



AGENDA MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

Board of Directors Committee Meeting

Thursday, May 10, 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 | PREPARATION | PROPOSED PROCESS |
|--|---|---|
| <p>1 Commence Meeting/Roll Call TIME: 2 minutes PURPOSE: Procedure LEADER: Miranda Lutzow/Alexandra Orologas</p> | <p>None</p> | <p>- Miranda calls the meeting to order. - Alexandra takes roll.</p> |
| <p>2 <u>Approval of the April 12, 2018 meeting minutes</u> TIME: 2 minutes PURPOSE: Decision LEADER: Miranda Lutzow</p> | <p>Review minutes</p> | <p>- Board considers adopting meeting minutes.</p> |
| <p>4 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</p> | <p>None</p> | <p>- Brief Report from all Directors:</p> <ul style="list-style-type: none"> • Finance • Program • Membership • Communications • Conference • Vice President • President |
| <p>5 <u>Policy on Discounted and Complimentary Event Registration</u> TIME: 20 minutes PURPOSE: Decision LEADERS: Miranda Lutzow</p> | <p>Review draft policy and prepare questions/concerns</p> | <p>- Board to consider approving a policy outlining eligibility for discounted and complimentary event registration.</p> |
| <p>6 MMANC Scholarships to the ICMA Annual Conference TIME: 10 minutes PURPOSE: Decision LEADERS: Miranda Lutzow</p> | <p>None</p> | <p>- 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.</p> |
| <p>7 Signature/Regional Event Updates TIME: 2-5 minutes each PURPOSE: Informational/Feedback LEADERS: All</p> | <p>Prepare short update on Region activities and planning</p> | <p>- Brief Report from all Co-Chairs:</p> <ul style="list-style-type: none"> • Women’s Leadership Summit Update • Summer Symposium Update • Region 1 • Region 2 • Region 3 • Region 4 • Region 5 |

8 **Other Items and Announcements**

PURPOSE: Informational

LEADERS: All

None

9 **Adjournment**

PURPOSE: Meeting's End

None

TIME:



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| TOPIC | DISCUSSION IN BRIEF |
|--|---|
| <p>1 Commence Meeting/Roll Call TIME: 2 minutes PURPOSE: Procedure LEADER: Miranda Lutzow/Alexandra Orologas</p> | <p>Meeting opened at 4:05 p.m.</p> |
| <p>2 Marketing Plan Survey Questions Discussion TIME: 20 minutes PURPOSE: Discussion/Feedback LEADERS: Miranda Lutzow/Alexandra Orologas/Ryder Smith</p> | <p>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.</p> |
| <p>3 Approval of the March 8, 2018 meeting minutes TIME: 3 minutes PURPOSE: Procedure LEADER: Miranda Lutzow</p> | <p>Motion: Carla Hansen Second: Kristen “Kurry” Foley Abstain: Chantal Cotton Gaines; Stephanie Cotter Motion Passed</p> |
| <p>4 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</p> | <p>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.</p> |
| <p>5 Endorsement of Ed Shikada for ICMA West Coast Regional Vice President TIME: 3 minutes PURPOSE: Discussion LEADERS: Miranda</p> | <p>Motion: Monica Davis Second: Chantal Cotton Gaines Motion Passed</p> |
| <p>6 Approval of Hyatt Regency Sacramento (2019) & Hyatt Regency Monterey (2020) Annual Conference Locations TIME: 5 minutes</p> | <p>Motion: Jill Bergman Second: Justin Lovell Motion Passed</p> |

PURPOSE: Decision
LEADERS: Miranda Lutzow

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| <p>7 Public Service Recognition Week Update TIME: 2 minutes PURPOSE: Informational LEADERS: Miranda Lutzow</p> | <p>Information Item – Miranda gave update on PSRSW social media campaign</p> |
| <p>8 Policy on Discounted and Complimentary Event Registration TIME: 5 minutes PURPOSE: Decision LEADERS: Miranda Lutzow</p> | <p>Item will be heard at the June board meeting to allow the board to review the proposed policy.</p> |
| <p>9 Signature/Regional Event Updates TIME: 2-5 minutes each PURPOSE: Informational/Feedback LEADERS: All</p> | <p>April 21, Hike at Edgewood Park – Redwood City May 17, Women’s Leadership Summit, Richmond May 17, Networking Event – How to Network, Richmond July 19, Summer Symposium – Novato August 24, Giants Game – San Francisco December 5 & 6, MBS Revenue Generation Workshop, Manteca</p> |
| <p>10 Other Items and Announcements PURPOSE: Informational LEADERS: All</p> | <p>None.</p> |
| <p>11 Adjournment PURPOSE: Meeting’s End LEADERS: Miranda</p> | <p>Meeting adjourned at 5:00 p.m.</p> |



Municipal Management Association
of Northern California
Growing Local Government Leaders since 1950

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.