

Monthly Meeting

Historic Uptown Susanville Association
701 Main Street
Susanville, CA 96130

Tuesday, June 7, 2011

APPROVED

The meeting was called to order by President Kathie Garnier at 12:03 p.m.

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

Also in attendance: Richard Sorem, Mary Ellen Huffman

Penny Artz made a motion to approve the minutes of May 3, 2011. Lisa Bernard seconded the motion; motion carried unanimously.

The treasurer's report was presented by Penny Artz (see attached). Penny advised the City will be making the lease payments direct to the lessors – Nobles and Datema.

Public Comment: Lisa Bernard reported on behalf the Lassen County Chamber of Commerce, she handed out posters for the Main Street Cruise and Chamber Golf Tournament. The Cruise is going to be a bigger event this year with a craft show in Pancera Plaza beginning at Noon. Both uptown Main Street and Pancera Plaza will be closed to traffic and after the car show and awards in the afternoon, there will be a street dance on Pancera Plaza until around 10:00 pm. Lisa also announced a Chamber Mixer to be held on 6/9 at the Honey Lake Firearms hosted by both Honey Lake Firearms and Customer Talks.

Committee Reports:

Update on Progress for Park @706/710 Main Street – Kathie Garnier reported nothing currently happening. As concerns the dirt situation, we might get 3 loads from the Court House site, dirt might also be coming from Diamond View School project. Lisa Bernard is going to follow-up on that. We need 130 to 180 cubic yards. Kathie also reported that Jared Hancock is now our liaison to the City for this project. Regarding the wall, it might not have to come down; however, if it does need to come down, the City is going to require a permit for demolition. Tim Nobles is working with Jared Hancock in this matter. It would be cleaner to take wall down. Tim Nobles is going to talk to the Sunrise Rotary Club about helping with building of a new wall to complete a storage area for adjacent building (Bicycle Bananas/Leslie's Jewelry). Susan Vacher is again revising landscape plans. We will need engineered plans for the planned pavilion due to need for required dirt compaction. If anyone has further ideas or suggestions, contact Kathie Garnier.

Billing Committee – City has new software system which should be up and running by 6/10/2011 per Jonelle at the City. The next list of the assessees to be taken to Small Claims Court was passed around for review. Richard is waiting for a current aging report from the City. The hearing date for the first set of claims has been postponed from 7/11/11 to 8/15/11.

Fall Crafter's Festival Committee – Per Mary Ellen Huffman, she has cleaned up the contact list. Crafter's fees will remain the same as last year. Has correspondence ready to go to all by 9 of the crafters on her list. Mary Ellen called for a committee meeting which was scheduled for 6/15/11 at 4:30 p.m. Committee Members: Penny Artz, Ruth Dike, Mary Ellen Huffman, Kathie Garnier and Rhonda Fuller. Per Lisa Bernard, Superior Products will create the banners – 4x8 at a cost of \$25 each; Lisa will handle order 2 for this event.

ON-GOING BUSINESS

“Clean Sweep Award” Recipient for June 2011 – David Teeter made a motion to nominate Roseberry House. Penny Artz seconded the motion; motion carried unanimously.

Public Hearing for HUSA Budget/Assessment 2011-2012 – Kathie Garnier announced the public hearing is scheduled for 7:00 pm on 6/15/2011 at the City Council meeting.

NEW BUSINESS - None

Meeting adjourned at 12:49 p.m.

