



MSA EXECUTIVE BOARD OF DIRECTORS

MINUTES

Xavier Mendez, President
Randy Carnahan, Vice President
Adin Selby, Secretary
Rudy Cancio, Treasurer

Thursday, January 17, 2019 **1:00 PM** **Sierra Ball Room**

1. Call to Order: President **Mendez** called the meeting to order at 1:06 p.m. in the Sierra Ball Room of the Holiday Inn Sacramento Downtown Hotel in Sacramento, California.
 - a. Pledge of Allegiance: Vice President **Carnahan** led the Pledge of Allegiance.
 - b. Introductions: Secretary **Selby** introduced Jeff **Welchman** who replaced Gordon Wang as the Delegate for the North Central Valley Chapter.

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

Arizona	Jan Martin – present	Matt Manthey – present
Central Coast	Marvin Maggio - present	Randy Carnahan - present
Central Valley	Hal Berg – present	Chris Tamez - absent
Greater Ventura Area	Steven Cruz – present	Kevin Wilson – absent*
Inland Empire /Desert	Xavier Mendez - present	Scott Ryan – absent*
Los Angeles/Orange Area	Gerard Batista - present	Bill Ornelas – absent
North Central Valley	Adin Selby - present	Jeff Welchman - present
Redwood Empire	Melanie Fraley - present	Greg D’Ambrogi - present
San Diego Area	Rudy Cancio - present	Tony Ulloa - absent
San Francisco Bay Area	Tsutomu Imamura - present	Carl Valdez - present
Vendor Rep. / North	Joseph Ortega - absent	Vacant
Vendor Rep. / Central	Gary Lewis - present	Erick Gustafson–present**
Vendor Rep. / South	Rob Manriquez - absent	Adam Endress - present
Maintainer Reps.	Mike Brooks - present	Bill Copeland - present
Financial/Website Asst.	Jerry Dankbar - present	
Education Director	George Bradley - present	
Administrative Asst.	Susie Evans - present	

*Rick **Fulmer** attended in Delegate **Wilson’s** absence. Ken **Fischer** attended in Scott **Ryan’s** absence (Scott Ryan replaced Ken Fischer as the Delegate for the Inland Empire/Desert Chapter)

- a. Approval of Minutes: Motion by Delegate **Valdez**, seconded by Delegate **Batista**, to approve the Minutes of the October 4, 2018 General Membership meeting and

October 5, 2018 Executive Board meeting as submitted. Motion carried unanimously.

b. Secretary’s Report & Certificates: Secretary **Selby** had none at this time.

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

Checking	\$	10,901.27
Time Deposit – 7561-3	\$	34,875.80
Time Deposit – 7601-7	\$	13,144.46
Conference Advances	\$	7,500.00
Total	\$	58,921.53

a. Approval of Bills & Claims: None.

b. Approval of 2019 Budget: Jerry **Dankbar** reviewed the proposed budget for 2019 as provided as part of the Treasurer’s Report. He noted that the two time-deposit accounts expire this year (7561-3 expires on November 23, 2019 and 7601-7 expires October 31, 2019). We don’t make a significant amount of interest on these accounts, so we could decide what to do within a certain number of days of the expiration of each account. We could roll the money over to a CD or roll some money over to the MSA Foundation or something else. The Board could decide by the October 2019 meeting. President **Mendez** asked if the money is deposited to the MSA Foundation, would we be able to access the money at a later date. Jerry **Dankbar** responded that some would be available depending on what fund it’s deposited in (Endowment Fund or Scholarship Fund). This will be added to the October agenda for vote and by that time Jerry **Dankbar** will provide additional information from Chase Bank on other options. **October agenda item.**

