



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**Thursday, June 24, 2010**  
**1:00 P.M.**

**1. CALL TO ORDER**

President Pope called the Executive Board Meeting to order at 1:07 p.m.

**2. ATTENDANCE/EXCUSED ABSENCES**

**a. Approval of Absences**

Randi Johl, First Vice President

Pat Hammers, Southern Division Professional Development  
Representative

Joan Flynn, Southern Division Chair

Margaret Roberts, Past President

Mitzi Ortiz, Communications Director

**Roll Call**

- Lisa Pope, President
- Shirley Concolino, Second Vice-President
- Nanci Lima, Recording Secretary
- Lucinda Williams, Treasurer
- Dawn Abrahamson, Professional Development Director
- Margaret Wimberly, Northern Division Professional Development  
Representative
- Joann Tilton, Central Division Professional Development Representative
- Patrice Olds, Northern Division Chair
- Lori Martin, Central Division Chair
- Cynthia Van Wormer, Northern Division Trustee
- Dana Davidson, Central Division Trustee
- Julie Folcik, Southern Division Trustee

**Also present:**

- Lorraine Okabe, League of California Cities

**3. INTRODUCTIONS/ANNOUNCEMENTS**

President Pope announced the resignation of Shalice Tilton as Legislative Director.

**4. MINUTES**

**a. Approval of April 30, 2010 Meeting Minutes (Lima)**

Concolino moved and Abrahamson seconded a motion to approve the April 30, 2010 Meeting Minutes. The motion carried unanimously.

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

Folcik moved and Van Wormer seconded a motion to engage Roorda, Piquet & Bessee, Inc. to prepare CCAC's taxes for year ending October 31, 2009. The motion carried unanimously.

**6. UNFINISHED BUSINESS**

**a. 2009-2010 Goals Status Update**

**1. Bylaws**

No report.

**2. Committee Structure**

Monthly updates from Interest Cards are continuing. Secretary Lima will email the list of committees with membership to the Board for their review/correction before having it placed on the website.

**3. Website – Online Store & Credit Cards**

Trustee Folcik will discuss with Communications Director Ortiz the possibility of combining the website "buttons" *About CCAC* and *Joining CCAC* and establishing a Committees "button".

**4. Promoting the Profession**

The committee completed the business cards with the elevator speech. If anyone needs more business cards please contact President Pope.

**5. Green Project**

No report.

**b. Membership/Credit Card Software (Concolino)**

Second Vice President Concolino reported that she had explored products by three different companies. She would email to the Board the links to the companies and await feedback from the Board. She believes the programs should not only work for membership but also for conference registration.

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

**1. Scholarship Report/Award (Abrahamson)**

Professional Development Director Abrahamson reported 23 qualified applications were received and one was withdrawn due to the applicant's city's budgetary reductions. 13 scholarships for CEPO-LTC were awarded at \$765 and 9 scholarships for TTC were awarded at \$405.

**8. DIRECTORS' REPORTS**

**a. First Vice President (Johl)**

Lorraine Okabe requested that the Board encourage attendance at the pre-conference session in September.

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

Second Vice President Concolino reported that she is still receiving membership dues. 100 cities have not renewed their membership. The membership directory should be complete in approximately 3-4 weeks.

Lorraine Okabe inquired if CCAC would be open to a themed joint reception with the Finance Directors at the New Law and Election Leadership Seminar. Discussion also included whether to continue pursuing the topic of Boards and Commissions for New Law.

**c. Communications Director (Ortiz)**

No report.

**d. Legislative Director (S. Tilton)**

No report.

**e. Professional Development Director (Abrahamson)**

Professional Development Director Abrahamson reported that on June 18 a mentoring training had been held in Vallejo. Regular conference calls are being considered to keep mentors up to date on information; and finally the points tracking form has been updated.

**f. Division Professional Development Reps (Wimberly/J. Tilton/Hammers)**

Northern Division Professional Development Representative Wimberly reported that she had attended the mentoring training in Vallejo.

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

No report.

**h. Division Chairs (Olds/Martin/Flynn)**

Chair Olds reported the Northern Division's meeting was June 18<sup>th</sup> in Vallejo with a mentoring training afterward.

Chair Martin reported the Central Division's upcoming meeting will be July 8<sup>th</sup> in Bakersfield; the May meeting was presented by Debbie Presson.

**i. Past President (Roberts)**

No report.

**9. IIMC REPORT (Nicol)**

No report.

**10. PRESIDENT'S REPORT (Pope)**

President Pope requested that the Board peruse the website and let Communications Director Ortiz know if anything needs to be updated.

**11. ADJOURNMENT**

President Pope adjourned the meeting at 1:55 p.m.