

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Christine West

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

June 21, 2021

Veterans Memorial Building
74 West 6th Street
Gilroy, CA

5 p.m.

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, the regular meeting of the Board of Directors for **June 21, 2021** will be conducted in person with videoconference availability.

CALL TO ORDER

Meeting was called to order at 5:05pm.

ROLL CALL

Directors Ceballos, Delgado, Perez and Puente were present. Director Garcia notified staff he would be on vacation.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

There was no public comment.

CONSENT CALENDAR

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the President.)

1. Approve Minutes from the May 17, 2021 Regular Meeting
2. Approve Warrant List approving payment of received bills for June 2021
3. Approve Financial Statements for June 2021
4. Review Management Letter from the District to Accompany 2019-20 Financial Audit
5. Sign Pinnacle Bank Documents to Finish Updating Signature Cards on All Bank Accounts.

Director Delgado made a motion to approve the consent calendar. Director Puente seconded the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Review Bids for Janitorial Services and Authorize the Executive Director to Enter into an Agreement with a Contractor

Director Ceballos made a motion to wait until the bid from Cleaning Services of Gilroy is submitted, but if it's not the lowest of the three bids for comparable services to accept Santana's Cleaning Services bid. Director Puente seconded the motion. The motion passed unanimously.

2. Consider Sending Executive Director and Interested Board Members to Annual CSDA Conference

The Directors decided to table a decision until next month since the early-bird registration deadline isn't until July 31. In addition, staff can check on lodging at the Presidio for Directors and may know if scholarships will be awarded.

3. Approve Fiscal Year 2021-22 Budget

After a review and discussion of the budget, Director Ceballos made a motion to approve the budget as is. Director Puente seconded the motion. The motion passed unanimously.

4. Hold Election for District Officers

Director Ceballos nominated himself for president. Director Puente nominated Director Perez to continue as Vice President. Director Puente made a motion to accept Director Ceballos as President and Director Puente as Vice President. Director Delgado seconded the motion. The motion passed unanimously.

5. Executive Director Report

The Executive Director presented the staff report, a copy of which is attached hereto.

6. Future Agenda Items

- Consider Sending Executive Director and Interested Board Members to Annual CSDA Conference
- Capital Improvement Plan Review

ADJOURNMENT

Director Puente made a motion to adjourn the meeting. Director Ceballos seconded the motion. The motion passed unanimously. The meeting was adjourned at 5:52pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell
 From: Christine West
 Date: June 21, 2021
 Subject: Staff Report

Staff Report

COVID Update – The County of Santa Clara, the State and OSHA have essentially lifted all the restrictions. But staff will continue to proceed with caution. The Bar has opened (Sun, T, W, TH, F, Sat from 2-8pm), and the hall is hosting meetings (Posts, Auxiliaries, NA & AA, Blood Drives, and Karate Classes). The first memorial is scheduled July 10.

Bathroom Construction – The planned Bathroom Remodel is complete and has passed city and health department inspections. Total cost for was \$223,952.50 - \$1,047.50 under budget. However, staff is working with Toni Bowles from Neon Exchange to add décor to the bathrooms. This will include mirrors and military themed décor. Toni is donating her labor and donations have been received to cover the materials costs.

Fundraising – Current fundraising efforts will go toward the Bathroom décor. \$1,725 has been donated since the last meeting. Donors include:

Stetson & Charlotte Farotte	\$100
Bob Diaz	\$10
Joe Loquiao	\$20
Phil Garcia	\$20
Ed Heffernan	\$100
John Piedmont	\$100
Chet Kirby	\$25
Mark Segovia	100
Danny Mitchell	\$500
Danny Mitchell	\$500
James Gargiulo	\$200
Anonymous	\$50
Total	\$,1725.00

Health Department Update – Since the last meeting, the Health Department has signed off on the bathroom. The next step is to split apart the kitchen and bar permits, as requested by the Health Department. However, further clarification from the Health Department says since the kitchen is only used for private events (post dinners, private parties, etc.) it doesn't need a separate permit yet. When the kitchen is remodeled and made available for outside chefs or to make food for public sale, then we'll need a separate permit. Until then we will operate as we have been.

CSDA Grant – Last month, the Board authorized the Executive Director to apply for Special District Technology Grant through CSDA for \$3,000 and match the grant with another \$3,000. A grant was submitted before the June 15, 2021 deadline, but there hasn't been any response yet.

Conference Scholarships – Staff has applied for scholarships from CSDA for up to \$1,500 and SCCSDA general scholarship so that staff and board members can attend the annual conference in the fall. But there is no response yet.

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

Staff Vacation – Christine will be on vacation July 2-5, 7-12, July 31-Aug. 9 and Aug. 19-22. Christine will make arrangements to make sure there is back up for the Hall.

Next Board Meeting – July 19, 2021