No**
- b** Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. ☒ **Yes** ☐ **No**  
See Exhibit "C"
- c** If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements. See Exhibit "C"
- 
- 8** Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. ☐ **Yes** ☒ **No**
- 
- 9a** Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. ☐ **Yes** ☒ **No**
- b** Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☒ **No**
- c** Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☒ **No**
- d** Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☒ **No**
- 
- 10** Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. ☐ **Yes** ☒ **No**

**Part VIII Your Specific Activities (Continued)**

- 11** Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. ☐ Yes ☒ No
- 
- 12a** Do you or will you operate in a **foreign country** or **countries**? If "Yes," answer lines 12b through 12d. If "No," go to line 13a. ☐ Yes ☒ No
- b** Name the foreign countries and regions within the countries in which you operate.
- c** Describe your operations in each country and region in which you operate.
- d** Describe how your operations in each country and region further your exempt purposes.
- 
- 13a** Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. ☒ Yes ☐ No  
See Exhibit "C" regarding all of Section 13.
- b** Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
- c** Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. ☐ Yes ☒ No
- d** Identify each recipient organization and any **relationship** between you and the recipient organization.
- e** Describe the records you keep with respect to the grants, loans, or other distributions you make.
- f** Describe your selection process, including whether you do any of the following:
- (i) Do you require an application form? If "Yes," attach a copy of the form. ☒ Yes ☐ No
- (ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. ☐ Yes ☒ No
- g** Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.
- 
- 14a** Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. ☐ Yes ☒ No
- b** Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
- c** Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. ☐ Yes ☐ No
- d** Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. ☐ Yes ☐ No
- e** Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. ☐ Yes ☐ No
- f** Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. ☐ Yes ☐ No

**Part VIII Your Specific Activities (Continued)**

- |           |                                                                                                                                                                                                                    |                                                |                                               |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------|
| <b>15</b> | Do you have a <b>close connection</b> with any organizations? If "Yes," explain.                                                                                                                                   | <input type="checkbox"/> <b>Yes</b>            | <input checked="" type="checkbox"/> <b>No</b> |
| <b>16</b> | Are you applying for exemption as a <b>cooperative hospital service organization</b> under section 501(e)? If "Yes," explain.                                                                                      | <input type="checkbox"/> <b>Yes</b>            | <input checked="" type="checkbox"/> <b>No</b> |
| <b>17</b> | Are you applying for exemption as a <b>cooperative service organization of operating educational organizations</b> under section 501(f)? If "Yes," explain.                                                        | <input type="checkbox"/> <b>Yes</b>            | <input checked="" type="checkbox"/> <b>No</b> |
| <b>18</b> | Are you applying for exemption as a <b>charitable risk pool</b> under section 501(n)? If "Yes," explain.                                                                                                           | <input type="checkbox"/> <b>Yes</b>            | <input checked="" type="checkbox"/> <b>No</b> |
| <b>19</b> | Do you or will you operate a <b>school</b> ? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a <b>secondary activity</b> .                                   | <input type="checkbox"/> <b>Yes</b>            | <input checked="" type="checkbox"/> <b>No</b> |
| <b>20</b> | Is your main function to provide <b>hospital</b> or <b>medical care</b> ? If "Yes," complete Schedule C.                                                                                                           | <input type="checkbox"/> <b>Yes</b>            | <input checked="" type="checkbox"/> <b>No</b> |
| <b>21</b> | Do you or will you provide <b>low-income housing</b> or housing for the <b>elderly</b> or <b>handicapped</b> ? If "Yes," complete Schedule F.                                                                      | <input type="checkbox"/> <b>Yes</b>            | <input checked="" type="checkbox"/> <b>No</b> |
| <b>22</b> | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b>            |

**Note:** Private foundations may use Schedule H to request advance approval of individual grant procedures.

**Part IX Financial Data**

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

**A. Statement of Revenues and Expenses**

	Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years			(e) Provide Total for (a) through (d)
		(a) From <u>6/1/15</u> To <u>5/31/16</u>	(b) From <u>6/1/16</u> To <u>5/31/17</u>	(c) From <u>6/1/17</u> To <u>5/31/18</u>	(d) From _____ To _____	
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	71,200.00	98,375.00	125,715.00		295,290.00
	2 Membership fees received					
	3 Gross investment income	50.00	55.00	61.00		166.00
	4 Net unrelated business income					
	5 Taxes levied for your benefit					
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)					
	7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)	112,250.00	130,975.00	150,573.00		393,798.00
	8 Total of lines 1 through 7	183,500.00	229,405.00	276,349.00		689,254.00
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)					
	10 Total of lines 8 and 9	183,500.00	229,405.00	276,349.00		689,254.00
Expenses	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)					
	12 Unusual grants					
	13 Total Revenue Add lines 10 through 12	183,500.00	229,405.00	276,349.00		689,254.00
	14 Fundraising expenses	36,900.00	41,850.00	45,285.00		
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)					
	16 Disbursements to or for the benefit of members (attach an itemized list)					
	17 Compensation of officers, directors, and trustees					
	18 Other salaries and wages					
	19 Interest expense					
	20 Occupancy (rent, utilities, etc.)	15,100.00	16,610.00	18,271.00		
	21 Depreciation and depletion					
	22 Professional fees	2,343.00	750.00	750.00		
	23 Any expense not otherwise classified, such as program services (attach itemized list)	119,710.00	149,782.00	177,779.00		
	24 Total Expenses Add lines 14 through 23	174,053.00	213,942.00	242,085.00		

**Part IX Financial Data (Continued)****B. Balance Sheet (for your most recently completed tax year)**Year End: **5/31/15**

<b>Assets</b>		(Whole dollars)
<b>1</b>	Cash . . . . .	<b>80,777</b>
<b>2</b>	Accounts receivable, net . . . . .	
<b>3</b>	Inventories . . . . .	
<b>4</b>	Bonds and notes receivable (attach an itemized list) . . . . .	
<b>5</b>	Corporate stocks (attach an itemized list) . . . . .	
<b>6</b>	Loans receivable (attach an itemized list) . . . . .	
<b>7</b>	Other investments (attach an itemized list) . . . . .	
<b>8</b>	Depreciable and depletable assets (attach an itemized list) . . . . .	<b>49,075</b>
<b>9</b>	Land . . . . .	<b>3,900</b>
<b>10</b>	Other assets (attach an itemized list) . . . . .	
<b>11</b>	<b>Total Assets (add lines 1 through 10)</b> . . . . .	<b>133,752</b>
<b>Liabilities</b>		
<b>12</b>	Accounts payable . . . . .	
<b>13</b>	Contributions, gifts, grants, etc. payable . . . . .	
<b>14</b>	Mortgages and notes payable (attach an itemized list) . . . . .	
<b>15</b>	Other liabilities (attach an itemized list) . . . . .	
<b>16</b>	<b>Total Liabilities (add lines 12 through 15)</b> . . . . .	
<b>Fund Balances or Net Assets</b>		
<b>17</b>	<b>Total fund balances or net assets</b> . . . . .	<b>133,752</b>
<b>18</b>	<b>Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17)</b> . . . . .	<b>133,752</b>
<b>19</b>	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**Part X Public Charity Status**

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

**1a** Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. ☐ Yes ☒ No  
If you are unsure, see the instructions.

**b** As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2. ☐

**2** Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. ☐ Yes ☐ No

**3** Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. ☐ Yes ☒ No

**4** Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? ☐ Yes ☐ No

**5** If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.

The organization is not a private foundation because it is:

**a** 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A. ☐

**b** 509(a)(1) and 170(b)(1)(A)(ii)—a **school**. Complete and attach Schedule B. ☐

**c** 509(a)(1) and 170(b)(1)(A)(iii)—a **hospital**, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C. ☐

**d** 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D. ☐

**Part X Public Charity Status (Continued)**

- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☒
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

**6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at [www.irs.gov](http://www.irs.gov) or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

**Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code**

For Organization

(Signature of Officer, Director, Trustee, or other authorized official)

(Type or print name of signer)

(Date)

(Type or print title or authority of signer)

For IRS Use Only

IRS Director, Exempt Organizations

(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐
- (i) (a)** Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. ☐
- (b)** Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a)** For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐
- (b)** For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐
- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ **Yes** ☐ **No**

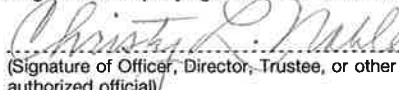
**Part XI User Fee Information**

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$850. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$400. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at [www.irs.gov](http://www.irs.gov) and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1 Have your annual gross receipts averaged or are they expected to average not more than \$10,000? ☐ Yes ☒ No  
If "Yes," check the box on line 2 and enclose a user fee payment of \$400 (Subject to change—see above).  
If "No," check the box on line 3 and enclose a user fee payment of \$850 (Subject to change—see above).
- 2 Check the box if you have enclosed the reduced user fee payment of \$400 (Subject to change). ☐
- 3 Check the box if you have enclosed the user fee payment of \$850 (Subject to change). ☒

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please  
Sign  
Here

  
(Signature of Officer, Director, Trustee, or other  
authorized official)

**Christy Noble**

(Type or print name of signer)

**12-15-15**  
(Date)

**President**

(Type or print title or authority of signer)

**Reminder:** Send the completed Form 1023 Checklist with your filled-in-application.

Form **1023** (Rev. 12-2013)



**Schedule G. Successors to Other Organizations**

**1a** Are you a **successor** to a **for-profit organization**? If "Yes," explain the relationship with the predecessor organization that resulted in your creation and complete line 1b. ☐ Yes ☒ No

**b** Explain why you took over the activities or assets of a for-profit organization or converted from for-profit to nonprofit status.

**2a** Are you a successor to an organization other than a for-profit organization? Answer "Yes" if you have taken or will take over the activities of another organization; or you have taken or will take over 25% or more of the fair market value of the net assets of another organization. If "Yes," explain the relationship with the other organization that resulted in your creation. ☒ Yes ☐ No  
See Exhibit "G"

**b** Provide the tax status of the predecessor organization. See Exhibit "G"

**c** Did you or did an organization to which you are a successor previously apply for tax exemption under section 501(c)(3) or any other section of the Code? If "Yes," explain how the application was resolved. ☐ Yes ☒ No

**d** Was your prior tax exemption or the tax exemption of an organization to which you are a successor revoked or suspended? If "Yes," explain. Include a description of the corrections you made to re-establish tax exemption. ☐ Yes ☒ No

**e** Explain why you took over the activities or assets of another organization. See Exhibit "G"

**3** Provide the name, last address, and EIN of the predecessor organization and describe its activities.

**Name:** The Monday Club of San Luis Obispo

**EIN:** 95 - 1679667

**Address:** 1815 Monterey Street, P.O. Box 167, San Luis Obispo, CA

**4** List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.

Name	Address	Share/Interest (If a for-profit)
See Exhibit G		

**5** Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest. ☒ Yes ☐ No  
See Exhibit "G"

**6a** Were any assets transferred, whether by gift or sale, from the predecessor organization to you? If "Yes," provide a list of assets, indicate the value of each asset, explain how the value was determined, and attach an appraisal, if available. For each asset listed, also explain if the transfer was by gift, sale, or combination thereof. See Exhibit "G" ☒ Yes ☐ No  
See Exhibit "G"

**b** Were any restrictions placed on the use or sale of the assets? If "Yes," explain the restrictions. ☐ Yes ☒ No

**c** Provide a copy of the agreement(s) of sale or transfer.

**7** Were any debts or liabilities transferred from the predecessor for-profit organization to you? If "Yes," provide a list of the debts or liabilities that were transferred to you, indicating the amount of each, how the amount was determined, and the name of the person to whom the debt or liability is owed. ☐ Yes ☒ No

**8** Will you lease or rent any property or equipment previously owned or used by the predecessor for-profit organization, or from persons listed in line 4, or from for-profit organizations in which these persons own more than a 35% interest? If "Yes," submit a copy of the lease or rental agreement(s). Indicate how the lease or rental value of the property or equipment was determined. ☐ Yes ☒ No

**9** Will you lease or rent property or equipment to persons listed in line 4, or to for-profit organizations in which these persons own more than a 35% interest? If "Yes," attach a list of the property or equipment, provide a copy of the lease or rental agreement(s), and indicate how the lease or rental value of the property or equipment was determined. ☐ Yes ☒ No

**Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures****Section I** *Names of individual recipients are not required to be listed in Schedule H.*

**Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.**

- 1a** Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.
- b** Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.
- c** If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.). See Exhibit "D" regarding all of Schedule H.
- d** Specify how your program is publicized.
- e** Provide copies of any solicitation or announcement materials.
- f** Provide a sample copy of the application used.

- 2** Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions. ☒ **Yes** ☐ **No**

- 3** Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)

- 4a** Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)
- b** Describe how you determine the number of grants that will be made annually.
- c** Describe how you determine the amount of each of your grants.
- d** Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)

- 5** Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.

- 6** Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?

- 7** Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program? If "Yes," what measures are taken to ensure unbiased selections? ☐ **Yes** ☒ **No**

**Note.** If you are a private foundation, you are not permitted to provide educational grants to **disqualified persons**. Disqualified persons include your substantial contributors and foundation managers and certain family members of disqualified persons.

**Section II** **Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.**

- 1a** If we determine that you are a private foundation, do you want this application to be considered as a request for advance approval of grant making procedures? ☐ **Yes** ☐ **No** ☐ **N/A**

- b** For which section(s) do you wish to be considered?

- 4945(g)(1)—Scholarship or fellowship grant to an individual for study at an educational institution ☒
- 4945(g)(3)—Other grants, including loans, to an individual for travel, study, or other similar purposes, to enhance a particular skill of the grantee or to produce a specific product ☐

- 2** Do you represent that you will (1) arrange to receive and review grantee reports annually and upon completion of the purpose for which the grant was awarded, (2) investigate diversions of funds from their intended purposes, and (3) take all reasonable and appropriate steps to recover diverted funds, ensure other grant funds held by a grantee are used for their intended purposes, and withhold further payments to grantees until you obtain grantees' assurances that future diversions will not occur and that grantees will take extraordinary precautions to prevent future diversions from occurring? ☐ **Yes** ☐ **No**

- 3** Do you represent that you will maintain all records relating to individual grants, including information obtained to evaluate grantees, identify whether a grantee is a disqualified person, establish the amount and purpose of each grant, and establish that you undertook the supervision and investigation of grants described in line 2? ☒ **Yes** ☐ **No**

**Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures**  
(Continued)**Section II Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section. (Continued)**

- 4a** Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer*? If "Yes," complete lines 4b through 4f. ☐ Yes ☒ No
- b** Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.) ☒ Yes ☐ No
- c** Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer? ☐ Yes ☒ No ☐ N/A
- If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? ☐ Yes ☐ No
- d** Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer? ☐ Yes ☒ No ☐ N/A
- If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e. ☐ Yes ☐ No
- e** If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? ☐ Yes ☐ No ☒ N/A
- If "Yes," describe how you will determine who can be shown to be eligible for grants without submitting an application, such as by obtaining written statements or other information about the expectations of employees' children to attend an educational institution. If "No," go to line 4f.
- Note.** Statistical or sampling techniques are not acceptable. See Revenue Procedure 85-51, 1985-2 C.B. 717, for additional information.
- f** If you provide scholarships, fellowships, or educational loans to attend an educational institution to *children of employees of a particular employer* without regard to either the 25% limitation described in line 4d, or the 10% limitation described in line 4e, will you award grants based on facts and circumstances that demonstrate that the grants will not be considered compensation for past, present, or future services or otherwise provide a significant benefit to the particular employer? If "Yes," describe the facts and circumstances that you believe will demonstrate that the grants are neither compensatory nor a significant benefit to the particular employer. In your explanation, describe why you cannot satisfy either the 25% test described in line 4d or the 10% test described in line 4e. ☐ Yes ☐ No

THE MONDAY CLUBHOUSE CONSERVANCY

16-49 634  
1220

1001

OF SAN LUIS OBISPO  
OPERATING ACCOUNT

PO BOX 167

SAN LUIS OBISPO, CA 93406

DATE

12/15/15

PAY TO THE  
ORDER OF

United States Treasury

\$ 850.00

Eight hundred fifty dollars and zero cents

UnionBank

Payable at any Union Bank branch including  
400 California Street, San Francisco, CA 94104  
(800) 238-4466 unionbank.com

FOR

EIN #47-4238175

Jennifer Alden

112200049510071031694

Form 1023

1001

See AS

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT INDEX**

<b>EXHIBIT</b>	<b>PART</b>	<b>DESCRIPTION</b>
A	Part II, Item 1	Articles of Incorporation
B	Part II, Item 5	Bylaws
C	Part IV	Narrative of Activities
C-1		National Register of Historic Places Nomination
C-2		National Register of Historic Places Registration Form
C-3		Letter from Women's Shelter of San Luis Obispo Program
C-4		Property Management Agreement
C-5		Copy of Scholarship Application Form
C-6		Copy of Solicitation Form
D	Part V, Item 5	Conflict of Interest Policy
E	Part V, Items 1a and 3a	Directors, Officers and Trustees
F	Part IX	Additional Information Statement of Revenues and Expenses
G	Schedule G	Additional Information Schedule G

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT “A”**

**Part II, Item 1**

Articles of Incorporation

**ARTICLES OF INCORPORATION  
OF  
THE MONDAY CLUBHOUSE CONSERVANCY**

**FILED** *gn*  
Secretary of State  
State of California *go*

JUN 01 2015

**ARTICLE I: NAME OF CORPORATION**

*ICC*

1. The name of the corporation is The Monday Clubhouse Conservancy.

**ARTICLE II: PURPOSE OF CORPORATION**

2. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

3. The specific purpose of this corporation shall be to preserve and restore the historical landmark known as The Monday Club in San Luis Obispo, California, 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.

4. This corporation is organized exclusively for charitable and educational purposes within the meaning of Internal Revenue Code §501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code §501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code §170(c)(2) or the corresponding provision of any future United States internal revenue law.

**ARTICLE III: AGENT FOR SERVICE OF PROCESS**

5. The name and address in the State of California of the corporation's initial agent for service of process is Jennifer Alderman, 1815 Monterey Street, San Luis Obispo, CA 93401.

**ARTICLE IV: TAX-EXEMPT STATUS OF CORPORATION**

6. Tax-exempt status.

(a) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Internal Revenue Code §501(h)(9)), and this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to an organization (or organizations) organized and operated exclusively for charitable and/or educational purposes, if the organization has established its tax-exempt status under Internal Revenue Code §501(c)(3) (or corresponding provisions of any future federal Internal Revenue Code law), and satisfies the requirements of California Revenue and Taxation Code §214.

(d) The corporation will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Internal Revenue Code §4942 or by corresponding provisions of any later federal tax laws.

(e) The corporation will not engage in any act of self-dealing as defined in Internal Revenue Code §4941(d) or in corresponding provisions of any later federal tax laws.

(f) The corporation will not retain any excess business holdings as defined in Internal Revenue Code §4943(c) or in corresponding provisions of any later federal tax laws.

(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code §4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code §4945(d) or in corresponding provisions of any later federal tax laws.

#### ARTICLE IV: ADDRESS OF CORPORATION

7. The initial principal business address of the corporation shall be 1815 Monterey Street, San Luis Obispo, CA 93401. The initial mailing address of the corporation shall be P.O. Box 167, San Luis Obispo, CA 93406.

#### ARTICLE V: FUTURE FILING DATE REQUESTED

8. The corporation requests a future filing date of June 1, 2015.

IN WITNESS WHEREOF, the undersigned Incorporator has executed these Articles of Incorporation on this 22<sup>nd</sup> day of May, 2015, at San Luis Obispo, California.

  
William V. Douglass, Incorporator





I hereby certify that the foregoing transcript of 2 page(s) is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.

JUN 01 2015 *apo*

Date: \_\_\_\_\_

*Alex Padilla*

ALEX PADILLA, Secretary of State

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT “B”**

**Part II, Item 5**  
Bylaws

**BYLAWS OF**  
**THE MONDAY CLUBHOUSE CONSERVANCY,**  
**A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

**ARTICLE 1: OFFICES**

1.1. Principal Office. The principal office for the transaction of the business of the Corporation shall be located at 1815 Monterey Street, San Luis Obispo County, California. The Directors may change the principal office from one location to another, and this section shall be amended accordingly.

**ARTICLE 2: OBJECTIVES AND PURPOSES**

This Corporation has been formed under the California Nonprofit Public Benefit Corporation Law for the purposes stated in the Articles of Incorporation.

**ARTICLE 3: DEDICATION OF ASSETS**

The properties and assets of this nonprofit Corporation are irrevocably dedicated to public benefit and/or charitable purposes. No part of the net earnings, properties, or assets of this Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any Director or Officer of this Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its exempt status under Internal Revenue Code §501(c)(3).

**ARTICLE 4: DIRECTORS**

4.1. Powers.

4.1.1. General Corporate Powers. The business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors.

4.1.2. Specific Powers. Without prejudice to their general powers, the Directors shall have the power to:

(a) Select and remove the Officers of the Corporation; prescribe any powers and duties for them that are consistent with the law, with the Articles of Incorporation, and with these Bylaws; and fix their compensation, if any.

(b) Change the principal executive office or the principal business office in the State of California from one location to another; cause the Corporation to be qualified to do business in any other state, territory, dependency, or country, and conduct

business within or outside the State of California; and designate any place within or outside the State of California for the holding of any meeting.

(c) Adopt, make, and use a corporate seal and alter the form of the seal.

(d) Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the Corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt.

4.2. Number of Directors. The number of Directors shall be not less than eight (8) nor more than twelve (12), with the exact authorized number of Directors to be determined by the Board from time to time. The initial numbered Directors shall be ten (10).

4.3. Appointment and Term of Office of Directors.

4.3.1. The members of the Board of Directors as of the initial meeting of the Board shall be those persons whose names are attached to these Bylaws as **Exhibit "A."** Initial members of the Board of Directors shall each serve until the later of the date of Annual Meeting designated beside his or her name in **Exhibit "A"**, or the date his or her successor is elected. Subsequent Directors shall be elected by a majority vote of the Directors at each annual meeting, including the vote(s) of any Director whose term of office expires with that meeting.

4.3.2. The Chair of the Board shall be selected by a majority vote of the Directors following the appointment or election of Directors at each annual meeting.

4.4. Qualifications of Board Members. Any person 18 years of age or older may be nominated or elected to serve as a Director. Directors need not be residents of the State of California.

4.5. Vacancies.

4.5.1. Events Causing Vacancy. A vacancy on the Board of Directors shall be deemed to exist at the occurrence of any of the following:

(i) The death, resignation, or removal of any Director.

