



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

CONFERENCE CALL

Conference Call Number 916-658-8212

Agenda

Monday, January 23, 2012

3:00 p.m.

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. INTRODUCTIONS/ANNOUNCEMENTS**
- 4. MINUTES**
 - a. Approval of December 2, 2011 Meeting Minutes (VanWormer)
- 5. TREASURER'S REPORT**
 - a. Treasurer's Report (Williams)
- 6. UNFINISHED BUSINESS**
 - a. Status Update on 2011-2012 Goals
 1. The Sustainable CCAC Picture
 2. Membership & Participation
 3. The Four C's
- 7. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
 - a. Discuss Expanding CCAC Membership to Include Community College Districts (Lima - Oral)
 - b. Discuss Honorary Member Status for Mia R. Slobodien, Legal Assistant with Woodruff Spradlin & Smart (Lima)

- c. Acceptance of City Clerk Handbook (Johl - Handbook to be Placed in Dropbox)

8. DIRECTORS' REPORTS

- a. First Vice President (Anderson)
- b. Second Vice President (Lima)
- c. Communications Director (Ortiz)
- d. Legislative Director (Abrahamson)
- e. Professional Development Director (Tilton)
- f. Division Professional Development Reps (Barr/Davidson/Davis)
- g. Division Trustees (Olds/Black/Rodrigues)
- h. Division Chairs (Freels/Lopez/Ramos)
- i. Past President (Johl)

9. IIMC REPORT (Nicol)

- a. IIMC Update

10. PRESIDENT'S REPORT (Concolino)

11. ADJOURNMENT

Future Meetings:

February 2012 (conference call)

April 13, 2012

June 2012 (conference call)



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Friday, December 2, 2011
12:00 – 3:00 PM

1. CALL TO ORDER

President Concolino called the Executive Board Meeting to order at 12:10 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences:

- Colleen Nichol, IIMC President

b. Roll Call:

- Shirley Concolino, President
- Jamie Anderson, First Vice-President
- Nanci Lima, Second Vice-President
- Cindy Van Wormer, Recording Secretary
- Lucinda Williams, Treasurer
- Dawn Abrahamson, Legislative Director
- Joann Tilton, Professional Development Director
- Rebecca Barr, Northern Division Professional Development Representative
- Dana Davidson, Central Division Professional Development Representative
- Poonam Davis, Southern Division Professional Development Representative
- Shawna Freels, Northern Division Chair
- Lorraine Lopez, Central Division Chair
- Susan Ramos, Southern Division Chair
- Patrice Olds, Northern Division Trustee
- Cindy Black, Central Division Trustee
- Kimberly Rodrigues, Southern Division Trustee

- Randi Johl, Past President

Also present:

- Lorraine Okabe, League of California Cities

Absent:

- Mitzi Ortiz, Communications Director

3. INTRODUCTIONS/ANNOUNCEMENTS

President Concolino requested approval to amend the agenda to include a short report from Rod Diridon on the Ethics Campaign. The Board approved amending the agenda. Rod Diridon then provided an update on the California Ethics in Democracy project noting that a summit will be held on January 27, 2012 in Santa Clara. Once the flyer is complete he will send it to the Board for assistance in distribution.

4. MINUTES

a. Approval of October 28, 2011 Meeting Minutes (Van Wormer)

Abrahamson moved and Lima seconded a motion to approve the October 28, 2011 Minutes. The motion carried unanimously.

5. TREASURER'S REPORT

a. Treasurer's Report (Williams)

Williams noted the dues from several members have come in since this report was prepared. A summary of the Treasurer's Report will go into *The Official Word* so the entire membership can see where the organization is financially. Issuance of scholarships was discussed. Williams stated that her goal is to get Division dues to them at the end of January and again in June before the close of the fiscal year.

Anderson moved and Barr seconded a motion to approve the Treasurer's Report. The motion carried unanimously.

6. UNFINISHED BUSINESS

a. Status Update on 2011-2012 Goals (Concolino – Verbal)

1. The Sustainable CCAC Picture

2. Membership & Participation

3. The Four C's

President Concolino noted that a request for members interested in serving on committees was sent out and once committees are formed the Board can proceed with working on the goals. She requested that the committees routinely provide information to the Board and members who have committed to serving on the committees. A lot needs to happen between now and April so it would be helpful for all the committees to get a timeline prepared and provided to the President. Concolino stated that she has been trying to contact Helen about getting the more detailed

information but she is apparently out of town; this information is a key piece to moving forward. She requested everyone work on getting their committees together so that they can begin working right after the holidays.

b. Discuss Amending Social Media Policy to Include Division Participation (Olds/Freels – Verbal)

President Concolino noted that the Communications Director is committed to working with the Divisions on this. Following discussion it was decided that Northern Division Chair Freels, Northern Division Trustee Olds, Central Division Chair Lopez, and Communications Director Ortiz would work on updating the CCAC website and including the Divisions on Facebook. It was noted that this is part of The 4 C's goal.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Review and Approve Cancellation Policy for CCAC Events (Williams/Abrahamson)

Treasurer Williams stated that they haven't had a chance to develop a policy for CCAC overall and she wasn't sure if this was something the entire Board should work on or the Conference Committee. Legislative Director Abrahamson suggested that the Finance Committee look at as part of their work. It was noted that a policy is not required for the Nuts & Bolts Sessions as this has not been an issue. Past President Johl suggested looking at the League of California Cities cancellation policy. It was decided that this item will be worked on by the Conference Committee and information will be disseminated to the members.

8. DIRECTORS' REPORTS

a. First Vice President (Anderson)

First Vice President Anderson reported on her trip to Alaska and stated that the Conference Committee will begin work right after the holidays.

b. Second Vice President (Lima)

Second Vice President Lima noted that the membership renewal notice was released twice and renewal or directory information has been received from 183 members. A minor issue has arisen regarding the cities that paid late for 2011 not being allowed to pay again in the same fiscal year for 2012. The possibility of changing from calendar year to fiscal year was discussed but it was felt that it needed some more thought before making such a drastic change; this would require a bylaws amendment. Lima stated that she received a lot of positive e-mails about the raffle but has only collected around \$400 so far; she will be sending out a reminder that money is due by December 31st.

c. Communications Director (Ortiz)

d. Legislative Director (Abrahamson)

Legislative Director Abrahamson stated that the Committee has developed a work plan for the year that includes three legislative proposals: 1) residency of circulators of initiative petitions; 2) effective date of ordinance adoption related to initiative petition; and 3) requiring charter cities to record their charter with the County as well as the Secretary of State. Also, FPPC Form 700 e-file legislation will be discussed. Past President Johl noted that e-filing of Form 700 is an option now but the thought is that if a pilot project is done it might be a stepping stone to mandating e-filing. Abrahamson stated that the Committee has received positive feedback on information they are putting out to members.

e. Professional Development Director (Tilton)

Professional Development Director Tilton reported that the Committee has a conference call set for next week to review and award scholarships; they have 16-17 applications for MMC and another 20 applications for TTC. She noted that she and Past President Johl had a conversation about cleaning up information on the website so that each educational venue lists all applicable scholarships (CCAC, Division, IIMC) with the venue. The Professional Development Committee agreed with the idea as everyone feels it will be more user-friendly. Tilton stated that she would get an outline out soon with proposed sessions for the Annual Conference; she was waiting to see how a couple of the sessions went at this conference to make sure the ones planned for the Annual Conference wouldn't be repetitive. President Concolino noted that Mike Robbins is committed to the opening and closing sessions at the Annual Conference.

f. Division Professional Development Representatives (Barr/Davidson/Davis)

The Representatives felt that Professional Development Director Tilton covered everything.

g. Division Trustees (Olds/Black/Rodrigues)

Northern Division Trustee Olds reported that the Trustees had an organizational meeting and divided up the main components of their jobs. They will all work with the Conference Committee but Southern Division Trustee Rodrigues will focus on the silent auction, Central Division Trustee Black on the live auction, and Olds will focus on the interest card list. She requested that the Board let her know if they are reaching out to people to volunteer on a committee so they can be added to the list; this list is used at the end of the year to prepare certificates of appreciation. Rodrigues noted that they have been reaching out to the Division Chairs to get their assistance in finding volunteers.

h. Division Chairs (Freels/Lopez/Ramos)

Central Division Chair Lopez reported that their meeting in November was well attended and that their next meeting is on January 27, 2012. They are working on membership outreach and she used this conference as a

means of introducing herself to the Central Division members and asking people to volunteer.

Northern Division Chair Freels stated that their meeting on the 18th in Capitola was also well attended and they shared information on the program and speaker with the Central Division. Their next meeting will be in Milpitas on January 20, 2012, regarding the Public Records Guide. Freels noted that the Northern Division had four people attend the New Law Seminar using scholarships.

