

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE FRIENDS OF SAUSAL CREEK
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION
JUNE 9, 2004

Board Members Present:

Linda Morse, President
Diana Surber, Treasurer
Eleanor Dunn
Eric Havel
Mark Rauzon

Also in Attendance: Alisa Shor, Operations Manager and acting secretary.

Approval of Minutes—May minutes approved as corrected. January minutes are outstanding.

FOSC Article in *Tidelines*—Jim Nichols, a representative from the Fish & Wildlife Service is interested in covering the work of FOSC in the August edition of *Tidelines*. Kristen, Ralph and Diana will take him on a tour of the watershed and give him information regarding the organization's history and activities.

AmeriCorps Volunteer Discussion—AmeriCorps Volunteer Discussion-The possibility of contracting with East Bay Conservation Corps (EBCC) to provide a half-time AmeriCorps Volunteer was discussed. The AmeriCorps Volunteer could be shared with another complementary organization, or with Sue Morgan's Education Program. Sue will be contacted to gauge her interest in having the support of a Volunteer and the feasibility of securing additional funding to pay Americorps for the Volunteer's services through Ed Program funding. Another option would be for FOSC to hire a half-time employee which would make it easier for the staff to direct, support, and mentor a Volunteer. Board members expressed concerns about the financial commitment involved for both options, and recommended fundraising now to bring on additional staff (employee and/or Volunteer) 6-12 months down the road. No agreement will be made with the EBCC to provide the Americorps Volunteer without first securing financial backing. A final decision will be made in July.

Creektober Fest—A meeting with Jean Quan is critical in deciding about the event and formalize how Jean Quan's office can support FOSC. Whether or not beer can be served is an outstanding question. Recent incidents in Oakland have changed the climate about alcohol in parks and some Board members are hesitant to have FOSC take the risk of serving beer because consumption is hard to restrict and may have unpleasant ramifications. The possibility of Creektober Fest being billed as more of a family event is discussed. The decision whether to move forward with the event will be made at the next Board meeting when more information is gathered and after the Creektober Fest Committee has met and come up with an outline of the event's scope and the responsibilities.

Volunteer Event at JMP Nursery—Caps will be distributed to core volunteers at the event. Criteria for giving hats to volunteers was discussed. Kristen and Alisa will come up with a draft list of Core Volunteers and distribute to the Board for additions. In addition to hats, there may be special recognition given to especially consistent volunteers.

Financial Report—No major changes since last month. Diana hopes to have next year's budget completed by next month. Budget will be detailed by program and funder. Staff will begin to keep track of time and expenditures in more detail. It is also becoming more important to put into place simple procedures to

request expenditures, now that the organizational funding comes from several sources. The Ed Program will serve as a model for setting up these procedures.

Board Action—In a previous resolution, the Board had decided to take Diana off the check signing as an internal control. It is proposed that the Board move to rescind last motion, and keep Diana on as a check signer through the summer and fall in an effort to keep operations moving smoothly. As an internal control, while Diana continues to be check signer, she will report bank reconciliation to the Admin Committee on a monthly basis. The matter of check signers will be reviewed again in February at the time of the next Board officer change over. **Action passed unanimously.**

Fundraising Report—Agreement has been executed with the SF Foundation for funding of the Ed Program. Arlene Rodriguez who did a site visit was very impressed. The Ed Program has also been awarded \$20,000 from Alameda Clean Water. Currently, Ed program is funded at \$39,500. Sue is excited to move forward with the program and will change the scope based on the funding achieved. An agreement with the Oakland Unified School District has been reviewed, and the principal of Sue’s school is very supportive.

Restoration Committee Meeting—Last meeting was held in the field at the Redwood Site. The plants look great. The committee is taking a more formalized approach towards mapping each site, writing site descriptions, and ultimately preparing a restoration action plan with goals and outcome for each site. This cookbook approach will be easily amenable to seeking additional funding. In addition, the criteria for deciding on FOSC’s involvement in development issues outside our immediate watershed was discussed. This issue will be put on a future Restoration Committee agenda. A Watershed Steward Certification has been proposed to recognize community members and residents who contribute to the health of the creek and watershed.

Education Committee—Agreement between FOSC and OUSD is being finalized and details are being hammered out. The OUSD is willing to go into an “Educator on Loan” agreement with FOSC. The language of the agreement pro-rates Sue’s time and there is an option to amend the agreement if additional funding is secured.

Board Action—Board approves to move ahead with the agreement in support of the Ed Program, specifically with Sue Morgan. **Action approved unanimously.**

Future development of the Ed Program was also discussed. The Ed Committee will pull together ideas for a forum at a future Board meeting during which the Board can give feedback. This is proposed for the fall. The restoration Committee is called upon to also consider education and think about how to present restoration information and transmit it in Ed Programs.

Board Development—Potential future Board members were discussed.

Business Plan—Linda presented a draft of the FOSC Business Plan to the Board. The same Business Plan was presented to Dick Spees at a recent meeting out of which came several specific action items. Building relationships with Foundations was stressed. Linda will continue to work on the Business Plan. Board members are asked to review and comment on the Business Plan over the summer. Linda’s tremendous work on this document is acknowledged and she is heartily thanked.