



MSA EXECUTIVE BOARD OF DIRECTORS

MINUTES

Carl Valdez, President
Gerard Batista, Vice President
Xavier Mendez, Secretary
Randy Carnahan, Treasurer

Friday, January 20, 2017

8:00 AM

Challenger Room

1. Call to Order: President **Valdez** called the meeting to order at 8:00 a.m. in the Challenger Room of the Radisson Hotel in Santa Maria, California.
 - a. Pledge of Allegiance: Vice President **Batista** led the Pledge of Allegiance.
 - b. Introductions: President **Valdez** shared that Rick **Fulmer**, former Delegate for the Greater Ventura Area Chapter, had a transition with his agency, which recently made some changes that won't allow him to serve with MSA. Delegate **Imamura** introduced Shawn **Nesgis**, 2016 Conference Committee Chair, and Mike **LaRocca** who also served on the 2016 Conference Committee.

2. Roll Call: Secretary **Mendez** took the roll.

Arizona	Lory Warren – present	Janet Martin – present
Central Coast	Bob Morgenstern - present	Randy Carnahan - present
Central Valley	Hal Berg – present	Vacant
Greater Ventura Area	Steven Cruz – present	Kevin Wilson – present
Inland Empire /Desert	Xavier Mendez - present	Ken Fischer - present
Los Angeles/Orange Area	Gerard Batista - present	Bill Ornelas – present
North Central Valley	Adin Selby - present	Lyle Waite - present
Redwood Empire	Gary Dogali - absent	Vacant
San Diego Area	Rudy Cancio - present	Tony Ulloa - present
San Francisco Bay Area	Tsutomu Imamura - present	Carl Valdez - present
Vendor Rep. / North	Joe Fouret - absent	Carol Dennis - absent
Vendor Rep. / Central	Gary Lewis - present	Gavin Singleton - absent
Vendor Rep. / South	Ben Howseman - absent	Vacant
Maintainer Reps.	Mike Brooks - present	Bill Copeland - present
Financial/Website Asst.	Jerry Dankbar - present	
Administrative Asst.	Susie Evans - present	

- a. Approval of Minutes: **Motion by Delegate Waite, seconded by Delegate Ornelas, to approve the Minutes of the September 8, 2016 General Membership meeting and September 9, 2016 Executive Board meeting as submitted. Motion carried unanimously.**
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- b. Secretary’s Report & Certificates: Secretary **Mendez** did not have anything to report or certificates to present, but will prepare a certificate for Rick **Fulmer** from the Greater Ventura Area Chapter for his service on the Executive Board.

3. Treasurer’s Report: Treasurer **Carnahan** reported the following:

Checking	\$	21,273.15
Time Deposit – 7561-3	\$	34,862.34
Time Deposit – 7601-7	\$	13,080.50
Conference Advances	\$	
Total	\$	69,215.99

Motion by Delegate **Fischer**, seconded by Delegate **Selby**, to accept the Treasurer’s Report as submitted. Motion carried unanimously.

- a. Approval of Bills & Claims: None.
- b. Budget/Finance Committee: Secretary **Mendez** gave an update about issues they have with their Visa credit card machine through PayPal because they didn’t have an updated 501(c)(6) letter from the IRS. After several requests to the IRS, they responded notifying us that we received a letter in 1971. Their current Chapter President and Treasurer are working with PayPal to resolve the issue. He can provide a copy of the letter to any Chapter who may need it.

Jerry **Dankbar** went over the proposed budget for 2017. He noted on Income, there is a line item for education/training. A lot of that income is going to be passed-through as an expense (see line item in Expenses). Under Expenses - Awards and Plaques, the amount is a little higher than before because we had to catch up on some awards that weren’t handled previously. For Admin. Asst., the amount is higher which is due to extra work and website updates. He will separate the cost for the website as a line item. For Marketing, they didn’t get a specific request from the Marketing Committee, but budgeted \$400 just in case. He noted that for the 501(c)(3), we should hire a CPA to do the taxes instead of him doing it. We can look into if the CPA will also do the 501(c)(6) taxes as a combo package. The 501(c)(3) monies will eventually pay for their own CPA.

