

Minutes of the Board of Directors Meeting of the Friends of Sausal Creek  
A California nonprofit public benefit corporation

March 9, 2005

Board members present: Sheelah Weaver, Linda Morse, Kristin Ohlson, Mark Rauzon, Eric Havel, Diana Surber, Eleanor Dunn, Sue Morgan  
Others present: Alisa Shor

The meeting was called to order at 7:02pm by Sheelah Weaver, President.

The minutes of the Board meetings for December 2004, January 2005 and February 2005 were approved without changes.

### **Financial Report**

Diana will present a financial report at a later date. She said that the job requirements for new treasurer should be clarified. She spoke with Carol Wright and said that she, Carol would be able to devote 2-3 hours per week on the technical aspects of bookkeeping (Quickbooks, payroll, accounting records) for FOOSC, but would not be managing the budget, i.e. coding would be done by others. Carol will be transitioning into this work by end of May with a handoff by Diana to Carol by end of fiscal year 2004-05.

The Board should decide what skills the new treasurer should have. Diana said that contract management, insurance and managing the budget would be done by the new operations manager, not the treasurer, with Carol doing data entry. Diana said a separate finance committee with treasurer as chair should be formed, distinct from the administrative committee. Diana volunteered to be on this committee. She will write an ad for treasurer to be placed in the Sausal Creek newsletter. People who are interested in the treasurer position should contact Linda Morse at her home e mail address.

### **Hiring Committee**

The job description for Operations Manager was rewritten and posted with application deadline of March 18, 2005. To date, four resumes have been received. Alisa will make the first review of those who apply and the Hiring Committee will meet shortly after March 18. Linda will follow up with person from Friends of Orinda Creek regarding the position. Any ideas of where to post the job should go through Alisa.

Eric mentioned that some posting sites require a fee so Board should allot some money for this. The hiring committee was authorized to advertise on chargeable job posting sites if deemed necessary.

The hiring committee will conduct interviews with all applicants. Board members will be invited to participate in final interviews with the most suitable candidates.

## **Committee Reports Restoration**

Mark gave status of ongoing debate about proposed new City of Oakland herbicide ordinance. The board reviewed a letter he wrote supporting the ordinance and had no objection to Mark forwarding it to the press, (Montclarion, Sierra Club Yodeler, etc). The city council votes on the ordinance April 5.

### **Pallid Manzanita**

Eric reported that he obtained an estimate from ESA of \$9100.00 to do a habitat conservation plan for the pallid manzanita at CSSC. He forwarded this estimate to Alex Barrett, Executive Director at CSSC and is awaiting a response.

## **Fund Development and Administration Committees**

Sheelah described the grant applications that had been sent out: Dreyers, Starbucks, Rotary and Home Depot, and the ones we are considering: Patagonia Fund, SF Bay Fund, Goldman Fund and Tides Fund. Sue said she had not seen the grants for education programs before they were sent and that they had some inaccuracies in them, for example, asking for the same amount of money as in previous years, but doubling the scope of the program. There was considerable discussion about the process for distributing draft grants to the appropriate affected people in FOOSC in a timely manner.

Linda and Eleanor said there is a written process for dissemination of proposals which will be resurrected and reviewed at the next fundraising committee meeting.

Mark described the Patagonia grant to fund mapping and building approaches to the creek. It was moved, seconded and unanimously approved by the Board to authorize Mark to apply for Patagonia grant not to exceed \$8000.00.

Kristin described the SF Foundation's Bay Fund as a source to fund a hydrologic assessment of the Sausal Creek watershed. It was moved, seconded and unanimously approved by the Board to pursue such a grant application using Laurel Marcus and Associates as long as it does not impinge on the existing funding for FOOSC environmental education programs which the SF Foundation provides.

### **Administration Committee**

Sheelah said that the temporary operating plan for FOOSC during the time when personnel are leaving and before new operations manager arrives is as follows:

1. Board members will rotate taking notes of Board meetings and distributing minutes.
2. Board members will volunteer to run the monthly membership meetings and all Board members are expected to help find speakers for those meetings. Linda and Eric will lead the March meeting – for April's meeting an agenda is needed, but a speaker has been found. The May meeting needs both a speaker and an agenda. A

query will be made at the membership meeting to see if a volunteer wants to work in this area

Actions to cover FOSC for March/April:

In March, Alisa has 4 days available to deal with phone calls, mail, hiring and the newsletter. In April, Alisa has two days for training new hire and will continue assisting with newsletter. If no new hire by April, Diana will pick up mail, Kristen Hopper will respond to phone calls.

### **Education Committee Update**

Sue reported that programs are going well and new microscopes are a big hit. One new docent has joined and possibly her friend as well.

### **Business Plan**

Linda Morse led an extensive discussion on the three year business plan she has been writing. It was decided that existing projects and their costs should be reflected in the plan, along with a column that shows whether funding is or is not secured and that the plan would show fiscal years, (July – June). It was decided that the various committees, Restoration, enviro ed, etc. need to prioritize their activities within the three fiscal years and get this information to Linda by March 16. Linda will then do the next rewrite of the business plan with this information and send out by e mail. People will have one week after receipt of the latest e mail version to respond with comments, after which it will be considered a final document.

### **Earth Day Planning**

Earth Day is April 23. Alisa is not available to coordinate, but will act as a resource. Alisa will contact Dimond Improvement Assoc. to see if they will provide the food. If not, it will have to be bought by FOSC. A point person coordinator is needed. Eric said he could do it along with Linda Morse. Volunteers will be solicited at the April membership meeting.

### **Other Business**

Alisa said the local California Native Plant Society has to leave its location at Merritt College and is looking for a new place. CNPS has inquired about the possibility of sharing FOSC native plant nursery space at Joaquin Miller Park. Mark and Alisa said we need to consider whether there are benefits to FOSC of such an arrangement. CNPS requires a place where they can hold two plant sales a year. It was decided that Alisa and Kristen Hopper should continue to gather information on CNPS's needs, and report back to the Board at its April meeting. Kristin Ohlson will review the conditional use permit granted to FOSC for the nursery and determine whether it can be amended to accommodate CNPS.

World Environment Day June 1 – June 5, 2005

Sue will be leading hikes; Mark is working on a children's play.

New Signatures on Checks:

In light of the change of officers, a resolution was unanimously passed removing Linda Morse and Diana Surber as signatories on checks, and adding Sheelah Weaver and Eric Havel as the new signatories.

Other:

Diana Surber submitted a formal resignation letter to Sheelah Weaver, effective March 18, 2005. The Board noted Diana's significant contribution to FOSC and thanked her for all her service. Diana said she had received a FOSC contract from Alameda County Flood Control District covering the period through fiscal year 2009, eliminating the need to apply for funds on an annual basis. Diana said she would review the terms and rate sheet.

Diana has filed an extension for the 2004 tax form 990.

Sheelah mentioned news coverage about FOSC in the San Antonio Unity and other local papers.

Alisa mentioned that the Altheim affordable senior housing project wants the support of FOSC to apply for state funding. Sheelah will research this request and e mail the Board regarding her decision.

Sue mentioned the need for a FOSC credit card to buy supplies. This issue was sent to the Admin Committee along with a request by Sue for FOSC business cards.

The following were placed on the agenda for the April Board meeting:

Compensation Review for Kristen Hopper

Report on grant application procedures/ internal review etc.

CNPS inquiry re collocating with FOSC nursery

World Environment Day FOSC participation

The meeting was adjourned at 9:53 pm.