



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Friday, October 23, 2009
11:00 A.M.

1. CALL TO ORDER

President Pope called the Executive Board Meeting to order at 11:20 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences

Roll Call

- Lisa Pope, President
- Randi Johl, First Vice-President
- Shirley Concolino, Second Vice-President
- Nanci Lima, Recording Secretary
- Lucinda Williams, Treasurer
- Mitzi Ortiz, Communications Director
- Shalice Reynoso, Legislative Director
- Dawn Abrahamson, Professional Development Director
- Joann Tilton, Central Division Professional Development Representative
- Pat Hammers, Southern Division Professional Development Representative
- Margaret Wimberly, Northern Division Professional Development Representative
- Patrice Olds, Northern Division Chair
- Rebekah Barr, Central Division Chair
- Joan Flynn, Southern Division Chair
- Cynthia Van Wormer, Northern Division Trustee
- Dana Davidson, Central Division Trustee
- Julie Folcik, Southern Division Trustee

- Margaret Roberts, Past President
- Jaime Anderson, Past Treasurer

Also present:

- Lorraine Okabe, League of California Cities

3. INTRODUCTIONS/ANNOUNCEMENTS

None.

4. MINUTES

a. Approval of September 17, 2009 Meeting Minutes (Lima)

Olds moved and Barr seconded a motion to approve the September 17, 2009 Meeting Minutes. The motion carried unanimously.

5. GOALS FOR 2009-2010

a. Approval of established goals for 2009-2010

Hammers moved and Concolino seconded a motion to approve Goals for 2009-2010. The motion carried unanimously.

6. TREASURER'S REPORT AND BUDGET (Anderson)

Concolino moved and Barr seconded a motion to approve the Treasurer's Report as presented. The motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Status of 2010 CCA Annual Conference – Ventura (Johl)

First Vice President Johl reported that the planning for the Annual Conference to be held April 28-30, 2010 at the Crown Plaza in Ventura was progressing. The Program Committee met October 19, 2009 and the educational program for the conference was near completion, the speakers were to be confirmed by the end of October. Rex Osborn is the conference coordinator; and the next committee meeting is scheduled for November. The Committee may bring the purchase of scanners to the Board for consideration.

President Pope directed that the educational program be submitted for approval by IIMC well before the possible changes to the IIMC Educational Guidelines would become effective.

b. Status of 2010 IIMC Annual Conference – Reno (Johl)

First Vice President Johl reported that at the September 23, 2009 meeting the Board had approved a \$10,000.00 donation to the Nevada City Clerks

Association for the IIMC Conference in Reno. That donation pays for the sponsorship of the opening reception at the National Auto Museum, paying for the venue and entertainment. Nevada Clerks need volunteers from California to assist with the conference; their website is nvclerks.com.

c. General Update of Status of IIMC Education Guideline Changes (Abrahamson)

Professional Development Director Abrahamson reported that the Board's comments had been forwarded to the IIMC Committee Chair Nancy Vincent; there has been unprecedented response to the purposed guideline changes. IIMC's Board will consider the committee's recommendations November 7, 2009, Colleen Nicol will update the CCAC Board.

d. Public Records Act Request (Hammers)

Professional Development Rep Hammers reported being overwhelmed with the volume of public records requests and inquired if other cities were experiencing the same.

e. 2009 City Clerk Handbook Update (Roberts)

Past President Roberts reported that the handbook was very close to completion with only two chapter committees left to report. A redline will be distributed to the Board.

8. DIRECTORS' REPORTS

a. First Vice President (Johl)

No report.

b. Second Vice President (Concolino)

Second Vice President Concolino reported that she had completed her orientation with First Vice President Johl and understands her position and duties.

c. Communications Director (Ortiz)

No report.

d. Legislative Director (Reynoso)

Legislative Director Reynoso reported that the legislative year ended October 11, 2009. Two pieces of legislation of interest to clerks passed, the first had to do with consolidating elections and the second changing the close of the nomination period to close of business day; and a third was vetoed by the Governor; changing the filling of a vacancy for a Council Member from 30 days to 60 days. The proposed legislation regarding posting ordinances to websites instead of publishing in the newspaper was held in committee. The League has filed legislation regarding the securitization against Proposition 1A borrowing.

e. Professional Development Director (Abrahamson)

Professional Development Director Abrahamson reported that the first round of scholarship applications is due November 1, 2009. To date she has received 19 Master Academy applications, 17 March TTC applications, and 3 June TTC applications. Northern Nuts & Bolts is scheduled for March 4 and 5 in Napa.

**f. Division Professional Development Reps
(Wimberly/Tilton/Hammers)**

No report.

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

There was a meeting held October 23, 2009 to discuss the Silent Auction for MCEF raffle. The trustees are soliciting ideas for the save the date promo for the Annual Conference.

h. Division Chairs (Olds/Barr/Flynn)

Southern Division Chair Flynn reported that the webinar was a great success. Thirty-four people saved approximately 10,000 commuter miles accessing the webinar. Feedback on the webinar was mostly positive; the negative stated was the lack of interaction with other clerks. It was determined that if webinars are continued they would be held at most twice a year, to facilitate the networking that is important to clerks.

Northern Division Chair Olds reported that the next meeting will be November 13, 2009 in Chico; the program is "The Rewards of Investing in Your City's Boards and Commissions" presented by Debbie Presson.

Central Division Chair Barr reported that the first meeting will be November 19, 2009 in Oakdale. A Division goal setting meeting is tentatively scheduled for November 7, 2009 to review job descriptions.

i. Past President (Roberts)

No report.

9. IIMC REPORT (Nicol)

No report.

10. PRESIDENT'S REPORT (Pope)

President Pope reported that she will schedule a conference call in the next week to discuss possible by-law amendments.

11. ADJOURNMENT

President Pope adjourned the meeting at 12:33 p.m.