Delegate **Warren** asked about the status of the penalty the IRS previously said MSA owed, which we paid but disputed. Jerry **Dankbar** said they sent a letter, but haven’t heard back.

Jerry **Dankbar** noted the insurance company now requires Chapters to pay \$50 for any insurance certificates they need for their events.

- c. Annual Tax Form Deadline: Jerry **Dankbar** noted the deadline for chapters to submit their Annual Tax Form is February 3, 2017. Otherwise, there will be a \$10 late fee per day. He noted if a chapter knows they are going to be late, just notify him. There is an updated form that will be sent out.

4. Maintainer Report: Mike **Brooks**, Three B Enterprises, reported that all is good with the *Maintainer*. He asked chapters to send him pictures and articles with at least the basics, then he can include it in the *Maintainer*. He relies on the chapters to let him know what to include in order to promote their events.
5. Education Program Report: Delegate **Warren** reported that 70 students have completed the Introduction to Public Works training (a prerequisite to the other programs). They have built the Supervision training and have 11 students enrolled now. The downside, is the Finance Committee was supposed to look into how to get money in order to get an Education Director position. The Communications Committee should be working to get the information and flyers out. They have almost a dozen students waiting to take the next course. She would like delegates to help find subject-matter instructors. For trainers, the classes consist of conference calls once a week and fielding emails. Vendor Rep. **Lewis** said their company's marketing group has put together webinars that are shorter that could help fill some of the educational component. Perhaps the training could be a joint effort.

President **Valdez** called for a break at 8:40 a.m. and called the meeting back to order at 8:59 a.m.

6. Committee Reports:

- a. Education/Training Committee: President **Valdez** noted that Rick Fulmer was on the committee, but he anticipates he will participate on the committee for 2017.
- b. Past President's Committee: Delegate **Warren**, Committee Chair, reported that there is nothing to report at this time. They will provide their nominee for Treasurer later in the meeting for elections.
- c. Conference Advisory Committee: Delegate **Waite**, Committee Chair, reported the January Conference Advisory Committee met yesterday to share information. They have reached out to every chapter and haven't been asked for any assistance. President **Valdez** mentioned that certain protocols for the conference do need to be remembered. Delegate **Morgenstern** noted that the Conference Guidelines might need to be updated.
- d. Communication Committee: Treasurer **Carnahan**, Committee Chair, reported that there has been discussion about using Facebook as a communication tool. So he joined Facebook and encouraged others to join the closed MSA group. He thought it would be a way that things like the Education Program could be communicated.
- e. Marketing Committee: Delegate **Selby**, Committee Chair, reported that they now have a budget and has looked at pricing for MSA items (hats, etc.). Shawn **Nesgis** mentioned that they have extra 50th Anniversary pins available for \$5.00 each that the Marketing Committee can purchase from them.
- f. Website Advisory Committee: Jerry **Dankbar**, Committee Chair, reported that the AskMSA forum wasn't working on the new website like anticipated. So, he is proposing using Facebook with AskMSA as a closed group. To access it, go to the main website: www.mainsupt.com and click on AskMSA. It will take you to the

closed Facebook group AskMSA. If you're part of the group, you will get notifications. He will have control of adding people into the closed group. He will ask Susie **Evans** to send an email out to everyone along with a link and the information will also be noticed in the Maintainer.

- g. Awards and Recognition Committee: Delegate **Fischer** reported that President **Valdez** asked if the protocol forms were up to date for the various awards and also asked about name badges for the EBoard. He noted the Stellar Vendor Nomination Form isn't fillable yet, but would like to do that. At the Conference, he would like to have recognition of the Founder's Award and Peter Walsh nominees at the Wednesday meeting and have it put it on the agenda for the President. The Stellar Vendor should be done at the Vendor Hospitality recognizing the nominees and recipient. This should be on the agenda for that evening. Mike **Brooks** asked that the recognition of the 25-year vendors be added. Delegate **Fischer** doesn't support getting special badges for the EBoard because they usually get something from the conference. If a nominee can't come due to financial reasons, he feels the Chapter should address that as to whether they can cover the expenses so they can attend.
- h. Vendor Report: Vendor Rep. **Lewis** reported he is taking notes and will consider it all for the conference. President **Valdez** noted the importance of the vendors. He noted there has always been a vacancy on the EBoard for Vendor Reps. Vendor Rep. **Lewis** noted that he will commit to putting out a SurveyMonkey to the vendors for feedback for the conference and in general. He is on the committee for the 2017 conference. He reported that Erick **Gustafson** said he might be able to step back in as a Vendor Rep. and that Vendor Rep. **Howseman** is looking for an alternate rep for the south.

