

CCPRO Board of Directors

Meeting Minutes

October 19, 2017

12 p.m.-1 p.m.

1. **Call to order Karin Marriott**

The meeting came to order at 12:02 p.m.

1. **Roll Call**

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| --- | --- | --- | --- |
| **Name** | **Position** | **College** | **Absent/Present** |
| Anne Krueger | President | Grossmont-Cuyamaca CCD | A |
| Karin Marriott | Vice President | Mt. San Jacinto College | P |
| Lauren Milbourne | Secretary | Cuesta College | P |
| Sheryl Herchenroeder | Treasurer | Chaffey College | P |
| Laura Gropen | Past President | Palomar College | P |
| Jeffrey Heyman | Communications | Peralta CCD | A |
| Kristen Hyuck | Membership | MiraCosta College | P |
| Tim Leong | Mentor Coordinator | Contra Costa CCD | P |
| Lillian Leopold | Region: Southern | Southwestern College | P |
| Miya Walker | Region: Los Angeles | Cerritos College | P |
| James Meier | Region: Inland Empire | College of the Desert | A |
| Coni Chavez | Region: Central | Yosemite College | P |
| Megan Rodriguez | Region: Bay Area | Canada College | P |
| Peter Griggs | Region: Northern | Shasta College | P |
| Jan Bernstein-Chargin | CCPRO Awards Chair | Gavilan College | A |

**CONSENT AGENDA**

1. **Approval of September 2017 minutes Lauren Milbourne**

A motion was made to approve the September 2017 meeting minutes. (M/S/U – L. Milbourne / C. Chavez)

1. **Treasurer’s report Sheryl Herchenroeder**

Wells Fargo:         $77,833.12

PayPal:   $5,294.24

To Deposit:          $200

Total: $83,327.36

S. Herchenroeder reported that all recent income is membership related. The largest expenditure recently was the online awards platform (Better BNC).

A motion was made and passed to approve the Treasurer’s Report. (M/S/P - K. Hyuck / P. Griggs) One abstention: L. Gropen

**ACTION/DISCUSSION ITEMS**

1. **Treasury Vacancy & CC League Laura Gropen**

The treasurer position needs to be filled by way of the Executive Board identifying someone via past-president nomination (L. Gropen). The Board is required to have someone serve in this capacity. If no current Board members offer to serve, L. Gropen will need to look for someone outside the Board.

L. Gropen stated that she has sent information to the League (CCLC) regarding what we are looking for in a fiscal agent (someone to work in collaboration with the treasurer). In this capacity, the CCLC would act as CCPRO’s accountant and handle the fiscal management via generating accounting reports and tax reporting paperwork. An MOU from the CCLC is expected back tomorrow. L. Gropen stated that the contract will include an administration fee as high as 10 percent.

It was noted that at the September Board meeting, the following motion was made:

*A motion was made to negotiate with the CCLC an MOU for the current year - that does not exceed seven percent of our annual overall balances - that provides CCPRO with accounting assistance. (M/S/U – K. Marriott / K. Hyuck)*

The motion will need to be amended if the CCLC’s MOU includes an administrative fee of over seven percent.

It was also noted that, next year, the Board could consider combining this MOU and the other MOU with the CCLC (to manage the conference).

1. **CCPRO Awards Update Jan Bernsein-Chargin**

CCPRO Awards Chair J. Bernstein was absent, but K. Marriott reported that her assistant Eric Walker will help J. Bernstein get started. The first email to let people know about the conference and that the awards submission window is coming up will go out by the end of October; the call for entries will be sent in December.

1. **Conference Update Karin Marriott**
   1. **All Pro Honorees**

At this time, K. Marriott provided a general conference update:

* The group discussed possible conference activities for Wednesday evening. K. Marriott reported that the Hornblower Cruise offers a cocktail party for 125 people, or dinner for 60 people at a minimum of two hours. Costs associated were discussed. Various questions were asked: will sponsors be invited? Will any food be served at the cocktail party? If not, will people be willing to attend? Last year, 80 spots were reserved for the Medieval Times show, although less people attended. K. Marriott stated that she will look into this idea further and report back.
* T. Leong reminded the group that recently, the CCPRO Professional Development Ad Hoc Committee surveyed the PIO listserve to identify desirable professional development activities. He suggested that instead of having a pre-conference speaker this year, the group consider holding a pre-conference professional development workshop. This could increase participation in pre-conference events. A discussion ensued and some felt the professional development activities should be folded into the main conference breakout sessions so that all conference attendees have the opportunity to participate. K. Marriott requested the idea be reagendized for November so that A. Krueger has the opportunity to weigh in. There was concern that November may be too late to decide conference topics; K. Marriott stated she will discuss this with A. Krueger.
  1. **Logo Update**

The group discussed the three logo options. It was noted that although all three are good, option number one is the most well branded. A motion was made and approved to choose logo option number one. (M/S/U – C. Chavez / M. Walker) L. Milbourne stated that she will communicate this decision to graphic designer Anthony Herrera.

1. **Sponsorship Update Laura Gropen**

L. Gropen reported that she has a list of 30 potential sponsors from last year; she will send the same letter from last year to each with the additional info about it being CCPRO’s 30th anniversary. The letter does not include info about sponsoring a big dinner. L. Gropen stated that she will email everyone the sponsorship levels. The CCPRO website will have a link we can drive vendors to – there they will be able register and find all the sponsorship level info. This is how the CCLC does it. L. Gropen stated that she will work with T. Leong on this since he did it last year and did a great job.

1. **Website Update Jeff Heyman**

Multiple Board members reported that they cannot get into the website due to security issues; L. Gropen will contact GoDaddy about this. L. Milbourne will send the approved 2016 minutes to J. Heyman for him to upload to the site.

1. **Professional Development Update Tim Leong**

At the September meeting, the Board decided to reagendize this item due to concerns about the statistical relevancy of a survey with only 31 respondents. At that time, the group discussed the option of sending the survey out again in order to increase participation, and agreed to consider this option at today’s meeting.

T. Leong stated that re-surveying the PIO listserve would prove tricky (would need to delete those who had already taken the survey from the listserve and then resend it). It was pointed out that the listserve is a decent sampling size. C. Chavez noted that the survey generated general requests for professional development and recommended moving forward with what we have. Others agreed; what matters is that respond to what people truly want and provide good professional development options.

Next steps: T. Leong will move forward and work with the ad hoc committee on developing professional development opportunity ideas.

1. **Membership Drive Kristen Hyuck**

K. Hyuck reported that she received the current list of CCPRO members; she will reach out to non-members and to the regional CCPRO reps for their assistance in contacting colleges in their area.

1. **Writing Scholarship Lillian Leopold**

L. Gropen is locating the Word document that details the scholarship information; she will send it to L. Leopold. A call for scholarship applicants will be sent in January.

1. **Next meeting date**

The next Board meeting is set for November 16. In closing, K. Marriott encouraged everyone to reach out to the PIOs affected by the Northern CA fires to offer encouragement.

The meeting concluded at 1:01 pm.

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