

Humboldt Community Access and Resource Center Board Meeting

HCAR Board Meeting minutes

November 17, 2021

- In-person attendance:*** Kim Nash; Executive Director, Beth Gin; Board Vice President, Sarah LeGar; Board Secretary, Cary Frazee; Board Member, Kimiko McNeill; Board Member, Kerry Walker; Board Member, Rachel Engelman; Board Member, Stephanie Witzel; Fiscal Director, Brendan Benas; Interim Comprehensive Career Services Director, Deanna Dutra
- Zoom attendance:*** Rachel Griffith; Board member, Nicole Brown; Studio & Canvas and Clay Director
- Not in attendance:*** Vivian Deniston; Board President, In Washington D.C. / Excused
- Next meeting:*** December 22, 2021, 5:30 p.m., HCAR Conference Room

1. Call to Order

The regularly scheduled meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on November 17, 2021 at 5:30 PM.

Board members and others present introduced themselves.

2. Approval of Agenda. M/S/C to approve the agenda as modified.

3. Approval of Minutes. M/S/C to accept the meeting minutes as modified.

4. Community Input. Studio Sale from 11:00 AM to 9:00 PM

5. Financial Report. Stephanie started reporting by explaining that they are continuing to refine procedures in accounting office and get up to date on accounts payable. The new bookkeeper, named Tanya, has started and is assisting in this process. Stephanie shared with the board that the Studio was credited about \$900.00 in sales from PayPal this year that was not reflected in the current Fiscal Report from donations and online art sales to Canvas and Clay Studio. Stephanie also highlighted the fact that the organization did make a profit in July and August.

6. Executive Director's Report. Kim began her review of the Executive Director's report with speaking about technology upgrades. Kim shared that we were able to go through a detailed

line items to find close to \$30,000 to put towards an upgrade to HCAR's technology. This will happen through contracting with Nylex, an Information Technology company, to upgrade computers, software, internet speeds, network security, and phone system. Kim went on to explain that we have contracted with Redwood Curtain to build a new and updated website that will be up by December.

The update on vaccinations is that all staff must be vaccinated by 11/30/2021 unless they receive a religious or medical exemption.

Kim shared that Chris Miller would be coming on board as Director of Training and Advocacy to hold trainings and help support clients in the area of self-determination.

The statewide minimum wage will increase on January 1, 2022. Due to this, Kim stated that we will be doing a salary adjustment and scaling. This will also include a review of job titles and the language being used within the programs to be consistent throughout the organization.

7. Committee Reports.

- a. Membership Report was given by Sarah LeGar. Sarah created a Google document of the introduction letter to members that she shared with board members to make edits.

The rest of the committees with report after the holidays in January.

8. Other/Old/New Business.

Board application from Deanna "DeeDee" Dutra was discussed and the issue was put to a vote. M/S/C to approve Deanna "DeeDee" Dutra's application to the HCAR Board of Directors.

Nicole has reached out to a local sign maker to work with an artist for a new HCAR sign for administrative building. She shared details on what the local sign makers thoughts were regarding location and sign type. The board will review and discuss further at future meetings.

Kimiko will not be attending the December 22, 2021 board meeting.

9. Adjournment.

The meeting was adjourned at 7:01 PM.