



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

September 24, 2015

## MINUTES

The monthly meeting of the Executive Board of COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, September 24, 2015, at Eugene Brucker Education Center, Room 2249. The meeting was called to order at 4:15 p.m. Chairperson Ortler welcomed everyone and stated that Jim Felix and Jodi Read were attending the meeting telephonically.

**New Candidates:** Michelle Bryant, teacher at Johnson, is a candidate to fill the certificated board seat vacated by Jodi Read who is unable to complete her term of office due to her busy work schedule this year. Maria Jimenez, teacher at Kimbrough, is a candidate to complete Elizabeth Ahlgren's term-of-office. Ahlgren retired from the district in June and she is no longer eligible to serve on the board. Each candidate discussed her background and qualifications and they were then excused. Motion by Wood/Womack passed unanimously to appoint Bryant to fill the seat vacated by Read expiring December 31, 2016, and to appoint Jimenez to complete Ahlgren's term of office expiring December 31, 2016. Bryant and Jimenez were invited back into the meeting room, notified of their appointments to the board and thereafter remained in the meeting.

The telephonic attendees, Felix and Read, were then excused. Before leaving, Felix asked questions about the Superintendent's assistance to promote CSA. Ortler confirmed that meetings had been set with each union and that both CSA and United Way would present information.

**2015-16 Meeting Schedule:** Ortler presented a proposed meeting schedule for 2015-16 which was unanimously approved after motion by Fowler/Wood. The October membership meeting will also serve as the organization's annual meeting. A holiday dinner meeting was tentatively set for Thursday, December 3, with the time and place to be determined.

**Minutes:** Motion made by Ward/Wood to approve the June 4, 2015, minutes as presented passed with one abstention.

**Financial Reports:** Board members received and reviewed the financial reports for May, June, July and August. There was a question about the identity of the payees for several checks which were re-deposited in August and Fettig stated she would provide that information. Motion to approve by Ward/Williams passed unanimously.

**Renewal of Agreement for CPA Services:** Fettig stated that Tam Dang from Shapiro & Co. is willing to continue to act as the organization's CPA for purposes of filing required tax returns. In addition, Mr. Dang's annual fee of \$1,700 remains unchanged from last year. Motion made by Williams/Wood to retain Tam Dang for one year (9/1/15 – 8/31/16) to file the organization's tax returns. Motion was passed unanimously.

**CSA Staff Positions and Transition:** The paid staff members (Fettig and Bartholomew) were excused from the meeting and Ortler conveyed Fettig's desire to retire and Bartholomew's expressed willingness to do what was best for CSA. The board had an extensive discussion about the duties of both paid staff positions and about the possibility of finding one person who could use technology options to perform the duties of both positions while reducing expenses so that more donations would be allocated to grant requests. During the transition period there would be an increase in expenses as current staff and new staff would all be paid. Ortler stated that there was at least a \$1600 cushion retained from grant allocations that could be used for this transition expense, with the actual pay going forward to be based on a review of the work to be done. Ward suggested a possible candidate and the board discussed interview options. Motion made by Harrelson/Williams to establish a subcommittee composed of Bryant, Jimenez, Fowler, Ortler, Ward, and Wood to interview Barbara Asaro, transition both positions to a single position, and transition the combined duties to a new person during October, November and December with \$1600 initially allocated for paying the new person during the transition. Motion passed unanimously.

**CSA Campaign/Promoting CSA:** Ortler reviewed meetings that have occurred with the Superintendent and United Way representatives about the fall membership campaign and the Partnership for Children. Also the board was advised that CSA was invited to participate in the upcoming Health Expo fair. Due to little benefit to CSA at this fair in previous years, it was agreed that CSA didn't need a table unless United Way wanted to partner. For the upcoming membership meeting and campaign, several board members volunteered to attend and also to put together packets.

**CSA Newsletter:** Ortler said that the first 2015-16 newsletter would feature the Partnership for Children and would include a message of support from the Superintendent. The newsletter would be submitted for Board approval once that message had been received.

**Election of Board Members:** Fettig reported that the current terms of office for three board members (Harrelson, Ward, and Williams) will expire December 31, 2015. Harrelson and Williams have served 2 three-year terms-of-office and are not eligible to be candidates. Ward was invited and agreed to run for reelection. Fettig will solicit candidates from the general membership through the *Newsline* for the administrative, certificated and classified seats on the board.

**Roundtable:** Womack-Williams welcomed the new members Bryant and Jimenez, who both expressed they were happy to be part of the board. Fettig thanked the board for their support during her absence.

The meeting was adjourned at 5:40 p.m.

Diane Harrelson/John Ortler for Michele Fettig  
Secretary/Treasurer

PRESENT: Bryant, Felix (portion), Fowler, Harrelson, Jimenez, Ortler, Read (portion), Ward, Williams, Womack-Williams, Wood, Bartholomew and Fettig

EXCUSED: n/a