



AGENDA MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

Mid-Year Retreat & Board Meeting

Friday, July 10, 2020 | 9:00am-12:00pm

Via Zoom [link here](#) | Meeting ID: 958 2710 9100/Password: 690481

TOPIC	PREPARATION	PROPOSED PROCESS
1 9:00am Commence Meeting/Roll Call TIME: 5 minutes PURPOSE: Procedure LEADER: Jessica Deakyne/Jeff Weaver	None	<ul style="list-style-type: none"> - Jess calls the meeting to order - Jeff takes roll - Jess goes over the agenda & gets the mid-year retreat started!
2 9:05am Warm-Up Activity TIME: 20 mins LEADER: Milas Smith & Jeff Weaver	None	<ul style="list-style-type: none"> - Warm-up activity (Something in Common)
3 9:25am Strategic Plan Update & Business Items TIME: 20 Minutes PURPOSE: Informational/Feedback LEADERS: Jessica Deakyne	Review Minutes and Memo	<ul style="list-style-type: none"> - Update on Strategic Plan Progress - Approve Minutes of May 20, 2020 & June 17, 2020 - Review Strategic Plan Progress to Date - Review & Vote on CGL Director Position
4 9:45am Stretch Break TIME: 5 minutes LEADER: Jessica Deakyne	None	
5 9:50am Equity & Inclusion Draft Plan TIME: 60 minutes PURPOSE: Informational/Feedback LEADER: Monica Davis, Kurry Foley & Scott Koll	Review E&Q DRAFT Plan	<ul style="list-style-type: none"> - Review Equity & Inclusion Plan and provide feedback - Breakout session
6 10:50am Membership Survey Results TIME: 20 minutes PURPOSE: Informational/Feedback LEADERS: Ellie Dallman & John Stefanski	None	<ul style="list-style-type: none"> - Update on what we learned from the Membership Survey & how it informs programming for the remainder of the year
7 11:10am Programming Update TIME: 30 minutes PURPOSE: Informational/Feedback LEADERS: Ellie Dallman & Jessica Deakyne	None	<ul style="list-style-type: none"> - Update on Webinar Wednesdays - What's worked well/what needs improvement? - Volunteer List for July-Dec - Region breakout session
8 11:40am 1 min Updates TIME: 10 minutes PURPOSE: Informational LEADERS: All	None	<ul style="list-style-type: none"> - Vice President – Monica Davis - Finance Director – Milas Smith - Membership Director – John Stefanski - Communications Director – Jeff Weaver - Programs Director – Ellie Dallman - Conference Director – Jill Bergman - CGL Director – Justin Lovell - Immediate Past President – Carla Hansen - Region 1 - Region 2 - Region 3 - Region 4

		- Region 5
<p>9 11:50am Other Topics/Wrap-Up TIME: 10 minutes PURPOSE: Informational/Feedback LEADERS: Jessica Deakyne</p>	None	<ul style="list-style-type: none"> - Anything else to share? - What else should we focus on in 2020? - Anything else for the good of the order?
<p>10 12:00pm Adjournment PURPOSE: Meeting End</p>	None	



AGENDA MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

Board of Directors Committee Meeting

Wednesday, May 20, 2020 | 4:00 p.m. to 5:00 p.m.

Dial in: (720) 715-8189 | <https://www.uberconference.com/mmanc>

TOPIC	PREPARATION	PROPOSED PROCESS
<p>1 Commence Meeting/Roll Call TIME: 2 minutes PURPOSE: Procedure LEADER: Jessica Deakyne/Jeff Weaver</p>	None	- Meeting called to order at 4:05 PM
<p>2 Approval February 19, 2020 Meeting Minutes TIME: 2 minutes PURPOSE: Decision LEADER: Jessica Deakyne</p>	Review Minutes	- Motion: Ellie - Second: Jill - Minutes approved
<p>3 Director Reports TIME: 1-3 minutes each PURPOSE: Informational/Feedback LEADERS: Jessica Deakyne, Monica Davis, Ellie Dallman, Milas Smith, John Stefanski, Jeff Weaver, Jill Bergman</p>	None	- Brief Report from all Directors: <ul style="list-style-type: none"> • Finance – finances are stagnant due to COVID-19. • Program – no updates • Membership – 556 members • Communications – newsletter signup now available on website • Conference – annual scheduled for next year in Monterey (Oct. 2021) • Vice President – no update • President – webinar Wednesday
<p>4 Board Roles During COVID-19 TIME: 10 minutes PURPOSE: Information/Feedback LEADER: Jessica Deakyne</p>	None	- Discussed more interest and engagement as ambassador/steward to help push content and create recognition as board members with highlight program.
<p>5 Webinar Wednesday TIME: 10 minutes PURPOSE: Informational/Feedback LEADERS: Jessica Deakyne</p>	Review Memo	- Discussed webinar Wednesday creating content through corporate partners. The pilot program with Tripepi Smith had 80 participants and currently looking for board members to host.
<p>6 Municipal Magazine TIME: 5 minutes PURPOSE: Informational/Feedback LEADERS: Ellie Dallman</p>	Review Website	- Discussed revamping/updating the design of the website with a goal of one article per week.
<p>7 Membership Survey TIME: 5 minutes PURPOSE: Informational/Feedback LEADERS: John Stefanski/Ellie Dallman</p>	None	- Discussed sending out the membership including raffling off one free membership as incentive to participate.
<p>8 Signature Event Updates TIME: 5 minutes</p>	None	- Discussed postponement of WLS and supplementing webinar Wednesday for

