



**Board of Directors Meeting**  
**MINUTES**  
January 16, 2019

**1. CALL TO ORDER**

- ❖ President Gonzalez called the Board of Directors Meeting to order at 9:02 AM.

**2. ROLL CALL**

- ✓ President, Nicholas Gonzalez
- ✓ Vice President, Izzy Murguia
- ✓ Director of Communications/Secretary, Kristen Nelson
- ✓ Director of Finance/Treasurer, Ryan Hallett Hinton
- ✓ Director of Programming, Monica I. Martinez
- ✓ Director of Membership Services, Dominique Samario
- ✓ Immediate Past President, Ashley Garcia
- ✓ Region One Representative, Norma Cervantes
- ✓ Region Three Representative, Adam McWey
- ✓ Region Five Representative, Laena Shakarian
- ✓ Region Six Representative, Paolo Kespradit
- ✓ Region Seven Representative, Michael Johnston
- ✓ Region Eight Representatives, Ashlee Stratakis & Sylvia Solis Daniels
- ✓ MMANC Representative, Carla Hansen
- ✓ ICMA Representative, Dave Mora
- ✓ Executive Director, Kevin Kilkenny

Absent:

Region Two Representative  
Region Four Representative  
Institute for Local Government Representative, Melissa Kuehne  
League of California Cities Representative, Meghan McKelvey

**3. APPROVAL OF MINUTES**

- ❖ President Gonzalez presented the minutes from the Board of Directors Meeting on Thursday, December 13. Motioned by Vice President Murguia, Seconded by Region Eight Co-Chair Sylvia Solis Daniels. The Board of Directors unanimously approved the minutes as amended.

**4. PRESIDENT'S REPORT**

- ❖ President Gonzalez discussed his expectation that the Board of Directors make every effort to attend each Signature Event and their affiliated networking receptions.
- ❖ President Gonzalez reminded everyone to continue to submit their Board Reports for the monthly call and to let him know of any MMASC Swag that we could add to the inventory.

- ❖ President Gonzalez included a status update on Corporate Partnerships in his report and asked that the Board let him know of other potential Partners.
- ❖ President Gonzalez will be representing MMASC at the League of California Cities City Manager Conference in San Diego (February) and informed that Board that Vice President Murguia would be representing MMASC at the ICMA West Coast Regional Conference in March so that he can attend Winter Forum.

#### **5. VICE PRESIDENT'S REPORT**

- ❖ Vice President Murguia discussed the current efforts being made for Annual Conference. He and Co-Chair Lori Karaguezian are looking for more people to serve on the Communications & Marketing committee and informed the Board that the Special Events Committee will fall under the Facilities & Logistics Committee this year rather than being on its own.

#### **6. DIRECTOR OF COMMUNICATIONS/SECRETARY'S REPORT**

- ❖ Director of Communications/Secretary Nelson gave everyone an update on the new full board call schedule.
- ❖ Director of Communications/Secretary Nelson reminded everyone that WHW content should be sent to her the Friday before inclusion in the newsletter. She reminded everyone to post their save the dates and event flyers to the website calendar so she can embed the registration links in the newsletter.
- ❖ Director of Communications/Secretary Nelson also reminded everyone that WebEx is available for their use should they want to schedule Regional Board.
- ❖ Director of Communications/Secretary Nelson informed the Board that the Executive Board began advertising for a Social Media Coordinator to assist with the development of a more robust social media presence in 2019. This volunteer position will serve in an Ex-Officio capacity, report to Director of Communications/Secretary Nelson, and will ensure that MMASC has a single voice across all social media platforms.
- ❖ Director of Communications/Secretary Nelson provided an update on Winter Forum, stating that early bird registration opened today, that the full program was available on the website, and that Region 5 had volunteered to co-host the networking reception. She informed the Board that the only expense was food and beverage which would include a vegetarian option.
- ❖ Director of Communications/Secretary Nelson asked the Board to approve the allocation of \$1 from each Winter Forum registration to OneTreePlanted to assist with California Wildfire Reforestation. \$1 goes towards planting 1 tree in these areas. This would result in a maximum contribution of \$150. Director of Communications/Secretary Nelson abstained from the vote, Regions 2 and 4 were not present, and all other participants unanimously approved the donation. Region 6 Representative Kespradit stated they are working with the City of Malibu to organize a volunteer activity for a similar purpose.

