

**CCAC BOARD OF DIRECTORS MEETING
And
ANNUAL MEMBER MEETING
MINUTES
October 12, 2006
DoubleTree Hotel, Sacramento**

After it had been determined by a roll call that a quorum of the Board of Directors was present and a quorum of at least 30 voting members were present, the annual meeting of CCAC members and CCAC Board of Directors was called to order by President Tedi Kostka at 5:03 p.m.

BOARD OF DIRECTORS PRESENT: Tedi Kostka, Franell Prather, Peggy Smith Andersen, Alice Fuentes, Debbie Brumfield, Bonnie Crawford

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Susan Carlisle, Monica Flores, Valerie Flatt, Nicholas Novosel, Lorie Shirley

Agenda

A. Fuentes moved and F. Prather seconded that the agenda for the meeting be adopted. The vote in favor was unanimous. [Click here for the agenda.](#)

Prior Minutes

F. Prather moved and D. Brumfield seconded that the minutes of the August 2, 2006 CCAC Board of Directors meeting be approved as amended. The vote in favor was unanimous. See the CCAC web page for the approved August 2006 Board of Director Minutes.

President's Report - Tedi Kostka

T. Kostka asked past presidents for their input about CCAC. They reported to members the professional opportunities available, benefits to your organization and ways to get involved. Also asked to give a report were:

List Serve and Web Page Manager - Cindy Green

Explanation about listserv operations and functions.

Past President - Mel Hunt

Explanation on legislation issues and the importance of CCAC involvement. Suggested legislative issues to be looked at for future meetings.

Past President - Nancy Proclivo

Expressed appreciation for what a wonderful job CCAC is doing and getting involved is an important professional growth activity.

Past President - Edith Thiessen

Stated CCAC is doing a great job and encouraged people to get involved.

Past President - Carol Riley

Stated all past presidents have left something valuable and important for CCAC. Thanked Mel Hunt for doing a great job with legislation issues and Edith Thiessen for her role in the growth of individuals. Thanked President Tedi Kostka for her hard work and great job.

Immediate Past President Report - Bonnie Crawford

Reported on election results for BOD/AC members. Introduction of new BOD/AC members:

Denise Roscoe from Cal Baptist, Secretary

Representatives:

Siena Van Heusen from Palo Alto Unified

Sarah MacGregor from Santa Clara University

Susan Kissinger from El Dorado County

Vice President for Program's Report - Franell Prather

Report on conference attendance. 926 registered for conference, breakdown as follows: 542 district, 160 county, 31 other, 193 IHE to include 65 CSU, 20 UC and 108 independent.

Vice President Membership - Peggy Smith Andersen

Reported there are 894 members, breakdown as follows: 506 district, 152 county, 34 other, 202 IHE to include 66 CSU, 19 UC and 117 independent.

Treasurer - Debra Brumfield

Distribution of financial Balance Sheet, Balance Sheet Previous Year Comparison, and Profit and Loss report.

P. Smith Andersen moved and F. Prather seconded to approve the above reports. The vote in favor was unanimous.

Secretary - Alice Fuentes

Thanked BOD/AC for everything and really enjoyed being involved with CCAC the last two years.

President Advisory Committee Reports

County Representative - Valerie Flatt, San Mateo COE

Reported on the New Credential Technology training.

District Representative - Susan Carlisle, Capistrano USD

Introduced new district representative Siena Van Heusen from Palo Alto Unified. Stated district is very happy with the new on-line process for credentials.

IHE Representative - Nicholas Novosel, CSU Northridge

Has enjoyed being involved with CCAC as IHE Representative and feels the responsibility of the IHE Representative is to get feedback from the concerns of the field.

IHE Representative – Monica Flores, CSU Sonoma

Thanked BOD/PAC. Really enjoyed being involved with CCAC.

Old Business: None

New Business: None

P. Smith Andersen moved and F. Prather seconded to adjourn the meeting at 5:50 p.m. The vote was unanimous and the motion carried.

ADDENDUM: Between the August and November official board meetings, votes were taken via email on the following: (Article V, Section 11)

Item I: September 27, 2006: an e-mail was distributed by Vice President F. Prather requesting approval to pay bill from Corporate Image for printing New Cert, Supp Auth and SMA materials for a total of \$2,292.49. The vote was unanimous and the motion carried.

Item II: A motion was moved by P. Smith-Andersen and seconded by F. Prather to approve late reimbursement for Cindy Greene for website & membership in the amount of \$337.50. The vote was unanimous and the motion carried.

Item III: A motion was moved by F. Prather and seconded by D. Brumfield to approve an amount not to exceed \$18,000.00 to be paid to 4Imprint for conference materials. The vote was unanimous and the motion carried.

Item IV: A motion was moved by F. Prather and seconded by A. Fuentes that conference fees minus a \$35.00 processing fee are refunded to three individuals based on extenuating circumstances that involved life/death situations, change in position, and unexpected immediate family hospice care. The vote was unanimous. An amendment following the vote allows the individuals to continue their membership at their request. The vote was unanimous and the motion carried.

Item V. October 20, 2006: An e-mail was distributed to the BOD from VP for Program's Report, Franell Prather, requesting approval to pay the Corporate Image (printer) statements in the amount \$26,948.93. The vote was unanimous and the motion carried.

Item VI: October 20, 2006: An email was distributed by Treasurer Debbie Brumfield requesting BOD approval to pay the revised 4 Imprint bill in the amount of \$15,340.40. The vote was unanimous and the motion carried.

Item VII: October 26, 2006: An e-mail was distributed by Treasurer D. Brumfield to BOD requested approval to pay two invoices for Registrar John Pietsch expenses \$4,375.53 and Corporate Image \$86.20 for total amount of \$4,461.73. The vote was unanimous and the motion carried.

Item VIII: November 3, 2006: An e-mail was distributed by Treasurer, D. Brumfield, to the BOD to approve the hotel bill of \$68,628.99. It was moved by B. Crawford and seconded by F. Prather to approve. The vote was unanimous and the motion carried.