<p>PURPOSE: Informational/Feedback LEADERS: Signature Event Co-Chairs</p>		<p>summer symposium. Annual conference will be next year in Monterey (Oct 20-23, 2021).</p>
<p>9 Region Updates 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"> 1) Upcoming events planned 2) Recent events executed 3) Efforts to expand membership in your region <ul style="list-style-type: none"> • Region 1 – Hosted pilot webinar Wednesday with Tripepi Smith. • Region 2 – last event was winter forum. • Region 3 – WLS postpone including catering on hold with community center still available. • Region 4 – CGL course (crisis communication with CAPIO) • Region 5 – no update.
<p>10 Other Items and Announcements TIME: 5 minutes PURPOSE: Informational LEADERS: All</p>	<p>None</p>	<p>- Pat Martel notified MMANC the ICMA annual conference will be virtual. ICMA is developing session topics and to send her email on ideas. ICMA regional conference will be virtual in July.</p>
<p>11 Adjournment PURPOSE: Meeting End</p>	<p>None</p>	<p>- Meeting adjourned 4:53 PM</p>



AGENDA MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

Board of Directors Committee Meeting

Wednesday, June 17, 2020 | 4:00 p.m. to 5:00 p.m.

Dial in/Zoom: (669) 900-9128 | <https://zoom.us/j/93319732614?pwd=bm1UT0JkeHp1M1UrQnRBek5rVTBjQT09>

Meeting ID: 933 1973 2614 | **Password:** 370452

TOPIC	PREPARATION	PROPOSED PROCESS
<p>1 Commence Meeting/Roll Call TIME: 2 minutes PURPOSE: Procedure LEADER: Jessica Deakyne/Jeff Weaver</p>	None	- Meeting called to order at 4:09 PM
<p>2 Approval May 20, 2020 Meeting Minutes TIME: 2 minutes PURPOSE: Decision LEADER: Jessica Deakyne</p>	Review Minutes	- Wrong minutes attached to agenda packet. May minutes will be approved next meeting.
<p>3 Director Reports TIME: 1-3 minutes each PURPOSE: Informational/Feedback LEADERS: Jessica Deakyne, Monica Davis, Ellie Dallman, Milas Smith, John Stefanski, Jeff Weaver, Jill Bergman</p>	None	- Brief Report from all Directors: <ul style="list-style-type: none"> • Finance – no change to finances. • Program – MMASC partnership on webinar and CAPIO-CGL course. • Membership – survey is out for members. • Communications – Canva templates for Webinar Wednesday. • Conference – potential MMASC partnership on annual conference. • Vice President – Discuss Diversity and Inclusion plan. • President – Webinar Wednesday success and need for host.
<p>4 Webinar Wednesday TIME: 5 minutes PURPOSE: Information/Feedback LEADER: Monica Davis, Ellie Dallman</p>	None	- Discussed success of Webinar Wednesday. Need more volunteers to host. Some recording may become available for members.
<p>5 Mid-Year Retreat TIME: 10 minutes PURPOSE: Informational/Feedback LEADERS: Jessica Deakyne</p>	None	- Discuss Friday, July 10 th from 9AM to 12PM as mid-year retreat on Zoom.
<p>6 Equity & Inclusion Plan TIME: 15 minutes PURPOSE: Informational/Feedback LEADERS: Monica Davis, Kurry Foley, Scott Koll</p>	Review Handout	- Discuss framework for board member training. Open to idea of using GARE as resource along with collecting other available resources.
<p>7 Region Updates TIME: 10 minutes (2 minutes each)</p>	None	- Brief Report from Region Co-Chairs on the following: <ol style="list-style-type: none"> 1) Upcoming events planned

PURPOSE: Informational/Feedback

LEADERS: All

2) Recent events executed

3) Efforts to expand membership in your region

- Region 1 – no update
- Region 2 – membership survey push
- Region 3 – virtual webinar host
- Region 4 – GCL with CAPIO for July 15th
- Region 5 – no update
- ICMA – ICMA virtual conference (Sept 23rd-26th). ICMA statement on systemic racism (review code of ethics and training for equity and inclusion component).