#### **7. DIRECTOR OF FINANCE/TREASURER'S REPORT**

- ❖ Director of Finance/Treasurer Hallet Hinton stated that 2018 ended with \$59,824.30 in checking and \$65,258.30 in savings.
- ❖ Director of Finance/Treasurer Hallet Hinton informed the Board that the Bylaws required the new budget (attached to his report for reference) to be approved no later than January 31, 2019.

- ❖ Director of Finance/Treasurer Hallet Hinton reviewed some of the changes, specifically the \$2300 in Scholarships which breaks down to (1) \$1,500 ICMA Scholarship and (2) \$400 Scholarships to attend our Annual Conference.
- ❖ Director of Finance/Treasurer Hallet Hinton stated that the proposed budget requests a \$5,000 transfer from checking to savings. Per Vice President Murguia, a \$5,000 transfer had also been approved with the 2018 budget but had never been completed. Discussion ensued regarding an immediate \$5,000 transfer in compliance with the 2018 budget and the approval of an additional \$5,000 transfer to be completed at the end of 2019. Regions 2 and 4 did not have representation on the call, but the budget was approved unanimously by all other parties. The approved budget will be posted to the website.
- ❖ Director of Finance/Treasurer Hallet Hinton stated that he and Director of Membership Samario are still working to secure a venue for Women's Leadership Summit.

#### **8. DIRECTOR OF PROGRAMMING'S REPORT**

- ❖ Director of Programming Martinez announced Board resignations and welcomed our new board members. She encouraged everyone to attend the upcoming Board Orientation on February 9 at Ontario City Hall from 10:00 a.m. to 3:00 p.m. An agenda is forthcoming.
- ❖ Director of Programming Martinez stated that some Regions had yet to designate a Chair and asked that they do so.
- ❖ Director of Programming Martinez gave an update on Summer Session, stating that she and Co-Chair Stephanie Boyce were looking for Committee Volunteers, working to finalize a date with the City of Fullerton, and secure Frank Benest for the CGL session. She informed the Board that the event would take place in August and that the City of Fullerton had agreed to waive use fees if we used their Library of Community Center.
- ❖ Director of Programming Martinez informed the Board that the Cal-ICMA Ethics Committee met on Monday and are looking for nominations for the Ethical Hero Award (open year-round). An ethics training event will be hosted at the League event in San Diego on February 14.

#### **9. DIRECTOR OF MEMBERSHIP SERVICES' REPORT**

- ❖ Director of Membership Services Samario stated that as of January 2, we have 803 active members. Only 8 full members, 1 student member and 3 business members didn't renew.
- ❖ Director of Membership Services Samario informed the Board that her big push for the year is to continue the work from 2018 and brainstorm ways to convert lapsed members back to active members; she will be contacting the Regional Boards to get their input on how to accomplish this.
- ❖ Director of Membership Services Samario informed the Board that, when ppl renew or join for the first time, she is sending them a welcome email to connect them to their regions; this helps guide their participation.

#### **10. IMMEDIATE PAST PRESIDENT'S REPORT**

- ❖ Immediate Past President Garcia stated that she is continuing to serve in an advisory capacity and to reach out if she can help with anything.

## **II. REGION CHAIR REPORTS**

### **A. CENTRAL COAST (REGION 1)**

- ❖ Region Representative Cervantes stated they are planning their second annual Women's Event for February 27. They are working to get the event on the website calendar and have sent the invitation to their neighbors in Region 2.

### **B. CHANNEL ISLANDS (REGION 2)**

- ❖ None.

### **C. DESERT (REGION 3)**

- ❖ Region Representative McWey stated he is working with Director of Programming Martinez and Director of Communications Nelson who sent him information about past events and ideas for the Region to help get him started. Director of Communications Nelson stated she may have someone who may be interested in joining again and coming back to the Board to assist with Regional events and membership efforts.

