



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

Woodfin Suites, Emeryville, California

Conference Call Number 916-658-8286

Agenda

Friday, October 29, 2010

Noon – 3:00 PM

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. INTRODUCTIONS/ANNOUNCEMENTS**
- 4. MINUTES**
 - a. Approval of September 15, 2010 Meeting Minutes (Van Wormer)
- 5. GOALS FOR 2010-2011**
 - a. Approval of Established Goals for 2010-2011 (Johl – Verbal)
- 6. TREASURER’S REPORT**
 - a. Treasurer’s Report (Williams)
 - b. 2010-2011 Budget (Williams)
- 7. UNFINISHED BUSINESS**
 - a. Ratification of Unanimous E-Mail Vote to Authorize Letter to IIMC President Cassler Regarding IIMC Education Guidelines (Johl – Verbal)
 - b. Electronic Payment on Website (Concolino/Ortiz)
 - c. Green Project Grant (Hammers/Pope – Verbal)
- 8. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
 - a. OAMR Request for Financial Assistance for IIMC - Portland (Johl)

- b. Annual Conference Timeline/Manual (Johl)
- c. Agreement for Conference Planning Services with Osborne and Associates (Anderson)
- d. FPPC Task Force – Request for Appointment (Johl/Abrahamson)
- e. IIMC – Status of Advanced Credit for Updates (Tilton – Verbal)
- f. CCAC and Social Media (Ortiz – Verbal)

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/Lima/Rodrigues)
- h. Division Chairs (Brewer/Martin/Laur)
- i. Past President (Pope)

10. IIMC PRESIDENT ELECT'S REPORT (Nicol – Verbal)

- a. IIMC Update

11. PRESIDENT'S REPORT (Johl – Verbal)

12. ADJOURNMENT

Future Meetings:
December 10, 2010
February 2011 (conference call)
April 29, 2011
June 2011 (conference call)

Also present:

- Lorraine Okabe, League of California Cities
- Julie Folcik, outgoing Southern Division Trustee

Absent:

- Lorrie Brewer, Northern Division Chair
- Lori Martin, Central Division Chair
- Lisa Pope, Past President

3. INTRODUCTIONS/ANNOUNCEMENTS

4. APPOINTMENT CENTRAL DIVISION TRUSTEE

At the recommendation of Central Division Chair Brewer, Abrahamson moved and Olds seconded a motion to appoint Nanci Lima as Central Division Trustee. The motion carried unanimously.

5. MINUTES

a. Approval of June 24, 2010 Meeting Minutes (Van Wormer/Lima)

Concolino moved and Olds seconded a motion to approve the June 24, 2010 Meeting Minutes. The motion carried unanimously.

6. TREASURER'S REPORT (Williams)

The Treasurer's Report and the tax returns for tax year ended October 31, 2009 were presented to the Board.

7. UNFINISHED BUSINESS

a. 2009-2010 Goals Status Update

- 1. Bylaws**
Completed and approved by CCAC members.
- 2. Committee Structure**
Completed and posted on website.
- 3. Website – Online Store & Credit Cards**
Online store completed; credit cards issue continues being worked on by First Vice President Concolino and Communications Director Ortiz.
- 4. Promoting the Profession**
Elevator speech completed and distributed to CCAC members.
- 5. Green Project**
An implementation idea will come forward during the goal setting session.

b. Ratification of Affiliate membership E-mail Vote – Aida Quevedo (Johl/Pope)

Lima moved and Hammers seconded a motion to ratify e-mail vote allowing affiliate membership to Aida Quevedo. The motion carried unanimously.

c. Update – City Clerks Handbook (Johl)

Information on ordering the new handbook will be distributed next month.

8. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Appointment to CACEO Board (Abrahamson)

Anderson moved and Tilton seconded a motion to appoint Abrahamson as the CCAC representative to the CACEO Board. The motion carried unanimously.

b. Amendment to Alternative Scholarship Program (Tilton/Abrahamson)

Concolino moved and Olds seconded a motion to revise the CCAC Alternative Scholarship Program criteria to include the New Law & Election Seminar (NLES) as an educational program for which funds may be used. The motion carried unanimously.

9. DIRECTORS' REPORTS

Everyone stated that they were excited about serving on the Board during the next year.

a. First Vice President (Concolino)

No report.

b. Second Vice President (Anderson)

No report.

c. Communications Director (Ortiz)

Communications Director Ortiz asked people to contact her if they see any changes needed on the website. The Official Word for September will be going out soon and the deadline for the October edition is September 25th. League Staff Okabe stated that she would write something for *The Official Word* about the New Law and Election Seminar.

d. Legislative Director (Abrahamson)

No report.

e. Professional Development Director (Tilton)

No report.

f. Division Professional Development Representatives (Wimberly/Davidson/Hammers)

Southern Division Professional Development Representative Hammers stated that she will bring something forward for the New Law and Election Seminar.

g. Division Trustees (Olds/Lima/Rodrigues)

No Report

h. Division Chairs (Brewer/Martin/Laur)

Laur stated that the Southern Division set goals at their Division meeting.

i. Past President (Pope)

No report.

10. IIMC REPORT (Nicol)

No report.

11. PRESIDENT'S REPORT (Johl)

President Johl noted that the Goal Setting session will be on October 28th and 29th at Woodfin Suites in Emeryville. It will start at 8:00 a.m. on Thursday and finish around 1:00 p.m. on Friday after the Board meeting. She stated that she will be sending out an e-mail request regarding the logistics shortly. Johl noted that she is leaving right after this meeting to attend the Oregon Association of Municipal Records annual conference.

12. ADJOURNMENT

President Johl adjourned the meeting at 3:30 p.m.

		101.c	Southern Division		
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	10/28/2009	101.c	Membership Dues	\$ 390.00	\$ 390.00
Deposit	12/22/2009	101.c	Membership Dues (122209a)	\$ 13,150.00	\$ 13,540.00
Deposit	12/22/2009	101.c	Membership Dues (122209b)	\$ 8,310.00	\$ 21,850.00
Deposit	2/16/2010	101.c	Membership Dues	\$ 14,240.00	\$ 36,090.00
Deposit	2/24/2010	101.c	Membership Dues	\$ 4,240.00	\$ 40,330.00
Deposit	3/12/2010	101.c	Membership Dues	\$ 310.00	\$ 40,640.00
Deposit	4/19/2010	101.c	Membership Dues	\$ 245.00	\$ 40,885.00
Deposit	5/10/2010	101.c	Membership Dues	\$ 340.00	\$ 41,225.00
Deposit	5/25/2010	101.c	Membership Dues	\$ 325.00	\$ 41,550.00
Deposit	8/16/2010	101.c	Membership Dues	\$ 1,060.00	\$ 42,610.00

		101.d	Affiliate Membership		
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	10/28/2009	101.d	Membership Dues	\$ 150.00	\$ 150.00
Deposit	12/22/2009	101.d	Membership Dues (122209a)	\$ 600.00	\$ 750.00
Deposit	12/22/2009	101.d	Membership Dues (122209b)	\$ 450.00	\$ 1,200.00
Deposit	2/16/2010	101.d	Membership Dues	\$ 1,025.00	\$ 2,225.00
Deposit	2/22/2010	101.d	Membership Dues (022210)	\$ 900.00	\$ 3,125.00
Deposit	2/22/2010	101.d	Membership Dues (022210a)	\$ 300.00	\$ 3,425.00
Deposit	2/24/2010	101.d	Membership Dues	\$ 150.00	\$ 3,575.00
Deposit	3/12/2010	101.d	Membership Dues	\$ 450.00	\$ 4,025.00
Deposit	5/10/2010	101.d	Membership Dues	\$ 225.00	\$ 4,250.00
Deposit	5/25/2010	101.d	Membership Dues	\$ 150.00	\$ 4,400.00

		101.1	Membership - Administrative Fee		
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	2/22/2010	101.1	Late Fees (022210)	\$ 25.00	\$ 25.00
Deposit	2/24/2010	101.1	Late Fees (022410)	\$ 350.00	\$ 375.00
Deposit	5/10/2010	101.1	Late Fees (051010)	\$ 75.00	\$ 450.00
Deposit	5/25/2010	101.1	Late Fees (052510)	\$ 50.00	\$ 500.00
From Membership Spreadsheet			Admin Fees Voting Members	\$ 4,550.00	\$ 5,050.00
From Membership Spreadsheet			Admin Fees Assoc Members	\$ 1,900.00	\$ 6,950.00

		102	Interest		
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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		103	Conference		
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		103.1	Shirts		
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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		103.2	Conference - Vendor Fees		
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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Deposit	3/12/2010	103.2	Conference - Vendor Fees	\$ 12,340.00	\$ 12,340.00
Deposit	4/19/2010	103.2	Conference - Vendor Fees	\$ 12,310.00	\$ 24,650.00
Deposit	5/4/2010	103.2	Conference - Vendor Fees	\$ 3,625.00	\$ 28,275.00

		103.3	Conference- Registration		
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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eDeposit	1/4/2010	103.3	Merchant BankCD	\$ 431.90	\$ 431.90
eDeposit	1/25/2010	103.3	Merchant BankCD	\$ 431.90	\$ 863.80
eDeposit	1/25/2010	103.3	Merchant BankCD	\$ 2,911.75	\$ 3,775.55
eDeposit	1/31/2010	103.3	First Data - Conference Visa Registration	\$ 6,860.00	\$ 10,635.55
eDeposit	2/28/2010	103.3	First Data - Conference Visa Registration	\$ 16,430.00	\$ 27,065.55
eDeposit	3/31/2010	103.3	First Data - Conference Visa Registration - March State	\$ 22,750.00	\$ 49,815.55
Deposit	3/12/2010	103.3	Conference- Registration	\$ 7,130.00	\$ 56,945.55
Deposit	4/19/2010	103.3	Conference- Registration	\$ 2,100.00	\$ 59,045.55
eDeposit	4/30/2010	103.3	First Data - Conference Visa Registration - April State	\$ 5,132.37	\$ 64,177.92
Deposit	5/4/2010	103.3	Conference- Registration	\$ 2,030.00	\$ 66,207.92
Deposit	5/10/2010	103.3	Conference- Registration	\$ 375.00	\$ 66,582.92
Deposit	5/25/2010	103.3	Conference- Registration	\$ 350.00	\$ 66,932.92
eDeposit	5/7/2010	103.3	First Data - Confernece Visa Registration - May State	\$ 73.12	\$ 67,006.04
Deposit	6/28/2010	103.3	Conference- Registration	\$ 550.00	\$ 67,556.04

		103.4	Misc. - Conference		
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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103.5 Institute - Fundraiser					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
					\$ -

104.a Other					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	12/17/2009	104.a	First Data Deposit	\$ 0.97	\$ 0.97
Deposit	6/28/2010	104.a	State Tax Refund	\$ 10.16	\$ 11.13

104.b Other					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	9/14/2010	104.b	US Bank Cashiers Check - close out prior Treasurer's	\$ 78,349.92	\$ 78,361.05

105 Handbook					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	11/30/2009	105	Handbook	\$ 100.00	\$ 100.00
Deposit	12/22/2009	105	Handbook (122209a)	\$ 25.00	\$ 125.00
Deposit	12/22/2009	105	Handbook (122209c)	\$ 25.00	\$ 150.00
Deposit	2/24/2010	105	Handbook	\$ 177.44	\$ 327.44
Deposit	3/12/2010	105	Handbook	\$ 350.00	\$ 677.44
Deposit	4/19/2010	105	Handbook	\$ 50.00	\$ 727.44
Deposit	5/10/2010	105	Handbook	\$ 100.00	\$ 827.44
Deposit	6/28/2010	105	Handbook	\$ 125.00	\$ 952.44

106 IIMC Dinner					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
					\$ -

107 Fundraising					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	5/3/2010	107	Proceeds from Div Basket Raffle (Conference)	\$ 1,884.00	\$ 1,884.00
Deposit	5/3/2010	107	Proceeds from Cruise Drawing (Conference)	\$ 5,710.00	\$ 7,594.00
Deposit	5/3/2010	107	Proceeds from CCAC Store (Conference)	\$ 15.00	\$ 7,609.00
Deposit	5/4/2010	107	Proceeds from CCAC Store (Conference)	\$ 1,401.50	\$ 9,010.50

Deposit	5/4/2010	107	Proceeds from Silent Auction (Conference)	2523.00	\$	11,533.50
Deposit	5/10/2010	107	Proceeds from Auction (50 Cruise / 20 raffle)	70.00	\$	11,603.50
Deposit	5/25/2010	107	Proceeds from CCAC Store (Conference)	109.00	\$	11,712.50

