California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
October 28, 2020  1:30pm – 3:45pm

Those Present:  Bob Roper, Kate Dargan, David Shew, Pat Frost, Pat Kidder, Laura Blaul, Frank Stewart, Ed Mertens

Staff:  Elizabeth Lamar, Michaela Martinez, Amber

1. Welcome
   - Bob Roper opened the meeting at 1:30 and welcomed everyone
   - Elizabeth Lamar introduced our new employees – North and South Regional Coordinators

2. Approval of Past Minutes
   Delayed until November meeting as minutes were corrupted and would not open

3. Informational Agenda – Bob highlighted items for November Board meeting.
   Please review and be ready for discussion
   A. Board Development Committee Proposal
   B. FSC Certification
   C. Board member expenses

4. Open Session
   A. Future BoD meetings – Bob provided dates for our calendars
      - November 18, 2020
      - December 16, 2020
      - January 27, 2021
      - February 24, 2021
      - March 31, 2021
   B. 2021 Awards (Dave & Laura): Dave/Laura – see awards document
      - Dave, Laura and Ed will continue work on the Awards Banquet in conjunction with 2021 Leg Day
      - We will start simple with 5 awards, two for community groups
      - There will be on-line contingencies for both Leg Day and the Awards Banquet
      - IAP in progress
   C. 2021 Budget Development - Kate & Evelyn
      - See PowerPoint
      - Simplified and complete!
D. Grant Approvals: Kate – see documents
   • PG&E
   • Climate Corp
   **Motion to approve both grant proposals was unanimously approved**
E. Marketing Campaign - Elizabeth
   • Work with contractor continues and is on tract
F. Grant policy (Laura)
   **Motion to approve the new policy was unanimously approved with caveat that it will also become part of Financial Policy**
G. Exec. Director Contract & Job Description: Bob – see documents
   **Motion to approve the contract to find our next Executive Director was unanimously approved**

5. **Standing Agenda**
   A. Executive Director’s report - Kate
      • Clearinghouse update – Amber
         o Work on grants is underway and reimbursements are being processed
      • Programs – Elizabeth
         o The Regional Coordinators start work Monday
      • See October Report
      • Audit Update – complete and work on minor findings underway
      **Motion to receive and file financial report passed unanimously**

3:00pm: **Motion to move into Closed Session was unanimously approved**

3:30pm: **Motion to close Closed Session and move back to Open Session was unanimously approved**

6. **Wrap-up and Adjourn at 3:45pm**

   *Next meeting November 18, 2020 at 130pm*