

**The Monday Clubhouse Conservancy
Board of Directors Meeting Agenda
July 17, 2023**

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

Our Role as Board of Directors:

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

Call to Order

Board Consent for Agenda

Recording Secretary – Colleen Arnold

- Roll call
- Approval of June 26 Board Meeting Minutes

President/CEO – Dawn Turner

- To Do List Updates from June 26 Meeting

2nd VP, Building and Grounds – Vicki Carroll

Report Submitted

- Landscape Updates
- Facility Rental Discounts/Trades with other non-profits – Dalidet Adobe, Diversity Coalition and Opera SLO requests -Discussion

Corporate Secretary/COO – Michelle McCovey Good

Report Submitted

Treasurer/CFO – Jennifer Alderman

Report Submitted

- Budget Update

Ways and Means - Darla Tapp

Report/Updates

Publicity Chair – Kristen Inman (absent)

Report Submitted

Unfinished Business

- Doors Open California- September 9 and 10
-Zoom Informational meeting July 18, 12 p.m.
- Mary Qualls and Patty Ruprecht
- Merger Update- Jennifer Alderman

New Business

- Docent Tours on website
- Wireless Projector Proposal

To Do List

Adjourn to August 28, 10 a.m.

The Monday Club Conservancy
MINUTES of the Board of Directors Meeting
July 17, 2023

President Dawn Turner called the meeting to order at 10:24 a.m.

The Board of Directors gave consent to the agenda with no changes or additions.

Recording Secretary – Colleen Arnold

Present: Dawn Turner, Vicki Carroll, Michelle McCovey-Good, Jennifer Alderman, Christy Palmer, Janice Crooks, Angellia Moore, Darla Tapp, Colleen Arnold.

Absent: Kristin Inman, Teresa Dellaganna.

June 26, 2023, Board of Directors Meeting Minutes approved as corrected.

President/CEO – Dawn Turner

- Mary Qualls sent information about the student video to Vicki Carrol for a grant application. Further funding totally approximately \$5000 is needed to complete this video project. Darla Tapp offered to contact Mary Qualls to gather information about the video. She has contacts that may be able to help fund this project.
- Reminder from the President: Committee Chairs and committee members should get a Responsible Beverage Service Certificate.

2nd VP – Building and Ground – Vicki Carroll

- Landscape Updates: Phase #1 has been completed. Phase #2 and #3 are expected to be completed before the end of summer. Grant includes new signage. There was a suggestion that the sign include a reference to TMC website and offer a QR code.
- Facility Rental Discounts/Trades with other non-profits: The club has received requests from Dalidet Adobe, Diversity Coalition and Opera SLO requesting either a discount rate for use of the club facility or an in-kind trade of some kind. It was discussed that the unavoidable costs to rent the facility is (approximately) \$1,940.00. More information would need to be considered before a final discount can be determined. The Board of Directors would be willing to consider other non-profit groups to offer a rental discount to on a case-by-case basis.
- \$2,500.00 rental fee could be offered for Dalidet Adobe event. Diversity Coalition could be offered \$1,500.00 or cost plus 10%. Opera SLO could be offered cost plus 10% or cost plus a performance at the December meeting. Generally agreed that TMC would not benefit from the use of the Dalidet Adobe.

Property Manager – Teresa Dellaganna

Report attached.

Corporate Secretary/COO – Michelle McCovey-Good

Report attached.

Treasurer/CFO – Jennifer Alderman

Report attached.

- Reminder to all board members that any reimbursement request must be approved by the Board of Directors.
- The merger of The Monday Club and The Monday Club Conservancy is still pending.

Ways and Means – Darla Tapp

Report attached.

- Finishing the planning process for the October member's event. There was some discussion about timing for next year's Summer Sippin' event. This year the event was in June, and may have posed a conflict with graduations. An August date was discussed; but the weather may be too hot. May would be preferable but the weather again would be a concern. All members unanimously agreed that this year's event was exceptional. After some discussion, June 2, 2024 was chosen as the best date.

Publicity – Kristin Inman (absent for this meeting, presentation by Dawn Turner)

Report attached.

- Publicity Chair working on calendar of events for publicity campaign.
- Angellia Moore is still linked to TMC Insta-Gram account. Kristin Inman will take over this function to enable more postings to Facebook, Instagram, etc.

Unfinished Business

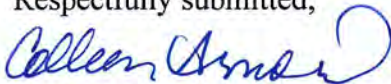
- The Club will participate, for the second year, in Doors Open California, September 9 and 10. We are hoping for a larger turn out this year as a show of support for the presenters at the event. Mary Qualls has volunteered to coordinate the event. Docents, Volunteers and guest speakers are needed.