Southern Division Chair Ramos reported that their meeting on the 18th, where Diane Gladwell spoke on social media and the Riverside County registrar discussed elections, was also well attended. They also took action to approve an additional \$10 charge for non-member attendance at Division meetings/trainings. Ramos stated that they have prepared a sponsorship program policy and that they are fairly successful with getting vendors to sponsor their meetings. She noted that she provided the Southern Division members with an overview of the CCAC goal setting meeting and told them that President Concolino might attend their January meeting.

i. Past President (Johl)

Past President Johl reported that Pam Means is still on schedule for meeting the December deadline to finish the handbook rewrite and she will touch base with President Concolino to set up a conference call when it is finished. Johl noted that the FPPC did adopt their new gift regulation and she will highlight the changes in the next *Official Word*. She also reported that the Federal Legislative Committee was directed to continue working on starting up the Committee at the December IIMC Board meeting.

9. IIMC REPORT (Nicol)

President Concolino reported that IIMC President Nicol's sister Paulette passed away so Colleen wasn't able to be at the meeting. Professional Development Director Tilton reported that she attended the mid-year IIMC Board meeting in Riverside and it was interesting to see how they did their Board development; it was also interesting to note that their issues are very similar to ours – reduced members being one major item. They are working on a three-phase marketing strategy that includes defining what it means to be an IIMC member and are working on building relationships with Institute Directors from the various states.

10. PRESIDENT'S REPORT (Concolino)

President Concolino suggested putting something about Paulette's passing on the listserv and suggested sending something from the Board. Past President Johl stated that the Board has done that in the past and it was suggested that a donation be made in her name to the MCEF Scholarship Fund in lieu of flowers

Moved by Barr seconded by Anderson to donate \$250 to the MCEF Scholarship in Colleen Nicol's sister Paulette's name. Motion passed unanimously.

Concolino noted that the New Law & Election Seminar went smoothly and the speakers were well received. The "Listserv Live" session, which was done as a filler when the planned speaker was unable to attend, was well received.

11. ADJOURNMENT

President Concolino adjourned the meeting in memory of Colleen's sister Paulette at 1:25 p.m.

9:11 AM
01/13/12
Accrual Basis

City Clerks Association of California
Balance Sheet
As of January 13, 2012

	Jan 13, 12
ASSETS	
Current Assets	
Checking/Savings	
Checking-US Bank	71,619.54
Money Market - US Bank	10,895.62
Savings - US Bank	32,427.76
US Bank CD #1	7,904.23
US Bank CD #2	7,871.36
Total Checking/Savings	130,718.51
Total Current Assets	130,718.51
TOTAL ASSETS	130,718.51
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	124,962.55
Unrestricted Net Assets	8,263.12
Net Income	-2,507.16
Total Equity	130,718.51
TOTAL LIABILITIES & EQUITY	130,718.51

City Clerks Association of California
Profit & Loss Budget vs. Actual
 July 1, 2011 through January 13, 2012

	Jul 1, '11 - Jan 13, 12	Budget
Ordinary Income/Expense		
Income		
101 Program Income		
101 Membership Dues		
101.1 Central Division Dues	3,053.45	8,500.00
101.2 Northern Division Dues	7,681.94	23,000.00
101.3 Southern Division Dues	12,436.19	40,000.00
101.4 Affiliate Membership Dues	0.00	0.00
101.5 Memb. Administrative Fee	0.00	10,000.00
101 Membership Dues - Other	0.00	0.00
Total 101 Membership Dues	23,171.58	81,500.00
101 Program Income - Other	0.00	0.00
Total 101 Program Income	23,171.58	81,500.00
102 Investments		
102.1 Interest-Sav, CD, Checkg	0.00	100.00
102.2 Dividend, Int(Securities)	0.00	0.00
102 Investments - Other	0.00	0.00
Total 102 Investments	0.00	100.00
103 Conference Revenue		
103.1 Advanced Academy Fees	0.00	2,600.00
103.2 Vendor Fees	0.00	12,150.00
103.3 Registration Fees	0.00	4,200.00
103.4 Other Conference Revenue	150.00	220.00
130.5 Sponsorships	0.00	6,500.00
103 Conference Revenue - Other	0.00	0.00
Total 103 Conference Revenue	150.00	25,670.00
104 Other Income	305.77	7,300.00
105 Handbook Revenue	475.00	3,000.00
107 Fundraising Revenue		
107.1 Scholarship Fund frm Dues	0.00	5,000.00
107.2 CCAC Store Sales	0.00	500.00
107.3 Silent Auction	0.00	1,500.00
107.4 Cruise Raffle	0.00	6,000.00
107.5 Division Basket Raffle	0.00	0.00
107.6 Live Auction	0.00	1,700.00
107.7 Other Fundraising	0.00	400.00
107.8 IIMC Fundraiser	1,150.00	0.00
107 Fundraising Revenue - Other	0.00	0.00
Total 107 Fundraising Revenue	1,150.00	15,100.00
108 Advertising Revenue	3,600.00	7,200.00
120 Training Revenue		
120.1 Nuts & Bolts South	11,725.00	15,000.00
120.2 Nuts & Bolts Central	4,100.00	10,000.00
120.3 Nuts & Bolts North	0.00	5,000.00
120 Training Revenue - Other	0.00	0.00
Total 120 Training Revenue	15,825.00	30,000.00
Total Income	44,677.35	169,870.00
Expense		
201 Presidential Expenses	1,534.35	7,500.00
201.1 Presidential Expenses	0.00	0.00

City Clerks Association of California
Profit & Loss Budget vs. Actual
 July 1, 2011 through January 13, 2012

	Jul 1, '11 - Jan 13, 12	Budget
202 General Expenses		
202.1 Supplies	0.00	2,500.00
202.2 Postage, Mailing Service	40.48	500.00
202.3 Equipment	0.00	0.00
202.4 Bank fees	0.00	250.00
202.5 Printing and Copying	0.00	0.00
202.6 License & Permits	0.00	0.00
202.7 Telephone	0.00	0.00
202 General Expenses - Other	0.00	0.00
Total 202 General Expenses	40.48	3,250.00
203 Professional Services		
203.1 Audit Fees	0.00	800.00
203.2 Accounting & Tax Prep	0.00	1,500.00
203.3 Bond Expense	100.00	150.00
203.4 Insurance	0.00	2,000.00
203.5 Legal Fees	0.00	0.00
203.6 Outside Contract Services	0.00	0.00
203 Professional Services - Other	0.00	0.00
Total 203 Professional Services	100.00	4,450.00
204 Committees		
204.1 General	50.90	1,500.00
204.2 Legislative	0.00	1,500.00
204.3 Nominations	0.00	0.00
204.4 Educ / Prof. Development	1,028.27	2,000.00
204.5 Hospitality Committee	0.00	300.00
204 Committees - Other	0.00	0.00
Total 204 Committees	1,079.17	5,300.00
205 Recognition & Awards	33.45	1,000.00
206 Membership Dues Payouts		
206.1 Central Div Dues Payout	899.82	3,825.00
206.2 Northern Div Dues Payout	2,283.36	10,350.00
206.3 Southern Div Dues Payout	4,521.87	18,000.00
206 Membership Dues Payouts - Other	0.00	0.00
Total 206 Membership Dues Payouts	7,705.05	32,175.00
207 Technology		
207.1 Webmaster Expense	2,030.00	4,000.00
207 Technology - Other	0.00	0.00
Total 207 Technology	2,030.00	4,000.00
208 Annual Conference Expenses		
208.1 Speakers	2,250.00	0.00
208.10 Conference Staff & Logis	0.00	59,745.00
208.11 Conference Supplies, etc	0.00	0.00
208.12 Registration Expenses	0.00	0.00
208.13 VIP Dinner	0.00	0.00
208.14 CCAC Store	0.00	0.00
208.15 Live Auction	0.00	0.00
208.16 SuperVolunteers	0.00	0.00
208.17 Vendors	0.00	0.00
208.18 Cruise Raffle Expense	0.00	0.00
208.2 Banquet	0.00	0.00
208.3 Clerk of the Year	0.00	0.00
208.4 Conference bags	0.00	0.00
208.5 Wednesday Evening Event	0.00	0.00
208.6 Retiree lunch	0.00	0.00
208.7 VIP Tour	0.00	0.00
208.8 VIP gifts & hospitality	0.00	0.00
208.9 Site visit	0.00	0.00
208 Annual Conference Expenses - Other	0.00	0.00
Total 208 Annual Conference Expenses	2,250.00	59,745.00

City Clerks Association of California
Profit & Loss Budget vs. Actual
 July 1, 2011 through January 13, 2012

