Minutes from the August 1, 2018,
Board of Directors Meeting

Board Members Present: Francie Alling, Lyn Barnett, MaryAnne Brand, Karen Fink, Jesse Walker
Absent: Allan Bisbee and Chaplain Monsignor Wallace
Staff: Cathy Kope and Charlotte Rosburg
Members: Tracy O’Neal and Dominic Celado
Guests: Frank Gerdeman, Meredith Crosby, Britt Vance

Item 1. Opening Prayer: Led by President Barnett.

Item 2. Call to Order and Approval of Agenda. President Barnett called the meeting to order at 5:41 p.m.

Item 3. Roll call of Board Members and determination of Board quorum. Determination of a quorum with the members present.

Item 4. Open Floor: Karen Fink gave an overview of the Chamber Trek to Colorado. Went to the town of Vail and there were a lot of different housing options in operation. All of them have been working on housing since the 1990s. They refer to their housing as “resident housing.” They were trying to bridge the gap with housing. They drew a line with the seasonal workers as “resort housing.” Breckinridge is addressing the affordable rental housing and more housing that was income sensitive. Some videos are available on the chamber website. Jesse Walker asked if there is any type of information roll-out from the chamber. Karen Fink noted that Steve Teshara is planning on bringing this person from Vail for the Economic Summit this Fall. If he is coming out, she will let us know when and where.

President Barnett mentioned a friend sent an article from the Bay Area on how they are addressing affordable housing there. Community land trusts are buying existing housing stock and converting those into permanently affordable housing.

MaryAnne Brand arrived at 5:50 p.m.

Item 5. Presentation by Frank Gerdeman, Director, ADVANCE Program. The ADVANCE program is a collaborative program with education, business partners, and El Dorado County providing services to help individuals get started and stay started. The ADVANCE focus is more on career development. With Sierra Nevada College and the Lake Tahoe Community College, they can design a program around the skills needed to move someone from off the street into a job. They work as life coaches to help improve the individual’s presence and economic opportunities. The process of bringing someone onboard includes assessments, academic skill assessment, and goals and pathways plans. The 21st Century Employability Skills Program includes developing soft skills such as being on time, the importance of bathing, and helping to build the skills that will help to get promoted.

Item 6. Update by Tracy O’Neal, MBS Property Management, Inc., on Sierra Garden Apartments. Tracy O’Neal indicated that the residents are anxious to use the community room for social functions including monthly spaghetti dinners, hot cocoa night during winter, and parents are excited to be able to hold birthday parties in the room. There is wiring for three computers, one printer, and a security system. With the new security system, they can see who is pulling in and out of the parking lot and monitor speeding, which is an issue. President Barnett suggested we offer thumb drives to residents and their children. He also discussed utilizing tutoring by LTUSD in the community room. Britt Vance was
introduced as the new district manager from MBS for Sierra Garden Apartments.
Item 7. Proclamation in appreciation of the service of Mike Riley. President Barnett read the
proclamation and the Board agreed to mail it to Mike.

Item 8. Review and approve minutes of the June 6, 2018, meeting. President Barnett asked for a motion
to approve the minutes which was made by Francie Alling and seconded by MaryAnne Brand. Motion
carried unanimously.

Item 9. Action Item: Resolution to approve Programs Plan. President Barnett updated the Programs Plan
and found we had a resolution from 2004. He added some language at the beginning about this
replacing anything in the past, and added this fulfills the requirement of the bylaws. The President asked
for a motion for approval of the Programs Plan. MaryAnne Brand motioned for approval and was
seconded by Francie Alling. The motion carried unanimously.

Item 10. Finances: As FY 2018/19 budget and the Sierra Gardens surplus, President Barnett mentioned a
budget adjustment will probably need to be made in December or January. During the recent Board of
Directors Retreat, Bucky Fong said he was hoping we would get the remaining Sierra Garden Apartments
developer fees in December or January.

a. Review and Approval of Budget for FY 2018/19. We need to approve the budget. Motion to
approve the budget made by Jesse Walker, seconded by Francie Alling. Unanimous approval.

b. Authorization to fund the SJCLT share of a joint fund with Barton Health for an Employer-Based
Shared Equity Home Program with El Dorado Community Foundation ($50,000). This program
will be listed as an employee benefit. Employees of Barton Health will choose a house and
$100,000 will be given for purchase of the land. SJCLT will donate $50,000 to this first project
and Barton Health will donate $50,000. The resale formula will be tied to the CPI Index. The
employee will own the house, be responsible for repairs, and lease the land from SJCLT. A fund
agreement will be set up with El Dorado Community Foundation in the amount of $50,000.
Dr. Purvance will accompany SJCLT to the different Barton Health nonprofit organizations to
assist with fundraising for this program. Jesse Walker questioned if we should be developing our
own press release since SJCLT is dedicating its own $50,000. President Barnett agreed a press
release should be written and to running it by Barton Health. Karen Fink offered to write the
press release. Jesse Walker stated that SJCLT should send an email blast to our members, and
mention that we have this shared equity program and that we are going to be working with a
major employer to be announced soon. He went on to say this email should be sent to our
members and supporters. A draft will be ready in time for the next meeting with Barton Health
which is scheduled on August 14th at 4:00 p.m. MaryAnne Brand made a motion to approve the
authorization of funds, seconded by Jesse Walker. Unanimous approval.

c, d, e, and f are under g Financial Policies.

g. Financial Policies. SJCLT received an influx of cash ($12,907) from Sierra Garden Apartments.
The financial report is pretty standard in that there are no major changes in the account.
President Barnett asked for a motion to accept financials as they are which Jessie Walker so
motioned and was seconded by Karen Fink. The motion carried unanimously. Cash handling. The
four signers may include any four Board Members and the Chaplain. MaryAnne Brand sent
office staff a petty cash form to keep track and account for petty cash. No edits were done to
Section 4. A third paragraph was added about the endowment fund to match up the $50,000
fund. President Barnett asked MaryAnne Brand to consult with Dave Olivo as to when is the right time to have an internal audit. After the Humane Society embezzlement, we need to keep that in mind and insure we have checks and balances in place.

h. If someone writes a designated donation check over $250, five percent will go toward administrative costs.
Any non-designated donation will be placed into the General Fund. For amounts over $250, a determination will be made by the Board of Directors if the money will be transferred into a Designated Fund, still five percent will be placed into the General Fund. President Barnett stated that the main objective is that not every donation needs to go before the Board of Directors.

i. Motel to Housing Loan Program defaults. MaryAnne Brand stated that holding the delinquent loans on our books after two years showing as receivables does not make sense when we are not expecting them to be repaid. We define the success of that program by the number of children we have moved out of substandard housing. Vote to authorize the bad debt write off of $9,000. Consensus by Board of Directors to write off the Motel to Housing Loan Program bad debt.

Item 11. Adoption of FY 2018/19 Work Program. President Barnett mentioned that we discussed at the retreat applying for some grants, including American Century Golf Championship (application due in the fall) and US Conference for Catholic Bishops. The Financial Fitness Program is all set to go. We will try to hold a workshop in the fall. Publishing the annual report, needs to happen during the current fiscal year. Long-term goals, increase membership base. Propose a date to hold another Board of Directors Meeting in September. Karen Fink to email the entire Board about next meeting date. Maybe we can hold the meeting at Our Lady of Tahoe and meet the new pastor.

Francie Alling departed the meeting at 7:25 p.m.

President Barnett mentioned that a long-term goal is to recruit a volunteer Membership Director. We need a fact sheet to give to new members. Jesse Walker stated that, with the SGA Community Room, we need to make a big deal about the open house and have materials ready for promoting membership, for this and for the Barton Health Project. President Barnett stated it will take a lot of work from the Board Members, but we need to go out and find more people to help us grow the membership by a hundred percent. He asked that an increase in membership be added to the Work Program into goals by seeking volunteers to help us double the membership in one year. We are looking for a champion to help us grow the membership. Maybe go to someone like Weidinger and they do it, or the chamber and look for a chamber member to volunteer.

Other Work Program suggestions followed:
Grow the Motel to Housing Loan Program
Explore tutorial program with LTUSD
Explore the expansion of our Service Area. Maybe we need to look into Truckee. In years past, we have looked at going into Alpine County.
Partner with a local service agency to take us under their wing for a fundraising event
Electing California Board Members next year
Keep up with updating our website
Adoption of the 2018/19 Work Program could not be made due to lack of a quorum. The Work Program will be placed on the agenda for the September 2018 Board of Directors Meeting.

Item 12. Selection of the Date and Time for a Board of Directors Meeting in September. Karen Fink to email Board Members to determine the date that works best.

Item 13. Adjourn the meeting and closing prayer: MaryAnne Brand led the closing prayer.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Karen Fink, Secretary