

Monthly Meeting

Historic Uptown Susanville Association
701 Main Street
Susanville, CA 96130

Tuesday, March 1, 2011

APPROVED

The meeting was called to order by Lisa Bernard at 12:02 p.m.

Members present:	Lisa Bernard	David Teeter	Ruth Dike
	Michelle Zubillaga	John Shaw	Penny Artz

Also in attendance: Richard Sorem, Mary Ellen Huffman

Penny Artz made a motion to approve the minutes of February 1, 2011. Ruth Dike seconded the motion; motion carried unanimously.

The treasurer's report was presented by Penny Artz (see attached). \$17,064.50 total current balance. Very little activity this month.

Public Comment: Mary Ellen Huffman briefly presented some new ideas for the Fall Crafters Festival. Lisa Bernard reported this year's Spring Garden Show will be held on 4/30/2011 and this month's Chamber Mixer is on 3/10/2011 at Superior Products.

Committee Reports:

Update on 2nd Lease and Sub-Lease with Owners of the Remaining Parcel Within the Empty Lot at 706 Main Street (empty lot next to Johnson's Shoes): Richard emailed Peter Talia, leased approved by City at Council Meeting of 2/16/2011. Lease not signed by Datema's yet. Richard will keep in touch with Peter. Kathie must then sign the sub-lease. Richard questioned payment of property taxes on Nobel's parcel. Penny will request copy of bill when she sends payment.

ON-GOING BUSINESS

"Clean Sweep Award" Recipient for March 2011 -- David Teeter nominated Johnson Shoes, Penny Artz seconded the nomination. Motion carried unanimously.

Update of the Distribution of Letter to Assesseees for Payment of Past Due Fees and Collections: Per an update given to Richard Sorem by Steve Fuller, Lockhart's Critter Clips is not going to pay because her business is affected when events take place. Great Basin has made a partial payment. Mountain Valley to get a proposed payment schedule to Steve Fuller in March. Primo Deli paid \$50/City kept \$40 of the total paid due to current fee schedule. Need to determine who we are taking to small claims and discussion of aging report.

Annual Report and Budget Committee Meeting scheduled for 3/22/2011 at Roseberry House at 10:30 am.

Update on Progress of Application by St. Francis Hotel for Flea Market: City Council denied permit

NEW BUSINESS

Discuss Possibility of HUSA Funding Service to Remove Snow from Uptown Sidewalks: It was suggested that we contract with or hire someone to clear snow away from vacant buildings. The most serious concern at this time is the vacant Mt. Lassen building. John Shaw made a motion that we have snow cleared from Mt. Lassen at a cost of no more than \$100 which we will pay then bill to building owner, Ray Michaels, for reimbursement. David Teeter seconded the motion. Motion carried unanimously. Penny Artz will contact Darrell Ridenoure.

John Shaw suggests HUSA board look into trimming the trees in the District. This item should be included on next month's agenda.

Meeting adjourned at 12:46 p.m.

Respectfully submitted,

Michelle D. Zubillaga, Secretary

Historic Uptown Susanville Association
Balance Sheet
As of March 31, 2011

Accrual Basis

	<u>Mar 31, 11</u>
ASSETS	
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	5,087.40
Total BofA Savings	<u>16,429.63</u>
Cash	54.15
Operating Account	1,822.35
Total Checking/Savings	<u>18,306.13</u>
Total Current Assets	<u>18,306.13</u>
TOTAL ASSETS	<u>18,306.13</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	8,568.78
Retained Earnings	3,730.60
Net Income	6,006.75
Total Equity	<u>18,306.13</u>
TOTAL LIABILITIES & EQUITY	<u>18,306.13</u>

Historic Uptown Susanville Association
Profit & Loss
March 2011

Accrual Basis

	<u>Mar 11</u>
Ordinary Income/Expense	
Income	
Assessment Income	1,541.00
Total Income	<u>1,541.00</u>
Expense	
Advertising	200.00
Special Projects	
Lease Payment-Nobles	100.00
Total Special Projects	<u>100.00</u>
Total Expense	<u>300.00</u>
Net Ordinary Income	<u>1,241.00</u>
Net Income	<u><u>1,241.00</u></u>