Jerry **Dankbar** noted that the checking account balance is decreasing year after year, with some additional expenses (like Education Director) that will continue going forward. The membership dues have remained at \$15/per member per year for many years and the Board could consider increasing that if they want at a future date. He asked for any questions; Mike **Brooks** inquired if the Nevada/Tahoe Chapter’s closing treasury money was included in the budget; Jerry **Dankbar** responded it was. Delegate **Imamura** commented that if chapters deposit more to the MSA Foundation, there may not be a need to raise the membership dues. **Motion by Vice President Carnahan, seconded by Delegate Manthey, to accept the Treasurer’s Report and 2019 Budget as submitted. Motion carried unanimously.**

Delegate **Imamura** commented that the Constitution mentions that for Treasurer, a committee is supposed to be appointed annually to audit the books. Discussion was held on the purpose of the wording given when that was established (prior to the EBoard having a Bookkeeper and having detailed listing of receipts and expenditures with each Treasurer’s Report). President **Mendez** indicated that the Treasurer and Bookkeeper are on the Budget Committee and provide detailed Treasurer’s Reports and have checks and balances, which is far different from years ago when there

- wasn't a bookkeeper. There may be a need to update the Constitution to reflect the current wording.
- c. Budget/Finance Committee: None.
 - d. Annual Tax Form Deadline: Jerry **Dankbar** noted the deadline for chapters to submit their Annual Tax Form is February 8, 2019. 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 was sent out. He asked chapters to remember to inform any instructors or staff they've paid that they will need to report the amount paid and he will provide the necessary 1099 form for tax purposes.
4. Maintainer Report: Mike **Brooks**, Three B Enterprises, reported that all is good with the *Maintainer*. He asked chapters to send him updated information by January 24, 2019, such as Member and Vendor of the Year, or any upcoming events so he can add in the *Maintainer (to go out in mid-February)*. He also asked for updated Chapter rosters in Excel. The annual deadlines are January 15, May 15, July 15, and October 15.
 5. Education Program Report: Education Director **Bradley** provided a written report and referred attendees to it. He provided everyone with a new flyer. He tried to put together an education-training schedule and he has reached out to over 200 previous students. He summarized how online classes work. The classes are 12 weeks long and once completed, students receive a certificate. After completion of 12 of the 15 classes, they will receive a Public Works Specialist certification. He asked for anyone interested in writing a program. There are currently 50 students in the winter class. The new course just added is Municipal and Urban Trees. If anyone is interested in being an instructor he will provide you a better overview on the process; they must be knowledgeable and qualified. He indicated Gordon Wang has offered his services to the EBoard teaching Traffic Control classes with the fees being paid to MSA. George **Bradley** asked that this offer be added to the May agenda. President **Mendez** asked that information be provided to the EBoard President in advance of the meeting to be added to the agenda. Vendor Rep. **Endress** asked for confirmation that vendors could also take these classes. George **Bradley** confirmed that anyone could take the class. **May agenda item**
 6. Vendor Report: The vendors had nothing to report, but it was noted there is a vacancy for the North. It is anticipated Vendor Rep. **Ortega** will find a replacement.
 7. MSA Foundation / 501(c)3 Report: Delegate **Valdez**, President of the Foundation, reported that the Foundation Board met earlier today. As of this morning, there was \$69,000 in the account due to a few chapters contributing funds and several people encouraging chapters to contribute. We are very close to the initial goal of \$100,000 so we can begin investing the money (\$100,000 is the minimum needed in the Endowment Fund to begin the investment). There was discussion about the EBoard also contributing to the fund rather than the current time deposit funds. Delegate **D'Ambrogi** indicated if the EBoard contributes to the fund, the Redwood Empire Chapter would match the deposit amount. Delegate **Manthey** indicated the Arizona Chapter plans to contribute about \$7,500 to the MSA Foundation as soon as they transition to Chase Bank. Delegate **Valdez** indicated the Board approved printing postcard-sized informational handouts/mailers. The MSA Foundation will be starting an Investment Committee. The
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MSA Foundation will be uploading the policy on the website. He indicated any personal royalty money he receives from his band, he will donate towards the MSA Foundation.

President **Mendez** called for a break at 2:15 p.m. and called the meeting back to order at 2:27 p.m.

