

**CAPE MEARES COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS**  
**APRIL 14, 2015**  
**10:00 AM**

**MINUTES, Chris Spence, Secretary**

- A. Call the meeting to order, Charles Ansorge.
  - a. Meeting called to order by president Charles Ansorge
  - b. Present: Chris Spence, Patti Smith, Mike Smith, Anita Johanson, Charles Ansorge, Kevin Burke, Deborah Neal.
  - c. Hot cross buns and cookies provided by Deborah N. Patti S poured.
- B. Approval of Agenda.
  - a. Motion to accept meeting agenda made, seconded, and approved unanimously
- C. GUESTS:
  - a. No guests were present
- D. Approve the Minutes of the January 29, 2015, Winter Retreat Board meeting minutes.
  - a. Motion to accept minutes made, seconded, and approved unanimously
- E. REPORTS
  - a. Treasurer report and review the Financial Statements as of April 1, 2015. (Anita) Report attached.
    - i. Copy of the CMCA checkbook register from 01/01/15 thru 04/02/15 is attached to these minutes. See register for detail.
    - ii. Anita stated that the annual fund raiser total was \$6,041.00. This exceeds the goal by \$1,041.00. Approx. \$1,200.00 is yet to be received in corporate matching funds: \$898.00, Kevin and Kathy Burke (Thrivent), \$100.00 Valerie Jenkins (Grainger Supply), also Andy and Lana Ayers (Microsoft).
    - iii. Charles A. requested we acknowledge the success of the fund raising effort.
    - iv. Anita spoke regarding her experience attending the non-profit class at TBCC. She obtained the loose-leaf notebook and other materials from the class. She stated that while the Board is in substantial compliance, there are areas we should improve. She stressed that we should put in place more transparent financial controls (handling of cash by more than one person, etc.). These controls should be our priority. The Board voiced agreement.
    - v. Kevin Burke agreed, but also pointed out that the rules apply to all 501c3 organizations, from Red Cross to small groups such as CMCA. We should use policies that are in context with our small size, Kevin stated.
    - vi. A motion to accept the financial report was made, seconded, and approved unanimously.
  - b. Social Chair (Deborah) Report below, see addendum #1. July 4<sup>th</sup> schedule attached, see addendum #2.
    - i. Deborah Neal presented an outline for the 4<sup>th</sup> of July event, the community's largest annual event. Outline attached. Deborah suggested, and the board agreed, that the focus of this year's event be emergency preparedness. Refer to the outline for detail. In brief;
      - 1. Individuals outside CMCA are apparently planning a parade on 4<sup>th</sup> street. If this occurs, apparently it will start at 11 AM with the theme "Shake It Up, Baby"
      - 2. Music while food is prepared.
      - 3. Lunch at 1 PM
      - 4. Booths related to emergency preparedness will be in place. Chris Spence will contact the neighbors to the north to request permission to spill over onto their property. Someone will contact the neighbor to the south to verify it is OK to use their back yard for music and listening chairs, dancing.
      - 5. Discussion was carried on regarding the long food line last year. It was agreed that if burgers are provided, they need to be cooked ahead in order to keep the line moving. It was agreed that we will experiment this year with pre-cooked meats. Anita offered

her son-in-law to cook turkeys. Other pre-cooked meat will be provided, ham, etc. Dogs will be provided, as they may be done ahead and kept at a safe temperature.

6. Food line preference tickets were discussed, either sold at a premium for earlier seating, or alternatively, preference to children and elders. It was decided the choice in meat items would speed up the line, so neither option was needed.
7. A good time is anticipated by all.
  - ii. Memorial Day and Labor Day
    1. BBQ food will be provided, as the food line is more manageable.
  - iii. Other? Members, please help me flesh out the rest of the social report.
- c. Building and Grounds (Mike and Patti Smith)
  - i. Budget: Building and grounds started the ¼ with \$292.73. Balance on hand is \$158.16. Receipts have been submitted to account for spending.
  - ii. Chris S agreed to purchase paper towels next week at Costco.
  - iii. An outdoor work party will be held on April 25 from 10AM to 3PM. The focus will be weed pulling, bark dust (need a few yards), moving gravel back into place at the road, sand and seal the benches. Mike S. will do a dump run at end of day.
  - iv. The floors will be refinished on May 11<sup>th</sup>. Chris will cut off and adjust the front door prior to that date. Mike and Patti will clear the spare room so it can be used by renters, and so that the interior finishes can be completed.
- d. Current rentals scheduled are; July 2<sup>nd</sup>, Wiggins, July 17<sup>th</sup>, Cannard family. Betsy Jeronein has not yet scheduled the shape singers
- e. SOS Update Re Proposed Spit Rezoning
  - i. Charles A. reported that efforts to promote a rezone of the BayOcean spit have been successful to date. The Tillamook County BOC voted unanimously to have county planning staff begin the process. Charles stated that rezoning is by no means a done deal. There may be opposition, especially from Bayocean LLC. The next steps are several public hearings that follow proscribed procedure. Charles stressed that efforts to down-zone the spit fit the CMCA mission.
- f. Nominating Committee (Nominees for CMCA Board)
  - i. Charles A. asked for ideas as to who might be asked to fill board positions. Several names were put forth.
- g. PUD Grant Progress Report
  - i. Chris S. reported that the committee working on the project is meeting with others in the county to view their solutions to the need to store materials above the tsunami inundation zone. The first step is a unit design. The plan remains to build 4 units at each of the 4 westernmost tsunami assembly points. Deborah Neal is proceeding as an individual effort to work on a concept for the larger facility that is hoped-for at the Loop Rd. assembly point. Chris stated that the committee will report to the board by email as the effort proceeds. Charles stressed that we have a deadline to spend the PUD grant money by the end of the year.
- h. Chris S reported on the speed limit sign effort. The signs are nearly all installed, and the county public works was most helpful in this effort.

