**California State Chapter of NEW: PATHS**

**BUSINESS MEETING**

**Juniper Hotel Cupertino 10050 S. De Anza Blvd Cupertino, CA**

October 16, 2020

**MINUTES**

**Quarterly Business Meeting - Cupertino, CA**

**Opening:**

Meeting called to order at 1:00 p.m.; meeting suspended by board President Michael until 1:45 p.m. Meeting reconvened at 1:48 p.m.

Roll call taken by Secretary: Teneisha

**Board Members Present:** Michael Callegri (President), Tomeka Runner (Vice President), Gwen Gregg (Treasurer), Teneisha Runner (Secretary), Shahid Mohammed (Mo), Andres Rosario, Laura Hardt, Joyce Ann Kasilag, Marcos Villanueva, Ana Carlson, Laure Wilson, Angela Radford, Robin Jones, Silvia Acevedo, James Juanitas, and Sophia Hicks

President Callegri welcomed those in attendance and each board member gave a brief catch up about how things have been with them since the last meeting.

Total amount of years among members in Human Services is 257 years

**Minutes:**

Minutes from October 2019 and July 2020 were reviewed, and corrections noted. Teneisha Runner will make corrections and give to the Website committee to upload.

*Motion made by Mo to accept the minutes with the noted corrections; seconded by Tomeka. Motion carried by all in attendance.*

**Audit Committee:**

Michael reminded the committee that they will need to get together tonight in order to review our treasury.

**Hotel Tour:**

Board members in attendance took a tour of the Juniper Hotel Cupertino for consideration of a possible future conference.

**Break 3:00PM-3:15PM**

**Treasurer’s Report:**

A copy of the 2020-2021 Operating Budget was handed out to all members and reviewed, and changes noted. A copy of the Operating Budget will be loaded to the Website.

**Correspondence**: President Callegri stated that there is none at this time.

**New Business:**

Ana Carlson is now a member of the National board, so therefore has no voting rights on the State Board (per the by-laws). A new individual must be selected for the executive board.

Floor opened for nomination for the executive board:

* Ana has nominated Marcos; nomination accepted -2
* Teneisha has nominated Silvia; nomination accepted -6
* Mo has nominated Robin; nomination accepted -4

Gwen made a motion to close the nominations for executive board, seconded by Ana; accepted by all in attendance. Since there is only one open slot a private vote was held.

New executive board member is now Silvia who will start taking responsibilities effective immediately.

*Parliamentarian/Historian:* Previously it was Phil Fincher, however due to him resigning from the board, this position must be filled.

Floor opened for nominations for Parliamentarian/Historian:

* Ana has nominated James; nominations accepted

Teneisha made a motion to close the nominations for Parliamentarian/Historian; seconded by Robin; accepted by all in attendance.

**Storage Unit:** President Callegri has brought back up the topic of selecting a storage unit to hold all the board’s equipment/information in one central location instead of having board members keep items at their homes. Location idea was brought up for site of Stockton that is easily accessible for all members if several individuals need to pick up items. October 30th is the deadline to provide prices so that the board can vote and get started.

**January/April 2021 Board Meeting Locations:**

January: Sonestra Irvine 17941 Von Karman Ave Irvine, CA 01/15/21-01/17/21

April: Doubletree Sacramento 2001 Point West Way, Sacramento CA 04/16/21-04/18/21

**Birthday Celebrations for 2021:**

Birthday celebration coordinator: Ana

Ana will think of a few ideas and present it to the board at the next board meeting to celebrate board member birthday.

**Proposals for Board Meeting Locations:**

07/2021: Proposals need to be investigated for a meeting place for anyplace in California. Due to the cancellation of the 2021 conference.

Mo brought up an idea of possible renting an Air BnB to help save money allowing some board members to use the rented home while the rest of the board members stay at a nearby hotel to help cut down on costs since there will be no 2021 conference. Mo expressed for new members to ask questions and information was given during the meeting about how to request a budget when looking for meeting/conference sites.

