



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

Conference Call Number (916) 658-8286

**AGENDA
Monday, July 6, 2009
11:00 A.M.**

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. INTRODUCTIONS / ANNOUNCEMENTS**
- 4. MINUTES**
 - a. Approval of April 29, 2009 Meeting Minutes & May 29, 2009 Special Meeting Minutes (Williams)
- 5. TREASURER'S REPORT AND BUDGET (Anderson)**
- 6. UNFINISHED BUSINESS**
 - a. Division Boundaries (McCarthy)
 - b. Alternative Scholarship Program (Clark)
- 7. NEW BUSINESS / ACTION / DISCUSSION ITEMS**
 - a. Municipal Clerk Certificate Program (Tilton)

- b. 2009 Scholarships Round II (Abrahamson)
- c. Destruction of Registration Materials from 2007 CCAC Conference (Williams)

8. 2008-2009 CCAC GOALS & OBJECTIVES - STATUS

9. DIRECTORS' REPORTS

- a. **First Vice President (Pope)**
- b. **Second Vice President (Johl)**
- c. **Communications Director (Wimberly)**
 - i. Website Policy
 - ii. Records Retention Schedule
- d. **Legislative Director (Reynoso)**
- e. **Professional Development Director (Abrahamson)**
- f. **Division Professional Development Reps (Concolino / Tilton / Clark)**
- g. **Division Trustees (Van Wormer / Davidson / Folcik)**
- h. **Division Chairs (Diridon / Lima / Hammers)**
- i. **Past President (McCarthy)**

10. IIMC REPORT (Nicol)

11. PRESIDENT'S REPORT (Roberts)

12. UPCOMING BOARD MEETING DATES

13. ADJOURNMENT

**City Clerk's Association of California
Treasurer's Report
11/01/2008 through 6/29/2009**

	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		26,509	175,354	201,863
Expenditures		(101,593)	(65,882)	(167,475)
COMBINED TOTALS				91,683
MM Edu Fund CK BK	20,788			20,788

Respectfully Submitted:

Janet M. Anderson, CCAC Treasurer

City Clerk's Association of California
Activity Report
Period 11/01/2007 to 6/29/2009

Income Account	Budget	Receipts This Period	Prior Period Receipts	Total Receipts	% of Budget
Beginning Balance				57,294	
101 Membership					
101.a Central	8,200	25	8,950	8,975	109%
101.b North	25,000	95	23,660	23,755	95%
101.c South	40,000	665	39,410	40,075	100%
101.1 Admin. Fee	10,000	120	11,325	11,445	114%
102 Interest	100			-	0%
103 Conference	85,000				0%
103.1 Shirts				-	
103.2 Vendor			22,965	22,965	
103.3 Registration		12,147	57,654	69,801	
103.4 Misc.					
104 Miscellaneous				-	
104.a Other (Directories)					
104.b Other (from Savings)	10,000			-	0%
105 Handbook	1,000	100	1,100	1,200	120%
106 IIMC Dinner				-	
107 Fundraising	13,000				0%
Silent Auction	5,000	3,176		3,176	
MCEF (CA II Endowment)					
CCAC Store		4,043	35	4,078	0%
Scholarship Fund		50	5,255	5,305	
108 Advertising	15,000	1,200	5,000	6,200	41%
120 Education					
120.a N & B North	10,000				0%
120.b N & B Central	15,000	4,888		4,888	33%
120.c N & B South	20,000				0%
Total Income	257,300	26,509	175,354	201,863	78%

City Clerk's Association of California
Activity Report
Period 11/01/2007 to 6/29/2009

Expenditures Account	Budget	Expenditures This Period	Prior Period Expenditures	Total Expenditures	Available Balance	% of Budget
201 Administration					-	
201.1 Pres. Expenses	7,500	(542)	(3,620)	(4,162)	3,338	55%
201.2 Phone				-	-	
201.3 Equipment				-	-	
201.4 Supplies	1,500	(2,867)	(694)	(3,561)	(2,061)	237%
201.5 League Rep				-	-	
201.6 Postage	700	(13)	(84)	(97)	603	14%
201.7 Audit	800			-	800	0%
201.8 Tax Preparation	500				500	0%
201.9 Bond	100		(100)	(100)	-	100%
201.9.1 Insurance	3,400	(1,141)	(750)	(1,891)	1,509	56%
202 Official Word				-	-	
203 Directory				-	-	
204 Board Meeting Expenses				-	-	
204.1 General	15,000	(3,146)	(1,343)	(4,489)	10,511	30%
204.2 Legislative	2,000	(661)	(565)	(1,226)	774	61%
204.3 Committees	1,500	(350)	(1,152)	(1,502)	(2)	100%
204.4 Special Projects	1,000			-	1,000	
204.5 New Law Lunch				-	-	
204.6 Education/Prof. Dev	2,000	(274)	(2,479)	(2,753)	(753)	138%
205 Recognition	1,000	(920)		(920)	80	92%
206 Division Dues				-	-	
206.a Central	3,700		(3,960)	(3,960)	(260)	107%
206.b North	11,700		(10,406)	(10,406)	1,294	89%
206.c South	18,000		(17,649)	(17,649)	351	98%
207 Projects				-	-	
207.1 Webmaster	14,000	(1,320)	(1,460)	(2,780)	11,220	20%
207.2 Special Projects				-	-	
208 Conference	77,000	(79,472)	(5,031)	(84,503)		0%
208.1 Shirts/Blankets				-	-	
208.4 Speakers		(7,952)	(1,300)	(9,252)		
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	

