



California Municipal Treasurers Association

Board of Directors Meeting

Date: Thursday, August 17, 2017

Time: 3:00 p.m. – 4:00 p.m.

Agenda

Call to Order

Approval of the Agenda

Roll Call

President	Rudy Livingston, CCMT
President-Elect	Dan Matusiewicz
Secretary	Jennifer Leisz
Treasurer	Dana Cortez, CCMT
Past President	Margaret Moggia, CTC
Division 1 – North	Pamela Arends-King
Division 2 – South	Michael Solorza

Committee Chairs, Staff and Guests:

Legislative Chair	Vacant
Membership & Budget Committee	Israel Garza
Education Chair	Tracey Angelo, CCMT
Certification Chair	Ernestine Jones, CCMT
Technology Chair	Donald Patterson
Commercial Associate Liaison	Jaime Loftin Picunko
Commercial Associate Member	Kyle Tanaka
Newsletter & Public Relations Chair	Vacant
Investment Policy Certification Chair	Shaun Farrell, CCMT
Revenue and Taxation Policy Committee Representative	John Adams
Meetings and Membership Specialist	Yelena Martynovskaya
Meetings and Membership Assistant	Kristy Schrimsher

Consent Calendar

Minutes from the June 12, 2017 Board of Directors Meeting
Financial Report from July 31, 2017

Action Items

1. CMTA & CDIAC 2018 Workshop
2. North Division Representative
3. 2018 Annual Conference
 - a) 2018 Annual Conference Committee
4. Strategic Plan
 - a) Next Steps
5. Strategic Plan Subcommittee Assignments
 - a) Governance and Finance
 - o Bylaws
 - o Standing Rules
 - b) Membership
 - o 2017-18 Membership Directory
 - c) Certification and Education
 - d) Marketing and Communications
 - o Monthly Newsletter
 - o Website Review
 - o Vendor Resource Room
6. Committees
 - a) New Members & Roles
7. League's Revenue & Taxation Update

Information and Activities Reports
Membership Report

Old Business

New Business

Next Board Meeting

Thursday, September 21, 2017 at 3:00 p.m.

Adjourn



California Municipal Treasurers Association

Board of Directors Meeting

Date: Thursday, June 12, 2017

Time: 3:00 p.m. – 4:00 p.m.

Minutes

Call to Order

President Rudy Livingston welcomed the board members, staff and guests and called the meeting to order at 3:03 p.m.

Roll Call

X	President	Rudy Livingston, CCMT
X	President-Elect	Dan Matusiewicz
X	Secretary	Jennifer Leisz
	Treasurer	Dana Cortez, CCMT
X	Past President	Margaret Moggia, CTC
	Division 1 – North	Pamela Arends-King
	Division 2 – South	Michael Solorza

Committee Chairs, Staff and Guests:

	Legislative Chair	Vacant
	Membership & Budget Committee	Israel Garza
X	Education Chair	Tracey Angelo, CCMT
	Certification Chair	Ernestine Jones, CCMT
X	Technology Chair	Donald Patterson
	Commercial Associate Liaison	Jaime Loftin Picunko
X	Commercial Associate Member	Michelle Durgy
	Newsletter & Public Relations Chair	Vacant
X	Investment Policy Certification Chair	Shaun Farrell, CCMT
	Revenue and Taxation Policy Committee Representative	John Adams
X	Meetings and Membership Specialist	Yelena Martynovskaya
	Meetings and Membership Assistant	Kristy Schrimsher

Consent Calendar

The board reviewed minutes from the May 18, 2017 Board of Directors Meeting as well as the Financial Report from May 31, 2017

Margaret Moggia moved to approve May minutes and financials. Dan Matusiewicz seconded the motion. May minutes and financials were approved.

Action Items

1. Strategic Plan

Rudy discussed how the committees have been doing well so far following the Strategic Plan worksheet. Rudy discussed how the committees need to be established and organized in order to complete the goals outlined in the Strategic Plan and move forward. Rudy also stressed that a 12-month plan should be put in place to achieve the success of the Strategic Plan, and this can be discussed in detail at the in-person board meeting in July.

The board reviewed the current subcommittees listed below and agreed to review all committees and establish the next steps at the in-person board meeting.

- a) Governance and Finance
 - o Bylaws
 - o Standing Rules
- b) Membership
 - o 2017-18 Membership Renewals
 - o 2017-18 Membership Directory
- c) Certification and Education
- d) Marketing and Communications
 - o Monthly Newsletter
 - o Website Review
 - o Vendor Resource Room

The meeting was adjourned at 3:56 p.m.

