

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Christine West

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

February 28, 2022

Veterans Memorial Building
74 West 6th Street, Gilroy, CA

5 p.m.

CALL TO ORDER

Meeting was called to order at 5pm

ROLL CALL

Directors Ceballos, Delgado, Garcia and Puente were present. Director Perez was absent and excused.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

There was no public comment.

CONSENT CALENDAR

1. Approve Minutes from the December 20, 2021 Regular Meeting
2. Approve Warrant List approving payment of received bills for January 2022
3. Approve Financial Statements for January 2022
4. Approve Warrant List approving payment of received bills for February 2022
5. Approve Financial Statements for February 2022
6. Approve the Designation of COVID Relief Funds and Ongoing Individual Donations Specifically for Building Improvements
7. Approve a Letter in Support of a Veterans' Home in Monterey County

Director Puente made a motion to approve the Consent Calendar, items 1 through 7. Director Garcia seconded the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Review and Approve the 2020-21 Financial Audit
Staff reviewed the findings of the audit. Director Delgado made a motion to approve the 2020-21 Financial Audit. Director Puente seconded the motion. The motion passed unanimously.
2. Authorize Executive Director to Enter Into a Professional Services Agreement with Kevin Brejnak, CPA for 2021-22 auditing services for \$6,600
Director Garcia made a motion to authorize the Executive Director to enter into a professional services agreement with Kevin Brejnak, CPA for 2021-22 auditing

services for \$6,600. Director Delgado seconded the motion. The motion passed unanimously.

3. Authorize Staff to Investigate the Possibility of Organizing a Ruck Race Fundraiser for the Building Improvement Campaign
Director Garcia made a motion to authorize staff to investigate the possibility of organizing a ruck Race Fundraiser for the Building Improvement Campaign.
Director Puente seconded the motion. The motion passed unanimously.
4. Executive Director Report
The Executive Director presented the staff report, a copy of which is attached hereto.
5. Future Agenda Items
There were no future agenda items.

ADJOURNMENT

Director Puente made a motion to adjourn the meeting. Director Garcia seconded the motion. The motion passed unanimously. The meeting was adjourned at 5:50pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell
 From: Christine West
 Date: February 28, 2022
 Subject: Staff Report

Staff Report

COVID Update – The State lifted the indoor mask mandate but the County has not lifted it, so staff will continue to follow the mask mandate. The mandate is expected to change this week. Until then we have informed renters and their guests that masks are still required.

Fundraising – The District has received donations totaling \$12,650 since the last meeting and \$20,398 in total for the year. With the COVID relief money we now have \$95,540 in Reserve. Staff will begin working with the architect to begin drawing up plans for the kitchen.

Carlos and Juanita Lopez	\$100
Kenneth Boucher	\$100
Stephen Poli in name of father & WWI vet Edward J. Poli	\$100
William "Joe" Hall	\$300
John D. Flynn	\$100
1SG Daniel Rhodes	\$50
James Law	\$100
Fernie Valdez	\$150
Robert Goldman	\$100
Gilroy American Legion Hall Association	\$5,000
Dorothy Wilkinson in Remembrance of Maurice Wilkinson	\$250
South Valley Property Management	\$100
Ben Carrasco - Navy Chair	\$50
Emmanuel Salcedo - Navy Chair	\$50
Victor Martinez - Navy Chairs	\$200
Jack Thurman	\$100
American Legion 217	\$5,000
George Hall	\$250
Navy Chair	\$50
Joan Marvia Lewis in Memorial of Thomas Lewis	\$500
Steve McWilliams	\$100
Total (Dec. 2, 2021 through Feb. 23, 2022)	\$12,750.00

COMPLIANCE

Form 700 – The annual filing deadline for Form 700 is April 1, 2022. Board members, the executive director, attorney and accountant are all required to file the form. Director Garcia is the only one who still needs to file this form and he plans to do it this week.

