



**BLOOD CENTERS OF CALIFORNIA  
BOARD MEETING**

**Wednesday, September 20, 2023**

**10 am – 2 pm**

**Vitalant Blood Center  
2223 Eastman Ave, Suite A  
Ventura, CA 93003**

# **AGENDA**

**BLOOD CENTERS OF CALIFORNIA**  
**Board Meeting**  
**AGENDA**  
**Wednesday, September 20, 2023 @ 10 am**

**Roll Call**

Introduce Eric De Cair, UCLA Blood & Platelet Center  
Introduce Lifestream CEO – Robert Sanchez

**President's Report – Chris Staub**

Document retention policy – review and approval

**Presentation and discussion - ABC CEO, Kate Fry**  
**Council of States**

**BCC Topics:**

Partner with likeminded groups  
Federal funding  
Address blood prices  
State funding for blood recruitment  
ABC grassroots software & tools for communications

**Secretary/Treasurer Report – Doug Morton**

YTD Financials  
July Board minutes  
August Executive minutes  
Approve policy on dual signatories for bank accounts

**Medical Technical Advisory Committee Report – Co-chairs Pandey & Fridey**  
Update

**Old Business**

Dec 7<sup>th</sup> meeting – Board or Executive meeting (change from Nov 23<sup>rd</sup>)  
Last meeting of 2023 or Exec Committee meeting – Dec 28<sup>th</sup>

**Adjournment**

# **PRESIDENT'S REPORT**

## DRAFT Policy – BCC Document Retention

BCC's record retention policy is designed to ensure compliance with the California Nonprofit Integrity Act of 2004 which is comparable to the federal Sarbanes-Oxley Act of 2002. This policy provides instructions for retention and destruction of records that are created in connection with transaction of BCC's business. BCC's record retention policy covers all records, including electronic records and email that would fall into the categories detailed below. Records should be destroyed at the end of the retention period. Destruction of all documents will be accomplished by shredding when the time requirement is met.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years

Type of Document	Minimum Requirement
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

References:

[sample-doct-retention-policy-aicpa.docx \(live.com\)](#)

[Model Document Retention Policy for Nonprofits - Blue Avocado](#)

[Handout-Sample-Record-Retention-Policy.pdf \(nonprofitrisk.org\)](#)

[Laws & Regulations | State of California - Department of Justice - Office of the Attorney General](#)

[National Council of Nonprofits](#)

Compiled September 12, 2023

# **SECRETARY/TREASURER REPORT**

**Blood Centers of California - Composite report 2023**

	Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>INCOME</b>														
Member Dues	48,000	0	0	18,048	7,430	13,223	3,491	0	0					42,192.00
Interest Income	50	87.97	79.37	88.05	85.94	89.51	86.81	89.88	89.91					697.42
<b>TOTAL INCOME</b>	<b>48,050</b>	<b>87.97</b>	<b>79.37</b>	<b>18,136.05</b>	<b>7,515.94</b>	<b>13,312.51</b>	<b>3,577.81</b>	<b>89.88</b>	<b>89.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,889.42</b>
<b>EXPENSES</b>														
<b>Legislative/Secretarial Expenses</b>														
Lobbying Expense	30,000	0	0	0	0	0	0	0	0					0.00
Admin Monthly (\$600/mo)	7,200	0	1,200	600	600	600	600	600	0					4,200.00
Admin expenses	1,500	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
Lobbying misc expenses	1,000	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
Other member expenses for lobbying	1,000	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
<b>Total Legislative/Secretarial Expense</b>	<b>40,700</b>	<b>0</b>	<b>1,200.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,200.00</b>
<b>Meeting Expenses</b>														
Board Meeting, March	3,000	0	0	0	0	0	0	0						0.00
Board Meeting, September	3,000	0	0	0	0	0	0	0						0.00
Other Meetings (CBBS, etc)	2,000	0	0	0	0	0	0	0						0.00
Lodging Reimbursement for Board Meeting	5,000	0	0	0	0	0	0	0						0.00
Conference Calls Phone Expense, Board meetin	1,000	0	0	0	0	0	0	0						0.00
<b>Total Meeting Expense</b>	<b>14,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Operating and Accounting Expenses</b>														
Bank Fee	0	0	0	0	0	0	0	0						0.00
Compilation/Audit Fee	2,000	0	0	0	0	0	0	0						0.00
Tax Prep and Taxes	6,000	0	0	0	0	0	0	0						0.00
D & O Insurance	2,000	0	0	1,136	0	0	0	0						1,136.00
Web Hosting/ design lab (March)	600	0	0	0	0	0	0	0						0.00
PO Box, Misc. Exp	300	0	0	0	0	0	0	0						0.00
<b>Total Misc. Operating Expense</b>	<b>10,900</b>	<b>0</b>	<b>0</b>	<b>1,136</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,136.00</b>
<b>TOTAL EXPENSES</b>	<b>65,600</b>	<b>0.00</b>	<b>1,200.00</b>	<b>1,736.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,336.00</b>
<b>NET GAIN</b>	<b>-17,550</b>	<b>87.97</b>	<b>-1,120.63</b>	<b>16,400.05</b>	<b>6,915.94</b>	<b>12,712.51</b>	<b>2,977.81</b>	<b>-510.14</b>	<b>89.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,553.42</b>



**BLOOD CENTERS OF CALIFORNIA**  
**Board Meeting - ZOOM CONFERENCE**

**MINUTES**

**Thursday, July 27, 2023**

Call to order by Past President, Susan Noone @ 10:05 am

**Roll Call**

Susan Noone Doug Morton Kate Witthaus Anthony Salazar Rick Axelrod, MD  
Elaine Ramsey Jessica Mancilla Jonathan Bautista Harpreet Sandhu

