



Board Meeting Minutes – 2/12/25

**CIVICORPS
BOARD OF DIRECTORS MEETING
101 Myrtle Street, Oakland, CA 94607
Wednesday; February 12, 2025
5:00pm**

The Board of Directors meeting took place at Myrtle Street Conference Room.
Out-of-Area Directors and the Public were able to attend the meeting in-person or via Zoom.

1. Roll Call & Approval of Agenda

The meeting was called to order at 5:02pm.

Board Members Present:

Nita Kirby
Alli Chagi-Starr
Colette Lucas-Conwell
Bob Huttar
Samantha Vitti
Gary Lyla
Steve Hanson
Aja Cooper
Malcolm Stanley
Eric Premack (5:35pm)

Board Members Absent:

Robbie Yohai
Amy Slater

Presenting Staff Members:

Tessa Nicholas
Brian Hickey
LeeAnna White
Jeff Chilcott

Presenting Corpsmembers:

Bryan Gonzalez

Agenda is reorganized; item number 11, Communications Presentation, is moved to item number 7.
The agenda is approved.

2. Public Comment

No public comment.

3. Executive Director Update

Tessa shares updates regarding federal administration changes:

- Civicorps remains confident in its funding. Civicorps receives very little federal funding and no direct federal funding.
- Civicorps remains committed to our mission in uplifting the voices of Corpsmembers and people of color, and steadfast in our commitment to the East Bay community.
- Civicorps is currently working to implement protocols to protect Corpsmembers who may be at risk in the event of an ICE raid.

4. **Board Chair Remarks**

There are no board chair remarks.

5. **Approval of Minutes**

Review and approve minutes for meeting of November 20, 2024, and December 10, 2024.

Minutes are approved.

6. **Mission Moment**

Operations Intern Bryan Gonzalez and Career Readiness and Training Coordinator Jeff Chilcott present a slideshow on their recent 30 days spent in North Carolina with AmeriCorps Disaster Response Team (A-DRT) aiding residential areas recovering from Hurricane Helene.

“There was one person who stood out to me in particular, a Vietnam veteran who was very grateful that we were able to go out there because he could not do the work himself and cannot afford to pay someone to do the work for him” - *Bryan Gonzalez*

Tessa emphasizes how helpful San Jose Conservation Corps was in organizing the logistics for Civicorps members to engage in the opportunity.

7. **Communications Presentation**

Development and Communications Coordinator LeeAnna White presents *on The Importance of Board Engagement on Social Media*. The presentation emphasizes how the Board plays a critical role in amplifying Civicorps’ social media efforts and gives examples of successful content and ways the board can engage.

8. **Finance Committee**

The Finance Committee met last Wednesday, February 5, 2025.

24/25 Budget vs Actual (YTD) and Variance Analysis:

- YTD we have a \$471k budget surplus, exceeding the expected \$348k. Highlights:
- Grants and Donation revenues see a projected \$211k increase due to \$150k from Walter S. Johnson Foundation and \$250k from the State Coastal Conservancy.
- Conservation Contracts Revenue is currently \$335k ahead of the budget and estimated to end the year \$450k ahead.

January FY25 Reforecast:

Brian presents that the surplus forecast was adjusted to 358K, \$65.5K lower than the approved Budget. Brian states that, as reported in conjunction with the November Reforecast, this is largely due to a timing difference in receiving the new recycling truck.

Steven Hanson motions to approve Malcolm Stanley’s formal placement on Finance Committee, seconded by Colette Lucas-Conwell.

Motion is approved

9. **Audit Committee**

The Audit Committee shares we received strong, clean audit for the fiscal year ending June 30, 2024. The Committee acknowledged the results.

10. **Facilities Ad-hoc Committee**

Nothing to report.

11. **Contra Costa County Update**

There will be a second crew starting at the Pittsburg location next Tuesday, February 18, 2025, and we've hired a new Supervisor who will start in March.

The second crew will be starting on the new Contra Costa County Fire Protection District contract.

12. **Board Administration**

Board members are given 2025 Conflict of Interest forms and asked to return them by February 21, 2025.

We will hold a Board Retreat on the same date as the next Board Meeting on May 21, 2025. The abridged meeting will take place from 4:00-5:00pm and the Retreat will take place from 5:00-8:00pm. Dinner will be provided, and all Board Members are asked to make every effort to attend in person.

13. **Adjournment**

Meeting was adjourned at 6:31pm

Next Scheduled Board Meeting – In Person:

Wednesday, March 19, 2025; 5:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607