



California Municipal Treasurers Association

Board of Directors Meeting

Date: Monday, October 30, 2017

Time: 10:00 a.m. – 2:00 p.m.

Las Virgenes Municipal Water District: Board Room/Training Room 104

4232 Las Virgenes Rd.

Calabasas, CA 91302

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	vacant
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 September 21, 2017 Board of Directors Meeting

Financial Report from September 30, 2017

Action Items

1. Division North Appointment
2. Board Positions (as defined in Standing Rules & Bylaws)
 - a. Purpose of the position
 - b. Is this purpose in alignment with the Strategic Plan?
 - c. Is this position needed
 - d. What Board/member action is needed to remove or change the position
 - e. Are the functions of this position being performed in full or in part in another committee? If so, what are the overlapping functions and should the positions be combined?
 - f. What do we envision for the position in the future?
 - g. What are the responsibilities of the position and what commitment is involved?
 - h. What is the term of the position?
 - i. What is the estimated time commitments of this position?
 - j. Is the time commitment seasonal or spread throughout the year?
 - k. Is board/member action needed to add or remove a person from the position?
3. Committees (as defined in Standing Rules & Bylaws)
 - a. What is the purpose of the committee?
 - b. Is this purpose in alignment with our strategic plan?
 - c. Is this committee needed?
 - d. Are the functions of this committee being performed in full or in part in another committee? If so, what are the overlapping functions and should the committees be combined?
 - e. What do we envision for the committee in the future?
 - f. What should the composition of the committee be?
 - g. What are the responsibilities of the committee and the members of the committee?
 - h. How often should this committee meet?
 - i. Is there a particular time frame for the committee's work (i.e. conference committee, site selection committee, etc.)?
4. 2018 Annual Conference
5. 2019 Annual Conference Venue
6. League's Revenue & Taxation Update

Information and Activities Reports

Membership Report

Old Business

New Business

Discussion about Darren Mead.

Next Board Meeting

Thursday, November 16, 2017 at 3:00 p.m.

Adjourn



California Municipal Treasurers Association

Board of Directors Meeting

Date: Thursday, September 21, 2017

Time: 3:00 p.m. – 4:00 p.m.

Minutes

President Rudy Livingston welcomed the board members, staff and guests and called the meeting to order at 3:05 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	vacant
	Division 2 – South	Michael Solorza

Committee Chairs, Staff and Guests:

	Legislative Chair	Vacant
x	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
	Commercial Associate Member	Kyle Tanaka
	Newsletter & Public Relations Chair	Vacant
x	Investment Policy Certification Chair	Shaun Farrell, CCMT
x	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 the minutes from the August 17, 2017 Board of Directors Meeting as well as the Financial Report from August 31, 2017.

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

Action Items

1. 2018 Annual Conference

Rudy reported that the 2018 Annual Conference Committee had a first meeting and the committee has started the process for the program planning. Rudy reported that SMA team is working on conference logos and the 2018 conference theme has been selected to be "Muniball: The Art of Winning". Rudy also reported that the call for speakers went out and the deadline to submit was set for October 31. Rudy further reported that we are already picking up rooms at the hotel in Oakland. Rudy reminded the board that he will be working to schedule an in-person meeting for the end of October where the issue of whether to move the April board meeting to another day will be discussed.

2. 2018 Advanced Workshop

Rudy reported that Margaret Moggia will take the lead on the Advanced Workshop. Margaret reported that the agenda for the workshop is included in the packet and presented a report on the planning of the workshop.

