

**CCA Building Corporation  
Board Meeting Agenda  
Tuesday, November 28, 2023  
Community Room - 12:00p.m.**

- |   |                              |
|---|------------------------------|
| <b>1. Call to Order</b>   | <b>President Mark Carmel</b> |
| <b>2. Roll Call</b>   | <b>President Mark Carmel</b> |
| <b>3. Modifications/Approval of Agenda*</b>   |                              |
| a. CHPA President/CEO may suggest corrections or modifications to the agenda.   |                              |
| <b>4. Public Forum</b>  |                              |
| <i>Members wishing to present such items shall submit a written request at the beginning of the meeting to the Recorder that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken on such items. Persons submitting a written request to address the Board will be heard in the order in which the Recorder received their written request. Assuming concurrence by public speakers, the Board President has the prerogative to reorder public comments. Speakers shall address the Board with decorum and not defame any Board members, faculty or staff and are limited to 3 minutes to address the Board. Board members will not respond to speakers and may follow up at their discretion.</i> |                              |
| <b>5. Approval of Minutes</b>   | <b>Mark Carmel</b>           |
| • October 24, 2023  | <b>DOC A</b>                 |
| <b>6. Grants Management and Financial Updates – Fund 26</b>   | <b>Sarah Seigrist</b>        |
| A. P&L vs Budget 10/31/23   | <b>DOC B</b>                 |
| B. Balance Sheet 10/31/23   | <b>DOC C</b>                 |
| C. BEST Grant   |                              |
| D. 2022-2023 Audit  |                              |
| <b>7. Old Business</b>  |                              |
| • Update of Bylaws Review   | Steven Trujillo              |
| • Fund 26 Cash Report Reconciliation  | Sarah Seigrist               |
| • Update Internal Financial Controls  | Sarah Seigrist               |
| <b>8. New Business</b>  | <b>Mark Carmel</b>           |
| <b>9. Adjourn</b>   | <b>Mark Carmel</b>           |

**Upcoming Meeting Dates – 4<sup>th</sup> Tuesday of each Month**

Date	Time	Location
<b>November 28, 2023</b>	<b>12:00PM</b>	<b>Community Room</b>
<b>December - TBD</b>		

Board Members	Office
Mark Carmel	President
Steven Trujillo	Secretary/Treasurer
Dr. Richard Duran	Member

**\*If a Board member has potential conflict of interest regarding any agenda item(s), the Board member is obligated to declare the conflict at this time. Depending on the conflict the Board member should abstain from voting on that agenda item.**