

# CCPA Board Meeting Minutes

15 November 2021

via Zoom

## Participants present:

### Board Members present:

1. David Zupan, Chair
2. Steven Berkson, Vice- Chair
3. Chico Schwall, Treasurer
4. Jaci Guerena
5. Ed Kashin
6. Nancy Forrest, (on phone)

### Board Members absent:

1. Camas Banks

### Staff:

- Deb Maher, Interim Executive Director
- WOW Hall Homefolder (Bob Fennessy, Staff)

### Members:

- Cindi Vail
- Djanelle (Janelle)
- Heather Kent
- Jon Pincus
- Sandra Bishop
- Kami
- David Hughes
- Patrick Bryson (8:40pm or so)
- Sherry Franzin (on phone)

7:05pm

1. **Called to Order by David Zupan, Board Chair.**

2. **Agenda Review**

3. **Approval of Minutes**

**MOTION to approve the minutes of Oct 18th 2021 CCPA Board meeting.**

**APPROVED: 4 YES; David, Chico, Ed, and Jaci. One abstention: Steven**

**MOTION to reconsider and approve the minutes of Sept 27<sup>th</sup> 2021 CCPA Board meeting as corrected. (Corrections from Nancy and Chico.)**

**APPROVED: Unanimously with 5 YES votes.**

4. **Announcements**

Steven Berkson – Announced that there have been 146 requests for ballots. 20% have voted. No tech issues so far. A couple of people will be voting by phone.

5. **Confirm next month's Board meeting date:** TBD based on newly elected board members.

6. **Public Input**

**Turned into a discussion** between Members and Board members about the Annual Membership Meeting and the use of WOW Hall/CCPA membership list.

**Participants in discussion:** Board Members David Z., Jaci, Steven Berkson, Chico, Ed Kashin; Janelle, Kathy Ging, Jon Pincus, Sherry Frazen, Kami, Cindi Vail.

**Discussion:**

- Concerns were expressed about members being cut off and not allowed to speak at the Annual Membership Meeting; 2-min limit for comments is too short.
- Discussion about the Membership List and its availability and use
  - How a member might obtain a copy of the Membership list.
  - Concerns about releasing private information, including contact for individuals.
  - Some contention over whether or not the Bylaws and state law were followed; related to people not being about to obtain a copy of the Membership list before the Annual Membership Meeting.
  - Concern expressed about possible faulty bookkeeping; thus inaccurate list of members. Specifically were low-income people excluded?
  - Assurances were given that the Membership list was available at the Hall during the time of the Annual Membership Meeting.
  - Concern that releasing membership list with contact information now would undermine the integrity of the election.

**Conclusion:**

**Deb, CCPA Executive Director** – This is unresolved. Move into setting new policy. Database – needs to be tidied up a little. All have good intentions. Policy will be written before next year’s Annual Membership Meeting to clarify these and other points. Including clarifying what is ‘membership.’

## 7. Reports

### Executive Director

#### Financial Report

The actual October expenditures and financial documents comparing expenditures and income/revenue are on the website; We need to work on increasing income; through ticket sales, donors and grants. We are in a time of transition. This Board is transitioning from operational to strategic. We have an 8-month window. By February we will be advertising for a permanent Executive Director.

#### Transition Timeline

The Interim Executive Director outlined a high-level timeline for an 8-month window (Nov, 2021- June 2022).

The board has expressed its interest in becoming a more strategic board and creating a more structured organization.

Deb Maher, IED is working to create improved processes, infrastructure, hiring of staff

and revenue generating strategies to enable a permanent Executive Director to be successful. In February, CCPA will begin structuring a search process.

**Questions/Discussion:** Jaci Guereña asked about the permanent Executive Director hiring process. Deb made corrections to the draft minutes to expand the level of detail originally outlined as a three-step process:

**A more detailed description of the Executive Director search process includes:**

- 1) Creating a job description
- 2) Identifying a hiring committee
- 3) Deciding to go with a nonprofit search organization or not,
- 4) Advertising,
- 5) Screening
- 6) First round of interviews
- 7) Final interviews
- 8) Decision
- 9) Offer
- 10) Transition from Interim ED to Permanent ED

**Questions/discussion:** Nancy Forrest requested a breakdown of income streams showing a percentage of where money comes from.

Deb said that would be made available at the next board meeting

**Educational Feasibility Study report**

Deb reported that Katie Vizdal Letter of Agreement is in place. Vizdal is going to do a survey of programs & educational opportunities and bring back recommendations to us.

**Debriefing Annual CCPA Membership Meeting (Nov 14<sup>th</sup> 2021)**

**Discussion:** About process and conduct at the Annual Membership meeting.

**Participants in discussion:**

In addition to CCPA Board members the following members took part in this discussion: Janelle, Jon Pincus, Sandra Bishop, David Hughes, Heather, Kathy Ging, Sherry Franzen.

**General comments/concerns:**

- Glad the meeting was only 3 hours, not 8 or 9 as last year.
- Not enough time to hear from memberships, 2-minute time restriction too short.
- Ground rules should be applied evenly to all participants at the meeting. People should be ejected from the (Zoom) meeting for violations of ground rules (such as swearing, interrupting repeatedly).
- Disagreement over whether questions about job performance by a candidate running for election is a personal attack.
- It was observed that a Town Hall meeting to help plan the Membership meeting was not well attended.

- Suggestion was made to include more basic information about candidates in candidate statements online and hold a Town Hall/Candidate Forum well ahead of the membership meeting and election to get to know the candidates.

## **8. Old Business**

### **Annual Membership Party, Dec. 4th**

Bob Fennessey reported:

- Working with Deb on purchasing restaurant gift cards.
- Need more volunteers for the night and earlier decorating of the Hall.
- There will be no food served. People cannot bring their own food.
- This will be a stand up show. No tables will be provided.
- Restaurant gift cards will be given as door prizes.

**9:20pm**

## **9. Meeting adjourned.**

### **Action Items:**

#### **Next Board Meeting**

- The new board needs to elect officers, and set the time and date for the December Board meeting. RESPONSIBLE: Board.
- Prepare more information regarding sources of income and percentages. RESPONSIBLE: Deb Maher, Interim Executive Director.

#### **Preparation for next year's Annual Membership Meeting:**

- Update Membership List (database). RESPONSIBLE: Membership Coordinator.
- Clarify the definition of "membership." RESPONSIBLE: Board.
- Clarify use of the Membership list. RESPONSIBLE: Board.

#### **Executive Director Search Process:**

- Design the search process (Feb 2022). RESPONSIBLE: Deb Maher, Interim ED.