



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

*Celebrating Our 60<sup>th</sup> Anniversary in 2016*

**June 9, 2016**

## **MINUTES**

The monthly meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, June 9, 2016 in Room 2249 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA 92103. Chairperson Felix called the meeting to order at 4:00 p.m.

**Approval of May Meeting Minutes:** Following discussion, the following revision was made to the minutes of May 19, 2016:

- On page 2, "CSA Site Rep Meeting," to be revised to show that all expenses associated with the Site Reps Meeting will be covered by individual contributions by the CSA Board of Directors.

A motion (Ortler/Wood) to accept the May meeting minutes with the noted revision was unanimously approved.

**Financial Report for May:** Asaro presented the May Financial Report. A motion (Jiminez/Wood) was unanimously approved to accept the May Financial Report as submitted.

Asaro informed the Board that she had contacted the agencies that had not yet cashed their 2014-2015 designated donor checks. A representative from Mothers Against Drunk Drivers (MADD) said that after an extensive search, their check could not be found. MADD was requesting that the Board consider issuing another check. A motion (Wood/Bryant) to issue MADD a check in the amount of \$785 (\$15.00 less than the original check due to a possible check stopping charge) was unanimously approved.

Asaro said that after several attempts, she has not been able to reach the House of Puerto Rico to determine the status of their check. The Board requested that Asaro contact the employee who made the designated donation about this matter.

**Audit:** A motion (Ortler/Hippe) was unanimously approved to request that the Internal Audit Office of the San Diego Unified School District conduct a CSA financial statement audit for 2015-2016. Ward stated that the audit would need to be requested by Superintendent Marten. Ward will look into the matter.

**Revised Grant Allocations Estimate and 2015-2016 Grant Allocations – Second Reading/Action:** A motion (Kleiner/Ortler) to accept the 2015-2016 Grant Allocations Second Reading document as submitted was unanimously approved.

**Notifications to Non-profit Agencies Regarding Grants and Designated Donations:** Asaro explained that past practice was to combine grant awards with designated donations and issue

one check to affected agencies. She said that separate notifications and checks would be distributed for grant awards and designated donations beginning with the next award cycle.

**CSA 60<sup>th</sup> Anniversary Celebration:** Felix said that the 60<sup>th</sup> Anniversary Celebration was scheduled to coincide with the Board of Education meeting on Tuesday, October 4, 2016. The time is tentatively 3-5 p.m. We will be sending out a circular announcement in September to gather the names of site representatives, and publicize the 60<sup>th</sup> Anniversary Celebration and kick-off of Fall Membership Campaign.

**Meeting Schedule for 2016-2017:** A motion (Ortler/Kleiner) to accept the proposed CSA meeting schedule for 2016-2017 was unanimously approved.

**Asaro Contract for 2016-2017:** Following discussion, a motion (Bryant/Ortler) to increase Asaro's salary to \$1,200 to \$1,400 a month was unanimously approved. Asaro will prepare a contract for 2016-2017 for Felix's signature.

**Judging of Logo Contest Entries:** After careful consideration of all logo contest submissions, a motion (Orter/Jiminez) to award dual first prizes to Esme Urena, Serra High School, and Pablo Vigo, Kearny DMD, was unanimously approved. Aspects of their logo submissions will be combined and the phrase "est. 1956" will be added to form the new logo. Asaro will notify the contestants and the winners. Each of the winners may designate a charity or school of their choice to receive \$300.

**Donation of CSA Computer and Printer to Computers 2 SD Kids:** Kleiner explained that Computers 2 SD Kids is a non-profit agency that recycles and refurbishes used computers and delivers them to families in need. The agency also provides each recipient with education, training and technical support. A motion (Kleiner/Wood) to donate the old CSA Computer and Printer to Computers 2 SD Kids was unanimously approved. Kleiner will make arrangements with Ward to pick up the hardware some time during the summer.

**Round Table:** Asaro thanked the Board for her increase in pay. Bryant volunteered to send out the CSA bylaws via GoogleDocs for the Board's review and suggested revisions. The Board will review and act on the recommended revisions to the bylaws in the coming fall.

The meeting was adjourned at 5:54 p.m.

Barbara Asaro  
Secretary/Treasurer

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

EXCUSED: Wilson