

**California Association of Bond Oversight Committees**

11/27/2019 1:07 PM

A California Public Benefits Corporation

Corporation formed September 19, 2019

Corporation Number 4319346

Internal Revenue Service Approved Exempt Federal Income Tax Effective September 19, 2019

Donations tax deductible to the fullest extent allowed by law.

**Executive Committee Minutes, November 26, 2019**

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**Purpose Statement:** "The specific purpose of this corporation is to provide training, assistance, and encouragement to California School Proposition 39 Citizens' Bond Oversight Committee Members through development of training materials, delivery of online training, conferences, workshops, formation of regional groups of California Citizens' Bond Oversight Committees and representing common interest at the statewide level."  
(Articles of Incorporation, Section 4)

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Standing Weekly Executive Committee meetings on Tuesday's at 9:00 am, unless cancelled by President.

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Zoom Call Instructions: meeting ID 483 227 641, password 989031, 1.669.900.6833

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~~Not requested, to attend this Executive Committee meeting in person or on Zoom.~~

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**MINUTES**

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Day/Date: Tuesday, November 26, 2019

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Time: 9:00 AM

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Place: Jack Weir's home, 31 Bandridge Place, Pleasant Hill, CA and Zoom

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Executive Committee Members Present: Jack Weir (President), Nick Marinovich (Vice

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President) (Zoom), Anton Jungherr (Secretary/Treasurer), and Gregg Visineau (Director) <sup>1</sup>

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Also, Present Director Judith Box (Zoom)

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Call to Order – Jack Weir at 9:02 AM

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Work Plan December 2019 through December 2020 December 2019 – reviewed, see attached updated work plan

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Policy Board Standing and Ad Hoc Committees - reviewed

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Logo/Motto - discussed

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Appointment of Professional Advisors: Marcus Crawley, President, Alameda County

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Taxpayers Association - approved

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Directory Board of Directors - reviewed

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New Board Director/Professional Advisor Checklist - reviewed

<sup>1</sup> In addition to the three officers Gregg Visineau was appointed by the Board of Directors on November 12, 2019 to the Executive Committee in accordance with Bylaws Article 9, Section 1.

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**2 Executive Committee Minutes, November 26, 2019**

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30 Bank of America Account Opened November 22, 2019 with \$1,000 Contribution from Anton  
31 Jungherr - discussed

32 Good of the Order

33 Adjournment at 10:07 AM

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35 Executive Committee Schedule (weekly meetings at 9:00 AM, unless canceled by President  
36 Weir)

37 • December 3, 2019 \*\* <sup>2</sup>

38 • December 10, 2019 \*\*

39 • December 17, 2019 \*\*

40 • January 7, 2020

41 • January 14, 2020

42 • Every Tuesday thereafter, unless canceled by President Weir

43 Board of Directors Quarterly Meetings

44 • March 2020 (date/time TBD)

45 • June 2020

46 • September 2020

47 • December 2020

48 First Annual Membership Meeting

49 • January 2021

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51 Distribution: Board of Directors Candidates, Linda Lozito, (13)

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<sup>2</sup> \*\* Gregg Visineau not available.

California League of Bond Oversight Committees  
 Executive Committee Work Plan Update November 26, 2019

11/27/19 1:18 AM

	A	B	C	D
1	Task	Who	Status	Next Steps
2	DESIGN LOGO	GV	in progress	develop proposal with California map, star burst and slogan
3	DEVELOP SLOGAN	GV	consider "Services for School Watchdogs"	
4	MEMBERSHIP APPLICATION	AJ	in progress	discuss 12.3.19 ExecCom
5	MEMBERSHIP CERTIFICATE	AJ	in progress	discuss 12.3.19 ExecCom
6	PLAN JAN 2020 NC VISIONING MEETING	JW	"Future search conference"	JW to prepare document
7	PLAN FEB 2020 SC VISIONING MEETING	JW	Do	Do
8	CONSTANT CONTACT DATA BASE	AJ	established account	design database format, add emails mailing list
9	CREATE WEBSITE	AJ	in progress	JW & AJ meet with Linda Lozito
10	OPEN BANK OF AMERICA ACCOUNT	AJ	done	none
11	SOLICIT DONATIONS	ALL	AJ donation od \$1,000	CA Treasurer Office
12	SEEK PRO BONO ATTORNEY	JW	asking Kevin Carlin (sp?)	follow up
13	GET QUOTE D&O INSURANCE	JW	in progress	follow up Bob Schroder (sp?), CoCoTax insurance broker, CoCoTax annual premium is \$1,300, consider each Director paying share
14	IMPLEMENT LOOMIO	AJ	on hold until January 2020	none
15	PLAN VISIT CALIFORNIA TREASURER	JW	target January 2020	contact Robert Berry, Deputy Executive Director, CDIAC
16	PLAN VISIT FCMAT	JW	open	
17	POLICY BOARD STANDING AND AD HOC COMMITTEES	AJ	first review ExCom 11.26.19	Ask NM and AD to review, ask Directors their Standing Committee interest
18	PROFESSIONAL ADVISORS	AJ	appoint Crawley	follow up formal appointment, interest in standing committees, need to draft recruitment document
19	DIRECTORY BOARD OF DIRECTORS	AJ	reviewed	follow up for missing information and confirm existing information
20	NEW BOARD DIRECTOR.PROFESSIONAL ADVISOR CHECKLIST	AJ	reviewed	follow up

