



January 21, 2021

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, January 21, 2021 via Zoom.

- 1. Welcome and Call to Order:** Board Chair Wilson called the meeting to order at 4:04 PM and introductions were made.
- 2. Certification of CSA Board Election Results and Consideration of a Write-In Candidate for Appointment to Certificated Vacancy on the Board:** Ortler and Wilson presented the results of the November Board of Directors election in which the votes of CSA members were tabulated by a ballot consisting of a Google form/sheet: Classified candidate Rhonda Archard was re-elected to fill the classified vacancy and certificated candidate Sandra Hafermann was elected to fill the certificated vacancy. A motion (Einspar/Archard) to certify the election results as submitted was unanimously approved. On that same ballot write-in suggestions were received for the other certificated vacancy on the board. All suggested candidates were contacted and one certificated candidate -- Michelle Bryant -- attended the meeting to be considered for appointment to the position. After a brief introduction and statement of interest by Bryant a motion (Einspar/Archard) to appoint Michelle Bryant to the certificated vacancy was unanimously approved.
- 3. Election of CSA Board Officers for 2021 and Authorization of Elected Officers as Financial Officers Who Can Sign Checks on Behalf of CSA:** Prior to the meeting Ortler had taken nominations for the officer positions via Google Form which resulted in Wilson running for Chair and Wood running for Vice Chair. With a show of hands the board members unanimously approved candidates Wilson for Chair and Wood for Vice Chair. A motion (Archard/Vaccarino) to accept the election of officers Wilson as Chair and Wood as Vice Chair passed unanimously. A motion (Einspar/Bryant) to adopt a formal resolution to authorize Wilson (Chair) and Wood (Vice Chair) as Financial Officers who are able to sign checks on behalf of CSA passed unanimously.
- 4. Approval of Minutes from December 10, 2020 Board Meeting:** A motion (Archard/Einspar) to approve the minutes from the December 10 Board Meeting as presented passed, with Bryant and Hahnlein abstaining as they had not attended the December meeting.
- 5. Financial Reports for December 2020:** Ortler presented the December bank statement and reconciliation reports. Ortler noted that this month's reports did not require further explanation as he has become much more familiar with QuickBooks Online and direct downloading of transactions thanks to the help of a District Financial Clerk. Ortler pointed out designated donation checks that had not cleared and stated that he is attempting to contact the agencies to find out why. Hahnlein asked Ortler to look into placing a Stop order on checks that are stale or lost. A motion (Hahnlein/Vaccarino) to accept the Financial Reports for December passed, with Bryant abstaining.
- 6. Budget 2020-21:** Ortler reviewed the current budget; there had been no changes.

**7. Approval of 2019 Tax and Nonprofit Filing and Payment for CPA for Audit/Filing:** Ortler recommended tabling this item until the May meeting as the CPA will not be filing CSA's taxes until the end of the season. Priority is given to her bigger accounts who pay full price for her services; CSA receives a discount on fees and accepts a lower priority handling of business in exchange.

**8. Approval of Donation to San Diego Food Bank in Honor of Outgoing Board Member MP:** Ortler reported that the Board traditionally makes a \$300 donation on behalf of outgoing Board members who have served a full term on the Board, and that outgoing Board member Padilla had selected San Diego Food Bank as the charity for this donation. A motion (Archard/Einspar) to approve the \$300 donation to San Diego Food Bank in honor of outgoing Board member Padilla passed with Bryant abstaining.

**9. Disposition of CSA MacBook Laptop:** Wilson stated that the Board needed to determine what to do with MacBook Pro used by former Secretary/Treasurer Asaro. The laptop was at least 6 years old and the display was showing a need for repair -- a vertical band of interference would appear on the screen after extended use. Given the age and condition of the laptop and the current challenges of social distancing, it would be difficult to sell it. Ortler recommended donating the laptop to a San Diego nonprofit called Computers to San Diego Kids (C2SDK) which refurbishes or recycles used computer equipment. C2SDK has partnered with our District to distribute computer equipment to San Diego families who cannot afford to buy a computer. A former CSA Board member was a volunteer with the organization and had given it great reviews. A motion (Byrant/Hafermann) to first wipe/sanitize the hard drive of the MacBook Pro and then donate it to C2SDK passed unanimously.

**10. Annual Review of ByLaws and Articles of Incorporation\*:** Wilson asked Board members to vote to acknowledge that they had reviewed the CSA Bylaws and Articles of Incorporation and would do so annually. Both documents are posted on the CSA website and printed copies are included in the Board Member binder. A motion (Vaccarino/Archard) resolving that each Board member should review these documents annually in preparation for the January Board meeting passed unanimously.

**11. Review of CSA Newsletter, February Issue:** Ortler presented his ideas for the first issue of the re-born CSA newsletter, along with a draft message from the CSA Board to be included as a greeting to the newsletter. Suggestions from Board members were incorporated into the message. A motion (Bryant/Einspar) to approve the CSA Board message for the newsletter passed unanimously.

**12 Grant Process: Timeline and Guidelines:** Ortler reviewed the timeline for the upcoming grant season. Ortler mentioned that the March review of grant applications has traditionally been done by subcommittee, but recommended that all Board members participate as this would be an opportunity to have a voice in where our money goes and for what purposes.

**13. Round Table:** Archard suggested adding a link with the newsletter for non-members to get more information. Wilson welcomed new Board members Bryant and Hafermann and she thanked all Board members for all that they do.

The meeting was adjourned at 5:40 PM.

John Ortler, Secretary/Treasurer

PRESENT: Archard, Bryant, Einspar, Hafermann, Hahnlein, Vaccarino, Wilson, Wood

EXCUSED: Ehm, Smith

CSA Board of Directors Meeting

December 10, 2020

Page 2