



Community Service Association • 4100 Normal Street • San Diego, CA 92103-2682

September 20, 2012

## MINUTES

The monthly meeting of the Board of Directors of COMMUNITY SERVICE ASSOCIATION was held on Thursday, September 20, 2012, at Harold Ballard Parent Center, Room 3. Chairperson Williams called the meeting to order at 4:15 p.m.

Williams welcomed board members and guest Donald Samuels.

**Appointment of Board Member:** Donald Samuels, counselor at Twain High School, is a candidate to fill the certificated board seat vacated by the resignation of Gina Jackson. Samuels described his work history and assignments since joining the district. Samuels was excused from the meeting for the vote regarding his appointment to the board. Motion by Dye/Fairley Jr. passed unanimously to appoint Samuels to complete Jackson's term of office expiring December 31, 2013. Samuels was invited back into the meeting room, notified of his appointment to the board and welcomed to remain for the duration of the meeting.

**Minutes:** The June 7 minutes were reviewed. Motion by Harrelson/Dye passed unanimously to accept the June 7 minutes as corrected (change "award" to "awarded" in Online Membership Campaign section). The August 27 agenda for subcommittee meeting to discuss the online process and site rep. meetings was also reviewed. No official minutes were taken, but the board was informed of the decisions made at that meeting.

**Financial Reports:** Financial reports for June, July and August were reviewed. Motion by Fairley Jr./Levine passed unanimously to accept the financial reports as presented.

**Debit/Credit Card:** Fettig contacted First Financial Credit Union regarding obtaining a debit/credit card for CSA. Fettig was informed that since CSA is an association and requires two signatures for financial transactions, other than deposits, only a debit card for ATM deposits could be issued. Fettig did not apply for a debit card for CSA.

**Open Enrollment Link to CSA Website:** Ronnie Adair, director, Employee Benefits, did not reply to the invitation and did not attend the meeting to discuss this item.

**San Diego County Employee Charitable Organization (SDCECO):** Fettig reported she had emailed SDCECO to request information about their organization. Mavette Sadile, vice president of SDCECO, responded they have 1763 employee members/contributors out of 15,000 employees. SDCECO has also experienced a slight decrease in membership and contributions during the last couple of years attributed primarily to the state of the economy. In comparison, CSA has approximately 3,000 members out of 14,000 employees.

### **Fall Membership Campaign**

- **Campaign Period:** October 16 – November 30, 2012.
- **Location for Kickoff Meeting:** Harold J. Ballard Parent Center Auditorium, Old Town.
- **Packaging Day:** Monday, October 15, 9 a.m., Harold J. Ballard Parent Center.
- **Presentation:** Chairperson Williams will welcome the site reps at the morning meeting and Membership Coordinator Mary Bartholomew will welcome the site reps at the afternoon meeting. Secretary/Treasurer Michele Fettig will review the materials with site reps..
- **Review of Campaign Materials:** Board members reviewed and revised the proposed statement Fettig provided for the Open Enrollment link to the CSA website and announcement of our membership campaign drive. The Individual Designation Form was discussed. Board members renamed the form to Donor Specified Individual Designation Form. The Payroll Deduction Form, Donor Specified Individual Designation Form and Frequently Asked Questions document will be posted on the CSA website. The list of CSA Board Allocations will be updated and posted on the website as well. The Ballot will be posted and voting will be done online.
- **Refreshments for Kickoff Meetings:** Light refreshments for both meetings will be provided.
- **Award for Increased Membership:** Motion by Harrelson/Levine passed unanimously to reduce the award from \$200 to \$100 for highest percentage increase in membership by site level or department.

Fettig will submit a notice to the *Newsline* of the annual membership meeting and will also run notices during the months of October and November regarding membership (i.e., easy to join and convenient way to give to local charities).

**Election of Board Members:** Fettig reported that the terms of office for two board members (Williams and Harrelson) will expire December 31, 2012. Fettig invited Williams and Harrelson to run for reelection and they both agreed to do so. The term of office for the administrator seat held by Fairley Jr. is also expiring December 31, 2012. Since Fairley Jr. is retiring from the district in December, Fettig will solicit candidates from the general membership through the *Newsline*.

### **Round Table**

None

Meeting was adjourned at 5:40 p.m.

Michele Fettig  
Secretary/Treasurer

PRESENT: Dye, Fairley Jr., Grettenberger, Harrelson, Ladd, Levine, Samuels, Williams,  
and Fettig

EXCUSED: Rammer, Stultz and Bartholomew