



**AGENDA** MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

**Board of Directors Committee Meeting**

**Wednesday, February 19, 2020** | 4:00 p.m. to 5:00 p.m.

**Dial in:** (563) 999-2090 | **Access code:** 959540

TOPIC	PREPARATION	PROPOSED PROCESS
<p>1 <b>Commence Meeting/Roll Call</b>            TIME: 2 minutes            PURPOSE: Procedure            LEADER: Jessica Deakyne/Jeff Weaver</p>	None	<ul style="list-style-type: none"> <li>- Jessica calls the meeting to order.</li> <li>- Jeff takes roll.</li> </ul>
<p>2 <b>Approval September 18, 2019 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Jessica Deakyne</p>	Review Minutes	<ul style="list-style-type: none"> <li>- Board considers adopting meeting minutes.</li> </ul>
<p>3 <b>Approval November 20, 2019 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Jessica Deakyne</p>	Review Minutes	<ul style="list-style-type: none"> <li>- Board considers adopting meeting minutes.</li> </ul>
<p>4 <b>Approval December 18, 2019 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Jessica Deakyne</p>	Review Minutes	<ul style="list-style-type: none"> <li>- Board considers adopting meeting minutes.</li> </ul>
<p>5 <b>UberConference</b>            TIME: 5 minutes            PURPOSE: Information/Feedback            LEADER: Milas Smith</p>	Review Memo	<ul style="list-style-type: none"> <li>- Discuss changing conference call.</li> </ul>
<p>6 <b>Doodle</b>            TIME: 5 minutes            PURPOSE: Information/Feedback            LEADER: Jill Bergman</p>	Review Memo	<ul style="list-style-type: none"> <li>- Discuss signing up for a premium account.</li> </ul>
<p>7 <b>Director Reports</b>            TIME: 1-3 minutes each            PURPOSE: Informational/Feedback            LEADERS: Jessica Deakyne, Monica Davis, Ellie Dalman, Milas Smith, John Stefanski, Jeff Weaver, Jill Bergman</p>	None	<ul style="list-style-type: none"> <li>- Brief Report from all Directors:               <ul style="list-style-type: none"> <li>• Finance</li> <li>• Program</li> <li>• Membership</li> <li>• Communications</li> <li>• Conference</li> <li>• Vice President</li> <li>• President</li> </ul> </li> </ul>
<p>8 <b>Signature Event Updates</b>            TIME: 5 minutes            PURPOSE: Informational/Feedback            LEADERS: Signature Event Co-Chairs</p>	None	<ul style="list-style-type: none"> <li>- Brief Report from Event Co-Chairs of the following future events:               <ul style="list-style-type: none"> <li>• Winter Forum</li> <li>• Women’s Leadership Summit</li> </ul> </li> </ul>

<p>9 <b>Region Updates</b>  TIME: 10 minutes (2 minutes each)  PURPOSE: Informational/Feedback  LEADERS: All</p>	<p>None</p>	<p>- Brief Report from Region Co-Chairs on the following:</p> <ol style="list-style-type: none"> <li>1) Upcoming events planned</li> <li>2) Recent events executed</li> <li>3) Efforts to expand membership in your region <ul style="list-style-type: none"> <li>• Region 1</li> <li>• Region 2</li> <li>• Region 3</li> <li>• Region 4</li> <li>• Region 5</li> </ul> </li> </ol>
<p>10 <b>Other Items and Announcements</b>  TIME: 5 minutes  PURPOSE: Informational  LEADERS: All</p>	<p>None</p>	
<p>11 <b>Adjournment</b>  PURPOSE: Meeting End</p>	<p>None</p>	



