

LOCKE FOUNDATION
Meeting of the Board of Directors
October 12, 2010

The Board of Directors of the Locke Foundation held a meeting at the Locke Boarding House in Locke, California.

I. Call Meeting to Order - Establish Quorum

The meeting was called to order by Chairman Chu at 6:09 p.m. Directors also present included Directors Ooms, Mendel, Braziel, Alexander, Leung. Absent were Directors Ragona, Yee, Eng, Woo and Mabalot, Correia. The meeting proceeded although there was not a quorum present.

II. Communications

None.

III. Approval of Minutes

Minutes were reviewed by the Board from the September 27, 2010 meeting. As there was not a quorum of the Board present, the minutes were tabled until the next Foundation meeting in November.

IV. Approval of Treasurer's Report

The Property Manager Shirley Roberts reviewed the Foundation's Profit and Loss Statement prepared by our CPA Bruce Pisoni. The report was tabled until the next meeting in November.

V. Old Business

a. Locke Museum Committee Report

Chairman Chu reported there will be a meeting for this Committee next Tuesday, October 19, 2010 at the Boarding House at 5:30 p.m. Terry Lopez from State Parks has indicated there is good news for the Committee and details will be discussed at that meeting.

b. Approval for policy statement for Bulletin Board Postings.

The Board reviewed the rough draft prepared by the Property Manager. After discussion changes in wording were made and the policy statement will be referred to the LMA Board for their review. Due to the lack of a quorum the policy will return to the LF's agenda next month.

c. Discussion Signage....leading people to Locke.

The discussion made at the last meeting was referred to Kelly Claar from California State Parks for assistance and utilizing her expertise to make contacts with the agencies that might offer Locke opportunities to secure signage opportunities we haven't yet been able to attain. Director Alexander is working

with her on the project.

VI. New Business

a. Budget for Restroom cleaning and maintenance.

Property Manager Roberts reported River Rats Septic was contacted and has submitted an estimate of \$125.00 per month for 2 cleanings including pressure washing, etc. as needed. Discussion centered around what the schedule for opening the restrooms would be initially. It was suggested the hours for the restrooms being open should mirror the Boarding House Museum hours of 12-4 p.m. Tuesday and Friday, Saturday and Sunday 11-3. The restrooms would also be open to accommodate bus, school, privately scheduled tours and special events.

The basic stocking of paper supplies could be done by volunteers and the light pick up cleaning. Thorough cleaning would have to be done by a vendor, preferably close by. Insurance for liability and workmen's compensation are factors that limit who can be contracted for the service.

The Locke Foundation would order and supply paper products and a cleaning schedule to monitor the cleaning visits will be maintained. It was also suggested a deposit could be collected from a business or businesses holding special events for security on the restroom facility, collected at check in and when the event is finished, a check out would be conducted before the deposit is refunded.

It was suggested we post the need for volunteers on our community bulletin board to advertise the Foundation's need for help not only at the museum but at the restroom facility, tour guides, special event chairmen, etc.

b. Business License-Seller's Permit-merchandise sales.

The Property Manager reported State Parks has asked for a copy of our Business License with the County of Sacramento and a Seller's Permit from the State Board of Equalization.

She has submitted an online application for our Business License and will secure the Seller's Permit next week.

These items are required under our Concessionaire's Contract.

VII. Executive Officer/Property Manager Report

Property Manager Roberts reported on a reduction from \$172.49 per month for our phone and DSL service from Frontier to a new 2-year rate of \$89.00 per month.. Based on her follow up on a recent advertisement of the rate, she found the LF was eligible for that same discount.

VIII. Communications/Announcements

None

IX. Adjournment

The meeting was adjourned at 6:35 p.m.

The above minutes have been prepared by the Recording Secretary and are subject to Board approval.

Shirley R. Roberts

Date