



Board of Directors Meeting
MINUTES
January 21, 2021

Conference Call Phone: (916) 234-5662
www.uberconference.com/mmasc

**MISSION
STATEMENT**

MMASC's mission is to serve as a catalyst for public service excellence through the professional development of the leaders who serve our Southern California communities. We provide a forum for local government professionals to establish meaningful connections, exchange resources and stimulate innovation.

1. CALL TO ORDER

- ❖ President Spiegel called the January 21, 2021 meeting to order at 1:02 p.m.

2. ROLL CALL

- ✓ President, Tanya Spiegel
- ✓ Vice President, Paolo Kespradit
- ✓ Director of Communications/Secretary, Dominique Samario
- ✓ Director of Finance/Treasurer, Greg Kwolek
- ✓ Director of Membership Services, Louie Lacasella
- ✓ Region 2 Co-Chairs, PJ Gagajena, Katrina Maksimuk & Jonathan Royas
- ✓ Region 4 Co-Chair, Nicole Cuadras
- ✓ Region 5 Co-Chair, Alfa Lopez
- ✓ Region 6 Co-Chairs, Arcia Hester, Ani Keshishian & Dia Turner
- ✓ Region 8 Co-Chair, David Richards
- ✓ MMANC Representative, Monica Davis
- ✓ Executive Director, Kevin Kilkenny

Not present:

Director of Programming (excused)

Region 1 (excused)

Region 3

Immediate Past President

League of California Cities Representative

ICMA Representatives

Institute for Local Government Representative

3. APPROVAL OF MINUTES

- ❖ Region 7 Board Member Joseph Cisneros motioned to approve; Vice President Kespradit seconded; motion was unanimously approved.
- ❖ December 17, 2020 Minutes: Director of Finance Kwolek moved to approve, Board Member Maksimuk seconded;unanimously approved.

4. PRESIDENT'S REPORT

- ❖ President Spiegel provided reports on the following information:
- ❖ 2021 Executive Board Virtual Retreat: The 2021 Executive Board held its Virtual Retreat this past Saturday (January 16). The Executive Board discussed some overarching goals as well as workplans and programming for 2021.
2021 Signature Events: MMASC has four Signature Events that we host each year: Govapalooza/Winter Forum, Women’s Leadership Summit, Summer Session and Annual Conference. If you are interested in serving on one of the Signature Event Planning Committees, please email me at president@mmasc.org.
- ❖ Corporate Partner Update: Invoices for 2020 Corporate Partners were sent out for their 2021 renewal. Given the circumstances of 2020, the Executive Board agreed that if a Corporate Partner would renew for 2021, they would receive a 10% discount. I would like to thank Immediate Past President Izzy Murguia for assisting with the communications with all of our Corporate Partners. Below is a list of those that have confirmed their commitment for 2021:
 - Best Best & Krieger, LLP
 - California Consulting, Inc.
 - California JPIA
 - CPS HR Consulting
 - HdL Companies
 - Keenan & Associates
 - Liebert Cassidy Whitmore
 - NBS
 - Southern California Edison
 - Stifel
 - Tripepi Smith
 - Willdan
- ❖ MMASC has a new Corporate Partner, Cerrell. Thank you to Corporate Partner California Consulting, Inc. for referring Cerrell to MMASC.
If anyone knows of any additional Corporate Partners that would be interested in supporting MMASC, please let me know so we can reach out to them as soon as possible.
- ❖ Affiliate Partner Update: We are proud to continue our Partnership with our Affiliate Partners. Below is information of upcoming events and programs being offered by some of our Affiliate Partners:
 - ICMA has released the 2021 Coaching Program Webinars schedule. The six sessions are posted on the MMASC online calendar.
 - ICMA West Coast Regional Conference will be held virtually March 25-26, 2021.
 - League of California Cities 2021 City Managers Conference will be held virtually February 1, 3 and 5.
 - MMASC is a proud sponsor of the USC City/County Management Fellowship (CMF) Spring Roundtable Series. The first Roundtable will be held on Monday, January 25. The topic for this one is “General Elections Impact on Local Government”. Event information can be found here: <https://bit.ly/2XMoOQu>

5. VICE PRESIDENT’S REPORT

- ❖ Vice President Kespradit provided a report with updates on the 2021 Annual Conference. Planning for the 2021 Annual Conference is already on its way. Director of Communications Samario will co-chair the Annual Conference with Vice President Kespradit.
- ❖ Chairs for the Annual Conference Planning Committee will be announced at a future Board of Directors Meeting.
- ❖ At the December 2020 Board of Directors meeting, the Board of Directors authorized the Vice President to cancel the 2021 contract with Westin Mission Hills for the Annual Conference. In discussions with the MMASC's conference meeting planner, hotels are unwilling to cancel future contracts using the force majeure clause due to COVID-19 as the vaccine distribution has already rolled out. However, deferment to a future year is a possibility. An updated status will be presented at a future Board of Directors Meeting.

6. DIRECTOR OF COMMUNICATIONS/SECRETARY'S REPORT

- ❖ Director of Communications/Secretary Samario encouraged board members to reach out to her directly if anyone has items or ideas the weekly What's Happening Wednesday emails. Those who have content or concepts can email secretary@mmasc.org.
- ❖ Samario also provided an update on the Communications and Marketing Committee and her meeting with committee member Jonathan Royas. They are working to create a social media outreach schedule, which will include sharing partner content at least once per month.

