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LH Avocado, Inc. Board of Directors Minutes

December 5, 2016/ 3:00 p.m.

Little House 131 Avocado Ave. El Cajon, CA 92020

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| **Agenda Items** | **Action**  |
| **I. Welcome and Introductions:** Meeting called to order at 3:35 when there was a quorumAttendance: Mary Case, Vice-President, Jane Alfano, Laura Tancredi-Baese, Laura Beadles Absent: Dana Stevens, Barbara Ryan, Verna Griffin-Tabor, Sharon Dobbins |  |
| **II. Approval of September Meeting Minutes**Motion to approve by Laura B. Second by Laura T. Approved 4-0 |  |
| **III. Finance Report****A. Corrected End of Year**- Carol explained that there was a grant that was left off of the End of Year report so Linda revised the report and will use the new figures when filing our Income Tax Return.**B. October Finance Report-** Carol reviewed the finance report with the group in Barbara’s absence. Everyone agreed that the reports are easier to read. No questions.**C. Income Tax Preparation-** Carol filed extensions for our Income Tax and has been working with Linda to complete them. Linda discovered that we are close to the amount required for an EZ return. She would like to expense the carpet that was purchased instead of listing it as an improvement. This is common because carpet has a short life. By expensing the carpet total of approx. $4,000+ and the annual depreciation of the house for $12,000, we fall under $500,000, which qualifies us for the EZ return.Mary recommended that Finance meetings be held before the Board meetings so that we have their recommendation. Carol will send out the Finance Report with the recommendation of the Finance Team which meets on December 6th for a vote. | Carol will send out the Finance Reports with the recommendation of the Finance Committee for approval. |
| **IV. LH Avocado Board Development****A. New members-** Sara Ramirez, City of El Cajon Director of Recreation Services and Dilkhwaz Ahmed, CEO of License to Freedom were introduced. Both served on the Executive Committee of the El Cajon Collaborative. Mary made the motion to approve both Sara and Dilkhwaz as members of the Board of Directors of LH Avocado. Laura B. Second. Approved 4-0. | No further action required. |
| **V. Review of Consolidation Plan** **A. Organizational Chart-** Group agreed. **B. Roles and Responsibilities-** The group agreed that attendance was important so there was discussion about how many meetings could be missed. The question about conference calling was discussed if members could not attend in person. **C. By-Laws Review and Revisions-** The Board examined the by-laws of LH Avocado, Inc. and the guidelines of the El Cajon Collaborative. It was agreed that most of the guidelines could remain, but revised to reflect the merge of the Board and the Executive Team. The by-laws should remain rather general so that revisions aren’t required frequently.  **D. Committees/Rapid Response-** A recommendation was made that a committee be formed to review the by-laws and guidelines. They will come back with a recommendation at the meeting in March. The question about whether a Rapid Response Team is still necessary will also be addressed by the Committee. Jane and Laura B. agreed to serve on the committee. A recommendation was made that Barbara also serve due to her history with the original by-laws and guidelines. Mary will ask Barbara at the Finance Meeting on September 6th. We also discussed locating a word doc. of the by-laws. Mary will ask either Barbara or JoAnne. | Carol will contact the committee members for a meeting in early January. |
| **VI. Little House** **A. Rental Agreements-** Rental agreements have gone out to the tenants with a 30 day notice of any changes. The letters were signed by President Dana. Carol suggested that there may be some push back from CSA regarding the maximum office occupancy. All questions will be referred to Dana.**B. Building Maintenance-** Carol commented on the large pine tree that is sitting on top of the house roof and on the garage. The tree in the back is also too close to the house and the roots are spreading and the limbs are resting on the roof. Funds should be allocated for tree trimming and/or removal. Laura T. recommended an arborist be consulted first. Sara will ask the City who they use. Carol will get estimates for the March meeting.**C. Tenant Meeting/Holiday Party-** The tenants and staff have been invited to attend a Breakfast meeting/holiday party on December 20th at 8:30 a.m. The garage will be addressed. | No further action is required. |
| **VII. El Cajon Collaborative****A. Resource Development** **1. Grants/Contracts-** Carol shared that she would like the Board’s approval to apply for a RLA grant for $9,000. She would work with the Salvation Army and their low-income seniors to conduct the RLA. An outcome could be a community garden at the Salvation Army. It’s up to the seniors to decide on their project and for her to assist them if necessary following the completion of the training. The second grant is from SDG&E for $17,000. $11,000 would be towards salary and house expenses and $6,000 would be for printed materials and translation services. It would help expand the website and provide Arabic resource materials to our refugees. The final grant is the CDBG grant from the City of El Cajon. The group discussed it and the recommendation is that it would be for $15,000, be administered by coordinator, Carol Lewis and help support refugee services. Laura B. will assist Carol with the proposal. President Dana Stevens will be involved with the contract negotiations. Carol also shared that Dana submitted a Healthy Cities application to the County for CASA, allocating hours towards Carol’s salary. **2. Sponsorships-** Carol is looking into hosting a Health/Resource Fair at Parkway Plaza for Collaborative members. She will reach out for sponsorships for the event. **3. Donations-** Currently First Lutheran Church is continuing to support us with an annual donation around $600 and a monthly donation of $125. Carol will continue to investigate donation opportunities.**B. Partnership Agreements-** Carol has completed the Partnership Agreements which will go out the beginning of January. They are a two-year agreement and will also be downloadable on the website. **C. Work Groups** **1. Newcomers-** The Newcomers has been successful this year is holding two newcomer events. The first was in the Spring for our Arabic families. The second was this Fall for our Spanish speaking families. We had over 60 attend at both events with resources, entertainment, application assistance and workshops. **2. Homelessness-** The Homeless Collaborative will start in January. Carol has been working with the Council to address issues regarding homelessness and ideas for participants. Mary suggested that the meeting be held before the January 18th East County Homeless Task Force’s meeting. Home-Start and Crisis House would like to be involved. Carol shared that the Homeless Collaborative will be looking at services available locally, shelters, and programs. They will also look at programs that have been successful elsewhere. The focus of the group will be to help support expanding services and programs through existing agencies, bringing additional services and/or shelters to East County and helping work with the Task Force to put together suggestions to the City.  | Grant submissions approved by general consensus. Agreements will be sent out by Carol in early January.No action required.Carol will send out a meeting notice. |
|  **VIII. Core Team Update** Laura shared that the Core Team will be DARK in December**.**  We will reconvene in January and focus on the Strategic Plan. Frank Carson has been very helpful with putting together some asset mapping. Carol has worked with CVUSD to bring their Wellness Council meetings to the Core Team. Karen Minshew, Director of Learning Support Services will hold 3 meetings. Last month she shared the new Wellness Policy that was written over the Summer. She took some recommendations from the Core Team for a few additions. She will be reporting back on the Policy in February and May.   | No action required. |
|  **IX. Next Meeting Date, Announcements, Sharing** Meetings will continue to be on the First Monday at 3:00 p.m. The next meeting will be on March 6th, 2017. Dilkhwaz shared a little bit on our Syrian refugees and the needs that they have. She invited everyone to participate in a holiday event. Crisis House is having a KaBOOM build on Thursday, December 8th. | Carol will send out meeting notices. |