**Others**

Kate Fry, CEO ABC  
Lydia Bourne, Consultant

**Presentation and discussion - ABC CEO, Kate Fry**

Discussion of Council of States Proposal  
Slides will be posted on BCC web site

**Key Opportunities**

- Promote greater alignment with ABC members
- Greater strategy develop
- Align advocacy priorities at national, state and local levels
- Promote sharing of advocacy resources
- Maintain unified state advocacy priorities while remaining autonomy and independence
- Establish a state based community repository – access state laws and regulations

ABC is currently involved in state advocacy and tracks state and regulatory actions for the members

Discussed possible Council of State structure to include

- Funding
- Encourage collaboration and cooperation
- Invitations to all states – not all states have an organized coalition of blood organizations

Anticipate ABC board approval by March 2024 with Council meeting

BCC supports preliminary Council of States Proposal

**President's Report – Susan Noone, Past President**

CLS licensees' statistics – reviewed table of state active licensees

Staff will review and get definitions of Limited licenses for review  
at August Executive Meeting

Document retention policy – reviewed, staff to determine source of draft  
document

**Secretary/Treasurer Report – Doug Morton**

YTD Financials – accepted as presented

Susan and Jonathan motion and second approval of

April Board minutes and acceptance of May Executive minutes

**Medical Technical Advisory Committee Report – Co-chairs Pandey & Fridey**

N/A Staff will reach out for updates and/or schedule for MTAC call

**Old Business**

Review policy on dual signatories for bank accounts

Change language as banks don't enforce a requirement for  
dual signatures

Discuss November meeting date change – 4<sup>th</sup> Thursday is Thanksgiving

Possible date change will be 12/7; send survey to members

Review and if necessary update BCC lodging and travel policy

No changes suggested

**Adjournment @ 11:28 am**

**BLOOD CENTERS OF CALIFORNIA**  
**EXECUTIVE COMMITTEE ZOOM CONFERENCE**  
**MINUTES**  
**Thursday, August 24th @ 9 am**

Called to order at 9:02 am By President Staub

**Roll Call**

Chris Staub Doug Morton Kat Withhaus Jonathan Bautista

Others

Lydia Bourne, Staff

**President's Report - Chris Staub**

CLS Issues discussion - Clarify limited licenses abbreviations - reviewed limited licenses; Blood centers do not hire MLTs or other limited licensees

ABC and BCC advocacy partnership - Kate Fry will attend Sept 20<sup>th</sup> Board meeting @ Vitalant

ABC has approved the Council of States plan

Board Topics to be discussed:

partner with likeminded groups

federal funding

address blood prices

state funding for blood recruitment

ABC grassroots software & tools for communications

Lifestream new CEO - Robert Sanchez; will be on board as of Sept 18<sup>th</sup>

**Secretary/Treasurer Report - Doug Morton**

Financials - YTD - accepted as presented; all dues have been paid

Funding available for travel and lodging reimbursement

July board minutes review - accepted as presented

Review revised bank signatory language - Chris and Kate - accepted as revised and will be presented to Board at Sept meeting

**Medical Technical Advisory Committee Report - Co-Chairs Pandey & Fridey**

Update - n/a

**Old Business**

Review - Nonprofit Council of Nonprofits language - document retention

Sample - American Institute of Certified Public Accountants

President and staff will determine which to send to board for approval

Sept Board meeting - those arriving on 19<sup>th</sup> may meet for dinner at a site TBD

Individuals will self-pay

BCC will reimburse for travel and lodging

**Adjournment @ 9:31 am**

## **Proposed Policy - Dual Signatures for Bank Accounts:**

We are in an era of electronic banking and digital signatures, which have streamlined the process of authorizing financial transactions. To ensure proper oversight and security, this policy requires approval of two authorized individuals for the withdrawal or transfer of funds from the association's regular or reserve accounts beyond an established threshold.

The purpose is to have at least two responsible individuals, who are either members of the Corporation's board of directors or officers of the Corporation, review and authorize such transactions. The existing bank account does not allow multiple signatures if utilizing online banking.

Draft Language:

### **Section 1: Dual Approval Requirement**

1.1. **Withdrawal or Transfer Authorization:** For any withdrawal or transfer of moneys from the association's regular or reserve accounts, the signatures of at least two authorized individuals are mandatory.

1.2. **Authorized Signatories:** The signatories must be either members of the Corporation's board of directors or officers of the Corporation. Each designated signatory is granted the authority to provide their signature in either digital or wet ink format.

### **Section 2: Threshold Amount**

2.1. **Applicability:** The dual signatures requirement shall only be necessary for transactions above the threshold amount of \$2,500.

### **Section 3: Updating Signatories**

3.1. **Changes in Signatories:** In the event of a change in the position of Secretary/Treasurer or any other authorized signatory, the board of directors shall promptly update the list of designated signatories.

### **Section 4: Electronic Signatures**

4.1. **Acceptance of Digital Signatures:** The Corporation recognizes and accepts digital signatures as legally valid and equivalent to wet ink signatures. Digital signatures may be in the form of electronic documents with cryptographic validation, or any other secure method approved by the Corporation.

**4.2. Document Transmission:** For electronic signatures, signatories may receive documents through secure electronic means, such as email or a designated platform.

#### **Section 5: Board Approval**

**5.1. Ratification:** This policy is subject to the approval of the Corporation's board of directors and shall take effect upon their ratification.

#### **Section 6: Policy Review**

**6.1. Periodic Review:** The effectiveness and appropriateness of this policy shall be reviewed periodically by the board of directors to ensure its continued relevance and suitability for the Corporation's financial needs.

By implementing this policy, we aim to maintain a secure and transparent financial process, with the assurance that important transactions are approved by multiple authorized individuals.