8 **Other Items and Announcements**

TIME: 5 minutes

PURPOSE: Informational

LEADERS: All

None

9 **Adjournment**

PURPOSE: Meeting End

None

- Meeting adjourned 5:13 PM



Memo

To: MMANC Board
From: Jessica Deakyne, President
cc: Justin Lovell
Date: Monday, July 6, 2020
Re: CGL Director Job Description

Priority 4.5 for 2020 was to create a board role tasked with oversight of the CGL program and to assist in bringing the CGL program under one organizations’ purview. Below is the draft job description for the position for your review/feedback with the ultimate goal of appointing Justin Lovell into the role for 2020.

2020 Priorities			
Priority #	Description	Lead(s)	Notes
4.5	Create a board role to oversee the CGL program	Jess	Jess reached out to Justin about possibility of creating role; he’s interested, will bring back to exec board and then full board

TITLE:

Credentialed Government Leader (CGL) Director

TERM:

This limited-term position is being created mid-year and will be appointed by the President in 2020 to serve out the remainder of the year. This position is not an elected position and is appointed by the Board President and ratified by the Executive Committee.

As with all Board positions, this position begins annually on January 1 and will continue as-needed and serves at the pleasure of the President.

DUTIES:

The Credentialed Government Leader (CGL) Director has custody of all materials related to the CGL program and are responsible for updating materials;

They make recommendations to the Executive Committee for changes and improvements to the program;

They serve as the “face” of the program, presenting to different partner groups and responding individually to program applicants and participants;



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The Credentialed Government Leader (CGL) Director oversees the CGL committee in concert with MMASC partners;

Maintains and tracks the roster of CGL participants and graduates;

Ensures timely graduation and recognition of CGL participants;

Works with Region Co-Chairs, Program Director and Conference Director to ensure CGL courses are offered frequently, in a variety of classes.

OVERSIGHT:

The CGL Director serves as an independent role, attending Executive Committee Meetings and Board Meetings as necessary to keep the board apprised of the CGL program.

QUALIFICATIONS:

Must be a current member in good standing.

Experience in project management, communications, public relations, marketing and leadership academy experience is recommended but not required. Must be able to communicate with members, corporate partners, partner organizations and committee members to ensure CGL program success.

The CGL Director role is typically held by an individual who has had prior experience serving on the MMANC Board of Directors as a Region Co-Chair and a CGL graduate or participant.

ADDITIONAL CONSIDERATIONS:

The time commitment for this volunteer position is at minimum three (3) hours per week.

We anticipate this role will typically be occupied by someone who has served on the board in various positions such as Region co-chair and/or Program Director or Membership Director. This position would also be great for someone who was previously involved on the Board and is interested in getting back involved with MMANC.



Equity + Inclusion Framework

MMANC Board of Directors

Authors: Kirsten “Kurry” Foley, Monica Davis, and Scott Koll

Date: 06.03.2020

Overview

Municipal Management Association of Northern California (MMANC) values equity and inclusiveness and intends to build a framework for the entire organization to make meaningful reform in our agencies and across the State of California. With this framework, the board of directors looks to cultivate opportunities for our members to have tough conversations, challenge inequitable power structures, listen, lead with empathy and develop, build, and implement just and equitable policies and programs in their organizations and communities.

MMANC will advance this profession by elevating conversations calling for change and by continuing to provide training and programming that challenges our members' paradigms and perspectives while inspiring action at all levels in their organizations.

Goals

1. Train the MMANC Board of Directors on anti-racism and racial equity.
2. Structure MMANC events with specific anti-racism, equity and inclusivity goals.
3. Develop a recruitment strategy around membership and its Board of Directors as diverse as the communities MMANC agencies serve.

Milestones

I. By December 2020

- Provide comprehensive anti-racism and equity training to all MMANC Board Members.

II. By January 2021

- At the annual board retreat, board will create goals for a training platform to understand the history and structures of oppression and center unheard, historically excluded voices. MMANC board members will create a rubric for designing and evaluating inclusive programming. These goals will set clear expectations for programming for 2021 and beyond towards:

1. Inclusion of black, indigenous, people of color (BIPOC) speakers for events (% of speakers);
2. Commitment to center “unheard voices” of people that have been historically excluded or marginalized in events; and
3. Commitment to include equity and inclusion lens for each event.
4. Develop questions for inclusion into a membership survey to gather data of MMANC membership.

III. By January 2022

- Based on data from membership survey and feedback from events , create goals for board recruitment and membership recruitment to achieve board and MMANC membership that is reflective of the communities served.
- If needed, refine/revise goals set in Milestone II for 2022 programming.
- Provide MMANC membership online content focused on inclusive recruitment and development.

IV. By December 2022

- Provide the MMANC 600+ membership access to training, essential resources, and a network of peers determined to further the discussion of equity and inclusion across the agencies.