

**Committee of One Hundred
Minutes of Board Meeting
June 15, 2020 (via Zoom)**

Agenda and Addendum (two attachments)

Attendees: Kevin Bentz, Barbara Brown, Ron Buckley, Danny Codd, Wayne Donaldson, Pamela Hartwell, Sonja Helton, Welton Jones, Mike Kelly, David Malmuth, Fern Murphy, Pam Miller (C100 Advisory Council), Andrew Poat, Ross Porter, Roger Showley, Lynn Silva, Mike Stepner, Robert Thiele, Bob Wohl.

1. Introduction of Visitors. - none in attendance

2. The minutes of the May 15 Board meeting were approved by consensus, ditto for the minutes of the Board's Special Meeting of May 22.

3. Black Lives Matter. This was the subject of an addendum to the agenda that Roger sent out before the meeting. The murder of George Floyd by the Minneapolis police on live video has led many Americans to a process of self-appraisal. Many organizations have issued statements recognizing the need for a greater commitment to diversity and inclusivity. Roger asked the Board to discuss how we might take such steps, and had three suggestions for starters:

A. The Archive could use student help from the Park's neighboring schools: Theodore Roosevelt Middle, San Diego High, and City College.

B. The nascent C-100 Speakers Bureau could prioritize the service clubs and organizations that focus on the city's minority communities as targets for our outreach to arrange C-100 speakers as presenters.

C. The monthly Tours that C-100 offers to Park visitors could go to the Palisades area and - in looking at the new California Murals - discuss elements of California history that are pertinent to the experience of ethnic "out groups." Could use facts on those who physically built the two Expositions, and info about current visitor demographics.

Further discussion - To involve people of color, we could support scholars in partnership with - see the links the Museum of Man, History Center, or others. Does the Automotive Museum have a project with a diversity/inclusion focus where C-100 could play a constructive role? We can ask similar questions to neighboring organizations in the Park.

In terms of self-examination, the movement for Historic Preservation has been assessed for its particular history of inclusion and exclusion. Wayne Donaldson has written on this subject (see the links below). In this, Wayne was inspired by scholar Clement A. Price (1945-2014) of Rutgers University, who served on an Advisory Board for Wayne; he conceptualized the arena of historic preservation as an important frontier of the quest for cultural inclusion. His advocacy for preserving Ellis Island serves as a landmark in this regard. Link: Clement A. Price, a Cheerleader for Newark, Dies at 69 <https://nyti.ms/1Efkia4>

Links:

https://www.achp.gov/sites/default/files/2018-12/DonaldsonMemoryPortfolio_090618.pdf

<https://www.achp.gov/sites/default/files/2018-12/Donaldson%20Article.pdf>

<https://www.achp.gov/index.php/news/achp-chairman-donaldson-leaves-legacy-preservation-successes>

4. Membership - Welton Jones

- *Election Results*. 83 responses received from the April mailer. (It went out to approximately 500 people who we considered to be live members.) with 82 completed (and 1 partial) ballots returned. The slate was elected and we got almost \$10,000 in contribs. Another six contributions arrived in the C-100 mailbox on July 7 with a 7th late contrib on Bastille Day.
- *Records management*. Ross is serving as the lead volunteer in entering data to DonorPerfect and getting Acknowledgement letters printed and mailed. He is backed up by Pam Miller and to some extent by Roger.
- Roger noted that he expects we should send another appeal letter as part of the Tile Installation unveiling effort.

5. Financial Committee - Kevin Benz

Kevin thanked Lynn Silva for setting up the voting mechanism.

June Finance Report - P&L is indicated by the Statement of Activity ending May 31, 2020. Can see the membership income there. The Statement of Financial Position is more like a Balance Sheet. we have an audit due this year. Kevin says that our bookkeeper, Judy Gallegos, codes for expenses. The large expenses listed as pertaining to computers or internet-connectivity equipment seem to be unduly high; it would be good to check these. Roger suggested that one of the larger payments may have been to the contractor who was hired to convert the website to the Wordpress format.

