



Board of Directors Meeting

MINUTES

June 8, 2017

3:00 PM

1. **CALL TO ORDER**

- ❖ President Parseghian called the Board of Directors meeting to order at 3:06 PM.

2. **ROLL CALL**

- ✓ President, Arabo Parseghian
- ✓ Vice President, Ashley Garcia
- ✓ Director of Communications/Secretary, Nicholas Gonzalez
- ✓ Director of Finance/Treasurer, Alex Hernandez
- ✓ Director of Programming, Tanya Spiegel
- ✓ Director of Membership Services, Izzy Murguia
- ✓ Immediate Past President, Alma Janabajab
- ✓ Region One Co-Chair, Dominique Samario
- ✓ Region Two Co-Chair, Matthew Cuevas
- ✓ Region Three Co-Chair, Kristen Nelson
- ✓ Region Four Co-Chairs, Lynn Kelly-Lehner & Sean McGovern
- ✓ Region Five Co-Chairs, Paolo Kespradit & Laena Shakarian
- ✓ Region Seven Chairs, Lori Karaguezian
- ✓ ICMA Representatives, Dave Mora
- ✓ Institute for Local Government Representative, Melissa Kuehne
- ✓ Executive Director, Kevin Kilkenny

3. **PRESIDENT'S REPORT**

- ❖ President Parseghian informed the Board of Directors that he is continuing his efforts on organizing a joint event at the University of Southern California with the California Contract Cities City Managers Association.
- ❖ He also informed the Board of Directors that he is working on drafting position descriptions for the Executive Board and Regional Board positions that will be reviewed and discussed at the Mid-Year Meeting.

4. **VICE PRESIDENT'S REPORT**

- ❖ Vice President Garcia gave an update regarding the 2017 Annual Conference and informed the Board of Directors that she has received more than 30 high-quality speaker proposals.
- ❖ She also went over information regarding the upcoming Awards & Scholarships deadlines and the nomination process from the Elections & Bylaws Committee.
- ❖ Vice President Garcia will also be discussing a brief pre-work session with the Board of Directors regarding the upcoming Strategic Planning session for MMASC at the Mid-Year Meeting. More to come on this.

5. DIRECTOR OF COMMUNICATIONS/SECRETARY'S REPORT

- ❖ Director of Communications/Secretary Gonzalez informed the Board of Directors that he will give an in-depth training at the Mid-Year Meeting on how to utilize the new MMASC website. After the Mid-Year Meeting, Region Board Members will receive access to the admin portion of the website and will now be responsible for uploading their respective events onto the calendar.
- ❖ He reminded the Board of Directors that all updated materials for the organization are listed under *Board Member Resources* on Basecamp.
- ❖ He gave a brief update regarding the upcoming Summer Session, which will be held on July 20 at the Ontario Convention Center.
- ❖ He also informed the Board of Directors that the Executive Board approved the Communications Committee to purchase an annual graphic design subscription with *Canva*. This new program will help the Communications Committee with creating consistent marketing and promotional materials in the future.

6. DIRECTOR OF FINANCE/TREASURER'S REPORT

- ❖ Director of Finance/Treasurer Hernandez informed the Board of Directors that the current balance in the checking account is \$53,203 and the balance in the savings account is \$60,227.
- ❖ He also informed the Board of Directors that the 2016 taxes were filed and went over the final 2016 State of Activity.
- ❖ He reminded Regional Board members to utilize the reimbursement form in Basecamp for any reimbursements they will need for any upcoming events.

7. DIRECTOR OF PROGRAMMING'S REPORT

- ❖ Director of Programming Spiegel welcomed Laena Shakarian and Paolo Kespradit to the Region 5 Board.
- ❖ She reminded the Board of Directors that the Mid-Year Meeting will be held on Saturday, June 24 from 8:30 AM – 2:00 PM at the City of West Covina City Hall.
- ❖ She also went over the upcoming regional events and reminded the Region Boards to advertise their events well in advance.

8. DIRECTOR OF MEMBERSHIP SERVICES' REPORT

- ❖ Director of Membership Services Murguia went over the membership report for the month of May 2017.
- ❖ He informed the Board of Directors that the membership stands at 737 members and gave a breakdown of the membership.

9. IMMEDIATE PAST PRESIDENT'S REPORT

- ❖ Immediate Past President Janabajab went over the Mentorship Program and informed the Board of Directors that there are currently 8 mentees in the program. Three of the mentees are interested in coordinate the next Fun Event and will be working on that in the future.

10. REGION CHAIR REPORTS

A. CENTRAL COAST (REGION 1)

- ❖ Region 1 Co-Chair gave an update regarding an upcoming Emergency Operations Tour in Santa Barbara that they are currently working on for August.
- ❖ They are also working into Lean Green Belt training to put on for their regional members.

B. CHANNEL ISLANDS (REGION 2)

- ❖ Region 2 Co-Chair informed the Board of Directors that they are looking on putting together an event for Public Information Officers in the region and doing a co-event with Region 1.
- ❖ They are also looking to do a habitat restoration in Channel Island in September.
- ❖ The Region will be working on doing a lunch with the City Managers in the future.

C. DESERT (REGION 3)

- ❖ Region 3 Co-Chair reviewed a presentation that they do for a water district in the Coachella Valley about what MMASC is about and the services they offer to members.
- ❖ They also did a new member welcome luncheon recently.

D. INLAND EMPIRE (REGION 4)

- ❖ Region 4 Co-Chairs gave a post-event report on their May 18, 2017 event with Kosmont Companies. The event was held at the Riverside Library and had 8 members attend.
- ❖ They also gave an update regarding their upcoming event on June 10 for their Temecula Valley Winetasting and Networking Event at Wilson Creek Winery.
- ❖ The Region is also working on an event for August 17, 2017 with JB Whitney and Associates to discuss *The Science of Successful Organizational Leadership*. This event will be held at the City of Ontario.
- ❖ They are also planning an event tentatively scheduled for December 6, where the Alliance for Innovation will present “The Next Big Things.” This event will be held at the City of Temecula.

E. NORTH LOS ANGELES COUNTY (REGION 5)

- ❖ Region 5 Co-Chairs are working on creating new and exciting events for their region.

F. SOUTH LOS ANGELES COUNTY (REGION 6)

- ❖ No report.

G. ORANGE COUNTY (REGION 7)

- ❖ Region 7 Co-Chair gave a recap on the Tour of Potter’s Lane event that was held that week. They had over 30 people attend.
- ❖ They are also working on an upcoming event with OCCMA for a networking luncheon.

H. SAN DIEGO COUNTY (REGION 8)

- ❖ No report.

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

- ❖ ICMA Representative Dave Mora gave an update on the upcoming ICMA Annual Conference which will be held in San Antonio, Texas. He also went over conference registration fees.

- ❖ ILG Representative Melissa Kuehne gave an update about the mission of Institute of Local Government. She also mentioned that they are updating their cap and trade resource center and more information will be out within the next few weeks. They are also working with Cal-ICMA on a resource center for elected officials and staff and are working on creating a tool kit for local government and youth.

12. EXECUTIVE DIRECTOR'S REPORT

- ❖ Executive Director Kilkenny informed the Board of Directors that he will be out of the office on June 12 & June 19.
- ❖ He also informed that the office will also be closed on July 3 and July 4.

13. UNFINISHED BUSINESS

- ❖ None.

14. NEW BUSINESS

- ❖ None.

15. ANNOUNCEMENTS / GOOD OF THE ORDER

- ❖ None.

16. ADJOURNMENT

- ❖ President Parseghian adjourned the meeting at 3:54 PM.