



120 East Jones Street, Ste. 130, Santa Maria, CA 93454

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## BOARD OF DIRECTORS MEETING MINUTES

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Tuesday, March 25, 2025

### 1. Call to Order/Minutes

1.A. The board meeting was called to order by Chuen Wu, President, at 5:05 P.M.

1.A.I. Board Members present: Chuen Wu (via Zoom), Alyssa Stovall (via Zoom), Doug Rich, Renee Cowans, Delia Garnett, Elisa Pardo, Paul Klock

1.A.II. Board Members absent: Brandon Merlo

1.A.III. Non-Board Members present: Hilda Zacarias (Executive Director), Susy Roberts (Executive Office Manager)

1.B. Approval of Agenda as presented:

1.A.I. Moved by Paul Klock, 2<sup>nd</sup> by Doug Rich to approve the March 25, 2025, agenda. Passed all in favor

1.C. Approval of Board of Directors Meeting Minutes from January 28, 2025

1.A.I. Moved by Renee Cowans, 2<sup>nd</sup> by Doug Rich to approve the minutes from the January 28, 2025, meeting. Voted- all in favor

### 2. Informational Items

2.A. Special Report- Senior Expo

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

2.B. Treasurer Report

B.2.I. Review of Financial Statements period ending February 28, 2025

B.2.II. Discussed by Hilda Zacarias, Paul Klock requested -Profit and Loss vs YTD and Annual Budget to be added to the reporting.

2.C. Executive Directors Report- Hilda Zacarias (See attachment)

2.D. Outreach and Admin Reports - Susy Roberts (See attachment)

### 3. Action Items

3.A. Paul Klock motioned for a Profit and Loss vs YTD and Annual Budget to be added to the reporting.

A.3.I. Move to a motion by Chuen Wu, 2<sup>nd</sup> by Renee Cowans, adding the Profit and Loss vs YTD and Annual Budget to the financial reporting.

### 4. Oral Report- Board President, Chuen Wu

4.A. Chuen Wu proposed opening the Vice President position for members to apply

### 5. Closed Session (if applicable)

5.A. none

### 6. New Business

6.A. Memorandum of Understanding-South Santa Barbara Easy Lift- Ernesto Paredes, ED

After discussion, a motion was made by Chuen Wu, seconded by Renee Cowans to sign the M.O.U. with Easy Lift to serve as the fiscal agent for the Transportation Act funds administered by the County of Santa



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Barbara. Term of the MOU is one year and includes a \$200 month administrative fee, monthly trip reports and a monthly financial report. Motion passes unanimously.

6.B. Board Member Application – none received

6.C. Board Officer Planning - discussion

7. Discussion Items

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

7.B. Discussed planning for a succession plan.

7.C. Set up a meeting for Elisa Pardo and Paul Klock for financial review and preparation of budget draft

8. Comments, Calendar, and Announcements

The next scheduled meeting for the Board will be on May 27, 2025, 5:00-6:15 pm

9. Adjournment was at 6:17 P.M.

Executive Office Manager

A handwritten signature in black ink, appearing to read "Susan Pardo", is written over a horizontal line.