



BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: January 29, 2024, Scheduled: 5:00 PM - 6:15 PM

Location: 120 E Jones St. Ste 123, Santa Maria, CA. 93454

1. Call to Order/Minutes:

Board meeting called to order by Chuen Wu, President at 5:03 P.M.

Board Members Present: Chuen Wu, Doug Rich, Alyssa Stovall, Renee Cowans

Board Members Absent (excused): Brandon Merlo

Staff Members Present: Hilda Zacarias, Susy Roberts

Guest Present: Delia Garnett

Motion – Approval of Agenda Presented

Moved by Doug Rich, 2nd by Chuen Wu to approve the 29 January 2023 agenda with the addition of opening a CD account under new business. Passed unanimously 4:0.

Motion – Ratification of the Minutes approved via email from 28 November 2023.

Moved by Doug Rich, 2nd by Chuen Wu to ratify the meeting minutes approved via email vote from the 28 November 2023 Board meeting. Passed unanimously 4:0.

2. Informational Items:

- Treasurers Report- report and financial statements submitted for review and discussed. (H. Zacarias)
- Executive Director Report- The written report was submitted for review and discussed (H. Zacarias)
- Outreach and Admin Report- The written report was submitted for review and discussed (S. Roberts)

3. Action Items:

- Consideration of board member candidate Delia Garnett.
 - i. The board member application of Delia Garnett was discussed. She brings over 30 years of experience as an Educator and Administrator and is a member of the Altrusa Club. The Board voted unanimously 4:0 to invite Delia Garnett to join the Board of Directors.
- Opening of new bank account and opening new investment in CD's
 - i. Chuen Wu moved, Alyssa Stovall 2nd the motion to open a new bank account at CoastHills Federal Credit Union with a minimum \$5.00 deposit and a 1-year \$100,000 Certificate of Deposit with signers Chuen Wu, Brandon Merlo, and Hilda Zacarias. Passed 4:0
 - ii. Chuen Wu moved, Alyssa Stovall 2nd the motion to open a new bank account at SESLOC Federal Credit Union with a minimum \$5.00 deposit and a 1-year \$100,000 Certificate of Deposit with signers Chuen Wu, Brandon Merlo, and Hilda Zacarias. Passed 4:0

4. **Oral Report:** Board President- Chuen Wu welcomed Renee Cowans to the Board. He welcomed her experience working with seniors. Renee had previously served as a CPC Board Member.

5. Closed Session:

- Termination of Employments/ Legal Action Update/ Report
 - i. No action was taken during the closed session.

6. Reconvene to Open Session



7. New Business:

- Strategic Planning Update: We will submit a small grant application to the Santa Barbara Foundation Small Grant to apply to support the cost of a Strategic Planning process. We expect planning to begin later this spring.
- Additional Board Recruitment and the need for a Vice President was discussed. Specifically, the board seeks an individual with a background in Human Resource Management and legal. The ideal size of the board should be either 7 or 9.

8. Discussion Items: None at this time

9. Comments and Announcements:

- The next board of directors meeting is scheduled on 27 February 2024, 5 P.M. – 6:15 P.M..

10. Adjournment at 6:20 p.m.

Respectfully submitted:

Susy D Roberts

Susy Roberts,
Executive Office Manager/Secretary to the Board