City Clerk's Association of California
Activity Report
Period 11/01/2007 to 6/29/2009

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	3,600			-	3,600	0%
209.3 IIMC - Other	1,000			-	1,000	0%
209.4 Region IX Supplement	1,500			-	1,500	
209.5 IIMC Candidate Support	5,000			-	-	100%
209.6 MCEF Contribution	1,000		(250)	(250)	750	
210 Miscellaneous						
210.1 Handbook	300			-	300	0%
210.2 Bank Fees	300	(100)	(733)	(833)	(533)	
				-	-	
220 Education						
220.1 N & B South	20,000		(512)	(512)	19,488	3%
220.2 N & B Central	10,000	(250)		(250)	9,750	3%
220.3 N & B New	10,000			-	10,000	
220.4 Scholarships - Conferenc	2,500	(1,564)		(1,564)	936	63%
220.5 Scholarships - CEPO	33,000		(13,794)	(13,794)	19,206	42%
220.6 IIMC Conference	3,000	(1,023)		(1,023)	1,977	34%
220.7 Education - Other	-			-	-	
300 Reserves	1,550			-	1,550	0%
				-	-	
Total Expenditures	257,300	(101,593)	(65,882)	(167,475)		65%
Total Income				201,863		
Balance				34,388		

Beginning Balance as of 11/1/08:	57,294
Total Income:	201,863
Total Expenditures:	(167,475)
Combined Bank Balance:	91,682
Less CD:	(7,539)
Less CD:	(7,521)
Less Savings:	(32,234)
Check Book Balance:	44,388

City Clerk's Association of California

Summary of Accounts

Period 11/1/08 through 6/29/09

Beginning Checkbook Balance 10,000.00 10,000.00

101 Membership

101.a Central Division

Deposit	8-Dec	101.a Membership Dues	2,475.00	
Deposit	16-Dec	101.a Membership Dues	2,020.00	
Deposit	15-Jan	101.a Membership Dues	2,830.00	
Deposit	23-Jan	101.a Membership Dues	520.00	
Deposit	30-Jan	101.a Membership Dues	845.00	
Deposit	13-Mar	101.a Membership Dues	110.00	
Deposit	10-Apr	101.a Membership Dues	150.00	
Deposit	15-May	101.a Membership Dues	25.00	8,975.00

101.b Northern Division

Deposit	10-Nov	101.b Membership Dues	55.00	
Deposit	1-Dec	101.b Membership Dues	70.00	
Deposit	8-Dec	101.b Membership Dues	6,960.00	
Deposit	16-Dec	101.b Membership Dues	4,200.00	
Deposit	15-Jan	101.b Membership Dues	6,295.00	
Deposit	23-Jan	101.b Membership Dues	2,085.00	
Deposit	30-Jan	101.b Membership Dues	3,050.00	
Deposit	4-Mar	101.b Membership Dues	410.00	
Deposit	10-Apr	101.b Membership Dues	535.00	
Deposit	15-May	101.b Membership Dues	40.00	
Deposit	8-Jun	101.b Membership Dues	55.00	23,755.00

101.c Southern Division

Deposit	10-Nov	101.c Membership Dues	190.00	
Deposit	1-Dec	101.c Membership Dues	270.00	
Deposit	8-Dec	101.c Membership Dues	10,555.00	
Deposit	16-Dec	101.c Membership Dues	5,730.00	
Deposit	15-Jan	101.c Membership Dues	10,740.00	
Deposit	23-Jan	101.c Membership Dues	5,510.00	
Deposit	30-Jan	101.c Membership Dues	5,030.00	
Deposit	4-Mar	101.c Membership Dues	635.00	
Deposit	13-Mar	101.c Membership Dues	560.00	
Deposit	10-Apr	101.c Membership Dues	190.00	
Deposit	15-May	101.c Membership Dues	325.00	
Deposit	8-Jun	101.c Membership Dues	340.00	40,075.00

101.1 Membership - Administrative Fee

Deposit	10-Nov	101.1 Administrative Fee	25.00	
Deposit	1-Dec	101.1 Administrative Fee	40.00	
Deposit	8-Dec	101.1 Administrative Fee	2,500.00	
Deposit	16-Dec	101.1 Administrative Fee	1,535.00	
Deposit	15-Jan	101.1 Administrative Fee	3,595.00	
Deposit	23-Jan	101.1 Administrative Fee	990.00	
Deposit	23-Jan	101.1 Late Fee	100.00	
Deposit	30-Jan	101.1 Administrative Fee	1,890.00	
Deposit	30-Jan	101.1 Late Fee	75.00	
Deposit	4-Mar	101.1 Administrative Fee	255.00	

City Clerk's Association of California

Summary of Accounts

Period 11/1/08 through 6/29/09

Deposit	13-Mar	101.1 Administrative Fee	200.00	
Deposit	13-Mar	101.1 Late Fee	50.00	
Deposit	10-Apr	101.1 Administrative Fee	70.00	
Deposit	15-May	101.1 Administrative Fee	40.00	
Deposit	15-May	101.1 Late Fee	25.00	
Deposit	8-Jun	101.1 Administrative Fee	30.00	
Deposit	8-Jun	101.1 Late Fee	25.00	11,445.00

