



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

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, November 25, 2025

1. Call to Order

1.A. The board meeting was called to order by Chuen Wu at 5:02 P.M.

1.A.I. Board Members present: Chuen Wu, Doug Rich, Delia Garnett, Alyssa Stovall, Elisa Pardo, Paul Klock, Andy Samarasena

1.A.II. Board Members absent: Renee Cowens

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, 2nd by Chuen Wu, to approve the November 25, 2025, agenda. Passes unanimously.

1.C. Approval of Board of Directors Meeting Minutes from September 30, 2025:

1.A.I. Moved by Chuen Wu, 2nd by Andy Samarasena, to approve the minutes from the September 30, 2025, Board of Directors Meeting. Doug Rich, Elisa Pardo, and Delia Garnett abstained. Passed unanimously.

2. Informational Items

2.A. Treasurer Report

A.2.I. A review of financial statements for the period Sept-Oct 2025, was provided by Hilda Zacarias.

Board Treasurer, Paul Klock reviewed the financials and questioned about the P & L Payroll taxes are high. Hilda will look into it and report findings.

2.B. Executive Directors Report

B.2.I. A review of the Executive Director's Report was provided by Hilda Zacarias.

2.C. Outreach and Admin Reports

C.2.I. A review of the Outreach and Administrative Report was provided by Susy Roberts.

3. Action Items

3.A. Renew the current lease agreement for Santa Maria, CA location with CADA for 1 additional year.

A.3.I. It was moved by Doug Rich, 2nd by Alyssa Stovall to continue the lease with CADA for the 120 E Jones St. Santa Maria, CA. 93454. Passed unanimously.

3.B. Conclude the lease agreement with CoLab, December 31, 2025, and finalize a new lease agreement beginning January 1, 2026, with Grace Fisher Foundation.

B.3.I. It was moved by Doug Rich, 2nd by Elisa Pardo to conclude the lease agreement with CoLab as its final dates are December 31, 2025, and to finalize a new lease agreement for the new space with Grace Fisher, January 1, 2026. Passed unanimously.

3.C. Approve of Holiday extended paid time off during the holidays: on the week of the holiday falling on 24 and 25, half of the staff can take 22, 23, and 26 December 2025 paid. On the holiday landing on 1 January, 2026

3.D. Radify action taken via email authorizing Hilda Zacarias, to submit for the CDBG grant.



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- D.3.I. It was moved by Chuen Wu, 2nd by Paul Klock, to authorize Hilda Zacarias to apply for the CDBG grant. Passes unanimously.
- 3.E. Approve authorization for Hilda Zacarias, to enter into a grant agreement with the SBCAG 5310 program on behalf of the applicant organization.
 - E.3.I. It was moved by Chuen Wu, 2nd by Elisa Pardo, to authorize Hilda Zacarias to enter into a grant agreement with SBCAG 5310. Passed unanimously.

- 4. Oral Report- Chuen Wu, thanked Andy Samarasena for providing the Community West Bank conference room for our meeting.
 - 4.A. Thanked Hilda Zacarias for the great leadership and all the amazing support from the Board.

- 5. Closed Session (if applicable)
 - 5.A. No action taken

- 6. New Business
 - 6.A. Board Officer Nomination
 - 6.B. Succession Planning Committee Formation or process (discussion)

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

- 8. Comments, Calendar, and Announcements
 - 8.A. Next Board of Directors meeting will be Tuesday, January 26, 2026, 5:00-6:15 pm

- 9. Adjournment was at 6:16 P.M.

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

Susy Roberts, February 13, 2026
Executive Office Manager