



120 East Jones Street, Ste. 123, Santa Maria, CA 93454

BOARD OF DIRECTORS MEETING MINUTES

~~Tuesday, July 28, 2024, Time: 5:00 PM – 6:15 PM~~

Rescheduled August 12, 2024 Time: 5:00 PM – 6:15 PM

1. Call to Order/Minutes

1.A. The board meeting was called to order by Alyssa Stovall, Secretary, at 5:04 P.M.

Board Members Present: Brandon Merlo (Via Zoom), Alyssa Stovall, Doug Rich, Renee Cowans, Delia Garnett

Board Members Absent: Chuen Wu

Non-Board Members Present: Hilda Zacarias (Executive Director), Susy Roberts (Staff CPC)

1.B. Approval of Agenda as Presented

1.A.I. Moved by Doug Rich, 2nd by Brandon Merlo to approve the July 28, 2024 agenda as presented. Motion passed 5:0.

1.C. Approval of June 25, 2024, Board of Director Meeting Minutes

1.A.I. Moved by Renee Cowans, 2nd by Doug Rich to approve the June 25, 2024 meeting minutes as presented. Motion passed 5:0.

2. Informational Items

2.A. Treasurer Report

2.A.I. Review of Financial Statements Period Ending June 30, 2024- Report and financial statements submitted for review and discussed by Hilda Zacarias. Treasurer Brandon Merlo reviewed and was good with all reports and moved to approve the financial for the fiscal year ended 06/30/2024, Doug Rich seconded. Motion passed 5:0

2.A.II. Final Approved 2024-2025 Budget – Hilda shared that the final adjustments were made to the TDA Carryforward and the establishment of the Operating Reserve.

2.B. Executive Directors Report

B.2.I. A written report was submitted for review and discussed by Hilda Zacarias

2.C. Outreach and Admin Report

C.2.I. A written report was submitted for review and discussed by Susy Roberts

3. Action Items

3.A. Community Bank of Santa Maria Closure of Accounts: Sufficient time has passed to clear all expected transactions for the three accounts remaining at Community Bank of Santa Maria. (Accounts ending in 1771 General Account, 6326 Office Account, and 9254 Grant Account) with a recommendation to deposit the funds into the Community West Bank General Account.

A.3.I. Motion by Doug Rich, 2nd by Renee Cowans, to close the Community Bank of Santa Maria accounts ending in 1771 General Account, 6326 Office Account, and 9254 Grant Account. Motion passed 5:0.

4. Oral Report- Board President Chuen Wu (not present)

4.A. None



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5. Closed Session (if applicable)

5.A. None

6. New Business

6.A. Potential Board Member Application

A.6.I. Board agreed to send potential candidate Elisa Pardo an application.

6.B. Board Officer Planning discussion for next meeting.

7. Discussion Items

7.A. Strategic Planning Topics (Mission Statement Language, Succession Planning, Geographic Scope, Development & Marketing, Space Size, Cultural Group)

A.7.I. Discussion moved to November 2024 board meeting

7.B. An update was received on the TDA fiscal passthrough.

8. Comments, Calendar and Announcements

The next scheduled meeting for the Board will be on September 24, 2024, 5:00-6:15 p.m.

9. Adjournment

Susy D Roberts

21 August 2024

Susy Roberts

Executive Office Manager / Secretary to the Board