

**Minutes of the
CHIME Institute
Board of Directors Meeting
Tuesday, August 5th, 2025**

Members Present: Patrick Smith, Matthew Rinnert, Beth Lasky, Dawn Hamilton, Kate Kodet, Marc Rinnert, Keisha M. Carroll, Josh Mark

Members Absent: none

Others Present: Erin Studer, William Caplenor

1. **Call to Order:** The meeting was called to order by Patrick Smith
2. **Public Comment:** (3 minutes each)—Members of the public were given the opportunity to make a public comment. Each speaker, if any, was advised of the three (3) minute time limit and that ordinarily, Board members cannot respond to presentations on non-action items as no action can be taken on non-agenda items, but that the Board may advise that direction may be given to staff following a presentation later.
3. **Consent Agenda** (5 min) The following item(s) may be adopted by a single vote of the board, or any item(s) may be pulled off of consent by any member's request (without any need for a vote to pull from consent).
 - a. Approval of the minutes of the 6/10/2025 CHIME Institute Board Meeting
 - i. **M/S/P** Motion (P. Smith, M. Polansky) to approve the Minutes of the CHIME Institute Board of Directors meeting held on May 6th, 2025
 - ii. **Public comment:** There was an opportunity for public comment. None were made
 - iii. **VOTE:**
 - iv. **Yeses:** *M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky, D. Hamilton,*
 - v. **No's:** none
 - vi. **Abstentions:** *none*
 - vii. **MOTION PASSES:** 7-0-0
4. **Board Committees**
 - a. P. Smith clarified the current board positions
 - i. Chair: P. Smith
 - ii. Vice president
 - iii. Secretary: M. Polansky
 - iv. Treasurer: J. Mark
 - b. K. Kodet offered to serve as secretary
 - c. M. Polansky offered to serve as treasurer
 - d. **M/S/P** Motion (P. Smith, B. Lasky) to designate the Chair as P. Smith, Vice President as M. Polansky, K. Kodet as secretary and J. Mark as Treasurer to the CHIME board
 - i. **Public comment:** D. Hamilton requested that new board members be approached with the offer of consideration for positions and they declined.

- ii. **VOTE:**
- iii. **Yeses:** *M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky. D. Hamilton, J. Mark*
- iv. **No's:** none
- v. **Abstentions:** *none*
- vi. **MOTION PASSES:** *8-0-0*
- e. **Committee appointments**
 - i. P. Smith listed various committees that were available and there was a discussion about who would be in each committee:
 - 1. Executive committee will consist of the four officers.
 - 2. The development committee will consist of P. Smith and M. Rinnert
 - 3. The finance and Audit committee will consist of M. Polansky and J. Mark
 - 4. The CSUN CHIME Liaison committee will consist of B. Lasky and K. Carroll.
 - 5. There was a discussion about the ad-hoc committee focused around strategic planning. D. Hamilton and K. Kodet volunteered. J. Mark expressed interest.
 - 6. There was a discussion about which committees are and are not subject to the Brown Act.
 - ii. **M/S/P Motion** (P. Smith, M. Polansky) to populate the executive committee with P. Smith,, M. Polansky, J. Mark, K. Kodet
 - iii. **Public comment:** There was an opportunity for public comment and none were made.
 - iv. **VOTE:**
 - v. **Yeses:** *M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky. D. Hamilton, J. Mark*
 - vi. **No's:** none
 - vii. **Abstentions:** *none*
 - viii. **MOTION PASSES:** *8-0-0*
- f. **M/S/P Motion** (P. Smith, M. Rinnert) to populate the development committee with P. Smith0 and M. Rinnert
 - i. **Public comment:** There was an opportunity for public comment and none were made.
 - ii. **VOTE:**
 - iii. **Yeses:** *M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky. D. Hamilton, J. Mark*
 - iv. **No's:** none
 - v. **Abstentions:** *none*
 - vi. **MOTION PASSES:** *8-0-0*
- g. **M/S/P Motion** (P. Smith, K. Kodet) to designate M. Polansky and J. Mark as the members of the finance committee
 - i. **Public comment:** There was an opportunity for public comment and none were made.
 - ii. **VOTE:**
 - iii. **Yeses:** *M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky. D. Hamilton, J. Mark*
 - iv. **No's:** none
 - v. **Abstentions:** *none*

- vi. **MOTION PASSES:** 8-0-0
- h. **M/S/P Motion** (P. Smith, K. Kodet) to designate B. Lasky and K. Carroll in the CSUN Liason Committee.
 - i. **Public comment:** There was an opportunity for public comment and none were made.
 - ii. **VOTE:**
 - iii. **Yeses:** M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky. D. Hamilton, J. Mark
 - iv. **No's:** none
 - v. **Abstentions:** none
 - vi. **MOTION PASSES:** 8-0-0
- i. **M/S/P Motion** (P. Smith, M. Polansky) to designate D. Hamilton and K. Kodet as the representatives in the Ad Hoc Strategic Planning committee
 - i. **Public comment:** There was an opportunity for public comment and none were made.
 - ii. **VOTE:**
 - iii. **Yeses:** M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky. D. Hamilton, J. Mark
 - iv. **No's:** none
 - v. **Abstentions:** none
 - vi. **MOTION PASSES:** 8-0-0

5. Goals and Expectations

- a. P. Smith illustrated goals for the CHIME Institute Board
- b. E. Studer illustrated his goals for the CHIME Institute Board.
- c. Various members expressed appreciation for the direction the board is taking.
- d. There was a discussion about the upcoming gala and the golf fundraiser.

6. Adjournment:

- a. **M/S/P Motion** (P. Smith) to adjourn the CHIME Institute Board meeting.
- b. **Public comment:** There was an opportunity for public comment. None were made
 - i. **VOTE**
 - ii. **Yeses:** M. Rinnert, K Carroll, M. Polansky, P. Smith, K. Kodet, B. Lasky. D. Hamilton, J. Mark
 - iii. **No's:** none
 - iv. **Abstentions:**
 - v. **MOTION PASSES:** 8-0-0