



Board of Directors Meeting Minutes
Tuesday October 20, 2020, 6:00 PM

Location: Zoom Video Conference:

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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: Judy Kirschner

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 / Black 2nd / All Approve

5. APPROVAL OF MINUTES

Minutes for September 15, 2020 PCA Board of Directors Meeting.

- Stewart 1st / Carroll 2nd / Approved / Alverde Abstained

6. TREASURER'S REPORT - Stewart

- Financials reviewed, on target.

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 10/13, no action to report.
- Finance Committee (Stewart, Black)
 - Committee met, reviewed financials and budget. Jenny and Ronda to meet to continue review.
- Nominating Committee (Giovannini, Black, Carroll)
 - No meeting.
- Policies & Procedures (Thomas, Giovannini)
 - No meeting.
- Outreach Committee (Thomas, Kirschner, Black, Carroll)
 - Committee has been meeting regularly, details to be outlined under Old Business, Item 10 E.

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)
 - No action taken. Table of contents drafted on all employee positions, each employee is currently working on a detailed outline of their job duties.
- D) Discussion and possible action on PCA Board Election Activities (Giovannini)
 - No action taken. Election results were announced at the Annual Members Meeting on 10/6.
- E) Discussion and possible action on Outreach Committee Campaign (Thomas)
 - No action taken. Community survey is still being distributed and shared, slow response so far.

11. NEW BUSINESS

- A) Discussion and possible action to elect Board of Directors Officers (Thomas)
 - Election completed, results as follows: Thomas, Chair; Giovannini, Vice Chair; Secretary, Black; Treasurer, Stewart.
- B) Discussion and possible action to make appointments to board committees (Thomas)
 - Motion to appoint Alverde to Policies & Procedures and Nominating Committees; remove Black from nominating committee.
Stewart 1st / Black 2nd / All Approve

12. ADJOURN TO CLOSED SESSION

- No closed session items.

13. REPORT OUT OF CLOSED SESSION:

- No closed session

ADJOURN - 7:15 pm

- Giovannini 1st / Alverde 2nd / All approved

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