107.a Scholarship Fund from Dues

<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
Deposit	12/22/2009	107.a	From 12/22/09a Deposit	\$ 1,350.00	\$	1,350.00
Deposit	12/22/2009	107.a	From 12/22/09b Deposit	\$ 975.00	\$	2,325.00
Deposit	2/16/2010	107.a	From 2/16/10 Deposit	\$ 575.00	\$	2,900.00
Deposit	2/22/2010	107.a	From 2/22/10 Deposit (22210)	\$ 650.00	\$	3,550.00
Deposit	2/22/2010	107.a	From 2/22/10 Deposit (22210a)	\$ 200.00	\$	3,750.00
Deposit	2/24/2010	107.a	From 2/24/10 Deposit	\$ 260.00	\$	4,010.00
Deposit	5/10/2010	107.a	From 5/10/10 Deposit	\$ 75.00	\$	4,085.00
Deposit	5/25/2010	107.a	From 5/25/10 Deposit	\$ 50.00	\$	4,135.00

108 Advertising

<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
Deposit	10/28/2009	108	Advertising	\$ 600.00	\$	600.00
Deposit	11/30/2009	108	Advertising	\$ 800.00	\$	1,400.00
Deposit	12/22/2009	108	Advertising (122209a)	\$ 400.00	\$	1,800.00
Deposit	12/22/2009	108	Advertising (122209c)	\$ 200.00	\$	2,000.00
Deposit	1/11/2010	108	Advertising	\$ 200.00	\$	2,200.00
Deposit	2/22/2010	108	Advertising (022210a)	\$ 200.00	\$	2,400.00
Deposit	2/24/2010	108	Advertising	\$ 200.00	\$	2,600.00
Deposit	3/12/2010	108	Advertising	\$ 400.00	\$	3,000.00
Deposit	4/19/2010	108	Advertising	\$ 400.00	\$	3,400.00
Deposit	5/10/2010	108	Advertising	\$ 600.00	\$	4,000.00
Deposit	5/25/2010	108	Advertising	\$ 200.00	\$	4,200.00
Deposit	6/28/2010	108	Advertising	\$ 1,000.00	\$	5,200.00
Deposit	8/16/2010	108	Advertising	\$ 1,400.00	\$	6,600.00
Deposit	9/14/2010	108	Advertising	\$ 200.00	\$	6,800.00
Deposit	9/24/2010	108	Advertising	\$ 400.00	\$	7,200.00

120.a Nuts & Bolts - South

<u>Activity</u>	<u>Date</u>		<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	10/18/2010	120.a	Southern Nuts & Bolts Registration	\$ 4,530.00	\$ 4,530.00

		120.b	Nuts & Bolts - Central		
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	8/16/2010	120.b	Central Nuts & Bolts Registration	\$ 5,075.00	\$ 5,075.00

		120.c	Nuts & Bolts - North		
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Deposit	12/22/2009	120.c	Nothern Nuts & Bolts Registration (122209a)	\$ 830.00	\$ 830.00
Deposit	12/22/2009	120.c	Nothern Nuts & Bolts Registration (122209c)	\$ 213.00	\$ 1,043.00
Deposit	1/11/2010	120.c	Northern Nuts & Bolts Registration	\$ 724.00	\$ 1,767.00
Deposit	2/24/2010	120.c	Northern Nuts & Bolts Registration	\$ 6,172.00	\$ 7,939.00
Deposit	3/12/2010	120.c	Northern Nuts & Bolts Registration	\$ 181.00	\$ 8,120.00
Deposit	4/19/2010	120.c	Northern Nuts & Bolts Registration	\$ 181.00	\$ 8,301.00
Deposit	6/28/2010	120.c	Northern Nuts & Bolts Registration	\$ 518.00	\$ 8,819.00

TOTAL INCOME				\$ 307,062.03	
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EXPENDITURES

		201.1	Pres. Expenses			
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
Visa	12/7/2010	201.1	Southwest Airlines	Airfare: Burbank to Sa	\$ 53.00	\$ 53.00
Visa	12/7/2010	201.1	Bob Hope Airport	Parking	\$ 80.00	\$ 133.00
Visa	12/9/2009	201.1	Portola Hotel	NLES	\$ 488.72	\$ 621.72
1009	12/11/2009	201.1	Randi Johl	League Leaders Trave	\$ 43.61	\$ 665.33
1019	1/8/2010	201.1	Lisa Pope	Reimburse for Pres. E	\$ 60.00	\$ 725.33
Visa	1/19/2010	201.1	Alaska Air	Pope	\$ 291.80	\$ 1,017.13
Visa	2/5/2010	201.1	IIMC	2010 IIMC Conference	\$ 510.00	\$ 1,527.13
Visa	2/19/2010	201.1	Southwest Airlines	Pope	\$ 139.40	\$ 1,666.53
Visa	3/3/2010	201.1	Sacramento Cnty	Johl	\$ 15.00	\$ 1,681.53
Visa	3/12/2010	201.1	TrophyPartner	Johl	\$ 174.62	\$ 1,856.15
Visa	3/16/2010	201.1	Mirabeau Park	Hotel WCMA 2010 Cor	\$ 323.52	\$ 2,179.67
Visa	3/18/2010	201.1	C Con Freshens (Seattle)	Pope	\$ 5.37	\$ 2,185.04

Visa	3/19/2010	201.1	Alaska Air	Pope	\$	15.00	\$	2,200.04
Visa	3/19/2010	201.1	Delta Airlines	Airfare WCMA 2010 re	\$	35.00	\$	2,235.04
Visa	3/19/2010	201.1	Burbank Airport	Parking WCMA 2010	\$	80.00	\$	2,315.04
1038	3/19/2010	201.1	Lisa Pope	Reimburse for Pres. E>	\$	87.26	\$	2,402.30
Visa	4/2/2010	201.1	Alaska Air	Pope	\$	29.00	\$	2,431.30
Visa	4/2/2010	201.1	Alaska Air	Pope	\$	75.00	\$	2,506.30
Visa	4/2/2010	201.1	IIMC	Pope	\$	510.00	\$	3,016.30
1083	4/15/2010	201.1	Lisa Pope	Reimburse for Pres. E>	\$	210.50	\$	3,226.80
Visa	4/26/2010	201.1	Kohls	Pope	\$	9.53	\$	3,236.33
Visa	4/26/2010	201.1	Staples	Johl	\$	58.70	\$	3,295.03
Visa	4/26/2010	201.1	Starbucks	Johl	\$	25.00	\$	3,320.03
Visa	4/27/2010	201.1	Staples	Johl	\$	82.63	\$	3,402.66
Visa	4/29/2010	201.1	Vons	Johl	\$	529.75	\$	3,932.41
Visa	4/30/2010	201.1	Crowne Plaza	Room Service	\$	128.91	\$	4,061.32
1085	4/15/2010	201.1	Lisa Pope	Reimburse for Pres. E>	\$	22.65	\$	4,083.97
Visa	5/3/2010	201.1	Pier 1	Pope	\$	94.57	\$	4,178.54
Visa Return	5/10/2010	201.1	Kohls	Return	\$	(9.53)	\$	4,169.01
Visa	5/10/2010	201.1	Airports LA	Pope	\$	9.90	\$	4,178.91
Visa	5/25/2010	201.1	Starbucks	Pope	\$	8.12	\$	4,187.03
Visa	5/25/2010	201.1	Grand Sierra	Pope	\$	8.56	\$	4,195.59
Visa	5/25/2010	201.1	Hudson News	Pope	\$	13.14	\$	4,208.73
Visa	5/25/2010	201.1	Alaska Air	Pope	\$	15.00	\$	4,223.73
Visa	5/25/2010	201.1	Flying J	Johl	\$	42.84	\$	4,266.57
Visa	5/27/2010	201.1	Port of Subs	Pope	\$	0.85	\$	4,267.42
Visa	5/27/2010	201.1	Grand Sierra	Pope	\$	2.69	\$	4,270.11
Visa	5/27/2010	201.1	Port of Subs	Pope	\$	7.82	\$	4,277.93
Visa	5/28/2010	201.1	Grand Sierra	Pope	\$	6.03	\$	4,283.96
Visa	6/1/2010	201.1	Rno Greens RETURN	Pope	\$	(3.22)	\$	4,280.74
Visa	6/1/2010	201.1	Grand Sierra	Pope	\$	2.69	\$	4,283.43
Visa	6/1/2010	201.1	RNO Greens	Pope	\$	12.89	\$	4,296.32
Visa	6/1/2010	201.1	Westin LAX	Pope	\$	30.80	\$	4,327.12
Visa	6/1/2010	201.1	Grand Sierra	Pope	\$	728.85	\$	5,055.97
Visa	6/1/2010	201.1	Alaska Air	Pope	\$	15.00	\$	5,070.97
Visa	6/1/2010	201.1	Grand Sierra	Johl	\$	447.48	\$	5,518.45

Visa	6/21/2010	201.1	AMPCO Parking	Johl	\$	18.00	\$	5,536.45
Visa	6/21/2001	201.1	Lisa Pope	Reimburse for Pres. E	\$	38.76	\$	5,575.21
Visa	7/14/2010	201.1	Southwest Airlines	Johl	\$	89.70	\$	5,664.91
Visa	7/19/2010	201.1	Southwest Airlines	Johl	\$	89.70	\$	5,754.61
Visa	7/19/2010	201.1	American Airlines	Johl	\$	133.70	\$	5,888.31
Visa	7/20/2010	201.1	Alaska Air	Johl	\$	716.99	\$	6,605.30
1184	9/21/2010	201.1	Randi Johl	Reimburse for Pres. E	\$	80.89	\$	6,686.19

		201.3	Equipment					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>		
						\$		-

		201.4	Supplies					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>		
1017	12/22/2009	201.4	Martin & Chapman	Labels	\$	82.29	\$	82.29
1030	2/26/2010	201.4	Martin & Chapman	Membership Forms	\$	443.11	\$	525.40
1140	6/21/2010	201.4	Martin & Chapman	Labels - TTC Brochure	\$	36.10	\$	561.50

		201.6	Postage					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>		
1002	11/24/2009	201.6	LOCC	10/31/09 postage invoi	\$	4.54	\$	4.54
1011	12/11/2009	201.6	Lucinda Williams	11/18/09 shipping chec	\$	4.95	\$	9.49
1018	12/22/2009	201.6	LOCC	Postage Inv. #95403	\$	25.45	\$	34.94
1025	2/22/2010	201.6	LOCC	1/30/10 postage inv #9	\$	10.00	\$	44.94
1026	2/22/2010	201.6	LOCC	12/31/09 postage inv. #	\$	16.37	\$	61.31
1121	5/21/2010	201.6	LOCC	4/20/10 postage Inv #9	\$	6.53	\$	67.84
1138	6/21/2010	201.6	LOCC	Postage Inv. #95579 (2	\$	25.36	\$	93.20
1145	8/2/2010	201.6	LOCC	Postage Inv. #95787	\$	5.59	\$	98.79
1159	9/9/2010	201.6	LOCC	Postage Inv. #95848	\$	7.52	\$	106.31
Visa	4/21/2010	201.6	USPS	Postage / Stamps	\$	44.00	\$	150.31

		201.7	Audit					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>		
						\$		-

201.8 Tax Preparation						
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
1171	9/14/2010	201.8	Franchise Tax Board	2008 Form 199 Taxes	\$ 10.00	\$ 10.00
1172	9/14/2010	201.8	Attorney General's Registry of	2008 Form RRF-1 Tax	\$ 50.00	\$ 60.00

201.9 Bonds						
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
1016	12/22/2009	201.9	HCC Surety Group	2010 Bond	\$ 100.00	\$ 100.00

201.9.1 Insurance						
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
electronic	5/18/2010	201.9.1	Zurich	General Liability Ins	\$ 770.00	\$ 770.00
electronic	5/18/2010	201.9.1	Zurich	Convenience Fee	\$ 1.95	\$ 771.95
electronic	5/21/2010	201.9.1	Philadelphia Insurance	Flexi Plus Five	\$ 1,188.00	\$ 1,959.95

