



November 18, 2021

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, November 18, 2021 via Zoom.

- 1. Welcome and Roll Call for Quorum:** Board Chair Wilson called the meeting to order at 4:14 PM with a quorum of 6 Board members. Because one Board member could attend only until 4:30 pm, Ortler proposed rearranging the agenda items in order to vote on Item 5 while a quorum remained. Item 5 pertained to grant application guidelines -- which needed to be posted by December 1 so that applicants for the 2022 grant cycle would have time to prepare and align their applications with the new guidelines.

A motion (Vaccarino/Hahnlein) to table agenda items 2 – 4 until the December meeting passed unanimously.

A motion (Vaccarino/Hafermann) to move Item 5 up to the beginning of the agenda for a vote passed unanimously.

\*\*\* Items have been listed here in their original order for consistency with the posted meeting agenda.

- 2. Approval of Meeting Minutes from September 30, 2021:** Tabled until December Board meeting.
- 3. Financial Reports for September and October 2021:** Tabled until December Board meeting.
- 4. Budget for 2021-2022, including a request to be reimbursed for paying for printing of CSA flyers and for purchasing office supplies:** Tabled until December Board meeting.
- 5. Grant Application Review Rubric and Grant Application Guidelines for 2022:** The newly created grant application review rubric and the grant application guidelines that had been updated to correspond with the rubric were shared on-screen. A motion (Hafermann/Hahnlein) to approve the updated grant application guidelines and the grant application review rubric passed unanimously.
- 6. Board Election in November for January, 2022 Vacancies:** Ortler shared that the election to fill three vacancies on the CSA Board of Directors had been announced and nominations had been solicited back in October -- both via the CSA website and via District Administrative Circular. During the first week of November an email had been sent to all CSA members with a link to an electronic ballot which was recording responses on a Google Sheet. CSA members were also informed that a printable ballot was available on the CSA website. Ortler stated that at least 50 CSA members had already voted and that the voting would close on December 12.

- 7. Annual Meeting:** The topic of the CSA annual meeting had been brought up during the September Board meeting. Due to the pandemic and scheduling challenges the annual meeting probably would be held via Zoom going forward. Hahnlein stated that communication should be sent to all members informing them of that change. Ortler suggested that communication could be sent along with election results on December 13. Members discussed holding the meeting from 3:30 – 4:00 pm immediately before either the March 10 or May 12, 2022 Board Meetings.
- 8. Designated Donations:** The topic of designated donations had been brought up at the September 30 meeting. Designated donations go 100% to the designee and thus the administrative costs that they incur are covered by member contributions that might otherwise go to grant applicants. Wilson stated that Board Members had brought up valid points and suggestions about equity and how to address the administrative costs. After further discussion the consensus was that the Board would not take any action at this time so as not to discourage any donations during this time of building up membership. The topic would be revisited during the 2022 grant review cycle.
- 9. Membership Drive Update:** Wood shared that he had spoken with the SDEA union president who had been very supportive, offering both inclusion in the SDEA newsletter and time to speak during their monthly union meeting. Wood said that he had sent information to the SDEA president for inclusion in their newsletter.

Hahnlein (who also serves on the leadership board of the OTBS bargaining unit) stated that she had invited Ortler to speak during their monthly union meeting. The CEO of the nonprofit Mama's Kitchen and Ortler gave a brief talk live from the nonprofit's kitchen, and there had been a positive response from union members. Hahnlein stated that she also had a meeting with labor leaders and Area Superintendents the next day and would try to bring up the topic of CSA. Wilson stated that she was still pursuing support from the POA union, and another board member was approaching AASD. Wilson said that at the December meeting there would be another recap of membership drive activities.

- 10. Informal Partnership with the VAPA Foundation:** Wilson stated that she and Ortler had attended a free theater event at Mira Mesa HS hosted by VAPA Foundation. At that event they had met in-person the Executive Director of the VAPA Foundation, as well as a VAPA Resource Teacher involved with the Foundation. The VAPA Foundation representatives thanked CSA for its donation and support and said that they had spoken with District Leadership about their informal partnership with CSA. VAPA Foundation stated that they anticipated some mention of the partnership and their fundraising through CSA in upcoming district publications.
- 11. Holiday Donations:** Wilson and Ortler shared a spreadsheet listing last year's holiday donations approved by the Board of Directors in order to start the discussion on this year's donations. Ortler said that there was more money in the budget for holiday donations this year, explaining that he had been overly conservative on the grant allocations during last year's grant review cycle. Wilson, Hafermann, and Vaccarino all suggested nonprofit agencies that the Board could consider. Ortler informed Board members that in order to consider any agency for donations CSA would need proof of 501(c)(3) nonprofit status and the IRS form 990 for that agency.

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Continued

**12. Round Table:** Board Chair Wilson and Secretary Ortler thanked everyone for attending the meeting and for their patience with the challenges of Zoom meetings. Attendees wished each other a happy and safe Thanksgiving.

The meeting was adjourned at 5:27 PM.

Minutes taken by: John Ortler, CSA Secretary/Treasurer

PRESENT: Ehm, Hafermann, Hahnlein, Vaccarino, Wilson, Wood

EXCUSED: Archard, Bryant, Einspar, Smith