



MINUTES
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
Special Goal Setting Executive Board Meeting – Chowchilla

Saturday, November 7, 2009

1. CALL TO ORDER – Called to order at 10:16 AM by President Rebekah Barr
2. ROLL CALL: Rebekah Barr (Chair), Lori Martin (1st Vice Chair), Lorraine Lopez (2nd Vice Chair), Dana Davidson (Secretary), Nancy Lilly (Trustee), Nanci Lima (Immediate Past Chair)

Chair Rebekah Barr started the session with an ice breaker. She then stated that a goal for the division should be to expand the current job descriptions for each position on the Executive Board. Southern Division job descriptions and duties were distributed for review. Rebekah will send Dana Davidson the pdf versions of the job descriptions so they could be converted to WORD documents for revision.

Lorraine Lopez suggested sending out a "Save the Date" to division members and following up with phone calls.

Nanci Lima recommended having a six-hour training session for a full point verses a half-point, similar to what the Northern Division accomplished. She volunteered to contact Southern and Northern Divisions for webinar information. Rebekah agreed with the concept, however did not want all meetings to become webinars.

There was group consensus to contact the cities that have not hosted division meetings for next year's gatherings.

Nancy Lilly suggested holding a social gathering at this year's New Law Conference, possibly a dinner on Wednesday, December 2, 2009 at approximately 6:00 PM.

Rebekah discussed developing a survey for the Central Division members to uncover their obstacles for not attending division meetings.

Dana recommended placing the division Bylaws and policies on the CCAC website.

Lori Martin proposed using Evite for division meeting invitation distribution.

The overall goals of the session were as follows:

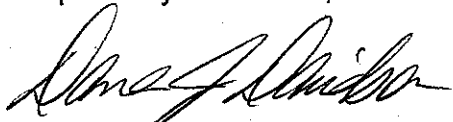
- Increase Membership
- Encourage Membership Participation
- Update Job Descriptions and Notebooks for Each Position

The following tasks were assigned:

- Update each job description for each division position (*each person currently assigned to that position updates their own*).
- Create a "Save the Date" division meeting calendar and distribute the Central Division membership (*Dana*).
- Contact cities to host 2010/2011 division meetings (*Rebekah will announce at the 2009 New Law Central Division social event*).
- Create division social night flyer for Wednesday, December 2, 2009 at New Law Conference (*Trustees*).
- Research location for division hosted social with a budget of \$700.00 (*Trustees*).
- Distribute division social night flyer to membership (*Dana*).
- Create Central Division membership survey regarding meeting attendance through EMonkey (*Rebekah*).
- Post division Bylaws and policies on CCAC website (*Nanci Lima will forward information to Dana for posting*).
- Recognize new attendees at each division meeting (*Trustees*).
- Distribute Interest Cards to membership and ask that they identify committees of interest (*Trustees*).
- Put together a gift basket for the 2009 Annual CCAC Conference auction not exceeding \$150 in cost (*Trustees*).
- Assist with auction at the 2009 Annual CCAC Conference (*Trustees*).

ADJOURNMENT - The meeting was adjourned at 12:31 PM.

Respectfully submitted,



Dana J. Davidson
Recording Secretary



MINUTES
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
Special Executive Board Meeting – Chowchilla

Saturday, November 7, 2009

1. CALL TO ORDER – Called to order at 1:05 PM by President Rebekah Barr
2. ROLL CALL: Rebekah Barr (Chair), Lori Martin (1st Vice Chair), Lorraine Lopez (2nd Vice Chair), Dana Davidson (Secretary), Nancy Lilly (Trustee), Nanci Lima (Immediate Past Chair)
3. COMMUNICATIONS
 - a. *CCAC Interest Cards – Seeking Annual Conference Walk/Run Subcommittee Members*
Dana Davidson solicited volunteers for this year's Annual Conference Walk/Run Subcommittee and made available City Clerk Association of California Interest Cards.

Dana Davidson also discussed the Annual Conference Silent Auction donations and division gift baskets.

4. BUSINESS
 - a. *Approval of Thursday, October 1, 2009 Executive Board Minutes*
Moved by Nanci Lima, seconded by Lori Martin with Nancy Lilly abstaining, approved the October 1, 2009 Executive Board Minutes.
 - b. *Set 2009/2010 Central Division Meeting Schedule and Locations*
Moved by Nanci Lima, seconded by Nancy Lilly and unanimously approved, the following 2010 Central Division Meeting Schedule and Locations:
 - Friday, January 29, 2010 Merced
 - Friday, March 5, 2010 Lemoore
 - Friday, May 7, 2010 Lathrop
 - Friday, July 9, 2010 Bakersfield
 - Friday, September 17, 2010 Waterford
 - Friday, November 5, 2010 Corcoran

c. *Appointment of Committees*

Rebekah Barr announced Professional Development Director Dawn Abrahamson contacted her regarding a Central Division representative to sit on the Professional Development Committee to review scholarships. Nanci Lima volunteered.

Rebekah Barr recommended tabling this item for future review. There was board consensus to email the division members CCAC Interest Cards. Lorraine suggested recognizing Central Division clerks who attended division meeting. Rebekah Barr added that just emailing the meeting attendees would be a good start. The Chair stated she would make appointments to the Nominating Committee in March and the Audit Committee in May.

d. *Discussion on Possible Presenters Throughout the Year*

Lorraine Lopez will contact other division 2nd Vice Chairs and the Chamber of Commerce for additional information.

e. *Approval of 2009/2010 Central Division Budget*

Moved by Nanci Lima, seconded by Nancy Lilly and unanimously approved, to increase the Meeting Expense budget from \$100 to \$1,500 for the Central Division social event at the New Law Annual Conference in 2009.

Moved by Nanci Lima, seconded by Lori Martin and unanimously approved, to adopt the 2009/2010 Budget as follows:

• IIMC	\$1,500	150	DD
• CCAC Annual Conference	\$1,500	150	DD
• Gifts/Awards	\$ 500		
• Election Costs	\$1,000		
• Executive Board Mileage/Lodging	\$ 0		
• Substitute Meeting Expenses with New Law Social Event	\$ 700		
• Postage/Labels	\$ 100		
• CEPO/TTC (scholarships)	\$3,000		
• Speakers	\$1,000		
	<u>\$7,950</u>	6,100	DD

5. REPORTS

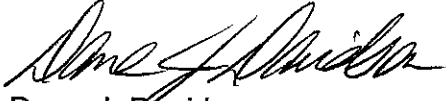
- a. *Treasurer's Report*
- b. *Legislative Committee Report*
- c. *Hospitality Committee-Fundraising*
- d. *Report out from State Board Goal Setting Meeting*

Moved by Nanci Lima, seconded by Lori Martin and unanimously approved, to skip reports and add to the agenda Good of the Order.

Moved by Nanci Lima, seconded by Nancy Lilly and unanimously approved, to purchase a retirement gift worth \$50+ for City of Bakersfield City Clerk Pamela McCarthy, after consulting with the Treasurer.

6. ADJOURNMENT - The meeting was adjourned at 2:52 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dana J. Davidson".

Dana J. Davidson
Recording Secretary