

MINUTES/NOTES

CSHE Executive Committee • December 1, 2020 • 3-4pm • via Zoom

Present: Jack Wheatley, Tina Link, Jared Erickson, Gil Feliciano, Elisa Lara

Call to Order: 3:12pm

Status/Agenda for next General Meeting. A discussion was had whether a meeting for December was warranted given the low level of activity anticipated during the holidays due to COVID-19 and the inability to get much done between the holidays and our January meeting. Average December attendance in prior years were reviewed and found, on the average, low attendance. The importance of working strategically in lieu of COVID-19 physical activities was underscored. It was unanimously agreed to cancel December's regularly scheduled monthly meeting for the coalition.

The \$3,8000 Social Media training proposal from TTJ Consulting was discussed. Technical advisory funds need to be prioritized for our evaluators Epiphany Community Services. Feliciano to confirm if both may be secured, just ECS, or both but with a reduced scope of services from TTJ.

Financial. SAMSHA needs final reports for STOP-Act. Due no later than December 31. Feliciano to follow-up with Ecker's CFO.

Feliciano was asked to follow-up with Ecker's CFO regarding the still outstanding funds from Disney sold tickets via biddingforgood.com

Executive Committee to review current financial report format and provide preferred format to Ecker's Accounting and Payroll Specialist. Current format is not helpful enough. Need in digital format like Google Sheets/MS Excel. The format needed was discussed with prior meeting with Tim Bates (Ecker), Deb Howe (Ecker), Wheatley and Feliciano. A meeting with Ecker's Accounting and Payroll Specialist might be necessary to discuss financial report format needs.

Feliciano currently focusing on spend-down funds from FY20 in order to meet December 31, 2020 deadline.

Only one member has responded to signing up for Action Items so far. Action Plan activities need to start occurring immediately considering the current deadlines assigned to each item. A big push to move full steam ahead in January will be led by the Executive Committee.

Adjourned 3:58pm; Recorded by Gil Feliciano