Board of Directors Meeting Minutes
February 21, 2023
5:30 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 Ingrid Alverde – Vice-Chair, City of Petaluma Designate
Vacant – Secretary
X Randy Stewart – Treasurer
X Fred Carroll
X Tim Williamsen
X Steve Rustad
Vacant Seat
Vacant - Petaluma School District Designate x2

1. **ROLL CALL – 5:35 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.
Introduction of PCA staff, Leslie Levy and Andre' Dews.

3. **BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENTS**
Directors Comments, Announcements.

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

5. **APPROVAL OF MINUTES**
Minutes for October 18, 2022 PCA Board of Directors Meeting
Minutes for November 15, 2022 PCA Board of Directors Meeting
Minutes for January 24, 2023 PCA Board of Directors Meeting
Tabled

6. **TREASURER'S REPORT**

Report for January 2023 Financial Statements (Stewart)

7. **EXECUTIVE DIRECTOR'S REPORT**

Report for January 2023 (Thommavong)

8. **CONSENT CALENDAR**

None.

9. **REPORTS OF COMMITTEES**

- Executive Committee (Thomas, Alverde, Stewart) None.
- Finance Committee (Stewart, Williamsen) None.
- Nominating Committee (Carroll, Alverde, Rustad) None.
- Policies & Procedures (Thomas, Alverde, Williamsen) None.
- Outreach Committee (Carroll, Rustad) None.

10. **OLD BUSINESS**

A) Implementation Plan Review - Standing Item (All)
No discussion.
B) Development Calendar Review – Standing Item (All)
No discussion.
C) Revise PCA Employee Handbook (Thomas)
Revisions are completed. Reviewed and approved.
RS moved and FC second, unanimous.
D) Update on Board of Directors bios and photos (Thomas)
No action.
E) Return to in-person board meetings. (Thomas)
The board will begin meeting in-person at the offices of PCA starting with the March board meeting.

11. **NEW BUSINESS**

A) Appoint directors to committees (Thomas)
No action. Cindy to send a grid showing current appointments for review at March board meeting.
B) Participation in 2023 Butter & Egg Days Parade (Thomas)
No action. Pon will oversee submission of application to participate and will form a volunteer committee to oversee the project.
C) Creation of an annual signature event to raise funds (Thomas)
No action. Pon and Leslie to move forward with resurrecting the Outreach Committee to work on this.

12. **ADJOURN TO CLOSED SESSION**

RS moved and CT second, unanimous
Personnel matter.

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

No action.

ADJOURN 6:41 PM

IA moved and TW second

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