



MEETING MINUTES

Board Meeting

Friday, June 10, 2022
9:30 a.m.

I. Call to Order and Welcome

The meeting was called to order at 9:34 a.m.

II. Roll Call

After the general welcome, Erica called the roll.

Board Members Present: Teresa Acosta, Don Bartz, Virginia Bass, Monica Davis, Ruben Duran, Randi Johl, Paolo Kespradit, Dallin Kimble, Graham Knaus, Pat Martel, Neil McCormick, Richard Montgomery, Blanca Pacheco, Nat Rojanasathira, Lydia Romero, Hillary Straus and Jennifer Whiting.

Board Members Absent: Michele Beal Bagneris, Carolyn Coleman, Brett Channing, Jim Keene and Sue Novasel.

Staff Members Present: Erica Manuel, Karalee Browne, Melissa Kuehne and Kristy Bivens.

Consultants & Guests Present: Michelle Barbeau, Allison Richards, Jeff Mrizek, Roberto Torres and Seth Yund.

III. Consent Calendar

There were no corrections to the March 2022 Board Meeting minutes, the Q2 2022 Marketing Committee minutes, the Q2 2022 Governance Committee minutes, the Q2 2022 Advancement Committee minutes, or the Q2 2022 Finance Committee minutes.

Motion to Accept the Consent Calendar: Graham Knaus.

Seconded: Virginia Bass. All in favor. Motion passed.

IV. Operational & Administrative Updates

Erica announced the hire of three new staff members since the last board meeting. Taylor Buck (video), Roberto Torres and Seth Yund introduced themselves to the

Board. Erica also spoke about new consultants that we will be working more with ILG in Q3 and Q4 (Jeff Mrizek, Paul De La Cerda and Adele James). The ILG intern ended her time with ILG in June. Allison Shea was a great addition to the team and will be greatly missed. Karalee Browne celebrated 10 years with ILG, and we thank her for her service and look forward to more years together.

Erica gave a detailed updated on Operations and highlighted in-person events and trainings that have occurred.

We are still in our Audit process and hope to have a draft report by the Board Retreat.

A detailed overview was given about our communications goals and analytics.

Erica discussed the Strategic Plan that was included in the board packet for review. The plan technically ends at the end of 2022 and the Board will need to decide how best to move forward. Erica invited questions and ideas from the Board on whether we move forward with the current plan for another year or whether we start again. New board members asked for a session at the retreat to discuss the thinking behind the strategy that was used creating this plan. Erica gave an overview of how these goals were chosen in 2019 and the six-month process that went into the plan development. Due to COVID, some adjustments were made to the overall implementation plan, but the overall strategy is still relevant for our needs. Graham Knaus and Neil McCormick agree that board members should discuss it further at the August Retreat.

V. Financial Update

Lydia and staff provided an overview of the April 2022 financials. In summary:

- Overall revenues were **\$797,295**, which is 33% of total budgeted revenues for 2022.
- Overall expenditures were **\$602,433**, which is 25% of total budgeted expenditures.
- ILG's net income for the four months ended April 30, 2022 was **\$194,862**.
- Some of the decrease in expenditures is due to lower staffing costs from the prolonged vacancies.
- The hiring of additional full-time staff will bring those numbers up to projections, but revenues should also increase over time.
- Additional travel and the corresponding expenses from that travel may also increase expenditures in remaining months.

There were no corrections to the April 2022 financials.

Motion to Receive and file the April 2022 Financial Statements: Ruben Duran
Seconded: Sue Novasel. All in favor. Motion passed.

Lydia explained the proposed changes to the Check Signing Policy to reflect the need for different signing policies during states of emergency. There were no questions about the Check Signing Policy update.

Motion to Accept the Changes to the Check Signing Policy: Judith Mitchell

Seconded: Richard Montgomery. All in favor. Motion passed.

Lydia explained that the Reserve Policy had never been finalized so the Finance Committee recently refined the language and is proposing its adoption. There were no questions about the Reserve Policy updates.

Motion to Accept the New Reserve Policy: Ruben Duran

Seconded: Virginia Bass. All in favor. Motion passed.

VI. Advancement Committee Update

Nat introduced the Grants Plus team, which is ILG's new grants consulting team. Michele and Allison with Grants Plus discussed the fundraising priorities document that was included in the Board Packet. They gave a detailed overview of the step-by-step process of grantseeking from cultivation to application to approval. Michele encouraged Board Members to reach out to foundation contacts for grants/donations. Grants Plus offered to give a training on how to ask for grants/donations to the Board to give them the skillset to develop a successful approach. Nat then opened the floor to questions.

Judy asked for clarity on why there are East Coast funders on the cultivation list and Michelle explained that all the philanthropic organizations were chosen because they have a history of giving to West Coast organizations with similar programs and values.

VII. Governance Committee Update

There was a robust conversation about the general makeup of the board and the importance in having a board that accurately reflects our cities, counties and special districts. There was a detailed discussion on the new Board member application for Lorenzo Rios. The decision was made to discuss it in greater detail in-person at the retreat.

VIII. Program Updates

Erica and Jeff gave a detailed overview of Workforce & Civics Education activities. Melissa covered Leadership & Governance. Melissa and Erica discussed Public Engagement and Karalee covered Sustainable and Resilient Communities. The floor was opened to questions and no questions or concerns were expressed.

IX. Board Administration Updates

Staff shared details about the August Board Retreat being held August 18-19 in Sacramento.

Staff will email the Conflict of Interest Form and the list of 2022 sponsors to the board and signed forms will need to be returned to Kristy.

Staff reminded the board that the 2022 Board Giving Campaign has begun and that if paying via PayPal please include the additional PayPal fees. Checks are also welcomed, and we would like to receive all donations by the board retreat.

X. Executive Session (Closed)

The meeting adjourned at 12:23 p.m.