

CITY CLERKS ASSOCIATION OF CALIFORNIA  
CENTRAL DIVISION  
EXECUTIVE BOARD MEETING MINUTES  
THURSDAY, January 10, 2007

1. CALL TO ORDER – The executive Board meeting of the Central Division of the City Clerks Association of California, held by teleconference, was called to order at 9:15 a.m.
2. ROLL CALL – Dana Davidson, Chair; Nanci Lima, 1<sup>st</sup> Vice Chair; Cindy Heidorn, 2<sup>nd</sup> Vice Chair; Louise Hudgens, Secretary; Rhonda Greenlee, Treasurer; Randi Johl, Trustee; Chris Moore, Immediate Past Chair. Roberta Gafford, Trustee, signed on at 9:55 a.m.
3. COMMUNICATIONS – None.
4. BUSINESS
  - a. Approval of Executive Board Minutes from Friday, November 9, 2007.  
Spelling errors were corrected and the word Newsletter was added. Re: Web Site/Newsletter.  
Moved by Chris, seconded by Nanci and unanimously approved, to approve the November 9, 2007, Executive Board Minutes as amended.
  - b. Appoint Nominating Committee  
The Board agreed to ask for a volunteer from members attending the General Meeting on January 18, 2008, to join Dana and Roberta on the Nominating Committee.
  - c. Appoint Audit Committee  
Dana indicated that this procedure had never been done. Louise, Dana and Nanci volunteered to be on committee.  
Moved by Rhonda, seconded by Chris and approved unanimously, to confirm members of the Audit Committee.
  - d. Scholarship Discussion and Possible Action  
Nanci indicated that she would not be able to attend the February LLC and removed her name from the scholarship list. Board members discussed whether or not to increase. Rhonda suggested a flat set fee rather than percentage method currently used. Chris indicated that someone else might be in need of a scholarship whose name was not currently on the list.  
Moved by Dana and approved unanimously, to go forward with the 25% amount for scholarship distribution.

Members discussed ways to increase funds in order to increase scholarships. Ways to increase attendance, invite non-participating clerks to participate in

selling tickets for the raffle. Call surrounding cities to personally invite clerks to division meetings.

## 5. REPORTS

### a. Legislative Committee Report

Randi reported that she would be attending a legislative breakfast for selected legislative members on January 30, 2008, 8:30 a.m. in Sacramento.

Randi reported on AB1654-the all mail ballot: Assembly Member Huffman had sponsored the bill and had met a lot of opposition from minor groups and would probably die this year. Clerks would probably wait a year or so and have another Assembly member carry the bill.

### b. Hospitality Committee-Fundraising

Randi reported that there would be a MCEF raffle for a cruise offered at the Bakersfield Conference in April. Roberta signed on as Randi finished her report. Roberta reported that she had been working with a local attorney's office that was familiar with organizing large conferences and that they were supplying names of vendors to contact for the Bakersfield Conference and to get items for goodie bags, etc. The Central Division raffle was discussed and members agreed that the best time for a raffle would probably be in July with tickets available in May.

### c. Treasurer's Report

Rhonda reported that she had renewed a CD, that there was about \$2700 in checking, and that a CD worth \$3,192 would mature in April. Rhonda indicated that members would be waiting for their scholarship funds as soon as class attendance is verified as budgets would need to be renewed before fiscal year end.

### d. Newsletter Update

Chris indicated that she had based the newsletter format on the Northern Division newsletter. She stated that the members need to find ways to draw more people in to write articles on.

Dana inquired about a thank you gift for the City of Merced PIO officer who would be presenting at the Los Banos meeting. Members concurred that a small give was appropriate whether the presenter was being paid expenses or not.

### e. By-Laws Ballot - Wording for the ballot was discussed and it was agreed that the ballots would be e-mailed to the members as well as mailed. Louise is to contact Martin-Chapman for labels.

### f. State Board Meeting – Friday, December 7, 2007

Dana reported 1) Northern Division had announced that they would grant scholarships to their members to attend the Northern Nuts & Bolts; 2) MCEF raffle for a cruise for 2 to be raffled at the Bakersfield Conference. Conference registration now available on line; reported that the CCAC due date for

membership was due the end of December; reported that other scholarships are available, that Region 9 of the IIMC was offering scholarships; that the IIMC president had appointed members to the Education Board and that they were evaluating the certificate program because of opposition from other states; an annual scholarship was available in the hopes of recruiting new clerks; and the Central Division Nuts and Bolts scheduled for July 31 to August 1, 2008 in Manteca.

6. ADJOURNMENT – The meeting adjourned at 10:42 a.m.

Respectfully submitted,

Louise Hudgens  
Recording Secretary