To Do List

- Projector at club meeting must be updated to a wireless unit. The current set up presents a tangle of wire (tripping hazard). Funds would be needed to complete this upgrade. Estimated cost is \$500-\$800, depending on the type of unit.
- Vicki Carroll will contact Victoria Kastner to ask if she will participate in Doors Open California.
- Contact Kristin Inman to further campaign for Doors Open California

Adjourned at 11:25 a.m. Next meeting August 28, 2023

Respectfully submitted,



Colleen Arnold
Recording Secretary

The Monday Clubhouse Conservancy
Building and Grounds Report
Retreat Meeting – July 17, 2023

Landscape Project

Dennis Takahashi Landscaping began working on our landscape renovation on July 10th. The first phase of the project is the back garden/wedding area. Angellia Moore is the project manager, Jennifer Alderman and I are assisting.

I met with Bill Barloggio from Thoma Electric to review the existing pathway lighting. Many of the light posts are broken. We are looking for a sturdier fixture with a lower profile.

Timm Stein Gardening

Jennifer Alderman and I met with Timm Stein on June 30th to tell him that we will no longer need his gardening services. Timm was given a 30-day severance check. Takahashi Landscaping will be maintaining our grounds and began their service on July 3.

Knox Box Installation

The SLO Fire Department required that we purchase a new Knox Box for the safekeeping of keys at the Andrews Street door. The Knox Box was installed by contractor Rob Stone on June 30th. (Receipt attached.)

Respectfully submitted,

Vicki Carroll
2nd VP, Building and Grounds



Sales Order

#SO-KA-366387

Web Order #: NET957219

6/15/2023

Knox Company
 1601 W Deer Valley Rd
 Phoenix AZ 85027
 United States

BILL TO:

142391
 Residential , Vicki Carroll
 2175 BIDDLE RANCH RD
 SAN LUIS OBISPO CA 93401-8060
 United States
 8054417641
 vicki.carroll@sbcglobal.net

SHIP TO:

Residential , Vicki Carroll
 2175 BIDDLE RANCH RD
 SAN LUIS OBISPO CA 93401-8060
 United States
 8054417641

Terms	Shipping Method	PO #
PP - Prepaid	Ground Shipping < 75 LBS	

Item	Description	Quantity	Units	Rate	Amount
3263	3200 SURFACE, ALUM., HINGED	1	EA	\$527.00	\$527.00

Installation Address: The Monday Club, 1815 Monterey St SAN LUIS OBISPO, California 93401-2613
 Primary System Code Role: PS-01-0025-11-86-BOXES

Subtotal	\$527.00
Tax Amount	\$40.53
Shipping and Handling	\$32.00
Deposit Collected	(\$599.53)

Total **\$0.00**



SO-KA-366387

**July 2023 TMC Venue Management
Board Meeting Report
July 17, 2023**

July - 3 Events Executed:

7/8 Chavez-Mejia Wedding
7/9 Maciel Wedding
7/16 Jones Wedding

I am working on contracts for 5 new events but they have not all been signed. Should be finished by month end.

July - 6 Site Visits/Tours & Rehearsals:

7/7 Chavez-Mejia Rehearsal
7/13 Elfant Bat Mitzvah Site Visit 11/11
7/15 Jones Wedding Rehearsal

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

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

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

Date	Event Title	Total Base Rental
1/8/23	Kolb Memorial	2500
1/9/23	TMC GMM	x
2/6/23	TMC GMM	x
2/11/23	Smith Ashlock Wedding	3700
2/13-14/23	TMC Vday	x
2/18/23	Diaz Nguyen Wedding	3700
2/26/23	TMC Fine Arts Awards	x
3/3/23	Joan Sargen 80th Bday	2500
3/6/23	TMC GMM	x
3/10/23	KAT-ZT Dance	2500
3/20/23	Deitsch-Greenwald Wedding	1600
3/23/23	Magliari-Scipione Wedding	1600
3/25/23	Leong-Ramirez Wedding	3700
3/26/23	CC Bridal Fair	2500
4/1/23	Loomis Memorial	3800
4/3/23	TMC GMM	x
4/14/23	Wild+Free Presentation	2500
4/16/23	Delta Tau	2500
4/21/23	Brandt-Taylor Wedding Set Up	1500
4/22/23	Brandt-Taylor Wedding	3600
5/1/23	TMC GMM	x
5/6/23	Baltimore-Dutra Wedding	3700
5/12/23	Festival Mozaic	2750
5/13/23	Purcell-Herrera Wedding	3600
5/21/23	Lowy Wedding	2500
5/23/23	FNL Awards Night	1500
5/28/23	Sigma Pi Fraternity	3600