## 7. NEW BUSINESS:

- A. Briefing by Anita Re January Workshop she attended.
  - a. We should have a fire-resistant file for hard copies of important documents. Files should be backed up digitally and stored off-site.
  - b. Board members filled out a form to indicate volunteer hours served.
  - c. Anita presented a Policy Review Schedule published by the Center for Nonprofit Stewardship. This schedule is a spreadsheet entitled Policies Your Board Can't Live Without, and lists 9 main policy areas (with 22 individual policies) that a board should have in place, columns for the last date each

policy was reviewed, when the next scheduled review is to occur, and which committee is responsible for that area. She again stated that if we have any deficiencies, we should start with the financial controls.

**B. Decisions Re Insurance (D&O and Property)**

- a. Anita and Charles are pursuing less expensive D and O insurance through the Non Profit Assn. of Oregon. Annual rate will increase approx. \$7.00/yr, for over twice the coverage.
- b. It was recommended that the community be apprised as to this benefit of the 501(c)3 status.

**C. Agenda for Annual May CMCA Meeting.**

- a. Charles A. will provide an agenda for this meeting which will follow the format of the February meeting.

**D. CMCA Annual Report**

- a. Charles A. has a draft of the annual report, which will cover the areas of:
  - i. CMCA achieved 501(c)3 status.
  - ii. Mission Statement
  - iii. Financials as of 12-31-14
  - iv. Social activities
  - v. Building preservation status
  - vi. Emergency Preparedness
  - vii. Future plans
  - viii. Donor appreciation (discussion was held as to whether this should include names of donors.)

**8. ADJOURNMENT**

- A. It was moved, seconded, and unanimously agreed to adjourn.

**ADDENDUM #1**

**Social Chair Report**

We gave Merilee Sommers a fit and proper send off on March 28<sup>th</sup>.

The next potluck is April 25<sup>th</sup>, the last Saturday in April. It will be an extension of the Work Day Project where community members join in sprucing up the place. I will attempt to recruit, through Next Door and the web site, a few people to help with the library and office organization.

We need a few more shelves, and if the stuff is cleared out of the small room, I would install some white shelves on one wall to hold movies and games so we can use the Library for books.

The ART Group has decided to meet monthly for the next 6 months, but dates will not always be on the last Saturday, so I would like to request dates as they come along. The next two meetings would be scheduled for May 2<sup>nd</sup> and June 6<sup>th</sup>, and after that possibly July 18<sup>th</sup>. It was awkward to have the art class back to back with an event. Those who sign up for the whole six months will pay \$18 for each session, with a small portion \$3 going to the CMCA to put toward utilities and generic art supplies. Drop In Artists will pay \$20, with \$5 going to same.

The food at the last potluck was extraordinary, and I am inclined to lean in the direction of almost all potluck rather than our buying main courses. If we do buy main courses for the big holidays, I am inclined to want to discuss revenues. Last July 4<sup>th</sup> there was barely enough food, and given that this year we may be planning to offer more and better services, we could sell tickets where, for example you could buy three different kinds of tickets. The Red Tickets, at \$7.00 per adult would get you into the "first seating" (which really means the head of the line), and the blue tickets, at \$5.50 would get you into the second seating, and White Tickets at \$4.00 would seat you before the people with No Tickets. Dessert would be part of the same buffet. Tickets would go on sale at Noon or by prior reservation. Children under 5 would be free. Children between 5 and 12 would have some other discount (like free if they become volunteer helpers). It's likely

everyone would get a meal, but the ones who were not yet seated could be exploring the fair, and not have to stand for such a long time in the hot sun. We could announce this well ahead, and at the May meeting, and I could take email reservations up to the day, and then they could pay on the day, and we would have a better idea of how much food to get. (Maybe?)

