



**REGULAR MEETING
Board of Directors**

Mountain View City Hall Plaza Conference Room
500 Castro Street
Mountain View, CA 94041

**OCTOBER 12, 2023
7:00 PM**

Meeting Information:

- *Board meetings are open to the public at the location shown above.*
- *Members of the public register for Zoom webinar:*
https://us02web.zoom.us/webinar/register/WN_OtR6KHjaTW66G-7XX3V3rw
- *Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>*
- *More information on public comment and accessibility is given at the end of the agenda.*

Hon. Marilyn Librers will be in attendance via teleconference from 2228 Brega Court, Morgan Hill, CA 95037. This teleconference location is open to the public and any member of the public may address the Board of Directors members from the teleconference location.

WELCOME AND ROLL CALL – (Abe-Koga)

ROLL CALL (SirKay)

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. State law prohibits the Board from discussing and/or acting on nonagendized items.

AGENDA

1. Consent Agenda (Abe-Koga)

- Approve Minutes from Board of Directors Meeting on September 14, 2023
- Approve Financial Reports for the period ending August 31, 2023

2. President Update (Abe-Koga)

- Nominating Committee for 2024 CASCC Executive Board of Directors
- Holiday Party, including discussion of the Champion of the Year Award Recipients

3. Guest Speakers

- a. David Driskell, Community Planning Collaborative
- b. Uday Kapoor, President, Board of Directors, National Alliance on Mental Illness, Santa Clara County
- c. Abha Singhvi, Member, Board of Directors, Maitri

4. Joint Powers Agreement Update, Discussion and Outreach (All)

5. Santa Clara County City Managers Association Update (McCarthy)

6. Executive Director Update (Sirkay)

- a. Update regarding the Santa Clara/Santa Cruz Roundtable

ADJOURN (Abe-Koga)

PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to shali@citiesassociation.org
 - Emails will be forwarded to the Board of Directors.
 - IMPORTANT: identify the Agenda Item number in the subject line of your email.
 - Emails must be received at least 72 hours before meeting start day/time to be entered into the record for the meeting.
2. Provide oral public comments in-person during the meeting
3. Provide oral public comments virtually during the meeting
 - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public, and welcome feedback and requests for accommodations. Please submit requests for accommodations to shali@citiesassociation.org at least 72 hours in advance of the meeting to allow us to best meet your request.



**REGULAR MEETING
Board of Directors**

Mountain View City Hall Plaza Conference Room
500 Castro Street
Mountain View, CA 94041

**SEPTEMBER 14, 2023
7:00 PM**

AGENDA AMENDED ON SEPTEMBER 12, 2023

Meeting Information:

- Board meetings are open to the public at the location shown above.
- Members of the public register for Zoom webinar:
https://us02web.zoom.us/webinar/register/WN_OtR6KHjaTW66G-7XX3V3rw
- Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>
- More information on public comment and accessibility is given at the end of the agenda.

Agenda in Black/Minutes in Red From This Point Forward

WELCOME AND ROLL CALL – (Abe-Koga)

Meeting called to order at 7:14 PM

PUBLIC COMMENT ON NONAGENDIZED ITEMS

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. State law prohibits the Board from discussing and/or acting on nonagenda items.

OPEN SESSION

ROLL CALL (Sirkay)

Board Members Present (12):

Campbell	Anne Bybee
Cupertino	Sheila Mohan
Los Altos	Sally Meadows
Los Altos Hills	Linda Swan
Los Gatos	Rob Rennie
Milpitas	Carmen Montano
Monte Sereno	Javed Ellahie
Mountain View	Margaret Abe-Koga
Palo Alto	Lydia Kou
Santa Clara	Kathy Watanabe

Saratoga	Tina Walia
Sunnyvale	Alyssa Cisneros

Board Members Absent (2):

Morgan Hill	Mark Turner
San Jose	Sergio Jimenez

Staff Present (1):

Shali Sirkay	Executive Director, CASCC
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Members of the Public Present (11):

Samantha Dolgoff	Community Planning Collaborative
David Driskell	Community Planning Collaborative
Sarah Duffy	SCC Office of Children & Families Policy
Neysa Fligor	Los Altos City Council
Christina Gilmore	Office the City Manager, City of Mountain View
Matthew Hudes	Los Gatos City Council
Steve Preminger	SCC Office of Strategic & Intergovernmental Affairs
Melissa McDonough	
Paul Murphy	Valley Health Foundation
Ed Shikada	City Manager, City of Palo Alto
Ned Thomas	City Manager, City of Milpitas