	Jul 1, '11 - Jan 13, 12	Budget
209 IIMC & Region IX expense		
209.1 IIMC Dinner	0.00	150.00
209.2 IIMC Candidate Support	0.00	0.00
209.3 IIMC Conf Contribution	0.00	0.00
209.4 IIMC - Other	250.00	500.00
209.5 Region IX	3,480.00	3,000.00
209.6 Region IX Supplement	0.00	0.00
209 IIMC & Region IX expense - Other	0.00	0.00
Total 209 IIMC & Region IX expense	3,730.00	3,650.00
210 Handbook	5,000.00	3,000.00
211 Board Meeting Expense	1,959.40	11,000.00
215 Fundraising Expense		
215.1 CCAC Store Supplies	0.00	0.00
215.2 Silent Auction	0.00	0.00
215.3 Cruise Raffle	1,603.80	2,500.00
215.4 Division Basket Raffle	0.00	0.00
215.5 MCEF California I Endowmt	0.00	1,000.00
215.6 MCEF California II Endwmt	0.00	2,500.00
215.7 IIMC Fundraiser	223.01	0.00
215 Fundraising Expense - Other	0.00	0.00
Total 215 Fundraising Expense	1,826.81	6,000.00
220 Training expenses		
220.1 Nuts & Bolts South	3,341.58	15,000.00
220.2 Nuts & Bolts Central	929.22	5,000.00
220.3 Nuts & Bolts North	0.00	7,500.00
220 Training expenses - Other	0.00	0.00
Total 220 Training expenses	4,270.80	27,500.00
221 Scholarships		
221.1 Scholarships - CCAC Conf.	0.00	2,500.00
221.2 Scholarships - TTC / LTC	14,425.00	33,000.00
221.3 Scholarships -Alternative	1,200.00	3,000.00
221 Scholarships - Other	0.00	0.00
Total 221 Scholarships	15,625.00	38,500.00
225 Special Projects		
225.1 Green Project	0.00	1,000.00
225 Special Projects - Other	0.00	0.00
Total 225 Special Projects	0.00	1,000.00
300 Yr End Transfer to Reserves	0.00	0.00
Total Expense	47,184.51	208,070.00
Net Ordinary Income	-2,507.16	-38,200.00
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-2,507.16	-38,200.00

City Clerks Association of California
Profit & Loss Budget vs. Actual
 July 1, 2011 through January 13, 2012

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
101 Program Income		
101 Membership Dues		
101.1 Central Division Dues	-5,446.55	35.9%
101.2 Northern Division Dues	-15,318.06	33.4%
101.3 Southern Division Dues	-27,563.81	31.1%
101.4 Affiliate Membership Dues	0.00	0.0%
101.5 Memb. Administrative Fee	-10,000.00	0.0%
101 Membership Dues - Other	0.00	0.0%
Total 101 Membership Dues	-58,328.42	28.4%
101 Program Income - Other	0.00	0.0%
Total 101 Program Income	-58,328.42	28.4%
102 Investments		
102.1 Interest-Sav, CD, Checkg	-100.00	0.0%
102.2 Dividend, Int(Securities)	0.00	0.0%
102 Investments - Other	0.00	0.0%
Total 102 Investments	-100.00	0.0%
103 Conference Revenue		
103.1 Advanced Academy Fees	-2,600.00	0.0%
103.2 Vendor Fees	-12,150.00	0.0%
103.3 Registration Fees	-4,200.00	0.0%
103.4 Other Conference Revenue	-70.00	68.2%
130.5 Sponsorships	-6,500.00	0.0%
103 Conference Revenue - Other	0.00	0.0%
Total 103 Conference Revenue	-25,520.00	0.6%
104 Other Income	-6,994.23	4.2%
105 Handbook Revenue	-2,525.00	15.8%
107 Fundraising Revenue		
107.1 Scholarship Fund frm Dues	-5,000.00	0.0%
107.2 CCAC Store Sales	-500.00	0.0%
107.3 Silent Auction	-1,500.00	0.0%
107.4 Cruise Raffle	-6,000.00	0.0%
107.5 Division Basket Raffle	0.00	0.0%
107.6 Live Auction	-1,700.00	0.0%
107.7 Other Fundraising	-400.00	0.0%
107.8 IIMC Fundraiser	1,150.00	100.0%
107 Fundraising Revenue - Other	0.00	0.0%
Total 107 Fundraising Revenue	-13,950.00	7.6%
108 Advertising Revenue	-3,600.00	50.0%
120 Training Revenue		
120.1 Nuts & Bolts South	-3,275.00	78.2%
120.2 Nuts & Bolts Central	-5,900.00	41.0%
120.3 Nuts & Bolts North	-5,000.00	0.0%
120 Training Revenue - Other	0.00	0.0%
Total 120 Training Revenue	-14,175.00	52.8%
Total Income	-125,192.65	26.3%
Expense		
201 Presidential Expenses	-5,965.65	20.5%
201.1 Presidential Expenses	0.00	0.0%

City Clerks Association of California
Profit & Loss Budget vs. Actual
 July 1, 2011 through January 13, 2012

	\$ Over Budget	% of Budget	
202 General Expenses			
202.1 Supplies	-2,500.00	0.0%	
202.2 Postage, Mailing Service	-459.52	8.1%	
202.3 Equipment	0.00	0.0%	
202.4 Bank fees	-250.00	0.0%	
202.5 Printing and Copying	0.00	0.0%	
202.6 License & Permits	0.00	0.0%	
202.7 Telephone	0.00	0.0%	
202 General Expenses - Other	0.00	0.0%	
Total 202 General Expenses	-3,209.52		1.2%
203 Professional Services			
203.1 Audit Fees	-800.00	0.0%	
203.2 Accounting & Tax Prep	-1,500.00	0.0%	
203.3 Bond Expense	-50.00	66.7%	
203.4 Insurance	-2,000.00	0.0%	
203.5 Legal Fees	0.00	0.0%	
203.6 Outside Contract Services	0.00	0.0%	
203 Professional Services - Other	0.00	0.0%	
Total 203 Professional Services	-4,350.00		2.2%
204 Committees			
204.1 General	-1,449.10	3.4%	
204.2 Legislative	-1,500.00	0.0%	
204.3 Nominations	0.00	0.0%	
204.4 Educ / Prof. Development	-971.73	51.4%	
204.5 Hospitality Committee	-300.00	0.0%	
204 Committees - Other	0.00	0.0%	
Total 204 Committees	-4,220.83		20.4%
205 Recognition & Awards	-966.55		3.3%
206 Membership Dues Payouts			
206.1 Central Div Dues Payout	-2,925.18	23.5%	
206.2 Northern Div Dues Payout	-8,066.64	22.1%	
206.3 Southern Div Dues Payout	-13,478.13	25.1%	
206 Membership Dues Payouts - Other	0.00	0.0%	
Total 206 Membership Dues Payouts	-24,469.95		23.9%
207 Technology			
207.1 Webmaster Expense	-1,970.00	50.8%	
207 Technology - Other	0.00	0.0%	
Total 207 Technology	-1,970.00		50.8%
208 Annual Conference Expenses			
208.1 Speakers	2,250.00	100.0%	
208.10 Conference Staff & Logis	-59,745.00	0.0%	
208.11 Conference Supplies, etc	0.00	0.0%	
208.12 Registration Expenses	0.00	0.0%	
208.13 VIP Dinner	0.00	0.0%	
208.14 CCAC Store	0.00	0.0%	
208.15 Live Auction	0.00	0.0%	
208.16 SuperVolunteers	0.00	0.0%	
208.17 Vendors	0.00	0.0%	
208.18 Cruise Raffle Expense	0.00	0.0%	
208.2 Banquet	0.00	0.0%	
208.3 Clerk of the Year	0.00	0.0%	
208.4 Conference bags	0.00	0.0%	
208.5 Wednesday Evening Event	0.00	0.0%	
208.6 Retiree lunch	0.00	0.0%	
208.7 VIP Tour	0.00	0.0%	
208.8 VIP gifts & hospitality	0.00	0.0%	
208.9 Site visit	0.00	0.0%	
208 Annual Conference Expenses - Other	0.00	0.0%	
Total 208 Annual Conference Expenses	-57,495.00		3.8%

City Clerks Association of California
Profit & Loss Budget vs. Actual
 July 1, 2011 through January 13, 2012

