

Clayton Business & Community Association
Board of Directors Meeting
December 3, 2009

Attendees: 2009 Board Members: John Rubialis, President; John Garrett, 1st VP Programs; Sue White, VP Membership; Jean Wondra, Treasurer

2010 Board Members: Ed Hartley, President; Keith Haydon, 1st VP Programs, Gregg Manning, VP Membership; Jennifer Giantvalley, Treasurer; Linda Manzeck, Secretary

Mike Fossan, Past President

Guests: Joan Culver and Gloria Utley

(Note the meeting was conducted by the 2009 Board Members. 2010 Board Members were invited create a smooth transition of duties. In the absence of the current Secretary, Linda Manzeck recorded minutes of this meeting.)

I. President's Report

Minutes for both the November Board and November General Membership are in draft form, and unavailable for review at this time. Review of November minutes was tabled until the minutes are completed and reviewed/approved via e-mail. The 2009 Board will forward the final approved minutes to the 2010 Board Members for CBCA records.

II. Treasurer's Report

Expenses for December:

\$ 114.00 - Mrs. Claus

\$2,066.00 - Downtown decorations

\$ 650.00 - Downtown Sound System for Tree Lighting Ceremony

Deposit for November meeting was unavailable at this meeting. There will be additional Christmas expenses which are unknown at this time for various Christmas activities.

III. Membership Report

No new members at the November meeting. Current membership count is 180.

IV. Old Business

Martinez Veteran's Hospital

CBCA has not received a response from Linda Ipsen regarding Veteran's Hospital. The application is tabled due to a lack of a complete application.

Christmas Party

Rocco's is catering this year's party for \$10/person (Italian dinner). We are anticipating 90 people will attend at a cost of \$900.00. John Garrett has purchased the cutlery, all paper products, a cake from Alpine Bakery, and will get an additional large cookie tray from Costco. We will use "Oktoberfest" wine, as well as soda, tea and water. A centerpiece is still to be purchased, and all expenses should be within the \$2,000 budget for this event.

There will be no name tags. John requested help with set up. Jean responded with offer to

help. The board briefly reviewed the rules for the gift exchange (no more than 2 exchanges). Jean was requested to bring a check with her for Rocco's catering.

V. New Business

Donation Request

Received from Roxanne Pardi and her partners in "3 Dames Production" to cover expenses for a live play, "The 25th Annual Putnam County Spelling Bee" to be presented in Endeavor Hall. The request form did not include information on whether or not the production company would charge Clayton residents for this play. John tabled the request, and will contact Roxanne Pardi for additional information and ask her to forward that information to the new President, Ed Hartley for further review.

Christmas Events

Mike Fossan urged all Board members to be present at both the Tree Lighting Ceremony, Saturday, Dec. 5 as well as for Mrs. Claus event to be held this year at Endeavor Hall on Saturday, Dec. 12.

Bank Signature Cards

Bank Signature Cards will be signed over to appropriate new board members during December so the transition with Bank Account access is smooth.

Oakhurst site for 2010 General Meetings

Keith Haydon asked for past practices of negotiating with Oakhurst for 2010 meeting rooms and catering needs. Keith will follow up with Oakhurst to determine if it is still cost effective.

2010 Art and Wine Festival

Mike Fossan suggested that the Art and Wine Festival be placed on the January agenda since space must be solicited and there is much coordination needed to secure the necessary permits and advertising well in advance of the May Event. Mike suggested that Ed Hartley go to Laura Huffmeister to determine the list of dates available for meetings. He also recommended getting the planning guide from Joe Medrano.

Election 2009 Files

These files are housed on the CBCA website in a PDF File. The new board was assured that all official CBCA documents are available electronically.

Directory

The new Directory is to be typed by Joan Culver. Joan will forward the Directory as well as By-Laws on to Ed Hartley.

The meeting adjourned at 7:15 p.m.
Respectfully submitted,

Linda Manzeck
Secretary