Vendor Rep. **Gustafson left at 2:15 PM.

8. Committee Reports:

- a. Education/Training Committee: Delegate **Valdez**, Committee Chair, had nothing to report, but noted that the Education Director is doing a great job.
- b. Past President's Committee: Delegate **Valdez**, Committee Chair, reported that he and Delegate **Batista**, Committee Vice Chair, would nominate the candidate for Treasurer later in the meeting under elections.
- c. Conference Advisory Committee: President **Mendez** reported that Delegate **Ulloa**, Committee Chair, was not able to attend this meeting, but was told he hasn't been asked for any assistance.
- d. Communication Committee: Vice President **Carnahan**, Committee Chair, reported that AskMSA has had more action. He is looking into Twitter, but may suggest someone who is more in tune with social media to join the committee. Vendor Rep. **Lewis** asked if it would be appropriate for a vendor to post on AskMSA about a project they've recently worked on or training. Delegate **Valdez** and Jerry **Dankbar** (admins of the AskMSA page) indicated that would be appropriate. It would be inappropriate though for a vendor to post sales information. Discussion was held on the various social media platforms. Delegate **Valdez** offered to speak with a friend of his that is in the business of marketing through social media. President **Mendez** asked Mike **Brooks** to add an article for the next *Maintainer* about the ability for vendors to post pertinent information through AskMSA.
- e. Marketing Committee: Vendor Rep. **Lewis**, Committee Chair, had nothing to report other than what was already discussed through the Communication Committee. Discussion was held on the marketing made through word of mouth and how well MSA is promoted. Discussion was held on locations of MSA chapters and how/if it could be expanded to other areas/states.
- f. Website Advisory Committee: Jerry **Dankbar**, Committee Chair, reported that there isn't much to report. The calendars need to be updated and meeting dates can be sent to Susie **Evans**. He said there are ten vendors promoting on the website. It's only \$250 a year, so he asked the Vendor Reps to spread the word.
- g. Awards and Recognition Committee: President **Mendez** indicated that Ken **Fischer** is no longer serving on the Awards and Recognition Committee so the incoming President will need to designate the new Committee Chair. The due dates were noted for nominations of the Peter Walsh (April 1) and Stellar Vendor (April 1) Awards. Founder's Award nominations are due by the end of the May meeting. President **Mendez** recognized and thanked Ken **Fischer** for all his time on the EBoard and Awards and Recognition Committee.

9. Conference Reports:

- a. 2018 Inland Empire/Desert Chapter: Ken **Fischer** reported he shared a summary of the report at the Conference Information Exchange Meeting this morning. There were 74 Full; 32 Single Day; 14 Life; and 20 Spousal registrations (and 136 Orange Shirts). The total income was \$139,788.51; total expenses were \$132,810.89; with a total profit of approximately \$6,977.62.
- b. 2019 North Central Valley Chapter: Secretary **Selby** reported the conference would be held at the Holiday Inn in downtown Sacramento from September 30 – October 4, 2019. The fliers and registration forms are almost finalized and will be in the upcoming *Maintainer*. They are going to have an indoor tabletop vendor show only, although there will be an unsecured outside area if any vendor wants to bring a large piece of equipment (prices and configuration to be determined). The room rate is \$144, plus parking \$18/day or \$24/day for valet. If anyone wants a suite, let Sue Bowman-Wulf know. All of the training rooms are adjacent to the vendor area and the food is at the center of the vendor area so everyone will need to walk through that area. George **Bradley** asked each chapter to provide education / workshop requests to him by March 17, 2019. The theme for Thursday night is a sock hop. There are many activities planned for the Spousal Program. The Fishing Program will be on Monday in Berkeley and the Golf Tournament will be on Tuesday.
- c. 2020 San Diego Area Chapter: Treasurer **Cancio** reported the conference would be held at the Bahia Resort on Mission Bay in San Diego from September 21 – 25, 2020. The resort has it's own private beach on one side and the ocean on the other. There are plans to use a conference app which will be beneficial to attendees.
- d. 2021 Central Valley Chapter: Delegate **Berg** reported that they are putting the committees together, but he doesn't have anything to report. The anticipated location is Visalia.

