



Credential Counselors and Analysts of California
Board of Directors and President's Advisory Committee
MINUTES
Wednesday, January 27, 2021
1:00 p.m. – 2:00 p.m.
Zoom

Call to Order

After a quorum was determined, the January 2021 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Denise Payne at 1:05 p.m..

BOARD OF DIRECTOR'S PRESENT: Denise Payne, Tina Torres, Jennifer Elemrani, Katie Tucciarone, Kandi Gravenmier

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Susan Taylor, Rachelle Sousa, Jenna Hayes, Shannon Nelson, Maricela Ibarra Aceves, Sharon Nilsson, Melissa Cook-Rodriguez, Hunter Ferrara

CONFERENCE COMMITTEE MEMBERS: Edith Thiessen, Myla Adeva, Paul Deal

EXCUSED ABSENCES: Jenny Teresi

I. Welcome New members

II. Action Items

- a. **Jan Agenda – Review and Approve** A motion was made by J. Elemrani, seconded by T. Torres to approve the January 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.
- b. **Sept Minutes – September 2020 Review and Approve** A motion was made by J. Elemrani, seconded by K. Gravenmier to approve the September meeting minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous. A copy of the September 20' meeting minutes are attached to the January 21' minutes.

III. Welcome and Overview

- a. President's Report **Denise Payne**
 - **CCAC Philosophy**: This is posted to the website. Everyone is encouraged to review and return to the next meeting with any edits.
 - **Policies** : These are also posted on the CCAC website. Everyone is encouraged to look them over as well. Reminder that policies can be edited, however changes to the bylaws must go through a formal review process.

- **CTC and Pearson Exam Representatives** : These groups have been invited to our meetings in the past. They bring us up to date information. Hope to hear from them in a future meeting.
- **Life Membership**: Denise would like to nominate Terri Clark and Jenny Teresi to receive this honor. Denise will announce this in the Conference welcome. Discussion as to include Tammy and David will be brought up at the next meeting.
 - **Action**: A motion was made by T. Torres, seconded by J. Elemrani to approve the Lifetime membership for Terri Clary and Jenny Teresi. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

IV. Website – [CCAC](#) Paul Deal

- Paul manages this task. He works with Aaron Marquez to make changes
- **Action**: We need to update with the new Conference Information
- **Action**: Advisory Committee to review and come to the next meeting with changes.

V. Immediate Past President Jenny Teresi

- Jenny Teresi was not present at today's meeting

VI. Vice President for Programs/Conference Chair Tina Torres

- Conference Registrar – 1/27/2021 **Myla Adeva**

Total Registrations = 794

- COE = 145
- District = 462
- IHE = 115
- Other Agencies = 1
- Charter School = 71

First Time Attendees = 226

Years of Experience:

- 0-1 year = 128
- 1-2 years = 114
- 2-3 years = 85
- 3-5 years = 119
- 5-10 years = 144
- 10-15 years = 78
- 15-20 years = 65
- More than 20 years = 61

VII. Vice President for Membership Jennifer Elemrani

2020 Membership year ended in December 2020

New Membership Year has just begun. We are still accepting conference registration, so final numbers are not in yet. Once this new list is solidified we can send out an email.

VIII. Treasurer

Kandi Gravenmier / Rachelle Sousa

- a. Profit and Loss Statement: We have a new accountant. Some of the expenses listed are for the conference that we are planning for. Sponsorship money came in after January. Kando has also created new dropbox folders for the new accounting cycle.
- b. Signers on the accounts are: Kandi (BA) CD and Savings are Denise and Tina. Tina has the checks. This allows for checks and balances.
- c. Suggested Edits or follow ups
 - i. Spring Regional should have a debit out since we refunded the money. Kandi will look into this.
 - ii. Jennifer asked about Conference - No Membership of \$200 on the income side. Those membership only fees go into Paypal first.
- d. **Insurance:** we need to get new bids on show stoppers. Need to get a policy to cover travel.
- e. **Independent Contractors:** must provide us with a W-9 ad Invoice

IX. Secretary

Katie Tucciarone

- a. Katie we will connect on the Hotel Contract with Denise. Katie is in charge of organizing the contract for monthly board meetings. We don't have a contract for 2022.
- b. Katie will meet with Myla to take over the traveling mailbox job

X. President's Advisory Committee

Denise Payne

- a. **Membership Connections** - Email outreach template to be sent to your colleagues. Emails can be sent from the Listserve to each constituency group. Reps would draft something and send it to Paul for distribution. County Reps can use their list serves if they want
- b. **Election Committee:** Looking to restructure the policies and procedures. Want to explore having the President Advisory Committee also be the Election Committee
- c. **CTC Methodology Survey:** we will keep on the radar. CTC has asked about this. Denise said that she would bring up the CCAC involvement to the Board.

Next meetings:

- CCAC Board of Directors and President's Advisory Committee: February 2021 date TBD, via Zoom
- CCAC/CTC Conference Committee Meeting: February 16, 2021, 1:00 p.m. – 2:00 p.m., Zoom
- CTC Meeting: Thursday, February 11 – 12, 2021, [Meetings \(ca.gov\)](#)

Adjourn: 2:15 p.m..

Respectfully submitted,
Katie Tucciarone
CCAC Secretary