

ASM Board Meeting

April 4, 2019

Happen's Toy Lab

Attending: Directors Kristen Barker, Andres Contreras, Heather Zoller, Ellen Vera

Community Owners and ASM Staff Heather Sturgill, Susan Miller Stigler, Vince Tafolla

1. Initial Business

- Check-ins
- Approved February and March Minutes as amended
- Approval of Agenda

2. Finance Committee

- Reviewed Profit and Loss Statement for the quarter, Balance Sheet as of March 31
- Adjustments needed to both
- Concern about potential Special Projects expense due to hacking incident.
- Discussion of outstanding bills, including those to Christopher DeAngelis, Heather Sturgill and Northside Communication Council. We have no invoice from Community Council. Agreed to pay Christopher and to pay Heather Sturgill half now and half in May.
- We need paperwork for documenting when owners choose to "up" their share. Andres will lead creating a form and will send to previous owners as well. (The upped shares are recorded in CIVI and Quickbooks).

4. Fundraising Committee

- Team hired March 25th including Susan Miller Stigler and Vince Tafolla.
- Discussed draft fundraising budget handout
- Review of goals
 - Goal of 252 loans
 - 26 loans to date average \$3,269
 - Our goal is \$1 million, we have raised \$214,000 in owner loans.
- Kickoff event: 3-5 PM April 27th at North Church.
 - Goal to raise \$50,000 before the event
- Campaign:
 - 7 week campaign
 - Tuesday, Wednesday, Sunday call nights. Looking for location.
 - Action item: check notes from the volunteer meeting for those who signed up to help with call nights.
 - Mary can update loans. Share purchases will go through CIVI.
- Communication:
 - Email owners about campaign launch plus newsletter items
 - Communication committee will meet with fundraising on Friday April 5th
 - Note that we have a Canva account for design work

- Follow-up kickoff with a press release
- Need to identify spokespersons

5. Volunteer Meeting

- Vince ran the last volunteer meeting. Will focus on preparing for call nights.
- We will need to organize a training for call nights. Possible date: April 13th.

6. Board Business

- Recruitment: possible names include Jeni Jenkins, Allen White, Jamie Stonehorn, Sarah Madrigal, Ellen's neighbors, and union contacts.
- Board Development and Training
 - We have conducted an exit interview with Caitlin Burnet.
 - Suggestions include working through the board packet before someone joins the board, and training folks before they run, and to conduct additional general board training. We are recommending GDCU's Board 101 training for those interested.
 - Suggestions also include giving a more realistic time commitment, and encouraging potential members to consider how much time they have available and how comfortable they are with risk.
- Election Plan: We will discuss timing at our next meeting
- Cyber-security: Andres recommended that we move to Google drive and restrict who has access to different information. We will work to put together an advisory group for security, asking Eli, Vince Strauss, Aziz, and Susan's spouse for their participation.

7. Exit interview with Christopher DeAngelis, General Manager, conducted by Andres, Kristen, Ellen and Marilyn.

- Suggested policy governance resources
- Need to clarify board roles vs. GM.
- Glad for level of support he received, although he was not satisfied with contractor role
- Indicated that he would come back when the project was funded
- Provided a link to a head hunter for a new Store Manager

8. Additional Business

- Planning for Farmer's Market in Heather Sturgill's absence

Check-Outs