204.1 General						
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
1007	12/4/2009	208.6	Nanci Lima	Travel Reimbursement	\$ 197.26	\$ 197.26
1011	12/11/2009	208.6	Lucinda Williams	Travel Reimbursement	\$ 207.35	\$ 404.61
1014	12/17/2009	208.6	Portola Hotel	Room Rental - Board M	\$ 201.00	\$ 605.61
1024	2/20/2010	204.1	Secretary of State	Filing Fee	\$ 20.00	\$ 625.61
Visa	2/23/2010	204.1	Teleflora	Get Well Flowers - Rot	\$ 54.94	\$ 680.55
Visa	2/24/2010	204.1	Office Max	Elevator Speech Busin	\$ 32.76	\$ 713.31
Visa	2/24/2010	204.1	Office Max	Elevator Speech Busin	\$ 109.24	\$ 822.55
1104	4/30/2010	208.6	Nanci Lima	Travel Reimbursement	\$ 206.30	\$ 1,028.85
1110	5/5/2010	208.6	Lucinda Williams	Travel Reimbursement	\$ 102.00	\$ 1,130.85
1118	5/20/2010	204.1	Connect Consulting Group	Bylaws Review	\$ 3,000.00	\$ 4,130.85
1122	5/21/2010	208.6	Lori Martin	Travel Reimbursement	\$ 319.00	\$ 4,449.85
1173	9/15/2010	208.6	Lucinda Williams	Travel Reimbursement	\$ 102.00	\$ 4,551.85
1182	9/21/2010	208.6	Nanci Lima	Travel Reimbursement	\$ 321.60	\$ 4,873.45
1185	9/27/2010	208.6	Janet Anderson	Travel Reimbursement	\$ 150.40	\$ 5,023.85

		204.2	Legislative				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
1008	12/11/2009	204.2	CITIPAC	100/100 pledge	\$ 75.00	\$	75.00
1183	9/21/2010	204.2	Dawn Abrahamson	Hotel Reimbursement -	\$ 212.78	\$	287.78

		204.3	Committees				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
1114	5/5/2010	204.1	Dana Davidson	LOCC Policy Committee	\$ 93.92	\$	5,405.55
1135	6/21/2010	204.3	Liz Aguire	Airfare to M&C to coun	\$ 143.40	\$	237.32
1153	8/12/2010	204.3	City of Galt	CCAC Ballot Printing	\$ 1,446.28	\$	1,589.68
1160	9/9/2010	204.3	Martin & Chapman	CCAC Election Service	\$ 1,642.78	\$	3,089.06
1186	9/27/2010	204.3	Elizabeth Aguire	Nominations Committe	\$ 79.16	\$	3,168.22

		204.6	Education/Prof. Dev				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
1040	3/19/2010	204.6	City of Fremont	IIMC Registration - Abr	\$ 510.00	\$	510.00
1041	3/19/2010	204.6	Grand Sierra Resort	IIMC Hotel - Abrahams	\$ 874.62	\$	1,384.62
1142	6/21/2020	204.6	City of Fremont	IIMC Expenses - Abraf	\$ 299.45	\$	1,684.07

		205	Recognition				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
1012	12/17/2009	205	Conejo Awards	Pres Plaque / NLES Pl	\$ 268.46	\$	268.46
1115	5/13/2010	205	Peggy Hawker+D426`+D380	Reg IX Director Gift	\$ 100.00	\$	368.46
Visa	4/13/2010	205	Conejo Awards	Clerk of the Year	\$ 200.05	\$	568.51

		206.a	Central Division Dues				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
1133	6/21/2010	206.a	CCCCA	Division Dues	\$ 3,881.25	\$	3,881.25
1157	8/17/2010	206.a	CCCCA	Division Dues	\$ 42.75	\$	3,924.00

		206.b	Northern Division Dues				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>
1134	6/21/2010	206.b	NCCCCA	Division Dues	\$ 10,915.20	\$	10,915.20
1156	8/17/2010	206.b	NCCCCA	Division Dues	\$ 191.25	\$	11,106.45

206.c Southern Division Dues						
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
1125	6/10/2010	206.c	SCCCA	Division Dues	\$ 17,302.50	\$ 17,302.50
1155	8/17/2010	206.c	SCCCA	Division Dues	\$ 930.00	\$ 18,232.50

207.1 Webmaster						
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
1010	12/11/2009	207.1	Shark Studios	Nov. Inv #41 / Dec. Inv	\$ 570.00	\$ 570.00
1020	1/9/2010	207.1	Shark Studios	Jan. Inv #43 (includes i	\$ 320.00	\$ 890.00
1023	2/20/2010	207.1	Shark Studios	Feb. Inv. #44 & Inv. #4	\$ 1,035.00	\$ 1,925.00
1037	3/19/2010	207.1	Shark Studios	March Inv. #46	\$ 285.00	\$ 2,210.00
1061	4/12/2010	207.1	Shark Studios	April Inv. #47	\$ 285.00	\$ 2,495.00
1120	5/21/2010	207.1	Shark Studios	May Inv. #48	\$ 285.00	\$ 2,780.00
1117	6/21/2010	207.1	Shark Studios	June Inv. #49	\$ 285.00	\$ 3,065.00
1144	8/2/2010	207.1	Shark Studios	July Inv. #50	\$ 285.00	\$ 3,350.00
1152	8/12/2010	207.1	Shark Studios	Aug Inv. #51	\$ 285.00	\$ 3,635.00
1158	9/9/2010	207.1	Shark Studios	Sept. Inv. #52	\$ 285.00	\$ 3,920.00

208 Annual Conference						
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
eWithdraw	1/4/2010	208	Merchant BankCD	First Data Charges	\$ 0.03	\$ 0.03
eWithdraw	1/4/2010	208	Merchant BankCD	First Data Charges	\$ 60.52	\$ 60.55
First Data	1/31/2010	208	First Data	Interchange Charges	\$ 0.03	\$ 60.58
First Data	1/31/2010	208	First Data	Service Charges	\$ 267.45	\$ 328.03
First Data	1/31/2010	208	First Data	Fees	\$ 60.52	\$ 388.55
1022	2/1/2010	208	Specialized Mailing Services,	Cruise Raffle Tickets	\$ 903.65	\$ 1,292.20
First Data	2/4/2010	208	First Data	Interchange Charges	\$ 0.38	\$ 1,292.58
First Data	2/28/2010	208	First Data	Service Charges	\$ 653.75	\$ 1,946.33
First Data	2/4/2010	208	First Data	Fees	\$ 40.70	\$ 1,987.03
1031	3/1/2010	208	Rex Osborn	Conference Expenses	\$ 4,143.20	\$ 6,130.23
Visa	3/2/2010	208	Milano's	Site Visit Lunch	\$ 53.17	\$ 6,183.40
Visa	3/2/2010	208	Avis Rent a Car	Site Visit Transportatio	\$ 106.94	\$ 6,290.34
electronic \	3/4/2010	208	Merchant BankCD	bankcard fee	\$ 0.91	\$ 6,291.25
electronic \	3/4/2010	208	Merchant BankCD	bankcard fee	\$ 49.20	\$ 6,340.45
1039	3/19/2010	208	Lucinda Williams	Site Visit Mileage	\$ 102.00	\$ 6,442.45

electronic \	3/24/2010	208	Merchant BankCD	bankcard fee	\$	24.48	\$	6,466.93
First Data	3/31/2010	208	First Data	Interchange Charges	\$	0.91	\$	6,467.84
First Data	3/31/2010	208	First Data	Service Charges	\$	913.25	\$	7,381.09
First Data	3/31/2010	208	First Data	Fees	\$	49.20	\$	7,430.29
electronic \	4/5/2010	208	Merchant BankCD	bankcard fee	\$	1.73	\$	7,432.02
electronic \	4/5/2010	208	Merchant BankCD	bankcard fee	\$	59.95	\$	7,491.97
Visa	4/5/2010	UNK	Indoortable	Banquet	\$	112.97	\$	7,604.94
Visa	4/5/2010	UNK	Buy Lucky Bamboo	Banquet	\$	199.09	\$	7,804.03
Visa	4/7/2010	208	Vision Computer	Scanners	\$	471.54	\$	8,275.57
Visa	4/8/2010	UNK	Cangles	Banquet	\$	490.42	\$	8,765.99
electronic \	4/16/2010	208	Merchant BankCD	bankcard fee	\$	76.88	\$	8,842.87
Visa	4/19/2010	UNK	UncommonGoods	Banquet	\$	65.90	\$	8,908.77
Visa	4/20/2010	UNK	Buy Lucky Bamboo	Banquet	\$	104.48	\$	9,013.25
Visa	4/27/2010	UNK	Allstartours	VIP Tour	\$	500.00	\$	9,513.25
Visa	4/28/2010	UNK	Allstartours	VIP Tour	\$	50.00	\$	9,563.25
1086	4/28/2010	208	Nancy Dillon	Reimbursement - Pres	\$	245.22	\$	9,808.47
1087	4/28/2010	208	Shawna Freels	Remibursement - Venc	\$	51.92	\$	9,860.39
1088	4/28/2010	208	Rebecca Barr	Reimbursment - Banqu	\$	198.91	\$	10,059.30
1090	4/28/2010	208	Steve Stafford	Wed. Event Band	\$	450.00	\$	10,509.30
1091	4/29/2010	208	Colleen Nicol	Reimbursement - Retre	\$	335.58	\$	10,844.88
1092	4/29/2010	208	Gayle Peterson	Reimbursement - Retir	\$	286.65	\$	11,131.53
1094	4/29/2010	208	City of Galt	Reimbursement - Store	\$	77.02	\$	11,208.55
1095	4/29/2010	208	Steve Stafford	Banquet Band	\$	1,000.00	\$	12,208.55
1096	4/30/2010	208	Crowne Plaza	Conference Expenses	\$	36,943.26	\$	49,151.81
1097	4/30/2010	208	RCPi	Conference AV Equipm	\$	2,500.00	\$	51,651.81
1098	4/30/2010	208	Wilson Lee	Conference AV Service	\$	1,000.00	\$	52,651.81
1099	4/30/2010	208	Scott Menelle	Conference AV Service	\$	1,000.00	\$	53,651.81
1100	4/30/2010	208	Tom Killian	Conferenece Staff	\$	1,750.00	\$	55,401.81
1101	4/30/2010	208	Rex Osborn	Conferenece Expenses	\$	5,465.87	\$	60,867.68
1102	4/30/2010	208	Rex Osborn	Registration & Contrac	\$	6,289.00	\$	67,156.68
1105	4/30/2010	208	Maureen Kane	Insitiute Director - CCA	\$	410.66	\$	67,567.34
1106	4/30/2010	208	Lisa Pope	VIP PreConference Tri	\$	160.00	\$	67,727.34
electronic \	5/4/2010	208	Merchant BankCD	bankcard fee	\$	0.46	\$	67,727.80
1107	5/5/2010	208	Alice Atkins	CCAC Conference Ref	\$	375.00	\$	68,102.80

1108	5/5/2010	208	Suchada Chapanond	Cruise Refund	\$	75.00	\$	68,177.80
1109	5/5/2010	208	City of Brea	Program Printing	\$	130.44	\$	68,308.24
1111	5/5/2010	208	Elizabeth Aguirre	CCAC Store Blankets	\$	592.82	\$	68,901.06
1112	5/5/2010	208	MultiColor Processing	CCAC Store Shirts	\$	661.77	\$	69,562.83
1113	5/5/2010	208	TAMC	Retiree Gifts - Cookbox	\$	500.00	\$	70,062.83
electronic \	5/4/2010	208	Merchant BankCD	bankcard fee	\$	42.60	\$	70,105.43
electronic \	5/6/2010	208	Merchant BankCD	bankcard fee	\$	5,547.79	\$	75,653.22
electronic \	5/10/2010	208	Merchant BankCD	bankcard fee	\$	896.88	\$	76,550.10
electronic \	6/4/2010	208	Merchant BankCD	bankcard fee	\$	0.08	\$	76,550.18
electronic \	6/4/2010	208	Merchant BankCD	bankcard fee	\$	36.65	\$	76,586.83
1139	6/21/2010	208	Martin & Chapman	Retiree Lunch - Labels	\$	12.35	\$	76,599.18
1141	6/21/2010	208	Martin & Chapman	Labels - Cruise Raffle	\$	38.99	\$	76,638.17
Refund Vis:	7/2/2010	103.4	Registration Supplies (Staples) Not Used		\$	50.00	\$	76,688.17
electronic \	7/6/2010	208	Merchant BankCD	bankcard fee	\$	209.00	\$	76,897.17

		208.1	Shirts				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>	
						\$	-

		208.4	Speakers (Conference)				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>	
1021	1/11/2010	208.4	Speak Out Seminars	1/2 Fees for Academy	\$	2,500.00	\$ 2,500.00
1027	2/22/2010	208.4	Ken Blanchard Companies	Speaker Deposit	\$	1,000.00	\$ 3,500.00
1089	4/28/2010	208.4	Melyssa Laughlin	Speaker Fees	\$	2,000.00	\$ 5,500.00
1093	4/29/2010	208.4	Tim Daly	Speaker Fees	\$	350.00	\$ 5,850.00
1103	4/30/2010	208.4	Mark Townsend	Speaker Fees	\$	2,500.00	\$ 8,350.00
1119	5/20/2010	208.4	Ken Blanchard Companies	Speaker Balance (SI08	\$	1,141.19	\$ 9,491.19

