



California Municipal Treasurers Association

Board of Directors Meeting

Date: Wednesday, April 26, 2017

Time: 8:00 a.m. – 11:30 a.m.

Marriott Newport Beach Hotel & Spa

900 Newport Center Drive

Newport Beach, CA 92660

Room: Copper Cove

Agenda

Call to Order

Approval of the Agenda

Roll Call

	President	Margaret Moggia
	President-Elect	Rudy Livingston, CCMT
	Secretary	Alisa Cutchen
	Treasurer	Tracey Angelo, CCMT
	Past President	Pamela Arends-King
	Division 1 – North	Vacant
	Division 2 – South	Gina Tharani, CCMT

Committee Chairs, Staff and Guests:

	Legislative Chair	Michelle Durgy
	Standing Rules & Bylaws Chair	Pamela Arends-King
	Membership & Budget Committee	Israel Garza
	Certification Chair	Ernestine Jones, CCMT
	Technology Chair	Donald Patterson
	Commercial Associate Liaison	Lily Ng
	Newsletter & Public Relations Chair	Margaret Moggia
	Investment Policy Certification Chair	Shaun Farrell, CCMT
	Revenue and Taxation Policy Committee Representative	John Adams
	Division 1 – North Committee	Deborah Yamamoto
	Meetings and Membership Specialist	Yelena Martynovskaya
	Meetings and Membership Assistant	Kristy Schrimsher

Consent Calendar

Minutes from the March 16, 2017 Board of Directors Meeting
 Financial Report from March 31, 2017

Action Items

1. Election Results
2. Appointment of Board Member – North
3. CMTA FY 2017-2018 Budget
4. Strategic Goal: Governance and Finance
Rudy, Pam, Tracey, John
 - Bylaws
 - Standing Rules
5. Strategic Goal: Membership
Membership – Israel, Alisa, Tim, Gina
 - Outreach to Commercial Vendors
6. Strategic Goal: Certification and Education
Membership – Israel, Alisa, Tim, Gina
 - Scholarship Policy
 - Current Recipients
 - Specialized Training
 - Update of Treasurer’s Handbook
7. Strategic Goal: Marketing and Communications
Don, Margaret, Lily, Yelena, Kristy
 - Monthly Newsletter
 - Website Review
 - Vendor Resource Room
8. Committee Assignments
9. CFA Institute’s Asset Manager Code of Conduct open letter campaign
10. League’s Revenue & Taxation Update
11. Conference Recap

Information and Activities Reports

Membership Report

New Business

Next Board Meeting

May 18, 2017

Adjourn



California Municipal Treasurers Association

Board of Directors Meeting

Date: Thursday, March 16, 2017

Time: 3:00 p.m. – 4:00 p.m.

Minutes

Call to Order

Approval of the Agenda

Roll Call

X	President	Margaret Moggia
X	President-Elect	Rudy Livingston, CCMT
X	Secretary	Alisa Cutchen
X	Treasurer	Tracey Angelo, CCMT
X	Past President	Pamela Arends-King
	Division 1 – North	Vacant
	Division 2 – South	Gina Tharani, CCMT

Committee Chairs, Staff and Guests:

X	Legislative Chair	Michelle Durgy
	Standing Rules & Bylaws Chair	Pamela Arends-King
	Membership & Budget Committee	Israel Garza
	Certification Chair	Ernestine Jones, CCMT
X	Technology Chair	Donald Patterson
X	Commercial Associate Liaison	Lily Ng
	Newsletter & Public Relations Chair	Margaret Moggia
	Investment Policy Certification Chair	Shaun Farrell, CCMT
X	Revenue and Taxation Policy Committee Representative	John Adams
	Division 1 – North Committee	Deborah Yamamoto
	Meetings and Membership Specialist	Yelena Martynovskaya
	Meetings and Membership Assistant	Kristy Schrimsher

Consent Calendar

The board reviewed minutes from the January 27, 2017 and February 16, 2017 Board of Directors Meeting as well as the Financial Report from January 31, 2017 and February 28, 2017. Rudy Livingston moved to approve the January and February minutes and financials. Alisa Cutchen seconded the motion. The January and February minutes and financials were approved.

Action Items

1. 2017 Annual Conference

Margaret reported that things are going well with the 2017 Annual Conference and the registration number is at 157. Margaret reported that we will be doing few pushes for the conference within the next week, early April, then one more prior to online registration closes. Margaret stated that the program agenda is coming along and few more tweaks have been made, she thanked Michelle Durgy for booking the last speakers and that the program has amounted to a great three days of training. Margaret emphasized that CMTA should try contacting CSMFO and John Adams talked about sponsorship from CSMFO's perspective. Both Margaret and John emphasized how CMTA's board members reaching out to Commercial Associates has more standing and will be more successful in recruiting sponsors. Yelena Martynovskaya will send the list of past CMTA sponsors to the board.

2. CCMT and CTC Recognition

Margaret reported that CCMT and CTC recipients will be recognized at the 2017 Annual Conference, the CTC recipients will get certificates, and the CCMT recipients will receive a plaque. There should be somewhere between 20 to 30 people recognized.

3. Strategic Planning Session

a. Governance and Finance – Rudy, Pam, Tracey, John

Rudy reported that the subcommittee went over CMTA governing documents, bylaws and standing rules, and found that some were outdated. The subcommittee will need the board's assistance with those updates. The board discussed that standing rules only need board approval, bylaws need membership approval. John reported that there is a call being scheduled for April 27th and further actions will be discussed.

b. Membership – Israel, Alisa, Tim, Gina

No report.

c. Certification and Education – Ernestine, Michelle, Shaun, Deborah

Margaret reported that the subcommittee held a call and will have Scholarship information available for the Board Meeting in April. Ernestine reported that previous CCMT holders continue into the new program and some may need financial assistance, so those cases will be looked at on an individual basis.

d. Marketing and Communications – Don, Margaret, Lily, Yelena, Kristy

Don reported on the survey results and that the subcommittee has scheduled a conference call for tomorrow on how to move forward.

4. Items for Board Meeting at Annual Conference

Margaret asked the board to send any information to Yelena for the packet for the next board meeting in April. Pamela Arends-King also asked the board members to recruit people that they know for the open positions on the board. Margaret reminded the board members that they are expected at the April's board meeting as well as the Wednesday luncheon.

The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Yelena Martynovskaya
Meeting & Membership Specialist

CMTA
Balance Sheet
 As of March 31, 2017

	<u>Mar 31, 17</u>	<u>Mar 31, 16</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010000 · Cash and cash equivalents			
1010400 · General - Chase-8076	139,113.38	122,212.98	16,900.40
1010500 · Education - Chase	7,534.12	7,534.12	0.00
Total 1010000 · Cash and cash equivalents	<u>146,647.50</u>	<u>129,747.10</u>	<u>16,900.40</u>
1020000 · Investments			
1020100 · LAIF	46,811.36	46,543.74	267.62
Total 1020000 · Investments	<u>46,811.36</u>	<u>46,543.74</u>	<u>267.62</u>
Total Checking/Savings	<u>193,458.86</u>	<u>176,290.84</u>	<u>17,168.02</u>
Accounts Receivable			
1040000 · Quick Books Accounts receivable	0.00	280.00	-280.00
Total Accounts Receivable	<u>0.00</u>	<u>280.00</u>	<u>-280.00</u>
Other Current Assets			
1040100 · YourMembership AR	18,260.00	15,655.00	2,605.00
1049000 · Undeposited funds	0.00	3,860.00	-3,860.00
1070000 · Prepaid expenses	9,273.60	6,048.90	3,224.70
Total Other Current Assets	<u>27,533.60</u>	<u>25,563.90</u>	<u>1,969.70</u>
Total Current Assets	<u>220,992.46</u>	<u>202,134.74</u>	<u>18,857.72</u>
TOTAL ASSETS	<u><u>220,992.46</u></u>	<u><u>202,134.74</u></u>	<u><u>18,857.72</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010000 · Accounts payable	20,735.86	0.00	20,735.86
Total Accounts Payable	<u>20,735.86</u>	<u>0.00</u>	<u>20,735.86</u>
Total Current Liabilities	<u>20,735.86</u>	<u>0.00</u>	<u>20,735.86</u>
Total Liabilities	<u>20,735.86</u>	<u>0.00</u>	<u>20,735.86</u>
Equity			
2700000 · Retained Earnings	0.00	1,953.03	-1,953.03
2740000 · General fund	97,916.29	106,447.77	-8,531.48
2750000 · M Woodward Memorial Education	18,910.00	18,063.90	846.10
Net Income	83,430.31	75,670.04	7,760.27
Total Equity	<u>200,256.60</u>	<u>202,134.74</u>	<u>-1,878.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>220,992.46</u></u>	<u><u>202,134.74</u></u>	<u><u>18,857.72</u></u>

CMTA
Profit & Loss
July 2016 through March 2017

	Jul '16 - Mar 17	Jul '15 - Mar 16	\$ Change
Income			
4010000 · Membership dues	60,535.00	62,447.50	-1,912.50
4500000 · Program services	154,486.00	126,678.00	27,808.00
4600000 · Division Income	0.00	8,623.55	-8,623.55
4980000 · Interest	213.89	113.27	100.62
4999999 · Other	0.00	0.00	0.00
Total Income	215,234.89	197,862.32	17,372.57
Gross Profit	215,234.89	197,862.32	17,372.57
Expense			
5010000 · Management and general	94,612.37	70,285.84	24,326.53
5050000 · Program services expenses	37,192.21	51,906.44	-14,714.23
Total Expense	131,804.58	122,192.28	9,612.30
Net Income	83,430.31	75,670.04	7,760.27

CMTA
Profit & Loss Prev Year Comparison
July 2016 through March 2017

	Jul '16 - Mar 17	Jul '15 - Mar 16	\$ Change	% Change
Income				
4010000 · Membership dues				
4010100 · Dues (Public)	51,115.00	53,247.50	-2,132.50	-4.01%
4010200 · Dues (commercial)	9,360.00	9,020.00	340.00	3.77%
4010400 · Dues (Alumni)	60.00	180.00	-120.00	-66.67%
4010000 · Membership dues - Other	0.00	0.00	0.00	0.0%
Total 4010000 · Membership dues	60,535.00	62,447.50	-1,912.50	-3.06%
4500000 · Program services				
4510000 · Certification				
4510400 · Certification program app. fee	780.00	0.00	780.00	100.0%
4510100 · Investment Policy Application	1,575.00	1,590.00	-15.00	-0.94%
4510200 · CCMT- Certified CA Municipal T.	155.00	360.00	-205.00	-56.94%
4510000 · Certification - Other	125.00	0.00	125.00	100.0%
Total 4510000 · Certification	2,635.00	1,950.00	685.00	35.13%
4520000 · Education				
4520300 · Essentials Workshop	29,945.00	0.00	29,945.00	100.0%
4520400 · Advanced Workshop	0.00	20,325.00	-20,325.00	-100.0%
Total 4520000 · Education	29,945.00	20,325.00	9,620.00	47.33%
4530000 · Publications				
4530100 · Handbook	358.00	63.00	295.00	468.25%
4530300 · Job Ads	2,400.00	1,050.00	1,350.00	128.57%
4540000 · Newsletter	0.00	1,000.00	-1,000.00	-100.0%
Total 4530000 · Publications	2,758.00	2,113.00	645.00	30.53%
4560000 · Annual Conference				
4560100 · Registrations				
4560110 · Active Members	48,238.00	24,065.00	24,173.00	100.45%
4560120 · Commercial Associates	12,035.00	11,925.00	110.00	0.92%
4560130 · Additional Meals	0.00	0.00	0.00	0.0%
4560100 · Registrations - Other	0.00	0.00	0.00	0.0%
Total 4560100 · Registrations	60,273.00	35,990.00	24,283.00	67.47%
4560200 · Sponsors				
4560210 · Exhibit Sponsor	58,875.00	52,000.00	6,875.00	13.22%
4560220 · Non-Exhibit Sponsor	0.00	2,000.00	-2,000.00	-100.0%
4560200 · Sponsors - Other	0.00	12,000.00	-12,000.00	-100.0%
Total 4560200 · Sponsors	58,875.00	66,000.00	-7,125.00	-10.8%
4560300 · Pre-Conference Seminar	0.00	200.00	-200.00	-100.0%
4560000 · Annual Conference - Other	0.00	100.00	-100.00	-100.0%
Total 4560000 · Annual Conference	119,148.00	102,290.00	16,858.00	16.48%
Total 4500000 · Program services	154,486.00	126,678.00	27,808.00	21.95%
4600000 · Division Income	0.00	8,623.55	-8,623.55	-100.0%
4980000 · Interest	213.89	113.27	100.62	88.83%
4999999 · Other	0.00	0.00	0.00	0.0%
Total Income	215,234.89	197,862.32	17,372.57	8.78%
Gross Profit	215,234.89	197,862.32	17,372.57	8.78%
Expense				
Prepaid expenses				
5010000 · Management and general	0.00	0.00	0.00	0.0%
5010100 · Audit	12,120.00	4,600.00	7,520.00	163.48%
5010200 · Board meetings	13,364.16	0.00	13,364.16	100.0%
5010300 · In House Printing	86.39	68.35	18.04	26.39%

