



**“FINAL”**

**CCIDC**

**Board of Directors**

**Regular Board Meeting**

**HILTON OAKLAND AIRPORT HOTEL**

**September 22, 2018 – 11:00 A.M.**

## **MINUTES**

### **ROLL CALL:**

<b>PRESENT:</b> James Ogden, Public Member	CHAIR
Eduardo Melgar, IIDA	VICE CHAIR
Christianne White, Public Member	TREASURER
Cheri Lemons, Public Member	SECRETARY
Judith Clark, IFDA	
Kathleen Galipeau, Educator	
Hootan Hamedani, IDS	
Carol Lamkins, NKBA	
Keary Mason, Public Member	
Rebecca Soechtig, ASID	
Linda Thomas, Independent Designer	
Roze Wiebe	EXECUTIVE DIRECTOR
Carley Roden	EXECUTIVE ASSISTANT

**ROLL CALL:** A quorum being established the meeting was called to order at 11:07 a.m. by James Ogden, Chair.

**OPEN SESSION:** The meeting was opened to the public and guests.

**MINUTES:** *Motion was made by Lemons*, seconded by Melgar; to approve the board meeting minutes for 05/19/2018. Motion was carried with 3 abstentions. Approved minutes were made available for guests.

**TREASURER’S REPORT: White reporting:** Christianne White gave update on the un-audited Profit and Loss Statement, Balance Sheet and Expense to Budget reports for the period ending August 31, 2018.

**COMPLIANCE & IDEX: Staff reporting:** Carley Roden gave a report on the various numbers of current, delinquent, and expired CIDs for the period ending August 31, 2018. She also gave an update on the IDEX status for the same period.

**MARKETING/OUTREACH: Staff reporting:** Roze Wiebe gave update on marketing report regarding the progress SEO Management/Social Media Marketing Firm to improve CCIDC's brand awareness, website and social media effectiveness. Wiebe also discussed the progress of certification videos now in the editing phase.

**CORRESPONDENCE: Ogden reporting:** Jim Ogden and the board reviewed correspondence contained within the board meeting binder.

**CHAIR'S REPORT: Ogden reporting:** Jim Ogden discussed recent meetings that he and Executive Director Roze Wiebe attended this week, in Sacramento. The first with the new CEO of the California Architect's Board and another with the Senate Standing Committee on Business, Professions and Economic Development Consultant, Elissa Silva.

**OLD BUSINESS: Staff Reporting:** Roze Wiebe discussed the CCIDC Sunset Review, Staff Recommendation Progress. Updating the Board on the five recommendations the Sunset review committee had for CCIDC in the Sunset Review report and the progress CCIDC Staff has made, over the past year, to comply with those recommendations.

**NEW BUSINESS: Staff reporting:** Roze Wiebe reported on the recent correspondence with CALBO and the proposed plan to be more involved with the 2019 CALBO Annual Business meeting March 17-21, 2019, Hyatt Regency Mission Bay, San Diego. Wiebe also discussed using the Cisco WebEx webinar-based platform for future Board meetings to make meetings more accessible to more CIDs and Stakeholders and to possibly save costs. In addition, there was discussion about changing the format of the annual board meetings to include the Strategic planning meetings and a job fair that would be marketed to graduating design students as well as the local design firms to help increase awareness about certification. More discussion and information is needed in order to proceed.

**ADJOURNMENT: Motion was made** to adjourn the meeting at 12:45 p.m. motion was carried unanimously.

**CLOSED SESSION:** The meeting was called to order once more by Jim Ogden, Chair, and the board went into closed session at 12:55 p.m.

The Annual Review of the Executive Director Roze Wiebe was discussed.

**ADJOURNMENT: Motion was made** to adjourn the meeting at; to adjourn the meeting at 1:25 p.m. motion was carried unanimously.