(ii) The declaration by resolution of the Board of Directors of a vacancy in the office of a Director who has been declared of unsound mind by court order or convicted of a felony, or who has been found by final order or judgment of any court to have breached a duty under Corporation Code §5231 and following of the California Nonprofit Corporation Law.

(iii) The failure of the Board, at any meeting of the Board at which any Director(s) is to be appointed or elected, to appoint or elect the Director(s) to be appointed or elected at that meeting pursuant to the provisions of Section 4.3.1.

(iv) The increase of the authorized number of Directors.

4.5.2. Resignation. Except as provided in this paragraph, any Director may resign, which resignation shall be effective upon receipt of written notice by the Chair of the Board, the President, or the Secretary, unless the notice specifies a later effective date for the resignation. No Director may resign when the Corporation would then be left without a duly elected Director or Directors in charge of its affairs.

4.5.3. Removal.

4.5.3.1. Any Director may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided notice of that meeting and of the removal questions are given as provided in Section 4.9. Any vacancy caused by the removal of a Director shall be filled as provided in Section 4.5.

4.5.3.2. Any Director who does not attend three successive Board meetings will automatically be removed from the Board without Board resolution unless:

(a) The Director requests a leave of absence for a limited period of time, and the leave is approved by the Directors at a regular or special meeting. If such leave is granted, the number of Board members will be reduced by one in determining whether a quorum is or is not present.

(b) The Director suffers from an illness or disability which prevents him or her from attending meetings and the Board by resolution waives the automatic removal procedure of this subsection (b).

(c) The Board by resolution of the majority of Board members agrees to reinstate the Director who has missed three meetings.

4.5.4. Filling of Vacancies. Any vacancy caused by the death, resignation, or removal of a Director shall be filled in accordance with the provisions of Section 4.3.1.

4.6. Place of Meeting; Meeting by Telephone. Regular meetings of the Board of Directors may be held at any place within or outside the State of California, as designated from time to time by resolution of the Board. In the absence of such designation, regular meetings shall be held at the principal office of the Corporation. Special meetings of the Board shall be held at any place within or outside of the State of California, as designated in the notice of meeting or, if not stated in the notice or if there is no notice, at the principal office of the Corporation. Notwithstanding the above provisions of this Section 4.6, a regular or special meeting of the Board of Directors may be held at any place consented to in writing by all Board members, either before or after the meeting. Directors may participate in a meeting through use of conference telephone, electronic video screen communication, or similar communications equipment, so long as all of the following apply: (a) each Board member participating in the meeting can communicate with all the other members concurrently; (b) each member is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation; and (c) the corporation adopts and implements means of verifying both of the following: (i) a person communicating by telephone, electronic video equipment, or other communications equipment is a director entitled

to participate in the board meeting; and (ii) all statements, questions, actions, or votes were made by that director and not by another person not permitted to participate as a director. Participation in a meeting pursuant to this bylaw shall constitute presence in person at such meeting.

4.7. Annual Meeting. The Board of Directors shall hold a meeting on the second (2<sup>nd</sup>) Monday of each May, at a time and place designated by the Board of Directors for purposes of electing officers, designating committees, and transacting regular business. Notice of these meetings shall be in accordance with Section 4.9.

4.8. Special Meetings. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair of the Board, the President, or any two Directors. Notice of these meetings shall be in accordance with Section 4.9.

4.9. Notice. Notice of any meeting of the Board of Directors shall be given to all Directors at least 4 days in advance if given by first-class mail or at least 48 hours in advance if given by notice delivered personally, by telephone, or by electronic transmission in compliance with Section 15.2 of these Bylaws, provided that such notice may be waived by any Director as set forth in Section 4.10. Notice shall not be given by electronic transmission if the corporation is unable to deliver two consecutive notices to a Director by that means, or if the inability to deliver the notice becomes known to the Secretary or other person responsible for giving such notice.

4.10. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed and wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice if (a) a quorum is present and (b) either before or after the meeting, each of the Directors not present signs a written waiver of notice, a consent to holding of the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any Director who attends the meeting without protesting before or at its commencement about lack of adequate notice.

4.11. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 4.12. Every act or decision done or made by a majority of the Directors present at a meeting held at which a quorum is present shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of any Director, if any action taken is approved by at least a majority of the quorum required for the meeting.

4.12. Adjournment. A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

4.13. Notice of Adjournment. Notice of the time and place of holding an adjourned meeting need not be given, unless the meeting is adjourned for more than 24 hours, in which case notice of the time and place shall be given before the time of the adjourned meeting to the Directors who were not present at the time of the adjournment. This notice may be waived in the same manner as set forth under Section 4.10.

4.14. Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all directors individually or collectively consent in writing to that action and, if subject to Corporations Code §5224(a), the number of directors then in office constitutes a quorum. Such action by written consent shall have the same force and effect as a unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.

4.15. Compensation of Directors. The Board may authorize the advance or reimbursement of actual reasonable expenses incurred by a director or member of a committee in carrying out his or her duties. Directors shall not otherwise be compensated.

4.16. Restriction on Interested Directors. Not more than forty-nine (49%) percent of the persons serving on the Board of Directors at any time may be interested persons. An interested person is (a) any person compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise; (b) any shareholder, employee or officer of any corporation, or partner or employee of any partnership, which has rendered compensated services to the Corporation within the previous 12 months; and (c) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, mother-in-law, or father-in-law of any person described in (a) or (b) of these Bylaws. Any violation of the provisions of this paragraph shall not, however, affect the validity or enforceability of any transaction entered into by the Corporation.

## **ARTICLE 5: COMMITTEES**

5.1. Committees of Directors. The Board of Directors may, by resolution adopted by a majority of the Directors then in office, designate one or more committees consisting of two or more Directors, and only of directors, to serve at the pleasure of the Board. Any member of any committee may be removed, with or without cause, at any time by the Board. Any committee, to the extent provided in the resolution of the Board, shall have all or a portion of the authority of the Board, except that no committee, regardless of the Board resolution, may

- (a) Fill vacancies on the Board of Directors or on any committee;
- (b) Amend or repeal the Articles of Incorporation or Bylaws or adopt new Bylaws;
- (c) Amend or repeal any resolution of the Board;
- (d) Designate any other committee of the Board or appoint the members of any committee;
- (e) Approve any transaction (i) to which the Corporation is a party and as to which one or more Directors has a material financial interest, or (ii) between the Corporation and one or more of its Directors or between the Corporation and any corporation or firm in which one or more of its Directors has a material financial interest.

5.2. Executive Committee. Pursuant to Section 6.1, the Board may appoint 2 or more Directors and the Chair of the Board of the Corporation, to serve as the Executive



Committee of the Board. The Chair of the Board shall serve as chair of the Executive Committee. The Executive Committee, unless limited by a resolution of the Board, shall have and may exercise all the authority of the Board in the management of the business and affairs of the Corporation between meetings of the Board; provided, however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Section 5.1.

5.3. Compensation Committee and Compensation Review. At any time this Corporation compensates its President or Treasurer, the Corporation shall have a Compensation Committee consisting of at least three (3) Directors and exclusively of Directors. Directors who are also employees of the Corporation may not serve on the Compensation Committee. The Compensation Committee shall review the compensation of the President, Treasurer, Vice President (if any) and Chief Investment Officer (if any), as well as of such other Officers of the Corporation as the Compensation Committee determines appropriate. This review shall occur when such officer is hired, when the term of employment of such officer is renewed or extended, and when the compensation of such officer is modified, unless the modification applies to substantially all of the employees of this corporation. Based on its review, the Compensation Committee shall recommend just and reasonable compensation amounts to the Board. At the request of the President or the Board, the Compensation Committee shall review any issue involving staff compensation and benefits, including but not limited to housing, health, and retirement plans.

5.4. Advisory Committees. The Board may establish one or more Advisory Committees to the Board. The members of any Advisory Committee may consist of directors or nondirectors. Advisory committees may not exercise the authority of the Board to make decisions on behalf of the corporation, but shall be limited to making recommendations to the Board or the Board's authorized representatives and to implementing Board decisions and policies. Advisory Committees shall be subject to the supervision and control of the Board.

5.5. Audit Committee. At all times that this Corporation is required by applicable law to have an independent audit, or at any time the Corporation voluntarily chooses to do so, the Corporation shall have an Audit Committee consisting of at least two Directors and which may include nonvoting advisors. Directors who are employees of the Corporation or who receive, directly or indirectly, any consulting, advisory, or other compensatory fees from the Corporation (other than for service as Director) may not serve on the Audit Committee. The President and Treasurer, if also Directors, may serve on the Audit Committee only if such persons are volunteers and are not compensated by this Corporation. The Audit Committee shall perform the duties and adhere to the guidelines set forth from time to time by the Board. These duties include, but are not limited to: (i) assisting the Board in choosing an independent auditor and recommending termination of the auditor, if necessary, (ii) negotiating the auditor's compensation, (iii) conferring with the auditor regarding the Foundation's financial affairs, and (iv) reviewing and accepting or rejecting the audit. Members of the Audit Committee shall not receive compensation for their service on the Audit Committee in excess of that provided to Directors for their service on the Board. If the Corporation has a Finance Committee, a majority of the members of the Audit Committee may not concurrently serve as members of the Finance Committee, and the Chair of the Audit Committee may not serve on the Finance Committee.



5.6. Meeting and Action of Committees. The Board of Directors may adopt rules for any committee not inconsistent with the provisions of these Bylaws.

## **ARTICLE 6: OFFICERS**

6.1. Officers. The Corporation shall have the following Officers: President, Secretary, and Treasurer, and such other Officers as the Board may designate by resolution and appoint pursuant to Section 6.3. Officers need not be Directors. One person may hold two or more offices, except no person serving as Secretary, Treasurer, or Chief Financial Officer may serve concurrently as President or Chair of the Board.

6.2. Election of Officers. The Officers of the Corporation, except those appointed in accordance with the provisions of Section 6.3 of this Article, shall be chosen by the Board of Directors, and each shall serve at the pleasure of the Board, subject to the rights, if any, of any Officer under a contract of employment.

6.3. Subordinate Officers. The Board of Directors may appoint, and may authorize the President or any other Officer to appoint, any other Officers that the business of the Corporation may require, each of whom shall have the title, hold office for the period, have the authority, and perform the duties specified by the Bylaws or determined from time to time by the Board of Directors.

6.4. Removal of Officers. Subject to rights, if any, under any contract of employment, any Officer may be removed, with or without cause, by the Board of Directors, at any regular or special meeting of the Board, or, except in the case of an Officer chosen by the Board of Directors, by an Officer on whom such power of removal has been conferred by the Board of Directors.

6.5. Resignation of Officers. Any Officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of the Corporation. Any resignation shall take effect at the date of receipt of that notice or at any later time specified in that notice. Unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation shall be without prejudice to the rights, if any, of the Corporation under any contract to which the Officer is a party.

6.6. Vacancies in Office. A vacancy in any Office because of death, resignation, removal, disqualification, or any other cause shall be filled only in the manner prescribed in these Bylaws for regular appointments to that Office.

6.7. Responsibilities of Officers.

6.7.1. President. The President shall be the chief executive officer of the Corporation. He or she shall have such other powers and duties as may be prescribed by the Board of Directors or these Bylaws. The President shall be responsible to the Board of Directors, shall see that the Board is advised on all significant matters of the Corporation's business, and shall see that all orders and resolutions of the Board are carried into effect. The President shall be empowered to act, speak for, or otherwise represent the Corporation between meetings of the Board within the boundaries of policies and purposes established by the Board and as set forth in the Articles of Incorporation and these Bylaws. The President shall be responsible for keeping

the Board informed at all times of staff performance as related to program objectives, and for implementing any personnel policies adopted by the Board.

6.7.2. Secretary. The Secretary shall attend to the following:

(a) Book of Minutes. The Secretary shall keep or cause to be kept, at the principal executive office or such other place as the Board of Directors may direct, a book of minutes of all meetings and actions of Directors and committees of Directors, with the time and place of holding regular and special meetings, and if special, how authorized, the notice given, the names of those present at such meetings, and the proceedings of such meetings.

(b) Notices and Other Duties. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors required by the Bylaws to be given. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

6.7.3. Treasurer. The Treasurer shall be the chief financial officer of the Corporation and shall attend to the following:

(a) Books of Account. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and other matters customarily included in financial statements. The books of account shall be open to inspection by any Director at all reasonable times.

(b) Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board of Directors; shall disburse funds of the Corporation as may be ordered by the Board of Directors; shall render to the President and Directors, whenever they request it, an account of all financial transactions and of the financial condition of the Corporation; and shall have other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

(c) Bond. If required by the Board of Directors, the Treasurer shall give the Corporation a bond in the amount and with the surety specified by the Board for the faithful performance of the duties of his or her office and for restoration to the Corporation of all its books, papers, vouchers, money, and other property of every kind in his or her possession or under his or her control on his or her death, resignation, retirement, or removal from office.

## **ARTICLE 7: RECORDS AND REPORTS**

7.1. Maintenance of Articles and Bylaws. The Corporation shall keep at its principal executive office the original or a copy of its Articles and Bylaws as amended to date.

7.2. Maintenance of Other Corporate Records. The accounting books, records, and minutes of the proceedings of the Board of Directors and any committee(s) of the Board of Directors shall be kept at such place or places designated by the Board of Directors, or, in the absence of such designation, at the principal executive office of the Corporation. The minutes

shall be kept in written or typed form, and the accounting books and records shall be kept in either written or typed form or in any other form capable of being converted into written, typed, or printed form.

7.3. Inspection by Directors. Every Director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation and each of its subsidiary corporations. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

7.4. Annual Report. Within 120 days after the end of the Corporation's fiscal year, the President shall furnish or cause to be furnished a written report to all directors containing the following information:

(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;

(b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;

(c) The revenue or receipts of the Corporation, both unrestricted and restricted for particular purposes, for the fiscal year;

(d) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year;

(e) Any transaction during the previous fiscal year involving more than \$50,000 in which the Corporation (or its parent or subsidiaries, if any) was a party and in which any director or officer of the Corporation has a direct or indirect financial interest, or any of a number of such transactions in which the same person had a direct or indirect financial interest and which transactions in the aggregate involved more than \$50,000; and

(f) The amount and circumstances of any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any director or officer of the Corporation pursuant to Article 8 of these Bylaws, unless such indemnification has already been approved pursuant to Section 8.1.

For each transaction, the report must disclose the names of the interested persons involved in such transaction and state such person's relationship to the corporation, the nature of such person's interest in the transaction and, where practicable, the value of such interest.

The report shall be accompanied by any report of independent accountants or, if there is no such report, by the certificate of an authorized officer of this Corporation that such statements were prepared without an audit from the books and records of this Corporation. Such report may be furnished to the directors by electronic transmission in accordance with Section 15.2 of these Bylaws.

7.5. Financial Audit. The Corporation shall obtain a financial audit for any tax year in which it receives or accrues gross revenue of two million (\$2,000,000.00) or more, excluding grant or contract income from any governmental entity for which the governmental entity requires an accounting. Any audited financial statements obtained by the Corporation, whether or not required by law, shall be made available for inspection by the Attorney General and by the general public within nine (9) months after the close of the fiscal year to which the statements relate. For three (3) years, such statements (a) shall be available at the Corporation's principal, regional, and district offices during regular business hours and (b) shall be made available either by mailing a copy to any person who so requests in person or in writing, or by posting them on the Corporation's website.

## **ARTICLE 8: INDEMNIFICATION OF DIRECTORS AND OFFICERS**

### **8.1. Right to Indemnification.**

8.1.1. This Corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any action or proceeding by reason of the fact that such person is or was an Officer, Director, or agent of this Corporation, or is or was serving at the request of this Corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, or other enterprise, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding, to the fullest extent permitted under the California Nonprofit Corporation Law.

8.1.2. In determining whether indemnification is available to the Director, Officer, or agent of this Corporation under California law, the determination as to whether the applicable standard of conduct set forth in Corporations Code §5238 has been met shall be made by a majority vote of a quorum of Directors who are not parties to the proceeding. If the number of Directors who are not parties to the proceeding is less than two-thirds of the total number of Directors seated at the time the determination is to be made, the determination as to whether the applicable standard of conduct has been met shall be made by the court in which the proceeding is or was pending.

8.1.3. The indemnification provided herein shall not be deemed exclusive of any other rights to which those indemnified may be entitled, and shall continue as to a person who has ceased to be an agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

8.2. Insurance. This Corporation shall have the power and shall use its best efforts to purchase and maintain insurance on behalf of any Director, Officer, or agent of the Corporation, against any liability asserted against or incurred by the Director, Officer, or agent in any such capacity or arising out of the Director's, Officer's, or agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under Section 8.1 of these Bylaws; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any Director, Officer, or agent of the Corporation for any self-dealing transaction, as described in Corporations Code §5233.

## **ARTICLE 9: CONTRACTS AND LOANS WITH DIRECTORS AND OFFICERS**

### **9.1. Contracts with Directors and Officers.**

9.1.1. No Director or Officer of this Corporation, nor any other corporation, firm, association, or other entity in which one or more of this Corporation's Directors or Officers are directors or have a material financial interest, shall be interested, directly or

9.1.2. indirectly, in any contract or other transaction with this Corporation, unless (i) the material facts regarding such Director's or Officer's financial interest in such contract or transaction and/or regarding such common directorship, officership, or financial interest are fully disclosed in good faith and are noted in the minutes, or are known to all members of the Board prior to consideration by the Board of such contract or transaction; (ii) such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the vote or votes of such interested Director(s); (iii) prior to authorizing or approving the transaction, the Board considers and in good faith determines after reasonable investigation under the circumstances that the Corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (iv) this Corporation enters into the transaction for its own benefit, and the transaction is fair and reasonable to this Corporation at the time the transaction is entered into.

9.1.3. The provisions of this Section do not apply to a transaction which is part of an educational or charitable program of the Corporation if it: (i) is approved or authorized by the Corporation in good faith and without unjustified favoritism; and (ii) results in a benefit to one or more Directors or Officers or their families because they are in the class of persons intended to be benefited by the educational or charitable program of this Corporation.

9.2. Loans to Directors and Officers. The Corporation shall not make any loan of money or property to or guarantee the obligation of any Director or Officer, unless approved by the Attorney General of the State of California; provided, however, that the Corporation may advance money to a Director or Officer of the Corporation for expenses reasonably anticipated to be incurred in the performance of the duties of such Director or Officer, provided that in the absence of such advance such Director or Officer would be entitled to be reimbursed for such expenses by the Corporation.

## **ARTICLE 10: FISCAL YEAR**

The fiscal year of the Corporation shall end on May 31.

## **ARTICLE 11: AMENDMENTS**

These Bylaws may be adopted, amended, or repealed by a majority vote of the entire Board of Directors; provided, however, that amendment or repeal of Section 4.3, Section 4.5, or this ARTICLE 11 shall require the unanimous approval of the Board of Directors.



## **ARTICLE 12: MEMBERS**

This Corporation shall not have voting members within the meaning of the California Nonprofit Corporation Law. The Board of Directors may admit nonvoting members of one or more classes having such rights and obligations as the Board shall deem appropriate from time to time.

## **ARTICLE 13: PRIVATE FOUNDATION RESTRICTIONS**

In any period in which the Corporation is a private foundation, as defined in Internal Revenue Code §509, this Corporation shall make distributions at such time and in such manner as not to subject the Corporation to tax under Internal Revenue Code §4942, and the Corporation shall not (i) engage in any act of self-dealing, as defined in Internal Revenue Code §4941(d), (ii) retain any excess business holdings, as defined in Internal Revenue Code §4943(c), (iii) make any investments in such manner as to subject the Corporation to tax under Internal Revenue Code §4944, or (iv) make any taxable expenditures, as defined in Internal Revenue Code §4945(d).

## **ARTICLE 14: SUPPORTING ORGANIZATION RESTRICTIONS**

This Corporation shall not accept any contribution from any “prohibited person.” For purposes of this Section, a “prohibited person” is (i) a person who controls, directly or indirectly, either alone or with persons listed described in (ii) and (iii) below, the governing body of this Corporation or any successor organization; (ii) a member of the family of an individual listed in (i) above; or (iii) a corporation, partnership, trust, or estate more than thirty-five (35) percent of which is actually or constructively controlled by persons described in (i) or (ii) above. For purposes of this Section, a member of an individual’s family includes his or her spouse, ancestors, children, grandchildren, great-grandchildren, and spouses of children, grandchildren, and great-grandchildren, as well as the individual’s brothers and sisters, by whole or half blood, and their spouses.

## **ARTICLE 15: CONSTRUCTION AND DEFINITIONS**

15.1. Construction and Definitions. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the above, the masculine gender includes the feminine and neuter, the singular number includes the plural, and the plural number includes the singular.

15.2. Electronic Transmission. Subject to any guidelines and procedures that the Board of Directors may adopt from time to time, the terms “written” and “in writing” as used in these Bylaws include any form of recorded message in the English language capable of comprehension by ordinary visual means and may include electronic transmissions, such as facsimile or e-mail, provided (i) for electronic transmissions from the Corporation, the Corporation has obtained an unrevoked written consent from the recipient to the use of such means of communication; (ii) for electronic transmissions to the Corporation, the Corporation has in effect reasonable measures to verify that the sender is the individual purporting to have sent such transmission; and (iii) the transmission creates a record that can be retained, retrieved, reviewed, and rendered into clearly legible tangible form.

### CERTIFICATE OF SECRETARY

I, the undersigned, the duly elected Secretary of Monday Clubhouse Conservancy, a California nonprofit public benefit corporation, do hereby certify:

That the foregoing Bylaws consisting of 12 pages were adopted as the Bylaws of the Corporation by the Directors of the Corporation on May 4, 2015, and the same do now constitute the Bylaws of said Corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name this June 1, 2015.

Cyndi Runstrom  
Cyndi Runstrom, Secretary

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT “C”**

**Part IV**

Narrative of Activities

The mission of The Monday Clubhouse Conservancy shall be that of a public benefit corporation dedicated to: the ownership, restoration and preservation of the historical landmark known as The Monday Clubhouse in San Luis Obispo, California; the education of the public regarding the historic significance of this landmark by facilitating public access to it and; charitable and educational activities associated with this goal as allowed by law.

The Monday Club of San Luis Obispo (the “Club”) was established in 1925 as a women’s club. The Club is a 501(c)(4) non-profit mutual benefit corporation. The mission of the Club has been to enhance the educational, civic, social and cultural quality of the San Luis Obispo community.

