



September 15, 2016

## MINUTES

The monthly meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, September 15, 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 4:05 p.m.

**Approval of June Meeting Minutes:** A motion (Wood/Hippe) to accept the June meeting minutes as submitted, was unanimously approved.

**Financial Reports for June-August:** Asaro stated that she had reconciled the June-August bank statements to the CSA checking and savings accounts without issue. However, she experienced difficulties when completing the financial reports using the current financial report format.

Asaro met several times with her cousin, Anna Asaro, who serves as a financial clerk at a district high school and has extensive experience in the use of QuickBooks, and learned how to create accounts within QuickBooks, and prepare journal entries (to record interest and process stale checks).

Asaro has forwarded a copy of the CSA Quickbook accounts to Tam Dang, Shapiro & Co., CSA's accountant for verification. A motion (Ward/Ortler) to approve the June-August financial reports upon verification by Dang was unanimously approved.

**Grants and Designated Donations Update:** Asaro shared the updated, final list of combined CSA grant awards and designated donations for 2015-2016. The total for grant awards was \$105,755, with total designated donations at \$23,651.26.

**2016-2017 Budget:** Asaro reviewed the 2016-2017 proposed budget. The budget includes a \$2,000 reserve. Asaro also allocated \$3,000 to cover the costs of an audit. Ward said that CSA would not be charged for an audit conducted by the district. Asaro then recommended that the \$3,000 allocation be distributed to local non-profit agencies by the Board of Directors at the Board's December meeting.

Asaro requested the Board's consideration for compensation for Anna Asaro for her expert advice and troubleshooting concerning Quickbooks. A motion (Ortler/Fowler) to establish a line item of \$400.00 on an annual basis for consultant services and software updates to be used at the discretion of the Secretary/Treasurer was unanimously approved. For 2016-2017, this amount will be taken from the reserve account.

**Renewal of Agreement for CPA Services:** Asaro contacted Tam Dang, Shapiro & Co., to ask if he was willing to continue as CSA's CPA for 2016-2017 at a fee of \$1,700. Dang indicated that he would be willing to do so. A motion (Hippe/Ward) to contract Tam Dang, Shapiro & Co., in the amount of \$1,700 for CPA services for 2016-2017 was unanimously approved.

**Audit Update:** Superintendent Marten has received the memo from Felix requesting an audit of CSA records for 2015-2016. The Superintendent has forwarded the memo to the district Internal Auditor, John Cashmon. Asaro will follow up with Cashmon as to the time line for the audit.

**CSA 60<sup>th</sup> Anniversary Celebration:** Felix said plans are well underway for the combination 60<sup>th</sup> Anniversary Celebration, Fall Membership Drive Kick-off and Site Rep Meeting to be held on Tuesday, October 4, 3-6 p.m., in conjunction with the Board of Education meeting. The Site Rep Meeting will take place from 3:30-4:30 p.m. Asaro will invite agency representatives to speak at the meeting.

Felix has secured ten tables and 50 chairs, a podium, and a sound system for the event. He has spoken to the assistants for the Area Superintendents to alert them to the circular requesting the names of site representatives and the need for school responses. Felix has also contacted the Sara Smith, Team Leader Teacher for the Culinary Institute Program at Morse High School. They are able to prepare and serve appetizers for 100 people at a cost of \$600.00. Asaro has contacted potential vendors and thus far has secured fees from three vendors at \$100.00 each. She is waiting to hear back from others and hopes to have a commitment of \$600.00 in vendor fees to cover the costs of the food. Felix volunteered to make up the cost of the food, if necessary. A motion (Ortler/Ward) to contract with Morse High School's to provide food at a cost of \$600.00 to be paid by vendor fees (and Felix, if necessary) was unanimously approved.

Felix said that on October 4, the Board of Education will act on a proclamation in honor of CSA's 60<sup>th</sup> Anniversary shortly after their meeting begins at 5 p.m. Felix is planning to speak at the meeting on behalf of CSA. Agency representatives will also have the opportunity to sign up to speak.

**CSA Fall Membership Campaign – Packets and Online Forms:** Asaro said that this year the site packets will not include hard copy forms. We are looking to inform staff that both the Payroll Deduction and Donor Designation forms are now accessible on line through PeopleSoft. Once completed, there will be no need to revisit PeopleSoft unless the employee wishes to change membership or donation status. However, the packets will remain the same as in the past for locations with field workers, such as custodians, food service workers, etc. For these locations, packets will contain hard copy Payroll Deduction and Donor Designation forms. An email message will also be forwarded to all staff from CSA via the Communications Office announcing the fall campaign and the online process.

**Fall Board Member Election –** Asaro announced that the following Board of Directors members' terms of service would be ending on December 31, 2016: Michelle Bryant, Camille Fowler, Maria Jimenez, John Ortler and Jim Felix. Asaro will contact these board members individually to ask if they are intending to run for another term. She will also be actively seeking other candidates for the three certificated, one classified, and one administrative board openings.

**Logo Update:** Hippe stated that she and her son worked on the new CSA logo and have created a formal logo with the specifications as agreed to at the Board of Directors' meeting held on June 9, 2016. She has also developed an informal logo suitable for notes, etc. Hippe is in the process of designing a heart-shaped, magnetic clip holder with the CSA logo lettering that could be used for promotional purposes. The price varies from \$.89 to \$1.45 per clip depending upon the number ordered. Asaro will contact board members after Hippe has a firm quote on the cost of the magnetic clips.

**Upcoming Newsletters:** Ortler contacted Arms Wide Open and the Tariq Khamisa Foundation, among others, and received information that will be included in newsletters to be distributed to all CSA members in the coming months.

**Revision of CSA By-Laws:** Asaro, Bryant and Ortler volunteered to serve on a subcommittee to review and draft revisions of the CSA By-Laws.

**Round Table:**

Wilson asked for a meeting schedule; Asaro will send out to all board members.

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

Barbara Asaro  
Secretary/Treasurer

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

EXCUSED: Kleiner