



**Credential Counselors and Analysts of California**  
Board of Directors and President's Advisory Committee  
**MINUTES**  
Tuesday, April 5, 2022  
DoubleTree Sacramento

**CALL TO ORDER:**

After a quorum was determined, the April 5, 2022 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Jennifer Elemrani at 9:16 a.m.

**BOARD OF DIRECTORS PRESENT:** Jennifer Elemrani, Tina Torres, Jaspreet Khangura, Amanda Shoffner

**PRESIDENT'S ADVISORY COMMITTEE PRESENT:** Hunter Ferrara, Sharon Nilsson, Melissa Cook-Rodriguez, Stephanie Paz, Katie Tucciarone, Maricela Ibarra

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

**EXCUSED ABSENCES:** Denise Payne, Rachele Sousa

**INVITED GUESTS:** None

**AGENDA ITEMS:**

**I. Review of Minutes and Agenda – Action Items \_\_\_\_\_ Jennifer Elemrani**

**A. April 5, 2022, Agenda – Review and Approve**

- i. A motion was made by Tina Torres, seconded by Jaspreet Khangura to approve the April 5, 2022 meeting agenda.
- ii. No Opposed, No Abstentions
- iii. Motion carried, the vote to approve was unanimous
- iv. Link: [April Agenda](#)

**B. February 8, 2022, Board of Directors and Advisory Committee Minutes – Review and Approve**

- i. A motion was made by Tina Torres, seconded by Amanda Shoffner to approve the February 8, 2022, meeting minutes.
- ii. No Opposed, No Abstentions
- iii. Motion carried, the vote to approve was unanimous
- iv. Link: [February Board of Directors + Advisory Committee Meeting Minutes](#)

**II. President \_\_\_\_\_ Jennifer Elemrani**

- A. Board Stipends Update
  - i. 2020 – All opted out
  - ii. 2021 – Reviewed in February 2022 and processed by Treasurer
  - iii. 2022 – Will be processed following November conference
- B. Project Update: Katie: Subject Matter Competency session
  - i. Discussion of possible session types: Large webinar style vs. interactive, smaller workgroups, constituency based (IHEs/programs)
  - ii. *Action Item:* CCAC Survey to collect data on who is doing reviews, when, for whom, fees, etc.
- C. Project Update: Paul: Website enhancement
  - i. CCAC Forum: Communication portal for CCAC Members only
  - ii. All BOD/AC members currently have access to moderate
  - iii. Initial moderation team will be Paul + Advisory Committee
  - iv. *Action Item:* Create policies for posting. Paul will send draft policy to BOD/AC team for review.

III. **Immediate Past President \_\_\_\_\_ Denise Payne (Jennifer Elemrani)**

- A. Policies Update Discussion
  - i. Work in progress since 2018
  - ii. Edith completed an update review in 2021
  - iii. Bylaws cannot be changed without attorney and must include a vote of membership via ballot
  - iv. Policies are separate, yet cannot conflict with bylaws
  - v. Future goal: Update as a living document and approve annually
  - vi. Review and discussion of proposed draft
- B. **CCAC Policies Update – Review and Approve**
  - i. A motion was made by Tina Torres, seconded by Jaspreet Khangura to approve the updated CCAC Policies.
  - ii. No Opposed, No Abstentions
  - iii. Motion carried, the vote to approve was unanimous
- C. Election committee and timeline
  - i. Denise will convene Election Committee and follow up at future meeting

IV. **Vice President Programs / Conference Chair \_\_\_\_\_ Tina Torres**

- A. *Action Item:* BOD/AC: Review items from last meeting to share an update tomorrow
  - i. Think of ideas/topics to share

V. **Vice President for Membership \_\_\_\_\_ Rachelle Sousa (Jennifer Elemrani)**

- A. Current Membership Numbers:
  - i. 46 members added, with 11 brand new members
  - ii. Breakdown of added members:

Count y	Distric t	IHE	Chart er	Other
3	26	10	7	0

iii. Total: 852 members

B. Paul: Online list is most recent

i. Updated at the beginning of year and when many new members have been added

VI. **Treasurer** \_\_\_\_\_ **Jaspreet Khangura**

A. Travel Reimbursement Process: Documents emailed from Treasurer

i. Travel Expense Form

1. Due Friday after meeting week

2. Paper check to be received 10 days after processing

3. Receipts: Scan and email to CCAC Treasurer email

B. Proposed Budget

i. Conference expenses based on past use

ii. Looking into increase in bond insurance

iii. Projection: CCAC 2022 registration 600 attendees at \$389 each

iv. Will be doing a transfer of \$71,000 from savings to break even when covering costs for 2022 conference

1. Does not impact policy on having savings to cover one year of costs

C. **2022 Budget – Review and Approve**

i. A motion was made by Amanda Shoffner, seconded by Tina Torres to approve the 2022 Budget.

ii. No Opposed, No Abstentions

iii. Motion carried, the vote to approve was unanimous

VII. **Secretary** \_\_\_\_\_ **Amanda Shoffner**

A. No Topics

VIII. **President's Advisory Committee Reports**

Sr. County Representative: Hunter Ferrara

Jr. County Representative: Sharon Nilsson

Sr. District Representative: Melissa Cook-Rodriguez

Jr. District Representative: Stephanie Paz

Sr. IHE Representative: Katie Tucciarone

Jr. IHE Representative: Maricela Ibarra

Board Meeting adjourned at 4:41 p.m.

**Next meetings:**

Conference Committee: June 15, 2022, 9:00am, DoubleTree or CTC Commission Room

CTC Meeting: Thursday & Friday, June 16-17, 2022, [Meetings \(ca.gov\)](#)

CCAC Board of Directors/President's Advisory Committee: August 23, 2022, 9:00am, DoubleTree