

**THE CEDARS OF MARIN  
BOARD OF DIRECTORS MEETING  
September 23rd, 2021**

**Time and Place:** The Board of Directors of The Cedars of Marin met on September 23rd, 2021 remotely via Zoom, upon notice duly given.

**Participants:** Participating in the Board meeting via Zoom were Scott Clifford, Scott Erickson, Mary Gordon, Betty LeFevre, Dan Leese, Gail McCallister, Julie McInerney, Madeline Miller, Scott Price, Anna Rosen, Steve Shaw (phone), Deb Stutsman, Rebecca Sullivan, Terry Ross, John West, Amy Wolff

Also attending the meeting by invitation were: Chuck Greene, Jeanne Lipson, Sue Sherer, Cheryl White, KC Coco

**Opening Statements:**

President Scott Clifford called the meeting to order at 12:03 p.m.  
Scott deemed the May 2021 board retreat minutes approved by the Board of Directors.

**Executive Director Report**

Chuck Greene welcomed everyone, described the continued emphasis on adaptability, and highlighted the increasingly effective board engagement and communication.

He then discussed the thoughtful and proactive approach the organization is taking with succession planning.

Finally, Chuck mentioned the support Cedars provided to 24 Haitian staff, an act of goodwill that was deeply appreciated.

**Associate Executive Director Report**

A COVID-19 Update was provided. Information was also shared about the status of the day programs, reimbursement rates, and state budget.

**Overview of TAC**

Lauren Sockler described a warm and personal account of life at the Textile Art Collaborative from the perspective of the staff.

**Cedars Family Association Report**

Betty LeFevre made several announcements:

- In November the CFA will be sending a request to families to provide donations to contribute to the annual staff bonus.
- In December the CFA will be hosting the annual holiday party.
- In January the CFA will be hosting a forum on healthy client relationships.

### **Finance Report**

Sue provided a summary of the 2021-2022 operating budget changes and the 2021-2022 capital budget changes. Scott C discussed the quasi-endowment contribution.

**2021-2022 operating budget changes adopted:** Scott Erickson moved to approve and adopt the 2021-2022 operating budget changes. John West seconded the motion and all approved.

**2021-2022 capital budget changes adopted:** Scott Clifford moved to approve and adopt the 2021-2022 operating budget changes. Terry Ross seconded the motion and all approved.

**Quasi-endowment allocation approved:** Scott Clifford moved to approve the Quasi-endowment allocation, Scott Price seconded and all approved.

### **Staff Bonus Memo**

Chuck provided context and a recommendation for the staff bonus fund, previously vetted with the Board's Executive Committee and the staff Executive Team.

**The recommendation to allocate \$70,000 from reserves to the Staff Holiday Bonus Fund was discussed by the board and agreed upon by majority vote.**

### **Development Report**

Jeanne provided an update on development and event planning in times of COVID.

### **Q&A re Material in Board Packet**

KC and Chuck highlighted key questions and next steps from the Strategic Plan update and quarterly dashboard results.

### **Strategy Deep Dive**

Board members expressed an interest in gaining a foundational understanding of Cedars finances. Board members were also interested in learning about other ways to serve Cedars outside of the board.

We will integrate these topics where applicable, in future agendas.

### **Board Governance (Executive Session)**

Anna Rosen facilitated the Election of Officers and Re-election of Directors.

Anna later reported via email, that the election we held in executive session following our meeting on September 23 resulted in a unanimous vote for all on the ballots!

### **Officers to serve for a two year term expiring 09/30/2023:**

Debbie Stutsman – president

Madeline Miller – vice president

Scott Erickson – treasurer

Gail McCallister – secretary

**Directors to serve for a three year term 09/30/2024:**

Scott Price

Gail McCallister

Terry Ross

**Thank You to Scott Clifford**

Board and staff expressed appreciation to Scott for his years of service as Chair of the board.

**Adjournment**

There being no further business, the meeting was adjourned at 2:32p.m. Pacific Time.

Respectfully Submitted

Debbie Stutsman, Secretary

The Cedars of Marin Board of Directors