OLD BUSINESS

- 7. Status of Establishing 501(c)(3): Delegate **Imamura** reported that he gave all the documentation to Treasurer **Carnahan**. They got the Federal ID number and learned that they don't have to do the long form for tax returns, but can do the short form. They are hoping to have the whole process done within the month. Everything has been paid for.
- 8. Request to Increase Executive Board Contribution by \$1,500: Delegate **Imamura** reported the San Francisco Bay Area Chapter originally offered to pay the initial \$1,500 and \$375 filing fee. However, since the whole association will benefit, the San Francisco Bay Area Chapter would like to request the Executive Board increase their contribution by another \$1,500. **Motion by Delegate Warren, seconded by Delegate Ornelas, to accept the proposal as submitted. Motion carried with Delegate Morgenstern opposed.**

NEW BUSINESS

- 9. Proposal to Add Line Item in Budget to Fund Recognition of Vendor Members of 25+ Years, Not to Exceed \$1,000 Annually: Mike **Brooks** noted that the Recognition Committee recognizes agency members with 25+ more years. This year, a vendor will have 25+ years and they'd like to add that to the recognition. Also, the display needs to be updated because the last one was lost somewhere between the San Diego and San Francisco Conference. The biggest expense will be replacing the display. Delegate

Warren mentioned that a separate line item for the Finance Committee to review was supposed to be submitted 30 days before the meeting. If the increase is less than the threshold, then the Finance Committee can approve it. Mike **Brooks** stated he is just asking for a line item to be put in for the future. [Motion by Delegate Waite, seconded by Delegate Carnahan, to approve the 2017 budget with increase of the Awards Committee line item by \\$2,500. Motion carried unanimously.](#)

President **Valdez** called for a break at 9:46 a.m. and called the meeting back to order at 9:51 a.m.

10. Conference Reports:

- a. 2016 San Francisco Bay Area Chapter: Shawn **Nesgis**, 2016 Conference Committee Chair, reported he shared a summary of the report at the Conference Exchange Committee Meeting yesterday. Their focus was not to go in the red, but to provide good training and overall event. They made a small profit and it was a success. They lowered the registration cost to help bring in more attendees, which may have affected the bottom line.
 - b. 2017 Central Coast Chapter: Delegate **Morgenstern** reported the theme is “Mine your Future”. Delegate **Carnahan’s** wife is putting together the Spousal Program which will include a trip to Hearst Castle. The fishing event will be at Patriots Landing. Classes are not finalized yet, but they have a list they are working on. They are planning for some longer classes instead of lots of short classes. They won’t be partnering with CPRS for the conference. They are trying to think of ways to improve the vendor experience. They will poll the vendors in advance of the conference to get their input. They are thinking of having an open 2-hour slot for the vendor expo and including an expo ticket for attendees to turn in after they visit the vendor booths. The hotel is secured at the Radisson in Santa Maria next to the Santa Maria Airport. Room rates will be \$125/night. They haven’t set the price for the hospitality rooms yet and haven’t put out the registration fees yet either. Golfing will be at Rancho Maria and then lunch and banquet back at the hotel. Mike **Brooks** asked that the flyers be provided to him for the *Maintainer* in advance of the February issue.
 - c. 2018 Inland Empire/Desert Chapter: Secretary **Mendez** reported the location is secured at the Fantasy Springs Resort Convention Center and the golf course has been secured, which is a few miles away. The Equipment Show will be indoors with controlled climate. The food area will be right where the Equipment Show is along with the training classes. They are going to have food stations in the vendor area to help with foot traffic near the vendors. They don’t have a theme yet, but the Chapter President is having a logo theme contest with the chapter to generate interest. The dates are not finalized yet, but it will be early October.
 - d. 2019 – Vacant: Nothing to report.
11. Status of Northern Nevada/Tahoe Chapter: At the last meeting, the Northern Nevada/Tahoe Chapter was posted by the Executive Board as inactive with the remaining funds to be brought back and earmarked for a future chapter. Delegate **Waite** reported he spoke to Lou **Ginocchio** about getting in touch with Jerry **Dankbar** to get the funds transferred back to the EBoard. The Past Presidents Committee will put together a
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formal letter for the Northern Nevada/Tahoe Chapter to memorialize that the EBoard took action to note them as inactive and to request the funds.

