



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

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, May 27, 2025, Time: 5:00 PM – 6:15 PM

1. Call to Order

1.A. The board meeting was called to order by Chuen Wu at 5:20 P.M

1.A.I. Board Members present: Chuen Wu (via Zoom), Paul Klock (via Zoom) Elisa Pardo (via Zoom), Doug Rich

1.A.II. Board Members absent: Renee Cowans, Delia Garnett, Alyssa Stovall. Brandon Merlo resignation received (not included in quorum)

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 Chuen Wu, 2nd by Doug Rich, to approve the May 27, 2025, agenda. Passed unanimously.

1.C. Approval of Board of Directors Meeting Minutes from March 25, 2025

1.A.I. Moved by Paul Klock, 2nd by Doug Rich, to approve the minutes from the March 25, 2025, meeting. Passed unanimously.

2. Informational Items

2.A. Treasurer Report

A.2.I. Review of Financial Statements period ending April 2025 was provided by Hilda Zacarias in the absence of the treasurer.

2.B. Executive Directors' Report

2.C. Board report of activity was inadvertently omitted from the Board packet. It was discussed and will be emailed.

2.D. Outreach and Admin Reports

D.2.I. Discussed by Susy Roberts

3. Action Items

3.A. **2025-2026 Operating Budget Presentation** – Elisa Pardo, Paul Klock, and Hilda Zacarias met to review the proposed budget. After board discussion, Paul Klock motioned for the 2025-2026 Operating Budget to be approved. Doug Rich 2nd, with an amendment to require 100% approval, as there were three members absent. Passed unanimously, pending email approval from Board Members Renee Cowans, Delia Garnett, and Alyssa Stowell.

4. Oral Report- Board President, Chuen Wu

4.A. Chuen Wu thanked Elisa Pardo and Paul Klock for meeting with Hilda Zacarias to review the proposed budget

5. Closed Session

5.A. ED Evaluation – The board discussed the performance of the Executive Director and accepted this discussion as the ED Evaluation for the 2024-2025 program year. A salary increase was approved.



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6. New Business

- 6.A. **Board Member Resignation:** The Board received a letter of resignation from Brandon Merlo, who had served, with distinction, as Board Member and Treasurer. It was moved by Chuen Wu and 2nd by Doug Rich to accept Brandon Merlo's resignation and to remove Brandon Merlo as signatory from the Community West Bank, SESLOC Bank, and CoastHills Bank. Passed unanimously.
- 6.B. **Board Officer Nomination:** Board Officer nomination for the Board Treasurer is motioned by Chuen Wu to nominate Paul Klock as Community Partners in Caring Board Treasurer and to add Paul Klock to all financial institutions for Community Partners in Caring as Board Treasurer.
- 6.C. **Authorization to document change in officers and signatories:** Chuen Wu moved, Doug Rich 2nd, to authorize Susy Roberts to record changes in officers and signatories. Passed unanimously. These updated documents will be available for all CPC financial institutions - Community West Bank, SESLOC, and CoastHills Bank
- 6.D. **Succession Planning Committee Formation** or process (discussion) – Hilda shared the goal of integrating succession planning for all positions in the organization as a part of the work plan for 2025-2026. The board will continue to discuss.

7. Discussion Items

- 7.A. Strategic Planning Topics (Mission Statement Language, Geographic Scope, Development & Marketing, Space Size, Cultural Group)
- 7.B. This discussion was suggested to be deferred

8. Comments, Calendar, and Announcements

- 8.A. Discuss Board Calendar: The board discussed monthly versus bi-monthly board meetings and acted to adopt a bi-monthly meeting calendar for the 2025-2026 fiscal year. Moved by Doug Rich, 2nd by Chuen Wu to hold Board Meetings on the last Tuesday of every other month from 5:00 p.m. to 6:15 p.m. Passed unanimously. A 2025-2026 Board Calendar will be created and shared.
- 8.B. Next meeting - July 29, 2025, 5:00-6:15 pm
- 8.C. Announcements:
- Ribbon Cutting South County Office 06/05/2025
 - June South County Appreciation Event 06/26/2025 at El Paseo
 - Lompoc Parade 06/28/2025

9. Adjournment was at 6:22 P.M.

Executive Office Manager

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