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BOARD OF DIRECTORS

Meeting Minutes

May 9, 2005

6 PM

Veteran's Memorial Building, Room 218, Hollister, CA

- 1) **Call to Order-** Joe Kline, Board President, called the meeting to order at 6:07 PM.
Board Present: Jacqui Carrasco, John Chadwell, Jim Frazier, Val Jeffery, Joe Kline, Bruce Lee, Clay Lee, Teri Marshall, and Ron Wheelehan
Board Absent: Rob van Herk, Fran Lozano, Brent Olsen, and Cynthia Stagner
Staff Present: Suzanne St. John
- 2) **Approval of Minutes of April 11, 2005** – A motion by Bruce Lee to approve the April 11, 2005 minutes was seconded by Clay Lee and was carried unanimously, to accept the minutes as written with Ron Wheelehan abstaining.
- 3) **Public Input** – No public comments were made.
- 4) **Executive Director's Report on the following events:**
 - (a) CMAP Staff Productions
 - (i) Miss Garlic Festival Pageant
 - (ii) In Focus
 - (iii) Teen Talk TV
 - (iv) Calaveras Resource Fair
 - (v) Student Video Show
 - (vi) COVER 3
 - (b) Community Outreach
 - (i) Calaveras Resource Fair
 - (ii) Gavilan Career Fair
 - (iii) eNewsletter
 - (iv) ACM National Board Meetings
 - (v) Member Mixer
 - (vi) Leadership Gilroy / St. Josephs
 - (vii) Gilroy's Young Artist Show
 - (viii) Ojos Latinos
 - (ix) Hometown
 - (c) Facilities Update
 - (i) Computer Upgrades

- (ii) In Repair
- (iii) Office / Equipment Moves
- (d) Operations Manager Transition
- (e) Press: attached articles in board packet

5) **Treasurer's Report-** Jim Frazier reviewed the financial statements for March. A motion was made by Val Jeffery and seconded by Bruce Lee and was carried unanimously to accept the financial statements as written.

6) **Charter Update-** The I-Net was discussed re: completion in San Juan Bautista. Ron Wheelahan has a call into Ray Aguilar regarding the issue at San Juan Elementary School and Anzar High School for resolution. Charter has indicated that Anzar High School was traded for the San Juan Bautista Community Center. The feasibility of including the community of Aromas into our service area was discussed.

7) **Board Vacancies**

a) Two Appointed Seats- Update on Dan DeVries - is considering the board seat.

8) **MCOE / SBCOE Connectivity MOU-** Ron brought up the issue of agreements between agencies and shared facilities. Many agreements are made verbally initially between agencies, but then are questioned as years go on. This could also cause havoc during time of outages, problems, moves and reconfigurations. Ron will explore some boilerplate MOU's for this purpose.

9) **Audit Committee-** Suzanne brought forward the recommendation of the idea of having an audit committee to increase the controls for CMAP. It was decided we not have a committee since it is not a mandatory compliance item with the auditor. Joe Kline recommended that we conduct the process during the board meetings. The CMAP bookkeeper could also attend these board sessions.

10) **Four Year Review-** Per the City Contract, CMAP is required to do a performance review after for year. Joe Kline asked if the board could see samples of reports done in other areas. Suzanne will look for sample reports for the board over the next few months.

11) **Capital Equipment Purchases-** A proposal was made to purchase a 17" LCD monitor for \$279 + tax. A motion was made by Clay Lee and seconded by Jacqui Carrasco to approve the purchase as requested.

12) **Membership and Workshop Statistics-** as of April were reviewed.

13) **New Business-** The issue of computer Support contract language with Gavilan College was discussed. The IT staff is very helpful but only offers certain included services. Staff does much of the computer maintenance. Jacqui Carrasco indicated that few teachers are aware of CMAP and thought that we should increase efforts to get the word out to schools. School Boards presentations, (Home and School) PTAs, School Staff Meetings, Staff Development days and "How to use the INet DVD" were some of the ideas. Suzanne mentioned that brochures were sent to every teacher last year about our services, and she regularly attends school career fairs, trade shows, etc.

14) Adjournment- A motion was made by Val Jeffery to adjourn at 7:19 PM was seconded by Bruce Lee and carried unanimously. The next meeting is June 13, 2005 at the CMAP Office on Gavilan College.

Respectfully Submitted,

Ron Wheelehan- Secretary, CMAP Board of Directors