

RETIRED EMPLOYEES ASSOCIATION OF VENTURA COUNTY (REAVC)
Minutes of the Board of Directors Meeting
December 10, 2019
Four Points by Sheraton, Ventura Harbor Resort, Ventura, California

Call to Order and Pledge of Allegiance

President Nancy Settle called the meeting to order at 12:04 p.m. This was followed by a recitation of the Pledge of Allegiance.

Roll Call

Present

Board Members: Maryellen Benedetto, Butch Britt, Colleen Bruns, Paul Callaway, Kenneth Cozzens, Will Hoag, Colleen House, Cindy Schneider, Nancy Settle, and Kelly Shirk

Absent

Board Members: Art Goulet, Anne Dana, Roberta Griego, Tom McEachern, and Reddy Pakala

Approval of the October 10, 2019, Minutes

It was moved that the minutes be approved as submitted. Moved/Seconded/Carried (M/S/C) (Britt /House/Unanimous).

Financial Report

Butch presented the "Financial Data as of November 30, 2019."

Butch noted that expenses are still coming in, including ticket sales, See's CANDIES sales, and expenses for the December Holiday Luncheon. He will present a year-end report at the February 11, 2020, Board meeting. Butch noted that a correction had to be made in the See's CANDIES Summary Report on page 2 of the Financial Report. The Year-to-Date Value Sold should be \$7,824.00, instead of \$5,744.00, as the Value Number will be significantly higher after the first of the year.

Butch requested guidance from the Board on the \$19,635.53 CD, which matures on February 6, 2020. Butch offered several options including: (1) to renew it at the rate that it would be in February 2020; (2) split it into multiple CDs; (3) table the decision until January; (4) roll the CD over or; (5) perform whatever action the Board wishes to direct. Butch stated that he will need to receive a signed copy of the December 10, 2019, Board minutes reflecting the Board's decision on what to do with the CD. He recommended that

the Board put \$10,000 into a 5-year CD, and put the remaining money into two and/or one U.S. CD, as cash will be needed next year to pay for See's CANDIES certificates.

It was moved to cash the \$19,635.53 maturing CD in February 2020, and to then take \$10,000 from this and place it into a new, 60-month CD, with the remaining money being held in a REAVC money market fund. M/S/C (Callaway/House /Unanimous).

At the end of discussion, it was moved to receive and file the Financial Report. M/S/C (Shirk/Schneider/Unanimous).

Old/New Business

1. Draft Budget for 2020

Butch presented the "2020 Proposed Budget" for informational purposes only. It will presented for discussion and approval (with any changes directed by the Board), at the next Board meeting.

2. Holiday Luncheon – How did it go? Processing Payments: Collection, PayPal, Guest Fees Reduction, and Entertainment; Food Share barrels

Sharon stated that approximately 150 reservations were made for the Holiday Luncheon. Board Members considered the event to be a success and attendees thoroughly enjoyed the carolers. Only about two or three complaints concerning the \$20 reservation fee for guests were received by Board Members who attended the luncheon.

Following discussion, the following recommendations were made concerning the new luncheon fee reservation process:

- Payments should not be held, but cashed upon receipt.
- Email confirmations should be sent to those who mail in their reservation and pay by check or cash.
- Should a REAVC member cancel their reservation, an offer should be made to apply their payment toward an upcoming general luncheon or contribute it to the Scholarship fund.
- Because Food Share sometimes does not pick up their barrels, Ken volunteered to use his truck to return the barrels to Food Share. He will speak with Gil about this.
- Butch will follow up on the status of PayPal to pay luncheon reservation fees.

It was the consensus of Board Members to continue with charging a fee for luncheons for the next several luncheons until the impact of charging such a fee can be made. Butch noted that should a decision be made in the future to change the venue in 2020, the deposit with Sterling Hills Country Club would be lost.

3. Board Operations

Sharon distributed draft copies of the "2020 REAVC Calendar," "2020 REAVC Committee Assignments," "2020 Board Member Contact List, and "Board Member Terms."

Committee members reviewed the draft documents and provided necessary additions, deletions, and revisions. Sharon will make the requested changes and email the finalized documents to Board Members when completed.

Nancy recommended that REAVC continue with its annual membership mailing in 2020, and to not solely depend on using PGA to recruit new REAVC members.

