



**BOARD OF DIRECTORS
ANNUAL PLANNING MEETING
June 13-15, 2018**

AGENDA

Wednesday, June 13, 2018

10 A.M. Welcome, Introductions, Recognitions and Agenda Review

- Introductions and recognitions
- Agenda Review
- Officer Election Process Review
- Meeting Goals:
 - 2017-18 in Review [Successes and Challenges]
 - 2018-19 Environment/Upcoming Issues
 - Overview of the 2017-22 Strategic Plan

10:30 A.M. Strengths Finder Presentation and Workshop

This workshop, moderated by Omid Pourzanjani and led by Strengths Finder expert Joe Darin, will help the board understand the spectrum of strengths already present on the Board and how best to utilize those strengths in working together and leading the change taking place in the organization.

12:30 P.M. Lunch/Tech Break

1:00 P.M. Working Luncheon/Strengths Finder Presentation [continued]

2:00 P.M. Member Survey Analysis and Data Review

Staff will provide an overview of a collection of data from members and other sources and apply an analysis of its impact on the current strategic plan and its status at the end of 2017-18.

2:30 P.M. Group Activity: Strategic Area Review

Board members will be provided with data summaries and assigned to one of four groups to assess the progress of the strategic plan [Membership, Operations, Professional Development or Advocacy.]

Each group will identify any adjustments that may be needed to re-state goals and activities within their area, and prepare a set of recommendations for presentation to the full board on the following day.

4:30 P.M. Election/Transition of Officers for 2018-19

President-Elect Omid Pourzanjani will open the floor for additional candidates. Those that self-nominate will be added to the printed ballot.

All candidates will have an opportunity to make a 2-3 minute statement to their colleagues regarding their desire to serve in the role of VP/President-Elect in the 2018-19 year and, following statements the individual ballots will be collected and the vote counted. Once the vote is announced, the Presidency of ACCCA will transition, and the outgoing President will be recognized.

5:30 P.M. Adjournment

The meeting will adjourn for the day and will resume the following morning at 9:30 a.m. on [coffee service will be available in the room at 8:30 a.m.]. Adjournment will be followed by a social gathering at the home of Thomas Greene from 6-8 p.m. Lyft/Uber shuttles will be arranged for the short drive to the Greene home.

Thursday, June 14, 2018

9:30 A.M. Call to Order

Members will come to order and each group will be given 1 hour to re-group, complete their deliberations if necessary and finalize their recommendations for their assigned strategic area in 2018-19. Each group must submit their written recommendations by 10:15 A.M.

10:30 A.M. Group Leads Report Out

Each group will have 30 minutes to present their recommendations, share the assumptions and data that inform and support those recommendations, and each group will take questions from their colleagues.

All vetted recommendations will be combined and prepared as a single proposal to amend the existing Strategic Plan. The Board will take action on Friday to approve or reject the Strategic Plan change proposal.

12:30 P.M. Working Lunch/General Discussion

1:00 P.M. Commission/Committee Reports

With the adjusted and confirmed Strategic Plan as context, each Commission and Committee Chair will have 20-25 minutes to discuss the written reports on accomplishments and challenges in the 17/18 year [submitted in advance and provided in your Board Docs].

Additionally, each Chair will provide a proposed roster for their group and an 18/19 calendar of meetings. The calendar should indicate which meetings will be devoted to a deeper discussion of issues selected by their Commission/Committee that are related to the work of the Strategic Plan, and which issues will be explored by their group. The following groups will report:

- I. Commission for Finance, Legislation & Advocacy (CFLA)—**Willy Duncan**, Chairperson
- II. Management Development Commission (MDC)—**Kimberlee Messina**, Chairperson
- III. Regional Membership Council (RMC)—**Susan Bray** for **Diane Fiero**, Chairperson
- IV. Finance Committee Meeting (FinCom)—**Kuldeep Kaur**, Chairperson
- V. Board Development Committee (BDC)—**Omid Pourzanjani**, Chairperson

3:30 P.M. Adjournment.

Board members will take a short walk to *Escape Sacramento* for a one hour team building event. The optional activity will be followed by dinner on your own.

We encourage you to reach out to your ACCCA Board colleagues and enjoy dinner and social time in downtown Sacramento. A listing of outstanding dining and entertainment options—within walking distance of your hotel—will be provided to you in advance.

Friday, June 15, 2018

9:30 a.m. ACCCA Business Meeting

Staff will provide a series of reports on the Association’s membership recruitment activities, financial planning, and marketing and communications developments, and Board members will discuss agenda topics to explore

I. Board of Directors

- *Presentation and Discussion of the adjusted Strategic Plan/Requires Board Action*
- *2018-19 Calendar of Meetings*
- *Designation of Agenda Topics*

II. Membership

- *Recruitment and Retention Report--Year to year comparisons*
- *Recruitment Goals/Plans for 2018-19*

III. Financial Operations

- *2016-17 ICA Findings/Tracking*
- *2017-18 Estimated Budget Outcomes*
- *2018-19 Budget Assumptions*
- *Presentation of 2018-19 Tentative Budget/Requires Board Action*

IV. Marketing, Communications and Technology

- *2017-18 Marketing Plan Debriefing*

V. Policies and Procedures

Policy & Procedures Committee (PPC) Report—**Bonnie Ann Dowd**, Chairperson

- *Board and Operations Manuals Review*
- *Proposed Language for Approval [Paid Leave Policy/Process]/Requires Board Action*
- *Proposed Language/Amendments for First Read*

Adjourn 1 p.m.