



August 6, 2020

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, August 6, 2020, via Zoom. Board President Wilson called the meeting to order at 4:08 p.m.

**Approval of June 4, 2020 Minutes:** A motion (Wood/Smith) to accept the minutes of June 4, 2020 as submitted was unanimously approved.

**Financial Reports for May-June, 2020:** A motion (Hahnlein/Padilla) to accept the financial reports for May-June, 2020, was unanimously approved.

**Authorization of John Ortler to Serve as a Financial Officer:** A motion (Hahnlein/Wood) to adopt a formal resolution to authorize John Ortler as a financial officer and to sign checks on behalf of CSA was unanimously approved.

**Additional Meeting in August:** Following discussion, a motion (Hahnlein/Einspar) to convene a special meeting of the CSA Board of Directors at 9 AM on Monday, August 10, to be conducted via Zoom, was unanimously approved.

**Fall Membership Drive:** Asaro discussed past practice concerning the annual fall membership drive. Given the unknowns surrounding the COVID-19 virus and the opening of school, Asaro was questioning the practice of distributing detailed packets of information to every site with field workers, i.e., cafeteria workers, transportation workers, gardeners, etc. Following discussion, it was agreed that for Fall, 2020 all publicity will be handled electronically. The administrative circular will be distributed with general information and will include a request for principals and department heads to promote the fall membership drive by making an announcement at staff meetings and encouraging employees to become CSA members. As in the past, we will work with the Communications Office to send an email blast to all district employees and to post an announcement on the front page of the employee portal. We will also again request that employee bargaining unit heads publicize the membership drive in communications to their constituents. Archard suggested that a power point presentation be created by students and distributed to all schools for use in the membership drive. The idea was well received and Ortler said that he would follow up it at Patrick Henry High.

**Round Table:** Hahnlein suggested that Zoom meetings be announced well in advance; possibly a Zoom link could be emailed along with the meeting agenda.

Ortler discussed the possibility of Board members and himself using chromebooks (formerly used by students) at meetings. He suggested that all information could be shared on Goggle docs. Ortler stated that he would not need to purchase a new laptop for CSA business, but could use the chromebook.

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Asaro raised the possibility of purchasing a subscription to a web-based Quickbooks Program. Following extensive discussion, it was agreed to further discuss/act on this matter at the meeting on Monday, August 10. Ortler offered to pay for the web-based program out of pocket. He will investigate costs prior to the meeting on August 10.

The meeting was adjourned at 5:20 p.m.

Barbara Asaro, Secretary/Treasurer

PRESENT: Archard, Ehm, Einspar, Hahnlein, Padilla, Smith, Wilson, Wood

GUEST: Ortler