



**Credential Counselors and Analysts of California**  
Board of Directors and President's Advisory Committee  
MINUTES  
Monday, October 25, 2021  
10:00 a.m. – 12:00 p.m. via Zoom

**Call to Order**

After a quorum was determined, the October 25, 2021 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Jennifer Elemrani at 10:05.

**BOARD OF DIRECTORS PRESENT:** Jennifer Elemrani, Tina Torres, Katie Tucciarone, Edith Thiessen, Kandi Gravenmier

**PRESIDENTIAL ADVISORY COMMITTEE PRESENT:** Hunter Ferrara, Randee Haney, Melissa Cook-Rodriguez, Sharon Nilsson, Shannon Nelson, Maricela Ibarra Aceves

**CONFERENCE COMMITTEE MEMBERS:** Paul Deal, Myla Adeva, Denise Payne

**EXCUSED ABSENCES:** Rachelle Sousa

**INVITED GUEST:** None

**AGENDA ITEMS**

**I. Review of Minutes and Agenda - Action Items**

**Jennifer Elemrani**

- A. **October 25, 2021 Agenda – Review and Approve** A motion was made by **T. Torres**, seconded by **K. Tucciarone** to approve the October 25th meeting agenda. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous. A copy of the [October Agenda](#) is linked.
- B. **August 30, 2021 Board of Directors and Advisory Committee Minutes – August 30, 2021 Review and Approve** A motion was made by **K. Tucciarone**, seconded by **E. Thiessen** to approve the August 30th meeting minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous. A copy of the [August Board of Directors + Advisory Committee Meeting Minutes are linked](#).

**II. President**

**Jennifer Elemrani**

- A. **Future Meetings:** Next meeting to be held on December 6, 2021 from 10-12. Looking to go back to meetings being held around the Commission meetings for next year.
- B. **NASDTEC Conference:** CCAC has submitted a proposal to present at the meeting. The presentation will be about CCAC and how we connect with the field and the CTC. Decision and notification will be made in December.
- C. **Dropbox vs Google Drive:** Discussion to switch from Dropbox to Google Drive. Google would be a more natural switch and tied to CCAC emails accounts.

**I. Immediate Past President**

**Edith Thiessen**

- A. **Elections:** Elections are underway. Once nominations are in, the names will be shared with the Board. If the treasurer position remains vacant, we may need to appoint someone. Our bylaws stipulate that only one person can hold a Board position, therefore a job can not be shared.

**II. Vice President for Programs/Conference Chair**

**Tina Torres**

- A. **Virtual conference update:** Date is January 12-13, 2022 from 9-5 with a 1 hour lunch. No Keynote at this time.
- B. **Conference hotel contracts:**
- C. **Eventbrite payment processing:** We currently pay a processing fee for payments + service. Processing fee is 3%. Service fee is 2.5%+.99 cents per ticket.
- D. **Open Registration:** Open Registration on November 8th and close on December 31st.
- E. **Fee:** \$75

**III. Vice President for Membership**

**Rachelle Sousa**

- A. Current Membership Numbers: New: 5 School Districts; 1 IHE; 2 Charter

County	District	IHE	Charter	Other
80	614	156	119	7
			TOTAL	1076

**IV. Treasurer**

**Kandi Gravenmier**

- A. Budget/bookkeeping updates: Checking: CD has been closed. Kandi pulls checking statements and puts them in the dropbox. Tina and Jennifer have access to savings statements and place those in the dropbox.
- B. Working with accountants to file taxes. The firm has a new accountant assigned to us.

**V. Secretary**

**Katie Tucciarone**

- A. Nothing to report

**VI. President’s Advisory Committee Reports**

- Sr. County Representative, Sharon Nilsson      Jr. County Representative, Hunter Ferrara
- Sr. District Representative, Shannon Nelson      Jr. District Representative, Melissa Cook-Rodriguez
- Sr. IHE Representative, Maricela Ibarra      Jr. IHE Representative, Randee Haney

Board Meeting adjourned at 11:10 am  
 Conference Committee Meeting adjourned at 12:00 p.m.

**Next meetings:**

CCAC Conference Committee: TBD  
 CCAC Board of Directors/President’s Advisory Committee: Monday, December 6, 10am - 12pm, via Zoom  
 CTC Meeting: Thursday & Friday, December 9-10, 2021, [Meetings \(ca.gov\)](https://www.ca.gov)  
 CCAC Virtual Winter Summit: Wednesday & Thursday, January 12-13, 2022