



March 12, 2020

MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, March, 12, 2020, in Room 2249, Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA, 92103. Board President Wilson called the meeting to order at 4:26 p.m.

Approval of January 30, 2020 Minutes: A motion (Wood/Archard) to accept the minutes of January 30, 2020 as submitted was unanimously approved.

Financial Report for January, 2020: A motion (Smith/Ehm) to accept the financial report for January, 2020, was unanimously approved.

Authorization of Officers (Wilson, Archard) to Sign Checks: California Coast Credit Union requires the CSA Board to formally act on authorization of new officers to sign checks. A motion (Smith/Wood) to adopt a formal resolution to authorize Chair Kathaleen Wilson and Vice Chair Rhonda Archard to sign checks on behalf of CSA was unanimously approved. As former Chair Jim Felix is no longer serving on the CSA Board, a motion (Raffel/Padilla) to remove Jim Felix as a financial officer on the CSA account was unanimously approved.

Secretary/Treasurer Transition – Amendment to Agreement with Asaro: Asaro presented an amendment to her consultant agreement with CSA to cover additional work related to the secretary/treasurer transition. Specifically, Asaro is requesting a maximum of \$2,000 (\$40/hour) for additional services performed between May 1, 2020 through August 31, 2021. Additional services will include preparation of a comprehensive job guide; transfer of all records, files and data; transfer of the CSA laptop; training of the incoming Secretary/Treasurer; transfer of financial authority; and follow-up training and advice as requested by the incoming Secretary/Treasurer for the duration of the 2020-2021 fiscal year. (Asaro was dismissed from the meeting room while the Board discussed her proposal.) A motion (Wood/Raffel) to approve the proposed amendment to Asaro's agreement with CSA was unanimously approved.

Projected Budget, 2020-2021: Asaro presented the forecasted budget for 2020-2021 based upon remaining expenses for the current school year, donations received thus far, projected donation amounts, projected expenses for the coming year, and carryover from 2019-2020. Asaro has projected approximately, \$26,500 in expenses and \$18,000 in designated donations, with approximately \$67,000 remaining for grant awards. These amounts will change slightly as payroll deductions are received for the remainder of the 2019-2020 FY. Hahnlein requested that the budget more clearly reflect carryover from 2019-2020. Asaro will revise and update the budget sheet.

Designated Donations: Asaro presented a listing of the number of designated donors by charity/non-profit. There are currently 89 district employees who have designated 54 charities to receive their donations. (Designated donations carry over from year to year, unless an employee makes changes to their donation.) Projected amount of designated donations for the 2019-2020 school year is \$17,520. Asaro said it is difficult to monitor designated donations as employees change their donation amounts

and/or designated charities throughout the year. Also, the donations cannot be monitored strictly through PeopleSoft reports as many employees do not have access to computers and submit hard copies of payroll deduction and designated donation forms. Asaro said that donation changes made after February can greatly impact the amount of funding that is available for grant giving. This is problematic as the Board decides on grant awards by May of each calendar year. In the future, the Board will consider an "open enrollment" type of process whereby employees can make changes to their designated donations within a specific time frame, i.e., September through January of each calendar year.

Traveler's Insurance Crime Bond: McGriff Insurance Services has contacted CSA because Traveler's Insurance has requested that a renewal coverage application be completed and submitted before they will consider renewing the three-year crime bond that is due for payment in May 2020. Asaro said the application covered items such as capital outlay, numbers of employees, access to financial records, etc. On February 24, 2020, Asaro completed the application and returned it to the insurance representative, along with a cover letter explaining that CSA is a small non-profit organization and that we do not have any inventory, equipment, or "employees." Moreover, we do not have a district office, phone, or computer. Given these facts, Asaro requested a new quote for a crime policy. To date, we have not heard back from McGriff Insurance Services. Following discussion, the Board asked Asaro to investigate other sources for crime bonds.

Meeting Schedule, 2020-2021: A motion (Ehm/Padilla) to approve the CSA Board of Directors meeting schedule for 2020-2021 was unanimously approved.

Round Table: Archard reported that we received approval to submit information about CSA in new employee packets. Asaro will deliver copies of material (one double-sided sheet) to be included in the packets to Human Resources. Padilla and the Board recognized Asaro for her work.

The meeting was adjourned at 5:35 p.m.

Barbara Asaro, Secretary/Treasurer

PRESENT: Archard, Ehm, Hahnlein, Padilla, Raffel, Smith, Wilson, Wood

EXCUSED: Einspar