

CCPRO Board of Directors FINAL Minutes

Approved February 19, 2016

Friday, January 22, 2016

2:00 p.m. – 3:00 p.m.

1. Call to Order Laura Gropen  
2:01 pm.
2. Roll Call Patrice Birkedahl  
In attendance: Laura Gropen, Anne Krueger, Tim Leong, Karin Marriott, Nathan Quach, Patrice Birkedahl, Mitchel Benson, Lauren Milbourne

**CONSENT AGENDA**

3. Approval of Minutes Patrice Birkedahl  
*October 2015 Motion to approve: Anne Krueger, Second: Mitchel Benson. Voting unanimous to **Approve**.*  
*November 2015 Motion to approve: Nathan Quach, Second: Mitchel Benson. Voting unanimous to **Approve**.*

4. Treasurer's Report Laura Gropen

Wells Fargo	\$39,315.08
PayPal	\$ 1,500.00
To be deposited	\$ 480.00
<b>Total</b>	<b>\$41,295.08</b>

Taxes have been filed for 2014

*Motion to accept the report, with a possible amendment that we verify if she meant 2015, not 2014. Motion: Anne Krueger, Second: Lauren Milbourne. Vote is Unanimous to **Approve**.*

*Question raised by Tim Leong—do we need to have an independent audit? We should check with our CPA. LG will report back in February.*

**ACTION ITEMS**

5. None

**DISCUSSION ITEMS**

6. Membership Report Nathan Quach  
*81 verified, paid members. He's receiving questions about membership in regards to the CCPro Awards. Usually there is a spike before Pro Awards or before the Conference. Last year had 111 or 112 members. We're 30 members short of last year's mark. As more entries come in, we may get more people signed up.*

*RE: Conference...NQ has an idea regarding handling membership, based on how CCCs work, he feels that waiting until July to begin promoting membership is too late. The Board should decide whether to request we make a change membership fees prior to the conference. LG-we can more easily approve this by the whole membership at the conference. However, per bylaws, we can only change fees every two years. NQ proposes having a membership booth at conference to distribute info RE costs and so people return to their college and budget for expense, giving us more time to promote and offer Early Bird incentive. Also, looking at fee structure, the offset between being a member or not being a member is not significant enough to make a difference in attending conference. In future, we may consider increasing the fee differential between being a member vs. not being a member. LG suggested having a second, mini get-together in the fall, one each for SoCal and NorCal colleges. Cocktail hour and speaker, perhaps paid for by a sponsor, with a no-host bar. Only members can attend. TL: another way to do this is request money from IEPI for professional development for our members. LG will present this to the new regional reps at the conference, to discuss plans. LG-Nathan doesn't need approval from board to begin promoting membership for next year at the conference.*

7. CCPRO 2016 Conference update

Anne Krueger

*Note: We are due to make final deposit to the hotel on February 12...make sure Sheryl is aware of the deadline. LG will send email and cc Anne. Deadline for room reservations is March 13. Bus lined up, two buses at \$593, each. She has a draft of conference program, with a variety of workshops. Mitchel Benson has a lead on video/photojournalist at SF Chronicle who will respond Monday regarding availability. RE: All Pro Award, Peter Anning will work with LG to send that out next week. LG: Tim, has anything gone out regarding scholarships? TL- there are two types, the student scholarships and the two scholarships given to members. Coni Chavez and Laura have agreed to review the scholarship applications. TL has applications, guidelines and rating forms. He plans to distribute these by the beginning of next week, and post them on our website.*

*Next year regarding conference—back to SoCal, or Central. LG proposed Orange County, Dana Point [Saddleback?]. (Not far from John Wayne airport). TL: Do the local hotels have their own shuttle? Does it make sense to do this in the South Orange District? LG will bring this idea back in February after talking to Tere Fluegeman. Would like to approve by March Board meeting at the latest.*

8. Sponsorship Update for 2016 Conference

Tim Leong

*His goal is \$14,000 in sponsorship, to exceed San Diego's sponsorship level of \$13,750. Clarus Corp. committed to \$2500 level if they can find a client/member to do a joint presentation. That would take us to \$10,500. Omni Update [a web content management system for higher ed] will consider that level if they could do a presentation with a member. We need to ensure we have time on our agenda/program for those co-presentations. LG suggests asking those two companies to discuss possibilities of increasing enrollment. We are "light" on those areas. Mitchel sent a lead on a software firm out of Florida [unsure of name], that does software for*

*managing catalog and curriculum (and maybe website?) but is not sure how well it aligns with us, but he's still looking into it.*

9. CCPRO Awards

Lauren Milbourne

*LM: Just over 100 submissions now. Question RE: membership or no when people submit entries. LM will send NQ list of people over whom she is unsure. Challenges RE membership—multi-college districts vs. single college district. LM now understands how the membership works. As long as the college is listed on the web site, the list can be posted—hopefully by end of the month. Submission deadline is next Monday. If we plan to extend the deadline one extra week, she will wait to announce on Monday. Discussion RE: judges in the area, Are they set with the plaques? LM will reach out to NQ about the award plaques.*

10. Newsletter Update

Laura Gropen

*Need another article from Anne RE the conference, possibly the IEPI from Tim. (TL: We previously held a "Conversation With..." on this topic featuring Andrea Hanstein [and Bev Madden].)*

11. Other Topics

*TL: Have we resolved issue on bylaws? Who are voting members, what are the accurate job descriptions? Best time to change bylaws is at the conference. LG—will bring topic to February board meeting.*

*LG: Suggests settling on a meeting time for the next two months, just until the conference. She proposes the third Friday of the month at 2:00pm. Next meetings will be held Friday, February 22 and Friday, March 25. She will discuss new meeting times at the conference with the new slate of officers.*