



## CSRC: Voting Board of Directors Meeting

DATE: June 10, 2024  
Approved 9/07/24

<b>PRESENT VOTING MEMBERS:</b> Krystal Craddock, Theresa Cantu, Jacqueline Crum, Naomi Bugayong, Bob Demers, Rob Bautista, George Rice, Amanda Albee		ABSENT: Graham McDougall, Kristin Vercnocke EXCUSED: Mark Martinez
FACILITATOR: Krystal Craddock	NOTE TAKER: Naomi Bugayong	TIMEKEEPER: Krystal Craddock
<b>TOPIC / AGENDA</b>	<b>DISCUSSION / CONCLUSION</b>	<b>ACTION / FOLLOW UP</b>
CALL TO ORDER	Meeting called to order at 1608	
QUORUM ACHIEVED	Yes	
MEETING PURPOSE	Voting Board Special Meeting	
DISCLOSURES		
AGENDA ITEM 1: Approval of Meeting Minutes	Motion to approve 3/18/24 BOD Meeting Minutes	Naomi Bugayong makes the motion. Theresa Cantu seconds. Motion carries. 1-abstain 0-nay
AGENDA ITEM 2: Consent Agenda	Motion to Accept Consent Agenda	Theresa Cantu makes the motion. Naomi Bugayong seconds. Motion carries
AGENDA ITEM 3: New Appointees	Motion to Approve New Appointee, CTS Liaison-Abdullah Alismail and Education Co-Chair - Julia Klemm	Bob Demers makes the motion. Theresa Cantu seconds. Motion carries
AGENDA ITEM 4: Military Event Table	Motion to Approve Complimentary Table for U.S. Military at CSRC Tahoe Conference 2024 and CSRC Pechanga Conference 2025. Request for a complimentary table similar to CRCF; the intention is to promote and recruit RRTs. Cost of less than \$100 per event for tables from hotel	Rob Bautista makes the motion. Bob Demers seconds. Motion carries.
AGENDA ITEM 5: Survey Monkey Account	Motion to Approve CSRC to Purchase a Survey Monkey Account	Theresa Cantu makes the motion. George Rice seconds.



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	Intention is for access to results by Committee Chairs, create surveys, edit surveys. Exec Office remain administrators. Cost increase from \$75/yr to ~\$300/yr. One shared login, Secretary.	Motion carries.
AGENDA ITEM 6: Logo Redesign and Trademark	<p>Motion to Approve up to \$1500 to Redesign CSRC Logo</p> <p>Background: Discussion for a logo refresh since our trademark is coming up for renewal. Dave Wenhold suggested using 99designs.com for one option and Board would like to augment by having CA RTs submit their own designs as well.</p> <p>This action to approve up to \$1500 for a logo design (a combination of multiple options for the Board to select from). Once a new logo is voted on by the Board, CSRC would have to apply for a new trademark to protect the logo. Quote from previous trademark attorney of \$1800-2000 for the new work. Current logo expires June, 2025 and the new trademark work will need to commence by February, 2025.</p>	<p>Rob Bautista makes the motion.</p> <p>Bob Demers seconds.</p> <p>Motion carries.</p>
AGENDA ITEM 7: Conference Titles	<p>Change the title of CSRC State Conference at (Pechanga) to CSRC SoCal State Conference at (Pechanga). Change the title of the CSRC Northern California Tahoe Conference to the CSRC NorCal State Conference at (Tahoe)</p> <p>Motion to Approve New Title, CSRC SoCal State Conference at (city) and CSRC NorCal State Conference at (city).</p>	<p>Theresa Cantu makes the motion.</p> <p>Naomi Bugayong seconds.</p> <p>Motion carries.</p>



