



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

**July 7, 2011 10:00AM – 11:00AM**  
**Conference Call Line: 916-658-8286**

1. **CALL TO ORDER:** *Called to order at 10:05 a.m. by Chair Lori Martin.*
2. **ROLL CALL:** *Lori Martin, Waterford; Lorraine Lopez, Corcoran; Jennifer Bustamante, Riverbank; Dana Davidson, Merced; Roberta Gafford, Bakersfield; Nancy Lilly, Oakdale; and, Nanci Lima.*
3. **COMMUNICATIONS:** *Jennifer informed the board that Linda Abid-Cummings' (Riverbank City Clerk) husband was in the last stages of Cancer. Nanci informed the board that Cindy Van Wormer's husband passed away.*

*The board agreed to send a letter to both individuals sharing the board's sympathy; and thought it a good idea to continue to reach out in the same manner to any individuals in the future.*

4. **BUSINESS:**
  - a. **Approval of Thursday, May 19, 2011, Executive Board Minutes**  
*Moved by Nanci Lima, seconded by Nancy Lilly, and unanimously approved the May 19, 2011 Executive Board Minutes, with an amendment for a spelling correction of Nancy Lilly's name, in the Roll Call section.*
  - b. **Approval of 2<sup>nd</sup> Round Scholarships – Cindy Black of Chowchilla**  
*Nanci Lima gave an oral report on Cindy Black's scholarship information (award of \$1,095.00 by the State Division for CEPO) and motioned to award Ms. Black a \$485.00 2<sup>nd</sup> round scholarship by the Central Division. Moved by Roberta Gafford, seconded by Dana Davidson, and unanimously approved to award a \$485.00 scholarship for CEPO to Cindy Black.*

c. **Approval of 2011-12 Election of Officers**

*Lori Martin gave an oral report stating Officer Nominations as follows:*

*Chair – Lorraine Lopez, Corcoran;*

*1<sup>st</sup> Chair – Jose Jasso, Manteca;*

*Secretary – Jennifer Bustamante, Riverbank;*

*Trustee – Cindy Black, Chowchilla;*

*Trustee – Pamela Bonilla, Avenal (\*Nancy Lilly's unexpired term);*

*Immediate Past Chair – Lori Martin, Waterford; and,*

*Treasurer – Dana Davidson, Merced (remaining one (1) more year to complete the two (2) year term, expiring 2012).*

*\*Trustee Nancy Lilly, Oakdale, submitted her resignation (effective 09/16/11) for the remaining term, expiring 2012. Ms. Lilly expressed her appreciation for the board position, the members, and the experiences during her time on the board; and may consider returning to the board in the future.*

*Lori Waterman, Atwater, expressed interest in serving as a 2<sup>nd</sup> Vice Chair but had not submitted a nomination form, as of yet.*

d. **Discussion – Ensuring the Future of Central Division**

*Nanci Lima suggested the Central Division mail personal cards (meeting invitations, etc.) to members showing a personal touch and desire to keep the Central Division area connected; and, also suggested the board create future fundraisers to increase the education fund.*

*Lorraine Lopez offered to move the September 2011 meeting from Corcoran to Manteca giving a more centralized meeting place to engage more cities' attendance.*

e. **Approval of Board Job Descriptions**

*Lori Martin gave an oral report and suggested to adopt the State's retention policy for the Treasurer's records instead of keeping permanent records.*

*Moved by Nanci Lima, seconded by Nancy Lilly, and unanimously approving the Board Job Descriptions (attached).*

f. **Hospitality Committee**

*This item was discussed during 4. Business: Item D. in this meeting.*

*Nancy Lilly and Roberta Gafford are willing to help with State Committee; Lori Martin will forward the email from State to Lorraine Lopez.*

g. **Division Website Postings Assignment**

*Jennifer Bustamante agreed to assume the task of posting documents to the CCAC website. She will contact Mitzi Ortiz for online id and passcode information.*

