

**November 23, 2019**

**\*\*\* NEXT BOARD MEETING IS ON SUNDAY, DECEMBER 15 AT 3:30 PM\*\*\***

**Location:**

Prison Law Office (Alison Hardy's office):

1917 Fifth Street, Berkeley, CA 94710

Between University and Hearst Streets, Closest BART Station is North Berkeley

There is plenty of parking in the lot for Prison Law Office

**10:00 Start Board Meeting, check-in, name timekeeper, get Interested Party Count (10 min)**

Margaret, Katie-Rose, Lori, Claudia, Alison and Lisa Z

Interested parties: 3

Uninterested parties: 3

**10:10 Approval of Minutes (October and September)**

September minutes approved unanimously

October minutes approved unanimously

**10:20 Executive Director Report – Lisa Z (30 min)**

- Next year's dates: Campers arrive July 25, camp ends August 2
  - OFRC has asked us to narrow our check-in time to begin at 2pm at the earliest. Campers can show up at 11, move-in to cabins cannot be until 2.
  - If we move check-in time to 3, gives staff more time to set up camp. Lisa will consider this
  - Lisa will look into whether it will reduce our costs measurably to not serve lunch to campers, given the later check in on July 25.
  - CIU must pay \$1500-2000 for us to have someone at camp as camp nurse through OFRC. This will be instead of having camper/medical volunteers.
  - We don't have to pay a deposit until we have our contract from Camps in Common.
  - Movie Day: We're looking at a March date now. We still hope to co-sponsor it with Our Family Coalition.
  - Letter to community: Call for photos for the website, announce new camp dates and registration. Goal is to open registration in January.
  - Claudia will pick four photos for the post card.
  - Lisa Z will contact ML to see if she's willing to design the card this year. We need to develop and print the card ASAP.
  - We should have a table at the Gender Spectrum event - would be ideal to have the post card to hand out at the event. Alison will attend.
  - Jen Corn will look into Oakland and Berkeley getting fliers approved so that we can do a mass-email to the different school districts: Albany, Hayward, Oakland, Berkeley, (Claudia will look into West Contra Costa)
- Staffing and training for this summer:
  - At first review, Lisa is thinking that there will be seven senior counselors and seven junior counselors for the kids' groups.
  - Marvin has to leave on July 31, we're looking into having Kirsti take over his

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duties when he leaves (since her programming duties are winding down by the end of the week). Lisa is committed to try to ensure that Marvin can be part of the leadership team

- Website: Expertonlinetraining.com might be helpful to supplement our trainings
- **Lisa Z requested that we retain the CIC medical person for full 2020 session and not use CIU camper medical. Motion to approve that request was issued and seconded motion approved unanimously.**

- No new correspondence that the Board must respond to from the last month.
- Website needs to be updated. How do we add text and photos? Lori says to contact Gina Gonzales-Roundy directly via email (and cc Lori): ginagonzalezroundey@gmail.com

### **Outreach/Marketing**

- Ethan is going to be donating Facebook ad money. KR pointed out that creating FB ad's using a FB employee's account is complicated because the FB employee themselves must actually post it, which means they also have to be involved with drafting it. Accordingly, although we technically had access to a FB employee's donated ads last year, in practice, it did not work out. KR ended up paying for the FB ads we posted last year, as a donation.
- Lori will work with Ethan to ensure that he knows what must be in the ads and to figure out when/what to post.
- When is our next fundraising movie? March.
- BBQ in May - We would like to move it a place that is diverse and easily accessible on BART -- Lake Merritt is one option.

### **Treasurer Report—Lori**

We discussed our 2019 capital and operating budgets.

### **New Members- Margaret**

We sent out board applications to people who showed interest. We have not yet received any completed applications back.

We discussed the role of the Board in administering Camp. Generally, the Board's purpose is to create policy and deal with finances. We discussed, but did not come to a conclusion about, changing the missions statement. Claudia brought sample mission statements.

### **11: 35 Committee Reports**

**Change Circle:** The Change Circle smaller committees have been doing inspiring work. Next Change Circle meeting will be in January, but date has not yet been set.

- We discussed that the Change Circle is a committee of the CIU Board
- The Change Circle has spawned a number of subcommittees
- Claudia will be the board liaison to the Change Circle

**Fundraising:** Claudia will be taking over the Fundraising Committee, effective immediately.

**By-laws:** The board unanimously voted to amend the bylaws. Some changes include vacancies and board resignation rules. Margaret agreed to publish the new by-laws into PDF and post them on our web-site.

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Katie-Rose Breslin resigned from the Board effective 1/1/20, and has agreed to continue to help the Board/CIU with special projects.

**Executive Session**

Executive session ends 1:04

**Motion to add founder payment item to December meeting.**

**Seconded: Alison**

**Unanimous**

**Secretary:**

**Margaret nominates Alison for Secretary**

**KR seconds the motion**

**Vote passes unanimously**

**Action Items from November 23 Board Meeting**

Claudia

Registrations updated to prepare for January opening- with Lisa Z, Lisa Z, website

Cards for Camp by Dec 7 with Lisa Z

Photos for card and website

Look at website for updates

WCCUSD flyer contact to Lisa Z

Relay to Change Circle procedural items from Board

Bring BPI registration form re fees

Giving Tuesday-Horizons

End of year letter

Get transition donor info from Alison

Change Circle letter to Katie-Rose

Margaret

May picnic site and date

Produce and publish PDF of CIU by laws

Lori

Financial statement with actual through November

Estimated costs for December

Work with Ethan regarding Facebook ads with Lisa Z

Alison

Gender Spectrum event Dec 7- needs cards

Give donor info to Claudia -- Done

Elder Foundation donation receipt -- Done

End of year donor receipts

Katie-Rose

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Post the Change Circle letter

Lisa Z

Restorative Justice facilitators

Movie Night details - date

Check on details re cost of lunch on first day of camp

Registrations updated to prepare for January opening- with Lisa A, Claudia, website

Check with Mark re deposit and using CIC medical person for full summer camp session

Cards for Camp by Dec 7 with Claudia

Flyer contacts for school districts

Work with Ethan regarding Facebook ads- Lori

Selling van?

Lisa A

Registrations updated to prepare for January opening- with Lisa Z, Claudia, website

Calculate fees for next year