

CCPRO Board of Directors Minutes – February 2017

February 27, 2017, 10:00 a.m. – 11:00 a.m.

1. Call to Order

Laura Gropen called the meeting to order at 10:00 a.m.

2. Roll Call

Name	College/District	Absent/Present
Connie Chavez	Yosemite CCD	P
Tere Fluegeman	South Orange County CCD	A
Ann Garten	El Camino College	A
Laura Gropen	Palomar College	P
Sheryl Herchenroeder	Chaffey College	A
Anne Krueger	Grossmont-Cuyamaca CCD	P
Tim Leong	Contra Costa CCD	P
Lillian Leopold	Southwestern College	P
Karin Marriott	Mt. San Jacinto College	P
Lauren Milbourne	Cuesta College	P
Walleed Nasr	Santa Monica College	A
Megan Rodriguez	Canada College	P

CONSENT AGENDA

3. Approval of October 2016 Minutes

The minutes from October 2016 were approved as presented.

4. Treasurer's Report

No Treasurer's Report was presented.

ACTION ITEMS

5. Filling Board Vacancies

The CCPRO Board currently has two vacancies; Southwestern College's Lillian Leopold volunteered to serve as the southern region rep and a motion was made to confirm her appointment. (M/S/U - Krueger/Leong)

6. Review Procedures for 2nd Wells Fargo Signatory

Items 6 and 7 were not discussed; L. Gropen stated that both issues will be completed by the CCPRO Treasurer before the month of April.

7. Review Procedures for PayPal Account Use

See Item 6.

8. CCPRO Membership Fees

It was explained that this year (2016-17), the CCPRO membership fee is being rolled into and essentially collected via the CCPRO Conference registration fee. There was a request to reiterate this information to the PIO listserv (and to those not on the listserv) as there is some lingering confusion.

9. Bylaws Revision Review & Feedback

T. Leong reminded the Board that the current bylaws contain 11 articles. The Bylaw Revision Ad Hoc Committee met last year, reviewed six of the articles, and have suggested revisions. The remaining five articles are difficult to revise due to their complicated nature, including Article VI, which includes the duties of officers and board members. T. Leong stated that the ad hoc committee needs board input on this article; he will email it to board members with a request for feedback. This item will then be re-agendized for discussion. The goal is to have all bylaw revisions sent to the Board by the beginning of April, allowing time for a vote before the conference, where a full vote by CCPRO members can take place.

10. Status of CCPRO Website

L. Gropen noted that the CCPRO website will be up and running next week. L. Leopold volunteered to have her college's web person maintain the site. It was agreed that the Board's bylaws should reflect that website access be granted to the CCPRO Board president, vice president, L. Leopold, the web administrator, and the Board's communications representative. There was a question regarding whether the Board is legally required to produce annual reports since it is a non-profit organization. L. Gropen stated that she will find out.

11. CCPRO 2017 Conference Update

a. Sponsorships

T. Leong stated that he has garnered \$8,000 in sponsorships. Site Improve will not be sponsoring this year. T. Leong will send a list of current sponsors, potential sponsors, and declined sponsors to L. Gropen and A. Krueger.

The Board agreed that an incentive (i.e. iPad) should be offered via raffle to encourage conference registrants to visit with sponsors. It was noted that the sponsors will be in a separate small room and that extra time will be allotted to allow people to visit with them.

b. Presentations

The draft conference schedule is complete. A conference-at-a-glance will be sent out to the PIO listserv this week. A motion was made to approve the expenditures for the two keynote speakers to stay in a hotel for the conference (with the condition that the cost remains under \$200)." (M/S/U – T. Leong/L. Milbourne)

c. Pre-Conference

The pre-conference session will take place from 9:00am-12:00pm; the regular conference will begin at 1:30pm.

d. Bus Transportation

A motion was made to approve an expenditure of \$1,250 for transportation charter services. (M/S/U – K. Marriott/T. Leong)

e. Pro Awards

CCPRO Awards Chair K. Marriott reported that 331 entries have been received from more than 50 colleges. Judging is currently underway and an email will go out in mid-March listing the colleges that won.

f. Conference Gifts

The group discussed possible gifts for conference registrants (pens, notebooks, etc.); a motion was made to approve up to \$1,500 for conference gifts. (M/S/U – L. Leopold/T. Leong) Presenter gifts will be purchased separately (possibly Starbucks cards) as well as keynote speaker gifts (wine).

12. CCLC Contract w/ CCPRO

It was explained that via contracted services, the League is helping to coordinate the conference; ACA will help run CCPRO via organization support. L. Gropen will send the contract proposal with ACA as soon as possible for board review. Questions/comments should be emailed to L. Gropen before the next meeting.

DISCUSSION ITEMS

The meeting concluded at 11:08am.