The Monday Clubhouse Conservancy (the “Conservancy”) was formed in 2015 to succeed the Club in the Club’s public charitable activities (see also Schedule G and Exhibit G regarding the succession of the Club’s public charitable activities to be assumed by the Conservancy).

The Club currently owns the real property known as the Monday Clubhouse, located at 1815 Monterey Street, San Luis Obispo, California (the “Property”). The Property is a historical site, and it is intended that the Club will convey the Property to the Conservancy for no consideration. The Conservancy will then raise funds for the restoration and preservation of the Property.

The Property is primarily comprised of a historic building designed by architect Julia Morgan and completed in 1934, at the same time that she was designing the nearby Hearst Castle, which is itself a historic building that is now a part of the California State Park system. The Property is of recognized historical significance. Exhibit C-1 is the California Office of Historical Preservation Notice that the Property will be considered for nomination to the National Register of Historic Places. Exhibit C-2 is the Application to United States Department of the Interior for inclusion in the National Register of Historic Places, which details the historical importance of the Property.

Ms. Morgan was the first woman licensed as an architect in the State of California, and the first woman to graduate from the prestigious L’Ecole des Beaux-Arts in Paris with a diploma in architecture in 1902. The enduring significance of Ms. Morgan’s architectural career was confirmed in April 2014 when the American Institute of Architects



posthumously awarded her the Gold Medal, its highest accolade. For the past seventy years this annual prize has been awarded to such celebrated architects as Frank Lloyd Wright, Louis Sullivan, and Robert Venturi, but never to a female architect.

The Property is open to the public for no-cost historical tours and presentations. The Property's ballroom and outside grounds are rented to the public for special events, such as weddings and dances. These public activities, and the income from rental of space in the Property, will be succeeded-to by the Conservancy.

After the Property has been conveyed to the Conservancy, the Conservancy will raise funds for the restoration and preservation of the historic Property, primarily by means of public fundraising and grants.

These funds will allow for the much-needed restoration and preservation of the 81 year-old clubhouse, and ensure that the clubhouse will exist for the education of future generations of visitors. Currently the clubhouse is in need of new electrical wiring, plumbing piping upgrades, ADA compliance, and a furnace replacement. The Property grounds are in need of new drought tolerant landscape and irrigation system.

In addition, Club raises funds for: annual scholarship awards in music and fine arts to San Luis Obispo County high school juniors and seniors; annual architectural tour of notable local sites; support of the San Luis Obispo Women's Shelter; and support of the Raising a Reader program. The Conservancy would be the successor organization to these fundraising activities.

#### Selected Past and Present Activities of the Club:

1926:	Lighted Route 101 entrances to City of San Luis Obispo
1927:	Requested local milk and meat inspections
	Lobbied for stop signs
	Beautified city by planting nasturtiums in vacant lots
	Arranged for a lease of property to begin establishment of Mitchell Park
	Supported Sunny Acres Children's Home
	Preserved Painted Rock (pictograph rock art site), Carrizo Plain and
Dinosaur	Cave Park, Pismo Beach
	Lobbied for Southern Pacific passenger depot
1930:	First walking Tour and brochure
	Preserved Fremont's campsite
1949:	Raised money for high school band uniforms
1940 - 1950:	Held annual flower shows with up to 460 entries to benefit building
maintenance	
1951:	Raised funds to build Nuss Pool at high school
1962:	Awarded music scholarships to San Luis Obispo high school students
1968:	Donated Portola fountain at Marsh/Higuera Streets
1974:	Initiated art scholarships to San Luis Obispo high school students
1978:	Planted trees at Meadow Park

1982: Supported new facility for Children's Home  
Organized SLO Friends of the Library

1983: Supported the Women's Shelter

1994: Added scholastic achievement to annual high school music and art awards, creating the Tri-Awards program

2000 - 2015: Held Architectural Tours of local historically significant buildings

2011 - 2015: Held Sip & Sample Event to raise funds for the Building & Grounds account

Provided public access and In-Service programs to:

- a. Local Boy Scout Troop studying Julia Morgan
- b. Local Elementary School children studying landscape design
- c. Cal Poly University Second Year Landscape Architecture students who researched the history of the Clubhouse gardens and presented new landscape designs that incorporated ADA access, drought tolerant landscape and use of native plants

Supported the pre-kindergarten Raising A Reader program: Provided volunteers to read to children in classroom setting and donated funds (\$1,250 in 2015) to purchase books and bookbags

Supported San Luis Obispo Women's Shelter: made non-cash donations of much-needed supplies through-out the year and cash donations (in 2014 acted as a conduit for a \$3,100 monetary donation)

#### Future Activities of the Conservancy -

1. Will preserve and maintain the Property.
2. Will provide public access to the Property.
3. Will provide In-Service programs to local schools and organizations
4. Will support Raising A Reader program by providing volunteers and donating funds to the program
4. Will support San Luis Obispo Women's Shelter by providing non-cash and cash donations
5. Architectural Tour: Will produce annual tour that showcases local structures for the education, enrichment and enjoyment by the San Luis Obispo community
6. Scholarship Awards Program: Will award scholarships to graduating high school seniors in Fine Arts and Music Achievement.
7. Fundraising; Will raise funds to be used for the preservation of the Property building and grounds by producing annual fundraisers. These fundraisers shall include but not be limited to the Autumn Tea in the Garden and the winter Sip & Sample event. Fundraisers at the Property will raise money but will also provide additional public exposure of the Property through publicity and attendance.
8. Grant Procurement: Will work to obtain grants to preserve and maintain the Property building and grounds.

**Part V.1.a****Compensation to Officers, Directors, Trustees, Employees and Independent Contractors**

Christy Noble	President/Board Member	1645 Lizzie Court San Luis Obispo, CA 93401	None
Linda Wilson	1 <sup>st</sup> Vice President/Board Member	5996 Buena Vista Drive Paso Robles, CA 93446	None
Becky Price	2 <sup>nd</sup> Vice President/Board Member	330 Mira Sol Drive San Luis Obispo, CA 93405	None
Kathy Longcrier	Recording Secretary/Board Member	1540 Laurel Lane San Luis Obispo, CA 93401	None
Vicki Carroll	Corresponding Sec/Publicity/Board Member	2175 Biddle Ranch Road San Luis Obispo, CA 93401	None
Cyndi Runstrom	Corporate Secretary/Board Member	1660 Hi Mountain Road Arroyo Grande, CA 93420	None
Jennifer Alderman	Treasurer/Board Member	605 Serrano Drive San Luis Obispo, CA 93405	None
Lisa Guy	Ways & Means/Board Member	6775 Avila Valley Drive San Luis Obispo, CA 93405	None
Adelaide Crosby	Dean of Chairs/Board Member	5150 Caballeros Avenue San Luis Obispo, CA 93401	None
Gabriella Schrader	Membership/Board Member	1279 Ironbark Street San Luis Obispo, CA 93401	None

**Part VI.1.a****Scholarships**

The Scholarship Program has been the Club's major service to the community's youth and will remain so under The Conservancy. Monetary scholarships will be awarded in Fine Arts and Music Achievement to graduating senior high school students in the County of San Luis Obispo. Started in 1962 with the Music Awards competition, the Scholarship Program added fine arts scholarships in 1974 and scholastic achievement in 1994. In 2014 scholastic achievement was eliminated (due to the plentifulness of this scholarship category) and continues in its current format.

Each year, a Scholarship committee chair will be appointed who takes responsibility for the program logistics.

Students enrolled in their last semester at a high school in the County of San Luis Obispo and who are not more than 19 1/2 years old may apply through their high school counselors. Competitions for the Fine Arts and Music scholarship are held at the Property in March.

Judges for both categories are selected from respected local artists, musicians and scholars willing to volunteer their services. Three judges in each subject are typically chosen. Two winners in each of the two categories are announced at the end of the competition in March. The Monday Clubhouse friends are invited to attend the competition as observers and supporters of the many talented and hard working students within our community.

Winners are recognized and receive their scholarship award certificates at The Monday Clubhouse in April. They are asked to display their winning artwork and perform their music for an appreciative and supportive audience.

Scholarship funds are disbursed to the college or university that the winners are attending, upon receipt of a completed form stating the student's name and college identification number, address of the college with a contact name and telephone number of an individual in the college financial aid office.

Scholarship money is raised during the year through various fundraising projects. The Architectural Tour is the primary fundraiser for scholarship funding. Each year funds collected and not disbursed are maintained in a specific Scholarship bank account to ensure the continuation of the Scholarship Program.

#### **Part VI.1.b**

##### Funds to Organizations

##### Raising A Reader Program

The Raising A Reader Program has been an important program to the Club and will remain so under the Conservancy.

A matching donation of \$1,250 was made to the Raising a Reader Fund stewarded by The Community Foundation. The Raising a Reader program supports the take-home book bag program, designed for children ages 0-5. This program promotes early childhood reading for low income families where parents are poor readers or do not speak English well. This gift was made in the 2014-2015 fiscal year. In the 2013-2014 fiscal year two red wagons for hauling books were donated.

Women's Shelter of San Luis Obispo Program - Has been stewarded by the Club and will continue to be supported by the Conservancy. Non-cash donations were made throughout the year and the Club acted as a conduit for a donation of \$3,100 collected during November and December of the 2014-2015 fiscal year. (See letter attached as Exhibit C-3.)

Elementary School In-Service History Program - The Club hosted a class of second graders and provided a presentation of Clubhouse history in 2014-2015. The Conservancy will continue to promote similar programs.

Elementary School In-Service Landscape History Program - The Club hosted a class of elementary school children and provided a presentation on the landscape history of the Clubhouse. The Conservancy will welcome and encourage visits from students and will be happy to promote similar programs.

Cal Poly 2nd Year Landscape Architecture Program - The Club partnered with Cal Poly and allowed the Clubhouse premises to be used by as a case study by students who researched and then designed a new ADA compliant, historically appropriate drought tolerant landscape plan. This project took place during the 2014-2015 fiscal year. The Conservancy will continue to nurture the relationship it has with the Cal Poly Landscape Architecture Program as it refines and embarks upon a historically appropriate drought tolerant landscape restoration project in 2016-2017.

## **Part VII**

### History

The Monday Clubhouse Conservancy of San Luis Obispo is the successor organization to The Monday Club of San Luis Obispo (See Schedule G and Exhibit G).

The clubhouse was originally built for and has remained the headquarters of The Monday Club, formed in 1925 by a dynamic group of civic-minded women, and federated with State and District Women's organizations in 1926. Designed by San Francisco architect Julia Morgan and constructed by prominent local builder James Jepson, the clubhouse has been a vital and enduring presence in the cultural and civic life of San Luis Obispo from its original occupation in 1934 through to the present day.

The Monday Club of San Luis Obispo provides a representative example of an American women's club. It dates to the 1920s, a golden age when women's clubs were at their height of cultural influence. The Monday Club was founded on November 17, 1924, when two existing clubs—the Home Culture Club and the Book Club—merged. This new organization was soon ratified by the California Federation of Women's Clubs. The Monday Club's original stated mission was to beautify the city, expand their members' knowledge, and pursue higher goals beyond the home.

During the 1920s, the country's rising economy coincided with its receding memories of World War One. The long fight to improve women's rights finally prompted Congress to pass the nineteenth amendment on August 28, 1919, giving all American women the right to vote. The City Beautiful movement was another important influence, since it encouraged Americans to emulate the spectacular parks and public spaces they witnessed at elaborate world's fairs (including Chicago's 1893 World's Columbian Exposition and San Francisco's 1915 Panama-Pacific International Exposition). Throughout the country, women's clubs like The Monday Club worked to improve their own cities. Many influential programs—including academic scholarships, civic beautification, historic preservation, lifelong learning, and land conservation--owe much of their success to women's clubs. Generally apolitical, these groups focused instead on forging social

connections and mobilizing armies of volunteers to bring about the civic improvements that local governments would never have financed.

Soon after their charter was signed, The Monday Club members realized that automobiles would increase the number of visitors to San Luis Obispo. They therefore made Monterey Street an early focus. The Motel Inn—the nation’s first motor hotel—was built in 1925 by Arthur and Albert Heinemann, and was also located at the northern end of Monterey Street. In 1926, the club installed Monterey’s streetlights and built its ceremonial arch on which “San Luis Obispo” was written in letters large enough to stretch across the entire street. They also began planting trees and acquired the lease to allow for the creation of Mitchell Park, still a city park today. The Club organization was therefore well established in 1933 when construction began on Julia Morgan’s design for their new clubhouse near the top of Monterey Street. Celebrating excellence in local architecture was always a high priority for the club, which began hosting its architectural tours in the thirties, a tradition it carries on today.

Architect Morgan was engaged to design the building and supervise construction in 1933 by the Club members who met her when she stopped in San Luis Obispo during her frequent trips to San Simeon as the architect for Hearst Castle. It was during this dynamic period of growth for women’s clubs in California that the building was conceived and constructed. The building’s distinctive Spanish Colonial Revival design have made it a beloved community architectural landmark, and in 1983 it was granted local status as a historical resource (see attachment). The Clubhouse has functioned continuously as a social center for the community and has helped to shape the civic and cultural development of San Luis Obispo. It is the only Julia Morgan designed Clubhouse in San Luis Obispo County and only one of two Julia Morgan buildings in San Luis Obispo County, the other being the structures at the San Simeon Hearst Castle.

After the Clubhouse was completed in 1934 it soon became the focus for community events and lectures. Initially the members met for tea. The meeting format evolved: a business meeting first, then a luncheon, followed by a program. The Monday Club was frequently featured in the local newspaper, and members were often contributors to a monthly newsletter, “The Women,” in the 1930s.

In the 21st century, many formerly active women’s clubs have watched their rosters dwindle as aging members die and new recruits fail to join. In contrast, The Monday Club remains remarkably popular, appealing to members in their thirties as well as to those in their eighties. The age span of current members is from 21 to 104! The success of its building is proved by the absence of any significant remodeling over the past eighty years. Long before Morgan attained national prominence, The Monday Club remained unchanged. It was already superbly effective in meeting the needs of its many generations of members.

William Randolph Hearst also played a little-known role in the construction of the Monday Club. Hearst assisted in the fundraising effort for the Monday Club’s building fund in an unusual way. He allowed the club to sell tickets for public tours of his San



Simeon estate. These fees went entirely to the Monday Club's building campaign. In addition, Hearst donated \$500 to the building fund. It is the only known example of this arrangement, which of course predates Hearst Castle's final destiny as a California state park and house museum open for public tours 362 days a year.

The Monday Club remains an excellent example of Morgan's sensitivity to a building's site, function, and users. On a very meager budget, she designed a beautiful building that interacts with San Luis Obispo's matchless setting. She generously donated her time for the work, and continued to fulfill her promises to the Club, even though she was experiencing some of the most stressful and challenging incidents of her entire life. It embodies her endurance, ingenuity, and dedication. Since The Monday Club's inception, its members have exemplified that same spirit, carefully maintaining the club's historic integrity, safeguarding its many character-defining features, and creating a thriving asset to the community of San Luis Obispo. For all her reticence about being recognized for her talents, Morgan would surely be pleased at this outcome.

Julia Morgan was the first female licensed architect in California, and the first woman to graduate from the prestigious L'Ecole des Beaux-Arts in Paris with a diploma in architecture in 1902. She was significant as a versatile designer who was client-focused and notable for her outstanding structural engineering skills (one of the first buildings she designed, a campanile for Mills College, Oakland, CA withstood the 1906 earthquake bringing her local acclaim). Morgan worked on the San Simeon (Hearst Castle) commission from 1919 to 1947 for client William Randolph Hearst. Hearst Castle is located 43 miles north of The Monday Club. Both properties are located within San Luis Obispo County.

The enduring significance of Julia Morgan's architectural career was confirmed in April 2014 when the American Institute of Architects (AIA) posthumously awarded her the Gold Medal, its highest accolade. For the past seventy years this annual prize has been awarded to such celebrated practitioners as Frank Lloyd Wright, Louis Sullivan, and Robert Venturi, but never to a female architect.

#### **Part VIII.4.a**

##### **Fundraising**

Capital Campaign Program - Mail solicitations, email solicitations, personal solicitations, foundation grant solicitations and governmental grant solicitations will all be employed to obtain funds to preserve the historic Julia Morgan designed Clubhouse building and grounds. Our target audience will be local community preservation minded individuals and foundations as well as governmental agencies with grants appropriate to historic building preservation.

#### **Part VIII. 4.d**

##### Jurisdictions

San Luis Obispo, CA. Fundraise for own organization.

#### **Part VIII.7.b**

##### Manage Activities

The Property has been a rental venue for special events, and has been managed by Patterson Realty, 265 South Street Suite G, San Luis Obispo, CA 93401 Attention: Mary Kubacki. Under The Monday Clubhouse Conservancy the Clubhouse will remain a rental venue.

#### **Part VIII.7.c**

##### Manager Relationships

There is no business or family relationship between Patterson Realty or Mary Kubacki and the Club's or the Conservancy's officers or directors (see copy of current contract attached as Exhibit C-4).

#### **Part VIII.13**

##### Grants

PART VIII 13b - By supporting charitable and educational activities within the local San Luis Obispo community, the Conservancy will give back to the community and will promote the Clubhouse and the history of civic, social and cultural contributions that the Club has been known for.

PART VIII 13d - The recipient organizations are set forth in Part VI 1a and Part VI 1b. There are no business or family relationships between donor and the organization(s) receiving the donation(s).

PART VIII 13e - Paper and accounting records are kept of all donations. The receiving organizations provide written receipts of donations received.

PART VIII 13f - The selection process for Scholarships is set forth in PART VI 1a. An application form is required (see copy attached as Exhibit C-5).

PART VIII 13g - Annual reports are provided by the organizations.

#### **Schedule H**

##### Scholarships

Section 1 1a - Fine Arts and Music Award Scholarship Award Program, refer to PART VI 1a

b - Fine Arts Scholarship - first place \$1,500; second place: \$1,000



- Music Awards Scholarship - first place \$1,500; second place: \$1,000
- c - N/A
  - d - The application form is sent to local high school guidance counselors who distribute it within their school.
  - e - Copy of solicitation form attached as Exhibit C-6.
  - f - Copy of application attached as Exhibit C-5.

Section I 3 - Students enrolled in their last semester at a high school in the City of San Luis Obispo and who are not more than 19-1/2 years old. Refer to PART VI 1a

Section 1 4 a - A panel of judges (selected from respected local artists, musicians and scholars) is responsible for determining the winners.

Section 1 4 b - Set forth by the committee and approved by the Board of Directors

Section 1 4 c - Set forth by the committee and approved by the Board of Directors

Section 1 4 d - N/A

Section 1 5 - Scholarships are paid directly to the college or university that the student is attending.

Section 1 6 - The Committee has been selected by The Monday Club Board President each year and the panels of judges has been selected by the Committee. Under the Monday Clubhouse Conservancy the Board President will select the Committee and the Committee will select the panels of judges.

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT C-1**  
**National Register of Historic Places Nomination**

**OFFICE OF HISTORIC PRESERVATION  
DEPARTMENT OF PARKS AND RECREATION**

725 23<sup>rd</sup> Street, Suite 100  
SACRAMENTO, CA 95816  
(916) 445-7000 Fax: (916) 445-7053  
calshpo@parks.ca.gov



November 25, 2015

Jennifer Alderman  
Treasurer  
The Monday Club of San Luis Obispo  
PO Box 167  
San Luis Obispo, California 93406

**RE: National Register of Historic Places Nomination for The Monday Club of San Luis Obispo**

Dear Ms. Alderman:

I am pleased to inform you that the State Historical Resources Commission (SHRC), at its next meeting, intends to consider and take action on the nomination of the above named property to the National Register of Historic Places (National Register). Details regarding the meeting are enclosed. The National Register is the United States' official list of historical properties worthy of preservation. Listing in the National Register provides recognition and assists in preserving California's heritage. Listing in the National Register assures review of federal projects that might adversely affect the character of the historic property. In addition, as of January 1, 1993, all National Register properties are now automatically included in the California Register of Historical Resources (California Register) and afforded consideration during the State (CEQA) environmental review process. This includes properties formally determined eligible for the National Register. Listing in the National Register does not mean that the federal or state government will attach restrictive covenants to the property or try to acquire it. Public visitation rights are not required of owners. National Register listed properties may qualify for state and federal benefits. Additional information may be found at our website at [www.ohp.parks.ca.gov](http://www.ohp.parks.ca.gov).

You are invited to attend the SHRC's meeting at which the nomination will be considered and acted upon by the SHRC. Written comments regarding the nomination may be submitted to California State Parks, Attn: Office of Historic Preservation, Julianne Polanco, State Historic Preservation Officer, 1725 23<sup>rd</sup> Street, Suite 100, Sacramento, California 95816. So that the SHRC may have adequate time to consider the comments, it is requested, but not required, that written comments be received by the Office of Historic Preservation fifteen (15) days in advance of the SHRC's meeting. Should you have any questions about this nomination, please contact the Registration Unit at (916) 445-7008.

Sincerely,

A handwritten signature in dark ink, appearing to be "J. Polanco", written over a horizontal line.

Julianne Polanco  
State Historic Preservation Officer

Enclosure: Meeting Notice

NR\_Preparers Notice\_Final

**OFFICE OF HISTORIC PRESERVATION  
DEPARTMENT OF PARKS AND RECREATION**

1725 23<sup>rd</sup> Street, Suite 100  
SACRAMENTO, CA 95816  
(916) 445-7000 Fax: (916) 445-7053  
calshpo@parks.ca.gov  
www.ohp.parks.ca.gov



## MEETING NOTICE

**FOR:** State Historical Resources Commission Quarterly Meeting

**DATE:** Friday, January 29, 2016

**TIME:** 9:00 A.M.

**PLACE:** Historic City Hall  
Historic Hearing Room  
915 I Street, 2<sup>nd</sup> Floor  
Sacramento, California 95814

This room is accessible to people with disabilities. Questions regarding the meeting should be directed to the Registration Unit (916) 445-7008.

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT C-2**  
**National Register of Historic Places Registration Form**

# National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

## 1. Name of Property

Historic name: The Monday Club of San Luis Obispo

Other names/site number: N/A

Name of related multiple property listing:

N/A

(Enter "N/A" if property is not part of a multiple property listing)

## 2. Location

Street & number: 1815 Monterey Street

City or town: San Luis Obispo State: CA County: San Luis Obispo County 079

Not For Publication: ☐ Vicinity: ☐

## 3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this \_\_\_ nomination \_\_\_ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property \_\_\_ meets \_\_\_ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

\_\_\_ national \_\_\_ statewide \_\_\_ local

Applicable National Register Criteria:

\_\_\_ A \_\_\_ B \_\_\_ C \_\_\_ D

Signature of certifying official/Title:

Date

State or Federal agency/bureau or Tribal Government

In my opinion, the property \_\_\_ meets \_\_\_ does not meet the National Register criteria.

