

**SANTA ROSA PLATEAU FOUNDATION, DBA  
Santa Rosa Plateau Nature Education Foundation  
Board of Directors' Meeting  
July 22, 2020**

**All board members were in attendance via Zoom.**

**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 – AUSTIN LINSLEY**

In tribute to Virginia, Austin suggested that we all stay focused on the “why” of our organization. His “why” is to bring children to the Plateau so they can observe and appreciate its flora and fauna.

**III. APPROVAL OF THE AGENDA – AUSTIN LINSLEY**

A draft agenda was made available for review prior to the meeting. Suggested modification to include the action item of Board approval of the cancellation of the Rooted in Nature Brewfest. *Motion to approve modified agenda: M. Podegracz; 2<sup>nd</sup> S. Broz. Motion carried.*

**IV. APPROVAL OF MINUTES – AUSTIN LINSLEY**

Minutes for the June 24, 2020 meeting were made available for review prior to the meeting. The sole correction to be made is that M. Podegracz was not present at the June 24, 2020 meeting. *Motion to approve corrected Minutes: D. Shulz; 2<sup>nd</sup>: C. Rios. Motion carried. See Attachment #1.*

**V. FINANCE REPORTS – SHIRLEY BROZ, CFO**

**REVENUE:** Revenue for June was \$37,271, primarily from Grants and Membership. We have \$4,590.00 in Scholarship funds to begin the new fiscal year. Year-to-date, revenue is \$386,821, which is ahead of the budget by \$13,321. Lost revenue from events, memberships, and grants was supplanted primarily with increased revenue from the Fire Fund and the Ellis Fund.

**EXPENSES:** June expenses were \$70,163, which was below budget. Year-to-date, expenses are \$365,898, which is on budget.

**FUND BALANCE INCREASE/(DECREASE):** June's shortfall was very close to the budget and our revised projection. The year ended on a positive note at \$20,922, primarily due to the unexpected Ellis Fund contribution and decreased spending, despite lower revenue.

**LIQUID FUNDS REPORT:** Estimated unrestricted funds available through July 31, 2020 are

\$154,252.33, and with estimated expenses of \$56,335.78, the net estimated unrestricted funds are \$97,916.55. The restricted and unrestricted funds at The Community Fund total \$549,108.80 as of June 30, 2020.

Discussion initiated by C. Rios regarding TVWC \$10,000 grant for impact study that has been carried over for approximately 2 years; since due to circumstances it cannot be used for that purpose, suggested that we come up with a proposal to use the funds for another educational purpose. Need to determine specific proposal for these funds, and will need to follow up with TVWC president.

*Motion to approve financial reports as presented: C. Rios; 2<sup>nd</sup>: M. Podegracz Motion Carried. See Attachment #2.*

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

**GRANTS:** Three COVID grants were discussed at the last Board meeting; to date, one has funded, two have not. A fourth grant has been made available through the County of Riverside from funds received through the CARES act. The grant amount is \$10,000 and G. Greaves is in the application process.

The recently funded grant provides funds for building a new website. G. Greaves has been working on the new website and demonstrated a preliminary sample website to the Board to give an idea of what is in the works. The Board would like the ability to try out the new website before it goes live to provide feedback.

**STAGE REBUILD UPDATE:** The rebuild is underway, with framing to be done soon. The pavillion is being built offsite. Additional funds may be needed to provide aesthetic enhancement to the support beams. M. Podegracz suggested a fundraiser that would allow donors to sign and/or write a message on the support beams with permanent marker to raise funds for the additional work.

**ROOTED IN NATURE BREWFEST:** There is no way to keep this event on calendar for October 2020; it must be canceled. The City of Wildomar has approved moving it to either May or October 2021. There are pros and cons to each date; the Board will choose a date by December 31, 2020.

**CHILI COOK OFF:** No updates from Pat Palmer; so we will likely request rescheduling it to sometime next year.

**FIRE FUND JUBILEE:** Roger Hegge will not be able to perform, so event will need to be canceled. \$5,000 in ticket sales will need to be refunded. G. Greaves will discuss with Suzy Lacy and Kelly Smith.

**PROGRAM GRANT UPDATES:** Existing grants require independent accountant review/audit of our budget, which is cost prohibitive. G. Greaves has requested waiver of that requirement due to COVID, but does not realistically anticipate such request will be granted. G. Greaves will continue to look for program grant opportunities.

**RivCoParks UPDATE:** Attended recent annual meeting with RivCoParks. They are planning partial reopening of Reserve (meaning a few days per week) very soon. We will coordinate with them for volunteer recruitment.

G. Greaves recently provided information to RivCoParks' grant writer regarding a grant that will provide \$75,000 per year for three years for a volunteer program for the County of Riverside.

Caretaker facility was discussed, including a one-year option for storage to assess cost of improvements, with a potential five-year option thereafter. Long-term lease may require approval from the County Board of Supervisors.

RivCoParks is planning to produce videos, but their target is the community at large, not educators/children.

## **VII. ACTION ITEMS**

2020-2021 Slate of Officers of the 2020/21 Board of Directors presented by V. Hamilton: President A. Linsley, Vice President \*\*, CFO S. Broz, Secretary S. Tate; *Motion to approve slate of Officers made by M. Podegracz; 2<sup>nd</sup> M. Nickerson. Motion carried.*

G. Greaves' employment contract was presented to A. Linsley and the executive committee for review prior to the meeting; it is the same agreement that she has been working under for several years, except for increase in salary. S. Broz discussed California Labor Code provisions relating to G. Greaves' compensation as an exempt employee is a minimum of \$50,000 per year for 2020; on January 1, 2021, minimum increases to \$54,000; on January 1, 2022, minimum increases to \$58,000. Proposed contract for period of 7/1/20 through 7/1/21 provides for salary increases consistent with these requirements.

Issue raised that Board is being requested to approve employment contract without new members having reviewed it. Thus, abstaining from vote on approval for this sole reason are M. Podegracz, C. Rios and S. Tate.

*Motion to approve G. Greaves' employment contract: B. Inman, 2<sup>nd</sup> B.Beiser; 10 ayes, 3 abstentions; Motion Carried.*

*Motion to cancel RIN Brewfest by M.Nickerson; D. Shulz 2<sup>nd</sup> Motion Carried*

## **VIII. COMMITTEE REPORTS**

**EDUCATION COMMITTEE:** G. Knishbach reported that video subcommittee held meeting with video coordinators who have toured the Plateau with Rob and Jamie. YouTube channel will be titled Rocks, Hawks and Nature Talks. Videos are in production, and Rob has been very helpful.

**FUND DEVELOPMENT:** B. Inman reported that the committee is exploring alternative fundraising ideas, including a virtual Fun Run/5k, tentatively called "Run Your Masks Off." Proposed that committee minutes be provided to the Board.

**MEMBERSHIP MARKETING:** D. Schulz reported that an outline is being made for a

membership marketing video, that has begun preliminary production.

**IX. NEXT MEETING**

Wednesday, August 26, 2020 at 6:30 p.m.

The meeting adjourned at 8:23 p.m.

Respectfully submitted:

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Sharon Tate, Secretary

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Date

Attachment #1 – Minutes of 6/24/20 Board of Directors Meeting;

Attachment #2 – Financial Reports