3. Strategic Plan

Rudy reported his concerns that the board is lagging on the progress of the Strategic Plan. Rudy asked each subcommittee to submit a report on the progress up to date to submit for the next in-person board meeting.

a) Governance and Finance

Dan Matusiewicz was added to the subcommittee. Margaret who is now a Past President was added as a chair of the subcommittee.

b) Membership

Israel reviewed the membership report and talked about the next steps for the committee.

c) Certification and Education

Shaun reported on the Investment Policy and that the committee received about ten different policies. Due to the high submission rate at this point, the committee is taking longer to go through all of the policies. The Investment Policy currently has eight evaluators total and is looking for more evaluators that will be interested. Shaun reported that about 70% receive a passing score on a first attempt and that a committee member calls the agencies that do not pass and goes through suggestions for improvement. The agency can then resubmit their policies at no charge. Shaun reported that having CMTA Investment Policy program has raised a level of the investment policies among CMTA members.

d) Marketing and Communications

Margaret provided background from the Strategic Plan and that the board needs to work on finalizing roles of the board and committee chairs to align with the Standing Rules and the Strategic Plan. Margaret emphasized that CMTA needs to remain purposeful and meaningful.

4. Fixed Income Academy MOU

Rudy reported that Fixed Income Academy (FIA) has been CMTA's partner for some time now and Susan Munson wanted to restructure the agreement with CMTA. Rudy reported that FIA is helping CMTA with the CPEs at the conference and they have been providing this service at no charge. Rudy reported that FIA would like to restructure the agreement to provide the service for a fee. Rudy noted that he and Margaret have met to discuss the agreement. Rudy reported that unless the enrollment in FIA's Bond School goes further, the fee will be waived.

Margaret Moggia moved to approve the Fixed Income Academy's MOU. Jennifer Leisz seconded the motion. Fixed Income Academy's MOU was approved.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Yelena Martynovskaya
Meeting & Membership Specialist

CMTA
Balance Sheet
 As of September 30, 2017

	<u>Sep 30, 17</u>	<u>Sep 30, 16</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010000 · Cash and cash equivalents			
1010400 · General - Chase-8076	62,100.18	76,190.57	-14,090.39
1010500 · Education - Chase	7,534.12	7,534.12	0.00
Total 1010000 · Cash and cash equivalents	<u>69,634.30</u>	<u>83,724.69</u>	<u>-14,090.39</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>116,643.23</u>	<u>130,385.55</u>	<u>-13,742.32</u>
Other Current Assets			
1040100 · YourMembership AR	1,630.00	2,725.00	-1,095.00
1049000 · Undeposited funds	0.00	325.00	-325.00
1070000 · Prepaid expenses	3,051.04	7,048.90	-3,997.86
Total Other Current Assets	<u>4,681.04</u>	<u>10,098.90</u>	<u>-5,417.86</u>
Total Current Assets	<u>121,324.27</u>	<u>140,484.45</u>	<u>-19,160.18</u>
TOTAL ASSETS	<u><u>121,324.27</u></u>	<u><u>140,484.45</u></u>	<u><u>-19,160.18</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010000 · Accounts payable	0.00	1,533.63	-1,533.63
Total Accounts Payable	<u>0.00</u>	<u>1,533.63</u>	<u>-1,533.63</u>
Total Current Liabilities	<u>0.00</u>	<u>1,533.63</u>	<u>-1,533.63</u>
Total Liabilities	<u>0.00</u>	<u>1,533.63</u>	<u>-1,533.63</u>
Equity			
3700000 · Retained Earnings	0.00	15.00	-15.00
3740000 · General fund	71,081.15	97,916.29	-26,835.14
3750000 · M Woodward Memorial Education	18,910.00	18,910.00	0.00
Net Income	<u>31,333.12</u>	<u>22,109.53</u>	<u>9,223.59</u>
Total Equity	<u>121,324.27</u>	<u>138,950.82</u>	<u>-17,626.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>121,324.27</u></u>	<u><u>140,484.45</u></u>	<u><u>-19,160.18</u></u>

