

## MEETING MINUTES

### November 2022 Board Meeting Minutes

Friday, November 4, 2022, 9:30 a.m.

The meeting was called to order at 9:32 a.m.

#### 1. Roll Call

- **Board Members Present:** Teresa Acosta, Don Bartz, Brett Channing, Virginia Bass, Monica Davis, Ruben Duran, Randi Johl, Jim Keene, Judith Mitchell, Richard Montgomery, Nat Rojanasathira, Lydia Romero and Hilary Straus.
- **Board Members Absent:** Michele Beal Bagneris, Carolyn Coleman, Paolo Kespradit, Dallin Kimble, Graham Knaus, Pat Martel, Neil McCormick, Sue Novasel, Blanca Pacheco
- **Staff Present:** Erica Manuel, Karalee Browne, Taylor Buck, Melissa Kuehne, Roberto Carlos Torres and Kristy Bivens.
- **Alternates Present:** Jennifer Whiting (representing Carolyn Coleman) and Farrah McDaid Ting (representing Graham Knaus).

#### 2. Consent Calendar

There were no corrections requested for the August 2022 Board Meeting minutes, the Q3 2022 Governance Committee minutes, or the Q3 2022 Executive Committee minutes. There were no questions or concerns about the Q3 Check Report.

**Motion to Accept the Consent Calendar:** Richard Montgomery

**Seconded:** Judith Mitchell. All in favor. Motion passed.

#### 3. Operational & Administrative Updates

Erica gave a detailed updated on Operations and highlighted in person events and trainings that have occurred. In summary ILG experienced:

- Active community engagement around mobility and transportation access in Stockton as a part of the STEP contract.
- Two sold out TIERS workshops in August and October
- Successful completion of the Summer JAM youth program
- Successful re-launch of the IPPS collaborative
- Active Marketing of our Leadership & Governance training services

- Great participation levels for our in-person Planning Commissioner trainings throughout the state
- Continued success with our BOOST 2.0 and Regional Climate Collaboratives Technical Assistance
- Excellent Q3 webinars

#### 4. Financial Update

Lydia and Erica provided an overview of the Q3 2022 financials. In summary:

- Overall revenues were **\$1,397,400**, which is 58% of total budgeted revenues for 2022.
- Overall expenditures were **\$1,424,725**, which is 59% of total budgeted expenditures.
- Revenues and expenses in 2022 are actually modestly higher than this same period in 2021, but they remain below our ambitious goals for the 2022 budget year.
- Fundraising remains a key priority and staff has invested significant time and resources to cultivate grants and other new business this year. The Fundraising Summary highlights the current status of our fundraising efforts.
- Cash flow is still healthy, but our current ratio is low, in large part because of two outstanding Cal Cities bills making expenses artificially high for the quarter.
- Staff recommends continued diligence and frequent check-ins with the Executive committee and Finance committee whenever possible. The board concurred.
- The board commended staff for their diligence and hard work. Staff noted one correction to the Q3 2022 financials.

In addition, Erica provided some financial highlights for each of the programs:

- Leadership & Governance:
  - A delay in the promotion of the Leadership & Governance trainings has pushed some of that pillar's potential revenue to 2023.
  - Interest in L&G trainings is high.
- Sustainability
  - We are winding down our oldest contracts (BOOST & HCD). RCC has a smaller budget than anticipated.
  - San Diego will ramp up in Q4. This pillar is on target.
- Public Engagement
  - The STEP contract is billing more slowly than anticipated so PE contract revenues are also below projections. We're relying on a heavy billing period for Q4.
  - TIERS workshop registrations were higher than projected.
- Workforce + Civics Education

- We are spending lots of time on business development for the Workforce & Civics Education pillar, so expenses are higher than revenues.
- The WCE pillar's revenues have exceeded projections for the year and many of our promising grants are Workforce related.

**Motion to Receive and File the Q3 Financial Statements with amendments:**

Hilary Straus

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

**Fundraising Summary**

Erica provided an overview on the fundraising activity. In summary:

- ILG is investing a lot of effort and resources in business development, but cultivation is taking a long time.
- The Fundraising Summary shows some of the cultivation and new business efforts currently underway.
- There is a continued focus on capacity building for the underutilized pillars and diversification of organization revenue.
- Lots of proposals and relationship-building conversations are in the works.
- Partner Program revenue has been strong and steady.
- 2023 partner renewals will begin Q4.
- We need to have an Advancement committee meeting in Q4 to discuss partners, direct giving, and other end of year opportunities.

Erica provided an overview of the Q4 financial strategy as recommended by the Executive committee. ILG will:

- Maximize all contracts
- Minimize all expenses, cut back on any non-essential activities
- Maintain focus on business development

**5. Executive Session – CLOSED SESSION**

**6. 2023 Planning**

Erica and the Senior Program Managers gave a detailed overview on Market Trends, Program Insights, Risks and Opportunities, 2023 Pillar Priorities and Operational Impacts. In summary there is:

- Increased interest in community-driven policy solutions, especially related to climate, equity and resilience
- Lots of funding earmarked for community-based organizations
- Renewed interest in and mandates for authentic community engagement
- Projected nationwide recession and reduced state budgets
- Increased interest in workforce development and need for creative workforce solutions
- High levels of apprenticeships funding

- Continued interest in civility and bridging divides support

The board provided some suggestions and comments related to planning approaches:

- Diversify partners among local agency types – consider enterprise funds, water districts and others to grow our visibility
- Make sure to focus program offerings on staff as well as elected officials
- For the public engagement pillar, consider helping local governments decide which community organizations would be worthwhile to align with; be the linkage between community and local governments
- Convene a taskforce led by Hillary to explore Special District alignment and increasing access to:
  - Elected officials
  - Administrative staff
  - Community groups

## 7. Board Administrative Updates

Brett provided an update on what the Board can expect in the next quarter. In summary:

- Expect the Board Demographic Survey in November
- The Board Demographic Survey is not the same as the Board Annual Survey
- In a previously attached document, the Governance Committee proposed changes to the Bylaws, Policies & Procedures. Those changes require a 2/3 majority vote.
- Kristy will send an email to all board members requesting their vote.

The floor was opened to questions and no questions or concerns were expressed.

**Action Items:** Kristy will email the proposed changes to the updated Bylaws, Policies & Procedures to obtain the necessary 2/3 majority vote. Staff will send the Board Demographic Survey.

On 11/17/22, Erica sent an email to the board requesting approval of the proposed changes to the Bylaws, Policies & Procedures. The following members voted “yes”, and other members abstained by not responding:

- |                    |                        |
|--------------------|------------------------|
| 1) Teresa Acosta   | 10) Paolo Kespradit    |
| 2) Brett Channing  | 11) Dallin Kimble      |
| 3) Don Bartz       | 12) Pat Martel         |
| 4) Virginia Bass   | 13) Neil McCormick     |
| 5) Carolyn Coleman | 14) Judith Mitchell    |
| 6) Monica Davis    | 15) Richard Montgomery |
| 7) Ruben Duran     | 16) Nat Rojanasathira  |
| 8) Randi Johl      | 17) Lydia Romero       |
| 9) Jim Keene       | 18) Hilary Straus      |

**8. Executive Session – CLOSED SESSION**

The meeting was adjourned at 12:13 p.m.