



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING
AT
LEAGUE OF CALIFORNIA CITIES ANNUAL MEETING
LONG BEACH CONVENTION CENTER – ROOM 25C
HYATT REGENCY, SHORELINE A ROOM
(Next to the Convention Center)
200 SOUTH PINE STREET, LONG BEACH

Conference Call Number (916) 658-8286

Agenda
Thursday, September 25, 2008
11:30 A.M.

1. CALL TO ORDER

2. ATTENDANCE/EXCUSED ABSENCES

- a. Approval of Absences

3. INTRODUCTIONS/ANNOUNCEMENTS

4. MINUTES

- a. Approval of Minutes for December 7, 2007, February 25, 2008, Supplemental February 25, 2008 and June 30, 2008 **(Grigsby)**

5. TREASURER'S REPORT (Anderson)

6. RATIFICATION OF ACTION TAKEN VIA E-MAIL

- a. Free advertising in lieu of scanning documents for Delta Micro Imaging
- b. Travel expenses for Region IX travel for Peggy Hawker of Oregon

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Discussion of providing City Clerk's Handbook & Addendum on CD **(McCarthy)**
- b. Conference Planning Services - Consider negotiations with Osborne and Associates **(McCarthy/Roberts)**

8. GOALS FOR 2007-2008

- a. Goal Setting dates **(Roberts)**

9. DIRECTORS' REPORTS

- a. First Vice President **(Pope)**
- b. Second Vice President **(Johl)**
- c. Communications Director **(Calderia)**
 - 1. Update on Scanning Project of CCAC records
- d. Legislative Director **(Vinson/Reynoso)**
- e. Professional Development Director **(Tilton/Abrahamson)**
 - 1. Discussion of CCAC Alternative Scholarship Program
 - 2. Receive and File Professional Development Update
- f. Division Professional Development Reps **(Concolino/Paige/Clark)**
- g. Division Trustees **(Wimberly/Johl/Williams)**
- h. Division Chairs **(Johnson/Davidson/Mendenhall)**

10. REGION IX DIRECTOR'S REPORT (Nicol)

- a. IIMC and campaign update.

11. PRESIDENT'S REPORT

- a. Status Updates on:
 - 1. Policy on due dates/timelines and website policies, specifically regarding advertising in the Official Word – Caldeira
 - 2. Feasibility of Martin Asking Martin & Chapman to print the policies in September after August elections – Pope
 - 3. Scholarships for on-line education programs – Tilton
 - 4. Division Boundaries – Trustees and division chairs
 - 5. Policy regarding VIP Accommodations and travel – McCarthy
 - 6. Use of Credit Cards for membership dues – Anderson/Pope
 - 7. Feasibility of Barcode scanning - Roberts

12. ADJOURNMENT

Executive Board Meeting
September 25, 2008



**CITY CLERKS ASSOCIATION OF CALIFORNIA
AND
CITY CLERK DEPARTMENT – LEAGUE OF CALIFORNIA CITIES**

EXECUTIVE BOARD MEETING

DECEMBER 7, 2007

Portola Plaza Hotel - 2 Portola Plaza, Monterey, CA
Bonsai III Room
Via Conference Call: (phone #916-658-8286)

1. CALL TO ORDER

The City Clerks Association of California was called to order at 12:30 p.m. at Portola Plaza Hotel, Bonsai III Room by President McCarthy.

Pamela McCarthy, President
Margaret Roberts, First Vice President
Lisa Pope, Second Vice President (via teleconference)
Rick Caldeira, Communications Director
Jamie Anderson, Treasurer
Kay Vinson, Legislative Director
Joann Tilton, Professional Development Director
Shirley Concolino, Northern 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
Randi Johl, Central Division Chair
Lucinda Williams, Southern Division Trustee
Shalice Reynoso, Past President

Also Present

Colleen Nicol, IIMC Region IX Director
Lorraine Okabe, Information Services Manager, League of California Cities
Rod Diridon, City Clerk of Santa Clara

President McCarthy extended her personal thanks to the New Law and Election Committee members for presenting an outstanding conference.

2. ATTENDANCE/EXCUSED ABSENCES

2.A Approval of Absences – None at this time.

3. INTRODUCTIONS/ANNOUNCEMENTS

President McCarthy introduced Rod Diridon who will be presenting the California Ethics Project later in the meeting. She also introduced Lori Grigsby, Recording Secretary for those who have not met her and acknowledged that Lisa Pope is in attendance through teleconference.

4. MINUTES

4. A Approval of Minutes for September 6, 2007 and October 6, 2007.
(Grigsby)

Motion by Board Member Margaret Roberts, seconded by Board Member Joann Tilton to continue the September 6 and October 6 minutes to the next meeting with members forwarding corrections and additions to the recording secretary for completion. Motion carried unanimously.

5. TREASURER'S REPORT (Anderson)

5. A Approval of Activity Report, Summary of Accounts, Amended CCAC Budget

Treasurer Jamie Anderson gave the staff reports and noted she added the proposed budget for the third Nuts and Bolts session.

Motion by Board Member Rick Caldeira, seconded by Board Member Margaret Roberts to approve Treasurer's Report as submitted and the motion carried unanimously.

Treasurer Anderson reported the following budget adjustments: She transferred \$12,000 from the saving account and started a \$26,000 interest baring checking account for scholarship funds. She increased the scholarships for \$25,000 to \$28,000 and added New Nuts and Bolts for \$10,000 each.

Joan Tilton thought there was \$33,000 for scholarships, she does not see the number of applications decreasing and the addition of \$3,000 would help with scholarships.

Motion by Board Member Margaret Roberts, seconded by Board Member Margaret Wimberly to increase the scholarship budget to \$33,000 and the motion carried unanimously.

6. RATIFICATION OF ACTION TAKEN VIA E-MAIL

6. A Support of AB 1654 (Huffman) Mail Ballot Elections

Motion by Board Member Randi Johl, seconded by Board Member Shirley Concolino to ratify the action taken via e-mail supporting AB1654 Mail Ballot Elections and the motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

7. A Presentation of California Ethics Project by Rod Diridon

Rod Diridon gave an overview of the program and the next steps to take. There were two new action items, as follows: He has completed removing himself out of the race for the 42nd Assembly District. He made contact with the IIMC Board of Directors regarding the California Ethics Project. He spoke with Chris Shelby, Jennifer Ward and Dr. Eftakhari with the education department. Next step is to approach the City Managers organization and City Attorney's Offices. This will lay some groundwork for City Clerks to be greeted with open arms.

It was noted that the board has to do some fundraising. Rod Diridon will focus on foundation donations with headquarters in Silicon Valley. The board is trying to find a way to raise dollars for the program besides CCAC and IIMC sources.

Rod Diridon noted the six-way test is almost complete and will be a deliverable piece to the California Ethics Project. The final group to speak with is the Southern City Clerks Association, which he will be given at their February meeting.

8. GOALS FOR 2007-2008

8. A Status of Goals for 2007-2008

President McCarthy asked if anyone had changes to the schedule goals. A short discussion regarding the third Nuts and Bolts ensued.

There was a short discussion regarding the mapping of Divisions. It was noted that the board is working on a list of networking sub-groups such as Gold Coast, San Diego, Placerville, etc. It was suggested an article is placed in the CCAC newsletter promoting this type of networking sub-groups. President McCarthy commented that the goal is to network and reach out to these areas that are unable to attend the Division meetings.

Board members held a discussion regarding the California Certification program. It was noted that Joann Tilton would place an article to the Official Word regarding the changes in the program.

9. DIRECTORS' REPORTS

9. A First Vice President (Roberts)

Margaret Roberts overviewed the Annual Conference; she noted the addition of the event at Crystal Palace on Wednesday night. They have also added an Advance Academy on Tuesday, and have asked for volunteers for the conference.

9. B Second Vice President (**Pope**)

1. Membership Status & Printing of Directory

Lisa Pope reported that the membership forms are distributed for payment. She also reported that Martin and Chapman would maintain and print the City Clerks directory.

9. C Communications Director (**Calderia**)

1. Official Word & Website Policies regarding Advertising

Rick Caldeira reported he would like to get a policy in place for due date timelines and website policies, specifically regarding advertisements for the Official Word. He will place on the next board meeting.

It was consensus of the board members for Rick Caldeira to bring this item back with a policy regarding advertisements to the website and Official Word.

9. D Legislative Director (**Vinson**)

Kay Vinson reports the legislation of AB 64 and reported on the upcoming January 8, 2008 meeting. She also reported on the upcoming Legislative meeting to be held on January 30, 8:30 a.m. in Sacramento.

9. E Professional Development Director (**Tilton**)

1. Scholarship Report

Joann Tilton reported on scholarships, and noted we received 65 applications. The board budgeted \$33,000 for total award of scholarships. She reported that we have given total of \$21,451 for scholarships. For round one; February CEPO application will receive \$290; each with 32 scholarships awarded; there are 31 TTC applications that qualified for March and June session each receiving \$355.

2. Mentoring Program

Joann Tilton reported for Lee Price noting the attached Mentoring Policy. Joann noted Lee would be scheduling training for mentors at the April and December conferences. CCAC has 46 mentors trained.

Motion by Board Member Jamie Anderson, seconded by Board Member Evelyn Clark to adopt the Mentoring policy as written and motion passed unanimously.

It was requested to check with Martin and Chapman to see if the polices could be printed in September after the August elections.

3. Contracts for TTC/LTC

Joann Tilton distributed handouts of the draft contracts; Clarification was requested regarding “remaining fees” on page 2.

It was requested to ask Maureen Kane how she budgets her sessions and requested she provide a yearly budget for those sessions.

