



Q1 Board Meeting Minutes

Friday, March 11, 2022; 9:30 a.m.

I. Call to Order and Welcome

- The meeting was called to order at 9:32 a.m.

II. Roll Call

- Board Members Present: Teresa Acosta, Don Bartz, Michele Beal Bagneris, Virginia Bass, Stanley Caldwell, Brett Channing, Monica Davis, Ruben Duran, Paolo Kespradit, Dallin Kimble, Graham Knaus, Randi Johl, Jim Keene, Pat Martel, Judy Mitchell, Blanca Pacheco, Nat Rojanasathira, Lydia Romero, and Hilary Straus.
- Staff Present: Erica Manuel, Karalee Browne, Kristy Bivens, Kim Danko, Melissa Kuehne, Hanna Stelmakhovych, and Nikita Sinha.
- Guests: Jennifer Whiting (representing Carolyn Coleman with Cal Cities).
- Absent: Carolyn Coleman, Neil McCormick, Richard Montgomery, and Sue Novasel.

III. Board Member Recognition

- Teresa welcomed the new 2022 board members who were attending for the first time as voting members.
- Teresa acknowledged the retirement of Stan Caldwell. Board members shared their gratitude and best wishes for Stan.

IV. Consent Calendar

- There were no corrections to or questions about the December Board Meeting minutes. Teresa called for a motion to accept the December minutes.
- **Motion to approve:** Virginia Bass
Seconded: Graham Knaus. All in favor. Motion passed.

- There were no corrections to or questions about the Executive Retreat Meeting minutes. Teresa called for a motion to accept the Retreat minutes.
- **Motion to approve:** Virginia Bass
Seconded: Graham Knaus. All in favor. Motion passed.
- There were no corrections to or questions about the March Finance Committee Meeting minutes. Teresa called for a motion to accept the Committee minutes.
- **Motion to approve:** Virginia Bass
Seconded: Graham Knaus. All in favor. Motion passed.
- There were no corrections to or questions about the March Advancement Committee Meeting minutes. Teresa called for a motion to accept the Committee minutes.
- **Motion to approve:** Virginia Bass
Seconded: Graham Knaus. All in favor. Motion passed.

V. **Board & Committee Highlights**

- Teresa gave an overview of the Executive Retreat explaining that the chairs of each committee were part of the meeting. The Executive Committee discussed how they aligned the committee work for the year with our strategic 2022 Work Plan.
- Brett briefly spoke about the recent New Member Orientation and his hope that it would give new members a better understanding of their board member roles and obligations. He thanked the members for attending.

VI. **Financial Update**

- Erica reported to the board that the 2021 budget year ended better than expected and exceeded our goals by 4%.
- Erica reviewed the December 2021 and January 2022 Financials. She explained that we are on track for projected revenue and expenses.
- She thanked staff for their work to maximize revenue and minimize expenses throughout the year. She also explained that we have already met our Leadership & Governance partner budget for 2022.

- There were no questions, and a motion was made to receive and file the December 2021 and January 2022 financials.
- **Motion to receive and file December 2021 financials:** Ruben Duran
Seconded: Blanca Pacheco. All in favor. Motion passed.
- **Motion to receive and file January 2022 financials:** Lydia Romero
Seconded: Judy Mitchell. All in favor. Motion passed.
- Erica gave other highlights from the March Finance Committee Meeting and explained that ILG is in the process of exploring our banking options and that the 2021 Audit is scheduled for May 2022.
- Lydia gave an overview of the Reserves Contribution in 2022 and the Board discussed the need to update the Reserve Policy.
- Updating draft Reserve Policy has been added to the Work Plan for 2022.
- Erica explained the standard but informal practice of contributing 10% of annual revenues to reserves and the Board engaged in a conversation on whether that practice should be applied this year when we budgeted for a loss in revenue or if that allocation should be reversed.
- **Motion to reverse the allocation to reserves and for the Finance Committee to finalize the Reserve Policy for Board approval and adoption:** Brett Channing.
Seconded: Nat Rojanasathira. All in favor. Motion passed.

VII. Advancement Update

- Nat discussed the latest Fundraising Summary. He discussed the new contract with Grants Plus and outlined the plan through February 28, 2023.
- Erica provided a timeline for updates and detailed contract timelines.
- Erica announced that we reached 100% Board Giving for 2021. Ruben requested that the board be informed of the giving requirements so the board can send their board donations as soon as possible.

VIII. Operations & Program Update

- Erica gave an overview of recent staffing updates.
- Kristy Bivens has replaced Kristy Jensen as Office Manager and Bookkeeper since her retirement.
- Julia Salinas left for maternity leave in mid-December. On February 28,

she resigned from ILG.

- Kim Danko will be leaving ILG in March.
- We have an opportunity to secure a college intern from UC Center in Downtown Sacramento and we should know more this month about the status of that opportunity.
- Erica gave an overview of the 2020-2021 Bi-Annual Report and shared the survey results for the 2022 Programming Survey.
- Staff members gave verbal overviews of the information in the board packet and provided pillar updates.
- Staff also gave updates on the Communication plan and reported the positive feedback that has been received about our new Local Government Champions program.
- Staff gave a detailed timeline of upcoming webinars and trainings.
- The Board thanked staff for exceptional work and had no additional questions.

IX. Board Administration

- Teresa and Erica shared the requirements for Form 700 completion and reminded board members that if assistance is needed, please reach out to Kristy. Board members usually only need the form if the board meets in person and incurs expenses due to travel.
- Teresa explained that ILG will be sending out the Conflict-of-Interest Form before the next board meeting after compiling a comprehensive list of our partners.
- Teresa confirmed the Board retreat will be in person. Due to the changing requirements for COVID-19 precautions we don't have a lot of details yet, but will have more information on the venue and lodging options as they become available.
- There were no questions or remarks.
- The board thanked staff for their amazing work.

X. Executive Session (Closed)

- Staff left the meeting at 11:37 a.m. so the board could deliberate in Executive Session. The meeting adjourned at 12:15 p.m.