7. DIRECTOR OF FINANCE/TREASURER'S REPORT

- ❖ Director of Finance Kwolek shared the following information. As of January 18, 2020, the MMASC accounts had the following balances:
Checking: \$60,575
Savings (reserve): \$80,290
- ❖ The transition of account access from former Director of Finance Samario to current Director of Finance Kwolek is complete. All invoices, reimbursement requests, and other finance related inquiries should now be forwarded to Greg Kwolek.
- ❖ 2021 Proposed Budget: The attached 2021 Proposed Budget reflects conservative revenue projections due to the pandemic's financial impacts to municipal budgets across the region. Nevertheless, the budget allows for modest expenditures that will enable MMASC to continue providing exciting and dynamic programming for our members.
- ❖ Vice President Kespradit motioned to approve the proposed 2021 budget; Director of Membership Lacasella seconded; unanimously approved.

8. DIRECTOR OF PROGRAMMING'S REPORT

- ❖ Director of Programming Albrecht provided the following information that was shared by President Spiegel:
- ❖ Regional Board Reappointments: An email was sent out earlier in the month to confirm Regional Board Membership for this year. The majority of Board Members will be returning. If Board Members have not yet done so, please remember to submit the signed Letter of Commitment by January 29, 2021. There are three new potential Board Members that will be sent to the regions for their consideration. We will continue to recruit for Board service for those regions in need of

new members. Board Orientation 2021: The Regional Board Orientation will be held on February 6 from 9:00 a.m. – 12:00 p.m. An invitation will be sent out this week. Looking forward to connecting with the Boards in support of a great year.

9. DIRECTOR OF MEMBERSHIP SERVICES' REPORT

- ❖ Director of Membership Services Lacasella shared the following information
- ❖ Membership Update: As of December 31, 2019, there was a total of 738 members. Last month, December, 4 new members joined, and 64 memberships expired. University Outreach: University Outreach committee has been formed and will be meeting soon. Members include: Louie Lacasella, City of Murrieta; Maggie Le, City of Fountain Valley; Victoria Rocha, City of Duarte; and Alfa Lopez, City of Diamond Bar.

10. IMMEDIATE PAST PRESIDENT'S REPORT

Immediate Past President Murguia did not provide a report, but the Board of Directors did wish him a happy birthday.

11. REGION CHAIR REPORTS

- ❖ **CENTRAL COAST (REGION 1)**
 - i. None.
- ❖ **CHANNEL ISLANDS (REGION 2)**
 - i. Board Member Maksimuk provided a report about Region 2's activity, including a recap of their December 2020 event.
 - ii. Their next virtual event is a partnership event with Region 1 later this spring on April 2, 2021.
- ❖ **DESERT (REGION 3)**
 - i. None.
- ❖ **INLAND EMPIRE (REGION 4)**
 - i. Board Member Cuadras provided a report about Region 4's activity. They will be meeting that evening to plan the 2021 year of programming. They will work in membership report updates into their efforts for the year.
- ❖ **NORTH LOS ANGELES COUNTY (REGION 5)**
 - i. Board Member Lopez shared that Region 5's board met earlier in the week to plan for the year ahead.
 - ii. Region 5 has been approached by the San Gabriel Valley City Manager's Association to plan their key annual event for the region. They are working to transition this event into a virtual platform.
- ❖ **SOUTH LOS ANGELES COUNTY (REGION 6)**
 - i. None.
- ❖ **ORANGE COUNTY (REGION 7)**
 - i. Board member Cisneros provided a report about Region 7's activity.
 - ii. Region 7 Board met during the prior week to discuss the 2021 MMASC calendar and began planning regional events for the year.
 - iii. The Board is in the process of planning its first regional event for late March/early April. The event will be held virtually via Zoom featuring a presentation on public

speaking and audience engagement in the new virtual meeting world. More information will be made available as the Board finalizes the details.

- iv. Following the Winter Forum (March 1-5), the Board will be surveying Region 7 members on events, activities, and/or programs the membership would like to see in 2021 and beyond.
- v. Other events the Board is planning include the Fiscal New Year Social in July and Region 7's signature event with the Orange County City Managers Association (OCCMA), typically held in October. The board is optimistic in-person meetings will be an option by then but is also planning contingency events that would involve a virtual trivia/game night and/or a virtual City Manager panel. The Board is open to other options and is seeking input from the Executive Board and other Regions for other events and topics.

❖ **SAN DIEGO COUNTY (REGION 8)**

- i. Board Member Richards provided a report about Region 8's activity.
- ii. Their first virtual event will be held in April and will have a risk management focus.
- iii. They are also planning a book club to begin in March with raffle prizes of book giveaways.
- iv. They are thinking ahead to a summer virtual session in partnership with Bob Murray and Associates.
- v. They are planning to attend a San Diego Padres game when possible.
- vi. They are also looking at an in-person tour of a new regional anaerobic digestion system when it is safe and possible to do so.

12. EXECUTIVE DIRECTOR'S REPORT

- ❖ Executive Director Kilkenny to region co-chairs to provide Mr. Kilkenny details about their event details as soon as possible so he can update the website accordingly.

13. LEAGUE OF CALIFORNIA CITIES / ICMA / ILG / MMANC REPRESENTATIVE REPORTS

MMANC President Davis shared that she looks forward to collaborating with MMASC when possible.

MMANC will be holding their retreat at the end of January and they may have partnership opportunities to explore after that meeting.

14. UNFINISHED BUSINESS

None.

15. NEW BUSINESS

None.

16. ANNOUNCEMENTS / GOOD OF THE ORDER

None.

17. ADJOURNMENT

The board meeting was adjourned at 1:43 p.m.