

**Friends of Sausal Creek  
Board of Directors Meeting  
Wednesday, April 11, 2018, 7-9 p.m.  
Park Blvd. Presbyterian Church, 4101 Park Blvd., Room 35 on 3<sup>rd</sup> Floor,  
Oakland**

*Friends of Sausal Creek works to restore, maintain, and protect the Sausal Creek Watershed. We educate future generations, involve the community in local environmental stewardship, and collaborate with agencies and other nonprofits to have a positive impact on the local ecosystem.*

**Present** Richelle Jacobs, Richard Kauffman, Eleanor Dunn, Jeff Stephens, Carl Kohnert, Rob Leidy, Tim Vendlinski, Mark Rauzon, Steve Ritchie, Barbara Goldenberg, Paul Frank, Sean Welch; also, Harry Schrauth, Board Member Emeritus

**Absent** Beth Keer, Erin Patch

**Staff Present** Kimra McAfee, Outgoing Executive Director; Anna Marie Schmidt, Incoming Executive Director; Nicki Alexander, Education and Outreach Coordinator

**Board Involvement**

**Earth Day** -- Sat., April 21, morning

**Community Bird Walk** -- Sat., May 12, 8:30-10:30 a.m.

**Remarks from the President**

Richard formally welcomed Erin Patch and Beth Keer to the board.

Because our incoming Executive Director, Anna Marie Schmidt, is married to (now former) board member Bob Roat, Richard formally thanked Bob for his service and bade him farewell as a board member.

Richard also extended his appreciation to everyone who engaged in the hiring efforts for new staff. The board spent some time processing what lessons were learned from the hiring process. These included:

- ~ an understanding of how long it actually takes to get back to candidates
- ~ how to improve organizing and streamlining the process
- ~ how to do a better job of using online tools
- ~ not to divide tasks up too much

**Board Member Briefing: Staff Transitions**

Staff transitioning has begun. Anna Marie will begin full time on May 1, with Kimra available to help acclimate her.

Erin Todd has tendered her resignation, so we are about to launch a search for a Restoration and Nursery Manager, a 35-40 hour per week position. Kimra will draft a job description, ideally to be posted early next week. Erin can stay through early June. Kathleen Harris and May Chen are available to help lead field trip groups. Beth Keer might also be able to assist.

Tim offered to be a liaison for the Eagle Scout fencing projects at Chabot Space and Science Center.

Kimra reminded everyone that the board will be critical for the success of the plant sale in October. Richard suggested we consider a board liaison for the plant sale.

### **Health Insurance and Paid Time Off Discussion**

The board spent considerable time contemplating and discussing the paid time-off policy for employees and adding a health insurance cost-share benefit. Eleanor offered to email everyone the employee manual she uses at her office. Richard suggested the board mull over the various options and vote at the next meeting. The board agreed on this course of action.

### **Minutes and Commitments Review**

Minutes from the February 7th meeting were unanimously approved.

Kimra announced that there will be no May Member Meeting. As an alternative, Mark and the new bird monitoring leaders will host a bird walk on May 12.

### **Endowment Committee Report**

Carl gave an update on our endowment holdings and reported that the committee recommends we take a distribution of \$3275 from those earnings. The board discussed the pros and cons of this idea, and, if acted upon, how it should be reflected in the books. The board unanimously approved adding the \$3275 distribution to the budget for FYE19; however, the funds will stay in the Vanguard account until such time as the Executive Director feels they need to be transferred for budgetary reasons. On the books, these funds should show up in a separate Vanguard cash account as "eligible for distribution." Carl also suggested we formulate our next goal. Since we succeeded in reaching our initial goal of \$100,000, he asked us to consider that our next goal be \$200,000, to be reached by FOSC's 25th anniversary in 2021.

A new Endowment Committee member was needed, as Harry Schrauth became ineligible to serve on it as a Board Member Emeritus. The board unanimously voted Erin Patch onto the Endowment Committee. Erin is serving out the remainder of Harry's two-year term, which ends on July 13, 2018.

### **Nicki Alexander Arrival/Introductions**

Nicki Alexander, FOSC's new Education and Outreach Coordinator, Anna Marie Schmidt, incoming Executive Director, and board members introduced themselves to one another.

### **Mid-Year Appeal 2018**

Kimra sent a sign up sheet around for Earth Day volunteers.

Jeff shared some of his committee's ideas for the Mid-Year Appeal, using

the theme of "Water Connects Us." The campaign would begin on Earth Day (April 21) and continue through Mothers' Day (May 13).

Their ideas include:

- ~ a program linking donors with anonymous matching contributions, as per public radio

- ~ creative ways of using social media

- ~ video shorts from Eagle Scout candidate Luke Welch's Public Service Announcement footage

- ~ having tabling events near trailheads, the demo garden, and the playgrounds in order to share information about FOSC's work

### **Financial Report**

Kimra went over the Project Timeline and Cash Flow Chart and the Draft Budget for FYE19.

She was asked to write a letter of partnership for EarthTeam's application for an EPA grant. If funded, this would provide \$5000 for FOSC to work with EarthTeam interns.

Kimra has included expenses for reprinting trail maps in the draft budget, as our supply is running out. We do not currently have a funding source for this reprint.

### **Executive Director Responds to Questions on Staff Report**

Kimra reported that there will be an Alameda County Watershed Confluence conference on Wednesday, October 17, at the Oakland Scottish Rite Center, which all FOSC staff members will attend. She strongly urged board members to attend as well, and to submit proposals for presentations at the event. The three themes are Management, Collaboration, and Science. The deadline for submission of those proposals will be May 17. Tickets for the event are \$20 per person, which include lunch. She advocated for FOSC to have a promotional table at this event, which would cost \$100. Richard voiced his opinion that it is important we be represented there.

Karen Paulsell has been serving as FOSC's liaison on the board of Friends of Joaquin Miller Park for many years, and she would like to be replaced. Kimra has asked former board member Dee Rosario if he would be that liaison.

Kimra informed the board that with Steering Committee approval, she wrote a letter to Oakland Fire Marshal Trujillo in support of the city renewing the goat grazing contract with Ecosystems Concepts, Inc.

Barbara urged board members to show up on nursery work days to support our staff.

Kimra reported that at the State of the Watershed meeting, Tom Rose presented on the Woodbine Corner site. A guerilla gardener is actively maintaining the site, so there is no need for FOSC to be involved at this point.

Jeff now has a login so that he can access Salesforce. Our Certified Salesforce Consultant has set up permissions so Jeff cannot see any donations made by current board members. This is done via a checkbox on board member records -- meaning Jeff cannot see any information on current board members. The Steering Committee is proposing that a year after leaving the board, this checkbox be unchecked. The upshot of this would be that all donations of former board members would become visible to any board members with Salesforce access.

**Adjournment**

The meeting was adjourned at 9:10 p.m.