AGENDA

1. Consent Agenda (Abe-Koga)

- a. Approve Remote Attendance by Hon. Kathy Watanabe (under Assembly Bill 2449, California Government Code Section 54953(f))
- b. Approve Remote Attendance by Hon. Sheila Mohan (under Assembly Bill 2449, California Government Code Section 54953(f))
- c. Approve Minutes from Board of Directors Meeting on May 11, 2023

Motion to approve the consent agenda by Montano

Seconded by Kou

AYES: 12

NAYS: 0

ABSTENTIONS: 0

ABSENT: 2

Motion passes 12-0-0-2

2. President Update (Abe-Koga)

3. Guest Speakers

- a. Sarah Duffy (Chief Children’s Officer, Santa Clara County Office of Children & Families Policy) and Paul Murphy (Program Officer, Community Grants Partnership, Valley Health Foundation)
- b. Dave Driskell, Principal, and Samantha Dolgoff, Project Manager, from Community Planning Collaborative

4. Joint Powers Agreement: Update, Discussion and Possible Action, and Outreach (All)

Motion to forward the staff report proposing the JPA which will be modified as per tonight’s comments and those comments are to eliminate ability to hire employees, establish a working committee to be appointed by the Board if the Board deems it necessary for projects and programs over \$10,000 + CPI, and to have the Executive Director available to present the proposed dues structure (but not necessarily a dues formula) by Ellahie

Seconded by Meadows

AYES: 12

NAYS: 0

ABSTENTIONS: 0

ABSENT: 2

Motion passes 12-0-0-2

5. Santa Clara County City Managers Association Update (McCarthy)

6. Executive Director Update (Sirkay)

ADJOURN (Abe-Koga)

Respectfully submitted,



Vaishali Sirkay

Executive Director

Cities Association of Santa Clara County

PUBLIC COMMENT

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Management Report

Cities Association of Santa Clara County
For the period ended August 31, 2023



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
September 11, 2023

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Profit and Loss

July - August, 2023

		Total
	Jul - Aug, 2023	Jul - Aug, 2022 (PY)
INCOME		
4000 INCOME		
4010 Membership Dues	281,403.00	220,117.00
4040 Planning Collaborative	200,843.74	
4060 LAIF INCOME		155.35
4080 Grant Income		123,062.00
Total 4000 INCOME	482,246.74	343,334.35
Total Income	482,246.74	343,334.35
GROSS PROFIT	482,246.74	343,334.35
EXPENSES		
6000 GENERAL OFFICE		
6120 Bank Service Charges		6.00
6615 Office/General Administrative Expenses	254.00	214.00
6620 Software Licenses	634.98	660.85
Total 6000 GENERAL OFFICE	888.98	880.85
6999 Uncategorized Expense	67.67	
Office		
6880 Telephone	62.26	60.60
Total Office	62.26	60.60
OFFICE PERSONNEL_CONSULTANTS		
6153 Contractors		11,492.50
6300 Legal & Professional Fees		
6310 Accounting Services	461.25	510.00
6320 Attorney Services	11,965.56	6,614.50
Total 6300 Legal & Professional Fees	12,426.81	7,124.50
6565 Payroll Service Fees	126.00	162.00
6575 Payroll Wages/Salary	191,690.24	18,000.00
6580 Payroll Taxes		1,531.00
Total OFFICE PERSONNEL_CONSULTANTS	204,243.05	38,310.00
Total Expenses	205,261.96	39,251.45
NET OPERATING INCOME	276,984.78	304,082.90
OTHER INCOME		
7030 Other Income		13,000.00
Interest Earned	1.58	
Total Other Income	1.58	13,000.00
NET OTHER INCOME	1.58	13,000.00
NET INCOME	\$276,986.36	\$317,082.90

Balance Sheet

As of August 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	168,852.35
Total Bank Accounts	168,852.35
Accounts Receivable	
1200 Accounts Receivable	210,387.00
Total Accounts Receivable	210,387.00
Other Current Assets	
1300 LAIF Funds	25,280.42
1390 Uncategorized Asset	-8,698.00
1395 Accrued Interest	-53.62
Total Other Current Assets	16,528.80
Total Current Assets	395,768.15
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$396,044.97
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2200 First National Bank of Omaha	351.12
FNBO_2nd	127.00
Total Credit Cards	478.12
Total Current Liabilities	478.12
Total Liabilities	478.12
Equity	
1110 Unrestricted Fund Balance	83,612.57
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	276,986.36
Total Equity	395,566.85
TOTAL LIABILITIES AND EQUITY	\$396,044.97

