

LOCKE FOUNDATION

Board of Directors Meeting Agenda

December 14, 2010 – 6:00 p.m.

Locke Boarding House

- I. Call Meeting to Order & Establish Quorum (6:00 p.m.)**
- II. Communications (6:00 p.m.)**
- III. Approval of Minutes (6:05 p.m.)**
- IV. Approval of Treasurer's Report (6:10 p.m.)**
- V. Old Business (6:15 p.m.)**
 - a. UPDATE: Signage....leading people to Locke**
 - b. UPDATE: Points of Interest in Locke**
- VI. New Business (6:20 p.m.)**
 - a. Volunteers for Advertising/Promotion of Events Committee**
 - b. Opening Celebration for Restroom/Parking Lot Project
February 2011**
- VII. Executive Officer/Property Manager Report (6:25 p.m.)**
- VIII. Communications/Announcements (6:30 p.m.)**
- IX. Adjournment (6:35 p.m.)**

LOCKE FOUNDATION
Meeting of the Board of Directors
November 22, 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 6:38 p.m. Directors also present included Directors Alexander, Ooms, Mendel, Jeng, Yee, Wester. Absent were Directors Ragona, Woo, Mabalot, Correia and Braziel.

II. Communications

None.

III. Approval of Minutes

The minutes of the October 12, 2010 meeting were reviewed and approved.

IV. Approval of Treasurer's Report

The Property Manager reported the ending balance from October 2010 was \$21,218.00. After review of the financial reports furnished by CPA Bruce Pisoni the Board approved the reports.

V. OLD BUSINESS

a. Locke Museum Committee Report

Chairman Chu lead the discussion reporting on an earlier meeting this evening with California State Parks Curator Terry Lopez. He expressed his anticipation of the projects planned for the Boarding House. Terry's plans will bring a professional presentation to not only the State Park's upstairs exhibits, but there are upgrades in the plan for the Foundation's displays including an additional display case for artifacts, etc. Their funding is in place and she will be meeting with Directors Chu and Yee to evaluate photographs, etc. to be displayed.

b. ACTION ITEM: Approval of policy statement for Bulletin Board Postings

The posting policy for the new bulletin boards, soon to be installed at the public picnic area just to the east of the Boarding house, was reviewed. The LMA Board has given their approval at their last meeting. The Board voted unanimously to approve.

c. UPDATE: Signage....leading people to Locke.

Discussion emphasized the serious need to develop signage to draw attention and encourage visitor's to visit Locke. It was recognized there may be things we, as a community, can do to be pro-active in creating a better presence from our River Road exposure, perhaps signage on our properties that would not involve

complicated approvals from county and state venues.

There is an intention to pursue I-5 advertising for Locke, historical markers on River Road, etc. Our State Parks liaison was not present at the meeting for input.

d. UPDATE: Points of Interest in Locke

Director Alexander shared a summary of short and long term goals that outlined how they pertain to the Locke Foundation and the Locke community. This summary is attached to these minutes for reference. This report encompassed past and current discussions in bullet points. The group felt the summary was a good tool to help us focus our efforts.

VI. New Business

a. May and October Events Planning Discussion

Director Chu pointed out we have lessons learned from past events and can build

our planning skills for future community events/fundraisers. The major lesson learned is the need to begin our event planning much further in advance. Improvements were discussed to streamline our food booth, preparing items, getting them distributed quickly, more help, etc. It was suggested we could coordinate our volunteers, expand our volunteer base, involve the community and merchants, establish consistent annual dates, i.e., 3rd week in May, etc.

b. Volunteers for Advertising/Promotion of Events Committee

The importance of creating a network for promotion and advertising exposure for our events was emphasized. We should have an established network of the sources contacted, express broadcast our notices or press releases for events, etc. It is hoped we can establish a special committee or liaison to handle this on a consistent basis.

c. Opening Celebration for Restroom/Parking Lot Project - February 2011

Chairman Chu asked the Board to discuss an appreciation event to acknowledge SHRA and their consistent efforts to secure grants for the Locke Community and the Foundation. February was suggested as a good time to have a program - a ribbon cutting event - to present the completed project and show our appreciation. There would be a short entertainment portion, etc. to celebrate the project. The concensus was in agreement and arrangements will be scheduled.

VIII. Executive Officer/Property Manager Report

Property Manager Roberts reported she has secured a business permit from the county for our Museum sales. She is in the process of securing a Seller's Permit from State Board of Equalization.

The elevator lift is due for a County inspection and she is working with the inspector to schedule an appointment for that inspection.

VIII. Communications/Announcements

The group discussed our combined December 14th meeting, prior to the Locke Management Association's meeting. It was decided a Community Christmas Party will follow immediately after the business meetings.

IX. Adjournment

The meeting was adjourned at 7:57 p.m.

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

Shirley R. Roberts

Date

LOCKE FOUNDATION

Short and Long Term Goals:

- 1-grants writing for buildings
- 2-concreat foundations for buildings
- 3-insect spraying for buildings
- 4-painting buildings

- 5-events (May, September)
- 6-100 year anniversary

- 7-park, and family BBQ area

- 8-boardwalk (open and fix)
- 9-main street sidewalks
- 10-Open River Road businesses
- 11-River Road lights on Buildings
- 12-Clean-up of River Road

- 13-Public dock for Locke

- 14-Places to stay in Town (hotel, BB's)

- 15-Signs for Locke on I-5 Freeway

- 16-Main street business open

- 17-Change or reformatting the Locke Foundation (growth in numbers, have it working even if there is no meeting, how to organize and not let things slip away)

- 18-Gift shop and Ideas for
- 19-Locke Boarding House Ideas (volunteers, tour groups and directing them to points of interests)

- 20-Historical and cultural (oral histories, photo's, archives, artifacts, etc.)

- 21-Vetable Market
- 22-Flea Market

- 23-Garden Ideas (greenhouse, rent out back area)