



**Board of Directors Meeting**  
**MINUTES**  
June 19, 2019

**1. CALL TO ORDER**

- ❖ Vice President Murguia called the Board of Directors Meeting to order at 9:04 AM.

**2. ROLL CALL**

- ✓ Vice President, Izzy Murguia
- ✓ Director of Communications/Secretary, Kristen Nelson
- ✓ Director of Finance/Treasurer, Ryan Hallett Hinton
- ✓ Director of Programming, Monica I. Martinez
- ✓ Immediate Past President, Ashley Garcia
- ✓ Region One Representative, Norma Cervantes
- ✓ Region Three Representative, Adam McWey
- ✓ Region Four Representative, Charles Berglund
- ✓ Region Five Representative, Julio Donayre
- ✓ Region Six Representative, Dia Turner
- ✓ Region Seven Representative, Joseph Cisneros
- ✓ Region Eight Representatives, Stephanie Boyce & Sylvia Solis Daniels
- ✓ ICMA Representative, Dave Mora
- ✓ Executive Director, Kevin Kilkenny

Absent:

President, Nicholas Gonzalez  
Director of Membership Services, Dominique Samario  
Region Two Representative  
Institute for Local Government Representative, Melissa Kuehne  
League of California Cities Representative, Meghan McKelvey  
MMANC Representative, Carla Hansen

**3. APPROVAL OF MINUTES**

- ❖ Vice President Murguia presented the minutes from the Board of Directors Meeting on Wednesday, May 15. Motioned by Director of Programming Martinez, Seconded by Region 6 Representative Turner. The Board of Directors unanimously approved the minutes.

**4. PRESIDENT'S REPORT**

- ❖ Vice President Murguia gave President Gonzalez' report on his behalf while he is in Newport for the League CM Department Meeting.
- ❖ President Gonzalez travelled to Sacramento to participate in ILG's board meeting where they discussed new strategic planning and the future of ILG with their new Executive Director.

President Gonzalez reminded them to have someone join our full board calls or provide written materials/ communication to our membership

- ❖ President Gonzalez had a call with ICMA staff where they discussed their analysis of our membership list against theirs and decided to run a membership campaign whereby ICMA will send notification to their members to encourage them to also become members of MMASC. They will include copies of our membership brochure and will cover all costs associated with this effort.
- ❖ President Gonzalez mentioned ICMA's new Coach Connect Program and provided a link to more information in his Report.
- ❖ President Gonzalez informed the Board that the National Consortium for Creative Placemaking is holding a leadership summit on June 20-22 in LA. They asked for a sponsorship which would include promotion of the event with no monetary exchange. They are providing one complimentary registration, so he asked that we let him know if we are interested in attending on behalf of MMASC.
- ❖ President Gonzalez reiterated his expectation that the Executive Board be present at Signature Events and to notify him if we are unable to attend.
- ❖ President Gonzalez, Vice President Murguia, and Director of Communications Nelson conducted hotel site visits in San Diego. Vice President Murguia presented the Hotel Site Tour Team's recommendation to the Board and called for a vote to approve President Gonzalez' authorization to proceed with signing the contract for the Hyatt Regency La Jolla as the MMASC Annual Conference 2020 hotel site (Oct 27-30, 2020). The Board unanimously approved negotiation and execution of the contract. The vote tally is available at the end of the minutes.

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

- ❖ Vice President Murguia provided an update on Annual Conference, stating that the Programming Committee had reviewed over 70 proposals and hopes to have their selections completed this week. They hope to begin distributing program information in July. Early Bird Registration is now open and expires August 12. He reminded everyone to make their hotel room reservations at the same time as they register.
- ❖ Vice President Murguia attended ICMA's Brownfield Local Planning Committee Conference on Monday. ICMA partners with the EPA to put on this event which will take place December 11-13 in LA. He is serving on the Marketing & Outreach Committee and has been asked that MMASC help promote the event by pushing materials to our membership.
- ❖ One CGL course was submitted and approved since our last call.

