



August 10, 2020

MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Monday, August 10, 2020, via Zoom. Board President Wilson called the meeting to order at 9:01 a.m.

Approval of August 6, 2020 Minutes: A motion (Hahnlein/Padilla) to accept the minutes of August 6, 2020 with corrections to repeated references to the special meeting date to August 10, 2020 was unanimously approved.

Web-Based QuickBooks: Wilson reviewed the advantages of web-based QuickBooks versus a software-based program as prepared by Asaro and Ortler. Wilson acknowledged that while the Board is always mindful of the need to reduce day-to-day operational expenditures, the web-based program would be a good investment. As the Board serves as stewards of the donations entrusted to them, she believes that the web-based program would provide even greater transparency and accountability in financial recordkeeping. Padilla and Wood concurred. Wood added that there were circumstances in the past relating to a former secretary/treasurer that required the Board to step in and complete financial reports. It was an extremely difficult situation; a web-based program would allow for easy access to financial records in the case of an emergency. Asaro suggested that given that the web-based program provides log-in access for the CSA accountant and president, the Board might find that these checkpoints make the crime bond unnecessary in the future. Hahnlein said that the cost of the program should not be borne by the secretary/treasurer. A motion (Hahnlein/Wood) to purchase the web-based Quickbooks program in lieu of purchasing a new laptop computer, and to revisit the efficacy of the purchase after two years, was unanimously approved. Wilson said that she was concerned that Ortler may find he required a laptop computer in order to fulfill his duties. She asked Asaro to keep the allocation for the computer within the budget. Should Ortler find that a chromebook is insufficient, he may then approach the Board for approval to purchase a new laptop.

Round Table: Asaro reminded the Board that Child Development Associates did not accept their \$500 grant award as they were unable to move forward with their program as described in the grant request due to COVID-19 restrictions. She has contacted the agency to ask if they can use the funds for another purpose that supports the children they serve. Asaro noted that the CSA will save in supplies and printing costs in the coming year because we will not be distributing membership drive packets of information to sites with field employees. She will update the budget (placing any forecasted savings in the Reserve Account) and provide it to Ortler to share with the Board in the fall.

The meeting was adjourned at 9:36 a.m.

Barbara Asaro, Secretary/Treasurer

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