Board of Directors – Minutes
March 18th, 2025 at 3pm at Webb's Distillery & Brewery

Attendance Summary – 13 of 21 Board members present, 8 absent, 3 Staff members

Board Member Attendees:

☒ Colleen Rogers	☐ Andrew Phillips	☐ Jeremy Webb
☒ Paul Godby	☐ Athena Wong	☐ John Hoefer
☒ Kimberly Valley	☐ Casey Roberts	☐ Madison Spach
☒ Richard Swinney	☒ Debashis Chowdhury	☒ Marc Reich
☒ Catherine Sorensen	☒ Ed Inal	☒ Mark McConnell
☒ Susan Crocket	☒ Gregory Washer	☒ Rachel Ng
☒ Vanessa Dixon	☐ Hogi Kurniawan	☐ Roger Armstrong

STAFF: Kathy McCarrell, Chief Executive Officer, Gordon McNeil, Chief Development Officer and Deborah Fasola, Chief Accounting Officer.

CALL TO ORDER:

The meeting was called to order by Paul Godby, Vice-Chair, at 3:25pm. 4 board members joined via zoom.

EXECUTIVE REPORTS:

EXECUTIVE DIRECTOR REPORT:

Kathy McCarrell, Interim CEO presented

- Staffing updates:
    - CPO Bill Tornquist established himself well which brough stability to Programs
    - Onboarding of CDO Gordon McNeil who is revitalizing donor base improving cash flow
- Program Updates:
    - Infant Toddler Home Visitation program contract extension for 3 more years.
    - Basic Needs increased funding & contract extension for 3 more years.
    - Stability of Adults Program till June 2025
    - Status of SFYC and CIHCS stepping into Fee For Service
- New potential funding sources:
    - Proposal submitted to CalOptima for 1.5 Million – ($500K each year for 3 years)
    - Estate Plan donation - $75,000 from David walker to be received in April 2025.
    - Mustaches for Kids – Possibility of winning $150,000 by winning this grant competition.
- Cost Saving: 50% cost cut in Copier Lease. Negotiation ongoing for computer & phone contracts.
- Key challenges

AUDIT REPORT:

Deborah Fasola, Chief Accounting Officer

- FY 2023-24 – Financial Audit Report –

    - Focus on Statement of Functional expenses
    - Focus on Liquidity & cash availability
- FY 2023-24 – Form 990
    - All internal controls established to prevent deficit in current year financials.

FINANCE REPORT:
Paul Godby, Chair of the Finance Committee

- TPC fund needed – based on cash flow requirements of FY 2024-25
- Profit and Loss Report July through June 2025
- Contract Income Billing & Receivables Timeline. All contracts received through December 2024.

FUND DEVELOPMENT REPORT:
- Gordon McNeil, Chief Development Officer Coastal Wine & Food Event:
    - Details of Sponsorships pledged & purchased
    - Details of potential Donors from Corporations & Individuals
- Grants Updates

CONSENT CALENDAR / NEW BUSINESS – COLLEEN ROGERS

- Approval of New Board Member: Marc made motion to approve Allison Teixeira of Experian. Catherine seconded the motion. The motion was passed unanimously.
- Approval of Board Minutes: Paul made motion to approve the minutes for the Board of Director's meeting held on January 21st, 2025. Debashis seconded the motion. The motion was passed unanimously.
- Approval of Audit Report: Kimberly made motion to approve FY 2023-24 audit report. Paul seconded the motion. The motion was passed unanimously.
- Approval of Kathy as ABB CC signature authority: Debashis made motion to approve Kathy as the signature authority. Catherine seconded the motion. The motion was passed unanimously.
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NEXT MEETING – ANNUAL BOARD MEETING:
Date: Tuesday, May 20th, 2025
Time: 3:00pm
Location: TBD

There being no additional business in the open portion of the meeting, the meeting was adjourned by the Vice-Chair, Paul Godby, at 5:00pm.

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Marc Reich, Secretary of the Board of Directors

Minutes Approved -

_____________________________________, moved, and ______________________________**,** seconded, approval of these March 18th, 2025 minutes. The minutes were unanimously approved.

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Marc Reich, Secretary of the Board of Directors