	\$ Over Budget	% of Budget
209 IIMC & Region IX expense		
209.1 IIMC Dinner	-150.00	0.0%
209.2 IIMC Candidate Support	0.00	0.0%
209.3 IIMC Conf Contribution	0.00	0.0%
209.4 IIMC - Other	-250.00	50.0%
209.5 Region IX	480.00	116.0%
209.6 Region IX Supplement	0.00	0.0%
209 IIMC & Region IX expense - Other	0.00	0.0%
Total 209 IIMC & Region IX expense	80.00	102.2%
210 Handbook	2,000.00	166.7%
211 Board Meeting Expense	-9,040.60	17.8%
215 Fundraising Expense		
215.1 CCAC Store Supplies	0.00	0.0%
215.2 Silent Auction	0.00	0.0%
215.3 Cruise Raffle	-896.20	64.2%
215.4 Division Basket Raffle	0.00	0.0%
215.5 MCEF California I Endowmt	-1,000.00	0.0%
215.6 MCEF California II Endwmt	-2,500.00	0.0%
215.7 IIMC Fundraiser	223.01	100.0%
215 Fundraising Expense - Other	0.00	0.0%
Total 215 Fundraising Expense	-4,173.19	30.4%
220 Training expenses		
220.1 Nuts & Bolts South	-11,658.42	22.3%
220.2 Nuts & Bolts Central	-4,070.78	18.6%
220.3 Nuts & Bolts North	-7,500.00	0.0%
220 Training expenses - Other	0.00	0.0%
Total 220 Training expenses	-23,229.20	15.5%
221 Scholarships		
221.1 Scholarships - CCAC Conf.	-2,500.00	0.0%
221.2 Scholarships - TTC / LTC	-18,575.00	43.7%
221.3 Scholarships -Alternative	-1,800.00	40.0%
221 Scholarships - Other	0.00	0.0%
Total 221 Scholarships	-22,875.00	40.6%
225 Special Projects		
225.1 Green Project	-1,000.00	0.0%
225 Special Projects - Other	0.00	0.0%
Total 225 Special Projects	-1,000.00	0.0%
300 Yr End Transfer to Reserves	0.00	0.0%
Total Expense	-160,885.49	22.7%
Net Ordinary Income	35,692.84	6.6%
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.0%
Total Other Expense	0.00	0.0%
Net Other Income	0.00	0.0%
Net Income	35,692.84	6.6%

City Clerks Association of California

Profit & Loss Detail

01/13/12

Accrual Basis

July 1, 2011 through January 13, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount
Ordinary Income/Expense							
Income							
101 Program Income							
101 Membership Dues							
101.1 Central Division Dues							
Deposit	7/8/2011		City of Ridgecrest	Paypal - Rac...		Checking-US ...	244.97
Deposit	8/18/2011		City of Parlier	Paypal - Loui...		Checking-US ...	159.91
Deposit	8/29/2011		City of Turlock	Paypal - City ...		Checking-US ...	155.06
Deposit	8/29/2011		City of Kingsburg	Paypal - Sue ...		Checking-US ...	116.22
Deposit	8/29/2011		City of Newman	Paypal Mike ...		Checking-US ...	159.91
Deposit	8/31/2011		City of Gustine	Paypal - Mar...		Checking-US ...	77.38
Deposit	9/26/2011		City of Ripon	092611		Checking-US ...	120.00
Deposit	10/25/2011		San Joaquin Valley ...	102511 Depo...		Checking-US ...	150.00
Deposit	10/25/2011		City of Bishop	102511 Depo...		Checking-US ...	80.00
Deposit	10/25/2011		City of Shafter	102511 Depo...		Checking-US ...	165.00
Deposit	10/25/2011		City of Clovis	102511 Depo...		Checking-US ...	160.00
Deposit	12/16/2011		City of Sonora	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Los Banos	121211 Depo...		Checking-US ...	210.00
Deposit	12/16/2011		City of Biggs	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Bakersfield	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		City of Taft	121211 Depo...		Checking-US ...	110.00
Deposit	12/16/2011		City of Delano	121211 Depo...		Checking-US ...	220.00
Deposit	12/16/2011		City of Dinuba	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of Ripon	121211 Depo...		Checking-US ...	120.00
Deposit	12/16/2011		City of Porterville	121211 Depo...		Checking-US ...	280.00
Total 101.1 Central Division Dues							3,053.45
101.2 Northern Division Dues							
Deposit	7/6/2011		City of Santa Cruz	Paypal - Nydi...		Checking-US ...	155.06
Deposit	7/21/2011		City of Scotts Valley	Paypal - Step...		Checking-US ...	116.22
Deposit	7/27/2011		City of Capitola	Paypal - Dani...		Checking-US ...	43.39
Deposit	8/5/2011		City of American Ca...	Paypal - Reb...		Checking-US ...	159.91
Deposit	8/5/2011		City of San Leandro	Paypal - Mari...		Checking-US ...	213.32
Deposit	8/10/2011		City of Sand City	081011 Depo...		Checking-US ...	110.00
Deposit	8/10/2011		City of Oakley	081011 Depo...		Checking-US ...	120.00
Deposit	8/11/2011		City of San Jose	Paypal - Nor...		Checking-US ...	72.52
Deposit	8/11/2011		City of San Bruno	Paypal - Car...		Checking-US ...	159.91
Deposit	8/11/2011		City of Napa	Paypal - Pen...		Checking-US ...	57.96
Deposit	8/12/2011		City of San Mateo	Paypal - Nor...		Checking-US ...	263.81
Deposit	8/16/2011		City of Winters	Paypal - Nan...		Checking-US ...	77.38
Deposit	8/16/2011		City of Portola Valley	Paypal - Ang...		Checking-US ...	77.38
Deposit	8/18/2011		City of Rancho Cor...	Paypal - Min...		Checking-US ...	155.06
Deposit	8/29/2011		City of Corning	Paypal - Step...		Checking-US ...	77.38
Deposit	8/29/2011		City of Chico	Paypal - City ...		Checking-US ...	227.88
Deposit	8/29/2011		City of Del Rey Oaks	Paypal - Jerr...		Checking-US ...	135.64
Deposit	8/29/2011		Town of Los Altos ...	Paypal - Deb...		Checking-US ...	77.35
Deposit	8/29/2011		City of Concord	Paypal - Mar...		Checking-US ...	193.90
Deposit	8/31/2011		City of Fremont	Paypal - Mar...		Checking-US ...	72.52
Deposit	8/31/2011		City of Salinas	Paypal - Eliz ...		Checking-US ...	145.35
Deposit	9/26/2011		City of Etna	092611 Depo...		Checking-US ...	110.00
Deposit	9/26/2011		Town of Loomis	092611 Depo...		Checking-US ...	80.00
Deposit	9/26/2011		City of Auburn	092611 Depo...		Checking-US ...	165.00
Deposit	9/26/2011		City of Colfax	062611 Depo...		Checking-US ...	80.00
Deposit	10/25/2011		City of St. Helena	102511 Depo...		Checking-US ...	80.00
Deposit	10/25/2011		Town of Colma	102511 Depo...		Checking-US ...	110.00
Deposit	10/25/2011		City of Wheatland	102511 Depo...		Checking-US ...	80.00
Deposit	10/25/2011		City of San Rafael	102511 Depo...		Checking-US ...	160.00
Deposit	10/25/2011		City of Calistoga	102511 Depo...		Checking-US ...	80.00
Deposit	10/25/2011		City of Arcata	102511 Depo...		Checking-US ...	165.00
Deposit	10/25/2011		City of Alturas	102511 Depo...		Checking-US ...	80.00
Deposit	10/25/2011		City of Cotati	102511 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Susiun City	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of Wheatland	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Placerville	121211 Depo...		Checking-US ...	155.00
Deposit	12/16/2011		City of Tehama	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Dunsmuir	121211 Depo...		Checking-US ...	110.00
Deposit	12/16/2011		City of Weed	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Anderson	121211 Depo...		Checking-US ...	45.00