102 Interest

103 Conference

103.1 Shirts

103.2 Conference - Vendor Fees

Deposit	25-Feb	103.2 Vendor Fees	\$ 13,380.00	
Deposit	13-Mar	103.2 Vendor Fees	\$ 6,365.00	
Deposit	20-Apr	103.2 Vendor Fees	\$ 3,220.00	\$ 22,965.00

103.3 Conference- Registration

Bank Dep	23-Jan	103.3 Conference- Registration	\$ 4,712.00	
Bank Dep	26-Jan	103.3 Conference- Registration	\$ 4,655.00	
Bank Dep	26-Jan	103.3 Conference- Registration	\$ 2,113.75	
Bank Dep	29-Jan	103.3 Conference- Registration	\$ 375.25	
Bank Dep	30-Jan	103.3 Conference- Registration	\$ 750.50	
Bank Dep	2-Feb	103.3 Conference- Registration	\$ 375.25	
Bank Dep	5-Feb	103.3 Conference- Registration	\$ 126.75	
Bank Dep	6-Feb	103.3 Conference- Registration	\$ 988.00	
Bank Dep	9-Feb	103.3 Conference- Registration	\$ 483.75	
Bank Dep	10-Feb	103.3 Conference- Registration	\$ 446.50	
Bank Dep	12-Feb	103.3 Conference- Registration	\$ 750.50	
Bank Dep	17-Feb	103.3 Conference- Registration	\$ 1,197.00	
Bank Dep	17-Feb	103.3 Conference- Registration	\$ 375.25	
Bank Dep	19-Feb	103.3 Conference- Registration	\$ 612.75	
Bank Dep	23-Feb	103.3 Conference- Registration	\$ 166.25	
Bank Dep	23-Feb	103.3 Conference- Registration	\$ 71.25	
Bank Dep	27-Feb	103.3 Conference- Registration	\$ 71.25	
Bank Dep	4-Mar	103.3 Conference- Registration	\$ 541.50	
Deposit	4-Mar	103.3 Conference- Registration	\$ 1,015.00	
Bank Dep	5-Mar	103.3 Conference- Registration	\$ 373.69	
Bank Dep	6-Mar	103.3 Conference- Registration	\$ 1,268.25	
Bank Dep	9-Mar	103.3 Conference- Registration	\$ 2,311.75	
Bank Dep	9-Mar	103.3 Conference- Registration	\$ 2,023.50	
Bank Dep	9-Mar	103.3 Conference- Registration	\$ 877.25	
Bank Dep	11-Mar	103.3 Conference- Registration	\$ 541.50	
Bank Dep	12-Mar	103.3 Conference- Registration	\$ 4,170.50	
Deposit	13-Mar	103.3 Conference- Registration	\$ 1,565.00	
Bank Dep	13-Mar	103.3 Conference- Registration	\$ 821.75	
Bank Dep	16-Mar	103.3 Conference- Registration	\$ 1,881.00	
Bank Dep	16-Mar	103.3 Conference- Registration	\$ 1,600.75	
Bank Dep	16-Mar	103.3 Conference- Registration	\$ 750.50	
Bank Dep	19-Mar	103.3 Conference- Registration	\$ 1,345.75	
Bank Dep	20-Mar	103.3 Conference- Registration	\$ 2,175.50	

City Clerk's Association of California

Summary of Accounts

Period 11/1/08 through 6/29/09

Bank Dep	23-Mar	103.3 Conference- Registration	\$	3,135.00	
Bank Dep	23-Mar	103.3 Conference- Registration	\$	2,280.00	
Bank Dep	23-Mar	103.3 Conference- Registration	\$	1,957.00	
Bank Dep	26-Mar	103.3 Conference- Registration	\$	375.25	
Bank Dep	27-Mar	103.3 Conference- Registration	\$	916.75	
Bank Dep	30-Mar	103.3 Conference- Registration	\$	1,083.00	
Bank Dep	30-Mar	103.3 Conference- Registration	\$	636.50	
Bank Dep	30-Mar	103.3 Conference- Registration	\$	261.25	
Deposit	31-Mar	103.3 Conference- Registration	\$	5,475.00	
Bank Dep	2-Apr	103.3 Conference- Registration	\$	375.25	
Bank Dep	3-Apr	103.3 Conference- Registration	\$	166.25	
Bank Dep	6-Apr	103.3 Conference- Registration	\$	977.99	
Bank Dep	6-Apr	103.3 Conference- Registration	\$	534.00	
Bank Dep	8-Apr	103.3 Conference- Registration	\$	570.00	
Bank Dep	9-Apr	103.3 Conference- Registration	\$	470.25	
Bank Dep	10-Apr	103.3 Conference- Registration	\$	446.50	
Bank Dep	13-Apr	103.3 Conference- Registration	\$	874.00	
Bank Dep	13-Apr	103.3 Conference- Registration	\$	707.75	
Deposit	20-Apr	103.3 Conference- Registration	\$	1,980.00	
Bank Dep	20-Apr	103.3 Conference- Registration	\$	570.00	
Deposit	27-Apr	103.3 Final, Reg, Vendor, Event, banquet	\$	4,350.00	
Deposit	15-May	103.3 Events	\$	125.00	\$ 69,800.93