**MINUTES** MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

**Board of Directors Committee Meeting**

**Wednesday, September 18, 2019** | 3:00 p.m. to 4:00 p.m.

**Dial in:** (563) 999-2090 | **Access code:** 959540

TOPIC	PREPARATION	OUTCOME
<p>1 <b>Commence Meeting/Roll Call</b>            TIME: 2 minutes            PURPOSE: Procedure            LEADER: Carla Hansen/Alexandra Orologas</p>	<p>None</p>	<p>- Meeting called to order at 3:03 p.m.</p>
<p>2 <b>Approval of May 15 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Carla Hansen</p>	<p>Review Minutes</p>	<p>- Motion: Alexandra Orologas            - Second: Monica Davis            - Minutes approved</p>
<p>2 <b>Approval of August 21 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Carla Hansen</p>		<p>- Motion: Jessica Deakyne            - Second: Milas Smith            Minutes approved, abstention Jill Bergman</p>
<p>3 <b>Director Reports</b>            TIME: 1-3 minutes each            PURPOSE: Informational/Feedback            LEADERS: Carla Hansen, Jessica Deakyne, Milas Smith, Justin Lovell, Monica Davis, Alexandra Orologas, Ellie Dalman</p>	<p>None</p>	<p>-Brief Report from all Directors:            Finance Director Milas Smith noted that Finances are healthy. Programs Director Justin Lovell mentioned looking into Pepperdine Unive for programming as they are a sponsor for SC. Membership Director Monica Davis reported 652 current members. Conference Director Ellie Dallman noted there was were 239 registered for the annual conference. Ellie also updated the board on conference scholarships as well as the status of keynote speakers. Communications Director Alexandra Orologas announced social media has been strong for the annual conference, and gave a thank you to the conference communications team for their hard work in promoting the conference. Al also mentioned the overwhelming positive feedback on success stories. Vice President Jessica Deakyne updated the board on 70<sup>th</sup> anniversary planning – including scheduled the next committee call and plans for a “birthday party” at the 2020 Conference.</p>
<p>4 <b>Mid-Year Retreat Follow Up</b>            TIME: 5 minutes            PURPOSE: Informational/Feedback</p>	<p>None</p>	<p>-Follow up discussion on the possibility of an Executive Director role for MMANC. Current focus is now better utilizing the existing</p>

<p>LEADERS: Carla</p>		<p>contract with ARC. Boardmembers were asked to place on basecamp ideas on items that can be given to ARC to complete.</p>
<p>5 <b>70<sup>th</sup> Anniversary - 2020</b>  TIME: 10 minutes  PURPOSE: Informational/Feedback  LEADERS: Signature Event Co-Chairs</p>		<p>- Already covered in Vice President's update in item 3.</p>
<p>5 <b>Signature Event Updates</b>  TIME: 10 minutes  PURPOSE: Informational/Feedback  LEADERS: Signature Event Co-Chairs</p>	<p>None</p>	<p>- Brief Report from Event Co-Chairs:</p> <ul style="list-style-type: none"> <li>• Summer Symposium – 125 attendees in Danville, very successful.</li> <li>• Winter Forum – Region 2 in February/March possibly in Vallejo/Mare Island.</li> </ul>
<p>6 <b>Region Updates</b>  TIME: 15 minutes (2 minutes each)  PURPOSE: Informational/Feedback  LEADERS: All</p>	<p>None</p>	<p>- Brief Report from Region Co-Chairs on the following:</p> <ol style="list-style-type: none"> <li>1) Upcoming events planned</li> <li>2) Recent events executed</li> <li>3) Efforts to expand membership in your region</li> </ol> <ul style="list-style-type: none"> <li>• Region 1 – San Mateo County Career Day, September 27 – Alternative Commute in Mountain View</li> <li>• Region 2 – No update.</li> <li>• Region 3 – Michael Coleman Finance Event was sold out in Citrus Heights, looking to have 2<sup>nd</sup> event.</li> <li>• Region 4 – No update.</li> <li>• Region 5 – Planning mixer.</li> </ul>
<p>7 <b>Other Items and Announcements</b>  TIME: 5 minutes  PURPOSE: Informational  LEADERS: All</p>	<p>None</p>	<p>None.</p>
<p>8 <b>Adjournment</b>  PURPOSE: Meeting End</p>	<p>None</p>	<p>Meeting adjourned 3:41 p.m.</p>