President McCarthy suggested board members review and email comments to Joann Tilton. Joann Tilton will then set up a meeting with the Board for final approval.

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

9. G Division Trustees (**Wimberly/Johl/Williams**)

1. By-Law Revisions/District Clerks, Assistants, Deputies

Discussion regarding voting members ensued.

Randi Johl read that the by-laws state: “Officers shall be members, not voting members. 3.6 voting members shall be eligible to vote or hold office in this association and its divisions. Notwithstanding the above where a voting member holds office in this association at the state level, an additional associate member of the same city and/or jurisdiction may be permitted to hold office at the division level. An associate member of the same city and/or jurisdiction.” Granted you can say, what is the likely hood that somebody would want to go ahead and give up their voting rights to somebody else in their jurisdiction but is there an ability to do so? It is the same ability that the assistants and the deputies have. It is the exact same ability.

It was noted that the board needs to clean that up but in the meantime that serves the purpose to allow them to run for the division office.

It was reported 5.2 is clear. Officers of each division shall be members in good standing. The positions, except chair, with the exception of division chair automatically have the same rights as assistants and deputies to serve on any other position for any other committee. Except the two that are specific. The only way to get a division chair if a city gives it up choosing to, for goes their own assistant or their own deputy to give it to them.

Randy Johl noted the question posed was, “Do they technically have the ability to serve?” Response is, yes, they do technically have the ability to serve on 5.2 on any committee they want excluding those two specific ones. And then they also have the ability to serve as division chair if 3.6 are met. The exception is auditing and nominating committee.

It is the consensus of this board that the trustees are to clean the language, clarify,

to make it clear that 5.2 where it says “member in good standing” that we specify.

9.h Division Chairs (**Johnson/Davidson/Mendenhall**)

Geri Johnson reported the Northern divisions next meeting in January would be held in Napa and March in Hayward.

Dana Davidson reported that the upcoming meetings would be held in Los Banos, Ceres, Sanger, Lodi, Lemoore, and back to Manteca. She reported by-law changes should be out here in a couple of months because they have some revisions. Central Division is holding an Annual Raffle in May and will be circulating tickets at the March meeting. She called some of the non -member cities to get a feel of why they are not members and there are various reasons and she is sending out information for them to join.

Stephanie, Santa Clarita supporting the conference with gift basket. Next meeting will be in Pismo Beach in February.

10. REGION IX DIRECTOR’S REPORT

Colleen Nicol Region 9 representative reported MCEF agreed at the board’s request to award two scholarships per division for the annual conference.

She also reported on the revised guidelines and the steps that IIMC will be taking to reach a decision, including a task force that IIMP President Chuck Tokar set up, which has no representation from Region IX.

11. PRESIDENT’S REPORT

12. ADJOURNMENT

Being no further business, President McCarthy adjourned 2:35 p.m.



CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

February 25, 2008 - 2:00 p.m.
Via Conference Call: (916-658-8286)

1. CALL TO ORDER

The meeting was called to order at 2:06 p.m. by President Pam McCarthy.

2. ATTENDANCE/EXCUSED ABSENCES

Pamela McCarthy, President
Margaret Roberts, First Vice President
Lisa Pope, Second Vice President (via teleconference)
Rick Caldeira, Communications Director
Jamie Anderson, Treasurer
Kay Vinson, Legislative Director
Joann Tilton, Professional Development Director
Shirley Concolino, Northern 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: Lorraine Okabe, Coleen Nicol, Maureen Kane

Absent: Bonnie Paige

3. INTRODUCTIONS/ANNOUNCEMENTS

4. MINUTES

- a. Approval of Minutes for September 7, 2007, and October 5, 2007.
(Grigsby)

It was moved by Rick Caldeira, seconded by Margaret Roberts to approve the minutes with corrections. Motion carried unanimously.

5. TREASURER'S REPORT (Anderson)

- a. Treasurer's Report, Activity Report and Account Summary (Anderson)

Jamie Anderson, Treasurer reported revenues in the amount of \$134,672.00 and

Expenditures for this year \$23,259.00. Jamie noted the Laserfiche Endowment CD matures on March 4, 2008 and will be transferred into MCEF Investment Fund.

It was moved by Rick Caldeira, seconded by Randy Johl to approve the Treasurer's Report with changes to the Presidents expenses from \$6,000 to \$7,500; Annual Institute has been changed to Annual Conference; Scholarships change from \$28,000 to 33,000. Motion carried unanimously.

6. RATIFICATION OF ACTION TAKEN VIA E-MAIL

- a. Quill Award Nomination – Joann Tilton

It was moved by Margaret Roberts, seconded by Geri Johnson to approve the Quill Award endorsing Joann Tilton. Motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

8. GOALS FOR 2007-2008

- a. Status of Goals for 2007-2008

Rick Caldeira reported he has received several boxes of records and is now organizing and posting records to the web site.

Dana Davidson, Central Division, reported on the mapping of Divisions and the committee has two GIS Maps that they are currently working on and moving forward.

9. DIRECTORS' REPORTS

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

1. Review of List Serve Policy re: Vendors/Consultants

Margaret Roberts reported on the list serve policy, addressing that the policy is not being followed. The current policy states that *Listserve is not available to consultants or vendors*. She noted that consultants and vendors that are responding are members of CCAC. She believes they should not be responding to questions that promote their business, and believes it is not the intent of Listserve to promote those businesses. Margaret Wimberly agrees that it gives consultants and vendors an unfair advantage using Listserve for their personal businesses.

It was agreed that Lorraine Okabe and Pam McCarthy would speak with the individual vendors that are promoting their business regarding the Listserve policy.

At this time, Bonnie Paige joined the meeting.

2. Bar Code Readers for Annual Conference

Margaret Roberts reported on scanners at the upcoming April Annual Conference. Bar codes would be placed on the name badges, when attendees walked in or out it would scan their attendance. It can also be used to scan attendees at meals to eliminate the meal ticket process. The scan program calculates statistical data on who attended sessions, how many meals, and prints out certificates. Implementing the scanning process can save on cost, personnel and provide data for future conferences. The approximate cost is \$3,500. for one time usage.

Dana Davidson stated that it is needed to recoup costs for food and suggested it be investigated on the cost regarding leasing vs. purchase of the equipment.

It was consensus to look into this further after we have more information and possible use this at the Sonoma Conference in April 2009 or possible use at the New Law Conference in December 2008.

Margaret Roberts also reported there are 115 registrations in for Bakersfield Conference, 34 for the advance academy and 49 attending at the Crystal Palace.

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

Lisa Pope reports membership moving forward and she will be sending out e-mails to the members that have not paid.

c. Communications Director (**Calderia**)

Rick Caldaria reported he has received several boxes of information that he will be posting to the website as soon as possible.

d. Legislative Director (**Vinson**)

1. Review and approval of Legislative Proposal

Kay Vinson reported the last meeting had less than a quorum but they reviewed the proposals that were submitted. The first one is Agency Shop which is a clean up item and references items that no longer exist. Natasha Carl with the League has been extremely helpful and she has met with the local group and government committee. Natasha Carl met with local government and will update on out come.

The following information was reported on: closure of elected official offices decided not to pursue changing the closure; affidavit of nominee of candidate, the committee agreed but did want to pull out from the proposal regarding gender and contact information; reducing the number of ballots at the polling place, the committee does not want to support this item and will not pursue it; publication of notice of intent for initiative petition, decided to oppose that change and needs to be revised on making it clear.

e. Professional Development Director (Tilton)

1. Scholarship Report –

Joann Tilton reported the success of scholarship and noted, 41 attended the academy and 9 participants in the session involving workers conflict. The evaluations were very complete, thorough and direct. At the state level, CCAC awarded the total amount of \$5,800 for scholarship at the state level. Information was sent to the division chairs regarding the attendance so each division can payout on their scholarships.

A Question arose regarding the online education program being paid as part of the scholarship program. The board will need to discuss this item in more detail regarding the expansion of the program. The professional development committee will investigate and then return to the board with a report.

2. Contracts –

It was noted that three letters were received regarding the Contract for Services Agreement. Randi Johl states, she is comfortable with the contract and wants to move forward. Lisa Pope had questions concerning the term of the agreement, content of language, and other questions regarding policy and compliance.

Pamela McCarthy states that it is late in the day and asked the board to reconvene at a later date.

Maureen Kane stated, she forwarded a spreadsheet to Joann Tilton regarding attendance and how many graduated. Maureen also advised that the board needs to move forward on the mentorship program due to the increase number of TTC participants that do not have a mentor.

It was decided to continue this meeting to a date and time to allow for more communication. Pam McCarthy will email a date to continue the meeting on this issue.

- f. Division Professional Development Reps (Concolino/Paige/Clark)
- g. Division Trustees (Wimberly/Johl/Williams)

1. Preliminary discussion of Division Boundaries (Johl)

There was a lengthy discussion regarding the Division boundaries. It was decided to address this issue at the annual conference board meeting under the goals and objectives.

Lucinda Williams reminded everyone to get their silent auction forms in for the Annual conference. A suggestion was made for each of the divisions to contribute a basket for the silent auction.

- h. Division Chairs (Johnson/Davidson/Mendenhall)

Geri Johnson reported a new networking group in the northern division was being formed. Geri reported a lunch meeting has been set regarding a networking group the Monterey Bay area.

Dana Davidson announced a by-law change was being put together for Central

Division.

Dana Davidson asked if the Central Division can create a newsletter for the Official Word as a quarterly article. Rick Caldeira commented that it would be great and currently only northern and central divisions have been putting information together.

Stephanie Mendenhall reports that they have appointed someone to identify the networking groups in the Southern Division. Rick Caldeira will put dates and times of the networking group meetings in the official word.