Budget preparation - Kevin noted that we are on a Calendar Year budget schedule, so that planning for 2021 will start as summer draws to a close. Committee Chairs should now begin to share their ideas for activities that will entail expenses. A deadline for budgets will be announced for September/October.

Notes on specific line items:

LPL Financial at \$148K denotes an investment (mostly in Treasury CDs) of a portion of the Redfern bequest of \$400K+ received in 2019.

There is \$400K in an account to pay for tiles etc. (References to Board approvals for Redfern Investment and Tile Project.)

Other assets such as low-yield CDs are (owned?) but not updated - need to resolve offline with Jim Bonner and Judy. (Pamela Hartwell noted 2 CDs at Bank of America)

QuickBooks bookkeeping - this is the software we use, and there is a patch to DonorPerfect, our Donor Management software, that would allow for a single-entry approach to logging donations (as opposed to the duplicate entry approach customarily used). Kevin is checking on how to acquire and implement this patch. In an ideal world, the implementation of an automatic connection between DonorPerfect and Quickbooks would allow Judy to review only the Bank Statement to monitor donations.

More re: Judy Gallegos; she also works for Friends of Balboa Park. The Committee of One Hundred's agreement with her is to do the financial entries in Quickbooks, generate Financial Reports after reconciling the Bank Statement with Quickbooks, and to prepare the IRS filing. Welton asked for the scope of work to be part of the written agreement with her.

Credit Card processing: Roger is updating the mode by which Credit Cards are processed for payment, since a switch to PayPal would save us around \$160 per month in Merchant Processing fees.

Insurance discussion: the Directors & Officers (D&O) Liability policy is in effect, so we are now covered. The Liability umbrella is due for renewal later this month, so watch for the bill in the mail. Kevin wants to put all policies on the same annual renewal cycle. He is seeking a quote for ""project-based per-occurrence insurance"" to facilitate the Palisades work.

6. Projects - Chairman Vince Marchetti was not on the call; Roger made the report.

He's set up a Building Subcommittee of 5 with Ron Buckley as the chair. This group will hire a Construction Manager to oversee the completion of the tile installation and other Auto Museum work in accordance with the Committee's direction.

There are three separate contracts that the Committee of One Hundred is using on this project: with the Construction Manager; with Robert Thiele as architect of the project; and with the Auto Museum, which has agreed to be the agent in relations with the City and the official lead for the permit. The Committee of One Hundred is in charge of the work. The Construction Manager will make sure it happens as it should.

Building Subcommittee - Ron Buckley

We hope to have the work done by Labor Day, which is the City's deadline for its Palisades work. It's possible that our Auto Museum/California Building project would take some more time, though. The committee will meet with prospective construction managers to review the specific aspects of the construction; understanding the expenses of the different elements is another factor. The Subcommittee/Project Committee will bring specific options and their costs to the board for an OK. Everything is on hold till the Construction Manager is chosen.

Roger noted that if we establish a good track record, we can/ expect to move forward with plans for the entrance to the Municipal Gym and then the Plaza Fountain.

Roger responded to a question posed by Kevin about the City's work to paint the Auto Museum. Roger got word from the Auto Museum that the City's painting crew was at work, and then the crew was pulled for another project. This may be unsettling, but we do expect the paint job will be completed. There will be no additional cost to the Committee of One Hundred since our contribution was a fixed amount.

7. Archives - Bob Wohl

- Summer Newsletter - Sonja Helton

per Bob and Sonja - the committee was aiming for mid-July as a date to issue a newsletter, but now they're looking at the end of July. Possible expansion to additional pages for this edition. Jolene Crowley graphic design is doing the layout using Google shared folders. The use of shared folders aids coordination between Newsletter production and the newly-upgraded website, as envisioned by Ben Thiele, who is helping with social media components. As an example, information that must be edited out of the print version could be posted to the website to offer more depth to those who are interested. Regarding the website - discussion of "Balboa Park Committee of 100" as the searchable string - a technical discussion over the slug to use versus the brand that all should know and love.

Structurally, the "keys" to the Facebook page should be in the hands of Roger, Ben, and Sonja. Ross will work on this task, since he has a backstage presence on the Facebook page.

The meeting concluded with a reminder that the next regular Board meeting is scheduled for July 20.