



Board of Directors Meeting

AGENDA

December 14, 2017

3:00 PM

Conference Call Phone: (650) 479-3207

Access Code: 195 909 146

1. CALL TO ORDER

2. ROLL CALL

- ___ President, Ashley Garcia
- ___ Vice President, Nicholas Gonzalez
- ___ Director of Communications/Secretary, Tanya Spiegel
- ___ Director of Finance/Treasurer, Izzy Murguia
- ___ Director of Programming, Kristen Nelson
- ___ Director of Membership Services, Monica I. Martinez
- ___ Immediate Past President, Arabo Parseghian
- ___ Region One Co-Chairs, Jill McMahon & Dominique Samario
- ___ Region Two Co-Chairs, Matthew Cuevas & Ryan Kintz
- ___ Region Three Co-Chairs, Scott Trujillo, Michael Palmer & Jessica Steavens
- ___ Region Four Co-Chairs, Lynn Kelly-Lehner & Lilyan Villarreal
- ___ Region Five Co-Chairs, Paolo Kespradit, Brittany Mello, Tamar Sadd, & Laena Shakarian
- ___ Region Six Co-Chairs, Joey Garcia, Michael Johnston, Ani Keshishian, & Dia Turner
- ___ Region Seven Co-Chairs, Ryan Hallett, Amber Haston & Lori Karaguezian
- ___ Region Eight Co-Chairs, Imelda Huerta, Mayela Manasjan, Samuel Merrill, Ashlee Stratakis, & Bryce Wilson
- ___ League of California Cities Representative, Meghan McKelvey
- ___ ICMA Representatives, Dave Mora & Tony Winney
- ___ Institute for Local Government Representative, Melissa Kuehne
- ___ MMANC Representative, Erin Steffen
- ___ Executive Director, Kevin Kilkenny

3. PRESIDENT'S REPORT

4. VICE PRESIDENT'S REPORT

5. DIRECTOR OF COMMUNICATIONS/SECRETARY'S REPORT

6. DIRECTOR OF FINANCE/TREASURER'S REPORT

7. DIRECTOR OF PROGRAMMING'S REPORT

8. DIRECTOR OF MEMBERSHIP SERVICES' REPORT

9. IMMEDIATE PAST PRESIDENT'S REPORT

10. REGION CHAIR REPORTS

A. CENTRAL COAST (REGION 1)

B. CHANNEL ISLANDS (REGION 2)

C. DESERT (REGION 3)

D. INLAND EMPIRE (REGION 4)

E. NORTH LOS ANGELES COUNTY (REGION 5)

F. SOUTH LOS ANGELES COUNTY (REGION 6)

G. ORANGE COUNTY (REGION 7)

H. SAN DIEGO COUNTY (REGION 8)

11. LEAGUE OF CALIFORNIA CITIES / ICMA / ILG / MMANC REPRESENTATIVE REPORT

12. EXECUTIVE DIRECTOR'S REPORT

13. UNFINISHED BUSINESS

14. NEW BUSINESS

15. ANNOUNCEMENTS / GOOD OF THE ORDER

16. ADJOURNMENT

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: 12/14/2017

To: Board of Directors
From: Ashley Garcia, President
Subject: PRESIDENT'S UPDATE

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Welcome to our first call as a Board of Directors! I am excited for us to set goals for 2018 and embark upon another successful year for MMASC.

Region Board Orientation

Please plan to attend our Region Board Orientation scheduled for Saturday, January 27th (location TBD). This will be an opportunity to go over the nuts and bolts of MMASC and provide time for all the Region Boards to meet face to face to start planning events for the year. Director of Programming, Kristen Nelson will provide more info.

Affiliate Agreements

The Executive Board is currently in discussions with ICMA to amend our current affiliate agreement and ELGL to establish an affiliate agreement in 2018. We will be sure to agree to terms that are mutually beneficial for both organizations.

Partnerships

We are finalizing the 2018 Partnership Brochure and will be actively seeking partnership renewals and new partners in early-January. Our Partners are crucial to the success of MMASC, not only helping to sustain the organization financially, but also working hand in hand to help further our mission. If you work closely with a local government vendor

who might be interested in supporting MMASC, please email me at president@mmasc.org and we will be sure to send them the Partnership Brochure when it becomes available.

Things are busy, but we are off to a good start! Thank you all for commitment to MMASC and I wish you and your families a wonderful holiday season. I look forward to a very productive 2018!