CMTA
Profit & Loss Prev Year Comparison
July 2016 through March 2017

	Jul '16 - Mar 17	Jul '15 - Mar 16	\$ Change	% Change
5010310 · Storage	158.29	116.00	42.29	36.46%
5010400 · Contract Services				
5010420 · Website update and maintenance	5,763.44	4,091.47	1,671.97	40.87%
5010430 · SMA - AMC	54,440.10	54,440.10	0.00	0.0%
Total 5010400 · Contract Services	60,203.54	58,531.57	1,671.97	2.86%
5010600 · Insurance	1,147.77	1,471.92	-324.15	-22.02%
5010800 · Taxes and Filings	327.00	1,280.00	-953.00	-74.45%
5010900 · Postage	688.71	304.76	383.95	125.98%
5011200 · Telecommunications				
5011210 · Internet services	125.85	0.00	125.85	100.0%
5011220 · Telephone	1,885.98	1,025.27	860.71	83.95%
5011200 · Telecommunications - Other	0.00	48.49	-48.49	-100.0%
Total 5011200 · Telecommunications	2,011.83	1,073.76	938.07	87.36%
5011300 · Supplies	0.00	11.93	-11.93	-100.0%
5011500 · Bank and Merchant Fees				
5011510 · Bank Fees	1.00	17.65	-16.65	-94.33%
5011520 · Merchant Fees	4,503.68	2,809.90	1,693.78	60.28%
Total 5011500 · Bank and Merchant Fees	4,504.68	2,827.55	1,677.13	59.31%
Total 5010000 · Management and general	94,612.37	70,285.84	24,326.53	34.61%
5050000 · Program services expenses				
5051000 · Certification				
5051100 · Investment Policy Application	436.20	0.00	436.20	100.0%
5052100 · CCMT/CCTC Expenses	366.28	0.00	366.28	100.0%
5051000 · Certification - Other	54.24	816.19	-761.95	-93.35%
Total 5051000 · Certification	856.72	816.19	40.53	4.97%
5052000 · Division support	0.00	9,747.13	-9,747.13	-100.0%
5053000 · Education				
5520300 · Essential Workshop Expenses	25,462.08	0.00	25,462.08	100.0%
5520400 · Advanced Workshop Expenses	0.00	21,262.77	-21,262.77	-100.0%
Total 5053000 · Education	25,462.08	21,262.77	4,199.31	19.75%
5054000 · Publications				
5054300 · Printing - General	213.98	0.00	213.98	100.0%
Total 5054000 · Publications	213.98	0.00	213.98	100.0%
5056000 · Annual Conference				
5056250 · Banquet - Entertainment, Decor.	10,598.07	0.00	10,598.07	100.0%
5056400 · Food and Beverage - Hotel	0.00	20,000.00	-20,000.00	-100.0%
5056525 · Lodging/Travel	38.95	0.00	38.95	100.0%
5056800 · Supplies	22.41	67.99	-45.58	-67.04%
5056000 · Annual Conference - Other	0.00	12.36	-12.36	-100.0%
Total 5056000 · Annual Conference	10,659.43	20,080.35	-9,420.92	-46.92%
Total 5050000 · Program services expenses	37,192.21	51,906.44	-14,714.23	-28.35%
Total Expense	131,804.58	122,192.28	9,612.30	7.87%
Net Income	83,430.31	75,670.04	7,760.27	10.26%

CMTA
Profit & Loss Budget Performance
March 2017

	Mar 17	Jul '16 - Mar 17	YTD Budget	\$ Over Budget	Annual Budget	% of Budget
Income						
4010000 · Membership dues						
4010100 · Dues (Public)	660.00	51,270.00	54,845.00	-3,575.00	55,000.00	93.22%
4010200 · Dues (commercial)	1,025.00	9,360.00	10,000.00	-640.00	10,000.00	93.60%
4010400 · Dues (Alumni)	0.00	60.00	180.00	-120.00	180.00	33.33%
4010000 · Membership dues - Other	-155.00	-155.00	0.00	-155.00	0.00	
Total 4010000 · Membership dues	1,530.00	60,535.00	65,025.00	-4,490.00	65,180.00	92.87%
4500000 · Program services						
4510000 · Certification						
4510400 · Certification program app. fee	0.00	780.00				
4510100 · Investment Policy Application	350.00	1,575.00	1,125.00	450.00	1,500.00	105.00%
4510200 · CCMT- Certified CA Municipal T.	0.00	155.00	225.00	-70.00	300.00	51.67%
4510300 · CTC- Certified CA Treasury Crt	0.00	0.00	225.00	-225.00	300.00	0.00%
4510000 · Certification - Other	50.00	125.00	0.00	125.00	0.00	
Total 4510000 · Certification	400.00	2,635.00	1,575.00	1,060.00	2,100.00	125.48%
4520000 · Education						
4520200 · Educational support	0.00	0.00	2,999.97	-2,999.97	4,000.00	0.00%
4520300 · Essentials Workshop	0.00	29,945.00	15,000.03	14,944.97	20,000.00	149.73%
4520400 · Advanced Workshop	0.00	0.00	0.00	0.00	0.00	
Total 4520000 · Education	0.00	29,945.00	18,000.00	11,945.00	24,000.00	124.77%
4530000 · Publications						
4530100 · Handbook	63.00	358.00	375.03	-17.03	500.00	71.60%
4530300 · Job Ads	225.00	2,400.00	562.50	1,837.50	750.00	320.00%
4540000 · Newsletter	0.00	0.00	2,250.00	-2,250.00	3,000.00	0.00%
4540100 · Website	0.00	0.00	562.50	-562.50	750.00	0.00%
Total 4530000 · Publications	288.00	2,758.00	3,750.03	-992.03	5,000.00	55.16%
4550000 · Scholarship						
4550100 · Woodward Memorial Scholarship	0.00	0.00	0.00	0.00	500.00	0.00%
4550200 · Vincent Amado Scholarship	0.00	0.00	0.00	0.00	1,500.00	0.00%
Total 4550000 · Scholarship	0.00	0.00	0.00	0.00	2,000.00	0.00%
4560000 · Annual Conference						
4560100 · Registrations						
4560110 · Active Members	7,525.00	48,238.00	24,120.00	24,118.00	34,000.00	141.88%
4560120 · Commercial Associates	7,715.00	12,035.00	15,925.00	-3,890.00	22,000.00	54.70%
4560130 · Additional Meals	0.00	0.00	0.00	0.00	0.00	
4560100 · Registrations - Other	0.00	0.00	0.00	0.00	0.00	

CMTA
Profit & Loss Budget Performance
March 2017

	Mar 17	Jul '16 - Mar 17	YTD Budget	\$ Over Budget	Annual Budget	% of Budget
Total 4560100 · Registrations	15,240.00	60,273.00	40,045.00	20,228.00	56,000.00	107.63%
4560200 · Sponsors						
4560210 · Exhibit Sponsor	21,175.00	58,875.00	65,000.00	-6,125.00	65,000.00	90.58%
4560220 · Non-Exhibit Sponsor	0.00	0.00	9,000.00	-9,000.00	9,000.00	0.00%
4560200 · Sponsors - Other	0.00	0.00	0.00	0.00	0.00	
Total 4560200 · Sponsors	21,175.00	58,875.00	74,000.00	-15,125.00	74,000.00	79.56%
4560300 · Pre-Conference Seminar	0.00	0.00	0.00	0.00	0.00	
4560000 · Annual Conference - Other	0.00	0.00	0.00	0.00	0.00	
Total 4560000 · Annual Conference	36,415.00	119,148.00	114,045.00	5,103.00	130,000.00	91.65%
Total 4500000 · Program services	37,103.00	154,486.00	137,370.03	17,115.97	163,100.00	94.72%
4600000 · Division Income	0.00	0.00	0.00	0.00	0.00	
4980000 · Interest	0.00	213.89	97.47	116.42	130.00	164.53%
4999999 · Other	0.00	0.00	0.00	0.00	0.00	
Total Income	38,633.00	215,234.89	202,492.50	12,742.39	228,410.00	94.23%
Gross Profit	38,633.00	215,234.89	202,492.50	12,742.39	228,410.00	94.23%
Expense						
5010000 · Management and general						
5010100 · Audit	0.00	12,120.00	9,000.00	3,120.00	9,000.00	134.67%
5010200 · Board meetings	0.00	13,364.16	7,499.97	5,864.19	10,000.00	133.64%
5010300 · In House Printing	0.00	86.39	187.47	-101.08	250.00	34.56%
5010310 · Storage	15.87	158.29	187.51	-29.22	250.00	63.32%
5010400 · Contract Services						
5010420 · Website update and maintenance	0.00	5,763.44	3,450.00	2,313.44	4,600.00	125.29%
5010430 · SMA - AMC	6,048.90	54,440.10	54,440.26	-0.16	72,587.00	75.00%
Total 5010400 · Contract Services	6,048.90	60,203.54	57,890.26	2,313.28	77,187.00	78.00%
5010600 · Insurance	0.00	1,147.77	1,600.00	-452.23	2,400.00	47.82%
5010700 · Travel						
5010720 · Legislative	0.00	0.00	450.00	-450.00	600.00	0.00%
Total 5010700 · Travel	0.00	0.00	450.00	-450.00	600.00	0.00%
5010800 · Taxes and Filings	0.00	327.00	890.00	-563.00	900.00	36.33%
5010900 · Postage	0.00	688.71	409.05	279.66	1,000.00	68.87%
5011200 · Telecommunications						
5011210 · Internet services	26.00	125.85	74.97	50.88	100.00	125.85%
5011220 · Telephone	416.97	1,885.98	1,050.03	835.95	1,400.00	134.71%
5011200 · Telecommunications - Other	0.00	0.00	0.00	0.00	0.00	
Total 5011200 · Telecommunications	442.97	2,011.83	1,125.00	886.83	1,500.00	134.12%

