

III. A. Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*  
Board Report  
February 6, 2019

Prepared by: Sue Krumbein  
Subject: Organization

Action Required: For Information and Possible feedback/discussion

**Background/Discussion:** Over the last two years, we have added programming to the WC schedule that is not only important to the development of our club but also requires solid organization. To that end, Mary Griffith and I have been doing all kinds of planning. Here is our thinking at this point:

1. The Program Director, a board position, will oversee all aspects of the WC Program.
2. That program will be divided into 3 parts:
  - Program Committee – find and schedule all of our programs
  - Club Days Management – run Club Days
  - Luncheon Management – run Luncheons
3. The purpose of moving in this direction is sustainability. We must have an organization in place so that all we're doing is overseen by someone.

**Follow up:** In the next few months, we will bring a chart showing how responsibilities are handled.

III. B. Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*  
Board Report  
February 5, 2019

Prepared by: Meg Monroe Finance Officer and Cathy Kroymann, Treasurer  
Subject: Update on Change of Insurance Coverage for the Club Effective February 2019

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**Action Required:** Information only. No action is required.

**Background**

As discussed at the January Board meeting the Treasurer and Finance Officer have worked with Anixter and Oser, Inc. to provide the club with new commercial Property Insurance/Liability, Earthquake, Accident and Directors and Officers insurance coverage. These policies became

effective February 1, 2019. The Club will retain its current Workman’s Compensation insurance coverage.

The Treasurer is working with Allied Brokers to obtain reimbursement for the time remaining in the cancelled policies.

**Discussion**

When the Board previously discussed the change in insurance coverage, they were asked to address two issues. First, it was noted that the Commercial Property/Liability Insurance cost shown at the January meeting might change based on whether the broker thought that the \$1.75 million valuation of the house would need to be appraised. In the end it was determined that an additional appraisal would not be necessary and that the valuation of \$1.75 million was appropriate for insurance purposes. It was also determined that this valuation represented an appropriate valuation for square footage replacement costs. Second, the Board decided to keep the deductible on the Earthquake insurance at 10%.

The table below has been updated with the actual cost for the new insurance coverage. Although the Club is not changing its Workman’s Comprehensive Insurance, the cost has also been included in the table to provide a complete picture of the Club’s total insurance costs and to provide a valid comparison between the previous insurance costs and the costs with the 2019 new policies. Finally, it should be noted that the coverage provided by the new policies, in all cases, is the same or better than the previous coverage.

Table: Comparison of Previous and February 2019 Insurance Costs for the Woman’s Club of Palo Alto, February 2019.

Type of Insurance	Current Cost	New Cost	Comments
Commercial Property*/Liability	\$4,478 Replace limit \$1.235M/Liability \$3M w\$1,000 deductible Contents: \$200,000 Business Interruption: none	\$2,289 Replacement Limit\$1.75M/Liability \$3M w \$1,000 deductible Contents: \$300,000	Valuation of the property is \$1.75M. Lift is not considered contents. *

		Business Interruption: \$100,000	
Earthquake	\$5,963 Replacement limit \$1.235M with 10% deductible	\$4,955 Replacement limit \$1.75M with 10% deductible	Deductible will be 10% for new insurance
Accident	\$264 \$10,000 per event & \$1M total	\$100 \$50,000 per event & \$1M total	
Directors and Officers	\$1,556 \$1M coverage	\$605 \$1M coverage	
Workman's Comp.	\$400	\$400	Retain 2018 insurance policy
Total Insurance Cost	\$12,661	\$8,349	The new insurance is 34% less than the cost of the previous insurance.
*Broker notes that the way to look at property insurance v. insurance of the contents is that if you turned the building upside down and shook it, anything that falls out is contents.			