CMTA
Profit & Loss Prev Year Comparison
 July through September 2017

	<u>Jul - Sep 17</u>	<u>Jul - Sep 16</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4010000 · Membership dues				
4010100 · Dues (Public)	45,540.00	43,300.00	2,240.00	5.17%
4010200 · Dues (commercial)	5,330.00	6,815.00	-1,485.00	-21.79%
4010400 · Dues (Alumni)	0.00	30.00	-30.00	-100.0%
Total 4010000 · Membership dues	<u>50,870.00</u>	<u>50,145.00</u>	<u>725.00</u>	<u>1.45%</u>
4500000 · Program services				
4510000 · Certification				
4510400 · Certification program app. fee	1,745.00	1,125.00	620.00	55.11%
4510100 · Investment Policy Application	155.00	0.00	155.00	100.0%
4510200 · CCMT- Certified CA Municipal T.	0.00	35.00	-35.00	-100.0%
4510000 · Certification - Other	0.00	0.00	0.00	0.0%
Total 4510000 · Certification	<u>1,900.00</u>	<u>1,160.00</u>	<u>740.00</u>	<u>63.79%</u>
4520000 · Education				
4520300 · Essentials Workshop	0.00	9,000.00	-9,000.00	-100.0%
4520400 · Advanced Workshop	500.00	0.00	500.00	100.0%
Total 4520000 · Education	<u>500.00</u>	<u>9,000.00</u>	<u>-8,500.00</u>	<u>-94.44%</u>
4530000 · Publications				
4530100 · Handbook	54.00	62.00	-8.00	-12.9%
4530300 · Job Ads	-75.00	900.00	-975.00	-108.33%
Total 4530000 · Publications	<u>-21.00</u>	<u>962.00</u>	<u>-983.00</u>	<u>-102.18%</u>
4560000 · Annual Conference				
4560100 · Registrations				
4560110 · Active Members	0.00	753.00	-753.00	-100.0%
4560120 · Commercial Associates	0.00	0.00	0.00	0.0%
Total 4560100 · Registrations	<u>0.00</u>	<u>753.00</u>	<u>-753.00</u>	<u>-100.0%</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>753.00</u>	<u>-753.00</u>	<u>-100.0%</u>
Total 4500000 · Program services	<u>2,379.00</u>	<u>11,875.00</u>	<u>-9,496.00</u>	<u>-79.97%</u>
4980000 · Interest	108.01	63.39	44.62	70.39%
Total Income	<u>53,357.01</u>	<u>62,083.39</u>	<u>-8,726.38</u>	<u>-14.06%</u>
Gross Profit	53,357.01	62,083.39	-8,726.38	-14.06%
Expense				
Prepaid expenseses	0.00	0.00	0.00	0.0%
5010000 · Management and general				
5010100 · Audit	0.00	1,363.00	-1,363.00	-100.0%
5010200 · Board meetings	0.00	13,364.16	-13,364.16	-100.0%
5010300 · In House Printing	12.16	17.47	-5.31	-30.4%
5010310 · Storage	60.16	31.80	28.36	89.18%
5010400 · Contract Services				
5010420 · Website update and maintenance	407.52	3,929.61	-3,522.09	-89.63%
5010430 · SMA - AMC	18,564.06	18,146.70	417.36	2.3%
Total 5010400 · Contract Services	<u>18,971.58</u>	<u>22,076.31</u>	<u>-3,104.73</u>	<u>-14.06%</u>
5010600 · Insurance	1,179.18	1,147.77	31.41	2.74%

CMTA
Profit & Loss Prev Year Comparison
 July through September 2017

	<u>Jul - Sep 17</u>	<u>Jul - Sep 16</u>	<u>\$ Change</u>	<u>% Change</u>
5010900 · Postage	31.06	605.82	-574.76	-94.87%
5011200 · Telecommunications				
5011210 · Internet services	815.04	47.85	767.19	1,603.32%
5011220 · Telephone	47.72	482.05	-434.33	-90.1%
5011200 · Telecommunications - Other	0.00	0.00	0.00	0.0%
Total 5011200 · Telecommunications	<u>862.76</u>	<u>529.90</u>	<u>332.86</u>	<u>62.82%</u>
5011300 · Supplies	13.20	0.00	13.20	100.0%
5011500 · Bank and Merchant Fees				
5011510 · Bank Fees	0.00	1.00	-1.00	-100.0%
5011520 · Merchant Fees	893.79	820.35	73.44	8.95%
Total 5011500 · Bank and Merchant Fees	<u>893.79</u>	<u>821.35</u>	<u>72.44</u>	<u>8.82%</u>
Total 5010000 · Management and general	<u>22,023.89</u>	<u>39,957.58</u>	<u>-17,933.69</u>	<u>-44.88%</u>
5050000 · Program services expenses				
5051000 · Certification	0.00	16.28	-16.28	-100.0%
Total 5050000 · Program services expenses	<u>0.00</u>	<u>16.28</u>	<u>-16.28</u>	<u>-100.0%</u>
Total Expense	<u>22,023.89</u>	<u>39,973.86</u>	<u>-17,949.97</u>	<u>-44.9%</u>
Net Income	<u><u>31,333.12</u></u>	<u><u>22,109.53</u></u>	<u><u>9,223.59</u></u>	<u><u>41.72%</u></u>