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

01/13/12

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount
Deposit	12/16/2011		City of Cupertino	121211 Depo...		Checking-US ...	220.00
Deposit	12/16/2011		City of Pleasanton	121211 Depo...		Checking-US ...	60.00
Deposit	12/16/2011		City of Pleasanton	121211 Depo...		Checking-US ...	160.00
Deposit	12/16/2011		City of Belmont	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of Berkeley	121211 Depo...		Checking-US ...	350.00
Deposit	12/16/2011		City of Arcata	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of Marysville	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Rohnert Park	121211 Depo...		Checking-US ...	150.00
Deposit	12/16/2011		City of South Lake ...	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City and County of ...	121211 Depo...		Checking-US ...	350.00
Deposit	12/16/2011		City of Lafayette	121211 Depo...		Checking-US ...	145.00
Deposit	12/16/2011		City of Novato	121211 Depo...		Checking-US ...	160.00
Deposit	12/16/2011		City of Mill Valley	121211 Depo...		Checking-US ...	120.00
Deposit	12/16/2011		City of Gridley	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		Town of Paradise	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of West Sacra...	121211 Depo...		Checking-US ...	210.00
Deposit	12/16/2011		City of Belvedere	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		Town of Fairfax	121211 Depo...		Checking-US ...	80.00
Deposit	12/16/2011		City of Colusa	121211 Depo...		Checking-US ...	80.00
Total 101.2 Northern Division Dues							7,681.94
101.3 Southern Division Dues							
Deposit	7/13/2011		City of Rosemead	Paypal - Glori...		Checking-US ...	155.06
Deposit	7/26/2011		City of Rancho Palo...	Paypal - Lorn...		Checking-US ...	43.39
Deposit	8/5/2011		City of Fontana	Paypal - Vale...		Checking-US ...	302.65
Deposit	8/5/2011		City of Norwalk	Paypal - Ther...		Checking-US ...	266.72
Deposit	8/5/2011		City of San Clemente	Paypal - Joa...		Checking-US ...	209.44
Deposit	8/5/2011		City of Aliso Viejo	Paypal - Sus...		Checking-US ...	116.22
Deposit	8/8/2011		City of Santa Barbara	Paypal - Cyn...		Checking-US ...	271.58
Deposit	8/8/2011		City of Chino	Paypal - Jack...		Checking-US ...	155.06
Deposit	8/8/2011		City of El Centro	Paypal - Clar...		Checking-US ...	159.91
Deposit	8/10/2011		Anthony Mejia	081011 Depo...		Checking-US ...	4.00
Deposit	8/10/2011		City of Adelanto	081011 Depo...		Checking-US ...	210.00
Deposit	8/10/2011		City of Corona	081011 Depo...		Checking-US ...	75.00
Deposit	8/10/2011		City of Huntington B...	081011 Depo...		Checking-US ...	425.00
Deposit	8/11/2011		Port of San Diego	Paypal - Laur...		Checking-US ...	72.52
Deposit	8/11/2011		City of Claremont	Paypal - Ada...		Checking-US ...	159.91
Deposit	8/11/2011		Orange County Fire...	Paypal - Mau...		Checking-US ...	199.73
Deposit	8/12/2011		City of Moorpark	Paypal - Trac...		Checking-US ...	247.30
Deposit	8/16/2011		City of Buelton	Paypal - Lind...		Checking-US ...	77.38
Deposit	8/18/2011		City of Manhattan B...	Paypal - Terri...		Checking-US ...	159.91
Deposit	8/18/2011		Ventura Regional S...	Paypal - Josi...		Checking-US ...	145.35
Deposit	8/29/2011		City of Glendale	Paypal - Rita ...		Checking-US ...	266.72
Deposit	8/29/2011		City of Glendora	Paypal - Kath...		Checking-US ...	155.06
Deposit	8/29/2011		City of Malibu	Paypal - Lisa ...		Checking-US ...	159.91
Deposit	8/29/2011		City of Irvine	Paypal - Carl ...		Checking-US ...	412.37
Deposit	9/26/2011		City of Sierra Madre	092611 Depo...		Checking-US ...	120.00
Deposit	9/26/2011		City of Ojai	092611 Depo...		Checking-US ...	80.00
Deposit	9/26/2011		City of West Hollyw...	092611 Depo...		Checking-US ...	165.00
Deposit	9/26/2011		City of Riverside	092611 Depo...		Checking-US ...	425.00
Deposit	9/26/2011		City of Vernon	092611 Depo...		Checking-US ...	110.00
Deposit	9/26/2011		City of Long Beach	092611 Depo...		Checking-US ...	75.00
Deposit	9/26/2011		City of La Canada F...	092611 Depo...		Checking-US ...	165.00
Deposit	9/26/2011		City of Pico Rivera	092611 Depo...		Checking-US ...	210.00
Deposit	9/26/2011		City of Cerritos	092611 Depo...		Checking-US ...	160.00
Deposit	9/26/2011		City of Palm Springs	092611 Depo...		Checking-US ...	210.00
Deposit	9/26/2011		Maria Dalla	092611 Depo...		Checking-US ...	60.00
Deposit	9/26/2011		City of National City	092611 Depo...		Checking-US ...	160.00
Deposit	9/26/2011		City of Newport Bea...	092611 Depo...		Checking-US ...	60.00
Deposit	10/25/2011		City of Placenia	102511 Depo...		Checking-US ...	220.00
Deposit	10/25/2011		City of Rancho Mira...	102511 Depo...		Checking-US ...	165.00
Deposit	10/25/2011		City of Bellflower	102511 Depo...		Checking-US ...	160.00
Deposit	10/25/2011		City of Carson	102511 Depo...		Checking-US ...	280.00
Deposit	10/25/2011		City of Monrovia	102511 Depo...		Checking-US ...	165.00
Deposit	10/25/2011		City of Comarillo	102511 Depo...		Checking-US ...	280.00
Deposit	10/25/2011		City of Grand Terrace	102511 Depo...		Checking-US ...	120.00
Deposit	12/16/2011		City of Salinas	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		City of Yorba Linda	121211 Depo...		Checking-US ...	220.00

City Clerks Association of California

Profit & Loss Detail

01/13/12

Accrual Basis

July 1, 2011 through January 13, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount
Deposit	12/16/2011		City of Rancho Sant...	121211 Depo...		Checking-US ...	210.00
Deposit	12/16/2011		Orange County San...	121211 Depo...		Checking-US ...	75.00
Deposit	12/16/2011		City of Indian Wells	121211 Depo...		Checking-US ...	170.00
Deposit	12/16/2011		City of Lake Elsinore	121211 Depo...		Checking-US ...	60.00
Deposit	12/16/2011		City of Brea	121211 Depo...		Checking-US ...	120.00
Deposit	12/16/2011		City of Walnut	121211 Depo...		Checking-US ...	120.00
Deposit	12/16/2011		City of La Quinta	121211 Depo...		Checking-US ...	120.00
Deposit	12/16/2011		City of Irwindale	121211 Depo...		Checking-US ...	170.00
Deposit	12/16/2011		City of Arcadia	121211 Depo...		Checking-US ...	155.00
Deposit	12/16/2011		City of Gardena	121211 Depo...		Checking-US ...	245.00
Deposit	12/16/2011		City of Menifee	121211 Depo...		Checking-US ...	220.00
Deposit	12/16/2011		City of Garden Grove	121211 Depo...		Checking-US ...	300.00
Deposit	12/16/2011		City of San Juan Ca...	121211 Depo...		Checking-US ...	210.00
Deposit	12/16/2011		City of Rancho Mira...	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of Indio	121211 Depo...		Checking-US ...	220.00
Deposit	12/16/2011		City of Fullerton	121211 Depo...		Checking-US ...	350.00
Deposit	12/16/2011		Orange County Fire...	121211 Depo...		Checking-US ...	206.00
Deposit	12/16/2011		City of Lakewood	121211 Depo...		Checking-US ...	160.00
Deposit	12/16/2011		City of Seal Beach	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of Palm Desert	121211 Depo...		Checking-US ...	220.00
Deposit	12/16/2011		City of Poway	121211 Depo...		Checking-US ...	165.00
Deposit	12/16/2011		City of El Monte	121211 Depo...		Checking-US ...	275.00
Deposit	12/16/2011		City of Riverside	121211 Depo...		Checking-US ...	75.00
Total 101.3 Southern Division Dues							12,436.19
Total 101 Membership Dues							23,171.58
Total 101 Program Income							23,171.58
103 Conference Revenue							
103.4 Other Conference Revenue							
Deposit	8/10/2011		Lee Price	081011 Depo...		Checking-US ...	150.00
Total 103.4 Other Conference Revenue							150.00
Total 103 Conference Revenue							150.00
104 Other Income							
Deposit	8/10/2011		TAMCAR	081011 Depo...		Checking-US ...	305.77
Total 104 Other Income							305.77
105 Handbook Revenue							
Deposit	9/26/2011		City of Upland	092611 Depo...		Checking-US ...	25.00
Deposit	9/26/2011		City of Woodlake	092611 Depo...		Checking-US ...	25.00
Deposit	9/26/2011		City of Mill Valley	092611 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of Garden Grove	092611 Depo...		Checking-US ...	25.00
Deposit	9/26/2011		City of Palmdale	092611 Depo...		Checking-US ...	25.00
Deposit	9/26/2011		City of Morro Bay	092611 Depo...		Checking-US ...	25.00
Deposit	10/25/2011		City of Poway	102511 Depo...		Checking-US ...	25.00
Deposit	10/25/2011		Daniel Purnell	102511 Depo...		Checking-US ...	25.00
Deposit	12/16/2011		City of Rolling Hills ...	121211 Depo...		Checking-US ...	25.00
Deposit	12/16/2011		City of Reedley	121211 Depo...		Checking-US ...	25.00
Deposit	12/16/2011		Salinas Valley Solid...	121211 Depo...		Checking-US ...	25.00
Deposit	12/16/2011		City of Gridley	121211 Depo...		Checking-US ...	25.00
Total 105 Handbook Revenue							475.00
107 Fundraising Revenue							
107.8 IIMC Fundraiser							
Deposit	12/16/2011		American Legal Pu...	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Netfile	121211 Depo...		Checking-US ...	250.00
Deposit	12/16/2011		Quality Code Publis...	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Code Publishing Co...	121211 Depo...		Checking-US ...	250.00
Deposit	12/16/2011		Municipal Code Cor...	121211 Depo...		Checking-US ...	250.00
Total 107.8 IIMC Fundraiser							1,150.00
Total 107 Fundraising Revenue							1,150.00