**Historic Uptown Susanville Association
Profit & Loss Prev Year Comparison
July 2009 through March 2010**

Accrual Basis

	Jul '09 - Mar 10	Jul '08 - Mar 09	\$ Change	% Change
Ordinary Income/Expense				
Income				
Assessment Income	13,099.31	704.37	12,394.94	1,759.7%
Event Income				
Booth Rentals	365.00	560.00	-195.00	-34.8%
Event Income - Other	25.00	20.00	5.00	25.0%
Total Event Income	<u>390.00</u>	<u>580.00</u>	<u>-190.00</u>	<u>-32.8%</u>
Total Income	<u>13,489.31</u>	<u>1,284.37</u>	<u>12,204.94</u>	<u>950.3%</u>
Expense				
Advertising	1,564.46	957.87	606.59	63.3%
Dues, Fees, Subs & Pubs	20.00	0.00	20.00	100.0%
Events				
Donations Made	2,000.00	1,500.00	500.00	33.3%
Entertainment	100.00	260.00	-160.00	-61.5%
Equipment Rental	361.60	171.60	190.00	110.7%
Supplies	0.00	9.65	-9.65	-100.0%
Events - Other	50.00	75.00	-25.00	-33.3%
Total Events	<u>2,511.60</u>	<u>2,016.25</u>	<u>495.35</u>	<u>24.6%</u>
Insurance				
D & O Insurance	0.00	1,219.00	-1,219.00	-100.0%
Liability	448.00	548.00	-100.00	-18.3%
Total Insurance	<u>448.00</u>	<u>1,767.00</u>	<u>-1,319.00</u>	<u>-74.7%</u>
Materials	<u>0.00</u>	<u>68.00</u>	<u>-68.00</u>	<u>-100.0%</u>
Office Expense	22.28	84.73	-62.45	-73.7%
Outside Services	351.28	145.62	205.66	141.2%
Postage	175.24	58.00	117.24	202.1%
Printing	81.19	0.00	81.19	100.0%
Special Projects	0.00	18,901.10	-18,901.10	-100.0%
Taxes				
Sales Tax	1.18	0.00	1.18	100.0%
Total Taxes	<u>1.18</u>	<u>0.00</u>	<u>1.18</u>	<u>100.0%</u>
Total Expense	<u>5,175.23</u>	<u>23,998.57</u>	<u>-18,823.34</u>	<u>-78.4%</u>
Net Ordinary Income	<u>8,314.08</u>	<u>-22,714.20</u>	<u>31,028.28</u>	<u>136.6%</u>
Other Income/Expense				
Other Income				
Interest Income	10.18	38.87	-28.69	-73.8%
Total Other Income	<u>10.18</u>	<u>38.87</u>	<u>-28.69</u>	<u>-73.8%</u>
Net Other Income	<u>10.18</u>	<u>38.87</u>	<u>-28.69</u>	<u>-73.8%</u>
Net Income	<u><u>8,324.26</u></u>	<u><u>-22,675.33</u></u>	<u><u>30,999.59</u></u>	<u><u>136.7%</u></u>

Historic Uptown Susanville Association
Trial Balance
As of March 31, 2011

Accrual Basis

	Mar 31, 11	
	Debit	Credit
BofA Savings	5,087.40	
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	1,822.35	
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		12,679.50
Event Income:Booth Rentals		615.00
Advertising	3,138.00	
Conferences and Meetings	1,504.43	
Consulting Fees	62.99	
Events:Donations Made	413.73	
Events:Entertainment	300.00	
Events:Equipment Rental	173.20	
Insurance:Liability	620.00	
Office Expense	8.12	
Postage	263.72	
Printing	109.22	
Special Projects:Lease Payment-Nobles	700.00	
Interest Income		5.66
TOTAL	<u>25,599.54</u>	<u>25,599.54</u>