

CCPRO Board of Directors Minutes – July 2016

July 21, 2016, 1:00 p.m. – 2:00 p.m.

1. Call to Order

Laura Gropen called the meeting to order at 1:07 p.m.

2. Roll Call

Anne Krueger - PRESENT
Sheryl Herchenroeder - PRESENT
Connie Chavez – PRESENT
Megan Rodriguez – PRESENT
Tim Leong – PRESENT
Laura Gropen – PRESENT
Lauren Milbourne – PRESENT
Tere Fluegeman - PRESENT
Bev Madden - ABSENT
Mitchel Benson - ABSENT
Karin Marriott - ABSENT
Walleed Nasr – ABSENT
Ann Garten – ABSENT

3. Unfinished Business

None.

CONSENT AGENDA

4. Approval of Minutes

There were no minutes to approve.

5. Treasurer's Report

S. Herchenroeder presented the following July 2016 Treasurer's Report:

- Wells Fargo account – \$58,558.46
- Paypal – \$4,815.48
- Total = \$63,373.94

This includes the \$3K deposit for the CCPRO 2017 conference hotel.

A motion was made to approve the July 2016 Treasurer's Report. (M/S/U – T. Leong / A. Gropen)

ACTION ITEMS

6. MOU with TTIP South Web Support

L. Gropen explained to the group that we are awaiting a MOU from TTIP South, who has agreed to supply us with a web supporter who will update the CCPRO website. The proposal is an-in kind contribution; as part of TTIP South's sponsorship of the CCPRO Conference, we will receive web support. L. Gropen gave background information on TTIP South and it was suggested that the Board caps the sponsorship at \$5,000. A motion was made to recognize TTIP South as a \$5,000-level sponsor for their work on the CCPRO website. (M/S/U – A. Krueger/C. Chavez).

7. By-Laws Update

T. Leong reported that a task force has been reviewing and updating CCPRO's current bylaws (written in 2012). The bylaws govern the Board; it is crucial to review and update the content. The process is as follows: the task force will make their suggested revisions, agendize the revised policy for a review/discussion with the Board, implement revisions, return to the Board with a request to approve, work with legal counsel to officially update the organization's bylaws and certify with the State.

T. Leong stated that the task force will present revisions to six of the bylaw articles at the August 2016 meeting. The five remaining articles will be revised at a later time.

It was noted that the organization is out of compliance in certain areas (i.e. the filing of annual financial reports, going through audit reviews) and the bylaws should include processes it currently does not (i.e. an operations plan, administrative procedures).

8. Graphics Designer for Conference Materials

The 2017 CCPRO Conference materials require graphic design work (logo, entry submission form, program, etc.). Over the past several years, Palomar College has done the graphic design. A motion was made (M/S/ – A. Krueger/C. Chavez) to allow CCPRO to hire a graphic designer and direct A. Krueger the authority to seek bids with cap of \$3,000. A discussion ensued, and T. Leong suggested that the Board first ask those colleges neighboring the host college whether they would like to take on the graphic design responsibilities as it would be the most financially responsible solution. In response, it was pointed out that that would create more work than was agreeable. The motion was amended to direct L. Gropen to email neighboring colleges; if there is no interest, A. Krueger is to proceed with seeking bids for hiring a graphic designer. (M/S/U – T. Leong/L. Milbourne)

DISCUSSION ITEMS

9. CCPRO All Pro Column

The All PRO column on the website is out of date; L. Gropen will request from a former All PRO recipient a write-up for updated column content (the column can also be included in the CCPRO Newsletter). T. Leong suggested we consider including a column that spotlights other PIOs (the work they are doing, etc.)

Concern was expressed about how we recruit people to write their own column. L. Gropen stated that she will discuss the idea with B. Madden (as she is in charge of the newsletter).

10. Newsletter

L. Gropen stated that her goal is to have a newsletter sent out by September 2016. She will work with B. Madden on this.

11. 2015-16 Membership Drive/Update

L. Gropen stated that the goal is to have Membership Coordinator N. Quach send out the annual email reminding colleges to sign up for or renew their CCPRO memberships by August 1, 2016. Payments will be due to S. Herchenroeder by September 15, 2016.

12. 2017 CCPRO Conference Update

It was reported that payment was made to the conference hotel. The host college must still officially be determined. We also need a program chair to handle the conference presentations. A communications schedule is needed (it was stated that B. Madden would be consulted about this). The conference needs a slogan; "Rulers of the Communications Kingdom" was suggested since the conference is being held near Disneyland.

A. Gropen reported that the CCPRO Award Categories have been revised; the changes were reviewed with the group. It was noted that the Board must eventually discuss whether large organizations (i.e. the CA Chancellor's Office) should be allowed to submit material for awards as their marketing budget is far greater than those of community colleges. The revised award categories will be placed on the August 2016 agenda for approval.

The meeting concluded at 2:06 p.m.