Profit and Loss by Class

July - August, 2023

	CASCC	PC	TOTAL
INCOME			
4000 INCOME			0.00
4010 Membership Dues	281,403.00		281,403.00
4040 Planning Collaborative		200,843.74	200,843.74
Total 4000 INCOME	281,403.00	200,843.74	482,246.74
Total Income	281,403.00	200,843.74	482,246.74
GROSS PROFIT			
	281,403.00	200,843.74	482,246.74
EXPENSES			
6000 GENERAL OFFICE			0.00
6615 Office/General Administrative Expenses	254.00		254.00
6620 Software Licenses	634.98		634.98
Total 6000 GENERAL OFFICE	888.98		888.98
6999 Uncategorized Expense	67.67		67.67
Office			0.00
6880 Telephone	62.26		62.26
Total Office	62.26		62.26
OFFICE PERSONNEL_CONSULTANTS			0.00
6300 Legal & Professional Fees			0.00
6310 Accounting Services	461.25		461.25
6320 Attorney Services	11,965.56		11,965.56
Total 6300 Legal & Professional Fees	12,426.81		12,426.81
6565 Payroll Service Fees	126.00		126.00
6575 Payroll Wages/Salary	346.50	191,343.74	191,690.24
Total OFFICE PERSONNEL_CONSULTANTS	12,899.31	191,343.74	204,243.05
Total Expenses	13,918.22	191,343.74	205,261.96
NET OPERATING INCOME			
	267,484.78	9,500.00	276,984.78
OTHER INCOME			
Interest Earned	1.58		1.58
Total Other Income	1.58	0.00	1.58
NET OTHER INCOME			
	1.58	0.00	1.58
NET INCOME			
	\$267,486.36	\$9,500.00	\$276,986.36

Monthly Reports:Monthly Summary VENDOR Expenses

August 2023

	Total
Adele Levin_Bestbooks4u	180.00
Adobe	33.98
Baird + Driskell Community Planning	191,343.74
Canva	12.95
Gusto	63.00
Intuit	120.00
Law Office of Gary M Baum	346.50
Microsoft	37.50
Verizon	31.13
Zoom.us	115.56
TOTAL	\$192,284.36

Statement of Cash Flows

July - August, 2023

	Total
OPERATING ACTIVITIES	
Net Income	276,986.36
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-210,387.00
1390 Uncategorized Asset	8,698.00
2200 First National Bank of Omaha	-15.17
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-201,704.17
Net cash provided by operating activities	75,282.19
NET CASH INCREASE FOR PERIOD	75,282.19
Cash at beginning of period	93,570.16
CASH AT END OF PERIOD	\$168,852.35

A/R Aging Summary

As of August 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Campbell - City of	11,215.00					11,215.00
City of Gilroy	14,609.00					14,609.00
City of Los Altos, CA	8,698.00					8,698.00
City of Milpitas	19,665.00					19,665.00
City of Monte Sereno	6,523.00					6,523.00
City of Morgan Hill	11,693.00					11,693.00
City of Palo Alto	18,314.00					18,314.00
City of Santa Clara	34,044.00					34,044.00
City of Saratoga	8,698.00					8,698.00
City of Sunnyvale		40,292.00				40,292.00
Los Altos Hills	6,523.00					6,523.00
Mountain View	21,415.00					21,415.00
Town of Los Gatos	8,698.00					8,698.00
TOTAL	\$170,095.00	\$40,292.00	\$0.00	\$0.00	\$0.00	\$210,387.00

Management Report

Cities Association of Santa Clara County
For the period ended August 31, 2023



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
September 11, 2023

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Profit and Loss

July 2022 - June 2023

		Total
	Jul 2022 - Jun 2023	Jul 2021 - Jun 2022 (PY)
INCOME		
4000 INCOME		
4010 Membership Dues	220,117.00	236,363.42
4050 Membership Dinners - Proceeds	4,547.40	3,885.00
4060 LAIF INCOME	539.76	249.08
4080 Grant Income	123,062.00	
Total 4000 INCOME	348,266.16	240,497.50
Total Income	348,266.16	240,497.50
GROSS PROFIT	348,266.16	240,497.50
EXPENSES		
6000 GENERAL OFFICE		
6112 Advertising/Promotional	72.07	
6115 Website Update	640.17	1,240.17
Total 6112 Advertising/Promotional	712.24	1,240.17
6120 Bank Service Charges	32.40	36.00
6151 Conferences/Director's Expenses	2,000.00	
6162 Hospitality	5,446.58	849.83
6180 Insurance		1,217.99
6220 Dues and Subscriptions	600.00	
6550 Supplies and Equipment	117.04	
6610 Postage and Delivery	128.90	297.13
6611 Post Office Box	108.00	101.00
6615 Office/General Administrative Expenses	1,357.00	1,349.60
6620 Software Licenses	3,798.39	4,067.18
6670 Recognition		237.80
Total 6000 GENERAL OFFICE	14,300.55	9,396.70
6700 Reimbursable Expense	158.97	
EVENT EXPENSES	212.80	2,405.00
6400 General Meeting - catering		1,898.15
6410 General meeting - office supplies/signage		500.00
Total EVENT EXPENSES	212.80	4,803.15
Office		
6880 Telephone	366.33	363.60
Total Office	366.33	363.60
OFFICE PERSONNEL_CONSULTANTS		
6152 Consultants		9,225.00
6153 Contractors	58,967.50	47,110.00

