



March 10, 2022

MINUTES

A meeting of the Executive Board of the SAN DIEGO UNIFIED SCHOOL DISTRICT COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, March 10, 2022 via Zoom.

1. **Welcome and Call to Order:** Board Chair Wilson called the meeting to order at 4:05 PM.
2. **Approval of Minutes from January 13, 2022 Board Meeting:** A motion (Smith/Hahnlein) to accept the January 13, 2022 minutes passed unanimously.
3. **Financial Reports for December 2021, January 2022, and February 2022:** Ortler stated that the situation is still the same – still waiting for CPA Melody Thornton to have the time to review the CSA QuickBooks account in order to correct the \$10 reconciliation error so that Ortler can proceed with reconciling current and future months. Meanwhile all incoming checks have been deposited in the CSA savings account and Ortler shared his screen showing that credit union statements are posted for Board members to view. A motion (Bryant/Archard) to table the review of Financial Reports until the next meeting passed unanimously.
4. **Annual Membership Meeting Discussion:** Wilson and Ortler briefly reviewed the agenda with Board members in preparation for the meeting that would begin at 5:30 PM.
5. **Update on Secretary/Treasurer Position:** Ortler stated that VAPA Foundation, under Executive Director Michael Angelo Camacho, was interested in providing administrative support to CSA in an independent contractor-type capacity. VAPA Foundation is a small independent nonprofit affiliated with SDUSD – as such they are very familiar with the community and operating environment of CSA. Ortler stated that he would introduce Camacho of VAPA Foundation to the Board members at the May meeting for a conversation and possible consideration of VAPA Foundation for the administrative support role. If approved by the Board members, then as of September 1 VAPA Foundation would fulfil the duties currently carried out by Ortler in the staff position known as Secretary/Treasurer.
6. **Future of CSA, and Possible Partnerships:** Board members discussed VAPA Foundation's role in the district and its expertise with fundraising and development. Board members expressed hope that VAPA Foundation's expertise would help guide CSA to a position of higher visibility in the district and lead to increased membership and donations among district employees, so that CSA can continue to operate past the 2022-23 fiscal year.
7. **Grant Process: Timeline and Guidelines:** Board members discussed the grant review guidelines as well as the timeline for grant decision-making, notification of applicants, and mailing of award checks.
8. **Round Table:** N/A.

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- 9. First Reading of Grant Applications for 2022:** While Ortler shared the grant applications and historical spreadsheet from his screen, Board members discussed the merits of applications and then input their ratings into the electronic grant review rubric. Board members progressed through several applications before having to stop for the Annual Membership Meeting, which was due to begin at 5:30 PM.

The meeting was adjourned at 5:26 PM.

Minutes taken by: John Ortler, CSA Secretary/Treasurer

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

EXCUSED: Einspar, Vaccarino