The following will look for proposals; deadline to provide proposal information to board to review November 30th:

* Mo- Southern San Francisco Area/Manteca
* Sophia- Bakersfield
* Laure- San Simeon

Teneisha- Contra Costa (reach out to new chapter)

A conference call will be held to decide the July board meeting location before the January board meeting to make sure the location is secured (tentative dates 12/7-12/11).

**Events for 2021 & Training for the Board:**

***Training for the Board*:** Gwen contacted UC Davis and found an individual who lives in Southern California that could provide us training. Tiffany Salcido (Customer Service Community Collaboration and Marketing) could provide training to the board, cost unknown at this time.

Jackie De La Cruz has a Virtual training on self-care (Calmness and Balance from Within), cost: 3 hr session $600 but is willing to work with the board.

Teneisha brought up the idea to use the Health Net workout video from Andy for our wellness. Gwen added on to possibly think about sharing that video with other NEW members as well to make sure that others are keeping themselves healthy as well, especially during this pandemic.

Laurie inquired with The impact factory about a possibly virtual meeting regarding how to run a Non-Profit. Laurie is still looking into information and will inform the board of any costs.

Angela will follow up with Rene Haga as a trainer for the board for 2021.

Training for the board will be tabled until 10/17/2020.

***Events for 2021 for members*:** Teneisha brought up the idea for the board to put together a virtual video for other members to see on the website to give an inside look on what the board does and a more personal interactive for each board member. Mo and Ana will take the lead on this

Mo brought up the reminder to use all platforms to keep members engaged, especially during this pandemic to let members know we are still here and care.

Laure would like to provide the information from The Impact Foundry for all members as well to learn about nonprofits.

Mo and Gwen will be reaching out to DCSS, DHS, and other government agencies to see if PowerPoints or other information can be given to us to place on the website to provide to members. Mike inquired to see if maybe the agencies could possibly put a small video together to have things more interactive.

Scavenger Hunt of the website to get members interactive on the site and to get them to see all the information available to them. Robin will work on a fill in the blank sheet.

Mo brought up the information about possibly bringing up giving a proclamation or a video to place on the website to thank Human Services professionals. Mo, Laurie and Teneisha will look into this.

Sophia brought up the idea of people submitting a video or some type of submission of what they like about NEW or our conferences. Sophia will head this.

2023 Conference location topics will be discussed 10.17.20.

Meeting adjourned at 5:08 p.m.

**California State Chapter of NEW: PATHS**

**BUSINESS MEETING**

**Juniper Hotel Cupertino 10050 S. De Anza Blvd Cupertino, CA**

October 17, 2020

**MINUTES**

**Quarterly Business Meeting - Cupertino, CA**

Meeting called to order at 8:30 am by President Callegri; meeting suspended until 8:40am.

**Opening:**

Meeting called to order at 8:30 a.m.; meeting suspended by board President Michael until 8:40 a.m. Meeting reconvened at 8:40 a.m.

Roll call taken by Secretary: Teneisha

Board Members Present: Michael Callegri (President), Tomeka Runner (Vice President), Gwen Gregg (Treasurer), Teneisha Runner (Secretary), Shahid Mohammed (Mo), Andres Rosario, Laura Hardt, Joyce Ann Kasilag, Marcos Villanueva, Ana Carlson, Laure Wilson, Angela Radford, Robin Jones, Silvia Acevedo, James Juanitas, and Sophia Hicks

Michael reaffirmed Robert’s rules of order and that rules will be implemented during the business meetings from here on out to make sure that all action items on the Agenda are addressed.

**2020 Professional Development for the board:**

Angela has contacted the training for a potential training for the board in 01/2020, and the trainer will be getting back to her later this morning to give information to the board.

