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MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE FRIENDS OF SAUSAL CREEK
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION
NOVEMBER 10, 2004

Board Members Present:

Linda Morse, President
Eric Havel, Acting Vice President
Diana Surber, Treasurer
Eleanor Dunn
Michael Thilgen

Also in Attendance: Alisa Shor, Operations Manager.

Approval of Minutes—October minutes approved as corrected.

Financial Report—Draft budget by program will be presented at next meeting. Dean Whitter check has been received. Paperwork for new Alameda County Flood Control contract has been received. Notice from Friends of Park & Recreation that FOSC has been awarded a grant of approximately \$900 has been received.

Action: Board unanimously approves Resolution to remove Sally as a check signer for FOSC in light of her recent resignation.

Restoration Committee—The group has been asked to prepare the restoration portion of the Business Plan. This includes identifying steps to be taken to accomplish 3 year goals in terms of cash values. This will be done in time for the January meeting which Joan Chaplick will facilitate.

A collaborative event between FOSC and Chabot is being planned to do work at the pallid manzanita sites. Details are to be worked out, and resources are to be sought from the City of Oakland. Chabot will be staging area for the workday, publicity will be done through both agencies, and knowledgeable people are encouraged to help with plant identification during the workday.

Alisa has been appointed to sit on the fundraising committee as a representative of the restoration committee.

Highway 13—Jean Quan called a meeting with CalTrans and invited 15-18 local groups. Ralph Kanz and Karen Paulsell attended as representatives of FOSC. The meeting focused on the aesthetics of the work being done on Hwy 13. Karen and Ralph brought up other issues including stormwater runoff. This led to a separate meeting with CalTrans to specifically address stormwater runoff. FOSC should continue to be represented at both the aesthetic-focused meetings while continuing to engage with CalTrans regarding stormwater issues and must appoint 2 representatives.

Action: Board appoints Linda and Karen to represent FOSC at future meetings and that Ralph be consulted. The Board would like to thank Karen and Ralph for their proactive efforts.

Discussion continued regarding strategizing for these meetings and presenting the issue in a holistic manner that encompasses the need for aesthetics and stormwater management. There was additional discussion related to signage along the highway, use of natives for plantings done by CalTrans, the opportunity for CalTrans to demonstrate responsible land management.

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Fund Development—Committee has a goal of one fundraising action per month. Sue Morgan has many ideas for potential funding sources. Kristin Ohlson has agreed to help with legal items. The year-end donor-appeal will go out in early December. Each Board member is asked to compile a list of 10 friends, neighbors, etc. who are not already on our mailing list and who can be solicited.

Education Committee—Ed program is going well and programs are full. The ed committee is to work on a portion of the business plan and ideas for expansion of the ed program were discussed. Martin Mataresse has offered the use of the 415 society room for the ed program to use when it rains. The idea of funding an environmental education center in the watershed was discussed.

Board Development—Likely candidates for the Board are still being sought. Interest of potential board members can be solicited, but invitations should not be made until the Board goes through its process.

Joan will be back for the January meeting and the session will be similar to the October meeting. Committees should have business plan portions and material to Linda by early January.

Officer elections were deferred to February. There should be a slate of nominees by the January meeting. Current officers are Linda and Diana. Eric and Sheelah have agreed to be interim officers. Linda is not sure if she will be able to take on the role of President again next year in expectation of a move out of state. Diana will run for Treasurer again. Board members should consider their own availability and willingness to take on officer roles.

Risk Management—Diana and Linda presented recent findings from research in the areas of non-profit risk management. They met with FOSC's insurance broker and Diana attended a workshop for risk management. Linda presented a chart of risk management categories and the insurance that covers them. FOSC currently carries general liability and director and officers insurance, but no sexual abuse coverage.

Waivers—The matter of waivers was discussed. Currently there is a process for casual volunteers. The waiver for docents may need to be modified and simplified. Currently all of the children in the education program are from OUSD and must have signed consent slips in order to participate in the program. There is no need for FOSC to require a separate waiver for OUSD students.

Sue Morgan is an employee of OUSD with whom we are contracted for Sue's services. Because of her employment status with OUSD, Sue is covered by OUSD.

The Board may decide to have FOSC staff members undergo a background check.

The question of whether FOSC should purchase a sexual abuse policy was discussed at length. If FOSC got sexual abuse coverage, all docents would have to have background checks. The possibility of having the docents covered through the Heroes program was discussed at length. The Heroes program requires that docents are tested for TB every 2 years and are fingerprinted. Heroes takes care of most of the cost associated with background checks for docent volunteers under that program. It is acknowledged that the education program may grow and that FOSC may have to be responsible for background checks in the future. Another question remains as to whether the training for docents is adequate and appropriate.

FOSC must act as a reasonably prudent person. The Board may still deem it necessary and important to have a broader scope of coverage and purchase a sexual abuse policy that covers anyone who has care and responsibility of children. Such a policy is estimated to cost \$1,200-3,000. FOSC may be able to accept that

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the background check is done by a program like Heroes, but a *policy* must still be established for people regularly working with kids.

FOSC can take this opportunity to look at the entire risk management program which will serve the organization in the long run. FOSC must also understand the external environment as corporate responsibility laws apply to the organization. FOSC should adequately protect docents, volunteers, constituents and the organization. More research is needed and it will be important to recognize the issues and take appropriate steps. Diana and Linda will take the lead in looking at the broader issues of risk management and make recommendations to the Board. It will be important to frame this ongoing matter as one that will ultimately strengthen FOSC.

Solstice Celebration—Planning is underway for Dec 18th. Kristen and Alisa will be taking the lead in this event. Planting will occur in the morning, upstream from the El Centro trailhead. The workday will be followed by a cookout lunch sponsored by FOSC.

Oakland Parks Coalition, NPS and EPA—Linda will attend a meeting to learn more about potential technical assistance funding through the National Park Service and Environmental Protection Agency in cooperation with the Oakland Parks Coalition.

WPAD—Since there was no volunteer forthcoming from FOSC to serve on the WPAD, Jean Quan has appointed Carol Burnell to replace Sally. Linda will get in touch with her.

Watershed Conference—The East Bay Watershed Center is hosting a watershed conference. They are looking for feedback from local groups regarding content and timing of the event. They are also seeking sponsors and co-sponsors. Co-sponsorship entails publicizing to group's constituents and providing volunteer support to put on the event. FOSC Board members agree to FOSC's co-sponsoring the event.

Manzanita Update—Eric has made contact with people from Diablo Valley Firesafe, and has done research on the money and time needed to address the manzanitas. Shelterbelt Builders gave a rough estimate of \$5,000 per acre to do remediation on the site. Eric proposes a 3 step process to address the site. First phase of clearing with volunteers, second phase of larger scale brush and small tree removal, and a third phase of shaping the landscape and removing all invasives. Chabot is currently seeking mini-grants to cover the cost of the second phase.