## **ADDENDUM #2**

### **Cape Meares Emergency Preparedness Fair July 4<sup>th</sup> or 5<sup>th</sup> 2015**

Purpose: Annual Head's Up for the locals

Education for Newcomers and Visitors to the area

Fundraiser for Emergency Supplies, Storage Units (large and small)

Information gathering as to crowd size, needs, # of kids, # of elderly likely on a holiday

Demonstration of structure models

Opportunity to get residents on board by participation

Opportunity to get inventory of resources

Schedule: 10:45 AM Parade Muster at Intersection of 4<sup>th</sup> & Pacific

11:00 AM Parade- Theme: Shake It Up Baby

12:00 PM MUSIC, Prep for Potluck

Complete setting up of Fair Booths

Begin Gathering Data With People in Food Line

1:00 PM Gathering of people in Line- Introduction over PA

Eat/Barbecue/ People Explore Booths

2:00 PM Barbecue Continues, Kids Games Begin

3:00 PM Barbecue closes- Speaker Presents Overview of Realistic Local Event

Kids under 12 go on Hike around town to Gathering Spots for Popsicles and Preparedness

Games

5:00 PM Reunite Families, Serve Cold beverages, Cookies, and have Family Education Games

6:00 PM Clean Up As Needed

PUBLICITY & SCHEDULE;

May 25<sup>th</sup> Kick-Off of Preparation at Memorial Day Picnic:

PA: Announcement with Posters, Flyers,

Volunteer Sign Up Sheets with Specific Jobs to sign up for

May 30 Meeting #1= Saturday (or Sunday afternoon May 31<sup>st</sup>)- for Cape Meares Volunteers to set up Committees w/chairs

June 1<sup>st</sup> Monday: Public Announcements: Headlight Herald, Willamette Week, Oregonian, Facebook, CMCA channels

Local Businesses, Real Estate Agents, Public Service Organizations in coastal towns

June 1<sup>st</sup> Monday: Open A Phone Line/Web Presence for Questions and Updates

June 1<sup>st</sup>- July 1<sup>st</sup> Individual committee chairs do their responsibilities as needed to prepare, if any

July 1<sup>st</sup> - Wednesday - Meeting of All Volunteers at 7 pm to See what needs attention

July 3<sup>rd</sup> – Friday- Set Up Booths/ Old Tables/ Prep For Picnic/Buy any fresh food needed, etc.

July 4<sup>th</sup>- Do IT

July 8<sup>th</sup> – Submit Data, Reports, Follow up needs, Receipts, to CMCA via Deborah, and Deborah to Anita thereafter July 15<sup>th</sup>

July 15<sup>th</sup> – CMCA Board Review Results, Send Results to Publicity Targets, Gordon, agencies,.....CMCA channels...Rental Owners etc.

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Booths In Yard (Examples)

Inundation Zone Display – blue streamers strung around the town to show water level, map display,

Liquefaction Demo Game – Plastic pool on a shake platform, sand, toys, weights

Musical Duck and Cover- (when the music stops people have to drop to the ground or find some safe place)

Parallel Universe: Displays of foods and supplies to stockpile set up on temporary shelves and tables –

## Donations Accepted

Go Bag Races: People will put on a go bag and see how far they get in 5 minutes through an obstacle course

Fashion Show: What Should You Wear To A Tsunami? Best clothes to have at hand, boots, shoes, etc.

Quiz Show: A booth where you are asked key questions about your preparedness

Foraging in the Neighborhood: What's available here and what does it look like and taste like

Body Painting- First Aid Demonstrations- How to Lift and Carry

## Kids Program

The Pillowcase Project – what can you stick in your pillowcase as you leave your house

How to find a safe place in a building or outdoors

Who To Trust and How To Contact People You Need

How not to panic if you see scary things

Where not to go in Cape Meares

How not to get lost in Cape Meares

The Buddy System

Signing In Somewhere for yourself and younger siblings

Map Your Neighborhood For Kids

Things not to worry about

Lions and Tigers and Bears, and Pets

Identification Data- Magic Markers- Write on your legs while you duck and cover

Blindfold Race- walking with a stick to stay on the street

Bouncy House-

Prizes and Raffle: prizes for people who can come up with certain objects, information, etc.

Raffle for a GO BAG, get donations from local businesses for prizes

Family Game: How much info can your family put together in 3 minutes (have a Passport for each)