



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

September 18, 2014

## MINUTES

The monthly meeting of the Board of Directors of COMMUNITY SERVICE ASSOCIATION was held on Thursday, September 18, 2014, at The Eugene Brucker Education Center, Room 2249. Chairperson Rammer called the meeting to order at 4:10 p.m.

Rammer welcomed board members and guests Jim Felix and Jodi Read.

**Appointment of Board Members:** Jim (Jaime) Felix, administrator at Auxiliary Services, is a candidate to fill the administrator board seat vacated by Michael Dodson due to his reassignment. Jodi Read is a candidate to complete Erin Grettenberger's term-of office. Grettenberger's work load has increased this year and she is no longer able to continue to serve on the CSA Board. Felix has worked for the district for 24 year and Read has worked for the district for 22 year. Both candidates gave brief histories of their assignments since joining the district and why they would like to serve on the CSA Board of Directors. Felix and Read were excused from the meeting for the vote regarding their appointments to the board. Motion by Williams/Ahlgren passed unanimously to appoint Felix to fill the vacant administrator seat expiring December 31, 2016. Motion by Williams/Ahlgren passed unanimously to appoint Read to complete Grettenberger's term of office expiring December 31, 2016. Felix and Read were invited back into the meeting room, notified of their appointments to the board and welcomed to remain for the duration of the meeting. Felix had to leave the meeting at this point to catch a flight.

**Minutes:** The June 5 minutes were reviewed. Motion by Ahlgren/Harrelson passed unanimously to accept the June 5 minutes as presented.

**Financial Reports:** Fettig is working with the latest version of Quick Books and needed some assistance with the reconciliation for June. Financial reports for June, July and August were rescheduled to the January 2015 meeting. Fettig said there are remaining funds that were previously approved for technical support. Motion by Levin/Read to use these funds for technical support was unanimously approved.

**Report on Back to School Meeting (August 22):** Fettig reported that she and Bartholomew attended on behalf of CSA and they felt it was a very beneficial event. Administrators who stopped by the CSA table were asked to encourage CSA membership at their sites during the upcoming annual membership drive and they seemed supportive of this request.

**Open Enrollment Health & Lifestyle Expo:** Fettig reported that she has attended the event for the past two years. There are so many non-health related vendors that it is a very busy and hectic event. Most of the staff who stop by are already CSA members or people who just want us to have us sign for their door prize ticket so they can win a prize. CSA Board Members agreed to cancel the reservation for a table at this event.

### **Fall Membership Campaign**

- **Campaign Period:** October 30 – December 4, 2014.
- **Location for Site Rep. and General Membership Meeting:** Harold J. Ballard Parent Center Auditorium, Old Town. The meetings are scheduled for Thursday, October 30, from 8 – 8:30 a.m. and 3 – 3:30 p.m.
- **Packaging Day:** Monday, October 27, 9 a.m., Harold J. Ballard Parent Center, Room 1. Bartholomew and Fettig will package the campaign materials.
- **Presentation:** Secretary/Treasurer Fettig will explain and review the membership drive campaign materials with site reps. in attendance.
- **Review of Campaign Materials:** Fettig reviewed the forms that will be posted online on the CSA website and the forms and information included in the site rep. packets. 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.
- **Door Prizes and Refreshments:** The CSA board authorized \$200 for door prizes and \$100 for refreshments for the two meetings on October 30.

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 CSA membership (i.e., easy to join and convenient way to give to local charities).

**Renewal of Engagement Agreement with Shapiro & Co. for CPA Services:** Motion to renew the engagement agreement with Shapiro & Co. for CPA services to prepare tax forms for a fee of \$1,700 was approved unanimously.

**Review and Approve the CSA Newsletters for September and October;** Ortler, editor of the CSA Newsletter, explained that he is spotlighting agencies based on the CSA Mission Statement. He selected The Playwrights Project (Arts and Education) for the September newsletter and The Links (all categories) for the October newsletter. Motion by Fowler/Ortler to issue the newsletters passed unanimously.

**Election of Board Members:** Fettig reported that the terms of office for two board members (Rammer and Levine) will expire December 31, 2014. Rammer is planning to retire from the district next year so he will not seek reelection. Levine has served 2 three-year terms-of office and is not eligible to be a candidate. Fettig will solicit candidates from the general membership through the *Newsline* for the certificated and classified seats on the board.

**Round Table**

- Ortler Welcomed the new board members. He also asked everyone to be thinking of names of staff members who might be willing to serve on the board as we have had to appoint several replacement board members this past year.
- Levine Said she enjoyed being a CSA Board Member and will continue to serve as the CSA Webmaster.
- Rammer Welcomed the new board members.

Meeting was adjourned at 5:20 p.m.

Michele Fettig  
Secretary/Treasurer

PRESENT: Ahlgren, Fowler, Harrelson, Levine, Ortler, Rammer, Read, Ward via conference call,  
Williams, Bartholomew and Fettig

EXCUSED: Felix