

Humboldt Community Access and Resource Center Board Meeting

HCAR Board Meeting minutes

January 26, 2022

In-person attendance: Meeting held via tele video due to recent COVID surge in local community

Zoom attendance: Kim Nash; Executive Director, Vivian Deniston ; Board President, 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, Rachel Griffith; Board Member, Deanna Dutra; Board Member, Brendan Benas; Interim Comprehensive Career Services Director, Nicole Brown; Director of the Studio, Nicole Kita, Ronda Dias

Not in attendance:

Next meeting: February 23, 2022, 5:30 p.m., Hybrid model of in-person and tele video via Zoom

1. Call to Order

The regularly scheduled meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on January 26, 2022 at 5:30 PM.

Board members and others present introduced themselves.

2. Approval of Agenda.

Beth Gin motioned to approve. Rachel Griffith seconded. The board voted to approve the agenda as submitted.

3. Approval of Minutes.

Sarah LeGar motioned to approve. Beth Gin seconded. The board voted to accept the meeting minutes as submitted.

4. Community Input. Ronda Dias made the announcement that Arts Alive was cancelled due to the rising COVID-19 cases in the community but on February 5th from 5:00-9:00 p.m. the Studio staff would be open to present artist's work at Canvas & Clay Gallery. The artists being featured are Allen Martin, Mike Howard, Rachele Aubrey, and Liz Kordes.

5. Financial Report. Kim reviewed the budget that was included in the board packet. She explained that there are some programs that are currently in deficit, but this has been the pattern over the past few years. Kim explained that administration is in the process of working

out a new structure for the programs still in deficit that should bring them into the black. She added that there was a state increase in minimum wage that took effect, as well as a 5% increase in wage for all other staff, as well as a \$100 staff incentive payment for full-time status staff. Even with all these changes happening, the budget shows that HCAR is still projected to end on the positive side. Kim shared that she and the Fiscal Director met with a CPA regarding audit documentation. After doing so, it became clear that it was important to implement a checks and balance system. All these guidelines are shown in the new policies and procedures that Stephanie created. Kim will bring a few CPAs to the board to choose from to audit HCAR after these changes have been implemented. Kim reminded the board that there will be costs associated with sending these documents to a CPA and HCAR must choose a different CPA every time.

Kerry Walker motioned to approve. Beth Gin seconded. The board voted to approve as submitted.

Beth Gin motioned to approve. Sarah LeGar seconded. The board voted to approve the bank resolutions to add Pennie Lee as a 2nd signature on the U.S. Bank accounts.

Beth Gin motioned to approve. Sarah LeGar seconded. The board voted to approve the change of name on the HCAR Costco Card to Kim Nash.

Beth Gin motioned to approve. Deanna Dutra seconded. The board approved audit report and HCAR's newly developed and implemented financial policies and process.

6. **Executive Director's Report.** Kim started by introducing two new hires to the board, Pennie Lee, Executive Assistant and Chris Miller, Director of Training and Advocacy. Kim shared with the board that they had received the \$40,000 grant for self-determination from Redwood Coast Regional Center. This will be added to the \$60,000 grant that HCAR has already received in the same category. The board was given information on the new EVV Verification requirements of the State of California. Bay Center is on track to increase their rates by 25% in April, but it will be backdated to January.

7. Committee Reports.

- a. Membership/Fundraising Report was given by Sarah LeGar. Sarah shared that she was becoming increasingly busy and did not feel like she could maintain the duties at a favorable level. Rachel Griffith and Sarah agreed to split the duties. Sarah will lead membership committee and Rachel will lead fundraising committee.
- b. Clarification on committees was asked for by board members:
 - a. Executive Committee
 - b. Financial Committee

- c. Personnel Committee
- d. Membership Committee
- e. Fundraising Committee
- f. Governance Committee

8. Other/Old/New Business.

Nicole Brown spoke about and discussed the new HCAR sign. She proposed two options of either having in-house artists at the Studio compete to design and paint a new HCAR sign OR outsourcing a sign through a local company. The board discussed the options and agreed on having in-house artists at the Studio compete to design and paint a new HCAR sign. Kim has budgeted about \$2,000 towards this project. The board agreed that a press release should be submitted about HCAR and the new executive director.

Kerry Walker requests to extend board term for six months. The board approved this request.

Beth Gin requests to extend board term for six months. The board approved this request.

9. Adjournment.

The meeting was adjourned at 6:50 PM.