		Total
	Jul 2022 - Jun 2023	Jul 2021 - Jun 2022 (PY)
6300 Legal & Professional Fees	26,072.70	
6310 Accounting Services	5,187.00	8,518.50
6320 Attorney Services	15,289.00	246,844.74
6350 Roundtable consultant and technical services		103,225.17
Total 6300 Legal & Professional Fees	46,548.70	358,588.41
6565 Payroll Service Fees	772.98	1,188.00
6568 Workers Compensation		429.01
6575 Payroll Wages/Salary	78,910.24	60,822.48
6580 Payroll Taxes	4,079.46	4,745.26
Total OFFICE PERSONNEL_CONSULTANTS	189,278.88	482,108.16
Total Expenses	204,317.53	496,671.61
NET OPERATING INCOME	143,948.63	-256,174.11
OTHER INCOME		
7030 Other Income	13,000.00	
Interest Earned	0.75	
Total Other Income	13,000.75	0.00
NET OTHER INCOME	13,000.75	0.00
NET INCOME	\$156,949.38	\$ -256,174.11

Balance Sheet

As of June 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	93,570.16
Total Bank Accounts	93,570.16
Other Current Assets	
1300 LAIF Funds	25,280.42
1395 Accrued Interest	-53.62
Total Other Current Assets	25,226.80
Total Current Assets	118,796.96
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$119,073.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2200 First National Bank of Omaha	366.29
FNBO_2nd	127.00
Total Credit Cards	493.29
Total Current Liabilities	493.29
Total Liabilities	493.29
Equity	
1110 Unrestricted Fund Balance	-73,336.81
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	156,949.38
Total Equity	118,580.49
TOTAL LIABILITIES AND EQUITY	\$119,073.78

Profit and Loss by Class

July 2022 - June 2023

	CASCC	Roundtable	TOTAL
INCOME			
4000 INCOME			0.00
4010 Membership Dues	220,117.00		220,117.00
4050 Membership Dinners - Proceeds	4,547.40		4,547.40
4060 LAIF INCOME	539.76		539.76
4080 Grant Income	123,062.00		123,062.00
Total 4000 INCOME	348,266.16		348,266.16
Total Income	348,266.16	0.00	348,266.16
GROSS PROFIT	348,266.16	0.00	348,266.16
EXPENSES			
6000 GENERAL OFFICE			0.00
6112 Advertising/Promotional	72.07		72.07
6115 Website Update	640.17		640.17
Total 6112 Advertising/Promotional	712.24		712.24
6120 Bank Service Charges	32.40		32.40
6151 Conferences/Director's Expenses	2,000.00		2,000.00
6162 Hospitality	5,446.58		5,446.58
6220 Dues and Subscriptions		600.00	600.00
6550 Supplies and Equipment	117.04		117.04
6610 Postage and Delivery	128.90		128.90
6611 Post Office Box	108.00		108.00
6615 Office/General Administrative Expenses	1,357.00		1,357.00
6620 Software Licenses	3,798.39		3,798.39
Total 6000 GENERAL OFFICE	13,700.55	600.00	14,300.55
6700 Reimbursable Expense	158.97		158.97
EVENT EXPENSES	212.80		212.80
Office			0.00
6880 Telephone	366.33		366.33
Total Office	366.33		366.33
OFFICE PERSONNEL_CONSULTANTS			0.00
6153 Contractors	58,967.50		58,967.50
6300 Legal & Professional Fees	26,072.70		26,072.70
6310 Accounting Services	5,187.00		5,187.00
6320 Attorney Services	15,289.00		15,289.00
Total 6300 Legal & Professional Fees	46,548.70		46,548.70
6565 Payroll Service Fees	772.98		772.98

