

Meeting Minutes

CCFOA Board of Directors

Date & Time: September 10, 2017, 5:00 pm

Location: Walnut Creek Intermediate School

Board Members Present: Justin Bigler, Andrew Jensen, Mike Shevelson, Ron Susa

Board Members Absent: Steve Olsen

Other Members Present: Dave Cutaia, Dale Newhouse

Other Members Absent: Bert Michalczyk, Ken Leffle

Meeting Minutes

The meeting began at 5:00 pm.

Treasurer's Report – 1) Mike Shevelson reported a current balance of \$5,107 in the associations bank account as of August 31, 2017. 2) On a prospective basis, state taxes due by the association will be paid directly by CCFOA (versus Bob Bordley). While our tax-exempt status is still pending, it was discovered that the association overpaid amounts by ~\$4,000, with about half of this amount paid by the association and the other half by Bob Bordley. Refunds for this amount have been requested and are expected, but may take some time to receive.

Year-end Banquet – The cost to attend the annual banquet needs to be determined, with any collected fees impacting the final cost, along with the menu choice, cost of gifts, wine, etc. The final cost will likely be determined sometime around early-mid November. The venue has been confirmed, with the banquet to be held at Massimo Ristorante in Walnut Creek. The banquet will be held on Sunday, December 3, 2017, beginning at 6:00 pm.

Annual Qualifying Exam – As of today, there are still 20 members who need to take and pass the mandatory qualifying exam, including 10-13 who have yet to take the exam at all. **Agreed:** Anyone who has not taken and passed the annual exam by Friday, September 15, 2017 will be considered not to be in good standing. After this date, the Board will ask Dave Cutaia to withhold assignments for any official falling into this category.

Annual Addendum – As of today, there are 14 members who have not signed and returned the Annual Addendum. Ron Susa will send out a reminder notice to impacted individuals, requesting a signed document or email acknowledgement of the terms outlined in the Annual Addendum.

Missed Meeting Fines – A general discussion occurred around missed meeting occurrences and fines. Historically speaking, only confirmed family emergency situations have been considered valid exceptions, e.g., death of immediate family member, hospitalization, etc. In addition, it was agreed that confirmed, upper-level football (only) assignments should qualify as valid reasons to miss a meeting. Although mandatory meeting dates are published several months in advance, the Board also agreed to identify and publish future meeting dates earlier. **Agreed:** The Board's goal will be to publish meeting dates for 2018 by January 2018, so that members are clear on expectations and have adequate advance notice of all meeting dates to avoid conflicts with competing activities.

Board Elections – The positions of Vice-President and Secretary for the 2018 term will be up for nomination at the October general membership meeting. A couple members will need to be identified to serve as official election inspectors. In that regard, a few names were discussed and considered.

Next Meeting Date - The date of the next meeting will be determined by Board President Andrew Jensen, but will likely coincide with the mandatory member's meeting scheduled for Sunday, October 15, 2017.

With no additional items raised for discussion, the meeting adjourned at approximately 6:25 pm.

Ron Susa

Secretary, CCFOA