



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

Conference Call Number 916-658-8286

**Agenda
Wednesday, September 15, 2010
3:00 – 3:45 p.m.**

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. INTRODUCTIONS/ANNOUNCEMENTS**
- 4. APPOINTMENT CENTRAL DIVISION TRUSTEE**
- 5. MINUTES**
 - a. Approval of June 24, 2010 Meeting Minutes (Van Wormer/Lima)
- 6. TREASURER'S REPORT**
 - a. Treasurer's Report (Williams)
- 7. UNFINISHED BUSINESS**
 - a. 2009-2010 Goals Status Update
 1. Bylaws – Timeline/Review
 2. Committee Structure
 3. Website – Online Store & Credit Card
 4. Promoting the Profession
 5. Green Project
 - b. Ratification Affiliate Membership E-mail Vote – Aida Quevedo (Johl/Pope)

- c. Update – City Clerks Handbook (Pope)

8. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Appointment to CACEO Board (Johl)
- b. Amendment to Alternative Scholarship Program
(Tilton/Abrahamson)

9. DIRECTORS' REPORTS

- a. First Vice President (Concolino)
- b. Second Vice President (Anderson)
- c. Communications Director (Ortiz)
- d. Legislative Director (Abrahamson)
- e. Professional Development Director (Tilton)
- f. Division Professional Development Reps
(Wimberly/Davidson/Hammers)
- g. Division Trustees (Olds/Rodrigues/Lima)
- h. Division Chairs (Brewer/Martin/Laur)
- i. Past President (Pope)

10. REGION IX DIRECTOR'S REPORT (Nicol)

- a. IIMC Update

11. PRESIDENT'S REPORT (Johl)

12. ADJOURNMENT

Future Meetings

October 29, 2010

December 10, 2010

From: Randi Johl [rjohl@lodi.gov]
Sent: Wednesday, July 28, 2010 4:49 PM
To: Lori Martin
Cc: Nanci Lima
Subject: RE: Central Division Trustee Position on 2010-11 State Board
[Thank you Lori -](#)

[Nanci please schedule for September Board meeting. Thanks.](#)

From: Lori Martin [mailto:cityclerk@cityofwaterford.org]
Sent: Wednesday, July 28, 2010 12:36 PM
To: Randi Johl
Cc: 'Nanci Lima'
Subject: RE: Central Division Trustee Position on 2010-11 State Board

Thank you Nanci, for volunteering to serve and represent the Central Division as our Central Division Trustee on the State Board for the 2010-2011 Fiscal Year. It is my honor to forward on my recommendation of your nomination and appointment to fill the unexpired term of the Central Division Trustee to Randi Johl, Incoming President of the Executive Board.

Hi Randi: my request and recommendation of the nomination and appointment of Nanci Lima to fill the unexpired term of the Central Division Trustee for 2010-2011 is attached.

Thank you.

Lori Martin, CMC
City Clerk/Assistant to the City Administrator

-----Original Message-----

From: Nanci Lima [mailto:nlima@lemoore.com]
Sent: Wednesday, July 28, 2010 10:53 AM
To: cityclerk@cityofwaterford.org
Cc: 'Davidson, Dana'
Subject: Central Division Trustee Position on 2010-11 State Board
Importance: High

Lori,

You received a copy of the nominations for the 2010-2011 CCAC State Board. I am sure you noticed that the only position with more than one candidate was the Southern Division Trustee position. Dana Davidson has run for the Central Division Professional Development Representative and will be leaving the **Central** Division Trustee position vacant.

I respectfully request your consideration for appointment to fill the unexpired term of the Central Division Trustee position (Dana Davidson) on the 2010-2011 CCAC State Board; pursuant to the Constitution and Bylaws of the City Clerks Association of California 6.12 *"In the event of a vacancy in the office of Trustee, for any reason whatsoever, an appointment to fill the vacancy shall be made by the Chair of the Division from which the vacancy has occurred. Such appointment, after confirmation by the Executive Board of the Association, shall be to fill the office for the remainder of the unexpired term."*

I ask that you forward said appointment to Randi Johl 2010-2011 CCAC President for confirmation by the Executive Board at the September 15, 2010 Board Meeting.

Thank you.

Nanci C. O. Lima, CMC

Lemoore City Clerk/Administrative Secretary
Recording Secretary CCAC
559-924-6705
559-924-9003 Fax

"Life is Short! Whatever in life is dessert to you, check it out first."

P Please be green and keep it on the screen.



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Thursday, June 24, 2010
1:00 P.M.

1. CALL TO ORDER

President Pope called the Executive Board Meeting to order at 1:07 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences

Randi Johl, First Vice President

Pat Hammers, Southern Division Professional Development
Representative

Joan Flynn, Southern Division Chair

Margaret Roberts, Past President

Mitzi Ortiz, Communications Director

Roll Call

- Lisa Pope, President
- Shirley Concolino, Second Vice-President
- Nanci Lima, Recording Secretary
- Lucinda Williams, Treasurer
- Dawn Abrahamson, Professional Development Director
- Margaret Wimberly, Northern Division Professional Development
Representative
- Joann Tilton, Central Division Professional Development Representative
- Patrice Olds, Northern Division Chair
- Lori Martin, Central Division Chair
- Cynthia Van Wormer, Northern Division Trustee
- Dana Davidson, Central Division Trustee
- Julie Folcik, Southern Division Trustee

Also present:

- Lorraine Okabe, League of California Cities

3. INTRODUCTIONS/ANNOUNCEMENTS

President Pope announced the resignation of Shalice Tilton as Legislative Director.