- i. Region IX Director's Report
- j. President's Report
 - a. Annual Conference Policy re: VIP Accommodations & Travel
 - b. Annual Conference Status Update
- K. Adjournment

President McCarthy adjourned this meeting at 4:45 p.m. to a future date and time to be determined.

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

Continued Meeting of February 25, 2008 - 2:00 p.m.

All present with the following approved absences: Concolino, Grigsby, Johnson, and Paige

Original agenda item 9e2 – Review and approve agreement with Maureen Kane & Associates, Inc. for administration of Technical Track for Clerks (TTC) Institute

There was a very lengthy discussion by the board on this item.

Motion by Margaret Roberts, seconded by Margaret Wimberly to approve the contract as presented with some language changes regarding the reporting, leaving the contract at 4 years and amending the contract to show that we would compensate for the travel and attendance to the New Law and Elections Seminar, April Annual conference and IIMC conference.

Reporting language: There would be a summary report after each session with an annual financial audit type of report at the end of each year. If these reports are not received within the 30 days or 45 days the board shall convene and set an amount as a penalty. Not to exceed 5% of the total profits or what ever. Some sort of language where it says, your going to get a fine of financial penalty, the board will tell you what financial penalty is after they decide an unreasonable amount however in no case it shall exceed this amount. It was suggested a percentage; possibly 5% of her total income on that session or registration income.

The motion passed with Stephanie Mendenhall voting no.

Added item: Consider approval of expenditure for support of Colleen Nicol for IIMC Vice President

Motion by Randi Johl and seconded by Margaret Roberts approval of an expenditure of \$375 for the Support Colleen Nicol for IIMC Vice President Website, with a total cost of \$750. The motion passed unanimously.

With no further business the meeting was adjourned.



**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

**City Clerk's Association of California
Treasurer's Report
Period 11/1/07 - 09/12/08**

	Beginning Balance	Activity This Period	Prior Period Activity	Balance
BEGINNING BALANCE 2007-2008				
CD (Mature 08/08)	7,539			7,539
CD	7,521			7,521
CCAC Savings	32,234			32,234
Active Checkbook	10,000		-	10,000
Income		34,582	222,342	256,924
Expenditures		(34,639)	(158,247)	(192,886)
COMBINED TOTALS				121,333
MM Edu Fund CK BK	28,023			28,023
CD Laserfiche Endowment*		CD cashed out and sent to MCEF for Investment		

Respectfully Submitted:

Janet M. Anderson, CCAC Treasurer

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

		Beginning Checkbook Balance	10,000.00	10,000.00
		101 Membership		
		101.a Central Division		
Deposit	21-Dec	101.a 2008 Membership	505.00	
Deposit	22-Dec	101.a 2008 Membership	1,200.00	
Deposit	15-Jan	101.a 2008 Membership	4,330.00	
Deposit	23-Jan	101.a 2008 Membership	245.00	
Deposit	28-Jan	101.a 2008 Membership	585.00	
Deposit	4-Feb	101.a 2008 Membership	580.00	
Deposit	11-Feb	101.a 2008 Membership	110.00	
Deposit	15-Feb	101.a 2008 Membership	315.00	
Deposit	6-Mar	101.a 2008 Membership	355.00	
Deposit	21-Mar	101.a 2008 Membership	150.00	
Deposit	4-Apr	101.a 2008 Membership	150.00	8,525.00
		101.b Northern Division		
Deposit	28-Nov	101.b 2008 Membership	165.00	
Deposit	21-Dec	101.b 2008 Membership	355.00	
Deposit	22-Dec	101.b 2008 Membership	4,705.00	
Deposit	27-Dec	101.b 2008 Membership	1,395.00	
Deposit	15-Jan	101.b 2008 Membership	11,355.00	
Deposit	23-Jan	101.b 2008 Membership	1,235.00	
Deposit	28-Jan	101.b 2008 Membership	1,910.00	
Deposit	4-Feb	101.b 2008 Membership	70.00	
Deposit	11-Feb	101.b 2008 Membership	710.00	
Deposit	15-Feb	101.b 2008 Membership	890.00	
Deposit	6-Mar	101.b 2008 Membership	1,675.00	
Deposit	21-Mar	101.b 2008 Membership	575.00	
Deposit	18-Apr	101.b 2008 Membership	150.00	
Deposit	15-Jul	101.b 2008 Membership	55.00	
Deposit	22-Jul	101.b 2008 Membership	40.00	25,285.00
		101.c Southern Division		
Deposit	28-Nov	101.c 2008 Membership	150.00	
Deposit	21-Dec	101.c 2008 Membership	1,100.00	
Deposit	27-Dec	101.c 2008 Membership	6,020.00	
Withdraw	31-Dec	101.c Vernon (Check returned)	(70.00)	
Deposit	15-Jan	101.c 2008 Membership	22,785.00	
Deposit	23-Jan	101.c 2008 Membership	2,830.00	
Deposit	28-Jan	101.c 2008 Membership	1,260.00	
Deposit	11-Feb	101.c 2008 Membership	560.00	
Deposit	15-Feb	101.c 2008 Membership	1,440.00	
Deposit	6-Mar	101.c 2008 Membership	2,865.00	
Deposit	21-Mar	101.c 2008 Membership	685.00	
Deposit	18-Apr	101.c 2008 Membership	400.00	
Deposit	13-Aug	101.c 2008 Membership	95.00	40,120.00
		101.1 Membership - Administrative Fee		
Deposit	28-Nov	101.1 Administrative Fees	180.00	
Deposit	21-Dec	101.1 Administrative Fees	175.00	
Deposit	22-Dec	101.1 Administrative Fees	1,460.00	

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

Deposit	27-Dec	101.1 Administrative Fees	1,060.00	
Withdraw	31-Dec	101.1 Vernon (Check returned)	(10.00)	
Deposit	15-Jan	101.1 Administrative Fees	2,830.00	
Deposit	15-Jan	101.1 Administrative Fees	2,335.00	
Deposit	23-Jan	101.1 Administrative Fees	385.00	
Deposit	23-Jan	101.1 Late Fees	25.00	
Deposit	28-Jan	101.1 Administrative Fees	705.00	
Deposit	28-Jan	101.1 Late Fees	50.00	
Deposit	4-Feb	101.1 Administrative Fees	50.00	
Deposit	11-Feb	101.1 Administrative Fees	255.00	
Deposit	15-Feb	101.1 Administrative Fees	285.00	
Deposit	15-Feb	101.1 Late Fees	50.00	
Deposit	6-Mar	101.1 Administrative Fees	435.00	
Deposit	6-Mar	101.1 Late Fees	200.00	
Deposit	21-Mar	101.1 Administrative Fees	110.00	
Deposit	21-Mar	101.1 Late Fees	75.00	
Deposit	4-Apr	101.1 Administrative Fees	15.00	
Deposit	18-Apr	101.1 Administrative Fees	340.00	
Deposit	18-Apr	101.1 Late Fees	50.00	
Deposit	15-Jul	101.1 Administrative Fees	305.00	
Deposit	22-Jul	101.1 Administrative Fees	5.00	
Deposit	29-Jul	101.1 Administrative Fees	150.00	
Deposit	13-Aug	101.1 Administrative Fees	10.00	11,530.00

102 Interest

103 Conference

103.1 Shirts

103.2 Conference - Vendor Fees

Deposit	4-Feb	103.2 2008 Institute Vendor Fees	\$ 9,260.00	
Deposit	15-Feb	103.2 2008 Institute Vendor Fees	\$ 9,710.00	
Deposit	6-Mar	103.2 2008 Conference Vendor Fees	\$ 7,065.00	
1788	17-Apr	103.2 Refund California Recording Tech.	\$ (850.00)	
Deposit	18-Apr	103.2 from DataNET and Language Networ	\$ 1,210.00	
Deposit	1-May	103.2 Questes Sponsorship for bags	\$ 1,718.20	\$ 28,113.20

103.3 Conference- Registration

Deposit	4-Feb	103.3 Registration, Meals, Academy	\$ 2,255.00	
Deposit	20-Dec	103.3 Bankcard Deposit	\$ 422.75	
Deposit	24-Dec	103.3 Bankcard Deposit	\$ 4,317.75	
Deposit	24-Dec	103.3 Bankcard Deposit	\$ 2,094.75	
Deposit	26-Dec	103.3 Bankcard Deposit	\$ 541.50	
Deposit	31-Dec	103.3 Bankcard Deposit	\$ 422.75	
Deposit	31-Dec	103.3 Bankcard Deposit	\$ 375.25	
Deposit	7-Jan	103.3 Bankcard Deposit	\$ 2,351.25	
Deposit	7-Jan	103.3 Bankcard Deposit	\$ 375.25	
Deposit	11-Jan	103.3 Bankcard Deposit	\$ 375.25	
Deposit	14-Jan	103.3 Bankcard Deposit	\$ 1,387.00	
Deposit	14-Jan	103.3 Bankcard Deposit	\$ 750.50	
Deposit	17-Jan	103.3 Bankcard Deposit	\$ 541.50	
Deposit	18-Jan	103.3 Bankcard Deposit	\$ 845.50	

