



April 13, 2017

MINUTES

The monthly meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, April 13, 2017 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 March Meeting Minutes: It was noted that the minutes of March 16, 2017 contained inaccuracies concerning the spelling of Board Member Fiedler's name. A motion (Ward/Raffle) to accept the minutes of March 16, 2017 with corrections as noted was unanimously approved.

Draft Meeting & Events Calendar, 2017-2018: The proposed meeting and events calendar for 2017-2018 was discussed. Board members agreed it would not be necessary to hold the membership meeting in conjunction with a Board of Education meeting in October. Bryant suggested that the membership meeting be held on a CSA Board meeting date.

It was noted that at the 60th Anniversary celebration held last October, many people were interested in hearing from the agencies that were awarded CSA grants and/or received designated donations from CSA members. Asaro will invite all agencies to submit a short description regarding their work, and the positive impact that CSA has made on the delivery of their services. A short questionnaire designed for this purpose will be distributed with checks to agencies in August, 2017. The information will then be posted on the CSA website.

A motion (Ward/Wood) to table the draft Meeting & Events Calendar, 2017-2018 to the May 11, 2017 meeting was unanimously approved. In the interim, Asaro will update locations for the CSA Board of Directors meetings, and determine a date for the annual membership meeting.

Revised Board Grant Allocations Estimate: Asaro shared that donations received in March had dropped approximately \$257 from February. Based on the decrease in donations, she has revised the estimated donations for 2016-2017 (approximately \$148,232) and funding available for grant allocations (approximately \$108,162).

2016-2017 Board Grant Allocations – First Reading: The Board reviewed the 2016-2017 Board Grant Allocation recommendations brought forward by the Grant Allocations Subcommittee. The Board requested clarification concerning Aseltine School's grant request (the need for a standardized testing instrument), and Camp Oliver's grant request (a description of the low ropes course and the need for staff certification in supervising the course). The Board stipulated that beginning with the 2016-2017 grant allocations, agencies requesting funding for separate programs will be required to submit separate acknowledgement letters/receipts for each program. In addition, in the future the Board will require more specific information from agencies providing services to district schools, e.g., Lamb's Players Theatre would be required to name the schools benefiting from the live performance touring program. Agencies providing services that do not require receipts, e.g., individual counseling sessions provided by YMCA: Youth and Family Services, will be required to provide specifics concerning the number of sessions and number of children served.

A motion (Bryant/Ward) to increase the grant allocation for Young Audiences of San Diego from \$750 to \$1,000 and for Young Audiences of San Diego – City Moves! from \$500 to \$1,250, with the stipulation that the agency will be required to submit separate letters of acknowledgement/receipts for each program, was unanimously approved.

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A motion (Felix/Bryant) to decrease the grant allocation to Aseltine School from \$1,000 to \$0, seek clarification concerning the need for a diagnostic tool (Woodcock-Johnson IV Complete Kit), and reconsider the grant request at the May 11, 2017 Board meeting passed with one (Wood) opposed.

Suggested Revisions to CSA By-Laws: A motion (Felix/Hippe) to table the discussion of the suggested revisions to CSA By-Laws to the May 11 meeting was unanimously approved.

Round Table: Asaro reported that she had followed up on the two stale checks discussed at the April 13 meeting: She contacted the Jackie Robinson YMCA and, while no explanation was given as to why the check in the amount of \$700 was not cashed, they requested a new check be sent. Asaro also contacted the Parent Connect Foundation (associated with San Diego High International Studies). A check in the amount of \$100 had been mailed to the high school. However, as the Parent Connect Foundation operates as a separate entity with its own EIN number, they requested that a new check be mailed to their Chair.

Asaro announced a change in the meeting location for the May 11, 2017 meeting to Room 2226, Eugene Brucker Education Center.

Asaro informed the Board that she had been contacted by John Burnham Insurance Services (representing Travelers Casualty and Surety Company of America) regarding the crime bond purchased by CSA that is due to expire on May 17, 2017. The cost of renewing the three-year bond is \$2,028, an increase of approximately \$500.

The meeting was adjourned at 5:30 p.m.

Barbara Asaro
Secretary/Treasurer

PRESENT: Bryant, Calton, Felix, Fiedler, Hippe, Raffel, Ward, Wood

EXCUSED: Kleiner, Wilson