



**COUNTY SAFETY OFFICERS'  
ORGANIZATION  
OF CALIFORNIA (CSOOC)**

***BUSINESS MEETING AGENDA***

Cliffs Resort, Pismo Beach

2010 April Conference

21 April 2010

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<b><i>President</i></b>	<b><i>Robert Rabago,</i></b>	<b><i>Humboldt County</i></b>
<b><i>Vice President</i></b>	<b><i>Susan Klein,</i></b>	<b><i>Ventura County</i></b>
<b><i>Secretary/Treasurer</i></b>	<b><i>Shelly Pourian,</i></b>	<b><i>Trinity County</i></b>
<b><i>Historian</i></b>	<b><i>Dina Bies,</i></b>	<b><i>San Benito County</i></b>

- I. ACKNOWLEDGEMENT OF MINUTES FROM 16 OCTOBER 2009 MEETING.
- II. TREASURER'S REPORT
- III. OLD BUSINESS
  - A. 2010 Fall Conference
  - B. Conference Protocol Committee Report
  - C. Update Bylaws to Include Position: Historian
    1. Term Length?
- IV. NEW BUSINESS
  - A. Should the CSOOC Conferences Continue Twice a Year or Reduce to Annually? Fall or Spring?
- V. NOMINATION OF OFFICERS
- VI. ADJOURN



**COUNTY SAFETY OFFICERS'  
ORGANIZATION  
OF CALIFORNIA (CSOOC)**

***Business Meeting Minutes***

**Sacramento County**

**Crown Citizen Hotel**

**925 J Street, Sacramento, CA 95814**

**2009 Fall Conference**

**October 16, 2009**

President: Robert Rabago  
Humboldt County

Vice President: Susan Klein  
Ventura County

Secretary/Treasurer: Lynda Pope  
Colusa County

1. PLACE: Citizen's Hotel, Sacramento, CA
2. CALL TO ORDER: 8:30 am  
The meeting was called to order by President Robert Rabago.
3. Roll call of officers was taken.
4. Roll call of County members was taken. The following counties & Agencies were present:

Colusa, Humboldt, Lake, Lassen, Monterey, San Benito, Shasta, Stanislaus, Trinity, Ventura, CSAC-EIA, Trindel.

5. APPROVAL OF MINUTES OF April 17, 2009

Correction was made: San Joaquin County was not present; otherwise approved.

6. TREASURER'S REPORT: The Treasurer's Report was submitted by Lynda Pope, Secretary/Treasurer.

7. OLD BUSINESS

A. Embezzlement Update

1. Charges were reduced from a felony to a misdemeanor. Full restitution in the amount of \$7,906.95 has been paid and deposited into CSOOC's account. President Rabago recognized and thanked all involved who worked to accomplish these successful results.

- B. 2010 SPRING CONFERENCE
  - 1. Santa Barbara County agreed to host this conference, but requested another county volunteer to coordinate the trainers/vendors.
- C. 2010 FALL CONFERENCE
  - 1. Shasta County, Trindel and the 9 Trindel Counties agreed to host this conference. It will likely be held in Shasta County.

8. TERM LENGTH OF CSOOC BOARD

Bylaws state there will be an election every year. President – 3 years, Vice President – 3 years, Secretary/Treasurer – 3-5 years, Historian – not specified.

9. NEW BUSINESS

- A. Conference Protocol Committee Formed: John Lincoln - Lake Co., Tammy Frye - Shasta Co., Shelly Pourian - Trinity County and Gene Herndon – Trindel. Committee will report back at the Spring 2010 conference.
- B. Website Re-desihn Committee:
  - 1. Photo Gallery will cost \$300. Approved.
  - 2. On-line payments not yet working but should be ready for spring conference registration.

10. NOMINATION AND ELECTION OF OFFICERS

President: Robert Rabago, Humboldt Co.  
 Vice President: Susan Klein, Ventura Co.  
 Secretary/Treasurer: Shelly Pourian, Trinity Co.  
 Historian: Dina Bies, San Benito Co.

11. ADJOURN: Meeting was adjourned at 9:20 am

cc: CSOOC Members

	<p align="center"><b>CSOOC</b> <b>HOSTING CONFERENCE PROTOCOL</b></p>
<p><i>Fall/Spring</i> <i>Oct/April</i></p>	<p><b>Tasks to be completed by end of Month</b></p> <p>Commitment of hosting county(s). [Recommend joint county hosts Forward information from previous conference.] V.P. Forwards C.P.H. (Conference Protocol Handbook) to hosting county(s).</p> <p><b>Notes:</b></p> <p>CSOOC C.P.H. contains: 1) Previous 2 conferences' Profit &amp; Loss Statements 2) Evaluation/analysis of previous 2 conferences forwarded to V.P. 3) sample flyers, forms and templates</p>
<p><i>Fall/Spring</i> <i>Nov/May</i></p>	<p><b>Tasks to be completed by end of Month</b></p> <p>1) Hosting counties determine Conference Theme / Trainers 2) Select &amp; confirm location (city / hotel) 3) Confirm Dates &amp; Times: Wed., 9:00 am – Fri., noon (3 night stay maximum – length can impede on attendance)</p> <p><b>Recommendation Notes:</b></p> <p>1) Host County in which conference is held is responsible for coordinating the: Hotel, Meals, Entertainment &amp; Field Trip (?)... Breakfasts, Lunches, Dinners, Hospitality, Banquet, Entertainment, Field Trip</p> <p>2) Other Host County(s) responsible for coordinating: Vendors, Marketing, Presenters (include Web Committee).</p> <p>3) Wed. morning principle business mtg. 9:00-10:30 Keynote speaker 10:45 – noon (i.e., CAO or</p>

