

**Friends of Sausal Creek
Board of Directors Meeting
Wednesday, August 8, 2018, 7-9 p.m.
Park Blvd. Presbyterian Church
4101 Park Blvd., Room 35 on 3rd Floor
Oakland, CA 94602**

Friends of Sausal Creek works to restore, maintain, and protect the Sausal Creek Watershed. We educate future generations, involve the community in local environmental stewardship, and collaborate with agencies and other nonprofits to have a positive impact on the local ecosystem.

Present Richelle Jacobs, Eleanor Dunn, Jeff Stephens, Carl Kohnert, Beth Keer, Sean Welch, Paul Frank, and Steve Ritchie

Absent Richard Kauffman, Erin Patch, Tim Vendlinski, Mark Rauzon, Rob Leidy, and Harry Schrauth, (Board Member Emeritus)

Staff Present Anna Marie Schmidt, Executive Director

Posted for Board Review and Feedback Draft Map - Lower Watershed Flyer for Member Meeting on Fire Ecology

Board Involvement

Nursery Workdays (2nd & 4th Saturdays).

Still open – September 8.

Creek to Bay Day – Saturday, September 15, morning.

Member Meeting – Wednesday, September 19, 7:00-9:00 p.m.

Oaktoberfest –Saturday, September 29 & Sunday, September 30.

Alameda County Watershed Confluence–
Wednesday, October 17.

Native Plant Sale – Sunday, October 21, 10:00 a.m.- 3:00 p.m.

EOY Appeal Support – October and November.

Remarks from Vice-President, Eleanor Dunn

Board Member Update: Staff Reviews and Benefits

- Guidelines for Paid Time Off were reviewed and agreed upon by the board. Please see Attachment A, below, for details.

- Anna Marie recommended, and the Steering Committee sanctioned, the Qualified Small Employer Health Reimbursement Arrangement Policy for its staff. It includes a \$60/month fee for the Plan Administrator Automation. Please see Attachment B, below, for more precise information on this policy.

- Anna Marie alerted the board that all new staff are approaching three months on the job. She invited board feedback on staff job performance.

Financial Report, Anna Marie Schmidt

- Anna Marie reviewed the project timeline and projected cash flow. Because of old and new staff overlap, there will be a temporary negative cash flow.

She gave an update on our operating reserve.

- She expressed optimism that the Prop 1 Disadvantaged Community grant appears to be getting under contract. It will help fund Nicki's work in the community.

Fundraising Overview and EYA Report and Discussion, Jeff Stephens

- Jeff reminded the board that because of tax law changes, many donors may have given last year for both 2017 and 2018. He wanted us to remember this in order to interpret what may appear as a curious drop in donations.

- Jeff, Richard, Carl, and Anna Marie met to hone in on additional fundraising possibilities. Their suggestions include:

- 1) Plant Sale Sponsorships. Jeff reported that we have a \$1000 plant sale sponsorship from EBMUD. One logical area of supplementing funds might be to solicit other sponsorships. He then asked that each board member reach out to one or two local businesses to seek their sponsorship, asking perhaps \$500 to \$1000. He will prepare a flyer for boardmembers to have on hand, explaining to the proprietor what they will receive for their sponsorship.

- 2) The fundraising committee also suggested ways to enhance the End-of-Year Appeal, such as bumping up the time frame (getting the letter out by mid-November); and perhaps putting on an Oct/Nov event.

Richard committed to drafting the appeal letter which would be sent to those already on the mailing list and to individual donors, both past and likely. Jeff urged that we expand our base of letter recipients. Additionally, he is looking at who our best non-board donors are, with an eye to asking them to raise their donations. He suggested perhaps setting up meetings to query them about their goals for FOSC, and even to ask them directly how we might move them to reach deeper into their pockets.

3) Additionally, Jeff and Richard are investigating the possibility of crafting two different letters aimed at upper watershed zipcode residents and businesses, one for those who know us, and one for those who don't.

4) Outreach: Through Instagram and Facebook posts, he suggested we continue to inform our base about the great work we do that they might not be aware of. It's important that everyone understand we're larger than Dimond Park.

5) Grants: Richard will identify more grant possibilities, including seeking to learn whether any of us has a personal connection to someone on the board of a granting entity. The fundraising committee would follow up on any such leads.

Board members engaged in a lengthy discussion, adding some of their own suggestions. A few of these ideas: matching gift incentives, maybe with some special inducements if they donate by a certain date; acknowledging all donors in the newsletter; creating a Watershed Advisory Council made up of a core group of big donors, possibly including an annual or bi-annual dinner for them. It is important for them to guide us, and for us to learn what kind of recognition they would welcome.

Jeff also passed maps around the room, suggesting boardmembers keep them on hand to give out as a way of promoting FOSC.

