



To: HCBF Board of Directors  
 From: Meghan Reese, Executive Director  
 Date: November 20, 2020  
 Subject: HCBF Board Member Seat Replacement (Item 2)

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**Purpose**

The purpose of this memo is to facilitate the Board’s discussion in filling the pending board member seat and officer vacancy, and to create an ad-hoc committee to oversee the selection process.

**Background & Current Status**

Pursuant to HCBF’s bylaws, paragraph 7.1.3, “After the first six years of the Corporation’s existence, each Director position must be filled according to its respective specified qualifications, if any, in alphabetical order (A-G), provided however that in no event shall more than two (2) Directors be an individual or organizational representative of the TraPac Appellants.” Board members are limited to three consecutive two-year terms (unless a one-year term is requested).

Under HCBF’s bylaws, after the first six years, appointments shall be presented to the Board of Directors for “election by majority vote.” (HCBF Bylaws 7.1.3.) After the first six years of the Foundation’s existence, the qualifications for board seats shift. See table below.

Table 1: Current Board Seats

Director Seat	Requirements	Board Member	Term Renewal	Final Term End Date
A	No specified qualifications	Gabriela Medina	May 2021	May 2025
B	Shall live or work in Wilmington	Angelo Logan	May 2021	May 2023
C	Shall live or work in San Pedro	Jayne Wilson	May 2021	May 2023
D	Shall work in Coastal conservation, community economic development, environmental science, or safety.	Gisele Fong	May 2019	May 2021
E	Demonstrated commitment to Environmental Justice	Richard Havenick	May 2020	May 2024
F	Expertise in Public Health	Cristin Mondy	May 2019	May 2021
G	Commitment to Labor in LA and must have experience working in coalition with both community and environmental groups	Ed Avol	May 2020	May 2022

Gisele Fong’s Director Seat (D) will term out effective May 2021; and Cristin Mondy’s Director Seat (F) will term out effective May 2021. According to the Current Board Seats (Table 1), the qualifications for

Director Seat D require that the individual work in Coastal conservation, community economic development, environmental science, or safety. The qualifications for Director Seat F require expertise in Public Health.

**Board Seat Replacement Process**

Board Seat Replacement Activity	Timeline
1) Board will vote to create an Ad-Hoc committee to oversee the process and vet potential candidates.	<b>December 17<sup>th</sup></b> Board Meeting
2) Board members to compile a list of potential candidates, with confirmed interest, for the director seat that will become available in May.	Potential candidates to be discussed at <b>March 25<sup>th</sup></b> Meeting
3) Ad-Hoc committee will request resumes and interest statements from candidates.	To be completed by <b>April</b>
4) Ad-Hoc committee to review candidates and confirm interest	To be completed by <b>April</b>
5) Ad-Hoc will make recommendations on vetted candidates (This is to verify qualifications, not to narrow down)	To be completed by <b>April</b>
6) A step can be added for the Ad-Hoc committee to narrow down candidates, if necessary.	TBD
7) Full Board Vote on final candidate for Director Seat	<b>May 27<sup>th</sup></b> Annual meeting

New Board members will start at the **June 2021** Board meeting, following a vote at the annual meeting in May 2021.