



California Municipal Treasurers Association Board of Directors Meeting

Date: Wednesday, May 16, 2018
Time: 1:00 p.m. – 2:00 p.m.

Minutes

President Dan Matusiewicz welcomed the board members, staff and guests and called the meeting to order at 1:05 pm.

Roll Call

x	President	Dan Matusiewicz, CCMT
x	President-Elect	Donald Patterson, CCMT
x	Secretary	Jennifer Leisz
x	Treasurer	Dana Cortez, CCMT
	Past President	Rudy Livingston, CCMT
x	Division 1 – North	Tracey Angelo, CCMT
	Division 2 – South	Michael Solorza

Committee Chairs, Staff and Guests:

	Education and Certification	Hubert White III
	Investment Policy Certification Subcommittee Chair	Shaun Farrell, CCMT
x	Certification CCMT and CTC Subcommittee Chair	Ernestine Jones, CCMT
x	Education Subcommittee Chair	Susan Munson
	Membership	Damien Charléty, CCMT
x	Communications	Margaret Moggia
x	Commercial Associate Liaison	Kyle Tanaka
	Commercial Associate Member	Greg Whipple
x	Revenue and Taxation Policy Committee Representative	John Adams
	Meetings and Membership Specialist	Yelena Martynovskaya
	Meetings and Membership Assistant	Kristy Schrimsher
x	Dan Matusiewicz's Office	Marlene Burns

Consent Calendar

The board reviewed the minutes from the April 19, 2018 Board of Directors Meeting as well as the Financial Report from April 30, 2018. Dan reported that in the future, board meeting minutes and financials will be sent to the board for review ahead of time, on the first Wednesday of the month, so that all questions can be addressed prior to the meeting.

Dan Matusiewicz moved to approve April minutes and April financials. Tracey Angelo seconded the motion. April 19, 2018 minutes and April 2018 financials were

approved.

Action Items

A. Monthly Meetings

Dan reported that the board meeting agenda will be finalized by the first week of the month and asked the board to send him any ideas or topics right after the meeting is over, so that he can begin working on the agenda and all the heavy lifting is done outside of the board meeting. Dan also reported that the goal is to finalize the board packet by the 2nd Wednesday of the month. The board discussed the format of discussing the consent agenda. Dana reported that all questions and the resolutions relating to the monthly financials that were brought up earlier in the month will be reported on at the board meeting. Dan suggested that it will be beneficial to resolve smaller items ahead of time so that the meeting can focus on action items. Dana reported that she will be reviewing the financials beforehand.

B. Committee Appointments

Dan reported on all of the committee vacancies and provided the names that he had proposed to fill the positions. Dan asked about Ernestine's eligibility as a Certification Subcommittee Chair because she is retired and reported that he will look into this. Dan reported that Hubert White with the City and County of San Francisco was interested in the Education and Certification Committee. Susan Munson reported to the board on her experience working with Hubert on the conference presentations and how she fully supports him for the position because he will do a great job. Dan reported that he will appoint Hubert as Chair of the Education and Certification Committee. Dan also recommended Susan to chair the Education Subcommittee and stressed that Susan is very understandable of the commercial/vendor role for this position and asked if anyone feels uncomfortable with it. Dan also asked that Margaret chair the Communications Committee and Damien Charléty from East Bay MUD to chair the Membership Committee. Dan reported that Israel Garza, outgoing chair of the Membership Committee, had other commitments and cannot fulfil his role on the board at this time.

Dan reported that the Education and Membership committees should work together to develop content for quarterly meetings, events, etc., so these two committees should coordinate something for the northern and southern events. Tracey reported that she's been working on membership drive contacting cities throughout California and compiling the information for a promotional project. Dan asked each committee to develop goals and work plans for the year as well as develop timelines between now and next April.

C. Standing Rules

Dan reported that he sees the Standing Rules document as a living document and will ask each committee member to review their sections once in the beginning of the year and once more at the end of the year. The goal of reviewing the document is to make sure everyone knows what they're supposed to be doing, and at the end of the year can propose adjustments to their sections. Dan asked the board to notify Rudy once everyone has completed reviewing their sections to see if there are any questions. Dan also reported that there were few last-minute changes to the Standing Rules, and he'll bring the latest version to the next board meeting.

D. Association Manager Contract

Dan reported that he'll be putting an ad hoc committee to review the contract between CMTA and Smith Moore & Associates for the 2018-2021 period. Dan reported that he, Don, Margaret and Rudy will review the contract in detail and report back at the June board meeting for possible adoption. John suggested that going forward, the board might consider having designated board members to review the administrative contract. The board discussed having

current president, vice president and past president to be responsible to review the contract. Dan reported that this process does not need to be in Standing Rules.

E. Budget Questions and Budget Adoption

Dan reported that the Treasurer has been working with the controller Sandy Goree and Yelena on the draft budget for the 2018-2019 fiscal year. Dan also reported that there are few items that need to be looked into in more detail in the budget and suggested forming an ad hoc committee to finalize the budget for board adoption. Dan proposed that Government and Finance committees should work with Dana with input from Teri Anticevich and SMA and finalize the budget for review and adoption on June board meeting. The board discussed whether there should be funds set aside for either the president or president-elect to attend other associations' conferences. Dan reported that this language already exists in Standing Rules relating to president's travel and that the committee look at that when finalizing the budget.

F. Legislative Advocacy Request

Dan reported that CDARS proponents are looking for CMTA to advocate change to Gov Code to expand maximum allocation to CDARS from 30% to 50%. Dan suggested to the board that Revenue and Taxation Policy Committee Representative John Adams research the legislative advocacy request and make a recommendation to the board at June meeting.

Jenny Leisz moved to approve John Adams to research and report back on the Legislative Advocacy Request. Don Patterson seconded the motion. Motion was approved.

Committee Reports

Education and Certification

Ernestine reported that she has been in contact with Susan Munson and Fixed Income Academy about CCMT recipients who received their designation under the old program. Ernestine will be working on contacting those that have expired and those that are about to expire to make sure they enroll into the new certification program. Susan reported that Tracey Sanchez with Fixed Income Academy is helping her with putting together a promotional video to support CMTA's certification program. Dan asked Susan to be in contact with Margaret and Communications Committee on the project. Susan asked the board for any ideas or resources that can be contributed in making this project happen. Dan reported that he reached out to CDIAC to see if they would like to be involved with the Education Committee. Dan stressed that there should be more involvement with CMTA's education partners in developing a plan for the Education and Certification committees.

Communications

Margaret reported that she will work on putting together a work plan together for the Communications Committee that will look at the website as well as improving communication with the membership. Margaret reported that the committee will be focusing on providing information to the membership about how relevant the association is.

Commercial Associate Liaison

Kyle reported on an email that he recently sent out to all Commercial Associates and is waiting for responses. Kyle reported that he will be working on incorporating Commercial Associates and see how they can work together with CMTA.

Meeting adjourned at 2:05 pm.

Respectfully submitted,

Yelena Martynovskaya
Meeting & Membership Specialist