CAC/CCA LIAISON
COMMITTEE MEETING
Minutes

CAC Commissioner Scott Gordon
CCA Chairperson Scott Lewis

Hyatt Regency Monterey

Wednesday, January 28, 2015
9:30 A.M. – 10:30 A.M.
Room – Pebble

I. Call to Order/Roll Call CCA Chairperson Scott Lewis calls the meeting to order at 9:03 a.m...
   a. Members present: Scott Lewis, Scott Gordon, Duane Friel, Alex Beltran, Barbara Blake, Jim Hussey, Jack Buckhorn, and Diane Ravnik,
   b. Members Absent: Carl Goff, Patrick Knighton, Keith Dias, and Scott Payne

II. Self-Introductions
   • Self-introductions were made by the attendees.
   • Scott Lewis presented Mary Holly who will be scheduling and tracking information and reservations for the conference.

III. Review/approval October 29, 2014 Minutes.
    a. A motion and a second were made to approve the Minutes of October 29, 2014. All approved. The motion carried.

IV. Treasurer’s Report – Patrick Knighton
    Mr. Knighton was not present to give a report. CCA Chairperson Scott Lewis gave the report in his absence. Mr. Lewis stated copies of the report are available upon request.
    A motion and a second were made to approve Patrick Knighton’s Treasurer Report. All were in favor. The motion carried.
V. Location of 2016 CCA Event
   a. Mr. Lewis will meet with the Hyatt Regency reservations staff this afternoon on final arrangements for the conference. The final contract is anticipated to be signed within a week.

VI. Update on 2016 CCA Networking Events
   a. Don Simonich reported on research of potential sites for the networking event. There were four golf courses to be considered. His recommendation is Pacific Grove Golf Links. The cost, location and short length of the course were factors in the decision. The fee for this event will be approximately $100.00. This will include green fees, cart fees, lunch, awards, and start-up pack.

VII. Suggestions for the 2016 CCA Entertainment Venue
   a. Mr. Lewis spoke with the Wayne Foster Company. The cost of this event is approximately $10K. Commissioner Jack Buckhorn motion to secure the Wayne Foster Company as the entertainment for the 2016 CCA. A second was made. All were in favor. The motion carried.

VIII. 2016 CCA Website
   a. Mr. Lewis reported that he collaborated with DAS Deputy Chief Glen Forman on creating the website for the conference. He gave a presentation and asked the attendees with smart phones to follow along through the website. The address is cac-cca.weebly.com. Mr. Lewis stated that the committee could buy the name – cac-cca, which would no longer include weebly.com, and could be passed on to upcoming chairpersons for future events. At the next meeting Mr. Lewis will present the cost of owning the domain name. Suggestions were made on the name of the site. Mr. Lewis also stated that a link could be on the DAS website. Commissioner Jack Buckhorn made a motion to purchase the domain. A second was made. All were in favor. The motion passed.

Mr. Lewis asked the attendees to pass on the information about the conference and the website to fellow associates, educators, sponsors and other interested parties. It is the intent of the committee to have pre-registration completed by the third quarter meeting.
IX. Sub Committees
   a. The committee is looking for those interested in helping with the conference in any way. Jamie Robison volunteered to do design work. Don Simonich volunteers for the golf tournament. Mr. Lewis stated that he is interested in volunteers for a “Social Media” Sub Committee – Facebook account.

X. Workshops
   a. Mr. Lewis suggested having workshops that are more interactive, hands-on and more two-way communication as opposed to just information being given.
   b. Other suggestions were on the new federal initiative, what is useful to the educator – what is useful to apprenticeship, working with generational difference.
   c. He spoke on narrowing the number of workshops to 2 – 3 a day on the first day from 9 am to lunch with breaks. The participants will be able to switch rooms. The second day of workshops will be primarily focused on apprenticeship and more of traditional style classes on what the apprenticeship community currently needs- ETP, DAS, DOL, grants, changes, etc. Mr. Lewis asked the attendees to fill out the “Speaker” form on the conference website. This will be discussed at the next meeting.
   d. Save the Date flyer is on the website.

XI. Guest Speakers
   a. Mr. Lewis asked the attendees for suggestions on guest speakers. Send your suggestions to Scott at slewis@ctcnc.org

XII. Comments from the Public
   a. It was suggested to set up the system to accept checks.
   b. Julia Dozier volunteered an instructor from the Chabot Las-Positas Community College OSHA Training Center for one of the workshops.

XIII. Adjournment
   a. A motion and a second were made to adjourn the meeting. All were in favor. The motion carried. The meeting adjourned at 10:16 a.m.