



Credential Counselors and Analysts of California
Board of Directors and President's Advisory Committee

MINUTES

Tuesday, February 8, 2022

9:00 a.m. – 11:39 a.m.

Virtual: Zoom

CALL TO ORDER:

After a quorum was determined, the February 8, 2022, meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Jennifer Elemrani at 9:04 a.m.

BOARD OF DIRECTORS PRESENT:

President: Jennifer Elemrani

VP Conference Chair: Tina Torres

VP Membership: Rachelle Sousa

Treasurer: Jaspreet Khangura

Secretary: Amanda Shoffner

Immediate Past President: Denise Payne

PRESIDENTIAL ADVISORY COMMITTEE PRESENT:

Sr. County Representative: Hunter Ferrara

Sr. District Representative: Melissa Cook-Rodriguez

Sr. IHE Representative: Randee Haney

Jr. County Representative: Sharon Nilsson

Jr. District Representative: Stephanie Paz

Jr. IHE Representative: Maricela Ibarra

CONFERENCE COMMITTEE MEMBERS:

Web Administrator: Paul Deal

Special Projects Coordinator: Katie Tucciarone

Conference Registrar: Myla Adeva

EXCUSED ABSENCES:

None

INVITED GUESTS:

None

AGENDA ITEMS:

- I. **February Agenda – review/approve**
- II. **December Minutes – review/approve**

A. Agenda: February 8, 2022

- i. A motion was made by J. Khangura, seconded by D. Payne to approve the February 8, 2022, meeting agenda.
- ii. None Opposed, No Abstentions, Motion carried, vote to approve unanimous
- iii. Link: [February Agenda](#)

B. Minutes: December 6, 2021

- i. A motion was made by A. Shoffner, seconded by T. Torres to approve the December 6, 2021, meeting minutes.
- ii. None Opposed, No Abstentions, Motion carried, vote to approve unanimous
- iii. Link: [December Board of Directors + Advisory Committee Meeting Minutes](#)

III. **President** _____ **Jennifer Elemrani**

- A. Voting process during Board meetings
 - i. Board of Directors (BOD) makes motions and votes
 - ii. Advisory Committee (AC) encouraged to participate in discussion
- B. Future meetings
 - i. Discussion: Interest in having in-person meetings April 5-6, 2022
 - 1. Result: Will have in-person meeting, pending mandates
 - ii. Informational: CCAC/CTC Leadership Meeting: February 18, 2022
 - 1. Topics: Plans for the year, status of in-person CTC meetings
 - iii. *Action Item*: Jennifer & Amanda: Discuss reservations for meetings
 - 1. Jennifer send Amanda August contract as reference
 - iv. Discussion: Air fare, parking, mileage, and hotel
 - 1. Travel Expenses: Up front, submit documents for reimbursement after meeting
 - 2. Hotel: CCAC Secretary reserves rooms
- C. CCAC email accounts
 - i. Informational: Used *only* for CCAC business
 - 1. Example: Working with a vendor, CCAC business
- D. CCAC Shared drive – new this year
 - i. Informational: No longer using drop-box
 - ii. *Action Item*: Jennifer: Send sample Advisory Committee ‘welcome’ email to Advisory Committee members
 - 1. *Action Item*: Advisory Committee members: Send introductory email to Paul for distribution
 - a. Include: Welcome, role, ask to request items of interest
 - b. Share based on role: Sr. and Jr. Advisory Representatives
 - 2. *Action Item*: Paul: Utilize ListServ groups to share emails with members
 - iii. Informational: Recording of meetings – meetings may only be recorded with prior consent and approval of Board of Directors.
- E. Subject matter workshop for program sponsors
 - i. Discussion: Virtual Winter Summit – Positive feedback
- F. Projects: member communication, mentor program, other
 - i. Future Discussion: Create Sub Committee with Zoom account
 - 1. Purpose: Workshops, promote interaction, virtual meetings
 - 2. Jennifer: Not a webinar, use meeting style with breakout rooms
 - ii. Suggestion: Katie: Templates on CCAC website password protected for current CCAC members
 - iii. *Action Item*: Paul: Send out BSR letter to BOD/AC team
 - iv. *Action Item*: Katie: Send email to support creation of a sub committee
 - v. Discussion: ListServ
 - 1. Company: Results Direct/Engage Fully (within EventSential)
 - a. *Action Item*: Paul: Follow-up with EventSential on pricing
 - 2. Company: CCAC Website (Aaron Marquez)