CMTA
Profit & Loss Budget Performance
March 2017

	Mar 17	Jul '16 - Mar 17	YTD Budget	\$ Over Budget	Annual Budget	% of Budget
5011300 · Supplies	0.00	0.00	225.00	-225.00	300.00	0.00%
5011410 · President's fund	0.00	0.00	187.47	-187.47	250.00	0.00%
5011500 · Bank and Merchant Fees						
5011510 · Bank Fees	0.00	1.00	75.00	-74.00	100.00	1.00%
5011520 · Merchant Fees	1,312.97	4,503.68	3,309.90	1,193.78	4,800.00	93.83%
Total 5011500 · Bank and Merchant Fees	1,312.97	4,504.68	3,384.90	1,119.78	4,900.00	91.93%
Total 5010000 · Management and general	7,820.71	94,612.37	83,036.63	11,575.74	108,537.00	87.17%
5050000 · Program services expenses						
5051000 · Certification						
5051100 · Investment Policy Application	0.00	436.20	0.00	436.20	0.00	
5052100 · CCMT/CCTC Expenses	0.00	366.28	1,874.97	-1,508.69	2,500.00	14.65%
5051000 · Certification - Other	0.00	54.24	0.00	54.24	0.00	
Total 5051000 · Certification	0.00	856.72	1,874.97	-1,018.25	2,500.00	34.27%
5052000 · Division support	0.00	0.00	0.00	0.00	0.00	
5053000 · Education						
5520200 · Educational Support Expenses	0.00	0.00	0.00	0.00	0.00	
5520300 · Essential Workshop Expenses	0.00	25,462.08	13,500.00	11,962.08	18,000.00	141.46%
5520400 · Advanced Workshop Expenses	0.00	0.00	0.00	0.00	0.00	
Total 5053000 · Education	0.00	25,462.08	13,500.00	11,962.08	18,000.00	141.46%
5054000 · Publications						
5054200 · Newsletter	0.00	0.00	1,500.03	-1,500.03	2,000.00	0.00%
5054300 · Printing - General	213.98	213.98				
5054500 · League Advertising	0.00	0.00	749.97	-749.97	1,000.00	0.00%
Total 5054000 · Publications	213.98	213.98	2,250.00	-2,036.02	3,000.00	7.13%
5055000 · Woodward Memorial Scholarship						
5055100 · Woodward memorial	0.00	0.00	0.00	0.00	500.00	0.00%
Total 5055000 · Woodward Memorial Scholarship	0.00	0.00	0.00	0.00	500.00	0.00%
5056000 · Annual Conference						
5056100 · Annual conference planning	0.00	0.00	0.00	0.00	230.00	0.00%
5056200 · Audio Video	0.00	0.00	0.00	0.00	16,000.00	0.00%
5056250 · Banquet - Entertainment, Decor.	5,598.07	10,598.07	0.00	10,598.07	10,500.00	100.93%
5056300 · Gifts & Mementos						
5056305 · Attendee	0.00	0.00	0.00	0.00	800.00	0.00%
5056310 · Speaker, Sponsor, Board	0.00	0.00	0.00	0.00	2,000.00	0.00%
5056300 · Gifts & Mementos - Other	0.00	0.00	0.00	0.00	0.00	
Total 5056300 · Gifts & Mementos	0.00	0.00	0.00	0.00	2,800.00	0.00%

CMTA
Profit & Loss Budget Performance
March 2017

	Mar 17	Jul '16 - Mar 17	YTD Budget	\$ Over Budget	Annual Budget	% of Budget
5056400 · Food and Beverage - Hotel	0.00	0.00	20,000.00	-20,000.00	60,000.00	0.00%
5056525 · Lodging/Travel						
505626 · Board	0.00	0.00	0.00	0.00	3,000.00	0.00%
505627 · Staff	0.00	0.00	0.00	0.00	1,000.00	0.00%
5056525 · Lodging/Travel - Other	0.00	38.95	0.00	38.95	0.00	
Total 5056525 · Lodging/Travel	0.00	38.95	0.00	38.95	4,000.00	0.97%
5056650 · Postage	0.00	0.00	0.00	0.00	200.00	0.00%
5056700 · Printing	0.00	0.00	0.00	0.00	1,600.00	0.00%
5056750 · Speaker Expense	0.00	0.00	0.00	0.00	0.00	
5056800 · Supplies	12.33	22.41	0.00	22.41	0.00	
5056970 · Vince Amado Scholarship Expense	0.00	0.00	0.00	0.00	500.00	0.00%
5056000 · Annual Conference - Other	0.00	0.00	0.00	0.00	0.00	
Total 5056000 · Annual Conference	5,610.40	10,659.43	20,000.00	-9,340.57	95,830.00	11.12%
Total 5050000 · Program services expenses	5,824.38	37,192.21	37,624.97	-432.76	119,830.00	31.04%
5100000 · Division Expense	0.00	0.00	0.00	0.00	0.00	
Total Expense	13,645.09	131,804.58	120,661.60	11,142.98	228,367.00	57.72%
Net Income	24,987.91	83,430.31	81,830.90	1,599.41	43.00	194023.98%

CMTA March 2017 AR

Date	Invoice Number	Last Name	Organization	Amount	GL Code
12/12/2016	200001122	Rocklin	City of Rocklin	<u>40</u>	4010000 Membership dues:4010100 Dues (active)
				40	
11/15/2016	200001095	Arends-King	Union Sanitary District	<u>250</u>	4500000 · Program services:4520000 · Education:4520300 · Essentials Workshop
				250	
7/1/2016	200000966	Matusiewicz	City of Newport Beach	<u>25</u>	4500000 Program services:4510000Certification
				25	
4/18/2016	200000956	Antos	City of Redondo Beach	<u>75</u>	4500000 Program services:4530000 Publications:4530300 Job Ads
				75	
12/28/2016	200001164	Tang	City of San Gabriel	374	4560100Conference:4560110 Annual Conf. - Active
1/9/2017	200001181	Livingston	City of Ojai	50	4560100Conference:4560110 Annual Conf. - Active
1/26/2017	200001216			374	4560100Conference:4560110 Annual Conf. - Active
2/7/2017	200001254	Tran	Costa Mesa Sanitary District	299	4560100Conference:4560110 Annual Conf. - Active
2/7/2017	200001259	Bray	County of Fresno	299	4560100Conference:4560110 Annual Conf. - Active
2/17/2017	200001334	Gomez	County of Fresno	299	4560100Conference:4560110 Annual Conf. - Active
2/18/2017	200001343	Jones	City of El Monte	350	4560100Conference:4560110 Annual Conf. - Active
2/23/2017	200001346	Khodabakhshi	City of Glendale	225	4560100Conference:4560110 Annual Conf. - Active
2/23/2017	200001347	Khodabakhshi	City of Glendale	225	4560100Conference:4560110 Annual Conf. - Active
3/24/2017	200001386	Ramirez	City of Los Angeles	350	4560100Conference:4560110 Annual Conf. - Active
3/27/2017	200001389	Brown	City of Inglewood	350	4560100Conference:4560110 Annual Conf. - Active
4/13/2016	200000954	Paulk	City of Benicia	100	Conference:Annual Conference - Active
2/18/2017	200001343	Jones	City of El Monte	<u>75</u>	Conference:Annual Conference - Active
				3370	
1/15/2016	200000749	Blackwill	Stifel Nicolaus	1000	4560100Conference:4560120 Sponsorship:4560200 Exhibitor
2/10/2017	200001294	Org	CalPERS	3000	4560100Conference:4560120 Sponsorship:4560200 Exhibitor
3/10/2017	200001365	Mather	JP Morgan	5000	4560100Conference:4560120 Sponsorship:4560200 Exhibitor
3/13/2017	200001367	Munson	Fixed Income Academy L.P.	2500	4560100Conference:4560120 Sponsorship:4560200 Exhibitor
3/29/2017	200001394	Labanieh	CalTRUST	<u>3000</u>	4560100Conference:4560120 Sponsorship:4560200 Exhibitor
				14500	

\$ 18,260 Total CMTA A/R March 2017

CMTA
Expense Detail
March 2017

Expense	Type	Date	Num	Name	Memo	Debit	Credit
5010000 - Management and general							
5010310 - Storage							
	Bill	03/01/2017	4148492	Pacific Storage	Standard Records Containers Monthly Fee	15.87	
Total 5010310 - Storage						<u>15.87</u>	0.00
5010400 - Contract Services							
5010430 - SMA - AMC							
	Bill	03/01/2017	2016885	Smith Moore & Associates, Inc.	Smith Moore & Associates, Inc.-Admin and conference services	6,048.90	
Total 5010430 - SMA - AMC						<u>6,048.90</u>	0.00
Total 5010400 - Contract Services						<u>6,048.90</u>	0.00
5011200 - Telecommunications							
5011210 - Internet services							
	Check	03/20/2017	eft	Survey Monkey		26.00	
Total 5011210 - Internet services						<u>26.00</u>	0.00
5011220 - Telephone							
	Check	03/02/2017	eft	Premiere Global Services		185.58	
	Check	03/30/2017	eft	Premiere Global Services		231.39	
Total 5011220 - Telephone						<u>416.97</u>	0.00
Total 5011200 - Telecommunications						<u>442.97</u>	0.00
5011500 - Bank and Merchant Fees							
5011520 - Merchant Fees							
	Check	03/01/2017	eft	American Express		4.49	
	Check	03/02/2017	eft	Merchant Services		1,202.93	
	Check	03/09/2017	eft	American Express		22.69	
	Check	03/10/2017	eft	American Express		14.60	
	Check	03/13/2017	eft	American Express		40.90	
	Check	03/15/2017	eft	Merchant Services	Account Settlement charge	17.09	
	Check	03/30/2017	eft	American Express		10.27	
Total 5011520 - Merchant Fees						<u>1,312.97</u>	0.00
Total 5011500 - Bank and Merchant Fees						<u>1,312.97</u>	0.00
Total 5010000 - Management and general						<u>7,820.71</u>	0.00
5050000 - Program services expenses							
5054000 - Publications							
5054300 - Printing - General							
	Bill	03/01/2017	3110146-0	Sierra Office Supply & Printing	Office supplies	213.98	
Total 5054300 - Printing - General						<u>213.98</u>	0.00
Total 5054000 - Publications						<u>213.98</u>	0.00
5056000 - Annual Conference							
5056250 - Banquet - Entertainment, Decor.							

CMTA
Expense Detail
 March 2017

	Type	Date	Num	Name	Memo	Debit	Credit
	Bill	03/01/2017	173834	Hornblower Cruises & Events	2017 CMTA Conference	5,598.07	
Total 5056250 · Banquet - Entertainment, Decor.						<u>5,598.07</u>	0.00
5056800 · Supplies							
	Bill	03/01/2017	3139146-0	Sierra Office Supply & Printing	2017 Conference registration envelopes	12.33	
Total 5056800 · Supplies						<u>12.33</u>	0.00
Total 5056000 · Annual Conference						<u>5,610.40</u>	0.00
Total 5050000 · Program services expenses						<u>5,824.38</u>	0.00
Total Expense						<u>13,645.09</u>	0.00
Net Income						<u><u>13,645.09</u></u>	<u><u>0.00</u></u>

PRESIDENT ELECT

Dan Matusiewicz City of Newport Beach danm@newportbeachca.gov 949 644 3123

DIRECTOR SOUTH

Michael Solorza City of Pico Rivera msolorza@pico.rivera.org 562 801 4391

TREASURER

Dana Cortez City of Torrance dcortez@torranceca.gov (310) 781 7611

SECRETARY

Jenny Leisz City of Tustin jleisz@tustinca.org (714) 573 3079

CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION

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**CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION
STANDING RULES**

SECTION I. GENERAL OPERATING POLICIES

- A. California Municipal Treasurers Association (CMTA) is a professional association whose mission is to lead in promoting and enhancing the fiduciary responsibility and integrity of individuals responsible for public funds. The following Standing Rules are general operating procedures for the Association.
- B. Only ACTIVE members of CMTA may serve as the Chair of any committee or on the Board of Directors.
- C. Records of CMTA business sessions shall be maintained for a six-year period.
- D. The Association shall not endorse any candidate for public office.
- E. Insurance bond coverage shall be maintained for errors and omissions and general liability.
- F. It is the policy of CMTA not to endorse any privately delivered product, commodity, or service. CMTA on occasion partner with commercial providers to meet the mission of the association.
- G. In accordance with the Code of Professional Conduct, adopted by the general membership, member cities may request assistance from CMTA to review and evaluate their existing treasurer management policies, procedures and practices. Such requests shall be submitted in writing by the legislative body of the member city to the Board of Directors, who will consider the merits of the request and determine the appropriate level of response.
- H. A Retirement Certificate of Appreciation will be presented to a Treasurer vacating the office of City Treasurer, whether voluntarily or involuntarily, provided that at the time of such vacation of post said Treasurer is a member in good standing.
- I. The fee for the Treasurer and the Law handbook shall be established by the Board of Directors.
- J. Each fiscal year, the Board shall engage an independent auditor who shall verify the financial transactions of the association and render an opinion on the financial statements.
- K. The President of the Association shall be the official spokesperson.

- Commented [RL1]:** Who does this?
- Commented [PA2R1]:** Does the investment policy review award include this?
- Commented [R3]:** Are members aware of this (Tracey)
- Commented [RL4]:** Do we issue these certificates?
- Commented [RL5R4]:**
- Commented [PA6R4]:** Should this be kept in this section?
- Commented [RL7]:** Is this a current publication?

SECTION II. STATE OFFICERS ROLES & RESPONSIBILITIES

A. President

1. In accordance with the By-Laws Article VI, Section 4 the President shall perform the duties of Chief Executive Officer of the Association. The President shall have general supervision, direction, and control of the business affairs of the Association. The President shall preside at the Annual Meeting of the Association and the Board of Directors meetings. The President shall appoint the chairs and members of the various Standing Committees, shall be an ex-officio member of all committees except the Nominating Committee, and cause to be performed all other matters necessary for the prudent conduct of the Association.
2. Duties and responsibilities include the following:
 - a. Cause an Annual Meeting of the Association to occur in the spring of each year.
 - b. Cause Board Meetings to occur at such times as necessary, but not less than three times a year.
 - c. Appoint a Parliamentarian, subject to ratification by the Board of Directors, at the first Board Meeting of the New Year.
 - d. Appoint the Immediate Past President as Nominating Committee Chair and request that the Immediate Past President appoint a committee by November 30 of each year.
 - e. Hold Special Meetings of the Association at such times and places as deemed necessary, subject to Article VIII, Section 2 of the By-Laws.
 - f. Represent the Association at functions, meetings, or other events and places as authorized by the By-Laws, Board of Directors, or Standing Rules of the Association.
 - g. Appoint a Chair to the Standing Committees prior to the first Board meeting following the Annual Conference, pursuant to Article IX, Sections 1-7 of the By-Laws. The Legislative Chair and the Revenue & Taxation appointment shall be appointed after the Annual League Conference in the fall. Terms to coincide with the League terms and legislative calendar.
 - h. Form, or cause to be formed, such other operating committees, as well as appoint the necessary number of Active Members to perform the charge of the committees, as are deemed necessary for the conduct of the Association's business as ratified by the Board of Directors.
 - i. Perform duties and responsibilities with ratification from the Board of Directors when required and in compliance with the Associations By-Laws, Standing Rules, Code of Ethics, and Code of Professional Conduct.
 - j. Forward copies of all official correspondence written by the President to the association's management company for CMTA's official records.

- l. Send flowers, or a gift, on behalf of CMTA, when deemed appropriate.
 - m. Make recommendations for Board approval for special recognition awards.
 - n. Update the Association's written history annually subsequent to the Annual Conference.
 - o. Has primary responsibility for articulating policies and procedures to the press and/or other organizations.
 - p. Sign the introductory letter for the Membership Chair.
 - q. Sign letters for the Certification Chair to notify applicable mayors and councils of award of CCMT.
 - r. Consult with the Legislative Chair on emergency legislation issues.
 - s. Sign letters as prepared by the Legislative Chair.
 - t. Attend Division Meetings and Education Workshops.
3. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association's Management Company.
 4. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

Commented [RL8]: Is this the President's duty? I assume this seminar is the conference.

Commented [R9]: (Tracey) No addendum in revised Standing Rules?

B. President Elect

1. The President Elect shall perform all the duties of the President in the absence or disability of the President and other duties as assigned by the President.
2. The primary responsibilities of the President Elect are as follows: Duties of the President Elect include the following:
 - a. Assist the President in all duties and responsibilities regarding CMTA.
 - b. Assume the office of President should the President not complete the term of office.
 - c. Coordinate with General Conference and Site Selection Chair for the installation dinner and ceremony for new officers who will serve during his or her term.
 - d. Coordinate with General Conference and Site Selection Chair to secure an appropriate gift for the outgoing President in recognition and appreciation for services rendered CMTA during the President's term of office.
 - e. Coordinate with General Conference and Site Selection Chair to acquire a plaque for the outgoing President.
 - f. Membership development – includes the recruitment of new Active Members and new

Commented [PA10]: What is General Conference?

Commented [PA11R10]:

Commented [RL12]: What is this? This has just happened during the conference lunch.

Commercial Associate Members in coordination with the Commercial Associate Liaison.

- g. Marketing and Public Relations – includes the development and updating of materials used to recruit new members. Also includes the development of relationships with other professional organizations, press releases, etc.
 - h. Administrative Oversight – includes facilitating the completion of contracts, etc. Also includes assisting the President with developing, maintaining and/or affirming the goals of the organization and development of the strategic direction.
3. Review annually and update as needed the policies and procedures governing this position and oversee administrative activities of the organization. Changes to these policies and procedures will be forwarded to the Association Manager for presentation to the Board for update.
 4. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

C. Immediate Past President

1. The Immediate Past President continues to serve one additional year on the Board of Directors of CMTA. This extra year of service will ensure continuity of programs from one administration to another.
2. Responsibilities include the following:
 - a. Inform the Board of Directors of any unfinished business from the previous year.
 - b. Serve as Chair of the Nominating Committee.
 - c. Serve as Chair on Standing Rules changes. Ensure Board decisions made during the year are updated in the Standing Rules.
 - d. Serve as Chair on By-Law changes. Refer to Article XII of the By-Laws for specific requirements on proposed changes.
 - e. Other duties may be assigned by the President or Board.
3. Review annually and update as needed the policies and procedures governing this position. Changes to these policies and procedures will be forwarded to the Association Manager.
4. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

C. Secretary

1. The Secretary of CMTA ensures the management company maintains a record of all Board and Special Meetings, reviews the minutes prepared by the management company of the meetings, and prepares and/or distributes official CMTA correspondence as directed by the Board.

Commented [RL13]: Aren't these duties performed by the management company?

Commented [PA14]: Management company should be preparing documents and the Secretary reviews?

2. Duties of the Secretary include the following:

- a. As soon as practical, but in any event prior to the next regularly scheduled or Special Board Meeting, the Secretary is to forward to the President the minutes of the prior meeting with all pertinent executed information that describes the actions taken. The Secretary will scan and forward the minutes and agenda to all Board members. Of particular importance is to establish the fact that a quorum was present, who attended, and that all action matters requiring Board approval contain the exact motion and Board vote. Of particular importance is to identify those Board members dissenting (Tracey), as well as a concise statement of their concerns.
- b. Prepare action minutes during each Board meeting and distribute to the Board within 30 days following the meeting. These action minutes will reflect who has agreed to specific tasks and the agreed upon time frame for completion.
- c. At the next Board Meeting the Secretary will amend or correct the minutes as directed by the Board. The original approved copy of the minutes will be forwarded to the Association Manager.
- d. With the exception of the next Annual Meeting of CMTA, the Secretary will maintain the recordings of the previous meeting intact until the Board has approved the minutes. Once approved, these recordings may be purged. However, the recordings of the Annual Meeting must be maintained intact by the Secretary until they have been approved by the membership at the next Annual Conference.
- e. When leaving office at the end of his or her elected term, the Secretary has responsibility for maintaining the recordings of the Annual Meeting and preparing minutes of that meeting for delivery to the following year's General Conference and Site Selection Chair, who will make copies of those minutes available at the next Annual Meeting for distribution to the membership. Upon approval of those minutes at the Business Session of the next Annual Meeting, the recordings of that prior year's meeting are turned over to the then current Secretary, who can then purge the recordings.
- f. Report to the Board actions or other matters in the responsibility area which are deemed appropriate.

- 3. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
- 4. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

D. Treasurer

- 1. . The Treasurer shall maintain and control all checking accounts with one bank in Sacramento. The Treasurer and the Association Manager will share in the responsibility for ensuring that all bank accounts are reconciled on a monthly basis and that copies of the monthly reconciliations are on file with the Association Manager for the purposes of the annual audit. The Association Manager will request that the bank mail all bank statements and canceled checks to the Association Manager.

Commented [PA15]: I think most of the paragraph is completed by the management company

Commented [RL16]: If we are going to continue to meet monthly, this should probably be reduced

Commented [PA17]: I think this whole Secretary Section should be rewritten with the Management company as most of these duties look like they are performed by the Management Company

Commented [PA18R17]:

Commented [R19]: Management company?)

Commented [PA20]: I think we should go over this with the Management Company. I do not think we are mailing any bank statements to any of the committee chairs

Commented [R21]: I think this is obsolete referring to the time when the divisions had their own accounts.

2. The Association Manager receives and deposits monies for general operating and investment purposes and disburses all general funds
3. At the Annual Conference, the Association Manager is responsible for obtaining new signature cards for all accounts as new officers, division. For the general operating types of bank accounts, the Treasurer and the President are signers on the bank accounts with two representatives of the Association Manager
4. The Treasurer is responsible for supervision of the Association Manager and submission of the financial report as prepared by the Association Manager to the Board of Directors at each Board meeting and at the Annual Conference to all attendees.
5. The duties of the Treasurer also include following:
 - a. Ascertain the status of insurance coverage for the organization and the probable cost for the following year for budget purposes.
 - b. Provide all officers and board members with final copies of the current approved budget.
 - c. Coordinate with the Association Manager for format of revenue and expense authorization to be used.
 - d. Review Federal and State tax forms filed by the Association Manager.
 - e. Serve as Chair of the Budget Committee, as defined in the By-Laws, 7 Article IX, Section 3.
 - f.
 - g.
6. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
7. Upon expiration of office (no later than May 1), the Treasurer will surrender to the Association Manager all reports, properties, and files necessary for annual audit with all other reports, properties, and files submitted to successor. The Association Manager will provide a preliminary annual report to the out-going elected Treasurer prior to the formal audit.

Commented [RL22]: Do they have signature authority?

Commented [R23]: (TA) Who does this now?

F. Division Officers – North & South

1. Division officers will be established in accordance with By-Laws Article III, Section 3.
2. Ensure meetings as held on a regular basis and in accordance with By-Laws Article VIII, Section 3.
3. Serve on the CMTA Board as a voting member.
4. Both Division Officers will serve as members of the Membership Committee.
5. Maintain a list of division meeting attendees for the purpose of tracking Certification and continuing

Commented [R24]: Is this true?

education hours for certification programs.

6. Review annually and update, as needed the policies and procedures governing all division officer duties. Changes to these policies and procedures will be forwarded to the Association Manager. (The policies and procedures pertaining to this section are attached as an “Addendum” to the Standing Rules under Section X, Attachment I).
7. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

SECTION III. NOMINATING COMMITTEE

The Nominating Committee shall be chaired by the Immediate Past President. The Committee is responsible for collecting candidates' data and submitting a proposed slate for Board offices to the CMTA Board.

