



June 4, 2020

MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, June 4, 2020, via Zoom. Board President Wilson called the meeting to order at 4:11 p.m.

Introduction of John Ortler: Wilson introduced John Ortler and invited him to address the board about his background with the school district and his interest in serving as Secretary/Treasurer to the CSA Board of Directors. Ortler said that he was currently an administrative assistant at Patrick Henry High School and had previously served the district at Pacific Beach Middle and Garfield High schools. Ortler has served on the CSA Board of Directors as a member, Vice Chair, and Chair. He said that during his tenure, he developed a monthly newsletter that highlighted individual non-profits. Ortler stated that he is looking forward to supporting the work of the CSA Board. Asaro mentioned that Ortler had assumed some of the duties of the Secretary/Treasurer position at a point during his tenure on the Board and that Ortler was already familiar with many of the duties and responsibilities of the job. The Board members then individually introduced themselves to Ortler.

Approval of May 7, 2020 Minutes: A motion (Wood/Smith) to accept the minutes of May 7, 2020 as submitted was unanimously approved.

Financial Report for April, 2020: A motion (Hahnlein /Einspar) to accept the financial report for February-April, 2020, was unanimously approved.

Meeting Schedule, 2020-2021: The Board revisited the previously adopted meeting schedule for 2020-2021 and discussed the possibility of conducting meetings via Zoom during the coming year. There was general agreement that it would be best to wait on a decision until the district's Board of Education decides up a plan for reopening schools. Wilson and Ortler will contact Board members in late summer/early fall concerning meeting locations for 2020-2021.

Updated Budget, 2020-2021: Asaro said that employee donations continued to be holding steady, with little to no decrease in donations. She informed the Board that there was an increase in carryover funds due to stale checks that were voided and a decrease in the amount owed for the crime bond (now paid over three years instead of once every three years). Given the increase in carryover funding, Asaro has increased the allocation for holiday donations to \$6,500. Wilson will address the Board with a possible plan for using a portion of the carryover funds toward making donations this spring.

Consultant Agreement: John Ortler: Ortler stepped away from the meeting and the Board discussed his consultant agreement to provide Secretary/Treasurer services to the CSA Board of Directors for the 2020-2021 school year. A motion (Ehm/Hahnlein) to accept the consultant agreement between CSA and John Ortler for the 2020-2021 school year was unanimously approved.

Purchase of New Laptop Computer: A motion (Ehm/Wood) to purchase a new laptop computer not to exceed \$800.00 was unanimously approved. It was understood that the amount would also cover the costs of a small printer, if needed. There are already allocations in the budget to cover the costs of software and for Ortler to work with a Quickbooks expert, if necessary.

Donation on Behalf of Barbara Asaro: As per tradition, when a Board member has served a minimum of one complete term or the Secretary/Treasurer has worked with the Board for a minimum of three years, the Board honors that individual with a \$300.00 donation in his/her name to a designated nonprofit. A motion (Hahnlein/Padilla) to donate \$300.00 to Feeding America in honor of Asaro was unanimously approved.

Donations to Support Those in Need During COVID-19 Pandemic: Asaro reviewed the increase in carryover funding. The Board discussed a plan to donate \$3000.00 of carryover funds to nonprofits that support food and/or shelter for those in need during the COVID-19 crisis. A motion (Hahnlein/Wood) to donate to Dreams for Change – Safe Lots (\$250), Hotel Vouchers 4 All (\$500), Jewish Family Center – Safe Lots (\$250), Polinsky Children’s Center (\$500), and San Diego Food Bank (\$1,500) was unanimously approved.

Round Table: The Board graciously thanked Asaro for her work and dedication during her tenure as secretary/treasurer. Asaro said that serving the Board had been her honor and she felt that the make-up of the current Board was especially conducive to facilitating the work of CSA.

The meeting was adjourned at 5:09 p.m.

Barbara Asaro, Secretary/Treasurer

PRESENT: Ehm, Einspar, Hahnlein, Padilla, Smith, Wilson, Wood

EXCUSED: Archard, Raffel