

CITY CLERKS ASSOCIATION OF CALIFORNIA
CENTRAL DIVISION
EXECUTIVE BOARD MEETING MINUTES
Thursday, January 8, 2009

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 by Nanci at 2:12 p.m.
2. ROLL CALL –Nanci Lima, Chair; Rebekah Barr, 1st Vice Chair; Lori Martin, 2nd Vice Chair; Louise Hudgens, Secretary; Rhonda Greenlee, Treasurer; Roberta Gafford, Trustee; Nancy Lilly, Trustee; and Dana Davidson, Immediate Past Chair.
3. BUSINESS
 - a. Approval of Executive Board Minutes from Friday, November 11, 2008.
Motion by Rebecca, seconded by Roberta, and approved by affirmative vote of the members, with Nancy Lilly abstaining (she was not a board member in November 2008)
 - b. Scholarship Discussion and Possible Action
Division of the \$3,000 scholarship budget was discussed.
Motion by Rhonda, seconded by Nancy Lilly, to divide the \$3,000 evenly and award \$1,500 evenly between the 13 applicants (approximately \$115 each) for this round only.
Motion Amended by Rhonda, seconded by Nancy Lilly, to award 10% to each of the applicants. Amended motion approved by affirmative vote of the members.
4. REPORTS
 - a. Treasurer’s Report - Rhonda reported that she had failed to renew the smaller CD as discussed at the November 2008 meeting, and that it had automatically renewed for 4 months. She stated that the actual check book balance was \$1,931.98 at the end of December 2008.
 - b. Newsletter Update – Nanci reported that nothing new had been placed in the newsletter. She stated that she would ask Manteca to prepare something and would try and get pictures. Nanci said that Lori was doing a good job on uploading things to the newsletter. Nanci said that she would bring a camera for photos during the January meeting.
 - c. Legislative Committee Report – Rebekah reported that the first meeting was scheduled for January 14 and that an Administrative Policy Committee was meeting on January 22.
 - d. Hospitality Committee-Fundraising – Members discussed Bed & Breakfast Inns and/or resorts along the Central coast that could be contacted for a 3 day/2 night get-a-way. Dates for the raffle were discussed and it was decided that holding the raffle in July would give the Division more time to sell tickets.
 - e. Scholarship Policy Ad-hoc committee Report – Rhonda and Roberta reported that they had not had an opportunity to meet, but would do so after the January meeting in Bakersfield.
 - f. Audit Procedure Committee – Dana reported that the CCAC by-laws actually cover audit procedures.
 - g. State Board Meeting, Friday, December 5, 2008 – Nanci reported that the State board had met in Anaheim at the end of the New Laws Conference and that they had approved a

revised budget; received a report from professional development and had participated in a conference call re: the structure and format of future conferences and that Marureen Kane will be involved in the planning and structure of New Law and Annual Conferences, with the intent to receive more points for those sessions; Received a report by Dawn Abrahamson re: First round of scholarships awarded and that only 3 applicants had been denied; approved an agreement with Region 9 that the Director would be rotated in the future; and reviewed the job descriptions of State Board Trustees. The CCAC store and Silent Auctions are responsibility of the Board Trustees and the Board looked at the possibility of an AdHoc Committee to assist them; and Nanci and Dana are on a committee looking at ways to equally distribute funds to the divisions.

5. COMMUNICATIONS

Lori inquired if Board Members would be interested in a Dale Carnegie presentation. Her local representative can offer different modules for \$20-\$25 per person, depending on number of attendees. Whether or not to raise the fee for that meeting was discussed; however, it was decided that there would be enough in the funds to cover the difference and perhaps the hosting city could just offer a sandwich tray at City Hall, cutting down on the cost of the meal. Lori will check on points from IIMC and Nanci will ask to change location for the presentation.

Nanci said she would call Fresno office of Libbert Cassidy Whitmore and see if they would do a Pro-bono workshop as Personnel is part of most City Clerk jobs.

Nanci received a Thank You note from Colleen Nicol for the donation to her campaign. Lori said that she finally did get the November program approved for points and would be sending certificates.

6. ADJOURNMENT – Moved by Dana, seconded by Nancy Lilly and approved unanimously, to adjourn the meeting at 2:57.

Respectfully submitted,

Louise Hudgens
Recording Secretary