Signature of commenting official:

Date

Title :

State or Federal agency/bureau  
or Tribal Government

The Monday Club of San Luis Obispo  
Name of Property

San Luis Obispo, CA  
County and State

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#### 4. National Park Service Certification

I hereby certify that this property is:

- ☐ entered in the National Register  
☐ determined eligible for the National Register  
☐ determined not eligible for the National Register  
☐ removed from the National Register  
☐ other (explain:) \_\_\_\_\_

The Monday Club of San Luis Obispo

---

Signature of the Keeper

Date of Action

---

#### 5. Classification

##### Ownership of Property

(Check as many boxes as apply.)

Private:

☒

Public – Local

☐

Public – State

☐

Public – Federal

☐

The Monday Club of San Luis Obispo

Name of Property

San Luis Obispo, CA

County and State

**Category of Property**

(Check only **one** box.)

Building(s)

☒

District

☐

Site

☐

Structure

☐

Object

☐

**Number of Resources within Property**

(Do not include previously listed resources in the count)

Contributing

Noncontributing

1

buildings

sites

structures

objects

1

Total

Number of contributing resources previously listed in the National Register N/A

**6. Function or Use**

**Historic Functions**

(Enter categories from instructions.)

Social - Clubhouse

**Current Functions**

(Enter categories from instructions.)

Clubhouse



The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

## 7. Description

### Architectural Classification

(Enter categories from instructions.)

Spanish Colonial Revival

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Materials:** (enter categories from instructions.)

Principal exterior materials of the property:

Foundation: Concrete

Walls: Stucco

Roof: Terra Cotta Tile

### Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

### Summary Paragraph

The Monday Club of San Luis Obispo designed by San Francisco architect Julia Morgan and constructed by prominent local builder James Jepson, has been a vital and enduring presence in the cultural and civic life of San Luis Obispo from its original occupation in 1934 through to the present day.

The clubhouse was originally built for and has remained the headquarters of The Monday Club, formed in 1925 by a dynamic group of civic-minded women, and federated with State and District Women's organizations in 1926. The enduring mission of the Club is to preserve and restore the historical landmark known as The Monday Club of San Luis Obispo and enhance the educational, civic, social and cultural quality of the San Luis Obispo community.

The clubhouse is wood frame, clad in stucco with terra cotta roof tile. The design is predominately Spanish Colonial Revival but also incorporates California Mediterranean and Classical architectural elements. In the interior the walls are smooth plaster over lath, with original oak hardwood floors in herringbone and linear patterns. The interior plan is a cross shape consisting of a projecting vestibule leading to one Assembly Room flanked by two large Anterooms, one forming a Lobby with two Dressing Rooms and Lavatories, the other forming

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

the Sun Room and Kitchen. The Assembly Room's focal point remains its large platform stage, still used for concerts, plays and public gatherings. Well maintained and in excellent condition, the building has historic integrity with very few alterations since its ribbon-cutting ceremony in 1934. Those changes are set forth in the Narrative Description.

## **NARRATIVE DESCRIPTION:**

### **SITE AND SETTING**

The Monday Club sits near the entrance to San Luis Obispo at the intersection of upper Monterey Street and Grand Avenue, the major entry to the campus of California Polytechnic University. Monterey Street was once part of the historic El Camino Real linking California's missions and still passes in front of Mission San Luis Obispo de Tolosa, founded by the Spanish in 1772. The site is a corner lot measuring 100' x 570' with the Santa Lucia mountain range to the south east serving as a dramatic backdrop, which remains nearly unchanged. The site includes the original building, front, rear and side gardens.

### **EXTERIOR**

The Monday Club is a 1- ½ story stucco-clad wood framed building. The roof is gabled with exposed redwood trusses and sheathed in terra cotta tile, 75% is original. Flat portions of the roof have a membrane covering. The cornice has wood moulding with decorative brackets. The foundation rests on a concrete stem wall and interior footings.

The front (North) elevation is largely unchanged. It features a Classical entry equipped with wooden louvers for air circulation and illumination, above which a historic fanlight is surmounted by a wooden keystone molding. The wood paneled entrance doors are not original, but the originals are documented in existing photographs. Two Spanish-colonial style lanterns hang from wrought-iron brackets and narrow-two-over-two windows ornamented with wrought-iron grilles flank the doorway.

Beyond the projecting entry are two more pairs of flanking windows. The front facade is ornamented at its corners with two pairs of columns. They support the heavy horizontal beams that surround the facade at a height directly below the fanlight. Until recently, these columns also supported diagonal wooden latticework, at the center of which was a fan-shaped trellis for climbing vines or espaliered trees. The building's small windows looked out at six of these bowers. The original lattices were removed (and stored) in the 1990s due to deterioration. Their replacement is part of a garden restoration project planned for 2016-2017. The hard and soft landscaping in the front of the building follows the intent of Julia Morgan's rendering but has been modified over time.<sup>1</sup>

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<sup>1</sup> The Monday Club Papers, Special Collections & University Archives, CPSU

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

The East elevation of the building is original though the center French door panels have been replaced. It is near the property line and substantially hidden from view.

The West facade, facing Andrews Street, is largely original. The entrance doorway is similar to the front facade with a Colonial Revival-style arched surround and glass fanlights. Two pairs of columns at either end of the facade support the large horizontal beams surrounding the building. A roof vent below the roofline is formed from stacked terra-cotta roof tiles.

A sloped concrete walkway replaces the original four steps that led to the double entrance doors. A wrought-iron portico was added in the 1960s to provide shade, it is not compatible with the original design, the Club's intention is to remove it at a future date.

On the South side of the building Morgan designed a shade structure originally made up of beams and cross-rafters, and supported by six columns. The current non-historic shade structure was presumably built in 1951 during the Kitchen addition. Though in its original location, it features three plain wooden columns. Morgan's elevation drawing called for this back wall to be decorated with two frescoes at window height (the theme of which was potted plants, as was the case inside), and a painted evocation of a fabric awning.

The South lawn and flower garden are largely conjectural in their layout since an original planting plan has never been found. Beds have been planted with gardenias, pansies, and similar cottage-style flowers. The trees are non-historic with the exception of a pair of Incense Cedars that flank the walkway from Monterey Street to the front entrance. Placed on the San Luis Obispo Heritage Tree List in 1988 and thought to be planted circa 1934 according to San Luis Obispo City Arborist Ron Combs. A screen of tall shrubs (*Pittosporum nigra*) have been planted to screen the motel built on the adjacent lot to the East in the 1960s. The view from the garden is of the Santa Lucia foothills and is almost completely unchanged from Morgan's era. The non-historic rectilinear gazebo was added at the southern edge of the garden in 1983, to commemorate the Monday Club's 50<sup>th</sup> anniversary. Parking is at the South end of the property adjacent to San Luis Obispo Creek.

## INTERIOR

The club's exterior is largely Spanish Colonial Revival, but the interior is more exotic, reportedly inspired by an oriental garden. Built with a small budget, the building still feels expansive and luxurious. It unites the exterior with the interior, a crucial theme pervading all of Morgan's work.<sup>2</sup> The Lobby, off of the Monterey Street (North) entry has linear wood flooring and a narrow tongue and groove gabled ceiling. The Lobby is flanked by two Dressing Rooms and Lavatories, with mostly original fixtures. In the West Dressing Room a historic mural extends over three walls, executed by Doris Day, a Julia Morgan associate and San Francisco interior

<sup>2</sup> *The Julia Morgan Architectural History Project*. The Bancroft Library, Berkeley: University of California: 1976.

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

design muralist.<sup>3</sup> Day also worked at San Simeon from 1934-1937. Day reportedly based the mural (executed in a floral style suggestive of chinoiserie) on a pattern found on a porcelain serving platter owned by Julia Morgan.

A large wardrobe on the East Lobby wall was owned by Morgan and given as a gift to the Club. Though unsigned, it features decorations likely painted by the aforementioned Doris Day. Its two central cartouches depict an owl and dove. Doris Day, Muralist--who was fond of birds--was known to travel everywhere with Nicky, her pet parrot, who rested on her shoulder as she painted.

From the Lobby the Assembly Room is entered, it is virtually unaltered, possessing its original painted wood trusses (whose cornflower-blue color complements the murals' color scheme), oak floor in a herringbone pattern, painted decorative wall murals, original fenestration, platform stage, French doors and transoms. Six distinctive decorative wall murals of potted loquat trees sitting on *trompe l'oeil* windowsills were painted by Doris Day in 1934. They represent the loquat trees that Morgan enjoyed on her evening walks when staying overnight in San Luis Obispo.<sup>4</sup> These painted "windows" are decorated with cartouches that frame diagonal latticework that echoed the exterior latticework that once enlivened the building's façade. The murals appear as fresh as when they were originally executed, in part because they were covered with grasscloth at an unknown date. This remodeling measure protected the paintings from decades of grime and light exposure. When the room was restored in 1970, the grasscloth was steamed off the walls and the murals exposed and restored.<sup>5</sup> Paint provides most of the interior's decoration. Original hardwood flooring is laid in a herringbone pattern. The platform stage is original and remains the central focus of the room.

The Sun Room is entered from the Assembly Room through French doors with divided lites. The South side of the room features a large natural stone fireplace as its focal point whose chimney is prominently expressed on the exterior elevation. Stone from Merced County in California is used for its hearth and chimney breast.<sup>6</sup> This stone merges with sand-colored horizontal bricks midway up the mantel. The room has original narrow tongue and groove oak flooring with a narrow tongue and groove flat ceiling. Windows flank the South and West walls and a door on the South wall leads out to the rear garden and grounds.

The original Kitchen on the building's Southeast side is currently used as a Storage Room. It retains its original sink and cabinetry. A Kitchen addition was added to the South end of the building in 1951. This addition is largely original, retaining its 1950s counter tiles and capsule-type dishwasher. The addition was well-sited, and its dimensions (13 feet 7 inches x 34 feet)

<sup>3</sup> The Monday Club Papers, Special Collections & University Archives, CPSU

<sup>4</sup> The Monday Club Papers, Special Collections & University Archives, CPSU

<sup>5</sup> San Luis Obispo County Telegram-Tribune, 16 September 1971

<sup>6</sup> The Monday Club Papers, Special Collections & University Archives, CPSU

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

obtrude only slightly into the rear garden. Two doors, each approached by three concrete steps, were added during the remodel. The building's historic rockwork chimney is intact. Also original is the small stone gable ornament on the chimney's South side.

The Basement is original and is reached by a small staircase at the South end of the platform stage, it retains its original closets and built-in cabinets.

#### CHARACTER-DEFINING FEATURES

- Roof with Exposed Redwood Trusses and Terra Cotta Tile
- Arched Windows above the North and West Entrances
- Exposed Chimney Stone
- Painted exposed wood trusses in the Assembly Room
- Decorative mural paintings in the West Dressing Room and Assembly Room.
- Red oak herringbone flooring in the Assembly Room; red oak flooring in the Lobby and Sun Room
- Fireplace in the Sun Room faced in Merced County, California stone

#### ADDITIONS, ALTERATIONS AND REPAIRS

Constructed of quality materials and well maintained, the building retains the vast majority of its character-defining features, materials and spaces. The historic walkways, entry steps, columns, horizontal timber beams, doorways, gardens and stone chimney survive largely intact. Cosmetic changes include painting the exterior and interior wall surfaces, and interior wood floor refinishing. Other changes are listed below:

1940 - Original Chinese lanterns removed from the Assembly Room. They were replaced with fixtures of a mid-century modern style, later replaced with the current fixtures. One original lantern remains in storage onsite. Though its silk has disintegrated and its bamboo splines are fragile, it provide historic information for possible future reproduction

1951 - Kitchen addition was added to the rear (South) side of the building. The original small Kitchen that retains its historic cabinets was converted to a Storage Room.

1956 - Doors replaced at the Front (North) and side (West) entrances for Code compliance.

1960s - Concrete ramp replaced four stairs that formerly led to the West side entrance. A wrought-iron portico decorated with curvilinear vine-work and vertical staves was added to provide shade.

1970 - Loquat murals were professionally restored by local muralist and Cal Poly art professor Charles Dorman

1983 - Gazebo was constructed in the back garden to commemorate the Club's 50th anniversary.



The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

1990s - Decorative wood lattices that flanked the front (North) and side (West) corners of the building were removed (and stored) due to deterioration.

1995 - Loquat murals were professionally restored by artists Gini Griffin and Paula Zima.

2012 - Sun Room flat roof membrane was replaced to match the existing.

2013 - East and West Lavatory flat roof membranes were replaced to match the existing.

2014 - Original red oak flooring refinished throughout. Original Douglas-fir stage floor in a linear pattern had deteriorated and was replaced with red oak in a linear pattern to match the original red oak flooring found elsewhere in the building.

The building maintains the seven aspects of integrity identified by the National Park Service: location, design, setting, materials, workmanship, feeling and association. The location and setting remain unchanged. The design of the building is intact and has not been affected or diminished. The quality of the materials and workmanship have been matched when repairs or additions have occurred. The feeling and association remain unchanged as the building has functioned continuously in the same capacity for the past 80 plus years.

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

## 8. Statement of Significance

### Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

☒

A. Property is associated with events that have made a significant contribution to the broad patterns of our history.

☐

B. Property is associated with the lives of persons significant in our past.

☒

C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

☐

D. Property has yielded, or is likely to yield, information important in prehistory or history.

### Criteria Considerations

(Mark "x" in all the boxes that apply.)

☐

A. Owned by a religious institution or used for religious purposes

☐

B. Removed from its original location

☐

C. A birthplace or grave

☐

D. A cemetery

☐

E. A reconstructed building, object, or structure

☐

F. A commemorative property

☐

G. Less than 50 years old or achieving significance within the past 50 years

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

**Areas of Significance**

(Enter categories from instructions.)

Architecture

Social History

**Period of Significance**

1934-1959 (Criterion A)

1934 (Criterion C)

**Significant Dates**

1934

**Significant Person**

(Complete only if Criterion B is marked above.)

N/A

**Cultural Affiliation**

N/A

**Architect/Builder**

Julia Morgan, Architect

James Jepson, Builder

**Period of Significance (justification)**

The period of significance covers the period from 1934 when the clubhouse was completed, and ends in 1959 when membership dropped. In 1957 The San Luis Obispo Country Club opened, followed by the opening of the Madonna Inn in 1958. The Monday Club was no longer the primary social and cultural outlet in San Luis Obispo and its membership declined in the late 1950's.

**Statement of Significance Summary Paragraph** (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

The Monday Club of San Luis Obispo is eligible for the National Register under Criterion A for its association with the development of San Luis Obispo's social and cultural life from 1934 to 1959. The Monday Club is also eligible under Criterion C because the building embodies the distinctive characteristics of Spanish Colonial Architecture. The building's simple cross-gabled terra cotta roof, use of wood and stone, stucco exterior walls, ornamental iron work window grilles and lanterns, and painted wood trusses are intact character-defining features that give the



The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

building a high degree of integrity<sup>7</sup> (Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction). The building has also attained significance under Criterion C as a representative work of master architect Julia Morgan

The Monday Club of San Luis Obispo Clubhouse is socially and architecturally significant. Architect Julia Morgan was engaged to design the building and supervise construction in 1933 by the Club members who met her when she stopped in San Luis Obispo during her frequent trips to San Simeon as the architect for Hearst Castle. It was during this dynamic period of growth for women's clubs in California that the building was conceived and constructed. The building's distinctive Spanish Colonial Revival design have made it a community architectural landmark, and in 1983 it was granted local status as a historical resource. The Clubhouse has functioned continuously as a social center for the community and has helped to shape the civic and cultural development of San Luis Obispo. It is the only Julia Morgan designed Clubhouse in San Luis Obispo County and only one of two Julia Morgan buildings in San Luis Obispo County, the other being Hearst Castle. On the central coast of California the Minerva Club in Santa Maria (Santa Barbara County) is the only other Julia Morgan designed Clubhouse.

**Narrative Statement of Significance** (Provide at least **one** paragraph for each area of significance.)

CRITERION A:

The Monday Club and its Role in the Early 20th Century Women's Movement - 1924 -

The Monday Club of San Luis Obispo provides a representative example of an American women's club. The history of the women's movement dates to 1848 when the first women's rights convention was held in Seneca Falls, New York. Prior to that women were fairly isolated in the home, particularly middle class women, for whom running the household could be an all-consuming task. Changes in the late 19th Century brought women more leisure time. Denied an education and the right to vote, these women sought ways to better themselves and society. Two clubs that led the way were: Sorosis the first professional women's club in the United States, organized in New York City in 1868 and founded by Jane Cunningham Croly, and The New England Women's Club founded in Boston in 1868 by Harriet Hanson Robinson, with organizational help from Julia Ward Howe.<sup>8</sup>

During the 1920s, the country experienced an economic boom due to rapid industrial growth and technological advances. The long fight to improve women's rights finally prompted Congress to

<sup>7</sup> Newcomb, Rexford and Appleton, Marc. *Mediterranean Domestic Architecture for the United State*. Acanthus, 1912; reprinted 1999

<sup>8</sup> Croly, J.C. *The History of the Woman's Club Movement in America*. Allen & Co., c 1898

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

pass the nineteenth amendment on August 28, 1919, giving all American women the right to vote. The City Beautiful movement was another important influence, since it encouraged Americans to emulate the spectacular parks and public spaces they witnessed at elaborate world's fairs (including Chicago's 1893 World's Columbian Exposition and San Francisco's 1915 Panama-Pacific International Exposition). Throughout the country, women's clubs like The Monday Club worked to improve their own cities. Many influential programs--including academic scholarships, civic beautification, historic preservation, lifelong learning, and land conservation--owe much of their success to women's clubs. Generally apolitical, these groups focused instead on forging social connections and mobilizing armies of volunteers to bring about the civic improvements that local governments would never have financed.

The Monday Club was founded on November 17, 1924, when two existing clubs—the Home Culture Club and the Book Club—merged. It dates to the 1920s, a golden age when women's clubs were at their height of cultural influence. This new organization was soon ratified by the California Federation of Women's Clubs. The Monday Club's original stated mission was to beautify the city, expand their members' knowledge, and pursue higher goals beyond the home.

Soon after their charter was signed, The Monday Club members realized that automobiles would increase the number of visitors to San Luis Obispo. They therefore made Monterey Street an early focus. The Motel Inn—the nation's first motor hotel—was built in 1925 by Arthur and Albert Heinemann, and was also located at the northern end of Monterey Street. In 1926, the club installed Monterey's streetlights and built its ceremonial arch on which "San Luis Obispo" was written in letters large enough to stretch across the entire street. They also began planting trees and acquired the lease to allow for the creation of Mitchell Park, still a city park today. The organization was therefore well established in 1933 when construction began on Julia Morgan's design for their new clubhouse near the top of Monterey Street. Celebrating excellence in local architecture was always a high priority for the club, which began hosting its architectural tours in the thirties, a tradition it carries on today.

After the Clubhouse was completed in 1934 it soon became the focus for community events and lectures. Initially the members met for tea. The meeting format evolved: a business meeting first, then a luncheon, followed by a program. The Monday Club was frequently featured in the local newspaper, and members were often contributors to a monthly newsletter, "The Women," in the 1930s.

During WWII, Club members served as lookouts for enemy planes, gathered scrap metal and picked tomatoes to support the war effort. In 1942, \$15,022 for war bonds was raised at a Club Victory Tea.

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

Other Club community accomplishments/contributions include:

- 1927: Requested local milk and meat inspections  
Lobbied for stop signs  
Beautified city by planting nasturtiums in vacant lots  
Supported Sunny Acres Children's Home  
Preserved Painted Rock (pictograph rock art site), Carrizo Plain and Dinosaur Cave Park, Pismo Beach  
Lobbied for Southern Pacific passenger depot
- 1928: Peak Club membership of 350
- 1930: First walking Tour and brochure  
Preserved Fremont's campsite
- 1949: Raised money for high school band uniforms
- 1940 - 1950: Held annual flower shows with up to 460 entries
- 1951: Raised funds to build Nuss Pool at high school
- 1962: Awarded music scholarships to San Luis Obispo high school students
- 1968: Donated Portola fountain at Marsh/Higuera Streets
- 1974: Initiated art scholarships to San Luis Obispo high school students
- 1978: Planted trees at Meadow Park
- 1982: Supported new facility for Children's Home  
Organized SLO Friends of the Library
- 1983 - 2015: Supported the Women's Shelter
- 1994 - 2015: Added scholastic achievement to annual high school music and art awards, creating the Tri-Awards program
- 2000 - 2015: Held Architectural Tours
- 2013 - 2015: Supported Raising A Reader program

In the 21st century, many formerly active women's clubs have watched their rosters dwindle as aging members die and new recruits fail to join. In contrast, The Monday Club remains remarkably popular (since 2011 it has experienced a membership surge), appealing to members in their thirties as well as to those in their eighties. The age span of current members is from 21 to 103! The success of its building is proved by the absence of any significant remodeling over the past eighty years. Long before Morgan attained national prominence, The Monday Club remained unchanged. It was already superbly effective in meeting the needs of its many generations of members.

Clubhouse Construction 1930-1934

The Club initially met in the basement of the San Luis Obispo Carnegie Public Library. Club leaders desired a place that members could call their own. Accordingly, in 1930, the Club purchased the .936 acre lot on Monterey from Chester A. Carlin for \$3900 plus a \$500 contribution to the City's storm drain development. Through hard work and effort by club

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

members the funds were raised by holding salvage sales, flower and fashion shows, card and dinner parties, and even shining shoes. Mrs. F. G. Beckler was the Club's president at this time, and Miss Grace E. Barneberg was chairman of the building committee. Barneberg was a Club charter member and president from 1926 -1928.

In 1932, when The Monday Club first approached her, Morgan had designed more than 600 buildings. San Simeon was listed as Job Number 503 in Morgan's office records. It is significant that when she began to design San Simeon in 1919, she was not yet eligible to vote in a federal election. Julia Morgan's career involved a lifelong affiliation with what was known as the Women's Network. She designed close to one hundred buildings that were in some way associated with women's organizations (in a prolific career that included nearly 700 buildings). Many of these ventures were either unprofitable or outright pro bono endeavors. Throughout her career, she continued to support women's clubs and women's opportunities (The Monday Club being one of her last such commissions).