V. A.

Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report

February 6, 2019

Prepared by: Mary Griffith

Subject: Programs Committee

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**Action Required:** none

**Background:** none

**Discussion**

These are the action items that came from our meeting on January 22

1. Next meeting – Tuesday, March 26<sup>th</sup>, 1 pm in the office
2. Programs can be thought of as being subdivided into the following groupings. By next meeting we should try to fill most if not all of the spots on our calendar, attached below, for 2019-20.
  - a. Community Engagement programs – I would like to brainstorm ideas that you have for this, people or things that you know about or have been to that would make a good program for the WC. Last year, Nadia Naik talked about the rails, Bonnie Packer brought the League of Women Voters before the election, Don Weddon talked about housing strategies. We should get going on this right away so go ahead and contact someone you know yourself or send the ideas to me or to Sue. Anyone want to head up this category? Let me know.
  - b. Concert Series – this is already filled, a big thanks to Sue and Kay
  - c. Author Series – Sue is working with Dori at Books Inc. However, I know Jenny and some others have ideas. Get them to Sue because we want to have next year's authors wrapped up soon. If this interests you, let Sue know.
  - d. Hands-on/activity programs – Last year we had 2 hands on activities led by people that Karen Kienzle supplied from the Palo Alto Art Center, we also had an activity led by a member doing collage, we will be having a painting activity led by a member and we had jewelry making. Our members enjoyed these fun activities. If you know of an idea for an activity let's book it. This is normally a good idea for brown bag Thursdays but can also work on a Tuesday evening.
  - e. Luncheon Speakers – The May luncheon still needs a speaker. It is the member awards luncheon so we would like to get a speaker with the same type of general topic.
  - f. Interest Groups

Additionally, we are working on putting together an organizational structure to handle the role of being the hostess or ambassador for the day on Club Days. This would be a group of members who would sign up to be there on a few Club Days to make sure that thing going smoothly and that all are welcomed.

**Follow up**

none

V. B. 1.

Woman's Club of Palo Alto

Policy and Procedure on Contracts and Service Agreements

Purpose

The purpose of this Policy and Procedure is to provide guidelines for all contracts and service agreements for compliance with regulations, fairness in dealing with our vendors and appropriate oversight and stewardship by the Board of Directors. All contracts and service agreements must be approved by the Board. All hiring and firing of vendors must be approved by the Board.

Procedure

1. Each Vendor will be supervised by a Club member.
2. In initiating the search for new service providers or vendors the supervising member shall prepare and provide to the bidder a scope of work including specific tasks to be undertaken and a copy of the "Requirements to Include in Woman's Club Contracts and Service Agreements" in order to insure that the Vendor is aware of the requirements and able to provide for them in their bid. The contract should include the requirement for annual performance review.
3. The designated Supervisor of the Vendor will review the contract of any selected Vendor and assure that the contract addresses all the criteria in the Requirements to Include in the Woman's Club Contracts and Service Agreements".
4. The Board is the only body that can approve selection of a Contractor and/or on going Service Provider. The Supervisor of the Vendor will submit to the Board via a Board Report a summary of the selection process and a copy of the proposed the contract or agreement to the Board for approval. The Supervisor may also elect to be present at the Board meeting to address questions.
5. The Supervisor will oversee the Contractor's or Vendor's performance as described in the Scope of Work in the contract. The performance of each Vendor or Service provider should be provided a written performance review at least annually. The review should be based on the tasks listed in the Scope of Work. This review should include confirmation that required documents are on file with the club (Eg: Insurance and Workers Compensation). Performance evaluation should document appropriate recognition and when performance falls below standard supportive coaching including a plan for needed for performance improvement.  
Should performance fall below standard, and not improve with a performance plan, the Supervisor shall present to the Board documentation of major performance issues (with

Commented [MOU1]: Donna I thought that since we are writing this for the members we should start at the beginning, whose the supervisor.

Commented [MOU2]: The supervisor is also responsible for the bid process-at least that's the way we've done it in the past. This needs to be clear.

Commented [MOU3]: The supervisor also selects the winning Contractor (she can have a committee or whatever she wants)

Commented [MOU4]: It need to be absolutely clear that the Board makes the hiring decision hence the wording change. However the Supervisor has to get the contract to them and defend her selection.

documented coaching) and recommendation for termination if needed. A Vendor can only be terminated by a vote of the **Board**.

6. Exceptions: Repairmen and maintenance service providers who make service calls to the club for on-going maintenance or emergency repairs under the supervision of the House Chair or her designee are not required to have Board approval or long-term contracts with the **Club**.

