



Woman's Club of Palo Alto

Friendship, Self-Improvement, Community Involvement

Board Meeting Minutes November 1, 2017

Call to Order: 4:58p.m.

Present: Sue Krumbein, Carolyn Pierce, Meg Monroe, Cathy Kroymann, Judy Creek, Lisa Sten, Margo Ogus, Ellen Rosenblum, Jenny Stone

Absent: Carol Diamond, Lolly Osborne, Mary Griffith, Annette Ross

We reviewed the minutes from the October meeting and Meg made a motion to approve the minutes, Carolyn seconded them and all were in favor.

President's Report:

Sue requested, and explained, that all future Board Packet reports will be sent out in one email, (instead of individual emails and reports from committees) making the stream of information more concise and succinct.

Treasurer's Report:

Cathy presented her updated report as of October 31, 2017. Meg introduced the discussion regarding the restricted funds on the financial report. We noted that those funds were used for the Clubhouse renovation project, as was approved by the board previously. Therefore, the next financial statement will show a zero balance on that line, as the funds will have been paid to our contractor.

A discussion ensued regarding the process of paying reimbursements. We discussed that the forms are in the office in the treasurer's folder, and/or they can be attained online. All committee chairs should approve reimbursements before forwarding to the treasurer. All receipts must be attached.

Capital Projects Recap / Clubhouse Renovation:

Meg Monroe, member of the Capital Projects Committee presented the Summary of the 2017 renovation project, a part of Phase 1 of the health and safety, seismic retrofit and ADA access improvements. The project is virtually complete. Including the six (6) Change Orders, the total cost of the project was less than 1% (\$2,946) over budget. The Board discussed the project noting that it went very well. There were a few surprises that were to be expected with an old house. These included:

- 1) At the Fireplace in the Fireside room, because of instability the brick chimney had to be removed down to the fire box. We had not anticipated this in the originally priced contract. Note: The upper part of the fireplace changed shape and a new mantel was required but the tile around the Fireside Room's fireplace was kept intact.
- 2) Given the current gas service, the Palo Alto city codes required an upgrade to the gas service, as part of the gas fireplace insert installation.
- 3) The location of the lift required more relocation of the stage curtains than anticipated, and for safety some additional safety lighting for the access area was required (to be installed soon).
- 4) Per new city regulations installation of a new domestic backflow valve was required.

The committee decided that In lieu of buying new stage curtains at this time given the real need for more expensive acoustic curtains, the back wall and sides of the stage were painted black. The only damage during construction was in the ceiling of the office. The contractor has patched the ceiling and repainted at his expense.

Carol and Meg had debriefing meetings with both CAW Architects, Chris Wasney and Mousam Adcock, and with Rich Cody and Nick Garcia of Cody Brock construction. A number of lessons were learned and they were shared with the Capital Projects Committee and Board. Key among these were 1) to get a job done on time and within budget it is necessary to have a clearly defined project, vetted by the members and commonly understood ; 2) one member should be available as the on-site contract supported by a member responsible for contracts and finances; 3) allowing 6 weeks for building permit

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submittal and pulling a permit was too little for work permit for work including the exterior of an historic structure; 4) the window for the project construction should be at least 8 weeks, with a week or two for break in at the end; 5) work on an historic structure should include a 15% contingency, given that there will be unexpected surprises in an old, well-loved building like the clubhouse.

The Capital Projects Committee noted that in June the Board had decided that the remainder of Phase 1 (the kitchen) would be postponed beyond 2018. The Committee suggested that in January 2018, they prepare proposal and timeline for how to proceed with the remainder of Phase 1 of the restoration (primarily the kitchen)

Sue discussed with the Board how to get to the membership the information about the successful completion of the summer's work on the clubhouse. She suggested posting a version of this report which would layout the project in the Sunday newsletter. The Board members discussed the importance for transparency regarding the project, both construction and financial. The Board agreed that they will continue to discuss next steps of Phase 1 when the Capital Projects Committee makes their recommendation in January. Also it was suggested that the Committee Report on the project be posted on the website by November 15, 2017, and that the location and availability of the report be announced at the November luncheon.

Policies and procedures:

The Board discussed reaffirming our policy on managing contractors with the club. All such contracts need to be approved in advance and termination of a contract must also be approved by the Board. Further the Board should designate at the time of approving a contract who will be responsible for the supervision of the contractor, and approve the contractor's invoices. The proposed motion for affirmation of the policy addressing contract termination was: Contract Services. The Woman's Club contracts a number of services including janitorial, maintenance and emergency repairs, house management and gardening. All such contracts must be approved by a majority of the Board. The Board shall review the supervision responsibilities of each contractor and shall approve the termination of any contracted service provider. A motion to affirm the proposed Contract Services policy was put forth by Margo, seconded by Cathy. All Board members present voted in favor.

The Board acknowledged gratefully the wonderful work of CAW Architects on the 2017 restoration project. Since the first part of Phase 1 of the restoration project identified in the Structural Risk Assessment is now complete, and the follow-on projects and dates of execution are yet to be determined, the Board discussed a mutually agreed to termination of the 2018 portion of the CAW March 26, 2017 contract. It was noted that while CAW Architect's owns the copy right to the drawings. They have agreed to send a release of liability on request, and we will be able to use these drawings as needed for reference in the future for the kitchen project and/or any other work on the house. A motion was put forth by Carolyn and Seconded by Jenny to approve by mutual agreement the termination of the March 26, 2017 contract between CAW and the Woman's Club of Palo Alto. All present voted in favor of the motion.

Committee Reports

Outreach:

The Board thanks outgoing Outreach committee chair, Eileen Brooks, and welcomes Kathy McMahon and Doris Sukiennicki as Outreach co-chairs. Jenny Stone will record minutes and Ellen Rosenblum will run the collections at the luncheons and maintain volunteers hours.

Sue will introduce Jenny Stone, who oversees the Philanthropy Arm of the WC, to Rezvan and Jackie regarding philanthropy. We discussed that at this time, year end donations are very much appreciated; donations can be put into restricted categories and/or philanthropy.

WCCC (Woman's Club Clubhouse Corps)

The WCCC met, and started their list of Clubhouse "to-dos." They have already catalogued everything in the wagons under the stage, and each member of the corps has a duty to keep that wagon in order. They will eventually create a binder of information on all house systems and equipment, and this binder will help guide the house manager.

By-Laws Report

The Board has made recommendations to the By-Laws committee per our October meeting. It is the board's directive that the By-Laws committee continue to work with the board toward those results. The potential changes to the By-Laws will be an ongoing undertaking.

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Membership

Margo presented her report and discussed a special evening event that will be hosted by the 2017 Class. The event will be on March 14, 2018; the theme will be revealed in the near future. Margo presented a motion that if a new guest is attending a luncheon for the first time, and they do not have prior connections to a Club member, her luncheon fee will be paid by the Club. Judy seconded the motion, and the motion passed.

Margo is forming a committee to look into honorary membership. She will have more to report at the next board meeting.

Meeting adjourned at 6:24p.m.

**Next Meeting: Wednesday December 6, 2017
5:00pm at the Clubhouse.**

**Minutes prepared by:
Lisa Sten, Recording Secretary**