W

California League of Bond Oversight Committees  
 Executive Committee Work Plan December 2019 through December 2020

11/27/19 1:18 AM

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Task	Who	D	J	F	M	A	M	J	J	A	S	O	N	D
2	DESIGN LOGO	GV	X												
3	DEVELOP SLOGAN	GV	X												
4	MEMBERSHIP APPLICATION	AJ	X												
5	MEMBERSHIP CERTIFICATE	AJ	X												
6	PLAN JAN 2020 NC VISIONING MEETING	JW	X	X											
7	PLAN FEB 2020 SC VISIONING MEETING	JW	X	X	X										
8	CONSTANT CONTACT DATA BASE	AJ	X												
9	CREATE WEBSITE	AJ	X												
10	OPEN BANK OF AMERICA ACCOUNT	AJ	X												
11	SOLICIT DONATIONS	ALL	X	X	X	X	X	X	X						
12	SEEK PRO BONO ATTORNEY	JW	X	X	X										
13	GET QUOTE D&O INSURANCE	JW	X	X											
14	IMPLEMENT LOOMIO	AJ		X	X										
15	PLAN VISIT CALIFORNIA TREASURER	JW	X	X	X										
16	PLAN VISIT FCMAT	JW	X	X	X										
17	BOARD POLICY STANDING AND AD HOC COMMITTEES	AJ	X	X	X	X									
18	PROFESSIONAL ADVISORS	AJ	X	X	X	X	X	X	X	X	X	X	X	X	X
19	DIRECTORY BOARD OF DIRECTORS	AJ	X												
20	NEW BOARD DIRECTOR, PROFESSIONAL ADVISOR CHECKLIST	AJ	X	X	X	X	X	X	X	X	X	X	X	X	X

3/A

Board Standing and Ad Hoc Committees

Bylaws Section 2. Standing and Ad Hoc Committees; Appointment and Removal of Chairs

- (a) The board of directors shall establish such standing committees to work under the president's direction as it shall determine necessary to accomplish the goals of the corporation. The board of directors shall notify the membership by letter, email, or notice in the corporation's newsletter, if it establishes or dissolves a standing committee.
- (b) The president may establish and dissolve ad hoc committees as determined necessary, with ratification by the board.
- (c) The president shall appoint a chair of each committee, upon ratification of the board. The chair of the committee shall appoint the vice chair and other members of the committee except as otherwise provided by the policy manual. When a new president is elected by the board, the president may appoint new chairs upon ratification of the board or reappoint incumbent committee chairs without ratification by the board.
- (d) The board, or the president upon ratification by the board, may remove a committee chair with or without cause.

Bylaws Section 3. Committee Responsibilities

- (a) Committees shall keep regular minutes of their proceedings and disseminate a copy to the board with the agenda packet for the next regular meeting and cause an approved copy to be filed with the corporation's records
- (b) No committee shall have power or authority to take any action on behalf of the corporation, unless specific power and authority is delegated to that committee by the policy manual, a resolution, or other action of the board of directors.
- (c) A committee can take no action except when a quorum is present.

On November 12, 2019 the Board of Directors established five (5) Board standing committees:

- Training Materials
- Membership Recruitment
- Legislation *A. Dawson - Ask her to review Policy*
- Member Customer Services *NM - Review Policy*
- Public Relations

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## 1.00 General Provisions

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### 1.10 Formation of Standing and Ad Hoc Committees

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A. Only the board of directors may authorize the formation or termination of a standing committee.

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B. The president may establish and dissolve ad hoc committees as determined necessary, with ratification by the board.

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C. The president shall appoint a chair of each committee, upon ratification of the board.

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D. The chair of the committee shall appoint the vice chair and other members of the committee.

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E. The ~~bars~~, or the president upon ratification by the board, may remove a committee chair with or without cause.

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F. The members of a standing committee may form subcommittees. A subcommittee may include members who are not members of the parent committee.

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G. All actions affecting the formation, functions, or termination of standing committees, subcommittees or ad hoc committees shall be reported to the board of directors,

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H. It the intent that the main work of the association will be performed by the standing committees.

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### 1.20 Chairpersons and Committee Members

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A. The Chairperson of each standing committee and ad hoc committee shall be a member of the CABOC Board of Directors.