		208.5	Special Event				
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>	
						\$	-

208.6 Meeting Expense						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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208.7 Printing						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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\$ -

209.1 IIMC Dinner						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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\$ -

209.2 Region IX						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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209.3 IIMC Other						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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\$ -

209.4 Region IX Supplement						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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\$ -

209.5 IIMC Candidate Support						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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\$ -

209.6 MCEF Contribution						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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\$ -

210.1 Handbook						
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<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
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1029 2/24/2010 210.1 City of Carson Handbook Sales Tax R \$ 2.44 \$ 2.44

210.2 Other (bankcard fees - not related to direct programs/conference)

Activity Date Account Pay To Description Amount Account Total

220.1 N&B South

Activity Date Account Pay To Description Amount Account Total

1001	11/24/2009	220.1	City of Brea	Printing	\$ 803.30	\$ 803.30
1003	11/27/2009	220.1	City of Brea	Facility Rental	\$ 1,000.00	\$ 1,803.30
1004	11/27/2009	220.1	Sally Ann Catering	Catering	\$ 4,930.72	\$ 6,734.02
1005	11/27/2009	220.1	Joann Tilton	Transportation	\$ 313.20	\$ 7,047.22
1013	12/17/2009	220.1	Jeffire Madland	Dinner - Committee & c	\$ 211.09	\$ 7,258.31

220.2 N&B Central

Activity Date Account Pay To Description Amount Account Total

1126	6/10/2010	220.2	The Emory	N&B Room Deposit	\$ 500.00	\$ 500.00
1131	6/21/2010	220.2	The Emory	N&B Room Rental	\$ 800.00	\$ 1,300.00
1146	8/2/2010	220.2	Waltman's Touch of Class Ca	N&B Catering	\$ 693.50	\$ 1,993.50
1147	8/2/2010	220.2	Joann Tilton	Reimbursement - N&B	\$ 157.64	\$ 2,151.14
1149	8/2/2010	220.2	Lisa Oliva	Reimbursement - N&B	\$ 174.34	\$ 2,325.48
1151	8/12/2010	220.2	City of Manteca	N&B Printing	\$ 95.80	\$ 2,421.28
Visa	7/26/2010	220.2	Hampton Inn - Manteca	Speaker Hotel	\$ 113.36	\$ 2,534.64
Visa	7/26/2010	220.2	Hampton Inn - Manteca	Speaker Hotel	\$ 116.63	\$ 2,651.27
Visa	7/26/2010	220.2	Hampton Inn - Manteca	Speaker Hotel	\$ 233.26	\$ 2,884.53

220.3 N&B North

Activity Date Account Pay To Description Amount Account Total

Visa	12/3/2009	220.3	Embassy Suites	Facility Deposit	\$ 500.00	\$ 500.00
Visa	3/11/2010	220.3	Embassy Suites	Catering & Equipment	\$ 4,397.82	\$ 4,897.82
1032	3/14/2010	220.3	City of Fremont	Remibursement - Supp	\$ 1,272.23	\$ 6,170.05
1033	3/14/2010	220.3	Dawn Abrahamson	Remibursement - Supp	\$ 72.73	\$ 6,242.78
1034	3/14/2010	220.3	Dawn Abrahamson	Replace 1028 Reimbur	\$ 204.63	\$ 6,447.41
1035	3/16/2010	220.3	Joann Tilton	Travel - Nuts & Bolts	\$ 85.96	\$ 6,533.37
1036	3/16/2010	220.3	Mark Numainwille	Travel - Nuts & Bolts	\$ 39.60	\$ 6,572.97

1059	4/12/2010	220.3	Central Contra Costa San Dis	Refund - did not attend	\$	156.00	\$	6,728.97
1062	4/12/2010	220.3	Judy Price	Travel - Nuts & Bolts	\$	164.00	\$	6,892.97

220.4 Scholarships - Conference

<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
1128	6/21/2010	220.4	Jennifer Bustimante (Riverbar	CCAC Conference Sch	\$ 126.56	\$ 126.56
1130	6/21/2010	220.4	City of Imperial Beach (Wolfs	CCAC Conference Sch	\$ 102.44	\$ 229.00
1137	6/21/2010	220.4	Lori Martin (Waterford)	CCAC Conference Sch	\$ 175.00	\$ 404.00

220.5 Scholarships - TTC/LTC

<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>	<u>Account Total</u>
1006	11/27/2009	220.5	City of Wheatland	Thomason CEPO	\$ 598.00	\$ 598.00
1043	3/19/2010	220.5	City of Pismo Beach	Colborn MMCA Reimbu	\$ 330.00	\$ 928.00
1044	3/19/2010	220.5	City of Poway	Collins MMCA Reimbu	\$ 330.00	\$ 1,258.00
1045	3/19/2010	220.5	Mary Cusick	MMCA Reimbursemen	\$ 330.00	\$ 1,588.00
1046	3/19/2010	220.5	City of Long Beach	Davis MMCA Reimbur	\$ 330.00	\$ 1,918.00
1047	3/19/2010	220.5	City of Brentwood	Garcia MMCA Reimbu	\$ 330.00	\$ 2,248.00
1048	3/19/2010	220.5	City of Imperial Beach	Hald MMCA Reimbur	\$ 330.00	\$ 2,578.00
1049	3/19/2010	220.5	Kathie Hart	MMCA Reimbursemen	\$ 330.00	\$ 2,908.00
1050	3/19/2010	220.5	City of Adelanto	Herrera MMCA Remib	\$ 330.00	\$ 3,238.00
1051	3/19/2010	220.5	City of Fontana	Herrera MMCA Remib	\$ 330.00	\$ 3,568.00
1052	3/19/2010	220.5	Patricia Jacquez-Nares	MMCA Reimbursemen	\$ 330.00	\$ 3,898.00
1053	3/19/2010	220.5	City of Waterford	MMCA Reimbursemen	\$ 330.00	\$ 4,228.00
1054	3/19/2010	220.5	City of Riverside	Morton-Ellis MMCA Re	\$ 330.00	\$ 4,558.00
1055	3/19/2010	220.5	City of Baldwin Park	Nieto MMCA Reimbur	\$ 330.00	\$ 4,888.00
1056	3/19/2010	220.5	City of San Jose	Radcliffe MMCA Reimt	\$ 330.00	\$ 5,218.00
1057	3/19/2010	220.5	City of Napa	Roadman MMCA Reim	\$ 330.00	\$ 5,548.00
1058	3/19/2010	220.5	Kathleen Sessman	MMCA Reimbursemen	\$ 330.00	\$ 5,878.00
1060	4/12/2010	220.5	City of Murrieta	Basore MMCA Reimbu	\$ 330.00	\$ 6,208.00
1063	4/15/2010	220.5	Kathleen Bailor	TTC Reimbursement	\$ 405.00	\$ 6,613.00
1064	4/15/2010	220.5	City of Santa Rosa	Bliss TTC Reimburse	\$ 405.00	\$ 7,018.00
1066	4/15/2010	220.5	Julie Drimakis	TTC Reimbursement	\$ 405.00	\$ 7,423.00
1067	4/15/2010	220.5	City of Atwater	Del Real TTC Reimbur	\$ 405.00	\$ 7,828.00
1068	4/15/2010	220.5	City of Elk Grove	Flores TTC Reimburse	\$ 405.00	\$ 8,233.00

1069	4/15/2010	220.5	City of Rancho Cucamonga	Griffn TTC Reimburs	\$	405.00	\$	8,638.00
1070	4/15/2010	220.5	City of Norco	Jacobs TTC Reimburs	\$	405.00	\$	9,043.00
1071	4/15/2010	220.5	City of San Juan Capistrano	Jakl TTC Reimburs	\$	405.00	\$	9,448.00
1072	4/15/2010	220.5	City of Fortuna	Jensen TTC Reimburs	\$	405.00	\$	9,853.00
1073	4/15/2010	220.5	City of Adelanto	Lara TTC Reimburs	\$	405.00	\$	10,258.00
1074	4/15/2010	220.5	City of Bakersfield	Lawrence TTC Reimbu	\$	405.00	\$	10,663.00
1075	4/15/2010	220.5	City of Canyon Lake	Manwaring TTC Reimb	\$	405.00	\$	11,068.00
1076	4/15/2010	220.5	City of Rancho Mirage	McGladrey TTC Reimb	\$	405.00	\$	11,473.00
1077	4/15/2010	220.5	City of Dana Point	Ogan TTC Reimburs	\$	405.00	\$	11,878.00
1078	4/15/2010	220.5	City of Napa	Ryan TTC Reimburs	\$	405.00	\$	12,283.00
1079	4/16/2010	220.5	City of Irvine	Scollick TTC Reimburs	\$	405.00	\$	12,688.00
1080	4/17/2010	220.5	City of Thousand Oaks	Terrell TTC Reimburs	\$	405.00	\$	13,093.00
1081	4/18/2010	220.5	City of Corona	Verdusco TTC Reimbu	\$	405.00	\$	13,498.00
1082	4/19/2010	220.5	City of Atwater	Waterman TTC Reimbu	\$	405.00	\$	13,903.00
1116	6/18/2010	220.5	City of Aliso Viejo	Ramos - Alt Scholarhip	\$	175.00	\$	14,078.00
1127	6/21/2010	220.5	Cindy Trang (Monterey Park)	2009 CEPO Reimburs	\$	598.00	\$	14,676.00
1136	6/21/2010	220.5	Lori Martin (Waterford)	Alt Scholarship - Adv A	\$	175.00	\$	14,851.00
1143	6/22/2010	220.5	City of Norco	Replace Germain June	\$	396.00	\$	15,247.00
1161	9/9/2010	220.5	Rick Caldeira (San Francisco)	CEPO Reimbursement	\$	765.00	\$	16,012.00
1162	9/9/2010	220.5	Marciella Hernandez (Riverside)	CEPO Reimbursement	\$	765.00	\$	16,777.00
1163	9/9/2010	220.5	City of Moorpark	Moe LTC Reimburs	\$	765.00	\$	17,542.00
1164	9/9/2010	220.5	City of Santa Clarita	Caputo LTC Reimburs	\$	765.00	\$	18,307.00
1165	9/9/2010	220.5	City of Long Beach	David LTC Reimburs	\$	765.00	\$	19,072.00
1166	9/9/2010	220.5	City of Downey	Domen LTC Reimburs	\$	765.00	\$	19,837.00
1167	9/9/2010	220.5	City of La Puente	Jacques-Nares LTC Re	\$	765.00	\$	20,602.00
1168	9/9/2010	220.5	City of Norco	Jacobs LTC Reimburs	\$	765.00	\$	21,367.00
1169	9/9/2010	220.5	City of American Canyon	Walton LTC Reimburs	\$	765.00	\$	22,132.00
1170	9/13/2010	220.5	Cynthia Van Wormer (Fort Bragg)	Alt Scholarship - Online	\$	206.43	\$	22,338.43
1174	9/21/2010	220.5	City of Murrieta	Allen Sept. TTC Reimb	\$	405.00	\$	22,743.43
1175	9/21/2010	220.5	City of Malibu	Bealer Sept. TTC Reir	\$	405.00	\$	23,148.43
1176	9/21/2010	220.5	City of Elk Grove	Flores Sept. TTC Reim	\$	405.00	\$	23,553.43
1177	9/21/2010	220.5	City of Escondido	Halverson Sept. TTC F	\$	405.00	\$	23,958.43
1178	9/21/2010	220.5	Jose Jasso (Manteca)	Sept. TTC Reimburs	\$	405.00	\$	24,363.43
1179	9/21/2010	220.5	City of Westminster	Jensen Sept. TTC Reir	\$	405.00	\$	24,768.43

1180	9/21/2010	220.5	City of Palos Verdes Estates	Kronberger Sept. TTC	\$	405.00	\$	25,173.43
1181	9/21/2010	220.5	City of Los Alamitos	Quintar Sept. TTC Reir	\$	405.00	\$	25,578.43

		220.6	IIMC Conference					
<u>Activity</u>	<u>Date</u>	<u>Account</u>	<u>Pay To</u>	<u>Description</u>	<u>Amount</u>		<u>Account Total</u>	
1150	8/2/2010	220.6	Pamela Miller	Reimbursement - Instit	\$	1,377.31	\$	1,377.31

