



BOARD MEETING MINUTES – 8/16/23

**CIVICORPS
BOARD OF DIRECTORS MEETING
101 Myrtle Street, Oakland, CA 94607
Wednesday; August 16, 2023
5:00pm**

The Board of Directors meeting took place at Myrtle Street.
Directors and Public were able to join the meeting in-person or via Zoom

1. Roll Call & Approval of Agenda

The meeting was called to order at 5:01 pm

Board Members Present:

Nita Kirby
Robbie Yohai
Eric Premack
Alli Chagi-Starr
Colette Lucas-Conwell
Bob Huttar
Eduardo Chaidez
Samantha Vitti
Gary Lyla
Amy Slater

Board Members Absent:

Aja Cooper
Steven Hanson

Presenting Staff Members:

Tessa Nicholas
Brian Hickey
Rachel Eisner
Yvette Arroyo-Agredano

The agenda is approved.

1. Public Comment

No public comment

2. Executive Director Update

Tessa elevated and encouraged all to review the newly established Monthly Internal Newsletter. The second edition went out on August 15th and is meant to inform Board and staff about all the great activities happening, without overflowing everyone's email inbox.

3. **Board Chair Remarks**

Echoes and encourages the board to review the internal newsletters.

Nita shouts out Yvette and JAB who have been moved into their new Director roles: Director of Corpsmember Programs and Director of Community Engagement, respectively.

4. **Approval of Minutes**

Review and approve the minutes for the meeting of May 17, 2023.

Samantha Vitti motions to approve the minutes

Robbie Yohai seconds the motion

The minutes for the meeting of May 17, 2023, are approved.

5. **Mission Moment**

Former Corpsmember Anthony Silva joins via zoom and spoke about his Civicorps journey. He attributes his transformation into the person he is today to his time at Civicorps. He acknowledges the invaluable support he received from numerous Civicorps staff members who served as mentors, guiding him in developing the skills needed to excel at his current position as Crew Supervisor at Greater Valley Conservation Corps in Stockton, CA.

6. **FY'23 Program Outcomes**

Yvette Arroyo-Agredano shares FY23 Program Outcomes.

7. **Development & Communications Report**

Rachel Eisner shares an update with the Board about the 40th Anniversary:

Rachel shares the event budget and expected revenue. To help meet these goals Rachel asks the board to help us fundraise and sell tickets.

Rachel also shares that there will be a [Ticket Sales Guide](#) available with instructions on how you can share on social media platforms and more.

8. **Finance Report**

Brian and Wendy give an ERC update. All ERC money applied for has been received. \$1,275,000 in credits and \$120,000 in related interest = just under \$1,400,000 total

Brian asks for approval of the modified Investment Policy which was initially approved March 1st.

Bob Huttar motions to a roll call vote

Robbie Yohai Seconds the motion

Roll Call Vote:

All in favor

The revision to the March 1st (Revised August 16th 2023) Investment Policy is approved

9. **Facilities Report**

Improvements:

Tessa and Brian communicate desired facility upgrades to the Job Training Center (JTC) and Myrtle Street

JTC: Currently soliciting estimates for widening the main entrance of 1425 5th for double doors and windows. Paint west side of building (same side as entrance). Power wash front of building.

Myrtle St: Update kitchen and chill space flooring as well as painting in various spaces throughout

Lease Extension:

The board discusses the lease renewal for 101 Myrtle Street and the pros/cons of a three-year vs. a five-year lease.

Bob Huttar motions to a roll call vote to approve five-year option
Collette Lucas-Conwell seconds the motion

Roll Call Vote:

All in favor

The board approves Amendment NO. 4 the 5-year lease extension.

10. Adjournment

The meeting was adjourned at 6:53 pm

Next Scheduled Board Meeting – In Person:

Wednesday, September 20, 2023; 5:00pm
Civicorps, 101 Myrtle Street, Oakland, CA 94607