**Commented [MOU5]:** This sets out the Supervisor's continued responsibility for insuring that the work is done properly—the performance evaluation. This gives the Supervisor some authority over the contractor.

**Commented [MOU6]:** WE need to make clear here what kind of Vendor or Service provider we are referring to. I don't think we intended to burden the House chair with getting formal contracts with every maintenance guy who comes once a year or so: the piano tuner or the furnace filter guy are good examples or even the man who repairs the sashes when they break.

7.

*Prepared by Donna Sheridan, with Committee, Meg Monroe and Mary Ann Norton; 2-1-2019*

## **V. B. 2. Woman's Club of Palo Alto**

Addendum to the Policy and Procedure *Woman's Club Contracts and Regular Service Agreements*

### **Requirements to Include in Woman's Club Contracts and Regular Service Agreements**

1. **All Contracts should be dated.** The date of the submitted copy and the date of signature should be included in all contracts.
2. **Date of Service or Work Commencement.** The date on which the contractor is to begin her/his service to or work for the club should be clearly noted in the contract.
3. **Listing/statement of the scope of work.** It's good to list specific tasks that can be measured including any start up or prep time. The items listed in the job description can be used. Also, this list can serve as the basis for job performance evaluation. Be sure to include a description of any work products required.
4. **Fees.** Hourly rate or fixed fee amounts should be stated, along with the following:
  - Contracts that include an hourly rate shall also require that the contractor submit a log in an approved format each month showing time spent by task. The Club will not issue payment without a log approved by the member holding a designated supervisory position.
  - Timing of payment should be stated, monthly, annually or upon completion of the work. Invoices are usually approved and paid within 10 days of electronic submittal or receipt by mail.
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Two duties of the 1<sup>st</sup> Vice President's office happen in January: pulling together a Nominating Committee and filing reports of the Club's accomplishments with the General Federation of Women's Clubs.

Nominating Committee:

This year's Nominating Committee formed and was comprised as follows:

Susan Kaye, chair

Carolyn Pierce

Eileen Brooks

Carol Diamond

Jana Stephens

Alternates:

Donna Mackowski.

Frankie Duffie

Federated Reports:

The reports filed with the General Federation of Women's Clubs listed all the philanthropic awards PAWC has given, as well as projects such as the improvements to the website, improving the Club's access for the disabled, expanding the scope and frequency of programs, and opening up the Club to the public for informational and social purposes, including with nonprofit rentals.

No action or follow up is required.

V. D.                      Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report

February 6, 2019

Prepared by: Mary Ann Norton, Rentals Chair

Subject:

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**Action Required:** If this includes a motion by the Board include a draft of the motion language.  
N/A

**Background**

This section should include a brief discussion of the history of the topic and why it is coming to the Board at this time. N/A

**Discussion**

This section should provide pertinent facts that would contribute to the Board's decision and/or the outcome of the action including the financial implications and/or impacts on services provided to the club by contractors. N/A

**Follow up**

If the action is taken who is responsible for the follow up to see that the action is implemented.  
N/A

Rentals sales are at \$73,425, or \$23 K short of our goal. We had Victor Lin Photography take some high resolution, super illuminated shots to use on Peerspace. The photos came out OK. Not amazing, but OK. We can use them to get started.

V. E.                      Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report  
February 1, 2019

Prepared by: Sharlene Carlson

Subject: **House Chair Activities in January 2019**

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**Issues Addressed in January:**

1. provided input on annual house maintenance costs to Meg Monroe for budget process.
2. 1/21 - Sue K and Sharlene met to review and revise:
  - timing of annual house maintenance tasks sheet
  - after event sheet for Silvia to complete to notify of issues
  - contract with Midtown Realty to include emergency response.

3. 1/25 - gutters cleaned by Ace Gutter Cleaning
4. 1/28 - tested defibrillator; ordered new defibrillator pads from Health Education Services, which Sharlene will install.
5. 1/28 - reached out to Tim Foy of Midtown Realty re: revising contract to include emergency response in addition to rentals backup.
6. 1/30 - attended Capital Projects meeting to give input on house schedule affecting Acoustics Project.

**Action Items for February 2019:**

1. 1/18 - Sharlene to attend WCPA house training on basics like turning on/off stove. At the training obtain agreement from Silvia or Silvana to perform weekly checking of lift and recording in book by the lift to assure warranty compliance and avoid citing by the state. Sharlene to monitor lift book monthly.
2. Install new defibrillator pads and perform quarterly AED check.
3. Review clubhouse key checkout list with Sue and revise as appropriate.
4. Check with Cody Brock Co. for manual/instructions on how to use the fireplace insert - possible visit from vendor for tutorial.

V. F. 2. NYE Report v.2

**Recommendation**

The Committee that planned the 2017 and 2018 New Year's Eve events recommends that the WCPA host an annual social event that is open to members plus one. In the past four years there have been four successful events at the club in December, two two-hour parties early in December and two five-hour New Year's Eve parties. We think there's significant social benefit to having an annual event and believe that the cost to members should be carefully considered and comfortably affordable. For the two-hour parties, the charge was \$50. For the NYE parties the charge was \$75 one year and \$125 the second year, \$25 of which was designated for the club. Looking back, although \$125 is reflective of actual costs for a five-hour event, it was \$50 too high to attract a large number of members.

**Key Guidelines for an Annual Social Event**

Suggestions for the Board

- commit to support the event financially and expect to spend at least \$3k - \$5k

- do not expect the committee or other club members to underwrite the cost of the party; if that happens, the revenue is a bonus but such generosity should not be expected
- do not expect a bigger or better party than the provided budget will allow
- choose a capable chairperson and let that person choose a capable committee with diverse talents
- choose an event date that will not compete with other endeavors such as a capital campaign
- expect the committee to plan the event but not *work* the event as the event is for all members to enjoy
- support and attend the event

#### Suggestions for the Committee

- decide what sort of party is possible with the allowed budget and plan accordingly
- set a reasonable ticket fee that has good potential to result in high member participation
- avoid offering mixed drinks because that gets complicated and expensive
- tailor decorations to the type of party given, recognizing that December events can get more involved than a spring or summer event at which simple floral centerpieces are sufficient
- for more detailed guidelines, see the checklist at the end of the written report on the 2018 NYE party

**INCOME**

Item	#	Cost	Total
Tickets	82	125.00	10,250.00
Club Allowance	1	2,500.00	2,500.00
Store Credit**	1	185.45	185.45
Liquor Donations	1	493.00	493.00
		<b>13,428.45</b>	
<b>EXPENSES</b>			
Balloons	1	310.65	310.65
Poster design	1	25.00	25.00
Poster and cards	1	67.00	67.00
Decorations	1	134.35	134.35
Deejay	1	1,500.00	1,500.00
Deejay's lights	1	200.00	200.00
Unica rentals	1	432.00	432.00
Unica lost/broken	1	35.17	35.17
Catering Staff	1	1,592.00	1,592.00
Catering	1	4,000.00	4,000.00
Liquor	1	1,096.88	1,096.88
Wine	1	549.10	549.10
Bartender	1	250.00	250.00
Baguettes	1	19.50	19.50
Costco (dips)	1	129.76	129.76
Batteries	1	18.52	18.52
Subtotal			<b>10,359.93</b>
Allocation to WCPA	82	25.00	<b>2,050.00</b>
Total			<b>12,409.93</b>

Liquor Donations	
Griffith*	18.00 check
Kaye	60.00 collected?
Lowther	35.00 sending
Osborn	35.00 collected?
Pierce*	63.00 check
Rising*	10.00 cash
Ross*	41.00 check
Sheridan	231.00 sending
	<b>493.00</b>

\*Annette has these payments in an envelope marked for Cathy Kroyman  
 \*\* Annette has this in an envelope marked for Sue Krumbein

Palo Alto Fine Wine & Spirits	1,105.60
Returned grenadine	-8.72
Reimbursed to Nancy	1,096.88

Liquor	1,096.88	white wine, champagne, spirits
	549.10	red wine
	1,645.98	
	-185.45	store credit
	<u>493.00</u>	donated
	<b>967.53</b>	Cost pp
		82 <b>11.80</b>

Income	13,428.45
Expenses	<u>12,409.93</u>
<b>Profit</b>	<b>1,018.52</b>

		Cost pp
Cost including \$25 WCPA	12,409.93	82 <b>151.34</b>
Cost nic \$25 to WCPA	10,359.93	82 <b>126.34</b>

V. F. 4. Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report  
February 6, 2019

Prepared by: Annette Ross

Subject: New Year's Eve

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**Action Required**

Vote to approve splitting proceeds from the NYE Silent Auction equally between Philanthropy/Grants and the WCPA's Restoration Project.

