



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/>

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>	None	<ul style="list-style-type: none"> - Miranda calls the meeting to order. - Alexandra takes roll.
<p>2 Approval of the February 8, 2018 meeting minutes TIME: 3 minutes PURPOSE: Procedure LEADER: Miranda Lutzow</p>	Review minutes	<ul style="list-style-type: none"> - Board considers adopting meeting minutes.
<p>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</p>		<ul style="list-style-type: none"> - Brief Report from all Directors: <ul style="list-style-type: none"> • President • Vice President • Finance • Program • Membership • Communications • Conference
<p>6 Public Service Recognition Week – May 6-12, 2018 TIME: 5 minutes PURPOSE: Discussion/Feedback LEADERS: All</p>		<ul style="list-style-type: none"> - Board considers ways to highlight/celebrate Public Service Recognition Week.
<p>6 Signature/Regional Event Updates TIME: 2-5 minutes each PURPOSE: Informational/Feedback LEADERS: All</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
<p>8 Other Items and Announcements PURPOSE: Informational LEADERS: All</p>	None	
<p>9 Adjournment PURPOSE: Meeting’s End LEADERS: Miranda Lutzow</p>	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>- Miranda called the meeting to order</p>
<p>2 Approval of the January 26, 2018 meeting minutes TIME: 3 minutes PURPOSE: Action LEADER: Miranda Lutzow</p>	<p>Motion – Eric Zetz Second – Justin Lovell Motion Passed</p>
<p>3 Director Reports TIME: 2 minutes each PURPOSE: Informational/Feedback LEADERS: Miranda Lutzow, Carla Hansen, Shay Narayan, Jessica Deakyne, Justin Lovell, Alexandra Orologas, Monica Davis</p>	<p>- Brief report from all Directors *President – Discussed upcoming League of California Cities and ICMA events and status of corporate sponsors *Vice President – N/A *Finance – N/A *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) *Membership – No updates, will schedule call *Communications – No updates, will schedule call *Conference – Sent out call for volunteers</p>
<p>4 Approval of Marketing Plan Proposal from Tripepi Smith and Budget Amendment TIME: 10 minutes PURPOSE: Action LEADER: Miranda Lutzow</p>	<p>- Reviewed Marketing Plan proposal Will include review of existing marketing materials and use of acronym Motion: Alexandra Orologas Second: Ellie Dallman Motion Passed</p>

<p>5 Approval of Memberclicks Contract and Budget Amendment TIME: 10 minutes PURPOSE: Action LEADER: Miranda Lutzow</p>	<ul style="list-style-type: none"> - Review of Memberclicks system - Implementation to occur with system going live in June for Annual Conference registrations <p>Motion: Justin Lovell Second: Chantal Cotton Gaines Motion Passed</p>
<p>6 City Membership Discussion TIME: 5 minutes PURPOSE: Informational/Feedback LEADER: Miranda Lutzow</p>	<ul style="list-style-type: none"> - Discussion of benefits to be included in City Membership and cost - Miranda will retool proposal and bring back item to the board.
<p>7 Signature/Regional Event Updates TIME: 2 minutes each PURPOSE: Informational/Feedback LEADERS: All</p>	<ul style="list-style-type: none"> - Brief report from all Co-Chairs <ul style="list-style-type: none"> * 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
<p>8 Informational Items PURPOSE: Informational</p>	<ol style="list-style-type: none"> 1. 2018 Adopted Budget 2. 2018 Board Goals
<p>9 Other Items and Announcements PURPOSE: Informational LEADERS: All</p>	<p>None.</p>
<p>10 Adjournment PURPOSE: Meeting’s End LEADERS: Miranda Lutzow</p>	<p>TIME: 5:00</p>