



EXECUTIVE COMMITTEE
February 11, 2010
MISAC Board Meeting
Ontario City Library, Ontario, CA

Members Present

Bryon Horn	City of Fresno
Doug Hollis	City of South San Francisco
Joan Schoening	City of Foster City
Rick Guidara	City of Davis
Ken DesForges	City of Diamond Bar
Helen Hall	City of Fullerton
Jesse Shelby	Mojave Water Agency

Members not Present

Greg Park	City of Livermore Police Department
Jeff Lewis	City of Merced

Guests Present

Robb Korinke	Grassroots Lab, Inc.
O.J. Sutherland	Executive Events
Stuart Gregg	Civica
Stuart Smith	Civica

Staff Present

Michelle Nesbitt	MISAC Managing Director
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1. Call to order
President Bryon Horn called the meeting to order at 10:35 a.m.
2. Establishment of Quorum
A quorum was established by 8 of 9 members attending.
3. Civica Presentation -
President Bryon Horn welcomed Civica to the board meeting and thanked them for coming. Stuart Gregg and Stuart Smith with Civica were in attendance to answer any questions that the MISAC board had. Some of the questions on the products features included, does the calendar include being able to enter multiple events?, there was also discussion on having the vendor listing changed to a “members only” with a login to access until the Partner’s Program members page was up and running. Finally, the board asked Stuart Gregg if they (Civica) had an inventory tool module and Stuart asked MISAC to send him the specs and he would put a proposal together for them.
4. Executive Reports -
A) President Bryon Horn welcomed the board to Ontario and first established who the Partner’s Program board representative would be. He asked for a volunteer and the board discussed how Greg Park worked so well with Robb Korinke. Greg accepted the position. President Horn then gave his report. He reported that an organization similar to MISAC, located in Washington is interested in MISAC – ACCIS asked Bryon to speak at their conference and is going to fly him to Washington to attend. He reported that he will bring

back information on their organization to the MISAC board. Ken DesForges commented that an organization in Colorado is also interested in collaborating with MISAC.

B) Managing Directors Report – Michelle Nesbitt reported on what tasks she completed on behalf of MISAC for the month. She reported on the website changes she has been making, including adding a Legislative Affairs page and Partners Program button with two pages included. She also reported that she sent final notices to the remaining outstanding Northern Chapter members. Joan Schoening and Doug Hollis requested that Michelle send the outstanding chapter members list to the Northern Chapter officers and themselves for follow up prior to terminating membership. Michelle handed out a draft budget for the board to review. The draft budget was based on the suggestions and recommendations of the board from their January 14th meeting. The board reviewed the calendar year budget and talked about adding a line item for an audit, a line item for the support of Next generation that MISAC had committed to of a \$1000.00 for three years and decreasing the Northern Chapter dues to state by \$1,000. The board also recommended that Michelle add line item “Reserves / New Programs” in expenses and send back out to the board once completed. Finally, the board reviewed the latest set of financial statements provided by Shaw Yoder Antwih. The latest set of financials had the chapter information omitted at the request of the board so that they were able to see just the state information. Rick Guidara offered to meet Michelle and Alison for a sit down at Shaw Yoder Antwih to view and select the right format of report for the MISAC board.

C) Treasurers Report – Jeff Lewis was unable to attend the meeting so Michelle Nesbitt reported on the MISAC financials. It was reported that as of January 31, 2010, MISAC had \$54,647.55 in the bank.

D) Legislative Director Greg Park reported that February 19th, 2010 was the last day to introduce new legislation on this second half of the session. He also reported that this Governor has called 8 special sessions since he has taken office. Greg thanked Michelle for getting the bill report on the website and the search tool for legislation.

E) Secretary Report – board members to review minutes. The minutes looked good as submitted without any requests to amend.

A motion was made by Joan Schoening to accept the MISAC Board minutes as submitted. The motion was seconded by Jesse Shelby. The motion passed.

F) Additional Board reports – none

5. Continuing Business:

a.) Conference Review –

O.J. Sutherland was in attendance and it was discussed that his final bill from conference had been submitted to Jeff Lewis and Michelle Nesbitt. The board requested MISAC staff – ok to pay the final invoice. The board requested an updated contract from O.J.

b.) Corporate Partners Program –

Robb Korinke reported on the MISAC Partners Program

A motion was made by Bryon Horn to accept the benefit structure as presented in the Board packet. The motion was seconded by Jesse Shelby. Motion passed.

c.) By Laws discussion -

The By Laws committee tried to meet in January but was unable to. They asked to table the item until the next board meeting in March.

d.) Inventory Tool Update – Rick Guidara presented the proposal submitted by Tom Naramore from A Better Process. Rick reported that MISAC members are definitely interested in having an inventory tool but the proposal submitted has some issues with the fees and in-kind services. The board recommended that MISAC submit an RFP to Civica and consult with CSIDA on their RFP process.

6. New Business

a.) Review of proposed meeting dates for 2010.

Included in the packet were proposed meeting dates for 2010. The board reviewed the dates decided to try to move around to better accommodate the board members. The board booked out until June to review if moving around was more or less cost effective.

b.) Other items – New board members

President Bryon Horn and the board discussed new board members. The nomination is for Doug Hollis, Vice President, Jeff Lewis would continue as Treasurer, Jesse Shelby, Secretary and Joan Schoening, Communications Director.

Motion to accept board members in new positions by Joan Schoening and seconded by Jesse Shelby. Motion passes.

Discussion on committees. The conference committee for 2010 will be Ken DesForges as chair, Joan Schoening as co-chair, and Doug Hollis. The committee will still seek a Central Chapter member. Joan Schoening to head up the Excellence Awards for 2010.

c.) Next meeting date

February 11, 2010 in Ontario, CA – in person meeting.

Meeting adjourned at 2:47 pm