

# Board of Directors Meeting Minutes

Monday, October 16, 2023, 6:30 pm, 75 Stutson St.

**Attendance:** Tom Bruce, President; Lindy Litwak, Vice President; Sue Roethel, Secretary; RoseMary Shaw, Treasurer; Patti O'Brien, Director (Excused: Tony Micchiche, Director);

**Special Guests:** Jose Peo, Candidate for Vice President; Suzanne Phillips, Nominating Committee; and Jennifer Cherelin, Children's Librarian at the Charlotte Branch Library

## NEW BUSINESS

**Partnership Opportunity with Charlotte Branch Library** – Jennifer Cherelin explained a new initiative to create a Charlotte Food Pantry at the Charlotte Branch Library. She has a degree in nutrition education and is bilingual; her interests are in social justice and helping people with food insecurity. In partnership with Food Link and the Lyell-Otis Neighborhood Association, she established a Food Pantry at the Lyell Branch Library which is successfully serving 200 families a month. The project needs a 501(c)3 to serve as fiduciary, so the CCA is asked to participate in the Charlotte Food Pantry in that capacity. This request will be considered by the Board for approval at a later date.

As a side bar note, Jennifer is also trained to provide information to the public about the upcoming Solar Eclipse event that will happen on April 8, 2024. The Charlotte Branch Library has not yet set dates for public information sessions.

**Budget 2024 Development Process** – RoseMary distributed preliminary budget worksheets, but not all projected figures are firm yet; committee plans of work (POW) are needed with budget projections.

Lindy and Sue will develop a POW for Programming. Jose suggested we get sponsors to support events. For ROC the Riverway this year, Tom and Lindy sold donated donuts and cider as OBPPC volunteers (not advertised as CCA).

Sue reported that the Eclipse-viewing sunglasses are being sold by RMSC for \$.35 each and we can sell them for up to \$2.50 each as a fundraiser. CCA sponsor Eric Bourgeois has offered to pay for \$300-500 worth of sunglasses, and he wants to be involved in any events that we have in conjunction with the Eclipse. Sue moved that we purchase 1,000 sunglasses; RoseMary seconded the motion; motion approved 5-0. Tom suggested we order stickers with CCA on them to attach to the sunglasses. They will be inexpensive—less than \$100—so no approval is needed to expend the funds. We decided to host an event at the beach by the ice skating rink on Tuesday, November 21<sup>st</sup> where we would sell the sunglasses to promote the upcoming Eclipse in 2024 and also sell hot dogs, snacks and beverages to promote the seasonal opening of the ice skating rink. Sue will talk to Eric about the sponsorship and RMSC about ordering the glasses and asking them to bring telescopes to the beach for stargazing. She will also set a few other stargazing dates in the new year to help promote the Eclipse. Tom/Lindy will coordinate with OBPPC about our plans.

## OLD BUSINESS

**Fall Elections** – Will take place at the General Meeting on 11/6. RoseMary will provide a list of eligible voters and Suzanne will do check-in starting at 6:30, collect any proxies and hand out voter tags. Tom will coordinate the voting process, and Sue will record the official counts. On the ballot are Jose Peo for Vice President; RoseMary Shaw for Treasurer; and John Kabrovski for Director (all running unopposed). There are no candidates for Communications Director or the other two open Director seats.

**Disposition of Leftover Supplies from Outreach** – We have 168 hot dogs and rolls, 120 bottles of water, 38 juice jugs, 2 aluminum trays, 6 plastic table covers, a number of snack bags, 1 bag of charcoal, foil sheets and condiments. We will use these supplies for the upcoming Stargazing/Ice Skating Event at the Beach.

## **SECRETARY'S REPORT**

Sue moved that we approve minutes: GM: 9/11 & 10/2; and BOD: 9/18; RoseMary seconded; motion approved 5-0.

## **COMMUNICATION DIRECTOR'S REPORT**

RoseMary advised that the newsletter be discontinued for a few reasons: 1) Patrice can no longer serve as editor and no one else has volunteered to take over the job; and 2) Contributions to the semi-monthly content have been lacking and interest seems to be waning. Additionally, there is the expense of manpower and budget to produce even six issues per year. While there may still be interest among our membership to continue the newsletter, it does not appear to be effective in securing memberships and sponsorships. RoseMary suggested we prepare one more issue and make an announcement that it would be the last one. We agreed unanimously to discontinue the newsletter for 2024.

## **COMMITTEE REPORTS**

- **Beautification**
- **Communications**
- **Community Development**
- **Electronic Signage (Ad Hoc)**
- **Fundraising**
- **Governance**
- **Membership**
- **Nominating**
- **Programming**
- **Safety & Security**
- **Scholarship**
- **Youth Engagement**

## **UPCOMING EVENTS**

11/6/23            General Meeting, 7 pm, Robach Community Center  
11/20/23          BOD Meeting, 6:30 pm, 75 Stutson St.  
12/1/23            Annual Tree Lighting Ceremony, 6:30 pm, Engine 19 Firehouse