



**CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING**

**Adjourned Meeting Minutes  
June 30, 2008**

**CALL TO ORDER**

The meeting was called to order at 2:05 p.m. by President Pam McCarthy.

**ATTENDANCE/EXCUSED ABSENCES**

Pamela McCarthy, President  
Margaret Roberts, First Vice President  
Lisa Pope, Second Vice President  
Jamie Anderson, Treasurer  
Kay Vinson, Legislative Director  
Joann Tilton, Professional Development Director  
Bonnie Paige, Central Division Professional Development Representative  
Evelyn Clark, Southern Division Professional Development Representative  
Geri Johnson, Northern Division Chair  
Dana Davidson, Central Division Chair  
Stephanie Mendenhall, Southern Division Chair  
Margaret Wimberly, Northern Division Trustee  
Lucinda Williams, Southern Division Trustee

Also present: Colleen Nicol, Lorraine Okabe

Excused Absences: Rick Caldeira, Lori Grigsby, Shirley Concolino

**INTRODUCTIONS/ANNOUNCEMENTS**

None.

**MINUTES** - Approval of Minutes for December 7, 2007 and February 25, 2008.

The minutes for the December 7, 2007 and February 25, 2008 meetings were not submitted and therefore carried over to the September meeting.

**TREASURER'S REPORT**

On a motion of Evelyn Clark, second by Bonnie Paige and carried with a unanimous vote the Treasurer's report was received and filed.

## **RATIFICATION OF ACTION TAKEN VIA E-MAIL**

On a motion of Margaret Wimberly, second by Joann Tilton and carried with a unanimous vote to fund the IIMC Ethics Committee Appointment not to exceed \$1,500.

On a motion of Jaime Anderson, second by Randi Johl and carried with a unanimous vote to fund and support Colleen Nicol in the amount of \$5,000 for IIMC Vice President.

On motion of Joann Tilton, second by Kay Vinson and carried with a unanimous vote to increase the fees for Nuts & Bolts from \$200/225 to \$250/275.

## **NEW BUSINESS/ACTION/DISCUSSION ITEMS**

There were no new business items to discuss.

## **GOALS FOR 2007-2008 – Status of Goals for 2007-2008**

There was no discussion on this item.

## **DIRECTORS' REPORTS**

- First Vice President

Margaret Roberts gave a report on the feedback from the annual conference review.

Future Conference Planning: It was agreed to bring back the item to the September meeting regarding long-term contract negotiations with More Than Talk, credit card payments, and bar code scanning for attendance.

- Second Vice President

Lisa Pope is concerned about membership and the timing for forms being sent out. There was consensus to have the membership forms mailed directly to the Second Vice President instead of the League address. Lisa Pope and Jamie Anderson will work on accepting credit cards for membership.

The program for New Law is set for December and the speakers are confirmed.

- Communications Director

There was no report.

- Legislative Director – Review and approval of Legislative Proposals

Kay Vinson stated that two new clean up items are very close to being adopted:

Deletion of the section on union jobs and the reference to keep a supply of election supplies on hand was cut down to one.

- Division Professional Development Reps

Bonnie Paige reported that the scholarship applications for August CEPO and fall TTC were reviewed. There were 18 applicants for CEPO and 17 applicants for TTC and one carry over. Every applicant would receive an award of 30% of the registration costs.

They developed a sub-committee to come up with an alternative to the scholarship policy to help promote certification.

Evelyn Clark advised they are working with Lee Price in matching mentees with mentors.

- Division Trustees

Status Report on By-Laws amendments: Randi Johl reported on the status of the amendments that have been recommended during the year.

On motion of Pamela McCarthy, second by Margaret Roberts and carried with a unanimous vote to move forward with ballot language for the removal of office to be done by a super-majority (2/3) the executive board.

Lucinda Williams reported that she has shirts and mugs left over from the CCAC store.

- Division Chairs

Geri Johnson reported they are cleaning up a few items for the Northern Division. Transition meeting scheduled for August 22, swearing in on September 19.

Dana Davidson reported their next meeting is July 17. They are making progress with networking groups. Nominations close today for the Central Division.

Lucinda Williams reported on the last Southern Division meeting. Next meeting will be September 19 and Pat Hammers is the incoming President for the division. They are looking at division scholarships and how they are processed.

## **REGION IX DIRECTOR'S REPORT**

Colleen Nicol calling from Florida advised she has received formal support from Washington and Alaska. There is a membership-wide survey coming regarding "what do you want from IIMC", accreditation, how are they doing. President Reese has no task forces this year. She has formed a standing policy committee. Grandfathering has been extended and the degree was removed from the MMC certification requirements. She is on the campaign trail and the website should be released soon.

On motion of Geri Johnson, second by Margaret Wimberly and carried with a unanimous vote to adopt a resolution in support of Colleen Nicol running for Vice President of IIMC.

## **PRESIDENT'S REPORT**

MCEF Recognition, Assembly Recognition - Framed documents: Pamela McCarthy asked what happens with plaques and framed documents presented to CCAC. It was the consensus of the board that the President who the award is presented to shall keep them.

Annual Conference Policy re: VIP Accommodations & Travel: Pamela McCarthy stated that there is no policy that she could utilize for consistency. Pam will bring a policy to the September board meeting.

## **DIRECTOR'S REPORT (CONTINUED)**

- Professional Development Director

Consider proposed amendments to the Professional Services Agreement with Maureen Kane & Associates, Inc. for the Administration of TTC and with CEPO, Inc. for Administration of LTC: Joann Tilton went over the changes.

On motion of Pamela McCarthy, second by Dana Davidson and carried with a unanimous vote to approve the amendments provided and the change to the term of the contract to one-year for TTC contract only (CEPO would be a 3 year contract), to direct the president to send a letter regarding the length of the contract and to add language that travel, accommodations and related expenses are to be within the CCAC budget to the TTC and CEPO, Inc (for LTC) contracts.

Round II Scholarship Awards: Bonnie Paige reported on this earlier in the meeting.

## **ADJOURNMENT**

The meeting was adjourned at 4:02 p.m.

Submitted by:  
Margaret S. Roberts, MMC  
First Vice President