- A. On or before November 30, the Chair shall send uniform blanks to the division chairs with instructions for the endorsement of candidates for CMTA elective offices.
- B. The Chair shall submit the names of all persons endorsed for Board offices no later than the Board of Directors meeting held in April prior to the start of the annual conference.
- C. In the event any office has not been filled to complete the slate as indicated above, the Committee shall complete the slate by obtaining signed consent statements from other members who are eligible.
- D. To the extent possible, an attempt will be made to secure interested and qualified candidates from all areas of the State, in order to give true representation to various geographical areas.
- E. The Chair will present the slate of officers to the membership at the annual business meeting held at the annual conference.
- F. The Chair shall review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
- G. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

SECTION IV. COMMITTEES

A. Certification

1. The Certification Chair is responsible for receiving, reviewing and evaluating applications for Certification and Recertification from CMTA members in accordance with Article IX, Section 4 of the CMTA Bylaws.
2. The Chair is responsible for maintaining and updating all materials and policy statements. The brochure is the basic operating policy; there may be additional policy statements enacted since the last brochure revision. Accepted applications are a permanent file and should be preserved. All other applications should be preserved until the applicant is no longer an Active Member, or demonstrates no further interest (destroy at that point).
3. Other duties of the Certification Chair include the following:
 - a. Prepare articles for the Newsletter. Update the list of approved courses and points for various categories. Incorporate any changes to instructions.
 - b. Prepare a report for each Board meeting, and send it to the President in advance of the meeting. The report should include the current year budget status.
 - c. Prepare the annual budget request. Submit it to the CMTA Treasurer at the January Board meeting, or shortly thereafter.
 - d. Prepare the Certification Committee Report for the business meeting at the Annual Conference.
 - e. Have plaques prepared, and present them to the recipients at the Annual Conference.
 - f. Send a copy of attendees at each educational workshop and seminar along with an agenda of the workshop and number of points awarded for certification to the Education Chairman at Association of Public Treasurers?
 - g. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Immediate Past President for update and subsequent approval at a Board meeting.
4. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

Commented [RL25]: Do we have a brochure?

Commented [RL26]: What budget status?

Commented [RL27]: What budget?

Commented [R28]: (TA) No addendum in revised Standing Rules?

B. Education

1. The Education Committee is responsible for conducting at least (TA) one combined workshop each year (beginning/intermediate or advanced). Financial resources to underwrite the seminars are derived from dues paid by the commercial associate members and registration fees from attendees.
2. The members of this Committee will be in accordance with Article IX, Section 5, of the CMTA Bylaws.

3. The duties of the Education Chair are as follows:

- a) Plan, organize and direct the conduct of the annual workshops, including booking the sites, providing participant meals, selecting the workshop theme and the course content, arranging for qualified speakers, and drawing up the necessary contractual agreements.
- b) Prepare an appropriate mailer to encourage membership participation and attendance at the workshops with emphasis placed upon the educational and technical nature of the seminar program. Appropriate steps will be taken to insure that copies of the mailer are made available and distributed to all active CMTA members.
- c) Direct the preparation and timely completion of the annual budget for the Educational Committee. At each CMTA Board meeting the Chair shall report anything concerning educational committee activities and accomplishments, as well as revenues collected and disbursed for the programs.
- d) Marcus Woodward Memorial Scholarship Funds:
 - o Receive, review and award Marcus Woodward Scholarships to worthy applicants, and report to the CMTA Board the actual scholarships awarded. If an application is denied, the Board is to be informed with a brief explanation of the reason for the denial.
 - o
- e) Review education needs and make recommendations to the Board on those needs.

**Note: The Marcus Woodward Memorial Scholarship Fund was established by the CMTA Board of Directors in honor of Marcus' years of service and his dedication to the Treasurer's profession. Marcus served on the CMTA Board of Directors and he was instrumental in getting CMTA's education workshops off the ground. Marcus was the Treasurer of Sierra Madre prior to his death in 1980 while serving on the CMTA Board.*

- 4.
- 5. Present a report of education activities at the annual business meeting.
- 6. Review annually and update, as needed the policies and procedures governing this position. Changes to these policies and procedures will be forwarded to the Association Manager.
- 7. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

Commented [R29]: (TA) Who does the Chair report to?

Commented [PA30]: The annual workshops have been directed by the President over the past three years. I am not aware of what the Education Committee has been doing during this time.

Commented [RL31]: Is there a separate budget?

Commented [RL32]: Who is responsible for this? Is the current financial statements and transactions covering this?

Commented [PA33]: This has not been happening.

C. Investment Policy Certification

1. Investment Policy Committee Chair

2. Review annually and update, as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
3. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

D. Legislation

1. The members of the Legislative Committee will be in accordance with Article IX, Section 1, of the CMTA Bylaws.
2. The Legislative Committee's primary responsibilities:
 - a Monitor and make recommendations on legislation to the Board and membership affecting the duties and responsibilities of municipal treasurers.
 - b Develop annual Legislative Committee report for presentation at the annual general membership business session.
3. The Legislative Chair's primary responsibilities:
 - a Conduct Legislative Committee meetings as required.
 - b Coordinate development of recommendations on legislation affecting the duties and responsibilities of municipal treasurers.
 - c Present Legislative Committee recommendations to the Board and/or membership for consideration.
 - d Prepare draft letters for the President's approval regarding CMTA adopted positions on legislation for distribution to the membership.
 - e Present annual Legislative Committee report at the annual general membership business session.
 - f Prepare and present Legislative Committee activity reports at the quarterly Board meetings.
 - g Prepare Legislative Committee reports for the CMTA newsletter.
4. Review annually and update, as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
5. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

E. Membership

1. The Membership Committee is responsible for encouraging City & County Treasurers, Special District Treasurers, and their qualified staff members, as well as Commercial representatives, to join CMTA. Prospective members are contacted and provided the registration link on the CMTA website. Membership changes are recorded by the Association Manager, and a status report is made at the Board meetings.
2. The members of this Committee will be in accordance with Article IX, Section 2, of the CMTA Bylaws.
3. Specific duties are as follows:
 - a. After the business meeting at the Annual Conference, all Board members shall receive twelve (12) blank copies of the CMTA application form and the introductory letter for distribution to prospective members. The letter of introduction is written by the President. All completed CMTA applications and remittances are sent to the Association Manager. The Association Manager should be instructed to send a copy of the original application to the Membership Chair. The Association Manager will send the new member a "Welcome to CMTA" letter, a copy of the roster, a Certificate of Membership, a copy of the latest Newsletter, and a copy of the By-Laws.
 - b. Upon request, the Membership Chair or Division Chair will send out to prospective members (active and inactive) a CMTA introductory letter with the registration link on the CMTA website.
 - c. Report at least quarterly additions and changes in the membership to the CMTA Board of Directors.
 - d. Ensure that a membership roster is updated annually on the CMTA website. The Roster will contain each member's name, title, employer, address, telephone number, fax number, email address, and population of agency.
 - e. Suggest to retired Active Members that they become "Alumni Members" by sending a written request to the President, along with the required dues.
4. Review annually and update, as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
5. Coordinate marketing and public relations (press releases, etc.) to encourage and develop the membership base of CMTA.
6. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

F. Newsletter & Public Relations

1. The Committee & Chair are primarily responsible for the regular publication of the CMTA Newsletter, Dollars & Sense.
2. Duties include the following:
 - a Prepare a Newsletter, at least four times a year, (quarterly) which shall include a summary report of changes in CMTA membership. The Newsletter should be published in March, June, September and December and mailed to all CMTA members and to the Chief Executives of the following organizations:

California Society of Municipal Finance Officers
Association of Public Treasurers United States and Canada
County Treasurer-Tax Collectors Association
California State Treasurer
League of California Cities
 - b Mail Requests for Proposals annually in October, for sponsorship of the newsletter and membership roster. The minimum bid shall be determined by the Board based on the costs of four newsletters and the roster. The size of the ad will be determined by the Board.
3. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
4. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

G. Technology

1. The Technology Committee is responsible for the oversight of the website and use of technology for CMTA.
2. Chair shall coordinate all requests with the Association Manager to add and delete information on the CMTA Web site. If required, all other website postings are to be forwarded to the President-Elect for review prior to posting on the website.
3. Shall perform a periodic review of the Web site and update the information as necessary. Review annually the contract for “Webmaster” services and report to the Board a performance review of the Association Manager.
4. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
5. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

SECTION V. EXPENSE REIMBURSEMENT

- A. Members of the Board of Directors and Committee Chairs whose attendance is requested by the President, shall have the following expenses paid for by the Association (provided the expense is not paid by the member's City):
1. Travel expenses:
 - a. The cost of a round trip economy or coach fare only. The member should make every effort to make reservations early in order to obtain the lowest fare possible.
 - b. Travel by land at the current IRS standard mileage rate.
 - c. Other incidental and necessary expenses, such as airport parking, taxis, and airport limousine service and rental cars will also be reimbursed.
 - d. Overnight accommodations if the Board Meeting requires. Late cancellations which result in a charge to CMTA may be charged to the Member
 2. Dinner expense for the Board members and Committee Chairs. Board members and Committee Chairs will be required to pay for the dinner expense of any guest in an amount to be determined by the General Conference and Site Selection Chair (currently \$35.00).
 3. All necessary and valid expenses of the President to attend any seminar, conference or board meeting sponsored by CMTA will be borne by CMTA.
 4. All necessary and valid expenses of the President to attend any seminar or conference such as APT/US&C, CSMFO or County Treasurers Association of California as a representative of CMTA shall be borne by CMTA.

Commented [RL34]: Should update

Commented [RL35]: Do we attend these?

SECTION VI. ANNUAL CONFERENCE & SITE SELECTION

A. Committee

1. The President shall direct the Annual Conference and Site Selection committee **Conference** with the authority to appoint additional Committee members as needed.
2. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
3. Upon expiration of position, surrender to successor all reports, properties and files of CMTA as soon as possible by July 1.

Commented [PA36]: I am not sure if we still have a General Conference. I am no really sure what that is.

Commented [R37]: TA – no addendum in revised rules

B. Site Selection

1. *General:* The General Conference and Site Selection committee works with contracted planners to determine possible sites and to evaluate each potential site before selecting a proposed site. The Annual Conference is held during the month of April and is generally alternated between northern and southern California for the travel convenience of the membership. **The site for the Annual Conference shall be approved two years in advance by a vote of the Board.**
2. *Reporting:* The Association Manager will provide the Board of Directors an annual report, **which will include hotel accommodations, and meals provided by the CMTA during the past calendar year.**
3. Review annually and update, as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Association Manager.
4. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

Commented [RL38]: Interesting. It doesn't appear that we have been following this but it is a great practice.

Commented [RL39]: By Contractor?

Commented [R40]: TA – no addendum in revised rules

SECTION VII. OTHER ASSOCIATION APPOINTMENTS

A. Commercial Associate Liaison

1. As Commercial Liaison, duties and responsibilities are to assist the Executive Board of CMTA and the association in any and all activities whereby the commercial associates would be involved.
2. Areas of involvement include:
 - a. Coordination, with appropriate Board Members, of support/sponsorship at all levels (i.e., annual conference, division meetings, newsletter, roster, and educational seminars).
 - b. Compliance – to insure that Associate Members are aware of certain policies and procedures set by the Executive Board with regard to Associates, such as:
 - c. Non-commercial educational and informational seminars.
 - d. During Association functions, no invitations are to be extended by Associates that would take members away from organized activities.
3. Give input and insight to the Executive Board from the Associates on matters and concerns that affect them, and to give the same to the Associates from the Executive Board (i.e. legislation, membership, etc.).
4. Moderate the Nuts & Bolts-Associates session at the Annual Conference and coordinate with the Moderator of the Nuts & Bolts-Treasurers session to disseminate information and express desires, concerns and key issues that need to be addressed, keeping the lines of communication open.

B. Revenue and Taxation Policy Committee Representative

1. The President annually appoints a CMTA Member to represent the association on the League of California Cities Revenue & Taxation Policy Committee.
2. The Revenue and Taxation Policy Committee reviews issues related to finance administration, taxation reform, revenue needs, and revenue sources at the federal, state and local levels. The practice of the Committee is to recommend to the League board of directors preliminary positions on legislation based on existing League positions, adopted annual conference resolutions and the collective knowledge and experience of Committee members.
3. The appointment should attend all quarterly meetings and report back to the CMTA Board at the next available Board meeting.
4. Since the League represents cities, it is expected that expenses incurred by the appointment will be paid by their local agency.

