



Board of Trustees Meeting
20 October 2025
3:30 - 5:30pm
Liberty Park Campus

Agenda

Tracy Aviary's mission is in partnership with community, inspiring action to conserve birds and habitats..

3:30pm **Welcome and Ice Breaker** **Reza Ahmadi, Board Chair**

Ice-Breaker: share a noteworthy Tracy Aviary experience that reflects the work you think we should be doing with community.

4:00pm **Business** **Reza Ahmadi, Board Chair**

- Approve September 2025 minutes (vote)
- Staff report and questions

4:15pm **Finance update** **Jeff Jones, VP Budget and Finance**

- Early update on how FY25 concluded

4:20pm **Annual Appeal Letter** **Sandra Kinzer, Development Manager**

4:25pm **Board Training - Responding to a complaint** **Reza Ahmadi, Board Chair**

- Encourage the staff member to meet and discuss the concerns with their direct supervisor or the chief executive. Remind them that the chief executive is responsible for overall management.
- If the concerns are general in nature, suggest the staff member communicate with peers and possibly form a delegation to approach the chief executive.
- If the complaint is anonymous, assess its seriousness and validity. Then ignore it (if appropriate), or bring it to the attention of the chair.
- If the complaint concerns specific actions by the chief executive that seem to have general implications on staff morale or direction the organization is taking, contact the chair.
- Generally, it is a good idea for the board member to share the complaint with the board chair.

4:35pm **Draft Action Items** **Tim Brown, President/CEO**

5:15pm **Other Business** **Reza Ahmadi, Board Chair**

5:30pm **Adjourn** **Reza Ahmadi, Board Chair**

COMMUNITY - we embrace a culture of support, reciprocity, collaboration, inclusivity, and mutual respect in all our relationships - both within our organization and with our external partners. By recognizing our deep interconnection with one another and the natural world, we cultivate a sense of belonging and a shared purpose that strengthens our collective impact.