Robin: San Joaquin County has a program “Perks for Work” has over 2000 videos of trainings that the board could possibly utilize for the 01/2020 board meeting for free as Robin is a current member. Gwen also included that this may be something for professional development that we can offer our members in the future as well.

Idea brought up to have the board look into how to run a 501 c and how to use being a 501 c to our advantage to look for resources in the different Counties to be beneficial to us. Further exploration to provider information obtained on the website for other local chapters as well so that they understand how to run their local chapter as well. Laure brought up how there is information about this on “The Impact Foundry”.

*Consensus Topic for 01/2021 Meeting*: Learn more about how to conduct ourselves as a 501c and learn how to reach out for resources to use while being a 501c.

Gwen will reach out to UC Davis to see if there is any information available regarding this topic.

Angela will talk to her trainer contact to see if she has any information to present on the topic agreed upon.

President Callegri has given a deadline to obtain possibly trainer(ings) for the 01/2021 for the board to review and decide on by 11/06/2020. Training likely to be held on 01/16/2021 for no more than 4 hours. A conference call will be held (tentatively) on 01/10/2021 at 6PM.

**Standing Committee Chair Progress Updates:**

Make sure that each committee is completing the work discussed at the previous meeting, updates will start being a part of the reports. President Callegri will start following up with the committee chairs in between board meetings to see how the process for the committee is going and to make sure work is being done.

*Chairs:*

Website- Gwen

Fundraising- Ana

By-laws- Silvia

Membership- Tomeka

Legislative- Teneisha

Publicity- Andres

Professional Development- Sophia

Finance- Mo

*Committee Meeting 9:45 a.m – 10:30 a.m*

Website

Fundraising

By-laws

Membership

*Committee Meeting 10:35 a.m – 11:15 a.m*

Legislative

Publicity

Professional Development

Finance

**NEW Committee- Quarterly Goals**

Gwen and Mo reported out that the board is not always following up with information discussed at the board meetings, and people sometimes forget what is needed to be accomplished with standing and conference committees. There has been quarterly committees’ setup that will take on a goal the board has agreed on, work on it and present full information at the next board meeting (January 2021) and complete the goal to help expand the Board’s horizons.

1. Tomeka, Joyce, Mo (Lead)- A
2. Teneisha, Silvia, Robin (Lead), Laure - C
3. Ana (Lead), James, Laura H. – E
4. Gwen, Endy, Angela (Lead)-D
5. Michael, Sophia, Macros (Lead) - B
6. Creating a localized storage portal to hold all of NEWs information for all board members can access it (ability to add/remove members).
7. Update past training(s) that can be uploaded to the website or a board member can give during a conference
8. Packets to be updated / Look at creating a sponsor packet for meetings or other things the board would like to do (i.e lunch/dinner/breaks, etc):
   1. Sponsor
   2. Vendor
9. A “Perks for Work” synopsis together to give information about membership/ Engagement/ Appreciation of members
10. Get a survey together to find out how people are doing, what they are doing now, what they are wanting (possibly contact National).

Each committee will need to come up with a goal for the next quarter membership meeting. President will follow up with each lead to put their information on the January Agenda for the board to address.

**Lunch 12:03PM-1:30PM**

**Quarterly Committee Meetings 1:30pm – 2:00pm**

**Develop Trainings Breakouts 2:00pm-3:00pm**

* How To Form a Chapter- Teneisha, Ana, Michael (Lead), Robin, and Silvia
* 1st Timers Orientation- Marcos, Tomeka, Endy (Lead), Joyce, Angela, and James
* Moderators- Mo, Gwen (Lead), Sophia, Laure W, Laura H.

**Break 3:00PM-3:30PM**

**Training Breakout Updates information:**

Moderators- Separate PowerPoint is being created with greater detail separate from the 1st timers’ orientations.

How to Form a Chapter- Past PowerPoint is currently being reviewed, updated, condensed, and examples included for easy understanding (to be uploaded on the website).