Respectfully submitted,
Yelena Martynovskaya

Meeting & Membership Specialist

CMTA
Balance Sheet
As of July 31, 2017

	<u>Jul 31, 17</u>	<u>Jul 31, 16</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010000 · Cash and cash equivalents			
1010400 · General - Chase-8076	61,540.18	74,524.29	-12,984.11
1010500 · Education - Chase	7,534.12	7,534.12	0.00
Total 1010000 · Cash and cash equivalents	<u>69,074.30</u>	<u>82,058.41</u>	<u>-12,984.11</u>
1020000 · Investments			
1020100 · LAIF	47,008.93	46,660.86	348.07
Total 1020000 · Investments	<u>47,008.93</u>	<u>46,660.86</u>	<u>348.07</u>
Total Checking/Savings	<u>116,083.23</u>	<u>128,719.27</u>	<u>-12,636.04</u>
Accounts Receivable			
1040000 · Quick Books Accounts receivable	0.00	430.00	-430.00
Total Accounts Receivable	<u>0.00</u>	<u>430.00</u>	<u>-430.00</u>
Other Current Assets			
1040100 · YourMembership AR	4,629.00	1,345.00	3,284.00
1049000 · Undeposited funds	0.00	1,075.00	-1,075.00
1070000 · Prepaid expenses	3,866.08	7,048.90	-3,182.82
Total Other Current Assets	<u>8,495.08</u>	<u>9,468.90</u>	<u>-973.82</u>
Total Current Assets	<u>124,578.31</u>	<u>138,618.17</u>	<u>-14,039.86</u>
TOTAL ASSETS	<u>124,578.31</u>	<u>138,618.17</u>	<u>-14,039.86</u>
LIABILITIES & EQUITY			
Equity			
3700000 · Retained Earnings	0.00	15.00	-15.00
3740000 · General fund	72,089.57	97,916.29	-25,826.72
3750000 · M Woodward Memorial Education	18,910.00	18,910.00	0.00
Net Income	<u>33,578.74</u>	<u>21,776.88</u>	<u>11,801.86</u>
Total Equity	<u>124,578.31</u>	<u>138,618.17</u>	<u>-14,039.86</u>
TOTAL LIABILITIES & EQUITY	<u>124,578.31</u>	<u>138,618.17</u>	<u>-14,039.86</u>

CMTA
Profit & Loss Prev Year Comparison
July 2017

	<u>Jul 17</u>	<u>Jul 16</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4010000 · Membership dues				
4010100 · Dues (Public)	35,945.00	26,385.00	9,560.00	36.23%
4010200 · Dues (commercial)	4,920.00	5,330.00	-410.00	-7.69%
4010400 · Dues (Alumni)	0.00	30.00	-30.00	-100.0%
Total 4010000 · Membership dues	<u>40,865.00</u>	<u>31,745.00</u>	<u>9,120.00</u>	<u>28.73%</u>
4500000 · Program services				
4510000 · Certification				
4510400 · Certification program app. fee	0.00	400.00	-400.00	-100.0%
4510100 · Investment Policy Application	700.00	350.00	350.00	100.0%
4510200 · CCMT- Certified CA Municipal T.	0.00	50.00	-50.00	-100.0%
4510000 · Certification - Other	75.00	0.00	75.00	100.0%
Total 4510000 · Certification	<u>775.00</u>	<u>800.00</u>	<u>-25.00</u>	<u>-3.13%</u>
4520000 · Education				
4520300 · Essentials Workshop	0.00	0.00	0.00	0.0%
Total 4520000 · Education	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
4530000 · Publications				
4530100 · Handbook	0.00	62.00	-62.00	-100.0%
4530300 · Job Ads	0.00	375.00	-375.00	-100.0%
Total 4530000 · Publications	<u>0.00</u>	<u>437.00</u>	<u>-437.00</u>	<u>-100.0%</u>
4560000 · Annual Conference				
4560100 · Registrations				
4560110 · Active Members	0.00	0.00	0.00	0.0%
4560120 · Commercial Associates	0.00	0.00	0.00	0.0%
Total 4560100 · Registrations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
4560200 · Sponsors				
4560210 · Exhibit Sponsor	0.00	0.00	0.00	0.0%
Total 4560200 · Sponsors	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 4560000 · Annual Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 4500000 · Program services	<u>775.00</u>	<u>1,237.00</u>	<u>-462.00</u>	<u>-37.35%</u>
4980000 · Interest	108.01	63.39	44.62	70.39%
Total Income	<u>41,748.01</u>	<u>33,045.39</u>	<u>8,702.62</u>	<u>26.34%</u>
Gross Profit	41,748.01	33,045.39	8,702.62	26.34%
Expense				
Prepaid expenses	0.00	0.00	0.00	0.0%
5010000 · Management and general				
5010400 · Contract Services				
5010420 · Website update and maintenance	407.52	3,929.61	-3,522.09	-89.63%
5010430 · SMA - AMC	6,188.02	6,048.90	139.12	2.3%
Total 5010400 · Contract Services	<u>6,595.54</u>	<u>9,978.51</u>	<u>-3,382.97</u>	<u>-33.9%</u>
5010600 · Insurance	1,179.18	1,147.77	31.41	2.74%
5011200 · Telecommunications	0.00	0.00	0.00	0.0%
5011500 · Bank and Merchant Fees				
5011520 · Merchant Fees	394.55	142.23	252.32	177.4%
Total 5011500 · Bank and Merchant Fees	<u>394.55</u>	<u>142.23</u>	<u>252.32</u>	<u>177.4%</u>
Total 5010000 · Management and general	<u>8,169.27</u>	<u>11,268.51</u>	<u>-3,099.24</u>	<u>-27.5%</u>
Total Expense	<u>8,169.27</u>	<u>11,268.51</u>	<u>-3,099.24</u>	<u>-27.5%</u>
Net Income	<u><u>33,578.74</u></u>	<u><u>21,776.88</u></u>	<u><u>11,801.86</u></u>	<u><u>54.19%</u></u>