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: December 14, 2017

To: Board of Directors

From: Tanya Spiegel, Director of Communications/Secretary

Subject: DIRECTOR OF COMMUNICATIONS/SECRETARY UPDATES

RECOMMENDATION

Receive and File.

BACKGROUND AND DISCUSSION

2018 Winter Forum: I am chairing the Winter Forum. It is scheduled to be held on Wednesday, February 28 at the Long Beach Convention Center. Programming details are currently being finalized. Please contact me if you are interested in participating in the Forum Committee.

2018 ICMA Annual Conference Planning Committee: I attended the 2018 ICMA Annual Conference Planning Committee Meeting in Baltimore, MD November 17–19 on behalf of MMASC. A “Call for Speakers” will be released in the coming months.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: December 14, 2017

To: Board of Directors

From: Izzy Murguia, MMASC Director of Finance/Treasurer

Subject: TREASURER UPDATE

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Attached is a statement of activity for January through November 2017. There were approximately \$61,900 in liabilities (payments in transit) that cleared at the beginning of December, including a payment to the Marriott for the annual conference in the amount of \$53,031, \$5,998 in general and administrative costs, \$1,527 in annual conference reimbursements, \$848 in travel costs and \$360 for Region events. There is approximately \$3,534 in unreconciled revenue for November that is not reflected in the statement of activity, which will be adjusted accordingly for next month's year-end report.

As of today (December 12, 2017), the balance in our checking account is \$29,960.55. The savings account balance is \$65,237.06.

Over the course of the next few weeks, I will be preparing a draft budget for Executive Board Review and will be bringing forth for consideration and adoption by the Full Board in January 2018. The available balance in our checking account can more than cover the any remaining ongoing administrative costs and our first signature event in 2018 (Winter Forum).

Municipal Management Association of Southern California
Statement of Activity
 January - November, 2017

End of Year 2016	\$	92,894.00
Revenue		80,494.82
Annual Conference Revenue		150.00
CGL Program Application		48,349.50
Membership Due		11,467.78
Regional Events Revenue		35,475.00
Sponsorship		12,976.77
Summer Session Revenue		122.45
Uncategorized Revenue		8,780.51
Winter Forum Revenue		19,181.41
Women's Leadership Summit Revenue	\$	216,998.24
Total Revenue		
Expenditures		133,639.10
Annual Conference		495.86
Copies & Postage		5,331.53
Dues & Subscriptions		66.92
Executive Board Retreat		140.93
Mid-Year Meeting		28,503.29
Other General and Admin Expenses		2,003.35
Promotional		11,103.92
Regional Event		11,590.09
Summer Session		720.00
Taxes & Licenses		3,944.93
Travel		13,458.87
Website		4,503.27
Winter Forum		7,376.30
Women's Leadership Summit	\$	222,878.36
Total Expenditures		
Available Revenue	\$	309,892.24
Total Expenditures	\$	(218,091.25)
Balance	\$	91,800.99

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: December 14, 2017

To: Board of Directors
From: Kristen Nelson, Director of Programming
Subject: **PROGRAMMING REPORT**

RECOMMENDATION

Board **RECEIVES** and **FILES** the Programming Report.

BACKGROUND AND DISCUSSION

Very excited to hit the ground running in 2018!

Orientation: 2018's Regional Board Orientation has been scheduled for Saturday, January 27 from 10:00 a.m. to 2:00 p.m. We would like at least one representative from each region in attendance so please RSVP to me at your earliest convenience. Final location and agenda will be provided to all parties by the end of the year.

Regional Events: We would like the regions to start planning their year so we can get events up on the calendar as soon as possible. They do not need to be final dates but let's start brainstorming!

Signature Events: If you are interested in volunteering for event committees, please let me know. It takes a rock-star team of hard-working people to put on these great events! Winter Forum will be on Wednesday, February 28. Programming details are being finalized. Also, don't forget to mark your calendars for Annual Conference, October 17-19, 2018 at the Renaissance Indian Wells Resort & Spa. We will be celebrating our 65th year as an organization!

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: December 14, 2017

To: Board of Directors

From: Monica Martinez, MMASC Director of Membership

Subject: MEMBERSHIP REPORT

RECOMMENDATION

Receive and File

BACKGROUND AND DISCUSSION

This report reflects current membership numbers as well as the status of membership that occurred during the month of November. At the time this report was submitted, MMASC Membership stands at 772. For the month of November, there were 14 new members and 19 non-renewing members. The following are the membership numbers for each region: Central Coast (61), Channel Islands (41), Desert (30), Inland Empire (120), North Los Angeles County (146), South Los Angeles County (122), Orange County (151), San Diego County (83), and Other (18).

