Board of Directors Meeting Minutes
February 12, 2025
5:00 PM

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

BOARD OF DIRECTORS
X Cindy Thomas – Chair
X Thom Maslow - Vice-Chair
X Michael Nistler – Secretary
X Randy Stewart – Treasurer
X Tim Williamsen
Nick McGowan
X Michael Parrish
X Brenden Galten – City of Petaluma Designate
Vacant - Petaluma School District Designate

1. **ROLL CALL – 5:08 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.
Michael N commented on how well the Aqus Café Nonprofit mixer went on the previous evening. Michael hosted a PCA table at the event and connected with a number of leaders from the community.

4. **AGENDA APPROVAL**
Requests for modifications, deletions
MN moved and TM second, all approved

5. **APPROVAL OF MINUTES**
Minutes for December 18, 2024 PCA Board of Directors Meeting
RS moved and MN second, all approved

6. **TREASURER'S REPORT**
Report for January and February 2025 Financial Statements (Stewart)

7. **EXECUTIVE DIRECTOR'S REPORT**

Report for January and February 2025 (Thomas)

8. **CONSENT CALENDAR**

None.

9. **REPORTS OF COMMITTEES**

· Executive Committee (Thomas, Stewart) None.
· Finance Committee (Stewart, Williamsen) Met 12/23 (see agenda item 10-B)
· Nominating Committee (vacant) None.
· Policies & Procedures (Thomas, Williamsen) None
· Outreach Committee None.
· Radio Programmers Committee (Maslow, Parrish) Committee has met twice and are making progress with plans for fundraising for KPCA.

10. **OLD BUSINESS**

A) Strategic Planning Continuation
No action.
B) Progress on 2024-2025 Budget
No action.
C) Formation of Standing Committees and Committee Assignments
No action.

11. **NEW BUSINESS**

A) Operations Plan
Cindy to work with staff on updating job descriptions, a communication plan, and updating email distribution lists to streamline the distribution system. Cindy to email existing job descriptions to the board members.
B) Hiring plan for Access Assistant Position
Michael N reported on the current process for hiring more AA's that he and Leslie are working on. There are currently 3 candidates for vacant positions that look promising.

12. **ADJOURN TO CLOSED SESSION**

A) **Personnel Issue**
TW moved and MP second, all approved.

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

KPCA Financial/Self Sufficiency Proposal, Development/Fundraising Plan, Marketing Plan, and PR Plan drafts were reviewed. Board members who want to make recommendations for changes/modifications are to email Thom with those recommendations.

ADJOURN 5:53 PM
RS moved and TW second, all approved.

Next Board meeting is Wednesday March 12, 2025
5:00 PM
Offices of PCA, Suite 203.

March Agenda Items:
Review City funding of PEG fees and create a business case for the City to review. (Maslow)

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