



**CITY CLERKS ASSOCIATION OF CALIFORNIA  
AND  
CITY CLERK DEPARTMENT – LEAGUE OF CALIFORNIA CITIES**

**EXECUTIVE BOARD MEETING**

**DECEMBER 7, 2007**

Portola Plaza Hotel - 2 Portola Plaza, Monterey, CA  
**Bonsai III Room**  
Via Conference Call: (phone #916-658-8286)

**1. CALL TO ORDER**

The City Clerks Association of California was called to order at 12:30 p.m. at Portola Plaza Hotel, Bonsai III Room by President McCarthy.

Pamela McCarthy, President  
Margaret Roberts, First Vice President  
Lisa Pope, Second Vice President (via teleconference)  
Rick Caldeira, Communications Director  
Jamie Anderson, Treasurer  
Kay Vinson, Legislative Director  
Joann Tilton, Professional Development Director  
Shirley Concolino, Northern Division Professional Development Representative  
Evelyn Clark, Southern Division Professional Development Representative  
Geri Johnson, Northern Division Chair  
Dana Davidson, Central Division Chair  
Stephanie Mendenhall, Southern Division Chair  
Margaret Wimberly, Northern Division Trustee  
Randi Johl, Central Division Chair  
Lucinda Williams, Southern Division Trustee  
Shalice Reynoso, Past President

**Also Present**

Colleen Nicol, IIMC Region IX Director  
Lorraine Okabe, Information Services Manager, League of California Cities  
Rod Diridon, City Clerk of Santa Clara

President McCarthy extended her personal thanks to the New Law and Election Committee members for presenting an outstanding conference.

**2. ATTENDANCE/EXCUSED ABSENCES**

2.A                      Approval of Absences – None at this time.

### **3. INTRODUCTIONS/ANNOUNCEMENTS**

President McCarthy introduced Rod Diridon who will be presenting the California Ethics Project later in the meeting. She also introduced Lori Grigsby, Recording Secretary for those who have not met her and acknowledged that Lisa Pope is in attendance through teleconference.

### **4. MINUTES**

4. A Approval of Minutes for September 6, 2007 and October 6, 2007.  
**(Grigsby)**

Motion by Board Member Margaret Roberts, seconded by Board Member Joann Tilton to continue the September 6 and October 6 minutes to the next meeting with members forwarding corrections and additions to the recording secretary for completion. Motion carried unanimously.

### **5. TREASURER'S REPORT (Anderson)**

5. A Approval of Activity Report, Summary of Accounts, Amended CCAC Budget

Treasurer Jamie Anderson gave the staff reports and noted she added the proposed budget for the third Nuts and Bolts session.

Motion by Board Member Rick Caldeira, seconded by Board Member Margaret Roberts to approve Treasurer's Report as submitted and the motion carried unanimously.

Treasurer Anderson reported the following budget adjustments: She transferred \$12,000 from the saving account and started a \$26,000 interest bearing checking account for scholarship funds. She increased the scholarships for \$25,000 to \$28,000 and added New Nuts and Bolts for \$10,000 each.

Joan Tilton thought there was \$33,000 for scholarships, she does not see the number of applications decreasing and the addition of \$3,000 would help with scholarships.

Motion by Board Member Margaret Roberts, seconded by Board Member Margaret Wimberly to increase the scholarship budget to \$33,000 and the motion carried unanimously.

### **6. RATIFICATION OF ACTION TAKEN VIA E-MAIL**

6. A Support of AB 1654 (Huffman) Mail Ballot Elections

Motion by Board Member Randi Johl, seconded by Board Member Shirley Concolino to ratify the action taken via e-mail supporting AB1654 Mail Ballot Elections and the motion carried unanimously.

## **7. NEW BUSINESS/ACTION/DISCUSSION ITEMS**

### **7. A Presentation of California Ethics Project by Rod Diridon**

Rod Diridon gave an overview of the program and the next steps to take. There were two new action items, as follows: He has completed removing himself out of the race for the 42<sup>nd</sup> Assembly District. He made contact with the IIMC Board of Directors regarding the California Ethics Project. He spoke with Chris Shelby, Jennifer Ward and Dr. Eftakhari with the education department. Next step is to approach the City Managers organization and City Attorney's Offices. This will lay some groundwork for City Clerks to be greeted with open arms.

It was noted that the board has to do some fundraising. Rod Diridon will focus on foundation donations with headquarters in Silicon Valley. The board is trying to find a way to raise dollars for the program besides CCAC and IIMC sources.

Rod Diridon noted the six-way test is almost complete and will be a deliverable piece to the California Ethics Project. The final group to speak with is the Southern City Clerks Association, which he will be given at their February meeting.

## **8. GOALS FOR 2007-2008**

### **8. A Status of Goals for 2007-2008**

President McCarthy asked if anyone had changes to the schedule goals. A short discussion regarding the third Nuts and Bolts ensued.

There was a short discussion regarding the mapping of Divisions. It was noted that the board is working on a list of networking sub-groups such as Gold Coast, San Diego, Placerville, etc. It was suggested an article is placed in the CCAC newsletter promoting this type of networking sub-groups. President McCarthy commented that the goal is to network and reach out to these areas that are unable to attend the Division meetings.