In 1932, Barneberg approached local taxi driver Steve Zegar, requesting that he get in touch with Julia Morgan on the Club's behalf. (Zegar kept his fleet of taxis at the train station). He had ample time to broach the subject, since he drove Morgan forty-five miles up the coast to San Simeon two or three times a month. In return for room and board at club member homes before the long drive to San Simeon, she agreed in 1933 to design and supervise construction of The Monday Club. Morgan wrote to Barneberg on February 25, 1932: "Should the San Luis Obispo Women's Club want our services.....we will waive our usual schedule of charges and will make a flat charge to cover the expenses of your work without profit to our office. We will assume that you will build a building to cost not more than \$16,000 and that you will pay us for our services \$800. This we offer knowing how hard you must have worked to raise the amount you already have toward your project."<sup>9</sup> The Clubhouse was constructed by local builder James Jepson at a cost of \$12,000 and completed in 1934.

Morgan always oversaw the small details of her projects, but at The Monday Club, she was involved to an even higher degree. She suggested the loquat tree motifs for the murals, having admired loquat trees on her walks through town. Her gift of the large painted wardrobe in the lobby--is a highly personal and otherwise unprecedented gesture. Perhaps most revealingly, Morgan appears to have suggested many of The Monday Club's motifs, including its Chinese lanterns, painted cartouches, and floral mural designs.

William Randolph Hearst also played a little-known role in the construction of the Monday Club. Hearst assisted in the fundraising effort for the Monday Club's building fund in an unusual way. He allowed the club to sell tickets for public tours of his San Simeon estate.<sup>10</sup> These fees went entirely to the Monday Club's building campaign. In addition, Hearst donated \$500 to the building fund. It is the only known example of this arrangement, which of course predates Hearst

<sup>9</sup> The Monday Club Papers, Special Collections & University Archives, CPSU

<sup>10</sup> The Monday Club Papers, Special Collections & University Archives, CPSU

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

Castle's final destiny as a California state park and house museum open for public tours 362 days a year.

#### CRITERION C:

The architectural style of The Monday Club building can best be categorized as Spanish Colonial Revival, which gained in popularity during the early 20th Century through the well publicized work of Bertram Goodhue on the San Diego Panama-California Exhibition in 1915 as well as the residential and commercial work of Addison Mizner in Florida during the 1920's. Fifty plus years after California gained statehood in 1850 the architecture style of the Spanish colonization of North America was proudly embraced.<sup>11</sup> The city of Santa Barbara, CA adopted the style to give the city a unified character after the 1925 earthquake there caused widespread damage. Architect George Washington Smith was one of the most accomplished architects of the Spanish Colonial Revival style in Santa Barbara in the 1920's.<sup>12</sup> Buildings constructed of thick stucco clad walls that absorbed the day's heat and radiated it back into the buildings during cool evenings were well suited to the warm weather climates found in California and Florida.

The Clubhouse building's simple cross-gabled terra cotta tile roof, smooth plaster exterior walls, and simple form are hallmarks of the style. The entries are subtly embellished at the front and side with arched openings and additional wood detailing. The divided lite casement windows (all wood) are vertically rectangular except for the arched transoms over the North and West entry doors. Minimalist wrought iron window grates and a pair of Spanish style wall light fixtures grace the front (North) entry.

The North elevation serves as the building's main entry although its gable is smaller than the main cross gable that covers the Assembly Room. The Lobby extends 12 feet beyond the building's main mass and is flanked by symmetrical flat-roofed Lavatories and Dressing Rooms on either side. A strong, horizontal timber header supported by four cylindrical, non-tapered columns dominates the façade. Until recently, these columns also supported diagonal wooden latticework, at the center of which was a fan-shaped trellis for climbing vines or espaliered trees. A traditional wood cornice and modest eaves support the roof.

The secondary entrance on the West elevation features larger windows with transoms above the continuous header and a taller gable sporting an attractive barrel tile attic vent. The arched wood door surround mimics the detailing of the main North entrance.

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<sup>11</sup> Newcomb, Rexford and Appleton, Marc. *Mediterranean Domestic Architecture for the United State*. Acanthus, 1912; reprinted 1999

<sup>12</sup> Gebhard, Patricia. *George Washington Smith: Architect of The Spanish Colonial Revival*. Gibbs Smith, 2005



The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

The most prominent feature of the rear (South) façade is the striking natural stone chimney which originally occupied the center of a symmetrically ordered building face. A flat-roofed kitchen addition built in 1951 with roof mounted mechanical equipment has altered the symmetry. The straight columns repeat the form and location of those on the North side of the building and the horizontal wood header continues around to unify and provide order for the façade.

The Monday Club remains an excellent example of Morgan's sensitivity to a building's site, function, and users. On a very meager budget, she designed a beautiful building that interacts with San Luis Obispo's matchless setting. She generously donated her time for the work, and continued to fulfill her promises to the Club, even though she was experiencing some of the most stressful and challenging incidents of her entire life. It embodies her endurance, ingenuity, and dedication. Since The Monday Club's inception, it's members have exemplified that same spirit, carefully maintaining the club's historic integrity, safeguarding its many character-defining features, and creating a thriving asset to the community of San Luis Obispo.

Architect: Julia Morgan

Julia Morgan was the first female licensed architect in California, and the first woman to graduate from the prestigious L'Ecole des Beaux-Arts in Paris with a diploma in architecture in 1902. She was significant as a versatile designer who was client-focused and notable for her outstanding structural engineering skills (one of the first buildings she designed, a campanile for Mills College, Oakland, CA withstood the 1906 earthquake bringing her local acclaim). Morgan worked on the San Simeon (Hearst Castle) commission from 1919 to 1947 for client William Randolph Hearst. Hearst Castle is located 43 miles north of The Monday Club off Highway 1. Both properties are located within San Luis Obispo County.

The enduring significance of Julia Morgan's architectural career was confirmed in April 2014 when the American Institute of Architects (AIA) posthumously awarded her the Gold Medal, its highest accolade. For the past seventy years this annual prize has been awarded to such celebrated practitioners as Frank Lloyd Wright, Louis Sullivan, and Robert Venturi, but never to a female architect.

All interior surfaces have been carefully maintained throughout the building's history and accurately reflect the architects' original intention.

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

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## 8. Major Bibliographical References

### Bibliography (Cite the books, articles, and other sources used in preparing this form.)

#### Manuscript and Documentary sources:

The Julia Morgan Papers (010), the Barneberg Papers (002), the Morgan-Boutelle Collection (027), and the Monday Club Papers. Special Collections and University Archives, Robert E. Kennedy Library, California Polytechnic State University, San Luis Obispo, California.

William Randolph Hearst Papers, The Bancroft Library, University of California, Berkeley.

George Loorz Papers, History Center of San Luis Obispo County, San Luis Obispo, California.

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Hearst, William Randolph Jr. "Memories of San Simeon and the Hearst Family." Interview by Tom Scott, edited by Robert C. Pavlik. Oral History Project. San Simeon, Calif.: Hearst San Simeon State Historic Monument, 27 March 1984.

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Steilberg, Walter. Address to the Historical Guides Association, August 1966. Transcribed by Morris Cecil. San Simeon, Calif.: Hearst San Simeon State Historic Monument.

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#### Secondary Sources:

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Chafee, Richard. "The Teaching of Architecture at the Ecole des Beaux-Arts." In *The Architecture of the Ecole des Beaux-Arts*, edited by Arthur Drexler, 61-109. New York: Museum of Modern Art, 1977.

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

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Kastner, Victoria. *Hearst Castle: The Biography of a Country House*. New York: Abrams, 2000.

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\_\_\_\_\_. "Morgan and Associates: Julia Morgan's Architectural Office as Design Metaphor." *20 By 20/20 Vision*. New York: American Institute of Architects, 2002.

Krieger, Daniel E. *San Luis Obispo County: Looking Backward Into the Middle Kingdom*. Northridge, Calif.: Windsor Publications, 1988.

Newcomb, Rexford and Appleton, Marc. *"Mediterranean Domestic Architecture for the United States"*. (Twentieth Century Landmarks in Design, Vol. 9) (Acanthus Press Reprint Series. 20th Century, Landmarks in Design, V. 9.) originally printed 1912, New York, Acanthus Press, 1999

McNeil, Karen. "Julia Morgan: Gender, Architecture, and Professional Style." *Pacific Historical Review*, 76, no. 2 (2007), 229-267.

\_\_\_\_\_. "Women Who Build: Julia Morgan and Women's Institutions." *California History*, 89, no. 3 (2012), 42-74.

Sarber, Jane. "A Cabbie in a Golden Era, Featuring Cabbie's Original Log of Guests Transported to Hearst Castle." N.p., n.d.

Sewall, Jock. *"Mediterranean Architecture: A Sourcebook of Architectural Elements"*. Atglen, PA, Schiffer Publishing, Ltd., 2011

St. Johns, Adela Rogers. *The Honeycomb*. Garden City, N.Y.: Doubleday, 1969.

Steilberg, Walter T. "Some Examples of the Work of Julia Morgan." *The Architect and Engineer of California*, 55, no. 2 (November 1918): 39-107.

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**Previous documentation on file (NPS):**

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register



The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

☐ designated a National Historic Landmark  
☐ recorded by Historic American Buildings Survey #   
☐ recorded by Historic American Engineering Record #   
☐ recorded by Historic American Landscape Survey #

**Primary location of additional data:**

☐ State Historic Preservation Office  
☐ Other State agency  
☐ Federal agency  
☐ Local government  
☐ University  
☐ Other  
Name of repository:

**Historic Resources Survey Number (if assigned):**

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**9. Geographical Data**

**Acreage of Property** 0.936 acres

Use either the UTM system or latitude/longitude coordinates

**Latitude/Longitude Coordinates (decimal degrees)**

Datum if other than WGS84:   
(enter coordinates to 6 decimal places)

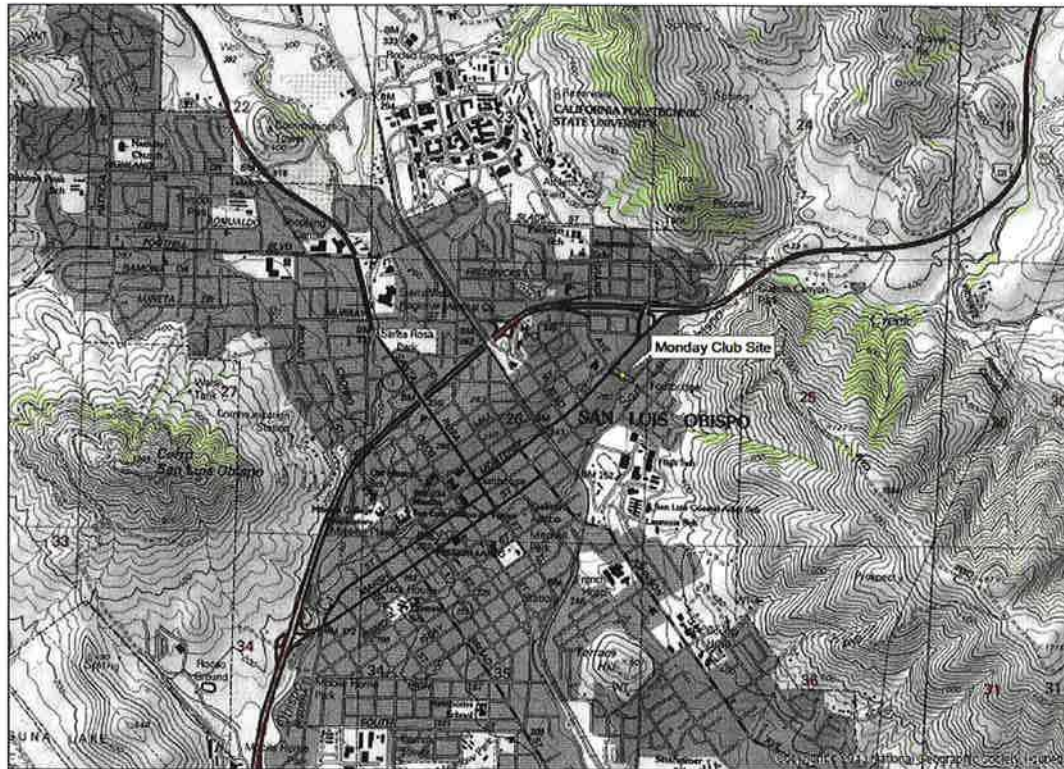
1. Latitude: 35.288692	Longitude: -120.651410
2. Latitude: 35.288506	Longitude: -120.6516215
3. Latitude: 35.287917	Longitude: -120.650186
4. Latitude: 35.288090	Longitude: -120.649987

The Monday Club of San Luis Obispo

Name of Property

San Luis Obispo, CA

County and State



Monday Club Site Map - 1815 Monterey St. San Luis Obispo, CA

Parcel boundary accessed from SLO County GIS Database

1:24,000 0 750 1,500 3,000 Ft  
Robert E. Kennedy Library Data Services Oct. 2014

### Verbal Boundary Description (Describe the boundaries of the property.)

The 0.936-acre property is situated at the corner of Monterey and Andrews streets. From that corner, the western boundary of the property extends 91 feet north along Monterey Streets. The northern boundary extends 477 feet south and east to the center of San Luis Obispo creek. The western boundary follows south and west 86 feet, meeting the southern boundary, which extends north and west 475 feet to the corner of Andrews and Monterey streets.

### Boundary Justification (Explain why the boundaries were selected.)

This boundary is based on the parcel boundary described in the property deed, and is consistent with a current assessor's parcel map, and associated San Luis Obispo county GIS information.

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

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## 10. Form Prepared By

name/title:

Jennifer Alderman, Monday Club Treasurer

Jessica Holada, Director of Special Collections and Archives, Cal Poly State University, CA

Victoria Kastner, Author and Historian Hearst Castle

Robert Kitamura, AIA Architect

Pierre Rademaker, Owner, Pierre Rademaker Design

street & number: 1815 Monterey Street

city or town: San Luis Obispo state: CA zip code: 93401

email: aldermanja@gmail.com

telephone: 646-515-1504

date: 11/16/15

---

## Additional Documentation

Submit the following items with the completed form:

- **Maps:** A USGS map or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

## Additional Documentation - List

1. Monday Club\_USGS
2. Monday Club\_ Site Map
3. Exterior perspective - 1933
4. Construction Dwgs 1-Exterior Front Elevation 8-1933
5. Construction Dwgs 2-Exterior Side Elevation 8-1933
6. Construction Dwgs 3-Exterior Rear Elevation 8-1933
7. Construction Dwgs 4-Exterior N Side Elevation 8-1933
8. Construction Dwgs 5-Building Section A-A 8-1933
9. Construction Dwgs 6-Building Section B-B 8-1933
10. Construction Dwgs 7-Foundation Plan 8-1933

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

11. Construction Dwgs 8-Floor Plan 8-1933
12. Construction Dwgs 9-Roof Plan 8-1933
13. Monday Club-Hearst Castle Tour
14. Parcel Map Sketch 4-1932
15. Monday Club-Morgan Letter 4-8-32
16. Monday Club-Morgan Letter 9-16-32
17. Monday Club-Morgan Letter 10-17-32
18. Monday Club-Report of Building Committee 31-32
19. Monday Club-Morgan Letter 8-11-33
20. Material Estimate-Stone 11-2--33
21. Monday Club-Morgan Cert of Pmt 5-4-34
22. Construction Invoice-Day 5-7-34
23. Stage Photo – 1934
24. Main Hall Photo – 1934
25. Building Dedication Brochure page 1of2 5-11-34
26. Building Dedication Brochure page 2of2 5-11-34
27. 1815 Monterey Historic Status-City of SLO 8-16-1983

### Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

### Photo Log

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Exterior Front Elevation from Monterey Street  
MondayClub\_0165

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

Description: Exterior Front Elevation from Monterey Street  
MondayClub\_0162

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Exterior Rear Elevation  
MondayClub\_0187

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Exterior South Side Elevation  
MondayClub\_1903

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Exterior Rear Landscape looking South.  
MondayClub\_0212

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Exterior Entry looking through to Sun Room  
MondayClub\_1731-37

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand



The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Interior Assembly Room looking West  
MondayClub\_1702-04

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Interior Trusses in Assembly Room Looking Towards Platform  
MondayClub\_1916

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Interior Assembly Room looking toward Platform  
MondayClub\_1689

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Interior Hanging Lamp in Lobby  
MondayClub\_1947

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California  
County: San Luis Obispo  
Photographer: Erick Wand  
Date Photographed: April 28, 2015  
Location of Digital Photos - Monday Club  
Description: Interior Lobby looking East  
MondayClub\_1948

Name of Property: The Monday Club of San Luis Obispo  
City or Vicinity: San Luis Obispo, California

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

County: San Luis Obispo

Photographer: Erick Wand

Date Photographed: April 28, 2015

Location of Digital Photos - Monday Club

Description: Interior Wardrobe in Lobby

MondayClub\_1744

Name of Property: The Monday Club of San Luis Obispo

City or Vicinity: San Luis Obispo, California

County: San Luis Obispo

Photographer: Erick Wand

Date Photographed: April 28, 2015

Location of Digital Photos - Monday Club

Description: Interior East Dressing Room looking East

MondayClub\_1773

Name of Property: The Monday Club of San Luis Obispo

City or Vicinity: San Luis Obispo, California

County: San Luis Obispo

Photographer: Erick Wand

Date Photographed: April 28, 2015

Location of Digital Photos - Monday Club

Description: Interior West Dressing Room looking West

MondayClub\_1771

Name of Property: The Monday Club of San Luis Obispo

City or Vicinity: San Luis Obispo, California

County: San Luis Obispo

Photographer: Erick Wand

Date Photographed: April 28, 2015

Location of Digital Photos - Monday Club

Description: Interior Sun Room looking West

MondayClub\_1834-36

Name of Property: The Monday Club of San Luis Obispo

City or Vicinity: San Luis Obispo, California

County: San Luis Obispo

Photographer: Erick Wand

Date Photographed: April 28, 2015

Location of Digital Photos - Monday Club

Description: Interior Sun Room looking East

MondayClub\_1800

The Monday Club of San Luis Obispo

San Luis Obispo, CA

Name of Property

County and State

Name of Property: The Monday Club of San Luis Obispo

City or Vicinity: San Luis Obispo, California

County: San Luis Obispo

Photographer: Erick Wand

Date Photographed: April 28, 2015

Location of Digital Photos - Monday Club

Description: Interior Sun Room Fireplace

MondayClub\_1839

Name of Property: The Monday Club of San Luis Obispo

City or Vicinity: San Luis Obispo, California

County: San Luis Obispo

Photographer: Erick Wand

Date Photographed: April 28, 2015

Location of Digital Photos - Monday Club

Description: Interior Sun Room Looking through to Lobby and Front Entry.

MondayClub\_1702-04

**Paperwork Reduction Act Statement:** This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 460 et seq.).

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.





0165



0162



1702-04



0187



1916



1903



0212



1731-37





1748



1947



1744



1839



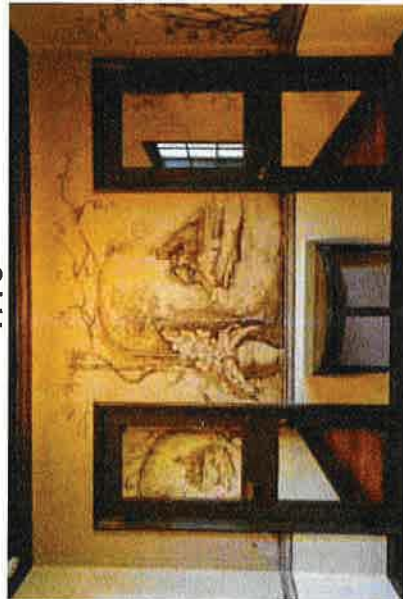
1773



1834-36



1785



1771



1800



1852-67

**COPY**



*The* MONDAY CLUB

1815 Monterey Street, San Luis Obispo

Post Office Box 167, San Luis Obispo, CA 93406

[themondayclubslo.org](http://themondayclubslo.org)

November 16, 2015

Jay Correia, State Historian III  
Supervisor, Registration Unit  
California State Office of Historic Preservation  
1725 23rd Street, Suite 100  
Sacramento, CA 95816

Subject: The Monday Club of San Luis Obispo

Dear Mr. Correia:

It is with pride and anticipation that we submit the registration form, and supporting documentation, for nomination of The Monday Club of San Luis Obispo to the National Register of Historic Places.

The Monday Club of San Luis Obispo was formed in 1925 and since 1934 we have continuously occupied the Clubhouse designed for us by San Francisco architect Julia Morgan. With this submittal we will set forth the two criteria that qualify The Monday Club of San Luis Obispo: first, as a property associated with events that have made a significant contribution to the broad patterns of our history; second, as a property that embodies the distinctive characteristics of a type of design and represents the work of a master.

Should you have any questions or require clarification about this application please contact: Jennifer Alderman, Monday Club Treasurer, telephone: 646-515-1504, email: [aldermanja@gmail.com](mailto:aldermanja@gmail.com)

Thank you for your interest and consideration.

Sincerely,

Christy L. Noble  
President

Attachments: Registration Form, 27 sheets  
Additional Documentation, 27 sheets  
CD containing registration form and additional documentation in MS Word  
photos, 18 sheets - submitted under separate cover  
CD containing photos in tiff format - submitted under separate cover

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT C-3**  
**Letter from Women's Shelter of San Luis Obispo Program**



# WOMEN'S SHELTER PROGRAM

*of San Luis Obispo County*

*serving victims of intimate partner violence and child abuse*

## **BOARD OF DIRECTORS 2014-2015**

### **OFFICERS**

BETTY  
WOOLSLAYER  
*President*

JACK SMITH  
*Vice-President*

TOM SHERMAN  
*Treasurer*

BRIGITTE  
FALKENHAGEN  
*Secretary*

### **DIRECTORS**

Janet Andrews

Toni Detz

Robin Mitchell-Hee

Kevin Nichols

Amy Parkinson

Mike Z Robinson

Sheryl Wolcott

Delores Winje

October 29, 2015

Monday Club  
1815 Monterey St.  
San Luis Obispo, CA, 93401

Dear Friends,

Thank you so much for your donation of towels and diapers in October 2015.

Because of your generosity, we hear stories of gratitude and hope from our clients. Recently one mother said, "Without the help of the staff and resources, I would have been stuck in the cycle I was living in. I can now move forward with my life in a safe, harmonious and nurturing style that is best for myself and my children."

Another client wrote, "The WSP has saved my life. It took me out of an abusive environment, provided shelter, a home, food, knowledge and safety for both me and my boys. Without WSP I would still be homeless and living in my car. I now have a home, two jobs and my boys and I are safe and secure. Thank you!"

