



**MINUTES**  
**CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION**  
**Executive Board Meeting**

**Thursday, Friday, March 24, 2011 10:00AM**  
**Conference Call Line: 916-658-8286**

1. **CALL TO ORDER** *Called to order at 10:18 a.m. by Chair Lori Martin.*
2. **ROLL CALL:** *Lori Martin, Waterford; Lorraine Lopez, Corcoran; Jennifer Bustamante, Riverbank; Dana Davidson, Merced; Nancy Lilly, Oakdale; and, Nanci Lima, Lemoore.*
3. **COMMUNICATIONS** *Lori Martin announced: Lee Price will be doing a Mentor meeting, which may be held in Manteca; she presented an MMC Plaque to Nanci Lima at Lemoore's Council meeting; and, Lori will add the topic of Webinars to the next agenda.*
4. **BUSINESS**
  - a. **Approval of Thursday, January 25, 2011 Executive Board Minutes**  
*Moved by Dana Davidson, seconded by Nanci Lima, and unanimously approved the Thursday, January 25, 2011, Executive Board Minutes.*
  - b. **Consider Approval of Recommended Amendments to the Central Division Scholarship Policy**  
*Nanci Lima will send out the scholarship application for Nuts and Bolts on May 2<sup>nd</sup> with a reminder on June 1<sup>st</sup>.*  
*Moved by Nancy Lilly, seconded by Jennifer Bustamante, and unanimously approved the amendments to the Central Division Scholarship Policy (see attached).*
  - c. **Ratification of E-Mail Vote Appointing Lori Martin to be the Division Representative for the PDC's review of the Scholarship Policy ensuring that Division Scholarship Policies align with the State's Policy**  
*Moved by Nancy Lilly, seconded by Nanci Lima, and unanimously appointing Lori Martin as Division Representative for the PDC's review of the Scholarship Policy.*
  - d. **Review and Consideration of Recommended Amendments to the Central Division Bylaws**  
*Nanci Lima requested to change the FY to July-June (State's FY) which she will send out the amended bylaws by June 15, 2011.*

- e. **Acceptance of Resignation from Julie Drimakis**  
*Moved by Jennifer Bustamante, seconded by Dana Davidson, and unanimously approved accepting the resignation of Julie Drimakis from the 2<sup>nd</sup> Vice Chair seat.*
- f. **Review and Update on Job Descriptions and Meeting Checklist Items for Binders**  
*Dana Davidson will update the job description for Treasurer and Nanci Lima will update the job description for Secretary to be forwarded to Lori Martin to complete updating binders. Updates were made to the CCCCA Division Meeting Checklist (see attached). These items will come back to next meeting for final approval.*

## 5. REPORTS

- a. **Treasurer's Report (Dana Davidson)**  
*Dana Davidson reported out on the Treasurer's Report.*
- b. **Program/Education Committee Report (Lorraine)**  
*Lorraine Lopez reported out on the Program/Education Committee Report.*
- c. **Legislative Committee Report (Lorraine)**  
*Lorraine Lopez reported out: 5 proposals in the works with a lot of legislation going on; will get more information.*
- d. **Hospitality Committee-Fundraising (Roberta Gafford / Nancy Lilly)**  
*Nancy Lilly asked that the donations for the raffle basket be sent to Nanci Lima by April 18<sup>th</sup>.*
- e. **Report out from February 23, 2011 State Exec Board Meeting (Lori/Nanci/Dana)**  
*Lori Martin reported out: Dana to send treasurers report to mimic the state's reports; membership survey has been completed; Colleen reported that the Nashville conference registration is going well; Joann reported on subcommittee/scholarship; Lisa Pope reported on Green Tree program/plaque at South Lake Tahoe and Nashville; Patrice communicated with Western City to promote CCAC and is working with LGC; Jamie reported on electronic payment; Early Bird registration for conference was extended; Cindy reported on records retention policy; approved email IIMC press release policy; MMC stays with clerk and not city; CCAC handbook-looking at consultant to ensure new laws added are compliant; and, MMCA conference in February-Dana is working on brochure.*