### **D. INLAND EMPIRE (REGION 4)**

- ❖ None.

### **E. NORTH LOS ANGELES COUNTY (REGION 5)**

- ❖ Region Representative Shakarian stated that Region 5 held their Holiday Mixer on December 12 with approximately 15 attendees. She stated that it ended up being trivia night which made the event a lot of fun. They are currently working on finalizing plans for co-hosting the Winter Forum Networking Reception.

### **F. SOUTH LOS ANGELES COUNTY (REGION 6)**

- ❖ Region 6 Representative Kespradit stated that Region 6 has a few events in the pipeline, including a Culver City lunch and learn in partnership with the Culver City Management Group, a Gateway CM breakfast collaboration, and an emergency preparedness event with the Long Beach EOC and Port of Long Beach.

### **G. ORANGE COUNTY (REGION 7)**

- ❖ Region Co-Chair Johnston stated that Region 7 held their first Board call yesterday to get planning underway for 2019 events. They want events that interest and engage their membership and are therefore working on launching a survey to get member input.
- ❖ Region Co-Chair Johnston said they are finalizing a date for their first event: a meet and greet with members and Board; still working to finalize a date; they are also planning their annual lunch and learn signature event with OCCMA for October.

**H. SAN DIEGO COUNTY (REGION 8)**

- ❖ Region Co-Chair Daniels informed the Board that Region 8 had their first call last Wednesday to discuss the first event of the year, an Exec Brunch with district CMs. They are reaching out to local CMs and focusing on cities where they have lower membership. The event will be March 28 or April 3 at the new Del Mar City Hall from 9-11:30 a.m.
- ❖ Region Co-Chair Daniels also stated that they are working on 3 additional events: a brewery bus tour on April 18; their annual Padres game on August 10; and an October lunch and learn.

**12. LEAGUE OF CALIFORNIA CITIES / ICMA / ILG / MMANC REPRESENTATIVE REPORT**

- ❖ ICMA Representative Dave Mora suggested NC and SC work together to sit down with Marc Ott while in Reno for the West Coast Regional Conference. President Gonzalez said he will work with Vice President Murguia and MMANC President Hansen to schedule that meeting.
- ❖ MMANC President Hansen stated that their new Board has 33 members this year and that they will be kicking off 2019 next Friday with a retreat. She informed the Board that MMANC just approved a 5-year strategic plan focused on 3 areas: events & programming, professional development & governance of the org. One of their goals for the professional development component is to establish the CGL program as the premier professional development program for growing government leaders in California. They are also working to expand membership into regions with less access. Their Winter Forum is scheduled in Stockton for February 21 and will focus on project management and maximizing potential. Their Women's Leadership Summit will likely be in March or April, and they are still developing ideas for their Summer Symposium.

**13. EXECUTIVE DIRECTOR'S REPORT**

- ❖ Executive Director Kilkenny asked that the new Board members let him know if they have any trouble posting items to the website, calendar, etc.

**14. UNFINISHED BUSINESS**

- ❖ None.

**15. NEW BUSINESS**

- ❖ None.

**16. ANNOUNCEMENTS / GOOD OF THE ORDER**

- ❖ None.

**17. ADJOURNMENT**

- ❖ President Gonzalez adjourned the Board of Directors Meeting at 9:56 AM.

**VOTE TALLY**

<b>Budget Approval</b>	
Representative/ Region	Vote
President	Yes
Vice President	Yes
Communications	Yes
Treasurer	Yes
Programming	Yes
Membership	Yes
IPP	Yes
Region 1	Yes
Region 2	Absent
Region 3	Yes
Region 4	Absent
Region 5	Yes
Region 6	Yes
Region 7	Yes
Region 8	Yes

<b>OneTreePlanted Donation</b>	
Representative/ Region	Vote
President	Yes
Vice President	Yes
Communications	Abstain
Treasurer	Yes
Programming	Yes
Membership	Yes
IPP	Yes
Region 1	Yes
Region 2	Absent
Region 3	Yes
Region 4	Absent
Region 5	Yes
Region 6	Yes
Region 7	Yes
Region 8	Yes