

February 13, 2007 - Minutes of the Board of Directors Meeting of the Friends of Sausal Creek, a California Non-Profit Public Benefit Corporation

Attending Board Members: Mark Rauzon, Sheelah Weaver, Eric Havel, Harry Schrauth, Kristin Ohlson, Pat Bacchetti, Helen McKinley

Staff: Sara Marcelino, Kristen Hopper

The meeting was called to order at 7:05 pm by President Mark Rauzon.

1. Fiscal Agent Policy

Draft Policy was discussed and unanimously adopted as follows:

Friends of Sausal Creek Policy on Acting as Fiscal Agent (Resolution 1-2007)

The Friends of Sausal Creek (FOSK) will consider requests by persons or groups for FOSC to act as a fiscal agent for the receipt and pass through of grant funds.

The FOSC Board of Directors will consider the following factors in making its decision to act as a fiscal agent:

- (a) The size of the grant,*
- (b) The capability of the grantee to fulfill the requirements and conditions of the grant,*
- (c) The grantee's mission and the grant's purpose and how they relate to the work of FOSC,*
- (d) The availability of FOSC staff to administer the grant,*
- (e) The nature of the funding entity, and whether FOSC has or would be requesting funds for its own activities from that entity.*

FOSC will pass through to the grantee only those monies actually received by FOSC from the funding entity, and under no circumstances will be responsible for any monies withheld, for any reason, by the funding entity.

FOSC will retain a minimum of ten percent of the total grant to cover its costs in administering the pas through of funds and other accounting tasks required by the grant.

Requests in writing should be submitted to the executive director at least three weeks prior to the Board meeting at which the request will be considered.

2. Education Committee Update/Discussion

Eric Havel distributed a questionnaire to obtain feedback on Board member's views of where this program should go; and how to proceed with fund raising. It will be emailed to Board Members for response, and will be sent to the docents also.

3. Minutes Approval

The minutes of the Board Meeting of January 10, 2007 were approved.

4. Tenth Anniversary Party – Planning

The organization and preparation for the 10th Anniversary Party was discussed and tasks assigned. An auction planning meeting will be held 3/5/07 at Eric Havel's.

5. Nursery Recommendation, Kristen Hopper

Written statement "Why FoSC needs a Nursery Manager at 20 hrs/week minimum" was distributed and discussed. Main topics considered were leadership, safety and morale, team work, grant implementation. Kristen proposes that we find somebody so she can step down at latest by the last week in May. She provided a draft job description based on her experience. Budget issues for the position were also considered and will be discussed further at the 4/1/07 Board Retreat.

6. Board Retreat

April 1, 2007, 10: am – discuss staffing and funding. Location: Pat Bacchetti's house.

Meeting Adjourned at 9:17 pm.