**DRAFT Advisory Council Meeting MINUTES**

**Origin Coffee and Tea**

**2168 Sunset Blvd, 105**

**Rocklin, CA 95765**

**August 11, 2018 - 10 am**

1. The meeting was called to Order at 10:07 am by CNCH Chair, Merrie Hewitt.

In attendance: Merrie Hewitt - Area 1 & CNCH AdCon Chair, Pat Funke - Area 1, Carol Marsh - Area 2, Kay Thorne - Area 2, Nancy Alegria - Area 3, Reba Siero - Area 3, Jennifer de Jung - Area 4 & CNCH Secretary, Suzanne Woodhead - Area 4 & CNCH Treasurer, Judy Fisher – CnchNET, Erin Maclean - CNCH Administrative Assistant, Barbie Paulsen - CNCH 2020, Jodi Paley - CNCH 2020.

2. Kay Thorne made a motion to approve the CNCH Advisory Council Minutes from July 7, 2018. Carol Marsh seconded the motion and the motion passed.

3. Suzanne Woodhead presented the Treasurer’s Report. The balance as of August 6, 2018 was $158,161.76. CNCH 2019 has been given $15,000.00 as seed money. There was some discussion as to the proper fund to charge for the CNCH $500.00 grant given to the selected applicant for attendance to Convergence 2019. The CNCH Profit and Loss Budget vs. Action was presented and corrections were noted for the current fiscal year with $500.00 coming from CNCH funds for the CNCH grant noted above and $1,000.00 from the Convergence Grant Fund. The $50 listed as a gift was for past AdCon member and Chair, Joan Anderson.

The proposed Budget for FY 18-19 was presented and discussed. Pat Funke made the motion to approve; Nancy Alegria provided a second and the motion passed.

4. Old Business

 a) CNCH 2019 Jennifer de Jung

Jennifer de Jung presented the conference booklet draft for comments, Pat Funke presented the CNCH Grant Fundraiser, and Suzanne Woodhead discussed rooms: Single rooms will be available for $50.00 extra over the base price which is $635.00 for attendance, room, board, and parking. There was extended discussion about the silent auction with a resolution that it be open Saturday open at lunch (12:00 to 1:00 pm) and from 4:00 pm to 8:00 pm. Considering the convenience for participants, it was suggested that the vendor use the ballroom in addition to the CNCH Grant fundraiser silent auction and the Lillian Whipple display. (Note, the vendor declined this option due to security concerns and the vendor room will be on the 2nd floor of the Student center).

 b) Convergence 2018

Suzanne Woodhead reported that CNCH participation was outstanding. Barbara Cabrol (and her husband Steve) did an outstanding job of equipment rental. The Sheep to Shawl event was successful and as well as the generous CNCH guild contributions for goody bags. The conference organizers reported that it was the most successful Convergence held since 2008.

 c) Web Manager Position

Currently there are two people interested, one of whom per Judy Fisher is from Area 5. Erin is following up on this.

 e) AdCon Vacancies

Area 5 is still without advisors. Jennifer volunteered to contact Bev Dunn of the Tamalpais Guild to ask if she would be interested and to discuss registration volunteers for CNCH 2019. Judy will contact Bill Jackson to determine if he would consider being on the ADCon. Merrie will contact Lotus Baker re AdCon too. Area 3 has a new Advisor, Reba Siero in addition to Nancy Alegria and alternate – Amy Kuhlmann. All else filled.

 f) Zoom Practice (Online meeting software)

Erin Maclean led the practice session and most meeting attendees were successful in accessing Zoom.

5. New Business

 a) 2018-19 Budget Approval

This item was noted as completed, see above.

 b) Fall 2018 Liaison Meeting

Suzanne Woodhead discussed the upcoming (September 29, 2019) Liaison Luncheon.

 c) By-Laws Revision Status

Suzanne Woodhead volunteered to spearhead this process as it has been a long-term goal of some previous officers.

 d) CNCH 2020

Jodi Paley and Barbie Paulsen have consented to serve as co-chairs for the CNCH 2020 conference. It will likely take place in the South Bay Area which, among other considerations, would provide a good vendor sales base. They are thinking of using the Peninsula Art Museum as a core facility and are checking out a number of hotels in the Burlingame area. Burlingame is convenient to BART, the SFO airport, Caltrain, the Bay Trail, and many restaurants. The Crown Plaza looks to be a likely hotel choice. Jodi and Barbie are meeting with hotel staff on August 13. A possible theme is: “Bringing out your Inner Artist.” Nancy offered to run the contract through an expert. The museum may be venue for fashion show. Suzanne will send the budget package to Barbie and Jodi. Linda Heiple is registrar and Ann McDonough is the steering committee Tech whiz (also a Googler).

 e) CNCH Grant Committee

Jennifer, Nancy, and Kay volunteered to be on the committee for the upcoming year.

 f) Employee Reviews

Admin assistant: There were no duties needed relative to conferences due to no CNCH conference in 2018. One advisor requested that Erin make Final AdCon and Liaison meeting minutes available for the Webmaster to post on CNCH.org (2016 to present). No increase in pay was proposed for upcoming year due to no CNCH conference this year.

CNCHnet Editor: Judy produced all issues and articles on schedule even after losing her home to a fire. Erin suggests that someone sit down with Judy to rewrite the CNCHnet job description. The job description needs a section on the relationship between Webmaster, Wordpress, etc.

Overall, there were several positive comments and praise from all present for both employees.

 g) Other

Insurance: Erin reported that she has been advised by the accountant to take out some liability insurance as there is public access to our tax id and officer information and that data maybe misused, rendering CNCH exposed to loss that may involve payment of taxes and penalty for non-payment. Erin will pursue this conversation with Insurance agent and/or Secretary of State for California.

6. The meeting was adjourned at 2:39 pm.

Final submitted by:

Approved by the Advisory Council on September 29, 2018

Jennifer de Jung

CNCH Secretary

On September 29, 2018