

Monthly Meeting

Historic Uptown Susanville Association  
701 Main Street  
Susanville, CA 96130

Tuesday, April 5, 2011

APPROVED

The meeting was called to order by President Kathie Garnier at 12:05 pm.

Members present:	Kathie Garnier	Penny Artz	Lisa Bernard
	David Teeter	Michelle Zubillaga	Steve Fuller
	Geoff Pregill	John Shaw	

Also in attendance: Richard Sorem, Mary Ellen Huffman, Jared Hancock

John Shaw made a motion to approve the minutes of 3/1/2011. Motion seconded by Lisa Bernard; motion carried unanimously.

The treasurer's report was presented by Penny Artz (see attached).

Public Comment: Jared Hancock advises the striping of the parking lot at the corner of Main and Roop Streets (next to Doyle building), has been approved. Jared needs something with the dimensions for his file documentation. Jared further advised the LECD has had some success in dealing with Cal-Trans and they are going to be working on the Town Hill entrance in the near future. A committee sub-group has been working on the southeast end of town. A better relationship is developing with Cal-Trans. It was suggested that crosswalk petitions be collected and delivered to Jared.

Lisa Bernard reported the possibility of inclusion of a portable ice skating rink to be included in the park at 706/710 Main Street. Cost is \$7,000 for six weeks, insurance and 200 pairs of ice skates included. Possible future agenda item.

Committee Reports:

Update on progress of 706/710 Main Street -- we are making payments to both lessees; all paperwork has been signed. Dan Newton needs to know how much dirt is needed to fill and level the lot; he is going to shoot the lot to get an idea of the amount needed. The slope is to the alley; need to get a committee together to go over plans. Jared Hancock needs a set of completed design plans as soon as possible. The design plans must be approved by the Nobles, Datemas and the City Council. We will ask for a waiver of any fees.

Fall Crafters Festival (9/17/2011) -- Mary Ellen Huffman will have an updated letter to crafters to review at our next board meeting. The plan is to expand to Pancera Plaza; Kathie Garnier will obtain proper permits. It was discussed and decided to leave fees the same for this year.

ON-GOING BUSINESS

"Clean Sweep Award" Recipient for April 2011 -- Lisa Bernard nominated Sears, David Teeter seconded the nomination. Motion carried unanimously.

Update Aging Report from City of Susanville – the report is still reflecting a lot of past due balances. As concerns the collection process, if HUSA files the suits in small claims court there is a cost of \$40 per item, the City can file the suits at no cost. Peter Talia recommends we appoint a person on behalf of the City to avoid the fees associated with filing the suits. There are 24 claims to file and Richard Sorem is only going to file a few at a time. He will set up a schedule and break it down in fourths. Once a judgment is obtained; Richard can stay on top of them. Lisa Bernard made a motion to prepare the suits and meet with City. John Shaw will be representing HUSA for the City. Penny Artz seconded the motion and motion carried unanimously.

Possible Problem with HUSA Collecting Payments – Richard is going to meet with Peter Talia; they haven't been able to get together. How do we set-up a payment schedule? Who's going to monitor it? If no payment, we will take to small claims court. It was decided that we need to set a committee to establish payment parameters. Committee: Kathie Garnier, David Teeter and Richard Sorem.

Update on Bus Benches and Shelters – Jared Hancock confirmed per a recent Technical Advisory Meeting all benches will be black and shelters will be painted an earthtone color.

#### NEW BUSINESS

Discussion for Sponsorship of Main Street Cruise - this year the all day event will be held entirely in the uptown district. Last year HUSA contributed \$1,000. Penny Artz made a motion that we again contribute \$1,000. David Teeter seconded the motion and the motion carried unanimously.

#### Committee Meetings Scheduled:

Budget Committee – 4/7/2011 at 2:00 pm – Susanville Real Estate  
Billing Committee – 4/12/2011 at 10:00 am – Roseberry House  
Fall Crafters Committee – 4/13/2011 at 4:00 pm – Great Basin Antiques

Meeting adjourned at 1:03 pm

Respectfully submitted,

Michelle D. Zubillaga

**Historic Uptown Susanville Association**  
**Profit & Loss**  
 April 2011

	Apr 11
Ordinary Income/Expense	
Income	
Assessment Income	24.75
Total Income	24.75
Expense	
Advertising	200.00
Events	
Main Street Cruise	1,000.00
Total Events	1,000.00
Office Expense	100.00
Special Projects	
Lease Payment-Datema	150.00
Lease Payment-Nobles	100.00
Total Special Projects	250.00
Taxes	
Property Tax-Nobles	426.12
Total Taxes	426.12
Total Expense	1,976.12
Net Ordinary Income	-1,951.37
Net Income	-1,951.37

**Historic Uptown Susanville Association**  
**Balance Sheet**  
As of April 30, 2011

Accrual Basis

	<u>Apr 30, 11</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BofA Savings	
Administration	784.00
Discretionary	1,560.00
Events	105.48
Gift Certificates	150.00
Operating Fund	2,359.75
Parking	2,166.00
Special Projects	4,217.00
BofA Savings - Other	4,088.10
Total BofA Savings	15,430.33
Cash	54.15
Operating Account	870.98
Total Checking/Savings	<u>16,355.46</u>
Total Current Assets	<u>16,355.46</u>
<b>TOTAL ASSETS</b>	<u><u>16,355.46</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	8,568.78
Retained Earnings	3,730.60
Net Income	4,056.08
Total Equity	<u>16,355.46</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>16,355.46</u></u>