4. Database Status

Nancy reported that she contacted other retirement organizations to see what type of database software they use. The County of San Diego uses a program called "wildapricot.com." Nancy relayed this information to REAVC's computer consultant, who stated that "wildapricot" looked like a good option, and that he would provide her with a scope-of-work using this software program. Nancy noted that the consultant has not responded to her request.

Sharon said that she is not happy using Excel for the REAVC database. Kelly also said that in her opinion, using Excel would not be the best option for REAVC.

Following up on the request made by Board Members to perform a comparison of the VCERA and REAVC databases, Sharon reported that in November, Anne compared the two databases and found a number of discrepancies between the two databases. Further investigation by Sharon revealed that between January and March 2019, information had apparently not been relayed to REAVC, or the information was provided to REAVC, but REAVC did not process the information.

Kelly noted that her son, Tom Shirk, does computer consulting work, and that he might be willing to work on the REAVC databases. Nancy asked Sharon to contact Tom Shirk concerning this.

5. Membership Report

Sharon reported that in February 2019, REAVC had 2,625 members; as of November 2019, there were 2,626 members.

6. Pacific Group Agency, Inc (PGA). – Update on Fall Open Enrollment

Nancy reported that PGA informed her that 100 County of Ventura retirees have applied for membership in REAVC as a result of the PGA Fall Open Enrollment period. PGA will be forwarding these applications to us soon.

7. Installation of Officers and New Board Members

Nancy stated that the installation of Officers and new Board Members will occur at the February 2020 Board meeting.

8. Accomplishments for 2019 and Outlook for 2020.

Nancy stated that in 2019, REAVC's accomplishments included:

- Hiring a new executive assistant;
- Contracting with PGA to offer new insurance options for REAVC members;
- Providing travel information to REAVC member through Collette Travels;
- The addition of new Board Members Cindy Schneider and Kelly Shirk;
- Initiating a fee for members and their guests who attend the general membership luncheon by the Board filling its fiduciary responsibility of acting as prudent financial managers of REAVC assets;
- Stabilizing the venue used for the REAVC general membership luncheons; and
- A Board member creating the very popular "PapaB1" column in the REAVC newsletter

The outlook for 2020 included:

- Continuing to monitor pension issues for all REAVC members.

9. Committee Reports

- Retirement Board/Legislation – Will stated there has been a very slight increase in the funding level. Currently, we are at about 88%.
- Associate Members – Maryellen said that once the database issues are resolved, we can start contacting survivors again.
- Audit – Paul said there is nothing new to report.
- Benefits – Nancy suggested posting information regarding changes in retiree benefits and insurance in the REAVC newsletter. Kelly noted that changes for retirees normally are looked at beginning in June 2019. Kelly said she will keep us posted.
- Communications – Will stated that there is nothing new to report.
- Membership/Courtesy – Nancy attended the December 4 County

Retirement Workshop. Everything went well with approximately 50 potential retirees in attendance.

- CRCEA – The semi-annual meeting which Nancy and Will were to have attended was cancelled due to the Kincade Fire.
- Newsletters – Sharon said she had nothing new to report.
- Nominations/Elections – Nancy stated that this committee will need to be looking for a new REAVC President. Nancy has been president for six years.
- Program/Social – Due to Anne's absence, there was nothing to report.
- Scholarship – Maryellen stated that there will be nothing to report until scholarship applications have been received.

Paul asked if it were possible for his wife to become a member of REAVC, even though she was never a County employee. Nancy said she will check into this.

Sharon asked Board Members to provide her with articles for the January/February 2020 REAVC newsletter ASAP. Her goal is to send out the newsletter the first week in January 2020.

Nancy stated that a few questions have been raised concerning Board Members who are not in attendance. According to the REAVC Bylaws, Page 4, Article VII – Board of Directors, Section 5 – Inability to Serve:

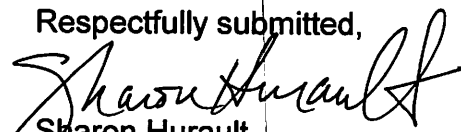
Absence by a Director from two (2) consecutive regular Board Meetings without prior notification to the Board, shall automatically cause that position to be vacant. The Board also may determine the inability of any Officer or other Director to serve because of absence, disability, or other cause, and may appoint a successor as may seem most appropriate.

Nancy said she could send out reminders to Board Members who have not been in attendance to see if they wish to continue to be on the Board.

10. Adjournment

The meeting adjourned at 1:45 p.m. The next REAVC Board meeting is scheduled for February 11, 2020.

Respectfully submitted,


Sharon Hurault
REAVC Executive Assistant