	<p>motivational speaker) Hosting county employees work registration table.          Fri. morning: Networking session over breakfast, Co- reports &amp; discussion</p>	
<b>Fall/Spring Dec/June</b>	<p><b>Tasks to be completed by end of Month</b></p> <p>1) Finalize speaker and presenter commitment  <b>Notes:</b>          2) Establish pool of speakers and presenters that can be drawn as alternative later.)  <b>Notes:</b></p>	
<b>Fall/Spring Jan/July</b>	<p><b>Tasks to be completed by end of Month</b></p> <p>1) Budget attendance goal          2) Hosting County(s) needs to delegate duties  <b>Notes:</b>          1) Determine a budget formula – {calculate cost for trainers; this will determine registration price &amp; will drive marketing efforts</p>	
<b>Fall/Spring Feb/Aug</b>	<p><b>Tasks to be completed by end of Month</b></p> <p>Marketing – material prep. Design Flyers.  <b>Notes:</b>          Do Not schedule training at time vendors are set up. Specify a time for the vendor faire. Have attendees use a vendor card obtaining a stamp from each vendor to be entered for a raffle prize</p>	
<b>Fall/Spring Mar/Sept</b>	<p><b>Tasks to be completed by end of Month</b></p> <p>1) Mail marketing flyers          2) post webpage Registration, speakers (add bios)          3) confirm w/ main speakers          (Each presentation should be allotted a maximum of 2 hours – preferably 1.5 hours)</p>	

	<p>4) gather additional speakers for those who could not commit (from CSOOC pool)</p> <p>5) Open registration + Early Bird Registration (25% discount)</p> <p>6) Distribute flyers and open registration at next conference</p> <p><b>Notes:</b></p> <p><u>Registration Options:</u></p> <p>1) 1 fee for entire conference, including meals</p> <p>2) Per day fee (1/3 for 3 day conference, 25% for a 4 day conference) + meals</p> <p>3) No option to pay per trainer/presenter</p> <p>4) Hosting Counties' employees may attend conference at a 25% discounted rate with no timeline.</p> <p>5) Special Districts within hosting counties must pay regular price</p> <p>6) Attendance should not be restricted only to County safety officers.</p> <p>7) Vendor Fee includes admission to any of the conference trainings / presentations + meals, excluding business meetings meals, <i>i.e., Fri. morning meeting-breakfast</i></p> <p>8) Determine Vendor Fee (this is stated in CSOOC Constitution)</p>	
	<p><b>Tasks to be completed by end of Month</b></p> <p>1) Solicit vendors –</p> <p>2) Provide marketing flyer at conference preceding this one (i.e., at the Spring conference, distribute the upcoming Fall conference marketing flyer)</p> <p>2) Mail Follow up marketing flyers to help promote conference</p> <p><b>Notes:</b></p>	<p><b>Fall/Spring</b></p> <p><b>April/ Oct</b></p>

<p><b>Fall/Spring May/Nov</b></p>	<p><b>Tasks to be completed by end of Month</b>  Mail Follow up marketing flyers to help promote conference, again, to those who have not responded  <b>Notes:</b></p>
<p><b>Fall/Spring June/Dec</b></p>	<p><b>Tasks to be completed by end of Month</b>  Mail Follow up marketing flyers to help promote conference, again, to those who have not responded  <b>Notes:</b></p>
<p><b>Fall/Spring July/Jan</b></p>	<p><b>Tasks to be completed by end of Month</b>  Continue planning &amp; details  <b>Notes:</b></p>
<p><b>Fall/Spring Aug/Feb</b></p>	<p><b>Tasks to be completed by end of Month</b>  1) Cut off for Early Bird Reg.  2) Follow up with confirmed Vendors -- advise who their audience will be (based on confirming registrations)</p>

	<p>i.e., county, depts..., special dist. school, fire, etc.</p> <ol style="list-style-type: none"> <li>3) Personally follow up with those who do not respond... "We'd love to see you", etc.</li> <li>4) Prepare evaluation forms for each presenter and the overall conference</li> <li>5) Prepare vendor cards and arrange for self-inking stamps to be used at vendor faire.</li> <li>6) Arrange for gifts: Raffle, Vendor, Presenters</li> <li>7) Send confirmation emails to registered attendees</li> </ol> <p><b>Notes:</b></p>
<b>Fall/Spring</b>	<b>Tasks to be completed by end of Month</b>
<b>Sept/Mar</b>	<b>Finalize Details</b>
<b>Fall/Spring</b>	<b>Tasks to be completed by end of Month</b>
<b>Oct/April</b>	<p>CONFERENCE!</p> <p><b>Notes:</b> Business Meetings: Officers should always be positioned together in front of room.</p>
	<p>POST CONFERENCE</p> <p><b>Notes:</b> Hosting Counties &amp; VP will mentor next hosting Counties, as needed.</p> <ol style="list-style-type: none"> <li>1) Post Evaluation Comments to website</li> <li>2) Send thank you cards to Hotel/Conference Ctr, vendors, presenters</li> <li>3) Hosting Counties prepare Post Conference Action Report (including their flyer and sample forms) &amp; forward to the VP</li> <li>4) VP updates Master Conference Protocol Handbook and forwards to next Hosting Counties</li> </ol>