## AGENDA  MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

### Board of Directors Committee Meeting

**Thursday, March 8, 2018 | 4:00 p.m. to 5:00 p.m.**  
**Webex Link:** [https://mmanc.my.webex.com/](https://mmanc.my.webex.com/)  
**Dial in:** 510-338-9438  
**Access code:** 623 393 268

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PREPARATION</th>
<th>PROPOSED PROCESS</th>
</tr>
</thead>
</table>
| **1 Commence Meeting/Roll Call**  
**TIME:** 2 minutes  
**PURPOSE:** Procedure  
**LEADER:** Miranda Lutzow/Alexandra Orologas | None | - Miranda calls the meeting to order.  
- Alexandra takes roll. |
| **2 Approval of the February 8, 2018 meeting minutes**  
**TIME:** 3 minutes  
**PURPOSE:** Procedure  
**LEADER:** Miranda Lutzow | Review minutes | - Board considers adopting meeting minutes. |
| **3 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:  
  - President  
  - Vice President  
  - Finance  
  - Program  
  - Membership  
  - Communications  
  - Conference |
| **6 Public Service Recognition Week – May 6-12, 2018**  
**TIME:** 5 minutes  
**PURPOSE:** Discussion/Feedback  
**LEADERS:** All |  | - Board considers ways to highlight/celebrate Public Service Recognition Week. |
| **6 Signature/Regional Event Updates**  
**TIME:** 2-5 minutes each  
**PURPOSE:** Informational/Feedback  
**LEADERS:** All |  | - 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  
**LEADERS:** Miranda Lutzow | None |  |

**TIME:**
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION IN BRIEF</th>
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<tbody>
<tr>
<td>1  Commence Meeting/Roll Call</td>
<td>- Miranda called the meeting to order</td>
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<tr>
<td>TIME: 2 minutes</td>
<td>PURPOSE: Procedure</td>
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<td>LEADER: Miranda Lutzow/Alexandra Orologas</td>
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<td>2  Approval of the January 26, 2018 meeting minutes</td>
<td>Motion – Eric Zetz</td>
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<tr>
<td>TIME: 3 minutes</td>
<td>Second – Justin Lovell</td>
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<tr>
<td>PURPOSE: Action</td>
<td>Motion Passed</td>
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<tr>
<td>LEADER: Miranda Lutzow</td>
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<tr>
<td>3  Director Reports</td>
<td>- Brief report from all Directors</td>
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<tr>
<td>TIME: 2 minutes each</td>
<td>*President – Discussed upcoming League of California Cities and ICMA events and status of corporate sponsors</td>
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<tr>
<td>PURPOSE: Informational/Feedback</td>
<td>*Vice President – N/A</td>
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<tr>
<td>LEADERS: Miranda Lutzow, Carla Hansen, Shay Narayan, Jessica Deakyne, Justin Lovell, Alexandra Orologas, Monica Davis</td>
<td>*Finance – N/A</td>
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<td>*Program – Holding first call in mid-February, compiling list of partner ideas to share with region team leads. Summer Symposium to held in Novato (R2) on July 19. Will put a request to regions to send out dates of events (even if tentative)</td>
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<td>*Membership – No updates, will schedule call</td>
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<td>*Communications – No updates, will schedule call</td>
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<td>*Conference – Sent out call for volunteers</td>
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<td>4  Approval of Marketing Plan Proposal from Tripepi Smith and Budget Amendment</td>
<td>- Reviewed Marketing Plan proposal Will include review of existing marketing materials and use of acronym</td>
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<td>TIME: 10 minutes</td>
<td>Motion: Alexandra Orologas</td>
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<tr>
<td>PURPOSE: Action</td>
<td>Second: Ellie Dallman</td>
</tr>
<tr>
<td>LEADER: Miranda Lutzow</td>
<td>Motion Passed</td>
</tr>
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5 Approval of Memberclicks Contract and Budget Amendment
TIME: 10 minutes
PURPOSE: Action
LEADER: Miranda Lutzow
- Review of Memberclicks system
- Implementation to occur with system going live in June for Annual Conference registrations
Motion: Justin Lovell
Second: Chantal Cotton Gaines
Motion Passed

6 City Membership Discussion
TIME: 5 minutes
PURPOSE: Informational/Feedback
LEADER: Miranda Lutzow
- Discussion of benefits to be included in City Membership and cost
- Miranda will retool proposal and bring back item to the board.

7 Signature/Regional Event Updates
TIME: 2 minutes each
PURPOSE: Informational/Feedback
LEADERS: All
- Brief report from all Co-Chairs
  * Winter Forum – Completed
  * Women’s Leadership Summit – Catherine Lew as speaker, confirming Richmond as venue, date TBD
  * Summer Symposium – July 19 located in Region 2/Novato
  * Region 1: Nosh and Network - TBD, Giants game - August 24
  * Region 2: No updates
  * Region 3: ELGL/ASPA USC Sac event - TBD
  * Region 4: Comms/Emotional Intelligence Event - TBD
  * Region 5: Clovis Event - TBD

8 Informational Items
PURPOSE: Informational
1. 2018 Adopted Budget
2. 2018 Board Goals

9 Other Items and Announcements
PURPOSE: Informational
LEADERS: All
None.

10 Adjournment
PURPOSE: Meeting’s End
LEADERS: Miranda Lutzow
TIME: 5:00