



Executive Board
Meeting Minutes

**Virtual Meeting via Zoom
April 2, 2021 | 3:00 pm**

Meeting recording available on YouTube [\[HERE\]](#)

1. Welcome and Roll Call – (Sayoc, 3 PM)
<p><i>Members In Attendance:</i></p> <ul style="list-style-type: none">• Marico Sayoc, President• Chappie Jones, 1st Vice President – 3:35pm• Margaret Abe-Koga, 2nd Vice President – 3:17pm• Neysa Fligor, Secretary-Treasurer• Rich Constantine, Legislative Action Committee Chair• Larry Klein, Former President <p><i>Others In Attendance:</i></p> <ul style="list-style-type: none">• Andi Jordan, Executive Director• Laurel Prevetti, Los Gatos Town Manager and SCCMA Representative• Audin Leung, Board Clerk• Hung Wei, Cupertino City Councilmember
2. Consent Agenda
2a. Approval of minutes from March 5, 2021
2b. Approval of SCSC Roundtable Invoice for \$600.00 for a YTD total of 105,271.25
<p>Motion to approve consent agenda by Constantine. Seconded by Klein. Motion adopted 4-0-0-2.</p> <p>AYES (4) Sayoc, Klein, Fligor, Constantine NAYES (0) ABSTENSIONS (0) ABSENCES (2) Abe-Koga, Jones</p>
3. FY 2022 Budget – Discussion and Recommendation to Board of Directors
<p>Motion by Fligor to keep revenue dues as is: \$13,046.27 for large cities, \$10,856.89 for medium cities, \$8,697.51 for small cities, and \$6,523.13 for very small cities. Seconded by Constantine.</p>

Motion adopted 6-0-0-0.

Motion by Klein to increase the legal fees as discussed and decrease the amount of reserves for the upcoming year. Make minor changes to equipment budget as shown in attached proposal. Seconded by Fligor.

Motion adopted 6-0-0-0.

4. May General Membership Meeting

Proposed topics:

- COVID-19 Resiliency & Recovery by National Economic Education Delegation (recommended by SCCCMA)
- Bystander Training

Discussion of whether to include a food and beverage option recommendation to the Board of Directors.

Attachment: [Sample Presentation by National Economic Education Delegation](#)

Motion by Constantine to focus the May General Membership meeting on the topic of Race and Equity, with specific action items at the end of the meeting, possible breakout rooms, and leeway for the Executive Director to make other plans as deemed fit for the occasion. Seconded by Fligor.

Motion adopted 6-0-0-0.

5. Establish Board of Directors Meeting Agenda for April 8, 2021

Proposed agenda:

- Consent (minutes)
- Committee Reports
 - Legislative Action Committee
 - Other committees

	<ul style="list-style-type: none">• Presentation from Ahmad Thomas, CEO of Silicon Valley Leadership Group (invited)• Bystander Training (invited for April or May)• Santa Clara/Santa Cruz Roundtable Update• Budget – FY 2022 (Fligor/Jordan)• Other• <p>Motion by Fligor to adopt proposed agenda with amendment of removing Bystander Training and Santa Clara/Santa Cruz Roundtable Update. Seconded by Constantine. Motion adopted 6-0-0-0.</p>
6.	Public Comment
	No public comment was received.
7.	SCCCMA Update (Prevetti)
8.	Executive Director Update (Jordan)
	<ul style="list-style-type: none">• Organizational status update• May General Membership Meeting
9.	Adjournment (Sayoc)

Respectfully submitted,



Audin Leung

Motion to approve consent agenda by Jones and seconded by Fligor was passed 5-0-0-1 at the Executive Board Meeting on May 7, 2021.

AYES (5) – Sayoc, Jones, Abe-Koga, Fligor, Klein

NAYES (0)

ABSTENSIONS (0)

ABSENCES (1) – Constantine

Cities Association of Santa Clara County 2020-2021 General Budget							
	2017-2018 Actual (through June 4)	2018-2019 Actual (through March 31, 2019)	2019-2020 adopted budget	2019-2020 estimate	2020-2021 proposed	fy 2021 estimate	fy 2022 proposed
REVENUE:							
projected resources:							
starting balance				70,060	95,372	122,000	91,740
restricted					31,500		
unrestricted					63,872		
total BFB		37,500	37,500	70,060	190,744		
Dues	87,868	144,886	149,957	150,290	150,290	150,290	150,290
Non-dues (directories)	915	300	500		0		
LAIIF interest	500		500	3,000	2,000	2,000	2,000
Event Tickets (~65 people x 2 events)	7,250	5200+	10,400	6,911	10,400		10,400
Revenue Totals			161,357	160,201	162,690		162,690
Total Resources			161,357	230,261	258,062	274,290	254,430
GENERAL EXPENSES:							
Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc)	7,166	12,000	11,570	7,500	11,070	11,600	13,000
one time equipment for new hire/					5,000		1,200
Priorities for Board Directed Projects (intern for legislative activities, project)	1,000		5,000	1,000	5,000		5,000
attorney					18,000	20,000	50,000
accountant/bookkeeper						13,000	5,000
Office: Personnel salaries	70,000	100,000	105,000	105,000	119,400	124,650	124,650
Payroll expenses	7,000	10,000	10,500	10,500	10,500	11,000	12,650
Consultant (legal or other consultant to complete organizational status, legal)	1,069	3,000	4,000	3,500	5,000		5,000
EVENT EXPENSES:							
Membership Dinner - DECEMBER	14,000	12,769	14,000	7,389	14,000	2,300	14,000
Membership Meeting - SPRING	4,500	6,500	11,000	0	7,500	0	7,500
Expense Totals			161,070	134,889	195,470	182,550	238,000
ending fund balance				95,372	62,592	91,740	16,430