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

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

BUILDING AND GROUNDS

Rental Receipts	\$23,635.00	
Capital Campaign		
Docent Tours	\$0.00	
Lunch Donation	\$0.00	
Wild Apricot CC donations	\$100.00	
Cash and Check CC donations	\$5,000.00	
Yoga	\$0.00	
100 Women for 100 Years	\$0.00	
Online store purchases	\$0.00	
Summer Sippin'	\$3,455.00	Tickets, Donations, & Auction
Misc	\$0.00	

TOTAL BUILDING AND GROUNDS \$32,190.00

PHILANTHROPY

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

TOTAL RAISING A READER \$0.00

Fine Arts Awards		
Sponsorships	\$0.00	
Art Auction	\$0.00	
Donations	\$100.00	

TOTAL FINE ARTS AWARDS \$100.00

TOTAL PHILANTHROPY \$100.00

TOTAL DEPOSITS \$32,290.00

The Monday Clubhouse Conservancy Profit & Loss Prev Year Comparison

June 2023

	Jun 23	Jun 22	% Change
Ordinary Income/Expense			
Income			
Building & Grounds			
Capital Campaign	5,100.00	0.00	100.0%
Total Building & Grounds	5,100.00	0.00	100.0%
Fundraising			
Summer Sippin'	21,735.00	0.00	100.0%
International High Tea	0.00	125.00	-100.0%
Total Fundraising	21,735.00	125.00	17,288.0%
Philanthropy			
Fine Arts Awards	150.00	2,000.00	-92.5%
Raising A Reader	0.00	250.00	-100.0%
Total Philanthropy	150.00	2,250.00	-93.3%
Rent Income			
Building Rental	40,485.00	12,050.00	236.0%
Total Rent Income	40,485.00	12,050.00	236.0%
Total Income	67,470.00	14,425.00	367.7%
Gross Profit	67,470.00	14,425.00	367.7%
Expense			
B&G Capital Improvement Expense			
Construction Loan	3,066.60	3,066.60	0.0%
Total B&G Capital Improvement Expense	3,066.60	3,066.60	0.0%
Building & Grounds Expense			
Building Maintenance	599.00	0.00	100.0%
Grounds Expense	720.00	765.00	-5.9%
Utilities			
City of SLO-Water & Sewer	540.25	763.46	-29.2%
Electric Utilities	357.84	340.00	5.3%
Gas Utilities	118.56	126.41	-6.2%
Telephone	178.45	179.17	-0.4%
Waste Connection	457.98	352.47	29.9%
Total Utilities	1,653.08	1,761.51	-6.2%
Total Building & Grounds Expense	2,972.08	2,526.51	17.6%
Contract Services			
Legal Fees	7,420.00	0.00	100.0%
Total Contract Services	7,420.00	0.00	100.0%
Facilities and Equipment			
Property Insurance	1,308.27	1,089.10	20.1%
Security	234.60	165.00	42.2%
Total Facilities and Equipment	1,542.87	1,254.10	23.0%
Fundraiser Expense			
Zest for Life Picnic	2,027.36	0.00	100.0%
Total Fundraiser Expense	2,027.36	0.00	100.0%
Philanthropy Expense			
Fine Arts Awards	0.00	500.00	-100.0%
RAR	10,000.00	0.00	100.0%
Total Philanthropy Expense	10,000.00	500.00	1,900.0%

The Monday Clubhouse Conservancy
Profit & Loss Prev Year Comparison

June 2023

	<u>Jun 23</u>	<u>Jun 22</u>	<u>% Change</u>
Rent Expense			
Rental Refund	12,000.00	750.00	1,500.0%
Cleaning	0.00	1,160.00	-100.0%
Management Fees	5,970.80	5,400.00	10.6%
Security	1,591.00	0.00	100.0%
Total Rent Expense	<u>19,561.80</u>	<u>7,310.00</u>	<u>167.6%</u>
Total Expense	<u>46,590.71</u>	<u>14,657.21</u>	<u>217.9%</u>
Net Ordinary Income	<u>20,879.29</u>	<u>-232.21</u>	<u>9,091.6%</u>
Net Income	<u><u>20,879.29</u></u>	<u><u>-232.21</u></u>	<u><u>9,091.6%</u></u>