TOTAL EXPENDITURES					\$	187,791.67		
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Account Balance					\$	119,270.36		
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Voided Checks					Reason		
1042	3/19/2010	220.4	City of Murrieta	Reimbursement - MMI	\$	330.00	never received
1028	2/22/2010	220.3	Dawn Abrahamson	Reimbursement - Supp	\$	204.63	never received
1015	12/17/2009	201.1	City of Malibu	Reimburse for Pres. E	\$	87.26	replace #1015
1065	4/15/2010	220.4	Michele Deiter	TTC Reimbursement	\$	405.00	didn't attend session
1123	6/10/2010	not written					
1124	--	not written					
1132	6/21/2010	206.a	CCCCA	Division Dues	\$	4,285.00	
1148	8/2/2010	220.2	Lisa Oliva	Reimbursement for N&	\$	178.59	tax incorrectly calculated

I
Activity Report
Period 11/01/2009 to 9/30/2010

Income Account		Budget	Receipts This Period	Total Receipts	Avail Balance	% of Budget
101 Membership						
101.a	Central	8,500	9,530	9,530		112%
101.b	North	23,000	26,956	26,956		117%
101.c	South	40,000	42,610	42,610		107%
101.d	Affiliate	-	4,400	4,400		#DIV/0!
						(\$10 Voting, \$5 Other, plus late fees)
101.1	Admin. Fee	10,000	6,950	6,950		70%
102 Interest		100				0%
103 Conference		80,000				0%
103.1	Shirts					
103.2	Vendor		28,275	28,275		
103.3	Registration		67,556	67,556		
103.4	Misc.					
104 Miscellaneous						
104.a	Other		11	11		
104.b	Other (from Savings)	35,000	78,361	78,361		0%
105 Handbook		1,500	952	952		63%
106 IIMC Dinner						
107 Fundraising		13,000	11,713			0%
	Silent Auction					
	MCEF (CA II Endowment)	5,000				
	CCAC Store					0%
107.a	Scholarship Fund from Dues		4,135	4,135		
108 Advertising		10,000	7,200	7,200		72%
120 Education						
120.a	N & B South	20,000	4,530	4,530		23%
120.b	N & B Central	15,000	5,075	5,075		34%
120.c	N & B North	10,000	8,819	8,819		88%
Total Income		271,100	307,073	295,361		109%

Expenditures Account		Budget	Expenditures This Period	Total Expenditures	Available Balance	% of Budget
201 Administration						
201.1	Pres. Expenses	7,500	6,686	6,686		89%
201.2	Phone					#DIV/0!
201.3	Equipment					#DIV/0!
201.4	Supplies	3,500	562	562		16%
201.5	League Rep					#DIV/0!
201.6	Postage	700	150	150		21%
201.7	Audit	800				0%
201.8	Tax Preparation	500				0%

		-		#REF!	#REF!
220	Education			#REF!	#REF!
220.1	N & B South	20,000	7,258	7,258	36%
220.2	N & B Central	10,000	2,885	2,885	29%
220.3	N & B North	10,000	6,893	6,893	69%
220.4	Scholarships - Conferenc	2,500	404	404	16%
220.5	Scholarships - CEPO/LT(33,000	25,578	25,578	78%
220.6	IIMC Conference	3,000	1,377	1,377	46%
220.7	Education - Other	-	-	-	#DIV/0!
					#DIV/0!
300	Reserves	4,475		-	0%
				-	#DIV/0!
Total Expenditures		265,600	187,813	187,813	#REF!
Total Income				295,361	
Balance				483,173	

10,000
295,361
#REF!
#REF!

PROPOSED CCAC BUDGET

FY 2010-11

		FY 09/10 Budget	FY 10/11 Budget
INCOME*			
101	Membership		
101.a	Central	8,500	8,500
101.b	North	23,000	23,000
101.c	South	40,000	40,000
101.1	Membership - Administrative Fee (\$10 Voting, \$5 Other)	\$ 10,000	\$ 10,000
102	Interest	100	100
103.1	Shirts		
103.2	Vendor		
103.3	Registration - Annual Conference	80,000	80,000
103.4	Misc.		
103.5	Fundraiser - Annual Conference	Moved to 107	Moved to 107
104.a	CCAC Pin		
104.b	Other (transfer in from savings)	35,000	35,000
105	Handbook	1,500	1,500
106	IIMC Dinner		
107	Fundraising	\$ 13,000	\$ 13,000
	Silent Auction		
	MCEF (California II Endowmen from dues)	\$ 5,000	\$ 5,000
	Store		
	Scholarship Fund		
108	Advertising	\$ 10,000	\$ 10,000
120.a	N & B South	20,000	20,000
120.b	N & B Central	15,000	15,000
120.c	N & B North	\$ 10,000	\$ 10,000

		FY 09/10 Budget	FY 10/11 Budget
EXPENDITURES			
201.1	Pres. Expenses	(7,500)	(7,500)
201.2	Phone		
201.3	Equipment		
201.4	Supplies	(3,500)	(3,500)
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	(2,000)	(2,000)
202	Official Word		
203	Directories		
204.1	General	(15,000)	(15,000)
204.2	Legislative	(2,000)	(2,000)
204.3	Committees	(2,000)	(2,000)
204.4	Special Projects	(1,000)	(1,000)
204.5	New Law Lunch		
204.6	Education/Prof. Dev	(2,000)	(2,000)
205	Recognition	(1,000)	(1,000)
206.a	Central Division - 45% Membership	\$ (3,825)	\$ (3,825)
206.b	Northern Division - 45% Membership	\$ (10,350)	\$ (10,350)
206.c	Southern Division - 45% Membership	(18,000)	(18,000)
207.1	Webmaster	(10,000)	(10,000)
208	Annual Conference	\$ (77,000)	\$ (77,000)
208.1	Shirts		
208.4	Speakers		
208.5	Special Event		
208.6	Meeting expense		
208.6.1	Meeting expense (FY 09/10)	(3,000)	(3,000)
208.7	Printing		
209.1	IIMC Dinner	(150)	(150)
209.2	Region IX	(3,600)	(3,600)
209.3	IIMC - Other	\$ (1,000)	\$ (1,000)
209.4	Region IX Supplement	\$ (1,500)	\$ (1,500)
209.5	IIMC Candidate Support	\$ (5,000)	\$ (5,000)
209.6	MCEF Contribution (California I Endowment)	\$ (1,000)	\$ (1,000)
209.6a	MCEF California II Endowment from dues	\$ (5,000)	\$ (5,000)
210.1	Handbook	(300)	(300)
210.2	Other (bankcard fees)	(300)	(300)
210.3	Other - Reno Contribution	(10,000)	(10,000)
220.1	N & B South	\$ (20,000)	\$ (20,000)
220.2	N & B Central	(10,000)	(10,000)
220.3	N & B North	\$ (10,000)	\$ (10,000)
220.3	Scholarships - Annual Conference	\$ (2,500)	\$ (2,500)
220.4	Scholarships - TTC/LTC	\$ (33,000)	\$ (33,000)
220.5	IIMC Conference	\$ (3,000)	\$ (3,000)
300	Reserves	\$ (4,475)	\$ (4,475)

FY 2010-11

	FY 09/10		FY 10/11	
	Budget		Budget	
TOTAL	\$	-	\$	-

Issue Statement:

The current membership invoice process is extremely cumbersome , time consuming and most certainly 'non-green'. The use of technology would significantly improve the efficiency and effectiveness of this process and assist with the information that is gathered from these forms-primarily used for the creation of a directory.

Policy Decisions:

In order to move forward there are a couple of policy issues that need to be considered. The first is whether or not we continue to use Martin and Chapman-if we were to go paperless do we really need them? The second, do we really need a printed directory which is my understanding of why we have Martin and Chapman in the first place.

Proposal:

If we were to use Adobe Professional to create a fillable membership invoice to be used either as a web based form or a PDF that we could email to every city clerk it could be completed electronically using drop down menus and fillable fields and then returned electronically. If paired with PayPal or a similar program, you could use the check-out cart to total your fees and to pay using either a credit card, echeck or your own PayPal account. The monies would be directly and instantaneously deposited to our designated bank account and if coded correctly would denote the divisions and any other information as needed by the Treasurer. Currently, collecting late fees is all but impossible, but using a system such as this would allow us to capture the fees. Once January 1 comes around the system would automatically require the \$25 fee in order to proceed with membership.

The directory would be created by capturing these same forms and placing them in a folder on a desktop - either by email or pulled off of the web. Each month they could be batched using Adobe Professional and with an easy 2-3 step process, captured and downloaded into a spreadsheet so that you have created your own electronic directory. This directory could then be put on the web and updated monthly. It would be searchable and thus very user-friendly. If one were to want a hard copy they could print their own.

In addition, logo merchandise could use this same PayPal system and ultimately if we choose to do so, the conference registrations could be handled as well.

Cost:

The basic PayPal fee is 1% plus 30 cents a transaction but based on volume. This could possibly be negotiated when we sat down with PayPal or whomever we decided to go with.

Conclusion/Recommendation:

If the board decides that a printed directory is no longer needed, and therefore, we no longer need Martin and Chapman, we should proceed with this plan or something similar. We would need to determine if we have the time to implement by November, as that is when invoices are scheduled to go out and payment is due December 31. If we choose to move forward I would recommend that a committee consisting of 1st and 2nd VP and the Communications Director be formed to set this in motion. The committee would have to decide the merits of moving forward immediately or waiting until next year.



TO: CCAC Executive Board of Directors

FROM: Randi Johl, President

DATE: October 29, 2010

SUBJECT: OAMR Request for Financial Assistance for IIMC - Portland

The International Institute of Municipal Clerks (IIMC) will hold its annual conference in Portland, Oregon in 2012. As you are aware, Oregon is also a Region IX state, along with Alaska and Washington. The Oregon Association of Municipal Records (OAMR) is seeking financial assistance from its sister states to ensure the success of the Portland conference.

In 2004, CCAC and the City of Anaheim hosted the annual IIMC Conference. At that time, OAMR provided financial assistance and physical labor by way of volunteers. Last year, CCAC provided financial and other assistance to the neighboring Nevada clerks as they hosted the 2010 IIMC conference in Reno, Nevada. Region IX received discounted registration at the conference. It is anticipated that all Region IX states will receive the discounted registration at the Portland conference as well. It is likely that the conference will be heavily attended by California clerks due to the proximity of the conference location to California, the reasonable cost of travel to Portland, Oregon from all major airports in California, and the discounted registration rates.

The Board can choose to (1) provide a set amount to be used in funding the general efforts of OAMR in hosting the conference, or (2) can financially sponsor an event (i.e., opening reception, banquet, etc.). Historically, CCAC has contributed in both manners and does not have a preferred method of providing monetary assistance.

CCAC and OAMR share a highly amicable and supportive relationship. It is therefore respectfully recommended that the Board consider financially contributing to OAMR and their efforts to host Portland 2012.



TO: CCAC Executive Board of Directors
FROM: Randi Johl, President
DATE: October 29, 2010
SUBJECT: Annual Conference Timeline/Manual

The attached "Annual Conference Timeline/Manual" is being provided to the Executive Board for informational purposes only and specific action is not necessary.

Over the years, CCAC has hosted many annual conferences and certain practices in planning and holding those conferences have become routine. The attached timeline/manual is an effort to solidify those practices in some written form to ensure consistency in conducting the conferences and for the ease of transition for conference committees and chairs.

The attached timeline/manual was put together with the assistance of the 2010 Annual Conference Committee and the contracted Conference Planner. It is expected that the timeline/manual will be used by the 2011 Conference Committee and Chair, updated at the conclusion of the 2011 Annual Conference as needed, and passed down to future conference committees and chairs.

