



Minutes

CESA Board Conference Call

8/26/19

Board members in attendance: Mary Jo, Gerry Malais, Donna Mayer, Ray Riordan, Brentt Blaser, Dana Carey, Robert Ullrey, Vicki Osborn, Janice Bell

Staff in attendance: Andrea Messina

Guests in attendance: Yoli McGlinchey

Call to Order at: The meeting was called to order at 3:09pm.

Approval of Minutes: Dana made a motion to accept the minutes. The motion was seconded by Mary Jo. The motion carried.

Financial Report: We need to make sure CalVols pays prior to the conference because in the past they end up not approving the payment. Andrea noted that CESA is in a good financial position. Donna made a motion to accept the financial report. Dana seconded the motion. The motion carried.

Chapter Updates

Southern: They have an annual program scheduled for Oct. 2nd. They want to acknowledge their chapter volunteers at this event. The Southern chapter is submitting a few awards for the state level and they are presenting a few at the chapter level. They had a second workshop in August and it was very well-attended. They are going to do the same program at their annual event because it was so well received. Donna suggested other chapters contact community colleges in their area. The chapter has had networking opportunities after their workshops. These have not taken off yet so they don't know if they will continue to offer that because only three people attended the last one.

They have five open positions on their board. They had two people nominated and they are due by 8/30.

Coastal: Coastal has four awards that were nominated. One of which they would like the state to consider. The Coastal chapter will vote on having two Vice Presidents and Treasurer. Ray has

one more term as Coastal President. They had a well-attended workshop in June and they have another coming up toward the end of September.

Inland: Dana reported that their chapter received one nomination for awards. They are still trying to determine best way to get members to participate and acknowledge their members. The chapter is working on their policies and Dana is hoping to have them drafted prior to their September meeting. **Action**: Andrea will make sure the PreCon trainings are more easily accessible on the website.

Committee Chair Reports

Legislative – Matthew Hawkins was not on the call and did not submit a report.

Public Affairs – Soraya could not attend the call. She emailed the Public Affairs strategy and has asked the board to review it.

Training and Education – Dana Carey: Dana does not have a report.

Strategic Partnerships – Robert Ullrey: Robert has been trying to figure out the contacts at CSAC and a few other organizations. He will put together a contact list for affiliate type organizations and then get with Ray on how to move forward.

Conference 2019 – Yoli McGlinchey: The conference is going well. Beth and the conference committee are all doing great. They are working on the color guard and who will give a greeting. Yoli and Beth will work with Ray to introduce the keynote speaker. Jenelle provided a lot of feedback about being chair last year. We currently have 170 registered and there were about 240 in attendance last year. Beth is also working in the golf activity. Yoli will have the thank you cards done prior to the conference. We're looking for a sponsor still for the Bear Republic event and we are going to send another reminder about the OA baskets. Ray noted that State Senator Dodd or Assembly Member Maguire could provide a greeting if their other options don't pan out.

Membership –

Mentoring – Brentt Blaser: Brentt is done with EMMP for the website and for the printed handbook. We are just waiting on the graphic designer to provide the draft handbook. Brentt asked Andrea to print some copies of the handbook for the conference and participants. Andrea has created all the forms and the web page and just needs to add the video and the changes Brentt and Donna submitted for the website. The reading list will reside on the mentoring page.

Policy – Vicki Osborn: No update at this time other than there will be some policy updates

Awards – Vicki Osborn: Vicki provided the board with a draft slate for the award nominations prior to the call. Vicki noted that we have not had a President’s award in a while. Nobody had a nomination for that award. The Honorary Lifetime Member will be recognized at the conference and be invited to the awards banquet just like the other awardees. Vicki will take care of the letters going out to the awardees and will work with Beth to make sure the logistics are handled.

Vicki made a motion to accept the slate as presented. Dana seconded the motion. The motion carried.

New/Old Business:

- Strategic Planning and Survey - Andrea provided a survey to the board to prioritize the survey result communications to the membership
- Website – Andrea provided the information about the website. Dana brought up the question about if chapters would need better document storage than what the site provides. Mary Jo would prefer that we keep all the documents in one place separated into folders but so that members could see the documents from other chapters. The documents will need to be maintained by volunteers so there is a review process to maintain the documents. Each chapter should be responsible for anything they upload and not just one state committee. There needs to be a document storage policy put in place to make sure the information is up to date. We need a central document location but we need to still maintain the chapter documents. We need a structure and naming convention agreed upon prior to the start of uploading documents. **Action:** Dana will draft the folder/naming convention document.

Andrea noted that the chapters can start with one-page template site and then add microsities if it is needed.

- Member concerns – Ray has a letter drafted and he contacted the member. He is still working on that letter and will get it out as soon as he can. Brentt sent a draft code of conduct policy. **Action:** Board members need to give feedback to Brentt about the document. We need to determine how to manage these going forward and where to post the information for members to understand how to file a grievance. **Action:** Andrea will work with Ray to get the letter to Joe by middle of September.
- Advertising – Andrea noted that the association can offer advertising. The income on ads are taxed. Mary Jo did not like the idea of advertising on the home page but didn’t mind ads on other pages. Andrea also noted that she added Google Analytics on the website. **Action:** Andrea will work on this after updating the rest of the website.
- Recreation Connection Member Benefit - Southern started this program prior to having a state organization. We’re not sure the members even know it exists. Andrea will contact the rep and let her know that CESA is no longer using the program.

Action Items from August 26

Andrea will make sure the PreCon trainings are more easily accessible on the website.

Dana will draft the folder/naming convention document.

Board members need to give feedback to Brentt about the member conduct policy document

Andrea will work on possible advertising streams after updating the rest of the website

Andrea will contact recreation connection rep to let her know we don't use the program

Adjournment: There was a motion by Donna to adjourn. The meeting was adjourned at 4:38pm. The next call will be September 23, 2019.