



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

December 3, 2015

MINUTES

The monthly meeting of the Executive Board of COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, December 3, at the Black Angus Restaurant, 10370 Friars Road, San Diego, CA 92120. The meeting was called to order at 5:30 p.m. Chairperson Ortler welcomed everyone and introductions were made.

Recognition of Board Members and Staff: Ortler recognized Diane Harrelson who is leaving the Board. Harrelson completed the term of a previous board member, and then served two consecutive terms for a total of eight years of service. The Board is also saying goodbye to Debbie Williams who completed two full terms. The Board will donate \$300 to a charity of their choice. Williams designated Light One Little Candle. Harrelson was absent from the meeting; Asaro will contact her concerning her designated charity.

Fettig will prepare Certificates of Appreciation for Harrelson and Williams, and either deliver them in person or send via school mail.

A special presentation was made to Michele Fettig and Mary Bartholomew, outgoing staff to the Board. Bartholomew served on the Board of Directors from 1983-85 and 1986-88. She served as Vice Chair from 1990-91 and as Chair from 1992-95. Michele Fettig served a total of six years on the Board. She finished a term for a Board member in 1991 and then served three years from 1992-94. She returned to the Board in 1996, serving most of her term but resigning six months early to assume the job as Secretary/Treasurer.

On behalf of the Board, Ortler thanked Fettig and Bartholomew for their service and dedication. He noted that through the years Board members have come and gone, but Fettig and Bartholomew have been the constants that kept the Association running. Ortler presented Fettig and Bartholomew with recognition plaques and gifts of appreciation from Board members.

Minutes: Motion made by Williams/Wood to approve the September monthly meeting minutes and the October subcommittee meeting minutes as presented passed unanimously.

Secretary/Treasurer Compensation: This item was moved up in the agenda because the discussion was relevant to the budget and financial reports. The Board had previously approved to compensate the incoming secretary/treasurer, Barbara Asaro, in the amount of \$1,600 for training during the transition of staff from October through December, 2015. At the time of the Board's decision, the extent of the work was unknown and the Board agreed to revisit the workload in 2016. However, because the work has included both training as well as extensive duties, Ortler proposed that the Board consider compensating Asaro at the rate of \$1,200 a month from October through December, 2015. The proposed budget would allow for this change in compensation.

Motion to approve by Williams/Felix to increase Asaro's compensation from \$1,600 inconclusive for the months of October through December 2015 to \$1,200 per month for each of those months. Motion passed unanimously.

Financial Reports: Board members received and reviewed the financial reports for September, October and November; and the proposed budget for 2016. The estimated budget contains several proposed items on the meeting agenda for discussion. These items include compensation for incoming secretary/treasurer; sale of CSA computer to outgoing secretary/treasurer; and purchase of QuickBooks for use by incoming secretary/treasurer. Motion to approve by Williams/Wood for the financial reports for September, October, and November 2015. Motion passed unanimously.

Secretary/Treasurer Contract: The Association's CPA has recommended that staff to CSA be hired as independent contractors, and not as employees. This would save on overhead costs because independent contractors assume 100 percent of FICA taxes. Asaro has prepared a draft of a formal independent contract, and Ward and Ortler are in the process of reviewing it. The draft contract will be emailed to all board members for review and approval prior to winter break, with the goal of finalizing the contract prior to January 1. Motion to approve by Williams/Felix for Asaro to send a draft of the contract to all board members for review and approval; and that should there be edits, a finalized draft will be forwarded for approval. Motion passed unanimously.

Disposition of CSA Computers and Printer: In March of 2014, CSA purchased a computer for the use of Secretary/Treasurer Fettig to conduct financial business and maintain official records. The cost of the computer was approximately \$1,100, including software. Incoming Secretary/Treasurer Asaro will use her own computer and printer; and does not need the CSA computer. The proposed budget approximates the value of the computer at \$200. Fettig is interested in the computer; she is requesting to work beyond her tenure in exchange for it.

Ortler stated that before the discussion on this matter can go further, it will be necessary to establish the actual current value of the computer. He will ask Susan Levine, who is volunteering her time as web master to CSA, for her professional opinion. Ortler said that all CSA records need to be downloaded/removed from the computer prior to it being sold or transferred to an individual or entity.

Fettig informed the Board that she also had a Dell computer with a tower that was purchased by CSA. Data needs to be downloaded and cleared from the computer. It could be donated to a school or charitable organization.

Williams suggested that information concerning the value of the computer be included in the email to the Board regarding Asaro's contract and that this matter be made a priority for action in January. There was general agreement to table this matter until the January meeting.

QuickBooks Software and Training: Ortler stated that Asaro had purchased QuickBooks software for Mac at a reduced price and was asking for reimbursement. Asaro was also requesting authorization to work with a professional trainer to learn QuickBooks.

Motion to approve by Williams/Wood to reimburse Asaro for QuickBooks software in the amount of \$179.99 and to authorize training for an amount not to exceed \$300.00. Motion passed unanimously.

Request from Camp Oliver to Rollover Grant Funding: Trista Brant, Camp Director, Camp Oliver is requesting to rollover grant funding received from CSA in November 2014 in the amount of \$1,115. The funding was awarded for the purpose of upgrading and repairing the Camp's Low Ropes Course. The funding was not spent as the Camp was not used during the summer of 2015 due to losing many oak trees caused by an infestation of the oak beetle. Brant is seeking to use the rollover funds toward creating a course that uses treated poles instead of trees. Motion to approve by Williams/Wood to allow Camp Oliver to use carryover grant funding in the amount of \$1,115 to upgrade and repair the Camp's Low Ropes Course. Motion was passed unanimously.

Update on New Membership Count: Asaro said that as of December 1, 2015, there were 42 new members. In terms of new donations, there is an increase of \$1,160 annually of non-designate donations, and \$600 annually designated donations. There was an increase among existing members of \$2,050 annually.

Asaro will provide a report on the amount of donations collected from September through December at the January meeting.

CSA Newsletter: Ortler announced that there will not be a December edition of the CSA newsletter; however, one will be drafted for January.

Campaign Meetings: Ortler shared that campaign meetings have been held with most bargaining units. There is one remaining meeting to be held on December 7 with the Peace Officers' Association, and Williams will be presenting on behalf of CSA. Wood stated that the campaign has been exciting this year, with a good response from the bargaining groups.

Round Table: Dolores Womack-Williams wished Asaro success as CSA Secretary/Treasurer, and thanked Fettig and Bartholomew for their service. Although Womack-Williams will be stepping down from the Board, she will continue to encourage her colleagues to join CSA and become involved.

Fettig informed the Board that Linda Hippe has volunteered to finish Womack-Williams' term of service. Hippe will be attending the January Board meeting and the Board will act upon her appointment at that time.

Felix thanked Fettig and Bartholomew for giving so much of themselves to support CSA.

Fettig thanked everyone for their generosity and wished everyone well.

Meeting was adjourned at 6:20 p.m.

Barbara Asaro
Incoming Secretary/Treasurer

PRESENT: Felix, Jimenez, Ortler, Williams, Womack-Williams, Wood, Asaro, Bartholomew and Fettig

EXCUSED: Bryant, Fowler, Harrelson, Ward