



**BOARD OF DIRECTORS MEETING- HYBRID
FINAL - OPEN SESSION MINUTES
August 31, 2022, 1:00 PM – 4:00 PM (PST)**

Board Present: Bob Roper, Pat Frost, Kate Dargan, David Horne, Laura Blaul, Rex Frazier, Angie Gibson, Steve Hawks, Pat Kidder, Ed Mertens, Chris Ochoa, David Shew, Troy Whitman

Staff Present: Bruce Martin, Jeremy Boone, Felicia Dunn, Amber Gardner, Lori Vance, Mike Wilson

MEETING CONVENED AT 1:02 PM

I. Welcome

A. Agenda Review

No changes required.

B. Introductions of New BOD Members, Staff & Interim ED

Introduction of Bruce Martin, who is overseeing the role of Interim Executive Director as of August, 2022.

II. Closed Session

Motion to Close Open Session and Open Closed Session by Ed Mertens, seconded by Chris Ochoa- with unanimous approval.

CLOSED SESSION BEGAN AT 1:04 PM

III. Reconvene Open Session

OPEN SESSION RECONVENED AT 2:33 PM

A. Announcements

The process began to authorize recruitment efforts for the Executive Director position. The priority of filling other vacant positions will be addressed during a subsequent workshop between Board of Director Members and Management Staff.

IV. Approval of Past Minutes – Open Session

June 29, 2022, Open Session Minutes

Motion to approve the June 29, 2022, Open Session Minutes by Pat Frost, seconded by Angie Gibson- with unanimous approval.

V. Informational Agenda

No agenda items.

VI. Consent Agenda

No agenda items.

VII. Open Session

A. Resilience Brilliance Event – Rescheduled

Due to the departure of the Executive Director, and the subsequent workload and priorities of the Staff, the second annual Resilience Brilliance Awards Ceremony & Conference has been postponed. The cancellation and rescheduling process is underway. Discussion ensued about the rescheduling process, timeline strategy and preferred dates for 2023.

B. Updated Org Chart & Recruitment Updates

No updates are needed for the organizational chart at this time. After the departure of the Human Resources & Administrative Specialist, critical duties were assigned to other staff members; the recruitment process for this position is underway. All open positions outlined by the organizational chart are approved for recruitment.

C. Legislative Platform & Positions

Chris Ochoa, Steve Hawks and Kate Dargan provided August Updates on Legislative Platforms and Positions.

Motion to approve veto language for the Governor's Office on AB1717 by Pat Frost- motion dies due to lack of a second.

Mike Wilson provided updates on the opinion of AB1717 in rural areas of California. Political advocacy at a programmatic level was expressed by Staff. As a 501(c)(3), the organization cannot exceed 20% of expenditures on lobbying, but the organization has conducted lobbying efforts in the past.

D. Board Retreat: Nov. 1-3

The Board Retreat has been scheduled for November 1-3 and will focus on strategic planning, including exploring new partnerships, and budget review.

E. Board Development & Recruitment Update

No updates were provided.

F. Executive Director Recruitment & Org Review

The recruitment process for the Executive Director position and a review of the organizational structure will be conducted in a subsequent workshop between Board of Directors Members and Management Staff.

G. 2023 Budget Development Process

A draft of the proposed 2023 budget will be provided during the November Board Retreat; the final budget will inform the operational plan for the organization.

H. Audit Committee Report

Lori Vance is in communication with the Audit Team to provide any additional information requested.

I. CWDG & BRIC Grants

Steve Hawks provided updates on ongoing Cal Fire grant contracts with the California Fire Safe Council. Discussion ensued about the position the organization can offer as an established clearinghouse for Federal and State grants.

J. Roundtable of Business Milestones for Next 6 mos.

Bob Roper provided updates on business milestones for the Board of Directors including the development of the annual budget and election of new officers. Bob Roper will be stepping down as Board Chair when his term is up, and will be available to assist with the transition.

VIII. Standing Agenda Items

A. Financial Report

Pat Kidder provided an overview of the Finance Committee August 22, 2022, Status Report. Lori Vance provided an overview of the Financial Summary for the second quarter ending June 30, 2022.

Motion to approve the June Financial Summary by Pat Frost, seconded by David Shew- with unanimous approval.

Finance Committee is closing outstanding grants at the end of 2022. Vacant positions within the Finance Team were discussed.

B. Executive Director's Report

Bruce Martin provided an Executive Director Staff Report.

C. Grants Clearinghouse Report

Amber Gardner provided a Grants Clearinghouse Staff Report.

D. Programs & Outreach Report

Amber Gardner provided a a Programs & Outreach Staff Report on behalf of Jessica Martinez.

E. Business & Operations Report

Lori Vance provided a Business & Operations Staff Report.

F. Communications Report

Amber Gardner provided a Communications Staff Report on Behalf of Lara Popyack.

IX. New Business

No new business was discussed.

X. Wrap-up and Adjourn

Motion to adjourn the August 31, 2022, Board Meeting at 4:05 PM by Chris Ochoa, seconded by Pat Kidder- with unanimous approval.

MEETING ADJORNED AT 4:05 PM

Next meeting November 3 at 9:00 AM