SECTION VIII. ASSOCIATION MANAGER DUTIES

1. Duties of the Association Manager are outlined in the annual agreement established between the CMTA Board of Directors and the Association Management Company and should be reviewed annually as part of the Standing Rules update.
2. Below are additional responsibilities of the Association Manager that may not be outlined in the agreement:
 - a. The Association Manager will act as historian for CMTA and maintain CMTA supplies and promotional items.
 - b. Shall provide mailing labels to the Board or Committees at their request, either electronically or on paper.
 - c. Will send out the Standing Rules and "New Division Chair Training Powerpoint" to all new Board & Committee members each April. They will also update the training tips each January at the Board meeting with input from the existing Board & Committee Chairs.
 - d. NEED OTHER ITEMS from Yelena

Commented [RL41]: Do we have a training Powerpoint?

Commented [PA42R41]: I think the Management Company should forward any documentation to the Division Chairs.

SECTION IX. AMENDMENTS

At the first meeting of new Board of Directors, the President shall direct the distribution of the Standing Rules of the CMTA Association for review by the Board. The Board members shall bring suggested revisions to the following Board meeting for Board action.

The Standing Rules Chair (should be the Immediate Past President), in conjunction with the Association Manager, will update this document with the revisions, and will propose amendments throughout the year as policies and practices are put into place by the Board.

The Association Manager will maintain the master copy of the Standing Rules for consistency.

SECTION X. POLICIES AND PROCEDURES

It is the responsibility of all officers, appointments, and committee chairs to update the policies and procedures of their respective position each year. Sections pertaining to legislation, certification, site selection, annual conference, education and president elect/program chair duties have policies and procedures that are part of the Standing Rules. These policies and procedures will be updated annually, or as needed, by the incumbents and provided to the Association Manager for centralization.

CERTIFICATION COMMITTEE & CHAIR POLICIES AND PROCEDURES

The California Municipal Treasurers Association's bylaws Article IX, Section 4 states, "There shall be a Certification Chair, appointed by the President, whose responsibilities shall be to oversee the Certification and Recertification Program. The Board of Directors shall approve all certification recognitions." The following are the procedures and duties of the Certification Chair.

Commented [JFA43]: Certification Section Needs to be Updated

- A. Applications for certification shall be handled as follows:
 1. Chair will provide the applicant with the appropriate materials and instructions for completion.
 2. Provide each Division Chair with a supply (10) of complete application packages at the April Board Meeting, or as soon thereafter as possible.
 3. Applicants should contact the Certification Chair directly. Be prepared to send materials, but inform applicant to have Division Chair verify and sign off on Division meetings attended.
 4. If the Chair has questions, or is uneasy, copy all materials submitted and send to committee members for comment.
 5. As members of the committee are frequently miles apart and are responsible for other CMTA tasks, it is advisable for the Chair to do much of the work, using adopted procedures and suggesting improvements to the process and program.
- B. Completed applications received shall be handled as follows:
 1. Each application shall be checked for the following items:
 - a) Personal membership in CMTA - two (2) years.
 - b) Participation in CMTA sponsored events in the prior three (3) years - ten (10) points minimum.
 - c) Required documentation.
 - d) Education points claimed - special attention shall be given to courses (refer to policy file for policy regarding education points claimed).
 - e) Division Chair approval - indicated by initials.
 - f) All application portions completed along with additional checklist.
 - g) Verify attendance at training seminars, workshops and Divisional meetings with appropriate Chairs. Mini-workshops at the Division level are worth one (1) point. Education content should be reviewed by Education and Certification Chairs.
 2. The Chair will grant certification to members whose applications are in order, and who have earned points equal to or exceeding the requirements.

3. If it is necessary to request additional information or turn down an applicant, retain all correspondence and send copies to each member of the committee.
 4. The check accompanying the application is mandatory and non-refundable according to instructions. There may be occasions when this is inappropriate. The Chair shall use his/her own judgment. If the application is obviously unacceptable, return the entire application; if it is one that requires copies, correspondence and meetings with the committee members, send the check to the League of Cities (CMTA) and indicate to the applicant that their application cannot be accepted for the reasons stated, and that the check is non-refundable.
 5. After all questions have been resolved, additional information furnished or extra points earned, certification can be granted.
 6. Submit the names of the applicants to the State Board at quarterly meetings for final approval.
- C. Upon granting of Certification, the following steps shall be taken:
1. A confirming letter is sent to the applicant.
 2. A copy is sent to the President requesting a letter be sent to the applicable mayor and council.
 3. Send the check to CMTA, c/o League of California Cities.
 4. Arrange for the President to sign the Certificate, if the applicant did not order a plaque, at one of the Board Meetings.
 5. Arrange for the certificates and plaques to be presented at the April seminar.
- D. Applications for recertification shall be handled as follows:
1. Refer to file for policies and standards. Treasurers certified must reapply every four (4) years.
 2. Prepare a form letter for eligible recertification applicants.
 3. Send letter, application for recertification and policy statement by June of the year before needed.
 4. Set deadline for receiving completed application - suggest December 30 before the January Board meeting.
 5. Original certification and application should be relegated to appropriate file: current, recertified, or lapsed.
- E. Honoring of Certification recipients:
1. A press release for each new certification recipient should be sent to the applicant to submit to their local newspaper.
 2. Each recipient should receive one (1) picture taken at the Annual Seminar.

EDUCATION COMMITTEE & CHAIR POLICIES AND PROCEDURES

- A. It is the responsibility of the Education Committee to provide educational workshops for the membership of CMTA in accordance with By-Laws Article IX, Section 5 and further defined in the Standing Rules, Section IV.
- B. The Committee will conduct at least two workshops each year (one beginning/intermediate and one advanced). The advanced workshop will alternate location north and south. The intermediate and basic will be provided in the location best able to accommodate the needs of the participants (if not alternating, a partial subsidy may be provided for travel expense). The workshops are required to provide ten (10) certification points (at least twenty (20) hours of instruction) each for any member working toward certification or recertification as CCMT.
- C. The Education Chair with the assistance of Committee Members will ensure the following:
1. Reservation of the site for each workshop (hotel or other adequate facility) and coordination with facility from inception to end of workshop.
 2. Appropriate announcements and articles be written for input to the CMTA Newsletter.
 3. Mailing of all notifications to CMTA membership. (Association Manager will provide labels for mailing.)
 4. Receipt of reservations and payments for all workshops providing confirmation to each attendee.
 5. Planning of entire workshop agenda, including arrangements for speakers and trainers for each session.
 - a) To the extent possible, trainers and speakers will provide their services at no expense to CMTA.
 - b) Speakers and trainers will agree to provide generic information without bias to their own product or company.
 6. On-site coordination of each workshop to guarantee smooth execution of the agenda.
 7. Recording of attendance at each session and provide this information to the Certification Chair at the close of each workshop.
 8. Maintenance of the checking account and complete records of all income and expenses for each workshop.
 9. Provision of full reconciliation and accounting of each workshop to the Association Manager for the annual audit at CMTA fiscal year end.

Commented [RL44]: Needs revision to current program

EDUCATION COMMITTEE TIMELINE

- April** Reaffirm Committee members
Meet (or conference call) with Committee to select dates for both workshops
Contract with facility for Sept/Oct Essentials workshop (deposit is due with signing of contract)
Request funds transfer to cover deposit
- May** Define Committee tasks – confirm assignments
Develop curriculum subcommittee – provide prior year evaluations to them
- June** Prepare cover letter and registration forms
Request Active Member mailing list from Association Manager
Prepare labels and mailing by June 30
Determine basic curriculum (full Committee input)
- July** Receive registrations and send email confirmation letter as received
Maintain registration spreadsheet
Curriculum subcommittee finalize curriculum and solicit speaker
- August** Early in month, send speaker confirmation letters with requirements for providing powerpoint presentations and handouts
30 days in advance of workshop date
Provide guarantee, housing list, commuter #'s and final contract \$'s to facility
Prepare additional newsletter article and Board report
Begin working on speakers/curriculum for Advanced – adjust timeline accordingly
- Sept/Oct** (Dec/Jan for advanced)
30 days in advance of workshop date or as soon as possible (August if workshop is September)
Monitor late registrations and adjust housing list to extent possible
Request flight information and set up shuttle list (to KW at least 72 hours in advance)
Work with KW on room set up and A/V needs
Gather presentations, via email, download to laptop/cd (**2 weeks advance**)
Print-copy presentation handouts for notebooks
Print or gather other handout information (handbook order forms, committee list, website references, APT and certification information)
Purchase notebooks (# of participant + committee + 5-10 extra, dividers)
Nametags
Email shuttle confirmations
Prepare sign in sheet and registration desk supplies
Prepare attendee list, speaker list, evaluations for each session & overall
- Night Before Workshop**
Committee gather to prepare notebooks, set up room
- Train all committee members on laptop/projector operation
Dinner

WORKSHOP

Great presenters – well-organized – FUN!

Commented [RL45]: Is this timeline valid? I don't know

LEGISLATION COMMITTEE & CHAIR POLICIES AND PROCEDURES

A. Authority

1. California Municipal Treasurers Association's Bylaws Article IX, Section 1 establishes the Legislative Committee. Section 1 states:

- a) "There shall be a Legislative Committee consisting of not less than five (5) members including the Chair, appointed by the President, whose duties shall be to review and submit recommendations on legislation which may be necessary or beneficial to the cities or to the City Treasurers. The Legislative Committee shall act as the agent of the organization on legislative matters, and may establish legislative positions with the approval of a two-thirds vote of the officers of the Association."

Commented [RL46]: Do we ave a committee?

B. Authority to Represent CMTA positions on Legislation

1. CMTA Standing Rules Section V authorizes the Legislative Committee Chair to convey the organization's position after one of the following:
 - a) Receiving direction from the general membership;
 - b) Receiving direction from the Executive Board;
 - c) In emergency situations, after consulting with the President.

In the event it is not possible to do a), b), or c) above, the Legislative Chair must give notice to the President immediately after each event.

Should any of the officers be called upon to articulate CMTA's policies and procedures, every effort must be made to refer the inquiry to the President. In the event this is not possible, the summary of the transaction and/or conversation must be immediately referred to the President.

C. Committee Structure

The bylaws do not designate the membership composition of the Committee. The ideal Committee membership includes representatives from large and small cities, elected and appointed city representatives, and an associate member. At least one of the Committee members should be from a city that has an active lobbying program to assist in identification of legislation of interest to CMTA. In addition, at least one of the Committee members should be from a city within reasonable distance of Sacramento. This member should be available on short notice to attend hearings and provide testimony.

D. Primary Responsibilities.

1. The Committee's primary responsibilities are:
 - a) Monitor and make recommendations on legislation to the Board and membership affecting the duties and responsibilities of municipal treasurers.
 - b) Develop annual Legislative Committee report for presentation at the annual conference.
2. Legislative Committee Chair Primary Responsibilities
 - a) Conduct Legislative Committee meetings as required.
 - b) Coordinate development of recommendations on legislation affecting the duties and responsibilities of municipal treasurers.
 - c) Present Legislative Committee recommendations to the Board and/or membership for consideration.
 - d) Prepare draft letters for President's approval regarding CMTA adopted positions on legislation for distribution to the membership.
 - e) Present annual Legislative Committee report at the annual conference.
 - f) Prepare and present Legislative Committee activity reports to the Board during meetings.
 - g) Prepare Legislative Committee reports for the CMTA newsletter.
3. In addition, historically the Legislative Committee Chair has been appointed by the President to:
 - a) Serve as liaison to the California County Treasurer and Tax Collector Association's Legislative Committee.
 - b) Serve as CMTA representative on the League of California Cities' Revenue and Taxation Committee.
 - c) Serve as CMTA representative on the Association of Public Treasurer's of the US&G Legislative Committee.
4. CMTA Legislative Program
 - a) The CMTA's legislative program is for the most part reactive rather than proactive due to the limited resources. The Legislative Committee reviews and monitors legislation brought to the attention of the Committee through various sources. These include individual members, associate members, city lobbyists, the League of California Cities, and the California County Treasurers and Tax Collectors Association.