103.4 Misc.

103.5 Institute - Fundraiser

104.a Other

105 Handbook

Deposit	10-Nov	105 Handbook	\$	200.00	
Deposit	8-Dec	105 Handbook	\$	25.00	
Deposit	15-Jan	105 Handbook	\$	125.00	
Deposit	28-Jan	105 Handbook	\$	100.00	
Deposit	4-Mar	105 Handbook	\$	550.00	
Deposit	31-Mar	105 Handbook	\$	75.00	
Deposit	20-Apr	105 Handbook	\$	25.00	
Deposit	15-May	105 Handbook	\$	50.00	
Deposit	8-Jun	105 Handbook	\$	50.00	\$ 1,200.00

106 IIMC Dinner

107 Fundraising

Deposit	4-Mar	107 CCAC Sweatshirt	\$	35.00	
Deposit	27-Apr	107 CCAC Store proceeds	\$	3,862.00	
Deposit	27-Apr	107 Silent Auction Proceeds	\$	3,081.00	
Deposit	15-May	107 Silent Auction Proceeds	\$	95.00	
Deposit	8-Jun	107 CCAC Store proceeds	\$	180.85	\$ 7,253.85

107.a Scholarship Fund from Dues

City Clerk's Association of California

Summary of Accounts

Period 11/1/08 through 6/29/09

Deposit	10-Nov	107a Scholarship Fund from Dues	\$	25.00		
Deposit	1-Dec	107.a Donation from Francis Greiner	\$	10.00		
Deposit	1-Dec	107.a Donation from Jean Ushijima	\$	20.00		
Deposit	8-Dec	107.a Scholarship Fund from Dues	\$	1,450.00		
Deposit	16-Dec	107.a Scholarship Fund from Dues	\$	925.00		
Deposit	15-Jan	107.a Scholarship Fund from Dues	\$	1,400.00		
Deposit	23-Jan	107.a Scholarship Fund from Dues	\$	600.00		
Deposit	30-Jan	107.a Scholarship Fund from Dues	\$	500.00		
Deposit	4-Mar	107.a Scholarship Fund from Dues	\$	100.00		
Deposit	13-Mar	107.a Scholarship Fund from Dues	\$	50.00		
Deposit	10-Apr	107.a Scholarship Fund from Dues	\$	75.00		
Deposit	20-Apr	107.a March TTC donation for MCEF Kane	\$	100.00		
Deposit	15-May	107.a Scholarship Fund from Dues	\$	50.00	\$	5,305.00

108 Advertising

Deposit	10-Nov	108 Advertising	\$	1,000.00		
Deposit	15-Jan	108 Advertising	\$	400.00		
Deposit	28-Jan	108 Advertising	\$	400.00		
Deposit	4-Mar	108 Advertising	\$	2,000.00		
Deposit	13-Mar	108 Advertising	\$	800.00		
Deposit	20-Apr	108 Advertising	\$	400.00		
Deposit	15-May	108 Advertising	\$	600.00		
Deposit	8-Jun	108 Advertising	\$	600.00	\$	6,200.00

120.a Nuts & Bolts - South

120.b Nuts & Bolts - Central

Deposit	8-Jun	120.b Central Nuts & Bolts	\$	4,888.00	\$	4,888.00
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120.c Nuts & Bolts - North

201.1 Pres. Expenses

1951	6-Nov	201.1 Margaret Roberts (ship gifts to Alaska)	\$	(135.98)		
Credit Carc	6-Nov	201.1 Cape Fox Inn Ketchikan AK	\$	(534.29)		
1952	10-Nov	201.1 Margaret Roberts (Alaska Conf.)	\$	(227.00)		
1956	1-Dec	201.1 Margaret Roberts (Alaska Conf.)	\$	(93.27)		
Credit Carc	7-Jan	201.1 Alaska Airlines	\$	(620.40)		
Credit Carc	8-Jan	201.1 Hilton Hotels (IIMC Chicago)	\$	(183.49)		
Credit Carc	15-Jan	201.1 IIMC Registration	\$	(560.00)		
Credit Carc	15-Jan	201.1 WMCA Conference air fare	\$	(229.20)		
1970	28-Jan	201.1 Menlo Park (Meeting supplies)	\$	(140.04)		
1985	13-Mar	201.1 Margaret Roberts (Adv for Wash Con)	\$	(250.00)		
Credit Carc	16-Mar	201.1 Bev Mo (VIP Gifts)	\$	(53.01)		
Credit Carc	24-Mar	201.1 Quinalt Beach Resort (Wash Conf)	\$	(593.70)		
Credit Carc	13-Apr	201.1 IlluminArt sPub	\$	(54.85)		
Credit Carc	13-Apr	201.1 Borders.com	\$	(49.00)		
Credit Carc	13-Apr	201.1 Borders.com	\$	(19.65)		
Credit Carc	15-Apr	201.1 Barns Nobel.com	\$	(303.79)		
Credit Carc	16-Apr	201.1 Bev Mo (VIP Gifts)	\$	(114.61)	\$	(4,162.28)

City Clerk's Association of California
Summary of Accounts
Period 11/1/08 through 6/29/09

201.3 Equipment

201.4 Supplies

1959	16-Dec	201.4 Martin & Chapman Renewal Forms	\$	(449.35)	
1971	28-Jan	107 Multi Color Processing (CCAC store)	\$	(244.90)	
2045	23-Apr	107 Multi Color Processing (Store Supp.)	\$	(2,303.50)	
2047	23-Apr	107 Gault (Postage to mail shirts)	\$	(153.72)	
2067	1-May	107 Tennessee Assoc Muni Clerks	\$	(150.00)	
2081	8-Jun	107 Multi Color Processing (CCAC store)	\$	(259.29)	\$ (3,560.76)

