

Meeting Minutes - Board Meeting (September 25, 2025)

Time: 6:30 PM – 8:00 PM

Location: Virtual Meeting

Attendees:

- Michael Clark
- Cassandra Alabada
- Paige Bucalo
- Deborah Sears
- Chandra David
- Marti Jenkins
- Michael Maxcy

1. Current Projects / Status Updates

Annual Milestone

- The nonprofit has officially reached its one-year anniversary.
- No renewals or administrative filings are due until March.

Nonprofit Contact Information

- The nonprofit's address has been updated through the registered agency.
- A new mailing address (PO Box) has been created.
- A new phone line has been established: 760-279-8969
- New general team email: teamcondor@californiacondoralliance.org
 - This can be shared publicly for contacting Mike, Cassandra, and Paige.

Website Design

- Carla from *Brands At Impact* has been hired to design the website.
- Board members are asked to submit feedback on the site by Sunday.
- The public has expressed interest in accessing the website soon.
- Tentative launch: mid-October.

Website Content and Features:

- **“Take Action”** page: for donations and calls to action.
- **“Be Part of the Comeback”** messaging will appear throughout the site.
- **“About Us”** and **“Meet the Team”** pages are in progress; the latter will feature bios for board and leadership members.
- Logo design is being refined and will be more prominently featured.
- Partners will be showcased via an interactive map.
- The Records page will be redesigned more discreetly.
- Future potential: email subscription list to engage and update supporters.
- Overall design elements (images, spacing, language) are still being fine-tuned.
- Note: We are uniquely positioned as the only facility strictly devoted to propagation and conservation.

Events (Past and Upcoming)

- Events will be listed and linked directly on the website.
- Past events:
 - Yurok (Mike)
 - Friends with the Condors (Mike)
 - Nest entry (Chandra)
- Upcoming events:
 - Audubon (Mike)

Operating Expenses

Recurring Expenses:

- Phone line (via OpenPhone)
- PO Box (new mailing address)
- Website domain and Squarespace subscription
- Microsoft Office suite

Additional:

- One-off and travel expenses may arise.
- Donation receipts: all donors will receive an official acknowledgment letter, signed and returned by Paige.

<u>Frequency</u>	<u>Payment</u>	<u>Yearly</u>	<u>Service</u>
Monthly	\$ 19.04	\$ 228.48	OpenPhone
3 Months	\$ 105.00	\$ 420.00	Mailbox
Annual	\$ 288.00	\$ 288.00	Website
Annual	\$ 20.00	\$ 20.00	Domain
Monthly	\$ 37.50	\$ 450.00	Microsoft Office
		\$ 1,406.48	Per year

2. Future Plans / Next Steps

Administrative Updates

- S1-100 Form (Statement of Information) is being updated with the new address in the state database.

Website Development

- Future blog content will be posted to enhance engagement.
- Website will continue to evolve with updates to copy, layout, and media.

Social Media

- Active accounts: Facebook, Instagram, TikTok, and LinkedIn.
- All platforms will be linked via the website.

Upcoming Events

- Mike's Audubon talk: scheduled for October 21st.
- Reminder will be sent for this event.

Business Planning

- Business plan is currently in development.
- Business plan skeleton: summary of the bios, budgetary financials, and infrastructure and facility plans
- Future marketing ideas include business cards with a QR code linking to the website.
- Initial vendor quotes for container facility:
 - Estimated range: \$350,000–\$400,000 (excluding cages, roofing, foundation, or electrical setup).

- Action Needed: Board members are asked to help compile a list of anticipated purchases (e.g., consumables, equipment, etc.). This is a priority.

3. Closing

Summary of Key Takeaways & Action Items

- Website feedback due by **Sunday**.
- Board input requested on purchasing/equipment needs.
- Nonprofit contact details (email, phone, address) are now updated and may be shared.
- Mike's Audubon talk is scheduled for **October 21st** – reminder to follow.

Next Steps

- Link to the website and Carla's video commentary will be shared with the team.
- New contact information (email and phone number) will be distributed for public use.

Next Meeting Date: TBD potentially late October or early November

Meeting Adjourned: 8:00 PM

Minutes Prepared by:

Paige Bucalo