4. MINUTES

a. Approval of April 30, 2010 Meeting Minutes (Lima)

Concolino moved and Abrahamson seconded a motion to approve the April 30, 2010 Meeting Minutes. The motion carried unanimously.

5. TREASURER'S REPORT (Williams)

Folcik moved and Van Wormer seconded a motion to engage Roorda, Piquet & Bessee, Inc. to prepare CCAC's taxes for year ending October 31, 2009. The motion carried unanimously.

6. UNFINISHED BUSINESS

a. 2009-2010 Goals Status Update

1. Bylaws

No report.

2. Committee Structure

Monthly updates from Interest Cards are continuing. Secretary Lima will email the list of committees with membership to the Board for their review/correction before having it placed on the website.

3. Website – Online Store & Credit Cards

Trustee Folcik will discuss with Communications Director Ortiz the possibility of combining the website "buttons" *About CCAC* and *Joining CCAC* and establishing a Committees "button".

4. Promoting the Profession

The committee completed the business cards with the elevator speech. If anyone needs more business cards please contact President Pope.

5. Green Project

No report.

b. Membership/Credit Card Software (Concolino)

Second Vice President Concolino reported that she had explored products by three different companies. She would email to the Board the links to the companies and await feedback from the Board. She believes the programs should not only work for membership but also for conference registration.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

1. Scholarship Report/Award (Abrahamson)

Professional Development Director Abrahamson reported 23 qualified applications were received and one was withdrawn due to the applicant's city's budgetary reductions. 13 scholarships for CEPO-LTC were awarded at \$765 and 9 scholarships for TTC were awarded at \$405.

8. DIRECTORS' REPORTS

a. First Vice President (Johl)

Lorraine Okabe requested that the Board encourage attendance at the pre-conference session in September.

b. Second Vice President (Concolino)

Second Vice President Concolino reported that she is still receiving membership dues. 100 cities have not renewed their membership. The membership directory should be complete in approximately 3-4 weeks.

Lorraine Okabe inquired if CCAC would be open to a themed joint reception with the Finance Directors at the New Law and Election Leadership Seminar. Discussion also included whether to continue pursuing the topic of Boards and Commissions for New Law.

c. Communications Director (Ortiz)

No report.

d. Legislative Director (S. Tilton)

No report.

e. Professional Development Director (Abrahamson)

Professional Development Director Abrahamson reported that on June 18 a mentoring training had been held in Vallejo. Regular conference calls are being considered to keep mentors up to date on information; and finally the points tracking form has been updated.

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

Northern Division Professional Development Representative Wimberly reported that she had attended the mentoring training in Vallejo.

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

No report.

h. Division Chairs (Olds/Martin/Flynn)

Chair Olds reported the Northern Division's meeting was June 18th in Vallejo with a mentoring training afterward.

Chair Martin reported the Central Division's upcoming meeting will be July 8th in Bakersfield; the May meeting was presented by Debbie Presson.

i. Past President (Roberts)

No report.

9. IIMC REPORT (Nicol)

No report.

10. PRESIDENT'S REPORT (Pope)

President Pope requested that the Board peruse the website and let Communications Director Ortiz know if anything needs to be updated.

11. ADJOURNMENT

President Pope adjourned the meeting at 1:55 p.m.

Email Vote Affiliate Membership - Aida Quevedo

	Ayes	Nayes
Lisa Pope	X	
Randi Johl	X	
Shirley Concolino	X	
Lucinda Williams	X	
Nanci Lima	X	
Mitzi Ortiz	X	
Dawn Abrahamson	X	
Joann Tilton		
Pat Hammers		
Margaret Wimberly	X	
Dana Davidson	X	
Cindy Van Wormer	X	
Julie Folick	X	
Patrice Olds	X	
Lori Martin	X	
Joan Flynn	X	
Margaret Roberts	X	

September 15, 2010
CCAC BOARD MEETING

TO: CCAC Executive Board

FROM: Professional Development Committee

DATE: August 18, 2010

SUBJECT: PROPOSED REVISION TO ALTERNATIVE SCHOLARSHIP PROGRAM

BACKGROUND

In 2008, the CCAC Board authorized the creation of the Alternative Scholarship Program. This program provides for 20, \$300 scholarships to be awarded each fiscal year. Presently, scholarship monies can be used toward the CCAC Nuts & Bolts Workshops, MMC Academy (the one-day academy session held prior to the CCAC Annual Institute), or IIMC Online Learning Institute courses.

Following recent inquiries regarding use of Alternative Scholarship awards for programs other than those approved by the Board in 2008, the Professional Development Committee held a teleconference on July 28th to discuss this issue. As a result, the PDC is recommending that a revision be made to the Alternative Scholarship Program criteria to add the New Law and Election Seminar (NLES) to the list of programs allowed for reimbursement.

RECOMMENDATION

The Professional Development Committee recommends that the CCAC Board authorize a revision to the CCAC Alternative Scholarship Program criteria to include the New Law & Election Seminar (NLES) as an educational program for which funds may be used.



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 _____

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:
Dawn Abrahamson, CCAC Professional Development Director
c/o Fremont City Clerk's Office
PO Box 5006
Fremont, CA 94537-5006

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) **Applicant's municipality has not provided full funding or allocated only partial funding for travel, training, conferences, etc. in the municipality's budget.**
4. **Awards will be granted on a FIRST COME, FIRST SERVE basis. 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:

Dawn Abrahamson
CCAC Professional Development Director
c/o Fremont City Clerk's Office
PO Box 5006
Fremont, CA 94537-5006