201.6 Postage

1958	16-Dec	201.6 LOCC	\$	(14.43)	
1976	2-Mar	201.6 San Juan Capistrano (mail MMC Plac	\$	(56.10)	
2005	26-Mar	201.6 LOCC	\$	(13.10)	
2079	8-Jun	201.6 LOCC	\$	(13.42)	\$ (97.05)

201.7 Audit

201.8 Tax Preparation

201.9 Bonds

1953	10-Nov	201.9 Bonds	\$	(100.00)	\$ (100.00)
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201.9.1 Insurance

2010	31-Mar	201.9.1 Zurich North America	\$	(750.00)	
2077	2-Jun	201.9.1 Philadelphia Ins. Co.	\$	(1,141.00)	\$ (1,891.00)

204.1 General

Credit Card		204.1 Meeting Room & Lunch in Anaheim	\$	(822.59)	
1977	2-Mar	204.1 Randi Johl (Adm. Ser Comm)	\$	(139.20)	
1979	5-Mar	204.1 Disneyland Resort (conf phone)	\$	(204.84)	
Credit Carc	30-Mar	204.1 Southwest (Lisa Pope to Annual Conf	\$	(176.20)	
Credit Carc	30-Apr	204.6 IIMC (Pope Registration)	\$	(560.00)	
Credit Carc	30-Apr	204.6 American Air (Pope to IIMC Conf)	\$	(327.26)	
Credit Carc	4-May	204.6 Travel Ins Pope to IIMC	\$	(17.06)	
Credit Carc	6-May	204.6 IIMC (Johl Registration)	\$	(560.00)	
Credit Carc	27-May	204.6 Hilton Hotels (Pope,Johl IIMC Conf)	\$	(1,067.45)	
2078	8-Jun	204.6 Randi Johl (IIMC Conf)	\$	(222.00)	
2091	11-Jun	204.6 Lisa Pope (IIMC Conf)	\$	(391.92)	\$ (4,488.52)

204.2 Legislative

1961	13-Jan	204.2 CACEO (Shalice Year's meetings)	\$	(440.00)	
1962	13-Jan	204.2 CACEO (Shalice Membership Dues)	\$	(125.00)	
2070	15-May	204.2 Buena Park (Shalice AB 715)	\$	(660.68)	\$ (1,225.68)

204.3 Committees

13-May	13-Jan	204.3 Canyon Crest Trav. Colleen/Mentor	\$	(304.20)	
1964	13-Jan	204.3 Colleen Nicol (Parking Mentor Trainin	\$	(16.00)	
1969	28-Jan	204.3 Lee Price (mentor training supplies)	\$	(188.97)	
2007	26-Mar	204.3 Lee Price (Airfare mentor training)	\$	(159.20)	

City Clerk's Association of California
Summary of Accounts

Period 11/1/08 through 6/29/09

2008	26-Mar	204.3 Brea (Printing for mentor training)	\$	(157.52)	
2009	27-Feb	204.3 Lucinda Williams (Mentor Train food)	\$	(326.43)	
2085	8-Jun	204.3 Express Type (election forms)	\$	(155.03)	
2086	8-Jun	204.3 Elizabeth Aguire (election supplies)	\$	(10.32)	
2087	8-Jun	204.3 Galt (Election postage)	\$	(184.80)	\$ (1,502.47)
204.6 Education/Prof. Dev					
1973	29-Jan	204.1 IIMC (Abrahamson Registration)	\$	(560.00)	
1972	29-Jan	204.1 Palmer House Hilton (Abrahamson)	\$	(1,284.40)	
Credit Carc	1-Apr	204.6 United Airlines (Dawn to IIMC)	\$	(609.40)	
Credit Carc	3-Apr	204.6 United Airlines Booking Fee	\$	(25.00)	
2089	11-Jun	204.6 Dawn Abrahamson (IIMC Conf)	\$	(54.12)	
2090	11-Jun	204.6 Fremont (IIMC exp. Abrahamson)	\$	(220.01)	\$ (2,752.93)
205 Recognition					
Credit Carc	16-Apr	201.1 Flowers by Kaine	\$	(193.50)	
Credit Carc	16-Apr	201.1 Flowers by Kaine	\$	(193.50)	
CK2071	15-May	201.1 Colleen Nicol, Retire lunch flowers	\$	(206.40)	
CK2076	21-May	201.1 Pam Kolacy (Gift for CN Region IX)	\$	(110.00)	
CK 2088	11-Jun	201.1 Occasions (Clerk of year correction)	\$	(216.56)	\$ (919.96)
206.a Central Division Dues					
2012	2-Apr	206.a CCCCA (2009 Dues)	\$	(3,960.00)	\$ (3,960.00)
206.b Northern Division Dues					
2013	2-Apr	206.b NCCCA (2009 Dues)	\$	(10,406.25)	\$ (10,406.25)
206.c Southern Division Dues					
2014	2-Apr	206.c SCCCA (2009 Dues)	\$	(17,649.00)	\$ (17,649.00)
207.1 Webmaster					
1955	25-Nov	207.1 Shark Studios (Dec. inv. 29)	\$	(285.00)	
1957	16-Dec	207.1 Shark Studios (Jan. inv. 30)	\$	(320.00)	
1963	13-Jan	207.1 Shark Studios (Feb. Inv. 31)	\$	(285.00)	
1974	24-Feb	207.1 Shark Studios (March Inv. 32)	\$	(285.00)	
2004	26-Mar	207.1 Shark Studios (April Inv. 33)	\$	(285.00)	
2062	30-Apr	207.1 Shark Studios (May Inv. 34)	\$	(285.00)	
2074	15-May	207.1 Shark Studios (June inv.)	\$	(285.00)	
2075	15-May	207.1 Shark Studios (redesign website)	\$	(750.00)	\$ (2,780.00)
208 Annual Conference					
1975	2-Mar	208 Margaret Roberts (site visit)	\$	(319.07)	
1978	5-Mar	208 Lisa Pope (Site Visits & Supplies)	\$	(293.51)	
1982	9-Mar	208 Rex Osborn (Conf Bags)	\$	(2,940.00)	
1983	9-Mar	208 Rex Osborn (Site visit, hotel, etc)	\$	(678.52)	
1984	9-Mar	208 Rex Osborn (Pres VIP Gifts)	\$	(300.00)	
2033	10-Apr	208 Shawna Freels (Vendor Raffle)	\$	(500.00)	
2034	22-Apr	208 Rebekah Barr (Banquet Deco)	\$	(316.91)	
2036	22-Apr	208 Clos Du Bois Wednesday Event	\$	(6,500.00)	
2040	23-Apr	208 RCIP (AV)	\$	(2,500.00)	
2042	23-Apr	208 Scott Menell (AV)	\$	(1,200.00)	
2043	23-Apr	208 Gayle Petersen (Retire Luncheon)	\$	(208.41)	