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount
108 Advertising Revenue							
Deposit	8/10/2011		City of Vista	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of San Bernardi...	081011 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of San Jose	092611 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of Fresno	092611 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of Redondo Be...	092611 Depo...		Checking-US ...	400.00
Deposit	9/26/2011		City of Riverside	092611 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		Union Sanitary Distr...	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Vallejo	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Riverbank	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		Peckham & McKen...	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Santa Rosa	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		Bay Area Air Quality	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Capitola	102511 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		City of Downey	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		City of Hanford	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		City of Orange	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Union Sanitary Distr...	121211 Depo...		Checking-US ...	200.00
Total 108 Advertising Revenue							3,600.00
120 Training Revenue							
120.1 Nuts & Bolts South							
Deposit	8/10/2011		City of Adelanto	081011 Depo...		Checking-US ...	400.00
Deposit	8/10/2011		City of Bakersfield	081011 Depo...		Checking-US ...	175.00
Deposit	8/10/2011		City of Yorba Linda	081011 Depo...		Checking-US ...	400.00
Deposit	8/10/2011		Orange County Fire...	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Poway	081011 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of Canyon Lake	092611 Depo...		Checking-US ...	175.00
Deposit	9/26/2011		City of Desert Hot S...	092611 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of Costa Mesa	092611 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of Beverly Hills	092611 Depo...		Checking-US ...	175.00
Deposit	9/26/2011		City of San Dimas	092611 Depo...		Checking-US ...	175.00
Deposit	9/26/2011		City of Imperial Bea...	092611 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of Placencia	092611 Depo...		Checking-US ...	375.00
Deposit	9/26/2011		City of Adelanto	092611 Depo...		Checking-US ...	175.00
Deposit	9/26/2011		City of Newport Bea...	092611 Depo...		Checking-US ...	200.00
Deposit	9/26/2011		City of La Canada F...	092611 Depo...		Checking-US ...	350.00
Deposit	10/25/2011		City of El Segundo	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Fremont	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of West Hollyw...	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of West Hollyw...	102511 Depo...		Checking-US ...	175.00
Check	10/25/2011		City of Covina	102511 Depo...		Checking-US ...	-175.00
Deposit	10/25/2011		City of Oxnard	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Indian Wells	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Cerritos	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Lompoc	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Tustin	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Carmel By th...	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Brea	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		Amelia Sanchez-Lo...	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Santa Clarita	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Baldwin Park	102511 Depo...		Checking-US ...	400.00
Deposit	10/25/2011		City of Yucaipa	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Rancho Palo...	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		Town of Apple Valley	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Thousand O...	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		Tina Estell	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Lake Elsinore	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Huntington B...	102511 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Artesia	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Vista	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Vernon	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Vernon	102511 Depo...		Checking-US ...	175.00
Deposit	12/16/2011		CASH / Bakersfield	121211 Depo...		Checking-US ...	25.00
Deposit	12/16/2011		City of Corona	121211 Depo...		Checking-US ...	175.00
Deposit	12/16/2011		Calleguas Municipal...	121211 Depo...		Checking-US ...	175.00
Deposit	12/16/2011		Lyn Bennett	121211 Depo...		Checking-US ...	25.00
Deposit	12/16/2011		City of Malibu	121211 Depo...		Checking-US ...	175.00

City Clerks Association of California

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July 1, 2011 through January 13, 2012

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount
Deposit	12/16/2011		City of Santa Paula	121211 Depo...		Checking-US ...	175.00
Deposit	12/16/2011		City of Riverside	121211 Depo...		Checking-US ...	175.00
Deposit	12/16/2011		City of Villa Park	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Mary Rouse	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Linda Devine	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Patricia Bye	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Los Angeles County	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Los Angeles County	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		City of Morro Bay	121211 Depo...		Checking-US ...	400.00
Deposit	12/16/2011		Town of Mammoth ...	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		Elizabeth Shavelson	121211 Depo...		Checking-US ...	100.00
Deposit	12/16/2011		City of Fontana	121211 Depo...		Checking-US ...	200.00
Deposit	12/16/2011		City of Rosemead	121211 Depo...		Checking-US ...	175.00
Deposit	12/16/2011		City of Redondo Be...	121211 Depo...		Checking-US ...	175.00
Total 120.1 Nuts & Bolts South							11,725.00
120.2 Nuts & Bolts Central							
Deposit	8/10/2011		Central County Fire ...	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		Town of Colma	081011 Depo...		Checking-US ...	175.00
Deposit	8/10/2011		City of Los Altos	081011 Depo...		Checking-US ...	175.00
Deposit	8/10/2011		City of Stockton	081011 Depo...		Checking-US ...	400.00
Deposit	8/10/2011		City of Concord	081011 Depo...		Checking-US ...	175.00
Deposit	8/10/2011		City of Concord	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Concord	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Concord	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Concord	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Concord	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Dunsmuir	081011 Depo...		Checking-US ...	400.00
Deposit	8/10/2011		Joann Tilton	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Gustine	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Lemoore	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Ridgecrest	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Larkspur	081011 Depo...		Checking-US ...	200.00
Deposit	8/10/2011		City of Marina	081011 Depo...		Checking-US ...	200.00
Deposit	10/25/2011		City of Mendota	102511 Depo...		Checking-US ...	175.00
Deposit	10/25/2011		City of Cupertino	102511 Depo...		Checking-US ...	200.00
Total 120.2 Nuts & Bolts Central							4,100.00
Total 120 Training Revenue							15,825.00
Total Income							44,677.35
Expense							
201 Presidential Expenses							
Check	7/18/2011		VOID	VOID:	X	Checking-US ...	
Check	7/18/2011		VOID	VOID:	X	Checking-US ...	0.00
Check	8/27/2011	2360	VOID			Checking-US ...	
Check	9/24/2011	2363	VOID			Checking-US ...	
Check	10/28/2011		VOID	VOID:	X	Checking-US ...	0.00
Check	11/10/2011		VOID			Checking-US ...	
Check	11/17/2011	2403	Janet Anderson	Travel Reimb...		Checking-US ...	1,305.53
Check	12/8/2011	2406	Janet Anderson	League Lead...		Checking-US ...	228.82
Total 201 Presidential Expenses							1,534.35
202 General Expenses							
202.2 Postage, Mailing Service							
Check	8/27/2011	2348	League of California...	97260, 9739...		Checking-US ...	18.00
Check	9/24/2011	2367	League of California...	97497, 97612		Checking-US ...	12.20
Check	11/17/2011	2389	League of California...	#97686 & #9...		Checking-US ...	10.28
Total 202.2 Postage, Mailing Service							40.48
Total 202 General Expenses							40.48

