



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

April 10, 2014

MINUTES

The monthly meeting of the Executive Board of COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, April 10, 2014, at Eugene Brucker Education Center, Room 2249. Chairperson Rammer called the meeting to order at 4:10 p.m.

Chairperson Rammer welcomed board members.

Minutes: Motion by Williams/Harrelson passed unanimously to accept the February minutes as amended.

New Computer for CSA Secretary/Treasurer: Fettig thanked the board members for the new computer that replaces the computer purchased in 2006. She reported that she was able to transfer the CSA files but was having some issues adjusting to the new software and transferring the Quick Books program. Motion by Williams/Ortler for two hours of geek support not to exceed \$200 passed unanimously. Motion by Ahlgren/Levine to authorize not to exceed \$500 for the purchase of the latest version of Quick Books software and pay for installation passed unanimously.

Proposed Monthly CSA Newsletter: Ortler discussed his ideas for a one-page monthly newsletter that would profile each month an agency that receives grant funding from CSA. The newsletter could be emailed to all CSA members as well as having copies made for some divisions (i.e., PPO, Transportation and Food Services) where most employees might not have access to email or computers. It was also suggested that we might be able to link the CSA Newsletter with the Newline. The monthly newsletter would include the CSA mission statement and possibly our motto—CSA Has Heart. Ortler said he was working on the layout of the proposed newsletter. Levine suggested Ortler look into Constant Contact regarding distribution of the newsletter. Ortler was also referred to a teacher at San Diego High School who might be able to help with newsletter layout, etc. Ortler also said that if a CSA member is interested in an agency, to go visit that agency and submit an article for the newsletter. Ortler would like to launch the newsletter in May or June.

Development of Questions to Ask United Way Partners: Ortler developed a few questions to ask some of the partners that United Way listed as references in order to receive consistent information from those agencies.

1. How long have you worked with the United Way?
2. Is the United Way working with you in a fundraising capacity or a charitable giving capacity or both?

Development of Questions to Ask United Way Partners: (Continued)

3. Did you have a charitable giving organization/fundraising organization before your partnership with the United Way?
4. What did your charitable giving organization/fundraising organization look like before your partnership with the United Way? What changes have been made to your charitable giving organization/fundraising organization since partnering with the United Way?
5. What is the process for collecting and distributing funds? Does the United Way retain a percentage of funds collected?
6. How are your own employees approached about charitable giving? Has there been a change since your partnership?
7. What are some positive aspects of working with the United Way?
8. What are some things that might be improved in your partnership with the United Way?
9. What are some of the accomplishments of your partnership with the United Way that may not have been achieved otherwise?
10. What voice does the United Way have in decision-making in your organization? (e.g., How money is collected, how money is distributed, communications that are sent out to employees, communications that are sent out to your community)

Fettig will email the questions to CSA board members to review and add any additional questions they might have. CSA board members will also be given the opportunity to volunteer to contact agencies to gather this information.

Donation in Memory of Joseph S. Campbell, CPA: At the February meeting, board members passed the following motion: In memory of Joseph S. Campbell who was the CPA for CSA for over 20 years, motion by Grettenberger/Harrelson to donate \$100 to the UCSD Hospice passed unanimously. Fettig informed the board that she contacted UCSD to obtain the actual name of the hospice and was told that they do not provide hospice services but refer patients to various hospice providers. Fettig asked if the board would revise their motion. Motion by Harrelson/Ortler passed unanimously to amend the previous motion to give the \$100 donation to the UC San Diego Moores Cancer Center instead of the hospice.