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

Deposit	22-Jan	103.3 Bankcard Deposit	\$	541.50
Deposit	22-Jan	103.3 Bankcard Deposit	\$	422.75
Deposit	25-Jan	103.3 Bankcard Deposit	\$	375.25
Deposit	28-Jan	103.3 Bankcard Deposit	\$	2,560.25
Deposit	28-Jan	103.3 Bankcard Deposit	\$	375.25
Deposit	31-Jan	103.3 Bankcard Deposit	\$	166.25
Deposit	1-Feb	103.3 Bankcard Deposit	\$	422.75
Deposit	4-Feb	103.3 Bankcard Deposit	\$	1,980.75
Deposit	4-Feb	103.3 Bankcard Deposit	\$	845.50
Deposit	7-Feb	103.3 Bankcard Deposit	\$	422.75
Deposit	8-Feb	103.3 Bankcard Deposit	\$	1,387.00
Deposit	11-Feb	103.3 Bankcard Deposit	\$	1,230.25
Deposit	11-Feb	103.3 Bankcard Deposit	\$	541.50
Deposit	14-Feb	103.3 Bankcard Deposit	\$	375.25
Deposit	15-Feb	103.3 Bankcard Deposit	\$	589.00
Deposit	19-Feb	103.3 Bankcard Deposit	\$	916.75
Deposit	19-Feb	103.3 Bankcard Deposit	\$	798.00
Deposit	19-Feb	103.3 Bankcard Deposit	\$	375.25
Deposit	21-Feb	103.3 Bankcard Deposit	\$	47.50
Deposit	22-Feb	103.3 Bankcard Deposit	\$	375.25
Deposit	25-Feb	103.3 Bankcard Deposit	\$	1,220.75
Deposit	25-Feb	103.3 Bankcard Deposit	\$	375.25
Deposit	25-Feb	103.3 Bankcard Deposit	\$	375.25
Deposit	25-Feb	103.3 Registration, Meals, Academy	\$	7,280.00
Deposit	28-Feb	103.3 Bankcard Deposit	\$	375.25
Deposit	29-Feb	103.3 Bankcard Deposit	\$	897.75
Deposit	21-Mar	103.3 Registration, Meals, Academy	\$	8,590.00
Deposit	3-Mar	103.3 Bankcard Deposit	\$	1,292.00
Deposit	3-Mar	103.3 Bankcard Deposit	\$	541.50
Deposit	3-Mar	103.3 Bankcard Deposit	\$	375.25
Deposit	4-Apr	103.3 Registration, Meals, Academy	\$	4,935.00
Deposit	6-Mar	103.3 Bankcard Deposit	\$	1,125.75
Deposit	7-Mar	103.3 Bankcard Deposit	\$	755.25
Deposit	10-Mar	103.3 Bankcard Deposit	\$	750.50
Deposit	13-Mar	103.3 Bankcard Deposit	\$	798.00
Deposit	14-Mar	103.3 Bankcard Deposit	\$	1,387.00
Deposit	17-Mar	103.3 Bankcard Deposit	\$	964.25
Deposit	17-Mar	103.3 Bankcard Deposit	\$	798.00
Deposit	17-Mar	103.3 Bankcard Deposit	\$	422.75
Deposit	18-Mar	103.3 Bankcard Deposit	\$	422.75
Deposit	20-Mar	103.3 Bankcard Deposit	\$	1,814.50
Deposit	24-Mar	103.3 Bankcard Deposit	\$	2,660.00
Deposit	24-Mar	103.3 Bankcard Deposit	\$	1,999.75
Deposit	24-Mar	103.3 Bankcard Deposit	\$	750.50
Deposit	24-Mar	103.3 Bankcard Deposit	\$	636.50
Withdrawl	31-Mar	103.3 Bankcard refunds	\$	(1,135.50)
Withdrawl	31-Mar	103.3 Bankcard refunds	\$	(236.25)
Deposit	1-Apr	103.3 Bankcard Deposit	\$	456.00
Deposit	4-Apr	103.3 Bankcard Deposit	\$	564.80
Deposit	8-Apr	103.3 Bankcard Deposit	\$	451.25
Deposit	11-Apr	103.3 Bankcard Deposit	\$	403.75
Deposit	14-Apr	103.3 Bankcard Deposit	\$	451.25

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

Deposit	18-Apr	103.3 Bankcard Deposit	\$	403.75		
Deposit	21-Apr	103.3 Bankcard Deposit	\$	660.25		
Deposit	25-Apr	103.3 Bankcard Deposit	\$	166.25		
Deposit	1-May	103.3 Registration, Meals, Academy	\$	2,385.00		
Withdrawal	14-May	103.3 Merchant Bankcd Deposit	\$	(2,824.50)		
1842	28-May	103.3 Buena Park (refund double charge)	\$	(445.00)		
1843	28-May	103.3 Petaluma (refund)	\$	(570.00)		
1844	29-May	103.3 Camarillo (refund)	\$	(570.00)		
1845	29-May	103.3 Merced (refund)	\$	(395.00)		
1846	29-May	103.3 Tiburon (refund)	\$	(220.00)		
1847	29-May	103.3 Mercer Island WA (refund Academy)	\$	(175.00)		
1848	29-May	103.3 S San Francisco (refund)	\$	(790.00)		
Deposit	30-May	103.3 Registration, Meals	\$	710.00		
Deposit	2-Jun	103.3 Bankcard Deposit	\$	589.00		
Deposit	15-Jul	103.3 Salinas Valley Reg, & Buck Owens	\$	445.00		
1861	15-Jul	103.3 Irwindale (refund for Linda Kimbro)	\$	(395.00)		
Deposit	22-Jul	103.3 Glendora Registration	\$	620.00	\$	73,898.30

103.4 Misc.

Deposit	1-May	103.4 VIP Dinner Guests	\$	75.00	\$	75.00
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103.5 Institute - Fundraiser

1731	21-Dec	208 Cruise & Land Holidays (Drawing Priz	\$	(2,500.00)		
Deposit	21-Mar	103.5 MCEF Raffle Proceeds	\$	2,055.00		
Deposit	4-Apr	103.5 MCEF Raffle Proceeds	\$	785.00		
Deposit	18-Apr	103.5 MCEF Raffle Proceeds	\$	1,345.00		
1828	25-Apr	103.5 Multi Color Processing (Store Supp.	\$	(900.00)		
Deposit	1-May	103.5 MCEF Raffle Proceeds	\$	1,145.00		
Deposit	1-May	103.5 CCAC Store	\$	1,848.00		
Deposit	1-May	103.5 Southern Division Basket	\$	1,415.00		
Deposit	1-May	103.5 Silent Auction	\$	3,026.00		
NSF	7-May	103.5 3 NSF Checks MCEF Raffle	\$	(110.00)		
Deposit	30-May	103.5 Repay NSF Check	\$	60.00		
Deposit	30-May	103.5 Silent Auction	\$	96.00		
Deposit	15-Jul	103.5 Repay NSF Check	\$	50.00		
Deposit	15-Jul	103.5 CCAC Store	\$	50.00	\$	8,365.00

104.a Other

Deposit	23-Jan	104.a Manteca for CCAC Directories	\$	77.00		
Deposit	4-Apr	104.a Lathrop for CCAC Directory	\$	20.00	\$	97.00

105 Handbook

Deposit	28-Nov	105 Handbook	\$	125.00		
Deposit	21-Dec	105 Handbook	\$	200.00		
Deposit	23-Jan	105 Handbook	\$	50.00		
Deposit	25-Feb	105 Handbook	\$	100.00		
Deposit	4-Apr	105 Handbook	\$	275.00		
Deposit	30-May	105 Handbook	\$	150.00		
Deposit	15-Jul	105 Handbook	\$	125.00		
Deposit	13-Aug	105 Handbook	\$	25.00		

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

Deposit	4-Sep	105 Handbook	\$	325.00	\$	1,375.00
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106 IIMC Dinner

107 Fundraising

107.a Scholarship Fund from Dues

Deposit	28-Nov	107.a Scholarship Fund	\$	50.00		
Deposit	21-Dec	107.a Scholarship Fund	\$	75.00		
Deposit	22-Dec	107.a Scholarship Fund	\$	575.00		
Deposit	27-Dec	107.a Scholarship Fund	\$	625.00		
Withddraw	31-Dec	107.a Vernon (Check returned)	\$	(25.00)		
Deposit	15-Jan	107.a Scholarship Fund	\$	1,375.00		
Deposit	15-Jan	107.a Scholarship Fund	\$	1,175.00		
Deposit	23-Jan	107.a Scholarship Fund	\$	270.00		
Deposit	28-Jan	107.a Scholarship Fund	\$	425.00		
Deposit	4-Feb	107.a Scholarship Fund	\$	50.00		
Deposit	11-Feb	107.a Scholarship Fund	\$	75.00		
Deposit	6-Mar	107.a Scholarship Fund	\$	400.00		
Deposit	4-Apr	107.a Scholarship Fund	\$	25.00		
Deposit	18-Apr	107.a Scholarship Fund	\$	50.00		
Deposit	21-Apr	107.a March TTC for MCEF	\$	300.00		
1814	21-Apr	107.a MCEF California endowment II	\$	(300.00)		
Deposit	15-Jul	107.a Scholarship Fund	\$	25.00		
Deposit	29-Jul	107.a Scholarship Fund	\$	25.00	\$	5,195.00

108 Advertising

Deposit	28-Nov	108 Advertising	\$	2,200.00		
Deposit	21-Dec	108 Advertising	\$	400.00		
Deposit	23-Jan	108 Advertising	\$	400.00		
Deposit	28-Jan	108 Advertising	\$	200.00		
Deposit	4-Feb	108 Advertising	\$	600.00		
Deposit	11-Feb	108 Advertising	\$	400.00		
Deposit	6-Mar	108 Advertising	\$	400.00		
Deposit	4-Apr	108 Advertising	\$	800.00		
Deposit	18-Apr	108 Advertising	\$	600.00		
Deposit	21-Apr	108 Advertising	\$	400.00		
Deposit	30-May	108 Advertising	\$	600.00		
Deposit	15-Jul	108 Advertising	\$	600.00		
Deposit	13-Aug	108 Advertising	\$	800.00		
Deposit	4-Sep	108 Advertising	\$	2,440.00	\$	10,840.00