CMTA
Profit & Loss
July through September 2017

	<u>Jul - Sep 17</u>	<u>Jul - Sep 16</u>	<u>\$ Change</u>
Income			
4010000 · Membership dues	50,870.00	50,145.00	725.00
4500000 · Program services	2,379.00	11,875.00	-9,496.00
4980000 · Interest	108.01	63.39	44.62
Total Income	<u>53,357.01</u>	<u>62,083.39</u>	<u>-8,726.38</u>
Gross Profit	53,357.01	62,083.39	-8,726.38
Expense			
Prepaid expenseses	0.00	0.00	0.00
5010000 · Management and general	22,023.89	39,957.58	-17,933.69
5050000 · Program services expenses	0.00	16.28	-16.28
Total Expense	<u>22,023.89</u>	<u>39,973.86</u>	<u>-17,949.97</u>
Net Income	<u><u>31,333.12</u></u>	<u><u>22,109.53</u></u>	<u><u>9,223.59</u></u>

CMTA
Profit & Loss Budget Performance
September 2017

	Sep 17	Jul - Sep 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income						
4010000 · Membership dues						
4010100 · Dues (Public)	2,065.00	45,540.00	48,665.00	-3,125.00	93.58%	53,000.00
4010200 · Dues (commercial)	205.00	5,330.00	6,720.00	-1,390.00	79.32%	10,000.00
4010400 · Dues (Alumni)	0.00	0.00	150.00	-150.00	0.0%	180.00
4010000 · Membership dues - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4010000 · Membership dues	2,270.00	50,870.00	55,535.00	-4,665.00	91.6%	63,180.00
4500000 · Program services						
4510000 · Certification						
4510400 · Certification program app. fee	150.00	1,745.00				
4510100 · Investment Policy Application	175.00	155.00	435.00	-280.00	35.63%	1,750.00
4510200 · CCMT- Certified CA Municipal T.	0.00	0.00	75.00	-75.00	0.0%	300.00
4510300 · CTC- Certified CA Treasury Crt	0.00	0.00	75.00	-75.00	0.0%	300.00
4510000 · Certification - Other	-125.00	0.00	0.00	0.00	0.0%	0.00
Total 4510000 · Certification	200.00	1,900.00	585.00	1,315.00	324.79%	2,350.00
4520000 · Education						
4520200 · Educational support	0.00	0.00	999.00	-999.00	0.0%	4,000.00
4520300 · Essentials Workshop	0.00	0.00	0.00	0.00	0.0%	0.00
4520400 · Advanced Workshop	500.00	500.00	0.00	500.00	100.0%	25,000.00
Total 4520000 · Education	500.00	500.00	999.00	-499.00	50.05%	29,000.00
4530000 · Publications						
4530100 · Handbook	0.00	54.00	150.00	-96.00	36.0%	600.00
4530300 · Job Ads	0.00	-75.00	180.00	-255.00	-41.67%	750.00
4540000 · Newsletter	0.00	0.00	0.00	0.00	0.0%	0.00
4540100 · Website	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4530000 · Publications	0.00	-21.00	330.00	-351.00	-6.36%	1,350.00
4550000 · Scholarship						
4550100 · Woodward Memorial Scholarship	0.00	0.00	0.00	0.00	0.0%	500.00
4550200 · Vincent Amado Scholarship	0.00	0.00	0.00	0.00	0.0%	1,500.00
Total 4550000 · Scholarship	0.00	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	0.00	0.0%	45,000.00
4560120 · Commercial Associates	0.00	0.00	0.00	0.00	0.0%	22,800.00
4560130 · Additional Meals	0.00	0.00	0.00	0.00	0.0%	0.00
4560300 · Pre-Conference Seminar	0.00	0.00	0.00	0.00	0.0%	4,500.00
4560100 · Registrations - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4560100 · Registrations	0.00	0.00	0.00	0.00	0.0%	72,300.00
4560200 · Sponsors						
4560210 · Exhibit Sponsor	0.00	0.00	0.00	0.00	0.0%	65,000.00
4560220 · Non-Exhibit Sponsor	0.00	0.00	0.00	0.00	0.0%	0.00
4560200 · Sponsors - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4560200 · Sponsors	0.00	0.00	0.00	0.00	0.0%	65,000.00
4560000 · Annual Conference - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4560000 · Annual Conference	0.00	0.00	0.00	0.00	0.0%	137,300.00
Total 4500000 · Program services	700.00	2,379.00	1,914.00	465.00	124.3%	172,000.00
4600000 · Division Income	0.00	0.00	0.00	0.00	0.0%	0.00
4980000 · Interest	0.00	108.01	37.50	70.51	288.03%	150.00
4999999 · Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total Income	2,970.00	53,357.01	57,486.50	-4,129.49	92.82%	235,330.00

