



ADDRESS REPLY TO:
California Apprenticeship Council
P. O. Box 420603
San Francisco, CA 94142-0603

CAC/CCA LIAISON COMMITTEE MEETING

MINUTES

Wednesday – April 24, 2013 10:00 A.M.

I. Call To Order/ Roll Call

DAS Chief Diane Ravnik called the meeting to order at 10:05 A.M.

Members present: Scott Payne, Scott Lewis, Patrick Knighton, Barbara Blake, Paul Von Berg, and Chief Diane Ravnik

Members absent: Jack Buckhorn, Duane Friel, Keith Dias, Donna Bechthold, Pula Resa, and Carl Goff

A quorum was met.

II. Review/Approval of the minutes of January 23, 2013

A motion and a second to approve the minutes of January 23, 2013 meeting were made. All approved. The minutes were approved as submitted.

A motion and a second were made to revise the January 23, 2013 minutes to add Commissioner Paul Von Berg as being in attendance and to add the motion that was made by Patrick Knighton to approve expenses made for coffee service for the January 23, 2013 meeting. All were in favor. The motion carried.

III. Treasurer's Report – Patrick Knighton

Mr. Knighton passed out the treasurer's report and noted that the only transaction was a tax expense.

Mr. Knighton made a motion to approve the reimbursement of the coffee service for today's meeting and the approval of the treasurer's report.

A motion and a second were made to approve the reimbursement for today's coffee service and to approve the treasurer's report. All were in favor. The motion carried.

Chief Diane Ravnik gave recognition to the new CCA Chairperson, Scott Payne and turned the meeting over to him.

IV. Possible Hotel Sites for 2014 Conference – Scott Payne

- Mr. Payne gave a brief explanation of possible hotels sites. The preferred hotel was the Hilton San Diego Resort Spa Mission Bay with regards to the layout of the facility.

DAS Chief Diane Ravnik made a motion to allow Scott and the committee to proceed making arrangements with the Hilton San Diego Resort & Spa Mission

Bay and to include a deposit of \$6,600.00. The motion was seconded. All were in favor. The motion carried.

Chief Ravnik clarified the dates to be April 22 – 25, 2014. It was confirmed by committee chair Scott Payne.

- At the request of CCA Chairperson Scott Payne the following information is being added to these minutes: The big event in April is moved to April 29th to May 1st with Friday May 2nd being the CAC meeting. Please note that the new date changes were not discussed at the meeting.

V. Additions to Conference Mailing List

- Chief Ravnik gave a recap of additions to the conference mailing list to include local WIBs, the Interagency Council on Veterans, and the California School Board Association in San Diego. Frank Cuneo stated that he could get contact information for the California Association of Work Experience Educators (CAWEE). It was suggested to invite representatives and/or students from the community colleges as an opportunity for them to experience what apprenticeship is about.
- Chief Ravnik asked the attendees to submit additional mailing lists to Mr. Payne (scott@swctf.org) by July 1st. It was suggested the committee send a “Save the Date” flyer along with the invitations as well as a spot on the next CAC Newsletter.

VI. Possible Networking event sites for 2014 conference

- Mr. Payne will continue the search of different options for a second networking event.

VII. Establishing Dates for the rough schedule for 2014 Conference

- April 22 – 25, 2014 has been established as the date for the conference.

VIII. List Possible Workshops for 2014 Conference

- Mr. Payne made a quick over review of the current suggested workshops and asked for help from the apprenticeship community to find presenters for the different forum.
- Chief Ravnik asked the attendees to send Mr. Payne other suggestions for the workshops.

IX. Entertainment Suggestions for 2014

- Mr. Payne presented a few entertainment options and asked the attendees to share more ideas at the next meeting.

X. Exhibitors

- Scott stated that suggestions were made to ask the exhibitors to make a short commercial during some of the workshops to encourage people to stop by their booths.

- It was suggested to create ideas that would draw more people to the vendor area, such as putting the vendors in the pathway of attendees going from one workshop to another or near the snack area.

XI. Volunteers

- Food & Refreshments
 - Committee members
- Talent Liaison
 - Committee members
- Attending Marketing
 - TBD
- Vendor Marketing
 - Patrick Knighton
 - Darrell Lawrence
- CCA Program – Conference Schedule
 - TBD
- Vendor Liaison
 - Patrick Knighton
 - Darrell Lawrence
- Workshop Liaison
 - Workshops will be narrowed at the next committee meeting and a volunteer will contact presenters.
- Attendee Liaison
 - DAS staff
- Network Event Liaison
 - Don Simonich
- Past Hall of Fame Recipients' List
 - Darrell Lawrence
 - CCA to pay for dinner ticket and hotel room stay (if needed)

XII. CCA Committee member replacements

- Check signer for purchases made
 - A motion and second were made to remove Jack Gavett as a check signer and replace him with Scott Payne. All were in favor. The motion carried.

XIII. Adjournment

- A motion and a second were made to adjourn the meeting. All were in favor. The motion carried.

The meeting adjourned at 11:35 a.m.