



November 17, 2016

MINUTES

The monthly meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, November 17, 2016 in Room 2249 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA, 92103. Chairperson Felix called the meeting to order at 4:30 p.m.

Approval of September Meeting Minutes: A motion (Ward/Wood) to accept the September meeting minutes with the correction of a typographical error on page 3 under "Revision of CSA Bylaws," was unanimously approved.

Financial Reports for June-October: Felix requested that the monthly financial documents be revised to include a Financial Report listing uncleared checks, a printout of the checkbook register, the QuickBooks reconciliation summary and detail report, and the bank statement. Asaro will prepare the financial reports and backup documents as requested. A motion (Ward/Hippe) to table the financial reports to the December meeting was unanimously approved.

Ratification Items: A motion (Ward/Wood) to ratify: 1) the purchase of 500 magnetic clips for promotional purposes at a cost of \$587.60; and 2) to award four door prizes at the October 4, 2016 Site Representatives Meeting in the amount of \$50.00 each to be given to designated non-profit agencies was unanimously approved. Asaro noted it was not necessary to ratify the purchase of a new CSA banner, as the banner has not been purchased. A motion (Ward/Wood) to table discussion of the purchase of a CSA banner displaying the new logo was unanimously approved.

CSA 60th Anniversary Celebration: Felix said the combined 60th Anniversary Celebration, Fall Membership Drive Kick-off, and Site Rep Meeting held on Tuesday, October 4, 3-6 p.m., was successful. There was an especially good turnout of agency representatives; their comments were very well received. Felix shared the Board proclamation honoring CSA's 60th Anniversary. Ward will contact the Communications Office to obtain the photo that was taken at the Board meeting for posting on the CSA website.

Felix suggested that the Board consider a similar venue for next year. Following discussion, recommendations for next year include filming the agency representatives' comments and making them available for viewing on the CSA website, serving food buffet style rather than passed appetizers, and greater personal outreach to site representatives.

Bargaining Unit Meetings – Debrief: Jimenez and Wood made a presentation concerning the CSA membership drive at the San Diego Education Association (SDEA) meeting held on November 9, 2016. Wood mentioned that Lindsey Burningham, SDEA President, is on the board of United Way. Burningham invited Dr. Rabbi Laurie Coskey, CEO of United Way, to speak at the meeting about the partnership among the district, CSA and the United Way. Klein said that following the CSA meeting, she would be presenting at the OTBS meeting. Asaro said she was expecting confirmation to present at the December meeting of the PARA bargaining unit meeting. Asaro said she would follow up with OSS and POA bargaining unit presidents.

December Meeting – Felix stated that the next CSA Board of Directors meeting is scheduled for Thursday, December 8. He noted that in the past, December meetings were typically held as a dinner meeting in a restaurant. Following a brief discussion, it was agreed to keep the location of the CSA Board of Directors meeting to be held on December 8, 2016, at the Eugene Brucker Education Center, room 2249.

Holiday Donations – Asaro reviewed the revised estimated budget for 2016-2017. As of November 1, there is a balance of \$25,977.00 in the checking account. Of that amount, \$4,500 is available for holiday donations. A motion (Wood/Ortler) to donate to eleven non-profits for a combined total of \$4,500 was unanimously approved: 1) Alpha Project for the Homeless (\$400); 2) Catholic Charities – The Tomorrow Project (\$400); 3) Community Service Christian Agency (\$400); 4) Father Joe's Villages (\$400); 5) Interfaith Shelter Network (\$400); 6) San Diego Catholic Worker (\$400); 7) San Diego Rescue Mission (\$400); 8) Shakti Rising (\$400); 9) The Salvation Army (\$400); 10) SDUSD Maintenance and Operations, MOCBC, Adopt a Family (\$500.00); and 9) Uptown Faith Community Service Center (\$400).

Information Report: *Membership Update* - Asaro said that membership was down from last year by 119 members. However, this seems to be the pattern for the beginning of the year. She has delivered approximately 50 Payroll Deduction forms to Employee Benefits for processing and these will take effect within a week or so. *Board of Directors Election Update* - Asaro reported that all CSA members had received notice of an online election ballot due by close of business, Wednesday, November 23, 2016. Asaro will prepare notebooks for the new board members, and plans to meet with each of them in person prior to the Board of Directors meeting in January. *Audit Update* – Asaro contacted John Cashmon, concerning the CSA financial documents audit. Mr. Cashmon indicated that he has received the request from CSA via Superintendent Marten, and that the audit is on the calendar for February 2017. *Review of CSA By-Laws* – Asaro is working on scheduling a meeting with Bryant and Ortler to review the CSA By-Laws.

The meeting was adjourned at 5:05 p.m.

Barbara Asaro
Secretary/Treasurer

PRESENT: Felix, Hippe, Kleiner (by teleconference), Ortler, Ward, Wood

EXCUSED: Bryant, Fowler, Jimenez, Wilson