



**MINUTES**  
**CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION**  
**General Membership Meeting**  
**Friday, January 16, 2009**  
**Bakersfield, CA**

1. CALL TO ORDER – the meeting was called to order at 11:07 a.m.
2. Roll Call – members present were Cecilia Vela, Arvin; Roberta Gafford and Pam McCarthy, Bakersfield, Rebekah Steed, Chowchilla; Lorraine Lopez, Corcoran; Phyllis Kraft, Delano; Nanci Lima, Lemoore; Luisa Herrera, Porterville; Lori Martin, Waterford; Louise Hudgens, Taft; Yazmina Cortinas and Christine Wilson, Shafter; and Hilary Baird League of California Cities.
3. PROGRAM – “Do You Know What’s in Your Record” presented by Pam McCarthy. Pam McCarthy, City of Bakersfield City Clerk, shared procedures for preparing an accurate and complete Administrative Record.
4. COMMUNICATIONS  

Nanci read a Thank You from Coleen Nicol for the Donation that the Central Division made to her IIMC Vice-Presidential Campaign.
5. BUSINESS
  - a. Approval of Thursday, November 20, 2008 General Membership Meeting Minutes Motion by Lori, seconded by Roberta and approved by affirmative vote.
  - b. Approval of Treasurer’s Report and Scholarships  
Nanci reported that Rick Calderia would not be attending MMCA and therefore not using his scholarship. Nanci also reported that the Executive Board had recommended 10% of registration be awarded to each applicant based on the reduced budget. Those receiving scholarships would be:  
MMCA: Linda Abid-Cummings, Louise Hudgens, Lucy Mallonee, Lori Martin.  
TTC: Annabelle Aguilar, Sandra Ascencio, Jeanna Del Real, Pamela Lawrence, Stephanie Lopez, Sue Ornelas, Lori Waterman, and Chris Moore.  
Motion by Rebekah, seconded by Roberta and approved by affirmative vote.
  - c. Approval of Changing Meeting Locations  
Nancy explained that due to conflicting schedules, Oakdale and Turlock would be switching the dates they were hosting division meetings. Meetings scheduled for

Oakdale on July 16, 2009 and Turlock on November 19, 2009.  
Motion by Rebekah, seconded by Lori and approved by affirmative vote.

Nanci noted that a message had been received from Madera and they would be changing to a date yet to be determined.

6. Reports

- a. January 8, 2009 Executive Board Meeting (Louise Hudgens)  
Louise reported that the Board had recommended to award 10% to each applicant for scholarships; the smaller of the division's two (2) CD's had automatically renewed for 4 months; contact to Rick Calderia for newsletter updates; Rebekah could not report on the Legislative Committee meeting as it was not scheduled until later in the month; Hospitality Committee was checking on a Bed & Breakfast along the Central Coast for the division's raffle in July; the Scholarship Policy Ad-hoc Committee had not had an opportunity to meet; the Audit Procedure Committee headed by Dana had reported that CCAC by-laws actually cover audits; Nanci reported on the State Board Meeting held in December 2008; and the Board had discussed possible presenters, such as Dale Carnegie and Libbert Cassidy Whitmore. Anyone with suggestions should contact Lori.

Nanci asked if anyone wanted to work with Dana on the Audit Procedures Committee and Lorraine Lopez from Corcoran volunteered.

- b. State Board Meeting – Friday, December 5, 2008 (Nanci Lima)  
Nanci reported that CCAC was working on a pilot scholarship program (\$300 per person) to help clerks with limited budgets obtain points through an on-line course with IIMC and that they can apply at the IIMC website; reported that she is on a committee to determine Division Boundaries and/or distribution of funds and that providing education opportunities equally is of primary concern; and reported that the next State Board meeting was scheduled for January 23, 2009.

Nanci introduced Hilary Baird, representative from the League of California Cities South San Joaquin Valley Division. Hilard invited Clerks from Kern, Kings, Tulare and Fresno Counties to join her for lunch on February 9, 2009 in Tulare for updates on the State Budget and the Federal Stimulus bill that was introduced.

7. FOR THE GOOD OF THE ORDER

Pam suggested that the Hospitality Committee contact vendors to see if any of them might be willing to donate the raffle gift and that they would also want to help promote the sale of tickets. The more that could sell tickets would result in more funds the Division could raise. She said that the primary focus is to provide scholarships and promote education.

8. ADJOURNMENT - The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Louise Hudgens  
Recording Secretary