

# County General Services Association

Spring Business Meeting – April 6, 2016  
Following 2016 Conference in Sacramento

## IN ATTENDANCE:

Name	County	Email/Contact
April Heinze	San Diego	april.heinze@sdcounty.ca.gov
Jeff Frapwell	Kern	jfrapwell@co.kern.ca.us
Mike Morse	Sacramento	morsem@saccounty.net
Grant Hunsicker	Butte	ghunsicker@buttecounty.net
Matt Pontes	Santa Barbara	mpontes@countyofsb.org
Kanon Artiche	Solano	KRARTICHE@SolanoCounty.com

The Business Meeting was held immediately following the 2016 CGSA Conference in Sacramento which was a great success! Good Job Sacramento!!

## BUSINESS MEETING MINUTES:

The meeting was opened by April Heinze, President

Secretary comments

Minutes were accepted with the correction of the spelling of San Diego which was misspelled.

Treasury report / comments

- It appears that the Conference may have generated approximately \$1,500 more in revenue than in expenditures. The sponsor donations of \$15,000 was certainly helpful. March statement:

County General Services Association  
Profit/Loss Statement - Calendar Year 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YE	Budget	PY Actual
Checking Balance	30,420.92	32,278.42	41,793.27	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	30,420.92	30,420.92	9,833.10
<b>Income</b>															
Membership Dues		750.00	450.00										1,200.00	3,000.00	3,750.00
Mtg/Event Income													0.00	1,500.00	720.00
Conf Sponsorships	2,000.00		12,000.00										14,000.00	0.00	0.00
Conference Income		10,100.00	12,800.00										22,900.00	28,000.00	29,160.00
<b>Total Income</b>	<b>2,000.00</b>	<b>10,850.00</b>	<b>25,250.00</b>	<b>0.00</b>	<b>38,100.00</b>	<b>32,500.00</b>	<b>33,630.00</b>								
<b>Expense</b>															
Mtg/Event Expenses													0.00	200.00	533.15
Conference Expenses		1,315.18	1,242.35										2,557.53	31,000.00	11,803.88
Bank Fees		19.97	16.05										36.02	0.00	105.15
Postage													0.00	0.00	0.00
Supplies													0.00	0.00	0.00
Gifts Given/Awards			1,550.00										1,550.00	600.00	600.00
Web Site	142.50		37.99										180.49	0.00	0.00
Admin Fees			432.40										432.40	100.00	0.00
<b>Total Expenses</b>	<b>142.50</b>	<b>1,335.15</b>	<b>3,278.79</b>	<b>0.00</b>	<b>4,756.44</b>	<b>31,900.00</b>	<b>13,042.18</b>								
<b>Net Income</b>	<b>1,857.50</b>	<b>9,514.85</b>	<b>21,971.21</b>	<b>0.00</b>	<b>33,343.56</b>	<b>600.00</b>	<b>20,587.82</b>								
Checking Balance	32,278.42	41,793.27	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	63,764.48	31,020.92	30,420.92

Secretary comments:

- Website okay – reminded people to send photos and org charts

**CONFERENCE COMMENTS:**

- Chewaa was deemed to be okay, and Jack Gallagher was deemed to be an excellent cap to the meeting.
- The location was deemed to be very good; right off the freeway and easy access to restaurants, etc.
- One time passes were confusing.
- Representation by 23 counties, approximately 117 people, and it was discussed that perhaps a thank you note for attending may be a good plan.

**COMMENTS FOR NEXT CONFERENCE:**

- Location determined to be in Sacramento
- Dates
  - o Wednesday through Friday are more expensive in the hotel; everyone is fine with Monday through Wednesday.
  - o Dates were kicked around and it was determined that the 2017 conference would be held April 3, 4 and 5 in 2017.
- May suggest changing the charge rate to give a significant discount to members and have non-members pay more.
- The one time passes were also discussed and thought that perhaps we should do what CAPPO does and issue essentially all of them as one day passes and then let the counties trade them around as needed – need to determine how to deal with loot bags then.
- Sponsors were discussed
  - o Need to ensure that sponsors don't focus on selling and maybe the best way to do that is to require that any sponsor presentation is accompanied by a county presenter.
  - o The idea of holding a vendor event was discussed; maybe take a room and allow each to set up their marketing material and invite attendees to the room to hook up.
  - o Kannon suggested that vendors do a better job of relating their offerings to us instead of private business.
- In general correspondence with other counties include the dates of our next conference.
- Some comments from Mike about the next conference:
  - o It is best to get the Theme down early; this helps drive all of the other events and presentations
  - o Cancelling the upcoming Wednesday planning meetings for a few months; Mike to let us know when he wishes to start up again.
- We discussed having an event planner help us, however, this year's event went very well without one; the contract cost for Paula was running about \$4,000 plus travel.
- Potential Ideas for events:
  - o Noted that Jim from CSAC would be willing to put together a Vendor sponsored golf tournament.

- Go to things within walking distance such as the Capital or a tour of the central Library offices may be of interest.

## **OTHER TOPICS**

- Membership
  - Lack of paid membership was discussed; we seem to have less paid members at this time of the year than is traditionally the case.
  - The thought was discussed that a letter to those that attended but have not yet paid dues should be sent out.
  - Thought that a survey may be of value.
- Next Business Meeting
  - July is preferred over August, so tentative, July 14 and 15
  - Don't hold it in a place without a host – poorly attended
  - Potential Locations include Santa Clara or Sonoma and April will touch base with Doug and Caroline.
- General topics
  - Caroline is asking for an estimate of what counties spend per maintenance; she is new to Sonoma and finds \$1.9m out of a \$3.9m budget for maintenance for 5m square feet is very low.
  - Some discussion of Fleet. Sacramento uses Enterprise just for overflow and short term gap use until new vehicles arrive while Kern uses Enterprise for much of their Fleet Pool. Santa Barbara noted that it is important to not allow one person to reserve multiple cars at the same time.
  - Briefly discussed the use of County Architects; some use them for design while other counties outsource more of the design work and have the County Architect involved in other aspects of the business.