



Credential Counselors and Analysts of California  
Board of Directors and Advisory Committee  
MINUTES

February 16, 2024

11:00 a.m. to 12:00 p.m.

Location: Virtual: Zoom

**CALL TO ORDER:**

After a quorum was determined, the February 16, 2024, meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Denise Payne at 11:00 a.m.

**BOARD OF DIRECTORS PRESENT:**

President: Denise Payne

Treasurer: Jaspreet Khangura

VP Programs/Conference Chair: Katie Tucciarone Secretary: Amanda Shoffner

Immediate Past President: Jennifer Elemrani

**PRESIDENTIAL ADVISORY COMMITTEE PRESENT:**

Sr. County Representative: Casey Choate

Jr. County Representative: Andi Thomas

Jr. District Representative: Stephanie Paz

Sr. IHE Representative: Christie Pearson-Wohlwend

**EXCUSED ABSENCES:**

VP Membership: Maricela Ibarra

Jr. IHE Representative: Myla Adeva

Sr. District Rep.: Melissa Cook-Rodriguez

Approval of Agenda

**ACTION:** A motion was made by A. Shoffner, seconded by J. Khangura to approve the February 16, 2024, meeting agenda. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous. A copy of the agenda is attached to the minutes.

Approval of Minutes

- I. November 2023 Annual Business Meeting Minutes to be reviewed and approved at our first in-person meeting March 2024.

Guests

- I. There were no guests during the February 16, 2024, meeting.

Announcements

- I. None

Reports of Officers and Committees

- I. President’s Report \_\_\_\_\_ Denise Payne

- A. General Business

- II. Vice President for Programs / Conference Chair Report \_\_\_\_\_ Katie Tucciarone

- A. CTC has confirmed that their travel restrictions do not impact the Nov. 2024 CCAC Conference
- B. CCAC’s first Conference Committee Meeting will be held on March 26, 2024, at the DoubleTree
- C. Introduction to 2024 Conference Portal
- D. Ideas for Conference: Keynote, reception, presenters etc.
- E. 2023 Conference Data + Notes for 2024
- F. Call for presentations
- G. CCAC ListServ announcement

- III. Vice President for Membership \_\_\_ Maricela Ibarra (absent) \_Presented by Katie Tucciarone

Reporting Date	School District	County Office	Charter	IHE	Other	Grand Total
February 16, 2024, Total	487	155	68	104	2	816
February 16, 2024, Post Conference Return	20	6	4	6	1	37
February 16, 2024, Post Conference New	5	1	2	2	0	10
2023 Conference Totals	462	148	62	96	1	769

- IV. Treasurer \_\_\_\_\_ Jaspreet Khangura

- A. Update: Bank of America – Board Member Signatures
- B. Financials
  - i. Confirmation of the positive fiscal health of CCAC as an organization was confirmed.

**ACTION:** A motion was made by J. Elemrani, seconded by K. Tucciarone to adopt new budget in the amount of \$360,000.00. The amount was based on costs for 2023. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

- V. **Secretary** \_\_\_\_\_ Amanda Shoffner
  - A. Traveling Mailbox
    - i. CCAC Virtual Mailbox has been organized and is current.
  - B. CCAC Name Tags and pins
  - C. CCAC Google Drive
  
- VI. **President’s Advisory Committee Reports** \_\_\_\_\_ **Member Representatives**
  - A. Committee members gave reports.
  
- VII. **Immediate Past President** \_\_\_\_\_ Jennifer Elemrani
  - A. 2024 Election Results
    - i. Board of Directors
      1. President - Denise Payne, UC Riverside
      2. VP Programs/Conference Chair - Katie Tucciarone, UC Santa Barbara
      3. VP Membership - Maricela Ibarra, Sonoma State University
      4. Treasurer - Jaspreet Khangura, Solano County Office of Education
      5. Secretary - Amanda Shoffner, San Bernardino County Superintendent of Schools
      6. Immediate Past President - Jennifer Elemrani, UC Berkeley
    - ii. President’s Advisory Committee
      1. Sr. County Rep - Casey Choate, San Diego County Office of Education
      2. Jr. County Rep - Andi Thomas, Tuolumne County Superintendent of Schools
      3. Sr. District Rep - Melissa Cook-Rodriguez, Lucerne Valley Unified School District
      4. Jr. District Rep - Stephanie Paz, Arcadia Unified School District
      5. Sr. IHE Rep - Christie Pearson-Wohlwend, San Diego State University
      6. Jr. IHE Rep - Myla Adeva, San Francisco State University
  - B. Use of CCAC email addresses

**Action Items**

- I. None

**Topics / Proposals for future consideration**

- II. Recruitment of Members
- III. Bylaws
- IV. Policies
- V. Regional ListServ \_\_\_\_\_ Suggestion by Advisory Committee Member

## Adjournment

ACTION: A motion was made by J. Elemrani, seconded by K. Tucciarone to adjourn at 12:15 p.m. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

## Next Meetings

- I. Board of Directors / Advisory
  - A. Tuesday, June 18, 2024, at the Embassy Suites, Sacramento
  
- II. Conference Committee
  - A. Wednesday, April 17, 2024, 8:30 a.m. to 1:00 p.m. at the CTC Office, Sacramento
  - B. Wednesday, April 17, 2024, 2:00 p.m. to 5:00 p.m. at the DoubleTree, Sacramento
  - C. Wednesday, June 19, 2024, at the CTC Office, Sacramento
  
- III. CTC
  - A. Thursday, April 18, 2024, at the CTC Office, Sacramento
  - B. Friday, April 19, 2024, at the CTC Office, Sacramento