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<p>AGENDA ITEM 8: Request for Changes to Policies and Procedures Manual: Program Committee</p>	<ol style="list-style-type: none"> <li>1. The Program Committee Chair be appointed by the CSRC President with Board approval to a 5-year term (<b>Normal appointments are 2 or 4 years -Rob</b>)               <ol style="list-style-type: none"> <li>a. To ensure continuity of leadership</li> <li>b. Chair can resign at any time</li> <li>c. There would be no terming out</li> </ol> </li> <li>2. The two Program Committees would be made up of 8-14 CSRC members in good standing, no more and no less, including the following:               <ol style="list-style-type: none"> <li>a. Program Committee Chairperson                   <ol style="list-style-type: none"> <li>i. <b>Co-Chairs from different demographic areas -Theresa</b></li> <li>ii. <b>Bi-annual rotations -Rob</b></li> </ol> </li> <li>b. The Executive Director's Team (three people)                   <ol style="list-style-type: none"> <li>i. <b>Not counted toward 8-14 -Rob &amp; Dave</b></li> </ol> </li> <li>c. CSRC Vice-President</li> <li>d. CSRC President <del>is an ex-officio officer on any committees on the state and regional levels as they deem in order to provide encouragement, directions, and guidance and may participate as would or can</del>  <b>"Participates as an ex-officio member of every CSRC committee except the Nominating Committee and the Judicial Committee if the issue involves the President" -P&amp;P p. 44</b> <ol style="list-style-type: none"> <li>e. The three Regional Presidents or their designee from North and South</li> <li>f. And any others that the Chairperson appoints                   <ol style="list-style-type: none"> <li>i. <b>Committee Members?</b></li> </ol> </li> </ol> </li> </ol> </li> </ol>	<p>Motion to addend Program Committee section of P&amp;P. George Rice makes the motion. Bob Demers seconds.</p> <p>Geoge Rice moves to Table Motion. Bob Demers seconds.</p> <p>Continue addendum discussion via email from original draft.</p>
<p>AGENDA ITEM 9: Sites for 2026 Northern California Conference</p>	<p>Direct the Program Committee for Tahoe to explore a site for the 2026 Conference in Northern California.</p> <p>Geoge Rice scouted Sacramento area: Red Hawk in Placerville, not very big, just gambling; Hard Rock</p>	



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	Casino and Hotel in Wheatland, online classroom setting may accommodate 300-500 people, needs physical scouting if location meets needs including vendors.	
AGENDA ITEM 12: Next Meetings	BOD Zoom Saturday, September 7, 2024 0900-1200 Exec. Comm. Zoom Monday, August 26, 1700-1800	
ADJOURN	Motion to Adjourn Meeting. Meeting adjourned at 1703	Rob Bautista makes the motion. George Rice seconds. Motion carries.



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	<p><b>7.11 Title:</b> Program Committee</p> <p><b>Effective Date:</b> 05/21/2021</p> <p><b>Date Reviewed:</b></p> <p><b>Date Revised:</b></p>
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## A. Global Charge

Oversight of all CSRC conferences and ensures the content is reflective of CSRC core values and initiatives

## B. Committee Duties

1. Assure that state and regional events do not compete with one another in proximity to date, geography and content
  - a. Create and maintain a Master Events Calendar for the CSRC
2. Annual Conference
  - a. Assure operations and education aspects of the conference receive equal attention, resources, and a project timeline
  - b. Actively solicit input for program relevance to ensure the content meets the needs of the membership
3. Regional conferences
  - a. Assure operations and education aspects of the convention receive equal attention, resources, and a project timeline
  - b. Actively solicit input for program relevance to ensure the content meets the needs of the membership

## C. Tasks, Duties, and Responsibilities specific to the Program Committee Chair

1. The Vice President will serve as Program Committee Chair per the CSRC Policy & Procedure Manual with BOD approval and is in effect until the end of the current fiscal year (August 31)
2. Work with the Region Presidents and the BOD to recruit and appoint a Program Chair (Vice President) for each region
3. Act as a resource for Regions in program development and assist as needed to ensure fiscal and fiduciary responsibilities are met
4. Schedule and hold regular Program Committee meetings (minimal is quarterly)
5. Submit a Quarterly Committee Report to the CSRC BOD to provide information on committee attendance, items discussed, actions taken, progress towards duties, committee projects, events and activities planning
6. Attend CSRC state BOD quarterly meetings
7. Be well versed in CSRC Operations, Robert's Rules of Order
8. Demonstrate abilities in leadership, professionalism, communication, etiquette, and ethics
9. Time Commitment: approximately 10-12 hours per month