

MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF
THE FRIENDS OF SAUSAL CREEK
A CALIFORNIA (NONPROFIT PENDING) PUBLIC BENEFIT CORPORATION
FEBRUARY 12, 2003

A regular meeting of the Directors was held on February 12, 2003, at 7 p.m. at the Chabot Space and Science Center, Oakland, California for the purpose of transacting all proper business of the corporation.

There were present, representing a quorum of the Board:

NAME	ADDRESS
Sally Kilburg, President	
Linda Morse, Vice President	
Diana Surber, Treasurer	
Charlotte Bell, Secretary	
Eleanor Dunn	
Jim Hafner	
Ralph Kanz	
Mark Lane	
Michael Thilgen	
Monica Stafford	
Mark Rauzon	

And there were absent:
Kristin Hathaway

Sally Kilburg, President, acted as Chairperson and Charlotte Bell, Secretary, acted as Secretary of the meeting.

The minutes of the meeting of the Board held on November 13, 2002, having been distributed electronically prior to the February meeting were approved unanimously.

The minutes of the meeting of the Board held on January 8, 2003, having been distributed electronically prior to the February meeting were approved unanimously pending the corrections presented at this meeting.

Discussions were carried out on the following subjects:

Meeting minutes:

There were a couple of unclear items in a paragraph in the "c" section of Financials of the January minutes. The following is the corrected paragraph:

Jim Hafner also sent a prioritized wish list for the Dimond Canyon and Restoration Areas to Fish and Wildlife via the coordinator of the San Francisco Joint Venture so they could add it to an

informal priority list for a pot of \$5000 which they have. We are waiting to hear back from Kristen Hopper for a few additional details. There will be more about the budget and details next month.

Montclair Golf Course Update- Ralph presented

The Montclair Golf course recently signed a new 25-year lease. They plan to redo their building, build a new parking lot, add 80 feet of retaining wall (going towards Monterey) and a new hole to the golf course. They also have a petrochemical sedimentation filtration system planned, but the plans need to be reworked in greater detail. They also want to have a 2,500-gallon water storage tank instead of a fire hydrant. Sally and Ralph have written letters to the City requesting a hydrology report, biological assessment before the new retaining is built, that they make sure the creek permit is in order and questioning them about all of the stipulations they have not fulfilled with us. Ralph has also requested from the City of Oakland that we receive all notices sent out about the Golf Course. Diana Surber will now represent FOOSC on the Citizen Advisory Council, Ralph and Sally will orientate Diana.

Board Development- Linda presented

Linda and Sally met with Dick Spees to talk about potential new board members. He knows a number of “valuators”, people well connected to scientific, academic, legal or financial communities who he can introduce us to. He felt that we need to have: a clear articulated vision, knowledge of the timing of our projects, long term strategic plan, and business plan before he would do so. We have the beginnings of these things, but will need to create documents to which clearly state these things. Foundations he did mention as having potential for us are: East Bay Community Foundation, Wallace Johnson foundation, Moore Foundation, Valley Foundation- founder was the former owner of the Oakland Raiders. He also thought having an advisory board would be a good idea as long as we had the expectations clearly outlined for these members. He also said he would keep his ears open for the availability of federal funds.

Linda also passed out (Attachment A) a draft of the Board member Fundraising Roles. Linda will come up with a draft of a board member agreement for the next board meeting. She also pointed out that while, board members are expected to donate this can be done in many ways- such as through material donations and volunteer time.

Fundraising:

The first draft of the Fund Development Plan was handed out (attachment B). This document is suppose to outline the way in which FOOSC’s long term goals can be funded and prevent us from doing projects or changing our goals in order to get money. The plan will be reviewed by board members this month, time for comments will be made in next month’s board meeting and we will try to approve the document at the April board meeting. It will also outline our goals for fundraising in each funding category.

In order for us to accomplish our fundraising goals we need to have a boilerplate assembled for each project. Ideally, each committee will formulate a project to be funded, describe the project, create a timeline and preliminary budget. Then this can come to the board to approve and be passed to the fund development committee for review. Diana then passed out a worksheet showing a draft of a worksheet for creating a budget for each project (attachment C). She then offered to work with each committee to pin down budgets that incorporated the hidden cost of the project. Jim Hafner will pass on some of the fundraising files to Diana- some boilerplate information and his list of fundraising prospects.

Also of note is the requirement for each person on the board of directors to donate to the organization and spend one year of their three-year term on the fund development committee. As mentioned above, there are several ways for the board to donate, Diana Surber would be happy to track timesheets for people if there was a commitment to fill out the timesheets. She will draft a timesheet and bring to the administrative committee and then the board. The board, and all members working on fundraising also need to be able to tell others who we are and why we are a community investment. We should have a longer list and a 30 second spiel that everyone knows.

Sally also passed out the projected expenses for twelve months of FOSC operations and the methods of fundraising (Attachment D and E respectively). We need to take the funding options, decide which ones we want to use, and set our goals to meet these expenses or exceed the expected expenses or revise our goals to reduce the amount of money we need. We decided that we will set goals which we seem are reasonable, try to work towards these goals, examine our progress in three to four months and rework the goals.

Educational Committee update:

The educational committee is trying to fund Sue to lead the program next year. Currently, Sue wants to be “on loan” from the Oakland Unified School District and work full time on the educational program for the FOSC. She plans to expand the program next year to three days a week, keeping the Wednesday program as is and doing an all day program with 8 schools on Tuesday and Thursday. For the Tuesday/Thursday program she plans to have each classroom come once a month and use docents for the morning part. She is currently working on finding and applying for funding for this program. It was decided that Sue, Diana, Charlotte and Eleanor (if she is available) should meet to talk about the budget for the educational program.

Restoration Committee update- Monica presented:

Monica is now the chair of the restoration committee. She plans to do long term planning at the next restoration meeting in March. She will try to complete Diana’s budget worksheet for a couple of their big projects at the board meeting following their March meeting.

New Operations Manager:

Charlotte Bell is leaving the area this summer and can only commit to working for FOSC through June 30. A hiring committee was formed consisting of Linda Morse, Sally Kilburg, Mark Lane, Diana Surber and Charlotte Bell. Nobody volunteered to chair the committee. We might look for someone with fundraising experience as the next person for this job.

Update on limiting fishing on Sausal Creek:

Susan Schwartz is trying to organize creek groups so we can ban fishing in our urban streams that can not support fishing. Eleanor Dunn reported that when Heather Brashear came to see our fish she told us that we could not get a permanent ban on fishing, but we might be able to get a temporary ban on fishing until the fish population had recovered. Mark Rauzon will follow up with the DNA samples that we have submitted to Fish and Game to see if the fish killed were indigenous to this area. Ralph will be the point person for this project. Also, of note, Heather Brashear is no longer with Fish and Game.