120.a Nuts & Bolts - South

Deposit	15-Jul	120.a	2008 Southern Nuts & Bolts	\$	3,870.00	
Deposit	29-Jul	120.a	2008 Southern Nuts & Bolts	\$	6,680.00	
Deposit	13-Aug	120.a	2008 Southern Nuts & Bolts	\$	3,110.00	
Deposit	4-Sep	102.a	2008 Southern Nuts & Bolts	\$	3,355.00	\$ 17,015.00

120.b Nuts & Bolts - Central

Deposit	15-Jul	120.b	2008 Central Nuts & Bolts	\$	9,955.00	
Deposit	13-Aug	120.b	2008 Central Nuts & Bolts	\$	5,306.00	
Deposit	4-Sep	120.b	2008 Central Nuts & Bolts	\$	275.00	\$ 15,536.00

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

120.c Nuts & Bolts - North					
Deposit	23-Jan	120.c 2008 New Nuts & Bolts	\$	4,159.00	
Deposit	11-Feb	120.c 2008 New Nuts & Bolts	\$	4,184.00	
Deposit	25-Feb	120.c 2008 New Nuts & Bolts	\$	2,245.00	
Deposit	21-Mar	120.c 2008 New Nuts & Bolts	\$	300.00	
Deposit	10-Mar	120.c Refund from La Quinta Inn	\$	15.88	
Deposit	18-Apr	120.c From American Canyon	\$	50.00	\$ 10,953.88

201.1 Pres. Expenses					
1717	5-Nov	201.1 Pamela McCarthy (AK, OR, Goal Set)	\$	(1,725.74)	
1730	21-Dec	201.1 Pamela McCarthy (AK & conf. site vis	\$	(543.43)	
1775	20-Mar	201.1 Blueprint Service Co. Inc. (CC of year	\$	(914.31)	
1860	7-Jul	201.1 Pamela McCarthy (IIMC & misc trav	\$	(3,749.62)	\$ (6,933.10)

201.3 Equipment

201.4 Supplies					
1728	21-Dec	201.4 Martin & Chapman (lables & forms)	\$	(874.39)	
1733	20-Jan	201.4 Lathrop (envelopes etc.)	\$	(24.36)	
1737	20-Jan	201.4 RRSE (Membership Stamps)	\$	(23.24)	
1742	4-Feb	201.4 Martin & Chapman (lables)	\$	(62.55)	
Credit Carc	24-Dec	201.4 Steve's Office Supply (Forms)	\$	(7.43)	
1851	30-May	201.4 Martin & Chapman (lables)	\$	(67.29)	
1852	30-May	201.4 Deluxe Business Checks	\$	(103.43)	\$ (1,162.69)

201.6 Postage

1721	28-Nov	201.6 League of California Cities	\$	(10.01)	
1732	21-Dec	201.6 League of California Cities	\$	(23.09)	
1735	20-Jan	201.6 City of Manteca	\$	(64.02)	
1736	20-Jan	201.6 San Juan Capistrano (MMC Recognit	\$	(43.90)	
1744	4-Feb	201.6 League of California Cities	\$	(41.07)	
1778	20-Mar	201.6 League of California Cities	\$	(9.40)	
1790	17-Apr	201.6 League of California Cities	\$	(13.95)	
Credit Carc	5-Apr	201.6 Stamps	\$	(42.00)	
1838	5-May	201.6 League of California Cities	\$	(8.95)	
1850	30-May	201.6 League of California Cities	\$	(8.44)	
1862	15-Jul	201.6 League of California Cities	\$	(20.28)	
1866	22-Jul	201.6 League of California Cities	\$	(8.34)	\$ (293.45)

201.7 Audit

201.8 Tax Preparation

1771	17-Mar	201.8 Franchise Tax Board	\$	(10.00)	\$ (10.00)
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201.9 Bonds

1745	4-Feb	201.9 Bonds	\$	(116.00)	\$ (116.00)
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201.9.1 Insurance

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

1813	17-Apr	201.9.1 Zurich Insurance	\$	(770.00)		
Deposit	30-May	201.9.1 Refund Overpayment	\$	20.00	\$	(750.00)
204.1 General						
1718	19-Nov	204.1 Secretary of State (Filing Fee)	\$	(20.00)		
1719	27-Nov	204.6 Lee Price (Mentor Training Expenses	\$	(397.95)		
1726	7-Dec	204.1 Portola Plaza Hotel (Board Meeting)	\$	(692.51)		
1772	20-Mar	204.1 Rick Caldiera (replace stale dated ck)	\$	(99.00)		
1774	20-Mar	204.1 Portola Plaza Hotel (Bd Mtg AV)	\$	(250.00)		
1786	3-Apr	204.1 Randi Johl (Policy Committee)	\$	(153.00)		
1822	24-Apr	204.1 AAMC for Shalice Region IX dinner	\$	(55.00)		
Credit Carc	1-May	204.1 Shalice (IIMC Registration)	\$	(560.00)		
1837	5-May	204.1 Buena Park Shalice IIMC Air fare	\$	(334.00)		
Credit Carc	30-May	204.1 LOCC (Roberts Registration)	\$	(475.00)		
Credit Carc	3-Jun	204.1 Jetblue (Roberts to Long Beach)	\$	(119.00)		
Credit Carc	25-Jun	204.1 Alaska Air (Roberts to OMAR)	\$	(432.00)		
Credit Carc	3-Jul	204.1 Priceline	\$	(65.19)	\$	(3,652.65)
204.2 Legislative						
1722	28-Nov	204.2 A. Kay Vinson	\$	(38.00)		
1723	28-Nov	204.2 City of Murrieta (Kay Mtg with Assem	\$	(137.30)		
1725	7-Dec	204.2 City of Murrieta (Leg Committee)	\$	(230.80)		
Credit Carc	31-Jan	204.2 Legislators Breakfast	\$	(645.21)		
1740	4-Feb	204.2 Murrieta (Election Comm Legis Break	\$	(311.82)	\$	(1,363.13)
204.3 Committees						
1849	30-May	204.3 Liz Aquire (nominating com. Exp)	\$	(241.31)		
1871	31-Jul	204.3 Galt (nominating Com. Exp.	\$	(164.00)	\$	(405.31)
204.6 Education/Prof. Dev						
1841	8-May	204.6 Joann Tilton IIMC Confrence	\$	(1,115.00)		
1863	15-Jul	204.6 Joann Tilton IIMC Confrence	\$	(631.65)	\$	(1,746.65)
205 Recognition						
1724	7-Dec	205 Shalice Reynoso (Flowers for Board)	\$	(57.92)		
1767	21-Feb	205 Raymonds Trophy Gavel Plaque	\$	(150.15)		
1836	5-May	205 Raymonds Trophy Clerk of year etc.	\$	(332.96)		
1860	7-Jul	205 Pamela McCarthy (MMC Present.)	\$	(124.86)	\$	(665.89)
206.a Central Division Dues						
1816	21-Apr	206.a CCCCA	\$	(3,836.25)	\$	(3,836.25)
206.b Northern Division Dues						
1817	21-Apr	206.B NCCCA	\$	(11,335.50)	\$	(11,335.50)
206.c Southern Division Dues						
1818	21-Apr	206.C SCCCA	\$	(18,011.25)	\$	(18,011.25)
207.1 Webmaster						
1720	28-Nov	207.1 Shark Studios (Dec Hosting Fee)	\$	(285.00)		
1729	21-Dec	207.1 Shark Studios (Jan Hosting Fee)	\$	(285.00)		

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

1734	20-Jan	207.1 Shark Studios (Feb Hosting Fee)	\$	(285.00)	
1743	4-Feb	207.1 Shark Studios (Mar hosting & Domair	\$	(320.00)	
1779	20-Mar	207.1 Shark Studios (April Hosting)	\$	(285.00)	
1784	24-Mar	209.5 Shark Studios (Logo & Web, Nicol)	\$	(375.00)	
1789	17-Apr	207.1 Shark Studios (May Hosting)	\$	(285.00)	
1840	8-May	207.1 Shark Studios (June Hosting)	\$	(285.00)	
1859	2-Jul	207.1 Shark Studios (July & August)	\$	(570.00)	
1877	14-Aug	207.1 Shark Studios (Sept)	\$	(285.00)	\$ (3,260.00)

208 Annual Conference

1727	20-Dec	208 Holiday Inn Select (Deposit)	\$	(2,500.00)	
1787	14-Apr	208 The Lady DJ	\$	(725.00)	
1820	23-Apr	208 Jeffrie Madland (Vendor Raffle)	\$	(529.75)	
1821	24-Apr	208 Stephanie Chaney (Banquet Deco)	\$	(631.05)	
1823	24-Apr	208 Gayle Petersen (retiree luncheon)	\$	(669.68)	
1824	24-Apr	208 Margaret Wimberly (CD's w/Conf Mat	\$	(80.06)	
1825	25-Apr	208 Scott Menell (AV for conference)	\$	(1,000.00)	
1826	25-Apr	208 Wilson Lee (AV for conference)	\$	(1,000.00)	
1827	25-Apr	208 RCPI (AV Equipment)	\$	(2,000.00)	
1829	25-Apr	208 Holiday Inn Select (remainder)	\$	(45,056.62)	
1830	25-Apr	208 Rex Osborn (Base Fee, Facilitator)	\$	(4,482.63)	
1831	25-Apr	208 Rex Osborn (Conference Expenses)	\$	(14,717.12)	
1833	25-Apr	208 Brea (Confrence Supplies printing)	\$	(82.62)	
1834	25-Apr	208 Jeffrie Madland (Site visit, vendor set)	\$	(346.44)	
1853	30-May	208 Blueprint Service (printing)	\$	(1,775.25)	
1854	30-May	208 Mt. Vernon Florest	\$	(332.48)	\$ (75,928.70)

