Board of Directors Meeting: Tuesday, August 24, 2021
6:00-8:30pm
Regular, Full Board Meeting

Participants agree to honor the group by demonstrating: Confidentiality, Listening, Respect, Honesty, Humility, Seeking to Understand, Not Taking Things Personally, Caring About CAP. Use “I” statements. Everyone Has Their Own Truth. Be Open to Fun.

Our meeting will be more effective if you: Do Not Interrupt, Raise Your Hand to Speak, Turn Off Your Cell Phone, and Avoid Side Conversations.

Call to Order: 6:09pm
Roll Call - Visual roll call taken by board clerk

Community Action Partnership Statements:
  a. Mission Statement: Community Action Partnership of Sonoma County creates economic pathways that last from generation to generation. Read by Joey Hejnowicz
  b. Vision Statement: Community Action Partnership of Sonoma County strives to eliminate poverty and invests in families through partnerships, advocacy and high-impact programs. Read by Susy Valle
  c. Promise Statement: Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other. Read by Johnny Nolen

Public Comments, Introductions, Announcements:

6:05-6:50pm: Development Committee, Marcus Clarke
  1. Board Commitment Letter – Q&A, discussion
     Approved commitment letter will be sent out to all board members for virtual signatures
  2. Donor calls
     Marcus Clarke proposed that board members assist with donor calls on their own time to help contribute to the development committee.
  3. Dashboard Highlights, Q&A

DASHBOARD

D1. Strategic Forms: 9 of 9 are completed (100%).

D2. Acknowledgements: 90% weekly turnaround time and completion for hardcopy letters & sponsorship mentions. Online donations continue to be recognized immediately.

D3. Meeting with Potential Donors: 100% completed. We continue to be strategic in who we engage with as an Agency, and provide touches throughout the year to increase giving.

D4. Board Unrestricted giving: We will be reviewing our updated “Letter of Commitment” from the last Board meeting to share Board successes and discuss opportunities.

D5. Financial Goals/Donation Report FY21-22:
<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Projected</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>March Restricted</td>
<td>$9,532</td>
<td>$10,084</td>
</tr>
<tr>
<td>March Unrestricted</td>
<td>$1,198</td>
<td>$2,928</td>
</tr>
<tr>
<td>April Restricted</td>
<td>$18,579</td>
<td>$648</td>
</tr>
<tr>
<td>April Unrestricted</td>
<td>$11,317</td>
<td>$692</td>
</tr>
<tr>
<td>May Restricted</td>
<td>$110</td>
<td>$10,610</td>
</tr>
<tr>
<td>May Unrestricted</td>
<td>$2,485</td>
<td>$2,627</td>
</tr>
<tr>
<td>June Restricted</td>
<td>$22</td>
<td>$145</td>
</tr>
<tr>
<td>June Unrestricted</td>
<td>$6,659</td>
<td>$2,725</td>
</tr>
<tr>
<td>July Restricted</td>
<td>$7,914</td>
<td>$0</td>
</tr>
<tr>
<td>July Unrestricted</td>
<td>$4,072</td>
<td>$9,261</td>
</tr>
</tbody>
</table>

**TOTALS (Actuals):** Restricted $36,157; Unrestricted $18,233

D6. Online Presence – Highlights

*Refer to the attached marketing report*

**Adjournment: 6:27pm**

**6:55-8:30pm: Full Board Meeting**

- **Call To Order:** 6:28pm
- **Consent Agenda**
  - Review and make any adjustments to the agenda: Pull For Discussion/Amendments. *Changes made will be italicized and bolded*
  - Review and approve July 27th, 2021 meeting minutes.
  - Review and approve Edward Chio’s Board Membership Application

  *Joey Hejnowicz motioned to approve the consent agenda, Susy Valle seconded, motioned passed. None abstained, none opposed. Edward Chio’s board application was officially approved by the board through consent agenda.*

- **6:10PM New Business/Actions required:**
  - Executive Directors Report: Informational: Susan Cooper
  - Compliance & Risk Assessments : Ilianna Valenzuela
    1. Risk Assessment Presentation
    2. CSBG Organizational Standards Presentation
    3. Risk Assessment Report
  - Governance Membership Announcement: Johnny Nolen

  *Johnny Nolen shared the committee participation opportunities in both Finance and Governance committees, as both committees are in need of further board member participation.*

- **7:30PM Monthly/Bi-Monthly Updates:**
  - Policy Council/Head Start Update: Lisa Grocott

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves, and each other.
Committee Members: Johnny Nolen, Denise Ragozzino, Joey Hejnowicz, Jeremy Johnson, Tim Sergent, Betzy Chavez, Susy Valle, Haejin Han, Jim Sansone, Richard Horrell, Jaime Padilla

Committee Members Not Present: Jeremy Johnson, Denisa Ragozzino, Jaime Padilla

Guests: Edward Chio

Quorum Present: Yes

Staff: Susan Cooper, Kathy Kane, Marcus Clarke, Iliana Venezuela, Sophia Luna

Minutes taken by Sophia Luna

* Please inquire Board Clerk for the meeting’s video recording*