

CLOVIS VETERANS MEMORIAL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES

A regular meeting of the Clovis Veterans Memorial District Board of Directors was held on April 2, 2020 via teleconference. Chairman Tom Wright called the meeting to order at 9:00 AM.

1. Consent Agenda

Director Rice motioned approve the consent agenda as presented, Director Watnick seconded the motion. Motion carried 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

2. Agenda Items:

a. Project Updates

Amy Whitacre, Director of Operations, gave updates on the Community Heritage Center. Network & Exhibit Technologies are currently being installed. Director Watnick asked what the network and exhibit technologies included, and Ms. Whitacre stated that it included the network to connect the CHC to the main building, and technology (sound, video, etc.) for the exhibits. Phase I of construction has been completed. Staff has turned in the CUP and Variance application and the City of Clovis staff has let District Staff know that a public hearing will be needed for the variance but has yet to be scheduled.

CEO Rios introduced Andy Soldo, Community Heritage Center Coordinator, to the Board of Directors. Ms. Whitacre presented Mr. Soldo's ideas for the exhibits and themes that were reviewed with the Clovis 101 committee. CEO Rios explained that the first theme suggested would be "Clovis Comes Together" and there would be many exhibits which displayed different eras of how Clovis came together in crisis, in youth, and in fellowship. The themes would be incorporated in our social media plans and help show the strength of our community in this trying time.

Ms. Whitacre updated the Board of Directors on the HVAC remodel that was approved at the March Board Meeting. The contract has been executed and the parts and supplies have been ordered. The tentative starts date for demolition is April 6th, 2020.

b. COVID-19 Updates

Ms. Whitacre updated the Board on the HR/Staff update in regard to COVID-19. Administrative Staff is telecommuting including answering phone calls, booking new events, taking virtual meetings, entering payables, etc. Full time Operations Staff are working in the facility on maintenance and facility upkeep. The Family First Coronavirus Act dictated that the District offer Emergency Paid Sick Leave and Emergency Family Medical Leave to staff members that have not been furloughed. This will allow staff members to be paid if they end up ill with COVID-19, need to take care of someone with COVID-19, or have childcare issues due to COVID-19. No staff has had to use this time off, but it is in effect from April 1 to December 31, 2020. Chairman Wright asked if there are any updates on what the result would

be if no one paid their property taxes, since the District is mainly funded by property taxes. CEO Rios stated that he hasn't heard any updates, but the result would most likely be nominal. CEO Rios thanked the Board for thinking ahead before any crisis so that the Staff is able to work remotely.

The facility is closed through April 30th dependent upon health official updates. The community has been thankful that the District has returned non-refundable down payments and full rental payments for all events cancelled due to COVID-19. Patriots Dinner has been postponed. The District Staff has recommended that Memorial Day be cancelled but do a virtual celebration with messaging to the community. Ms. Whitacre is speaking with Pat Ruth to check on any updates in regard to Buchanan Military Signing Day. Director Frantzich asked if May events are cancelled. Ms. Whitacre responded by stating that most events in early May, CUSD events, and business meetings have cancelled. Most private events are holding out on cancelling. Director Watnick asked if the District can remain flexible for Memorial Day and not cancel the event entirely. Chairman Wright responded by stating the COVID-19 situation is fluid and the event may happen if all goes well.

c. **CUSD Events**

District staff presented the list of events that the CUSD would like to partner with the District for, which would include an additional 50% off the facility usage. Partnership between CUSD and the District will include having the District logo on their program and invitations, banner displayed at the event, CVMD event video will be shown, recognition in "CUSD Today", and the Board of Directors will be introduced when attending events.

Chairman Wright noticed that their sports fundraisers have been removed and asked if there was any reason for that. CEO Rios stated that CUSD didn't want the District to be associated with their Athletic Events. Chairman Wright asked the District Staff to revisit that discussion with CUSD based on a public relations standpoint. CEO Rios stated that the District welcomes the discussion but all parties who are involved need to be a part of the discussion so everyone is on the same page. There is currently a disconnect between the administrator and booster parents.