208.1 Shirts

208.4 Speakers

1739	4-Feb	208.4 Nanci McGraw (1/2 Deposit)	\$	(1,500.00)	
1780	20-Mar	208.4 Deb Sofield (Speaker)	\$	(3,600.00)	
1819	22-Apr	208.4 Cindy Colvin (academy speaker)	\$	(2,726.00)	
1832	25-Apr	208.4 Nanci McGraw (remainder)	\$	(1,500.00)	
1839	5-May	208.4 Deb Sofield (Speaker expenses)	\$	(66.81)	\$ (9,392.81)

208.5 Special Event

208.6 Meeting Expense

208.9 Meeting Expense (08/09)

1858	25-Jun	208.6.1 DT Sonoma (Deposit for 09 conf.	\$	(3,000.00)	
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208.7 Printing

209.1 IIMC Dinner

209.2 Region IX

209.3 IIMC Other

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

1864	15-Jul	209.4 Colleen J. Nicol 2008-09 Assmt.	\$	(3,568.00)	
209.4 Region IX Supplement					
209.5 IIMC Candidate Support					
1716	5-Nov	209.5 Sharon Cassler Campaign Fund	\$	(2,500.00)	
1857	21-Jun	209.5 Colleen Nicol for VP	\$	(5,000.00)	\$ (7,500.00)
209.6 MCEF Contribution					
1815	21-Apr	107.a MCEF CCAC Contribution	\$	(1,000.00)	\$ (1,000.00)
210.1 Handbook					
210.2 Other (bankcard fees)					
Bank Fee	5-Nov	210.2 Bankcard fees	\$	(29.95)	
Bank Fee	5-Dec	210.2 Bankcard fees	\$	(29.95)	
Bank Fee	4-Jan	210.2 Bankcard fees	\$	(32.29)	
Bank Fee	6-Feb	210.2 Bankcard fees	\$	(33.72)	
Bank Fee	5-Mar	210.2 Bankcard fees	\$	(34.63)	
Bank Fee	4-Apr	210.2 Bankcard fees	\$	(29.95)	
Bank Fee	7-May	210.2 Bankcard fees	\$	(29.95)	
Bank Fee	7-May	210.2 Bankcard fees	\$	(1.17)	
Bank Fee	5-Jun	210.2 Bankcard fees	\$	(29.95)	
Bank Fee	5-Jun	210.2 Bankcard fees	\$	(0.13)	
Bank Fee	7-Jul	210.2 Bankcard fees	\$	(29.95)	\$ (281.64)
220.1 N&B South					
1865	22-Jul	220.1 Sally Ann Catering (Deposit)	\$	(1,500.00)	
1880	4-Sep	220.1 Lisa Pope (Supplies)	\$	(400.00)	\$ (1,900.00)
220.2 N&B Central					
1785	3-Apr	220.2 The Emory (Facility Deposit)	\$	(500.00)	
1867	22-Jul	220.2 Lemmore (refund for M J Lyles)	\$	(275.00)	
1868	22-Jul	220.2 City of Marina (partial refund	\$	(126.00)	
1869	25-Jul	220.2 The Emory (Facility remainder)	\$	(900.00)	
Credit Carc	4-Aug	220.2 Best Western Manteca	\$	(4,281.52)	
1872	14-Aug	220.2 Mill Valley (refund room fee Wilson)	\$	(84.00)	
1873	14-Aug	220.2 Lisa Olivea	\$	(251.38)	
1874	14-Aug	220.2 Sue Ornelas	\$	(15.57)	
1875	14-Aug	220.2 Joann Tilton	\$	(876.68)	
1876	14-Aug	220.2 Waltman's Catering	\$	(1,332.00)	\$ (8,642.15)
220.3 N&B North					
1741	4-Feb	220.3 Lisa Pope (Air and supplies)	\$	(292.25)	
1766	21-Feb	220.3 Turtle Bay Museum (Venue Dep)	\$	(500.00)	
1768	25-Feb	220.3 Cataino's Catering	\$	(999.20)	
1769	28-Feb	220.3 Duziels Culinary Co.	\$	(2,254.50)	
1770	4-Mar	220.3 La Quinta Inn	\$	(11,126.11)	
1770	4-Mar	220.3 Void Check 1770	\$	11,126.11	
1773	20-Mar	220.3 Tony Russell (Trainer)	\$	(268.54)	

City Clerk's Association of California
Summary of Accounts - Period 11/1/07 through 9/12/08

1776	20-Mar	220.3 Connie Strohmayer (supplies)	\$	(111.72)	
1777	20-Mar	220.3 Lisa Pope (expenses)	\$	(359.20)	
1781	21-Mar	220.3 Dawn Abrahamson (Expenses)	\$	(106.49)	
1782	21-Mar	220.3 City of Fremont (Travel & supplies)	\$	(618.39)	
1783	21-Mar	220.3 Joann Tilton (Committee Dinner)	\$	(154.09)	
Credit Carc	10-Mar	220.3 La Quinta Inn	\$	(5,000.00)	
Credit Carc	13-Mar	220.3 La Quinta Inn	\$	(204.66)	\$ (10,869.04)

220.3 Scholarships - Conference

1878	14-Aug	220.3 Clearlake (Swanson)	\$	(371.81)	
1879	14-Aug	220.3 Cynthia Lugo	\$	(412.00)	\$ (783.81)

220.4 Scholarships - TTC/LTC

1746	13-Feb	220.4 Yucca Valley (Anderson)	\$	(290.00)	
1747	13-Feb	220.4 Newport Beach (Brown)	\$	(290.00)	
1748	13-Feb	220.4 Sara Cox (Napa)	\$	(290.00)	
1749	13-Feb	220.4 San Ramon (Edwards)	\$	(290.00)	
1750	13-Feb	220.4 Pittsburg (Evenson)	\$	(290.00)	
1751	13-Feb	220.4 Brentwood (Garcia)	\$	(290.00)	
1752	13-Feb	220.4 Pleasanton (Gonzales)	\$	(290.00)	
1753	13-Feb	220.4 Turlock (Greenlee)	\$	(290.00)	
1754	13-Feb	220.4 Cathedral City (Hammers)	\$	(290.00)	
1755	13-Feb	220.4 Taft (Hudgens)	\$	(290.00)	
1756	13-Feb	220.4 Highland (Hughes)	\$	(290.00)	
1757	13-Feb	220.4 Buena Park (Jackson)	\$	(290.00)	
1758	13-Feb	220.4 Camarillo (Madland)	\$	(290.00)	
1759	13-Feb	220.4 Los Banos (Malonee)	\$	(290.00)	
1760	13-Feb	220.4 Waterford (Martin)	\$	(290.00)	
1761	13-Feb	220.4 Malibu (Pope)	\$	(290.00)	
1762	13-Feb	220.4 Catherine Raynor	\$	(290.00)	
1763	13-Feb	220.4 Riverside (Morton-Ellis)	\$	(290.00)	
1764	13-Feb	220.4 Covina (Turner)	\$	(290.00)	
1765	13-Feb	220.4 Brea (Williams)	\$	(290.00)	
1791	17-Apr	220.4 Anderson (Barnett)	\$	(355.00)	
1792	17-Apr	220.4 Berkeley (Despain)	\$	(355.00)	
1793	17-Apr	220.4 Fremont (Gauthier)	\$	(355.00)	
1794	17-Apr	220.4 Gustine (Bunedia)	\$	(355.00)	
1795	17-Apr	220.4 Atwater (Del Real)	\$	(355.00)	
1796	17-Apr	220.4 Rohnert Park (Hauff & Griffin)	\$	(710.00)	
1797	17-Apr	220.4 Oakdale (Lilly)	\$	(355.00)	
1798	17-Apr	220.4 Manteca (Ornelas)	\$	(355.00)	
1799	17-Apr	220.4 Merced (Proctor)	\$	(355.00)	
1800	17-Apr	220.4 La Canada Flintridge (Baca)	\$	(355.00)	
1801	17-Apr	220.4 Mary Cusick	\$	(355.00)	
1802	17-Apr	220.4 Ontario (Frame)	\$	(355.00)	
1803	17-Apr	220.4 Ventura (Guzman Herrera)	\$	(355.00)	
1804	17-Apr	220.4 Westminster (Jacquez-Nares)	\$	(355.00)	
1805	17-Apr	220.4 Hemet (McComas)	\$	(355.00)	
1806	17-Apr	220.4 Riverside (Mejia)	\$	(355.00)	
1807	17-Apr	220.4 San Juan Capistrano (Morris)	\$	(355.00)	

City Clerk's Association of California
 Summary of Accounts - Period 11/1/07 through 9/12/08

1808	17-Apr	220.4 La Mesa (Neufeld)	\$	(355.00)	
1809	17-Apr	220.4 Trish Paetz	\$	(355.00)	
1810	17-Apr	220.4 Pomona (Perkins)	\$	(355.00)	
1811	17-Apr	220.4 Perris (Roseen-Haughney)	\$	(355.00)	
1812	17-Apr	220.4 Thousand Oaks (Terrell)	\$	(355.00)	
1855	30-May	220.4 Atwater (Del Real)	\$	(355.00)	
1856	30-May	220.4 Huntington Beach (Leyar)	\$	(355.00)	
1870	31-Jul	220.4 Santa Maria (Rhonda Garietz)	\$	(355.00)	\$ (15,030.00)
		220.5 IIMC Conference			
1738	28-Jan	220.5 Pamela Miller 2007 Conference	\$	(808.64)	
1835	5-May	220.5 Pamela Miller 2008 conf airfare	\$	(638.50)	\$ (1,447.14)
			\$	74,038.22	