So, you can see why we appreciate your support of our agency. Even though you usually only hear from us once a year, we think of our donors every time we hear these reports and are able to enhance the services we give to our clients.

We look forward to sharing more accounts of success in the future.

Warmly,

WOMEN'S SHELTER PROGRAM



Marianne Kennedy  
Executive Director

P.S. You may not always realize the impact you have, but we see it every day and want to acknowledge you for that.

*This receipt should be retained for tax purposes.  
You received neither goods or services for your donation.*

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT C-4**  
**Property Management Agreement**



# PROPERTY MANAGEMENT AGREEMENT

(C.A.R. Form PMA, Revised 11/13)

The Monday Club

("Owner"), and

Mary Kubacki Patterson Realty

("Broker"), agree as follows:

1. **APPOINTMENT OF BROKER:** Owner hereby appoints and grants Broker the exclusive right to rent, lease, operate, and manage the property(ies) known as The Monday Club, 1815 Monterey St, San Luis Obispo, CA 93401

and any additional property that may later be added to this Agreement ("Property"), upon the terms below, for the period beginning (date) June 1, 2015 and ending (date) May 31, 2016, at 11:59 PM. (If checked:) ☒ Either party may terminate this Property Management Agreement ("Agreement") on at least 30 days written notice 12 months after the original commencement date of this Agreement. After the exclusive term expires, this Agreement shall continue as a non-exclusive agreement that either party may terminate by giving at least 30 days written notice to the other.

2. **BROKER ACCEPTANCE:** Broker accepts the appointment and grant, and agrees to:

- A. Use due diligence in the performance of this Agreement.  
B. Furnish the services of its firm for the rental, leasing, operation and management of the Property.

3. **AUTHORITY AND POWERS:** Owner grants Broker the authority and power, at Owner's expense, to:

- A. **ADVERTISING:** Display FOR RENT/LEASE and similar signs on the Property and advertise the availability of the Property, or any part thereof, for rental or lease.  
B. **RENTAL; LEASING:** Initiate, sign, renew, modify or cancel rental agreements and leases for the Property, or any part thereof; collect and give receipts for rents, other fees, charges and security deposits. Any lease or rental agreement executed by Broker for Owner shall not exceed n/a year(s) or ☐ shall be month-to-month. Unless Owner authorizes a lower amount, rent shall be: ☒ at market rate; OR ☐ a minimum of \$ \_\_\_\_\_ per \_\_\_\_\_; OR ☐ see attachment.  
C. **TENANCY TERMINATION:** Sign and serve in Owner's name notices that are required or appropriate; commence and prosecute actions to evict tenants; recover possession of the Property in Owner's name; recover rents and other sums due; and, when expedient, settle, compromise and release claims, actions and suits and/or reinstate tenancies.  
D. **REPAIR; MAINTENANCE:** Make, cause to be made, and/or supervise repairs, improvements, alterations and decorations to the Property; purchase, and pay bills for, services and supplies. Broker shall obtain prior approval of Owner for all expenditures over \$ 250.00 for any one item. Prior approval shall not be required for monthly or recurring operating charges or, if in Broker's opinion, emergency expenditures over the maximum are needed to protect the Property or other property(ies) from damage, prevent injury to persons, avoid suspension of necessary services, avoid penalties or fines, or suspension of services to tenants required by a lease or rental agreement or by law, including, but not limited to, maintaining the Property in a condition fit for human habitation as required by Civil Code §§ 1941 and 1941.1 and Health and Safety Code §§ 17920.3 and 17920.10.  
E. **REPORTS, NOTICES AND SIGNS:** Comply with federal, state or local law requiring delivery of reports or notices and/or posting of signs or notices.  
F. **CONTRACTS; SERVICES:** Contract, hire, supervise and/or discharge firms and persons, including utilities, required for the operation and maintenance of the Property. Broker may perform any of Broker's duties through attorneys, agents, employees, or independent contractors and, except for persons working in Broker's firm, shall not be responsible for their acts, omissions, defaults, negligence and/or costs of same.  
G. **EXPENSE PAYMENTS:** Pay expenses and costs for the Property from Owner's funds held by Broker, unless otherwise directed by Owner. Expenses and costs may include, but are not limited to, property management compensation, fees and charges, expenses for goods and services, property taxes and other taxes, Owner's Association dues, assessments, loan payments and insurance premiums.  
H. **SECURITY DEPOSITS:** Receive security deposits from tenants, which deposits shall be ☐ given to Owner, or ☒ placed in Broker's trust account and, if held in Broker's trust account, pay from Owner's funds all interest on tenants' security deposits if required by local law or ordinance. Owner shall be responsible to tenants for return of security deposits and all interest due on security deposits held by Owner.  
I. **TRUST FUNDS:** Deposit all receipts collected for Owner, less any sums properly deducted or disbursed, in a financial institution whose deposits are insured by an agency of the United States government. The funds shall be held in a trust account separate from Broker's personal accounts. Broker shall not be liable in event of bankruptcy or failure of a financial institution.  
J. **RESERVES:** Maintain a reserve in Broker's trust account of \$ 2,500.00  
K. **DISBURSEMENTS:** Disburse Owner's funds held in Broker's trust account in the following order:  
(1) Compensation due Broker under paragraph 8.  
(2) All other operating expenses, costs and disbursements payable from Owner's funds held by Broker.  
(3) Reserves and security deposits held by Broker.  
(4) Balance to Owner.  
L. **OWNER DISTRIBUTION:** Remit funds, if any are available, monthly (or ☐ \_\_\_\_\_), to Owner.  
M. **OWNER STATEMENTS:** Render monthly, (or ☐ Quarterly or ☐ \_\_\_\_\_), statements of receipts, expenses and charges for each Property.  
N. **BROKER FUNDS:** Broker shall not advance Broker's own funds in connection with the Property or this Agreement.

Owner's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Broker's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

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PMA REVISED 11/13 (PAGE 1 OF 4)

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



## PROPERTY MANAGEMENT AGREEMENT (PMA PAGE 1 OF 4)

Agent: Mary Kubacki

Phone: 805.544.2013

Fax: 805.544.9423

Prepared using zipForm® software

Broker: Patterson Realty, 265 South Street, Suite G San Luis Obispo, CA 93401



Owner Name: The Monday Club

Date: June 1, 2015

- O. **KEYSAFE/LOCKBOX:** ☐ (If checked) Owner authorizes the use of a keysafe/lockbox to allow entry into the Property and agrees to sign a keysafe/ lockbox addendum (C.A.R., Form KLA).

**OWNER RESPONSIBILITIES:** Owner shall:

- A. Provide all documentation, records and disclosures as required by law or required by Broker to manage and operate the Property, and immediately notify Broker if Owner becomes aware of any change in such documentation, records or disclosures, or any matter affecting the habitability of the Property.
- B. Indemnify, defend and hold harmless Broker, and all persons in Broker's firm, regardless of responsibility, from all costs, expenses, suits, liabilities, damages, attorney fees and claims of every type, including but not limited to those arising out of injury or death of any person, or damage to any real or personal property of any person, including Owner, for: (i) any repairs performed by Owner or by others hired directly by Owner; or (ii) those relating to the management, leasing, rental, security deposits, or operation of the Property by Broker, or any person in Broker's firm, or the performance or exercise of any of the duties, powers or authorities granted to Broker.
- C. Maintain the Property in a condition fit for human habitation as required by Civil Code §§ 1941 and 1941.1 and Health and Safety Code §§ 17920.3 and 17920.10 and other applicable law.
- D. Pay all interest on tenants' security deposits if required by local law or ordinance.
- E. Carry and pay for: (i) public and premises liability insurance in an amount of no less than \$1,000,000; and (ii) property damage and worker's compensation insurance adequate to protect the interests of Owner and Broker. Broker shall be, and Owner authorizes Broker to be, named as an additional insured party on Owner's policies.
- F. Pay any late charges, penalties and/or interest imposed by lenders or other parties for failure to make payment to those parties, if the failure is due to insufficient funds in Broker's trust account available for such payment.
- G. Immediately replace any funds required if there are insufficient funds in Broker's trust account to cover Owner's responsibilities.
5. **OWNER REPRESENTATIONS:** Owner represents that unless otherwise specified in writing, Owner is unaware of: (i) any recorded Notice of Default affecting the Property; (ii) any delinquent amounts due under any loan secured by, or other obligation affecting, the Property; (iii) any bankruptcy, insolvency or similar proceeding affecting the Property; (iv) any litigation, arbitration, administrative action, government investigation, or other pending or threatened action that does or may affect the Property or Owners ability to transfer it; and (v) any current, pending or proposed special assessments affecting the Property. Owner shall promptly notify Broker in writing if Owner becomes aware of any of these items during the term of this Agreement.

**6. TAX WITHHOLDING:**

- A. If Owner is not a California Resident or a corporation or LLC qualified to conduct business in California, Owner authorizes Broker to withhold and transmit to California Franchise Tax Board ("FTB") 7% of the GROSS payments to Owner that exceed \$1,500 received by Broker, unless Owner completes and transmits to Broker FTB form 589, nonresident reduced withholding request, FTB form 588, nonresident withholding waiver, or FTB form 590, withholding exemption certificate.
- B. If Owner is a nonresident alien individual, a foreign entity, or other non-U.S. person, (Foreign Investor) Owner authorizes Broker to withhold and transmit to the Internal Revenue Service (IRS) 30% of the GROSS rental receipts unless Owner elects to treat rental income as "effectively connected income" by submitting to Broker a fully completed IRS form W-8ECI, Certificate of Foreign Person's Claim for Exemption From Withholding on Income Effectively Connected With the Conduct of a Trade of Business in the United States. A Foreign investor Owner will need to obtain a U.S. tax payer identification number and file a declaration with the IRS regarding effectively connected income in order to complete the form given to Broker. Further, the Foreign Investor Owner will be responsible for making any necessary estimated tax payments.

**7. DISCLOSURE:**

**A. LEAD-BASED PAINT**

- (1) ☐ The Property was constructed on or after January 1, 1978.

**OR (2) ☒ The Property was constructed prior to 1978.**

- (i) Owner has no knowledge of lead-based paint or lead-based paint hazards in the housing except: \_\_\_\_\_
- (ii) Owner has no reports or records pertaining to lead-based paint or lead-based paint hazards in the housing, except the following, which Owner shall provide to Broker: \_\_\_\_\_

**B. POOL/SPA DRAIN**

Any pool or spa on the property does (or, ☐ does not) have an approved anti-entrapment drain cover, device or system.

**COMPENSATION:**

8. A. Owner agrees to pay Broker fees in the amounts indicated below for:
- (1) Management: 40% of rents collected (25% Mgmt & 15% Mgmt/Event Coordination)
- (2) Renting or Leasing: \_\_\_\_\_
- (3) Evictions: at Property Owner's expense
- (4) Preparing Property for rental or lease: at Property Owner's expense
- (5) Managing Property during extended periods of vacancy: no fee (\$0.00)
- (6) An overhead and service fee added to the cost of all work performed by, or at the direction of, Broker: none
- (7) Other: none
- B. This Agreement does not include providing on-site management services, property sales, refinancing, preparing Property for sale or refinancing, modernization, fire or major damage restoration, rehabilitation, obtaining income tax, accounting or legal advice, representation before public agencies, advising on proposed new construction, debt collection, counseling, attending Owner's Association meetings or \_\_\_\_\_

If Owner requests Broker to perform services not included in this Agreement, a fee shall be agreed upon before these services are performed.

Owner's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Broker's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

C. Broker may divide compensation, fees and charges due under this Agreement in any manner acceptable to Broker.

D. Owner further agrees that:

(1) Broker may receive and keep fees and charges from tenants for: (i) requesting an assignment of lease or sublease of the Property; (ii) processing credit applications; (iii) any returned checks and/or ( ☒ if checked ) late payments; and (iv) any other services that are not in conflict with this Agreement.

(2) Broker may perform any of Broker's duties, and obtain necessary products and services, through affiliated companies or organizations in which Broker may own an interest. Broker may receive fees, commissions and/or profits from these affiliated companies or organizations. Broker has an ownership interest in the following affiliated companies or organizations:

Paul Kubacki, Engineer & Handyman, is Mary Kubacki's husband. Mary Kubacki, Inc. is Mary Kubacki's business name.

Broker shall disclose to Owner any other such relationships as they occur. Broker shall not receive any fees, commissions or profits from unaffiliated companies or organizations in the performance of this Agreement, without prior disclosure to Owner.

(3) Other: Broker may receive and keep fees and charges from Tenant's for cancellation processing

9. **AGENCY RELATIONSHIPS:** Broker may act, and Owner hereby consents to Broker acting, as dual agent for Owner and tenant(s) in any resulting transaction. If the Property includes residential property with one-to-four dwelling units and this Agreement permits a tenancy in excess of one year, Owner acknowledges receipt of the "Disclosure Regarding Agency Relationships" (C.A.R. Form AD). Owner understands that Broker may have or obtain property management agreements on other property, and that potential tenants may consider, make offers on, or lease through Broker, property the same as or similar to Owner's Property. Owner consents to Broker's representation of other owners' properties before, during and after the expiration of this Agreement.

10. **NOTICES:** Any written notice to Owner or Broker required under this Agreement shall be served by sending such notice by first class mail or other agreed-to delivery method to that party at the address below, or at any different address the parties may later designate for this purpose. Notice shall be deemed received three (3) calendar days after deposit into the United States mail OR ☐ \_\_\_\_\_.

11. **DISPUTE RESOLUTION:**

A. **MEDIATION:** Owner and Broker agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction before resorting to arbitration or court action. Mediation fees, if any, shall be divided equally among the parties involved. If, for any dispute or claim to which this paragraph applies, any party (i) commences an action without first attempting to resolve the matter through mediation, or (ii) before commencement of an action, refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED. Exclusions from this mediation agreement are specified in paragraph 11C.

B. **ARBITRATION OF DISPUTES:**

Owner and Broker agree that any dispute or claim in Law or equity arising between them out of this Agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of residential real estate Law experience, unless the parties mutually agree to a different arbitrator. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05. In all other respects, the arbitration shall be conducted in accordance with Title 9 of Part 3 of the Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered into any court having jurisdiction. Enforcement of this agreement to arbitrate shall be governed by the Federal Arbitration Act. Exclusions from this arbitration agreement are specified in paragraph 11C.

"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."

"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."

Owner's Initials \_\_\_\_\_ / \_\_\_\_\_ Broker's Initials \_\_\_\_\_ / \_\_\_\_\_

C. **ADDITIONAL MEDIATION AND ARBITRATION TERMS:** The following matters shall be excluded from mediation and arbitration: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; and (iv) any matter that is within the jurisdiction of a probate, small claims or bankruptcy court. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver or violation of the mediation and arbitration provisions.

Owner's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Broker's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Owner Name: The Monday Club

Date: June 1, 2015

**12. EQUAL HOUSING OPPORTUNITY:** The Property is offered in compliance with federal, state and local anti-discrimination laws.

**13. ATTORNEY FEES:** In any action, proceeding or arbitration between Owner and Broker regarding the obligation to pay compensation under this Agreement, the prevailing Owner or Broker shall be entitled to reasonable attorney fees and costs from the non-prevailing Owner or Broker, except as provided in paragraph 11A.

**14. ADDITIONAL TERMS:** ☐ Keysafe/Lockbox Addendum (C.A.R. Form KLA); ☐ Lead-Based Paint and Lead-Based Paint Hazards Disclosure (C.A.R. Form FLD)

**15. TIME OF ESSENCE; ENTIRE CONTRACT; CHANGES:** Time is of the essence. All understandings between the parties are incorporated in this Agreement. Its terms are intended by the parties as a final, complete and exclusive expression of their Agreement with respect to its subject matter, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. If any provision of this Agreement is held to be ineffective or invalid, the remaining provisions will nevertheless be given full force and effect. Neither this Agreement nor any provision in it may be extended, amended, modified, altered or changed except in writing. This Agreement and any supplement, addendum or modification, including any copy, may be signed in two or more counterparts, all of which shall constitute one and the same writing.

**Owner warrants that Owner is the owner of the Property or has the authority to execute this Agreement. Owner acknowledges Owner has read, understands, accepts and has received a copy of the Agreement.**

Owner \_\_\_\_\_ Date \_\_\_\_\_  
Owner The Monday Club  
Print Name \_\_\_\_\_ Social Security/Tax ID # (for tax reporting purposes) \_\_\_\_\_  
Address 1815 Monterey St City San Luis Obispo State CA Zip 93401  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email noblebldgco@yahoo.com

Owner \_\_\_\_\_ Date \_\_\_\_\_  
Owner \_\_\_\_\_  
Print Name \_\_\_\_\_ Social Security/Tax ID # (for tax reporting purposes) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Real Estate Broker (Firm) Mary Kubacki Patterson Realty Cal BRE Lic. #: 01815339  
By (Agent) \_\_\_\_\_ Mary Kubacki Cal BRE Lic. #: 01344394 Date \_\_\_\_\_  
Address 265 South St, Ste G City San Luis Obispo State CA Zip 93401  
Telephone (805) 544-2013 Fax (805) 544-2837 Email marykubackipm@hotmail.com

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT C-5**  
**Copy of Scholarship Application Form**



# The MONDAY CLUB

## 2016 FINE ARTS AWARDS VISUAL ARTS INFORMATION

**APPLICATION DATES:** BEGIN: January 1, 2016  
DEADLINE: February 15, 2016

**AWARDS:** First Place \$1,500.00 Second Place \$1,000.00

### ELIGIBILITY:

- Open to all junior and senior high school students attending school or residing in San Luis Obispo County.
- All artwork must be ORIGINAL and executed by the hand of the student artist (not necessarily created in a school classroom).

### MEDIA:

- Entries may be 2-dimensional art, or 3-dimensional art.
- 2 dimensional art (e.g., works on paper, canvas, and cloth) may be in any medium (including, but not limited to, crayon, acrylic, gouache, watercolor, oil pastel, pen, ink, marker, collage, or mixed media).  
2-dimensional artwork must be matted and framed, suitable for display, size not to exceed 48 inches in length or width, and weight not to exceed 30 pounds, (glass is not required).
- 3-dimensional art, such as clay/ceramics, fiber/paper, glass, metal, wood, or mixed media, must be suitable for display on tables provided, size not exceed 48 inches in height or width, and weight not to exceed 30 pounds.

### SUBMISSION REQUIREMENTS:

Via Email: Entries must be by digital submission.

- Email application form to: [mondayclubfinearts@gmail.com](mailto:mondayclubfinearts@gmail.com)  
Title the subject line of your email with "Art Application".
- Once applications are received, **each applicant will be emailed a link to a Dropbox**, where the submission files must be **uploaded within 24 hours of notification**.
- 2-dimensional artwork may have 2 photographs, full view and detail view. (Do not photograph behind glass).
- 3-dimensional artwork must show views of the front, back, and side/or top of each piece.

### OR

CD or Flashdrive: (Mailed: Must be postmarked by Monday, February 15, 2016)

- CD must have your name written on it with permanent marker (no paper labels).
- Flashdrive must be in a sealed Ziploc-type bag with your name on the outside of the bag.
- Maximum of three views of each art piece may be submitted. All digital photos of art work must be in .jpg format and be easily viewed on a standard monitor or laptop. Image size should be no less than 1000 pixels on the longest side.

Name each digital image with the title. Indicate whether it is a full view or detail. (Example of image file names: rose\_full\_view.jpg, rose\_detail.jpg, or teapot\_front.jpg).

All other information must be written on the application form.

- Mail CD or flashdrive and Entry Form to: The Monday Club  
Attn: Fine Arts Awards Chairman  
P. O. Box 167  
San Luis Obispo, CA 93406

# The MONDAY CLUB

## 2016 FINE ARTS AWARDS VISUAL ARTS INFORMATION

### PROCEDURE:

- Each student must submit three (3) ORIGINAL ARTWORKS.
- Three jurors will judge the submitted art pieces and select up to 10 finalists.
- Finalists will be notified no later than February 27, 2016.
- **Finalists** are to bring their work to The Monday Club, 1815 Monterey St., SLO, on Friday, March 18, 2016 between 4:30 pm and 5:30 pm. Student artists are responsible for their own displays, with assistance from staff of The Monday Club. Display/set up must be completed by 5:45 pm.
- TOTAL display space for the three art pieces is 48 inches wide by 30 inches deep.
- Closed-door judging will begin promptly at 6:00 pm.
- Judging will be based on originality, aesthetics/composition, and technical competence.
- Decision of the judges is final.

The Music and Art Finalist Competition will be held at The Monday Club on Saturday, March 19, 2016, beginning 10:00 am. The winners of both the Visual Art and Music Competition will be announced at the conclusion of the music competition judging Saturday, March 12, 2016. This event is free, and open to the public.

### AWARD PRESENTATION:

Recognition of the award winners will take place during the regular luncheon meeting of the Monday Club, Monday, April 4, 2016 at noon. The student winners and their parents are guests of the Monday Club for lunch. The first and second place winner's art will be displayed and the awards will be presented at this time.

**Questions?** Email: [mondayclubfinearts@gmail.com](mailto:mondayclubfinearts@gmail.com)

### SUBMISSION CHECKLIST:

- ☐ Application form completed, and emailed by deadline of February 15, 2016.
- ☐ Upload photographs of three artworks to Dropbox, **OR**
- ☐ Mail CD or flashdrive with application, as described above.

# The MONDAY CLUB

## 2016 VISUAL ARTS AWARDS APPLICATION

**First Date Applications Accepted: January 1, 2016**

**DEADLINE: February 15, 2016**

Name:

Street Address:

City:

Zip:

Phone:

Email:

Date of Birth:

Parents/Guardian Name:

High School:

Art Teacher(s):

For each piece list primary materials used (i.e. watercolor, acrylic, ink, pencil, clay, wood, fiber):

#1: Materials: Dimensions: H W D

#2: Materials: Dimensions: H W D

#3: Materials: Dimensions: H W D

Deadline to submit your application to The Monday Club is **February 15, 2016**. Once application has been submitted, a number will be assigned and a Dropbox URL provided.

Please upload a digital photo of art pieces within 24 hours of notification. If choosing to submit a CD or flashdrive, it will be due with the application.

If selected as a Finalist, notification will be given by February 27, 2016. Retain copies of the information pages and this application form for reference regarding procedures and pertinent information.

