Board of Directors Meeting Minutes
Tuesday, September 21, 2021
6:00 PM

Location: Zoom Video Conference:
Click Here to Join the Meeting
or go to www.zoom.us and enter Meeting ID 825 1505 3077
Passcode: 247326
For Audio Only, Dial:
1-669-900-6833
and Enter Meeting ID 82515053077#, *247326#

BOARD OF DIRECTORS
X Cindy Thomas – Chair
X Domenica Giovannini – Vice-Chair
X Ronda Black – Secretary
X Randy Stewart – Treasurer
X Fred Carroll
X Tim Williamsen
Vacant Seat
Ingrid Alverde - City of Petaluma Designate
Vacant - Petaluma School District Designate x2

1. **ROLL CALL – 6:00 PM** started and recorded on Zoom
X marks present above.
Ingrid reported attending another City meeting.

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 & ANNOUNCEMENTS**
Directors Comments, Announcements
None.

4. **AGENDA APPROVAL**
Requests for modifications, deletions
RS moved and FC second, unanimous.

5. **APPROVAL OF MINUTES**
Minutes for August 17, 2021 PCA Board of Directors Meeting
FC moved, RS second, approved.

6. **TREASURER'S REPORT**

Report for August 2021 Financial Statements (Stewart)

PnL summarized. Nothing out of the ordinary. PEG fees finally arrived. All bills are paid. Paycom is working fine, paychecks were on time.

7. **EXECUTIVE DIRECTOR'S REPORT**

Report for July 2021 (Thomas)

CT meets with staff (no ED) at noon, holding down the fort. Staff is preparing for the reopening of the offices, will be announced at annual member's meeting Oct 12.

Cotati gave notice of discontinuance of production services.

8. **CONSENT CALENDAR**

None.

9. **REPORTS OF COMMITTEES**

- Executive Committee (Thomas, Giovannini, Black, Stewart)
- Finance Committee (Stewart, Black)
- Nominating Committee (Giovannini, Carroll, Alverde)
- Policies & Procedures (Thomas, Giovannini, Alverde)
- Outreach Committee (Thomas, Black, Carroll)

10. **OLD BUSINESS**

A) Implementation Plan Review - Standing Item (All)

Nothing discussed.

B) Development Calendar Review – Standing Item (All)

No action, no discussion til we get ED.

C) Update on reopening PCA post Shelter in Place (Thomas)

See ED report.

D) Update on Board Election (Giovannini)

No action

E) - H) Discussion and possible action to approve 2021 Budget and Annual Report (Thomas)

Tabled, waiting on the City

F) - I) Discussion and possible action on hiring an Executive Director (Giovannini)

Job description will be restructured and reposted to attract more candidates.

11. **NEW BUSINESS**

A) Discussion and possible action to recruit Petaluma Board Designees (Carroll)

Fred to work with Tom Joynt and Larry Potts to see if we can fill the 2 vacant seats designated to the schools.

B) Discussion and possible action on a plan for the 10/12 Annual Members Meeting (Giovannini)

Domenica, Fred, Randy, Ronda and Cindy to handle the arrangements for the meeting.

12. **ADJOURN TO CLOSED SESSION:**

RS moved, TW second

A) Personnel Matters

RS moved adjournment, RB second.

13. **REPORT OUT OF CLOSED SESSION**

ADJOURN

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