Insurance Renewal Questionnaire – This document is due to SDRMA by March 1 and was completed. Completing it early qualifies the District for a discount on our insurance.

Bar Council – Chris Miceli stepped down from the Bar Council. American Legion Commander Joe Loquiao named Jesse Sanchez as his replacement. Attorney Kirsten Powell confirmed that there was no conflict with Jesse serving as a District staff member and Bar Council member.

Vets Helping Vets – Staff has formed a working committee, which includes leaders from both posts, auxiliaries, Legion Hall Association, Bar Council, CVMA and VA. The vision for this group is to coordinate efforts to help local veterans in an effort to take some of the daily load off of staff. The group has met twice with some success.

Veteran Services – We have been having the VSOs and the VA Mobile Medical Team here every other Friday. Next visit is March 11. Caption Call, a free phone system for those hard of hearing, has also been attending during these visits. We are reaching new and different vets every visit.

Staff has also created a more permanent Vets Pantry in the “janitor’s closet”. With all the items Vince Saso brings to the Hall from the Food Bank, Costco, Nob Hill, etc. this is a better display of items and also keeps it more presentable during rental events. Seems to be well received.

Blood Banks – The American Red Cross hosted a drive here on Saturday and the Stanford Blood Center will host their next one on March 16.

“Our Vietnam Veterans” Film – This screening was postponed due to COVID and has not yet been rescheduled. The Gilroy Exchange Club is sponsoring the screening of the Poppy Jasper Film Festival film at the Neon Exchange. Staff is helping to sell tickets - \$5 for vets and \$10 for civilians.

Hall Scheduling – Rentals were strong in January and February. Baby Showers and Memorials are the majority of rentals. We have also added a new church service by Light House Chapel as a regular rental. It seems to be a March is shaping up to be a little slow. Rentals are beginning to pick up but with the new COVID variant, staff expects to see things slow down for a while.

Welcome Home Vietnam Veterans Day – The national day of celebration is March 29, which is a Tuesday. Danny Molina and the Combat Vets are coordinating an event scheduled for Saturday, March 19 from 1-4pm here at the Hall. The bar will be open, a cake and munchies will be offered, music from that era playing, corn hole game set up and tables will be set up in the hall to allow our local vets to socialize. It will be a low-key event provide an opportunity to officially welcome home Vietnam Vets.

MAINTENANCE

Jesse has done numerous projects around the hall to fix, improve and organize things so the Hall looks and operates better.

Mop Sink Project – The project plans have been approved by the city and county health department. Staff has put the project out to bid to local contractors. Bids are due March 14. Tentative award date is March 22.

Lowe’s Community Service Project – The shelving unit for the liquor room was delivered and assembled by Jesse.

Home Depot – The local store contacted staff last week and would like a list of materials that could be donated as part of a veterans grant. First thoughts are new doors for the main hall and lawn chairs. The grant is only for \$1,000 so it won't go very far, but staff doesn't want to miss out on the opportunity.

Trash Can Placement – Gabe, Willie Maquinalez and Jesse built a new gate on the back side of the building. Garbage cans are now stored behind the gate. This has helped to alleviate the flies.

Fire Place – The fire place started to create a lot of smoke and soot. Staff determined in mid-January that the burner had deteriorated and needed to be replaced. The gas to the fireplace was turned off at that time. A new part has been ordered. Because of the size of this fireplace, the replacement pieces total \$747. To make sure that it is done correctly and safely, a chimney sweep company will install the new burner as well as clean and safety check the fireplace. The chimney sweep company will be donating their services because it's for veterans.

Kitchen Remodel – Once we the Mop Sink project is started, staff will begin the process for the kitchen. The first step will be looking at options and having the architect draw up plans.

Marketing – Staff continues to maintain the Web Site (sscvmd.org) and Facebook (Gilroy Veterans Hall) pages as well as have a presence in Nextdoor.com's Military Veterans of Gilroy).

Next Board Meeting – March 21, 2022