



Minutes

YOSEMITE/SEQUOIA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL Executive Committee Meeting

Wednesday, January 25, 2022, 9:30 am

(A) = Action Item

EXECUTIVE COMMITTEE MEETING CALL TO ORDER AND CONFIRMATION OF QUORUM

9:38

a.m.

In attendance:

Executive Committee: Nathan Magsig (NM), Rosemarie Smallcombe (RS), Bobby Macauley (BM), Lynn Gorman (LG)

Staff: Erin Capuchino (EC), Hazel Lavender (HL), Raini Patteson (RP), Mi-Ling Wong (MW)

Guest: Sandra Adelizi (SA)

GENERAL BUSINESS

Two Members needed to leave the meeting by 10 am, and the agenda items were adjusted to review actionable items while a quorum was established.

Approval of Consent Agenda: Motioned by BM, second by RS, All in favor.

CONSENT AGENDA:

-Approval of Authorizing Continued Use of Remote Teleconferencing Provisions Under AB 361 and Government Code section 54953 **(A)**

-Approval of Agenda **(A)**

-Approval of Past Meeting Minutes **(A)**

-Updates from Executive Committee: None

-Public Comment: None

-President's Opening Statement: NM requested EC review a conversation regarding the process and issues during the transition into QuickBooks Online. EC described a few large issues, including a double payment of \$337k to Forest Services for work done in a grant, lack of notes on deposits in the checking accounts, uncompleted change of address process with all associated entities, not knowing the specific processes for paying payroll taxes, resulting in about \$15k of unpaid taxes, and no tracking documentation for the Aug/Sept of income/payments for each grant. EC also discussed what staff, contracted bookkeeper, and payroll has done to address these. She thanked the Board for their patience. The Board Requested an email further describing what has been found and what has been done to fix issues, as well as made suggestions on creating an internal audit.

NEW BUSINESS

-Madera County Member **(A)**: EC informed that Robert "Bobby Macaulay has been officially assigned to the Executive Committee by Madera County and requested the board to accept the appointment. Motion to accept appointments by NG, seconded by LG, all approved.

-Grant Writer **(A)**: EC Presented the two options provided by a possible and recommended contractor grant writer funded by the SNC 972 Early Action Funding. EC Requested the monthly retainer option as this would utilize the \$20,000 in funding over the next 13 months with unlimited grant applications. BM moved to approve, seconded by LG, and all approved.

-Chippers **(A)**: EC requested the ability to donate or sell the two chippers currently owned by Y/S. The chippers are an asset that only costs money and are no longer associated with any grant. Coarsegold RCD is considering a chipper program, and EC would like to donate one of the chippers to CRCD as an in-kind donation and sell or donate the other one. The board confirmed there is no

grant responsible to the chippers and requested staff to find the value of the chippers. NM moved to approve, seconded by RS, and all approved.

-Bookkeeper/Financial Report **(A)**: SA presented a financial report and balance sheet to the board. She reiterated the issues staff has found while transitioning to QBO. NM asked why there was a significant negative in assets. SA noted that that could be partly because of overpayment and an unknown General Fund balance. It was also suggested that staff request a credit check of the YS EIN to continue the process and keep the Board informed. LG moved to accept the report, seconded by NM, and all approved.

OLD BUSINESS

-EC Reviewed the MOU and Sponsorship documentation and noted the intent to discuss at the full council meeting and send it to previous partners. Committee agreed.

-BM and RS excused themselves and were thanked for their time.

-EC reviewed the Veg Management Conference as a valuable networking opportunity.

-Personnel / Executive Committee / Director updates

- Projects/Programs Report Discussion: EC requested feedback from the board on their preference for presenting project updates. Do they want an update on all projects and programs at each meeting, or is the P&P Report enough? NM suggested highlighting one or two grants that have had the most changes since the last meeting.
 - Kern County – RP provided an update on progress made in Kern County under the SNC 972 Early Action Grant funding. EC requested that NM reach out to the Kern County Supervisor of the Kernville District, as all attempts by staff have not been fruitful. NM agreed to email.
- Banking, Signatures: EC requested the Executive Committee to schedule a day to meet in person to create new signature cards at Premier Valley Bank (AKA Yosemite Bank) and provide SA with their signature for check signing. NM agreed and suggested EC start an inquiry to find a day that would work for the interested committee members.
- MW updated the Board on her progress; NM suggested she tag each Executive Committee member in posts so they can share.

CLOSED SESSION

-None Needed

ADJOURN

10:32

am

Future Agenda Items & Meeting Date(s)

- Full Council Meeting: Thursday, 1/27/23 @10am
- Executive Committee Meeting: Thursday, 2/23/23 @9:30
- Executive Committee Meeting: Thursday, 3/23/23 @9:30
- Executive Committee Meeting: Wednesday, 4/26/23 @9:30
- Full Council Meeting: Thursday, 4/27/23 @10:00