



AGENDA
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
General Membership Meeting

Friday, November 18, 2011 at 10:00AM – 2:00PM
Los Banos, CA

1. **CALL TO ORDER**
2. **ROLL CALL:** *(Self Introductions)*
3. **PRESENTATION:** **“Stereotyping & Sensitivity in the Real World”**
 Program Presenter: Rex Osborn
 (.75 point CMC/MMC/Recertification)
4. **COMMUNICATIONS**
 - a. Central Division CCAC Members – 2012/2013 Opportunities to Serve on the Executive Board
5. **BUSINESS**
 - a. Approval of Friday, September 16, 2011 General Board Minutes
 - b. Approval of 2012 Central Division Meeting Schedule & Locations
 - c. Approval of FY 2011/ 2012 Central Division Budget
6. **REPORTS**
 - a. Report out on 10-14-2011 Special Executive Goal Setting Session (Lori)
 - b. Report out on 11-14-2011 Executive Board Meeting (Jana)
 - c. Report out on State Board Goal Setting Meeting 10/27 & 10/28 (Lorraine)
7. **FOR THE GOOD OF THE ORDER**
8. **ADJOURNMENT**

**PLEASE DON'T FORGET TO BRING A GIFT
FOR OUR EDUCATION FUND RAFFLE,
IT'S FUN & SERVES A GREAT PURPOSE!**



MINUTES
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
General Membership Meeting

Friday, September 16, 2011, 10:00 am–2:00 pm
Manteca, CA

PRESENTATION: *"Journey to Digital Delivery and Greater Transparency" presented by Dawn Bullwinkel, Assistant City Clerk for the City of Sacramento.*

1. **CALL TO ORDER:** *Called to order at 1:20 p.m. by Chair Lori Martin*

2. **ROLL CALL:** *Lori Martin, Waterford; Lorraine Lopez, Corcoran; Jennifer Bustamante, Riverbank; Cindy Black, Chowchilla; Nancy Lilly, Oakdale; Mitzi Ortiz, Manteca; Bonnie Paige, Stockton; Bret Hunter, Stockton; Joann Tilton, Manteca; Jose Jasso, Manteca; Stephanie Lopez, Modesto; Diane Nayares, Modesto; Kathy Costa, San Mateo; Joan Diskin, San Mateo; Mary Hemminger, Gustine; Maricela Vera, Patterson; Mike Maier, Newman; Nancy Hatfield, Dublin/San Ramon Services District; Luanne Bain, Riverbank; Barbara Ivanusich, Rocklin; Terry Stemple, Rocklin; Pam Aguilar, Menlo Park; Pamela Bonilla, Avenal; and Cindy Parker, Sacramento SHRA.*

3. **COMMUNICATIONS:** *None.*

4. **BUSINESS:**
 - a. **Approval of the July 15, 2011, General Board Minutes**
Moved by Lorraine Lopez, seconded by Bonnie Paige, and unanimously approved the July 15, 2011, General Board Minutes.

 - b. **Approval of Treasurer's Report**
Moved by Jennifer Bustamante, seconded by Lorraine Lopez, and unanimously approved the August 2011 Treasurer's Report.

 - c. **Call of Volunteers to Host 2011/2012 Central Division Meetings**
Several cities showed interest in hosting the Central Division meetings: Oakdale, Reedley, and Riverbank; and the Central Division is also looking for the Northern areas to host meetings to keep that area involved in CCCAC.

5. **REPORTS:**
 - a. **Report out on the September 12, 2011, Executive Board Meeting**
Jennifer Bustamante gave an oral report on the September 12, 2011, Executive Board Meeting.

6. INSTALLATION OF OFFICERS:

Recognition of 2010/2011 Executive Board Members

Immediate Past Chair	Nanci Lima, Lemoore
Chair	Lori Martin, Waterford
First Vice-Chair	Lorraine Lopez, Corcoran
Second Vice-Chair	Lorraine Lopez, Corcoran
Secretary	Jennifer Bustamante, Riverbank
Treasurer	Dana Davidson, Merced
Trustee	Roberta Gafford, Bakersfield
Trustee	Nancy Lilly, Oakdale

Lori Martin presented the departing 2010/2011 Executive Board Members with praise and gratitude for their hard work and a gift of an engraved wooden executive pen and case.

Installation and Introduction of 2011/2012 Executive Board Members

Immediate Past Chair	Lori Martin, Waterford
Chair	Lorraine Lopez, Corcoran
First Vice-Chair	Jose Jasso, Manteca
Second Vice-Chair	Mary Hemminger, Gustine
Secretary	vacant
Treasurer	Dana Davidson, Merced (expires 2012)
Trustee	Cindy Black, Chowchilla (expires 2013)
Trustee	Pamela Bonilla, Avenal (expires 2012)

Moved by Nancy Lilly, seconded by Jennifer Bustamante, and unanimously approved the Installation of the 2011/2012 Executive Board Members.

Lori Martin introduced and administered the Oath of Office to the new 2011/2012 Executive Board Members.

7. FOR THE GOOD OF THE ORDER: *None*

8. ADJOURNMENT: *The meeting was adjourned at 1:35 p.m.*



2012

**Central California City Clerk Association Division
Meeting Dates & Locations**

January 27, 2012

Merced

March 16, 2012

Chowchilla

May 11, 2012

Lathrop

July 20, 2012

Dinuba

September 14, 2012

Manteca

November 16, 2012

Waterford

CCAC Central Division 2011-12 Budget Worksheet

EXPENSES	2010/11 Budget	2010/11 Actual	2011/12 Budget	+/-
Program-Division Mtg Speakers	\$1,000.00		\$500.00	-\$500.00
Raffle-State & Division Expense	\$150.00		\$100.00	-\$50.00
Scholarships	\$3,700.00		\$3,000.00	-\$700.00
Election Costs	\$500.00		\$0.00	-\$500.00
Gifts	\$500.00		\$0.00	-\$500.00
IIMC & CCAC /Annual Conf	\$3,320.00		\$3,320.00	\$0.00
Luncheon (New Budget Item)	\$0.00		\$900.00	\$900.00
Postage / Labels	\$100.00		\$0.00	-\$100.00
Travel Exp-Exec Board Mileage	\$300.00		\$0.00	-\$300.00
<i>Budget vs Actual</i>	\$9,570.00	\$0.00	\$7,820.00	-\$1,750.00

(2011/2012 budget to reflect meeting lunch exp to be charged against the meeting dues income)

INCOME	2011 Budget	2011 Actual	2012 Budget	+/-
Interest Income	\$37.00		\$45.00	\$8.00
Meeting Dues	\$900.00		\$1,000.00	\$100.00
Membership Dues	\$3,924.00		\$2,800.00	-\$1,124.00
Raffle Proceeds	\$240.00		\$250.00	\$10.00
<i>Total Income</i>	\$5,101.00	\$0.00	\$4,095.00	-\$1,006.00