

CALIFORNIA UTILITY EXECUTIVE MANAGEMENT ASSOCIATION



MINUTES
BOARD OF DIRECTORS MEETING
November 28, 2017 - 2:00 pm
Anaheim Marriott
700 Convention Way, Anaheim, CA 92802
(714) 750-8000
Location: La Jolla Room/Los Angeles

CALL TO ORDER BY PRESIDENT – Tom Coleman

ROLL CALL OF DIRECTORS

Public Agency Representatives

President Tom Coleman
Vice President Piret Harmon
Director Andy Sells
Director Martin Zvirbulis
Director Greg Galindo
Director Rick Gilmore

Corporate Representatives

Secretary Treasurer Michael Busch -- *Phone Conference Participation*
Director Erin La Combe Gilhuly
Director Scott Pieratt
Director W. David Byrum

ABSENT:

Director Brian Macy

Public Agency Representatives

None

Corporate Representatives:

None

OTHERS PRESENT:

Executive Director Ken Deck
Rose Perea, Staff Assistant
Tara Bravo, CV Strategies

TAB 1 CONSENT CALENDAR

1.1

Approval of September 7, 2017 Minutes

Upon motion by Director Harmon, seconded by Director Pieratt, and unanimously carried, the Minutes were approved as presented.

TAB 2 CORPORATE MATTERS

2.1

Review and Discuss year-to-date (January-October, 2017) Financials

Director Harmon provided a review of the 2011-2017 historical income and expense figures used in developing the 2018 Budget. She advised that payment had been received for sixteen (16) individual memberships and seven (7) agency memberships. Treasurer, Michael Busch, advised that he will provide the final 2017 financial reports at the next meeting.

2.2

Discuss 2018 Annual Membership Renewal/Recruitment

Director Harmon suggested that Directors review current membership and bring at least one or two new members to the Association which would effectively double the membership and income from membership dues. Treasurer, Michael Busch, agreed to send out a “draft” invoice for review and following approval, agreed to send out the renewal invoices to all current members no later than January 2018.

2.3

Discuss 2018 Annual Sponsorship Drive

President Coleman discussed the need to get the sponsorship invoices out early in the year. Vice President Harmon suggested that invoices be mailed to past sponsors with a request that they once again sponsor the Association. Guest, Tara Bravo, suggested that the invoice showcase what is available to sponsors – what CUEMA has to offer. Executive Director Deck is currently tracking monies received on RegOnline monthly to reconcile what category the funds should be applied to – membership, sponsorship, conference, golf, etc.

2.4

Discuss Executive Director’s Compensation - 2017

Vice President Harmon recommended that the Association compensate Executive Director Deck for the 2017 calendar year in an amount up to \$12,000; for the 2018 calendar year, compensate him in the amount of \$12,000. A motion was made by Director Sells, seconded by Director Gilmore and unanimously carried, granting President Coleman the authority to compensate Executive Director Deck for the 2017 calendar year in the amount of \$12,000, and for the 2018 calendar year, up to \$12,000 per year.

2.5

Review and Approve 2018 Budget

Vice President Harmon reviewed the draft 2018 Budget with members of the Board. Upon motion by Director Galindo, seconded by Director Gilhuly, and unanimously carried, the 2018 Budget was approved.

2.6

Discuss Mini-Summit Held with JPIA on October 26, 2017

Director Sells reported to the Board that he had received very positive responses from those in attendance at this Mini-Summit. President Coleman remarked that the JPIA office was a good venue and many new faces were in attendance. President Coleman suggested three to four Mini-Summits per year, keeping the cost for the speaker at \$1,000-\$2,000, and lunch at approximately \$500. The Board concurred with this suggestion. Soliciting sponsors for these events would help to minimize the cost and may even generate revenue. The Board discussed offering prospective sponsors the opportunity to speak about their company at the Mini-Summit – offering them a 15 to 20 minute window of time to speak before the main presentation. A suggestion was made to video or record the presentations at the Mini-Summits and place them in the “members only” section of the website thereby building a library of information. Director Sells will provide the Board with a date for the next Mini-Summit to be held at the JPIA offices in 2018.

2.7

Discuss Mini Summits to be Held in 2018

- **Venue**
 - **January 31, 2018, at the Frontier Project in Rancho Cucamonga.** CV Strategies has drafted the flyers. The topic of the presentation will be “What is Your Emotional Intelligence” and the presenter will be Sommer Kehrli. Director Zvirbulis will provide a continental breakfast and CUEMA will provide lunch.
- **Cost**
 - **Member vs. Non-Member**
\$20 for members; \$40 for non-members

2.8

Discuss Board Vacancies – these items were tabled for a future Board meeting.

- **Public Agency Representatives – 8 positions, one vacancy**
- **Corporate Representatives – 5 positions, one vacancy**

2.9

Website Update (Director Gilhuly)

Director Gilhuly and Guest Tara Bravo presented the new CUEMA website and will provide the link for members of the Board to view and provide feedback.

OTHER BUSINESS

- CV Strategies will prepare the “Save the Date” for the September Leadership Summit for early distribution in 2018 and for posting on the website.
- December 2017: Director Busch to send out membership and sponsorship invoices. Include “Coming Events” with the invoices. Directors Busch, Harmon, Deck and Gilhuly to work on generating the invoices through QuickBooks.
- CV Strategies to send out invoice hard copies as well as e-mail reminders in January.

Directors’ Comments

- Greg Galindo, La Puente Valley County Water District, has secured a sponsorship from Northstar Chemical in the amount of \$1,500 for 2018.
- Director Busch circulated the Association’s Profit and Loss Statement for the period January 2017 through September 15, 2017 and the Balance Sheet for September 2017 for receipt and filing.

Future Agenda Items

- Director Busch circulated current Accounting and Purchasing Policy (September 2012) for review and possible updates.
- Director Busch also circulated “proposed” Accounting, Purchasing and Reserve Policy (December 2017) for review and discussion.

Next Meeting Place, Date and Time

- Conference call before the January 31, 2018 Mini-Summit.
 - President Coleman will send out possible dates for the call and the conference call number.

The meeting was adjourned at 3:35 p.m.



Attest: _____

MICHAEL BUSCH
Board Secretary