



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

**AT**

**LEAGUE OF CALIFORNIA CITIES NEW LAW & ELECTION SEMINAR  
DISNEY'S GRAND CALIFORNIA HOTEL  
SEQUOIA BALLROOM F & G  
ANAHEIM, CA**

**Conference Call Number (916) 658-8286**

**MINUTES**

**Friday, December 5, 2008**

**12:00 P.M.**

**1. CALL TO ORDER**

President Roberts called the meeting to order at 12:12 p.m.

**2. ATTENDANCE / EXCUSED ABSENCES**

- Margaret Roberts, President
- Lisa Pope, First Vice-President (teleconference)
- Randi Johl, Second Vice-President
- Lucinda Williams, Recording Secretary
- Jamie Anderson, Treasurer
- Rick Caldeira, Communications Director (teleconference)
- Shalice Reynoso, Legislative Director
- Dawn Abrahamson, Professional Development Director
- Joann Tilton, Central Division Professional Development Representative
- Evelyn Clark, Southern Division Professional Development Representative
- Rod Diridon, Northern Division Chair
- Nanci Lima, Central Division Chair

- Pat Hammers, Southern Division Chair
  - Cynthia Van Wormer, Northern Division Trustee
  - Julie Folcik, Southern Division Trustee
  - Pamela McCarthy, Immediate Past President
- a. Approval of Absences
- Shirley Concolino, Northern Division Professional Development Representative
  - Bonnie Paige Central Division Trustee

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

- Lorraine Okabe, League of California Cities
- Maureen Kane, TTC Executive Director
- Roberta Gafford, Assistant City Clerk, Bakersfield
- Colleen Nicol, Region IX Director (teleconference)

### **4. MINUTES**

- a. **Approval of September 25, 2008 and October 25, 2008 Meeting Minutes**

M / S Abrahamson / Clark to approve the September 25, 2008 and October 25, 2008 meeting minutes. Motion unanimously passed.

### **5. YEAR-END TREASURER'S REPORT AND BUDGET**

M / S Johl / Reynoso to accept the Year-End Treasurer's Report and Budget as presented. Motion unanimously passed.

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

- a. **Professional Development Items (out of order)**

i. **Mentor Training**

Professional Development Director Abrahamson reported that CCAC will hold a Mentor Training in Northern California on Friday, January 9, 2009.

ii. **Revision to Scholarship Application / Policy**

Discussed under Item 6.a.v.

iii. **Synopsis Reports for August CEPO and September TTC**

President Roberts reported that she has received the August CEPO report. She will distribute the report to the Board after reviewing with the Professional Development Committee.

The Board reviewed the TTC report and asked TTC Executive Director Kane for more detail of some of the expense categories.

(First Vice-President Pope joined the meeting by teleconference at 12:35 p.m.)

**iv. Conference Call with IIMC Education Department Regarding Structure/Format of NLES & Annual Conference**

Professional Development Director Abrahamson reported that a group of Board Members are working with IIMC Director of Education / Research Eftekhari regarding a number of education issues including the limited number of points awarded for the 2008 New Law and Election Seminar and other CCAC programs.

(Region IX Director Nicol joined via teleconference at this 12:43 p.m. and left at 12:58 p.m.)

**v. CCAC Scholarship Round I – 2009**

The Board reviewed Round I of the 2009 CCAC Scholarships. The Board agreed to remove “each MMC level” from the scholarships policy and a declaration to the signature line attesting to the accuracy of the information provided on the application.

**b. Approval of IIMC Region IX Director Agreement**

M / S Reynoso / McCarthy to approve the IIMC Region IX Director Agreement and to clarify the following items at the January 2009 Board Meeting:

- Why does Region IX have requirements for Directors beyond the IIMC requirements?
- Who manages the \$4 / member travel funds and what happens with the surplus or deficit of those funds.

Motion unanimously passed.

M / S Hammers / Reynoso to discuss funding to send the CCAC First Vice-President and President to the Annual IIMC Conference at the January 2009 meeting. Motion unanimously passed.

**c. Trustee Job Duties / CCAC Store and Silent Auction**

M / S Reynoso / Johl to remove the CCAC Store and Silent Auction duties from the Trustees’ job description and make responsibility for those duties separate committee assignments. Motion unanimously passed.

## **7. 2008-2009 CCAC GOALS & OBJECTIVES**

### **a. Review / Status Reports**

The Board reviewed the status and progress of the 2008-2009 CCAC Goals & Objectives.

M / S McCarthy / Hammers to have the Boundaries Research Committee discuss and compile a draft message to disseminate to the membership, forward the draft message to the Board for review and the Board will disseminate the message to the membership. The Board agrees to have no formal discussion or active solicitation of this issue outside of a Board meeting at this time. Motion passed with all present in favor of the motion except Northern Division Chair Diridon who opposed.

## **8. DIRECTORS' REPORTS**

### **a. First Vice President**

No report

### **b. Second Vice President**

#### **i. Report on Membership / Martin & Chapman**

Second Vice-President Johl reported on the progress of streamlining the membership process.

### **c. Communications Director**

#### **i. Records Retention Policy Committee Update**

Communications Director Calderia provided an update on the work of the Records Retention Policy Committee.

### **d. Legislative Director**

Legislative Director Reynoso provided an update on legislative and League of California Cities activities.

The Board had no issues with using Legislative Committee funds to pay for the Legislative Director's membership in CACEO.

### **e. Professional Development Director**

Report given earlier in the meeting.

### **f. Division Professional Development Reps**

No report.

**g. Division Trustees (Van Wormer/Paige/Folcik)**

Division Trustees reported that they are working on the Bylaws review with First Vice-President Johl.

**h. Division Chairs**

Division Chairs reported on activities in their respective Divisions.

**i. Past President (McCarthy)**

**i. Division Boundaries**

Discussed earlier in the meeting.

**9. REGION IX DIRECTOR'S REPORT (Nicol)**

**a. IIMC and campaign update.**

None.

**10. PRESIDENT'S REPORT**

First Vice-President Johl will bring language for a Listserv policy to a future Board meeting.

President Roberts proposed placing a measure on the next CCAC ballot to allow voting rights for Deputy and District Clerks.

President Roberts asked for information on bar code scanner systems for the April conference.

**11. ADJOURNMENT**

President Roberts adjourned the meeting at 2:51 p.m. Next meeting is January 23, 2009, 2:00 p.m. – 4:00 p.m. via teleconference.