

**Location of Meeting:** First 5 Shasta, 393 Park Marina Circle, Redding, CA 96001

**Topic:** First 5 Shasta, Inc. Board Meeting

**Time:** October 28, 2024, 4:00 PM Pacific Time

## 1. Call to Order

Welcome and Introductions by Wendy Dickens, Executive Director.

The meeting was called to order at 3:50 p.m. Garman motioned to move the public comment agenda item to the end of the meeting.

### Commission

Joe Ayer  
Kathy Barry  
Brian Cole  
Elisabeth Cooper  
Tim Garman  
James Mu  
Kevin O’Rorke  
Tara Shanahan  
Cindy Vogt

### Staff

Wendy Dickens  
Elizabeth Poole  
Nicole Brainerd  
Tristen Grantham

### Public

## 2. Consider approval of minutes from August 26, 2024 Board meeting

**Action Item**

**Motion to approve the consent agenda:**

**Motion/Seconded:** Vogt/O’Rorke

**Ayes:** Ayer, Barry, Cole, Cooper, Garman, Mu, O’Rorke, Shanahan, Vogt

**Nays:** None

**Motion:** Approved

## 3. Board Policies

**Action Item**

Consider approval of the following board policies:

- a. Conflict of Interest Policy
- b. Accounting/Fiscal Policy and Procedure

Ayer asked if the policies align with the Commission financial policies, Dickens replied that they do but are written for a nonprofit. Dickens mentioned the need to have some policies in place when as things continue to move forward.

**Motion to approve the Conflict of Interest Policy and Accounting/Fiscal Policy and Procedure.**

**Motion/Seconded:** O’Rorke/ Vogt

**Ayes:** Ayer, Barry, Cole, Cooper, Garman, Mu, O’Rorke, Shanahan, Vogt

**Nays:** None

**Motion:** Approved

## 4. Imagination Library

Dickens asked the board to consider running the literacy program through First 5 Shasta, Inc. Ayer noted that having a donation policy and how to track donations through a database would need to be in place so that First 5 Shasta can be good stewards.

## 5. Progress Update – First 5 Shasta, Inc.



Dickens mentioned that Brainerd will be filing a Statement of Information with the state, we will wait until December to fill out the form once we know who the treasurer of the board will be after the next Commission meeting on December 9, 2024. Brainerd noted that we submitted the Articles of Incorporation.

## 6. Public Comment Period

Members of the public are entitled under the Brown Act (Government Code Section 54950 et seq) to address the Board on any matter within the Board's subject matter jurisdiction. Members of the public may speak for up to three minutes on any matter concerning the Board, with the exception of items related to pending judicial, administrative litigation, or personnel matters. The Act prohibits the Board from taking action or discussing the item unless it is already on the agenda.

### Board Recusal Reminder

All Board members are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.

There was no public comment.

The meeting was adjourned at 4:02 p.m.

Submitted by,

Tristen Grantham