**Background**

This year's NYE party included a first-ever WCPA Silent Auction. The materials soliciting donations promised that "All proceeds will go to support our Clubhouse restoration project as well as our other cultural and philanthropic activities in the community."

**Discussion**

After expenses, the Silent Auction raised ~\$7,000 from the sale of items and services donated by Club members. While it is not possible to know with certainty what motivated each donor to contribute to the auction, it is likely that some were motivated by the potential gain for the Club's restoration project and others by the gain for our cultural and philanthropic activities.

A vote to split the proceeds as proposed will not have any negative financial implications or impacts on services provided to the club by contractors. Quite the opposite; both accounts gain.

**Follow up**

The Treasurer and Finance Committee will be responsible for appropriating the funds as proposed.

**Additional Note**

In addition to this report, the following three reports were provided separately:

1. Full narrative report on the NYE party, including an event checklist.
2. One page addendum to that report containing a recommendation to the Board and key suggestions for the Board and any future event committee.
3. Financial report on the NYE event.

V. G.                      Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report  
February 6, 2019

Prepared by: Carolyn Pierce

Subject: Membership

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**Action Required:** None

**Discussion**

Seven new members were added in January and were introduced to the membership at large during the January lunch meeting. As Membership Chair, I have held two coffees to orient this group to club life, and they are very enthusiastic indeed. (Two of them are quite interested in forming an informal hiking group within the club that will likely result in a new interest group.) These January new members have been advised that they will be combined with those joining the Club in June to form one cadre to put on a Club event in 2019-20.

The months between February and June will be focused on holding informational coffees for those who have expressed interest in membership (either through referral or online), but who have not taken the step of submitting an application. There are about 20 women in this category, though at this time, I can't predict how many will actually join us in June.

At present, our total membership stands at 235.

**Follow up**

None.

V. G.

**Woman's Club of Palo Alto**

***Friendship, Self-Improvement, Community Involvement***

Board Report

Philanthropy Board Report for February 2019 Board Meeting

Prepared by: Jenny Stone, Philanthropy Board Chair

Subject: Philanthropy

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**Action Required: Background – N/A**

**Background** – This section should include a brief discussion of the history of the topic and why it is coming to the Board at this time. N/A

**Discussion:** Meeting held 1/29/19 at Sally Keyes' home, 2:30-4:30 p.m. Margo and Sally discussed the results of the survey they sent out regarding Grants. 46 members took the survey, a moderate number. Grants Committee looking for new grant opportunities for this calendar year. Hoping to get \$20,000-\$25,000 worth of funds for distribution. Also possibility they may receive \$3,000 from an individual foundation. Plan for 5 organizations to each receive a grant of about \$4,000.00. Currently 10 nominations, hoping for up to 15. There are 15-20 members on the Grants committee with a combination of previous and new members. Margo and Sallie also presented us a list of all non-profits suggestions from the survey. WANDA, EPA Kids Foundation, and Child Advocates added to the list. Also noted were the non-profits we have had most association with in the past. In addition, we received a condensation of comments from the survey indicating fundraising ideas and other general comments. I have lists of these for our records. Kathy and Doris of Outreach reported they have 1-2 new members and are looking for more participation among new members to the club. They will be stepping down at the end of this year and indicate they will need new leadership. Checking with some possibilities, no guarantees. Eileen Brooks will step in for Anne Ercolani next fall in the bi-monthly sorting process. When Eileen, is not available, she will need Outreach Volunteers to take her place in this capacity. They also presented a monthly calendar of what Outreach has done this year and plans for the remaining months. The month of May needs a volunteer to staff contribution table at our luncheon. Here again, I have a copy of this information. Judy updated up on Not for Profit Rentals, Facing History used the club in early December. Carb DM which addresses kids diabetes will be using the club soon. Jill Olsen has recommended Able Works which Judy plans to take to the February Board meeting. She also

noted that Sue and Jacqui have brought the idea of having Rising International be given a spot next year. Judy also stated she will be stepping down from her board position and Not for Profit Rentals will need new leadership.

