

CCCSFAAA Meeting
August 6, 2002
Sacramento-Embassy Suites

Meeting called to order 8:45 AM

Present-Anafe Robinson, Craig Yamamoto, Susan Jones, Joaquin Jimenez, Myra Rush, Sheri Hancock, Maureen Kent, Toni Dubois, Beth Asmus, JoAnn Bernard, Steve Arena, Pat Hurley, Mary Ellen Muehring, Richard Quintana, Karen Miscalizio Sandy Clark, John Muskavitch,

Guest's-David Levy, Ena Hull, Gaynelle Martin

Clarification was given to the June 6th CASFAA minutes. The correction is as follows:

CASFAA motion, Ann Whitmer moved that CASFAA accept the Anaheim Marriott's offer to move the 2004 conference date earlier in December and that David Levy and Scott Lindley approach the Anaheim Marriott hotel staff to inquire about moving the 2008 conference to the same earlier December date while maintaining the same room rate as 2004. Jim Brown seconded the motion

Motion Passed

CCCSFAAA motion John Muskavitch moved that CASFAA accept the Anaheim Marriott's offer to move the 2004 conference date earlier in December and that David Levy and Scott Lindley approach the Anaheim Marriott hotel staff to inquire about moving the 2008 conference to the same earlier date while maintaining the same room rate as 2004. Motion seconded by Claudia Martin.

Motion passed

Approval of CCCSFAAA June 7th minutes

Motion to approve minutes made by Sherri, John seconded. All in favor.

Treasurer's Report

- There is \$82,776.43 in the Capital One CD, which matures Sept. 7, 2002, as it is a one-year CD. The Cash Maximizer Account has \$40,464.00 that earns 1% interest.

Motion was made by John to move \$20,000.00 into CD from Maximizer Account. Seconded by Craig. All in favor, with no abstentions, no oppose.

Budget

Expenses

- Expenses were \$150.00 per site for Cal Grant Workshop, but there was no budget set up? It costs \$15.00 per month to maintain the Web site and \$59.00 per month to pay for the GO Merchant account that is only used for registration fees for the conferences. This registration fee should only be paid during the months of October, November and December. This is something that should be reviewed for next year.
- New Director's Training-Tim Bonnel's expenses should be paid for by CCCSFAAA, but the Chancellor's Office is paying for his expenses so we are saving some money.
- There have been no expenses on the Newsletter.

Income

- Expected 10 new members this year, but now have doubled that figure.

- Interest will be posted by next meeting.
- Scholarship 50/50 raffle projected income is \$7000.00 Regional baskets will bring in more income but we need \$5682.50 as we only have collected \$1317.50
- Suggestions were made to set up a separate account for the scholarship dollars or at least have a notation in the budget that these are scholarship funds.
- Reimbursement for travel, parking and meals. Toni has the forms for CCCSFAAA reimbursements. Parking will be reimbursed by the Chancellor's Office.

Conference Committee

- Tim Bonnel is working on the program
- Steve commented on the meeting that was held in San Diego regarding the conference and filled in the holes on the calendar. There was discussion around the theme, food and entertainment.
 1. Facilities-Tim Bonnel
 2. Entertainment-will be spectacular involves a participatory nature, including Salsa dancing. This music is very entertaining with CD's available, if sold they will donate some of the proceeds back to CCCSFAAA's Scholarship Fund.
 3. Entertainment is on-site not off-site.
 4. Meals will be a buffet style and we will receive a 10% discount in lieu of Saturdays night
 5. Agreement with hotel to meet our price and stay within our budget. We did explore a cruise but there are lots of additional costs involved.

Fundraising

- Set on hotel space and have a comprehensive list to set up meeting rooms trying to keep it tied to exhibit area.
- Pre-conference activity to be presented by Tim Bonnel
- Drayage is taken care of and the CCCSFAAA article is to be in the newsletter
- New Vendors are calling for a Sponsorship agreement
- 3 levels of sponsorship, which may include dinner with the President's of both organizations.

Program

- Gaynelle who is working with Sandy is handling CCCSFAAA Directory advertising.
- All Community College staff member will be included in the directory.
- Publicity on line will be posted this month.
- Postcard to be mailed out to every school.
- August will be a very busy month getting everything in place. Brochure went out last week.
- Gaynelle will work on vendor booth registration, agreements, selection and money. Refer all inquiries to Gaynelle.
- Look at sponsorship level- different tiers. Level one-no free registration, level two one free registration. Level three gets three free registrations and one-half page free ad. We have limited space this year.
- Budget request by Tim (presented by Steve in Tim's absence) to request a pre-conference speaker, Joe Pace who is a motivational speaker. This would require an increase in the budget of \$2000.00 to have this pre-conference session. Unable to change the budget now so if you go over the budgeted amount, then you go over budget.
- The plan is to have approximately 50 attendees at \$40.00 per attendee. Space is already handled, but the concern is travel expense and the time when we could have a session. Saturday is the transition meeting and Friday is the last Board meeting for the year with the existing Board.