- o Forum / messaging through CCAC website for low cost
- o Paul reported estimated \$500 setup, no additional to maintain
 - a. *Action Item*: Jennifer & Paul: Set meeting for a demo with Aaron
- 3. Jennifer: Real-time Q&A spot for members
 - a. Will need assigned monitors
- vi. Future Discussion: Mentor Program
 - 1. Connecting new analysts with seasoned analysts
 - 2. One mentor with small group of mentees

IV. Immediate Past President _____ Denise Payne

- A. Informational: Immediate Past President Role
 - i. Advisory in nature to president, support when needed
 - ii. Work on policies, bylaws, and elections
- B. *Action Item*: Goal this year - Bring policies current for Board review/approval
- C. *Action Item*: Election Committee selection per policies
- D. *Action Item*: Create election timeline and process
 - i. Informational: Jennifer: elections completed and announced prior to Fall conference

V. Vice President for Programs / Conference Chair _____ Tina Torres

- A. Informational: Virtual Winter Summit
 - i. CCAC Conference committee meeting tomorrow
 - ii. 300+ Responses to survey
 - iii. *Action Item*: Send out survey ‘thank you’ for participation those who received gift cards
 - iv. *Action Item*: Send out agenda for tomorrow’s meeting
- B. Informational: Fall Conference hotel contract update
 - i. *Completed Action*: Signed contract with DoubleTree for November 2022 in-person conference
- C. Discussion: DoubleTree
 - i. Anticipate completion of renovation of all meeting rooms and majority of sleeping rooms
 - ii. If member registers for room prior to CCAC block released, cannot be switched to CCAC rate.
 - iii. *Action Item*: Jennifer & Tina: Work with DoubleTree on new methods to avoid electronic reservation overload issues
 - 1. Possibilities: Conference Registration confirmation number allows ability to reserve a room
 - iv. Past conferences average 900 attendees, DoubleTree block rooms around 300 per guidelines
 - v. Will know by June regarding mandates (if lifted) to allow full conference in-person and/or cap registration. May have impacts on contract with DoubleTree.
 - vi. *Action Item*: All: Think of ideas to share in tomorrow’s meeting
 - 1. Keynote speaker (including cost), giveaways, format, workshop topics, tasks

VI. Vice President for Membership _____ Rachelle Sousa

- A. Current Membership Numbers:
 - i. Overall: 46 New Member Applications

1. 3 County; 26 District; 11 IHE; 6 Charter

County	District	IHE	Charter	Other
[#]	[#]	[#]	[#]	[#]

- ii. Total: [#]
 - 1. *Action Item*: Rachelle & Paul: Finalize updates to membership list
 - a. *Informational Item*: Membership list based on attendance at conference, add new applications received during year
- iii. *Action Item*: Paul: Re-send recent email to members as a ‘final reminder’ to renew; include message for November conference in-person
 - 1. Based on 600 attended Virtual Winter Summit compared to an average of 900 members

VII. **Treasurer** _____ **Jaspreet Khangura**

- A. Budget/bookkeeping updates
 - i. Bank of America account set up, has not yet received ATM card
 - 1. *Action Item*: Jaspreet: Contact bank if not received soon
 - ii. New expense report created
 - iii. Processing travel and other expenses
 - iv. *Action Item*: Jaspreet, Rachelle, Jennifer: Discuss VPN issues
- B. Board of Directors stipends
 - 1. BOD Members: \$2,500
 - 2. Website Manager and Conference Registrar: \$1,500 each
 - 3. No stipend for Advisory Committee
 - 4. *Action Item*: BOD Members: This is a choice, responsible to ensure no conflicts with employer. Encouraged review with your tax person
 - 5. *Action Item*: BOD Members: Email Jessie if opting out
 - 6. Stipend disbursed at end of the year, will need to fill out W-9 and receive 1099

VIII. **Secretary** _____ **Amanda Shoffner**

- A. No Topics

IX. **President’s Advisory Committee Reports** _____ **Jennifer Elemrani**

Sr. County Representative: <u>Hunter Ferrara</u>	Jr. County Representative: <u>Sharon Nilsson</u>
Sr. District Representative: <u>Melissa Cook-Rodriguez</u>	Jr. District Representative: <u>Stephanie Paz</u>
Sr. IHE Representative: <u>Randee Haney</u>	Jr. IHE Representative: <u>Maricela Ibarra</u>

Board Meeting adjourned at 11:39 a.m.

UPCOMING MEETINGS:

CCAC Board of Directors/President’s Advisory Committee: April 5, 2022, 9:00am, location TBD
Conference Committee: April 6, 2022, 9:00am, location TBD
CTC Meeting: Thursday & Friday, April 7-8, 2022, [Meetings \(ca.gov\)](https://www.ca.gov)