City Clerk's Association of California
Activity Report
Period 11/01/2007 to 09/12/2008

Income Account	Budget	Receipts This Period	Prior Period Receipts	Total Receipts	% of Budget
Beginning Balance				57,294	
101 Membership					
101.a Central	8,000		8,525	8,525	107%
101.b North	25,000	95	25,190	25,285	101%
101.c South	40,000	95	40,025	40,120	100%
101.1 Admin. Fee	10,000	470	11,060	11,530	115%
102 Interest	100			-	0%
103 Conference	77,000	(4,020)	106,107	102,087	0%
103.1 Shirts				-	
103.2 Vendor				-	
103.3 Registration					
103.4 Misc.					
103.5 Fundraiser	2,000	256	8,109	8,365	
104 Miscellaneous				-	
104.a Other (Directories)		20	77	97	
104.b Other	15,000			-	0%
105 Handbook	2,000	625	750	1,375	69%
106 IIMC Dinner				-	
107 Fundraising	3,000			-	0%
107.a Scholarship Fund	5,000	50	5,145	5,195	0%
108 Advertising	15,000	4,440	6,400	10,840	72%
120 Education					
120.a N & B South	25,000	17,015		17,015	68%
120.b N & B North	20,000	15,536		15,536	78%
120.c N & B New	10,000		10,954	10,954	
Total Income	257,100	34,582	222,342	256,924	100%

City Clerk's Association of California
Activity Report
Period 11/01/2007 to 09/12/2008

Expenditures Account	Budget	Expenditures This Period	Prior Period Expenditures	Total Expenditures	Available Balance	% of Budget
201 Administration					-	
201.1 Pres. Expenses	7,500	(3,750)	(3,183)	(6,933)	567	92%
201.2 Phone				-	-	
201.3 Equipment	500			-	500	
201.4 Supplies	2,000	(171)	(992)	(1,163)	837	58%
201.5 League Rep				-	-	
201.6 Postage	700	(37)	(256)	(293)	407	42%
201.7 Audit	800			-	800	0%
201.8 Tax Preparation	500		(10)	(10)	490	2%
201.9 Bond	100		(116)	(116)	(16)	116%
201.9.1 Insurance	3,400	20	(770)	(750)	2,650	22%
202 Official Word				-	-	
203 Directory				-	-	
204 Board Meeting Expenses				-	-	
204.1 General	17,000	(1,651)	(2,002)	(3,653)	13,347	21%
204.2 Legislative	3,000		(1,363)	(1,363)	1,637	45%
204.3 Committees	2,000	(405)		(405)	1,595	20%
204.4 Special Projects	1,000			-	1,000	
204.5 New Law Lunch				-	-	
204.6 Education/Prof. Dev	1,500	(632)	(1,115)	(1,747)	(247)	116%
205 Recognition	1,500	(125)	(541)	(666)	834	44%
206 Division Dues				-	-	
206.a Central	3,600		(3,836)	(3,836)	(236)	107%
206.b North	11,700		(11,336)	(11,336)	364	97%
206.c South	18,000		(18,011)	(18,011)	(11)	100%
207 Projects				-	-	
207.1 Webmaster	3,500	(1,230)	(2,030)	(3,260)	240	93%
207.2 Special Projects				-	-	
208 Conference	77,000	(2,108)	(83,214)	(85,322)	(6,214)	0%
208.1 Shirts/Blankets				-	-	
208.4 Speakers				-	-	
208.4.1 Speakers -				-	-	
208.5 Special Event				-	-	
208.6 Meeting Expense				-	-	
208.7 Printing				-	-	
208.8 Registration Refunds				-	-	
208.9 Future Conferences	3,000	(3,000)		(3,000)	-	

**City Clerk's Association of California
Activity Report
Period 11/01/2007 to 09/12/2008**

Expenditures (continued)

Account	Budget	Expenditures This Period	Prior Period Expenditures	Total Expenditures	Available Balance	% of Budget
209 IIMC						
209.1 IIMC Dinner	150			-	150	
209.2 Region IX	3,500	(3,568)		(3,568)	(68)	102%
209.3 IIMC - Other	1,000			-	1,000	0%
209.4 Region IX Supplement	1,500			-	1,500	
209.5 IIMC Candidate Support	7,500	(5,000)	(2,500)	(7,500)	-	100%
209.6 MCEF Contribution	1,000	(1,000)		(1,000)		
210 Miscellaneous						
210.1 Handbook	300			-	300	0%
210.2 Bank Fees	300	(91)	(190)	(281)	19	
210.3 Laserfiche Endowment	-			-	-	
				-	-	
220 Education						
220.1 N & B South	20,000	(1,900)		(1,900)	18,100	10%
220.2 N & B Central	12,500	(8,142)	(500)	(8,642)	3,858	69%
220.3 N & B New	10,000		(10,869)	(10,869)	(869)	
220.4 Scholarships - Conferen	3,500	(784)		(784)	2,716	22%
220.5 Scholarships - CEPO	33,000	(1,065)	(13,965)	(15,030)	17,970	46%
220.6 IIMC Conference	3,000	-	(1,448)	(1,448)	1,552	48%
220.7 Education - Other	-			-	-	
				-	-	
300 Reserves	1,550			-	1,550	0%
				-	-	
Total Expenditures	257,100	(34,639)	(158,247)	(192,886)		75%
Total Income				256,924		
Balance				64,038		

Beginning Balance as of 11/1/07:	57,294
Total Income:	256,924
Total Expenditures:	(192,886)
Combined Bank Balance:	121,332
Less CD:	(7,539)
Less CD:	(7,521)
Less Savings:	(32,234)
Laserfische Endowment CD Cashed out and sent to MCEF	
Check Book Balance:	74,038



CITY CLERK'S OFFICE
MEMORANDUM

September 15, 2008

TO: CCAC Board of Directors

FROM: Pamela "Pam" McCarthy, President

SUBJECT: City Clerk's Handbook & Addendum

Question: Should we go "green" with production of the City Clerk's Handbook?

The production of the City Clerk's Handbook is currently being done by the City Clerk's Office in Riverside. A recent review of the printing costs, which is currently absorbed by the City of Riverside, provided the following:

- Hardcopy: \$5.20 postage, \$7.33 printing and envelope .50 = **\$13.03 per hardcopy**
- CD: \$.59 postage, \$1.60 for disk, \$.24 label, \$.13 sleeve and \$.12 envelope = **\$ 2.68 per CD**

The review also indicated that more Clerks are requesting CD's:

- Survey: 1/26/08 – 6/11/08
 1. 18 Hardcopies (37%) (\$282.78)
 2. 31 CD's (63%) (\$83.08)

CCAC charges \$100 per hardcopy and \$25 per CD, which provided revenue of \$1,800 and \$775 respectively.

If we discontinue paper copies, we will lose some revenue and likely receive some complaints.

I request the Board address the printing and mailing costs currently being absorbed by Riverside, and determine our path for future handbook production.

Memo

To: CCAC Board
From: Pamela McCarthy and Margaret Roberts
Date: September 15, 2008
Re: Contract for Conference Planning

This topic was brought up at the previous board meeting and the direction was to bring this back to the next board meeting. There have been several conversations with Rex Osborn of Osborn & Associates regarding a long-term contract (3 years) for CCAC annual conference planning.

Since Osborn & Associates has managed our association's conferences, (3 conferences) there has been an increase in profits for CCAC that exceed \$50,000. In addition, they have negotiated the best room rates that CCAC has ever had, contracts with speakers and entertainment have been affordable and the contracts have been completed with one hundred percent satisfaction. Out of the three conferences that Osborn & Associates have managed, they have had to present to the organization saving us nearly \$4,000 in speaker fees.

Attached you will find a contract and addendum for a three year contract amount of \$28,000 with compensation and expenses not to exceed \$30,000. For the services being provided, this is an extremely reasonable rate. The contract will take us through the 2012 conference.

The contract has registration fees through the registration program with a base amount of \$7.50 per attendee which covers the cost. With the 2009 registration he is suggesting that CCAC increase the cost of the conference by \$10 to cover any increases in registration fees for Reg-On-line.

We highly recommend allowing us to enter into this contract with Osborn & Associates.

Professional Services Contract

Osborn & Associates will be providing a conference advising to CCAC. Osborn & Associates will be referred to as the contractor for the purposes of identification.

The contractor will remain independent of CCAC and shall not operate as an employee; however CCAC may provide such supplies and equipment as needed for convenience of the contractor, however shall not cause the contractor to operate as an employee.

I: TERM
See Addendum

II: SERVICE TO BE PERFORMED
See Addendum

III: MANNER OF PERFORMANCE
Contractor shall perform all services as needed by the CCAC in a competent and professional manner under the direction of President of the CCAC for the years of 2009, 2010, 2011 & 2012.

IV: PLACE OF PERFORMANCE
Contractor shall render services at a locations mutually agreed upon, at the expense of the CCAC.