1st Timers Orientation- Current PDF format is being updated to a PowerPoint format with current information and updated

\*For PowerPoints please add any speaker notes if necessary, to allow any board member to give information\*

**Quarterly News Blast Scavenger Hunt:**

* Will be tabled until Website has been updated; a general outline will be started in the meantime by Robin.
* Next news blast will be sent out via email next month and will include the following information:
  + Phil’s Retirement- get a video, or something from him talking about (Michael) his time on the board.
  + Introduction of New board members (counties, years of experience in human services) – group picture to be taken today (Ana)
  + Social Media/website- stay turned for updates from your board in lieu of your 2021 conference. We are still hard at work and looking for information to share with you. (Blurb)

Date for completion and sending out of News Blast is 11/20/2020.

Audit Committee will be completed tomorrow morning at 7:30 a.m. and information reported out to the board.

**Other Information:**

The Vendor Packet link online is not available; soft copy needs to be found for updating

Meeting adjourned at 4:33 p.m.

**California State Chapter of NEW: PATHS**

**BUSINESS MEETING**

**Juniper Hotel Cupertino 10050 S. De Anza Blvd Cupertino, CA**

October 18, 2020

**MINUTES**

**Quarterly Business Meeting - Cupertino, CA**

**Opening:**

Meeting called to order at 8:32 a.m.; meeting suspended by board President Michael

Roll call taken by Secretary: Teneisha

**Board Members Present:** Michael Callegri (President), Tomeka Runner (Vice President), Gwen Gregg (Treasurer), Teneisha Runner (Secretary), Shahid Mohammed (Mo), Andres Rosario, Laura Hardt, Joyce Ann Kasilag, Marcos Villanueva, Laure Wilson, Ana Carlson, Angela Radford, Robin Jones, Silva Acevedo, James Juanitas, and Sophia Hicks

**Audit Report**: Audit committee completed report this morning and found 2 discrepancies:

11/15/2019 Amazon $2.15

01/21/20 bought gift basket for Dan WItherall - no receipt found for $54.26 but expense reported. Gwen will obtain verification

**Discuss/Assemble Conference Committee Binders:**

**Conference Committees:**

***Site***: Ana Carlson (Chair) and Angela Radford – Binder created

***Program***: Gwen Gregg (Chair) and Robin Jones – Binder created

***First Timers/Moderators***: Marcos Villanueva (Chair) and Teneisha Runner

***Registration Team***: Silvia Acevedo (Chair), Tomeka Runner, Gwen Gregg, and Joyce Kasilag- Binder created

***Conference Bags***: All board members

***On Time Prizes***: All board members- 4 items per member (1 of 4 being a gift card)

***Evaluations***: Teneisha Runner(Chair) and Laura Hardt

***Sponsors/Vendors***: Sophia Hicks (Chair), James Juanitas, Laure Wilson, and Laura Hardt

***Website***: Andres Rosario (Chair), Joyce Kasilag, and all committees

***Networking Game***: Angela Radford and Robin Jones

***Equipment/AV****:* Endy Rosario, James Juanitas, and Silvia Acevedo

***Photographers*:** Ana Carlson

***SEP Funds***: Michael Callegri

***Signage***: Tomeka Runner, Sophia Hicks, and Laure Wilson

***President’s Reception***: Ana Carlson, Robin Jones, Sophia Hicks, Laure Wilson, and Laura Hardt

***Thursday Night Event (if held):*** Tomeka Runner (chair), Gwen Gregg, Joyce Kasilag, Angela Radford

***Eligibility Expert Game***: Marcos Villanueva (if needed) and Sylvia Acevedo

**Conference Committee Breakout 8:35a.m. - 9:15 a.m.**

Standing Committee Reports Given:

Website- Binder (Gwen)

Fundraising- Binder (Ana)

By-laws- Binder (Sylvia)

Membership- Binder (Tomeka)

Legislative- Binder (Teneisha)

Publicity- Binder (Endy)

Professional Development- Binder (Robin)

Finance- Binder (Mo)

Committee reports turned in to Gwen that will be typed up and put on the website before the January board meeting.

