



Board of Directors Meeting Minutes
Tuesday September 15, 2020, 6:00 PM

Location: Zoom Video Conference:

[Click Here to Join the Meeting](#)
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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 – 6:15 P.M.

- Absent: Ingrid Alverde
- Late: Judy Kirschner 6:30

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 / Giovannini 2nd / All Approve

5. APPROVAL OF MINUTES

Minutes for August 18, 2020 PCA Board of Directors Meeting.

- Black 1st / Carroll 2nd / All approved

6. TREASURER'S REPORT - Stewart

- Financials reviewed, on target. Annual audit info sent by bookkeeper to CPA for review.

7. EXECUTIVE DIRECTOR'S REPORT - Belway

- Executive Director report is attached.

8. CONSENT CALENDAR

- None

9. REPORTS OF COMMITTEES

- Executive Committee (Thomas, Giovannini, Kirschner, Stewart)
 - Committee met 9/8, no action to report.
- Finance Committee (Stewart, Black)
 - Committee met, reviewed financials. All on target, all banking documentation is up to date.
- Nominating Committee (Giovannini, Black, Carroll)
 - No meeting.
- Policies & Procedures (Thomas, Giovannini)
 - No meeting, upcoming meetings to occur to review all handbooks.
- Outreach Committee (Thomas, Kirschner, Black, Carroll)
 - Committee has been meeting weekly, details below under Old Business, Item 10 F.

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)
 - Table of contents drafted on all employee positions. Executive Committee to place this item on their October meeting to develop a timeline for completion for recommendation at the October Board of Directors meeting.
- D) Discussion and possible action for Annual Report (Thomas)
 - Annual Report reviewed, no edits recommended and is approved.
Stewart 1st / Kirschner 2nd / All Approve
- E) Discussion and possible action on PCA Board Election Activities (Giovannini)
 - No action, Domenica reports that all is on track for a timely election and results.
- F) Discussion and possible action on Outreach Committee Campaign (Thomas)
 - Outreach Committee has completed their build of a community survey to be distributed at large to PCA members and non-members for the purpose of collecting data and to get the PCA/KPCA name out in the community. Survey is ready and will be released by end of week.

11. NEW BUSINESS

- A) Discussion and possible action to approve Underwriting and Sponsorship Packages (Belway)
 - Packages approved with suggested edits incorporated.
Kirschner 1st / Giovannini 2nd / All Approve

12. ADJOURN TO CLOSED SESSION

- No closed session items.

13. REPORT OUT OF CLOSED SESSION:

- No closed session

ADJOURN - 7:03 pm

- Kirschner 1st / Thomas 2nd / All approved

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