



Woman's Club of Palo Alto

Friendship, Self-Improvement, Community Involvement

Special Board Meeting - Minutes
RE: Capital Projects / Remodel
June 19, 2017

Call to Order: 4:59p.m.

Present: Sue Krumbein, Carolyn Pierce, Carol Diamond, Caroline Willis, Cathy Kroymann, Judy Creek, Lisa Sten, Margo Ogus, Meg Monroe, Mary Griffith

Absent: Annette Ross, Ellen Rosenblum, Lolly Osborne, Jenny Stone, Caroline Willis left at 5:20 p.m.

The board met on Monday June 19 at the clubhouse to review the finances in respect to the Capital Projects Committee, and the summer 2017 Remodeling Project. Carol Lippert had submitted a capital projects committee meeting summary based on that committee's meeting on June 14, 2017.

We discussed that the books were closed on the 2016-2017 accounting and cash on hand was 10% less than anticipated.

We noted that at the March 2017 membership meeting, the 2016-17 budget was approved. At the May 2017 membership meeting, the 2017-2018 budget was approved.

Carol Lippert and Meg Monroe met at Cody Brock, with the hope to reduce the remodeling costs by about \$30,000. By meeting time, it

was noted that the costs were reduced by approximately \$19,000. Even though the remodeling costs were more than originally anticipated for the 2017 Restoration Project (a "conceptual budget" was previously presented, and now we have the "real" construction costs), the committee brought the topic to the board for special consideration and authorization, along with a request to use some of the adopted allocation for the 2018 Project to address unexpected but necessary construction expenses for the 2017 Project.

Discussion began with an informal vote of the Board Members present, and the group agreed to approve the use of some of the funds authorized for the 2018 Project for necessary, and unexpected work, required for the 2017 project. Caroline Willis abstained. Meg further explained the scope of remodeling work, current timing of the 2017 project, and how certain aspects of the project such as ADA compliance needed to be completed at certain times because of sequencing. Further that this work, particularly the ADA work lays necessary groundwork for the second part of the restoration, the kitchen scheduled for 2018.

Discussion ensued regarding the cost of the remodeling and the overage. Judy and Caroline lead the conversation. Caroline commented and asked if we would consider an alternative to the lift for less money – similar to one at Hanna House at Stanford. She provided an illustration. She noted that this alternative would not require cutting into the stage and disruption of the bride's room. She noted that this lift would be free standing on the ballroom floor in front of the stage. She questioned whether we were looking at the whole project including the 2018 work or at just the 2017 project? Caroline felt that we

had been rushed into a decision to begin construction in the summer of 2017 and the renovation should be delayed. To move the discussion on, Margo asked if we could do a quick opinion vote. She asked if we had a quorum. A quorum was present. At 5:20p.m. Caroline left, choosing not to participate further in this decision.

Judy moved to accept the recommendation to approve using part of the authorized 2018 Project funds in order to complete the 2017 project. Carolyn seconded it. All present voted in favor. Caroline Willis absent.

Further the Board voted to recommend that the 2018 Restoration Project (the kitchen renovation) be delayed until the Summer of 2019 allowing more time to plan for the improvements and to fund the work. The motion made by Meg and was seconded by Margo. The motion passed by all present. Caroline Willis absent.

MEETING ENDED 7:00p.m
Minutes prepared by:
Lisa Sten, Recording Secretary

**Next Meeting: Board Retreat at Caroline
Pierce's home - Wed. 8/16/17**