12. Request to Host Conferences: Delegate **Waite** reported the North Central Valley Chapter provided a written request to the EBoard to host the 2019 Conference. [Motion by Delegate Morgenstern, seconded by Delegate Warren, to approve the North Central Valley Chapter to host the 2019 Conference. Motion carried unanimously.](#) Delegate **Cancio** stated the San Diego Area Chapter had thought of proposing to host the 2019 conference, but since NCVC already put in their request, San Diego will submit to host the 2020 conference with the written request at the January 2018 meeting.
 13. President's Report:
 - a. President's Report: President **Valdez** reported on some highlights; he visited all 10 chapters throughout the calendar year and found time to visit three of them within eight days before Christmas (Central Valley, NCVC and Central Coast Chapters). He noted the diversity of the association and its members, which helped his vision going forward. As President and as a member, he has tried to focus on whether they're headed in the right direction. As technology has made the world smaller, maybe there are more ways to reach out to more people. Two accomplishments this year are the Education Program and the 501(c)(3) establishment, which will boost our ability to reach out to many more. He noted the similarities of State and local governments to this organization as EBoard and the Chapters.
 - b. President's Remarks: President **Valdez** expressed how valuable an experience this year has been. He will have a different role, but his passion will remain. He prepared a detailed "Journey of Presidency" from his experiences over the year. He hopes this will be helpful to the officers (and provided a copy to the Officers).
 14. Election of Officers: Delegate **Warren**, Chair of the Past President's Committee, submitted a vote to ratify to move all Officers forward through the chairs to include the election of Delegate **Selby** as Treasurer. [Motion by Delegate Warren, seconded by Delegate Fischer to approve the vote submitted. Discussion was held with Delegate Imamura requesting to nominate Delegate Valdez as Treasurer. With Delegate Imamura opposed, the white ballot vote for 2017 Officers carried with Delegate Selby as Treasurer:](#)
 - a. President: Gerard Batista
 - b. Vice President: Xavier Mendez
 - c. Secretary: Randy Carnahan
 - d. Treasurer: Adin Selby
 15. President's Awards: There were no awards to present.
 16. Past Presidents Plaque: Outgoing Vice President **Batista** awarded the Past Presidents Plaque to Outgoing President **Valdez** for his service as President for 2017 and outgoing President **Valdez** presented newly elected President **Batista** with the gavel.
 17. Incoming Chairman of the PPC and Vice Chairman: President **Batista** announced that Delegate **Waite** would Chair the Past Presidents Committee, with Delegate **Valdez** as Vice Chair.
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18. Message from New President: President **Batista** thanked Bev **Copeland**, Delegate **Warren**, and Delegate **Imamura** who encouraged him to be involved in the EBoard many years ago. He’s been with the City of San Gabriel for two years. It has sometimes been a struggle and change can be tough. Sometimes change takes time and it’s important to just stay the course. He wants to highlight the vendors and observe the importance of training and educating incoming participants. “Review the playbook”. He promises his commitment in memory of Bev.
- a. Committee Assignments: No new assignments were announced.

ANNOUNCEMENTS

19. Next Executive Board Meeting: President **Batista** noted the next Executive Board Meeting would be held at 1:00 PM on Thursday, May 11, 2017 at the South Pointe Hotel in Las Vegas, NV.

Motion to adjourn by Delegate **Fischer**, seconded by Delegate **Ornelas**, to adjourn the meeting at 11:20 a.m. Motion carried unanimously.

Respectfully submitted,
Randy **Carnahan**, Secretary
Prepared by: Susie **Evans**