The Monday Clubhouse Conservancy
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Fidelity Gov't Money Market	15.96
Community Foundation	9,700.00
Pacific Western Bank	
Operating Account	54,073.76
B & G Capital Fund	112,921.18
B & G New Door Fund	1,740.87
Philanthropy	3,475.21
Philanthropy Fine Arts	5,249.13
Pacific Western Bank - Other	-10.00
Total Pacific Western Bank	<u>177,450.15</u>
Total Checking/Savings	187,166.11
Other Current Assets	
Due from related party account	9,927.00
Total Other Current Assets	<u>9,927.00</u>
Total Current Assets	197,093.11
Fixed Assets	
Land	29,589.00
Improvements	1,221,679.20
Security System	1,475.00
Tables	2,056.13
AV Equipment	2,604.31
Drapery	8,393.00
Furniture	7,553.00
Chinaware	2,068.74
Accumulated Depreciation	-127,342.97
Total Fixed Assets	<u>1,148,075.41</u>
TOTAL ASSETS	<u><u>1,345,168.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Rental Revenue	58,520.00
EIDL Loan	58,848.00
Total Other Current Liabilities	<u>117,368.00</u>
Total Current Liabilities	117,368.00
Long Term Liabilities	
PWB Construction Loan	527,989.01
Total Long Term Liabilities	<u>527,989.01</u>
Total Liabilities	645,357.01

4:24 PM
07/13/23
Accrual Basis

The Monday Clubhouse Conservancy
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
Equity	
Unrestricted Net Assets	678,932.22
Net Income	<u>20,879.29</u>
Total Equity	<u>699,811.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,345,168.52</u></u>

The Monday Clubhouse Conservancy
Profit & Loss
June 2023

	<u>Jun 23</u>
Ordinary Income/Expense	
Income	
Building & Grounds	
Capital Campaign	5,100.00
Total Building & Grounds	5,100.00
Fundraising	
Summer Sippin'	21,735.00
Total Fundraising	21,735.00
Philanthropy	
Fine Arts Awards	150.00
Total Philanthropy	150.00
Rent Income	
Building Rental	40,485.00
Total Rent Income	40,485.00
Total Income	67,470.00
Gross Profit	67,470.00
Expense	
B&G Capital Improvement Expense	
Construction Loan	3,066.60
Total B&G Capital Improvement Expense	3,066.60
Building & Grounds Expense	
Building Maintenance	599.00
Grounds Expense	720.00
Utilities	
City of SLO-Water & Sewer	540.25
Electric Utilities	357.84
Gas Utilities	118.56
Telephone	178.45
Waste Connection	457.98
Total Utilities	1,653.08
Total Building & Grounds Expense	2,972.08
Contract Services	
Legal Fees	7,420.00
Total Contract Services	7,420.00
Facilities and Equipment	
Property Insurance	1,308.27
Security	234.60
Total Facilities and Equipment	1,542.87

The Monday Clubhouse Conservancy
Profit & Loss
June 2023

	<u>Jun 23</u>
Fundraiser Expense	
Zest for Life Picnic	2,027.36
Total Fundraiser Expense	2,027.36
Philanthropy Expense	
RAR	10,000.00
Total Philanthropy Expense	10,000.00
Rent Expense	
Rental Refund	12,000.00
Management Fees	5,970.80
Security	1,591.00
Total Rent Expense	19,561.80
Total Expense	46,590.71
Net Ordinary Income	20,879.29
Net Income	<u><u>20,879.29</u></u>

The Monday Club
Ways and Means Board Report
Meeting date: 7-17-2023

- Member get together in October – will check with those who signed up to help with the fall fundraiser to see if they want to be on this committee.

Old business from 6-26-23 Board meeting to be revisited later:

- The possibility of continuing to do our historical tea event as a member event at the May meeting and moving the tea fundraiser to another Summer Sippin event in either May or June.

Submitted by:

Darla Tapp - Ways and Means Chair

The Monday Club
Publicity Board Report
Submitted by Kristin Inman
July 17, 2023

Activities for Living History Tours

- Sent information for local calendars
- Draft plan started for additional 2023 publicity

Other

- Started Full Publicity Planning Calendar for 2023/2024

Upcoming

- Newsletter
 - Suggested topics:
 - President's message
 - Tour program launch
 - Doors Open CA
 - Member meet up and resuming regular meetings
 - Recap/successes for RAR
 - Recap/successes for Summer Sippin'
- Begin planning Centennial Celebration Publicity