

**Board of Directors Meeting
Aquatic Science Center and San Francisco Estuary Institute
Thursday, November 16, 2017 Time: 10:00 am – 2:00 pm**

**San Francisco Estuary Institute
4911 Central Ave, Richmond, CA 94804**

Number: 1.415.655.0381 - Access Code: 664-310-209#

For new Board members or just for a refresher on pertinent policies and procedures, please review the Board Orientation/Resource Packet here (case sensitive): <https://goo.gl/fgoUP6>

**AGENDA
Joint Business**

1.	Call to Order SFEI Roll Call and Determination of Quorum ASC Roll Call and Determination of Quorum Review and Approval of Agenda – ASC Board Review and Approval of Agenda – SFEI Board	10:00 am Jim Kelly
2.	Public Comment	10:10 am Jim Kelly
3.	Action: Consent Items <i>Attachment 1 – June 23, 2017 Draft Meeting Minutes and Action Items – page 3</i> Desired Outcome: Approval of Consent Items - Vote by ASC Board - Vote by SFEI Board	10:15 am Jim Kelly
4.	Report on Audit Committee of November 1, 2017 <i>Attachment 2 – Draft Meeting Minutes – page 9</i> <i>Attachment 3 – FY17 SFEI Audited Financial Statements & Single Audit Report – page 11</i> <i>Attachment 4 – FY17 ASC Audited Financial Statements – page 13</i> Oral presentation by Hiep Pham, CPA, partner of R.J. Ricciardi, Inc. Desire Outcome: Confirm Audit Committee Actions and accept FY17 SFEI & ASC audited financial statements & SFEI Single Audit Report	10:25 am Hiep Pham
5.	Executive Director Report <i>Attachment 5 – Executive Director's Report – page 15</i>	10:45 am Warner Chabot
6.	SFEI Development Strategy – Assessment Report & Development Plan <i>Attachment 6 – SFEI Development Strategy – Development Assessment Report & Development Plan – page 17</i>	11:15 am Warner Chabot

	<i>Attachment 7 – Development Assessment Exec. Summary – page 21 Attachment 8 – Prioritized Development Recommendations – page 23 Attachment 9 – Development Plan Narrative – page 25 Attachment 10 – Implementation of 2011 SFEI-ASC Strategic Plan – page 29 Attachment 11 – Volunteer Giving Policy – page 31 Attachment 12 – Gift Acceptance Policy – page 33</i>	
	LUNCH	12:30 pm
7.	Board Member Reports	1:15 pm Jim Kelly
8.	Adjourn Joint Business Meeting and Call SFEI Meeting to Order	1:30 pm Board Members

San Francisco Estuary Institute Business Meeting

SFEI 1.	Action: FY17 Financials and FY18 Q2 Financials & Program Plan Update <i>Attachment 13 – Financial Performance of FY17 thru 6/30/17 & 9/30/17 – page 39 Attachment 14 – FY18 Q2 SFEI Program Plan Update – page 45</i> Desired Outcome: Accept Financials and approve FY18 Q2 SFEI Program Plan Update	1:35 pm Warner Chabot & Lawrence Leung
SFEI 2.	Adjourn SFEI Meeting	1:45 pm

Aquatic Science Center Business Meeting

ASC 1.	Action: FY17 Financials and FY18 Q2 Financials & Program Plan Update <i>Attachment 13 – Financial Performance of FY17 thru 6/30/17 & 9/30/17 (see above, same as SFEI) – page 39 Attachment 15 – FY18 Q2 ASC Program Plan Update – page 49</i> Desired Outcome: Accept Financials and approve FY18 Q2 ASC Program Plan Update	1:45 pm Warner Chabot & Lawrence Leung
ASC 2.	Adjourn ASC Meeting	2:00 pm

SFEI - ASC Future Agenda Items:

TBD

Suggested Upcoming Board Meeting Dates

Friday, January 26, 2018

Friday, April 27, 2018

Friday, June 29, 2018

Friday, October 26, 2018

Time: 10am-2pm