**Follow up** – Next meeting to be held at Margo’s on May 14<sup>th</sup>, at her home. Thanks Margo

New leadership required for 19-20 – Board Philanthropy Chair, Outreach Chair, and Not for Profit Chair

VI. A. 1.

Woman’s Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report

February 6, 2019

Prepared by: Judy Creek

Subject: Not for Profit Free Rental for AbleWorks

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**Action Required:** Approve the request from AbleWorks to be our third free NFP rental of the year: “I move that the Board approve the request from AbleWorks to use the clubhouse as a free NFP rental for a fundraising luncheon on April 18, 2019”

**Background**

AbleWorks was brought to us by Jill Olsen who volunteers for them. They want to hold a fundraising luncheon at our clubhouse. They will comply with all of our rental requirements.

**Discussion**

“Able Works’ focus on women’s self-empowerment and education is in line with the values of the Woman’s Club. Able Works was founded in 2005 to walk with under resourced youth and young mothers towards economic freedom. Our mission is to equip individuals with financial education, life skills and assets that enable one to live free from oppression and poverty. Our mission is expressed through our two core programs: FutureProfits, which brings financial literacy and life skills to youth; and LiveAble, our cohort and coaching program for female heads of household ages 18-30, which brings economic freedom to under resourced and immigrant families by building community, fostering stability, and cultivating ability.”

**Follow up**

If the Board approves this request, AbleWorks will work directly with the Rentals manager and be processed in the normal Rentals work flow.

V. A. 2.                    Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report #2

February 6, 2019

Prepared by: Judy Creek

Subject: Not for Profit Free Rental for Rising International

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**Action Required:** Approve the request from Rising International to be our first free NFP rental of next (2019-2020) year: "I move that the Board approve the request from Rising International to use the clubhouse as a free NFP rental for a fundraising crafts faire in October or November 2019"

**Background**

Rising International was recommended to the free NFP rentals program by our Club Day Committee. In 2018 the Rising International Crafts Faire was co-sponsored by WCPA as a Club Day program. The Club Day Committee felt that the event would be an excellent way to get the club known and appreciated by the buyers who came to the crafts faire, as well as away to support a good cause. The event went well and the committee suggested to Rising International that they should apply for a free NFP rental for next year.

**Discussion**



5. There will be a learning curve for this new reservation system, so we will present and explain it to our members at the February 20<sup>th</sup> luncheon. We will then begin to use the reservation system this spring, most likely in April, May, June, so that we can promote it and help our members use it successfully. The way we run the luncheons will remain the same for the rest of the 2018-2019 club year.

6. The monthly Luncheon Committees will continue and do the following: set up/decorate, plate the meal, serve as hostesses at the luncheon, and clean up. The 10 meals will be decided ahead of time, with the caterer, to provide interest and variety and appropriate meals depending on the season and time of year.

**Follow up:** Currently, Lolly Osborne is Luncheon Director. She is invested in this plan, having done a lot of work to find out what's available, the cost, the way we can best work with a caterer. Lolly has been a very successful Luncheon Director, but she agrees that it's time for a change. She will institute this change, continuing as Luncheon Director for 2019-20.

VII. A.                      Woman's Club of Palo Alto  
*Friendship, Self-Improvement, Community Involvement*

Board Report

February 5, 2019

Prepared by: Meg Monroe, Co Chair Capital Projects/Stewardship Committee

Subject: Board Direction on Annual Capital Project

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**Action Required:**

1. Review and refine, if appropriate, the Capital Projects Committees recommendation on Part 1 Acoustics Project.
2. Provide direction in a motion.

Motion: Move to allocate the following funds to Part 1 Acoustics Project and direct the Capital Projects Committee to undertake the project in August 2019 with completion no later than the first week of September 2019. Funding sources to achieve the \$54,000 shall include Member direct donations, \$12,000 from the FY18-19 Capital Budget, \$3,139 from Yoga group direct donations, (estimate \$3,500) from the Holiday Party Silent Auction, and, to make up the difference if member donations do not equal the additional \$13,500, to take the remained required from designated donations for Historic Preservation.