CMTA
Profit & Loss Budget Performance
September 2017

	Sep 17	Jul - Sep 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Gross Profit	2,970.00	53,357.01	57,486.50	-4,129.49	92.82%	235,330.00
Expense						
5010000 · Management and general						
5010100 · Audit	0.00	0.00	0.00	0.00	0.0%	5,000.00
5010200 · Board meetings						
5054500 · League Advertising	0.00	0.00	249.00	-249.00	0.0%	1,000.00
5010200 · Board meetings - Other	0.00	0.00	249.00	-249.00	0.0%	1,000.00
Total 5010200 · Board meetings	0.00	0.00	498.00	-498.00	0.0%	2,000.00
5010300 · In House Printing	0.00	12.16	37.50	-25.34	32.43%	150.00
5010310 · Storage	17.93	60.16	60.00	0.16	100.27%	250.00
5010400 · Contract Services						
5010420 · Website update and maintenance	0.00	407.52	1,500.00	-1,092.48	27.17%	6,000.00
5010430 · SMA - AMC	6,188.02	18,564.06	18,146.70	417.36	102.3%	72,587.00
Total 5010400 · Contract Services	6,188.02	18,971.58	19,646.70	-675.12	96.56%	78,587.00
5010600 · Insurance	0.00	1,179.18	1,500.00	-320.82	78.61%	2,400.00
5010700 · Travel						
5010720 · Legislative	0.00	0.00	0.00	0.00	0.0%	0.00
Total 5010700 · Travel	0.00	0.00	0.00	0.00	0.0%	0.00
5010800 · Taxes and Filings	0.00	0.00	0.00	0.00	0.0%	900.00
5010900 · Postage	0.00	31.06	249.00	-217.94	12.47%	1,000.00
5011200 · Telecommunications						
5011210 · Internet services	407.52	815.04	0.00	815.04	100.0%	100.00
5011220 · Telephone	0.00	47.72	304.46	-256.74	15.67%	2,000.00
5011200 · Telecommunications - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 5011200 · Telecommunications	407.52	862.76	304.46	558.30	283.37%	2,100.00
5011300 · Supplies	0.00	13.20	25.00	-11.80	52.8%	100.00
5011410 · President's fund	0.00	0.00	0.00	0.00	0.0%	0.00
5011500 · Bank and Merchant Fees						
5011510 · Bank Fees	0.00	0.00	25.00	-25.00	0.0%	100.00
5011520 · Merchant Fees	150.18	893.79	496.31	397.48	180.09%	4,800.00
Total 5011500 · Bank and Merchant Fees	150.18	893.79	521.31	372.48	171.45%	4,900.00
Total 5010000 · Management and general	6,763.65	22,023.89	22,841.97	-818.08	96.42%	97,387.00
5050000 · Program services expenses						
5051000 · Certification						
5051100 · Investment Policy Application	0.00	0.00	40.00	-40.00	0.0%	40.00
5052100 · CCMT/CCTC Expenses	0.00	0.00	624.00	-624.00	0.0%	2,500.00
5051000 · Certification - Other	0.00	0.00	120.00	-120.00	0.0%	500.00
Total 5051000 · Certification	0.00	0.00	784.00	-784.00	0.0%	3,040.00
5052000 · Division support	0.00	0.00	0.00	0.00	0.0%	0.00
5053000 · Education						
5520300 · Essential Workshop Expenses	0.00	0.00	0.00	0.00	0.0%	0.00
5520400 · Advanced Workshop Expenses	0.00	0.00	0.00	0.00	0.0%	21,250.00
Total 5053000 · Education	0.00	0.00	0.00	0.00	0.0%	21,250.00
5054000 · Publications						
5054200 · Newsletter	0.00	0.00	0.00	0.00	0.0%	0.00
5054300 · Printing - General	0.00	0.00	187.50	-187.50	0.0%	750.00
Total 5054000 · Publications	0.00	0.00	187.50	-187.50	0.0%	750.00
5055000 · Woodward Memorial Scholarship						
5055100 · Woodward memorial	0.00	0.00	0.00	0.00	0.0%	500.00
Total 5055000 · Woodward Memorial Scholarship	0.00	0.00	0.00	0.00	0.0%	500.00

