

**California Society of Municipal Finance Officers
Chapter Chair Meeting
August 17, 2009**

In attendance

Viki Copeland	Past President
John Adams	Technology Committee Chair
Teri Albrecht	Central Valley Chapter Chair
Catherine Haywood	Channel Counties Chapter Chair
Rosa Ramirez	Imperial County Chapter Chair
Carrie Corder	Inland Empire Chapter Chair
Stefani Daniell	Sacramento Valley Chapter Chair
Josh Betta	San Gabriel Valley Chapter Chair
Agnes Walker	South Bay Chapter Chair
Fiona Young	CSMFO Staff

Called to order at 2:04 p.m. by Viki Copeland.

1. Roll Call & Welcome

Self-introductions were made, and Viki introduced new chapter chairs Stefani Daniell and Rosa Ramirez. Rosa noted that her co-chair of the Imperial County Chapter, Leticia Salcido, decided to step down today.

2. Additions to Agenda

None.

3. New Chapter Chair Area on Website

Technology Committee Chair John Adams gave a brief overview of the new Chapter Chair Resource area of the website. The "Resources" tab includes the Chapter Chair Handbook for reference, and as additional tab called "Chapter Chair Meeting Ideas – Past Presentations" will allow chapter chairs to share past meeting topics and ideas.

So far there is one presentation listed on the website, which is from the Channel Counties Chapter's August meeting. John posted the flier corresponding to this meeting, including speaker information and phone number, to this page on the site [as an example](#). He will prepare a form for submitting these chapter meeting topics to be posted on the CSMFO website; the form will allow chairs to list the meeting topic, name of speaker, contact information of speaker, the chapter hosting the meeting and the chapter contact. These will be organized by date. [All Chapter Chairs will be asked to submit forms with information on the meeting they have had this year to get the resource area started.](#)

John then introduced chapter chairs to the ListServ system, whereby chairs can communicate with members of their chapter through a single email address rather than an unwieldy Excel spreadsheet. Teri Albrecht asked whether members of a region are automatically added to their chapter ListServ, or if they need to sign up manually to receive these emails. John will look into this and report back to the group. [Non-CSMFO members may be added to the chapter list serv by any member so that meeting notices may be received.](#)

4. Review Board Goals for Chapters

Viki provided chapter chairs with an overview of goals set by the Board of Directors to develop the exchange between chapters and enhance the success of the chapter system. One idea that has been discussed is the possible use of Webinars for chapter meetings; these digital meetings would allow for members outside the nearby area to attend and participate. Some interest was expressed, but the group concluded that the networking aspect of chapter meetings would be lost in webinars, and they are not interested in pursuing the option at this time. The general consensus was that webinars should be used for offering training.

5. Chapter Chair Breakfast

Viki wanted to confirm that upon the request from sSeveral chapter chairs, ~~requested that~~ the early morning breakfast at the conference will be cancelled for next year, and chapter chairs would attend but we will still convene at the Board meeting at the conference, and the dinner following the Board meeting when possible. There was consensus for this plan.

6. Dates to Remember

Viki presented the following pertinent dates for chapter chairs:

- Board Retreat & Strategic Planning, October 1-2
- 2009 Annual Chapter Chair Report due January 15, 2010

7. Future Meetings

Chapter chair meetings will be held on the 3rd Monday of the middle month of each quarter; our next meeting is scheduled for November 16, and the following meeting will be held sometime during the Annual Conference (February 16-20, 2010), exact date and time TBD.

Having nothing further to discuss, the meeting adjourned at 2:53 p.m.

Respectfully submitted,

Fiona Young
Administrative Assistant