

# Humboldt Community Access and Resource Center Board Meeting

## HCAR Board Meeting minutes

**March 23, 2022**

*In-person attendance:* Kim Nash; Executive Director, Vivian Deniston; Board President, Beth Gin; Board Vice President, Sarah LeGar; Board Secretary, Rachel Griffith; Board Member, Cary Frazee; Board Member, Kerry Walker; Board Member; Stephanie Witzel; Fiscal Director; Chris Miller; Director of Training and Advocacy

*Zoom attendance:* Kimiko McNeill; Board Member

*Not in attendance:*

*Next meeting:* April 27, 2022, 5:30 p.m., HCAR Admin Building

### **1. Call to Order**

The regularly scheduled meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on March 23, 2022 at 5:30 PM.

### **2. Approval of Agenda.**

Vivian added closed session to the old/new business section of the agenda.

### **3. Approval of Minutes.**

Sarah LeGar motioned to make changes to attendance log to show she was in attendance. Rachel Griffith also clarified that she was an excused absence for the last board meeting.

### **4. Community Input.** None was found.

### **5. Financial Report.**

Stephanie shared that the audit was completed, as well as tax returns filed. She explained that profit margins are increasing, and that the financial status of HCAR is much more fluid than in the past. There were a few unexpected big expenses including, infrastructure, wiring, phones, computers, and technology costs. About \$17,000 will be going into infrastructure updates at Bay Center. Kim emphasized that we own the building so it will be a good investment into the future. Tanya Fugate, bookkeeper, is working hard on catching up on back billing to increase revenue. Accounts payable and accounts receivable are in very good condition. Stephanie will continue to work on separating out the budget and the general ledger.

### **6. Executive Director's Report.** Kim started with the explanation of why HCAR must continue with the mandatory mask mandate. HCAR staff who are unable or refused to comply with vaccination requirements must complete mandatory weekly testing. These employees are

encouraged to get free testing through Public Health. Kim shared that HCAR is partnering with RCRC to put on a PPE give away event. Priority to the PPE will be given to the people we serve and the organizations supporting them. Kim moved on to explain that the website design and management is going well. Directors will begin to create their own content for their own space on the website. Kim reviewed overtime policies to explain that HCAR does not get refunded from any overtime incurred and that all overtime requires approval. Kim and Bill Spenceley, Director of SLS and Respite, will be working together to hire more staff to fulfill these needs now that COVID restrictions are beginning to ease up. Kim shared that on March 30<sup>th</sup> from 6pm to 7pm, Chris Miller will be holding a Zoom informational to introduce Self-determination to the community and the people we support.

## **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 or Engelman?) 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.

## **9. Adjournment.**

The meeting was adjourned at 6:50 PM.