CMTA
Profit & Loss Budget Performance
 September 2017

	Sep 17	Jul - Sep 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
5056000 · Annual Conference						
5056100 · Annual conference planning	0.00	0.00	0.00	0.00	0.0%	0.00
5056200 · Audio Video	0.00	0.00	0.00	0.00	0.0%	16,000.00
5056250 · Banquet - Entertainment, Decor.	0.00	0.00	0.00	0.00	0.0%	14,000.00
5056300 · Gifts & Mementos						
5056305 · Attendee	0.00	0.00	0.00	0.00	0.0%	800.00
5056310 · Speaker, Sponsor, Board	0.00	0.00	0.00	0.00	0.0%	1,600.00
Total 5056300 · Gifts & Mementos	0.00	0.00	0.00	0.00	0.0%	2,400.00
5056400 · Food and Beverage - Hotel	0.00	0.00	0.00	0.00	0.0%	79,000.00
5056525 · Lodging/Travel						
505626 · Board	0.00	0.00	0.00	0.00	0.0%	3,500.00
505627 · Staff	0.00	0.00	0.00	0.00	0.0%	5,000.00
5056525 · Lodging/Travel - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 5056525 · Lodging/Travel	0.00	0.00	0.00	0.00	0.0%	8,500.00
5056650 · Postage	0.00	0.00	0.00	0.00	0.0%	1,000.00
5056700 · Printing	0.00	0.00	0.00	0.00	0.0%	1,200.00
5056750 · Speaker Expense	0.00	0.00	0.00	0.00	0.0%	0.00
5056800 · Supplies	0.00	0.00	0.00	0.00	0.0%	100.00
5056970 · Vince Amado Scholarship Expense	0.00	0.00	0.00	0.00	0.0%	0.00
5056000 · Annual Conference - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 5056000 · Annual Conference	0.00	0.00	0.00	0.00	0.0%	122,200.00
Total 5050000 · Program services expenses	0.00	0.00	971.50	-971.50	0.0%	147,740.00
Total Expense	6,763.65	22,023.89	23,813.47	-1,789.58	92.49%	245,127.00
Net Income	-3,793.65	31,333.12	33,673.03	-2,339.91	93.05%	-9,797.00

