



CCAC Annual Business Meeting
Double Tree Hotel
Sacramento, California
Thursday, October 11, 2007

CCAC ANNUAL BUSINESS MEETING MINUTES

October 11, 2007: After it had been determined by a roll call that a quorum was present and 38 CCAC members were in attendance, the annual business meeting of CCAC was called to order by President Tedi Kostka at 5:05 p.m.

Board of Directors Present: Tedi Kostka, Franell Prather, Peggy Smith Andersen, Debbie Brumfield, Denise Roscoe, Bonnie Crawford

Presidential Advisory Committee Present: Susan Carlisle, Valerie Flatt, Susan Kissinger, Sarah MacGregor, Siena Van Heusen

Absent: Nicholas Novosel

Agenda: F. Prather moved and P. Smith Andersen seconded the approval of the October 2007 CCAC Business Meeting agenda. Vote in favor was unanimous. Business Meeting agenda included in attachments.

Prior Minutes: D. Brumfield moved and F. Prather seconded the approval of the August 2007 minutes. The vote in favor was unanimous.

Board of Directors Reports

President's Report- Tedi Kostka:

President Kostka opened the meeting with a welcome to all members and thanked all Board of Directors, Advisory Committee, and past presidents for their wonderful efforts throughout the year.

•Budget Update – action item

Two budget changes were proposed. Regional meeting costs \$3,420.00 and Election costs were \$215.00 It was moved by D. Roscoe to approve the changes in budget and the motion was seconded by F. Prather. The vote in favor was unanimous and the motion carried.

•CCAC overview

T. Kostka reviewed activities of the CCAC Board of Directors and Advisory Committee informing members that CCAC is a non-profit organization, guided by Bylaws/Policies, serving as a liaison between the membership and CTC. The BOD meets five times a year as well as attends CTC meetings, steering conference committee meetings which include CTC staff. The BOD networks with CTC and hosts an annual 'thank you' lunch to all commission staff expressing appreciation for their

excellent work throughout the year, support, and active participation at the annual CCAC Conference workshops. President Kostka encouraged members to get involved in CCAC by contacting their representatives from the field, participate in listserv dialogues, review CCAC website, and also encouraged listening to the monthly CTC meeting via live audio.

Vice President Programs - Franell Prather:

F. Prather announced there were 950 attendees at the conference this year. 161 members attended the New Certification workshop and 240 members with 1-3 years experience attended the Credential Academy. Two questions from the audience were addressed. 1) Q: Will there be a cap on attendance numbers for future conferences? A: This is a challenge we face. DoubleTree is the largest facility and is reaching capacity. 2) Q: Why are we in Sacramento A: Because CTC/CDE staff is here. We need to be here where they can train us.

Vice President Membership- Peggy Smith Andersen:

P. Smith Andersen reported members for the 2006 year- District: 551, County: 163, IHE 189 (66CSU, 20 UC, 103 Independent, others 47). Reported members 949 members for the 2007 year - District: 558, County: 160, IHE 197 (64 CSU, 115 Independent, 18 UC, Others 34).

Treasurer- Debbie Brumfield:

As of 9/29/07, the current balance is \$366,405.53. This amount will decrease once conference expenses are paid following the conference. Accounting reports were made available to members if they wished to review.

Secretary- Denise Roscoe:

D. Roscoe reminded members who were interested in the activities of the BOD/AC to check the CCAC website to review minutes of each meeting. She encouraged members to become involved with CCAC because it provides an excellent networking opportunity with the field and CTC staff.

Past President- Bonnie Crawford:

B. Crawford reported that the policies had been reviewed by the board with minor changes to language. She encouraged all members to review the policies.

B. Crawford led the election process for the new Board of Directs and Advisory Committee for the 2007-2008 year. The following members were elected for the new CCAC year:

Board of Directors (BOD) 07-08

President: Franell Prather, San Diego State University IV campus
Vice President Programs: Peggy Smith Andersen, Cal Poly San Luis Obispo
Vice President Membership: Denise Roscoe, California Baptist University
Treasurer: Sylvia Hernandez, Cal State San Marcos
Secretary: Paula Sutton, UC Riverside
Past President: Tedi Kostka, University of San Diego

Advisory Committee (AC) 07-08

County Office of Education Representatives:
Susan Kissinger El Dorado County Office of Education
Kathy Bettger Calaveras County

School District Representative 07-08:

Siena Van Heusen Palo Alto Unified School District
Robyn Davila San Bernardino City Schools

IHE Representatives 07-08

Sarah MacGregor Santa Clara University
Debbie Brumfield Concordia University Irvine

Advisory Committee Reports

Susan Kissinger, County Representative:

Susan reported that she enjoyed her first year on the Advisory Committee and that learning from others has been valuable. It's been a great opportunity for networking with colleagues.

Nicholas Novosel, IHE Representative:

Absent

Siena Van Heusen, District Representative:

Siena expressed appreciation for the wonderful opportunity for Professional Growth. She has had a positive networking experience and encouraged all members to become involved.

Sarah MacGregor, IHE Representative:

Sarah reported that she understand the value of CCAC by being involved. Opportunities and benefits for professional growth are ten-fold.

Valerie Flatt, County Representative:

Valerie expressed great appreciation for the opportunity to serve as the county representative. She was pleased to have participated and had a voice heard from the county perspective. She is glad to have been a part of the implementation of policies and provided input. Her experience serving on the board has been a great opportunity for professional growth.

Susan Carlisle, District Representative:

Susan thanked the BOD/AC for the opportunity to serve for the past 2 years on the Advisory Committee. She expressed thanks to F. Prather for the excellent conference which provided relevant information.

Past President's Reports:

Past President, Carol Riley, commended T. Kostka for her excellent professional leadership of CCAC for the past two years. She appreciated the opportunity to serve as counsel to the Board.

Past President, Mel Hunt, now serves as the legislative liaison. He reported that CTC views CCAC as an interested stakeholder in the actions of the commission. He has been involved with the online project which has made many jobs easier. As the legislative liaison, he works closely with CTC staff regarding bills of interest. 15 bills reported, over 100 bill were related to education. CCAC is not a lobbying agency. The purpose of the legislative position is to communicate technical assistance and knowledge to the CCAC organization. Check the CCAC website under "news" for updates.

List Serve – Cindy Greene

Cindy encouraged the membership to utilize the listserv board for discussion. She serves as the moderator to monitor and keep e-mail quantity low. The list serve does not accept attachments.

Individuals may send attachments directly to an individual. She checks messages twice a day for distribution.

New Business – none.

Old Business – none.

Next meeting – The next BOD/AC meeting will be held on Tuesday, December 4, 2007 at the DoubleTree Hotel. CTC meetings scheduled for December 5th & 6th.

A motion was made by P. Smith Andersen and seconded by D. Brumfield to adjourn the meeting at 5:55 p.m. The vote in favor was unanimous and the motion carried.