**2021 Meeting Dates and Locations**

|  |  |
| --- | --- |
| January 15-17, 2021 | Sonesta Irvine  17941 Von Karman Ave  Irvine, CA 92416 |
| April 16-18, 2021 | Doubletree Sacramento  2001 Point West Way  Sacramento, CA |
| July 16-18, 2021 | TBD |

Meeting adjourned at 10:16 a.m.

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| --- | --- | --- | --- |
| **Board To Do List** | | | |
| **Name** | **Subject** | **Due Date** | **Completed** |
| Robin | Look for Storage Unit- Stockton/Manteca | 10/30 (provide prices-locations for board members to review) |  |
| Mo-Bay Area  Lauri- San Simeon  Teneisha- Contra Costa | Provide proposal for 07/2021 board meeting location | 11/30 |  |
| Michael | Setup conference call to review proposal for 07/2021 board meeting | Sometime between 12/7-12/11 |  |
| Angela | Obtain information regarding training for how to run/resource for a 501c to present to board | 11/06- turn in to Michael |  |
| Gwen |  |
| Laurie |  |
| Michael | Setup conference call to discuss 501 c information with board members | 11/10 @ 6PM |  |
| **1. Website**- Gwen  **2. Fundraising**- Ana  **3. By-laws**- Silvia  **4. Membership**- Tomeka  **5. Legislative**- Teneisha  **6. Publicity**- Andres  **7. Professional 8. Development**- Sophia  **9. Finance**- Mo | Committee Chairs to give progress updates regarding goals completed from Committee report | 01/16 | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| Tomeka, Joyce, Mo (Lead)- A  Teneisha, Silvia, Robin (Lead), Laure – C  Ana (Lead), James, Laura H. – E  Gwen, Endy, Angela (Lead)-D  Michael, Sophia, Macros (Lead) - B | Quarterly Committee Chair progress update  Progress Completion Report Due | Michael will contact chairs sometime between 11/2020-12/2020  01/2021 Board meeting |  |
| **How To Form a Chapter-** Teneisha, Ana, Michael (Lead), Robin, and Silvia  **1st Timers Orientation**- Marcos, Tomeka, Endy (Lead), Joyce, Angela, and James  **Moderators**- Mo, Gwen (Lead), Sophia, Lauri W, Laura H. | Provide completed training at board meeting (complete with notes as a practice run- be prepared for feedback to update training at board meeting)  \*if possible, send training to board members once completed for review prior to meeting\* | 01/16/2021 |  |
| Michael | Obtain information about Phil regarding his experience on the board and any information he’d like to share (paragraph format) | 11/20/2020  11/20/2020 |  |
| Gwen | Put together blurb regarding members looking for information in lieu of 2021 conference on our website and social media platforms |  |
| Ana | Welcome/Information about new board members blurb for the News Blast (Board Members Corner) |  |
| Website | Obtain information from Michael, Gwen, Ana above and email out News blast |  |
| Robin | Start outline of scavenger hunt | No due date- pending update of website |  |
| Gwen | Send sponsorship packet to Quarterly Committee | 10/31/2020 |  |
| Board Members | Complete necessary items for Committees- reference your committee reports | Reference your due dates on the committee reports. |  |
| Gwen | Type up Committee reports and upload to website | Before 01/2021 board meeting |  |
| Michael | Reach out to National to see if newly created chapters from 2020 conference have been accepted  Check on the status from Alameda chapter | Before 01/2021 board meeting |  |
| Michael | Standing committee annual reports due to Michael (reference example in your binder) | 11/15/2020 |  |
| Gwen | Send soft copy of Committee Annual Report to Standing committee chairs | 10/31/2020 |  |