**CMTA A/R
September 2017**

Date	Invoice Number	Last Name	Organization	Amount	GL Code	
9/21/2017	200001514	Oxnard	City of Oxnard	175	4500000 Program services:4510000Certification:4510100	Investment Policy Appl
				175		
9/26/2017	200001517	Harrah	Sutter County Treasury	250	4500000 Program services:4520000 Education:4520400	Advanced Workshop
				250		
3/27/2017	200001389	Brown	City of Inglewood	350	4560100Conference:4560110 Annual Conf. - Active	followed up. should we write it off?
4/13/2016	200000954	Paulk	City of Benicia	100	4560100Conference:4560110 Annual Conf. - Active	followed up. should we write it off?
				450		
4/20/2017	200001457	Nguyen	CalPERS	755	4560100Conference:4560120 Commercial Assoc.	followed up. should we write it off?
				\$755		
				\$ 1,630	Total CMTA A/R September 2017	

CMTA
Expense Detail
 September 2017

	Type	Date	Num	Name	Memo	Debit	Credit
Expense							
5010000 · Management and general							
5010310 · Storage							
	Bill	09/01/2017	4155400	Pacific Storage	Standard Records Containers Monthly Fee	17.93	
Total 5010310 · Storage						17.93	0.00
5010400 · Contract Services							
5010430 · SMA - AMC							
	Bill	09/01/2017	20170799	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						6,188.02	0.00
5011200 · Telecommunications							
5011210 · Internet services							
	General Journal	09/01/2017	2017-003		yourmembership.com Sept 2017	407.52	
Total 5011210 · Internet services						407.52	0.00
Total 5011200 · Telecommunications						407.52	0.00
Total 5010000 · Management and general						6,613.47	0.00
Total Expense						6,613.47	0.00
Net Income						6,613.47	0.00

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 who's 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.

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.

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

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.

2. CMTA does contract with a management company to assist in the overall management of the Association. The elected Secretary of CMTA provides oversight of the following duties:
 - a. As soon as practical, but in any event prior to the next regularly scheduled or Special Board Meeting, the Secretary and/or Association Manager is to forward to the President the minutes of the prior meeting with all pertinent executed information that describes the actions taken. The Secretary and/or Association Manager 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, 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 and/or Association Manager 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 and/or Association Manager 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 and/or Association Manager 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. CMTA has contracted with a management company to perform the day-to-day tasks of the CMTA Treasurer. The Treasurer and/or Association Manager 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.

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. 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 Management Company.
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.
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.

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

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.

B. Education

1. The Education Committee is responsible for conducting at least 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.
- 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. Present a report of education activities at the annual business meeting.
- 5. 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.
- 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.

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.

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.

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.

SECTION VII. OTHER ASSOCIATION APPOINTMENTS

A. Parliamentarian

1. The Parliamentarian is responsible for interpreting the By-Laws and Standing Rules and for making rulings on procedural issues during Board and business meetings of CMTA.
2. The duties of the Parliamentarian include the following:
 - a. Declare a quorum at each Board and business meeting.
 - b. Have the By-Laws and Standing Rules available at every meeting.
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.

B. 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.

C. 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

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.

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.

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!

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."

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

- 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.

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.

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 |
| | | | 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 |

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 |

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. |

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

GENERAL CONFERENCE AND SITE SELECTION CHAIR RESPONSIBILITIES

1. 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.
2. 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.
3. 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.

