**MONTE SERENO SAFE ROUTES TO SCHOOL**

**17010 Roberts Road, Los Gatos, CA 95032**

[**www.lgsaferoutes.org**](about:blank)

**Tax ID # 81-3709577**

**REGULAR MEETING**

**BOARD OF DIRECTORS**

**DATE:  Tuesday, September 6, 2022**

**3:30pm-5:00pm**

**LOCATION**

**Zoom**

1. **CALL TO ORDER**

*President, Rob Stephenson called the meeting to order at 3:36*

1. **ROLL CALL**

*Present:*

***Rob Stephenson*** *- President*

***Patty Charles****– Secretary/Executive Director*

***Bill Selak*** *- Hillbrook Designated Director*

***Terese McNamee*** *- Chief Financial Officer - LGUSD Designated Director*

***Jessica Kahn*** *- City of Monte Sereno Designated Director*

***Karen Briones*** *- Director - Member of Public*

***Chris Tada*** *- Los Gatos Police Department*

***Wendy Riggs*** *- SR2S Coordinator*

**Nicole Burnham** - Town of Los Gatos Designated Director

*Not Present* ***-***

**Alex Chapman*-*** LGSUHD Designated Director

1. **APPROVAL/AMENDMENTS TO THE AGENDA**

*Motion: Terese McNamee made a motion to approve the agenda.*

*Seconded by Karen Briones*

*Motion Passed*

1. **PUBLIC COMMENT**

*No public comment presented.*

1. **CONSENT AGENDA**

*Motion: Terese McNamee made a motion to approve the consent agenda.*

*Seconded by Karen Briones*

*Motion Passed*

* 1. **Board Meeting Minutes - August 9, 2022**

The August 9, 2022 Board meeting minutes are presented to the Board for approval and action.

*Regular meeting minutes August 9, 2022 approved - motion by Terese McNamee seconded by Karen Briones*

1. **ACTION ITEMS**
   1. **MOU Contracts, Future Funding-** Rob Stephenson opened the discussion about future funding. The Board discussed formalising a funding review. As current funding seems adequate for FY 2022-23 it was decided to resume this discussion at the Feb 7 Board meeting where we will be looking at an interim budget. It was noted that we should also review our current Vision & Mission for the organisation. It will be included in the next board meeting for discussion. Patty Charles noted that the MOUs for FY 2022-23 will be distributed for signature in the next couple of weeks.
   2. **Executive Director Position Discussion -** The Board discussed the role of the Executive Director noting that it currently includes the Secretary role of the board. Patty Charles is looking to move out of the position by the end of the calendar year. It was noted that the position's responsibilities to the Board and the responsibilities to Safe Routes need to be updated so we can determine if the position can be done by the current Coordinator or if it should remain separate.
   3. **Discussion of Board Positions and Compensation -** There was a discussion about the compensation of specific roles on the board (ie. executive director, secretary, treasurer.) There did not seem to be any particular need for people in the current positions but that it may be reviewed going forward but the bylaws need to be reviewed
   4. Program Update - Wendy Riggs provided an update on the back to school activity and other programs.
2. **Reports** 
   1. **Board of Directors**
      1. **President - no update**
      2. **Chief Financial Officer-** no update
      3. **Board of Directors** - no additional update
   2. **Police Department Liaison** - Tada discussed that they have attended a Boy Scout bike rodeo and are looking forward to the upcoming bike rodeos with LGUSD schools in a couple of weeks.
   3. **Directors of Parks and Public Works -**

Los Gatos - Nicole Burnham gave an update on the town.

City of Monte Sereno - Jessica Kahn discussed some Monte Sereno initiatives.

* 1. **SR2S Coordinator -** No additional update
  2. **Executive Director -** Noted that we need to update the signatories on the back account to include Terese McNamee (CFO). The SI-100 has been filed and after that is confirmed we can update the back account.
  3. **LGHS Representative -** Not present
  4. **LGUSD Representative -** No additional update.
  5. **Hillbrook Representative** - Bill Selak noted that Hillbrook is featuring Safe Routes to School at their back to school night.

*Meeting adjourned at 4:28*

1. **FUTURE MEETING DATES**

Regular Meetings

October 11, 2022- 3:30-5:00pm- Board of Directors Regular Meeting - in person TBD

February 7, 2023 - 3:30pm- 5:00pm Board of Directors Regular Meeting - in person TBD

May 9, 2023 - 3:30-5:00pm Board of Directors Regular Meeting - in person TBD

Special Meetings

November 8, 2022 - 3:30-5:00pm - Board of Directors Special Meeting - Zoom

January 10, 2023 - 3:30-5:00pm - Board of Directors Special Meeting - Zoom

March 7, 2023 - 3:30-5:00pm - Board of Directors Special Meeting - Zoom

April 4, 2023 - 3:30-5:00pm - Board of Directors Special Meeting - Zoom

June 13, 2023 - 3:30-5:00pm - Board of Directors Special Meeting - Zoom