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B. Chairpersons shall appoint the members of their committees.

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C. Any qualified person may be appointed as a committee member.

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### 1.30 Chairperson Responsibilities

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A. Each chairperson is responsible for the smooth running of his or her committee including the preparation of agendas, maintenance of proper minutes, coordination with other committees and related association activities.

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B. Each chairperson shall appoint a vice chairperson and report such to the president and secretary.

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C. Each chairperson shall maintain a current roster of the members of that committee.

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Promptly after a change occurs the chairperson shall submit an up-to-date roster to the secretary.

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D. The chairperson shall arrange for the minutes of each meeting to be prepared and transmitted to the secretary within ten (10) days after the meeting.

**1.40 Committee Procedures**

A. Each committee shall adopt its own set of written internal procedures for committee operations and file a copy with the secretary.

B. A committee can take no action except when a quorum is present.

C. No committee shall have power or authority to take any action of behalf of the corporation.

**2.00 Training Materials Committee**

The Training Materials Committee shall develop, document, acquire and continually improve all materials to train up CBOC's and their members. It shall arrange for the effective delivery of this training, including assessing its effectiveness from time-to-time and from location-to-location. And it shall develop, stock, retain and update as necessary a repository of reference materials for use by CABOC members as well as by CBOC's across the state.

**2.10 Committee Functions and Duties**

A. All aspects of the development and delivery of the CABOC training program curriculum and content to train new and current Citizens' Bond Oversight Committees members, school board members and staffs.

B. Coordinate the development and delivery of training with California Debt and Investment Advisory Commission and Fiscal Crisis & Management Assistance Team.

C. Development of training program curriculum, in particular training manuals, handouts, PowerPoint presentation, videos, online presentations and other electronic training tools.

D. All written training materials produced shall be protected by copyright.

E. Posting of training materials on the association's website.

F. Maintain and index of California Grand Jury Association reports relating to CBOCs.

G. Maintain an index of California State Controller and California State Auditor reports relating to CBOCs.

H. Maintain an online database of selected performance audit reports.

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I. Maintain an online database of training materials produces by other organizations and agencies.

**3.00 Membership Recruitment Committee**

The Membership Recruitment Committee shall attract, sign up and document new members to CABOC.

**3.10 Committee Functions and Duties**

- A. Establish and execute a program of member recruitment, and membership renewal.
- B. Maintain a database of members.
- C. Provide information, guidance, and assistance to groups who wish to form a new chapter.
- D. Design and produce a membership application.
- E. Design and produce a certificate of membership.
- F. Assign directors as liaison to CBOCs in their area
- G. Prepare and maintain a policy on director liaison role and responsibilities

**4.00 Legislation Committee**

The Legislation Committee shall be CABOC's eyes and ears for laws and regulations currently affecting CBOC's; those upcoming or pending which might affect CBOC's; and those ideas which the membership feels should be considered by authorities to better facilities effective, independent oversight by CBOC's.

**4.10 Committee Functions and Duties**

- A. Maintain a compendium of School Proposition 39 law.
- B. Advise the association of development in state legislative matters.
- C. Be informed by the Little Hoover Commission Report # 236, February 2017 recommendations on local bonds.
- D. Assist the board in formulating and disseminating the association's positions on legislation.



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**5.00 Member Customer Services Committee**

The Member Customer Services Committee shall work to retain members of CABOC by providing those ongoing, regular services which effectively facilitate retention. And those individualized services which, from time-to-time, may also be requested by members.

**5.10 Committee Functions and Duties**

- A. Maintain a database of CBOCs.
- B. Response to website help desk requests.
- C. Perform surveys of CBOC members.

**6.00 Public Relations Committee**

The Public Relations Committee shall work to effectively and efficiently project CABOC's business to its members, its customers and its stakeholders.

**6.10 Committee Functions and Duties**

- A. Design and maintain a website.
- B. Design, produce and distribute a newsletter.
- C. Develop and maintain a Constant Contact database.
- D. Prepare and maintain a media distribution list.
- E. Prepare and issue press releases.
- F. Design and produce other public relations materials.
- F. Develop a marketing plan.
- G. Use Zoom as communications platform.
- H. Design and produce business cards, letter-headed stationary for letters & faxes, tri-fold brochures, name tags, common signature format.
- I. Social media strategy.
- J. Design logo.
- K. Prepare slogan.
- L. Design membership pin.

