

**VETERANS MEMORIAL AUDITORIUM
ADVISORY COMMITTEE MEETING MINUTES
August 11, 2008**

- I. Call to Order
 - A. The meeting was called to order at 2:10 p.m.
 - 1. Pete Peterka stated he wanted it put in the minutes that he objected to holding a meeting with only three of the seven buildings represented.
- II. Roll Call
 - A. **Members present:** Eugene Marcinkowski (Cloverdale), Pete Peterka (Santa Rosa), Robert Safreno (United Veterans Council)
 - B. **Guests Present:** John Hubiak (Sonoma County Architects Office), Steve Bartlett, (Sonoma County Facility Operations), Frode Miller (Sebastopol),
 - C. **Staff Present:** Sabrina Spear, Donna LaGraffe, Frank Murphy and David Haverty of Regional Parks
- III. Approval of Minutes
 - A. The minutes of the May 5, 2008 meeting were approved with one change.
 - 1. Page 4Bd2 should be: Exterior paint chipping around entry doors
- IV. Public Comment/Questions – No public comments or questions.
- V. Correspondence – No correspondence.
- VI. Business
 - A. Review Major Maintenance Projects
 - 1. Steve Bartlett went over major maintenance projects.
 - a. SRVET – men’s restroom (lobby) clean tile, new counter and sinks
 - b. SRVET – ceiling and hallways painted
 - c. SRVET – Auditorium and Lodge Room wood floor recoat
 - d. GUERNVET – exterior painting of building
 - B. Review Capital Improvement Projects
 - 1. John Hubiak went over capital improvements.
 - a. COTVET – Janitor Closet almost complete
 - b. SEBVET – parking lot repaving – phase one
 - c. SRVET – re-roof three front roofs
 - C. Review Americans with Disabilities Act
 - 1. John Hubiak went over ADA projects.

- a. SRVET – ADA: sidewalk upgrade along Brookwood Ave
 - b. COTVET – ADA: sidewalk upgrade at the front entry
- D. Financial Status Fiscal Year 2007-08
1. Sabrina handed out Financial Status Fiscal Year 2007-08 (**See Attachment A**).
- E. Veterans Auditorium reports
1. **Cloverdale Veterans Auditorium** – Eugene Marcinkowski.
 - a. Eugene reported that there is a need for plants due to the hot weather and vandals destroying plants. Sabrina Spear will check with the Maintenance Staff and see if there six 5-gallon plants at the nursery.
 - b. The irrigation system is battery operated and stopped working. Eugene replaced the battery and it now working. There are two valves that need to be turned on manually. Eugene requested that Leo Ojeda turn them on and off during his time working at the building. Frank Murphy will call Leo Ojeda and request his assistance with the irrigation.
 - c. Eugene noticed that the chairs were being placed around the walls. Sabrina said that the chair rack broke and has been replaced with a new one.
 - d. Eugene, referring to the last meeting regarding the City of Cloverdale purchasing the Veterans Building, that the City of Cloverdale is having financial difficulties.
 - e. Eugene reported that the Veterans Group invested in their own portable sound system for their meetings.
 - f. Eugene also discussed placing a frame in the Trophy Room for Veterans photographs, similar to the other Veterans Buildings. Sabrina stated that the Veterans Group would need to have the frame made at their expense. Once the frame was completed she would put in a Work Order for Facilities Operation to hang in the room.
 2. **Cotati Veterans Auditorium** – Robert Safreno.
 - a. Robert reported that he does not have a key to the janitor's closet and cannot clean up after a function. Frank Murphy will put a broom, dust pan, mop and bucket in the kitchen pantry.
 - b. As far as the swamp cooler is concerned-it has been put off until more funds are available.
 3. **Santa Rosa Veterans Auditorium** – Pete Peterka.
 - a. Pete reported that the building is in good shape.
 - b. Pete mentioned that the rouges gallery does not have enough room for all the pictures to be displayed.
 - c. Pete stated that the County does not respond to requests from letter written January 23, 2008 after the Veterans Building Assessment Report Outreach Meeting to Veterans Organizations.
 - d. Pete stated that the coffee pot in the kitchen was broken. Frank shared that it had been repaired and no problems with it have been reported. Frank will look into cost estimates to replace it.

- e. Pete commented on contacts for the Santa Rosa Veterans Building and requested to see the them for the Farmers Market and Fish and Tackle Show.
 - 1) Pete read out of the SONOMA COUNTY REGIONAL PARKS VETERANS MEMORIAL BUILDING ADVISORY COMMITTEES FUNCTION Role of the Veterans Memorial Building Advisory Committee that it stated "Review periodically and recommend rental rate structure for the Veterans Memorial Buildings."
 - 2) Sabrina said she would get the rental rate sheets, copies of the Board Reports April 2003 fee package and April 2008 fee package as well as a list of all Renter Groups and their fee rate category.
- 4. **Sebastopol Veterans Auditorium** – Frode Miller.
 - a. Frode reported everything is fine.
- 5. **Sonoma Veterans Auditorium** – Bill Draeger.
 - a. No report.
- 6. **Petaluma Veterans Auditorium** – Larry Meaney.
 - a. No report.
- 7. **Guerneville Veterans Auditorium** – Del Walker.
 - a. No report.
- 8. **United Veterans Council** – Robert Safreno.
 - a. Robert – nothing to report.

F. Review Marketing Update

- 1. Donna LaGraffe handed out Veterans Memorial Hall Marketing Expenditures FY07/08 (**See Attachment B**).

VII. ANNOUNCEMENTS/ADJOURNMENTS

- A. With no further business the meeting was adjourned at 4:00 p.m.
- B. Next Meeting
 - 1. The next committee meeting is November 3, 2008 at the Cloverdale Veterans Memorial Auditorium –Trophy Room at 2:00 P.M.

Sabrina Spear
Public Facilities Manager

SS/dh

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