The final judging will take place on **Friday, March 18, 2016 at 6:00 pm** at the Monday Club, 1815 Monterey St., San Luis Obispo. Finalists are required to bring three entry pieces to The Monday Club between 4:30 and 5:30 pm. Report to the Visual Arts Award Chairman upon arrival. *Once you have assisted in displaying your entries, you will be asked to leave so the judges can evaluate and judge.* Announcement of the First and Second Place Winners will take place at the conclusion of the Music Finalist Competition on **Saturday, March 19, 2016**. All finalists are expected to be present for the awards, which should take place around 12/12:30 pm. This event is free to all finalists, parents, guests, and the general public. Refreshments will be served.

Please submit this application by email to: [mondayclubfinearts@gmail.com](mailto:mondayclubfinearts@gmail.com)

CD & flashdrive submission can be mailed to: The Monday Club Fine Arts Awards Chairman  
The Monday Club, P.O. Box 167  
San Luis Obispo, CA 93406

By filling in the signature line below I acknowledge I am an enrolled junior or senior in the above named High School. I have read and understand the Monday Club 2016 Visual Arts Awards Information sheet and agree to abide by all rules as stated therein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# The MONDAY CLUB

## 2016 FINE ARTS AWARD FOR MUSIC INFORMATION

**APPLICATION DATES: BEGIN NOVEMBER 10, 2015 DUE December 10, 2015**

<b>AWARDS</b>	1(One) First Place	\$1,500.00	No tie scores will be considered
	1(One) Second Place	\$1,000.00	Decision of the judges is final

### **ELIGIBILITY:**

1. Student applicant must be enrolled in her or his junior or senior year at a San Luis Obispo County high school.
2. Any musical instrument found in a symphony orchestra, or that would solo with an orchestra, may be used.
3. Any vocal soloist is eligible. NO recorded accompaniment is allowed.
4. Auditions will be by digital submission. Once applications are received, each applicant will be sent a link to a Dropbox, where the submission must be uploaded within 24 hours of notification. Audition submission may also be submitted via CD or Flashdrive. If you choose to submit via CD or flashdrive, it is due with the application.
5. Applications must be received by the Fine Art Awards Music Chair at [mondayclubfinearts@gmail.com](mailto:mondayclubfinearts@gmail.com) or at The Monday Club, P.O. Box 167, San Luis Obispo, 93406 by midnight, **December 10, 2015.**

The Music and Art Finalist Competition will be held at the Monday Club on **Saturday, March 19, 2016 beginning at 10:00am.** Finalists should arrive at 9:30am and report to the Music Chair. Each student will perform a classical piece and a contrasting selection, as submitted with your application, to demonstrate the range of the student's ability. All music must be memorized and applicants must wear appropriate performance attire. Total presentation time for each applicant is limited to 10 minutes. The winners will be announced at the conclusion of judging Saturday, March 19, 2016. This event is free to all finalists and their parents.

### **PROCEDURE**

1. Performances will be solo. An accompanist is required for instruments other than Piano. It is the student's responsibility to provide and arrange for their own accompanist.
2. Students will furnish their own instruments, other than piano which the Monday Club provides.
3. Three impartial qualified judges will judge the applicants on tone, expression, interpretation, technique, accuracy, flexibility, smoothness, memorizing and stage presence.
4. Students will furnish three (3) copies of both music pieces for the judges.
5. The Music Chair will determine the order of student presentation, which will be a random selection. Students are expected to be present for the entire music competition.

**AWARD PRESENTATION:** Recognition of the winners will take place during the regular luncheon meeting of the Monday Club, Monday April 4, 2016 at noon. The student winners and their parents are guests of the Monday Club for lunch. Each student will perform one of his/her winning selections on the occasion. No other piece may be performed. The Awards will be presented at this time.

For more information please contact Linda Wilson, [mondayclubfinearts@gmail.com](mailto:mondayclubfinearts@gmail.com)

# The MONDAY CLUB

## 2016 FINE ARTS AWARD-MUSIC APPLICATION

**First Date Applications Accepted: November 10, 2015 DUE: December 10, 2015**

Name:

Street Address:

City:

Zip:

Phone:

Email:

Date of Birth:

Parents/Guardian Name:

High School:

Music Teacher:

**Choice of Music:**

Instrument:

Vocal Range:

Selections (Name & Composer)

a. A classical piece:

b. A contrasting piece:

c. Accompanist Name (required for all applicants other than Piano):

**Note: All music must be memorized**

Deadline to submit your application to The Monday Club is **December 10, 2015**. Once you have submitted your application, you will be assigned a number and provided a Dropbox to upload your audition recording within 24 hours of notification. If you choose to submit via CD or flashdrive, it is due with the application. A digital PDF file of both performance pieces must be included either via Dropbox or on the CD.

If you have been selected as a Finalist, you will be notified by February 15, 2016. Please keep your Information Page for reference about procedures and other information pertinent to this application.

The Final Competition performances and judging will take place on **Saturday, March 19, 2016 at 10:00am** at the Monday Club 1815 Monterey St., San Luis Obispo. You are required to bring three copies of each music selection for the judges. All music finalists must arrive by 9:30 am and report to the Music Award Chairman upon arrival. The event is free to all finalists and their parents. Refreshments will be served.

Please submit this application by email to:

[Mondayclubfinearts@gmail.com](mailto:Mondayclubfinearts@gmail.com)

CD submission can be sent to:

The Monday Club Fine Arts Awards Chair

The Monday Club, P.O. Box 167

San Luis Obispo CA 93406

I am an enrolled junior or senior in the above named High School. I have read and understand the Monday Club 2016 Fine Arts Awards Music Information sheet and agree to abide by all rules as stated therein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT C-6**  
**Copy of Solicitation Form**



## The MONDAY CLUB

1815 Monterey Street, San Luis Obispo

Post Office Box 167, San Luis Obispo, CA 93406

[themondayclubslo.org](http://themondayclubslo.org)

### DONATION FORM

Please consider making a contribution to our nonprofit organization The Monday Clubhouse Conservancy. The Monday Club was established in 1925 with the purpose of enhancing the educational, civic, social and cultural quality of the San Luis Obispo community. We support the Women's Shelter of San Luis Obispo, provide awards for excellence to local high school juniors and seniors in the areas of art and music, and support the Raising A Reader Program. In 2015, The Monday Clubhouse Conservancy was established to maintain our historic, Julia Morgan designed building completed in 1934. The Clubhouse is now open to the public for docent led tours on Mondays (from 2-5PM) and Thursdays (from 10AM-1PM).

Your support of our fundraising efforts will help us to continue to serve the San Luis Obispo Community while preserving our historic gem. We are a Nonprofit Public Benefit Corporation 501(c)3, California Corporation Number: C3791842; Federal Tax ID: 47-4238175.

The Monday Clubhouse Conservancy has received from:

\_\_\_\_\_  
Name of Business or Private Donor

\_\_\_\_\_  
Date

#### Items Donated

#### Value

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Clearly explain any limitations on the gift, or service, an expiration date, etc. (use back if necessary):

\_\_\_\_\_  
Personal Contact (if Donor is a Business):

\_\_\_\_\_  
Donor Address:

\_\_\_\_\_  
Donor Telephone:

\_\_\_\_\_  
Donor E-mail:

\_\_\_\_\_  
Please Print Clearly

Please attach to your donation and call, or e-mail for pick-up: Lisa Guy (Live and Silent Auction Coordinator), (805) 295-9403, [lisa@shellbeach.com](mailto:lisa@shellbeach.com), or a voice mail message to The Monday Club, (805) 541-0594. A donation form is needed from every donor. Donors, please feel free to make a copy for your records.

***Thank you for your support!***

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT “D”**

**Part V, Item 5**

Conflict of Interest Policy

## **CONFLICT OF INTEREST POLICY**

### **THE MONDAY CLUBHOUSE CONSERVANCY, a California nonprofit public benefit corporation**

#### **ARTICLE 1. PURPOSE**

The purpose of the conflict of interest policy is to protect the interests of The Monday Clubhouse Conservancy, a California nonprofit public benefit corporation (“Corporation”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations.

#### **ARTICLE 2. DEFINITIONS**

2.1. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

2.2.1. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

2.2.2. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or

2.2.3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article 3, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

#### **ARTICLE 3. PROCEDURES**

3.1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

3.2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a



conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### 3.3. Procedures for Addressing the Conflict.

3.3.1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

3.3.2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3.3.3. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

3.3.4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### 3.4. Violations of the Conflicts of Interest Policy.

3.4.1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

3.4.2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **ARTICLE 4. RECORDS OF PROCEEDINGS**

4.1. The minutes of the governing board and all committees with board delegated powers shall contain:

4.1.1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.



4.1.2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **ARTICLE 5. COMPENSATION**

5.1. A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

5.2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

5.3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **ARTICLE 6. ANNUAL STATEMENTS**

6.1. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

6.2. Has received a copy of the conflicts of interest policy,

6.3. Has read and understands the policy,

6.4. Has agreed to comply with the policy, and

6.5. Understands the Corporation is charitable and in order to maintain its federal and state tax exemption it must engage primarily in activities which accomplish one (1) or more of its tax-exempt purposes.

## **ARTICLE 7. PERIODIC REVIEWS**

7.1. To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

7.1.1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

7.1.2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded,

reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **ARTICLE 8. USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews as provided for in Article 7, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

### CERTIFICATION OF SECRETARY

I certify that I am the duly elected and acting Secretary of The Monday Clubhouse Conservancy, a California nonprofit public benefit corporation, that this conflict of interest policy consisting of four (4) pages, is the policy of this corporation as adopted by the board of directors on MAY 4, 2015, and that this conflict of interest policy has not been amended or modified since that date.

Executed as of JUNE 1, 2015, at San Luis Obispo, California.

Cyndi Runstrom  
Cyndi Runstrom, Secretary

**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT “E”**

**Part V, Items 1a and 3a**

Directors, Officers and Trustees

Name	Address	Compensation	Qualifications	Hours Worked	Duties
Christy Noble	1645 Lizzie Court San Luis Obispo, CA 93401	None			
Linda Wilson	5996 Buena Vista Drive Paso Robles, CA 93446	None			
Becky Price	330 Mira Sol Drive San Luis Obispo, CA 93405	None			
Kathy Longcrier	1540 Laurel Lane San Luis Obispo, CA 93401	None			
Vicki Carroll	2175 Biddle Ranch Road San Luis Obispo, CA 93401	None			
Cyndi Runstrom	1660 Hi Mountain Road Arroyo Grande, CA 93420	None			
Jennifer Alderman	605 Serrano Drive San Luis Obispo, CA 93405	None			
Lisa Guy	6775 Avila Valley Drive San Luis Obispo, CA 93405	None			
Adelaide Crosby	5150 Caballeros Avenue San Luis Obispo, CA 93401	None			
Gabriella Schrader	1279 Ironbark Street San Luis Obispo, CA 93401	None			

# **The Monday Club of SLO**

## **Dean of Chairs Job Description - 2015**

The dean of Chairs, under the direction of the President of the Board of Directors, is responsible for ensuring there is a Chair, Co-Chair and a sufficient number of Committee Members (8) signed up to decorate for each month's General Membership Meeting and Luncheon. The Dean of Chairs should be available to help with any needs that may arise.

The Dean of Chairs shall:

1. Fill all positions (as noted above) for each monthly meeting/luncheon for the Club Year.
2. Provide the Luncheon Decorating Chair & Co-Chair information, to the Yearbook Committee (by July 30<sup>th</sup> each year), to publish in the annual yearbook.
3. The total number of committee members can be adjusted as new members join the Club and assigned these duties.
4. New members will be contacted to fill a Decorating Committee position, by either the Membership Chair or Dean of Chairs, as agreed upon those two board members.
5. The Dean of Chairs and the Luncheon Decorating Committee will meet at the conclusion of the meeting/luncheon preceding their month of decorating.
6. The Committee members will be given a Decorating Committee Checklist for all required set-up and take down duties. (See attached checklist)
7. The Dean of Chairs can also provide information concerning linen color choices for selection.
8. The Dean of Chairs should confirm, each Club Year, a current list of linen colors and sizes available for our selection.
9. Keys for the Building and Kitchen cabinets may be checked out, by the Committee Chair or Co-Chair, within one week prior to the luncheon date. The Key Check-out Form should be properly signed.
10. The Dean of Chairs is responsible for attending all Board Meetings and rendering a monthly Board Report.
11. The Dean of Chairs is responsible for attendance at all GM Meetings/Luncheons. At each luncheon, the Dean of Chairs shall announce and recognize the current Decorating Committee members and announce the next month's Decorating Committee. An announcement should be made to confirm that the next month's Committee will meet immediately after conclusion of the current meeting/luncheon.
12. The Dean of Chairs shall keep an inventory of all linens that are the property of The Monday Club. There are tablecloths and two (2) sets of napkins (sage green and white) that are stored in the basement.

13. If our own napkins, or tablecloths are utilized, the Dean of Chairs will arrange for proper laundering. Coordination with Village Cleaners (3212 Broad Street, Ste. 10, San Luis Obispo; (805) 544-0427) after each luncheon. They will provide laundry service and offer TMC a 50% discount. The Dean of Chairs may seek reimbursement for this expense from the Treasurer/CFO by submitting a Reimbursement Request Form and attaching a receipt.
14. The Dean of Chairs and the Luncheon Reservation Committee Chair will coordinate, a week before the upcoming luncheon, to confirm the number of required seats. This will be communicated to the Decorating Committee Chair.
15. The Dean of Chairs will then e-mail (or telephone) an order to Mission Linen. Our current contact is Matthew Figueroa, [mfigueroa@missionlinen.com](mailto:mfigueroa@missionlinen.com); (805) 319-2625. Our delivery person is Ray. Ray will drop the linens off at Del Monte Café. Soiled linens should be dropped off at Del Monte, too. An e-mail should be sent to Matthew to alert him of the need for a pick up.
16. It is best to order the linens ASAP to assure proper colors and quantities. Sometimes the linens sent may have a stain problem. If the linens are delivered and examined, at least by Wednesday preceding the luncheon, a call or e-mail may be sent to Matthew for any alternate needs and can be delivered usually within a day or two.
17. The Dean of Chairs will arrange the seating set-up with Patterson Property Management. There are table diagrams available in the Mission Linen notebook.
18. Encourage the Decorating Committee to select the menu well in advance. They may contact Heather Thomas, Two Cooks Catering, for assistance. Once the menu selection is confirmed the Dean of Chairs should also confirm the selections with Heather Thomas.
19. Menu selections should be submitted to the Newsletter Chair by the appropriate designated date each month. This information will also be conveyed to the Luncheon Reservation Chair.
20. The Dean of Chairs will submit a short Newsletter article, to the Newsletter Chair, by the designated date each month (which is customarily the 15<sup>th</sup> of the month). This will name the Decorating Committee Chair(s) and members for the upcoming month. If a 'theme' is available this may also be submitted for the Newsletter.
21. Each month, the Dean of Chairs shall provide necessary information for the Power Point Presentation at the upcoming Meeting/Luncheon. This generally includes the names of the current Decorating Committee and the upcoming month's committee members. In addition, information regarding the Flag Salute Leader and Inspirational presenter will be provided for the PP presentation.

## THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

**Position Title:** Corporate Secretary, Officer

**Term:** One Year (May serve up to two consecutive one-year terms)

**Administrative Duties:** Pursuant to Section 53 of the bylaws, the Corporate Secretary shall keep, or cause to be kept under law, at the Club's principal office, or such other place as the board may direct, a book of minutes of all meetings, proceedings, and actions of the board, of committees of the board, and of membership meetings, and a current inventory of Club properties. The minutes of the meetings shall include the time and place that the meeting was held; whether the meeting was annual, general, of special, and if special, how authorized; the notice given; the names of persons present at board and committee meetings; the number of members present or represented at members' meetings. The corporate secretary shall keep, or cause to be kept at the principal office, a copy of the Articles of Incorporation and bylaws as amended to date. The corporate secretary shall keep, or cause to be kept at the principal office, the record of the Club's members showing each member's name and address. The corporate secretary shall give, or cause to be given, notice of all meetings of the membership, board, and committees of the board that these bylaws require to be given. The corporate secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the board or bylaws may require.

In essence, the corporate secretary operates as the custodian of the corporation's records. The duty involves ensuring the organizational records are maintained according to law and are available upon request by authorized board members or the general membership. This includes updating the organization's bylaws and maintaining its articles of incorporation along with keeping accurate and up-to-date records of its membership, board minutes, financial reports and other important documents.

The corporate secretary shall collect and deposit all monies, including dues and contributions received by the Club, and promptly forward a duplicate itemized deposit slip, with a copy of each check attached, to the treasurer, together with an indication of the appropriate account to which the deposits should be posted.

The corporate secretary shall take responsibility for the following:

- Dues: Automatic notice of membership renewal will occur on April 1<sup>st</sup> to advise the annual dues are due and payable on May 1<sup>st</sup> and become delinquent June 30<sup>th</sup>. Dues are deposited as they are received and an accurate list of paid members is retained. All dues are deposited into the operating account. All payments are posted to the website.
- Membership: A current roster of all members is kept, adding the names and contact information of those newly inducted each month. Coordination between the corporate secretary and the membership chair shall occur to confirm new membership information is entered onto the website (by the membership chair).
- Luncheon: Collect all monies from the Luncheon Reservation Chair. Collect any monies collected for table decorations, drawings, boutique sales, and Garden & Grounds (Gigi) donations. These monies are deposited into the Operating account with the exception of Gigi donations, which are deposited into the Building & Grounds account. Members who make a luncheon reservation, do not attend, and have failed to cancel the reservation by Tuesday preceding the meeting luncheon are to be billed for the amount of the luncheon. These member's names are obtained from the Luncheon Reservation Chair after the meeting.
- Yearbook: Coordinate with the Yearbook Chair to make certain that the current list of dues-paying members received is accurate.
- Fund Raising: Collect all funds received under the fund raising activities. Properly deposit these monies to the account for which they were raised.



- Deposits to Bank Accounts:  
 Operating Account – Lunches, table decorations sold, Property Management Owners Draw, Dues and Initiations, Duplicate Yearbooks (purchased by members), Holiday Boutique, Group Photo Sales.  
 Building & Grounds Account – Gigi donations, Autumn Tea in the Garden, Sit & Sample, SLO Little Theatre Event, Ceramic Tile Sales.  
 Memorial Account – Donations “In Memory Of” as received.

**Qualifications:** The non-profit corporate secretary requires the understanding and knowledge of the not-for-profit corporation's thrust and purpose. The person in this position needs a background in nonprofit organizational law and an understanding of how such a corporation functions internally, as most have a tax-exempt status under law. The nonprofit corporate secretary must have excellent communication skills, both verbal and written, and the ability to interact with board officials, directors and the membership. All of whom come from multiple business or cultural backgrounds

**Compliance Filing/Reporting:** Create a monthly Deposit Report to present at both the board meeting and general membership meeting. This report shall include the monthly total, including the electronically deposited Owner's Draw deposited by the Property Management Company. The Deposit Report is forwarded monthly to all board members one week preceding the board meetings. It is also provided to the IT Coordinator for inclusion in the Power Point presentation at the general membership meetings. A hard copy of this document is posted at all membership meetings.

## THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

Position Title: First Vice President; Chair of the Programs Committee

Term: One Year (May serve up to two consecutive one-year terms)

**Administrative Duties:** Pursuant to Section 52 of the bylaws, the vice president(s) in order of rank, shall assume responsibility if the president is absent or disabled to perform all duties of the president. When acting so, the vice president shall have all powers of and be subject to all restrictions on the president.

The first vice president shall chair the Programs Committee, which consists of at least three (3) additional Club members, and assists in securing an appropriate selection of Program Speakers for the upcoming General Membership meeting for the next Club Year.

The first vice president shall coordinate program speakers and make the program introductions at the General Membership meetings. The first VP is responsible for proper acknowledgment of appreciation to the program presenters. In addition, the first VP shall prepare a newsletter article featuring the upcoming program speaker. The speaker's needs shall be reported to the board (i.e. projector, tables, podium, microphone, etc.) and any costs associated to their engagement. The first VP shall submit a confirmation to all speakers, track receipt thereof, and make all necessary luncheon reservations (usually 2 gratis per meeting) and the desired menu selection. This shall be communicated to the Luncheon Telephone Chair. The first VP will confirm the yearly budget of \$500 with the board. This will cover any costs associated with the speakers performance and the cost of the guest luncheons. All speakers must be confirmed, and presented to the board by mid-July in order to be included in the printing of the annual yearbook.

This position may be successor to the Chair position. In addition to the responsibilities outlined above, the position:

- Performs Chair responsibilities when the Chair cannot be available.
- Reports to the Board's Chair.
- Works closely with the Chair and other Board members.
- Participates closely with the Chair to develop and implement officer transition plans.
- Performs other responsibilities as assigned by the Board.

In accord with Robert's Rules of Order (Section 47):

"In the absence of the president, the vice-president serves in his stead; thus it is important to elect a vice-president who is competent to perform the duties of president. When a vice-president is presiding, (he or she should be addressed as ("Mr." or) "Madam President" (unless confusion might result – for example, when the president is also on the platform – in which case the form "Madam Vice-President" should be used)."

"Some societies elect several vice-presidents in an order of precedence: first, second, third, and so on. In the case of the resignation or death of the president, the vice-president (if there is only one) or the first vice-president (if there is more than one) automatically becomes president for the unexpired term, unless the bylaws expressly provide otherwise for filling a vacancy in the office of president. The second-vice president, if there is one, then becomes first vice-president, and so on, with the vacancy to be filled occurring in the lowest-ranking vice-presidency. Sometimes the bylaws provide that the different vice-president shall have administrative charge of different departments. "

"Although, in many instances the vice-president will be the logical nominee for president, the society should have the freedom to make its own choice and to elect the most promising candidate at that particular time."

## THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

**Position Title:** Ways & Means  
Chair of the Fundraising Committee

**Term:** One Year (May serve up to two consecutive one-year terms)

### **Administrative Duties:**

The Ways and Means Chair shall propose, organize and coordinate all (fun and friend) fundraising activities under the direction of the board of directors.

It is the job of the fundraising committee, under direction from the Ways & Means Chair, to create a plan that will guide the organization in seeking out and securing funding from an array of outside sources. The committee must identify and communicate with potential donors to support the work of the organization.

It is the responsibility of the Ways & Means Chair to coordinate utilization of the Clubhouse with the Property Management Company to ensure absence of any calendar conflicts.

### **Major Role:**

The Ways & Means Chair works closely with the Publicity Chair, Volunteer Coordinator and event co-chairs to ensure well organized, efficient and profitable events which supply essential funds to maintain the quality of the building and grounds, as well as serving to engage the San Luis Obispo community.