	CASCC	Roundtable	TOTAL
6575 Payroll Wages/Salary	78,910.24		78,910.24
6580 Payroll Taxes	4,079.46		4,079.46
Total OFFICE PERSONNEL_CONSULTANTS	189,278.88		189,278.88
Total Expenses	203,717.53	600.00	204,317.53
NET OPERATING INCOME	144,548.63	-600.00	143,948.63
OTHER INCOME			
7030 Other Income	13,000.00		13,000.00
Interest Earned	0.75		0.75
Total Other Income	13,000.75	0.00	13,000.75
NET OTHER INCOME	13,000.75	0.00	13,000.75
NET INCOME	\$157,549.38	\$ -600.00	\$156,949.38

Monthly Reports:Monthly Summary VENDOR Expenses

August 2023

	Total
Adele Levin_Bestbooks4u	180.00
Adobe	33.98
Baird + Driskell Community Planning	191,343.74
Canva	12.95
Gusto	63.00
Intuit	120.00
Law Office of Gary M Baum	346.50
Microsoft	37.50
Verizon	31.13
Zoom.us	115.56
TOTAL	\$192,284.36

Statement of Cash Flows

July 2022 - June 2023

	Total
OPERATING ACTIVITIES	
Net Income	156,949.38
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1300 LAIF Funds	-539.76
2000 Accounts Payable	-117,669.75
2200 First National Bank of Omaha	12.89
FNBO_2nd	-257.59
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-118,454.21
Net cash provided by operating activities	38,495.17
NET CASH INCREASE FOR PERIOD	38,495.17
Cash at beginning of period	55,074.99
CASH AT END OF PERIOD	\$93,570.16

A/R Aging Summary

As of June 30, 2023

This report contains no data for your specified date range.

Bio: David Driskell

Principal, Community Planning Collaborative

David partners with community-based organizations, governments, regional agencies and international organizations to ensure that those affected by decisions help shape and deliver meaningful responses and solutions. He served for eight years as Boulder, Colorado's Executive Director of Planning, Housing and Sustainability, overseeing strategic planning, affordable housing and redevelopment projects as well as energy, climate and zero waste initiatives. He also served for four years as Seattle's Deputy Director of Planning and Community Development, helping build a new department focused on equitable development and integrated cross-department planning and action. Prior to his years in local government, he was UNESCO Chair for Growing Up in Cities at Cornell University, leading an international action-research program, teaching, and working directly with community-based organizations in New York and Nairobi. He authored *Creating Better Cities with Children and Youth* as well as book chapters and journal articles on youth engagement, and has led planning initiatives and training programs across the US as well as in Canada, Europe, the Middle East, South Asia and East Africa. He is a graduate of Stanford University and MIT; serves on the national board for [ICLEI-USA](#); was a founding member of the [Carbon Neutral Cities Alliance](#); and is a lead author for the [Urban Climate Change Research Network's Third Assessment Report on Climate Change and Cities](#).

Uday Kapoor

After graduating from the University of Washington, Seattle in 1970 with a Graduate Degree in Electrical Engineering, he spent almost 50 years in Silicon Valley with a career in the Computer Industry working closely with the pioneers. He retired from Oracle in 2018 and has served the community for mental health causes over the last decade. With an adult son with co-occurring issues of developmental disability and mental illness, he has championed the cause of collaborative care for co-occurring diagnosis. He serves on several Boards, including as President of NAMI Santa Clara County Board of Directors.



Unleash the Leader Within you

Abha Singhvi

Abha's vision is a world where every human being lives a life of dignity.

She is a Leadership coach and a business consultant bringing her experience from founding two businesses and selling one of them to Monster.com. She is currently an adjunct professor at Santa Clara University and a member at Sandhill Angels.

Abha designs and delivers leadership workshops, provides one on one, group coaching for individuals and teams. She has worked with leaders from 40+ countries.

She has actively worked with non-profit organizations throughout her career. She is a Co-founder of GWLN (Global Women Leadership Network), board member at Maitri, an organization that supports South Asian women facing Domestic Violence issues. She also served on the boards of Aarti for Girls, an India based women's empowerment organization that focuses on the issue of female gendercide; and BAVC (BayArea Video Coalition), San Francisco based organization that inspires social change by empowering media makers to develop and share diverse stories through art, education, and technology.

She completed her MBA from Sacred Heart University , Fairfield , CT and her certifications in Life and Organizational coaching from JFK University , Pleasant Hill , CA .

She is passionate about working with founders and executive teams of businesses and non-profits globally.