City Clerk's Association of California
Summary of Accounts

Period 11/1/08 through 6/29/09

2044	23-Apr	208 Tom Killian (Van Driver)	\$	(1,200.00)	
2055	23-Apr	208 Shawn Mills (Band for Banquet)	\$	(1,400.00)	
2056	24-Apr	208 Lisa Pope (Supplies)	\$	(56.18)	
2057	24-Apr	208 Margaret Roberts (Vip Gifts & Supp	\$	(112.53)	
2058	24-Apr	208 Double Tree Hotel & Banquet Bill	\$	(52,430.29)	
2059	24-Apr	208 Rex Osborn (expenses)	\$	(5,658.36)	
2060	24-Apr	208 Rex Osborn (base fee)	\$	(3,125.00)	
2063	30-Apr	208 Kelsey Bealer (Conf Supplies)	\$	(49.16)	
2064	30-Apr	208 Lisa Pope (Mileage, Parking etc)	\$	(182.35)	
2065	30-Apr	208 Margaret Wimberly (CD Roms)	\$	(44.37)	
2066	30-Apr	208 JCG Technologies (Refund event tick	\$	(150.00)	
2069	15-May	208 Lucinda Williams (conf. supplies)	\$	(44.57)	
2080	8-Jun	208 Brea (Printing programs)	\$	(87.10)	
Bank Card	6-May	208 Visa Refunds & Service Charge	\$	(4,207.07)	\$ (84,503.40)

208.1 Shirts

208.4 Speakers

1981	9-Mar	208.4 Kathy Harris (Adv Acad. Deposit)	\$	(1,300.00)	
2035	22-Apr	208.4 Dr. David Jones	\$	(3,000.00)	
2037	23-Apr	208.4 Dianna Schlott	\$	(200.00)	
2038	23-Apr	208.4 Steven Belisle	\$	(1,500.00)	
2039	23-Apr	208.4 Martha Bryain	\$	(1,500.00)	
2061	24-Apr	208.4 Harris Dev. (balance of Speaker Fee	\$	(1,603.88)	
2068	15-May	208.4 Dianna Schlott (expenses mileage)	\$	(147.62)	\$ (9,251.50)

208.5 Special Event

208.6 Meeting Expense

208.7 Printing

209.1 IIMC Dinner

209.2 Region IX

209.3 IIMC Other

209.4 Region IX Supplement

209.5 IIMC Candidate Support

209.6 MCEF Contribution

1954	20-Nov	209.6 September TTC Contribution	\$	(250.00)	\$ (250.00)
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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 fee	\$	(49.90)	
Bank Fee	5-Jan	210.2 Bankcard Fee	\$	(49.90)	
Bank Fee	4-Feb	210.2 Bankcard Fee	\$	(49.90)	

