

SSDA

Board Actions 2/27/2026 Board Meeting

9 am

All SSDA Board Members were present: Dr. Nicole Newman, Dr. Amy Alzina, Melanie Matta, Dr. Catherine Reimer, Eric Bonniksen, Mike Martin, Elizabeth Brenner, Jose Gonzalez, Dr. Benjamin Howell, Katie Kohler, Dr. Jeremy Powell, Chris Rafanelli, Keila Rodriguez, William Brown, Dr. Ramiro Rubalcaba, Roberta Zarea, and Dr. Don Brann

1. Approval to Purchase QuickBooks Premium Upgrade

Eric Bonniksen moved to approve the purchase of the QuickBooks Premium upgrade. Mike Martin seconded the motion. Motion carried unanimously.

2. Approval to Purchase New CRM System

Jose Gonzalez moved to approve the purchase of a new CRM system. Katie Kohler seconded the motion. Motion carried unanimously.

3. Bylaws Review and Amendments

First Read of Bylaws: Bylaw 4.3, 4.4, and 4.17.1 were reviewed and new Executive Director Operational Authority was considered. Board provided directions for edits and items was tabled until the next Board meeting for approval. No action taken.

4. Approval of Employee Handbook

Dr. Catherine Reimer moved to approve the Employee Handbook. Dr. Jeremy Powell seconded the motion. Motion carried unanimously.

5. Approval of Staffing Plan and Executive Director Hiring

The Board approved proceeding with hiring an Executive Director. Dr. Ramiro Rubalcaba moved to approve. Keila Rodriguez seconded the motion. Motion carried unanimously. Staffing details remain to be determined and will be revisited in April when new executive director has been identified.

6. Building Lease – Direction to Negotiate Termination

The Board directed Dr. George Sziraki to explore options to reduce lease costs, including subleasing, daily leasing options, or negotiating early termination. Dr. Ramiro Rubalcaba moved to table formal action to allow continued dialogue and solution development. Item tabled.

7. NREA Future Membership

Keila Rodriguez moved to cancel organizational membership in NREA while retaining membership for Board and Legislative Committee members. The Board would like to revisit NREA membership approach when more resources are available: William Brown seconded the motion. Motion carried unanimously.

8. Approval of approximately 3% Convenience Fee

Melanie Matta moved to approve implementation of an approximate 3% convenience fee. Dr. Jeremy Powell seconded the motion. Motion carried unanimously.

9. 2026–2027 Board and Executive Committee Meeting Calendar

Board approved the 2026–2027 meeting calendar with the addition of the Annual Board Retreat and setting meeting times from 3:30–5:30 p.m. via Zoom. Eric Bonnicksen moved to approve. Mike Martin seconded the motion. Motion carried unanimously.

10. Authority to Not Renew Money Market Account and Certificate of Deposit

Keila Rodriguez moved to authorize non-renewal of the Money Market Account and Certificate of Deposit upon maturity to improve cash flow. Dr. Catherine Reimer seconded the motion. Dr. Jeremy Powell opposed. Motion carried.

11. Authority to Close Maximizer Bank of America Account

The Board approved closing the Maximizer Bank of America account and transferring approximately \$64,000 to Tri Counties Bank. Eric Bonnicksen will provide required signature authorization. Elizabeth Brenner moved to approve. Dr. Amy Alzina seconded the motion. Dr. Jeremy Powell opposed. Motion carried.

12. Amendment to the Agenda

Dr. Amy Alzina moved to amend the agenda to add item #11 and 12. Elizabeth Brenner seconded the motion. Motion carried unanimously.

Adjournment 2:15 pm