



November 12, 2020

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, November 12, 2020, via Zoom. Board President Wilson called the meeting to order at 4:08 PM.

**2. Approval of September 24, 2020 Minutes:** A motion (Hahnlein/Ehm) to accept the minutes of September 24, 2020 as submitted was unanimously approved.

**3. Financial Reports for September and October 2020:** Ortler presented reconciliation reports for September and October and explained that he had used the QuickBooks Online automated import feature to download transactions directly from the credit union. Using that feature the transactions needed to be classified as expenses, checks, etc., and Ortler said that he had had some difficulty figuring out how to set the classifications at first. While the September and October bank statements reconciled evenly there were some checks that were in the transaction list twice, identified as both “Expense” and as “Check.” Wilson suggested tabling the Financial Reports until the December meeting while Ortler would obtain assistance with classifying the transactions on QuickBooks Online.

**4. Updates on QuickBooks Online and CSA Website:** Re QuickBooks: Ortler said that he had initially hesitated to migrate over to QuickBooks online out of fear of making mistakes but that as of November the CSA accounts were officially online. The CPA has been given access to the account, and access is available for the CSA chairperson and vice-chair as well.

Re CSA Website: Ortler stated that he had been given access by the Communications department to edit the CSA website, and said that he was thankful that it was something he had been able to make progress on. The Board of Directors page was updated with the current Board info and an additional explanation of Board duties. The Board minutes page was updated with all minutes up to the current year. The previous “Forms” page was split into two: A page called “Forms for SDUSD Employees” which had some outdated forms that could not be deleted, and a page called “Grant Application Process” with current-year forms for Grant Applicants. Ortler said that he had tried uploading last year’s Financial Reports to the Financial Reports page but apparently he did not have permissions for that page and would need to pursue that with Communications.

**5. Updates on Admin Circular and Email of Support:** Ortler said that he had submitted the CSA Circular docs to Melissa Hamilton and she had replied that things were taking much longer this year. He had followed up twice but there was no response as to when the Circular might be published. Ortler also had emailed the Communications department and the Executive Assistants for Leadership with a draft of an email of support that could go out to all district staff. There was an initial response from the Executive Assistant and then nothing. Ortler noted that Leadership had important and unprecedented tasks on its plate, and that perhaps after students had successfully returned to schools he would inquire again about the Circular and the all-employee email for CSA.

**6. 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 stated that he had met Wilson and Smith to plan a possible distribution of paper ballots for OSS members. A Google form ballot was ready to go out to CSA members and Ortler requested for IT to activate the listserv (email distribution list) but it did not seem to be working. Ortler said that he would work with IT to get the listserv activated or find some other way to get the ballots out.

**7. Updated Budget, 2020-2021:** Ortler reviewed an Excel spreadsheet with the amounts set aside for various expenses through the rest of the year. Actual amounts budgeted/spent were noted with an asterisk. There was a healthy amount in reserves that could be used for additional holiday donations or for additional COVID-related donations in the spring.

**8. Designated Donation for Operation Underground Railroad:** Ortler said that a CSA member had gotten in touch with him questioning whether her designated donation had been paid out to her charity, since she did not see the charity's name in her PeopleSoft profile. Ortler told the CSA member that he would look up the donation and bring it up with the Board if there had been an oversight. Ortler said that initially he did not know how to explain the designated donation process to the CSA member and reached out to the former CSA Secretary/Treasurer. A check had in fact been sent to Operation Underground Railroad and Ortler informed the CSA member. The purpose of this agenda item was to notify Board members in case the CSA member was dissatisfied with Ortler's initial inability to provide an answer or with the response that she ultimately received.

**9. Holiday Donations & Donation on Behalf of Exiting Board Member N.R.:** Ortler reviewed a spreadsheet showing last year's holiday donations along with recommended donations for this year. Ortler stated that he had reached out to the ESA at Alcott and confirmed that their program for infants/toddlers with special needs was still active. Ortler recommended redistributing the funds somewhat from the previous year to benefit those programs that had acknowledged the donation from CSA. Einspar noted that there is a wonderful Adopt-a-Family program done by Children and Youth in Transition (CYT). Archard said that HR has participated in that program and she wholeheartedly recommended it. Archard said that she would send the information out to all. Wilson suggested tabling a vote on the holiday donations until the December meeting.

Re the Donation on behalf of exiting board member N.R.: A motion (Hahnlein/Archard) to approve a \$300 donation to Feeding San Diego passed unanimously.

**10. Round Table:** Wilson thanked all and hoped that all would be safe and healthy.

The meeting was adjourned at 5:32 PM.

John Ortler, Secretary/Treasurer

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

EXCUSED: Padilla, Smith, Vaccarino

VACANCY: One certificated Board seat