

Extraordinary LCS Board Meeting Minutes
Thursday, March 16 , 2020 at 2:30 PM
Outside the Sala

Members Present:

President - Carole Jeanne Wolff (1st term to 2020);
Vice President (2021); - Howard Feldstein (1st term to 2021);
Treasurer - Andrew Timothy Boardman (1st term to 2021);
Director - Christy Caldwell (1st term to 2021);
Director - Mac Bruce Whyte (1st term to 2020);
Director - Brian Thomas Dalziel (1st term to 2021).
Director - Larry John Barnhardt (1st term to 2021);

Executive Director: Stephen Irvin Balfour.

Members Absent:

Director - Elizabeth Villaseñor Ramirez (1st term to 2020);
Director - Virginia Boyle Pelzl (1st term to 2020).
Director - Antoinette Francis Brahm (1st term to 2021);
Secretary - George William Radford (1st term to 2020);

1. Call to Order Carole Wolff, President
The meeting was called to order at 2:30 PM.

2. Determination of quorum.
A quorum was present with 7 of 11 Board members present.

3. Carole Wolff, President

The purpose of the meeting is to review actions the LCS should be taking in light of the COVID-19/CoronaVirus outbreak at Lakeside.

4. Steve Balfour , Executive Director .

- The question of whether LCS should stay open was addressed. It was decided that since we are stakeholders in the community as serving the community at this time we will stay open under the following conditions:
 - Wilk Center and its Spanish Library would be closed and the

postponing of English and Spanish.

- The LCS grounds would remain open with the grounds available to our members under the CDC conditions.
- The cafe would continue to be open under the CDC conditions.
- All Events (including the Blue Festival), activities, and programs would be postponed.
- Refunds for events, activities, and programs would not be refunded but used for credit to future use i.e. membership as a credit or to donate.
- Discussed a future direct mail appeal to stress the need for money to keep on going.

5. The Board discussed what should be done with the staff and Wilkes and LCS and they concluded that we continue to keep them on board with assignments for tasks at LCS til further action is needed. LCS would continue the payroll.

6. The Board postponed the AGM until a time it would be healthy and safe.

7. The Board postponed the Retreat until a time it would be healthy and safe.

8. The Board agreed that the President send out a letter with the results of this meeting as a way to condition them under the situation.

9. Next meeting will be to address the consequences of the actions of the Board to measures taken and if we need modification. The meeting will be held on Thursday, March 19th at 10.

10. Meeting Adjourned: 4:04PM

Extraordinary LCS Board Meeting Minutes
Thursday, March 19 , 2020 at 10 AM
Outside South Campus

Members Present:

President - Carole Jeanne Wolff (1st term to 2020);
Vice President (2021); - Howard Feldstein (1st term to 2021);
Treasurer - Andrew Timothy Boardman (1st term to 2021);
Secretary - George William Radford (1st term to 2020);
Director - Mac Bruce Whyte (1st term to 2020);
Director - Brian Thomas Dalziel (1st term to 2021).
Director - Virginia Boyle Pelzl (1st term to 2020).
Director - Larry John Barnhardt (1st term to 2021);

Executive Director: Stephen Irvin Balfour.

Members Absent:

Director - Elizabeth Villaseñor Ramirez (1st term to 2020);
Director - Christy Caldwell (1st term to 2021);
Director - Antoinette Francis Brahm (1st term to 2021);
Director - Janis Elizabeth Sirany (2nd term to 2021)

1. Call to Order Carole Wolff, President

The meeting was called to order at 10:15 A.M..

2. Determination of quorum.

A quorum was present with 8 of 11 Board members present.

3. Carole Wolff, President

The purpose of the meeting is to review additional actions the LCS should be taking in light of the COVID-19/Coronavirus outbreak at Lakeside.

4. Steve Balfour , Executive Director .

- Steve reviewed with the Board the draft of a letter to all LCS members explaining a) the policy on handling refunds for course/activity cancellations due to the Virus and b) an appeal for donations to help the

LCS bridge the revenue gap left by cancelled activities..

The approach to refunds should be to ask members to consider the fees as a donation to the LCS secondly to simply wait for the activity/event to be rescheduled and lastly to request the LCS to refund the fees paid.

Members were asked to review an electronic version of the letter and forward suggestions to Steve.

- The Board discussed an emailed suggestion from Howard Willis that the LCS should set up a “command centre” for information about C-19 and supplies for protecting Lakeside residents. Unanimously the Board felt given our limited volunteer resources and probable lack of support from Cruz Roja and the Municipal Government the LCS was in no position to undertake such a task.
 - Steve reported the April issue of Connectiones will be delayed. The May and June issues may be combined into one issue.
4. Cafe Operation; The cafe will continue to operate with hours limited to 9 to 5 Monday to Friday. Tables will be spread further apart and seating limited to permit “Social Distancing”.
 5. Videoconferencing; Larry raised the idea of using videoconferencing software such as “ZOOM” to continue to offer programs to members. It was noted this might be an excellent way to reach more members as a component of LCS 2.0. Mac was **asked to explore the option and present a recommendation at the next Board meeting. Larry will assist Mac.**
 6. Revenue Disruption and budget impact **Tim will assess the cost impact on LCS of the interruption to revenue.**
 7. Mail Tree **Larry will lead an investigation of the advisability of setting up a mail tree service at the LCS. Mac will assist Larry.**
 8. Next meeting to determine progress.
 9. Adjourned at 11:45 A.M.