



**Credential Counselors and Analysts of California**  
Board of Directors and President's Advisory Committee  
MINUTES  
Tuesday, June 13, 2023  
DoubleTree, Sacramento

**CALL TO ORDER:**

After a quorum was determined, the June 13, 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:**

Melissa Cook-Rodriguez, Maricela Ibarra, Christine Pearson, Myla Adeva, Jennifer Elemrani

**INVITED GUESTS:**

None

**AGENDA ITEMS:**

- I. **Review of Minutes and Agenda – Action Items** **Tina Torres**
  - A. June 13, 2023, Agenda – Review and Approve
    - i. A motion was made by A. Shoffner, seconded by K. Tuccarone to approve the June 13, 2023, meeting agenda.
    - ii. Unopposed

iii. Motion carried, the vote to approve was unanimous

B. April 18, 2023, Board of Directors and Advisory Committee Minutes – Review and Approve

- i. A motion was made by D. Payne, seconded by K. Tuccarone to approve the April 18, 2023, meeting minutes.
- ii. Unopposed
- iii. Motion carried, the vote to approve was unanimous

**II. President**

**Tina Torres**

- A. Denise taking over website position
- B. Paul training Denise and he will be stepping back
- C. Clarification – Posting on website
  - i. Touch base with CCAC Board President prior to posting online
- D. Denise
  - i. Posting positions
  - ii. Frequent communications
  - iii. Status update – No response from Aaron Marques
  - iv. Paul and Denise to check together on ticket status and updates
  - v. ACTION ITEM – Denise – Send picture to Denise, including headshots
  - vi. ACTION ITEM – Denise – Updates to websites text and images
  - vii. ACTION ITEM – Denise – Add Victor’s (keynote) information to website
    - 1. ACTION ITEM – Katie to share information with Denise
  - viii. Rachelle – Suggestion that others make announcements relating to credentialing
    - 1. Denise – Once a week information item
    - 2. Tina – Newsletters related to self-care and professional development
- E. Confirmation – There are some CTC personnel on the ListServ
- F. Paul – CCAC Connect Forum
  - i. Next phase – Setting up access on the website that links to login for CCAC Connect
- G. Rachelle – RICA Education Code 80071.5
- H. Tina
  - i. Subject Matter Matrix
  - ii. DoubleTree contract for 2023 signed
  - iii. Future meetings
  - iv. BSR Bill

**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. Katie – Member Numbers link: [2023 CCAC Membership](#)
  - i. ACTION ITEM – Katie/Denise/Paul – Update member list on website
    - 1. Katie shares link, Denise/Paul share with Marquez, Marquez updates website
  - ii. ACTION ITEM – Katie – Share updated list with Denise/Paul Membership Numbers
- B. Current Membership Numbers:
  - i. New: 12

County	District	IHE	Charter	Other
130	459	116	61	0

ii. Total: 768

VI. **Treasurer**

**Jaspreet Khangura**

- A. Budget update
  - i. Income: \$8,590
  - ii. Spent: \$49,000
  - iii. Balances
    - 1. Checking 19,962
    - 2. Savings 424,257
  - iv. Recent transfers from savings accounts have occurred
- B. ACTION ITEM – Jessie – checking with SchoolsFirst regarding options and savings
- C. Eventbrite:
  - i. ACTION ITEM – Jessie – Check to see why and when service and processing fees increased, along with letting them know that we are a non-profit organization
  - ii. ACTION ITEM – Denise – ListServ share of breakdown for costs
  - iii.

VII. **Secretary**

**Amanda Shoffner**

- A. Amanda – Traveling Mailbox organization
  - i. ACTION ITEM – Amanda – Create folders and organize (Ex. Treasurer, Shred Examples, Swag, etc.)
- B. Amanda – Traveling Mailbox username and password
  - i. ACTION ITEM – Amanda – Update to generic CCAC Secretary related

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

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

Board Meeting adjourned

**UPCOMING MEETINGS:**

CCAC BOD/AC: No Meeting in August

CCAC Conference Committee Meeting: August 23, 2023

CTC Meeting: August 24-25, 2023: [Commission Meeting](#)