



Executive Committee Meeting

**Tuesday, June 11, 2019
9:00 a.m.**

MINUTES

- MEMBERS PRESENT:** Debbie Clements, Eric Jackson Leland Madsen, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie
- MEMBERS ABSENT:** Greg Beliveau, Kathleen Plinske, and Richard Sweat
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Kristine Concepcion and Crystal Lee
- GUEST PRESENT** Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Board Chair, called the meeting to order at 9:00 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes – 4/16/19 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes. 	Mr. Walter made a motion to approve the minutes from the 4/16/19 Executive Committee Meetings. Mr. Ushkowitz seconded; motion passed unanimously.
5	Information <u>Chair's Report</u> <ul style="list-style-type: none"> • Ms. Clements announced her retirement and completion of her service on the Board as of 6/30/19. • Ms. Clements commented on the Board's great engagement at its Board Retreat. She also encouraged the Board to continue its momentum with CSCF engagement activities. <u>President's Report</u> <ul style="list-style-type: none"> • Provided an overall summary of the All-Staff Meeting; Ms. Trnka was master of ceremonies, and Mr. Sweat was one of the key speakers, who also presented a donation of \$15,000 towards the Youth program. • Provided an overview of CSCF's performance. 	

<p><u>Committee Reports</u></p> <p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 6/3/19. • Reviewed marketing materials for Youth summer program and marketing for year-round program. • 90% on target with Ticket to Work program. • Reviewed status of summer youth program. <p><u>Career Services</u> Dr. Plinske, Career Services Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Committee met with Finance to review budget priorities at the 5/21/19 budget workshop. <p><u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 5/13/19. • Reviewed status on projects and year to date performance on outreach, internal and external communication. • Reviewed priorities for next year. <p><u>Audit</u> Mr. Walter, Audit Committee Chair, reported there was no meeting, so no new updates.</p> <p><u>Finance</u> Mr. Ushkowitz, Finance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 6/6/19. • Approved draft budget for fiscal year 2019-2020. • Reviewed updates on CSCF's retirement plan. <p><u>Governance</u> Mr. Wylie, Governance Committee Chair, reported out the following:</p> <ul style="list-style-type: none"> • Met on 5/8/19. • Reviewed CSCF's HR Department updates. • Reviewed Board engagement updates. • Reviewed 2019-2020 Board Roster and status on nominations of new board members. 	
--	--



	<ul style="list-style-type: none"> Approved submission to Board on slate of officer recommendations. <p><u>6/20/19 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed and concurred with agenda. <p><u>Executive Committee Meeting Dates</u></p> <ul style="list-style-type: none"> Reviewed meeting dates for next fiscal year. 	
6	<p>Other Business</p> <p><u>Waiver of Article 9 (IX) “Conduct of Business” – Item #2 – requirement to meet in September</u></p> <ul style="list-style-type: none"> Reviewed proposal to move first Board meeting of 19-20 fiscal year to 10/3/19. This is due to scheduling conflicts in September with Board Chair and President/CEO. 	<p>Mr. Ushkowitz made a motion to waive the section in Bylaw, as discussed, requiring the Board to meet in September. Mr. Wylie seconded; motion passed unanimously.</p>
7	<p>Adjournment</p> <p>Meeting adjourned at 9:41 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator