



September 30, 2021

MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, September 30, 2021 via Zoom.

- 1. Welcome and Roll Call for Quorum:** Board Chair Wilson called the meeting to order at 4:04 PM with a quorum of members.
- 2. Approval of Minutes from June 3, 2021 Board Meeting:** Board member Ehm noted that the minutes did not reflect that she was absent from that meeting. Ortler corrected the minutes in real-time on the shared screen. A motion (Einspar/Wood) to approve the minutes from the June 3 meeting -- as amended with Board member Ehm listed as absent – passed with Ehm abstaining.
- 3. Financial Reports for June, July, and August 2021:** Ortler shared on-screen the bank statements and reconciliation reports for June, July, and August, 2021. A motion (Bryant/Archard) to accept the Financial Reports for June passed unanimously. A motion (Hafermann/Einspar) to accept the Financial Reports for July passed unanimously. A motion (Smith/Ehm) to accept the Financial Reports for August passed unanimously.
- 4. Budget for 2021-22, including a request for reimbursement for purchasing (renewing) annual subscription for QuickBooks Online:** Ortler shared on-screen the proposed budget for 2021-22 and explained that there was additional money in the budget for holiday donations or pandemic emergency donations due to being overly conservative during the grant approval process last year. Ortler noted that last year very little money had been spent on printing or supplies but that that would change this year as he was planning a major membership outreach to school sites and Ed Center departments using printed materials. A motion (Wood/Hafermann) to approve the 2021 - 2022 budget passed unanimously. Ortler also presented his receipt for paying to renew CSA's subscription to QuickBooks Online for the 2021-22 year. A motion (Wood/Smith) to approve reimbursing Ortler for the \$540 cost of CSA's subscription to QuickBooks Online for 2021-22 passed unanimously.
- 5. Contract for CPA Melody Thornton for 2020 Taxes:** Ortler shared on-screen the contract submitted by Melody Thornton, CPA, of Fitzgerald & Company, LLP. A motion (Wood/Ehm) to renew the contract of Melody Thornton, CPA, of Fitzgerald & Company, LLP for CSA's 2020 tax preparation passed unanimously.
- 6. Contract for CSA Secretary/Treasurer John Ortler for 2021-22 Fiscal Year:** Ortler temporarily left the Zoom meeting into a Zoom breakout room to allow a confidential discussion and vote among Board members. Upon return Ortler was informed that a motion (Einspar/Wood) to renew Ortler's contract for 2021-22 had passed unanimously.

7. CSA Website Update and Newsletter for Fall 2021: Ortler shared on-screen some improvements to the CSA website, including a new page called “Get Involved” which lists additional opportunities and events where district employees could give of their time and resources to San Diego County nonprofits. The Fall 2021 newsletter was shared and the Board members were asked to edit/approve the message from the Board that is included in the newsletter. A motion (Bryant/Wood) to approve the message from the Board and the rest of the Fall 2021 newsletter passed unanimously.

8. Subcommittee Ideas for Increasing Membership & Donations: Wilson and Ortler shared that the Subcommittee of Wilson, Hafermann, Wood, and Ortler met in June, and that volunteers were needed to implement their ideas. Additionally, Smith suggested requesting inclusion in the weekly PPO newsletter. Summary of ideas:

List of the groups/people we are asking to promote CSA:

- + **Unions** via standup talks at monthly meetings
- + **District Leadership:** publish Admin Circular re Membership Drive, Board Election
- + **HR:** include CSA info in New Hire packet
- + **SD Ed Fund** include CSA info in materials for the new teacher pipeline
- + **PPO** include CSA membership info in weekly Saturday newsletter
- + **Interim Supt Lamont Jackson** possibly an email supporting GivingTuesday event
- + **SDUSD Board of Ed** -- Asking for a Resolution for CSA 65th anniversary and to

encourage CSA membership and donations on GivingTuesday

At this point in the meeting Board Chair Wilson suggested moving up the discussion of Agenda item 11 before item 9 since it would allow continuity in the discussion on how to increase CSA membership and donations. A motion (Hafermann/Smith) to move discussion of Agenda item 11 up before item 9 passed unanimously. Items are listed in the Minutes in their original order to avoid confusion.

9. Subcommittee to Create a Grant Application Review Rubric: Wilson reminded Board members of a discussion during last year’s grant application review in which all Board members agreed that it would be helpful to have more explicit guidelines for approval of a grant application. At that time Board Member Einspar had suggested creating a rubric for the grant application review process. Wilson asked Einspar if she would consider leading a subcommittee to create such a rubric. Volunteers for the subcommittee were: Einspar, Archard, and Ortler. Wilson asked the subcommittee to present their rubric and associated guidelines at the November 18 Board meeting so that the rubric could be discussed/edited/approved/posted in time for the January 1, 2022 start of the grant cycle.

10. Possible Informal Partnership with the VAPA Foundation: Ortler stated that he had received an email from VAPA Foundation requesting that he add them in PeopleSoft as an agency eligible for designated donations from CSA members. The response to VAPA Foundation was that agencies were placed on the list either when a CSA member designated them, or after the agency applied for and received a grant/donation from the CSA Board of Directors. Ortler said that he and VAPA Foundation discussed looking into an informal partnership with events where district employees could donate to VAPA Foundation through CSA, and that this would increase the visibility of both organizations.

Ortler shared with the CSA Board the proof of nonprofit status of VAPA Foundation and requested that the Board consider making a donation to VAPA Foundation in order to place VAPA on the list of CSA-supported agencies eligible for designated donations. Ortler also requested that the Board consider approving a letter requesting the Superintendent's support of a Giving Tuesday event on November 30, encouraging district employees to join CSA and to consider making a donation to VAPA Foundation. Einspar suggested a districtwide awards-style event co-hosted by CSA and VAPA in order to raise awareness of, and increase donations to both organizations.

After Board discussion, a motion (Smith/Archard) to make a donation of \$250 to VAPA Foundation and to place them on the list of CSA-supported agencies eligible for designated donations passed unanimously. A motion (Wood/Einspar) to send a letter requesting the Superintendent's support of a Giving Tuesday event on November 30, encouraging district employees to join CSA and to consider making a donation to VAPA Foundation passed unanimously.

11. CSA Fall Membership Circular/Fall Campaign/Board Member Election: (This item was discussed between Agenda items 8 and 9.) Ortler shared the document that was submitted for the annual membership drive Admin Circular. A motion (Wood/Archard) to approve the annual membership drive Admin Circular passed unanimously. Wilson and Ortler asked Board members for volunteers in implementing the suggestions in Agenda Item 8.

12. Round Table: Board Chair Wilson thanked everyone for attending the meeting and for all that you do for CSA. Wilson noted that she would place on the November 18 Board Meeting Agenda a discussion of two questions that Board Member Hahnlein had asked just before today's meeting.

The meeting was adjourned at 5:55 PM.

Minutes taken by: John Ortler, CSA Secretary/Treasurer

PRESENT: Archard, Bryant, Ehm, Einspar, Hafermann, Smith, Wilson, Wood

EXCUSED: Hahnlein, Vaccarino