

**SANTA ROSA PLATEAU FOUNDATION, DBA
Santa Rosa Plateau Nature Education Foundation
Board of Directors' Meeting – Via Zoom
January 27, 2021**

BOD Members Absent: Sharon Tate. Laurel Miller

MINUTES

I. CALL TO ORDER – AUSTIN LINSLEY, PRESIDENT

The meeting was called to order at 6:32 p.m. by video conference.

II. BOARD REFLECTIONS/EDUCATION MOMENT

Board Development Committee Chairwoman, Velma Hamilton, introduced guest and prospective board candidate Jared Hartman. Jared, a practicing attorney in the fields of Employment and Consumer Law, provided a brief background and explained his appreciation of the Reserve and the work of the Foundation.

III. APPROVAL OF THE AGENDA – AUSTIN LINSLEY

A draft agenda was made available for review prior to the meeting. Agenda was accepted as presented. *Motion to approve B.Inman, 2nd C.Rios. Motion carried.*

IV. APPROVAL OF MINUTES

Minutes of December 5, 2020 meeting were provided in advance for review.
Motion to approve: G.Romero, 2nd M.Nickerson. Motion carried.

V. FINANCE REPORTS – SHIRLEY BROZ, CFO – December/Year End 2020

REVENUE: Revenue for December of \$17.5K below the Budget of \$54.5K by \$(37K) primarily from \$50K Grant Revenue not received. Regular Membership revenue is better than budget by \$6.7K as was Investment Revenue by \$3.8K and Scholarship Revenue by \$1.0K to partially offset the Grant shortfall.

Year-to-date revenue of \$58.7K was also a shortfall versus the budget of \$94.5K by \$(35.9K). The variance was driven by \$50K less Grant Revenue and was partially offset by Membership, Investment, and Scholarship Revenues as in the month of December. Year-to-date results were also helped by Beam Builders Revenue being \$5K above the budget.

EXPENSE: December expenses were \$14.4K versus budget of \$16.8K with most of the \$2.4K favorable variance from payroll costs, and Habitat spending. Some spending this month were budget in previous months such as the strategic planning, insurance premiums and office supplies.

Year-to-date expenses of \$77.1K versus the budget of \$96.7K were favorable by \$19.7K. Payroll related expense is better than budget by \$10.0K, Beam expenses by \$4.8K plus

underspending in Habitat and Distance Learning of \$5.6K. The \$1K of Strategic Planning were budgeted for October but were just \$500.

FUND BALANCE INCREASE/ (DECREASE):

December net results of \$3.1K were lower than the budget of \$37.7K, again from loss of Grant Revenue for the month. The year-to-date results were a shortfall of \$(18.4K). The budget expected a shortfall of \$(2.2K). This \$16.2K variance is due to revenue shortfall from Grants which were somewhat offset. The bottom line was helped by controlled expenses as stated above.

Motion to approve financial reports as presented: B. Inman; 2nd C.Rios. Motion Carried.

Members of the Board requested if the CFO could provide a class or “training session” on how to read our monthly financial statements. CFO will explore and report back to the Board at the February meeting.

VI. EXECUTIVE DIRECTOR'S REPORT – GINGER GREAVES, EXECUTIVE DIRECTOR

A. 2021 Six-Month Strategic Plan

The COVID adjusted six-month strategic plan that was developed at the December 2020 strategic was resent to the Board in advance of the meeting and subsequent approval. There was no further discussion.

B. New Office Space Access Update

Greaves announced that RivCoParks was in the process of repairing and cleaning the old Ranger residence in advance of a walk-through and turning over the keys. It is anticipated that the work would be complete in the next few weeks.

An “assessment sub-committee” is being formed to evaluate the work that will need to be done to transform the building into office and work space suitable for public use. Mike Podegracz will chair that committee. He announced a preliminary plan going forward after we gain access:

1. The committee will be kept small in the early stages of assessment. The sub-committee will include Austin Linsley, Shirley Broz, Virginia Hyde and Greaves.
2. A meeting will be requested with the RivCoParks Planning/Engineering Dept. early on to determine their process and protocol for any improvements that SRPNEF may deem necessary.
3. Initial inspection will include a “Needs Assessment” by SRPNEF staff (the “Client”) as to their perspective.

C. Stage Rebuild Update

Greaves is awaiting bid for completion of the rock work around the legs of the stage and two seating walls next to the stage. The interpretive tiles are in the process of being designed in collaboration with the Pechanga Cultural Center, Rob Hicks and artist Sheila Pinkel.

D. Fundraising

1. Virtual RunHikeRide – Event is live and registrations are starting to come in.

2. Spring Into Auction – Committee formed, donations are being solicited. Bid dates confirmed to start at 8am, April 22 (Earth Day) and will close at 8pm April 25.
3. Baron’s Marketplace
For the week leading up to Earth Day, Baron’s will allow for donations to be taken at their cash registers at their 4 local stores (2 in Murrieta, 1 Temecula and 1 in Menifee) to support SRPNEF. We will provide the stores with a donation “form” that the donor will complete at time of check out.
4. Photography Classes
Dick Cronberg has offered to develop an online Zoom series of photograph classes to benefit SRPNEF. Greaves is working out the details.
5. Grant Updates
A new \$15,000 grant request submitted through the CalRelief state COVID program administered by Lendistry. A second round of the Federal PPP request is in process. City of Temecula grant was approved. Waiting for City of Lake Elsinore announcement.
6. RIN / City of Wildomar
City of Wildomar has moved the prospective date for a possible 2021 RIN event to October 16, 2021. We must decide by June in order for the \$10,000 in-kind funds for site, equipment, transportation and security to be approved by the City Council. Greaves is waiting on the decision by the Murrieta/Wildomar Chamber of Commerce as to their date for Craft Beer Week before moving forward with further discussions.

E. Volunteer Program Update/RivCoParks

SRPNEF continues to help RivCoParks recruit 64 and younger to volunteer with a partial reopening of the Reserve. Although new volunteers are being processed daily, the threshold of volunteers RivCoParks needs to fully staff the sites has not yet been achieved.

Also, Greaves is in discussions with Deborah Newell, Volunteer Manager for RivCoParks, so that ALL volunteers, whether helping directly for the Reserve, or helping at SRPNEF functions, will be vetted with background checks and fingerprinting. This will reduce SRPNEF’s liability going forward that all volunteers involved on County property/Reserve property have been screened.

VI. ACTION ITEMS

1. Approve COVID/Strategic Six-Month Plan Adjustment – *Moved to approve by M.Podegracz, 2nd B.Inman. Motion carried.*

VII. COMMITTEE REPORTS

EDUCATION COMMITTEE: No report. See Minutes. Close-to-final versions of the two education videos were viewed in advance of Board meeting. Suggestions regarding sound and formatting will be forwarded to the videographers.

FUND DEVELOPMENT: No report. See minutes.

MEMBERSHIP MARKETING: No meeting. The first of two membership recruitment videos was forwarded to the Board in advance for review. There were no suggested edits.

IX. NEXT MEETING

Wednesday, February 24, 2021

The meeting adjourned at 8:23 p.m.

Respectfully submitted:

Ginger Greaves, Acting Secretary

Date