OLD BUSINESS

10. Conference Online Registration: President **Mendez** reported that Delegate **Ulloa** was unable to attend today's meeting, so this item will be tabled until the next meeting. **May agenda item.**
11. Master Membership Database: President **Mendez** reported that he thought it would be nice to have a master database. They recently polled each chapter and received lists from eight of the ten chapters and Vendor Rep. **Endress** compiled it for our use. He handed out flash drives that had an Excel spreadsheet with 2018 membership information.

NEW BUSINESS

12. Request to Host Conferences:
 - a. 2022 Conference: At the last meeting, the Arizona Chapter presented an official request to host the 2022 Conference. **Motion by Vice President Carnahan, seconded by Delegate Manthey, to approve the Arizona Chapter's request to host the 2022 Conference. Motion approved unanimously.**
 - b. 2023 Conference: The Los Angeles/Orange Area Chapter did not have an official
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request to host the 2023 Conference at this time.

Delegate **Valdez** reported that he just received \$11,000 from the Redwood Empire Chapter to contribute to the MSA Foundation, which makes the balance over \$100,000.

13. President's Report:

- a. President's Report: President **Mendez** reported that he emailed his final report previously about his visits to the chapters.
- b. President's Remarks: President **Mendez** expressed he really enjoyed visiting each chapter and appreciated all the hospitality and encourages incoming Presidents to do the same.

14. Election of Officers: Delegate **Valdez**, Chair of the Past President's Committee, took nominations for Treasurer. The Past President's Committee nominated Delegate **Fraley** as Treasurer and submitted a vote to ratify to move all Officers forward through the chairs. **Motion by Delegate Fulmer, seconded by Delegate Maggio to approve the vote submitted. The white ballot vote for 2019 Officers carried with Delegate Fraley as Treasurer. Motion carried unanimously.**

- a. President: Randy Carnahan
- b. Vice President: Adin Selby
- c. Secretary: Rudy Cancio
- d. Treasurer: Melanie Fraley
- e. New Vendor Reps: None at this time.

15. President's Awards: Outgoing President **Mendez** had gifts of appreciation for the officers of the EBoard.

16. Past President's Plaque: Outgoing Vice President **Carnahan** awarded the Past President's Plaque to Outgoing President **Mendez** for his service as President for 2018 and Outgoing President **Mendez** presented newly elected President **Carnahan** with the gavel.

17. Incoming Chairman of the PPC and Vice Chairman: Outgoing President **Mendez** announced that Delegate **Batista** would Chair the Past President's Committee, with Delegate **Mendez** as Vice Chair.

18. Message from New President: Incoming President **Carnahan** indicated he is going to try to keep up the momentum preceding him by the work of the previous Presidents and Board.

- a. Committee Assignments: Incoming President **Carnahan** announced the following assignments:
 - Education and Training – Carl **Valdez**, Chair
 - Past President's Committee – Gerard **Batista**, Chair and Xavier **Mendez**, Vice Chair
 - Conference Advisory Committee – Tony **Ulloa**, Chair
 - Communication Committee – going to be combined with the Marketing Committee
 - Marketing Committee – Gary **Lewis**, Chair
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- Website Advisory Committee – Jerry **Dankbar**, Chair
- Awards and Recognition Committee – Tsutomu **Imamura**, Chair and Hal **Berg**, Co-Chair

ANNOUNCEMENTS

19. Next Executive Board Meeting: The next Executive Board Meeting will be held at 1:00 PM on Thursday, May 9, 2019 at the South Pointe Hotel in Las Vegas, NV.

Incoming President **Carnahan** adjourned the meeting at 3:53 p.m.

Respectfully submitted,
Adin **Selby**, Secretary
Prepared by: Susie **Evans**
