



**Cal-SOAP Consortium Board
Minutes of Meeting Held Wednesday, May 4, 2011
Santa Barbara Junior High School
721 E. Cota St. Santa Barbara, CA 93103 Rm #112
9 am – 11 am**

Cal-SOAP Board Members in Attendance:

Steve Cosgrove (replacing Darius Riggins), Paul Harrington, Bob Keatinge, Louise Lindberg, Ben Partee, Lisa Przekop, Michael Rattray, Elise Simmons, Vicki Wedmore, Justin Wilkins.

Cal-SOAP Board Members Not In Attendance:

Joyce Luy.

Guests:

Carolyn Contreras, Fran Forman.

Roll Call and Introductions:

Meeting was called to order at 9:05 am. Individual introductions were conducted in place of formal roll call.

Opening remarks:

N/A

Introduction of New Fiscal Agent: (Fran Forman, Carolyn Contreras, Louise Lindberg)

- Community Action Commission of Santa Barbara (CAC) is a private agency and the largest Non-Profit, Social Service organization in Santa Barbara County.
- CAC has over 60 contracts to administer with both private and public funds.
- Programs fall under 4 main titles: Nutrition, Energy, Family/Youth and Children's services.

Start-Up Progress Updates: (Ismael Ulloa)

- Cal-SOAP's methodology since restart has been information gathering and contact updates.
- Annual Program Plan (APP) and Funding:
 - \$488,000 for FY 2010-2011 can not be reasonably spent and will be dispersed to other Cal-SOAPs in the state.
 - Cal-SOAP is now applying for Start-Up Grant: \$75,000. Ismael has written and submitted APP to CSAC and is awaiting response before submitting final copy.
- Figures included in Program Year (PY) 2010-2011 APP:
 - Current Carpinteria tutors will be backfilled into Cal-SOAP to generate figures for PY 2010-2011.

- Scholarship Foundation of Santa Barbara conducted Financial Aid Workshops and 1-on-1 counseling in January and February 2011.
- Preliminary 2010 -2011 APP has been submitted to CSAC electronically. Once corrections are made, hard-copy will be submitted, contract will be signed, and Cal-SOAP will receive money.
- Cal-SOAP telecommunications are functional; new website: **www.calsoapsb.org**.
- Programs for PY 2011-2012: Tutoring and Financial Aid Workshops.
- Update on State Wide funding:
 - College Access Challenge Grant, a majority of Cal-SOAP money, will possibly be cut.
 - CSAC has asked Project Directors for development of 3 strategies going forward: **Plan A:** Full Funding **Plan B:** Reduced Funding **Plan C:** No Funding; these will be brought to the board for revision and suggestions for change.
 - Cal-SOAP SB more adaptable to change because already operating with reduced programming.
- With threat of budget reduction, detailed Forms A and B must be documented responsibly, accurately and on time.
- (Keatinge) Will Form B's document space, time, etc.? Or, will they not have anything?
 - Ismael clarified with examples of the types of contributions that each partner can make and reassured the board that they did not have to contribute something from each line item.
- Current Cal-SOAP SB matching is 1:1; by end of year, matching should be 1:1.1. Everything we get from the state must be matched at 1:1.1 or higher.
- Failure to spend budget reduces the amounts given in the following year.
- Cal-SOAP SB will pursue the full money amount equal to this year (\$488,000) for Fiscal Year (FY) 2011-2012.
- At least 30% of budget must be spent on tutors.
- Database Update
 - Every contact with a student by a tutor must be documented into the data base.
 - We plan to archive database and start anew. Fiscal end of database will be governed by CAC, and Activities end will be maintained by the Cal-SOAP office.
 - Link database with State-wide Cal PASS database/Aries?

Tutor Recruitment & Training: (Alex Clarke and Ismael Ulloa)

- Tutor job description has been posted online at UCSB, SBCC and Westmont websites; as well as our own, Cal-SOAP site.
- Visited SBCC and Westmont to talk with students in person about the job opportunity.
- Coordinated with Elise Simmons AVID tutor trainings for fall 2011.
- Tutors will have orientation, as well as monthly Tutor trainings.
- Federal Work-Study Contracts will be redone to reflect the Fiscal Agent change.

Board Business:

- Topics Needing Further Discussion
- Board constitution must be decided upon; who will be each organization's representative?
- Board needs to make motions, seconds, approvals to be more Robert's rules oriented.
- Officer elections (President, Vice President) will be held for 2011-2012.
- What will Cal-SOAP look like next year? This is needed for the APP for 2011-2012.

- Create NPO small group to discuss the role they will play in Cal-SOAP, and with the schools.
- Form A's to be returned by next meeting.
- History of data (programs, estimated costs, etc.) of Cal-SOAP programs is necessary to quantify our plan for the future.
 - Ismael will create list of programs with approximate costs.
- Left over money from SBCC totaling \$1,000 will be used for refreshments. Requested \$200 in donations is still in effect.
- Promotional items are being scaled back.

Fiscal Report: (Louise Lindberg)

- Total amount is approximately \$80,000 and we are capped at \$75,000.
- Majority expenditure in salaries; other costs include, mileage, postage, office supplies and current Carpinteria tutors (as long as they fulfill Cal-SOAP Tutor requirements.)
 - Cal-SOAP staff will investigate further.

Approval of Preliminary Budget:

- Michael Rattray makes a motion to approve preliminary budget for FY 2010-2011. Ben Partee seconds the motion. Unanimous approval from board.

Action Items:

- Created and delivered separately.

Meeting adjourned:

- The meeting was adjourned at 10:50am