

RECOSA (Retired Employees of the City of San Antonio)
Board of Directors Meeting Minutes, June 1, 2021
Location: Via Virtual Zoom Meeting
San Antonio, Texas

1. **Call to Order:** Vice Chair Liz Garcia called the meeting to order at 11:36 a.m.
 - Board Members Present: Liz Garcia, John German, Rose Rangel, Michael Trainer, Stephen Haney, Frank Villani, Martha Sepeda
 - Board Members Absent: Pat Peak, Rebecca “Becky” Waldman
 - Ex-Officio Board Member Present: David Lopez (Interim Recording Secretary)
 - Honorary Board Member Present: Rolando Bono
 - Other Attendees: Joy Kusek (R-PW); Rosa Sanchez (R-HR); Terry Kannawin (R-Dev. Svsc.); Sal Garza (R-Conv& Visitors)

2. **Approval of the Agenda for June 1, 2021.**
 - *Liz moved to approve the agenda; motion approved.*

3. **Approval of the Minutes of May 4, 2021.**
 - *Stephen moved to approve the minutes, John seconded, minutes approved.*

4. **Officer and Committee Reports:**
 - **Chair, Rebecca Waldman:**
 - Becky was not able to attend today’s meeting due to a family emergency. She did provide a list of items for consideration, most of which are on today’s agenda.
 - **Vice Chair, Liz Garcia:**
 - Liz reviewed items on the Vice-Chair’s Report. She discussed progress on the Policy and Procedure manual, answering member questions and learning to use the website software for posting items and how to access RECOSA’s Google account.
 - **Treasurer, John German:**
 - John reviewed the Treasurer’s Report.
 - Discussed how to use the donations for Gene Camargo and other donations which we have received. John suggested we leave these donations in the general account. A Financial Policy is being developed and John suggested that we can address how to use donations as the policy is being refined.
 - Discussed moving some of the funds from the general checking account to a “CD” or other interest-bearing accounts. With interest rates being so low, it was decided to leave the funds as is. It was also suggested to include how and when to use of interest-bearing accounts in the new Financial Policy.
 - Discussed further developing the Financial Policy to address the use of debit cards. Perhaps set up a separate account just for placing funds for debit cards.
 - **Interim Recording Secretary: David Lopez**
 - David detailed the task of taking minutes and notes and said he may call on members to provide additional clarification if needed.

- **Corresponding Secretary: Stephen Haney**
 - Stephen had submitted a detail report outlining the member activity for the month.
 - Member status with current email addresses stood at 844
 - Two email campaigns were conducted to members
 - Based on recent cyber-attacks, Rolando asked about the security of the website, the member database and the emails that we sent out. And now that we are considering online donations, how we will ensure security. Stephen said he will check with PayPal.
 - Technology Report:
 - Stephen reported the website is working well and that just minor tweaking is being done including the addition of a calendar.
 - Work continues on the donation page. To setup the administrative email address on PayPal, there is an additional charge of \$24 per year.
 - Reviewed the G3 contract status matrix and the progress of the various items. Everyone agreed that G3 is making good progress. *Stephen moved that we pay the current amount due of \$187.50, Michael seconded, motion passed.*
- **Legislative/TMRS: Michael Trainer**
 - Michael said he's been monitoring various items, but nothing has come up concerning us. It appears that there will be no action concerning pensions.
- **Unfinished Business**
- Discussion regarding use of funds donated in memory of Gene Camargo, Founding Chair.
 - See Treasurer report. Rolando also emphasized that we acknowledge those folks that have donated to RECOSA.
- Ratification of reimbursement in the amount of \$515.67 to Stephen Haney for expenses he has incurred as the Technology Committee Chair – John German
 - John and Stephen discussed the activities which were included in the reimbursement. Since some of the items (Word Press and Go Daddy web hosting) had not been approved previously, John asked for Board ratification for payment of these expenses. *John moved to ratify the amount of \$515.67, Frank seconded, motion passed.*
- Board Elections 2021 – resolve how to stagger terms
 - Liz outlined the three options that Becky had emailed out to the Board.
 - Board members were asked which they preferred, and Option #3 was selected.
 - *Mike moved to accept Option #3, Martha seconded, motion passed.*
- Status of Policy and Procedures/Orientation Items, including Meeting Minutes, Fundraising, and Financial Policies and Procedures – Liz Garcia, John German, and David Lopez
 - Liz explained that the Meeting Minutes Policy had been revised from what had been presented last month. She asked if there was any discussion on this revision. *John moved to approve the revised Meeting Minutes Policy, Frank seconded, motion passed.*
 - Liz explained the Fundraising Policy that had been emailed to Board members. This Fundraising Policy was approved by the RECOSA Board on October 11, 2016 and is now reformatted in the new template style. Martha indicated that she

felt that the title for Item 10 “Code of Ethics” was misleading and should be changed. A title of “Use of Donations” was suggested and everyone agreed to this change.

John moved to approve the revised Fundraising Policy, Frank seconded, motion passed.

- Liz explained that John had provided a set of guidelines for Financial Policy. She will work with John and David to finalize a draft policy and expects it will be ready for presentation, consideration, and approval during the July 2021 Board meeting.
- Recap of 5/18/21 quarterly meeting with Human Resources.
 - Liz reviewed items that were discussed at the HR/Board meeting on May 18, 2021.
 - The Aetna representative gave a brief presentation on the “Aetna Healthy Rewards Program” which offers monetary rewards for member to participate in a variety of health-related activities.
 - Rate increases for 2022 were discussed, however, there is nothing definite yet as it is too early in the budget process.
 - “In Person” meetings were discussed. HR staff is looking into possibilities of return to the Mission Library in time for the Annual Meeting.

6. New Business:

- **There was no new business**

Announcements:

- No dates or locations have been set for the August Brown Bag or the Annual Meeting
- The next RECOSA Board meeting is scheduled on July 6, 2021, at 11:30 a.m., presumably on Zoom.

Adjournment: *Frank moved to adjourn; meeting adjourned at 1:06 pm.*

Respectfully Submitted,

David Lopez
Interim Recording Secretary