

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

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

**Time:** February 24, 2025, 3:30 PM Pacific Time

## 1. Call to Order

Welcome and Introductions by Wendy Dickens, Executive Director.

### Commission

Joe Ayer  
Cindy Bishop  
Brian Cole  
James Mu  
Kevin O'Rorke  
Matt Plummer  
Tara Shanahan

### Staff

Wendy Dickens  
Elizabeth Poole  
Nicole Brainerd  
Tristen Grantham

### Public

## 2. 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.

## 3. Consider approval of minutes from January 17, 2025 Special Board meeting Action Item

**Motion to approve minutes from January 17, 2025 Special Board meeting.**

**Motion/Seconded: Ayer/O'Rorke**

**Ayes: Ayer, Bishop, Cole, Mu, O'Rorke, Plummer, Shanahan**

**Nays: None**

**Motion: Approved**

## 4. Donation Policy Action Item

The donation policy was created based on previous board discussions about the need to have a policy in place in anticipation of future opportunities. Dickens emphasized that she does not want to compete with community partners for funding. She also clarified that the policy is currently a draft and welcomed input from the board. Ayer commented that the policy is clear and straightforward, noting the importance of having a process for accepting and tracking donations. O'Rorke suggested the possibility of forming a subcommittee to review donations that could carry public impact. No action was taken at this time.

## 5. Fundraising Policy Action Item

Dickens to refine the fundraising policy. No action was taken.

## 6. Dolly Parton Imagination Library

Dickens noted that First 5 Shasta, Inc. could be the fiscal agent for the Imagination Library.

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

Brainerd reached out to the IRS regarding an update in the status of the application. The nonprofit does have an EIN number and will have the information by letter in two weeks. The next step is to get a tax exemption from the IRS.

The meeting is adjourned at 4:03 pm.

Submitted by,

Tristen Grantham