



Board Meeting Minutes – 9/18/2024

CIVICORPS
BOARD OF DIRECTORS MEETING
101 Myrtle Street, Oakland, CA 94607
Wednesday; September 18, 2024
5:00pm

The meeting took place at Myrtle Street.
Out-of-Area Directors and the 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 5:02 pm

Board Members Present:

Nita Kirby

Alli Chagi-Starr

Colette Lucas-Conwell

Amy Slater

Bob Huttar

Eric Premack

Steve Hanson

Amy Slater

Aja Cooper

Samantha Vitti

Robbie Yohai

Board Members Absent:

Presenting Staff:

Tessa Nicholas

Brian Hickey

Rachel Eisner

2. **Public Comment**

No public comment

3. **Executive Director Update**

Tessa reported progress in conversations with ConFire and Contra Costa County Flood Control regarding potential contracts.

Tessa shared that she and Yvette recently participated in a Stewardship Workforce Development Convening, where they discussed creating and dismantling silos in workforce development and conservation to promote collaboration. Tessa noted that it was exciting to engage in problem-solving with the collective group.

4. **Board Chair Remarks**

The Board Chair opted to forgo remarks for Section 7, Mission Moment.

5. **Approval of Minutes**

Review and approve minutes for meeting of August 21, 2024

The minutes are approved.

6. **Mission Moment**

Tommy Kauffman shares his positive experiences and learning outcomes from his Facilities Maintenance Internship at Mount Diablo, highlighting hands-on skills in park maintenance and restoration projects. This is a new external internship thanks to a grant from Parks California.

“I love this job; I have had several jobs in the past and this is the best one for sure!”

7. **Board Administration**

- **Board involvement in FY25 priorities**

The board discussed the formation of an ad-hoc facilities committee to assess needs and guide future activities, with Bob Hutter, Amy Slater, Steve Hanson, and Samantha Vitti volunteering to participate.

- **Board Member recruitment**

The board introduces themselves and potential board member, Malcolm Stanley, is introduced by Nita Kirby.

Malcolm shares his work history in the corporate and nonprofit sectors and shares that his career journey has led him to where he is today, Director, Major Gifts & Donor Relations for YMCA of Greater San Francisco.

- **Board engagement**

The board discusses the importance of engaging with Corpsmembers and plans to participate in upcoming events, including the upcoming Coastal Cleanup Day event.

8. **Finance Committee**

- **FY24 Close-out report**

Brian shares report with the Board that was shared with the Finance Committee last week. Details include:

- We ended FY24 with a \$401K budget surplus.

- Higher than expected CM wage rates as there was very little turnover during the year and especially during the last 4 months. We also added one intern slot for 4 months of the year (from 16 to 17).
- Increased expenses associated with bin repairs and painting required by SB1383 Much of this coverage was funded through expanded CalRecycle funding.
- Management consistently reported an expected annual overage of \$127,000 in capital purchases / improvement. We ended the year with \$64,194 under budget. The entire \$191K difference relates to a delay in the delivery of a purchased recycling truck.
- \$401K represents Unaudited Increase in Reserve. Though similar to Net Income it differs in that it recognizes the entire amount expended on cash purchases of fixed assets and therefore doesn't include depreciation expense.
- **Approval of van purchases**
Two (2) All-Wheel-Drive vans are needed for EBRPD and Mt. Diablo Trails Crews. These were not previously budgeted items though they are needed for crew implementation.

Robbie Yohai motions to approve, seconded Nita Kirby
The motion to approve purchase of two (2) vans passed.

- **Prop 32 – CA minimum wage increase**
Brian and Tessa noted a ballot initiative would modestly impact Corpsmember wages. Prop 32 would increase CA minimum wage to \$18/hour on January 1, 2025. Brian notes that we the Approved Budget assumes minimum wage will increase to \$17.16 on January 1, 2025. J

9. Development – Grants Update

- **Status of Grant applications and pipeline**
Rachel shares a development update which she gave conservative revenue projection of \$1.46million for FY25, with a number of significant opportunities in outstanding proposals for government grants, foundation grants, and corporate sponsorships, including a new eight-year \$500,000 grant from PG&E.
- **Prop 4 – Climate Bond**
Tessa and Rachel update the Board on Prop 4 (aka Climate Bond) and the work that CALCC has been doing to advocate for funding for certified local conservation corps. Civicorps encourages all to vote “yes” on Prop 4.

10. Adjournment

The meeting was adjourned at 6:23 pm

Next Scheduled Board Meeting – In Person:

Wednesday, November 20, 2024; 5:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607