**Historic Uptown Susanville Association  
Profit & Loss Prev Year Comparison  
July 2010 through April 2011**

Accrual Basis

	Jul '10 - Apr 11	Jul '09 - Apr 10	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Assessment Income	12,704.25	13,755.99	-1,051.74	-7.7%
Event Income				
Booth Rentals	615.00	365.00	250.00	68.5%
Event Income - Other	0.00	25.00	-25.00	-100.0%
<b>Total Event Income</b>	<u>615.00</u>	<u>390.00</u>	<u>225.00</u>	<u>57.7%</u>
<b>Total Income</b>	<u>13,319.25</u>	<u>14,145.99</u>	<u>-826.74</u>	<u>-5.8%</u>
<b>Expense</b>				
Advertising	3,338.00	1,789.46	1,548.54	86.5%
Conferences and Meetings	1,504.43	0.00	1,504.43	100.0%
Consulting Fees	62.99	0.00	62.99	100.0%
Dues, Fees, Subs & Pubs	0.00	20.00	-20.00	-100.0%
Events				
Donations Made	413.73	3,000.00	-2,586.27	-86.2%
Entertainment	300.00	100.00	200.00	200.0%
Equipment Rental	173.20	361.60	-188.40	-52.1%
Main Street Cruise	1,000.00	0.00	1,000.00	100.0%
Events - Other	0.00	100.00	-100.00	-100.0%
<b>Total Events</b>	<u>1,886.93</u>	<u>3,561.60</u>	<u>-1,674.67</u>	<u>-47.0%</u>
Insurance				
D & O Insurance	0.00	1,235.00	-1,235.00	-100.0%
Liability	620.00	448.00	172.00	38.4%
<b>Total Insurance</b>	<u>620.00</u>	<u>1,683.00</u>	<u>-1,063.00</u>	<u>-63.2%</u>
Office Expense	108.12	22.28	85.84	385.3%
Outside Services	0.00	351.28	-351.28	-100.0%
Postage	263.72	175.24	88.48	50.5%
Printing	109.22	81.19	28.03	34.5%
Special Projects				
Lease Payment-Datema	150.00	0.00	150.00	100.0%
Lease Payment-Nobles	800.00	0.00	800.00	100.0%
<b>Total Special Projects</b>	<u>950.00</u>	<u>0.00</u>	<u>950.00</u>	<u>100.0%</u>
Taxes				
Property Tax-Nobles	426.12	0.00	426.12	100.0%
Sales Tax	0.00	1.18	-1.18	-100.0%
<b>Total Taxes</b>	<u>426.12</u>	<u>1.18</u>	<u>424.94</u>	<u>36,011.9%</u>
<b>Total Expense</b>	<u>9,269.53</u>	<u>7,685.23</u>	<u>1,584.30</u>	<u>20.6%</u>
<b>Net Ordinary Income</b>	<u>4,049.72</u>	<u>6,460.76</u>	<u>-2,411.04</u>	<u>-37.3%</u>
<b>Other Income/Expense</b>				
Other Income				
Interest Income	6.36	11.57	-5.21	-45.0%
<b>Total Other Income</b>	<u>6.36</u>	<u>11.57</u>	<u>-5.21</u>	<u>-45.0%</u>
<b>Net Other income</b>	<u>6.36</u>	<u>11.57</u>	<u>-5.21</u>	<u>-45.0%</u>
<b>Net Income</b>	<u><u>4,056.08</u></u>	<u><u>6,472.33</u></u>	<u><u>-2,416.25</u></u>	<u><u>-37.3%</u></u>

**Historic Uptown Susanville Association**  
**Trial Balance**  
As of April 30, 2011

	Apr 30, 11	
	Debit	Credit
BofA Savings	4,088.10	
BofA Savings:Administration	784.00	
BofA Savings:Christmas Festival Allocation	0.00	
BofA Savings:Christmas Lights Allocation	0.00	
BofA Savings:Discretionary	1,560.00	
BofA Savings:Events	105.48	
BofA Savings:Gift Certificates	150.00	
BofA Savings:Operating Fund	2,359.75	
BofA Savings:Parking	2,166.00	
BofA Savings:Special Projects	4,217.00	
Cash	54.15	
Operating Account	870.98	
Transfer Account	0.00	
Christmas Lights	0.00	
Prepaid Booth Rentals	0.00	
Opening Bal Equity		8,568.78
Retained Earnings		3,730.60
Assessment Income		12,704.25
Event Income:Booth Rentals		615.00
Advertising	3,338.00	
Conferences and Meetings	1,504.43	
Consulting Fees	62.99	
Events:Donations Made	413.73	
Events:Entertainment	300.00	
Events:Equipment Rental	173.20	
Events:Main Street Cruise	1,000.00	
Insurance:Liability	620.00	
Office Expense	108.12	
Postage	263.72	
Printing	109.22	
Special Projects:Lease Payment-Datema	150.00	
Special Projects:Lease Payment-Nobles	800.00	
Taxes:Property Tax-Nobles	426.12	
Interest Income		6.36
<b>TOTAL</b>	<b>25,624.99</b>	<b>25,624.99</b>