



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

Agenda
Saturday, October 25, 2008
11:30 A.M.

1. **CALL TO ORDER**
2. **FILL VACANCY FOR CENTRAL DIVISION TRUSTEE (Lima/Roberts)**
3. **ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
4. **INTRODUCTIONS/ANNOUNCEMENTS**
5. **RATIFICATION OF ACTION TAKEN VIA E-MAIL**
 - a. Approval of preparing a proclamation for the retirement of Angie Reyes
6. **GOALS FOR 2008-2009**
 - a. Approval of the established goals for 2008-2009
7. **TREASURER'S REPORT (Anderson)**
 - a. Treasurer's report
 - b. Proposed Budget
8. **DIRECTORS' REPORTS**
 - a. First Vice President **(Pope)**
 - Credit card use for membership dues
 - b. Second Vice President **(Johl)**
 - c. Communications Director **(Calderia)**
 1. Update on Scanning Project of CCAC records

- d. Legislative Director (**Reynoso**)
 - e. Professional Development Director (**Abrahamson**)
 - f. Division Professional Development Reps (**Concolino/Tilton/Clark**)
 - Recommendation from the Alternative Scholarship Committee (Clark)
 - g. Division Trustees (**VanWormer/Paige/Williams**)
 - h. Division Chairs (**Diridon/Lima/Hammers**)
 - i. Division Professional Development Reps (**Concolino/Paige/Clark**)
- 9. REGION IX DIRECTOR'S REPORT (Nicol)**
- a. IIMC and campaign update.
- 10. PRESIDENT'S REPORT**
- a. Meeting dates for 2008/2009
 - b. Policy for VIP accommodations and travel
- 11. ADJOURNMENT**

VOTE TALLY

Date: 09/30/2008

Item voted on: Proclamation for Angie Reyes' retirement

Board Member	Yes	No	Abstain / Vote not received
Margaret Roberts (President)	X		
Lisa Pope (First VP)	X		
Randi Johl (Second VP)	X		
Lucinda Williams (Secretary)	X		
Shalice Reynoso (Legislative Director)	X		
Rick Caldeira (Communications Director)	X		
Jamie Anderson (Treasurer)	X		
Dawn Abrahamson (PDD)	X		
Shirley Concolino (Northern Division PDR)	X		
Joann Tilton (Central PDR)	X		
Evelyn Clark (Southern Division PDR)	X		
Rod Diridon (Northern Division Chair)	X		
Nanci Lima (Central Division Chair)	X		
Pat Hammers (Southern Division Chair)	X		
Cynthia Van Wormer (Northern Trustee)	X		
Bonnie Paige (Central Trustee)	X		
Julie Folcik (Southern Trustee)	X		
Pam McCarthy (Immediate Past President)	X		
VOTE COUNT	16	0	2

Vote Ratified on: _____

**PROPOSED CCAC BUDGET
FY 2008/2009**

		FY 07/08 Budget	FY 08/09 Budget
INCOME			
101	Membership		
101.a	Central	\$ 8,000	8,200
101.b	North	\$ 25,000	25,000
101.c	South	\$ 40,000	40,000
101.1	Membership - Administrative Fee (\$10 Voting, \$5 C	\$ 10,000	\$ 10,000
102	Interest	\$ 100	100
103.1	Shirts	-	
103.2	Vendor	-	
103.3	Registration	80,000	85,000
103.4	Misc.		
103.5	Fundraiser - Annual Institute	2,000	5,000
104.a	CCAC Pin		
104.b	Other (transfer in from savings)	15,000	10,000
105	Handbook	\$ 2,000	1,000
106	IIMC Dinner		
107	Fundraising	\$ 3,000	\$ 3,000
107.a	Fundraising -Scholarship Fund	\$ 5,000	\$ 5,000
108	Advertising	\$ 15,000	\$ 10,000
120.a	N & B South	\$ 25,000	20,000
120.b	N & B Central	\$ 15,000	15,000
120.c	N & B North	\$ 10,000	\$ 10,000

		FY 07/08 Budget	FY 08/09 Budget
EXPENDITURES			
201.1	Pres. Expenses	\$ (7,500)	(7,500)
201.2	Phone		
201.3	Equipment	\$ (500)	
201.4	Supplies	\$ (2,000)	(1,500)
201.6	Postage	\$ (700)	(700)
201.7	Audit	\$ (800)	\$ (800)
201.8	Tax Preparation	\$ (500)	(500)
201.9	Bonds	\$ (100)	\$ (100)
201.9.1	Insurance	\$ (3,400)	(3,400)
202	Official Word		
203	Directories		
204.1	General	\$ (17,000)	(15,000)
204.2	Legislative	\$ (3,000)	(2,000)
204.3	Committees	\$ (2,000)	(1,500)
204.4	Special Projects	\$ (1,000)	(1,000)
204.5	New Law Lunch	\$ -	
204.6	Education/Prof. Dev	\$ (1,500)	(2,000)
205	Recognition	\$ (1,500)	(1,000)
206.a	Central Division - 45% Membership	\$ (3,600)	\$ (3,700)
206.b	Northern Division - 45% Membership	\$ (11,700)	\$ (11,700)
206.c	Southern Division - 45% Membership	\$ (18,000)	(18,000)
207.1	Webmaster	\$ (3,500)	(4,000)
208	Annual Institute	\$ (77,000)	\$ (77,000)
208.1	Shirts		
208.4	Speakers		
208.5	Special Event		
208.6	Meeting expense		
208.6.1	Meeting expense (FY 08/09)	(3,000)	(3,000)
208.7	Printing		
209.1	IIMC Dinner	\$ (150)	(150)
209.2	Region IX	\$ (3,500)	(3,600)
209.3	IIMC - Other	\$ (1,000)	\$ (1,000)
209.4	Region IX Supplement	\$ (1,500)	\$ (1,500)
209.5	IIMC Candidate Support	\$ (7,500)	\$ (5,000)
209.6	MCEF Contribution	\$ (1,000)	\$ (1,000)
210.1	Handbook	\$ (300)	(300)
210.2	Other (bankcard fees)	\$ (300)	(300)
210.3	Other - Loan		
220.1	N & B South	\$ (20,000)	\$ (20,000)
220.2	N & B Central	\$ (12,500)	(10,000)
220.3	N & B North	\$ (10,000)	\$ (10,000)
220.3	Scholarships - Annual Conference	\$ (3,500)	\$ (2,500)
220.4	Scholarships - TTC/LTC	\$ (33,000)	\$ (33,000)
220.5	IIMC Conference	\$ (3,000)	\$ (3,000)
300	Reserves	\$ (1,550)	\$ (1,550)
TOTAL		\$ -	\$ -