



## Teleconferenced Special Board Meeting Minutes

March 18, 2015 – 7 p.m. PDT

1. Call to Order/Establishment of Quorum

Vice President Johnson called the meeting to order @ 7:16 p.m. PDT. Present were Vice President Johnson, LaRussa, Carscallen, Solberg, and Christensen, as was executive director Aspelund. Marinkovich was absent, but excused.

A quorum was established.

2. Approval of Agenda

Christensen moved and Solberg seconded to approve the agenda as revised to add “Other” under Miscellaneous Business. **MOTION CARRIED UNANIMOUSLY.**

3. Approval of Previous Minutes

A. Approve March 5–7, 2015 minutes

These minutes will be re-sent to board members for email approval.

B. Approve March 9, 2015 minutes

Solberg moved and LaRussa seconded to approve the March 9, 2015 Special Board Meeting minutes as presented. **MOTION CARRIED UNANIMOUSLY.**

C. Approve March 16, 2015 minutes (Aspelund version)

Christensen moved and Carscallen seconded to approve the March 16, 2015 Special Board Meeting minutes as presented. **MOTION CARRIED UNANIMOUSLY.**

4. Executive Session – Personnel

Christensen moved and LaRussa seconded to go into executive session for the purpose of discussing personnel and other sensitive matters at 7:34 p.m. PDT. **MOTION CARRIED UNANIMOUSLY.**

Solberg moved and LaRussa seconded to come out of executive session @ 9:32 p.m. PDT. **MOTION CARRIED UNANIMOUSLY.**

5. Actions resulting from executive session, if any.

A. Confirm 2013 990 program listings

Christensen moved and Carscallen seconded to confirm its direction to the executive director to detail all program services, including expenditures, grants, and revenue amounts, in its 2013 990 tax return. **MOTION CARRIED UNANIMOUSLY.**

B. Aspelund transition

LaRussa moved and Christensen seconded to transition executive director Aspelund from her current position to a new part-time Financial Administrator position effective October 1, 2015. **MOTION CARRIED UNANIMOUSLY.**

Recruitment for a new executive director will commence in mid-June, closing at the end of July, with hiring to occur by mid-August.

6. Miscellaneous Business

- A. Attorney's advice about permit numbers not being on exterior ballot mailing envelopes. The attorney's advice was that the direction provided by election auditor was sound to post notice of the oversight of failure to include permit numbers on exterior election material envelopes on the BBRSDA website, and that ballot envelope instructions enable voter certification by the election auditor to occur.

Carscallen moved and Christensen seconded to accept the BBRSDA attorney's advice regarding permit numbers being inadvertently left off of exterior election materials envelopes and to take no further action. **MOTION CARRIED UNANIMOUSLY.**

- B. Response to four former director's letter to the fleet about board/election. No action was taken.

- C. Need for meeting in early May to approve 2013 990 and FY 14 Stub Audit. Aspelund reminded board members of the need for a board meeting in early May to approve the 2013 990 tax return and the FY 14 Stub Audit in order to comply with May 15, 2015 and May 31, 2015 due dates, respectively.

7. Adjourn

Christensen moved and LaRussa seconded to adjourn at 8:53 p.m. PDT. **MOTION CARRIED UNANIMOUSLY.**