**MINUTES** MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

**Board of Directors Committee Meeting**

**Wednesday, November 20, 2019** | 3:00 p.m. to 4:00 p.m.

**Dial in:** (563) 999-2090 | **Access code:** 959540

TOPIC	PREPARATION	OUTCOME
<p>1 <b>Commence Meeting/Roll Call</b>            TIME: 2 minutes            PURPOSE: Procedure            LEADER: Carla Hansen/Alexandra Orologas</p>	<p>None</p>	<p>- Meeting called to order at 3:05 p.m.</p>
<p>2 <b>Approval of September 18 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Carla Hansen</p>	<p>Review Minutes</p>	<p>- No vote due to lack of quorum.</p>
<p>3 <b>Director Reports</b>            TIME: 1-3 minutes each            PURPOSE: Informational/Feedback            LEADERS: Carla Hansen, Jessica Deakyne, Milas Smith, Justin Lovell, Monica Davis, Alexandra Orologas, Ellie Dalman</p>	<p>None</p>	<p>-Brief Report from all Directors:            Monica Davis reported 652 current members and debriefed about speaking to Cal State East Bay N Program. Conference Director Ellie Dallman announced survey results as well a report out on attending the MMASC conference.            Communications Director Alexandra Orologas Vice President Jessica Deakyne next steps on 70<sup>th</sup> anniversary. President Carla Hansen announced a contested election for 2020 Vice President and the membership had until 11/29 to vote.</p>
<p>4 <b>Succession Planning - Documents</b>            TIME: 10 minutes            PURPOSE: Informational/Feedback            LEADERS: Carla</p>	<p>None</p>	<p>-President Carla Hansen reminded those not on the board next year to gather and post documents in basecamp. Also, outgoing board members to discuss and handoff responsibilities to incoming board members.</p>
<p>5 <b>Strategic Plan</b>            TIME: 10 minutes            PURPOSE: Informational/Feedback            LEADERS: Signature Event Co-Chairs</p>	<p>None</p>	<p>-President Carla Hansen mentioned a committee met at the conference and highlighted the following accomplishments:            1) Streamlined and effective social media promotion (linkedin)            2) 2019 had most events and attendees to date            3) Many board members (7-8) were promoted in relation to professional development            4) Focus area next year would be the idea of Executive Director, Region Directors, CGL including board position and documentation.</p>
<p>5 <b>Signature Event Updates</b></p>	<p>None</p>	<p>- Brief Report from Event Co-Chairs:</p>

<p>TIME: 10 minutes PURPOSE: Informational/Feedback LEADERS: Signature Event Co-Chairs</p>		<ul style="list-style-type: none"> <li>• Winter Forum – Looking for co-chairs in Region 2.</li> <li>• Women’s Leadership Summit – Looking for co-chairs.</li> </ul>
<p>6 <b>Region Updates</b> TIME: 15 minutes (2 minutes each) PURPOSE: Informational/Feedback LEADERS: All</p>	None	<p>- Brief Report from Region Co-Chairs on the following:</p> <ol style="list-style-type: none"> <li>1) Upcoming events planned</li> <li>2) Recent events executed</li> <li>3) Efforts to expand membership in your region <ul style="list-style-type: none"> <li>• Region 1 – Lunch and learn in January, speed coaching in March. Looking for co-chairs for Summer Symposium in SF.</li> <li>• Region 2 – No update.</li> <li>• Region 3 – Finance event – early 2020.</li> <li>• Region 4 – Holiday nature hike – December 7</li> <li>• Region 5—CGL in March/April</li> </ul> </li> </ol>
<p>7 <b>Other Items and Announcements</b> TIME: 5 minutes PURPOSE: Informational LEADERS: All</p>	None	- Reminder to vote on VP role by November 29 <sup>th</sup> .
<p>8 <b>Adjournment</b> PURPOSE: Meeting End</p>	None	Meeting adjourned 3:53 p.m.



