

# December Staff Report

## BUILDING MAINTENANCE AND IMPROVEMENTS

### **Kitchen:**

Renewal by Anderson: Brent, our previous representative from Anderson, has left the company. Andrew is our new contact. As of today, they are still going to provide materials and labor to replace all of the windows in the building.

<b>Approved Budget February 26, 2024</b>	\$400,000
<b>Preliminary Estimate</b>	\$348,666
<b>Total Fundraising as of November 30, 2024</b>	\$242,993.32*

<b>Actual Expenses</b>			
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Cost</b>
6/30/24		Balance Forward	\$20,501.05
7/3/24	Davco Associates	Respond to Health Dept	\$900.00
<b>Total</b>			<b>\$21,401.05</b>

\* Only includes cash received. The American Legion Association will donate whatever balance is needed to pay for the project once an exact amount is known.

## HALL RENTALS AND MARKETING

<b>Fiscal Year</b>	<b>Total Rentals for the Year*</b>	<b>% Increase Over Last Year</b>	<b>Sales</b>
2021-22	218	---	\$55,345
2022-23	326	50%	\$55,566
2023-24	364	12%	\$66,105
2024-25**	47		\$32,696

\*We are not sure of the methodology used to count rentals in prior years. For the current FY, only rentals that produce income are counted. The Bar Council, American Legion and VFW leases are counted as one rental per month

\*\*Through November 30, 2024

## MARKETING

The SSCVMD brochures were created using Microsoft Publisher on Christines old laptop. I was able to power it up and find the files. I am currently in the middle of revising and should be available to review at the next board meeting, once I learn how to use Publisher.

## **ELECTION**

**District Board of Directors:** The Oaths of Office that were notarized for John Ceballos (full-term), Ermelindo Puente Jr (full-term), and Rita Delgado (full-term) were received by Santa Clara County. The new term for these Directors is 2024 to 2028.

## **ADMINISTRATIVE**

**Staffing:** Our Maintenance Coordinator had ankle surgery on 9/24 and is still recovering.

**Rentals:** Yearly rental contracts currently end on 6/30/2025 and are up for review in May 2025. The new rental price list will become effective at the same time as the renewal of the yearly contracts.

**Building:** There was no damage to the building during the last storm, however it was noticed that the gutter leak profusely in the back of the building. Also, more water stains have been noticed on the ceilings within the hall. I will be soliciting 3 quotes from local businesses for roof and gutter replacement.

**Next Board Meeting:** January 20, 2025