



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

October 1, 2015

MINUTES

A special subcommittee meeting of the Executive Board of COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, October 1, 2015, at the Eugene Brucker Education Center, Room 2249. Chairperson Ortler called the meeting to order at 4:00 p.m. and thanked the subcommittee meeting members for coming to the meeting. The purpose of the meeting was to interview Barbara Asaro for the new support position of CSA Secretary/Treasurer, which combines the previous duties of Secretary/Treasurer and Membership Coordinator.

Board members introduced themselves and Ms. Asaro gave a brief history of her work and volunteer experience. Ms. Asaro shared her thoughts about how she might use organizational skills and technology to allow her to perform the duties of both previous support staff positions. The board mentioned that the goal would be to find a monthly salary which reduced the board's overhead expenses and allowed more donation money to be spent on grant allocations. Ms. Asaro said that her initial impression was that the current monthly salary of the Secretary/Treasurer was reasonable. Ortler expressed that the board had identified a \$1600 "cushion" in the budget which could be used as compensation during the transition months of October to December, and that the board would review compensation with Ms. Asaro when the duties and work load of the position have been better determined.

The subcommittee voted 7 in favor, 0 against, and 0 abstaining to recommend the following proposal:

- to begin a month-to-month independent contractor agreement with Barbara Asaro to perform the work of the positions currently known as CSA Secretary/Treasurer and CSA Membership Coordinator beginning January 1, 2016;
- to allocate funds of up to \$1600 to compensate Barbara Asaro for work performed during the transition period of October 5 through December 31, 2015;
- to discuss monthly pay with Barbara Asaro after the duties and work load have been discussed and determined, with the goal of reducing the current overhead costs of CSA as of January 1, 2016.

Meeting was adjourned at 5:00 p.m.

John Ortler
Chairperson

Subcommittee Members: Bryant, Felix, Fowler, Jimenez, Ortler, Ward, Wood