Conference Timeline and Checklist
City Clerks Association of California (CCAC)
Embassy Suites, South Lake Tahoe, California
April 26-29, 2011

No.	Activity	Responsibility	Timeline	Target Date	Date Complete
1	Conference Location – Decide on Location, Hotel and Execute Contract With Hotel	President / Planner	One Year Prior	April 2010	
2	Conference Committee – Create Conference Committee Contact List and Distribute to Conference Chair and Committee	President / Chair	One Year Prior	April 2010	
3	Conference Publicity – Announce Location and Date of Conference at the Close of the Previous Conference	President/Chair	One Year Prior	April 2010	
4	Conference Theme – Select Presidential and Conference Theme for the Year	President	8 Months Prior	September 2010	
5	Conference Logo – Create Presidential and Conference Logo and Distribute to Conference Chair, Communications Director, Committee	President	8 Months Prior	September 2010	
6	Conference Publicity – Post Save the Date on CCAC Website and Send Out Save the Date Reminder Via Listserve	President, Chair, Communications Director	8 Months Prior	September 2010	
7	Conference Speakers – Send Out a Call for Speakers Via Listserve to the Entire Membership	President/Chair	8 Months Prior	September 2010	
8	Conference Program – Gather Responses to Call for Speakers, Research and Select Speakers, Contact Speakers, Draft Education Program, Execute Contracts (If Applicable), Submit Program to IIMC for Approval and CMC/MMC Point Value	President, Chair, Education Chair, Professional Development Director, Planner	6-8 Months Prior	September-November 2010	
9	Conference Budget – Review Previous Year Conference Budget and Set the Current Year Conference Budget as Part of CCAC Budget Setting Process at Goal Setting	President, Chair, Board	7 Months Prior	October 2010	
10	Conference Shirt/Memorabilia – Research and Provide Direction to Store Chair on Preferred Conference Shirt/Memorabilia	President	6 Months Prior	November 2010	
11	Conference Registration – Create Draft Online Registration Webpage	Registration Chair, Planner	6 Months Prior	November 2010	

12	Conference Registration – Review and Obtain Final Approval on Registration Webpage	President, Chair, Registration Chair, Planner	6 Months Prior	November 2010	
13	Conference Banquet – Research and Give Direction to Banquet Chair on Preferred Annual Banquet Theme and Decorations	President, Banquet Chair	6 Months Prior	November 2010	
14	Conference Registration – Roll Out Online Registration to Members With Conference Location, Date, Cost, Preliminary Program and Anticipated Point Value for CMC/MMC Designations	Chair, Registration Chair, Planner	5 Months Prior	December 2010	
15	Conference Registration – Reminders and Early Bird Incentives (Every Month Starting Five Months Prior, Every Week Starting Two Months Prior)	Chair, Communications Director, Trustees	5 Months Prior	December 2010	
16	Conference Vendors – Research Vendors, Create Vendor Packets, and Execute Vendor Contracts (As Necessary)	Chair, Vendor Chair	4-5 Months Prior	December 2010 – January 2011	
17	Conference Guests and VIPs – Develop List of Special Guests and VIPs and Select Dinner/Tour Site	President, Chair	5 Months Prior	December 2010	
18	Conference Guests and VIPs – Develop and Send Out Special Guest/VIP Welcome Packet, Itinerary, and Dinner/Tour Information	President, Chair	4-5 Months Prior	December 2010 – January 2011	
19	Conference Optional Event (If Applicable) – Select Site and Finalize Program for All Conference Event or Announce Night on Your Own as Part of Conference Registration and Publicity	President, Chair, Planner	4-5 Months Prior	December 2010 – January 2011	
20	Conference Volunteers – Compile Volunteer List and Make Assignments to Registration Desk, Store, Silent Auction, Scanning Sessions and Special Guest/VIP Hospitality	Chair	4 Months Prior	January 2011	
21	Conference Site – Conduct Site Visit	President, Chair, Planner, Vendor Chair	4 Months Prior	January 2011	
22	Conference Attendance – Obtain Attendance Numbers on a Monthly Basis (Starting 4 Months Prior) and Weekly Basis (Starting Two Months Prior)	Chair, Planner, Registration Chair	4 Months Prior	January 2011	
23	Conference Food and Beverages – Review and Preliminarily Select Menu Selections for Breakfast, Lunch, Dinner and Annual Banquet	Chair, Planner, Food/Beverage Chair, Banquet Chair	3 Months Prior	February 2011	
24	Conference Materials – Gather and Compile All Education Program	Chair, Education	3 Months Prior	February 2011	

	Materials from Speakers	Chair, Professional Development Director			
25	Conference Program – Create, Finalize and Print Short Program With Class Name, Short Class Description, Speaker and Moderator Names, Class Times and Room Assignments	President, Chair, Education Chair, Professional Development Director	3 Months Prior	February 2011	
26	Conference Opening Ceremonies – Finalize Program for Opening Ceremonies	President, Chair, Host Clerk	3 Months Prior	February 2011	
27	Conference Banquet – Create, Finalize and Print Annual Banquet Program	President, Banquet Chair	3 Months Prior	February 2011	
28	Conference Shirt/Memorabilia – Final Ordering on Shirts and Memorabilia for Delivery At or Before Conference	Chair, Store Chair	3 Months Prior	February 2011	
29	Conference Materials – Post All Education Program Materials Online on CCAC Website and Registration Webpage for Attendees	Chair, Education Chair, Professional Development Director, Communications Director	1 Month Prior	March 2011	
30	Conference Guests and VIPs – Confirm and Finalize Transportation/Lodging/Dinner/Tour for Special Guests and VIPs and Make Assignments for Pick-Up and Drop-Off (If Necessary)	President, Chair	1 Month Prior	March 2011	
31	Conference Thank You Gifts – Prepare Gifts to be Delivered at Conference	President	1 Month Prior	March 2011	
32	Conference Banquet – Finalize Annual Banquet Decorations and Print Final Program	President, Banquet Chair	1 Month Prior	March 2011	
33	Conference Committee – Finalize Committee Contact Information Sheet With Arrival Times and Dates and Cell Phone Numbers	Chair	1 Month Prior	March 2011	
34	Conference Store – Obtain Cash for Cash Box, Set Up and Take Down of Store Tables, Have Volunteers Work in Store and Assign Shifts As Necessary	Chair, Store Chair, Volunteers	One Day Before and At Conference	April 2011	
35	Conference Silent Auction – Set Up and Take Down of Silent Auction Tables During Conference and At Annual Banquet, Have Volunteers Work Silent Auction and Assign Shifts As Necessary	Chairs, Trustees, Volunteers	One Day Before and At Conference	April 2011	

36	Conference Signage – Create and Post Signage (If Necessary) for Classes	Chair, Planner	One Day Before and At Conference	April 2011	
37	Conference Registration – Set Up and Take Down of Registration Table, Prepare Name Tags and Registration Packets, and Have Volunteers Work Registration Table and Assign Shifts As Necessary	Chair, Registration Chair, Volunteers	One Day Before and At Conference	April 2011	
38	Conference Bags – Gather Donations and Stuff Conference Bags to Distribute to Attendees and Presenters (Thank You Gifts)	Chair, Trustees, All Board Present	One Day Before Conference	April 2011	
39	Conference Evaluations – Distribute and Gather Education Session Evaluations Before and After Every Class	Education Chair, Professional Development Director	At Conference	April 2011	
40	Conference Clean-Up	All Chairs and Board Present	After Conference	April 2011	
41	Conference Recap and Debriefing – Conference Call Debriefing for What Worked, What Didn't, Receive Final Conference Budget Income and Expense Numbers, Evaluate and Update Conference Timeline and Manual and Pass to Incoming Chair for Next Conference	President, Chair, Treasurer, Committee	Within Two Weeks After Conference	May 2011	
42	Conference Certificates – Evaluate Credit for Attending Sessions, Prepare and Distribute Final Certificates as Proof of Attendance	Chair, Education Chair, Professional Development Director	Within Two Weeks After Conference	May 2011	

City Clerks Association of California



Annual Conference Manual

I. Introduction

This Annual Conference Manual (“Manual”) for the City Clerks Association of California (“CCAC”) was created for reference and guideline purposes only. It is not meant to provide definitive instructions on how to conduct the Annual CCAC Conference (“Annual Conference”). It is expected that every President, Conference Chair, and Conference Committee will bring a unique and creative perspective to each Annual Conference.

II. Conference Chair

The Conference Chair shall be the 1st Vice-President of CCAC. The Annual Conference shall be the primary responsibility of the Conference Chair, working in conjunction with the Conference Coordinator/Planner and Conference Committee. The Conference Chair shall provide direction and be the primary point of contact with respect to the President, Conference Coordinator/Planner and Conference Committee.

III. Conference Committee

The Conference Committee shall be put together by the President and 1st Vice-President of CCAC jointly and shall be comprised of volunteer members of CCAC. The President shall provide a list of the proposed Conference Committee for his/her conference to the Conference Chair as soon as practicable upon assuming office. The Committee Members shall be responsible for the various areas set forth in Section IX below.

IV. Conference Coordinator/Planner

The Conference Coordinator/Planner (“Conference Planner”) shall be the individual and/or firm that CCAC has entered into a valid contract with for conference planning and coordinating services. The Conference Planner

works closely with the President, Conference Chair and Treasurer throughout the Annual Conference.

V. Conference Date

The Annual Conference shall be held during the last week of April. The Annual Conference may be held a week or two prior in April depending upon site availability and cost considerations. The Advanced Academy is held on Tuesday. The Conference itself begins Wednesday morning and ends Friday at noon.

VI. Conference Location

The Conference Location shall be chosen by the 1st Vice-President prior to the conclusion of the previous year's conference. Announcement of said location shall be made one year prior at the conclusion of the previous year's conference. Traditionally, CCAC rotates the conference location between the Northern, Central and Southern divisions. The economy should be considered when selecting the conference location to ensure cost efficiency in lodging, transportation and registration for the membership at large. The President, Conference Chair, Conference Planner, and Vendor Chair shall conduct a site visit to the conference location three to four months prior to the conference (January/February). The Conference Planner shall negotiate on behalf of CCAC with the hotel for conference related services and obtain the executed agreement.

VII. Conference Logistics

Conference logistics (i.e., audio visual, electronic access, etc.) shall be obtained and coordinated through the Conference Planner in conjunction with the respective hotel staff. The Conference Chair shall be contacted and kept apprised as necessary with respect to logistics.

VIII. Conference Theme

The President's theme shall be selected by the incoming President and shall be announced at the time the President takes the oath of office and is sworn into office. Traditionally, the theme is announced and incorporated into the comments provided by the newly-elected President at the installation ceremony at the League Annual Conference - City Clerks Annual Business Meeting. The conference theme is often similar and/or the same as the President's theme. Every effort shall be made to incorporate the conference theme into the various conference events, including the annual banquet.

IX. Areas of Responsibility

A. Advanced Academy

The Advanced Academy (“Academy”) is traditionally held on the Tuesday prior to the actual conference (Wednesday through Friday). The Academy is an eight-hour, day long session with generally one or two speakers. The Education Chair and Professional Development Director work together in obtaining the speaker(s) for the Academy. They also coordinate the process to obtain IIMC credit for CMC and MMC designations for the Academy. The day registration and cost for the Academy is separate from the conference itself and traditionally includes the workshop, a morning and afternoon break, and lunch. The expected cost for the Advanced Academy is \$100-\$200. The expected speaker(s) fee for the Advanced Academy is \$2,500 or less.

B. Annual Banquet

The Annual Banquet (“Banquet”) shall be coordinated and planned by the Banquet Chair with input from the President and Conference Chair. The President shall provide the Banquet Chair with general direction regarding the Banquet theme, decorations, program and entertainment. The Food and Beverage Chair shall coordinate the Banquet meal based on the anticipated number of attendees. In an effort to ascertain the number of Banquet attendees, the registration process for the conference itself shall include an inquiry as to whether the conference attendees will be attending the Banquet. The expected budget for the Annual Banquet, excluding food and beverage, is \$1,000.

C. Conference Bags

The Conference Bags shall be coordinated and obtained by the Conference Chair with input from the President. CCAC members and vendors shall contribute items for the bags upon request from the Conference Chair. The Conference Chair shall coordinate the stuffing of the bags prior to the conference. This is generally done Tuesday evening, after the VIP/Board dinner, and assistance is provided by all Board Members present after the dinner. The bags are provided to conference attendees at the time of registration at the conference. It is expected that there is no cost for the conference bags because they are traditionally sponsored by a vendor.

D. Conference Briefings

Beginning in November, after the CCAC Goal Setting/Transition Session has occurred, the Conference Chair shall conduct monthly conference calls with the Conference Committee to keep apprised of the status of the conference planning. Beginning in March, the Conference Chair shall conduct weekly conference calls. At the conclusion of the conference, the

Conference Chair shall conduct one final debriefing conference call with the Conference Committee, update the Conference Timeline and this Manual accordingly, and forward the same to the next 1st Vice-President/Conference Chair.

E. Conference Special Guests/VIPs

Conference Special Guests/VIPs shall include the following:

1. IIMC President and/or Designee
2. IIMC Executive Director
3. MCEF Foundation President and/or Designee
4. IIMC – California Institute Director
5. Two Region IX Directors
6. Presidents of Alaska, California, Oregon and Washington

An invitation and informational packet shall be prepared and sent to the special guests no later than one month prior to the Annual Conference. On Tuesday night, a VIP/Board dinner is held for special guests and the CCAC Board. An optional VIP tour may also be incorporated into the program for special guests. The informational packet shall include the (1) invitation letter from the President, (2) special guest itinerary indicating which events special guests must attend, (3) conference program, (4) hotel and transportation information, and (5) general information about things to see and do in the area. The President, working with the Conference Chair, has the primary responsibility for special guests.

