## Commence Meeting/Roll Call

**TIME:** 2 minutes  
**PURPOSE:** Procedure  
**LEADER:** Miranda Lutzow/Alexandra Orologas

- Miranda calls the meeting to order.  
- Alexandra takes roll.

## Approval of the April 12, 2018 meeting minutes

**TIME:** 2 minutes  
**PURPOSE:** Decision  
**LEADER:** Miranda Lutzow

- Board considers adopting meeting minutes.

## Director Reports

**TIME:** 2-5 minutes each  
**PURPOSE:** Informational/Feedback  
**LEADERS:** Miranda Lutzow, Carla Hansen, Shay Narayan, Jessica Deakyne, Justin Lovell, Alexandra Orologas, Monica Davis

- Brief Report from all Directors:  
  - Finance  
  - Program  
  - Membership  
  - Communications  
  - Conference  
  - Vice President  
  - President

## Policy on Discounted and Complimentary Event Registration

**TIME:** 20 minutes  
**PURPOSE:** Decision  
**LEADERS:** Miranda Lutzow

- Board to consider approving a policy outlining eligibility for discounted and complimentary event registration.

- Review draft policy and prepare questions/concerns

## MMANC Scholarships to the ICMA Annual Conference

**TIME:** 10 minutes  
**PURPOSE:** Decision  
**LEADERS:** Miranda Lutzow

- Miranda to review existing scholarship opportunities and ask the Board to make a budget amendment to provide additional scholarship with matching $1,500 for travel and incidentals.

- None

## Signature/Regional Event Updates

**TIME:** 2-5 minutes each  
**PURPOSE:** Informational/Feedback  
**LEADERS:** All

- Brief Report from all Co-Chairs:  
  - Women’s Leadership Summit Update  
  - Summer Symposium Update  
  - Region 1  
  - Region 2  
  - Region 3  
  - Region 4  
  - Region 5
<table>
<thead>
<tr>
<th></th>
<th><strong>Other Items and Announcements</strong></th>
<th>None</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>PURPOSE: Informational</td>
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<td>LEADERS: All</td>
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<tr>
<td></td>
<td><strong>Adjournment</strong></td>
<td>None</td>
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<td></td>
<td>PURPOSE: Meeting’s End</td>
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<td>TIME:</td>
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## AGENDA
**MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA**

**Board of Directors Committee Meeting**

**Thursday, April 12, 2018** | 4:00 p.m. to 5:00 p.m.

**Webex Link:** https://mmanc.my.webex.com/

**Dial in:** 510-338-9438  **Access code:** 623 393 268

### TOPIC | DISCUSSION IN BRIEF
--- | ---
1 **Commence Meeting/Roll Call** | Meeting opened at 4:05 p.m.
   TIME: 2 minutes
   PURPOSE: Procedure
   LEADER: Miranda Lutzow/Alexandra Orologas

2 **Marketing Plan Survey Questions Discussion** | Ryder from Tripepi Smith led board discussion on survey questions. Input received focused on adding an option for undecided on careers, those who are in support positions and be inclusive of those in counties, special districts and other related organizations. Also there was a suggestion to add an “don’t know” option in question asking about municipal magazine as well as if folks are paying their own membership or if their respective organizations are.
   TIME: 20 minutes
   PURPOSE: Discussion/Feedback
   LEADERS: Miranda Lutzow/Alexandra Orologas/Ryder Smith

3 **Approval of the March 8, 2018 meeting minutes** | Motion: Carla Hansen
   Second: Kristen “Kurry” Foley
   Abstain: Chantal Cotton Gaines; Stephanie Cotter
   Motion Passed
   TIME: 3 minutes
   PURPOSE: Procedure
   LEADER: Miranda Lutzow

4 **Director Reports** | Miranda asked the board to provide nominations for executive members by the end of the month. She mentioned there are 22 corporate partners and will be updating the sponsor block for media. Lastly, she asked for morning of help for Women’s Leadership Summit. Carla mentioned she has been working with Conference Director Monica Davis and that they have decided on a theme – “Trailblazing Change.” Justin Lovell updated the board on the status of implementing MemberClicks. Alexandra discussed the development of the one-page communications piece as well as plans to gather success stories from members and executives. Monica discussed work progress related to the 2018 conference.
   TIME: 2-5 minutes each
   PURPOSE: Informational/Feedback
   LEADERS: Miranda Lutzow, Carla Hansen, Shay Narayan, Jessica Deakyne, Justin Lovell, Alexandra Orologas, Monica Davis

5 **Endorsement of Ed Shikada for ICMA West Coast Regional Vice President** | Motion: Monica Davis
   Second: Chantal Cotton Gaines
   Motion Passed
   TIME: 3 minutes
   PURPOSE: Discussion
   LEADERS: Miranda