Beth, heading up the Nursery Committee, expressed concern about the upcoming plant sale. A number of plants didn't get planted. She will consult with Karen about the inventory we should have on hand for the sale, especially non-local natives. Since we will need all our plants for the sale, she suggested we hold off providing any to the Erosion Control Project until January. The plant sale has been expanding over the years, with 300 - 400 people now attending. She

and Jay will assess how to make up for whatever gap there is in plants available for sale.

Minutes and Commitments Review

- Sign-up Sheets for Creek to Bay Day, Oaktoberfest, and the plant sale were passed around.
- The board was encouraged to put out any title ideas for the draft Lower Watershed Map.
- Kathleen Harris's upcoming retirement was announced. She will train her successor. If anyone knows of any candidates, please send their information to Anna Marie or Kathleen.
- The topic for the next member meeting will be fire ecology.
- For anyone interested, on August 1 there will be a Trout Restoration Habitat meeting with Kristin Hathaway.
- Jay, Tim and Rob will meet again at the end of August to reactivate the Restoration Committee as they work on the Rainbow Trout Restoration Plan. New members are invited to join this committee.
- Jeff informed the board that there is an awards program at the Watershed Confluence Conference. The submissions deadline is August 24. The awards program is aimed at projects dear to FOSC's heart such as watershed leadership and youth education. He strongly advocated that we submit an application; he and Anna Marie will put their heads together about submitting this application. Paul volunteered to help.
- Anna Marie reminded the board that we hope to have a table at this conference and invited as many of us to attend as possible. The conference takes place on Oct 17. Lunch is included with the entrance fee of \$20. Jeff will be co-presenting with Kristin Hathaway regarding FOSC/City collaboration and Mark will present on bird monitoring trends.
- Minutes from the June 13th meeting were unanimously approved.

For the Future Fund Endowment Update, Carl Kohnert

- Carl announced that Paul has agreed to extend his service on

the Endowment Committee. That committee is now complete.

- The Endowment Committee unanimously voted to transfer \$3275 into FOSC's checking account, as per the board's previous authorization.

- Carl reported on the robustness of our current endowment, thanks to a rising market. He reminded the board that our new goal is to reach \$200,000 as of the 25th Anniversary of FOSC.

Executive Director Responds to Questions on Staff Report

- Anna Marie announced that the Erosion Control Project is almost complete. She thanked the board for mobilizing so quickly to get the information about this project out to the public. Jay received no calls of complaint.

- She announced that September 6th is the next Fundraising Committee meeting.

- She also announced that PRAC has approved the plant sale through the next five years (through 2022), so FOSC does not need to seek approval annually.

Adjournment

- The meeting was adjourned at 8:39 p.m.
- The next board meeting will take place on Wednesday, October 10, from 7:00-9:00 p.m.

Attachment A

Qualified Small Employer Health Policy

In June 2018, the FOSC Board of Directors approved providing a \$200 per month medical benefit to employees. To comply with the requirements of ACA and to minimize tax impacts to both FOSC and its employees, the Board approved running the medical benefit as a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) after review and approval of plan documents by the steering committee. The Board approved the expenditure for the Plan Administration Automation (approximately \$720 a year for 3 employees), and the Board approved the Executive Director as the Plan Administrator. The fee includes: verification of employee eligibility and MEC maintenance; reimbursement of claims when submitted; filing form 720, and paying the Patient-Centered

Outcomes Research Trust Fund (PCORTF) fee for each plan year (deadline: July 31); providing a plan renewal notice if continuing the plan (deadline: 90 days before end of year); maintaining records; and tracking health legislative changes.

Attachment B

DRAFT POLICY UPDATE (FROM JUNE 23, 2018)

1. Full-time employees are eligible for paid time off (PTO) after a 90-day introductory period.
2. After the introductory period, full-time employees will accrue up to 10 days (based on an 8 hour work day) of PTO over the course of a year. PTO will be accrued at a rate of 0.0385 PTO hours per hour worked. For example, a full time non-exempt employee who worked 30 hours in a week would accrue 1.155 PTO hours for that week. For exempt employees, "hours worked" is based on the contracted number of hours (e.g., 40 hours/week).
3. PTO is capped at 15 days. Once an employee accrues 15 days of PTO, it will stop accruing until some PTO time is used. Accrued PTO hours, up to the maximum 15-day cap, will roll over year to year.
4. An employee may use PTO hours for any reason and does not need to give a reason.
5. Employees shall schedule time off with the executive director at least one month prior to using PTO. Scheduling with less than one month's notice will be at the ED's discretion. The executive director shall schedule time off with the board president at least one month prior to using PTO hours. Scheduling with less than one month's notice will be at the president's discretion. Employees will try not to schedule PTO during peak volunteer events, such as Earth Day, Creek to Bay Day, and the Native Plant Sale, and PTO requests may be denied during those critically busy periods.

