



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

**Conference Call Number (916) 658-8212**

**MINUTES  
Wednesday, April 29, 2009  
1:00 P.M.**

**1. CALL TO ORDER**

- Margaret Roberts, President
- Lisa Pope, First Vice-President (teleconference)
- Randi Johl, Second Vice-President
- Lucinda Williams, Recording Secretary
- Margaret Wimberly, Communications Director (teleconference)
- 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
- Dana Davidson, Central Division Trustee
- Julie Folcik, Southern Division Trustee
- Pamela McCarthy, Immediate Past President

**2. ATTENDANCE/EXCUSED ABSENCES**

- a. Approval of Absences
  - Jamie Anderson, Treasurer
  - Cynthia Van Wormer, Northern Division Trustee

### **3. INTRODUCTIONS/ANNOUNCEMENTS**

None.

### **4. MINUTES**

- a. Approval of January 23, 2009 Meeting Minutes (Williams)

M / S Lima / Abrahamson to approve the January 23, 2009 Meeting Minutes as corrected. Motion unanimously passed.

### **5. TREASURER'S REPORT AND BUDGET (Anderson)**

M / S McCarty / Lima to receive and file the Treasurer's Report and Budget. Motion unanimously passed.

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

- a. Ballot Measure Allowing All CCAC Members to Vote (Roberts)

M/ S Davidson / Wimberly to direct Second Vice-President Johl and Professional Development Director Abrahamson to draft language pertaining to timing of the CCAC elections. Motion unanimously passed.

M / S Wimberly / Davison to accept changes to proposed ballot measure language as discussed, place a measure on the 2009 CCAC ballot proposing to allow voting rights for all active CCAC members and authorize President Roberts to write the argument in favor of the measure. Motion unanimously passed.

- b. Current Trend to Change City Clerk Positions to Mid-Management (Roberts)

The Board discussed finding a volunteer to lead a committee to focus on ways discourage cities from downgrading City Clerk positions. Legislative Director Reynoso, Northern Division Professional Development Representative Concolino and Southern Division Trustee Folcik offered to assist the committee.

- c. Ratification of E-Mail Vote Authorizing Treasurer to Obtain Credit Cards for the President and First Vice President for CCAC Related Expenses

M / S Hammers / Concolino to ratify the e-mail vote authorizing the Treasurer to obtain credit cards for the President and First Vice-President for CCAC related expenses. Motion unanimously passed.

## **7. 2008-2009 CCAC GOALS & OBJECTIVES**

- a. Review / Status Reports (Roberts)

Directors provided status updates during their respective Directors' Reports.

## **8. DIRECTORS' REPORTS**

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

- i. CCAC Annual Conference Debriefing

First Vice-President Pope and the Board reviewed the 2009 CCAC Annual Conference planning process.

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

Second Vice President Johl provided an update on membership and 2009 New Law and Election Seminar planning.

- c. **Communications Director (Wimberly)**

- i. Records Retention Policy Committee Update

Communications Director Wimberly reported that Records Retention Policy Committee Chair Robin Roberts will contact Board Members regarding records to include in the Records Retention Policy.

- ii. Website Policy Committee Update (next meeting)

Communications Director Wimberly provided an update on the Website Policy Committee.

- iii. Website Revision

M / S Reynoso / Folcik to authorize Communications Director Wimberly to proceed with securing services to re-design the CCAC website at a cost not to exceed \$3000. Motion unanimously passed.

**d. Legislative Director (Reynoso)**

Legislative Director Reynoso provided a legislative update.

M / S Roberts / Johl to authorize CCAC sponsorship of AB 715 (Caballero) *County and City ordinances: publishing and posting*. Motion unanimously passed.

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

- i. Renewal of Agreement with Maureen Kane & Associates, Inc. for Administration of Technical Track for Clerks Institute (TTC)

The Board provided input on the proposed agreement with Maureen Kane & Associates, Inc. for Administration of Technical Track for Clerks Institute (TTC). Professional Development Director Abrahamson will discuss concerns with Maureen Kane and bring the contract back at a future board meeting for approval.

- ii. Pilot Alternative Scholarship Program Update

Southern Division Professional Development Representative Clark reported on the progress of the Pilot Alternative Scholarship Program.

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

Southern Division Professional Development Representative Clark reported that over 20 City Clerks attended the Mentor Training in Brea on March 27, 2009.

Central Division Professional Development Representative Tilton reported on registration for the Central Nuts & Bolts Workshop in Manteca in July 2009.

**g. Division Trustees (Van Wormer/Davidson/Folcik)**

No report.

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

Southern Division Chair Hammers reported on fundraising efforts.

Central Division Chair Lima reported on the last Central Division meeting.

Northern Division Chair Diridon reported that all is well in the North.

**i. Past President (McCarthy)****i. Division Boundaries**

Past President McCarthy reported on the work of the Division Boundaries committee. Board Members should email comments regarding the proposal to President Roberts for discussion at the next Board meeting.

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

Region IX Director Nicol provided an update on IIMC activities.

**10. PRESIDENT'S REPORT**

President Roberts reported that Professional Development Director Abrahamson will coordinate the MMC Recognition program while Meg Monahan, San Juan Capistrano, is on medical leave.

**11. UPCOMING BOARD MEETING DATES**

- June 2009 (date to be determined) - teleconference
- September (date to be determined) – League of California Cities Conference

**12. ADJOURNMENT**

President Roberts adjourned the meeting at 3:20 p.m.