

**California Society of Municipal Finance Officers  
Chapter Chair Meeting  
November 16, 2009**

***In attendance***

Viki Copeland	Past President
John Adams	Technology Committee Chair
Teri Albrecht	Central Valley Chapter Chair
Catherine Haywood	Channel Counties 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
Terri Willoughby	Budgeting and Management Reporting Committee Vice Chair
Melissa Dixon	Executive Director
Fiona Young	Administrative Assistant

Called to order at 2:00 p.m. by Viki Copeland.

**1. Roll Call & Welcome**

Self-introductions were made, and Viki provided a brief summary of chapter developments.

**2. Additions to Agenda**

None.

**3. Website Developments**

Technology Committee Chair John Adams reported that so far, six chapters have submitted material for the chapter portion of the CSMFO website. He will be developing an area of 'History' so chairs can see other chapters' past meeting topics and ideas. Executive Director Melissa Dixon requested that chapter chairs simply copy her on their meeting notices; she will relay that information on to the IT staff so it can be automatically posted to the website. Viki will email this information to all chapter chairs so those who are not present at the meeting are informed. It was also suggested that chapter chair meeting minutes be posted to the website so those who are not in attendance can stay up-to-date on developments.

**4. Chapter Chair Mailing Lists**

Viki suggested we put the mailing list issue on hold until we undertake the redesign of the CSMFO website. Using the new database, we will be able to put together email distribution lists for each chapter. John mentioned that these email distribution lists can be used in many ways, including as a ListServ, but limited to members of a geographic area. Each chapter can determine the best way to utilize distribution lists for its members.

**5. Innovations from Other Chapters**

*CPE Credits*

Catherine Haywood reported that the Channel Counties Chapter maintains records of CPE units and gives certificates from the chapter chair for proof of CPE. Agnes Walker said that the South Bay Chapter maintains sign-in sheets for each presentation and emails digital certificates to members who need

proof of CPE. Viki suggested we include general CPE guidelines in the Chapter Chair Handbook when it's next revised, including 50 minutes of instruction = 1 CPE unit; chairs must maintain a sign-in sheet and copy of the presentation for their records. She recommended that a standardized CPE certificate be included.

#### *Jazzing Up Meetings*

Josh Betta recommended giving members a good reason to come, like an interesting guest speaker or live musical accompaniment to the meal. He also suggested keeping chapter email lists updated with entry-level employees, vendors, members of nearby chapters who may be interested, etc.

#### *Joint Meetings with CMTA*

Agnes reported that she is having joint meetings with CMTA, and Viki recommended that chapter chairs look into cross-marketing meetings to CMTA at the regional level.

#### *Other Ideas*

Stefani mentioned that she is having a vendor sponsor lunch for a meeting. With the holiday season coming up, a food/toy donation drive at chapter meetings was suggested.

### **6. Newsletter Articles**

Viki encouraged chairs to write an article for the next newsletter. She will also be working on a section entitled, "Get to Know Your Chapter Chair", which will consist of a photo and basic information on chapter chairs in the mini news. She encouraged chairs to volunteer to appear in an upcoming mini-news.

### **7. Chapter Banking/Accounting Processes**

Chapter chairs who were present discussed how they dealt with chapter funds. Catherine uses and outside bank account with the name 'Channel Counties Chapter of CSMFO'. However, signature cards and checks can be troublesome to deal with. Teri, Carrie, and Josh run their finances through their city. Terri and Stefani have yet to deal with it.

### **8. Use of Chapter Chair Funds**

It was suggested that some of these funds be granted to the Imperial Chapter for their first meeting. Viki encouraged chairs to submit ideas for the use of these funds to her.

### **9. Review Board Goal Relating to Support for Chapters**

Viki reviewed the Board goals as follows:

#### Support for Chapter Engagement and Delivery

- Expand information flow and exchange with chapters
- Share best practices and programming ideas
- Provide information and support for enhanced chapter success

Having nothing further to discuss, the meeting adjourned at 2:48 p.m.

Respectfully submitted,

Fiona Young

Administrative Assistant