## 5. REPORTS

a. **Treasurer's Report**

*Dana Davidson asked if the Treasurer's Report can be provided at the next Executive Board meeting. The board agreed.*

b. **Legislative Committee Report**

*Lorraine gave an oral report that she has been receiving updated legislative information.*

c. **Hospitality Committee-Fundraising**

*This item was discussed during 3. Communications; and 4. Business: Item F. in this meeting.*

d. **IIMC 65<sup>th</sup> Annual Conference**

*Lori Martin gave an oral report that she was honored to see Colleen Nichols sworn in as President; and the Annual Business meeting passed an amendment changing the Standing Committee to an Ad-Hoc Committee and the voting was sent out electronically in June, with a deadline of August 10, 2011, at 5:00 p.m.*

e. **State Board Meeting June 29, 2011**

*Lori Martin gave an oral report stating that the State is forming a conference budget committee; membership dues policy states that the membership will stay with the member and not the City, if dues are paid by the member; and, approved change to policy for scholarship applications.*

**6. ADJOURNMENT:** *The meeting was adjourned at 11:04 a.m.*

## **CENTRAL DIVISION CITY CLERKS ASSOCIATION OF CALIFORNIA CHAIR JOB DESCRIPTION AND DUTIES**

The Chair presides over the Board of the Central Division of the City Clerks Association of California. The Chair is responsible for administering, organizing, and directing the goals and objectives of the Executive Board and Division in accordance with established goals and Bylaws approved by the membership.

### **THE CENTRAL DIVISION CHAIR**

- ✚ Plans Goals and Objectives/Team Building Workshop.
- ✚ Plans, organizes, and directs the work program for the Board.
- ✚ Presides at all meetings of the Division Board.
- ✚ Makes committee member appointments as reflected in Bylaws.
- ✚ Follows through on Board actions, coordinating with Board Members to be sure actions are completed on a timely basis.
- ✚ Represent the Division by attending various legislative activities as requested.
- ✚ Attend all CCAC Board Meetings as a voting member, representing the Central Division and report Central Division Board actions to the CCAC Board and keep all Central Division members advised of CCAC Board actions.
- ✚ Sends Congratulatory letters to new CMC's and MMC's.
- ✚ .Prepares retirement certificates and/or gifts for outgoing Clerks and coordinate presentation of same at retirement functions.

### **CHRONOLOGICAL DUTIES**

**SEPTEMBER:** Outgoing Chair – Contact Board Members to ensure a quorum at the September meeting. Prepare agenda including installation ceremony and forward to Secretary for distribution to members. Forward agenda's to CCAC President. Convene the final meeting of term; present tokens of appreciation to Outgoing Board members.

Incoming Chair – Present Plaque and a gift to the Outgoing Chairperson. Take oath and assume office.

Attend the City Clerks Department meeting at the League of California Cities Annual conference to be installed as a State Board Officer.

Set General Membership and Board Meeting schedule for the year.

Advise Board of Goals and Objective/Team Building Workshop.

**OCTOBER:** Conduct the Board Goals and Objectives/Team Building Workshop.

Attend the CCAC State Executive Board Goal Setting Workshop.

**CENTRAL DIVISION CITY CLERKS ASSOCIATION OF CALIFORNIA**  
**IMMEDIATE PAST CHAIR JOB DESCRIPTION AND DUTIES**

The Immediate Past Chair is a voting member of the Executive Board of the Division. The Division Bylaws, however, are silent with respect to the duties of the Immediate Past Chair.

**GENERAL INFORMATION**

**AS IMMEDIATE PAST PRESIDENT, YOU WILL**

- Serve as an advisor to the Chair.
- Serve on special committees/projects as assigned by the Chair.
- Serve as the Division Scholarship liaison.

Additional responsibilities of the Immediate Past Chair may include: representing the Division on behalf of the Chair at functions; to present awards or discuss issues of the organization, and serving on various Committees utilizing expertise acquired as a Board Member during the previous four years.

**CHRONOLOGICAL DUTIES**

<b>SEPTEMBER</b>	Attend CCCAC September Meeting for oaths of office ceremony. Attend Board Meeting in conjunction with CCCAC September Meeting.
<b>OCTOBER</b>	Attend the Board Goals and Objectives/Team Building Workshop. Submit agenda items for November Board Meeting.
<b>NOVEMBER</b>	Attend the Board Meeting.
<b>DECEMBER</b>	Submit agenda items for January Board Meeting.
<b>JANUARY</b>	Attend the Board Meeting all.
<b>FEBRUARY</b>	Submit agenda items for the March Board Meeting.
<b>MARCH</b>	Attend the Board Meeting.
<b>APRIL</b>	Submit agenda items for May Board Meeting.
<b>MAY</b>	Attend the Board Meeting.
<b>JUNE</b>	Submit agenda items for July Board Meeting.
<b>JULY</b>	Attend the Board Meeting.
<b>AUGUST</b>	Submit agenda items for September Board Meeting.
<b>SEPTEMBER</b>	Attend the Board Meeting.