Director Watnick motioned to approve partnership between CUSD and CVMD as presented, Director Frantzich seconded the motion. Motion carried 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

3. **Administrative Reports**

a. **Community Service Organization Facility Grant Update**

Leticia Ramirez from Clovis Rotary Club thanked the Board for the grant for the Clovis Rotary Crab Feed. It was the most successful event they've had so far. They are a service club made up of civic leaders, businesspeople, and professionals. They come together to raise money and those funds help them support projects for over 100 organizations locally (Student Dictionary Program, local scholarships for students going into college, Boys and Girls Club, American Cancer Society, etc.). Their fundraiser raised over \$94,000 which was the most funds ever raised. One of the organizations they support is the Salvation Army and the funds will be helpful to them especially during this time. Director Watnick asked how they decide how much money goes into each organization. Ms. Ramirez explained that community

members can ask for grants and larger organizations receive funds depending on need or projects that they are working on. All grants are dispersed on a case by case basis. At the end of the year, they do a yearend review to see how much they gave to each organization. The grants committee filters out the requests and the Board of Directors votes if the organization receives the grant.

Brina from San Joaquin River Parkway thanked the Board for allowing their event to take place. They used their grant for their kickoff party "Parties to the Parkway" where they try to reach out to all central valley residents inviting them to the kickoff party of the year. During this kickoff party, they sell tickets for all of the other fundraiser parties they hold through the year. All of the money they raise is funneled into restoration and conservation for the San Joaquin River. The funds they saved were able to go to outsourcing for printing costs, food, etc. The total income was \$89,000 which was less than previous years due to scare of COVID-19. There were about 315 attendees not including staff. There were about 200 tickets sold.

b. CEO Updates

CEO Rios stated that the District has moved forward with American Legion Baseball has been tentatively scheduled for July. There has been discussion to pushing the Baseball to next year which makes this a planning year. There was a CVLC of CSDA meeting to create more training opportunities for smaller districts which normally wouldn't be able to attend such training. The Commander's Breakfast is still happening virtually, as is the Veterans Round table. Director Flach attended on behalf of the VFW and expressed that many smaller groups were represented and even the VA was able to express their needs during COVID-19 and it was communicated across different organizations. The California 9/11 Memorial Meeting discussed they are putting another statue of a veteran amputee and their service dog. Director Flach asked how large the statue will be, and CEO Rios stated it will be as large as the firefighter which is currently at the former Pelco building. Chairman Wright reminded the District Staff that they should think about putting another statue up. Director Frantzich asked where the American Legion Baseball will be held, and CEO Rios responded that so far it will be at Fresno State and they will use their facilities to house the players.

c. Administrative/Operational Updates

Ms. Whitacre expressed that the District is working with the City to put up banners on Veterans Parkway. They are working on policy and procedure review including teleconferencing policy, EPSL, and EFMLA policies. The Board will do a training on Bill.com to sign checks virtually. The District chose Bill.com to lessen the time that cutting physical checks take and the cost. The District did a cost benefit analysis and discovered it takes approximately \$17,000 to run payable annually which includes Amy and Caitlin's time to go down the county, the Board's time to sign checks, etc. Director Frantzich asked about the District and County relationship regarding virtual checks. Ms. Whitacre stated that they are working with the County to see if we can connect the account but, in the meantime, using the Central Valley Community Bank. Chairman Wright asked how they will be regulated, CEO Rios stated that it doesn't give less freedoms to the Board, but this will provide more visibility, less cost, and approval from their homes.

The District Staff is in contact with the FSU Marketing Interns. The interns are

working on Veterans Organizations, District Merchandise, and Social Media. District Staff has increased social media posts and awareness by informing the community on important resources during COVID-19.

Operations and Maintenance updates include the following updates: painting conference rooms, putting in new baseboards, painting bathrooms, lobby, and auditorium, fixing the floor in Independence, redoing the Patriots A/B wallpaper, and redoing the baseboards in the hallway.

d. Calendar of Events

Ms. Whitacre reviewed the Calendar of Events and showed what has been cancelled/postponed and what events are still taking place. All events in April have been cancelled/postponed due to COVID-19.

4. Board Items:

Director Rice informed the Board that the Central Valley Veterans Day Parade is discussing no longer having the parade and he asked the District to remain agile to perhaps take over helping with the parade.

5. Adjournment

With no further business to the Board of Directors adjourned at 10:32am.

Reviewed by
Lorenzo Rios
CEO

Approved by
August Flach
Board Secretary