



AGENDA
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
Executive Board Meeting

Monday, June 28, 2010 at 1:30PM
Conference Call 916-658-8212

1. CALL TO ORDER
2. ROLL CALL: Lori Martin (Chair)
 Lorraine Lopez (1st Vice Chair)
 Dana Davidson (Secretary)
 Rhonda Greenlee (Treasurer)
 Roberta Gafford (Trustee)
 Nancy Lilly (Trustee)
 Nanci Lima (Immediate Past Chair)
3. COMMUNICATIONS
4. BUSINESS
 - a. Approval of Tuesday, May 4, 2010 Executive Board Minutes
 - b. Review and Follow-up on 1st Round Scholarships Approved at the December 11, 2009 Special Executive Board Meeting
 - c. Award 2nd Round of Scholarships
 - d. 2010/2011 Election of Officers (Roberta Gafford)
 - e. Ratify Email Vote for General Membership Meeting Date Change from Friday, July 9th to Thursday, July 8th
 - f. Discuss Changing Friday Meeting Dates for September and November to Thursdays
5. REPORTS
 - a. Treasurer's Report (Dana Davidson)
 - b. Legislative Committee Report (Lorraine)
 - c. Hospitality Committee-Fundraising (Roberta Gafford/Nancy Lilly)
 - d. Report out on 64th Annual IIMC Annual Conference (Lori/Nanci)
 - e. Discuss Preparations for September General Board Meeting
 - f. Report out on June 24, 2010 State Board Meeting (Lori/Nanci)
6. ADJOURNMENT



MINUTES
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
Executive Board Meeting

Tuesday, May 4, 2010 at 10:00 AM
Conference Call 916-658-8286

1. CALL TO ORDER: Called to order at 10:03 AM by Chair Lori Martin.
2. ROLL CALL: Lori Martin (Chair), Lorraine Lopez (1st Vice Chair), Dana Davidson (Secretary), Roberta Gafford (Trustee), Nancy Lilly (Trustee), Nanci Lima (Immediate Past Chair), and City of Atwater Assistant City Clerk Lori Waterman
3. COMMUNICATIONS

Chair Martin thanked 1st Vice Chair Lopez for obtaining and scheduling May's General Session's presenter, Chico City Clerk Debbie Presson. Chair Martin asked the board if she could purchase \$20.00 gift cards to present to Ms. Presson and Huntington Beach City Clerk Joan Flynn (March's presenter) as thank you gifts. The board determined \$20.00 gift cards were appropriate. There was also consensus on purchasing Rebekah Barr a parting gift, since she will not be at the September Changing of the Executive Board ceremony in Waterford.

4. BUSINESS

- a. *Approval of Thursday, March 4, 2010 Executive Board Minutes*
Moved by Nanci Lima, seconded by Nancy Lilly, unanimously approved the Thursday, March 4, 2010 Executive Board Minutes.
- b. *Appoint Nominating Committee*
Moved by Dana Davidson, seconded by Nancy Lilly, unanimously approved the appointment of Lori Martin of Waterford, Roberta Gafford of Bakersfield, and Nanci Lima of Lemoore to the Nominating Committee.

Roberta Gafford stated she would forward the nomination papers to Dana Davidson for Central Division membership distribution via email.

- c. *Review and Follow-up on 1st Round Scholarships Approved at the December 11, 2009 Special Executive Board Meeting*
Dana Davidson declared she would research upon receipt of the Treasurer's documents. Nanci Lima volunteered to provide Dana the 1st round scholarship attendance.

- d. *Approve a 1-Year Extension of Immediate Past Chair Nanci Lima's Term*
Moved by Dana Davidson, seconded by Robert Gafford, unanimously approved a 1-year extension of Immediate Past Chair Nanci Lima's term of office due to Rebekah Barr's resignation as Chair.
- e. *Review of Board Goals/Accomplishments*
The Executive Board reviewed the November 7, 2009 Special Goal Setting Assigned tasks and provided updates as follows:
- Update each job description for each division position (*each person currently assigned to that position updates their own*). **Not completed.**
 - Create a "Save the Date" division meeting calendar and distribute the Central Division membership (*Dana*). **Completed**
 - Contact cities to host 2010/2011 division meetings (*Rebekah will announce at the 2009 New Law Central Division social event*). **Lorraine Lopez assumed this task and will inquire at the May General Session Meeting.**
 - Create division social night flyer for Wednesday, December 2, 2009 at New Law Conference (*Trustees*). **Completed**
 - Research location for division hosted social with a budget of \$700.00 (*Trustees*). **Completed**
 - Distribute division social night flyer to membership (*Dana*). **Completed**
 - ~~Create Central Division membership survey regarding meeting attendance through EMonkey (*Rebekah*).~~ **AMENDED-The Executive Board tasked the hosting Clerk to contact neighboring clerks to boost attendance at future meetings. Lorraine Lopez will distribute a short survey in May to the Lathrop meeting participants and report out at the July General Session Meeting on the results.**
 - Post division Bylaws and policies on CCAC website (*Nanci Lima will forward information to Dana for posting*). **Completed**
 - Recognize new attendees at each division meeting (*Trustees*). **Nancy Lilly will continue to review meeting attendance lists.**
 - Distribute Interest Cards to membership and ask that they identify committees of interest (*Trustees*). **Completed**
 - Put together a gift basket for the 2009 Annual CCAC Conference auction not exceeding \$150 in cost (*Trustees*). **Completed**
 - Assist with auction at the 2009 Annual CCAC Conference (*Trustees*). **Completed**
- f. *Status of Division Debit Bank Cards*
Dana Davidson offered to follow-up and complete the task of obtaining debit bank cards for Chair Martin and 1st Vice Chair Lopez.