CMTA Profit & Loss Budget Performance July 2017

	Jul 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
4010000 · Membership dues					
4010100 · Dues (Public)	35,945.00	34,930.00	1,015.00	102.91%	53,000.00
4010200 · Dues (commercial)	4,920.00	5,695.00	-775.00	86.39%	10,000.00
4010400 · Dues (Alumni)	0.00	150.00	-150.00	0.0%	180.00
4010000 · Membership dues - Other	0.00	0.00	0.00	0.0%	0.00
Total 4010000 · Membership dues	40,865.00	40,775.00	90.00	100.22%	63,180.00
4500000 · Program services					
4510000 · Certification					
4510100 · Investment Policy Application	700.00	145.00	555.00	482.76%	1,750.00
4510200 · CCMT- Certified CA Municipal T.	0.00	25.00	-25.00	0.0%	300.00
4510300 · CTC- Certified CA Treasury Crt	0.00	25.00	-25.00	0.0%	300.00
4510000 · Certification - Other	75.00	0.00	75.00	100.0%	0.00
Total 4510000 · Certification	775.00	195.00	580.00	397.44%	2,350.00
4520000 · Education					
4520200 · Educational support	0.00	333.00	-333.00	0.0%	4,000.00
4520300 · Essentials Workshop	0.00	0.00	0.00	0.0%	0.00
4520400 · Advanced Workshop	0.00	0.00	0.00	0.0%	25,000.00
Total 4520000 · Education	0.00	333.00	-333.00	0.0%	29,000.00
4530000 · Publications					
4530100 · Handbook	0.00	50.00	-50.00	0.0%	600.00
4530300 · Job Ads	0.00	60.00	-60.00	0.0%	750.00
4540000 · Newsletter	0.00	0.00	0.00	0.0%	0.00
4540100 · Website	0.00	0.00	0.00	0.0%	0.00
Total 4530000 · Publications	0.00	110.00	-110.00	0.0%	1,350.00
4550000 · Scholarship					
4550100 · Woodward Memorial Scholarship	0.00	0.00	0.00	0.0%	500.00
4550200 · Vincent Amado Scholarship	0.00	0.00	0.00	0.0%	1,500.00
Total 4550000 · Scholarship	0.00	0.00	0.00	0.0%	2,000.00
4560000 · Annual Conference					
4560100 · Registrations					
4560110 · Active Members	0.00	0.00	0.00	0.0%	45,000.00
4560120 · Commercial Associates	0.00	0.00	0.00	0.0%	22,800.00
4560130 · Additional Meals	0.00	0.00	0.00	0.0%	0.00
4560300 · Pre-Conference Seminar	0.00	0.00	0.00	0.0%	4,500.00
4560100 · Registrations - Other	0.00	0.00	0.00	0.0%	0.00
Total 4560100 · Registrations	0.00	0.00	0.00	0.0%	72,300.00
4560200 · Sponsors					
4560210 · Exhibit Sponsor	0.00	0.00	0.00	0.0%	65,000.00
4560220 · Non-Exhibit Sponsor	0.00	0.00	0.00	0.0%	0.00
4560200 · Sponsors - Other	0.00	0.00	0.00	0.0%	0.00
Total 4560200 · Sponsors	0.00	0.00	0.00	0.0%	65,000.00
4560000 · Annual Conference - Other	0.00	0.00	0.00	0.0%	0.00
Total 4560000 · Annual Conference	0.00	0.00	0.00	0.0%	137,300.00
Total 4500000 · Program services	775.00	638.00	137.00	121.47%	172,000.00