**California Association of Bond Oversight Committees**

11/24/2019 2:36 PM

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**Directory Board of Directors as of November 19, 2019**

**Purpose Statement:** "The specific purpose of this corporation is to provide training, assistance, and encouragement to California School Proposition 39 Citizens' Bond Oversight Committee Members through development of training materials, delivery of online training, conferences, workshops, formation of regional groups of California Citizens' Bond Oversight Committees and representing common interest at the statewide level." (Articles of Incorporation, Section 4)

No.	First Name	Last Name	County	Start Term	End Term	Position	Email	Telephone	Address
1	Jack	Weir	Contra Costa	11.12.19	11.11.21	President	Jwir39@aol.com	925.899.4298	31 Bandridge Place, Pleasant Hill, CA 94523
2	Anton	Jungherr	Contra Costa	11.12.19	11.11.21	Secretary Treasurer	ajungherr@aol.com	510.697.7212	121 Ash Court, Hercules, CA 94547
3	Gregg	Visineau	Contra Costa	11.12.19	11.11.21	Director	gvisineau@gmail.com	510.207.5069	1428 Lawrence Street, El Cerrito, CA 94530
4	Nick	Marinovich	San Diego	11.12.19	11.11.21	Vice President	Nickmarinovich52@gmail.com	619.934.4982	8535 Hillcrest Avenue, La Mesa, CA 91941
5	Judith	Box	Contra Costa	11.19.19	*	Director	Judithbox1@gmail.com	925.325.4661	
6	Leon	Brauning	Napa	11.19.19	*	Director	leonbrauning@yahoo.com		
7	Carolyn	Castillo	Los Angeles	11.19.19	*	Director	ccarolynwin@aol.com		
8	Andrea	Dawson	Alameda	11.19.19	*	Director	andreadawson@earthlink.net	415.265.4265	
9	Dena	Florez	Los Angeles	11.19.19	*	Director	dflorez4busd@gmail.com	626.552.5662	
10	Chris	Hanson	San Francisco	11.19.19	*	Director	chrisbhanson@gmail.com	415.717.5986	

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**Directory Board of Directors as of November 19, 2019**

No.	First Name	Last Name	County	Start Term	End Term	Position	Email	Telephone	Address
11	Steve	Mick	Solano	11.19.19	*	Director	steve@alamone.org		
12	Ouraniar	Riddle	Solano	11.19.19	*	Director	ouraniar@yahoo.com	772.292.8958 707.592.8958	

\*Term (one-year or two-year) to be determined by lot at the next Board of Directors meeting.

At the November 19, 2019 Executive Committee meeting it was agreed to have twelve (12) initial Directors.

Anton Jungherr, Secretary

Action	JW	AJ	NM	GV	JB	LB	CC	AD	DF	CH	SM	OR
<b>Initial Contact Information</b>												
name	x	x	x	x	x	x	x	x	x	x	x	x
email	x	x	x	x	x	x	x	x	x	x	x	x
telephone	x	x	x	x	x			x	x	x		x
County	x	x	x	x	x	x	x	x	x	x	x	x
<b>Board candidate information/activities</b>												
resume	x	x	x	x								
CBOC history												
visioning orientation	x	x	x	x								
employer	x	x	x	x								
employment position	x	x	x	x								
home address	x	x	x	x								
<b>Board Director Appointment</b>												
Board action to appoint	x	x	x	x	x	x	x	x	x	x	x	x
sign membership application												
sign ethics statement												
Founding Member Term only (1 or 2 years)	x	x	x	x								
Director appointment letter	x	x	x	x								
<b>Administrative on boarding</b>												
membership certificate												
press release (home town)												
Board Committee assignment												
CBOC liasion assignment												
donation												
business cards												
new member packet												
<b>Website</b>												
picture												
bio												
update Board Directory												
<b>Databases</b>												
AOL address book	x	x	x	x								
AOL Directors group	x	x	x	x								
Directory Board Members (Excel)	x	x	x	x								
Constant Contact												
Zoom												

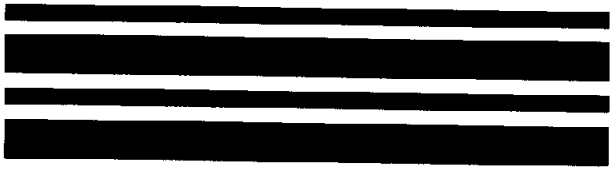


New Board Director and Professional Advisor

Checklist

Action	SD	LH	MC
<b>Initial Contact Information</b>			
name			
email			
telephone			
County			
<b>Board candidate information/activities</b>			
resume			
CBOC history			
visioning orientation			
employer			
employment position			
home address			
<b>Board Director Appointment</b>			
Board action to appoint			
sign membership application			
sign ethics statement			
Founding Member Term only (1 or 2 years)			
Director appointment letter			
<b>Administrative on boarding</b>			
membership certificate			
press release (home town)			
Board Committee assignment			
CBOC liasion assignment			
donation			
business cards			
new member packet			
<b>Website</b>			
picture			
bio			
update Board Directory			
<b>Databases</b>			
AOL address book			
AOL Directors group			
Directory Board Members (Excel)			
Constant Contact			
Zoom			

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PATCH T (FILE A)

