

Regular Board of Directors Meeting

Minutes

Friday, November 19, 2021, 10 a.m. by zoom or Chester Chamber Office

Join Zoom Meeting

<https://zoom.us/j/98225684469?pwd=c0p3VFVUbHVjUFVITThKbzUwL2JJUT09>

Meeting ID: 982 2568 4469

Passcode: KvVa0T

1. Call to order and introduction of audience/Public Comment.
   1. 10:11
   2. Attendance: Sharon, Susan, Karen, Todd, Lisa notes
2. Approval of Agenda
   1. All in favor, so moved
3. Approval of Minutes from the Regular Board Meeting October 22,, 2021 meeting
   1. All in favor, so moved
4. NEW BUSINESS
   1. Board Membership
      1. Indian Valley Board Representation
         1. Correspondence with Jeff Titcomb:
            1. Terms over end of November
            2. He is not a Board Member at this time
         2. Interested party - Josie Litchfield representing Indian Valley - Karen shared information!
            1. Link to Josie’s info
            2. She has lodging and pays TOT
            3. Karen is very confident in her ability and knowledge
      2. There is a Need to adopt a formal process of bringing on new board members - Karen
         1. Sharon requests that we request attendance at meetings - we need active board members
            1. Sharon will work on policy for this with Lisa
         2. Susan proposed we address in the new year
      3. Potential board member from Bucks Lake - Jason Sterrett - up date- Karen
         1. Karen has not heard from him for a few months
      4. Board Member Term Limits
         1. REF: **November 2020 minutes : Selecting Terms and Rules for Board Members:**
            1. 1 year terms are Susan Bryner, Jeff Titcomb, and Karen Kleven, with 3 consecutive terms for renewal if they so choose was a motion made by Susan Bryner and seconded by Sharon Roberts, and the yes vote was unanimous with 1 absent,(Director Jill Rivoli).

Both Susan and Karen will re-up for next two years

* + - * 1. 2 year terms with 3 consecutive terms for renewal if they so choose are Todd Geer, Janice Hayman, Sharon Roberts, and Jill Rivoli was a motion made by Susan Bryner and Jeff Titcomb. The yes vote was unanimous with 1 absent director,(Director Jill Rivoli).
      1. Confirm new terms for those approved for one year.
         1. Susan Bryner and Karen Kleven for two year terms.
         2. Janice, Sharon and Todd were all two year terms.
      2. Motion to approve 2 years for Karen and Susan
         1. ALL IN FAVOR, so moved
  1. Advisory Committee Members:
     1. Sharon suggests we regroup the Advisory Board push for January
        1. Agreed by Board
        2. Shelley Hunter may apply to be on Advisory Board
        3. Riccardo said YES to serving on Advisory Board
           1. There is no conflict of interest if Lisa serves on Advisory Board and Admin Support
        4. Do we have an org chart
           1. Maybe Lisa can create
  2. Use of branding templates
     1. business cards who wants them
     2. FRTA digital and print logos start using
        1. On docs we send out, we should use templates to professionalize our look
        2. Use the FRTA email
           1. Susan - get our internal docs branded
           2. Launch 2022 with our BRAND

Susan suggests using BOTH in a signature line but with text not two logos

Lisa to work with STU on correspondence branding, business card template and email signature template

Business Cards?

* 1. Lake Almanor Chamber’s desire to make a public statement about the Granicus issue and our tax collectors lack of response to FRTA requests
     1. Tom McGowan is working no this issue and sharing information with community members
     2. Because county has been hacked, might put process on hold
        1. We got parcel number and certificate - per Julie’s letter to FRTA
        2. We do have a spreadsheet with TID collections that Susan converted from a .pdf
        3. Property taxes are first priority
        4. ADD to NEXT AGENDA - DECISIONS ABOUT DISTRIBUTIONS TO MICROZONES in DECEMBER
        5. Sharon - can we allocate Spanish Peak Production cost to a Microzone?
           1. Yes but to specific microzone

1. ACTION ITEMS:
   1. Approve financial reports that will be coming from Robin.
      1. ADD TO DECEMBER AGENDA - DECISION TO PAYBACK LOAN MONEY IN DECEMBER
   2. Approve Josie Litchfield as new board member representing Indian Valley.
      1. Susan made motion to approve Josie as representative
         1. Karen Seconded. All Approved, Motion Carried
   3. Approve financial expenditure under $1000 without board approval but with two board members signing off on expenditures before paid by accounting firm.
      1. Karen made motion to approve policy above and Lisa will write this sentence and add to Board Policy under financial Expenditures
         1. Susan motioned, Todd Seconded, All Approved
         2. Discussion - who is allowed to spend this money?
            1. Chair is authorized to spend
            2. Robin suggests that we have two approvals
   4. Approve contract with Betty Bishop for 25 high resolution digital photographs for $250.00. - Karen
      1. No need for action, as we just approved item “C”
   5. Approve request for a paypal account so online purchases can be made, like Tish Vista Print, etc.
      1. Todd suggests using PAYPAL
         1. Motion by Susan to approve creation of PayPal with Chair in control, account for incidental purchases for FRTA
            1. Second, Karen, all approved, motion carried
            2. Discussion - SAVE YOUR RECEIPTS!
2. UPDATES/FOLLOW UP and OLD BUSINESS:
   1. Accounting and follow up of the video project - Susan
      1. Entire cost $26K
         1. We rec’d funding from Coldwell Banker and FRTA, Plumas Bank, Forever at Home, St. Barnard Lodge, and awaiting funding from others for this project including from Community Foundation of No. Nevada and many others are committed to total 9K surplus for next project!
         2. We are short now by 7K, but we have more than 7K committed
         3. Draft THANK YOU NOTE to all donors -
         4. Communicate with Cheryl (copy susans) re: distribution
   2. Update of new Landing Page developed by Stuart
      1. Sharon - Lisa send updated link to GA
      2. Where it says above and beyond Plumas (video on left) discover Quincy, Bucks Lake, Indian Valley and The Feather River Canyon on landing page - DONE
   3. RFP’s for web development - update - Lisa
      1. Lisa to ask STU for reference websites - DONE
   4. Discussion of next steps with Tax Collectors Office (also item D in new business)
   5. Annual Report per our FRTMD plan-
      1. Needs to be done with a reference to Management Plan
         1. DUE DATE - must be done in January, Sharon and Karen to work on this
         2. Might not have alot to report, but we can list accomplishments and have a general report
         3. Can list challenges
         4. Present for Board Approval in January Meeting
            1. If approved, share with BOS in February
      2. Sharon suggests we ask Robin what kind of report she’s done for other groups she’s worked for
   6. Possible claim against PG&E for loss of revenue,

“discussion of applying for an SBA Disaster Loan for which we qualify. “Interest rates are as low as 1%, and we will see an uptick in Assessments in the 4th Q due to those staying at our lodging facilities due to the fire.

* + - 1. Met with SBA and there are disaster loans because we were in existence during DIXIE fire
      2. Todd and Sharon agree that we won’t pursue the claim against PG&E
      3. Sharon to talk to Clint about applying for SBA loan

1. Select date for next board meeting
   1. December 10th at 10:00 a.m.
2. Close meeting - 11:41