CMTA
Profit & Loss Budget Performance
July 2017

	Jul 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
4600000 - Division Income	0.00	0.00	0.00	0.0%	0.00
4980000 - Interest	108.01	12.50	95.51	864.08%	150.00
4999999 - Other	0.00	0.00	0.00	0.0%	0.00
Total Income	41,748.01	41,425.50	322.51	100.78%	235,330.00
Gross Profit	41,748.01	41,425.50	322.51	100.78%	235,330.00
Expense					
5010000 - Management and general					
5010100 - Audit	0.00	0.00	0.00	0.0%	5,000.00
5010200 - Board meetings					
5054500 - League Advertising	0.00	83.00	-83.00	0.0%	1,000.00
5010200 - Board meetings - Other	0.00	83.00	-83.00	0.0%	1,000.00
Total 5010200 - Board meetings	0.00	166.00	-166.00	0.0%	2,000.00
5010300 - In House Printing	0.00	12.50	-12.50	0.0%	150.00
5010310 - Storage	0.00	20.00	-20.00	0.0%	250.00
5010400 - Contract Services					
5010420 - Website update and maintenance	407.52	500.00	-92.48	81.5%	6,000.00
5010430 - SMA - AMC	6,188.02	6,048.90	139.12	102.3%	72,587.00
Total 5010400 - Contract Services	6,595.54	6,548.90	46.64	100.71%	78,587.00
5010600 - Insurance	1,179.18	1,500.00	-320.82	78.61%	2,400.00
5010700 - Travel					
5010720 - Legislative	0.00	0.00	0.00	0.0%	0.00
Total 5010700 - Travel	0.00	0.00	0.00	0.0%	0.00
5010800 - Taxes and Filings	0.00	0.00	0.00	0.0%	900.00
5010900 - Postage	0.00	83.00	-83.00	0.0%	1,000.00
5011200 - Telecommunications					
5011210 - Internet services	0.00	0.00	0.00	0.0%	100.00
5011220 - Telephone	0.00	181.68	-181.68	0.0%	2,000.00
5011200 - Telecommunications - Other	0.00	0.00	0.00	0.0%	0.00
Total 5011200 - Telecommunications	0.00	181.68	-181.68	0.0%	2,100.00
5011300 - Supplies	0.00	10.00	-10.00	0.0%	100.00
5011410 - President's fund	0.00	0.00	0.00	0.0%	0.00
5011500 - Bank and Merchant Fees					
5011510 - Bank Fees	0.00	10.00	-10.00	0.0%	100.00
5011520 - Merchant Fees	394.55	59.14	335.41	667.15%	4,800.00
Total 5011500 - Bank and Merchant Fees	394.55	69.14	325.41	570.65%	4,900.00
Total 5010000 - Management and general	8,169.27	8,591.22	-421.95	95.09%	97,387.00
5050000 - Program services expenses					
5051000 - Certification					
5051100 - Investment Policy Application	0.00	40.00	-40.00	0.0%	40.00
5052100 - CCMT/CCTC Expenses	0.00	208.00	-208.00	0.0%	2,500.00
5051000 - Certification - Other	0.00	40.00	-40.00	0.0%	500.00
Total 5051000 - Certification	0.00	288.00	-288.00	0.0%	3,040.00
5052000 - Division support	0.00	0.00	0.00	0.0%	0.00
5053000 - Education					
5520300 - Essential Workshop Expenses	0.00	0.00	0.00	0.0%	0.00

CMTA
Profit & Loss Budget Performance
July 2017

	Jul 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
5520400 - Advanced Workshop Expenses	0.00	0.00	0.00	0.0%	21,250.00
Total 5053000 - Education	0.00	0.00	0.00	0.0%	21,250.00
5054000 - Publications					
5054200 - Newsletter	0.00	0.00	0.00	0.0%	0.00
5054300 - Printing - General	0.00	62.50	-62.50	0.0%	750.00
Total 5054000 - Publications	0.00	62.50	-62.50	0.0%	750.00
5055000 - Woodward Memorial Scholarship					
5055100 - Woodward memorial	0.00	0.00	0.00	0.0%	500.00
Total 5055000 - Woodward Memorial Scholarship	0.00	0.00	0.00	0.0%	500.00
5056000 - Annual Conference					
5056100 - Annual conference planning	0.00	0.00	0.00	0.0%	0.00
5056200 - Audio Video	0.00	0.00	0.00	0.0%	16,000.00
5056250 - Banquet - Entertainment, Decor.	0.00	0.00	0.00	0.0%	14,000.00
5056300 - Gifts & Mementos					
5056305 - Attendee	0.00	0.00	0.00	0.0%	800.00
5056310 - Speaker, Sponsor, Board	0.00	0.00	0.00	0.0%	1,600.00
Total 5056300 - Gifts & Mementos	0.00	0.00	0.00	0.0%	2,400.00
5056400 - Food and Beverage - Hotel	0.00	0.00	0.00	0.0%	79,000.00
5056525 - Lodging/Travel					
505626 - Board	0.00	0.00	0.00	0.0%	3,500.00
505627 - Staff	0.00	0.00	0.00	0.0%	5,000.00
5056525 - Lodging/Travel - Other	0.00	0.00	0.00	0.0%	0.00
Total 5056525 - Lodging/Travel	0.00	0.00	0.00	0.0%	8,500.00
5056650 - Postage	0.00	0.00	0.00	0.0%	1,000.00
5056700 - Printing	0.00	0.00	0.00	0.0%	1,200.00
5056750 - Speaker Expense	0.00	0.00	0.00	0.0%	0.00
5056800 - Supplies	0.00	0.00	0.00	0.0%	100.00
5056970 - Vince Amado Scholarship Expense	0.00	0.00	0.00	0.0%	0.00
5056000 - Annual Conference - Other	0.00	0.00	0.00	0.0%	0.00
Total 5056000 - Annual Conference	0.00	0.00	0.00	0.0%	122,200.00
Total 5050000 - Program services expenses	0.00	350.50	-350.50	0.0%	147,740.00
Total Expense	8,169.27	8,941.72	-772.45	91.36%	245,127.00
Net Income	33,578.74	32,483.78	1,094.96	103.37%	-9,797.00