Budget for 2013-14: Fettig revised the estimated budget for the remainder of the fiscal year ending August 31, 2014. A new computer was purchased for the secretary/treasurer at a cost of \$1,094.77 from Best Buy. Total included Microsoft Home & Business software and installation. This is \$505.23 under the \$1,600 approved by the CSA Board of Directors at the June 6, 2013 meeting. Mr. Tam Dang, C.P.A. of Shapiro & Company was hired to prepare the CSA tax returns. Mr. Dang's fee of \$1,700 was only \$100 more than the fee charged by the former C.P.A. Mr. Dang recommended that for calendar year 2014 the secretary/treasurer and membership coordinator positions be treated as independent contractors rather than employees. This would eliminate both State of California Employment Development Department and Federal quarterly taxes, resulting in a savings to CSA of over \$3,000. All of these savings resulted in an excess of \$4,860 for donations to nonprofit agencies by June 30, 2014. Fettig recommended that the allocations be decided at the CSA meeting in June.

2013-2014 Board Allocations – First Reading: Fettig informed the board that the estimated donations for this school year totals \$173,335. Interest of \$50 and the \$2,500 carryover funds brings the total of available funds to \$175,885. This is \$14,420 less than last year. As a result Fettig reduced suggested allocations by \$250 for several of the agencies with revenues of over \$1 million. The Grant Allocations Subcommittee members agreed with these recommendations and only made a couple of revisions to the list as presented.

Fettig reported that when she updated the Grant Allocation list following the subcommittee meeting, she discovered two omission from the list and one error. These corrections are as follows:

Fettig added a request for funding from the San Diego Rescue Mission for \$1,000 that was inadvertently deleted when she cut and pasted another agency that had a name change in the row above. Fettig then double checked all of the grant requests against the list and found that a request from Write Out Loud for \$500 had not been included. In addition, she had contacted Catholic Charities regarding the request for refrigerators and microwave ovens as the proposed prices seemed high. After clarification from the agency with a reduction in the price for the items, she had included the information under both House of Rachel/Casa Maria and House of Rachel Independent Living. Fettig asked board members to remove the item from House of Rachel and cancel the \$700 listed as a grant request was not submitted by this agency.

With the above revisions, the First Reading Grant Allocations totaled \$127,612 leaving a possible available balance of \$970 to allocate after expenses. Allocations were reviewed page-by-page with discussion/questions regarding some of the agencies. Motion by Ahlgren/Harrelson to approve the first reading of the grant allocation list as presented that included revisions by Fettig and the following revisions made to the allocations by board members passed unanimously.

Page #	Agency Name	Description of Change
Page 3	Catholic Charities— Rachel’s Women’s Center	Increase funding from \$800 to 1,022
Page 7	SD Ed. Fund – VAPA Honor Theater Productions	Increase funding from \$500 to \$1,000
Page 7	San Diego Rescue Mission	Increase funding from \$1,000 to \$1,250

The above revisions increased grant allocations by \$972 to \$128,584.

Crime Policy Renewal: Fettig distributed the quote for the renewal of the Crime Policy renewal. The quote provided several payment options (1, 2 or 3-year prepaid payments and 2 or 3-year installment payments). Motion by Harrelson/Levine passed unanimously to renew the Crime Policy for a 3-year term with the 3-year prepaid payment of \$1,951.

Bartholomew was temporarily excused from the meeting for the following item.

Donation in Memory of Hally Burton Hutchinson: Bartholomew's son, Hally, passed away Tuesday, March 25, 2014. Fettig asked the board members if they would like to give a donation in memory of Hally and in recognition of Bartholomew's long association with CSA both as a board member for six years as well as serving as chairperson and her current position as membership coordinator. Motion by Grettenberger/Harrelson passed unanimously to donate \$100 to the ARC—Sulpizio Family Center in memory of Hally Burton Hutchinson. Bartholomew was invited back into the meeting and was very pleased to learn of the donation in Hally's name.

Round Table

Bartholomew Thanked the board members for their support following the passing her son and that she is doing well.

Meeting was adjourned at 5:50 p.m.

Michele Fettig
Secretary/Treasurer

PRESENT: Ahlgren, Grettenberger, Harrelson, Levine, Ortler, Rammer, Williams, Bartholomew and Fettig

EXCUSED: Dodson and Ward