The breakdown of the different types are as follows:

<u>Member Groups</u>	<u>Members</u>
Full Members	601
Honorary Members	94
Student Members	44
Business Members	33
Total Members	772

We will discuss regions reaching out to new members and non-renewing members during January's retreat.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: December 14, 2017

To: Board of Directors

From: Matthew Cuevas, Region 2 Board

Subject: REGION 2 EVENT - CITY MANAGERS' LUNCHEON POSTPONED

RECOMMENDATION

The Region 2 Board postponed the City Managers' Luncheon event originally scheduled for Thursday, December 7, to a future date and time.

BACKGROUND AND DISCUSSION

Due to the recent wildfires that have dramatically impacted a large portion of Region 2, the Region 2 Board decided it would be in the best interest of MMASC to postpone the City Managers' Luncheon that was originally scheduled for Thursday, December 7, out of respect for those members impacted by the fires. At this point in time, a new date has not been determined as there is still an active fire that is affecting large portions of Ventura, Santa Barbara, Ojai, Santa Paula and Fillmore. Once the immediate threat of the wildfires have subsided, the Region 2 Board will meet and establish a new date for the City Managers' Luncheon which is anticipated to be sometime in January 2018.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: December 14, 2017

To: Board of Directors

From: Lynn Kelly-Lehner, Region 4 Chair

Subject: INLAND EMPIRE - REGION 4 UPDATE

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Region 4 would like to welcome Lilyan Villareal from the City of Ontario to the Regional Board!

The next scheduled event for Region 4 will be on January 18, 2018. Region 4 is partnering with the Alliance for Innovation, the Mejorando Group, and the Cities of Rancho Cucamonga and Ontario for the *Workforce of the Future Workshop*. Learn the eight-step approach to becoming a talent-centric organization and translate the headwinds of change into a tailwind. Patrick Ibarra of the Mejorando Group, one of the leading experts on creating and implementing effective and Talent Management and Succession Planning programs for local governments, will lead an interactive workshop, which will include progressive and practical strategies and tools to attract, retain, and optimize talent. Attendees will walk away with a plan for next steps to move their organization forward!

Region 4 also looks forward to continuing the annual Wine Networking Mixer event in Temecula later in the year. The group is in early discussions regarding the logistics of the event.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: December 14, 2017

To: Board of Directors

From: Region 8 Co-Chairs

Subject: SAN DIEGO – REGION 8 UPDATE

RECOMMENDATION

Receive and File

BACKGROUND AND DISCUSSION

Region 8 welcomes three new board members – Stephanie Boyce with the City of Lemon Grove, Dominique Albrecht with the City of Coronado, and Sylvia Solis Daniels with the City of Vista.

Region 8 held a conference call on December 12, 2017. Co-chairs discussed the February San Diego Gulls hockey game event. This event will be held on Saturday, February 3, 2018 at 7:00 p.m. The San Diego Gulls will take on the Tucson Roadrunners. The event has been added to the MMASC calendar and the registration link is now open. Cost is \$20 for members and \$25 for non-members. Tickets include a \$5 voucher toward food and beverages at any of the concession vendors at the venue. The event will take place at the Valley View Casino Center in San Diego. Please e-mail region8@mmasc.org with questions.

Co-Chairs also discussed possibly hosting a professional development speaker event with the Orange County Region in March. In addition, we are coordinating a beach cleanup event with I Love a Clean San Diego on April 21, 2018, during their Creek-to-Bay cleanup event. Participation is free.

Lastly, Region 8 is planning a City Manager Lunch-and-Learn event for June 14, 2018 (tentative). Location is to be determined, but may be held at the City of Vista. Co-Chairs will be reaching out to suggested City leaders for participation.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: (December 14, 2017)

To: Board of Directors
From: Kevin Kilkenny, Executive Director
Subject: EXECUTIVE DIRECTOR REPORT

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Please note – the MMASC office (ARC offices) will be closed from Monday, December 25, 2017 through Monday, January 1, 2018. The office will open again Tuesday, January 2 at 8:00 am.

If calls are received to the MMASC number, there will be a recorded message stating the office is closed. The caller will be given the option to leave a message and it will be returned on Tuesday, Jan. 2.

If you need anything from me, I will be in the office on Wednesday and Thursday, Dec. 27 and 28. You can contact me by email or by phone. My directly line is 916-932-2229.

Happy Holidays!