



January 24, 2019

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, January 24, 2019 in Room 2249, Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA, 92103. Board Vice President Felix called the meeting to order at 4:10 p.m.

**Acknowledgement of Outgoing Board Member (Linda Kleiner):** Felix thanked Kleiner for her service on the CSA Board of Directors and presented her with a certificate of appreciation. A donation in the amount of \$300.00 has been made in Kleiner's name to Computers 2 SD Kids.

**Introduction of Incoming Board Members (Jennifer Coronel, Sabrina Hahnlein):** Felix introduced newly-elected board members, Jennifer Coronel and Sabrina Hahnlein. Coronel is the Program Manager for the Office of Children and Youth in Transition. Her office strives to support school stability for approximately 20,000 children and youth in transition including those that are experiencing homelessness, living in foster care, military dependent, refugees and those returning from the juvenile justice system. Hahnlein has worked for the district since 2009. She currently serves the district as an Elementary School Assistant. Hahnlein has extensive experience in volunteer work. She was President of the Para Educators for four years and currently serves as the Regional Political Action Coordinator for Region 97 (which includes both San Diego Unified and the San Diego County of Education).

**Election of Board Officers for 2019:** A motion (Hahnlein/Ehm) to elect Jim Felix as acting chair, pending revision of the CSA by-laws to allow board members to serve three consecutive years in office, and Naomi Raffel as vice chair was unanimously approved.

**Approval of November Meeting Minutes:** A motion (Raffel/Ehm) to accept the minutes of November 8, 2018 was unanimously approved.

**Financial Reports for October-December, 2018:** A motion (Archard/Ehm) to accept the financial reports for October-December 2018 was unanimously approved.

**Request to Issue a Check to Correia Instrumental Music Program; Proposed Restriction on Number of Designations Individual Donors Can Make:** Asaro explained that while distributing designated donation checks last August, she had issued a check in the amount of \$200 to Dana Instrumental Program. The donor contacted Asaro to say that the check should have been issued to Correia Instrumental Music Program instead. Asaro checked on the status of the check to Dana, and the school had already cashed it. Asaro requested Board's permission to issue a check to Correia to rectify the error. A motion (Hahnlein/Wilson) to issue a check in the amount of \$200 to Correia Instrumental Music Program was unanimously approved.

Asaro said that there are several employees who split their designated donation among two or three agencies. The amounts have to be calculated by hand on a monthly basis. Following discussion, a motion (Hahnlein/Coronel) to restrict designated donations to one organization beginning with the 2019-2020 school year was unanimously approved.

**Upcoming Grant Process: Time Line, Grant Applications, Grant Application Form:** Asaro shared the time line, grant application guidelines and grant application form for spring, 2019. Asaro has standardized the form, and has established the due date as the last working day in February.

**Request from Catholic Charities to Utilize 2018 CSA Grant Award for Different Program:** Asaro said she has received a request from Catholic Charities. They received a grant award in the amount of \$864 in 2018 to support The Tomorrow Project. The program, which supported homeless women in reentering the work place, is no longer in operation. Catholic Charities was seeking approval to use the grant award to support Rachel's Women Center, a 24-hour shelter and support center for homeless women. The grant would be used to purchase paper goods (paper towels, toilet paper, napkins) and eating utensils. A motion (Raffel, Ehm) to authorize Catholic Charities to utilize a 2018 grant award originally awarded for The Tomorrow Project to support Rachel's Women Center instead was unanimously approved.

**Round Table:**

Hahnlein said she was happy to be a part of the CSA Board of Directors and was looking forward to helping agencies throughout our county. Board members asked Coronel about the types of supports her office provides to children and youth in transition. She said services range from bus passes, clothing, hygiene supplies, and counseling, among others.

The meeting was adjourned at 5:00 p.m.

Barbara Asaro, Secretary/Treasurer

PRESENT: Archard, Coronel, Ehm, Felix, Hahnlein, Padilla, Raffel, Wilson

EXCUSED: Bryant, Calton