2018 CMTA Annual Conference Timeline

Completed	Date	Item	Who's Responsible
July, 2017			
Completed		Email: Save the Date	Yelena/Kristy
Completed		Form Annual Conference Committee	Rudy/Yelena
Completed		Call for Session Form - Revise	Annual Conference Committee/Yelena
Completed		Send out Call for Sessions form	Yelena/Kristy/Fixed Income Academy
August, 2017			
Completed		Schedule regular monthly calls with Annual Conference Committee	Annual Conference Committee
September, 2017			
Completed	September 6, 2017	Annual Committee to meet for program development	Annual Conference Committee
Completed		Send out Call for Sessions form	Yelena/Kristy
Completed		Finalize Registration Rates	Annual Conference Committee
In Progress		Finalize Scholarship Form	Yelena/Kristy
In Progress		Finalize Confrence Logo & Theme	Annual Conference Committee
In Progress		Finalize Sponsorship Packet and Rates	Annual Conference Committee
Completed, they have asked for extention		Invite State Treasurer (keynote) ??? See if we want to invite	Yelena (Invitation Sent to John Chiang)
October, 2017			
Completed		Annual Committee to meet for program development	Annual Conference Committee
Completed	Beginning of October	Set up Online Registration - Open if rates are finalized	Yelena/Kristy
Completed	no keynote yet, registration email sent	Email: Registration is Now Open! Announce Keynote	Yelena/Kristy
In Progress		Email: Sign Up To Be a Sponsor	Yelena/Kristy
		Reminder Email: Call for Sessions Deadline Approaching	Yelena/Kristy
	October 31, 2017	Abstract Submission Deadline	Yelena/Kristy
November, 2017			
		Annual Committee to meet for program development	Annual Conference Committee
	First 2-3 weeks	Review and rate Abstract submissions	Annual Conference Committee

	mid-November	Email: Highlight Keynote Speakers (if finalized)	Yelena/Kristy
December, 2016			
		Annual Committee to meet for program development	Annual Conference Committee
	Mid-December	Most Speaker and Sessions need to be finalized, continue working on the program	Annual Conference Committee
	Mid-December	Post Preliminary Program on the Website	Yelena/Kristy
	Mid-December	Open Online Registration - Registration should be open by now, can possibly open online registration in November	Yelena/Kristy
	Mid-December	Email: Registration is Open	Yelena/Kristy
January, 2018			
		Annual Committee to meet for program development	Annual Conference Committee
	Beginning of January	Invite CSMFO President and other VIPs	Yelena/Margaret
	week 1-2	Email: Register for the 2018 Annual Conference: preliminary Program is Available	Yelena/Kristy
	first 1-2 weeks of January	Market Sponsorship/Exhibitors	Yelena/Kristy
	Mid-January	Email: Highlight Pre-Conference Sessions	
		Begin reviewing sessions for CEUs	(Susan Munson)
February, 2018			
		Annual Committee to meet for program development	Annual Conference Committee
		Begin Planning Thursday Night's Event	Annual Conference Committee/Yelena
	first 1-2 weeks of February	Market Sponsorship/Exhibitors	Yelena/Kristy
	week 1	Program is Finalized	Annual Conference Committee/Yelena
	week 2	Email: Highlight CEUs	Can begin weekly Email blasts
	week 3	Email: Highlight Certain Topics/Sessions	Yelena/Kristy
	week 4	Email: Highlight CEUs	Yelena/Kristy
	optional email	Email: Highlight Newport Beach location	Yelena/Kristy
March, 2018			
		Annual Committee to meet for program development	Annual Conference Committee

	week 1	Email: Highlight Thursday's Evening Event	Yelena/Kristy
	week 2	Email: Early Bird Registration Deadline Approaching	Yelena/Kristy
	week 3	Scholarship Application Deadline	Yelena/Kristy
	week 4	Email: Last Day to Register at Early Bird Pricing	Yelena/Kristy
		Email: Promo email	Yelena/Kristy
April, 2018			
		Annual Committee to meet for program development	Annual Conference Committee
	week 1	Email: One Day Left to Make Hotel Reservation	Yelena/Kristy
	April 3, 2018	Cut-Off Date to Reserve Hotel Room	
	mid-April	Regular Registration Deadline	Yelena/Kristy
	mid-April	Email: Last Day to Register at Regular Rate Pricing	Yelena/Kristy
	April 20, 2018	Email: Know Before You Go	Yelena/Kristy
	April 20, 2018	Deadline to Submit Speaker Presentation	
	April 20, 2018	Email: Speaker Presentations are Available to Download	Yelena/Kristy
	April 25-27, 2018	Annual Conference taking place	
May, 2018			
	May 4, 2018	Email: Conference Survey	Yelena/Kristy

CMTA Membership Report

October 30, 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
9/21/2017	275		45		0		548		593
10/23/2017	287		47		0		574		621