



**Board of Directors and President's Advisory Committee
Meeting Minutes
Tuesday, February 7, 2023
DoubleTree Sacramento**

Call to Order

After a quorum was determined, the February 2023 CCAC Board of Directors Meeting was called to order by President Tina Torres at 9:28 a.m.

Board of Directors Present: Jennifer Elemrani, Tina Torres, Rachelle Sousa, Jaspreet Khangura, Katie Tucciarone

President's Advisory Committee Present: Hunter Ferrara, Paul Deal, Stephanie Paz, Casey Choate, Christie Pearson

Excused Absences: Amanda Shoffner, Melissa Cook-Rodriguez, Maricela Ibarra

Approval of Agenda

Action: A motion was made by Jennifer Elemrani, seconded by Rachelle Sousa to approve the February 7, 2023 meeting agenda. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Approval of Minutes

Action: A motion was made by Katie Tucciarone, seconded by Rachelle Sousa to approve the November Annual Business Meeting Minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

REPORTS OF OFFICERS AND COMMITTEES

President –Tina Torres, California State University, Northridge

- **Spring Regionals:** T. Torres brought up the idea of doing Spring Regionals again in 2024. This will be brought up with the CTC. Two other ideas were floated around this. One is to have Regional Meetings at Conference. The other was to have Spring Regionals without the CTC in a few specified locations. This will move to the Conference Committee to form a Sub Committee for planning.
- **NASDTEC:** T. Torres discussed CCAC attendance at this National conference. This link was shared (https://www.nasdtec.net/page/Approved_EPP_map)
- **Future Meeting and Expectations:** Ideas presented included virtual meetings in between in-person meetings. Expectation is for the Board, or a handful of the Board, to be present at the CTC meetings. If possible. The schedule will be updated as October may be added as a date.

- **Thank you Reception for CTC:** In the past we would hold a small catered reception at the Commission. Future: have snacks and drinks in the Q&A room and have a swag bag for those that present. This year: we will send a basket of non-perishable food to the CTC. We can send a gift and thank you to the CDE.
- **Email and shared folders:** The goal is to have all items created for CCAC created and stored in the CCAC shared drive and folders.

Immediate Past President –Jennifer Elemrani, University of California, Berkeley

- **Elections:** J. Elemrani will reach out to the Junior reps to start planning the next elections. The next meeting will have more information.

Vice President Programs & Conference Chair – Rachele Sousa, California State University, Chico

- **Additional Conference Committee Members:** R. Sousa requested that 2 additional members join since the funds are available. Names were given to R. Sousa of people to reach out to and ask.
- **Conference Fees:** R. Sousa proposed that we keep the fees the same as the 2022. It was pointed out that the costs of the conference will continue to increase so we may want to adjust our fees accordingly.
- **Hotel Contract:** This will be signed tomorrow as well as the one for next year.

Vice President Membership – Katie Tucciarone, University of California, Santa Barbara

K. Tucciarone reported the current 2023 membership totals as follows:

Total 731

IHE: 109
 County: 124
 District Office: 437
 Charter Schools: 58
 Other: 3

New memberships since November 2022 Conference:

Previous Members	New Members
Total Previous + New = 124	
IHE: 18 County: 13 District: 54 Charter: 7 Other: 0 <p style="text-align: right;">Total 92</p>	IHE: 3 County: 5 District: 17 Charter: 6 Other: 0 <p style="text-align: right;">Total 32</p>

- In the future, the VP of Membership will send the Reps the emails of those that are new monthly. Before then, we will send a mass email to everyone that is registered about our new reps and the date of the conference.

Treasurer – Jaspreet Khangura, Solano County Office of Education

J. Khangura provided an update on the current status of the CCAC budget.

- **Budget / Bookkeeping updates:** We stayed to our 2022 Budget.
- **Reimbursement Form** was presented with directions on how to complete it. Receipts are not needed. Always keep in mind that the most economic way to travel is requested. Mileage to and from the airport is covered by CCAC.
- **Action:** A motion was made by J. Elemrani, seconded by K. Tucciarone to approve the 2023 Budget. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Secretary – Amanda Shoffner

Absent: Nothing to report

Technology Report: Paul Deal, Solano County Office of Education

- **Forum:** P. Deal is working with web designers to better secure the Forum so that this information is kept private. We need to send them a membership list and they will add our members. This can be sent to them monthly with new Members. It was suggested that we review our policy document around the use of the Forum. A sub committee will be formed to move this project to fruition.
- **EventSential:** EventSential is asking that we renew our subscription with them soon. J. Khangura will follow up with EventSential to clarify why we are being asked to renew months before the expiration date in June 2023.

President’s Advisory Committee:

Senior County Representative – Hunter Ferrara

Junior County Representative – Casey Choate

Senior District Representative – Stephanie Paz

Junior District Representative – Melissa Cook-Rodriguez (absent)

Senior IHE Representative – Maricela Ibarra (absent)

Junior IHE Representative – Christie Pearson

Action: A motion was made by J. Elemrani, seconded by K. Tucciarone to adjourn the meeting. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Meeting adjourned at 12:21 pm.

Next Meetings

Board of Directors/Advisory Committee: Tuesday, April 18, 2023, 9:00am – 5:00pm

Conference Committee: Wednesday, April 19, 2023, 9:00am – 1:00pm