



Community Service Association • 4100 Normal Street • San Diego, CA 92103-2682

April 7, 2016

MINUTES

The monthly meeting of the Executive Board of COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, April 7, 2016 in Room 2249 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA 92103. Vice Chairperson Hippe called the meeting to order at 4:05 p.m.

Approval of February Meeting Minutes and March Subcommittee Notes and Recommendations: A motion (Bryant/Wood) was unanimously approved to accept the February meeting minutes with the deletion of any edit strike-outs.

Ward pointed out that the notes from the Grant Allocations Subcommittee meeting on March 17, 2017 cannot stand as official minutes and, therefore, should not be titled as such. Ward explained that a subcommittee's role is to make recommendations, and it does not have the authority to make and pass motions on behalf of the entire Board of Directors. Therefore, a motion (Ward/Wood) was unanimously approved to retitle the Grant Allocation Subcommittee meeting notes from March 17, 2017 to show "Notes and Recommendations" rather than "minutes" and to show actions as being subcommittee recommendations for approval by the Board of Directors; and to revise the April 7, 2016 meeting agenda to show "March Subcommittee Notes and Recommendations" rather than "March Subcommittee Minutes."

In response to the subcommittee recommendations, a motion (Wood/Ward) was unanimously approved to ratify approval for the requests for expenditure of 2015 grant funds as submitted by the Catholic Charities, Homeless Women's services; the Children's Dental Health Association of San Diego; Mandated Project Impact, Inc.; and the Parkinson's Association of San Diego; and to ratify approval for acceptance of a late application submitted by Shakti Rising.

Financial Reports for February and March: A motion (Ward/Wood) was unanimously approved to accept the February and March Financial Reports as submitted.

Purchase of CSA Laptop: Hippe worked with Mark Floyd, Senior Buyer, in the district's Strategic Sourcing & Contracts Department to pursue a discount on an Apple laptop computer for CSA. Floyd contacted the Apple Education Department of Apple, Inc. and was able to secure a large discount on the laptop. Asaro has purchased the new laptop for \$1,083. The price includes an extended warranty.

Disposition of CSA Records, Computers and Printer; Compensation for Asaro's Time: Felix has transferred a CSA computer, printer, and boxes of hard copies from the home of Michele Fettig to a storage area designated for CSA's use at the Education Center. Asaro will meet with Fettig at her home on April 21, 2016, and will ensure that CSA's electronic records have been deleted from the Lenovo computer prior to finalizing Fettig's purchase of the computer.

Ortler said there would likely be extra time needed for Asaro to sort and organize the boxes of hard copy files. Following discussion, it was agreed that because it is unknown what the project involves and how long it will take, Asaro will keep track of her time and report back to the Board. A motion (Ortler/Fowler) to table discussion of extra compensation for Asaro was unanimously approved.

The Board also discussed the need for an audit of CSA records as the last audit was possibly conducted in the 2006-07 school year. Asaro will investigate CSA's audit records to verify when the last audit was conducted, prepare a list of required documents to be submitted to an auditor, and determine the scope of work involved in the audit process.

Revised Grant Allocations Estimate: Asaro reviewed estimates relating to CSA donations for the 2015-2016 school year. The Grant Allocation Subcommittee made recommendations totaling \$105,255. As of April 7, 2016, there is approximately \$1,459 available for additional grant funding.

2015-2016 Board Allocations – First Reading: Following discussion, a motion (Ward/Kleiner) was unanimously approved to accept the First Reading of the 2015-2016 Board allocations as submitted by the Grant Allocations Subcommittee; and to table the first reading until the CSA Board of Directors meeting on May 19, 2016.

Communications Plan Follow-Up: Asaro asked for volunteers to serve on a Communications Plan Subcommittee to discuss the ideas Linda Zintz presented at the CSA Board meeting on February 18, and draft a plan of action. Wood, Ortler and Asaro will form the Subcommittee. Asaro will contact Felix about being a part of this group.

60th Anniversary Celebration Update: Hippe reviewed an e-mail from Felix with preliminary ideas for the 60th Anniversary Celebration. Felix suggests that the event be held on Tuesday, October 11, 2016 from 3- 5 p.m., in conjunction with the Board of Education meeting. The Board discussed the idea of possibly holding the CSA membership meeting and starting the fall membership drive on that same day. CSA will seek a Board proclamation honoring the 60th Anniversary. A sponsor would need to be identified to cover the costs of refreshments. Grant recipients might be requested to participate in a brief presentation thanking CSA for their funding and explaining how the funds were used. Students who benefitted from CSA funding might perform for the Board; posters and artwork could be displayed. Posters of some agencies might be placed throughout the front lawn of the Education Center to showcase the work of CSA. An invitation to all staff could possibly be distributed with pay warrants.

CSA Logo: Ortler said that several months ago he and Asaro had discussed the need for a camera-ready version of CSA's logo. Ortler then approached a graphic arts teacher at Patrick Henry High School about the logo and the teacher gave it to one of his students. The student quickly created a camera-ready version of the current CSA logo.

Ortler and Asaro had also discussed the possibility of conducting a CSA logo contest to be held within the district. The Board discussed the idea of holding a logo contest in May, 2016, and unveiling the new logo as part of the 60th Anniversary Celebration in October. A motion

(Kleiner/Wood) to approve a CSA Logo Contest to be held in May, 2016 for district high school students, with prize awards in the form of donations to local non-profits/schools not to exceed a total of \$600 for up to three winning designs, was approved unanimously.

Asaro will draft a logo contest announcement and e-mails to principals and graphic arts teachers; and revise the CSA Allocation List for 2014-2015 to include donor designations. Asaro will also meet with Linda Zintz concerning the contest and request her assistance in advertising and promoting.

Fowler, Wood, Kleiner, Bryant, Ortler, and Hippe volunteered to serve on a subcommittee to review the logo contest submissions in early June. Asaro will contact Felix and Jimenez to ask if they would like to be a part of the subcommittee. The top contending submissions will be presented to the Board of Directors for action at their meeting on June 9, 2016.

Round Table: Asaro said that the Maritime Museum of San Diego was recognizing CSA by displaying CSA's name on the Museum's Donor Recognition Plaque at the "Pilgrim Level" of contribution.

The meeting was adjourned at 6:20 p.m.

Barbara Asaro
Secretary/Treasurer

PRESENT: Bryant, Fowler, Hippe, Kleiner, Ortler, Ward, Wood

EXCUSED: Felix, Jimenez