**Background**

As a part of the FY18-19 Budget the Board took on a one-year capital project to address the noise problem in the ballroom. The noise level in the ballroom is the most frequent complaint of the members. The Capital Projects/Stewardship Committee was provided \$15,000 to get the necessary expert advice on the changes required to address the noise issue. It was understood that whatever funds were left after the expert work would be used to help pay for the improvements.

Over the summer the Committee met with an acoustician who is also an architect. He provided the committee with an acoustic program that included adding an acoustic coving to the ceiling and replacing the window coverings on the bay window and side wall facing the side yard. He noted that the most effective treatment would be to the ceiling, reducing the noise by about 50%. The window treatment at the front would have the next highest impact, another 20%. The side wall the least impact, about 10%. He also recommended that the treatments be done in stages with the ceiling first. He said that since noise is perceived, the members may be satisfied with just that change. The estimated cost for the entire project based on schematic plans was about \$120,000-130,000.

Based on this recommendation in September the Board refined the Acoustic Project to address Part 1, the ceiling treatment, repainting the ballroom and adding accent wallpaper. The total cost for Part 1 was \$54,000 - \$58,000, of the estimated total \$5,000 was for painting and \$5,000 for wall paper. The Board also determined that since this was a member requested project and not included in the near-term Capital Program, it should be funded by direct member donations. It was suggested that if members paid \$175 each we would raise \$39,375, and the remainder could be made up by fundraising or in the last event by Historic Preservation Funds set aside for the kitchen remodel.

The Part 1 project was presented to the membership at the September member fair event. Since September 68 members have contributed \$13,377 with an average contribution of \$197 each.

### **Discussion**

The Capital Projects/Stewardship Committee met on January 30 to discuss next steps for Part 1 of the Acoustics Project. They concluded that the Committee should not proceed to get firm bids for the ceiling material and work until the Board had determined that funding was available, a firm project was defined and date for installation set.

- **Available Funding**

Based on known sources (member contributions through Jan 27, yoga donations, and remaining capital project funding) there is \$28,516 available. It is possible that all or part of the Silent Auction funds could add \$6-7,000. There is currently \$17,647 in the Historic Preservation Designated Donation fund. Together these additional funds would

add \$23,647. The total would be \$52, 163. If the addition of wall paper were removed, this amount would cover the cost of the Part 1 Acoustic Project.

However, the Committee recommends strongly against using the Historic Preservation Designated Donation funds, since they are one of the major sources for funding the kitchen/electrical update, needed to support health and safety requirements. Rather the Committee suggests that those members who have not contributed to the acoustic project be approached to make individual contributions by May that would cover the \$17,500 short fall. The Historic Preservation funds could be used to backfill any shortage.

- Firm Project

Part 1 of the Acoustics project consists of the ceiling work, painting the ballroom and adding accent wall paper consistent with the period of the house. To reduce the cost the wall paper could be added at a later time. This would reduce the cost of the project by \$4,100. In addition, some members have indicated that they do not think that the wall paper addition is a good one. In order to get more funding participation we could delay the wall papering. The Committee would recommend that the Board leave the final decision about the wallpaper up to the Committee based on the funding raised from the members by May.

However, without the Board's guarantee that funding for at least the ceiling and painting is available the Committee is unwilling to get competitive estimates, finalize contracts based on a certain date of installation.

- Timing

It is clear, given the current state of funding, the rentals schedule and the current use of the club by members, that it will not be possible to do this work before the end of May (the end of this Fiscal Year). Working with the Rentals and House Chairs, it was concluded that the best time to do the work would be August extending no later than the first week of September. Unless the Board advises a different approach or delay of the project, the Committee would like confirmation of August for the installation.

### **Follow up**

Based on the direction given by the Board, the Capital Projects/Stewardship Committee will proceed with Part 1 of the Acoustics Project. If Part 1 goes forward, next year the Committee will evaluate the improvement in the ballrooms acoustics and make a recommendation about funding and installing the window coverings.