

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Phil Garcia
Gabriel Perez
Ermelindo Puente
Ray Sanchez

Executive Director

Christine West

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

August 20, 2018
Veterans Memorial Building
74 West 6th Street
Gilroy, CA
5 p.m.

CALL TO ORDER

The meeting was called to order at 5pm.

ROLL CALL

Board Members John Ceballos, Gabe Perez and Ray Sanchez were present. Ermelindo Puente was late. Phil Garcia absent.

PUBLIC COMMENT TIME

(This is the opportunity for individuals to make and/or submit written or oral comments to the Board on any items within the purview of the Board, which are **NOT** part of the Agenda. Speakers shall have three (3) minutes to address the Board. The President or a majority of the Board may further limit the time speakers may have to make oral presentations to the Board. No action on the item may be taken, but the Board may request the matter be placed on a future agenda.)

There was no one wishing to speak.

CONSENT CALENDAR

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the President.)

1. Minutes from the June 18, 2018 Regular Meeting
2. Warrant List approving payment of received bills for July and August

3. Financial Statements July and August
4. Approve the Appropriations Limit (Gann)
5. Biennial Review of Revised Conflict of Interest Code

Board Member Ceballos made a motion to approve items 1, 2, and 3 of the Consent Calendar. Board Member Perez seconded the motion. The motion passed unanimously. Board Member Ceballos asked for an explanation of items 4 and 5. Staff explained that even though the board approved changes of the Conflict of Interest Code last meeting the county had additional changes limited to typos and additional administrative changes. Staff also explained what the Appropriations Limit is and what the calculations are based on. Board Member Ceballos made a motion to approve items 4 and 5. Board Member Perez seconded the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Executive Director Report

The Executive Director presented her report, a copy of which is attached hereto.

2. Future Agenda Items

There were no future agenda items requested.

ADJOURNMENT

The meeting was adjourned at 5:26pm

To: Gabe Perez, John Ceballos, Ray Sanchez, Phil Garcia, Ermelindo
Puente, Kirsten Powell
From: Christine West
Date: Aug. 20, 2018
Subject: Staff Report

Staff Report

Hall Maintenance

Front Doors – Started to work on bid documents for new doors.

ATM Machine – Key pad was broken and needed to be replaced. Part was ordered and replaced the day after the service call was made.

Rentals

July Rentals

- Tenant Meetings/Functions – 9
- 8 Hour Events (Parties, Dinners, etc.) – 4
- 4 Hour Events (Memorials, Baby Showers) – 2

August Rentals

- Tenant Meetings/Functions – 13
- 8 Hour Events (Parties, Dinners, etc.) – 1
- 4 Hour Events (Memorials, Baby Showers) – 3

The Hall is steadily increasing bookings. There are no Saturdays open until November and we already have a booking for February and October 2019. In addition, we are booking meetings for weekdays including for the Fire Department, Santa Clara County Water District and High Speed Rail.

General Operating

Veterans Assistance – Processed several DD214s, put several vets in touch with service officers and/or services. Scheduled next Vets Resource Fair with VA – Oct. 2, Dec. 4. The plan is to schedule the Hall for Vets Resource Fair the first Tuesday of every other month.

- Rebuilding Together (RT) – Several Board Members, the Color Guard and others from the Hall attended the rehab project in Morgan Hill hosted by RT. Christine met with the Sears officials about the Capital Improvement Project and RT made a connection with the VFW. Since then, RT has attended a VFW meeting to educate members about their services. Several have applied for assistance.

Marketing –

- Facebook – launched page and will work to update daily. There are currently 18 Followers.
- Web Site – Continue to update and improve. Have added a tracker for hits. Will know more next time.
- Public Event – Staff worked with the Bar Council to open the bar to the public for the city's Car Show on Aug. 18. The bar was open from 10am - 5pm to the public and then closed to veterans and the VFW Oldies Dance patrons only for the rest of the evening. Bar tenders report they made between \$400-\$500 on the non-member guests that day.

Events Campaign –

- Sept. 8 Dinner – noon – 5pm, due to a paying rental on July 21. 42 tickets have been sold (Bob Diaz – 23, Phil Garcia 13 and Christine West 6). Everyone needs to help publicize and sell tickets.
- Red Barn Fundraiser - Sept. 22. We will have a display for the Capital Improvement Campaign and a silent auction item.
- PinUps on Tour is still planned for early 2019.

Donor Campaign – Total dollar amount raised thus far is \$12,550, Most recent donation is from James Ward for \$500. Other donors include Marie Blankley, Ted Viola, Joe Gonzales, AB Simmons, Heinzen Manufacturing, William Allan Jr., VFW and Pinnacle Bank. Thank you to Phil, Gabe and Ermelindo for the individual donations and the VFW for the major donation. Thank you letters have gone out to all donors and new letters will go out to District vendors requesting donations.