



Community Action Partnership of Sonoma County
A 501(c)(3) not for profit organization.

141 Stony Cir, Ste 210
Santa Rosa, CA 95401-4610

Phone: (707) 544-6911
Fax: (707) 526-2918

www.capsonoma.org

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 lasts 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:

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Fund Type	Projected	Actual
March Restricted	\$9,532	\$10,084
March Unrestricted	\$1,198	\$2,928
April Restricted	\$18,579	\$648
April Unrestricted	\$11,317	\$692
May Restricted	\$110	\$10,610
May Unrestricted	\$2,485	\$2,627
June Restricted	\$22	\$145
June Unrestricted	\$6,659	\$2,725
July Restricted	\$7,914	\$0
July Unrestricted	\$4,072	\$9,261

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.

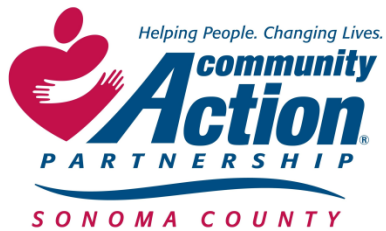
7:30PM Monthly/Bi-Monthly Updates:

Policy Council/Head Start Update: Lisa Grocott

Correspondence

Board Comments

Adjournment:



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Committee Members: Johnny Nolen, Denise Ragazzino, 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 Ragazzino, 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**