



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

**February 25, 2008 - 2:00 p.m.**  
Via Conference Call: (916-658-8286)

**1. CALL TO ORDER**

The meeting was called to order at 2:06 p.m. by President Pam McCarthy.

**2. ATTENDANCE/EXCUSED ABSENCES**

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  
Lucinda Williams, Southern Division Trustee

Also present: Lorraine Okabe, Coleen Nicol, Maureen Kane

Absent: Bonnie Paige

**3. INTRODUCTIONS/ANNOUNCEMENTS**

**4. MINUTES**

- a. Approval of Minutes for September 7, 2007, and October 5, 2007.  
**(Grigsby)**

It was moved by Rick Caldeira, seconded by Margaret Roberts to approve the minutes with corrections. Motion carried unanimously.

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

- a. Treasurer's Report, Activity Report and Account Summary (Anderson)

Jamie Anderson, Treasurer reported revenues in the amount of \$134,672.00 and

Expenditures for this year \$23,259.00. Jamie noted the Laserfiche Endowment CD matures on March 4, 2008 and will be transferred into MCEF Investment Fund.

It was moved by Rick Caldeira, seconded by Randy Johl to approve the Treasurer's Report with changes to the Presidents expenses from \$6,000 to \$7,500; Annual Institute has been changed to Annual Conference; Scholarships change from \$28,000 to 33,000. Motion carried unanimously.

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

- a. Quill Award Nomination – Joann Tilton

It was moved by Margaret Roberts, seconded by Geri Johnson to approve the Quill Award endorsing Joann Tilton. Motion carried unanimously.

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

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

- a. Status of Goals for 2007-2008

Rick Caldeira reported he has received several boxes of records and is now organizing and posting records to the web site.

Dana Davidson, Central Division, reported on the mapping of Divisions and the committee has two GIS Maps that they are currently working on and moving forward.

## **9. DIRECTORS' REPORTS**

- a. First Vice President **(Roberts)**

1. Review of List Serve Policy re: Vendors/Consultants

Margaret Roberts reported on the list serve policy, addressing that the policy is not being followed. The current policy states that *Listserve is not available to consultants or vendors*. She noted that consultants and vendors that are responding are members of CCAC. She believes they should not be responding to questions that promote their business, and believes it is not the intent of Listserve to promote those businesses. Margaret Wimberly agrees that it gives consultants and vendors an unfair advantage using Listserve for their personal businesses.

It was agreed that Lorraine Okabe and Pam McCarthy would speak with the individual vendors that are promoting their business regarding the Listserve policy.

At this time, Bonnie Paige joined the meeting.

2. Bar Code Readers for Annual Conference

Margaret Roberts reported on scanners at the upcoming April Annual Conference. Bar codes would be placed on the name badges, when attendees walked in or out it would scan their attendance. It can also be used to scan attendees at meals to eliminate the meal ticket process. The scan program calculates statistical data on who attended sessions, how many meals, and prints out certificates. Implementing the scanning process can save on cost, personnel and provide data for future conferences. The approximate cost is \$3,500. for one time usage.

Dana Davidson stated that it is needed to recoup costs for food and suggested it be investigated on the cost regarding leasing vs. purchase of the equipment.

It was consensus to look into this further after we have more information and possible use this at the Sonoma Conference in April 2009 or possible use at the New Law Conference in December 2008.

Margaret Roberts also reported there are 115 registrations in for Bakersfield Conference, 34 for the advance academy and 49 attending at the Crystal Palace.

b. Second Vice President **(Pope)**

Lisa Pope reports membership moving forward and she will be sending out e-mails to the members that have not paid.

c. Communications Director **(Calderia)**

Rick Caldaria reported he has received several boxes of information that he will be posting to the website as soon as possible.

d. Legislative Director **(Vinson)**

1. Review and approval of Legislative Proposal

Kay Vinson reported the last meeting had less than a quorum but they reviewed the proposals that were submitted. The first one is Agency Shop which is a clean up item and references items that no longer exist. Natasha Carl with the League has been extremely helpful and she has met with the local group and government committee. Natasha Carl met with local government and will update on out come.

