



March 18, 2021

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, March 18, 2021 via Zoom.

1. **Welcome and Call to Order:** Board Chair Wilson called the meeting to order at 4:09 PM.
2. **Approval of Minutes from January 21, 2021 Board Meeting:** A motion (Bryant/Wood) to approve the minutes from the January 21 Board Meeting as presented passed unanimously.
3. **Financial Reports for December 2020:** Ortler presented the January and February bank statements and reconciliation reports. Ortler reported that our credit union agreed to place a stop order without charge (this time) on the check for the Community Campership, and thus check 8613 for \$800 was voided on the February statement and the funds were added back into the current year 2020-21 budget. A motion (Bryant/Wood) to accept the Financial Reports for January passed unanimously. A motion (Bryant/Einspar) to accept the Financial Reports for February passed unanimously.
4. **Request for reimbursement for purchases of office supplies/scanning/copying:** Ortler requested receipts for the following purchases: \$23.25 for toner for the CSA printer, which is running low due to printing of the grant applications; \$12.97 for printing 2014 and 2015 CSA tax returns to send in response to a request from the California Attorney General's office – necessary to stay in compliance for nonprofit status; \$53.22 for scanning past CSA tax returns in order to post on the CSA website. A motion (Vaccarino/Einspar) to approve the reimbursement as requested passed unanimously.
5. **Budget 2021-22:** Ortler shared the projected budget for 2021-22. With the decline in District employees' contributions the overall pool of funds for 2021-22 will dip below \$100,000, which causes the administrative overhead expenses to constitute more than 15% of the budget. Ortler stated that for a nonprofit that is cause for concern, and that the Board should look at both increasing revenue and decreasing expenses. Expenses could be decreased by reducing the monthly fees paid to the Secretary/Treasurer: for example, a reduction from \$1400 to \$1000 monthly would reduce overhead to about 12% of budget. Wilson requested volunteers (Wood, Hafermann, Wilson) to form a subcommittee to look at ways to increase CSA membership and to increase the contributions of current CSA members.
6. **Grant Process: Timeline and Guidelines:** Ortler invited all Board members to stay after the regular meeting to review a draft of the grant allocation spreadsheet. The document lists the current grant applications and attempts to equitably distribute CSA funds according to the CSA mission statement to have the most positive impact in our San Diego community.

7. **Round Table** Wilson thanked all Board members for their service and for helping with the decisions on the distribution of grant monies.

The meeting was adjourned at 4:59 PM.

John Ortler, Secretary/Treasurer

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

EXCUSED: Archard, Ehm, Smith