



BOARD OF DIRECTORS Conference Call

April 13, 2017

Phone: 888-886-3951 * Participant Pin: 783794

Minutes

8:30AM – 9:30AM

TIME	AGENDA ITEM	NOTES
N/A	Written Reports & Attachments <ul style="list-style-type: none"> • Treasure’s Report • Emma Wheaton Bio 	
8:30	Welcome & Roll Call	In Attendance: Sokenu, Johnson, Jimenez, Jennings, Jaramillo, Knutson, Kropp, Miley, Vargas, Cabral, Irwin, Fleming, Wallner, Wheaton Absent: Fritch
8:35	Chancellors Strategic planning response	Sokenu/Johnson <ul style="list-style-type: none"> • A memo from Chancellor Oakley was received asking for input. • CCCAOE sent out email including memo from Chancellor to membership yesterday, asking members for input into CCCAOE’s official response. • Deadline for submissions is 5/31/17 • Jimenez says yes, there should be a response from CCCAOE – the group agreed. • Advocacy group on Monday 4/17/17 at 5 pm will meet to discuss response
8:45	Treasures Report	Knutson <ul style="list-style-type: none"> • Doing very well, remaining solvent • Will possibly post monthly reports on a member’s only portion of website, including budget and year’s end report • Member’s only portion will hopefully be available by the time of the spring conference - hasn’t happened. • Will discuss at BOD retreat (July 27-28) how to manage funds and avoid holding large financial balances, as CCCAOE is a non-profit. Eric Ryan will attend BOD retreat to help facilitate this
9:00	Conference Update	<ul style="list-style-type: none"> • 471 registered attendees in all (speakers, 1-days, etc.) max is 550, Advocacy = 28, SWP = 57, Perkins = 39, 1st Time attendees = 50 • Need 1st time attendee event hosts – RC chairs/BOD members: Kevin Fleming, Kari Irwin, Joyce Johnson, and Tessa Miley volunteered • Sign up for Host duties – list up Monday on Google Docs again. Will send link to all registered attendees and BOD/Liaisons • Friday morning session for members, will give update and introduce new Board of Directors, discuss website and financials • Jonathan will provide financial update during this session as Kailani will not be there • Will also give out awards during Friday morning session, including recognition award • State rebranding CTE campaign: Wallner working with Fiest, VC, CCCCO on this, will present for 15 minutes on this Thursday afternoon. There will be a workshop too. • Jimenez may not attend the conference due to health concerns



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9:10	Strategic Plan Update* (2 min/area, written reports requested to executivedirector@cccae.org)	
	<ul style="list-style-type: none"> • Revenue Generation - \$31,000, 16 sponsors 	<p>Fleming</p> <ul style="list-style-type: none"> • At July retreat this needs to be a guiding question, if we're raising \$70K/annually and make \$50K on each conf. we need a plan of action. We have Erik Ryan • Annual goal is \$40,000, already at \$31,000 • Thank you to all Board members and Regional VPs • Recommending increasing goals to \$40,000 per conference instead of \$40,000 per year • Wallner proposed having a CCCAOE table at the conference to provide informational materials to attendees, BOD agrees
	<ul style="list-style-type: none"> • Organizational Structure 	<p>Julius Sokenu left meeting early, did not discuss this topic</p>
	<ul style="list-style-type: none"> • Integrated Communications <ul style="list-style-type: none"> ○ Brochure - leave behind for Leg. Day ○ Website – links protocol 	<p>Irwin Wallner</p> <ul style="list-style-type: none"> • Advocacy day 5/8, will prepare flyer with information. This will be available at the conference too. • Elizabeth will send Kari's info graphic to the website people so they can design it (and letterhead too). There will be a charge to do this. Will ask for the ability to update these materials in the future • Website links protocol – Wallner and Wheaton have been receiving emails suggesting links to put on CCCAOE website – need protocol. <ul style="list-style-type: none"> ○ Recommend Ad hoc group to discuss formal protocols for this group. ○ Salvador Vargas, Kari Irwin and Eva Jimenez volunteer for this group. ○ Can send out a monthly list of link submissions we have received and will submit this link to the group
	<ul style="list-style-type: none"> • Advocacy <ul style="list-style-type: none"> ○ Leg. Day – May 8, 2017 	<p>Jennings</p> <ul style="list-style-type: none"> • Will visit the Capitol on Leg Day May 8th, will end at 3:30-4:00 pm • Will have leave-behind materials for this and all conf. participants
<ul style="list-style-type: none"> • Professional Development <ul style="list-style-type: none"> ○ Leadership Academy ○ Fall Conference 	<p>Jimenez/Miley</p> <ul style="list-style-type: none"> • Leadership Academy: 22 registered, our goal is 50-60 <ul style="list-style-type: none"> ○ LA will be promoted during the spring conference ○ Email was sent out 3/24 ○ If BOD members need a hotel room for LA, please let Wallner know. She will make arrangements with Embassy Suites. ○ Power points have been sent out to presenters ○ Will transition PD to Miley as Jimenez steps into role as president • Fall Conference- We have started looking for keynote speakers, will discuss budget for speakers during May meeting. • Golf tournament on 10/31, day before conference, proceeds to be donated to a student organization. 	



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		<ul style="list-style-type: none"> o Tessa will not be able to attend. o Proposed golf tournament on the last day of conference instead of the day before. Conference ends at 11 am, golf that afternoon. Elizabeth to follow up.
9:20	<p>More & Better CTE grant</p> <ul style="list-style-type: none"> • Flyer • Regional Meetings scheduled – promote in your area and others! 	<p>Jimenez/Schulz</p> <ul style="list-style-type: none"> • Palomar, April 20, 1 pm - 5 pm = 17, Fritch, Kropp will attend, will register online also. • San Jose, May 4, 1 pm – 5 pm = 22, Jimenez will attend • Coastline CC, May 5, 10 am – 2 pm =, Irwin will attend • San Bernardino, May 17, 8 am – 12 pm, = Fleming will attend. • Email sent out 4/13/17 with M&B forums and forum objectives • Jimenez will work with Amy Schulz to provide talking points by April 20th to those attending. • Will have Board hospitality room during conference, will have Amy in that room during Wednesday/Thursday breakout sessions #1 and #3.
9:25	<p>Administrative Assistant –Wheaton</p>	<p>Jimenez/Knutson Emma’s email: Info@CCCAOE.org.</p>

Next Board Call:
 Board meeting on May 9th 2017, half day session starting at 10 am – 2 pm. Hotel rooms have been booked for BOD members.
 Networking at the Capitol in the rotunda during preconference – Eureka Room, Basement Rotunda, 4:30 – 5:30.
 Wallner has worked out payment problems with American Express.
 Wallner and Knutson will go to AT&T store after May 9th meeting to discuss getting business phones for EAW and ESW.

***included on all agendas, addressed as needed**

ALL Conf. Calls will use: Number: 1-913-312-3202 (or 1-888-886-3951) and Passcode: 783794