



CCPRO Board of Directors  
 Meeting Minutes  
 January 24, 2019  
 12:00 p.m. to 1:00 p.m.

**1) Call to order**

**A. Krueger**

The meeting came to order at 12:06 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
Lauren Milbourne	Vice President	Hancock College	A
Shelly Valenton	Secretary	Delta College	P
Paul Bratulin	Treasurer	San Bernardino Valley College	P
Laura Gropen	Past President	Palomar College	A
Chris Clarke	Communications	Citrus College	Resigned
Kristen Hyuck	Membership	MiraCosta College	P
Tim Leong	Mentor Coordinator	Contra Costa CCD	P
Lillian Leopold	Region: Southern	Southwestern College	A
David Ysais	Region: Los Angeles	L.A. Trade Technical College	P
Eric Walker	Region: Inland Empire	Mt. San Jacinto CCD	P
Luz Reyes-Martin	Region: Central	Santa Barbara City College	A
Megan Rodriguez Antone	Region: Bay Area	Cañada College	A
Peter Griggs	Region: Northern	Shasta College	P
David Ysais	CCPRO Awards Chair	College of the Desert	

**ACTION/DISCUSSION ITEMS**

**3.) Approval of the November meeting minutes**

**Shelly Valenton**

The November 2018 meeting minutes were approved (M/S/U – K.Hyuck/ P.Griggs)

#### **4) Treasurer's Report**

**Paul Bratulin**

P. Bratulin summarized the phishing attack in October that resulted in a loss to CCPRO of \$3,450. CCLC lost around \$20,000 to the scam. P. Bratulin is still pursuing ways to recoup the loss but the efforts have not been successful so far. Because of this attack, CCLC is taking precautions and will not allow CCPRO to link our PayPal account to the CCLC account. PayPal requires us to maintain an active account linked to the PayPal account. This hinders us from closing the Wells Fargo account as decided at the last meeting.

Some colleges are still paying membership fees via PayPal. To avoid this from happening in the future, we can send an email to those who paid via PayPal and remind them to pay via CCLC and try to find out why they used PayPal as a payment method.

CCLC has not been able to send a monthly report since October. Paul received a January report when he asked and CCLC explained that they have been tied up dealing with the phishing attack.

P. Bratulin further reported that he looked into the cost of account audits. They usually cost around \$10k and this type of audit is typically done when there are potential issues. Instead of an audit, the audit firms recommended to conduct a review of the accounts within the year. The selected auditor can join the board's monthly meeting to provide a report on the findings. Two audit firms will send a proposal for an account review.

#### **5. Hiring webmaster**

**Anne Krueger**

A proposal for a website redesign was provided to the board prior to the meeting. E. Walker stated that the proposal is very reasonable considering the scope of the work and the maintenance required.

The board voted to approve the website design proposal from Shane P. Ysais.  
(M/S/U – P. Bratulin/P. Griggs)

A. Krueger asked for volunteers to help with the website content now that C. Clarke is no longer on the board.

#### **6. 2019 Conference**

a. Approval of bus proposal

Anne Krueger

A. Krueger presented the cost proposals for two buses to transport conference participants to and from Balboa Park to the conference hotel. The lowest bid was \$550/bus.

The board voted to select the lowest bidder at \$550/bus for two buses.  
(M/S/U – A. Krueger/S.Valenton)

b. Balboa Park room rental

Anne Krueger

A. Krueger reported that we need to rent a room at Balboa Park for the presentation and she is looking at options to be presented to the board next month.

c. CCPRO Awards

David Ysais

D. Ysais reported that after the early bird deadline, there are 108 entries and he has been receiving calls from those who still plan to send entries. Some users have had technical issues with logging in to the site but they have been assisted. He has not received a lot of entries in the mail, which is good since the goal is to make the process mostly digital.

It is still possible to extend the deadline but this will be assessed depending on the number of entries received by the final due date. D. Ysais has been talking to Jan Bernstein Chargin to learn more about the logistics for the awards selection and program.

d. Pre-conference

Tim Leong

T. Leong reported the team is moving forward with the pre-conference session as described at the last meeting. The workshop will have two parts:

Part 1 - Understanding how the Chancellor's office is putting all the different initiatives together and how we can work together to simplify the message to the various audience.

Part 2 – Developing an internal communications strategy to win the hearts and minds of the employees and articulate how everyone can all contribute to the success of these initiatives.

The cost of the pre-conference session is \$75 and it will be from 8:30 a.m. to noon.

e. Presentation Proposals

Eric Walker

E. Walker received 18 proposals and he is preparing a draft agenda. There is a good mix of topics, mostly from marketing and communications professionals.

A. Krueger directed E. Walker to inform all who submitted a proposal that they have been selected to present.

There was a discussion on additional presentation topics that the board can put together based on the gaps.

A. Krueger and E. Walker will meet to review and finalize the agenda with the goal of having a final program by mid-February to allow the designer to create the program and for us to promote the conference.

f. IEBC presentation proposal

Anne Krueger

A. Krueger's predecessor now work for the Institute for Evidence-Based Change (IEBC). She is an outstanding speaker and story teller and she can speak about using data for story- telling. She normally charges \$5K for speaking engagements but she is willing to present at CCPRO for \$1,000. A. Krueger proposes to hire her to do an extended session at the conference. The board approved the proposal. (M/S/U – A. Krueger/D. Ysais)

g. Sponsorships  
L.Gropen is not present but A.Krueger reported that we now we have over \$16k in sponsorships.

Laura Gropen

h. Student scholarships  
No additional updates were provided.

Paul Bratulin

i. All Pro Award  
T.Leong received some questions but there are no additional updates at this time.

Tim Leong

j. PROMoter Award  
L. Milbourne is not present to provide updates.

Lauren Milbourne

A.Krueger suggested that there should be a coordination of efforts when sending emails to the PIO listserv to make sure there is no duplication of efforts and that we are not covering different topics in multiple emails.

## **7. 2020 Conference in northern California**

**Anne Krueger**

At the beginning of the call, the Board explored possible areas in Northern CA to hold the 2020 meeting. S. Valenton suggested Tahoe as a possible option. The Board can explore and consider transportation restrictions and other challenges. P. Griggs also suggested reaching out to his region to see if there is any interest to host the conference.

Next meeting is on February 21, 2019.

The meeting concluded at 1:05 pm.

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