Board of Directors Meeting Minutes
July 18, 2023
5:30 PM

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

BOARD OF DIRECTORS

X Cindy Thomas – Chair
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 – 5:44 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
Delete Item 10-D from agenda, added in error.
TW moved and RS second, unanimous.

5. **APPROVAL OF MINUTES**
Minutes for June 20, 2023 PCA Board of Directors Meeting

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) None.
- 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, place on August agenda for discussion.
B) Development Calendar Review – Standing Item (All)
No action, place on August agenda for discussion.
C) Update on PSA with City of Petaluma (Alverde)
Ingrid states the PSA in on the City Council agenda for September 11.
No action.
D) Item removed.
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. Item complete.
No action.

11. **NEW BUSINESS**

A) Review/refresh PCA PCA Employee Handbook (Thomas)
Policies & Procedures Committee to meet and bring back a recommendation at the August meeting.
No action.

12. **ADJOURN TO CLOSED SESSION**

None.

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

None.

ADJOURN 7:30 PM

RS moved / TW second

* * * * * * *