**Board Meeting Minutes**

**April 5, 2023 via Zoom**

**Attendees:** Susan Hoehn, Nikki Ream, Ellie Cunningham, Donna Vance, Sabrina Applegate, Beth Terrana, Kathy Sage, Cathy Burch, Mary Consalvi, Sue Major, Muffy Walker, Sandra Coufal, Marian Benassi, Candise Holmlund, Cynthia Hudson, Mara Buchholz

Susan Hoehn called the meeting to order at 1:04

**RSFWF Chair** -- Susan introduced Ruth Cartagena-Padilla, the new Program Administrator.

**Motion to Approve Minutes:** Marian Benassi

**Second:** Cathy Burch

**Vote:** Unanimously approved

Susan welcomed everybody to the second to last board meeting. Good news, the grand total for this year’s grants is $442,521. This includes $100,000 from the Angel Donor.

She also noted that the deadline for membership contributions for the 2022-23 Grant Cycle was April 1st. As of today, there are now 143 members. Susan thanked Donna and Sara for all their efforts for membership.

Nikki thanked Susan for starting the *Above and Beyond* campaign, which will allow the Women’s Fund to give an additional grant.

Nikki has two events coming up in April:

* Thursday, April 27th, “Cheers to the Charter Members” at her home from 4:00 to 6:00 p.m. Fifty members have been invited, which includes the seven board-related members. The idea of the event is to recognize the Charter and Starting members of the organization and to build relationships with them. It also will allow them to share what the organization meant to them and their thoughts as the organization moves forward.
* Wednesday, April 26th at 6:30 p.m. – Slainte Slate event at Nikki’s home. This will be a very casual even for the new board to get to know each other. An invitation will go out to come by and enjoy a glass of wine and some light bites.

Nikki reminded the board members that 2024 marks 20 years of grant giving, and it will be good to recognize the pillars of the organization at that future celebration.

**Business** – Nikki shared that Canine Companions was granted $50,000.00 last year to cover team training courses for five youth within our service area. Some issues arose for a variety of reasons as the training dates did not align with schedules of the potential trainees. Per the terms of the grant, four placements were made within our service area, but there is still a portion of the grant - $10,000.00 -- that cannot be completed within the current grant cycle.

After talking with the organization, Nikki proposed extending the grant another year to allow them to complete the final team training program. However, if they cannot complete it by May, 2024, they will have to return the remaining $10,000.

**Motion to Approve One-Year Extension:** Nikki Ream

**Second:** Cynthia Hudson

**Vote:** Unanimously approved

Susan wanted clarification on when Ruth would be taking over for Mara. Mara confirmed that as of this morning, April 5th, Ruth will be taking over the Admin email account. Training will be ongoing as needed.

Susan thanked Mara for taking over for Korri, Nikki for handling the interview process, and Ruth for becoming part of the team.

Susan reminded the Board that Ruth is the liaison with the RSF Foundation, and anyone with any questions can go to Ruth or the Chair. Please do not go to the Foundation as they are busy, please go to Ruth, and if Ruth does not know the answer, she will find it for you.

Next two meetings:

Tuesday, April 25th at 9:30 a.m. RSF Golf Club-breakfast/brunch.

Wednesday, May 17th Awards Luncheon at Morgan Run

**Grant Chair Updates**–

Cathy Burch stated that $442,521.00 will be awarded for the 2022-23 Grant Season. Eleven organizations be making presentations on Tuesday, April 25th 9:30 to 11:30 a.m. at the RSF Golf Club. Mary and Cynthia will be the escorts of the organizations arriving, Cathy and Kathy will be up at the front, Mara will oversee the slide show, and Ruth will handle check-ins.

At the end of the presentations, all eligible members will be able to vote using the paper ballots on the tables. In addition, those who aren’t present or are uncomfortable voting at the meeting will have the opportunity to vote online. All votes will be due by Thursday, April 27th at noon to allow the votes to be tabulated and the results presented to the Board at the Board meeting the following morning.

On May 17th, the Grant Awards Ceremony will take place at Morgan Run at 11:30.

Kathy Sage stated that the Site Visit sign-ups were amazing with many new people taking part. However, she suggested that some guidelines should be considered for future years since some organizations can only accommodate smaller groups. She suggested limiting the sign-ups to no more than two site visits per person, so more people will be encouraged to participate.

Susan reminded Ruth and Mara that the link to the online voting form needs to be emailed to members on Tuesday immediately after the meeting as there needs to be a quick turnaround. Mara clarified that the project summaries will be posted on the website as well as emailed out with the meeting reminders.

**Nominating Chair Update** - Candise presented the Proposed 2023-24 Board slate below. All those with asterisks are new board members.

