



CCA Board Conference Call

July 20, 2018

**MINUTES**

**July 20, 2018**

President Fennell called the meeting to order at 9:00 a.m.

**1. Roll Call.**

<u>  X  </u>	Estelle Fennell, Humboldt County, CCA President
<u>  X  </u>	Mary Zeeb, Treasurer-Tax Collector, Monterey County, CCA Secretary
<u>  X  </u>	Jim Erb, TT Collector/ Auditor Controller, San Luis Obispo County, CCA Treasurer
<u>  X  </u>	Shari Schapmire, Treasurer-Tax Collector, County of Mendocino, CCA Board Member
<u>      </u>	Supervisor Don Saylor, Yolo County, CCA Board Member

Others: Cara Martinson, Adam Crabtree, Alan Fernandes, Greg Turner, Justin Cooley, Principal Financial Analyst, SLO San Luis Obispo County

**2. UPDATE on CCA Internal Operations.** Cara Martinson reported that a link to the final draft of the website was sent to Board Members and will become live within the next week. Cara is working with Greg Turner to draft CCA policies and procedures, including a fiscal policy for CCA that will be in front of the Board for action and discussion at the fall in-person meeting.

**3. UPDATE on CCA Membership & Outreach.** Welcome to Yolo County, who joined CCA at their July 10<sup>th</sup> Board Meeting. Supervisor Don Saylor will be the CCA Board representative and Supervisor Jim Provenza will be the Board Alternate. Cara continues to talk with Stanislaus, Alameda and Santa Barbara. She also spoke to the Monterey County Cannabis Industry Association about CCA, and hopes to outreach to more industry groups in Member counties.

**4. DISCUSSION of User Agreements.** Greg Turner led the discussion of the attached documents, including the User Agreements for county staff and the Notices to Businesses. Shari noted that the formatting on the User Agreement document needed to allow for more space. The Board generally liked the documents and had additional minor feedback on formatting and process. Greg agreed to draft a notice of termination as well for counties to notify CCA when user access is terminated. Cara and Greg led the discussion of notice to businesses within Member Counties. Cara also stated that she would draft a cover letter for counties to customize. The notices would come from the counties themselves. Greg will take feedback and amend notices and agreements and Cara will resend to Board.

**5. DISCUSSION of Revenue Model Fact Sheet.** Cara discussed the attached revenue model fact sheet with the Board. The main purpose of the document is to use when outreaching to counties and participants that are interested in joining. The Board had general positive feedback on the document. Mary Zeeb requested that an example be added to reflect counties with a cultivation tax, and commented that a gross receipts only example wouldn't work for counties like Monterey. Cara agreed to update.

- 6. Other Items & Future Meetings.** The Board discussed dates for the fall in-person meeting of CCA. Cara suggested that she would work to see if Yolo County would be interested and available to host the Board meeting in their county as it is a central location. The date was tentatively set for October 18<sup>th</sup> and would be an all-day meeting. The Board set August 24<sup>th</sup> for the next Board Call.
- 7. Public Comment.** No public comment.