5. REPORTS

- a. *Treasurer's Report (Rhonda Greenlee)*

None

- b. *Legislative Committee Report (Lori Martin/Lorraine Lopez)*
Lorraine Lopez and Nanci Lima provided a verbal report.
 - c. *Hospitality Committee-Fundraising (Roberta Gafford/Nancy Lilly)*
Roberta Gafford and Nancy Lilly stated a wine tasting trip took place on Saturday, March 6, 2010 where various wines and a bowl were purchased for the annual CCAC Conference division raffle basket.
 - d. *Report out from State Board Meeting of April 30, 2010 (Lori Martin)*
Lori Martin, Dana Davidson, and Nanci Lima provided an oral report.
6. ADJOURNMENT: The meeting was adjourned at 11:09 AM.

Respectfully submitted,

Dana J. Davidson
Recording Secretary



SCHOLARSHIP APPLICATION

Technical Track for Clerks - TTC
CEPO Leadership Track for Clerks - CEPO/LTC
CEPO Master Municipal Clerk Academy - CEPO/MMCA

CITY CLERK
MAR 25 2010
CITY OF FREMONT

PLEASE PRINT OR TYPE

1. Name (last name first): JASSO, JOSE M.

2. Title: PROJECT ANALYST

3. Business Address 1001 W. CENTER STREET SUITE B

City MANTECA, CA zip code 95337

Municipality CITY OF MANTECA

Direct Phone: (209) 456-8013 ext. _____ email: jjasso@ci.manteca.ca.us

4. Number of prior LTC sessions attended 0 Number of prior MMC sessions attended 0

Number of prior TTC sessions attended 1

5. Have you received a scholarship before?
 No Yes If yes, what year? _____ What session? _____

6. Division: Northern Central Southern

7. CCAC member since: JUNE 2009
(month/year)

8. Offices held in IIMC, CCAC, or Division
NONE

9. Served on the following Committees (identify if IIMC, CCAC or Division):
NONE

10. Check the appropriate box for the session you are applying for:

November 1st Deadline	
<input type="checkbox"/>	February MMCA Session
<input type="checkbox"/>	March TTC Session
<input type="checkbox"/>	June TTC Session

June 1st Deadline	
<input type="checkbox"/>	August LTC
<input checked="" type="checkbox"/>	September TTC
<input type="checkbox"/>	

If awarded, the scholarship should be paid to the order of JOSE M. JASSO

PLEASE COMPLETE THE FOLLOWING POINT STRUCTURE FOR YOUR APPLICATION:

POSITION: Minimum of one year required. Circle only one in this category:

- A. City Clerk
Assistant City Clerk serving under a City Manager with title of City Clerk.
Chief Deputy City Clerk serving under a City Manager with title of City Clerk
Deputy City Clerk serving under a City Manager with title of City Clerk
(35 points) _____
- B. Deputy or Assistant City Clerk (25 points) _____
- C. Any position other than above (20 points) 20

INSTITUTE SESSIONS ATTENDED (INSTITUTES ARE TTC AND LTC ONLY)

Select only one category only

- A. Two or more – 30 points _____
- B. One – 25 points 25
- C. None – 0 points _____

OTHER ITEMS

- A. 1 point per year for CCAC membership (maximum 15 points) 1
 - B. 1 point per year for IIMC membership (maximum 5 points) 1
 - C. 1 point per year for officer in Division or State (maximum 10 points) _____
 - D. 1 point for each State Conference attended (maximum 10 points) 1
- NEW LAW 12/09**

TOTAL OF ALL POINTS 48

SEND APPLICATION TO: Dawn Abrahamson, MMC
CCAC Professional Development Director
City Clerks Association of California
c/o 3300 Capital Ave., Bldg. A, Fremont, CA 94538
Fax: 510-284-4061

I hereby submit this application for scholarship funding available for CCAC. I understand my application will be evaluated by the Professional Development Committee, based on scholarship policy established by CCAC.

I hereby certify under penalty of perjury under the laws of the State of California that the above-referenced information is true and correct to the best of my knowledge and any misinformation may result in the denial of said application.

Signature [Handwritten Signature] City City of Manteca

To be completed by Professional Development Director

Date received: _____ Sent to Division on: _____

Granted on: _____ Denied: _____

Explanation for Denial _____