**MINUTES** MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

**Board of Directors Committee Meeting**

**Wednesday, December 20, 2019** | 3:00 p.m. to 4:00 p.m.

**Dial in:** (563) 999-2090 | **Access code:** 959540

TOPIC	PREPARATION	OUTCOME
<p>1 <b>Commence Meeting/Roll Call</b>            TIME: 2 minutes            PURPOSE: Procedure            LEADER: Carla Hansen/Alexandra Orologas</p>	None	- Meeting called to order at 3:05 p.m.
<p>2 <b>Approval of September 18, 2019 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Carla Hansen</p>	Review Minutes	- No vote due to lack of quorum.
<p>3 <b>Approval of November 20, 2019 Meeting Minutes</b>            TIME: 2 minutes            PURPOSE: Decision            LEADER: Carla Hansen</p>	Review Minutes	- No vote due to lack of quorum.
<p>4 <b>Director Reports</b>            TIME: 1-3 minutes each            PURPOSE: Informational/Feedback            LEADERS: Carla Hansen, Jessica Deakyne, Milas Smith, Justin Lovell, Monica Davis, Alexandra Orologas, Ellie Dalman</p>	None	- Brief Report from all Directors: Monica Davis reported 656 current members. Conference Director Ellie Dallman announced the 2020 70 <sup>th</sup> anniversary conference is October 25-28 in Monterey. Communications Director Alexandra Orologas reported that MMANC has 1,274 followers on linkedin and the majority of visitors to the MMANC linkedin page are in business development. Alexandra also announced it was her last board meeting and gave her appreciation for serving on the board and executive board for four years. Vice President Jessica Deakyne updated the board on annual conference and retreat planning. President Carla Hansen announced it was her last meeting as president thanked the entire board for their service.
<p>5 <b>2020 MMANC Board Retreat</b>            TIME: 10 minutes            PURPOSE: Informational/Feedback            LEADERS: Carla Hansen</p>	None	- Carla provided overview of location/date/time of board retreat in January 2020.
<p>6 <b>Signature Event Updates</b>            TIME: 10 minutes            PURPOSE: Informational/Feedback            LEADERS: Signature Event Co-Chairs</p>	None	- Brief Report from Event Co-Chairs: <ul style="list-style-type: none"> <li>• Winter Forum – March 5, 2010 in Mare Island in Vallejo.</li> <li>• Women’s Leadership Summit – Looking for co-chairs.</li> </ul>

<p>7 <b>Region Updates</b>  TIME: 15 minutes (2 minutes each)  PURPOSE: Informational/Feedback  LEADERS: All</p>	<p>None</p>	<p>- Brief Report from Region Co-Chairs on the following:</p> <ol style="list-style-type: none"> <li>1) Upcoming events planned</li> <li>2) Recent events executed</li> <li>3) Efforts to expand membership in your region <ul style="list-style-type: none"> <li>• Region 1 – Lunch and learn in January, speed coaching in March with Frank Benest. Summer Symposium at Salesforce/partnering with non-profits, Summer finance session in Salinas.</li> <li>• Region 2 – No update.</li> <li>• Region 3 – Finance event – early 2020.</li> <li>• Region 4 – Holiday nature hike – December 7 was canceled due to weather.</li> <li>• Region 5—CGL event in Wasco, encouraging MMASC attendance.</li> </ul> </li> </ol>
<p>8 <b>Other Items and Announcements</b>  TIME: 5 minutes  PURPOSE: Informational  LEADERS: All</p>	<p>None</p>	<p>- None.</p>
<p>9 <b>Adjournment</b>  PURPOSE: Meeting End</p>	<p>None</p>	<p>Meeting adjourned 3:45 p.m.</p>





# Memo

**To: Executive Board MMANC**

**From: Milas Smith**

**cc:**

**Date: February 11, 2020**

**Re: UberConference**

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**The following will be discussed during our Executive Board call, UberConference.**

<https://www.uberconference.com/features>

UberConference is a web-based conference call platform. It is free for up to 10 participants. The key features include sharing screens, HD video meetings, and call back, no more dialing in. Pricing for more than 10- people is \$15 a month.

## **SWOT**

**Strength-**Not aware of a current system available to MMANC, this would fill a gap. Free. HD video meetings capabilities.

**Weakness-**Many may not have cameras for video conf. New platform to learn.

**Opportunities-**Could improve the connectedness of the board, the sound quality of calls might be better; call back feature could alleviate some pre-Conf call nerves.

**Threats-**Just a blow to my ego if we don't try the free version.



Municipal Management Associations of Northern California  
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(855) 737-2687

# Memo

**To: Executive Board**  
**From: Jeff Weaver, Communications/Secretary**  
**cc: Jill Bergman, Conference**  
**Date: February 19, 2020**  
**Re: Doodle**

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The following will be discussed during our Executive Board call, Doodle.

<https://doodle.com/en/features/>

Doodle is an online calendar tool for coordinating meetings. Doodle Premium will allow for 1 user to schedule meetings efficiently including synchronizing meetings to calendars, tracking meeting invitations, and more.

SWOT

Strength – More ability to track and schedule meetings than the current free version

Weakness – N/A

Opportunities – To improve current coordination efforts by the board for future programming.

Threats – Jill will be disappointed