Respectfully submitted,

Michelle D. Zubillaga, Secretary

Historic Uptown Susanville Association
Profit & Loss
June 2011

	<u>Jun 11</u>
Ordinary Income/Expense	
Income	
Assessment Income	603.25
Total Income	603.25
Expense	
Advertising	400.00
Events	
Entertainment	750.00
Total Events	750.00
Office Expense	64.62
Postage	88.00
Special Projects	
Lease Payment-Nobles	78.70
Total Special Projects	78.70
Total Expense	1,381.32
Net Ordinary Income	-778.07
Net Income	<u>-778.07</u>

Historic Uptown Susanville Association
Balance Sheet
As of June 30, 2011

	Jun 30, 11
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	366.00
Special Projects	6,017.00
BofA Savings - Other	2,589.31
Total BofA Savings	13,931.54
Cash	54.15
Operating Account	541.75
Total Checking/Savings	14,527.44
Total Current Assets	14,527.44
TOTAL ASSETS	14,527.44
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	8,568.78
Retained Earnings	3,730.60
Net Income	2,228.06
Total Equity	14,527.44
TOTAL LIABILITIES & EQUITY	14,527.44

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

	Jul '10 - Jun 11	Jul '09 - Jun 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
Assessment Income	14,328.03	13,878.30	449.73	3.2%
Event Income				
Booth Rentals	615.00	365.00	250.00	68.5%
Event Income - Other	0.00	25.00	-25.00	-100.0%
Total Event Income	615.00	390.00	225.00	57.7%
Total Income	14,943.03	14,268.30	674.73	4.7%
Expense				
Advertising	3,938.00	2,047.64	1,890.36	92.3%
Beverages	0.00	90.00	-90.00	-100.0%
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	6.00	20.00	-14.00	-70.0%
Events				
Donations Made	413.73	8,000.00	-7,586.27	-94.8%
Entertainment	1,050.00	100.00	950.00	950.0%
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%
Total Events	2,636.93	8,561.60	-5,924.67	-69.2%
Insurance				
D & O Insurance	1,449.00	1,235.00	214.00	17.3%
Liability	620.00	448.00	172.00	38.4%
Total Insurance	2,069.00	1,683.00	386.00	22.9%
Office Expense	181.26	22.28	158.98	713.6%
Outside Services	0.00	351.28	-351.28	-100.0%
Parking Improvements	225.00	0.00	225.00	100.0%
Postage	375.22	175.24	199.98	114.1%
Printing	172.59	81.19	91.40	112.6%
Special Projects				
Lease Payment-Datema	225.00	0.00	225.00	100.0%
Lease Payment-Nobles	878.70	0.00	878.70	100.0%
Total Special Projects	1,103.70	0.00	1,103.70	100.0%
Taxes				
Property Tax-Nobles	447.42	0.00	447.42	100.0%
Sales Tax	0.00	1.18	-1.18	-100.0%
Total Taxes	447.42	1.18	446.24	37,817.0%
Total Expense	12,722.54	13,033.41	-310.87	-2.4%
Net Ordinary Income	2,220.49	1,234.89	985.60	79.8%
Other Income/Expense				
Other Income				
Interest Income	7.57	14.03	-6.46	-46.0%
Total Other Income	7.57	14.03	-6.46	-46.0%
Net Other Income	7.57	14.03	-6.46	-46.0%
Net Income	2,228.06	1,248.92	979.14	78.4%

Historic Uptown Susanville Association
Trial Balance
As of June 30, 2011

	Jun 30, 11	
	Debit	Credit
BofA Savings	2,589.31	
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	366.00	
BofA Savings:Special Projects	6,017.00	
Cash	54.15	
Operating Account	541.75	
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		14,328.03
Event Income:Booth Rentals		615.00
Advertising	3,938.00	
Conferences and Meetings	1,504.43	
Consulting Fees	62.99	
Dues, Fees, Subs & Pubs	6.00	
Events:Donations Made	413.73	
Events:Entertainment	1,050.00	
Events:Equipment Rental	173.20	
Events:Main Street Cruise	1,000.00	
Insurance:D & O Insurance	1,449.00	
Insurance:Liability	620.00	
Office Expense	181.26	
Parking Improvements	225.00	
Postage	375.22	
Printing	172.59	
Special Projects:Lease Payment-Datema	225.00	
Special Projects:Lease Payment-Nobles	878.70	
Taxes:Property Tax-Nobles	447.42	
Interest Income		7.57
TOTAL	27,249.98	27,249.98