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**Board of Directors
Meeting Minutes**

August 28, 2024, at 5:30 p.m.

*To be held at HCAR Administration Building
1707 E. Street, Suite 2, Eureka, CA 95501*

Present and Voting: Marilyn Cottrell, Board President; Allen Cassidy, Board Secretary; Vivian Deniston, Board Member; Kerry Walker, Board Member; Beth Gin, Board Vice President.

Zoom Attendance: Tess Ives, Board Member; Jeannie Smalley, Board Member

Not in Attendance: Allen “Birdman” Martin, Board Member.

Community Members: Cary Frazee, Board Member (on month break); Nate Hemken, Director of Operations; Chris Miller, Director of Respite and CCS; Sophie Stanfield, Bookkeeper.

Meeting was called to order at 6:01 p.m.

I. Call to Order

a. *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on August 28th, 2024, at 6:01 p.m.*

II. Approval/Change of Agenda

a. The agenda was approved as presented.

III. Approval of Minutes from last meeting

a. Prior to minute approval, Beth Gin asked for further explanation on the Clinical Department details and the plan for CCS.

b. The minutes were approved as submitted.

IV. Community Input (3-minute limit)

a. No community input.

V. Financial Report (Quarterly –September, January, March, June)

VI. Executive Director’s Report

a. Ms. Nash begins her report with a review of the building changes:

i. The Eureka Symphony has moved offices to the mezzanine space above CCS; rent has increased by \$150 for a total of \$450.

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- ii. Infrastructure for the Clinical Services Department is being put into place.
 - iii. CCS and Respite Directorship have been combined under the direction of Chris Miller.
 - iv. Fiscal department structure is returning to a one Bookkeeper and one half time Fiscal Director department set up.
 - 1. Kristin Chambers has been rehired as Fiscal Director after volunteering her time to HCAR for a year.
 - v. In the next couple months, HCAR plans to advertise for the Director of Summit Support position.
 - 1. There is a need for oversight so Ms. Nash can direct her focus elsewhere.
 - b. Ms. Nash explains that Kristin Chambers will be attending the September board meeting with a review of the budget that was presented in June. Ms. Chambers has reconciled HCAR's accounts for July, enabling an accurate review of the July budget projection versus actuality.
 - c. There are grants available through RCRC for trainings.
 - i. Ethics of Touch training
 - ii. Ms. Nash would like to look into being able to pay staff and clients with grant money to attend a training course.
 - d. Humboldt Area Foundation has a grant writing course that HCAR is interested in participating in.

VII. Committee Reports

- a. Personnel
 - i. Cary Frazee took August off due to her term ending. She plans to return in September.
 - ii. Ms. Nash and Marilyn Cottrell, Board President, have not been able to contact Sarah LeGar, Board member, to see if they are interested in continuing as a member of the HCAR Board.
- b. Governance
 - i. No new information.
- c. Membership
 - i. Ms. Nash, Mr. Cassidy, and Birdman met to discuss membership tiers. Their proposal was as follows:
 - 1. For a donation of \$50, a member would get a piece of art on paper.

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- 2. For a donation of \$100, a member would get a piece of art on canvas.
- 3. For a donation of \$200, a member would get a piece of ceramic art.
- 4. For a donation of \$300 or above, a member would get all three.
- 5. The names for the tiers were agreed as:
 - a. Basic Membership – (\$10)
 - b. Tier 1 – ‘Friends of HCAR’ (\$50)
 - c. Tier 2 – ‘Bronze’ (\$100)
 - d. Tier 3 – ‘Silver’ (\$200)
 - e. Tier 4 – ‘Gold’ (\$300)
- ii. As mentioned in the previous meeting; this year's Fall HCAR Membership meeting will be postponed until the Spring of 2025.
- iii. Summer newsletter will be going out in September as will the surveys.
- d. Fundraising
 - i. No new information.

VIII. Other/Old/New Business

- a. Vacation liability:
 - i. Ms. Nash explained that HCAR has decided to allow staff that are resigning to be able to set a date they’ll stop working and an official end date. Staff then continue claiming their remaining vacation on their timecard to receive a paycheck and pay off their vacation. Not only does this reduce the tax liability for staff but it helps HCAR pay off their vacation overtime.
 - ii. July 1, 2024, employees can only accrue 4 weeks of vacation. Once they’ve accrued 4 weeks, vacation stops accrual until they use or cash out their vacation. Staff that have been at HCAR for over 20 years can earn 5 weeks. This is all in the new Employee Handbook and has been implemented.
- b. Review of the strategic plan:
 - i. Ms. Nash discussed a fundraising plan for adding donation items to the website.
 - 1. Identify more needs with directors.
 - ii. Ms. Frazee recommended seeking grant writing expertise as a donation category.
- c. Bay Center had their rummage sale for two days and earned around \$1,000.00. These funds will go towards having BBQs for the clients.
- d. The Studio has been working to get artists out into the community.
 - i. Ms. Gin brought up a mural idea. Everyone receives a 4x4 canvas and receives a color prompt. The artist paints a picture which then has a photo taken of the final product and a mural is created from that.

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1. Mural kits include 4x4 canvas, paint, and paint brush. Community members pay about \$30 for a kit and to participate.
- e. Ms. Cotrell recommended having a client emergency fund set aside.
- f. Empty land property
 - i. Ideas: housing, garden, list to sell.
 1. The Board has decided not to sell the land for now.
 2. The Board members like the idea of having a garden because it is inexpensive and can be temporary if need be.
 - a. Grow crops for Bay Center's Nutrition class
 - b. Farmstand for community
 - c. Raised beds to make gardening more accessible
- g. Infrastructure projects:
 - i. Make a list and prioritize:
 1. Elevator, back stairs, front concrete ramp is cracked, laundry room plumbing

IX. Adjournment

- a. *The meeting was adjourned at 7:59 p.m.*