

**The Diversity Center Board Meeting Minutes**  
**Wednesday, February 7, 2023, 6:00pm**

TDC Board Meeting, Quarterly In Person; Virtual also available

**TDC Mission Statement:** To inspire and support every member of the LGBTQ+ community by creating a culture of well-being.

**In attendance In Person:** George Camany, Board Chair; Logan Walker, Board Vice Chair; Lisa Gutiérrez Wang, Board Secretary; Elissa Benson, Board Member; and Cheryl Fraenzl, The Diversity Center (TDC) Executive Director.

**In attendance Virtually:** Ron Indra, Board Treasurer; Marlie Robinson, Board Member; and Carmelita Limas, Board Member.

**Guests in attendance:** Laurz, Community Member; Nicki, Community Member; Laura Schmidt, City of Santa Cruz (presenter); Nicole Coburn, County of Santa Cruz (presenter); and Melanie Zaragoza, TDC Staff Member.

**1) Call to Order: George**

- a) Establishment of quorum
- b) Agenda additions, deletions, or changes of sequence
  - i) Ron motions to approve the agenda
  - ii) Logan seconds
  - iii) Motion passes
- c) Approval of previous Board minutes: January 2024
  - i) Ron motions to approve the minutes
  - ii) Logan seconds
  - iii) Motion passes

**2) Presentation of Local Measures K and L: Laura Schmidt and Nicole Coburn introduced by Elissa**

- a) To be discussed further in Closed Session.

**3) Executive Committee: George**

- a) TDC Board will meet in-person on a quarterly basis throughout 2024
  - i) February 7, 2024
  - ii) May 1, 2024
  - iii) September 4, 2024 (selected over August 2024 options)
  - iv) October 2, 2024
- b) Strategic Plan: Board Growth
  - i) Cheryl has created a “Strategic Plan Tracker.” Tracker includes key tasks/goals, individuals assigned to lead work, etc. For example:
    - (1) “Annual Community Survey” will be led by Lisa with support from Elissa, and to-be-identified TDC staff. Lisa and Elissa will present a proposed Work Plan at the March 2024 Board Meeting.
    - (2) “Board Participation-Community Presence” - Volunteer opportunities will be sent to Board Members. Carmelita is the point of contact for these opportunities. Board Members are asked to send pictures of the events they participate in to Melanie and Cheryl, and share their experiences at Board Meetings.

- ii) The Strategic Plan Tracker will be reviewed, along with a Work Calendar, during upcoming TDC Board Retreat to ensure goal alignment and oversight.

**4) Finance Committee: Ron**

- a) December 2023 Financials and January 2024 Committee Meeting Minutes shared.
- b) Noted that the Finance Committee includes two Non-Board Members (Ryan and Bryan) who have been immensely helpful.
- c) Committee has developed a Job Description for a new Accountant. Search to fill the Accountant position will be initiated soon.
- d) Finance Committee meeting and report timelines are currently adequate to meet Board oversight needs.

**5) Fundraising and Major Donor Committee: Marlie, with support from Melanie**

- a) Committee will be meeting in person monthly throughout the year. Planning Donor Events for April and June 2024. Received feedback encouraging daytime events for retiree-age donors.
- b) Bloomerang, donor management software, is now Live. Board introduced to the platform's landing page and dashboards.
- c) Significant strides were made to streamline grant reporting processes this cycle.

**6) Governance Committee: Logan**

- a) TDC Employee Handbook will need to be reviewed and updated to ensure compliance with time-off (Sick Leave, Paid Time Off/PTO) requirements for Temporary Workers.
- b) Committee has drafted a "Board Skills Matrix" to support with recruitment efforts and tracking of Board Member skills/areas of expertise. Once finalized, Board Members will be asked to complete.
- c) Recruitment updates to be provided in Closed Session.
- d) Governance Committee will review By-Laws regarding parameters for guests attending Board Meetings at their next meeting.

**7) Building Committee: Marie**

- a) No reports provided.
- b) Recognition of TDC staff for their dedication to maintaining the building and TDC spaces.
- c) TDC to receive "Moveable Mural" from the Santa Cruz Museum of Art and History (MAH) which will be placed in the Program-side of TDC building. Will also receive a "Trunk of Queer History" to be used for events and programs.

**8) Executive Directors Report: Cheryl**

- a) Monthly Report shared and reviewed.
- b) Paperwork submitted to receive quote from the Professional Employer Organization (PEO) for Human Resources (HR), Payroll, and Benefits management services. Will review quote at March 2024 Board Meeting.
- c) Highlighted importance of inclusively when securing Gig-Workers (i.e. how TDC is notifying the community of opportunities).
- d) Spread the word about Volunteer Opportunities.
- e) Volunteer Appreciation Event will be rescheduled (date to-be-determined/TBD).

**9) Entered Closed Session at 8PM; Moved out of Closed Session at 8:20PM**

**10) Endorsement of County Measure K and City Measure L**

- a) Vote to endorse Measure K passes.

- b) Vote to endorse Measure L passes.
- c) Ron to act as TDC Spokesperson, with Advisory Council to include George and Sandy\*
- d) Governance to develop workflow for processing endorsement requests.

#### 11) Closing Comments & Meeting Adjournment

- a) Logan motions to adjourn
- b) Carmelita seconds
- c) Motion passes

#### **TDC Values**

**Equity** - Addressing privilege and power in a fair and balanced way.

**Courage** - Honoring and encouraging the diversity and strengths of all members of the community.

**Community Connection** - Creating positive change through social support and community engagement.

**Innovation** - Providing an environment that encourages new thinking and ideas and is accepting of risk as we do our transformative and person-centered work.

**Impact informed** - Using data and observations to understand past performance and inform new directions keeping our impact to the community at the center of all we do.

**Well-being** - Supporting community members to live happy, healthy, socially connected, and purposeful lives through access to resources and opportunities.

#### **Our Vision**

We envision a healthy, vibrant, and diverse intergenerational LGBTQ+ community, safe and secure in their persons, schools, work, and homes; fueled by a spirit of collaboration with each other and the greater community.