V: SUPPLIES AND EQUIPMENT
Organizers shall provide all supplies and equipment needed to conduct the conference, as agreed upon during the pre- conference planning. Contractor will provide specific training material for duplication as agreed upon

VI: COMPENSATION

- 1: CCAC Conference shall compensate the contractor for the services agreed upon. **\$24,000.00**
- 2: Payment shall be made by Check or Cash. The contractor works under the SSN# of 504-68-9115 for IRS reporting. *(If a check is used it must be made out to Rex Osborn.)*
- 3: In the event the contractor is allowed and authorized to incur any personal expense shall be reimbursed for the following personal expenses in relationship to this training, the amounts are as follows: See addendum
- 4: In 2010, 2011, & 2012 - CCAC will pay Registration Expense and \$4,000 per year.
- 5: Contractor during negotiations with hotel properties can negotiate commissions with the hotel with the permission of CCAC to be included if needed in the hotel contract.

VII: ASSIGNMENT
The contractor has the ability to assign this project to any qualified member of the Osborn & Associates team. Organizers will be notified of any changes in a timely manner.

VIII: TERMINATION OF AGREEMENT

- 1: CCAC may terminate at any time if the contractor does not perform or refuses to perform according to the agreement.
- 2: Either party may terminate upon 30 day notice.
- 3: This is a 50% retainer contract (\$12,000 due at the time of signing) If this contract is terminated the retainer will be forfeited by CCAC except for failure to perform on the part of the contractor.

IX: AGREEMENT
CCAC and Osborn & Associates agree to the terms of this contract contract, based upon the signature(s) affixed.

Margaret Roberts, President

Date of Signature

_____/s/ Rex Osborn_____
Rex J. Osborn, Osborn & Associates

September 7, 2008
Date of Signature

Professional Services Contract
(Addendum)

Osborn & Associates will be providing a specialized service to City Clerks Association of California. Osborn & Associates will be referred to as the contractor for the purposes of identification.

I: TERM

1: Duration of Contact: Present to April 2012

(* II: SERVICE TO BE PERFORMED

- o Provide direction and guidance to CCCA 2010, 2011 & 2012 Conference Committee
- o Provide guidance and non legal opinions on contracts provided by Hotel / Conference facility
- o Work as advisor / consultant to the President of CCCA and conference committee
- o Conduct (3) Site Evaluations one for each conference
- o Provide guidance in the area of logistics, speakers and conference duties checks and balances to the committee
- o Provide on site "trouble shooting" during the event
- o Will research bid activities, conference materials and speakers qualifications upon request of the committee chairs to include contracts, travel arrangements and other speaker details.
- o Will attend committee meetings as needed (Expenses to be covered)
- o Will assist with Vendor set up and logistics
- o Other duties as agreed upon

SERVICES NOT TO BE PERFORMED

- o Will not conduct any committee meetings
- o Will not coordinate any committee activities
- o Will not be responsible for the completion of any committee responsibilities
- o Will not hold, disperse or maintain any treasury or funds for the conference

(* VI: COMPENSATION

- 1: CCCA Organization shall compensate the contractor for the services agreed upon.
- 2: * Payment shall be made to the contractor at specific phases of the contract. Payment shall be made by Check or Cash. The contractor works under the SSN# of 504-68-9115 for IRS reporting.
- 3: In the event the contractor is allowed and authorized to incur any personal expense he shall be reimbursed for the following personal expenses in relationship to this conference, the amounts are as follows:

Compensation:	Conference Consulting as listed in (II)	\$24,000.00
Expenses:	Reg on Line (\$250.00 + \$7.50 per year per person)	4,500 (Est.)
	Actual Cost Reimbursement (travel and out of pocket)	
	Estimated Total Cost:	\$ 28,500.00

Compensation & Expenses not to exceed \$30,000 without contract revisions.

IX: AGREEMENT

CCCA and Osborn & Associates agree to the terms of this contract contract, based upon the signature(s) affixed.

Agent for CCCA

_____/s/_____
Rex J. Osborn, Osborn & Associates

Date of Signature

September 7, 2008
Date of Signature

* See contract for payment conditions.

September 25, 2008
CCAC BOARD MEETING

TO: CCAC Executive Board

FROM: CCAC Alternative Scholarship Sub-Committee

DATE: August, 2008

SUBJECT: CCAC ALTERNATIVE SCHOLARSHIP PROGRAM

BACKGROUND

At the February 25, 2008 Board Meeting, Joann Tilton, Professional Development Director presented a report on scholarships. In the report, she indicated that several clerks receiving scholarships had contacted her to determine if there were alternatives to attending TTC or CEPO (LTC) sessions. The question arose due to clerks not being able to attend longer, more expensive sessions due to budget constraints, staffing issues, etc. The Clerks were looking for options to use scholarship money for other educational venues. Because of existing Board policy, the requests could not be granted.

As a result of Board discussion on this matter, an Alternative Scholarship sub-committee was appointed to review current Board policy and make recommendations on the feasibility of an Alternative Scholarship Program. Committee members are Professional Development Representatives from the Northern Division, Shirley Concolino, Central Division, Bonnie Paige, and Southern Division Evelyn Clark. Also appointed to the sub-committee were Kelly Wetmore, City of Arroyo Grande, Lupe Estrella, City of La Verne, and Sandra Ascencio, City of Los Banos.

Following numerous teleconferences, committee members agreed there is a need to offer financial assistance to Clerks for defined programs other than TTC and CEPO (LTC). Currently, most cities are suffering from very restricted budgets and Clerks who are seeking certification are looking for other, more economical educational opportunities and alternatives.

RECOMMENDATION

That the CCAC Board discuss, review and consider approval of a pilot alternative scholarship program as follows:

- a. Approve a pilot alternative scholarship program (separate from the existing TTC and CEPO (LTC) scholarship program)
- b. Limit the pilot program to three educational offerings as follows:
 - IIMC Online Learning Institute;
 - MMC (one-day academy sessions similar to session held prior to CCAC Annual Institute); and
 - CCAC Nuts & Bolts Workshop
- c. Approve a maximum \$300 award per participant per year (committee recommendation is for \$6,000 to be set aside from the current scholarship budget - allowing for 20 each \$300 scholarships).
- d. Appoint the Alternative Scholarship sub-committee to review and recommend awarding alternative scholarships during the pilot program.
- e. Approve the attached DRAFT application and recommended time frame as follows:
 - Application deadline May 1, 2009
 - Alternative Scholarships awarded NLT June 1, 2009 to be used during the following Fiscal Year (July 1, 2009 through June 30, 2010).

Attachment: Application for Alternative Scholarship Program - DRAFT

Insert CCAC Logo?

APPLICATION FOR ALTERNATIVE SCHOLARSHIP PROGRAM

CCAC Nuts & Bolts

MMC (1-Day) Academy Sessions

IIMC Online Learning Institute Courses

PLEASE COMPLETE:

1. Name (last, first): _____

2. Title: _____

3. City of _____

Address _____

City _____ Zip Code _____

Phone: _____ Email Address: _____

4. CCAC Member since: _____ (month/year)

5. Number of Service Years as City Clerk, Assistant City Clerk, Chief Deputy or Deputy City Clerk (see criteria & attach separate page if necessary)

Local Government Positions Held	Municipality	From	To

6. Does your City Budget include funding for your education conferences, travel, training, etc? Yes No
If so, how much? _____

7. Current Membership in professional organizations:

CCAC Yes No Number of Years _____
IIMC Yes No Number of Years _____

8. Currently enrolled in or pursuing Certification/Recertification? Yes No

Certified Municipal Clerk (CMC) Date of Certification (mo/yr) _____
Master Municipal Clerk (MMC) Date of Certification (mo/yr) _____

Expected Date of Certification or Recertification _____

9. Have you been awarded any scholarships in the past five (5) years? Yes No

I understand my application will be evaluated by a subcommittee of the CCAC Professional Development Representatives and may then be submitted to the CCAC Board for final approval. I hereby attest that the information submitted on this application is true and correct to the best of my knowledge.

Signature

Date

RETURN COMPLETED APPLICATION TO:
[Insert Name], Professional Development Director
Insert address

Insert CCAC Logo?

ALTERNATE SCHOLARSHIP PROGRAM CRITERIA

1. **Applicant must be a full time Municipal Clerk or Deputy Clerk and have a minimum of one year service as an appointed or elected Municipal Clerk, Assistant, Chief Deputy, Deputy, or Clerk performing the duties commensurate to duties performed by a Municipal Clerk in any city in the State of California.**
2. **Applicant must be a member in good standing of CCAC for one year at the time of attendance of the educational session.**
3. **Scholarship applications will be considered and scholarships awarded based on the following applicant criteria:**
 - a) **Those who are members in good standing of CCAC and IIMC and actively pursuing their CMC, Recertification, or MMC;**
 - b) **The applicant's number of service years as a full-time City Clerk;**
 - c) **The applicant's number of service years as a full-time Assistant, Chief Deputy, Deputy City Clerk, or Clerk as described above;**
 - d) **Whether or not the applicant has received a scholarship in the past 5 years;**
 - e) **Applicant's municipality has not provided full funding or allocated only partial funding for travel, training, conferences, etc. in the municipality's budget.**
4. **A limit of one scholarship per person per fiscal year, not to exceed \$300, will be awarded.**
5. **Scholarship funds may only be used for the CCAC Nuts & Bolts Workshop, MMC Academy sessions (similar to one-day academy sessions held prior to CCAC Annual Institute), or IIMC Online Learning Institute courses.**
6. **If an attendee is unable to attend the educational session for which the scholarship was granted, the scholarship may be utilized at another approved educational session held within the same fiscal year.**
7. **The deadline for submitting an application is May 1.**
8. **Attendees will pay in advance for their educational session. After verification that the educational session is completed and a receipt is submitted to the CCAC Professional Development Representatives (PDR) subcommittee, a member of the subcommittee will notify the Professional Development Director and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities directly, as appropriate, for a scholarship in an amount up to \$300.00.**

RETURN COMPLETED APPLICATION TO:

[Insert Name], Professional Development Director

Insert address