



**Credential Counselors and Analysts of California
Board of Directors/Advisory Committee Minutes
September 24, 2019
Holiday Inn, Sacramento**

Call to Order

After a quorum was determined, the September 2019 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Denise Payne at 9:03 am.

BOARD OF DIRECTOR'S PRESENT: Denise Payne, Tina Torres, Jennifer Elemrani, Jenny Teresi, Rachelle Sousa, Paul Deal

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Myla Adeva, Susan Carlisle, Jason Drewry, Kandi Gravenmier, Susan Taylor

EXCUSED ABSENCES:

Approval of Agenda

Action: A motion was made by J. Teresi, seconded by J. Elemrani to approve the September meeting agenda. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous. A copy of the agenda is attached to the minutes.

Approval of Minutes

Action: A motion was made by J. Elemrani, seconded by P. Deal to approve the July business meeting minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Reports of Officers and Committees

President's Report – D. Payne

- **2018-2019 Year of Accomplishments**

D. Payne thanked the BOD/AC for an extremely productive year and discussed its numerous accomplishments including:

- Working together through the unexpected loss of CCAC treasurer and friend Debbie Brumfield as well as the logistics of transitioning those duties to a new treasurer without the benefit of the past treasurer's guidance and knowledge of practice, passwords, accounts, and professional contacts
- Absorbing the simultaneous departure of the CCAC Secretary due to employment outside of credentialing
- Establishing centralized communications via Gmail
- Streamlining contact information on the CCAC website to better serve member needs
- Instituting additional CPA oversight of CCAC bookkeeping to ensure transparency, accuracy and compliance with rules and regulations
- Developing the Dropbox communication tool to enhance the efficiency of BOD/AC work
- Reviewing and updating of all CCAC insurance policies
- Maintaining rapport with CTC, CDE and other professional partners
- Developing Standard Operating Procedures for the Spring Regionals
- Evaluating and refining of all Job Descriptions
- Contracting for a new CCAC website
- Negotiating an annual hotel contract for BOD/AC/CC members for the upcoming year
- Transitioning to credit card only registration for the Fall conference and the Spring Regionals to improve the efficiency of operations
- Waiving BOD/AC conference reg fee to thank employers for allowing their employees to serve CCAC

- **CTC Methodology Survey**

The BOD continued work on this project.

- **2019-2020 Proposed Meeting Dates / Room Reservations**

The BOD discussed and finalized the 2019-2020 Meeting schedule.

- **Paid Positions**

The BOD/AC continued its consideration of the challenges of recruiting members willing to invest the time and energy required to fulfill the needs of the organization. Despite numerous benefits for employers when their employees serve, they are often hard-pressed to grant willing members the time necessary to travel and serve on the board, advisory committee or even the conference committee. This is most acutely evidenced by the difficulty CCAC has in filling BOD positions each year. CCAC BOD positions typically require a significant investment of personal time outside of hours of employment. It was noted that in years where unexpected challenges occur, that time investment can greatly increase.

In order to boost the recruitment of qualified individuals and maintain the continued success of CCAC it remained apparent throughout the discussion that, like other professional organizations, CCAC needs to offer compensation for the additional time BOD members invest in serving CCAC. D. Payne and R. Sousa shared their research with the CPA that confirmed paying the BOD as employees would be too costly and complicated.

A recommendation was made by the Advisory Committee and discussed with the BOD to authorize a stipend for board members who complete their term, in the amount of \$2,500 per position to be paid after conference. In the event a board member is unable to complete his or her term, it would be at the discretion of the board to consider paying a stipend or a portion thereof.

Action: A motion was made by J. Elemrani, seconded by J. Teresi to approve the recommendation by the President's Advisory Committee to pay a \$2,500 stipend to Board members at the conclusion of conference and for the BOD to use its discretion in paying all or a portion of that amount to BOD members who are unable to complete their term, effective at the conclusion of the Annual Conference. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

The BOD reviewed the responsibilities of the Registrar and decided not to change the registrar's stipend at this time. While the type of work required of the Registrar has evolved over the past couple of years, the amount of work required has not decreased. Current Registrar, Myla Adeva agreed to provide the board with an updated written description of the scope of duties.

The BOD discussed the webmaster/listserv administrator role and whether it was best to maintain the associated stipend and review the role in more depth once the transition is complete to the new website.

Website Proposal: Action Item

Months of consideration of several potential web developers culminated in the BOD/AC agreeing that one vendor stood out above the rest to provide the CCAC membership with a new website.

Action: A motion was made by T. Torres, seconded by J. Elemrani to contract with AMARQUEZ in the amount of \$9,391 to develop, launch and maintain a new CCAC website. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Immediate Past-President, J. Teresi

- **Elections Update and Timeline**

J. Teresi provided an update on the list of nominations for BOD and AC for the upcoming election. The BOD deliberated over the dilemma that two BOD positions, President and VP Conference Chair had no nominations. After some reflection, T. Torres accepted the nomination for VP Conference chair and D. Payne accepted the nomination for President.

- **2020 Spring Regional Dates and Locations Update**

The following locations have agreed to host regionals this year, dates TBD:

- CSU, Chico
- Sacramento, COE
- San Joaquin, COE
- CSU, Northridge
- San Bernardino, COE
- Orange COE
- San Diego COE

Vice President for Programs/Conference Chair, T. Torres

- **Conference Updates**

T. Torres announced that The CCAC room block is sold out, as is the conference.

The September 25th Conference Committee meeting will finalize the space plan set timelines for submission of data needed for the Eventsential app.

Conference Registrar, M. Adeva

- **Conference Registrations Updates**

M. Adeva reported that the Fall Conference is sold out. There are several members on the wait list who will have the opportunity to register if current registrants need to cancel.

Registrations as of September 23, 2019 = 869

COE = 143
District = 516
IHE = 127
Other Agencies = 9
Charter School = 74

First Time Attendees = 239

Years of Experience:

0-1 year = 165
1-2 years = 103
2-3 years = 97
3-5 years = 135
5-10 years = 143
10-15 years = 108
15-20 years = 59
20 or more years = 59

Vice President for Membership, J. Elemrani

- **Current Membership Numbers**

J. Elemrani provided updated membership totals:

2 new district memberships since July

Total Membership is now 952:

County = 150

District = 564

IHE = 167

Charter = 62

Other = 9

Treasurer's Report, R. Sousa

- **Budget and CPA Updates**

R. Sousa and D. Payne met with the CPA and confirmed all financials were up to date.

Action: A motion was made by P. Deal, seconded by J. Elemrani to pay the September Holiday Inn Invoice in the amount of \$7,037.22. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Action: A motion was made by J. Elemrani, seconded by J. Teresi to pay the Quality Logo invoice in the amount of \$19,880.27 for supplies for the November CCAC Fall Conference. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Secretary, P. Deal

No report

Advisory Committee Member's Reports

Reports were given by committee members.

Old Business

None

New Business/ Proposals

None

Adjourn

Action: A motion was made by P. Deal, seconded by R. Sousa to adjourn at 5:36 p.m. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Next meeting:

CCAC 41st Annual Conference: November 6-8, 2019

CCAC Annual Business Meeting: Wednesday, November 6, 2019, 4:00 p.m. – 5:00 p.m.

Respectfully submitted,

Paul Deal

CCAC Secretary