



**MEETING MINUTES OF THE BOARD OF DIRECTORS OF  
THE BAY FOUNDATION**

Wednesday, February 6, 2019  
Loyola Marymount University, LSB 118

1. Introductions: Meeting started at 10:08am chaired by Laurie Newman.
2. The minutes of the July 31, 2018 Board Meeting were approved (**MSP Egoscue/Rasmussen**)
3. The minutes of the November 29, 2018 Board Meeting were approved (**MSP Vernez/Newman**)
4. Executive Director/Staff Reports
  - a. Administrative Update (order of agenda was changed for clarity of review)
    - i. Agenda item 4.a.iii - Annual Audit Report was approved (**MSP Vernez/Doss-Hertz**)
    - ii. As per Tracy's suggestion the language of agenda item 4.a.i. was changed from "Consideration of approval" to Review of Form 990. The board acknowledged receipt and opportunity to review Form 990.
    - iii. Agenda item 4.a.ii.- Tom presented the 2018 DRAFT Summary of Accomplishments
    - iv. Marcelo presented the quarterly financial report (July 2018 – December 2018)
    - v. 2019 Commitment Letters were signed and collected.
    - vi. 2019 Conflict of Interest Agreements were signed and collected.
  - b. Programs/Operations
    - i. Program updates
      1. FY20 workplan will be submitted to EPA no later than June 1
      2. Update on revision process and E-Survey regarding structure
      3. SMBNEP Update
        - a. NEP/EPA meeting in DC March 11<sup>th</sup>
    - ii. Employee Policies
      1. Employee handbook review
      2. Staff changes
      3. Social Media
    - iii. TBF Project updates were present by Tom
  - c. Tracy Egoscue provided brief legal update (CLOSED SESSION)
5. Development
  - a. Smog City "Pints with Purpose" – April Thursdays
  - b. Coastal Connection 5 meeting was scheduled with the planning committee.
6. Meeting was adjourned at 12:10pm

Attendance: Laurie Newman, John Dorsey, Kate Vernez, Laura Doss-Hertz, Tracy Egoscue, Jeff Klocke, David McCarthy (via phone), Tyler Rasmussen.

Absent: Catherine Tyrrell

Staff: Tom Ford, Marcelo Villagomez, Heather Burdick, Karina Johnston