### **Compliance Filing/Reporting:**

Event ABC Licensing

Nonprofit Raffle Program Registration

Seller's Temporary Permits

Monthly Report to the Board of Directors and General Membership

Annual Report to the General Membership

### **Timelines/Deadlines:**

Varies according to each event.

Fundraisers should be spaced evenly throughout the Club year for the most efficient utilization of volunteer efforts and community participation.

## THE MONDAY CLUB OF SAN LUIS OBISPO

### BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

Position Title: Secretary of Publicity and Public Relations  
(Formerly Corresponding Secretary)  
Officer

Term: One Year (May serve up to two consecutive one-year terms)

#### **Administrative Duties**

##### Major Functions:

Pursuant to Section 55 of the bylaws, the **Secretary of Public Relations** shall serve under the direction of the president to ensure timely communication throughout the greater San Luis Obispo community to effectively advertise, promote and market rental of the building and all Monday Club fundraising events.

Communication with the General Membership will occur via the newsletter and monthly reporting at the board and General Membership meetings. Additional information may be presented via The Monday Club website.

The **Secretary of Public Relations (PR)** is the practice of managing the spread of information between an individual or an organization and the public. Public relations may include an organization or individual gaining exposure to their audiences using topics of public interest and news items that do not require direct payment. This differentiates it from advertising as a form of marketing communications. The aim of public relations is to inform the public, prospective customers, investors, partners, employees, and other stakeholders and ultimately persuade them to maintain a certain view about the organization, its leadership, products, or of political decisions. Public relations professionals typically work for PR and marketing firms, businesses and companies, government, government agencies, and public officials as PIO's, and nongovernmental organizations and nonprofit organizations.

Public relations specialists establish and maintain relationships with an organization's target audience, the media and other needed opinion leaders. Common activities include designing communications campaigns, writing news releases and other content for news and feature articles, working with the press, arranging interviews for company spokespeople, writing speeches for company leaders, acting as organization's spokesperson by speaking in public and private affairs, preparing for press conferences, media interviews, writing website and social media content, facilitating internal communications, and managing company reputation and marketing activities like brand awareness and event management. Success in the field of public relations requires a deep understanding of the interests and concerns of the public. The PR Secretary must know how to effectively address those concerns using the most powerful tool of the public relations trade, which is publicity.

Compliance Filing: None

Timelines/Deadlines: Formulate publicity deadlines for local publications. Assist with Facebook postings. Determine feasibility to participate in various promotional presentations (i.e. Bridal Fairs, etc.).

## THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

**Position Title:** Membership Chair, Board of Directors

**Term:** One Year (May serve up to two consecutive one-year terms)

### **Administrative Duties:**

Pursuant to Section 55 of the bylaws, the Membership Chair shall serve under the direction of the president and attend to all matters relating to membership applications, prescreening of potential new members and facilitating the maintenance and growth of the Club Membership, which is key to the continued success and future of The Monday Club.

Additional duties include preparation of a monthly Membership Report for presentation to the board of directors and general membership; assisting the Corporate Secretary in collection of yearly membership dues; recognizing member's birthdays, each month, at the General Membership meetings; periodic updating of budget determination for purchases needed for the induction process (such as new member flowers, nasturtium seed packets and a small sponsor gift) under the direction of the board; planning and implementation of the New Member Orientation Tea at the close of each Club year. (Refer to attached procedures, Exhibit A).

### **Membership applications:**

The following is a breakdown of matters relating to applications:

- Disperse membership application to prospective members.
- Review and discuss with the prospective member, the Club's mission, history and expectations upon receipt of the completed application.
- After discussion assess their dedication to the purpose of the Club.
- Present the completed application to the board of directors for approval.
- Notify the applicant of acceptance or denial of the application.
- Complete the new member induction and assimilate into the Club (refer to attached checklist, Exhibit B).
- Ensure the one-time initiation fee and yearly dues are paid and given to the Corporate Secretary for deposit.
- Enter the name, address, phone number for the new inductees onto the website (in Member's Only Section).
- Update the Membership /application, annually, prior to the start of each new Club year. Include dates of upcoming events for indication of their interest in volunteering. Please note any additional changes, if any, such as amounts collected for dues and initiation fees.

### **Compliance Filing/Reporting:**

Prepare a monthly Membership Report and present to each board of director one week preceding the meeting. This reporting shall be presented at the General Membership meeting and information for the mid-monthly Newsletter. An Annual Report is required for the president in April of each year.

# THE MONDAY CLUB OF SAN LUIS OBISPO

## BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

**Position Title:** President, Chief Executive Officer

**Term:** One Year (May serve up to two consecutive one-year terms)

**Administrative Duties:** Pursuant to Section 51 of the bylaws, the president shall prepare the agenda and preside at board meetings, appoint committee members, except as provided in the bylaws, with ratification by the board, and be a designated member of each committee, except the Nominating Committee and Audit Committee. Subject to such supervisory powers as the board may grant, the president shall be the general manager of the Club and shall supervise, direct, and control the Club's activities, affairs, and officers through each of the officers and director offices. The president shall prepare the agenda and preside at all General Membership meetings. The president shall have such other powers and duties as the board or bylaws may require.

The president shall present a written summary to the General Membership on the state of the Club at the annual meeting. To prepare for this report, each director shall provide the president with a written report summarizing their respective office activities during the Club year.

In addition to presiding over Board, executive committee meetings, and General Membership meetings, the president has a variety of responsibilities. As "chief volunteer" the president works with the board, and community to further the organization's mission. The president influences how the board uses its time, the selection of board members and its future leadership. Working with the board's governance committee, the president recruits new board members whose vision aligns with the organization. The president appoints committee chairs and serves as ex officio on committees. Anyone taking on this role must be committed to the organization and must understand the scope of energy and time required to effectively do the job.

### **Qualifications:**

- The president is expected to review and understand the organization's articles of incorporation and bylaws, policies and procedures, financial and legal situation, and strategic plan.
- As the board ambassador, the president acts as a spokesperson to the larger community. The president speaks in public on behalf of the organization and advocates for the cause.
- By modeling appropriate behavior, the president sets standards for board conduct and intervenes if conflicts of interest or confidentiality issues arise.
- Demonstrated leadership.
- Respected by the board members.
- Capable of leading the board in handling difficult issues.
- Demonstrates the ability to communicate, listen and seek input from others.
- Should feel comfortable delegating.
- Strong group dynamic skills are essential to keep meetings running smoothly and deal with any conflicts that may arise.

**In accord with Robert's Rules of Order (Section 47):** "All of the duties of the presiding officer described relate to the function of presiding over the assembly at its meetings. In addition, in many organized societies, the president has duties as an administrative or executive officer; but these are outside the scope of parliamentary law, and the president has such authority only insofar as the bylaws provide it. In some organizations, the president is responsible for appointing, and is ex officio a member of all committees (with the exception of the nominating committee, which should be expressly excluded from such a provision, and with the further exception of all disciplinary committees). But only when he is so authorized by the bylaws – or, in the case of a particular committee, the president has the same rights as the other committee members, but is not obligated to attend meetings of the committee and is not counted in determining the number required for a quorum or whether a quorum is present."



**Compliance Filing/Reporting:** Pursuant to The Monday Club Major Compliance Checklist (contained in the Policy and Procedures Manual, and attached hereto for reference) the president is responsible for overseeing the timely compliance with all reports, statements, tax filing(s) and licensing required by the various governmental agencies in compliance with the California Nonprofit Mutual Benefit Corporation Law.

## THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

**Position Title:** Recording Secretary, Officer

**Term:** One Year (May serve up to two consecutive one-year terms)

**Administrative Duties:** Pursuant to Section 55 of the bylaws, the Recording Secretary shall attend each board and general meeting take and read complete, but concise minutes of board and General Membership meetings. Prior to approval, a draft of the General Membership meeting minutes are posted to the "members only" section of the website for review by the General Membership. The Recording Secretary makes any changes, or additions requested by the board and/or general membership. Upon approval, they are posted to the website as approved minutes.) When such minutes are approved, they shall be signed and dated by the Recording Secretary and transferred to the Recording Secretary's notebook, for safekeeping, with a copy of the minutes and all supporting reports and documents to the president. When leaving office the outgoing Recording Secretary presents all copies of all board and general minutes from the previous Club year to the incoming Recording Secretary.

In accord with Robert's Rules of Order (Section 47): "The secretary is the recording officer of the assembly and the custodian of its records, except those specifically assigned to others, such as the treasurer's books. The recording officer is sometimes called the clerk, the recording secretary (when there also, for example, a corresponding secretary or financial secretary), the recorder, or the scribe."

### **Duties of the Secretary:**

The duties of this position include but are not limited to:

- 1) Keep a record of all the proceedings of the organization, called the minutes, and making the minutes and records available to members upon request.
- 2) Keep on file all committee reports.
- 3) Keep the organization's official membership roll (unless another officer or staff member has this duty) and to call the roll where required.
- 4) Maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- 5) Perform complex clerical and secretarial work involving frequent detailed duties of an administrative nature.
- 6) Being an efficient stenographer in taking and transcribing oral dictation.
- 7) In the absence of the president and vice-president(s) to call the meeting to order and preside until the immediate election of a "chairman pro tem."

### **Required Qualifications:**

- 1) Thorough knowledge of business English, spelling, and punctuation.
- 2) Thorough knowledge of office practices and procedures.
- 3) Ability to compose memoranda independently.
- 4) Extensive experience in performing complex clerical work of a progressively responsible nature.
- 5) Ability to type 40 words per minute.

**Records of the Secretary:** When written reports are received from boards or committees, the secretary should record on them the date they were received and what further action was taken on them, and preserve them among her records. It is not necessary for an assembly to vote that a board or committee report be "placed on file," as that should be done without a vote. Any member has the right to examine these reports and the record book(s) previously referred to, including the minutes of an executive session, at a reasonable time and place, but this privilege must not be abused to the annoyance of the secretary. The corporation law of each state frequently provides for the availability of records of any group incorporated in that state.

## THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

**Position Title:** Second Vice President  
Chair of Building and Grounds Committee

**Term:** One Year (May serve up to two consecutive one-year terms)

### **Administrative Duties:**

Pursuant to Section 52 of the bylaws, the vice president(s) in order of rank, shall assume responsibility if the president is absent or disabled to perform all duties of the president. When acting so, the vice president shall have all powers of and be subject to all restrictions on the president.

The second vice president serves as the Building and Grounds Committee Chair working directly with the Property Management Company and the Landscape Maintenance Company.

The second vice president shall oversee the maintenance of the building and grounds, coordinate repairs and improvements with the management company and landscape maintenance company with approval from the board of directors and general membership.

### **In accord with Robert's Rules of Order (Section 47):**

"In the absence of the president, the vice-president serves in his stead; thus it is important to elect a vice-president who is competent to perform the duties of president. When a vice-president is presiding, (he or) she should be addressed as ("Mr." or) "Madam President" (unless confusion might result – for example, when the president is also on the platform – in which case the form "Madam Vice-President" should be used)."

"Some societies elect several vice-presidents in an order of precedence: first, second, third, and so on. In the case of the resignation or death of the president, the vice-president (if there is only one) or the first vice-president (if there is more than one) automatically becomes president for the unexpired term, unless the bylaws expressly provide otherwise for filling a vacancy in the office of president. The second-vice president, if there is one, then becomes first vice-president, and so on, with the vacancy to be filled occurring in the lowest-ranking vice-presidency. Sometimes the bylaws provide that the different vice-president shall have administrative charge of different departments. "

"Although, in many instances the vice-president will be the logical nominee for president, the society should have the freedom to make its own choice and to elect the most promising candidate at that particular time."

### **Compliance Filing/Reporting:**

Annual inspection for fire safety of the Ansul System  
Quarterly maintenance of the Grease Trap.

## THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION DESCRIPTION (2015)

**Position Title:** Treasurer, Chief Financial Officer

**Term:** One Year (May serve up to five consecutive one-year terms)

**Administrative Duties:** Pursuant to Section 54 of the bylaws, the Treasurer, as Chief Financial Officer (CFO), shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Club's transactions. The Treasurer shall send or cause to be given to the members and directors such financial statements and reports as are required to be given by law, by these bylaws, or by the board. The books of account shall be open to inspection by any director at all reasonable times. The Treasurer shall (a) distribute the Club's funds as the board may order; (b) render to the president and the board a monthly or special accounting of all transactions and of the financial condition of the Club; (c) work directly with the accounting firm on the preparation of reports; (d) have such other powers and perform such other duties as the board or bylaws may require; and (e) give verbal reports at each General Membership meeting.

If required by the board, the Treasurer shall give the Club a bond in the amount and with the surety or sureties specified by the board for faithful performance of the duties of the office and for restoration to the Club of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the treasurer on his or her death, resignation, retirement, or removal from office.

The Treasurer acts as the banker, paying out the deposited funds as approved by the board of directors to ensure the proper function of the organization. The Treasurer acts as the liaison to all payees as necessary. The Treasurer has important duties specific to its role, including:

- Bank account maintenance – Selecting a bank, signing checks, and investing excess funds wisely. The president and corporate secretary shall review the monthly bank statements, as well, for the following accounts:
  - Operating Account – For the ongoing maintenance of the physical building and for membership related expenses.
  - Building Account – For use in capital improvements, repairs, or restoration of the building or grounds.
  - Scholarship Account – For Fine Arts Awards and associated fundraising expenses.
  - Memorial Account – For use on capital projects to commemorate or honor past members as approved by the board of directors.
  - Certificate of Deposit (2 CD's) – “Rainy Day Funds” for use only with board approval.
- Financial transaction oversight – Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- Budgets – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget.
- Financial Policies – Overseeing the development and observation of the organization's financial policies.
- Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board and membership.
- Finance and Budget Committee – Serving as Chair of the Finance Committee
- Provide year-end accounting records to the CPA to allow completion and filing of proper tax returns. Prior to filing of these tax documents they shall be reviewed by the board and approved for filing.

- Property Taxes – Pay taxes bi-annually (December and April) with presentation to the board before filing.
- Business Property Statement – Complete and file Business Property Statement annually with presentation to the board before filing
- State of California Charitable Organization Registry/Renewal Report – File an annual RRF-1 with the California Registry of Charitable Trusts with designated officer preview before filing. This shall be filed by the 15<sup>th</sup> day of the 4<sup>th</sup> month following close of the fiscal year (September 15<sup>th</sup>).
- Board of Equalization (BOE) – Pay quarterly sales taxes.
- Non-Profit Raffle Program Registration – File Annual Registration with CA Attorney General (Form CT-NRP-1) by September 1<sup>st</sup>.
- Non-Profit Raffle Program Annual Report –File Annual Report with CA Attorney General (Form CT-NRP-2) by October 1<sup>st</sup>.
- Statement of Information for Nonprofit Corporation – File Statement of Information (Form SI-100) with the California Secretary of State, with preview by the board prior to filing, every other year in 6 month period before Articles of Incorporation anniversary.
- Annual General Report – Present the Annual Financial Report to the board and General Membership per CA Corp. Code Section 8321. The treasurer shall submit to the board for acceptance by September 30<sup>th</sup> each year, and follow up with presentation to the General Membership.
- Insurances– Process payments of insurance premiums to ensure uninterrupted coverage of General Liability and Directors and Officers Insurances. Payment frequency may be monthly, quarterly, or annually; advise the insurance broker of any changes to coverages. Annual board review with the agent(s) should occur with review of the policies for approval 30 days before policy renewal date.

**Qualifications:** The candidate for Treasurer must have knowledge and experience with finance and accounting. This individual should also be cognizant of California law and requirements for non-profit compliance. The Treasurer should possess an ease with communication skills as it is vital that open and constant lines of communication must remain in place between the CFO and board of directors about sound financial policies, procedures and budget oversight.

In accord with Robert's Rules of Order (Section 47):

"The treasurer of an organization is the officer entrusted with the custody of its funds. The treasurer, and any other officers who handle funds of the society, should be bonded for a sum sufficient to protect the society from loss. The specific duties of the treasurer will vary depending on the size and complexity of the society; but this officer cannot disburse funds except by authority of the society or as the bylaws prescribe. The treasurer is required to make a full financial report annually or as the bylaws may prescribe, and to make such interim reports as the assembly or the executive board may direct."

"In ordinary societies, tasks incident to the collection of dues from members are part of the treasurer's duties unless the bylaws provide otherwise. Much clerical work may be attached to this function, however, in large organizations, in societies where dues are payable in frequent installments, or in societies that suspend the voting-membership rights of members who fall in arrears in dues payments. In such cases some organizations have, in addition to the treasurer, a financial secretary – an officer whose usual duties are to bill members for their dues and to receive payment of them, to maintain a ledger of each member's account, and to turn over to the treasurer and obtain receipt for moneys received."

Compliance Filing/Reporting:

Pursuant to The Monday Club Major Compliance Checklist (contained in the Policy and Procedures Manual, and attached hereto for reference) the treasurer is responsible for the timely compliance with all reports, statements, tax filing(s) and licensing required by the various governmental agencies in compliance with the California Nonprofit Mutual Benefit Corporation Law.

## EXHIBIT "F"

**THE MONDAY CLUBHOUSE CONSERVANCY**  
**ATTACHEMNT TO FORM 1023 PAGE 9 AND PAGE 10 PART IX**  
**ID # 47-4238175**

	6/1/2015- 5/31/2016	6/1/2016- 5/31/2017	6/1/2017- 5/31/2018	Total
<b><u>Revenue Line # 7</u></b>				
Fund raising	47,100	59,310	71,741	178,151
Building rent	65,000	71,500	78,650	215,150
Refunds	150	165	182	497
Total Revenue	<u>112,250</u>	<u>130,975</u>	<u>150,573</u>	<u>393,798</u>

<b><u>Expenses Line # 23</u></b>				
Advertising	2,000	2,200	2,420	6,620
Bank charges	25	28	30	83
Building maintenance	2,200	2,420	2,662	7,282
Security alarm	1,250	1,375	1,513	4,138
Grounds maintenance	5,000	5,500	6,050	16,550
Building preservation	95,000	125,000	150,000	370,000
Insurance	4,700	5,170	5,687	15,557
Postage	100	110	121	331
Public outreach	1,700	1,870	2,057	5,627
Taxes	6,635	4,899	5,908	17,442
Miscellaneous	500	550	605	1,655
Dues and subscriptions	100	110	121	331
Office expense	500	550	605	1,655
				-
Total expenses	<u>119,710</u>	<u>149,782</u>	<u>177,779</u>	<u>447,270</u>

**Page 10 Line # 8**

Tables, AV equipment, Chinaware	
Stage draperies	10,730
Building and Improvements	<u>38,345</u>
Total	<u>49,075</u>



**THE MONDAY CLUBHOUSE CONSERVANCY: EIN: 47-4238175**  
**APPLICATION FOR RECOGNITION OF EXEMPTION – FORM 1023**

**EXHIBIT “G”**

Schedule G, Sections 2a., 2b. and 2e. The Monday Club of San Luis Obispo (the “Club”) was established in 1925 as a women’s club. The Club is a 501(c)(4) non-profit mutual benefit corporation. The Club’s mission is to enhance the educational, civic, social and cultural quality of the San Luis Obispo, California community.

The Club currently owns the real property located at 1815 Monterey Street, San Luis Obispo, California (the “Property”). The Property is primarily comprised of a historic building designed by architect Julia Morgan and completed in 1934, at the same time that she was designing the nearby Hearst Castle, which is itself a historic building that is now a part of the California State Park system. As shown in Exhibit C, the Property is of recognized historical significance, and is open to the public. The Club gives no-cost tours, and rents space for special events, such as weddings and dances.

It is the Club’s intention to convey the Property to the Conservancy (the “Conservancy”), in order that the Conservancy can raise funds for the restoration and preservation of the historic Property, primarily by means of public fundraising and grants.

These funds will allow for the much-needed restoration and preservation of the 81 year-old clubhouse, and ensure that the clubhouse will exist for the education of future generations of visitors. The Property is open to the public for historical tours and presentations. Currently the clubhouse is in need of new electrical wiring, plumbing piping upgrades, ADA compliance, and a furnace replacement. The Property grounds are in need of new drought tolerant landscape and irrigation system.

In addition, Club raises funds for: annual scholarship awards in music and fine arts to San Luis Obispo County high school juniors and seniors; annual architectural tour of notable local sites; support of the San Luis Obispo Women’s Shelter; and support of the Raising a Reader program. The Conservancy would be the successor organization to these fundraising activities.

The relationship between the Club and the Conservancy is that the Club will convey the Property to the Club for zero consideration – as a gift. Certain members of the Club will also be Directors of the Conservancy.

Schedule G, Section 4. List of Board Members of the Predecessor Organization:

Name	Address	Share/Interest (if a for-profit)
Christy Noble None President	1645 Lizzie Street, San Luis Obispo, CA 93401	n/a
Linda Wilson None 1 <sup>st</sup> Vice President	5996 Buena Vista Drive Paso Robles, CA 93446	n/a
Becky Price None 2 <sup>nd</sup> Vice President	330 Mira Sol Drive San Luis Obispo, CA 93405	n/a
Kathy Longcrier None Recording Secretary	1540 Laurel Lane San Luis Obispo, CA 93401	n/a
Vicki Carroll None Corresponding Sec/Publicity	2175 Biddle Ranch Road San Luis Obispo, CA 93401	n/a
Cyndi Runstrom None Corporate Secretary	1660 Hi Mountain Road Arroyo Grande, CA 93420	n/a
Jennifer Alderman None Treasurer	605 Serrano Drive San Luis Obispo, CA 93405	n/a
Lisa Guy None Ways & Means	6775 Avila Valley Drive San Luis Obispo, CA 93405	n/a
Adelaide Crosby None Dean of Chairs	6775 Avila Valley Drive San Luis Obispo, CA 93405	n/a
Gabriella Schrader None Membership	1279 Ironbark Street San Luis Obispo, CA 93401	n/a

Schedule G, Section 5. Members and Directors of the Club will also be Directors of the Conservancy.

Schedule G, Sections 6a. and 6c. The sum of \$1,998 was transferred from the Club to the Conservancy, after the Conservancy was first formed and opened a bank account. These funds are intended for the Conservancy's operating capital, and have not been utilized to date. After the Conservancy is conferred with 501(c)(3) status, the Club

intends to convey the Property to the Conservancy for no consideration. Since both the Club and the Conservancy are not-for-profit entities, the transfer of the Property is neither deductible nor taxable, and so the Property was not appraised.