**Advisory Chair** – *Nikki Carmody Ream*

**Past Advisory Chair** – *Susan Hoehn*

**Grant Co-Chairs** – *Cathy Burch and Kathy Sage*

**Incoming Grant Co-Chairs** – *Maritia Walper\* and Sara Bennett\**

**Past Grant Co-Chairs** – *Mara Buchholz and Nikki Carmody Ream*

**Membership Co-Chairs** – *Cheryl Salmen\* and Melissa D’Amour\**

**Finance Co-Chairs** -- *Beth Terrana and Diane Solomon*

**Program Co-Chairs** -- *Kirstjen Nielsen\* and Muffy Walker\**

**Publicity Chair** – *Elia Surran\**

**Social Chair** – *Kelly Stroud\**

**Social Media Chair** – *Hazel Bentinck\**

**Technology Chair** – *Mara Buchholz*

**Volunteer Chair** – *Ellie Cunningham\**

**Members-at-Large** – *Cynthia Hudson\*, Donna Vance\*, Mary Consalvi\*, Sandra Coufal\* & Vivian Hardage\**

Kathy Sage stated that the “Advisory” Chair had been renamed “Board” Chair. Candise clarified that the name will be changed going forward.

Candise welcomed the new board members and thanked everyone on the Nominating Committee for serving.

**Motion:** Candise made a motion to accept the proposed Board Slate as presented.

**Seconded:** Nikki Carmody Ream

Susan asked to have the motion be revised with the change of titles.

**Revised Motion**: Nikki motioned that the presented Board Slate be accepted with the amendment that the term ‘Advisory’ be changed to ‘Board’ Chair.

**Seconded:** Muffy Walker

**Vote:** Unanimously approved

Candise mentioned that historically, the new board slate for the upcoming year is presented to the membership at the May meeting as part of the PowerPoint The Focus Areas for the upcoming grant season are also presented at this time.

**Membership** – Donna Vance confirmed that there are 143 members. Sara has done a great job of getting the young people involved, and Cheryl will also do a great job. The Mentor program is going well; mentors have been contacting mentees to ask them to go to meetings.

Mara mentioned that our level within the WildApricot program only allows 250 contacts, and a contact consists of anyone we email (members, presenters, guests, etc.). Therefore, we must keep track of these numbers, so we are not forced to go up to the next pricing level within Wild Apricot. We can “archive” a contact, as archived contacts are not included in our headcount.

**Volunteer** -- Ellie reported that 52 members paid for the lunch at the Easter Basket Luncheon. In addition, eight extra baskets were purchased for a total of $2,800.00 in revenue. Lunch cost $16.20 per person; the baskets were $31.45 per basket. Total expenses equaled $3,359.15, with $559.15 coming from Ellie’s budget. The baskets were delivered, 20 to Operation Hope, 25 to Interfaith Communities, and 35 to the Foundation for Women Warriors.

There was some discussion about the RSFWF credit card. Mara explained that the RSFWF can’t apply for a credit card in its own name (so anyone would be able to use it) as we do not have our own EIN#. Sabrina asked why receipts can’t be submitted; Candise clarified that the RSF Foundation’s policy is to create a 1099 tax form anytime the Foundation cuts a check. Therefore, if you submit receipts you will receive a 1099 that you will have to report on your taxes.

Mara confirmed that the credit card is currently under her name, but as of May, it will be transferred to Ruth. Candise suggested having the cardholder pay over the phone when members make purchases. Candise also recommended that this Ibe revisited with the Foundation. Nikki suggested having a separate bank account in the future may help the situation.

**Programs** – Marian gave a review of the programs over the last year. In February, Deacon Jim from Father Joe’s came and talked about what they provide for the homeless community. In November, we had a service project where we created bags for homeless women, in addition to having Sandra Coufal talk about what it takes to bring a drug from creation to market. And finally, in September, we learned about the La Jolla Institute for Immunology.

**Financial Chairs –** Beth and Diane were not present. Susan asked about Monthly Finance Reports. Mara confirmed that the March statements are not available yet. Susan asked if the 5% annual endowment payment had been received from the Foundation yet. Mara confirmed that the funds have been received, and the amount received was around $19,066.00.

**Publicity** – Sabrina reported on an article she wrote about Deacon Jim in the *Rancho Santa Fe Review*. Sabrina will also write an article about the Easter Basket Luncheon which will run next Tuesday. Susan asked Sabrina if she has spoken to Bob from Ranch and Coast about attending our May event. Sabrina has spoken to Mia, who will mention it to Bob.

Nikki agrees this would be great publicity as RSFWF will pass the $5 Million grant mark this year.

Susan reminded members about upcoming events:

* April 25th, Grantee Presentation – Rancho Santa Fe Golf Club at 9:30
* April 28th, Board Meeting – Voting on the proposed grants Chairs will give to the board – Chairs will contact organizations to give them time to put calendars together to be available for the Awards Ceremony.
* May 17, Awards Grants Luncheon

Mara reported that she and Cheryl (Salmen, Media Chair) have successfully moved all the photos off the Shutterfly share site onto the ShareDrive. Cheryl will be able to have guest access to just the photos, so we don’t have to pay an additional member fee of $6.00 per month for the ShareDrive. Only Ruth, as RSF Administrator and Mara, as Technology Chair will have total have access to the ShareDrive.

The meeting adjourned at 2:16