**CMTA A/R
July 2017**

Date	Invoice Number	Last Name	Organization	Amount	GL Code	Notes
11/15/2016	200001095	Arends-King	Union Sanitary District	250	4500000 · Program services:4520000 · Education:4520300 · Essentials Workshop	INVOICED
				250		
1/26/2017	200001216	Sarenana	Stanislaus County Treasurer/Tax	299	4560100Conference:4560110 Annual Conf. - Active	INVOICED
2/10/2017	200001295	Lilligren	City of Manhattan Beach	75	4560100Conference:4560110 Annual Conf. - Active	PAID 8/16
2/17/2017	200001341	Charlety	East Bay Municipal Utility Distric	75	4560100Conference:4560110 Annual Conf. - Active	INVOICED
2/18/2017	200001343	Jones	City of El Monte	425	4560100Conference:4560110 Annual Conf. - Active	PAID 8/3
3/27/2017	200001389	Brown	City of Inglewood	350	4560100Conference:4560110 Annual Conf. - Active	INVOICED
4/7/2017	200001419	Sawkins	City of San Gabriel	655	4560100Conference:4560110 Annual Conf. - Active	INVOICED
4/13/2016	200000954	Paulk	City of Benicia	100	4560100Conference:4560110 Annual Conf. - Active	INVOICED
4/26/2017	200001460	San Diego	City of San Diego	225	4560100Conference:4560110 Annual Conf. - Active	INVOICED
				2204		
4/20/2017	200001457	Nguyen	CalPERS	755	4560100Conference:4560120 Commercial Assoc.	INVOICED
5/9/2017	200001472	Kreymer	Union Bank	550	4560100Conference:4560120 Commercial Assoc.	INVOICED
5/9/2017	200001476	Nicolson	Incapital	755	4560100Conference:4560120 Commercial Assoc.	INVOICED
				2060		
				\$ 4,514	Total CMTA A/R July 2017	

CMTA
Expense Detail
 July 2017

	Type	Date	Num	Name	Memo	Debit	Credit
Expense							
5010000 - Management and general							
5010400 - Contract Services							
5010420 - Website update and maintenance							
	General Journal	07/01/2017	2017-001		yourmembership.com July 2017	407.52	
Total 5010420 - Website update and maintenance						407.52	0.00
5010430 - SMA - AMC							
	Bill	07/01/2017	2017340	Smith Moore & Associates, Inc.	Smith Moore & Associates, Inc.-Admin and conference services	6,188.02	
Total 5010430 - SMA - AMC						6,188.02	0.00
Total 5010400 - Contract Services						6,595.54	0.00
5010600 - Insurance							
	General Journal	07/01/2017	2017-5432	Travelers	Travelers Policy from 6/21/2017 to 4/21/2018	1,179.18	
Total 5010600 - Insurance						1,179.18	0.00
5011500 - Bank and Merchant Fees							
5011520 - Merchant Fees							
	Check	07/03/2017	Eft	Merchant Services		381.97	
	Check	07/17/2017	eft	Merchant Services	Account Analysis Settlement Charge	12.58	
Total 5011520 - Merchant Fees						394.55	0.00
Total 5011500 - Bank and Merchant Fees						394.55	0.00
Total 5010000 - Management and general						8,169.27	0.00
Total Expense						8,169.27	0.00
Net Income						8,169.27	0.00



Letter of Agreement
for
California Municipal Treasurers Association (CDIAC)

Contact: Yelena Martynovskaya
Address: California Municipal Treasurers Association (CDIAC)
700 R St. Sacramento CA 95811
916-231-2144
yelena@cmta.gov

Function Dates: Arrival: 01/16/2018 Departure: 01/18/2018

Room Block

Table with 5 columns: Date, RATE, 01/16/2018, 01/17/2018, 01/18/2018. Rows include Day (Tuesday, Wednesday, Thursday) and Run of House (45, 50, Checkout).

TOTAL ROOM BLOCK RESERVED: 95 room nights

Rates

We are pleased to confirm the following special Run of House group rates of \$125.00 per night. The above rates are net non-commissionable and are subject to a ten percent (10.5%) transient occupancy tax, a \$2.00 TID as well as a \$4.95 Facility Service Fee.

Reservations

Individuals will be responsible for making their own reservations. They may do so by calling 1-800-348-9090. Please remind guests to specify when making reservations that they are with California Municipal Treasurers Association CDIAC to ensure they receive the group rate. Reservations must be guaranteed by credit card. All reservations must be made by your cut-off date of 12/18/2017. After this date, guests who have not made their reservations will be subject to the prevailing rack rate. Guest rooms left in your block that have not been reserved will be released for general sale.

Method of Payment

We understand that all room, tax and incidental charges will be the responsibility of the individual attendee. A rooming list will be provided for Staff and Presenter and will be billed to the master account along with all banquet charges and billed to the master account.

Deposit Requirements

A non-refundable deposit of \$2,950.00 is required with the signed agreement by August 11, 2017 and will be credited to your final bill.

Room Reduction/Attrition

Client may reduce the total room block no more than 10 rooms or 10% attrition. If the actual number of rooms utilized falls below ninety (90) percent of the reserved amount Carmel Mission Inn will assess a penalty of

the number of rooms not utilized in the block times the room rates established in this agreement. The amount is not to exceed ninety percent of the total room revenue contracted in this agreement. We must receive notice of reduction no later than 30 days prior to group arrival date. Payment of any rooms not actualized in the block due to no-show reservations, late arrivals and/or early departures will be the responsibility of the individual and will be charged to the individual credit card. In the event the hotel cannot collect payment the hotel will charge the amount to the master account.

