



CCPRO Board of Directors
Meeting Minutes
August 12, 2021

1) Call to order

P. Griggs

The meeting came to order at 8:33 a.m.

2) Roll Call

Name	Position	College	Absent/Present
Peter Griggs	President	Shasta College	P
Holly Dawson	Vice President	Napa Valley College	P
Alex Breitler	Secretary	Delta College	P
Paul Bratulin	Treasurer	San Bernardino Valley College	A
Kristen Huyck	Past President	MiraCosta College	P
Cherie Colin	Membership	Skyline College	P
James Meier	Communications	Mt. San Jacinto CCD	P
Lillian Leopold	Region: Southern	Southwestern College	A
Ben Demers	Region: Los Angeles	Los Angeles Southwest College	P
Elizabeth Espinoza	Region: Inland Empire	Imperial Valley College	A
Lauren Milbourne	Region: Central	Allan Hancock College	A
Niall Adler	Region: Bay Area	Mission College	P
Erin Bricker	Region: Northern	Santa Rosa Junior College	A
Eric Harnish	Mentor Coordinator	College of the Canyons	A
Jack Beresford	Awards Chair (non-voting)	San Diego CCD	P

ACTION/DISCUSSION ITEMS

3) Approval of the June 2021/July 2021 meeting minutes

A. Breitler

Approval of the June 2021 and July 2021 minutes was tabled.

4) Treasurer's Report

P. Bratulin

No report.

5) Membership

C. Colin/P. Anning

C. Colin reported we have 29 people and 13 colleges/districts signed up. Getting invoices from the League has been a challenge. P. Anning urged Board members to renew their membership when possible. Regional reps have sent reminders to colleges in their areas. P. Griggs suggested drafting an announcement for the PIO listserv for J. Meier to distribute.

6) Website update

P. Anning

P. Anning recommended looking into a firm with which P. Griggs is familiar for webmaster duties. P. Anning will work with P. Griggs to get in touch with that firm.

7) CCPRO 2022 Conference

Board discussion

P. Griggs reported that the proposed conference date is in conflict with Lake Tahoe Community College's spring break. The Board voted to shift the conference up one week to April 6-8 (M/S/U J. Meier, K. Huyck)

P. Griggs and H. Dawson continue working on the contract for the Lake Tahoe Resort Hotel. That contract will be sent to the Board for review. One item pointed out by P. Anning is a clause regarding insurance. P. Griggs reported that the League does not cover insurance; instead P. Griggs provided a quote from an insurance provider for \$307. The fee is nonrefundable and does not cover event cancellation. H. Dawson suggested approving the fee at this meeting but not paying until February. The Board ultimately voted to approve an expenditure of not to exceed \$300 for the insurance (M/S/U P. Griggs/J. Meier).

Regarding the hotel contract itself, P. Griggs reported that the new contract is identical to the one for the canceled 2020 conference. The Board approved the contract for the 2022 event (M/S/U N. Adler/K. Huyck). For audio visual needs, a separate contract with a vendor will be needed.

H. Dawson discussed the logo that was designed for the 2020 conference. She asked if there was any reason to considering changing the logo for the 2022 event. The Board agreed no changes are necessary.

H. Dawson reported that someone is still needed to coordinate gifts and asked for volunteers. For keynote speaker, Corey Rich was going to speak at the 2020 conference and comes highly

recommended, but other speakers are under consideration as well. J. Meier recommended ensuring that there is diversity among our speakers.

For activities, Lake Tahoe Community College is eager to help coordinate a dinner and various Tahoe activities that can be done at a low cost.

8) Cybersecurity crisis communications

P. Griggs

P. Griggs reported that Paul Feist reached out and asked if CCPRO wants to cosponsor SAP Communications to do a one-hour webinar on cybersecurity and crisis communications for free.

9) Regional updates

Regional reps

B. Demers said he's looking forward to launching monthly meetings with L.A.-area colleges, particularly to tackle enrollment challenges. H. Dawson noted that E. Bricker has scheduled a North regional rep meeting. N. Adler reported that West Valley is looking for a new marketing director.

10) Coordinator's report

P. Anning

P. Anning reported 30 members from 14 colleges and districts, as N. Adler joined during the meeting.

The meeting concluded at 9:15 a.m.

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