City Clerk's Association of California

Summary of Accounts

Period 11/1/08 through 6/29/09

Bank Fee	4-Feb	210.2 Bankcard Fee	\$	(3.90)		
Bank Fee	5-Mar	210.2 Bankcard Fee	\$	(49.90)		
Bank Fee	6-Apr	210.2 Bankcard Fee	\$	(49.90)		
Bank Fee	13-Apr	210.2 Verification Fee/Doubletree Hotel	\$	(500.00)		
Bank Fee	6-May	210.2 Bank card fees	\$	(49.90)	\$	(833.25)
220.1 N&B South						
1965	13-Jan	220.1 Embassy Suites (reimburse refund)	\$	(511.83)	\$	(511.83)
220.2 N&B Central						
2006	26-Mar	220.2 The Emory (Deposit)	\$	(250.00)	\$	(250.00)
220.3 N&B North						
220.3 Scholarships - Conference						
2072	15-May	220.3 La Canada Flintridge (Sylvia Baca)	\$	(395.00)		
2073	15-May	220.3 Sylvia Baca	\$	(434.45)		
2082	8-Jun	220.3 Fairfield (Arletta Cortright)	\$	(395.00)		
2083	8-Jun	220.3 Arletta Cortright	\$	(339.27)	\$	(1,563.72)
220.4 Scholarships - TTC/LTC						
1986	13-Mar	204.4 Riverbank (Abid-Cummings)	\$	(330.00)		
1987	13-Mar	204.4 Santa Clarita (Caputo)	\$	(330.00)		
1988	13-Mar	204.4 San Ramon (Beck, Edwards)	\$	(660.00)		
1989	13-Mar	204.4 Brentwood (Garcia)	\$	(330.00)		
1990	13-Mar	204.4 Taft (Hudgens)	\$	(330.00)		
1991	13-Mar	204.4 Tiburon (Iacopi)	\$	(330.00)		
1992	13-Mar	204.4 Rocklin (Ivanusich)	\$	(330.00)		
1993	13-Mar	204.4 Thousand Oaks (Johnson)	\$	(330.00)		
1994	13-Mar	204.4 Perris (Kasad)	\$	(330.00)		
1995	13-Mar	204.4 Los Banos (Malonee)	\$	(330.00)		
1996	13-Mar	204.4 Waterford (Martin)	\$	(330.00)		
1997	13-Mar	204.4 Riverside (Mortin-Ellis)	\$	(330.00)		
1998	13-Mar	204.4 Baldwin Park (Nieto)	\$	(330.00)		
1999	13-Mar	204.4 Monterey (Raynor)	\$	(330.00)		
2000	13-Mar	204.4 Fountain Valley (Roberts)	\$	(330.00)		
2001	13-Mar	204.4 Los Gatos (Rose)	\$	(330.00)		
2002	13-Mar	204.4 Muirrieta (Vinson)	\$	(330.00)		
2003	13-Mar	204.4 Arroyo Grande (Wetmore)	\$	(330.00)		
2015	7-Apr	204.4 Atwater (Del Real, Waterman)	\$	(792.00)		
2016	7-Apr	204.4 Bakersfield (Lawrence)	\$	(396.00)		
2017	7-Apr	204.4 Dana Point (Ogan)	\$	(396.00)		
2018	7-Apr	204.4 Elk Grove (Lindgren)	\$	(396.00)		
2019	7-Apr	204.4 Fortuna (Jensen)	\$	(396.00)		
2020	7-Apr	204.4 Gustine (Buendia)	\$	(396.00)		
2021	7-Apr	204.4 Hesperia (Bean)	\$	(396.00)		
2022	7-Apr	204.4 Manteca (Ornelas)	\$	(396.00)		
2023	7-Apr	204.4 Modesto (Lopez)	\$	(396.00)		
2024	7-Apr	204.4 Murrieta (Shubin)	\$	(396.00)		
2025	7-Apr	204.4 Port Hueneme (Ascencion)	\$	(396.00)		
2026	7-Apr	204.4 Riverbank (Aguilar)	\$	(396.00)		
2027	7-Apr	204.4 Riverside (Herrera)	\$	(396.00)		

City Clerk's Association of California

Summary of Accounts

Period 11/1/08 through 6/29/09

2028	7-Apr	204.4 Sacramento H & RDA (Parker)	\$	(396.00)	
2029	7-Apr	204.4 San Gabriel (Eggehorn)	\$	(396.00)	
2030	7-Apr	204.4 San Leandro (Chiu)	\$	(396.00)	
2031	7-Apr	204.4 Rita Gallardo	\$	(396.00)	
2032	7-Apr	204.4 West Sacramento (Chapan)	\$	(396.00)	\$ (13,794.00)

220.5 IIMC Conference

2084	8-Jun	220.5 Pamela Miller (Inst Directors)	\$	(1,022.59)	\$ (1,022.59)
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\$ 44,386.59

Voided Checks

- 2046
- 2048
- 2049
- 2050
- 2051
- 2052
- 2053



July 6, 2009
CCAC BOARD MEETING

TO: CCAC Executive Board

FROM: CCAC Professional Development Committee

DATE: July 6, 2009

SUBJECT: PILOT ALTERNATIVE SCHOLARSHIP PROGRAM

BACKGROUND

At the CCAC board meeting of September 25, 2008, the Board reviewed a recommendation from the Professional Development Committee to approve a pilot alternative scholarship program to provide options to CCAC members other than TTC and CEPO for educational opportunities. At that meeting, the Board requested that the committee identify a funding source to support the program and the item was continued to the CCAC Board meeting of October 25, 2008.

At the Board meeting of October 25, 2008, the Board unanimously approved the Pilot Alternative Scholarship Program and authorized \$4,800 from the scholarship fund to provide sixteen (16) scholarship awards of \$300 each.

The committee received a total of 25 scholarship applications; 23 applicants qualified, and scholarships were awarded to 16 clerks. The program has been well received by the membership and many positive comments have been received.

RECOMMENDATION

The Professional Development Committee recommends that the CCAC Board approve establishing the Alternative Scholarship Program as a permanent program and earmarking \$4,800 per fiscal year from the scholarship fund for this purpose.