6 **Approval of Hyatt Regency Sacramento (2019) & Hyatt Regency Monterey (2020) Annual Conference Locations** | Motion: Jill Bergman
   Second: Justin Lovell
   Motion Passed
   TIME: 5 minutes
<table>
<thead>
<tr>
<th>Number</th>
<th>Item Description</th>
<th>Purpose</th>
<th>Leaders</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td><strong>Public Service Recognition Week Update</strong></td>
<td>Informational</td>
<td>Miranda Lutzow</td>
<td>Miranda gave update on PSRSW social media campaign</td>
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<tr>
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<td>TIME: 2 minutes</td>
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<tr>
<td>8</td>
<td><strong>Policy on Discounted and Complimentary Event Registration</strong></td>
<td>Decision</td>
<td>Miranda Lutzow</td>
<td>Item will be heard at the June board meeting to allow the board to</td>
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<td>TIME: 5 minutes</td>
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<td>review the proposed policy.</td>
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<td>PURPOSE: Information Item</td>
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<tr>
<td>9</td>
<td><strong>Signature/Regional Event Updates</strong></td>
<td>Informational/Feedback</td>
<td>All</td>
<td>April 21, Hike at Edgewood Park – Redwood City</td>
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<td>TIME: 2-5 minutes each</td>
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<td>May 17, Women’s Leadership Summit, Richmond</td>
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<td>PURPOSE: Informational/Feedback</td>
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<td>May 17, Networking Event – How to Network, Richmond</td>
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<td>LEADERS: All</td>
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<td>July 19, Summer Symposium – Novato</td>
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<td>August 24, Giants Game – San Francisco</td>
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<td>December 5 &amp; 6, MBS Revenue Generation Workshop, Manteca</td>
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<td>10</td>
<td><strong>Other Items and Announcements</strong></td>
<td>Informational</td>
<td>All</td>
<td>None.</td>
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<td>PURPOSE: Informational</td>
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<tr>
<td>11</td>
<td><strong>Adjournment</strong></td>
<td>Meeting’s End</td>
<td>Miranda</td>
<td>Meeting adjourned at 5:00 p.m.</td>
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<td>PURPOSE: Meeting’s End</td>
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<td>LEADERS: Miranda</td>
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MMANC COMPLIMENTARY AND DISCOUNTED EVENT REGISTRATION

The following Policy has been adopted by the Board of Directors of the Municipal Management Association of Northern California (MMANC) on XXXXX.

1. POLICY STATEMENT

This policy is intended to provide information regarding eligibility for complimentary and discounted event registration for all MMANC events.

2. OVERVIEW

MMANC recognizes the commitment and dedication of its Board of Directors, Members, Corporate Partners, and other local government professionals, who voluntarily give their time to the organization. In recognition of their efforts, MMANC may provide complimentary or discounted event registration as outlined in this policy.

3. EXECUTIVE BOARD MEMBERS

All Executive Board members (President, Vice President, Program Director, Membership Director, Finance Director, Communications Director, Conference Director and Past President) are encouraged to attend events coordinated and hosted by MMANC for the purpose of supporting their fellow Board members, build relationships with potential future Board members, making connections with future partners, and recruiting members into the organization. Executive Board members shall be provided one (1) complimentary registration, for their personal use, to one (1) Signature Event (Winter Forum, Women’s Leadership Summit, Summer Signature Symposium) and one (1) Region event annually.

4. REGION CO-CHAIRS

Region Co-Chairs are responsible for coordinating and hosting a minimum of 2 regional events per year. When a Region hosts an event, all Region Co-Chairs participating in the planning of the event shall be provided one (1) complimentary registration, for their personal use, to attend the event.

5. SIGNATURE EVENT CO-CHAIRS

Planning a signature event can be a considerable time commitment. In recognition of their efforts, all signature event Co-Chairs shall be provided one (1) complimentary registration, for their personal use, to attend the event which they are coordinating.

6. PLANNING COMMITTEE MEMBERS

It is necessary for Signature Event and Annual Conference Co-Chairs to assemble a planning committee large enough to delegate the many tasks associated with a complex event. In recognition of the need to attract planning committee members, and to reward their efforts, planning
committee members of any signature event or annual conference shall be provided registration at a 25% discount from the early bird registration rate.

7. SPEAKERS

Eligible speakers at any event shall receive one (1) complimentary registration pass, for personal use, for the day in which they are speaking. Speakers who are eligible for a complimentary pass through other event roles will not receive an additional complimentary speaker pass, nor are they permitted to transfer their speaker registration to someone else. Event Co-Chairs, on approval of the Program Director and President or Vice President may negotiate discounted or complimentary registration beyond what is provided above.

8. CORPORATE PARTNERS

Corporate Partners shall receive complimentary registrations to Regional Events, Signature Events, and the Annual Conference in accordance with that year’s current Corporate Partner Prospectus.

9. AWARD RECIPIENTS

Recipients of the Wes McClure Outstanding Assistant Award, Rising Star Award, and Ed Sajor Memorial Student Award shall be provided one (1) complimentary registration, for their personal use, to attend the event at which they are receiving an award. Award recipients may invite up to two (2) guests who shall receive registration at a discounted rate, as determined by the event Co-Chairs. Additional guests shall pay the regular registration rate for the event.

10. OTHER DISCOUNTED AND COMPLIMENTARY REGISTRATIONS

Event sponsors, other than Corporate Partners, may receive discounted or complimentary registration as negotiated with the event Co-Chairs, and on approval of the Program Director and President or Vice President.