



**Credential Counselors and Analysts of California**  
Board of Directors and President's Advisory Committee  
MINUTES  
Tuesday, April 18, 2023  
DoubleTree, Sacramento

**CALL TO ORDER:**

After a quorum was determined, the April 18, 2023, meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Tina Torres.

**BOARD OF DIRECTORS PRESENT:**

President: Tina Torres

VP Conference Chair: Rachelle Sousa

VP Membership: Katie Tuccarone

Treasurer: Jaspreet Khangura

Secretary: Amanda Shoffner

Immediate Past President: Jennifer Elemrani

**PRESIDENTIAL ADVISORY COMMITTEE PRESENT:**

Sr. County Representative: Hunter Ferrara

Sr. District Representative: Stephanie Paz

Sr. IHE Representative: Maricela Ibarra

Jr. County Representative: Casey Choate

Jr. District Representative: Melissa Cook-Rodriguez

Jr. IHE Representative: Christine Pearson

**CONFERENCE COMMITTEE MEMBERS:**

Web Administrator: Paul Deal / Denise Payne

Special Projects Coordinator: Tom Heiduk

Conference Registrar: Myla Adeva

**EXCUSED ABSENCES:**

Maricela Ibarra, Myla Adeva, Melissa Cook-Rodriguez

**INVITED GUESTS:**

None

**AGENDA ITEMS:**

- I. **Review of Minutes and Agenda – Action Items** \_\_\_\_\_ **Tina Torres**
  - A. April 18, 2023, Agenda – Review and Approve
    - i. A motion was made by A. Shoffner, seconded by K. Tuccarone to approve the April 18, 2023, meeting agenda.
    - ii. Un-Opposed
    - iii. Motion carried, the vote to approve was unanimous

- B. February 7, 2023, Board of Directors and Advisory Committee Minutes – Review and Approve
  - i. A motion was made by J. Elemrani, seconded by K. Tuccarone to approve the February 7, 2023, meeting minutes.
  - ii. Un-Opposed
  - iii. Motion carried, the vote to approve was unanimous

II. **President** \_\_\_\_\_ **Tina Torres**

- A. Clarification: Receipts are needed only for travel, not for meals
- B. ACTION ITEMS – THIS WEEK – TEAM
  - i. List of sessions
  - ii. Working space plan in June to share schedule with members
- C. Appreciation Gifts (Formerly: Reception at CTC)
- D. Pearson (Formerly: Representative attended meetings)
  - i. ACTION ITEM – Tina – Reach out to Pearson to invite to next meeting
- E. Website & ListServ\
  - i. Paul passing baton to Denise Payne
  - ii. ACTION ITEM – Tina – Reach out to Pearson to invite to next meeting
- F. Team Photos
  - i. ACTION ITEM – Rachelle – Checking on Makeup photos dates
- G. SMR Matrix request from CTC
- H. Emails, Shared Drive, Shared Folder
  - i. Email from Tina
- I. Contracts
  - i. Conference DoubleTree contract will be signed for 2023 after a few updates completed this week
  - ii. For 2024 will have completed prior to the end of the 2023 year
- J. Hotel Construction
  - i. Bottom floor (California) is not started with construction
  - ii. ACTION ITEM – Tina – Is there an anticipated ETA on construction conference
  - iii. ACTION ITEM – Tina – Meeting with Stacy in June
- K. Future Meetings
  - i. June 2023 CCAC BOD/AC meetings
  - ii. ACTION ITEM – Tina – Reach out to contact with better location and rate for BOD/AC meetings within the next week – Keep Amanda apprised of action items needed in the future

III. **Immediate Past President** \_\_\_\_\_ **Jennifer Elemrani**

- A. None

IV. **Vice President for Programs / Conference Chair** \_\_\_\_\_ **Rachelle Sousa**

- A. None

V. **Vice President for Membership** \_\_\_\_\_ **Rachelle Sousa**

- A. Membership Numbers
  - i. Overall, 748 members
  - ii. Impacted from decrease in automatic enrollees
- B. Current Membership Numbers:
  - i. New: 7

| County | District | IHE | Charter | Other |
|--------|----------|-----|---------|-------|
| 129    | 448      | 110 | 58      | 3     |

- ii. Total: 747

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

- A. Profits & Losses Report
- B. Clarification – Negative of \$19,000 is not the bank balance, it is the current projected which is prior to receiving registration
- C. In accounts - \$36,531 in checking; \$44,227 in Savings
- D. Taxes are due in May 2023 due to being a non-profit business
- E. ACTION ITEMS – Uploading group receipts
- F. ACTION ITEMS – All – Reimbursements – All in one PDF
- G. ACTION ITEMS – Jessie – Add Reimbursement form and instructions into CCAC Shared Drive

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

- A. Email

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

- IX. Sr. County Representative: Hunter Ferrara Jr. County Representative: Casey Choate  
Sr. District Representative: Stephanie Paz Jr. District Representative: Melissa Cook-Rodriguez  
Sr. IHE Representative: Maricela Ibarra Jr. IHE Representative: Christine Pearson

Board Meeting adjourned

**UPCOMING MEETINGS:**

CCAC BOD/AC: Tuesday, June 13, 2023