



CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION

605 W. HERNDON AVENUE, SUITE 800-86 ~ CLOVIS, CA 93612-0193

Attendees: Jeff Cummings, Corine Doughty, Kim Schenk, Debra Mann, Joyce Johnson, Sid Burks, Lucia Robles, Beth Pratt, Mollie Smith, Fernando Gonzalez, Salvador Vargas, Jonathan Lightman, Julius Sokenu, Rich Mabery, Kit O'Dority

Conference Call: Wheeler North,

BOARD MEETING AGENDA - Sacramento

Objectives:

Upon completion of today's meeting the CCCAOE Board will:

1. Identify Executive Director priorities that allow CCCAOE to grow and expand while maintaining continuity to our membership.
2. Re-evaluate the mission of CCCAOE and revise accordingly
3. Learn to develop and run effective board meetings and agendas
4. Discuss unfinished conference business
5. Identify individuals responsible for "closing the loop" on action items

ADMINISTRATION

Action Items:

- A. MSP: October 2013 Board Minutes
- B. Corine to work with Mark Alcorn on benefits/costs/considerations of becoming a 501C6

UPDATE AS OF JANUARY 20, 2014 MARK ALCORN 501C6 STATUS

Yes, that makes a pretty big difference. The question is, do you really need a c-6? You wanted a c-3 for some specific reasons, but you have it already. If so, is there a need for a c-6? Assuming so, the process is much easier than for a c-3. This is the quote I provided earlier, but with less money involved:

A rough summary of the process and fees for establishing a new charitable (501(c)(6) tax exempt) entity is as follows:

Incorporation/Filing Fees payable to the

Secretary of State	\$50.00
IRS Form 1023 Filing Fee	\$850.00

FTB Form 3500A Filing Fee	\$25.00
Statement of Officers, Employer Identification Number, and Other Filings	\$50.00
TOTAL ANTICIPATED COSTS	\$975.00

Incorporation, draft articles of incorporation, bylaws, obtain EIN, prepare initial meeting minutes, register with the Attorney General's Registry of Charitable Trusts, respond to questions from client, and prepare and file state and federal tax exemptions ion applications.

\$2,500.00

TOTAL ANTICIPATED COSTS AND FEES	\$3,475.00
---	-------------------

Notes:

1. Fees do not include time for out of town travel, travel expenses, and most membership meetings.
2. Cooperation of client is anticipated. Without client cooperation, additional fees may be incurred.

Procedural Steps:

1. Agree on purpose, who will coordinate, source of initial funds, and similar matters. A full business plan is helpful.
2. Draft articles of incorporation, approve. Check name availability.
3. File articles of incorporation with California Secretary of State.
4. Apply for employer identification number from IRS.
5. Draft Bylaws
6. Hold first board of directors meeting; begin operations
7. Prepare work plans; possible strategic planning
8. Prepare federal tax exemption application (anticipate 12-18 months for approval)
9. Prepare state tax exemption application (anticipate 2-4 months for approval)
10. File federal and state tax exemption applications.

- C. Executive Director Position – Membership needs to determine the following by the next conference call:

- **Timeline – next conference call date???**

1. Develop a job description that includes:
2. CCCAOE Organizational Priorities

Professional Dev *****	Policy ***	Partnership **	Communication ****	Administration *****	Income Generation *
Conference Planning	Legislative visits	Advisory boards	Listserv	Meetings	Membership
Leadership academy	Advocacy	Liaison to consortia	White papers	Minutes	Grant writing
Training	Policy & Legislative change		Disseminate research	Budget	Sponsorships
Conference implementation			Website	Administration For conference	
			Communicate to field	Leadership development	
			Social media	Strategic planning	
			External voice	Conference planning	
				Taxes	
				Payroll	

- a. What outcomes results do we want from the ED - Organization
 - b. What characteristics do we want? - Organization
 - c. Include a non-compete clause – Jonathan/Mark Alcorn
3. Review the CCCAOE budget – Beth, Jeff
 4. Review NCWE's budget for comparison – Corine to assist
- D. Event Insurance Quotes: Beth Pratt or Fernando Gonzalez – Seek quotes from other insurance agencies on “event insurance” in case of conference loss or unforeseen circumstances.
ASAE – Association Business Insurance Solutions – AON – 800-432-7465; Info@asae-aon.com or contact National Executive Directors Association
- E. Send Letter to the membership regarding our 501C3 status. Working with the CPA regarding status. Rich, Beth, Jeff and Jonathan craft a letter for review to the Executive Membership with the attorney's signature.
- F. Beth Pratt will establish a conference call with the Executive Committee and CPA to discuss full scope of 501C3 status
- G. Rich to follow up with Freescale Semiconductor, Inc – manufacturer for the conference 800-521-6274
- H. Rich to follow up with the Community College Foundation and the CA Association for Career Technical Education – Diane Walker – dwalker@avhsd.org.
- a. Board agreed to reduce their exhibitor fee by 50%.

Conference Logistics

Thursday Keynote = Brice Harris * SB1070 Plenary Session remains in the ballroom * Regional Consortia meetings after the plenary session

Thursday Evening Logistics:

Corine to work with – Sid Burks and Kim Schenk to facilitate Perkins Forum – solicit questions from the membership about Perkins and see if Michael Bruestein will facilitate the meeting.

Friday Logistics:

Breakfast * Breakout * Jonathan Panel Discussions