

County General Services Association

Spring Business Meeting – April 26, 2017
Following 2017 Conference in Sacramento

IN ATTENDANCE:

Name	Organization	Email Address
Kevin Carruth	Kitchell	kcarruth@kitchell.com
Kate Abouzeid	Butte County	kabouzeid@buttecounty.net
Grant Hunsicker	Butte County	ghunsicker@buttecounty.net
Geoff Hill	Ventura County	hillg@co.kern.ca.us
Liz Habkirk	Napa County	liz.habkirk@countyofnapa.org
David Sasek	Ventura County	david.sasek@ventura.org
Caroline Judy	Sonoma County	caroline.judy@sonoma-county.org
Darcie Pillsbury	Sacramento County	pillsburyd@sacounty.net
Mike Morse	Sacramento County	morsem@sacounty.net
Jeff Gasaway	Sacramento County	gasawayj@sacounty.net
Kanon Artiche	Solano County	krartiche@solanocounty.com
Darlynn Wissert	San Bernardino	darlynn.wissert@pms.sbcounty.gov

GREAT JOB AGAIN, SACRAMENTO, ON THE 2017 CONFERENCE!!

BUSINESS MEETING MINUTES:

- Officer Comments

President

- Business Meeting

The President kicked off a detailed discussion on regular / quarterly business meetings with much discussion from all participating.

Darcie indicated that others had expressed that Non-Directors were not sure it was open to anyone other than Directors. Everyone agreed that any of the Directors can invite anyone to attend and that we may want to even develop some marketing / information sessions targeted more towards staff besides just the Director.

Kevin indicated that in the past, the meetings were also used to discuss or evaluate topics before being rolled out to everyone in the conference and also indicated an interest in getting San Francisco involved as they do a large amount of capital projects and may be of significant help.

Caroline also indicated that while it is good to let people ask for the items covered that are of interest, it would help to know the topics ahead of time so we can all be better prepared to provide input and ask questions.

All discussed and it was confirmed that we should have four business meetings per year with one of them held in conjunction with the yearly conference. It was also discussed and confirmed that the meetings will be on Friday's with fly-in's on Thursday afternoon. The tentative schedule for the business meetings for 2017/2018 are:

- July 28th– San Diego – all to contact Marco
- October – San Francisco to discuss capital projects – Kevin to call them
- January – San Bernardino – Darlynn to see about criminal justice building
- April – Santa Rosa – in conjunction with the 2018 conference

Treasurer

- Responsibilities
Geoff recently picked up the duties of Treasurer for the Association and asked about other responsibilities of his position. Geoff was welcomed and several gave suggestions.
- Financial Reports
Being new in the position, financial statement have not yet been produced but the Association has approximately \$83,000 prior to payments associated with the Conference.

Secretary

- Past Business Meeting Minutes
Minutes were passed without corrections.
- Web Site Comments
The group held a discussion on revamping the website. The concept of requiring users to sign in was discussed along with how to “track” if people are members or not. It was determined to have user sign in, but not require payment in the Association to use the site. The new site can track use and with a blog, it is hoped that it will be more useful.

In addition, discussion was held about formally rolling it out as soon as it is ready for review/approval by the officers.

CONFERENCE COMMENTS:

- Geoff indicated that the use of the Square to accept payment for the Conference poses some challenges; there is one email address associated with a payment when it is common for many people to have been registered with one card. Darcie suggested that perhaps some form of event management application may make things, including the payment process, easier for everyone. It was also discussed that perhaps on-line registration may help and the new website application may have some related options.
- It was discussed that there was a large Fleet convention and a large Sheriff's meeting at the same time as the conference and while it may not have affected the turnout of the Conference, it may have been challenging for some of the vendors participating.

- Darcie will be working on reviewing the surveys, but the overall feel from everyone is that the Conference was a success. Some discussion on timing of presentations/courses was a challenge in that some require more time while others require less and given that many of the presenters are not professional speakers, it can be a challenge to get things organized. Other observations include:
 - Booked rooms was 45/50/50 and they sold out.
 - Vendors requested more break out time so people had time to visit their tables. Darcie suggested the use of some method, like a bingo card, that would drive attendees to each of the vendor tables. The concept of putting the vendors between attendees and the vendors may also help traffic for the vendors, but most appear to be willing to try it again next year.
 - Caroline indicated that the schedule of tracks and format for the event seems to have worked well and that we would most likely want to keep it similar next year. The idea of having the business meeting in the middle of the conference instead of the end of the conference may result in more people attending.

- Darcie indicated that there was approximately \$6,000 that rolled from the last Conference into this one which helps ensure things will function and she anticipates that a few thousand will most likely roll this year too.

- Mike and Darcie are going to visit Sonoma to assist Sonoma in preparing for the 2018 Conference. Darcie also had some other suggestions:
 - Nail down dates and locations very early;
 - Don't accept the Hotels first offer of terms / pricing;
 - Under commit on food purchases;

- Timing and the theme were discussed. A tentative date of the third week in April of 2018 was discussed and Kanon suggested that perhaps we should try an "Academy" approach again as there appears to be many new people that lack knowledge of some basic General Services concepts such as the difference between various project delivery methods. It was also discussed that the Human Resources information was helpful and we could use more Technology information.

[Publishers note: There is not enough room or time to record details that can reflect the work and success achieved by Sacramento for this Conference]

OTHER BUSINESS TOPICS

- None were raised.