



December 10, 2020

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, December 10, 2020 via Zoom.

- 1. Welcome and Call to Order:** Board Chair Wilson called the meeting to order at 4:08 PM.
- 2. Approval of Minutes from November 12, 2020 Board Meeting:** A motion (Wood/Smith) to accept the minutes of November 12, 2020 as submitted was unanimously approved.
- 3. Financial Reports for September, October, and November 2020:** Ortler said that he had had difficulty downloading transactions directly from the credit union and classifying them as expenses, checks, etc. 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." Ortler said that he requested help from a District Financial Clerk who was known as an expert in Quickbooks. The Financial Clerk deleted the excess transactions which were caused when Ortler classified a transaction as "expense" and then later tried to change that to "check." Ortler submitted the newly reconciled reports to the board for review. A motion (Vaccarino/Padilla) to accept the September Financial Reports passed unanimously. A motion (Einspar/Ehm) to accept the October Financial Reports passed unanimously. A motion (Smith/Wood) to accept the November Financial Reports passed unanimously.
- 4. QuickBooks Online Update:** Ortler said that as of November the CSA accounts were officially online and reconciled. Ortler showed on the CSA account homepage that the CPA has been given access to the account for audit and tax purposes, and there are separate logins available for the CSA chairperson and vice-chair as well to have real-time access to all CSA Financials.
- 5. Administrative Circular & Email of Support Update:** 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:** Ortler informed the Board that a Google form ballot went out via email to CSA members and that a printable ballot was posted on the website for those without email accounts. Ortler had requested for IT to activate the listserv (email distribution list) but it did not work so he had sent emails with all 1969 CSA members bcc'd. Ortler said that there were around 90 ballot responses on the Google spreadsheet and that he and the Board chair would review the results at the January Board meeting. Also, Ortler noted that there were 4 write-ins for the

vacant certificated seat and said that he would contact them about possible appointment to the seat at the January Board meeting.

**7. Budget for 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 were excess funds in printing, office supplies, and reserves that could be used for additional donations in the spring.

**8. Holiday Donations:** Ortler reviewed the holiday donations chart from the November meeting.. 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. At the November meeting there was discussion of redistributing the \$200 for MOCBC because there was no acknowledgment that the program was still active. Smith said that she was certain that the program was active and that it was a worthy cause. Einspar noted that the CYT Adopt-a-Family program mentioned in November had received generous donations this year and would not want to change the distribution of the donations. A motion (Ehm/Vaccarino) to approve the \$500 donation to the Alcott Elementary Infant/Toddler program passed unanimously. A motion (Padilla/Wood) was unanimously approved to give the following holiday donations: \$400 each to Alpha Project for the Homeless, Community Christian Service Agency, Father Joe's Villages, Interfaith Shelter Network, Mama's Kitchen, San Diego Rescue Mission, The Salvation Army, and Uptown Faith Community Center; \$200 each to Catholic Charities – Rachel's Women's Shelter, Catholic Charities – La Posada de Guadalupe, MOCBC – Adopt a Family, and Stand Up for Kids.

**9. Round Table:** Vaccarino wished all Happy Holidays. Einspar thanked all. Padilla said that serving on the CSA Board had been a wonderful experience and thanked all. Ehm wished all a great holiday season. Smith thanked all and wished each a happy and safe holiday break. Wood said he was looking forward to the New Year and wished everyone Happy Holidays. Wilson wished all Happy Holidays and thanked Padilla for her service as a Board member.

The meeting was adjourned at 5:01 PM.

John Ortler, Secretary/Treasurer

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

EXCUSED: Archard, Hahnlein

VACANCY: One certificated Board seat