



January 13, 2022

## MINUTES

A meeting of the Executive Board of the SAN DIEGO UNIFIED SCHOOL DISTRICT COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, January 13, 2022 via Zoom.

- 1. Welcome and Call to Order:** Board Chair Wilson called the meeting to order at 4:05 PM.
- 2. Certification of CSA Board Election Results:** A motion (Wood/Hahnlein) to accept the CSA Board Election results passed unanimously. The election results were: Classified vacancy filled by Sabrina Hahnlein, Certificated vacancy filled by Kathaleen Wilson, and Administrator vacancy filled by Michele Einspar.
- 3. Election of CSA Board Chair and Vice-Chair for 2022, and the Authorization for Said Officers to Be Financial Officers and to Sign Checks for CSA:** Kathaleen Wilson was nominated and unanimously elected by board members to serve as Board Chair for 2022. Don Wood was nominated and unanimously elected by board members to serve as Board Vice-Chair for 2022.

A motion (Bryant/Einspar) to designate Kathaleen Wilson (Chair) and Don Wood (Vice-Chair) as Financial Officers for CSA with authorization to sign CSA checks passed unanimously. (This statement is included for credit union banking purposes: Don Wood replaces Rhonda Archard as the second Financial Officer and thus Rhonda Archard's name should be removed from the CSA account.)

- 4. Approval of Minutes from December 9, 2021 Board Meeting:** A motion (Bryant/Smith) to accept the December 9, 2021 minutes passed unanimously.
- 5. Financial Reports for December 2021:** All incoming checks have been deposited in CSA bank accounts and no additional checks were written during this period. Due to miscommunication a check for \$10 had been deposited by the bank teller into checking instead of savings. In the process of correcting that an error was made which resulted in the Savings reconciliation to be off by \$10. Ortler stated that his knowledge of QuickBooks is very basic and that he would like to wait for CSA's accountant, Melody Thompson, to assist with correcting it. Meanwhile, the CSA accounts are transparent, as the Board Chair, Board Vice-Chair, and accountant Melody Thompson all have access to view all transactions on the online QuickBooks. The review of Financial Reports was tabled until the next meeting.
- 6. Budget 2021-22:** The budget was shared on-screen and Ortler stated that there were no changes since the previous meeting. There was no further discussion.
- 7. Secretary/Treasurer Position:** Ortler stated that due to family responsibilities he would not be able to continue working as CSA Secretary/Treasurer after August 2022. He offered to compile a

list of a few district employees who have the skills and experience to do the job and who might be interested in the position.

- 8. Future of CSA, and a Possible Partnership with United Way of San Diego:** As reported by Wilson and Ortler, over the past 10 years new membership has not kept up with the retirement of CSA members. Accordingly contributions from payroll deductions have decreased and the CSA annual budget has fallen below \$100,000. Although overhead costs have been cut to a minimum, they now comprise a larger percentage (more than 10%) of the budget due to the lower contributions. A partnership with another nonprofit entity may be needed in order for CSA to continue to operate effectively. Board members discussed the idea of partnerships with three organizations: VAPA Foundation, The San Diego Unified School District Education Fund, and The United Way. Wilson and Ortler committed to contacting the three organizations to gather more information.
- 9. CSA Annual Meeting Date in Spring 2022:** Ortler proposed that the CSA Annual Membership Meeting take place before or after the next CSA Board meeting on Thursday, March 10. Hahnlein stated that union meetings normally started at 5:30 PM and that that seemed to be a convenient time for district employees. Archard volunteered to put together a PowerPoint presentation that could be used for the meeting. A motion (Hahnlein/Vaccarino) to hold the CSA Annual Membership Meeting on Thursday, March 10 at 5:30 – 6:00 PM passed unanimously.
- 10. Annual Acknowledgment of Review of CSA ByLaws & CSA Articles of Incorporation:** A motion (Wood/Hafermann) to acknowledge that the Board had reviewed the CSA Bylaws and Articles of Incorporation in 2022 passed unanimously.
- 11. Approval of Board Message for CSA Newsletter, January Issue:** Board approval was sought for the content of a message about the CSA Board election and about the CSA Annual Membership Meeting. Ortler explained that he was still waiting on an additional article from a District department in order to publish a complete newsletter -- if that content was not delivered then the newsletter might consist only of the current message being considered. A motion (Ehm/Wood) to approve the current newsletter message passed unanimously.
- 12. Grant Process: Timeline and Guidelines:** Ortler briefly reviewed the timeline for the 2022 grant cycle.
- 13. Round Table:** Hahnlein wished all a happy and safe New Year. Smith reported that the district PPO department was very happy and grateful for the holiday donation to MOCBC. Archard expressed hope that CSA would continue to serve the community even with the challenges that it faces. Hafermann asked if it were possible to consider the organization Urban Youth for a holiday donation -- to which Board Chair Wilson and Secretary Ortler responded that unfortunately it had not been possible because their tax return had not been received before the deadline for consideration. Vaccarino wished all a happy New Year. Board Chair Wilson and Secretary Ortler thanked everyone for attending the meeting and for their efforts.

The meeting was adjourned at 5:24 PM.

Minutes taken by: John Ortler, CSA Secretary/Treasurer

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

EXCUSED: N/A