



Board of Directors Minutes  
Tuesday, January 21, 2020

Board of Directors Meeting  
Location: Petaluma Community Center  
320 N. McDowell Blvd.  
Petaluma, CA 94954

**BOARD OF DIRECTORS**

Cindy Thomas – Chair  
Domenica Giovannini – Vice-Chair  
Judy Kirschner – Secretary  
Randy Stewart – Treasurer  
Ronda Black  
Vacant  
Vacant  
Tim Williamsen – City of Petaluma Designate  
Vacant – Petaluma School District Designate

**1. ROLL CALL**

**Present -**

Cindy Thomas – Chair  
Domenica Giovannini – Vice-Chair  
Randy Stewart – Treasurer  
Ronda Black  
Tim Williamsen – City of Petaluma Designate

**Absent-** Judy Kirschner

**2. PUBLIC COMMENT**

None

**3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENTS**

None

**4. AGENDA APPROVAL**

1<sup>st</sup> Black, 2<sup>nd</sup> Williamson 5-0-0 vote

**5. APPROVAL OF MINUTES**

- November 19, 2020 meeting minutes - Tabled for approval for March 17, 2020 meeting

**6. TREASURER'S REPORT**

- Nothing outstanding to report

- Some income seen - Grant funding in the amount of \$2000 received from Bill Graham Foundation

## 7. EXECUTIVE DIRECTOR'S REPORT

3<sup>rd</sup> Week Activity/Onboarding Progress Report from Newly Hired Executive Director (Belway)

- Tabled to February 18, 2020 meeting - ED sick

## 8. CONSENT CALENDAR

None.

## 9. REPORTS OF COMMITTEES

- Executive Committee (Thomas, Giovannini, Kirschner, Stewart)
  - Met January 4, 2020
  - Recommendation for finance committee to come up with a policy and related documentation
  - Banks have been notified Jill is no longer authorized – signature cards to remain the same until new ED has passed probation
  - Discussion of retreat agenda (agendized)
- Finance Committee (Stewart, Black)
- Nominating Committee (Giovannini, Black)
- Policies & Procedures (Thomas, Giovannini, Williamsen)
- Outreach Committee (Thomas, Kirschner, Black)

## 10. OLD BUSINESS

- A) Discussion and possible action to Approve Hiring of Executive Director (Executive Committee)
- Acceptance of recommendation from executive committee to approve hire of Jenny Belway for hire as executive director
  - 1<sup>st</sup> Stewart, 2<sup>nd</sup> Williamson, 5-0-0 vote

## 11. NEW BUSINESS

- A) Discussion and possible action to Appoint a Board Director (Thomas)
- Appointment of new board director – Fred Carroll
  - 1st Thomas, 2nd Black, 6-0-0 vote
- B) Discussion and possible action to Schedule Board Retreat/Workshop with Agenda (Executive Committee)
- Recommendation of the executive committee of strategic plan and goals/objectives (discussion only)
    - Rate structures for membership, City fees, and fee for service production
  - Date to be set by email
- C) Discussion and possible action to Sponsor Petaluma Stage at 2020 Petaluma Music Festival (Stewart)
- Pursuing grant/donation in order for PCA to sponsor stage (\$2500) – stage by Herzog hall including pop up (discussion only)
  - To be put on February 18, 2020 meeting for action
- D) Discussion and possible action to Develop Systems Operation Manuals (Exec Committee)
- Tabled to February 18, 2020
- E) Discussion and possible action to update and finalize all job descriptions (Exec Committee)
- Tabled to February 18, 2020
- F) Discussion and possible action to install an antennae atop the Masonic Building (Stewart)

- Opportunity for redundant transmitter and antennae in the event the SRJC site power goes down
  - Staff have looked at sites (Masonic and Keller St Garage) and researching options
  - Staff working with FCC rules for use
  - To be placed on February 18, 2020 agenda for review
- G) Butter and Egg Days Float Sponsorship
- \$60 Float buy in by March 2020
  - Motion to approve sponsorship of float
    - 1st Williamson, 2nd Black, 6-0-0 vote

**12. ADJOURN TO CLOSED SESSION: Motion to adjourn 1<sup>st</sup> Stewart, 2<sup>nd</sup> Williamson, 6-0-0 vote**

- A) Discussion and possible action to approve Executive Director Work Agreement/Contract
- B) Personnel Matter.

**13. REPORT OUT OF CLOSED SESSION**

- None

**ADJOURN – 1st Carroll 2nd Stewart, 6-0-0 vote**

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