



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

January 21, 2016

## MINUTES

The monthly meeting of the Executive Board of COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, January 21, 2016 in Room 2249 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA 92103. The meeting was called to order at 4:06 p.m. Chairperson Ortler welcomed everyone and those present introduced themselves around the table.

**Recognition of Diane Harrelson:** The Board recognized Diane Harrelson, who retired from the board in December 2015 but was unable to attend the December meeting. Ortler presented Harrelson with a certificate of appreciation for having completed the term of a previous board member and then serving two consecutive terms for a total of eight years of service. The Board will donate \$300 to the San Diego Public Library Foundation in honor of her service.

**Status of Vacancies:** Asaro noted that a certificated board member vacancy remains unfilled. As a result of the recent ballot election, there were three write-in candidates, one of whom was an administrator and therefore not eligible for the seat, and two others who did not accept the nomination. Asaro asked Board members to reach out to their certificated friends and colleagues to determine if there is an interest in serving on the CSA Board. Classified candidate Linda Kleiner was elected to the vacant classified seat on the board. Administrator Cheryl Ward was re-elected to serve on the vacant administrator seat on the Board.

**Appointment of Linda Hippe:** Linda shared her reasons for wanting to join the Board, starting from when she worked in PPO and participated in the charitable activities in that department. Board members discussed her qualifications and her history of giving back to the community and unanimously approved a motion (Ward/Felix) to appoint Hippe to the board.

**Election of Board Officers 2016-17:** Ortler stated that it was time to elect a new Chairperson and Vice-chairperson of the Board and requested nominations from Board members. Felix and Hippe volunteered to be Chairperson and Vice-chairperson respectively. Board members unanimously approved a motion (Fowler/Wood) to elect the new officers effective February 1.

**December Meeting Minutes:** Felix referred to page 2 of the minutes and asked if there had been a vote to table the discussion of the disposition of the CSA computers and printer until the January meeting. Asaro and other board members could not recall if there was a vote but did remember that there had been agreement that there was not enough information to act on the matter at the time. Motion made by Felix/Wood to approve the December monthly meeting minutes passed with one abstention.

**Financial Report for December:** Asaro had prepared Quickbooks reconciliations and printouts of checks written and checks cashed as of December 2015. However, there was an error in the report that needed to be fixed—interest was calculated more than once which made the amounts incorrect. Asaro will correct the error and provide December and January financial reports at the February meeting. A vote on approval was tabled until the February meeting.

**Secretary/Treasurer Contract:** Ortler reviewed the history behind this new contract: it was recommended by CSA's CPA to put an employment agreement in writing for tax purposes in order to demonstrate that the CSA secretary/treasurer was an independent contractor, thereby eliminating the need to pay FICA taxes, and also just as good business practice. The contract would be reviewed as needed and at a minimum would be up for renewal annually. Ortler commented that the Attachment A, Scope of Work, was not meant to be an all-encompassing list of duties of the position, but rather a general guideline/work in progress of when certain responsibilities needed to be completed. Motion to approve by Wood/Fowler to approve with a grammatical correction on page 2. Motion passed unanimously.

**Report on Membership Campaign:** Asaro presented the report on membership numbers that had previously been emailed to board members. Felix asked if the numbers had officially been presented to the Superintendent. Ward and Ortler stated that they had informally given the numbers to the Superintendent Marten and that the numbers did not meet expectations. Discussion followed on ways that the campaign could be improved next year. Kleiner suggested that the administrative circular could be rewritten to be more readable and engaging. She also suggested working more closely with labor groups. Wood spoke of his experience as a site rep contacting his colleagues who were not members; however, he added that he did not know if his efforts were successful. It was agreed that the monthly payroll deduction report could be sorted and redacted so that Wood could know what the results were for his site.

Ortler said that efforts were already under way to improve the 2016-17 campaign, citing a meeting held last week with the Superintendent and representatives from Payroll, IT, and Communications. The purpose of the meeting was to request modifications to the Peoplesoft voluntary deduction online form to include donation designations, to be ready in time for the 16-17 CSA campaign. Ortler said that he had also requested a meeting with Linda Zintz in Communications, who had said in the Superintendent's meeting that she could help CSA with some suggestions for the 2016-17 campaign. Ortler said that he had told the United Way that campaign results would be released in February to allow payroll deduction forms and designation forms to be processed, thus giving a more accurate total.

**CSA Records, Computers, and Printer:** Asaro stated that she had researched but had not found an exact value of the CSA computer that outgoing secretary/treasurer Fettig had requested to purchase. Ortler stated that he felt that before the discussion of the sale of the computer can go further, CSA would need to be sure that it had in its possession 7 years of financial records and all of CSA's paper records still in Fettig's possession, which include tax documents, grant applications, receipts, etc. Felix said that Fettig was working on sorting and boxing these records, and requested the Board's patience due to difficult personal circumstances at the present time. A motion (Felix/Wood) was unanimously approved to table the discussion until February, and meanwhile to continue researching a fair price for the computer, to continue pursuing the possession of all CSA digital and paper records from the past 7 years, and to look into purchasing a Mac laptop for CSA so that digital records would be easily accessible and not be mixed with personal records.

**Tax Documents for 2014-15:** Ortler stated that CSA's tax return had been completed and e-filed with the state of California but had not yet been e-filed successfully to the a glitch in the IRS system. CSA's CPA had reported a problem to the IRS in the federal tax e-filing which had also experienced when filing other returns for non-profit agencies. It was hoped that the glitch would be fixed by Tuesday of the following week. The back-up plan was to print and sign a paper copy to be mailed.

**Upcoming Grant Process:** Asaro reviewed the 2015-16 grant cover letter and application, and suggested some changes to streamline and improve its content. Asaro also suggested changing the timeline of the notification and check mailing to cut down on postage and to reduce the long wait by agencies to receive their grant. Board members unanimously approved a motion (Bryant/Hippe) that an email could go out in June to inform grant applicants of the status of their application, and then checks/letters could be mailed to approved grant recipients in August.

Asaro also asked for board volunteers for the Grant Allocation Subcommittee meeting in March (and will ask Jimenez, who was absent from the meeting, if she would like to volunteer as well). Board member volunteers were: Bryant, Felix, Fowler, Hippe, Ortler, Ward, and Wood.

**Round Table:**

Asaro shared hand-written thank you notes that have been received by CSA from non-profit agencies and from Fettig.

Ward thanked Ortler for his work over the past year and for the great teamwork.

Felix thanked the outgoing board officers and welcomed Asaro as the secretary/treasurer.

Hippe thanked the Board and said that she is looking forward to working with everyone.

Fowler thanked Ortler and Ward.

Bryant said that she is looking forward to a new beginning for CSA.

Ortler thanked Ward for all that she did as vice chairperson and for working together as a team, and welcomed the new board officers and members.

Meeting was adjourned at 5:41 p.m.

John Ortler  
Chairperson

PRESENT: Bryant, Felix, Fowler, Hippe, Kleiner, Ortler, Ward, Wood, Asaro

EXCUSED: Jimenez