

Minutes of the Board or Directors' Meeting of the Friends of Sausal Creek
A California Nonprofit Public Benefit Corporation
Minutes for meeting on May 11, 2005

Board Members Present:

Sheelah Weaver, President (SW)
Eric Havel, Vice President (EH)
Eleanor Dunn (ED)
Sue Morgan (SM)
Linda Morse (LM)
Kristin Ohlson (KO)
Mark Rauzon (MR)
Michael Thilgen (MT)

Also in Attendance:

Sara Marcellino, Operations Manager (Sara M)

Call to Order: 7:15 PM

Approval of minutes - April minutes approved. KO moves to approve, LM seconds. KO corrects spelling of her name. EH serves as note taker and minutes writer for May meeting. Minutes corrections: spelling of Harry Schrauth's name corrected. Month for EH to chair membership meeting corrected to May 2005.

Budget – SW leads discussion

SW leads budget discussion. SW shares strategy for transitioning budget tasks from previous Board Member Diana Surber to SW, Sara M, and Carol Wright. SW to serve as signatory. EH also able to sign as needed. Sara M. will be in charge of organization and oversight. Carol will keep records up to date. The two key issues for discussion tonight are as follows:

- 1) SW relates that it is Diana Surber's opinion that we need an Acting Treasurer immediately.
- 2) SW relates that there are current needs relating worker's compensation related and general liability. In particular we need an individual to pay bills as needed and to fill out an annual questionnaire for insurance purposes.

ED agrees to temporarily serve as the Acting Treasurer

KO agrees to fill out questionnaire annually, but she requests to review documents. KO agrees to contact Diana Surber to arrange for a quick training on this task.

Discussion ensued about current spending and reimbursement policies. SM stated that currently no approval is needed for spending under \$300. SM also inquired about having a FOSC credit card account set up. EH states that SW, Sara M and himself are currently reviewing budget procedures and that suggestions should be written down and sent to a coordinating person. Sara M. agrees to serve as the collector of these ideas. MR offers to actively pursue need of new treasurer via "Board Café". LM suggests we need to better define the role of the Treasurer position. ED relays message that Diana Surber recommends starting a fundraising committee. SM recommends reviewing task lists from February meeting. MR asked about whether or not we

should transfer all of Diana's old tasks to the new treasurer. The group consensus was no. We would rather have more individuals involved in the process, so that there are more checks and balances. In addition, there is too much to do to ask a volunteer. SW suggests that the new Treasurer brought on could help better define his/her role. SM suggested looking to the San Francisco Foundation, Dreyers, Alameda County and Kathy Kramer for possible leads on candidates interested in serving as the new FOSC Board Treasurer

New Board Members - LM leads discussion

LM contacted Harry Schrauth, and he has agreed to join the FOSC Board. He has many past experiences with FOSC, fundraising experience, 42 years of service with the City of Oakland Department of Public Works. He set up the City's Environmental Services Department. He lives in Oakland close to the FOSC watershed. He was unanimously approved to join the Board. LM suggested that the Board Development Committee should be reviewed and restructured, because she was the leader and she is leaving FOSC. She suggested 1-2 people should serve on this committee.

MR stated that Karen Garrison has interests in doing committee work for the Board. She works for the NRDC. She was unable to attend tonight's meeting.

Committee Reports

Earth Day Summary - LM stated that the Earth Day event went well. She especially acknowledged the preparation work of Kristen Hopper and Alisa Shor. SW stated her observation that many City of Oakland employees participated at the FOSC Earth Day event. LM speculated that some may have been assigned to attend. MR stated that Oakland City Council Member Ignacio De La Fuente sent Lisa Ruhland to represent his office. MR also stated that having two FOSC events (canyon clean-up and nursery work day) happen simultaneously was unfortunate because it meant we needed to split up our efforts. He suggested avoiding this at our next large work event, and there was general consensus on this suggestion. One thing missing was a roamer for the event who could check in at all work areas. ED stated that it was good that there was an array of tasks available at the canyon workday.

MR lead a discussion of other Restoration Committee related topics including the update on partnering with CNPS, conditional use permit needs, and

Discussion then turned the Pallid Manzanita project on the Chabot Space & Science Center campus. No letter has yet been received from Chabot by FOSC since FOSC wrote its letter 3 months ago. It was suggested that FOSC should write a more forceful letter urging a response. MT agreed to draft this letter. It was suggested that the restoration committee take the lead.

Education Committee

SM provided a summary of the Ed. Program for the year. She agreed to provide minutes from this meeting. She hosted a program debrief on 5/12/05. Alameda County needs evaluations. The Save the Bay weeklong workshop might be a good resource for education program docents. MT could lead a talk or training on plants and MR could discuss bins. SW asked if evaluations could be posted on the listserv. SM agreed to do this. Docent training starts in August. EH suggested meeting in the summer.

Administration and Fundraising Committees

SW lead the summary for the Administration and Fundraising Committees. She stated that Starbucks rejected our grant proposal to them. The Rotary Club is looking to fund something. Could they fund purchasing \$2500 worth of tools?

SW started discussion about the July fundraising party. She proposed holding the party at the Peralta House in Oakland on Saturday, July 23rd, 4-7pm. She suggested we serve wine, beverages, and snacks. Activities could include an auction, talks given by Board members and other. She also suggested selling tickets at \$25 per ticket. KO recommend \$10.00 per ticket. MR stated that Kristin Hathway is in a band and this might be a resource for the party.

The Board unanimously agreed to the ideas of holding this fundraising party.

Doug Johnson will serve as the June speaker at the member's meeting next week.

Business Plan

LM lead discussion about the business plan. She stated that she gave a letter and a hardcopy of the business plan to Dick Spees.

The business plan was unanimously adopted by the Board. LM suggested reviewing the plan annually in May. LM and EH agreed to research how best to have the plan photocopied.

Grantwriting Protocol

SW asked that grant proposals be submitted to the fundraising committee and/or be presented directly to the Board. SM suggested that related communications be copied to program leaders. SM provided a document related to the grantwriting protocol.

California Native Plant Society (CNPS)

It was suggested that to move forward, CNPS needs to submit a letter stating its intentions.

World Environment Day

SM will lead a hike on 6/4/05 for World Environment Day. EH mentioned that we could have FOOSC information at the special anniversary event at Crab Cove on 6/4/05.

Other Discussion

EH agreed to follow up with LM on getting a computer projector for use by the guest speaker at the member's meeting next week.

MR stated that the Brideview Trail kiosk is ripe for FOOSC publicity literature

SM needs bus fare up front. She need approximately \$200 worth of tickets. She also asked about the status of getting a FOOSC credit card, but this issue was tabled. The general sentiment is that the organization is not yet ready to support having a credit card.

KO stated that the San Francisco Bay grant fund will notify us of their decision by about 6/20/05.

MR stated that there has been no word from the Patagonia company yet on our grant proposal to them.

Sara M is keeping and updating the master file on grants.

Publicity / Advertising Deadlines

MacArthur Metro – 10th day of the month before

Monclarion – 10 days ahead

The Unity Council is looking for an enviro friendly landscaping group

Meeting Adjourned

Minutes prepared by Eric Havel, Board Vice President