F. Conference Materials

To the extent possible, all conference materials shall be provided to attendees electronically via posting on the CCAC website two weeks prior to the conference. This includes any and all handouts from speakers, evaluation forms, and conference schedules. The Education Chair and Professional Development Director shall work with the speakers to gather the conference materials in a timely manner. A short printed program shall be provided to attendees at the time of registration at the conference.

The items to be included in the online Conference Materials Packet are as follows:

1. Welcome Letter from CCAC President
2. Welcome Letter from Host City (Optional)
3. Agenda of Events
4. Session Materials (*Note: If materials are not available and/or will be handed out during the session, insert a filler page explaining materials will be made available later and why they were not included (i.e. copyrighted, etc.)*)
5. Assessment Forms
6. Conference Evaluation

7. List of Attendees (Generally sorted by City or Last Name)
8. Map of Hotel and/or Location of Sessions
9. Information on Silent Auction and Store

The items to be included in the short printed Conference Program are as follows:

1. Welcome Letter from CCAC President
2. Agenda of Events (Locations/Times/Speakers/Moderators)
3. List of CCAC Board Members
4. List of Upcoming Educational Opportunities (Optional)
5. Vendor Advertisements
6. Vendor List
7. Hotel and Area Information

G. Division Baskets

The Division Baskets are generally the responsibility of the Trustees, with Conference Chair oversight. Tips from previously successful Trustees are as follows:

- Notify Division Presidents/Chairs in February of need to donate basket for annual conference and the maximum value allowed for basket as determined by the Trustees
- Determine type of fundraiser for baskets - Raffle versus Silent Auction
- If doing a raffle, determine how to disburse and sell tickets (i.e., mail, selling at meetings and Annual Conference, etc.)
- Ask that Division Baskets be dropped off in Silent Auction room on Wednesday morning at Annual Conference
- If doing a raffle, draw the winning tickets during the Annual Banquet – Winner does not have to be present to win, make arrangements to deliver baskets to winners as necessary

H. Education and Speakers

The Education Chair and Professional Development Director, in conjunction with the President and Conference Chair, shall obtain informative and creative speakers for the Annual Conference. In addition, the Education Chair and Professional Development Director shall work together with the speakers to obtain the relevant information and completed IIMC forms. The goal is to ensure attendees receive quality education and maximum point value for CMC and MMC designations. The Conference Planner shall be responsible for obtaining the appropriately executed contracts with the speakers, negotiating the speaker fees, providing the needed AV equipment for speaker presentations, and when necessary making the room and board arrangements for the

speakers. The general budget for conference speakers, excluding the Advanced Academy, is \$5,000 - \$7,500.

I. Food and Beverage

The Food and Beverage Chair shall work in conjunction with the Conference Planner and hotel staff in providing attendees with nutritious meals for breakfast, lunch and dinner as deemed appropriate in the conference schedule. Breakfast is usually continental or hot breakfast buffet. Lunch is usually sandwich bar or hot lunch buffet. Dinner is served at the Annual Banquet only, as a sit down five course meal. Afternoon breaks are often sponsored by vendors and include cookies and/or ice cream and soft drinks. The food and beverage minimums are traditionally set forth in the contract with the hotel and negotiated for by the Conference Planner.

J. Host City and Clerk

The Host City Clerk shall be notified by the President of the site location as soon as possible after the contract is executed with the hotel and before the announcement at the close of the prior year's conference. The Host City Clerk is a tremendous resource and should be consulted with respect to opening ceremonies, optional events, VIP dinners and/or tours, transportation needs, etc., due to his/her knowledge of the area. Traditionally, the Host Clerk arranges for the Mayor to welcome attendees during opening ceremonies to the Host City.

K. MCEF Fundraiser

The MCEF Fundraiser ("Fundraiser") is generally the responsibility of the Trustees, with Conference Chair oversight and volunteer involvement as needed. Tips from previously successful Trustees are as follows:

- a. Fundraiser can be done at any time during year, including at Annual Conference
- b. Determine Prize and Value (i.e., cruise, etc.) – Value is paid for by money raised from raffle ticket sales
- c. Mailing labels for raffle ticket disbursement obtained from 2nd Vice-President
- d. Designate Trustee to accept the ticket stubs and money
- e. Have tickets printed showing the prize, drawing date, and amount of tickets (i.e., \$5 per ticket/6 for \$20)
 - Ticket printing and assembly into books can be done by local printing company and/or Trustees directly

- Assembly and mailing (1st Class) of tickets and accompanying letter may be done by local mailing house and/or Trustees directly
- f. Prepare letter for President to sign - letter to include information about MCEF and CCAC scholarship fundraisers, who ticket stubs/money should be sent to, and relevant dates
- g. Take all ticket stubs (all extra and those returned) and money to the Annual Conference
 - To keep track of money raised, keep information on all fundraisers separate until a final tally is reported to Board
- h. Take unsold tickets to Annual Conference and sell Store and/or Registration Desk
- i. Draw the winning tickets during the Annual Banquet – Winner does not have to be present to win, make arrangements to deliver baskets to winners as necessary

L. Registration Desk

The Registration Desk shall be manned 24/7 throughout the Annual Conference by “Super Volunteers” as defined under “Volunteers” below. Attendees shall check-in at the desk at the beginning of the Annual Conference to receive their name tags, registration materials including tickets to events and meals, and Conference Bags. The Registration Desk also serves as the general information desk and should be stocked with extra printed programs and relevant information regarding the hotel layout and nearby restaurants, facilities and attractions.

M. Online Registration

The Registration Chair, working in conjunction with the Conference Planner, shall have the primary responsibility of online registration. Online registration includes the ability for attendees to register online for the Annual Conference using a credit card and the timely posting and maintaining of the relevant educational and event information on the registration page. The Registration Chair shall create a the draft registration page, obtain the necessary approvals of the President, Conference Chair, and Conference Planner, and go live with the registration page no later than January 1st.

N. Opening Ceremonies

The President, working in conjunction with the Conference Chair and Host City Clerk, shall be primarily responsible for the Opening Ceremonies. The Opening Ceremonies historically have included Color Guard, National Anthem, Flag Salute, and welcoming comments from the President and Host Mayor. From time to time, a brief presentation tied to

the presidential/conference theme has also been included (i.e., song, dance, children's choir, video, etc.) The Opening Ceremonies should be thirty minutes or less.

O. Optional Event

The Optional Event is the primary responsibility of the Conference Chair and Conference Planner with general direction from the President. In lieu of an Optional Event, the President can also determine to do a "Night on Your Own" depending upon the site location and membership preference. If an Optional Event is done, the cost per attendee generally runs \$75 or less. Attendance at an Optional Event is often limited (75-100 people) and is based on a first come, first serve basis. Registration for the Optional Event occurs online at the same time as an attendee is registering online for the Annual Conference. Previous optional events include a five-course meal and wine tasting at a winery, dinner at a restaurant at the top of a mountain, dinner and entertainment at a well-known venue, etc.)

P. Promotion and Publicity

The promotion and publicity for the Annual Conference shall be coordinated by the Communications Director and Trustees. Tips for promotion and publicity include: (1) start early with "Save the Date" information in October – publish in *The Official Word* and distribute via listserve; (2) publish articles with more information as it becomes available in *The Official Word* (monthly) and distribute via listserve; (3) attend the Conference Committee conference calls; (4) starting in February do weekly listserve blasts; and (5) use social media including Twitter and Facebook.

Q. Region IX Luncheon

The Region IX luncheon typically occurs on Wednesday at lunch. The primary responsibility for the program for the Region IX luncheon belongs to the President. At this luncheon the membership receives reports from the IIMC President and/or designee, two Region IX Directors, and the Presidents of Alaska, Oregon and Washington.

R. Retirees and Past Presidents Luncheon

The Retirees and Past Presidents luncheon typically occurs on Thursday at lunch. All aspects of the luncheon, including invitations to retired clerks and past presidents, small gifts for presentation to the retired clerks and past presidents, and the program itself, are coordinated by volunteers. The Conference Chair has oversight and primary responsibility to coordinate the luncheon as necessary working with the volunteers.

S. Silent Auction

The Silent Auction is generally the responsibility of the Trustees, with Conference Chair oversight and volunteer involvement as needed. Tips from previously successful Trustees are as follows:

Prior to Conference

- Start Early - Articles in The Official Word and listserv blasts
- Prepare Donation Form:
 - Designate a Trustee to receive the donation forms
 - Designate a Trustee to receive items if the person isn't planning to attend or is unable to bring the item with them (be sure this is someone who is driving to the conference)
 - Update the Donation Form
 - Create fillable Adobe form and have Communications Director post on website
 - Have Donation Form printed in The Official Word and send out with listserv blasts
 - Encourage people to fill out the forms in advance and e-mail or fax them into the designated Trustee
- Do weekly blasts starting in February
- Designated Trustee should take the forms and create bid sheets for each item for which a donation form is received (*Note: Bid sheets are placed at the tables along with item during the silent auction.*)
- Designated Trustee should update the Auction Item Spreadsheet for use at Annual Conference (*Note: Spreadsheet is helpful in keeping track of items received and won, and the full amount generated by the auction.*)

At Conference

- i) First Morning
 - Be available first thing in morning to receive items
 - Match items with bid sheets or prepare bid sheets for items for which a Donation Form was not received (have extra Donation Forms at Annual Conference for people to complete-place at the conference registration table and store)
 - Use little stickers to place inconspicuously on the item so that the bid item numbers match that of the bid sheet
 - Set up items on tables and set out pens for bidding
- ii) During Conference
 - Continually check in during breaks from sessions to make sure new items have not come in that need to be processed

- Generally Silent Auction and Store are located in the same room so someone is available to take items in but not always
 - Ensure Silent Auction room location and hours are announced at Annual Conference often
- iii) Night Before the Banquet
- Using either Donation Forms or Auction Item Spreadsheet, write all items on large post-it notes using felt tip pens – (1) Item Number, (2) Item Description, (3) Winning Bidder (leave blank at this point), and (4) Winning Bid Dollar Amount (leave blank at this point)
- iv) Day of Banquet
- Be prepared to hustle after the last session – items need to be moved from the Silent Auction room to wherever Annual Banquet is being held
 - If items are in open area, take turns getting ready for banquet
- v) Banquet Reception
- Depending on number of items donated and number of tables set up for the Silent Auction, start closing the bidding one table at a time to ensure close of tables by the time reception ends and Annual Banquet starts
 - With closing times 3-5 minutes apart work well – announce a couple minutes before which table will be closing
 - As bid sheets are pulled from tables – write the winning bidder and winning bid on the spreadsheets with felt tip pens
 - Find good place to post winning bids, so Friday morning attendees can view the post-it note sheets prior to entering the session
- vi) After the Banquet
- Some people may want to pick up items on that night (generally the out-of-state attendees) so arrange accordingly
 - Put the items in numerical order so that they are easy to find when everyone starts picking stuff up the next morning
 - Put Bid Sheets in numerical order
 - Enter Winning Bidder and Winning Bid in the Auction Item Spreadsheet
 - Copy the bid sheet to a separate worksheet in Excel and sort by name – this helps find what the person won
- vii) Morning after Banquet
- Open the Silent Auction room for people to pick up their items starting at 7:00 a.m.

- Bring the Auction Item Spreadsheet and the Bid Sheets
- When people come in – pull the Bid Sheet(s) for their item(s), give them their item and mark the bottom of the Bid Sheet if they paid by check or cash, and enter that information in the Spreadsheet
- Be available for people to pick up items during Friday session break
- Announce names of people who have not picked up their items by the end of break
- If someone doesn't pick up their item, suggest having the Trustee representing that Division take the item and connect with them
- Give money to CCAC Treasurer and e-mail President, Conference Chair and Treasurer final spreadsheet immediately

List of Items to take to the Conference

- Completed Donation Forms
- Extra Donation Forms
- Completed Bid Sheets
- Extra Bid Sheets
- Pens for tables
- Large post-it paper
- Felt tip pens
- Laptop Computer with Auction Item Spreadsheet

T. Store

The Store Chair is primarily responsible for the Store at the Annual Conference. The Store Chair, working in conjunction with the President, Conference Chair, and Conference Planner, shall order and stock materials for the Store. In addition, the Store Chair shall obtain the requisite number of volunteers, and coordinate the shifts for said volunteers, through the Conference Chair to ensure ample coverage of the Store throughout the Annual Conference. The President shall provide general direction to the Store Chair in regards to the Annual Conference shirt/memorabilia.