There being no further business, the meeting was duly adjourned.

Approval:

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Dana Stevens, Board President

2016-2020 Overall Strategic Focus

El Cajon Collaborative

Goals:

1. Increase pro-social activities for children and youth:
	1. Objective: Increase access to safe & healthy recreational opportunities
	2. Objective: Increase opportunities for meaningful youth leadership and civic engagement.
2. Increase community involvement in Collaborative partnerships:
	1. Objective: Increase community engagement in self-sufficiency opportunities.
	2. Objective: Increase community partnerships to support cultural inclusion.
	3. Objective: Mobilize residents to proactively participate in community enhancement activities.
3. Enhance prevention strategies using the public health model:
	1. Objective: Advance opportunities to create safe, healthy and livable neighborhoods (universal)
	2. Objective: Improve community health & wellness through resident engagement (secondary)
	3. Objective: Increase culturally appropriate healthcare services (targeted)
4. Increase advocacy efforts to support policies that:
	1. Objective: Ensure safe, fair and affordable housing across the continuum of need;
	2. Objective: Promote economic development to adequately ensure self-sufficiency;
	3. Objective: Provide educational opportunities leading to career pathways;
	4. Objective: Address community environments and norms to foster health.

**Mission:**

The El Cajon Collaborative builds relationships, leverages resources and promotes best practices

 to enhance the quality of life for children, youth and families in our community.