



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