**CITY CLERKS ASSOCIATION OF CALIFORNIA CENTRAL DIVISION**  
**FIRST VICE CHAIR JOB DESCRIPTION AND DUTIES**

**THE CENTRAL DIVISION FIRST VICE CHAIR**

- ✚ Performs the duties of the Chair in his or her absence and acts in an advisory capacity at all times. In the event of the Office of Chair is vacated for any reason whatsoever, the First Vice Chair shall assume the Office of Chair for the unexpired term.
- ✚ Serves as Chair of the Legislative Committee and appoints all members of said Committee.
- ✚ Coordinates the work of reviewing and updating the Association Bylaws at a minimum in each odd numbered year, and more often if deemed necessary by the Executive Committee. The current bylaws shall be posted on the California City Clerks Association's website, Central Division.
- ✚ Serves as the Central Division Representative on the CCAC Legislative Committee and maintains communications with the CCAC Legislative Director, to ensure that a legislative report is provided as each CCCCA Quarterly Meeting.
- ✚ Prepares for year as Chair and hosts the September Installation Meeting.

**CHRONOLOGICAL DUTIES**

**OCTOBER:** Maintain communication with the CCAC Legislative Director to ensure that you have information for November report. Participate in Legislative Committee Conference Calls as needed.

**NOVEMBER:** Attend the General Membership and Board meetings and provide Legislative Report. Distribute and encourage use of Legislative Proposal Forms.

**DECEMBER:** Maintain communication with the CCAC Legislative Director to ensure that you have information for January report. Participate in Legislative Committee Conference Calls as needed.

Attend the League's New Law & Election Seminar (if possible).

**JANUARY:** Attend the General Membership and Board meetings and provide Legislative Report. Distribute and encourage use of the Legislative Proposal Forms.

**FEBRUARY:** Maintain communication with the CCAC Legislative Director to ensure that you have information for March report. Participate in Legislative Committee Conference Calls as needed.

**CITY CLERKS ASSOCIATION OF CALIFORNIA CENTRAL DIVISION**  
**SECOND VICE CHAIR JOB DESCRIPTION AND DUTIES**

**THE CENTRAL DIVISION SECOND VICE CHAIR**

- ✚ Performs the duties of the First Vice Chair in his or her absence and acts in an advisory capacity at all times.
- ✚ In the event that the Office of the First Vice Chair is vacated for any reason whatsoever, the Second Vice Chair assumes the Office of First Vice-Chair for the unexpired term.
- ✚ Serves as Chair of the Program Committee and works in partnership with the host City Clerk and his/her staff.
- ✚ Coordinates all training sessions for the Division and shall work with the International Institute of Municipal Clerks (IIMC) for the approval of educational training credits. The training sessions are held during the SCCCA general membership meetings.
- ✚ Responsible for planning the CCCCA General Membership Meetings. The regular meetings are held in January, March, June, September, and November and alternate between the third and fourth Thursday or Friday of the month. Every effort should be given to schedule meeting locations equitably throughout the Division. The September meeting is hosted by the Incoming Chair.
- ✚ It is the responsibility of the Second Vice Chair to arrange for the program and/or guest speaker for each meeting. Refer to the current budget information for the budgeted dollar amount allocated for speaker fees.
- ✚ It is the responsibility of the Second Vice Chair to provide support to the hosting City to ensure a successful meeting.
- ✚ The Second Vice Chair reports on Association activities at the CCCCA General Membership Meetings.

