



**CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING  
AT  
Woodfin Inn in Emeryville, CA**

**MINUTES  
Saturday, October 25, 2008  
11:30 a.m.**

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**1. CALL TO ORDER**

CCAC President Roberts called the meeting to order at 9:09 a.m.

**2. FILL VACANCY FOR CENTRAL DIVISION TRUSTEE (Lima / Roberts)**

President Roberts reported that the Board Bylaws allow the Division Presidents to make appointments for Trustee vacancies from their Divisions. President Roberts had inadvertently proposed an appointment at the last meeting.

To comply with the Bylaws, M / S Lima / Clark to nominate Bonnie Paige, Stockton, to fill the vacancy for Central Division Trustee for the remainder of the 2007-2009 term. Motion unanimously passed.

**3. ATTENDANCE/EXCUSED ABSENCES**

Margaret Roberts, President  
Lisa Pope, First Vice-President (teleconference)  
Randi Johl, Second Vice-President  
Lucinda Williams, Recording Secretary  
Jamie Anderson, Treasurer  
Rick Caldeira, Communications Director  
Shalice Reynoso, Legislative Director  
Dawn Abrahamson, Professional Development Director  
Shirley Concolino, Northern Division Professional Development Representative  
Joann Tilton, Central Division Professional Development Representative  
Evelyn Clark, Southern Division Professional Development Representative  
Rod Diridon, Northern Division Chair  
Nanci Lima, Central Division Chair  
Pat Hammers, Southern Division Chair

Cynthia Van Wormer, Northern Division Trustee  
Bonnie Paige Central Division Trustee  
Julie Folcik, Southern Division Trustee  
Pamela McCarthy, Immediate Past President

Also present

Colleen Nicol, IIMC Region IX Director

**a. Approval of Absences**

Excused absences: None

**4. INTRODUCTIONS/ANNOUNCEMENTS**

None.

**5. RATIFICATION OF ACTIONS TAKEN VIA E-MAIL**

**a. Approval of preparing a proclamation for the retirement of Angie Reyes**

M / S Caldeira / Lima to ratify action taken via e-mail approving the preparation of a proclamation for the retirement of Angie Reyes. Motion unanimously passed.

**6. GOALS FOR 2008-2009**

**a. Approval of the established goals for 2008-2009**

M / S Diridon / Concolino to approve the following goals for 2008-2009:

- CCAC Website
- CCAC Bylaws / Policy Review
- Promote City Clerk Profession

and the following ongoing objectives and special projects:

- Division Boundaries
- Committee Structure.

Motion unanimously passed.

**7. TREASURER'S REPORT (Anderson)**

**a. Treasurer's Report**

Treasurer Anderson reviewed the most recent Treasurer's Report with the Board.

**b. Proposed Budget**

M / S Caldeira / Johl to accept the Proposed CCAC Budget FY 2008/2009 as amended. Motion unanimously passed.

**8. DIRECTORS' REPORTS**

**a. First Vice President (Pope)**

- **Credit card use for membership dues**

First Vice President Pope reported that she continues to research the use of credit card payments for membership dues.

**b. Second Vice President (Johl)**

Second Vice President Johl reported on improvements she and First Vice President Pope plan to make to the membership process.

**c. Communications Director (Caldeira)**

**1. Update on Scanning Project of CCAC records**

Communications Director Caldeira reported that he continues to make progress with the scanning project of CCAC records.

He continues to work with the Divisions so they can upload information to the website.

**d. Legislative Director (Reynoso)**

Legislative Director Reynoso reported that the new state legislative session begins December 1<sup>st</sup>. She is accepting legislative proposals and establishing the 2008-09 CCAC Legislative Committee.

**e. Professional Development Director (Abrahamson)**

Professional Development Director Abrahamson provided updates on upcoming educational programs, reminded the Board of the November 1<sup>st</sup> scholarship deadline and reported on planned mentor training.

**f. Division Professional Development Reps (Concolino / Tilton / Clark)**

- **Recommendation from the Alternative Scholarship Committee (Clark)**

M / S Reynoso / Johl to accept the recommendation from the Alternative Scholarship Committee as presented. Motion unanimously passed.

**g. Division Trustees (VanWormer / Paige / Folcik)**

No report.

**h. Division Chairs (Diridon / Lima / Hammers)**

Northern Division Chair Diridon: no report.

Central Division Chair Lima reported on upcoming Central Division meetings.

Southern Division Chair Hammers reported on upcoming Southern Division meetings.

**i. Division Professional Development Reps (Concolino / Paige / Clark)**

No report.

**9. REGION IX DIRECTOR'S REPORT (Nicol)**

**a. IIMC and campaign update**

Region IX Director Nicol reported on her campaign for IIMC Vice-President.

**10. PRESIDENT'S REPORT**

**a. Meeting dates for 2008/2009**

President Roberts reviewed 2008-09 meeting dates with the Board.

**b. Policy for VIP accommodations and travel**

Past President McCarthy discussed consolidating VIP accommodation and travel policies.

**11. ADJOURNMENT**

President Roberts adjourned the meeting at 10:43 a.m.