The following information was reported on: closure of elected official offices decided not to pursue changing the closure; affidavit of nominee of candidate, the committee agreed but did want to pull out from the proposal regarding gender and contact information; reducing the number of ballots at the polling place, the committee does not want to support this item and will not pursue it; publication of notice of intent for initiative petition, decided to oppose that change and needs to be revised on making it clear.

e. Professional Development Director (Tilton)

1. Scholarship Report –

Joann Tilton reported the success of scholarship and noted, 41 attended the academy and 9 participants in the session involving workers conflict. The evaluations were very complete, thorough and direct. At the state level, CCAC awarded the total amount of \$5,800 for scholarship at the state level. Information was sent to the division chairs regarding the attendance so each division can payout on their scholarships.

A Question arose regarding the online education program being paid as part of the scholarship program. The board will need to discuss this item in more detail regarding the expansion of the program. The professional development committee will investigate and then return to the board with a report.

## 2. Contracts –

It was noted that three letters were received regarding the Contract for Services Agreement. Randi Johl states, she is comfortable with the contract and wants to move forward. Lisa Pope had questions concerning the term of the agreement, content of language, and other questions regarding policy and compliance.

Pamela McCarthy states that it is late in the day and asked the board to reconvene at a later date.

Maureen Kane stated, she forwarded a spreadsheet to Joann Tilton regarding attendance and how many graduated. Maureen also advised that the board needs to move forward on the mentorship program due to the increase number of TTC participants that do not have a mentor.

It was decided to continue this meeting to a date and time to allow for more communication. Pam McCarthy will email a date to continue the meeting on this issue.

- f. Division Professional Development Reps (Concolino/Paige/Clark)
- g. Division Trustees (Wimberly/Johl/Williams)

### 1. Preliminary discussion of Division Boundaries (Johl)

There was a lengthy discussion regarding the Division boundaries. It was decided to address this issue at the annual conference board meeting under the goals and objectives.

Lucinda Williams reminded everyone to get their silent auction forms in for the Annual conference. A suggestion was made for each of the divisions to contribute a basket for the silent auction.

- h. Division Chairs (Johnson/Davidson/Mendenhall)

Geri Johnson reported a new networking group in the northern division was being formed. Geri reported a lunch meeting has been set regarding a networking group the Monterey Bay area.

Dana Davidson announced a by-law change was being put together for Central

Division.

Dana Davidson asked if the Central Division can create a newsletter for the Official Word as a quarterly article. Rick Caldeira commented that it would be great and currently only northern and central divisions have been putting information together.

Stephanie Mendenhall reports that they have appointed someone to identify the networking groups in the Southern Division. Rick Caldeira will put dates and times of the networking group meetings in the official word.

- i. Region IX Director's Report
- j. President's Report
  - a. Annual Conference Policy re: VIP Accommodations & Travel
  - b. Annual Conference Status Update
- K. Adjournment

President McCarthy adjourned this meeting at 4:45 p.m. to a future date and time to be determined.

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

**Continued Meeting of February 25, 2008 - 2:00 p.m.**

All present with the following approved absences: Concolino, Grigsby, Johnson, and Paige

**Original agenda item 9e2 – Review and approve agreement with Maureen Kane & Associates, Inc. for administration of Technical Track for Clerks (TTC) Institute**

There was a very lengthy discussion by the board on this item.

Motion by Margaret Roberts, seconded by Margaret Wimberly to approve the contract as presented with some language changes regarding the reporting, leaving the contract at 4 years and amending the contract to show that we would compensate for the travel and attendance to the New Law and Elections Seminar, April Annual conference and IIMC conference.

Reporting language: There would be a summary report after each session with an annual financial audit type of report at the end of each year. If these reports are not received within the 30 days or 45 days the board shall convene and set an amount as a penalty. Not to exceed 5% of the total profits or what ever. Some sort of language where it says, your going to get a fine of financial penalty, the board will tell you what financial penalty is after they decide an unreasonable amount however in no case it shall exceed this amount. It was suggested a percentage; possibly 5% of her total income on that session or registration income.

The motion passed with Stephanie Mendenhall voting no.

**Added item: Consider approval of expenditure for support of Colleen Nicol for IIMC Vice President**

Motion by Randi Johl and seconded by Margaret Roberts approval of an expenditure of \$375 for the Support Colleen Nicol for IIMC Vice President Website, with a total cost of \$750. The motion passed unanimously.

With no further business the meeting was adjourned.