



**Board of Directors Meeting Minutes**  
*December 3rd, 2025, at 5:30 p.m.*  
*Held at HCAR Administration Building*  
*1707 E. Street, Suite 2, Eureka, CA 95501*

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**Present and Voting:** Daniel Kain, Board President; Allen Cassidy, Vice President; Jeannie Smalley, Secretary; Marilyn Cottrell, Board Member

**Zoom Attendance:** Tess Ives, Board Member; Vivian Deniston, Board Member

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

**Community Members:** Sophie Stanfield, Executive Assistant

**Zoom Community Members:** Pennie Lee, Clinical Services Director

*Meeting was called to order at 5:37 p.m.*

- **Call to Order**

- *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on December 3rd, 2025, at 5:37 p.m.*

- **Approval/Change of Agenda**

- The agenda was approved as presented.
  1. Marilyn Cottrell motions to approve minutes as presented, Vivian seconds.

- **Approval of Minutes from last meeting**

- The minutes were approved as submitted.
  - i. Jeannie Smalley motions to approve minutes as presented, Marilyn Cottrell seconds.

- **Community Input (3-minute limit)**

- **Fiscal Report**

- HCAR now has its first \$100,000.00 to eventually be able to put back into bonds.
- The insurance has been renewed with our new broker. Fiscal will be able to provide those costs come January.
- Costs of living have gone up, and food insecurity is a worry for staff and clients.



- i. Full-time staff were given a bonus. Staff earning under \$20/hr received \$200 and staff that earn over \$20/hr received \$100.
          - ii. HCAR started a food pantry in November to serve clients of the Regional Center.
            - 1. There is an online form as well as paper forms available at HCAR.
        - o The audit is continuing.
          - i. The capitalization amount was recommended to be moved from \$1k to \$5k retroactive to 2021 audits.
            - 1. Marilyn Cottrell motions to change capitalization policy from \$1k to \$5k retroactive to 2021, Daniel Kain and Allen Cassidy seconds; motion moves.
          - ii. HCAR is moving to hire a part-time independently contracted CFO. Tanya Fugate and Kim Nash have an upcoming meeting with a potential CFO.
- **Director Reports**
  - o The Canvas & Clay Studio
    - i. The Studio is opening their Cheri Blackerby portfolio room come Arts Alive on December 6<sup>th</sup>.
    - ii. There was a wonderful article written by Jen McLaurin and a reporter in the Times Standard.
    - iii. Allen Cassidy is now signed up as a Gallery Attendant for The Studio.
  - o Bay Center
    - i. The Bay Center needs to replace their entire HVAC system. They are working on getting estimates.
- **Executive Director's Report**
  - o After reviewing the staff surveys the most common benefit staff are interested in is a floating holiday. This is something the Board of Directors would need to approve of.
  - o Survey comments are being reviewed, and Ms. Nash plans to have staff meetings and more personal one-on-one meetings with clients and staff about each program.
  - o To receive HCAR's food program, folks need to be Regional Center eligible clients. We are doing this through February. Then we will assess if this should continue.
  - o The College of Direct Support membership is ending, but we will be replacing these training courses with new ones.
  - o There is a new Whistleblower policy that will be added to the onboarding process.



- Ms. Nash would like to add Nathan Hemken to the HCAR bank account so he can assist in signing checks. This is also a good time to add a board member; Daniel Kain has volunteered. This is something the Board will need to approve.
  - i. This needs to be voted on.

- **Committee Reports**

- Audit
  - i. Audit continues.
- Personnel
  - i. No new information.
- Governance
  - i. No new information.
  - ii. No members are in governance.
- Membership
  - i. The Board will try to recruit additional members.

- **Other/Old/New Business**

- New Business
  - i. Closed session for Executive Director evaluation.
- Old Business
  - i. No new information

- **Adjournment**

- *The meeting was adjourned at 7:35p.m.*