Site Selection

- Memo of Understanding with CASFAA site committee and CCCSFAAA's site selection committee member is Pat Hurley. Her job is to look for sites, review the process to select sites and report back to the organization.
- Communication is extremely important and maybe with the new people that are on the CASFAA Board and CCCSFAAA Board the process needs to be reviewed again.
- Last CCCSFAAA meeting it was noted that we have a Fiscal Planning Committee to handle the process flow of site selection.
- Keep in mind that three major things came up-
 1. Dates-Christmas Time
 2. Cost-Concern with budget constraints.
 3. Weekends-Family time, other activities to do.All these things need to be considered.

Site Report by John and Toni

- Presentation by John and Toni-some confusion regarding the ad hoc committee that is to be called the Fiscal Planning committee. Members are John, Toni, Joaquin, and Tim Bonnel. This group is to do research and not negotiate anything with the understanding that CASFAA's name would not be mentioned in any way. Contacted the Long Beach Convention Center and did not release any information. Did just research that is all.
- Three different locations-Palm Springs, San Diego and Ontario.
 - San Diego Sheraton we used the same week in 2006. We used June dates and they can accommodate us in 2006 for \$139.00 per night in 2006 Dec. 17, 2002-Dec. 19, 2002 with an 800 room block. John asked for vendor space, wine and cheese reception, meeting rooms throughout the year. This was a telephone conference and these quotes are preliminary only.
 - Palm Springs-Convention Center with hotels attached \$16,238.00 paid by hotels for a rebate. \$137.00 per night at the Hilton, \$125.00 per night at the Hyatt Regency, \$115.00 at the Courtyard by Marriott, \$129.00 at the Riviera, \$139.00 at the Wyndham, \$129.00 at the Marquise, Holiday Inn and the Ramada. All these include rebate and free shuttle to and from the Convention Center. Ontario Airport is approximately one hour away and Palm Springs Airport does have some direct flights.
 - Ontario-Convention Center-\$24,000 paid by the hotels. Convention Center is with the hotels for anytime in December. Marriott, Hilton, Sheraton, Doubletree, Country Inn and Suites. Free shuttle service to nearby attractions, Dave and Buster's, Ontario Mills Mall Rain Forest Café, Felipe Winery etc. Offered a Presidential suite to vendors, food prices range from New York Steak and Eggs for breakfast \$13.50 to \$29.00 for a sit-down steak dinner. Walking distance to the convention center and parking is included for free. Convention Center parking is \$5.00

End of report.

- Region 7 and 8 brought this forward and Region 5 voiced some concern from their schools regarding the date of the conferences.

CASFAA has three concerns: timing, weekends (different priorities), costs. Suggestions for improved communications and we both must remain united and strong. Only way to make improvements or changes is to bring it forward.

Report from Site Selection Committee member

- CCCSFAAA agrees that the representative will represent us with the CASFAA site selection.
 1. San Francisco Marriott is a good hotel, Hilton corridors are very narrow and the meeting rooms are converted sleeping rooms.

2. For 2003-Monterey, people like to stay in one hotel as the weather plays an important factor.
3. Anaheim-two sites and the two boards made a decision along with the site selection committee who is the referral body to both organizations.
4. We book so far out it is hard to predict the growth, and with the list of items that we need to go through it is difficult. CCCSFAAA fits into smaller locations whereas CASFAA is quite a large group.

Pat Hurley will be stepping down as CCCSFAAA site selection representative. If anyone is interested please contact Joaquin Jimenez.

CCCSFAAA does extremely well by partnering with CASFAA and the process of site selection should be reviewed every couple of years.

Report by CASFAA

Must enhance the process to put it out on list serve to stay at areas listed for each conference. Anyone who stays at any hotels in California and are pleased with what they have to offer please let the site selection committee know. Scott Lindley represents International Meeting Contracts and has assisted us in the past.. I have comparable rate for 2008 for the first week of December.

- Long Beach-require use of convention center-5 hotels without use of Hyatt Meeting rooms
- Century City-12 inter-sessions- \$170-\$194.00 per room and using Park Hyatt overflow
- LA Airport-2 separate ballrooms-with use of a tent
- Palm Springs-Hilton, Marquis, Spa, Wyndham \$27,995 rental fee
- San Diego-\$154.00 in 2006 \$174.00 in 2010 all meeting are under one roof.

The pattern has been Sunday/Monday CCCSFAAA Mon/Weds CASFAA. Monday after Thanksgiving is the worst travel day in the year.

CASFAA looked at November and the whole time frame is sold out. I would like to move forward with option number one because it is under \$200.00 and CASFAA has already voted to move forward.

- Option #1 –November 27th to December 1.
- Option #2 – November 28th to December 2.

CASFAA voted to use Hyatt for 2006 and 2010 for November 27th-December 1 for 2006 room rate of \$175.00 per night and December 8-December 12 for 2010 with a room rate of \$197.00 per night.