- b) The Committee recommends positions to the Board and membership within the legislative policy guidelines adopted from time to time by the Board and membership. The Chair develops the recommendations by polling the Committee via fax. The positions recommended by the Committee include:
- Support
 - Support if Amended
 - Neutral
 - Oppose unless Amended
 - Oppose
- c) The strongest and most favorable position to recommend is "Support". An "Oppose" position should be a position of last resort because it is considered an affront by the authors. However, in some cases, the position is the proper avenue.
- d) The Chair presents Committee recommendations to CMTA officers and/or members for their consideration. Generally CMTA officers and/or members adopt the Committee recommendations but may modify or change the recommendation.
- e) The Chair prepares draft letters for the President's approval to distribute to the membership to use to lobby by their legislative representatives.
- f) The CMTA legislative program relies upon the individual participation of the membership in contacting and writing their representative to express their views. The Legislative Chair should remind the membership of the importance of their individual participation and support at every opportunity.

Samples or Appendices for Legislative Committee

APPENDIX A - LEGISLATIVE POLICY

APPENDIX B - SAMPLE LOBBY LETTER

APPENDIX C - LEGISLATIVE COMMITTEE REPORT TO BOARD

APPENDIX D - SAMPLE LEGISLATIVE COMMITTEE REPORT FOR NEWSLETTER

APPENDIX E - SAMPLE ANNUAL CONFERENCE LEGISLATIVE COMMITTEE REPORT

APPENDIX F - TYPICAL PATH OF LEGISLATION

MEMBERSHIP COMMITTEE & CHAIR POLICIES AND PROCEDURES

1. The Membership Chair with the assistance of Membership Committee Members will provide for ongoing membership solicitation according to By-Laws Article IX, Section 2 and Standing Rules Section IV.
2. Division meetings and activities provide the primary opportunities for encouraging membership, therefore, Division Chairs will have an active role on the Membership Committee.
3. The Membership Committee Chair and Members will ensure:
 - a. Active encouragement of new membership to all persons eligible in the four categories of membership, Government Associate, Commercial Associate and Alumni.
 - b. Coordination with the Association Manager to provide to all Committee Members, CMTA application forms and introductory letter issued by President. Copies will also be provided to each Board Member.
 - c. Oversight of the appropriate follow-up of new members by the Association Manager.
 - d. Occasional articles for the CMTA Newsletter.
 - e. Provide of membership activity at quarterly Board Meetings based on statistics provided by the Association Manager.

NEWSLETTER & PUBLIC RELATIONS COMMITTEE & CHAIR POLICIES & PROCEDURES

The primary responsibility of the Chair for the Newsletter & Public Relations Committee is to publish the CMTA Newsletter, *Dollars & Sense*, four times during the year. Upon being appointed, the Chair should:

1. Coordinate with the Commercial Associate Liaison to obtain the names, addresses, and telephone numbers of the sponsors for the upcoming year. The Chair should then let the sponsors know the timetable and dates when ads are needed. The sponsors should be invoiced by July 1.
2. Establish relationship with graphic designer, printer and mailing service, if desired.
3. Prepare the annual timetable (possible the first day of summer, fall, winter and spring could be the mailing goal.)
 - a. Reminder letter to those submitting reports and photos. Request mailing labels from League.
 - b. Draft to word processor, including disclaimer with all articles.
 - c. Final Proof.
 - d. Camera-ready pages to printer.
 - e. Deliver to post office for mailing (calculate to determine if bulk rate has cost savings).
4. In September, request commercial associate mailing labels from League and prepare and mail annual solicitation letter for newsletter and roster sponsors.
5. Coordinate with Commercial Associate Liaison to select sponsors for newsletter and a sponsor for the roster. Correspond with sponsors and report selection to President, Board, League and incoming Vice President.
6. Coordinate all requests to add and delete information on the CMTA Web site. Perform a periodic review of the Web site and update the information as necessary. Review annually the contract for "Webmaster" services and report to the Board a performance review of the contractor.

ANNUAL CONFERENCE & SITE SELECTION COMMITTEE POLICIES AND PROCEDURES

GENERAL CONFERENCE AND SITE SELECTION CHAIR POLICIES AND PROCEDURES

- A. The General Conference and Site Selection Chair shall send the “Board Meeting Criteria” and “Annual Conference and Pre-Conference Seminar Facility Requirements” to potential hotel sites. (The Board Meeting and annual Conference and Pre-Conference Seminar Facility Requirements are attached to and are a part of this policy.)
- B. The Site Selection Chair shall coordinate conference dates with the County Treasurers-Tax Collectors, GIOA, and the California Society of Municipal Finance Officers in order to avoid conflict of conference dates. CMTA traditionally holds its annual conference during the third or fourth week of April.
- C. The General Conference and Site Selection Chair will coordinate with the hotel at which the Board Meeting will be held for all events.
- D. The General Conference and Site Selection Chair shall review annually the policy statements and all attachments (i.e., Board meeting requirements, Conference and Pre-Conference Seminar Facility Requirements). All necessary changes are to be presented to the Board of Directors for discussion and approval. Upon approval, General Conference and Site Selection Chair shall submit corrected policy and attachments to Association Manager to be placed in CMTA Policy and Procedures record.
- E. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but no later than May 1.

BOARD MEETING CRITERIA

A. Facility requirements and responsibilities of General Conference and Site Selection Chair

1. The General Conference and Site Selection Chair will review particulars regarding provision of the hotel contract, arrangements and contact person regarding accommodations, catering services, etc.

2. Hotel personnel will assist in arranging the following events:

a) Attendance

15 to 20 sleeping rooms (one night only)

1 complimentary suite

Reservation information will be provided to the General Conference and Site Chair who will forward to all Board Members. Board Members will make their own individual room reservation.

General Conference and Site Selection Chair will arrange with hotel for a CMTA master bill. Board and Committee Chairs must refer to this master bill when making reservations. CMTA will pay for hotel rooms, parking (if applicable) and food and beverage functions through the master bill. Individuals pay for all incidental charges.

b) Space requirements

Meeting room to accommodate 20 to 25 Board and Committee Chairs with U-shaped table. No podium or microphone required. Water glasses to be provided.

Hours

(1) 1:00 p.m. to 5:00 p.m. Friday

(2) 8:00 a.m. to 12:00 p.m. Saturday

c) Meals and Refreshment Functions

Coffee, tea, sodas and light snack (i.e., cookies, fruit bars) at 3:00 p.m. Friday.

Continental breakfast 8:00 a.m. Saturday (menu to be selected by Site Selection Chair).

d) Hotel Tour

Friday, 3:15 p.m., a tour of hotel facilities conducted by hotel staff. Board will be looking at hotel as a possible future conference site.

e) Hospitality

Friday, 6:00 p.m. to 7:15 p.m. reception held in President's complimentary suite. Wine, soda, light hors d'oeuvres (selected General Conference and Site Selection Chair). Glasses, necessary plates and utensils provided by hotel.

f) Board Dinner

Friday at approximately 7:30 p.m. The General Conference and Site Selection Chair will plan and coordinate the dinner, including choosing the restaurant (on-site at hotel or off-site), making the reservations, advising Board members if menu selections need to be made in advance, and providing transportation, if necessary.

Commented [RL47]: This needs revision because we do not generally meet for board meetings. They are usually teleconference.

ANNUAL CONFERENCE AND PRE-CONFERENCE SEMINAR FACILITY REQUIREMENTS

Conference is held the third or fourth week of April. Normal pattern is pre-conference workshop on Wednesday morning. General session held on Wednesday through Friday at noon. All times listed are approximate and are given to assist hotel personnel in preparing bids. Schedule may vary from year to year.

B.

C. Wednesday (approximately 200 hotel rooms)

- | | | | |
|----|------------------------|-----------------|--|
| 1. | 8:00 a.m. | Registration | Registration area for CMTA only |
| 2. | 9:00 a.m. - 11:45 a.m. | General Meeting | Meeting room for 175 classroom style seating (coffee, tea, juice service at 9:00 a.m. and at 10:30 a.m. for 150) |
| 3. | 12:00 p.m. - 1:30 p.m. | Luncheon | Plated lunch for 200-250 |

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|----|-----------------------|-----------------|---|
| 4. | 1:45 p.m. - 5:00 p.m. | General Meeting | Meeting room for 150 classroom style seating (coffee, tea, soda at 3:00 p.m. for 100) |
| 5. | 6:00 p.m. - 7:00 p.m. | Reception | Full bar, hot and cold hors d'oeuvres for 150-200 |

D. Thursday (approximately 200 hotel rooms)

- | | | | |
|----|------------------------|-----------------|--|
| 1. | 8:00 a.m. | Registration | Registration area for CMTA only |
| 2. | 8:00 a.m. - 9:00 a.m. | Breakfast | Plated breakfast for 125 |
| 3. | 9:00 a.m. - 12:00 p.m. | General Meeting | Meeting room for 150 classroom style seating (coffee, tea, soda at 10:30 a.m. for 100) |
| 4. | 12:00 p.m. - 1:30 p.m. | Luncheon | Plated lunch for 200-225 |
| 5. | 1:30 p.m. - 4:30 p.m. | General Meeting | Meeting room for 150 classroom style seating (coffee, tea, soda at 3:00 p.m. for 50) |
| 6. | 6:00 p.m. - 7:00 p.m. | Reception | Full bar, hot and cold hors d'oeuvres for 250 |
| 7. | 7:30 p.m. - 12:00 a.m. | Dinner Dance | Plated dinner/dance floor in ballroom for 250 |

E. Friday (approximately 10 hotel rooms)

- | | | | |
|----|------------------------|----------------------------|---|
| 1. | 8:00 a.m. - 9:00 a.m. | Breakfast | Continental breakfast for 100 |
| 2. | 9:00 a.m. - 12:00 p.m. | General Meeting | Meeting room for 100, 10 round tables of 10 each |
| 3. | 12:00 p.m. - 3:00 p.m. | Board of Directors Meeting | Meeting room for 20, U-Shaped table and water, lunch served in room at 12:30 p.m. |

Commented [RL48]: Needs revision

F. Complimentary amenities requested

1. One suite for use by CMTA president during Conference
2. One complimentary room per each 50 rooms reserved
3. Complimentary upgrades for Board of Directors (approximately 15)
4. Meeting room charge waived

5. Extension of conference rate two (2) days before/after Conference

Commented [RL49]: Need update

GENERAL CONFERENCE AND SITE SELECTION CHAIR RESPONSIBILITIES

6. The General Conference and Site Selection Chair shall report to the Board of Directors at the fall meeting with reference to the planned general arrangements, which shall include information on hotels, meals, transportation, etc. This information, together with the tentative program outline, shall be mailed to the membership prior to March 1.
7. The Association Manager shall forward checks, deposit slips and the endorsement stamp for the Bank of America bank account named "California Municipal Treasurers Association Seminar" to the General Conference and Site Selection Chair in December prior to the April conference. There will be an advance of \$5,000 in the account at the time of delivery to General Conference and Site Selection Chair. The Association Manager will also send signature cards to the General Conference and Site Selection Chair who will see that two (2) local signatures are added to the account for the current year conference. All revenues for the conference shall be deposited into the local branch of Bank of America and all expenses for the conference will be paid out of this checking account. The statements and canceled checks will be mailed directly to the Association Manager who will forward a copy of statement to the General Conference and Site Selection Chair for reconciliation purposes.
8. A total accounting of all conference revenue and expense shall be submitted to the Association Manager for inclusion in the annual audit.
4. Make the final conference report to the Board at the September Board of Directors Meeting.