City Clerks Association of California

Profit & Loss Detail

01/13/12

July 1, 2011 through January 13, 2012

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount
203 Professional Services							
203.3 Bond Expense							
Check	12/8/2011	2405	HCC Surety Group	Bond 202181		Checking-US ...	100.00
Total 203.3 Bond Expense							100.00
Total 203 Professional Services							100.00
204 Committees							
204.1 General							
Check	1/4/2012	2412	Randi Johl	Dec FPPC M...		Checking-US ...	50.90
Total 204.1 General							50.90
204.4 Educ / Prof. Development							
Check	10/13/2011	2368	Lee Price	Mentor Traini...		Checking-US ...	263.23
Check	11/10/2011	2395	Joann Tilton	MMC Presen...		Checking-US ...	92.39
Check	11/17/2011	2390	Janet Anderson	Goal Setting ...		Checking-US ...	120.24
Check	11/17/2011	2391	Joann Tilton	IIMC Mid Yea...		Checking-US ...	210.01
Check	11/17/2011	2392	IIMC	J Tilton - Boa...		Checking-US ...	73.00
Check	11/17/2011	2401	City of Manteca	IIMC Board ...		Checking-US ...	269.40
Total 204.4 Educ / Prof. Development							1,028.27
Total 204 Committees							1,079.17
205 Recognition & Awards							
Check	10/28/2011	2384	Cindy Van Wormer	Committee M...		Checking-US ...	33.45
Total 205 Recognition & Awards							33.45
206 Membership Dues Payouts							
206.1 Central Div Dues Payout							
Check	11/10/2011	2397	CCCCA	2nd 2010-11 ...		Checking-US ...	899.82
Total 206.1 Central Div Dues Payout							899.82
206.2 Northern Div Dues Payout							
Check	11/10/2011	2396	NCCCCA	2nd 2010-11 ...		Checking-US ...	2,283.36
Total 206.2 Northern Div Dues Payout							2,283.36
206.3 Southern Div Dues Payout							
Check	11/10/2011	2398	SCCCA	2nd 2010-11 ...		Checking-US ...	4,521.87
Total 206.3 Southern Div Dues Payout							4,521.87
Total 206 Membership Dues Payouts							7,705.05
207 Technology							
207.1 Webmaster Expense							
Check	8/27/2011	2349	Shark Studios	Inv. #62		Checking-US ...	570.00
Check	10/13/2011	2369	Shark Studios	Inv #63		Checking-US ...	285.00
Check	10/13/2011	2370	Shark Studios	Inv. #64		Checking-US ...	285.00
Check	11/10/2011	2393	Shark Studios	Inv. #65		Checking-US ...	285.00
Check	12/8/2011	2407	Shark Studios	Inv. #66		Checking-US ...	320.00
Check	1/4/2012	2416	Shark Studios	Inv. #67		Checking-US ...	285.00
Total 207.1 Webmaster Expense							2,030.00
Total 207 Technology							2,030.00
208 Annual Conference Expenses							
208.1 Speakers							
Check	9/24/2011	2366	Mike Robbins	50% deposit ...		Checking-US ...	2,250.00
Total 208.1 Speakers							2,250.00
Total 208 Annual Conference Expenses							2,250.00
209 IIMC & Region IX expense							
209.4 IIMC - Other							
Check	12/14/2011	2411	MCEF	Collen Nicol's...		Checking-US ...	250.00
Total 209.4 IIMC - Other							250.00

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount
209.5 Region IX							
Check	7/18/2011	2343	Peggy Hawker			Checking-US ...	3,480.00
Total 209.5 Region IX							3,480.00
Total 209 IIMC & Region IX expense							3,730.00
210 Handbook							
Check	1/4/2012	2418	Pamyla Means	Handbook R...		Checking-US ...	5,000.00
Total 210 Handbook							5,000.00
211 Board Meeting Expense							
Check	8/27/2011	2352	Janet Anderson	Goal Setting ...		Checking-US ...	275.40
Check	9/24/2011	2364	Nanci Lima	Installation M...		Checking-US ...	236.82
Check	9/24/2011	2365	Randi Johl	Mileage Rem...		Checking-US ...	116.22
Check	10/28/2011	2383	Helen Kanowsky	Goal Setting ...		Checking-US ...	157.21
Check	10/28/2011	2385	Nanci Lima	Travel Reimb...		Checking-US ...	233.00
Check	10/28/2011	2386	Lucinda Williams	Travel Reimb...		Checking-US ...	371.40
Check	11/10/2011	2400	City of Aliso Viejo	Goal Setting ...		Checking-US ...	294.40
Check	12/8/2011	2409	Nanci Lima	Board Meetin...		Checking-US ...	246.64
Check	12/8/2011	2410	Lucinda Williams	Board Meetin...		Checking-US ...	28.31
Total 211 Board Meeting Expense							1,959.40
215 Fundraising Expense							
215.3 Cruise Raffle							
Check	9/24/2011	2362	Broadway Travel	2nd installme...		Checking-US ...	226.40
Check	12/8/2011	2408	Broadway Travel	2011 Cruise ...		Checking-US ...	1,377.40
Total 215.3 Cruise Raffle							1,603.80
215.7 IIMC Fundraiser							
Check	11/10/2011	2399	Mail Stream	2012 IIMC Fu...		Checking-US ...	223.01
Total 215.7 IIMC Fundraiser							223.01
Total 215 Fundraising Expense							1,826.81
220 Training expenses							
220.1 Nuts & Bolts South							
Check	10/13/2011	2371	City of Canyon Lake	Registration ...		Checking-US ...	175.00
Check	11/3/2011			VOID:		Checking-US ...	0.01
Check	11/3/2011	2388	Sally Ann Catering	N&B South C...		Checking-US ...	2,552.93
Check	11/10/2011	2394	Lisa Pope	N&B South E...		Checking-US ...	539.61
Check	11/17/2011	2404	Fair Political Practic...	FPPC Travel		Checking-US ...	74.03
Total 220.1 Nuts & Bolts South							3,341.58
220.2 Nuts & Bolts Central							
Check	7/18/2011	2345	Waltman's Touch of...	Catering N&B		Checking-US ...	525.00
Check	7/18/2011	2346	Joann Tilton	N&B Expenses		Checking-US ...	404.22
Total 220.2 Nuts & Bolts Central							929.22
Total 220 Training expenses							4,270.80
221 Scholarships							
221.2 Scholarships - TTC / LTC							
Check	8/27/2011	2353	Marciela Hernandez	CEPO Schol...		Checking-US ...	1,095.00
Check	8/27/2011	2354	City of Santa Clara	Yamaguma ...		Checking-US ...	1,095.00
Check	8/27/2011	2355	Cindy Black	CEPO Schol...		Checking-US ...	1,095.00
Check	8/27/2011	2356	City of Santa Clarita	Caputo CEP...		Checking-US ...	1,095.00
Check	8/27/2011	2357	City of Laguna Beach	Chel CEPO ...		Checking-US ...	1,095.00
Check	8/27/2011	2358	City of Long Beach	Davis CEPO ...		Checking-US ...	1,095.00
Check	8/27/2011	2359	Patricia Jacquez-Na...	CEPO Schol...		Checking-US ...	1,095.00
Check	8/27/2011	2361	City of Murrieta	Manwaring C...		Checking-US ...	1,095.00
Check	10/13/2011	2372	City of Lakeport	Sept TTC Re...		Checking-US ...	515.00
Check	10/13/2011	2373	City of Santa Cruz	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2374	City of Escondido	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2375	City of Irvine	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2376	City of Irvine	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2377	City of Thousand O...	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2378	City of Arroyo Grande	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2379	Windmera Quintanar	Sept TTC Rei...		Checking-US ...	515.00

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Accrual Basis

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount
Check	10/13/2011	2380	Town of Apple Valley	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2381	City of Lynwood	Sept TTC Rei...		Checking-US ...	515.00
Check	10/13/2011	2382	City of Murrieta	Sept TTC Rei...		Checking-US ...	515.00
Total 221.2 Scholarships - TTC / LTC							14,425.00
221.3 Scholarships -Alternative							
Check	1/4/2012	2413	Midpeninsula Regio...	Michelle Rad...		Checking-US ...	300.00
Check	1/4/2012	2414	City of San Marino	Veronica Rui...		Checking-US ...	300.00
Check	1/4/2012	2415	City of Long Beach	Poonam Davi...		Checking-US ...	300.00
Check	1/4/2012	2417	City of Lancaster	Britt Avrit - N...		Checking-US ...	300.00
Total 221.3 Scholarships -Alternative							1,200.00
Total 221 Scholarships							15,625.00
Total Expense							47,184.51
Net Ordinary Income							-2,507.16
Net Income							-2,507.16

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Profit & Loss Detail

July 1, 2011 through January 13, 2012

Balance

244.97
404.88
559.94
676.16
836.07
913.45
1,033.45
1,183.45
1,263.45
1,428.45
1,588.45
1,668.45
1,878.45
1,958.45
2,158.45
2,268.45
2,488.45
2,653.45
2,773.45
3,053.45

3,053.45

155.06
271.28
314.67
474.58
687.90
797.90
917.90
990.42
1,150.33
1,208.29
1,472.10
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1,626.86
1,781.92
1,859.30
2,087.18
2,222.82
2,300.17
2,494.07
2,566.59
2,711.94
2,821.94
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3,146.94
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4,571.94
4,651.94
4,696.94

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Accrual Basis

City Clerks Association of California
Profit & Loss Detail
July 1, 2011 through January 13, 2012

Balance

4,916.94
4,976.94
5,136.94
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5,651.94
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5,896.94
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6,706.94
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7,521.94
7,601.94
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501.10
767.82
977.26
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1,684.03
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Accrual Basis

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

Balance
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8,715.19
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475.00
475.00
200.00
450.00
650.00
900.00
1,150.00
1,150.00
1,150.00

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Accrual Basis

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

Balance

200.00
400.00
600.00
800.00
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Accrual Basis

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

Balance
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Accrual Basis

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

<u>Balance</u>
100.00
<u>100.00</u>
100.00
50.90
<u>50.90</u>
263.23
355.62
475.86
685.87
758.87
<u>1,028.27</u>
1,028.27
1,079.17
33.45
<u>33.45</u>
899.82
<u>899.82</u>
2,283.36
<u>2,283.36</u>
4,521.87
<u>4,521.87</u>
7,705.05
570.00
855.00
1,140.00
1,425.00
1,745.00
<u>2,030.00</u>
2,030.00
2,250.00
<u>2,250.00</u>
2,250.00
250.00
<u>250.00</u>

