



September 24, 2020

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, September 24, 2020, via Zoom. Board President Wilson called the meeting to order at 4:07 PM.

**2. Guest Speaker:** Ortler informed the board that the scheduled Guest Speaker from Mama's Kitchen was not able to attend the meeting due to illness.

**3. Approval of August 10, 2020 Minutes:** A motion (Padilla/Ehm) to accept the minutes of August 10, 2020 as submitted was unanimously approved.

**4. Candidate for Appointment to the Certificated Board Vacancy:** Wilson asked Candidate Vivian Vaccarino to introduce herself to the board. Vaccarino is Head Counselor at Henry High School and has worked in the district for 16 years. She said that she was inspired to serve in order to support students and families who need basic services so that the students are ready to learn and grow as contributing members of our communities. A motion (Padilla/Ehm) to appoint Vivian Vaccarino to the certificated vacancy on the Board was unanimously approved.

**5. Board Election in November for January 2021 Vacancies:** Wilson and Ortler informed the Board that there were 2 certificated and 1 classified board seats up for election in November. One certificated seat is currently vacant. Padilla confirmed that she was not running for re-election to her seat (certificated). Archard had previously indicated her intent to run for re-election. Ortler said that a teacher from Crawford had been invited to run by Barbara. The teacher had agreed to run and had already provided a ballot statement. Ortler will run a CSA member report and meet with Wilson and Smith to plan the distribution of ballots.

**6. Financial Report for July and August, 2020:** A motion (Hahnlein/Smith) to accept the financial reports for July and August, 2020 was unanimously approved.

**7. Contract for CPA Melody Thornton:** Ortler reviewed the services provided by Ms. Thornton: filing for the year ending August 31, 2020 of the 2019 US Form 990, the 2019 CA Form 199, and the 2019 CA Form RRF-1 for the fee of \$1100 upon completion of filing. A motion (Hahnlein/Padilla) to approve the contract for Melody Thornton, CPA of Fitzgerald & Company, LLP to prepare and file taxes for CSA for the year 2019 was unanimously approved.

**8. Updated Budget, 2020-2021:** Ortler reviewed the amounts set aside for various expenses in the upcoming year. The Board will have approximately the same amount available for holiday donations this year.

**9. Grant Application from San Diego Second Chance:** Ortler said that last February a grant application from San Diego Second Chance had been buried in the CSA Junk Email folder and was never considered. Asaro reviewed it and recommended presenting the paperwork to the Board for a fair review. A motion (Ehm/Padilla) passed unanimously to grant \$960 to San Diego Second Chance for the purchase of 30 bed-in-a-bag sets to support 30 residents in their sober living facility.

**10. Secretary-Treasurer Position Update, Request for Reimbursements and Stipend:** Ortler reviewed receipts from his purchase for CSA of laptop \$414.44, printer \$44, and license for QuickBooks Online \$215—expenses pre-approved by the Board. Ortler reported that the training by Asaro over the summer had been well-organized and thorough and that he appreciated her support on the transition. Ortler said that he was submitting an invoice for the \$500 training stipend upon the advice of Asaro. He noted that it would still take him some time to organize his own systems and processes, and to accomplish the transition in QuickBooks from desktop to online. A motion (Padilla/Ehm) to reimburse Ortler for the amount of \$673.44 and to pay the \$500 training stipend was unanimously approved.

**11. Round Table:** Smith welcomed Vaccarino and Ortler. Padilla also welcomed Vaccarino and Ortler. Vaccarino thanked the board for already making her feel welcome. Vaccarino said that she appreciates the Board's adherence to its mission and bylaws.

The meeting was adjourned at 5:28 PM.

John Ortler, Secretary/Treasurer

PRESENT: Ehm, Hahnlein, Padilla, Smith, Vaccarino, Wilson

EXCUSED: Archard, Einspar, Wood

VACANCY: One certificated Board seat