Reservation Cut-off and Review Date

Thirty (30) days prior to your arrival date of **01/16/2018**, the Carmel Mission Inn will release the unused portion of your room block. However, client will be responsible for the total payment of contracted guest rooms consistent with the conditions outlined in the Room Reduction/Attrition and Cancellation clauses of this agreement. All reservations received after the cut-off date of 12/18/2017 will continue to be accepted on a space and rate available basis.

Check In/Check Out Times

Check in time is at 4:00PM. Check out time is at 12:00PM. Early check-ins can be requested by calling the hotel directly. However, weekend early check-ins may not be available due to the hotel being at full capacity.

Meeting Program

We understand your meeting program is as follows:

FUNCTION SPACE and FOOD AND BEVERAGE EVENTS

Day	Date	Start	End	Function	Room	Setup	ATTD	Rental
Wednesday	1/17/2018	08:00 AM	05:30 PM	Meeting	Junipero Sera Grand Ballroom	Classroom	120	\$250.00
Wednesday	1/17/2018	12:30 PM	01:30 PM	Lunch	Fuse Lounge Restaurant	As Is	120	Waived
Wednesday	1/17/2018	12:30 PM	01:30 PM	Lunch	Capistrano Meeting Room	Rounds	30	Waived
Wednesday	1/17/2018	05:30 PM	07:00 PM	Reception	Fuse Lounge Restaurant	As Is	75	Waived
Thursday	1/18/2018	08:00 AM	03:00 PM	Meeting	Junipero Sera Grand Ballroom	Crescent	120	\$250.00

Additional Fees: One time setup fee of \$150.00

Catering Policy

We are pleased to offer a complete selection of food and beverage items to complement your functions. Banquet menus are enclosed for your review. Meeting room rental, meeting related charges, and food & beverage prices plus applicable service charge of 20% are subject to state and local taxes, which are currently at 7.75%.

Our Sales Department will begin the finalization of your program approximately thirty (30) days prior to the group's arrival date, **with actual Banquet Event Orders completed and signed no later than fourteen (14) days prior to 01/16/2018.** We require final guarantee of the final number of guests for all catered functions to be submitted three (3) business days prior to 01/16/2018, no exceptions. This will be considered a minimum guarantee and is not subject to reduction. Should we not receive this final guarantee, the original contracted attendance will be charged as the minimum. The outstanding balance based upon the guarantee is due seven (7) days prior to arrival unless direct billing/other arrangements has/have been previously established. Any additional charges that are incurred during the event will be due at the conclusion of the event.

The Carmel Mission Inn requires that all food and beverage must be supplied and prepared by the Hotel during any group functions. The hotel is responsible for the administration of the sales and service of all alcoholic beverages.

The Carmel Mission Inn charges \$10 (per bottle) corkage fee.

Guest Parking

Complimentary on-site parking is provided.

Cancellation Policy

The Carmel Mission Inn agrees to reserve contracted guest rooms, according to the provisions outlined in this Agreement, to the exclusion of other business opportunities unless agreed upon by both parties in a written addendum. If the Hotel is advised that this definite booking is canceled, the group will pay the Hotel, as liquidated damages, within thirty days after written notification to the Hotel, the following:

Notification of Cancellation Prior to Arrival	Payment Percentage Estimated Total Revenue
364 - 180 days	15%
179 - 90 days	25%
89 - 31 days	50%
30 - 0 days	100%

Force Majeure

In the event the operation of the Carmel Mission Inn should be curtailed as a result of strike, lock-out, labor controversy, fire, fuel or water shortage, an Act of God, elements or other causes beyond the control of Carmel Mission Inn, the Carmel Mission Inn shall be relieved from the obligation to provide rooms and services as set forth herein during the period that such disability continues; and there shall be no penalty assessed against the Carmel Mission Inn. The group shall be relieved from the obligation of the terms and conditions of this Agreement as a result of a strike, lockout, labor controversy, Act of God or elements beyond its control.

Display/Promotional Materials

In order to maintain the integrity and aesthetic quality of the Hotel, nothing shall be nailed to, screwed to, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is prohibited. No signs or posters can be displayed in the Hotel without prior inspection and approval of the General Manager. Anything in connection therewith, or necessary for the protection of the building, equipment or furniture, will be at the expense of the individual(s) involved or your organization.

Indemnification and Hold Harmless

Group covenants and agrees to save and hold the Carmel Mission Inn, its subsidiaries, affiliates, officers, directors and employees clear and harmless from any and all liability, loss, cost, expenses, including reasonable attorney's fees and costs, judgments, claims and demands of any kind whatsoever in connection with, arising out of or by reason of any act, omission or negligence of, its agents, employees, servants, members, guest or contractors in any way connected with or arising from or relating to any accident injury, including death, or damage whether to person or property which occurs before, at, in, upon, about or in any manner connected with delegates' stay at the Carmel Mission Inn.

Letter of Agreement
California Municipal Treasurers Association (CDIAC)
8/4/2017
Page 4

Execution of Agreement

This Agreement must be signed below and returned to the Sales Office no later than **08/11/2017**. If this agreement is not confirmed by the above date, it will be terminated. Any items not expressly written will be honored at the sole discretion of the Hotel.

