

**SANTA ROSA PLATEAU FOUNDATION, DBA  
Santa Rosa Plateau Nature Education Foundation  
Board of Directors' Meeting – Via Zoom  
Feb 24, 2021**

**BOD Members Absent: Sharon Tate. Laurel Miller**

**MINUTES**

**I. CALL TO ORDER – AUSTIN LINSLEY, PRESIDENT**

The meeting was called to order at 6:33 p.m. by video conference.

**II. BOARD REFLECTIONS/EDUCATION MOMENT**

**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, 2<sup>nd</sup> M.Nickerson. Motion carried.*

**IV. APPROVAL OF MINUTES**

Minutes of January 27, 2021 meeting were provided in advance for review.  
*Motion to approve: B.Bieser, 2<sup>nd</sup> G.Romero. Motion carried.*

**V. FINANCE REPORTS – SHIRLEY BROZ, CFO – January, 2021**

**REVENUE:** Revenue for January of \$7.4K is below the Budget of \$17.5K by \$(10K) primarily due to timing on the Run/Hike Event (\$1K vs. \$12K). Forum revenue was budgeted at \$2K but nothing was received. Regular Membership revenue is better than budget by \$3.1K. All other revenue was near the budget for the month.

Year-to-date revenue of \$66.1K was a \$(46K) shortfall versus the budget of \$112.1K. The variance was driven by \$50K less Grant Revenue and \$2K less Forum but was partially offset by Membership, Investment, Scholarship and Beam Builders Revenues for the year. Event revenue is less than that of the budget with ticket revenue refunds in Fire Fund and RIN area and lower revenue for the Run/Hike Event.

**EXPENSE:** January expenses were \$13.2K versus budget of \$19.9K with most of the \$6.7K favorable variance from payroll costs, Forum, and Habitat spending. Events expenses for the Run/Hike were \$3.6K behind the budget, just like the revenues, due to timing.

Year-to-date expenses of \$90.3K versus the budget of \$116.6K were favorable by \$26.4K. Payroll related expense is better than budget by \$11K, plus underspending in Habitat, Forum and Distance Learning of \$7K. Event spending is \$8K below the budget due to unspent Beam Building supplies and the timing of the Run/Hike Event.

**FUND BALANCE INCREASE/ (DECREASE):**

The shortfall for January is \$(5.8K) versus the budget shortfall of \$(2.4K), primarily from lower Event and Forum Revenue offset by lower spending. The year-to-date results were a shortfall of \$(24.2K). The budget expected a shortfall of \$(4.6K). This \$(19.6K) variance is due to the revenue shortfall, offset by controlled expenses as stated above.

**IECF / Ellis Fund Update**

	Endowed Fund	Unrestricted Fund	Ellis Restricted Fund	Total Funds
	\$	\$	\$	\$
7/1/2018	22,323.43	8,639.30	-	30,962.73
	\$	\$	\$	\$
10/30/2018	22,272.98	8,629.46	520,700.03	551,602.47
	\$	\$	\$	\$
6/30/2019	21,934.15	8,779.23	557,663.60	588,376.98
	\$	\$	\$	\$
12/31/2019	22,884.62	9,323.77	586,101.31	618,309.70
	\$	\$	\$	\$
12/31/2020	23,234.07	9,833.73	617,892.85	650,960.65

	\$	\$	\$	\$
Change in Fund	910.64	1,194.43	97,192.82	99,297.89
Add	\$	\$	\$	\$
Distribution	<u>1,053.00</u>	<u>340.00</u>	<u>21,578.00</u>	<u>22,971.00</u>
	\$	\$	\$	\$
	1,963.64	1,534.43	118,770.82	122,268.89
	8.8%	17.8%	22.8%	22.2%

**Financial Statement Review Class 101**

Shirley will conduct two classes for board members to explain SRPNEF financial statements. Classes are scheduled by Zoom on Wed, March 10 and March 17 at 6pm.

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

**A. New Office Space Access Update**

Walk through and pick up of keys has been rescheduled to second week in March.

**B. Stage Rebuild Update**

First bid received for labor only to complete the rock work was \$25,000, which is way more than funds available. The bid did not include materials. Greaves is seeking a second vendor.

### C. 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.

### D. 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.

## VI. ACTION ITEMS

1. Approve Appointment of Jared Hartman as New Board Member – *Moved to approve by B.Bieser, 2<sup>nd</sup> G.Romero. Motion carried.*

## VII. COMMITTEE REPORTS

**EDUCATION COMMITTEE:** No report. See Minutes. First video complete.

**FUND DEVELOPMENT:** No report. See minutes.

**MEMBERSHIP MARKETING:** No meeting. **Mary Nickerson has agreed to serve as interim Chair.**

**IX. NEXT MEETING**

Wednesday, March 24, 2021

The meeting adjourned at 8:21 p.m.

Respectfully submitted:

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Ginger Greaves, Acting Secretary

Date