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

- ❖ Director of Communications/Secretary Nelson briefed everyone on the issue with MailChimp changing their subscriber process resulting in a delay in the What's Happening Wednesday newsletter and Annual Conference Digest. She thanked the Annual Conference team for their patience and advised that MailChimp is back up and running.
- ❖ Director of Communications/Secretary Nelson informed the Board that they would officially be moving away from WebEx to UberConference for our conferencing needs. She is working on setup, troubleshooting, and scheduling and will keep everyone in the loop as the transition occurs.

- ❖ Director of Communications Nelson stated that, in line with one of her goals for the position, she had finished uploading all Board of Directors minutes to the archive, all of which are available to the public on the website. She stated that she does not have minutes from 2016 or 2017 but asked for the Board to send them her way if they had copies. Director of Communications Nelson reminded the Board that Executive Board meetings were not public and that, while the agendas and minutes are in the website system as an archive, they do not appear on the website for viewing.
- ❖ Director of Communications Nelson stated that, in line with one of her goals for the position, she put together a banner for the website containing images from Region events. She believes this will add a more human touch to the otherwise infrastructure-themed imagery used on the site and received Executive Board approval to have it posted on the website. When clicked, it takes a user to the main regional web page which outlines the Regional Map. She asked that the Board continue to post their event photos to BaseCamp so the banner can continue to be updated with fresh photos.
- ❖ Director of Communications Nelson reminded everyone to check their Board Reports for accuracy before submitting for the agenda to help save time on editing.

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

- ❖ Director of Finance/Treasurer Hallett Hinton included a Statement of Activity through May 31, 2019 as part of his report and shared that the checking account contained \$85,626.77 and \$70,266.95 in savings.
- ❖ Federal and State taxes have been submitted and a copy of the Federal return has been posted to the website per our Bylaws.
- ❖ Director of Finance/Treasurer Hallett Hinton informed the Board that a spreadsheet documenting each Regional Board's event fund balance was distributed via email to each Region and that anyone with questions can reach out to him for more information.
- ❖ Director of Finance/Treasurer Hallett Hinton provided a debrief on Women's Leadership Summit held last week, thanking those who attended and assisted, most especially Dominique. There were 180+ attendees with 75-100 staying to attend the networking event held after the program. They have received positive feedback on all aspects of the event and were informed that Women Leading Government (WLG) is interested in co-hosting again in 2020.
- ❖ Director of Finance/Treasurer Hallett Hinton congratulated Dominique on her new baby.

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

- ❖ Director of Programming Martinez welcomed Joseph Cisneros as a new Region 7 Board representative.
- ❖ Director of Programming Martinez is working on finalizing the agenda for the Mid-Year Meeting and reminded everyone that it would be hosted on Saturday, July 20 at Ontario City Hall.
- ❖ Director of Programming Martinez gave a brief update on Summer Session, reminding everyone that it is being hosted at the Fullerton Community Center on Thursday, August 8 with the theme: Engage, Educate, Empower. She introduced her Co-Chairs Stephanie Boyce and Matt Hickey; they conducted a site tour and are handling the last of the logistics and catering schedule. They are looking for moderators and registration table volunteers.
- ❖ Director of Programming Martinez sits on the Cal-ICMA Ethics subcommittee which is working to secure a presenter or panel on ethics for the 2020 League Conference. She attended Region 6's recent event on ethics to get more information to assist with their proposal.
- ❖ Director of Programming Martinez stated that the Cal-ICMA Student Chapter & Outreach group met a few weeks ago and that she was tasked with contacting the three existing groups at

Pepperdine, La Verne, and USC about helping develop additional student chapters. Pepperdine was interested, La Verne spoke highly of MMASC, and no response was received from USC. They will host another meeting in a few weeks.

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

- ❖ Vice President Murguia gave Director of Membership Services Samario's report on her behalf, stating that membership stands at approximately 819 with updated numbers being run soon.

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

- ❖ Immediate Past President Garcia is working with Region 1 to help schedule a networking even tin July as she continues to get settled in the Central Coast.

**11. REGION CHAIR REPORTS**

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

- ❖ Representative Cervantes stated that Region 1 is working to host a summer event in North County; they had scheduled a summer event but are postponing it until the Fall due to scheduling conflicts.
- ❖ Representative Cervantes informed the Board that Region 1 is working on their signature Dress for Success and CM Luncheon events for later in the year.

