

**Friends of Sausal Creek  
Board of Directors Meeting  
Wednesday, June 13, 2018, 7-9 p.m.  
Park Blvd. Presbyterian Church, 4101 Park Blvd., Room 35 on 3<sup>rd</sup> Floor,  
Oakland, CA 94602**

*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, Tim Vendlinski, Mark Rauzon, Steve Ritchie, Erin Patch; also, Harry Schrauth, Board Member Emeritus

**Absent** Beth Keer, Sean Welch, Rob Leidy, Paul Frank

**Staff Present** Kimra McAfee, Outgoing Executive Director; Anna Marie Schmidt, Incoming Executive Director; Jay Cassianni, Restoration and Nursery Manager

**Guest:** Barbara Goldenberg

**Board Involvement**

**Nursery Workdays** - Saturdays, June 23, July 14 & July 28, 1:30 -4:30 p.m.;

**Dimond Picnic Tabling** - Saturday, July 22, shift time TBD;

**Native Plant Sale and Nursery Open House** - Sunday, October 21,  
10:00 a.m. - 3:00 p.m.

**7:00 Remarks from the President**

Richard welcomed Jay Cassianni, Restoration and Nursery Manager; introductions were exchanged.

**7:15 Mid-Year Appeal 2018 Recap: Jeff Stephens**

~ Jeff reported lessons learned from the Mid-Year Appeal, in which we contacted 480 donors. Using postcards and emails, we raised approximately \$16,000. While less than our stated \$20,000 goal, the amount actually surpassed 2017 Mid-Year Appeal contributions from individuals and board members by approximately \$3000. Previous Mid-Year Appeal campaigns were conducted alongside the regional *East Bay Gives* program, sponsored by the East Bay Community Foundation, which netted FOOSC an additional \$4300 in prizes in 2017. Unfortunately that program ended and prizes were not available in 2018. Jeff made it clear we must expand our donor base and broaden our donor tools-- this is the only viable way forward. He reminded the board that we would soon need to gear up for the End-of-Year Appeal.

Jeff suggested that FOOSC needs to raise its profile to become more of a regional organization rather than one with narrow geographic boundaries. He and Anna Marie attended The Rose Foundation open house; Jeff attended the Bay Area Open Space Conference.

### **7:25 Board Member Discussion: Staff Support**

~ Anna Marie reported that Jay and Nicki have jumped in full tilt, with Kimra training everyone up. She (Anna Marie) noted that the board provided much-needed support during the transition by assisting with the hiring process, nursery workdays, and fundraising. She knows the staff will need ongoing support, and strongly urged the board to help with nursery workdays, restoration projects, tabling, field trips, and other upcoming activities. While no longer on staff full time, Kimra and Jill will be available for consultation over the next many months, at their current hourly rates. The transition of new staff will take a number of months. Anna Marie said she would email the board a Google Doc and encouraged everyone to sign up to help.

~ Kimra said FOSC will likely need a bookkeeper in the long term. Joanna Adler has been doing bank and Vanguard reconciliations for FOSC on a voluntary basis. Kimra plans to continue in the role of bookkeeper as FOSC determines next steps. She will close out the 2017-18 fiscal year (June 30) and work with Anna Marie to get the needed financial information to the tax preparer.

~ Richard clarified updated email addresses for staff; Jeff is our new IT guy, replacing Scott McAfee.

### **7:40 Minutes and Commitments Review**

~ Minutes from the April 11th meeting were unanimously approved.

~ Kimra reminded everyone that board participation will be critical to the success of the plant sale in October.

### **7:45 Board Member Discussion: Staff Benefits**

#### **(Health Insurance and Paid Time Off)**

~ The board engaged in a conversation to pinpoint details about paid vacation for full time staff, and their monthly compensation for health insurance. Steve moved that FOSC increase paid vacation from one to two weeks per year for each full time staffmember, to begin at the end of ninety days, after which approximately one day per month will accrue. (An exact mathematical calculation will be made.) The motion included that the ED update the policy and circulate it to the Steering Committee for finalization and verification. The motion was unanimously approved in its entirety.

Steve also moved that FOSC allocate to each full time staffmember \$200 per month towards the cost of health insurance premiums, in compliance with IRS rules, to be approved by the Steering Committee. (Staff will find their own health insurance.) This motion was carried unanimously.

### **7:57 Financial Report**

~ Kimra reported that our operating reserve will be diminished this year due to staff transitions, though a cushion for this has been factored in. Nicki's programs are funded through next January.

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

~ Nicki will need board support to help her create a lower watershed map, which is a Coastal Conservancy grant deliverable. Tim volunteered to lend a

helping hand, as long as he could have some leeway as to time. Erin followed suit. Jeff was clear that this has to be jumped on within sixty days since the deliverable was loosely defined. It runs the risk of going in a number of directions and would require significant lead time to refine the project, prepare both copy and graphics, and print. Richard volunteered to get in touch with a graphic designer once we have a couple of dates. A meeting will take place the last week of June.

~ The new budget doesn't include paying Kimra for future consultation, so this will have to be factored in.

~ One of Anna Marie's goals for FOSC is to increase staff salaries.

~ The board concurred with Erin that a grant writer should be recruited onto the board. She said she would be willing to write a grant or two per year if they are already identified. Kimra said Nicki has been doing some research. Growing our social media capacity will likely have positive effects.

~ The Project Timeline and Cash Flow Chart reflects reassessment of our operating reserve, based on the three highest months of salary.

~ The budget was unanimously approved.

~ Grant writing should start in the next few months.

~ *For the Future Fund Update:* Carl agreed to serve another two years on this committee, and Erin will serve a full term (she had previously taken over Harry's remaining term.) Carl will contact Paul to see if he is willing to stay on as well. *For the Future Fund* has a goal of \$200,000 for 2021. We are currently \$80,000 short of that goal.

### **8:32 Executive Director's Summary of Recent Events and Current Issues;** **Questions on Staff Report**

~ Kimra reported that Lech Naumovich is leaving Golden Hour Restoration Institute, FOSC's partner on pallid manzanita work. Tim would like to stay actively involved to ensure the manzanita work continue unaffected.

~ Richard reported that the restoration community is unified about the inadequacy of the recently released Vegetation Management Plan. Sue Piper intends to go to city council to let them know the plan doesn't meet our community's expectations, given its lack of site specificity. As the plan now stands, there would be very little change.

~ Anna Marie gave a nursery irrigation system update. Jay hopes to get it fixed after his return on June 25th. Anna Marie will ask Matt Moses or Jeff Chilcott to work with Jay on this, and requested assistance from the board if additional help is needed.

~ Mark asked about the public outreach plan for the three-site erosion control project, scheduled to be implemented in July at the Dimond Canyon and Old Cañon Trails. Tim followed up with an offer to spend the first day of construction on site as liaison if he is in town. Jeff volunteered to draft content for a sign to circulate to a team of board and staff for refinement. The draft content would then be passed by the city project manager.

~ Mark's presentation for the Alameda County Watershed Confluence Conference (October 17, 2018) has been accepted. Kristin Hathaway and Ben Livsey's presentation about the City's collaboration with FOSC over the years has also been approved. Anna Marie will reach out to Kristin to help fashion that presentation, and Jeff offered to help or speak. Tim reminded the board that he

still wants a meeting with Kristin regarding in-stream debris. Kimra still intends to guide the set-up of this meeting even with new staff in place here at FOOSC.

~ The next board meeting will take place on August 8, from 7:00 - 9:00 p.m.

**Adjournment**

The meeting was adjourned at 9:04 p.m.