Return of an executed original Agreement will not be considered valid and in force until it is reconfirmed to the group contact by fax or mail. The terms and conditions of this Agreement shall constitute the entire Agreement between the parties and supersedes all previous contracts and agreements, written or oral between the parties.

Signatures:

Yelena Martynovskaya

Clayton Butterfield, Sales Manager, Carmel Mission Inn

Meetings & Membership Specialist

Title

Bob Buescher, General Manager, Carmel Mission Inn

August 10, 2017

Date

Date

served in 2017	Will serve 2018	Name	Title	Agency
Yes	Yes	William Blackwill	Managing Director	Stifel
Yes	Yes	Denise de Bombelles	Relations	FHLB Office of Finance
Yes	Yes	Jaime Loftin	Senior Analyst, SVP	Vining Sparks
Yes	Yes	Deborah Higgins	President	Higgins Capital
Yes	Yes	Susan Munson		
Yes	Yes, interested	Lily Ng	Gov Bkg Dept Manager	Bank of the West
No	Interested	Pauline Marx		
No	Interested	Kyle Tanaka	Member Services Associate	CalTRUST
Yes	No but willing to help	Margaret Moggia	Chief Financial Officer	West Basin Municipal Water District

Did not Respond

Yes		Pamela Arends-King	Business Services Manager/Chief Financial Officer	Union Sanitary District
Yes		Michelle Durgy	Chief Investment Officer	City and County of SF
Yes		Laura Parisi	Treasurer	City of Laguna Beach
Yes		Gina Tharani	Dir. Of Financial Svcs./City Treasurer	City of Aliso Viejo
Yes		Palupe Iosefa	Deputy City Treasurer	City of San Bernardino

CATEGORY	WHO DOES IT?	EXAMPLES	COMMENTS
<p>STRATEGIC VISION, POLICY & STRATEGY</p> <p>-Focuses on WHERE you are going, WHY you are going there, and WHAT is to be changed/achieved -Anticipate future/thinking ahead</p>	<p>Board typically leads, with support from staff</p>	<p>-Vision building -Strategic planning -Policy Formulation -Oversight</p>	<p>-This is the highest level of leadership, yet is frequently ignored. 5% of resources.</p> <p>Tests: -Does a policy need to be created or revised? -Should a change in Vision or strategic plan be considered? -Is an interpretation of Vision or strategic plans needed?</p>
<p>TACTICAL RESEARCH, PLANNING & TACTICAL</p> <p>-Focuses on WHAT specific things need to be changed, and HOW we will do it -Mostly subject to Exe. Director's leadership -Recommendations may Require Board approval</p>	<p>Staff & Volunteer Committees Consultants & Advisors</p> <p>On occasion, the Board may do tactical work</p>	<p>-Surveying -RFPs/soliciting Contractors -Engineering steps & tools -Conducting research -Formulating action plans</p>	<p>-Focuses on HOW. HOW do we apply the policy/rule? What is the smartest/best way to proceed, given that we know outcome is desired? 10% of resources. -You don't need tactics until you know WHAT you want as the outcome.</p> <p>Tests: -Do you have a policy or objective concerning this issue? If so, it is not Strategic. -Has the subject matter been delegated? If so, it is probably not tactical. -Is research, planning or analysis is needed to address the issue? If so, it is probably tactical.</p>
<p>OPERATIONAL IMPLEMENTATION & EXECUTION</p> <p>-Actually doing the work as planned and directed. -All subject to Executive Director's leadership or coordination.</p>	<p>Staff & possibly Contractors Volunteers Serving as staff</p>	<p>-Making minor adjustments and changes as you do the work -Executing plans</p>	<p>-Hard work, possibly for extended periods of time. 85% of resources. -Advisable to "operationalize" as many functions as possible.</p> <p>Tests: -Has response been delegated for handling/processing? -Is a committee or individual authorized and prepared to address the issue?</p>

CMTA STRATEGIC ENVIRONMENT WORKPLAN – 2016 to 2019

Key Result Areas (refer to Strategic Plan)	Measures: (Developed by the accountable board/committee/workgroup)	Results: (Reported qualitatively {narrative} or quantitatively {numeric/\$\$, etc.})
1. GOVERNANCE AND FINANCE	<p>A. <insert measures – what will tell you CMTA is making progress towards Key Result Area #1?></p> <p>B. <insert measures ></p>	<p>A. <report results on Measure A></p> <p>B. <report results on Measure B></p>
2. MEMBERSHIP	<p>A. <insert measures – what will tell you CMTA is making progress towards Key Result Area #2?></p> <p>B. <insert measures ></p>	<p>A. <report results on Measure A></p> <p>B. <report results on Measure B></p>
3. CERTIFICATION AND EDUCATION	<p>A. <insert measures – what will tell you CMTA is making progress towards Key Result Area #3?></p> <p>B. <insert measures ></p>	<p>A. <report results on Measure A></p> <p>B. <report results on Measure B></p>
4. MARKETING AND COMMUNICATIONS	<p>A. <insert measures – what will tell you CMTA is making progress towards Key Result Area #5?></p> <p>B. <insert measures ></p>	<p>A. <report results on Measure A></p> <p>B. <report results on Measure B></p>

