



CCPRO Board of Directors  
Meeting Minutes  
December 21, 2017  
12 p.m.-1 p.m.

**1) Call to order**

**Anne Krueger**

The meeting came to order at 12:04 p.m.

**2) Roll Call**

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

**CONSENT AGENDA**

***\*Quorum was not met; therefore, the following are notes on discussions that took place.***

**3) Approval of November 2017 minutes**

**Lauren Milbourne**

The minutes will be re-agendized for approval in January 2018.

**4) Treasurer's report**

**Sheryl Herchenroeder**

No report was shared.

**ACTION/DISCUSSION ITEMS**

**5) CCPRO Awards**

**Jan Bernstein-Chargin**

**a) Better BNC**

Karin Marriott reported that there were a lot of glitches with getting the online award platform up and running but it has all been worked out and awards can now be submitted.

There was a question about whether there is a way to collect purchase orders (POs). Karin stated that there is and that we will include info about that in January when we send out the award submission information again.

**b) Call for Entries**

The call for entries went out this week.

**c) Entry & Fee Schedule**

The call for entries details the entry and fee schedule.

**6) Treasury Vacancy**

**Laura Gropen**

Anne and Laura talked about this and Laura had one person who might be interested but not sure what is up with that. We need a treasurer, please let us know if there is someone willing and able to do it. Willing to fill it temporarily until a permanent person is found.

**7) Bylaws Revision**

**Jan Bernstein-Chargin**

This discussion will be re-agendized for January 2018.

**8) Conference Update**

**Karin Marriott**

**a) Presentations**

**James Meier**

10 proposals have been sent in so far. James listed off the proposed presentation topics. After the New Year, another email will be sent to the PIO listserv requesting presentation proposals.

Also after the first of the year, Anne, Karin and James Meier will start planning the conference program.

**b) Pre-Conference**

**Tim Leong**

This discussion will be re-agendized for January 2018

**9) Sponsorship Update**

**Laura Gropen**

This discussion will be re-agendized for January 2018

**10) Website Issues**

**Laura Gropen**

Anne reported that Laura Gropen was planning to speak with Go Daddy about the ongoing website issues, but is unsure where she is with that. The group agreed that Anne should take action by obtaining the server log in and password from Laura and passing it along to James, who can work directly with Go Daddy on this issue.

**11) Chancellor's Office PIO Website**

**Anne Krueger**

Anne asked the group to review this web page and let her know if it needs to be updated. Kristen Hyuck stated that she has already done this and provided the Chancellor's Office with her feedback but she has not heard back; she will contact them again.

**12) Writing Scholarship**

**Lillian Leopold**

This discussion will be re-agendized for January 2018.

**13) 2019 Conference**

**Anne Krueger**

The group discussed location options for 2019. Anne looked into San Diego hotels and found three that offer rates of \$179 per night. The group agreed San Diego is a good location and Anne and Karin will move forward with looking into hotels.

**14) Next meeting date**

The next Board meeting is set for January 18, 2018.

**Other:** The group also discussed CCPRO membership. Currently, if colleges want to sign up for memberships, they are advised to contact outgoing Treasurer Sheryl Herchenroeder. In the future, the League will handle membership signups per the MOU agreement. Funding transfers still need to occur between CCPRO and the League; once that takes place and Sheryl is no longer treasurer, an official call for membership can go out.

The meeting concluded at 12:39 pm.

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