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

- ❖ None.

**C. DESERT (REGION 3)**

- ❖ Representative McWey announced Regional Board interest from PJ Gagajena from the City of Indio. PJ has not been a member for a whole year, so the Executive Board needs to vote to waive the year requirement for him to become an official Board member.
- ❖ Representative McWey stated that the recent Lunch and Learn in Indio was very successful. The City provided lunch to approximately 20 individuals. Their City manager mark Scott introduced MMASC, gave his endorsement of the organization, and encouraged his staff to join.
- ❖ Representative McWey shared that while there was nothing currently on the calendar, he and Director of Communications Nelson are scheduled to meet the program coordinator at Rancho Mirage's Observatory tomorrow in the hopes of planning an event at their facility.

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

- ❖ Representative Berglund informed the Board that Region 4 is working on an October 10 speed networking event. They are working to secure City Managers to do a panel discussion with Q&A. They plan to meet soon to discuss event dates and are looking to host events related to student outreach and lunch and learns with a possible presentation with ESRI in Rancho Cucamonga.

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

- ❖ Representative Donayre announced the Region's plans for an event at the end of August in Alhambra which will include a panel discussion focused on recent development in the city.

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

- ❖ Representative Turner gave an update about numerous Regional Board efforts, including an update on their recent lunch and learn which was hosted Thursday, May 23 with 21 in attendance. The networking session at the end of the event included updates on future regional events and explained how members could get more involved with the Region.
- ❖ Representative Turner shared that the Gateway City Managers event on June 13 was also a success with a Q&A and discussion on work-life balance receiving a lot of compliments from attendees. The Gateway City Managers are interested in collaborating with the Region to host an event focused on encouraging women to become City Managers; a conference call is scheduled for August to go over the details. Their next meeting will be a breakfast in June in La Mirada where they hope to have a longer session focused on succession planning.
- ❖ Representative Turner informed the Board that they are looking to reschedule their April Dress for Success event and are working to schedule the Long Beach EOC Tour for August or September. The Long Beach City Manager has also mentioned an interest in our membership touring their new City Hall.

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

- ❖ Representative Cisneros invited everyone to the upcoming July 3 new fiscal year event.

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

- ❖ Region Co-Chair Solis Daniels stated that the Region is in the process of planning a no-host mixer and that promotion is ongoing for their September Padres event. Tickets are \$40 and include your full meal, drinks, and seating in a reserved area. One sponsor is confirmed, and the Region is working on adding additional sponsors. They are also discussing options for their final event of the year, a professional development luncheon which will cover topics such as homelessness, marijuana, or environmental initiatives. This event is tentatively scheduled for Thursday, October 17.
- ❖ Region Co-Chair Solis Daniels informed the Board that the Region is working on options for Annual Conference raffle items, including Legoland, Hornblower Cruises, the Botanical Gardens, etc.

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

- ❖ ICMA Representative Dave Mora ICMA announced that registration for the ICMA Annual Conference in Nashville is opening next week and that affiliates receive a \$300 discount from the regular registration pricing. He reminded the Board that numerous scholarship opportunities are available through the Cal-ICMA website.

**13. EXECUTIVE DIRECTOR'S REPORT**

- ❖ Executive Director Kilkenny reminded the Board that his offices are closed July 4 and 5 and will reopen the following Monday.

**14. UNFINISHED BUSINESS**

- ❖ None.

**15. NEW BUSINESS**

- ❖ None.

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

- ❖ None.

**17. ADJOURNMENT**

- ❖ Vice President Murguia adjourned the Board of Directors Meeting at 10:01 AM.

**VOTE TALLY**

<b>AC 2020 Site Selection: Hyatt La Jolla</b>	
<b>Representative/ Region</b>	<b>Vote</b>
President	Absent for Vote
Vice President	Yes
Communications	Yes
Treasurer	Yes
Programming	Yes
Membership	Absent for Vote
IPP	Yes
Region 1	Yes
Region 2	Absent for Vote
Region 3	Yes
Region 4	Yes
Region 5	Yes
Region 6	Yes
Region 7	Absent for Vote
Region 8	Yes