9:12 AM

01/13/12

Accrual Basis

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

<u>Balance</u>
3,480.00
<u>3,480.00</u>
3,730.00
5,000.00
<u>5,000.00</u>
275.40
512.22
628.44
785.65
1,018.65
1,390.05
1,684.45
1,931.09
<u>1,959.40</u>
1,959.40
226.40
<u>1,603.80</u>
1,603.80
223.01
<u>223.01</u>
1,826.81
175.00
175.01
2,727.94
3,267.55
<u>3,341.58</u>
3,341.58
525.00
<u>929.22</u>
929.22
<u>4,270.80</u>
1,095.00
2,190.00
3,285.00
4,380.00
5,475.00
6,570.00
7,665.00
8,760.00
9,275.00
9,790.00
10,305.00
10,820.00
11,335.00
11,850.00
12,365.00
12,880.00

9:12 AM

01/13/12

Accrual Basis

City Clerks Association of California

Profit & Loss Detail

July 1, 2011 through January 13, 2012

<u>Balance</u>
13,395.00
13,910.00
14,425.00
<u>14,425.00</u>
300.00
600.00
900.00
1,200.00
<u>1,200.00</u>
15,625.00
<u>47,184.51</u>
<u>-2,507.16</u>
<u>-2,507.16</u>

PALOMAR COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT TO PRESIDENT/GOVERNING BOARD

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Superintendent/President, supervise, assign, review and train staff responsible for performing a wide variety of complex and responsible secretarial and administrative duties in support of the Superintendent/President and the Governing Board; take, transcribe and distribute official Board minutes and maintain related files; organize and coordinate clerical activities and assure efficient operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Superintendent/President.

Exercises direct supervision over clerical and hourly staff.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Essential Functions:

1. Plan, prioritize, assign, and review the work of assigned staff responsible for performing a wide variety of clerical duties.
2. Establish work schedules and methods for providing the necessary support services to the Superintendent/President.
3. Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of the operations of the President's office and related educational administrative functions; stay abreast of updates of the Brown Act, Education Code, legislative bills pending and passed, *Robert's Rules of Order* and other legal requirements that may affect the District.
4. Organize the day-to-day activities of the President's office to assure efficient and effective office operations; coordinate communications; perform complex duties to assist the President.
5. Schedule and arrange meetings, appointments, interviews and conferences on and off campus; make travel and hotel arrangements as requested; plan and arrange special receptions, luncheons and other gatherings as requested.
6. Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instructions; collect information and prepare replies to requests from other institutions regarding District policies and procedures.

PALOMAR COMMUNITY COLLEGE DISTRICT
Executive Assistant to President/Governing Board (Continued)

7. Respond to inquiries from the media and the public; answer questions and disseminates information as appropriate; interact regularly with and provide information and assistance to Governing Board members, potential donors, legislators and other administrative personnel
8. Coordinate communication and activities with other District departments and personnel, students, educational institutions, other outside organizations and the public.
9. Compile, prepare, type preliminary and final agenda items for Governing Board meetings; prepare, duplicate and distribute final agenda items and supporting back-up materials; assure Board agendas are posted in public places as required by law.
10. Assure agenda items proceed through appropriate channels and secure required approval and signatures; prepare Special Meeting Notices in accordance with the Brown Act; contact legal counsel to assure compliance with the Brown Act; assure compliance with legal deadlines; prepare final agenda with changes from Cabinet meetings.
11. Ensure that all legal requirements are met relating to maintenance of records of meetings, legal notices, actions of meetings and perform necessary follow-up activities.
12. Research and compose resolutions to be considered for Board policy; discuss proposed resolutions with District departments; formulate and control Board agendas.
13. Attend regular and special meetings of the Board and for the President's Advisory Council; take, transcribe, and distribute Board minutes and proceedings according to Robert's Rules requirements.
14. Set up Board Room prior to meeting; distribute materials as necessary; dismantle Board Room equipment and secure.
15. Update and index Governing Board Policy Manual in response to items approved by the Board.
16. Work with legislators' offices in coordinating special events; forward legislative advocacy information to Board and Cabinet members.
17. Operate a variety of office equipment and machines, including a personal computer, typewriter, FAX machine, transcription machine, calculator, tape recorder and copier.
18. Inspect documents, forms, records, reports and other materials for accuracy, completeness, and conformance to established standards; process a variety of forms and documents according to established procedures.
19. Type a variety of materials such as correspondence, reports, forms, memoranda, and other documents; format, proofread, and prepare materials on a personal computer
20. Prepare agenda items and backup materials for meetings; take and transcribe minutes and distribute to appropriate personnel.
21. Answer telephones, screen calls, take messages and follow through when necessary; assume duties of Administrative Assistant in her/his absence.
22. Provide work direction and training to student workers.
23. Perform other duties as assigned.

PALOMAR COMMUNITY COLLEGE DISTRICT
Executive Assistant to President/Governing Board (Continued)

QUALIFICATIONS

Knowledge of:

Brown Act and Robert's Rules requirements
Modern office practices, procedures, and equipment
Functions and organizational policies of the District
Function and procedures of Board meetings
Operation of computer terminal and data entry techniques
Correct English usage, grammar, spelling, punctuation, and vocabulary
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Telephone techniques and etiquette
Principles of training and providing work direction
Office management techniques

Ability to:

Perform complex and responsible secretarial duties in support of the Governing Board
Prepare Board agenda, taking, transcribing, and distributing official Board minutes
Maintain current knowledge of applicable State Education Code and other laws, including the Brown Act
Prepare correspondence and reports independently.
Take dictation at 100 words per minute and transcribe accurately
Type at 70 net words per minute from clear copy
Work confidentially with discretion.
Meet schedules and timelines
Analyze situations accurately and adopt an effective course of action
Establish and maintain cooperative and effective working relationships with others

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible secretarial experience, including at least one-year experience involving parliamentary law.

Education/Training:

Equivalent to an Associate's Degree from an accredited college or university in secretarial science, legal secretary studies, or related field.

Licenses and other requirements:

Must qualify as a Notary Public within the first six months in this classification; ability to take shorthand at 100 words per minutes.

PALOMAR COMMUNITY COLLEGE DISTRICT
Executive Assistant to President/Governing Board (Continued)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with faculty, staff, Board members, outside vendors and the public; may travel to various locations.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for extensive use of computer keyboard, extensive verbal and electronic communication with others, walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work and reading printed materials; moderate or light lifting.



MEMORANDUM

TO: CCAC Board Members

FROM: Nanci Lima

DATE: January 23, 2012

SUBJECT: Discuss Honorary Member Status for Mia R. Slobodien,
Legal Assistant with Woodruff Spradlin & Smart

In December I received the following e-mail from Mia Slobedien:

Ms. Lima:

I have a goal of becoming a municipal clerk in the near future. I feel fortunate to be getting much encouragement and support.

Sherry A.F. Wentz, CMC, the Clerk of the Orange County Fire Authority, has been very supportive and has graciously agreed to mentor and assist me through the process. It is Ms. Wentz who encouraged me to contact you and request to become a member and inquire about educational programs and/or professional programs approved to obtain CMC credentials.

Because I am presently not eligible for Primary, Associate, Lifetime or Affiliate Membership, I would like information on becoming an Honorary member. I would like to be considered as someone who has contributed in an important way to the improvement of the Municipal Clerk profession. I have been employed as a legal assistant with Woodruff Spradlin & Smart (WS&S) for the past 16 years. WS&S is a law firm that represents (exclusively) government agency clients in the capacity of City Attorney, General Counsel, etc. – e.g., various Cities in the County of Orange, the Orange County Fire Authority, a joint powers agency, the Orange County Sanitation District, a special district, the Children and Families Commission of Orange County, a commission established by the County of Orange Board of Supervisors, as well as other government agency entities.

I appreciate your time and consideration. If you have any questions, comments or concerns, please do not hesitate to contact me at (714) 865-0972.

The CCAC Bylaws, Section 3.6, state:

Honorary Membership may be proposed at any CCAC Annual Conference either by the Executive Board, or by a petition signed by ten (10) or more Voting Members, for any person who is not eligible for Voting, Associate, Lifetime or Affiliate Membership, and who has contributed in an important way to the improvement of the City Clerk profession. The Voting Members present and voting at a CCAC Annual Conference shall by majority vote approve or reject each recommendation for the conferring of Honorary Membership. (Amended 4/10)

This item was placed on today's agenda for discuss on whether or not the Board feels that Ms. Slobedien qualifies for Honorary Membership. If the Board feels that she qualifies, this item will be brought to the membership at the April Conference for approval.