## 6. ADJOURNMENT *The meeting was adjourned at 11:18 a.m.*

**CITY CLERKS ASSOCIATION OF CALIFORNIA-CENTRAL DIVISION (CCCAC)**

**SCHOLARSHIP POLICY**

CEPO LEADERSHIP TRACK FOR CLERKS (LTC)  
CEPO MASTER MUNICIPAL CLERK ACADEMY (CEPO/MMCA)  
TECHNICAL TRACK FOR CLERKS (TTC)  
NUTS & BOLTS  
NEW LAW AND ELECTION SEMINAR

**The criteria for award of scholarships by the Central Division of the City Clerk's Association of California (CCCAC) are as follows:**

1. CCAC will forward all appropriate applications to the Central Division for consideration of a scholarship from the Division. This application is the only application that is approved by the CCAC Executive Board for scholarship consideration from the State and Central Division level. Applications for Nuts and Bolts and New Law and Election Seminar should be sent directly to the Central Division [Immediate Past Chair](#).
2. Applicant must be a member of CCAC for one year at the time of attendance at the LTC, TTC, CEPO/MMCA.
3. [Nuts and Bolts](#) and [New Law and Election Seminar](#) scholarships will be awarded to the applicants with the highest number of points. A maximum of three (3) scholarships for each seminar will be awarded. The Nuts and Bolts scholarship will be for the full cost; the New Law and Election Seminar scholarship will be for one-half the cost.
4. A limit of one scholarship per person per fiscal year (CCCAC's Fiscal Year is January 1 through December 31).
5. Scholarships for TTC, LTC, CEPO/MMCA will be awarded up to 20% with an additional 5%, if the applicant has attended a Central Division Meeting within the last 12 months, of the total cost of tuition (rounded to the nearest \$5.00 figure) up to the amount budgeted by the Central Division [the amount budgeted for scholarships by the Central Division will be split equally between the two (2) rounds of scholarships each year – January 1 through December 31].
6. Attendees will pay in advance for that portion which will be paid by CCCAC. Each scholarship recipient will provide written verification of their attendance to the Treasurer. The Treasurer will reimburse the awardee or their city, as appropriate, directly for the scholarships.
7. The State Professional Development Director will forward a copy of the applications submitted to the CCAC. Applications for Nuts and Bolts and New Law and Election will be accepted via mail, e-mail, or fax addressed to the Central Division's [Immediate Past Chair](#).

Applications for CEPO Leadership Track for Clerks (LTC), Master Municipal Clerk Academy (CEPO/MMCA), and Technical Track for Clerks (TTC) shall be provided to:

CCAC Professional Development Director

Applications for Nuts and Bolts and New Law and Election Seminar shall be provided to:

Central Division [Immediate Past Chair](#)

**Note: If you fax or e-mail the application, it is not necessary to forward a copy via mail.**

*March 2011*

## *CCCCA Division Meeting Checklist*

Meeting Date: \_\_\_\_\_

Location: \_\_\_\_\_

Executive Board Meeting Time: \_\_\_\_\_  
(Chair)

General Membership Meeting Time: \_\_\_\_\_  
(Chair with Advice/Consent from Host City/Program Chair)

Scheduled Trainer: \_\_\_\_\_  
(Program Director/2<sup>nd</sup> Vice Chair)

Topic: \_\_\_\_\_

IIMC Point Approval    No. Hrs: \_\_\_\_\_    No. Points: \_\_\_\_\_

E-mail Executive Board to Ensure Quorum (Chair)

Meeting Invitation Sent to [Distribution] Membership and ListServ (Secretary)

Agendas [Executive and General Membership] with Corresponding Minutes and Treasurers Report (Secretary)

Forward General Membership Agenda to Mitzi Ortiz for CCAC Website Posting and CCAC President (Secretary)

Meeting Sign-In Sheet (Secretary)

Meeting Corresponding Money Envelope (Treasurer)

Bowl or Basket for Raffle Tickets with Corresponding Money Envelope (Host City)

Training Evaluation Forms and Survey (Program Chair/2<sup>nd</sup> Vice-Chair)

Training Certificates (Program Chair/2<sup>nd</sup> Vice-Chair)

Send Approved Minutes to Mitzi Ortiz for CCAC Website Posting (Secretary)

New Attendance Recognition (Trustee)

Meeting Attendance to All Board (Secretary)

Meeting Invitation by Host City

*(Responsible party listed in Parenthesis)*