Board of Directors Meeting Minutes
March 15, 2022
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
Ingrid Alverde – Vice-Chair, City of Petaluma Designate
Vacant – Secretary
X Randy Stewart – Treasurer
X Fred Carroll
X Tim Williamsen
X Ronda Black
Vacant Seat
Vacant - Petaluma School District Designate x2

1. **ROLL CALL – 6:09 PM**
X marks present above.

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.

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

5. **APPROVAL OF MINUTES**
Minutes for November 16, 2021 PCA Board of Directors Meeting
Minutes for January 18, 2022 PCA Board of Directors Meeting
Minutes for February 15, 2022 PCA Board of Directors Meeting
Tabled.

6. **TREASURER'S REPORT**

Report for February 2022 Financial Statements (Stewart)

7. **EXECUTIVE DIRECTOR'S REPORT**

Report for February 2022 (Thommavong)

8. **CONSENT CALENDAR**

None.

9. **REPORTS OF COMMITTEES**

- Executive Committee (Thomas, Giovannini, Black, Stewart) None.
- Finance Committee (Stewart, Black) Met 3/15 to work on budget adjustments and forecast.
- Nominating Committee (Giovannini, Carroll, Alverde) None.
- Policies & Procedures (Thomas, Giovannini, Alverde) None.
- Outreach Committee (Thomas, Black, Carroll) None.

10. **OLD BUSINESS**

A) Implementation Plan Review - Standing Item (All)
No discussion.
B) Development Calendar Review – Standing Item (All)
No discussion.
C) Timeline on Annual Report (Thomas)
No discussion.
D) Revert back to in-person board meetings.
No Action.
E) Recruitment of members to fill empty board seats (Thomas)
No Action.
F) Revise Bylaws (Thomas)
No Action.
G) Create PCA Advisory Committee (Thomas)
Tabled.
H) Revise Membership Fees (Thommavong)
20% increase to go into effect 7/1/2022 except for seniors and students.
TW moved and RS second, carried.
I) Schedule Board Retreat (Thomas)
Tabled.
J) Revisit participation in Butter & Egg Days Parade (Thomas)
Pon, Cindy, Ronda, Randy, Fred to enter parade as marching, no float.
K) Approve updated Underwriting Plan (Thommavong)
Pon to email to board, receive edits and finalize the plan.
L) Revise PCA Employee Handbook (Thomas/Thommavong)
Tabled.

11. **NEW BUSINESS**

A) Update check signers for bank checking account (Thomas)
Remove Jenny Belway and Domenica Giovannini from signature card and add Pon Thommavong.
Randy Stewart and Cindy Thomas to remain as signatories.
CT moved and FC second, carried.
B) Expansion of PCA office space. (Thommavong)
Tabled while Pon renegotiates with landlord over price. .
C) Reorganize Outreach Committee (Thomas)
Pon will take over as chair of the Outreach Committee.

12. **ADJOURN TO CLOSED SESSION**
None

13. **REPORT OUT OF CLOSED SESSION**

ADJOURN
RB moved and FC second

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