Board members held a discussion regarding the California Certification program. It was noted that Joann Tilton would place an article to the Official Word regarding the changes in the program.

## **9. DIRECTORS' REPORTS**

### **9. A First Vice President (Roberts)**

Margaret Roberts overviewed the Annual Conference; she noted the addition of the event at Crystal Palace on Wednesday night. They have also added an Advance Academy on Tuesday, and have asked for volunteers for the conference.

9. B Second Vice President (**Pope**)

1. Membership Status & Printing of Directory

Lisa Pope reported that the membership forms are distributed for payment. She also reported that Martin and Chapman would maintain and print the City Clerks directory.

9. C Communications Director (**Calderia**)

1. Official Word & Website Policies regarding Advertising

Rick Caldeira reported he would like to get a policy in place for due date timelines and website policies, specifically regarding advertisements for the Official Word. He will place on the next board meeting.

It was consensus of the board members for Rick Caldeira to bring this item back with a policy regarding advertisements to the website and Official Word.

9. D Legislative Director (**Vinson**)

Kay Vinson reports the legislation of AB 64 and reported on the upcoming January 8, 2008 meeting. She also reported on the upcoming Legislative meeting to be held on January 30, 8:30 a.m. in Sacramento.

9. E Professional Development Director (**Tilton**)

1. Scholarship Report

Joann Tilton reported on scholarships, and noted we received 65 applications. The board budgeted \$33,000 for total award of scholarships. She reported that we have given total of \$21,451 for scholarships. For round one; February CEPO application will receive \$290; each with 32 scholarships awarded; there are 31 TTC applications that qualified for March and June session each receiving \$355.

2. Mentoring Program

Joann Tilton reported for Lee Price noting the attached Mentoring Policy. Joann noted Lee would be scheduling training for mentors at the April and December conferences. CCAC has 46 mentors trained.

Motion by Board Member Jamie Anderson, seconded by Board Member Evelyn Clark to adopt the Mentoring policy as written and motion passed unanimously.

It was requested to check with Martin and Chapman to see if the polices could be printed in September after the August elections.

3. Contracts for TTC/LTC

Joann Tilton distributed handouts of the draft contracts; Clarification was requested regarding “remaining fees” on page 2.

It was requested to ask Maureen Kane how she budgets her sessions and requested she provide a yearly budget for those sessions.

President McCarthy suggested board members review and email comments to Joann Tilton. Joann Tilton will then set up a meeting with the Board for final approval.

9. F Division Professional Development Reps (**Concolino/Paige/Clark**)

9. G Division Trustees (**Wimberly/Johl/Williams**)

1. By-Law Revisions/District Clerks, Assistants, Deputies

Discussion regarding voting members ensued.

Randi Johl read that the by-laws state: “Officers shall be members, not voting members. 3.6 voting members shall be eligible to vote or hold office in this association and its divisions. Notwithstanding the above where a voting member holds office in this association at the state level, an additional associate member of the same city and/or jurisdiction may be permitted to hold office at the division level. An associate member of the same city and/or jurisdiction.” Granted you can say, what is the likely hood that somebody would want to go ahead and give up their voting rights to somebody else in their jurisdiction but is there an ability to do so? It is the same ability that the assistants and the deputies have. It is the exact same ability.

It was noted that the board needs to clean that up but in the meantime that serves the purpose to allow them to run for the division office.

It was reported 5.2 is clear. Officers of each division shall be members in good standing. The positions, except chair, with the exception of division chair automatically have the same rights as assistants and deputies to serve on any other position for any other committee. Except the two that are specific. The only way to get a division chair if a city gives it up choosing to, for goes their own assistant or their own deputy to give it to them.

Randy Johl noted the question posed was, “Do they technically have the ability to serve?” Response is, yes, they do technically have the ability to serve on 5.2 on any committee they want excluding those two specific ones. And then they also have the ability to serve as division chair if 3.6 are met. The exception is auditing and nominating committee.

It is the consensus of this board that the trustees are to clean the language, clarify,

to make it clear that 5.2 where it says “member in good standing” that we specify.

9.h Division Chairs (**Johnson/Davidson/Mendenhall**)

Geri Johnson reported the Northern divisions next meeting in January would be held in Napa and March in Hayward.

Dana Davidson reported that the upcoming meetings would be held in Los Banos, Ceres, Sanger, Lodi, Lemoore, and back to Manteca. She reported by-law changes should be out here in a couple of months because they have some revisions. Central Division is holding an Annual Raffle in May and will be circulating tickets at the March meeting. She called some of the non -member cities to get a feel of why they are not members and there are various reasons and she is sending out information for them to join.

Stephanie, Santa Clarita supporting the conference with gift basket. Next meeting will be in Pismo Beach in February.

10. REGION IX DIRECTOR’S REPORT

Colleen Nicol Region 9 representative reported MCEF agreed at the board’s request to award two scholarships per division for the annual conference.

She also reported on the revised guidelines and the steps that IIMC will be taking to reach a decision, including a task force that IIMP President Chuck Tokar set up, which has no representation from Region IX.

11. PRESIDENT’S REPORT

12. ADJOURNMENT

Being no further business, President McCarthy adjourned 2:35 p.m.