Strategies & Activities		Date or Deadline	Assignments	Costs/Comments /Notes
1. GOVERNANCE AND FINANCE				
A. Board Culture				
	A1 Hold annual orientation on board member responsibilities, fiduciary duties and Robert’s Rules of Order			
	A2 Obtain training and search for resources to distribute to the board to help shift from a “working board” to a “strategic board.”			
	A3 Effectively use consent agendas to help keep meetings focused on strategic issues, not reviewing reports			
B. Board Processes				
	B1 Develop Board and Committee job descriptions			
	B2 Develop Board and Committee Handbook, include standard policies regarding conflict of interest, etc.			
	B3 Conduct a comprehensive review of standing rules			
2. MEMBERSHIP				
A. Recruitment and Engagement				
	A1 Identify ten likely prospects for membership, offer them the opportunity to join and become engaged			
	A2 Develop an “introduction” system to ensure members are meeting each other and developing those important social relationships			
	A3 Develop ways to match volunteers with volunteer opportunities taking into account their current skills and talents, as well as the competencies they would like to develop during their volunteer service. Utilize tools such as membership applications, database, etc. to capture and make that information useful and available.			
	A4 Find ways to involve each Treasurer in California in some aspect of CMTA activity.			
B. Gathering Information				
	B1 Develop detailed demographic profiles on Treasurers including who is appointed and elected, main tasks, job functions, etc. for use in development of programs and marketing.			
	B2 Develop a detailed list of Boards of Supervisors, etc., to market to			

Strategies & Activities	Date or Deadline	Assignments	Costs/Comments /Notes
3. CERTIFICATION AND EDUCATION			
A. Certification Program			
	A1 Develop FAQ for website		
	A2 Evaluate the potential for developing a “pre-certification” course or series of classes for beginners that could be applied to units needed for full certification if they decide to pursue it		
	A3 Quantify time required and costs to ensure candidates have a better idea of what will be required should they decide to pursue certification		
	A4 Develop ways to recognize certification holders at conference and trainings.		
	A5 Develop a key marketing timeline based around co-hort starting dates		
	A6 Stagger welcome emails		
	A7 Find ways to involve all CMTA members in the certification program in some capacity		
B. Education			
	B1 Develop a master educational program that includes skills and competencies members need to acquire, addresses levels (basic, advanced, etc), topics covered, delivery mechanisms and master calendar of events so educational pathways are clear		
	B2 Update CMTA Treasurers’ Handbook, post on website, send it out to interested parties and better promote it		
	B3 Expand investment track workshops at conference		
	B4 Consider expanding one-day training sessions and/or webinars		
	B5 Consider holding more localized, in-person educational events with a social component		
	B6 Consider including webinars and sessions on life management topics (yoga, meditation, mindfulness)		
	B7 Consider preparing easy to access educational materials for Boards and Councils including communicating best practices for treasury officers		

Strategies & Activities	Date or Deadline	Assignments	Costs/Comments /Notes
C. Informal Educational Opportunities			
C1 Evaluate establishing mentoring program			
4. MARKETING AND COMMUNICATIONS			
A. Marketing and Branding			
A1 Develop a comprehensive marketing and communications plan. Include public relations and media relations components to ensure CMTA is a go-to source			
A2 Review branding and collateral to ensure all stakeholders have a clear image of who CMTA is and what CMTA does			
A3 Consider starting a conversation with CSMFO for co-marketing opportunities			
B. Communications			
B1 Fully utilize social media resources as a way to conduct outreach, and talk about topics of importance to treasurers			
C. Vehicles			
C1 Evaluate website redesign, get volunteers to critique, better coordinate with committees			
C2 Examine the potential of using social media to advertise CMTA			

CMTA Membership Report

August 1, 2017

Date	Agencies		Commercial Associates	+	Alumni	+	Government Associates	=	Grand Total
7/18/2011	141		42		5				
10/4/2011	298		79		7		565		651
1/31/2012	333		86		8		562		656
4/12/2012	330		89		8		649		746
7/23/2012	190		50		5		375		430
10/11/2012	296		71		7		648		726
4/10/2013	323		108		8		634		750
6/30/2013	328		114		8		657		779
6/18/2013	30		39		2		67		108
9/27/2013	285		87		5		577		669
1/7/2014	308		92		5		632		729
2/25/2014	317		93		5		654		752
6/11/2014	321		107		5		659		771
9/3/2014	104		46		2		220		268
11/25/2014	297		79		6		616		701
3/27/2015	321		98		6		681		785
6/16/2015	327		109		6		689		804
8/4/2015	235		52		5		497		554
12/16/2015	311		63		5		665		733
1/4/2016	313		71		5		672		748
6/30/2016	327		81		6		709		796
7/13/2016	53		35		3		71		109
10/18/2016	261		45		3		578		626
12/15/2016	275		50	+	3	+	594	=	647
1/25/2017	295		51	+	3	+	626	=	680
6/30/2017	324		78	+	3	+	686	=	767
8/1/2017	260		44		0		517		561