Commented [RL50]: Needs major revision

Association Bylaws - amended December 1, 2013

Article I - Name

The name of the Association shall be the CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION, henceforth, known as CMTA and/or the Association.

Article II - Mission Statement

To lead in promoting and enhancing the fiduciary responsibility and integrity of individuals responsible for public funds.

Article III - Structure

SECTION 1. Divisions.

This Association shall have such Divisions as may be necessary for the purpose of coordinating and aiding in the general purpose of the Association but may not be inconsistent with the bylaws or interfere in any way with the activities or affairs of the association. They may be activated by a vote of the Board of Directors of the Association.

SECTION 2. Division Composition.

A Division shall be comprised of the members located in an area of such size and convenience that the members therein can meet at least quarterly. The Board of Directors of the Association shall approve boundaries of the Divisions.

SECTION 3. Division Officers.

The Officers of each Division shall be a Chair, who shall serve as a voting member of the Board of Directors. In addition, the officers may include a Vice-Chair, a Secretary, and a Treasurer.

SECTION 4. Election of Division Officers.

The Officers of each Division shall be elected by the membership of the Division. In case a Chair of a Division has not been elected by the time of the Annual Meeting of the Association, the Board of Directors of the Association may appoint a Chair. Officers in the various Divisions shall serve until their successors have been elected or appointed.

Article IV - Membership

SECTION 1. General.

This Association shall be comprised of Government Associate Members, Commercial Associate Members, Alumni Members, and Non-California Members defined as follows.

SECTION 2. Government Associate Members.

Employees of municipalities and other government agencies charged with the performance or supervision of one or more of the following fiscal responsibilities: collection, receipt, tabulation,

custody, deposit, investment, or disbursement of municipal or other government agency funds. Upon payment of dues, qualified Government Associate Members shall be entitled to all rights and privileges accorded by these Bylaws.

1. The Government Associate Member shall be entitled to vote.
2. Only one vote shall be cast per Government Associate Member.
3. Multiple Government Associate Members who are affiliated with a single agency Member are each entitled to his/her own individual vote.

SECTION 3. Commercial Associate Members.

Institutions and organizations whose operations and activities are closely allied with the collection, receipt, tabulation, custody, deposit, investment, or disbursement of municipal or other government agency funds shall be eligible for Commercial Associate Membership in the Association. Each Commercial Associate Membership shall be issued in the name of an individual designated by the institution or organization. A single qualified institution or organization may hold as many memberships as it deems appropriate. Commercial Associate Members shall have no vote in the affairs of the Association.

SECTION 4. Alumni Members.

Former Members, who are not acting in a commercial associate capacity closely related to a treasury function, are eligible for Alumni Memberships upon written request and approval by a majority vote of the Board of Directors of the Association. Such membership shall have no vote in the affairs of the Association.

SECTION 5. Non-California Members.

Municipalities and other government agencies, and employees of municipalities and other government agencies who are precluded from Government Associate Membership by virtue of their domicile or employment outside California may have membership in the Association as Non-California Members. Non-California members shall have no vote in the affairs of the organization.

Article V - Dues

SECTION 1. Government Associate Members.

The annual dues for Government Associate Members shall be set by action of the Board of Directors of the Association. These dues shall entitle each Government Associate Member to be listed in the CMTA roster. The Board of Directors of the Association shall allocate a portion of each Government Associate Member's annual dues to the respective Division for the promotion of the interest of the Division.

SECTION 2. All Other Members.

The annual dues for Commercial Associate Members, Alumni Members, and Non-California Members shall be set by action of the Board of Directors of the Association. These dues shall entitle each member inclusion in the CMTA roster.

SECTION 3. Delinquencies.

The annual dues shall be payable July first (1st) of each year. A member failing to pay such annual dues by August thirty-first (31st) shall be classified as delinquent and shall be suspended from membership privileges. Payment of dues received from new members ninety (90) days or less prior to CMTA's billing date will pay for the remainder of the current year and next.

Article VI - Officers

SECTION 1. Elected Officers.

The elective officers of this Association shall be President, Vice President, Secretary/Treasurer, and Immediate Past President.

SECTION 2. Term of Elective Office.

The officers listed in Section 1 shall be elected by majority vote of the registered votes received by the election deadline. Formal installation of the officers may occur at the CMTA Annual Meeting. The officers' terms shall be two (2) years or until their successors have been elected and installed. Open elections will be held for each position on rotating years. The election for the President and Secretary/Treasurer will be held one year; the election for Vice President the following year.

SECTION 3. Vacancies.

A vacancy occurring in an elective office following installation shall be filled by a vote of the Board of Directors of the Association.

SECTION 4. President.

The President shall be the Chief Executive Officer of the Association and shall have general supervision, direction, and control of the business affairs of the Association. The President shall preside at the Annual Meeting of the Association and at the Board of Director meetings. The President shall appoint the Chair of the various Standing Committees according to the Bylaws, and shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 5. Vice President.

The Vice President shall perform all of the duties of the President in the absence or disability of the President, and all duties assigned by the President.

SECTION 6. Secretary/Treasurer.

The Secretary/Treasurer shall record the minutes of the Annual Meeting, the meetings of the Board of Directors of the Association, all special meetings, and shall give notice of all meetings required in these Bylaws. The Secretary/Treasurer shall be responsible for all official correspondence. The Secretary/Treasurer shall monitor the association's financial transactions to require compliance with previously established procedure for receipt, disbursement, and keeping of organization funds and all records and investment in connection therewith. The Secretary/Treasurer shall recommend an annual operating budget to the Board of Directors of the Association for approval and presentation to the general membership for adoption at the Annual Meeting of the Association. The Secretary/Treasurer shall supervise third party contracts involving financial transactions and chair the Membership and Budget Committees.

SECTION 7. Immediate Past President.

The President will move automatically to Immediate Past President once a new President is installed. The Immediate Past President will maintain responsibility of updating the By-laws and the Standing Rules when changes are required.

Article VII - Board of Directors

SECTION 1. Eligibility.

To be eligible as a member of the Board of Directors of the Association, a person must be an accredited delegate of a Government Associate Member.

SECTION 2. Composition.

The Board of Directors of the Association shall consist of the elected officers, as outlined in Article VI, Section 1 of these By-laws, and the Chair of each Division.

SECTION 3. General.

The Board of Directors of the Association shall act as the governing body in the interval between Annual Meetings of the Association, and shall report to the membership at the Annual Meeting.

SECTION 4. Meetings.

The Board of Directors of the Association shall meet at such times as shall be designated by the President or a majority of the Board of Directors of the Association, but not less than three times each fiscal year. A majority of the Board of Directors of the Association shall constitute a quorum. In case it is not feasible to hold an in-person meeting of the Board of Directors of the Association, a vote may be taken by phone, postal mail, facsimile, or other electronic means.

SECTION 5. Nominating Committee.

The Board of Directors of the Association shall appoint a minimum of three (3) members at least one hundred twenty (120) days prior to the Annual Meeting to serve as the Nominating Committee. This committee membership shall consist of the Immediate Past President as Chair, and one member from the Board of Directors of the Association and one Government Associate member, not currently on the Board of Directors. This committee shall submit to the Association membership a slate of potential officers in accordance with Article VII, Section 1. Following the report of the Nominating Committee at the Annual Meeting of the Association, further nominations may be made from the floor.

Article VIII - Meetings

SECTION 1. Annual.

The Annual Meeting of the Association shall be held at the Annual Conference in the spring of each year at a place recommended and approved by the Board of Directors of the Association. One-third of the Government Associate members in good standing registered at the Annual Conference shall constitute a quorum for the transaction of business at the Annual Meeting of the Association.

SECTION 2. Special.

Special meetings of the Association may be held at such time and place as shall be determined by the President or a majority of the Board of Directors. One-fourth of the active members shall constitute a quorum. Reasonable notice of special meetings shall be given members.

SECTION 3. Division.

The goal of each Division is to facilitate meetings or support other methods of member education and involvement four times a year.

Article IX - Standing Committees

SECTION 1. Legislative.

There shall be a Legislative Committee consisting of not less than three (3) members including the Chair, appointed by the President, whose duties shall be to review and submit recommendations on legislation which may be necessary or beneficial to the members. The Legislative Committee shall act as the agent of the organization on legislative matters, and may establish legislative positions with the approval of a two-thirds vote of the Board of Directors of the Association.

SECTION 2. Membership.

There shall be a Membership Committee, which shall consist of not less than three (3) members. The Chair of this Committee shall be the Treasurer and the other members will be made up of the Division Chairs. Their duties shall be to acquaint prospective members on the objectives of the Association, to invite them to become members of the Association to promote recognition outstanding members, and to recommend the amounts of annual dues for each type of member.

SECTION 3. Budget.

There shall be a Budget Committee, which shall consist of not less than three (3) members. The Chair of this Committee shall be the Treasurer as Chair, the President, and the President-Elect. The Committee shall present a proposed budget to the Board of Directors of the Association prior to the Annual Meeting of the Association. The Board shall submit the budget as approved by them to the membership for adoption at the Annual Meeting of the Association.

SECTION 4. CCMT Certification.

There shall be a Certification Chair, appointed by the President, whose responsibilities shall be to oversee the Certification and Recertification Programs. The Board of Directors of the Association shall approve all certification recognitions.

SECTION 5. Education.

There shall be an Education Committee, appointed by the President, which shall consist of not less than three (3) members including the Chair. The duties of this Committee shall be to plan, promote, and facilitate the continuing educational needs deemed beneficial and necessary for the members of the organization. The Board of Directors of the Association shall approve all educational programs that the Association funds or endorses.

SECTION 6. General Conference and Site Selection.

Future sites for the quarterly Board of Directors meetings and the Annual meeting shall be recommended by the Education Committee. The Board of Directors of the Association shall approve all meeting sites.

SECTION 7. Commercial Liaison.

There shall be a Commercial Liaison elected by the Commercial Associate Members at the Annual Conference. The responsibilities of the liaison shall be to represent all Commercial Associate Members in their participation and support of CMTA. Further duties shall be to communicate, plan, promote and support the continuing needs of CMTA. The Liaison will represent the Commercial Associate Members at Board of Directors of the Association meetings and work with the Board, Committees, and/or Divisions as deemed necessary.

SECTION 8. Investment Policy Certification

There shall be an Investment Policy Certification Chair, appointed by the President, whose responsibilities shall be the oversight of the program and the peer review groups who will evaluate local government investment policies for the purpose of providing recommendations to enhance local government investment policies.

Article X - Finances

SECTION 1. Fiscal Year.

The fiscal year of this Association shall be July 1 through June 30.

SECTION 2. Bonding.

The Treasurer and/or third party contractor shall be bonded in an amount to be determined annually by the Board of Directors of the Association.

SECTION 3. Independent Auditor.

The Association shall examine and verify the financial records and a written report shall be submitted and made available to members each year. The Board of Directors of the Association shall appoint a Certified Public Accountant to perform an independent financial audit of the Association's financial position once every three years with alternate review of the books on the subsequent two years. The Board of Directors can vote at any time to conduct an audit instead of a review during review years to cover an extraordinary event such as changing year-ends, funding requirements, etc.

Article XI - Parliamentary Procedure

SECTION 1. Robert's Rules.

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the Association may adopt.

Article XII - Amendment of Bylaws

The Bylaws can be amended by a two-thirds vote of the ballots cast, providing a notice of proposed amendment to the Bylaws shall be sent to the members at least thirty (30) days prior to the date of balloting. This notice shall state whether the vote shall be by mail or at the Annual Meeting or a Special Meeting of the Association.

ADOPTED by the California Municipal Treasurers Association on December 1, 2013.