



**MINUTES OF THE  
ACCEL EXECUTIVE COMMITTEE  
WEBEX/TELECONFERENCE MEETING**

**Wednesday, November 15, 2017 at 3:00 PM**

**PRIMARY TELECONFERENCE LOCATION:**

**Alliant Insurance Services, Inc., 100 Pine St, 11th Fl, San Francisco, CA 94111**

**MEMBERS PRESENT:**

Dave Nunley, City of Anaheim  
Beverly Jensen, City of Modesto  
Sandra Blanch, City of Palo Alto  
Mark Howard, City of Santa Barbara

**MEMBERS ABSENT:** None

**GUESTS AND CONSULTANTS:**

Michael Simmons, Alliant Insurance Services (*left the meeting at 3:28 PM*)  
Conor Boughey, Alliant Insurance Services  
Lorissa Huey, Alliant Insurance Services

**A. CALL TO ORDER**

Mark Howard called the meeting to order at 3:00 PM.

**B. Consent Calendar**

**B1. Approval of Minutes for the October 12, 2017 Executive Committee Meeting**

A motion was made to approve the consent calendar.

**MOTION:** Beverly Jensen    **SECOND:** Sandra Blanch    **MOTION CARRIED**

	Dave Nunley	Beverly Jensen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				



### C. EXECUTIVE COMMITTEE

#### C1. ACCEL's Annual Service Calendar & Meeting Calendar

Conor Boughey presented to the Committee the major annual tasks performed for ACCEL at each Board Meeting to outline the calendar of events.

The Board brainstormed ideas of the most logical way to move the Board Meeting calendar dates.

A motion was made to amend the 2018 Meeting Calendar to present at the December 2017 Board Meeting as follows:

The Board Meeting schedule will change from 5 Meetings to 4 quarterly meetings:

1. January – 2<sup>nd</sup> week of the month
2. March / April
3. June
4. September (Long Range Planning (LRP), every other year in conjunction with the CAJPA conference) / Mid-October (Board Meeting)
  - a. The September 2018 LRP date has been set to Tuesday, September 11, 2018 from 11 AM to 4 PM.

There will be no January 2018 Board Meeting.

The meeting locations will now be centralized between:

- Northern California: SF Bay Area as a whole, using the Alliant Offices as needed
- Central California: Rotating between Modesto, Visalia and Bakersfield
- Southern California: Burbank
- Program Administrators Office: San Francisco

**MOTION:** Dave Nunley      **SECOND:** Sandra Blanch      **MOTION CARRIED**

	Dave Nunley	Beverly Jensen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				



### C2. Job Descriptions for Executive Committee Members

Mark Howard opened with thanking the Program Administrators for creating the useful Job Descriptions. The Program Administrators included in the Agenda Packet new drafts of the Executive Committee Members' Job Descriptions based on the Member's own job description at their respective cities.

The Committee reviewed and directed the Program Administrators to make the following changes:

- On all job descriptions change "Qualifications" to "Suggested or Preferred Qualifications".
- Delete "Past Chair" under Secretary's Suggested or Preferred Qualifications.
- Add to the President and Vice President's Essential Functions: Assist in New Member Marketing.
- Add to President's Essential Function: Serve as spokesperson for ACCEL Board for other Member Cities as needed.

A motion was made to recommend to the Board to accept and file these job descriptions and for the Program Administrators to annually present these at the March/April Board Meeting.

**MOTION:** Dave Nunley      **SECOND:** Beverly Jensen      **MOTION CARRIED**

	Dave Nunley	Beverly Jensen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				



### C3. Proposed Changes to the Accounting Guide Policy & Procedure

Conor Boughey reported that at the October 12, 2017 Executive Committee Meeting, the Committee directed the Program Administrators to amend the Accounting Guide that for all check approvals, prior to issuance of all checks the Treasurer will review and provide written approval. Included in the Agenda Packet were the proposed changes.

A motion was made to recommend to the Board to accept the proposed changes.

**MOTION:** Sandra Blanch    **SECOND:** Dave Nunley    **MOTION CARRIED**

	Dave Nunley	Beverly Jensen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				

### D. PUBLIC COMMENTS

There were no public comments.

### ADJOURNMENT

Mark Howard adjourned the meeting at 4:02 PM.