RECOSA (Retired Employees of the City of San Antonio)
Board of Directors Meeting Minutes
October 5, 2021, 11:30 am
Location: RECOSA Meeting via Zoom
San Antonio, Texas

1. **Call to Order and Introductions:** Chair Rebecca "Becky" Waldman called the meeting to order at 11:33 am.
   - Board Members Present: Becky Waldman; Liz Garcia, Rose Rangel, Michael Trainer, Stephen Haney, John German, Martha Sepeda, David Lopez
   - Board Members Absent: Frank Villani
   - Ex-Officio Board Member Present: None
   - Honorary Board Member Present: Paulette McClure
   - Other Attendees: None

2. **Approval of Today's Agenda – October 5, 2021**
   - ***Rose moved to approve the Agenda and Michael seconded. Motion approved.***

3. **Approval of Last Meeting's Minutes – September 7, 2021**
   - ***Stephen moved to approve the Minutes and Rose seconded. Motion approved.***

4. **Officers & Committee Reports**

   a. **Chair, Rebecca Waldman**
   - Reviewed points in Chair's report
   - Reviewed her progress in soliciting donations for the Annual Meeting. Said more would be discussed when we get to that part of today's agenda

   b. **Vice Chair, Liz Garcia**
   - Reviewed points in Vice Chair Report
   - Spoke about Aetna's "Healthy Rewards" program – seems progress is being made on Aetna's part to be better informed about the program and the online program is now accepting data timely for rewards credit.
   - Discussed whether or not RECOSA should develop a policy in reference to the acceptance of offers, such as discounts, from private companies. Consensus was not to write up such a policy

   c. **Treasurer, John German**
   - Reviewed the Treasurer's Report – financial position remains stable and strong.
   - Reported receiving a donation of $2,690.91 from Generations FCU for website and tech support.
     - Liz asked how to best keep record of expenditures of designated donations.
     - Becky suggested that John use the information in the matrix Stephen prepared for Generations FCU to document what the funds are paying for in 2021.
   - John recommended transferring $2,500 from the checking account to the savings account.
   - ***Martha moved to authorize the transfer of $2,500 and Rose seconded. Motion passed.***

   d. **Recording Secretary, David Lopez**
   - No specific items to report on.

e. **Corresponding Secretary, Stephen Haney**

- Reviewed monthly retiree statistics
- Mentioned working with HR to reduce the time they take in providing retiree data for the month. Currently data is received at the end of the month which does not allow for much time for preparing Board reports. Reported that they are going to try to get it by mid-month.

f. **Technology Committee Chair, Stephen Haney**

- Discussed progress of donation page
- Discussed approving a contract with G3 which will provide continuing with their services at $200 per month.
- ***Michael moved to approve the G3 contract and Liz seconded. Motion passed.***

g. **Legislative/TMRS, Michael Trainer**

- No specific items to report on.

5. **Unfinished Business**

a. Discussion of and general membership vote on proposed amendments to the RECOSA Bylaws.

- Becky explained the various changes to the Bylaws. Changes are mainly being driven due for the need to conduct "virtual" meetings.
- Explained that this is a vote by the general membership as outlined in the bylaws.
- ***John moved to approve the amended Bylaws and Liz seconded. All present RECOSA Board Members and one RECOSA member in attendance, Paulette McClure, voted to approve the amended Bylaws. Motion passed.***
- Becky asked Stephen to post the new amended Bylaws to the website. David said the Bylaws will need to be signed before posting and will coordinate with Becky on how to sign.

b. Discussion and planning for virtual November 12th Brown Bag/Annual Meeting: Board Elections and Door Prizes.

- Becky said she continues to work with HR on hosting the meeting virtually.
- Becky said HR confirmed that Erik Walsh would participate.
- Becky said she hopes to maintain a meeting time of 1 and ½ hours. She hopes to start with Erik's presentation, a brief report on 2021 activities, the 2021 Financial Report and then move into the Board Election. Once that is complete, then move on to awarding the door prizes.
- Becky reported that Michael Trainer will be the point person for the WebEx meeting. Michael and Becky are working with David Whitt on the logistics of the WebEx meeting. Michael and Becky are meeting via WebEx with David Whitt on October 6 at 3:00 pm to further discuss the WebEx link and process for voting and awarding the door prizes. She invited other Board Members to participate if interested.
- Becky discussed the various door prizes that have been received and asked Board Members to continue to solicit further prizes.
- Becky reported that the Nominating Committee is moving ahead to develop a roster of

Board candidates. She asked for current Board Members who are interested in continuing to serve to please forward their Statement of Interest to Rolando Bono. Statements are due by October 29, 2021.

c. Discussion of proposed Draft Policies and Procedures - Liz Garcia

- Financial Policy
  - Becky talked about changes and updates to the Financial Policy to make it reflect some of the concepts presented in the Fundraising Policy.
  - Becky mentioned that only one change had been made to the Financial Policy - the addition of 'or electronically generated' in Section IV, 2., a change which was also made in the revised Fundraising Guidelines."
  - ***Martha moved to approve the update Financial Policy and Stephen seconded. The motion passed.***
- Fundraising Guidelines Policy
  - Becky suggested that we address the changes and updates to the Fundraising Policy at the next Board Meeting to be held on November 2, 2021.
  - Becky explained that the guidelines needed to be revised to be consistent with our new Financial Policies and that the Fundraising Guidelines would be considered for adoption at the next Board Meeting on November 2, 2021."

- **Discussion and consideration of a new contract with G3 Public Relations for ongoing maintenance and management of RECOSA's website.**
- Stephen outlined the terms of the new contract with G3.
- After further discussion, the Board decided to approve a payment of $337.50 to G3 upon completion and approval of the donation page and that an invoice has been received and approved for payment.
- ***Stephen moved to approve the payment as outlined above and Liz seconded. Motion passed.***

6. New Business

- HR/Board Meeting October 19, 2021 at 1:30 pm.
  - Becky mentioned that there will be a HR/Board meeting on October 19, 2021 at 1:30 pm and asked all Board Members to participate if possible.
  - Becky asked if anyone had items to include on the agenda.
    - Open Enrollment dates.
    - Aetna "Healthy Rewards" program.
    - New Aetna contact person.
    - Any new benefits for 2022.

Announcements:

- Next Board Meeting is scheduled for November 2, 2021, at 11:30 am via Zoom.
- Michael will send out the Zoom link before the Board meeting.

Adjournment

- ***Martha moved to adjourn the meeting and Stephen seconded. Motion passed and meeting was adjourned at 1:21 pm.***

Respectfully Submitted,

David Lopez
Recording Secretary

Notes: