



**EXECUTIVE BOARD OF DIRECTORS
CLOSED SESSION MINUTES**

JUNE 7, 2018 | 5PM

CUPERTINO CITY HALL | 10300 TORRE AVENUE | CUPERTINO, CA 95014

Rod Sinks called the Executive Board Meeting Closed Session to order at 5PM.

Attending: President Rod Sinks (Cupertino), Manny Cappello (Saratoga), Pat Showalter (Mountain View), Larry Klein (Sunnyvale), Marico Sayoc (Los Gatos), Greg Scharff (Palo Alto) entered into close session to discuss Executive Director performance review pursuant to government code section 54957 (b) and 54957(c). Upon conclusion of the closed session, President Rod Sinks reported that the Executive Board voted unanimously for Andi Jordan's to remain as Executive Director and change the position from 30 hours per week to 40 hours per week, exempt status with a salary of \$100,000.

**EXECUTIVE BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

Following the Closed Session, President Rod Sinks called the regular Executive Board meeting to order. Attending was President Rod Sinks (Cupertino), Manny Cappello (Saratoga), Pat Showalter (Mountain View), Larry Klein (Sunnyvale), Marico Sayoc (Los Gatos), Greg Scharff (Palo Alto), David Brandt (SCCMA/Cupertino), Aarti Shrivastava (Cupertino), Andi Jordan (Executive Director).

Pat Showalter motioned, with a second from Manny Cappello, to approve the Consent Agenda consisting of

- a) Executive Board Meeting Minutes: April 2018,
- b) Financials/Management Report: April, May 2018.

The motion passed unanimously.

Old Business - Organizational Status: Andi Jordan presented the bill received from Hanson Bridgett, and action taken thus far. Greg Scharff motioned, with a second from Manny Cappello, that a letter be sent to Hanson Bridgett stating the Executive Board believes we have a dispute, offering payment of \$1500 for work done. The motion passed unanimously.

New Business: Larry Klein and Andi Jordan presented the 2018-2019 budget. Because of the change for the Executive Director position, Andi and Larry will revise the budget and recirculate prior to the Board of Directors.

History of recent budgets:

- For FY 2016-17, the dues were increased by 5% in order to resume operations without using increased Reserves to meet expenses. Projected Reserves at the end of the FY 2017-18-budget year is \$53,771.32.
- The General Membership Meetings have been funded by sponsors and donations.
- Article VII, Section 2 of the Cities Association Bylaws states "the dues schedule shall be revised every three (3) to four (4) years."
- There was no increase in dues for the FY 2017-18 Proposed Budget.
- The budgets have not contained any money for Board of Directors projects or priorities other than \$1000 for sponsorship in the Regional Economic Forum.

Recommendations for 2018-2019:

- Appoint a committee to look at the dues structure for future years.

- Approve a simplified budget allowing the Executive Director some flexibility to move funds between accounts (such as allowing changes in office expenditures).
- Include line item to continue addressing the organizational status issue.
- Addition of increased Board of Directors Priorities/Projects line item which could be used to hire intern for legislative activities, or other projects as the board deems necessary.
- Membership meetings budgeted and price for member tickets established at \$45.
- Includes budget for website redesign, but increased amount from \$700 to \$2000 (for current year).
- Larry Klein motioned that the budget be approved, with the addition of the budget increase for the Executive Director. Greg Scharff seconded the motion, and the Executive Board unanimously concurred.

ELGL Pop-Up Conference, October 12, 2018: Andi Jordan presented a request from ELGL, Engaging Local Government Leaders, to co-sponsor the ELGL Pop-Up Conference to be held in Los Angeles.

- #ELGLPopUps are one-day conferences held across the country on the same day.
- These events allow for regional travel, while still keeping attendees connected with the nationwide conference themes and topics.
- In 2018, the conference theme is "Choose Your Own Local Government Adventure" and pop ups will be held in Los Angeles, Portland, Milwaukee, and Miami.
- The conference includes breakfast, lunch, and a social hour, and a full day of educational sessions focused on the variety of leadership paths and roles in local governments.
- 125 people are expected to attend at each of the four locations.
- Tickets are \$50/members and \$90/non members (includes a one year ELGL membership).

Benefits for Cities Association:

- One comped conference ticket
- Named sponsorship on all #ELGLPopUps materials
- Named sponsorship on ELGL social media channels
- Blog profile on the Cities Association and its work/mission
- Two GovLove podcast ads
- In-Kind Sponsorship Request:
 - In exchange for the named benefits, ELGL asks that the Cities Association promote and market the #ELGLPopUps agenda and registration materials via your association website, calendar, email newsletters, social media channels, and any other communications channels.

Manny Cappello motioned, with a second from Pat Showalter, to co-sponsor the ELGL popup. The motion passed with unanimous consent.

The Executive Board reviewed and modified the Board Agenda.

- a. June BOD meeting agenda
 - i. Legislative Action Committee
 - ii. Cities Association Selection Committee:
 1. ABAG (2 seats/2 alternates)

2. RSA (possible appointment)
- iii. RHNA Sub Region (summary & highlights – no decision)
- iv. Santa Clara/Santa Cruz Roundtable
- v. Vehicle Dwellers (Pat Showalter chair)

The meeting was adjourned until the next meeting on August 2nd, 5PM, Cupertino City Hall.

Minutes approved August 2, 2019

Motion: Hon. Manny Cappello
Second: Hon. Larry Klein

Motion passed unanimously.

AYES: 5 – Hon. Rod Sinks (Cupertino), Hon. Manny Cappello (Saratoga), Hon. Pat Showalter (Mountain View), Hon. Larry Klein (Sunnyvale), Hon. Marico Sayoc (Los Gatos)

NOS: 0

ABSTENTIONS: 0

ABSENT: 1- Hon. Greg Scharff (Palo Alto)