



Board of Directors Meeting Minutes  
Tuesday August 18, 2020

**Location: Zoom Video Conference:**

[Click Here to Join the Meeting](#)

or go to [www.zoom.us](http://www.zoom.us) and enter Meeting ID 897 2616 8155

**For Audio Only, Dial:**

1-669-900-6833

and Enter Meeting ID 89726168155#

**BOARD OF DIRECTORS**

Cindy Thomas – Chair  
Domenica Giovannini – Vice-Chair  
Judy Kirschner – Secretary  
Randy Stewart – Treasurer  
Ronda Black  
Fred Carroll  
Vacant Seat  
Ingrid Alverde - City of Petaluma Designate  
Vacant - Petaluma School District Designate

**1. ROLL CALL – 6:10 P.M.**

**2. PUBLIC COMMENT**

Public comment on issues not on the agenda. Time for comment on agenda items will be made available during discussion of those items. No action can be taken by the Board on issues raised in any comments; however, the Board may refer questions to PCA Management for review.

**-None**

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

None

**4. AGENDA APPROVAL**

Stewart 1st / Kirschner 2nd / All Approve

**5. APPROVAL OF MINUTES**

Minutes for April 21, 2020 PCA Board of Directors Meeting and  
Minutes for July 21, 2020 PCA Board of Directors Meeting.  
Carroll 1st / Giovannini 2nd / All approved

## **6. TREASURER'S REPORT**

Financials reviewed, on target. PEG fees due to arrive anytime.

## **7. EXECUTIVE DIRECTOR'S REPORT**

Executive Director report is attached.

## **8. CONSENT CALENDAR**

None

## **9. REPORTS OF COMMITTEES**

- Executive Committee (Thomas, Giovannini, Kirschner, Stewart)  
No meeting in July, Cindy apologized for missing the deadline for posting the agenda.
- Finance Committee (Stewart, Black)  
Ronda out of town, no meeting.
- Nominating Committee (Giovannini, Black, Carroll)  
Meeting details to be discussed during Items 11A and 11 B of this agenda.
- Policies & Procedures (Thomas, Giovannini)  
No meeting.
- Outreach Committee (Thomas, Kirschner, Black, Carroll)  
Committee has been meeting weekly to develop a survey for programmers and a survey for the community at large. Possible event to consider for 2021 is a Silver Anniversary party (PCA began operating in May, 1996).

## **10. OLD BUSINESS**

- A) Implementation Plan Review – Standing Item (All)  
No action taken.
- B) Discussion and possible action for reopening PCA post Shelter In Place – Standing Item (all)  
No action taken, shelter in place remains current.
- C) Discussion and possible action to create an Operations Manual (All)  
Tabled to the September meeting.
- D) Discussion and possible action for Annual Report and Budget (Thomas, Stewart)  
Annual Report is tabled to the September meeting, the 2020/21 budget is approved.  
Stewart 1st / Kirschner 2nd / All Approve

## **11. NEW BUSINESS**

- A) Discussion and possible action to approve Board Election Calendar (Giovannini)  
Stewart 1st / Giovannini 2nd / All Approve
- B) Discussion and possible action to approve an Election Inspector (Giovannini)  
Single nomination by Cindy to appoint Jude Miion.  
Carroll 1st / Thomas 2nd / All Approve
- C) Discussion and possible action on a social media plan (Thomas)  
Jenny to draft a plan and present it at the September meeting.

## **12. ADJOURN TO CLOSED SESSION - 6:55 PM**

Motion to adjourn.

Carroll 1st / Thomas 2nd / All approved

**13. REPORT OUT OF CLOSED SESSION:**

Discussion only, no action taken. Door Codes Changed. Jeff given extra hour at home to change former E.D. passwords. Motion to remove Don from signature cards at Summit Bank and Exchange

**ADJOURN - 7:15 pm**

Thomas 1st / Giovannini 2nd / All approved

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