

CCF Board of Directors Meeting

Meeting started: 11/14/2023 @6:06p - Recorded.

Open with Serenity Prayer

Roll Call - Jason S., Al E., Betty K., Laura B., Robin T., Stefanie A., Diane U., Dartmore H., Russ H.,
Diane U. - Excused Absence
Visitor: Elaine A.

Roll Call and Confirmation of a Quorum: 9

Birthdays: Jason S. 7 years! HAPPY BIRTHDAY!

September BOD meeting minutes: Motion to accept made by Betty K., Al E. (2nd the motion)

BOARD REPORTS:

Board of Directors' Chair (Jason) ****reports were provided to each Director****

- Jason will be calling in from cell phone as he will be at an event in San Jose.
- Delegates meeting determined by the Board. Someone has reached out to Jason about having a hybrid delegate's meeting.
 - Logistics may be challenging with a hybrid meeting.
 - In person only meeting is difficult given our geographical expanse.
- Capital Expenditure Fund - Operating budget, capital expenditure budget (money set aside to replace fixed assets). Orgs plan for the money to fund for those items that are depreciated i.e. website rebuild, Quicksbooks upgrade etc. With a surplus, designate some funds to the capital expenditure fund.
 - Some items are planned for and we need a better way to present to the Delegates at one time.
 - \$34,000 surplus this year. Look at the next year, decide what projects need to be done and set aside that money. None in governance that says what we need to do with surplus money.
 - Can't present anything at this meeting so it will have to move to December. Similar to the budget, a 3 month process with the delegates. Capital Expenditure Budget is not part of the operating budget so the expenditure process can be carried over as old business.
 - Website is urgent, it needs to be updated. Al motioned the Board takes it back to the Delegates to vote on funds for the website at the November meeting Greg B. (2nd the motion). Robin has a few possible people that are interested to help with layout and design. Then someone needs to be hired to put it onto the front end and it's only temporary.

Delegate Chair Report (Laura) ****Verbal report****

- Signed original Big Book signed by Bill W. - Al E. feels we could find an archivist from the Delegates who could do a service position at the Central Office. Put a call out at the December Delegate's Meeting.

Assistant Delegate Chair (Diane) ****No report as of this date****

Office Managers Report (Robin) ****reports were provided to each Director****

Treasurer's report (Al E) ****reports were provided to each Director****

BLOPS Report (Greg B.) ****verbal report****

- Has not finished the revisions to the Delegate's Handbook

OLD BUSINESS:

- Employee Retention Tax Credit – Jason – Continue to follow-up
 - The Board agreed that the first payment was enough compensation Not moving forward and haven't heard back from the Accountant, closed issue
 - Invoice shows not paid in full, need to make sure we have an explanation for it.
 - Greg feels we should send a letter to the Accountant telling him the Delegate's voted against pursuing the Tax Credit. Robin let him know we were not proceeding with the ERC.

NEW BUSINESS:

- Delegate Body Approval on Purchases over \$500 increase – (Al/Greg), move to a later date
 - HVAC unit (2) repairs exceeded \$500, do we ask the Delegate's? Bound by a contract so we inform the Delegate's and the delegates approved that contract and lease provisions. The Board Chair can authorize emergency spending and then tell Delegate's at the next meeting.
- Excuse Office Manager
- Office Manager Retirement Plan – (Al/Greg)
 - Bonus would be for retirement but Robin would need to do that herself. We do not have a pre-tax retirement plan so it has to go through payroll.
 - Pre tax IRA or comp based?
 - The Bylaws 15.7.13 can be changed to reflect what it is
 - Needs to be approved at next month's Board Meeting
 - Currently paying \$1800 a year now, fully taxed, deposits it into her retirement account
 - Motion to compensate her for \$500 made by Al E., Dartmore H. (2nd the motion), unanimous
- Office Manager's Review
 - The Board unanimously approved the Office Manager's annual increase.

ACTION ITEMS:

- Add website to the November Delegate's Meeting.
- Ask for an Archivist at the December Delegate's Meeting.
- Robin and Jason will draft a letter to the Accountant and get feedback from Al and Greg.

Motion to close made by Al E., Laura B. (2nd the motion).

Closed at 8:02pm with the responsibility pledge