JULY 7, 2009
CCAC BOARD MEETING

TO: CCAC Executive Board

FROM: Dawn Abrahamson, Professional Development Director

DATE: June 25, 2009

**SUBJECT: RECEIVE AND FILE REPORT ON ROUND II 2009
SCHOLARSHIP AWARDS**

RECOMMENDATION

Receive and file the report on Round II 2009 Scholarship Awards.

BACKGROUND

Forty (40) scholarship applications were received prior to the June 1, 2009 deadline.

Fifteen (15) applicants qualified for scholarships to attend the August CEPO Institute and thirteen (13) applicants for the September TTC Institute, for a total of 28 scholarships awarded.

The Board budgeted \$33,000 for scholarships in the 2008-09 fiscal year. Existing Board policy allows up to 33% of the institute registration fee to be awarded to successful applicants. The Professional Development Committee determined a 65-35 split of the \$33,000 should be applied based upon the number of sessions covered in Round I (3 sessions) and Round II (2 sessions). Taking into account the \$4,800 that the Board approved for the first year of the Alternative Scholarship program, this gave the PDC \$18,330 to work with for Round I. The total for scholarships awarded in Round I was \$18,480, which was \$150 over the \$18,330 the PDC had to work with for Round I. The remainder balance for allocation in Round II theoretically should have been \$9,720; however, numerous awardees were unable to attend the session for which the scholarship was granted in Round I which left a remainder fund of \$14,200 for allocation in Round II.

Based on the number of applicants and available funds of \$14,200, the PDC awarded 15 CEPO Institute (\$2,200 registration fee) scholarships in the amount of \$598 each, and 13 TTC Institute (1,200 registration fee) scholarships in the amount of \$402 each. The total of scholarships awarded in Round II is \$14,200. If all awardees attend the session for which scholarships were granted, this will leave the scholarship fund with a zero balance.

A summary of the Round II allocations is attached for more detailed information.

Attachments

ROUND II APPLICANTS - 2009

LAST NAME	FIRST NAME	DIVISON	CITY	SESSION	MONTH	CCAC MEMBER	COMMENTS	AWARD	POINTS
Abid-Cummings	Linda	C	Riverbank	LTC	August		scholarship awarded for Feb 2009 MMCA		85
Colborn	Emily	S	Pismo Beach	LTC	August	Verified		\$598	70
Cusick	Mary	S	Santa Clarita	LTC	August	Verified		\$598	65
Gause	Donesia	S	Long Beach	LTC	August	Verified	Denied - not a current member		67
Herandez	Maricela	S	Riverside Transit Agency	LTC	August	Verified		\$598	74
Herrera	Cindy	S	Adelanto	LTC	August	Verified		\$598	80
Jones	Dale	S	Needles	LTC	August	Verified	scholarship awarded for Feb 2009 MMCA		78
Lehr	Brenda	N	Rancho Cordova	LTC	August	Verified		\$598	63
Mejia	Anthony	S	Riverside	LTC	August	Verified		\$598	59
Miller	Cindy	S	Moreno Valley	LTC	August	Verified	Denied - not a current member		47
Mizuno	Stephanie	N	Sacramento	LTC	August	Verified		\$598	68
Moe	Tracy	S	Moorpark	LTC	August	Verified		\$598	59
Ortiz	Mitzi	C	Lathrop	LTC	August	Verified		\$598	67
Price	Judy	N	Truckee	LTC	August	Verified		\$598	78
Ramos	Susan	S	Aliso Viejo	LTC	August	Verified		\$598	62
Sessman	Kathleen	S	Glendora	LTC	August	Verified		\$598	84
Thomason	Lisa	N	Wheatland	LTC	August	Verified		\$598	81
Trang	Cindy	S	Monterey Park	LTC	August	Verified		\$598	61
Ulibarri	Cynthia	S	Barstow	LTC	August	Verified	Denied - not a current member		58
Van	Amy	N	Citrus Heights	LTC	August	Verified		\$598	49
							carried forward from March 2009 TTC scholarship (not used)		
Ascencio	Sandra	C	Los Banos	TTC	September	Verified		\$402	52
Quevedo	Aida	S	Pomona	TTC	September	Verified		\$402	56
Cano	Elaina	S	San Luis Obispo	TTC	September	Verified		\$402	61
Davis	Poonam	S	Long Beach	TTC	September	Verified		\$402	53
Daly	Janis	S	Thousand Oaks	TTC	September	Verified		\$402	56
Deiter	Michele	N	Capitola	TTC	September	Verified		\$402	52
Drimakis	Julie	S	Tehachapi	TTC	September	Verified		\$402	58
Germain	Diane	S	Norco	TTC	September	Verified	scholarship awarded for June 2009 TTC		60.5
Jerome	Anna	S	Pico Rivera	TTC	September	Verified		\$402	64
Kaytis-Slocum	Nancy	N	Ferndale	TTC	September	Verified		\$402	62
Lindgren	Jason	N	Elk Grove	TTC	September	Verified	scholarship awarded for March 2009 TTC		57
Lopez	Stephanie	C	Modesto	TTC	September	Verified	scholarship awarded for March 2009 TTC		71
McGladrey	Bess	S	Cathedral City	TTC	September	Verified		\$402	52
Ogan	Bobbi	S	Dana Point	TTC	September	Verified	scholarship awarded for March 2009 TTC		57