U. Tracking Attendance

The Education Chair is primarily responsible for tracking attendance at the sessions as necessary in conjunction with the requirements set forth by IIMC. CCAC uses electronic scanning to scan attendees in and out of sessions to ensure they receive full credit for attending the Annual Conference.

V. Vendors

The Vendor Chair is primarily responsible for obtaining vendors and coordinating the relevant spacing needs at the Annual Conference, with general oversight of the Conference Chair and Conference Planner. Tips from previously successful Vendor Chairs are as follows:

- Create draft exhibitor registration package (model previous year) and obtain input from Conference Chair and Conference Planner
- Determine early what types of sponsorships will be needed (i.e., conference bags, breaks, lunches, champagne toast, etc.)
- Send out broadcast email to all potential exhibitors as early as possible (January/February) with detailed registration package
- Attend site visit and determine layout for exhibitor area in a "must travel through" pre-conference area, and/or another high traffic area near the main venue
- Measure out space assigned to exhibitors (each booth needs 4' in width and 8' in length to accommodate a seated vendor and the average 6' table) and allow ample space for attendees to move through the area
- Determine premium space to assign to "gold level" sponsors
- Confirm number of exhibitors with Conference Chair and Conference Planner based on size of area
- Make contact with on-site special events staff and confirm mapping of vendor area, power needs, wireless connectivity, mailing information/dates exhibitor booth materials and give-a-ways to be mailed to conference site
- Send out 2nd broadcast email (push for sponsorships) 4-6 weeks after initial email
- Put together map of exhibitor booths and number - send out to sponsoring exhibitors to chose booth location with the highest amount of sponsorship receiving first choice on location
- Work with Conference Registration Chair on weekly basis to maintain status of exhibitor payments
- Finalize exhibitor registrations no later than one month before the Annual Conference
- Put together exhibitor list for Conference Program and follow up with sponsoring exhibitors for advertisements and send the relevant information to the Education Chair for inclusion in the Conference Packet and Program
- Put together raffle punch card and flyer for attendees
- Follow-up with registered exhibitors with last minute details

X. Sample Conference Schedule

A sample conference schedule may look like the following (although flexibility is desired to accommodate speaker and attendee needs):

Conference Total 16 hrs – 4 Pts.

Tuesday – Academy Session (8 a.m. to 5 p.m.) – 2 Pts.

8 a.m. – 12 p.m. – Morning Session (4 hrs. - 1 Pt.)

12 p.m. – 1 p.m. – Lunch

1 p.m. – 5 p.m. – Afternoon Session (4 hrs. - 1 Pt.)

Wednesday – 1st Conference Day (8 a.m. to 5 p.m.) – 1.5 Pts.

8 a.m. – 8:30 a.m. – Opening Ceremonies

8:30 a.m. – 10:30 a.m. – 1st Morning Session - Keynote (2 hrs. - .5 Pt.)

10:30 a.m. – 11 a.m. – Break

11 a.m. – 12 p.m. – 2nd Morning Session (1 hr. - .25 Pt.)

12 p.m. – 1:30 p.m. – Region IX Luncheon

1:30 p.m. – 3:30 p.m. – 1st Afternoon Session (2 hrs. - .5 Pt.)

3:30 p.m. – 4 p.m. – Break

4 p.m. – 5 p.m. – 2nd Afternoon Session (1 hr. - .25 Pt.)

Evening on Your Own

Thursday – 2nd Conference Day (8 a.m. to 5 p.m.) – 1.625 Pts.

8 a.m. – 10 a.m. – 1st Morning Session (2 hrs. - .5 Pt.)

10 a.m. – 10:30 a.m. – Break

10:30 a.m. – 11:30 a.m. – 2nd Morning Session (1 hr. - .25 Pt.)

11:30 a.m. – 1 p.m. – Retirees and Past Presidents Luncheon

1 p.m. – 3 p.m. – 1st Afternoon Session (2 hrs. - .5 Pt.)

3 p.m. – 3:30 p.m. – Break

3:30 p.m. – 5 p.m. – 2nd Afternoon Session (1.5 hr. - .375 Pt.)

Annual Banquet

Friday – 3rd Conference Day (8 a.m. to 11:30 a.m.) – .875 pt.

8 a.m. – 11:30 a.m. – Closing Session

XI. Sample Timeline for Tasks

The sample Conference Timeline is attached to this Manual as Attachment A.

XII. Volunteers

The Conference Chair shall obtain the requisite number of volunteers to ensure ample coverage for the Annual Conference. Volunteers are traditionally needed to assist with transportation for special guests, run errands, scan attendees in and out of session, etc. “Super Volunteers” in the form of retired City Clerks are used to man the Registration Desk 24/7 throughout the Annual Conference. The number of “Super Volunteers” fluctuates from two to four and housing assistance may be granted if necessary. “Super Volunteers” do not attend the Annual Conference as they are present to assist as necessary throughout the Annual Conference.

XIII. Closing

Generally there is no closing ceremony. Closing announcements and comments are provided by the Conference Chair at the beginning of the Friday morning session. At the conclusion of the closing comments, the Conference Chair also announces the date and location for the next Annual Conference the following year. Attendees are dismissed at the conclusion of the Friday morning session around noon.



TO: CCAC Board
FROM: Jaime Anderson, 2nd Vice-President
DATE: October 29, 2010
SUBJECT: AGREEMENT FOR CONFERENCE PLANNING SERVICES

The contract for conference planning with Rex Osborn, “More Than Talk”, expires at the end of the 2012 Conference. Selection and negotiations for conference venues should begin about three years out.

Attached you will find a contract and addendum for the 2013 through 2015 conferences. The compensation for the three year period is \$24,000 with a \$12,000 retainer due at signing and the remaining \$12,000 paid in installments of \$4,000 per year. Registration expense with Reg On Line is estimated at \$5,250 over the three year period or about \$1,750 per year. This amount could change or be eliminated in its entirety if CCAC obtains electronic services in the future for online conference registration, online store and membership renewal purposes. Total compensation and expenses are not to exceed \$35,000 over the life of contract without contract revisions. The contract also authorizes More Than Talk to negotiate with hotel properties, external vendors and others for additional compensation. The results of those negotiations will not interfere with the CCAC expectations and is done without additional cost to CCAC.

Mr. Osborn’s expertise in negotiating with hotels both beforehand for room and facility rates, and after the fact when reviewing the final bill to assure that everything was to the Association’s satisfaction has been demonstrated time and again. His abilities as a trouble shooter were also evidenced at the last conference when the special event boat ride was canceled due to high winds and he was able to arrange a substitute event within a matter of hours. In addition, in the event a speaker is a no show, he is able to jump in to facilitate the session.

It is therefore highly recommended that the Board approve the contract with Rex Osborn (More Than Talk) for conference planning services as proposed.

Professional Services Contract

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

The contractor will remain independent of City Clerks Association of California 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 (or Conference Chairperson for the specific year services are provided.)

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

V: SUPPLIES AND EQUIPMENT
CCAC Conference organizers shall provide all supplies and equipment needed to conduct the conferences, as agreed upon during the pre conference meetings.

VI: COMPENSATION
1: CCAC shall compensate the contractor for the services agreed upon. \$24,000.00
2: Payment shall be made to the contractor on the final day of each conference. Payment shall be made by Check (Payable to Rex Osborn) 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 they shall be reimbursed in a timely manner: See addendum.
4: MoreThanTalk (Rex Osborn) will be authorized to negotiate with Hotel Properties, external vendors and others for additional compensation. The results of this negotiation will not interfere with the CCAC expectations and is done without additional cost to CCAC. (This is commonly a room commission or other exchanges between the hotel / vendor and the event planner. This will also be extended to any existing CCAC contract.)

VII: ASSIGNMENT
The contractor has the ability to assign this project to any qualified member of the MoreThanTalk team and can transfer this contact to another qualified representative or company. CCAC Conference organizers will be notified of any changes in a timely manner.

VIII: TERMINATION OF AGREEMENT
1: CCAC may terminate the contact at any time if the contractor does not perform or refuses to perform according to the agreement.
2: Either party may terminate the contact upon 120 day written notice.
3: This is a 50% retainer contract (\$12,000.00 due at the time of contract signing) if this contract is terminated by CCAC the retainer will be forfeited, except for failure to perform on the part of the contractor.

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

Agent for CCAC

/s/ Rex Osborn
Rex J. Osborn, MoreThanTalk

Date of Signature

October 3, 2010
Date of Signature

ADDENDUM

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

The contractor will remain independent of City Clerks Association of California 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

1: Duration of Contract – CCAC conference years for 2013, 2014 & 2015

II: SERVICE TO BE PERFORMED

- Provide direction and guidance to CCAC 2013, 2014 & 2015 conference committees
- Provide guidance and non legal opinions on contracts provided by Hotel / Conference facilities
- Work as advisor / consultant to the President / Conference Chair
- Research and assist with site selection and assist with site selection and contract negotiations
- Conduct two site visits per conference year to the conference site
- Provide guidance in the area of logistics, speakers and conference duties
- Provide on site “trouble shooting” during the event
- Provide research for bid activities; speakers qualifications, speaker and special event contracts, travel arrangements and other presentation details.
- Can attend any conference-planning meeting at the request of the chairman. (\$500.00 per meeting plus travel expenses.)
- Can assist with vendor logistics
- Other duties as agreed upon

SERVICES NOT TO BE PERFORMED

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

III: COMPENSATION

- 1: CCAC shall compensate the contractor for the services agreed upon.
- 2: * Payment shall be made to the contractor on the final day of each conference. Payment shall be made by Check or Cash. (\$4,000 per year plus expenses, after retainer.) The contractor works under the SSN# of 504-68-9115 for IRS reporting.
- 3: CCAC will be responsible for all travel expenses, housing expenses for contractor and staff. Contractor staff will be considered a conference expense. The current CCAC conference chair and the contractor will agree upon any additional expenses in relationship to this contact.

- Compensation: Consulting as listed in area II. \$24,000.00
 - This cost is based on three years (\$8,000.00) per year
 - This does not include travel expenses or other approved items)
- Registration Expense: \$250.00 + 7.50 per year per person (Estimated) 5,250.00
 - This is base upon past registration cost, paid over three years.

Total compensation & Expenses not to exceed \$35,000 without contract revisions.

IV: BID OFFER

This bid offer expires on October 29, 2010 at midnight.



TO: CCAC Executive Board of Directors

FROM: Randi Johl, President / Dawn Abrahamson, Legislative Director

DATE: October 29, 2010

SUBJECT: FPPC Task Force – Request for Appointment

In August 2010, the 25-member FPPC Task Force was established to provide recommendations to the Commission regarding simplifying and streamlining the Political Reform Act so that the Act can work as intended and make the political process more accessible. The temporary Task Force is scheduled to provide final recommendations to the Commission in January 2011. The Task Force is not starting from scratch but rather continuing the work outlined in the McPhearson Report (1999), Online Disclosure Report (2005-2006) and Internet Political Activity Report (2010). Upon review by the Commission, final recommendations will be made to the Legislature and Governor with the goal that the recommendations will be enacted in 2011 and effective for the November 2012 election. It is anticipated that one recommendation will be to appoint a permanent Political Reform Act Task Force.

On September 27, 2010, I attended the second meeting of the Task Force. The first meeting was introductory in nature. At the September meeting, the chairs of the Task Force reported that after receiving a variety of comments from the Task Force and interested persons, they compiled a list of fourteen topic areas to be for final recommendations to the Commission. A simple list of the topic areas, without descriptions, was provided to the public at the meeting. The consensus was that (1) the list would be further narrowed down to ten or less items, (2) the more involved and less technical topics would be put on a separate list for a future permanent task force, (3) Task Force members were to email the co-chairs advising which of the current fourteen topics they were most interested in, and (4) the co-chairs working with the Chairman will assign two to three members to each topic on the revised list and contact everyone regarding the same.

On behalf of CCAC, I provided unscripted comment from the local perspective which was not previously considered based on the information received at the meeting. After the meeting, both the Chair and the Executive Director of the FPPC requested a separate meeting. Both Dawn Abrahamson and I, as President and Legislative Director, are scheduled to meet with the FPPC as requested on October 14, 2010.

It is anticipated that the attempt to substantially overhaul the Political Reform Act, beginning with the campaign disclosure section, will take several years and a permanent Task Force will be created. It is therefore respectfully requested that the Board appoint Randi Johl and Dawn Abrahamson, by name, rather than position to serve as liaisons to the temporary FPPC Task Force, and if possible, obtain a seat on the permanent Task Force, if and when it is created.