**AS THE CHAIR OF THE PROGRAM COMMITTEE, YOU WILL**

- ✚ Solicit volunteers to host the CCCCA General Meetings. (The listserv is a great tool for obtaining volunteers, or volunteers can be solicited at the General Meetings. It is easier to obtain volunteers for the entire year at the beginning of term.)
- ✚ Send Host City the Central Division Host City Meeting Planning Checklist and coordinate with the host clerk on needed supplies and materials for the meeting.
- ✚ Coordinate the program with the host city. If the host clerk does not know of a speaker, it is the responsibility of the Program Chair to obtain a speaker. Ensure that the program is approved by IIMC for educational points.
- ✚ Remind the Secretary to forward meeting notice information to you. Once you have that information add in the Speaker/Presentation information and forward back the Secretary so that the Meeting Notice and Agenda can be prepared for email distribution to members.
- ✚ When the speaker volunteers his or her services, it is customary for the Second Vice Chair to present the speaker with some type of gift card or gift on behalf of the CCCCA along with a thank you letter. (Refer to current budget or coordinate with Board and Treasurer on gift amount.)

**MEETING SUPPLIES**

- ✚ Name Tags
- ✚ Felt Tip Pens
- ✚ Reservation List (Secretary will bring to meeting) (Form should list City, names, amount received (Cash or Check)) Completed List goes to Secretary and Treasurer

**CENTRAL DIVISION CITY CLERKS ASSOCIATION OF CALIFORNIA**  
**RECORDING SECRETARY JOB DESCRIPTION AND DUTIES**

**GENERAL INFORMATION**

**AS RECORDING SECRETARY, YOU WILL**

The Recording Secretary is responsible for keeping an accurate record of the proceedings of all meetings of the Division, and of the Executive Board. The Recording Secretary shall mail/email a copy of the minutes of all meetings of the Executive Board to each member of such Executive Board. The Recording Secretary shall also mail/email, upon request, a copy of the minutes of the DIVISION meetings or Executive Board meetings to any member of the Association.

The Recording Secretary shall forward to the ASSOCIATION Communications Director, all agendas and minutes, for posting on the ASSOCIATION website.

The Recording Secretary shall maintain up-to-date copies of all Board Policies and DIVISION Bylaws.

**CHRONOLOGICAL DUTIES**

**SEPTEMBER:** Attend the DIVISION meeting for oaths of office ceremony.

Attend and record minutes at the Board Meeting in conjunction with the DIVISION meeting. Distribute draft to President and First Vice President for comment.

At DIVISION meeting, outgoing Recording Secretary forwards materials to incoming Recording Secretary.

**OCTOBER:** Attend the Board Goals and Objectives/Team Building Workshop if one is held.

Send e-mail to board members reminding them of due date for agenda materials. Prepare agenda and agenda packet and distribute to the Executive Board and General Membership Meeting in November. Release meeting notice one month before the meeting, release agenda packet two weeks before the meeting.

**NOVEMBER:** Release the General Membership RSVP list to the Chair weekly starting three weeks before the meeting. Attend and record minutes at the Board Meeting and General Membership meeting. Distribute draft to President and First Vice President for comment.

**DECEMBER:** Send e-mail to board members reminding them of due date for agenda materials. Prepare agenda and agenda packet and distribute to the Executive Board and General Membership Meeting in January. Release meeting notice one month before the meeting, release agenda packet two weeks before the meeting.

**CENTRAL DIVISION CITY CLERKS ASSOCIATION OF CALIFORNIA**  
**TREASURER JOB DESCRIPTION AND DUTIES**

The Treasurer shall have charge of all monies of the Division and shall report at each regular Division and the Executive Board meetings. The Treasurer's Report shall be submitted to the Chairperson in time for copies of such reports to be mailed/e-mailed with notices of the next Regular or Special Meeting. The Board feels it is important to keep our membership informed and hopes this will spark interest in attending meetings.

The Treasurer of this DIVISION is responsible for the collection of the Division's share of its member's dues from the City Clerks Association of California Treasurer, according to the provisions of the CCAC By-Laws, as the same now exist or may hereafter be amended.

The Treasurer receives and pays all Division bills, as approved by the Chair and ratified by the Executive Board, and keeps an itemized record, in a permanent file, of all receipts and expenditures.

The Treasurer shall turn over to the succeeding Treasurer by October 1 or within ten (10) days after the Treasurer vacates the office of an unexpired term, all records.

The Treasurer shall serve for a term of two (2) years.