**Board of Directors Meeting Minutes**
**June 20, 2023**
**5:30 PM**

Location: PCA Offices
205 Keller Street, Suite 203
Petaluma, CA 94952

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

1. **ROLL CALL – 5:46 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.
None

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

5. **APPROVAL OF MINUTES**
Minutes for May 16, 2023 PCA Board of Directors Meeting
(There was no meeting in April)

6. **TREASURER'S REPORT**
Report for June 2023 Financial Statements (Stewart)

7. **EXECUTIVE DIRECTOR'S REPORT**
Report for June 2023 (Thoummavong)

8. **CONSENT CALENDAR**

None.

9. **REPORTS OF COMMITTEES**

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

10. **OLD BUSINESS**

A) Implementation Plan Review - Standing Item (All)
No action.
B) Development Calendar Review – Standing Item (All)
No action.
C) Update on PSA with City of Petaluma (Alverde)
Ingrid to meet with city manager to calendar this item for Council approval.
No action.
D) Approve PCA Budget for 2023-2024 (Stewart/Williamsen)
RS moved / TW second / unanimous approval
E) Reorganize financial practices (Stewart/Williamsen)
Max has agreed to take on the bookkeeping task with a 90-day transition period. PCA to retain Michelle for a period of 1 year as needed.
CT moved / TW second / unanimous approval

11. **NEW BUSINESS**

A) Review/refresh PCA financial policies (Stewart/Thomas)
Change Section 5.7 of PCA Financial Policies from $500 to $2,000.
TW moved / RS second / unanimous approval
Finance Committee to address check approval process, review the rest of the policies and bring recommendation back to the board for approval.

12. **ADJOURN TO CLOSED SESSION**

Executive Director Performance Review.

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

Refer to HR records.

**ADJOURN 7:00 PM**

TW moved / RS second

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