CLARIFICATION

CCCSFAAA would like to begin on Monday November 26th afternoon in 2006.

- Our transition meeting would be the day and one-half before which ends up being on Thanksgiving weekend!
- 2-part question--we still have nothing for 2005 and 2007. Can open up 2005, 2007 and 2009. No discussion for 5,7, or 9. Part two of the question-vote by CASFAA to choose option 1 for 2006 and option 2 for 2010.

If CCCSFAAA doesn't like the dates then we must decouple for 2006 and 2010? If a decision were not made soon CASFAA would loose the dates? Urgency of 2006 and not 2005, Marriott not willing to negotiate and now Marriott is now available. Big hotels are in high demand

2010-Thanksgiving Saturday 12/9-12/13 \$219.00 room rate also wanted what other groups wanted over the weekend so CASFAA made a decision. Hotel is in a hurry because they could book this time again. These quotes are based on both CASFAA and CCCSFAAA. If CCCSFAAA decides that 2006 and 2010 are not acceptable then CASFAA must go back and renegotiate. For 2006 and 2010.

Are competing with the expansion, as the Hyatt will be the largest hotel in the area. More groups are coming in and members to look at these rates.
CASFAA also approved to increase their registration fees from \$210.00 to \$240.00.

- Would CASFAA reconsider if we changed the date back to December 15th?
 - Vote didn't conference to go past the Date of December 17th back in 2000.
 - Voted by CASFAA to make it earlier.
 - Trade-off-dates or rate?
- Ena and Linda have heard lots of complaints about the time of the conference. If we combine both conferences how do we determine the revenue split? Suggestion was to move CCCSFAAA to the end of the conference?
- Concern is to discuss pros and cons to come up with a decision and on the surface many major decisions need to be made.
- Same price for December 12 to December 16th \$197.00 Can CASFAA go back to their board members to ask to renegotiate the date?

CCCSFAAA Site Selection Committee Member states that there are mutual expenses and individuals are not required to stay there. May interfere with the MOU, which would affect room rates. People want to stay in the conference hotel and cost is sometimes an issue. We must create a list of have's and have-nots if we select to stay in another hotel.

This is the position of the counsel

Susan, Linda and Ena had concerns other CASFAA members felt that time is of the essence.

Toni spoke to David on July 30, 2002 Tuesday at 6:00 PM and gave David all her information regarding prices and locations. The same behavior keeps happening. Must vote now or else. Push comes to shove.

Manipulated when it was brought to CASFAA last week. If we don't go with CASFAA then we decouple.

Priorities

This situation is that CASFAA goes with the Hyatt for 2006 and 2010 David has been directed to renegotiate for 2007,2008 and 2009 to look at memo of understanding.

Need to motion

Motion made by Toni that CCCSFAAA agree with CASFAA's position to approve the dates of 2006 and 2010 that were put forth by CASFAA Executive Council at their August 1st and August 2nd meeting for the conference to be held at the Grand Hyatt in San Diego is upheld. Joann Seconded.

Opposed 10 Abstained 2

2006 and 2010- direction to the board is that we must terminate our Memo of Understanding with CASFAA. Can't break Memo of Understanding.

As a result the President of CCCSFAAA will seek a meeting to be requested between both organizations Presidents and President-Elect as soon as possible.

The Fiscal Planning Committee is to find out what happened, We were not given a choice if we wanted to decouple we were forced to decouple.

Discussion

Time that issues were brought up, what happened, what and why decision was made.
Hope to communicate it to CASFAA's members

Memo to Linda to advise, Joaquin is saddened by decision chose to abstain he doesn't fully agree
Protocol letter to follow reviewed by the board and should be reviewed by all board members before
release to CASFAA president. Both Linda and Ena need to know where we stand as an association. Will
make every effort to convey that to them.

1. Letter first
2. Draft a new Memo of Understanding
3. Meet with the Fiscal Planning Committee

CASFAA

Communication error, perception. Council did not want to decouple information on how it came across
believed their information change with what occurred until these things happened. I don't agree with this
protocol anymore is what CCCSFAAA is saying

CCCSFAAA

Copies to be sent to both boards

Fee for consultant may or may not be charged by hotel for this firm. Is a concern?

CASFAA's board may not know about conference negotiation sometimes they operate under a certain set
of assumptions. These people do want to work with you.

Reports

Past Presidents

- Training \$6400.00 goes to scholarships accounts for 13 scholarships.
- New Director Training Toni and Susan completed it and did a wonderful job
- Call for nominations in August-Submission by September 6th. September 9-September 13th verify
willingness to serve-ballots to board for confirmation September 16th ballots out and confirmation
in October
- By-law committee has not met yet. By-law change sent out to voting membership, e-mail to
review and mail it to get it done

Webmaster

The Web site committee had its first meeting this morning and the response was favorable. Go out and
take a look –any suggestions comments contact Beth Asmus.