



CCPRO Board of Directors  
Meeting Minutes  
Nov. 4, 2021

**1) Call to order**

**P. Griggs**

The meeting came to order at 8:31 a.m.

**2) Roll Call**

<b>Name</b>	<b>Position</b>	<b>College</b>	<b>Absent/Present</b>
Peter Griggs	President	Shasta College	P
Holly Dawson	Vice President	Napa Valley College	A
Alex Breitler	Secretary	Delta College	P
Paul Bratulin	Treasurer	San Bernardino Valley College	A
Kristen Huyck	Past President	MiraCosta College	A
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	A
Elizabeth Espinoza	Region: Inland Empire	Imperial Valley College	A
Lauren Milbourne	Region: Central	Allan Hancock College	P
Niall Adler	Region: Bay Area	Mission College	P
Erin Bricker	Region: Northern	Santa Rosa Junior College	P
Eric Harnish	Mentor Coordinator	College of the Canyons	P
Jack Beresford	Awards Chair (non-voting)	San Diego CCD	P

**ACTION/DISCUSSION ITEMS**

**3) Approval of the October 2021 meeting minutes**

**A. Breitler**

The October 2021 meeting minutes were approved (M/S/U J. Meier, N. Adler)

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

**P. Bratulin**

Current finances: Total account balance \$105,283 (Wells Fargo CCLC \$79,840; Wells Fargo CCPRO \$528; PayPal \$24,914).

P. Griggs gave an update on submittal of tax statements supporting CCPRO's tax-exempt status. Those statements have not been recently submitted. An extension has been sought for 2018-19 and 2019-20 and a third exemption request may be needed for 2020-21. Our CPA is hopeful that penalties might be avoided. Leadership is working with the League to set up mechanisms to avoid additional problems in the future, and tax return reminders have been placed on multiple calendars for future reference.

#### **5) Membership**

**C. Colin/P. Anning**

P. Anning reported a slight bump in membership to 113 members representing 35 districts/colleges. Two vendors have also joined.

P. Anning will work with regional reps to contact members who have not yet renewed.

#### **6) Website update**

**P. Anning**

P. Anning reported on efforts to retrieve a passcode that will be necessary for additional in-depth restructuring of the website. Plans are also in place to post information about the conference.

#### **7) CCPRO 2022 Conference**

**Board discussion**

Work continues on keynote speaker and preconference speaker. We are now waiting on the League to open registration. An invitation to submit presentation proposals has been sent.

J. Beresford reported that the awards portal is up and running and recommendations about category changes are being reviewed, including splitting website awards into two categories, expanding video categories, adding an internal communications category, adding a response to local/state/national events category, and adding a video conference category for branding backgrounds, events, or videos. Board members provided additional suggestions for consideration.

L. Milbourne reported that a call will be put out for PROMoter and All Pro awards. P. Anning reminded the Board that even if nominees have not been selected in the past, that they should be re-entered.

**8) Regional updates****Regional reps**

Regional reps shared updates on membership calls and monthly meet-ups. The response so far has been positive, with members appreciating the opportunity to open up and speak freely.

**9) Coordinator's report****P. Anning**

P. Anning shared that the regional meetings are a great way to market CCPRO. At the meetings he has attended, he has seen someone joining or rejoining.

The meeting concluded at 9:14 a.m.

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