

**SANTA ROSA PLATEAU FOUNDATION, DBA
Santa Rosa Plateau Nature Education Foundation
Board of Directors' Meeting
October 28, 2020**

MINUTES

I. CALL TO ORDER – AUSTIN LINSLEY, PRESIDENT

The meeting was called to order at 6:35 p.m. by video conference.

II. APPROVAL OF THE AGENDA – AUSTIN LINSLEY

A draft agenda was made available for review prior to the meeting. *Motion to approve agenda: M. Podegracz; 2nd J. Stammersky. Motion carried.*

III. APPROVAL OF MINUTES – AUSTIN LINSLEY

Minutes for the August 26, 2020 meeting were made available for review prior to the meeting. *Motion to approve Minutes: C. Rios; 2nd: M. Nickerson. Motion carried. See Attachment #1.*

Minutes for the September 23, 2020 meeting were made available for review prior to the meeting. *Motion to approve Minutes: G. Romero; 2nd: B. Beiser. Motion carried. See Attachment #2.*

IV. FINANCE REPORTS – SHIRLEY BROZ, CFO

REVENUE: Revenue for September was just over \$23K, which was better than budget by approximately \$19.5K, due primarily to Beam Builders funds (\$11.2K), Grant funds (\$10K) and Membership funds (\$4.4K). Revenue was offset by refunds for the Fire Fund Jubilee (\$2.2K) and investment loss (\$825).

Year-to-date revenue was \$32.8, over budget by about \$9.8K, due to Beam Builder, Grants and Membership revenue totalling about \$17K. RIN and Fire Fund Jubilee revenues were negative due to ticket sale refunds (\$5.9K total) and Corporate Membership is \$2K less than budget to date.

EXPENSES: September expenses were about \$12.7, under budget by about \$7.4K, primarily due to payroll and Beam expenses being under budget, as well as under-spending in Habitat, Distance Learning, and Member Education.

Year-to-date expenses were approximately \$36K, which was about \$14.6K less than budget.

FUND BALANCE INCREASE/(DECREASE): September net of \$10.4K, with a year-to-date shortfall of \$3.2K. The budget anticipated a shortfall of \$27.6K; the \$24.4K positive variance is due to greater revenue and controlled expenses.

LIQUID FUNDS REPORT: Unrestricted funds at Banner Bank as of September total \$143.3K; Expenses total \$46.7K, leaving funds available as of September 2020 in the amount of \$96.6K. Total Restricted, Unrestricted and Ellis Funds at IECF are \$576.5K. Total of all funds as of September are \$719.9K.

Motion to approve financial reports as presented: B. Inman ; 2nd: G. Romero. Motion Carried. See Attachment #3.

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

RIVCOPARKS ACCESS AGREEMENT FOR RANGER/CARETAKER BUILDING: A copy of RivCoParks' standard agreement was provided to the Board prior to the meeting. We will not be obligated to pay water and electricity the first year of the agreement. Issues regarding conditions will be addressed, including opening and closing the gate, picking up trash, no responsibility for security patrol. Will become effective January 1, 2021 through the end of the calendar year. *See Attachment #4*

STAGE REBUILD UPDATE: On 11/4/20, a meeting to review progress will be held on site. There have been issues with the roof, which will be rectified. Additional work to be discussed at the meeting includes area clean-up, acquiring and scheduling delivery and installation of decomposed granite, rock work design and installation plans. Hoping to hire person to do rock work soon, so that work can be completed before the end of the year. Met recently with Pechanga Development regarding tile design and production. Plans for planting of native plants by Mother-Daughter group. Discussion regarding necessity of carrying workers' compensation insurance for independent contractor(s). G. Greaves will consult with labor attorney Jared Hartman to determine whether or not any insurance policies (workers' compensation or otherwise) are necessary.

NOVEMBER – STRATEGIC PLANNING MEETING: Tentatively planned for Saturday 11/21/20, at , for a couple of hours via Zoom, if everyone is available. M. Podegracz will not be available, and unknown if D. Schulz will be available.

OTHER FUNDRAISING:

VIRTUAL WALK/RUN: J. Stammersky reported that the Walk/Run website is nearing completion; working on payment plans and some giveaways. The race shirt logo is being completed and will then be uploaded to the website. Car decals for members are in the works. Creating a family event plan to provide an educational aspect for kids who participate. Membership discount feature included on website. A Facebook page is being created which will be linked to an Instagram account, which will both link to the Walk/Run website. Hoping to launch website approximately November 21, 2020.

SILENT AUCTION SOFTWARE: Virtual silent auction component of Walk/Run being set up with its own website. Will need sub-committee to solicit donations. Will need to determine a name—a possibility is “Silent Spring,” if the event takes place in the springtime.

VII. ACTION ITEMS

APPROVE SIGNING OF THE RIVCOPARKS ACCESS AGREEMENT FOR RANGER/CARETAKER BUILDING:

Motion to approve signing of the RivCoParks Access Agreement made by G. Romero; 2nd M. Podegracz. Motion carried.

VIII. COMMITTEE REPORTS

EDUCATION COMMITTEE: A storyboard was created for Hawks, Rocks and Nature Talks, which will be comprised of three videos with animated characters (including Ranger Rob) and featuring the Santa Rosa Plateau Ecological Reserve uploaded to YouTube for grades 4-8, with lesson plans and resources.

IX. NEXT MEETING

Strategic Planning Meeting November 21, 2020 at 9:30 a.m.; there will be no meeting in December.

The meeting adjourned at 7:48 p.m.

Respectfully submitted:

Sharon Tate, Secretary

Date

Attachment #1 – Minutes of 8/24/20 Board of Directors Meeting;

Attachment #2 – Minutes of 9/23/20 Board of Directors Meeting;

Attachment #3 – Financial Reports;

Attachment #4 - RivCoParks Access Agreement