

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
BUSINESS MEETING MINUTES
September 21, 2007**

**City of Hollister
The Vault Bar & Grill
452 San Benito Street
Hollister, CA**

CALL TO ORDER

Chair Rhonda Basore called the meeting to order at 12:00 pm.

INSTALLATION OF NEW OFFICERS

Hollister City Manager Clint Quilter gave the oath of office to Geri Johnson, Chair for 2007-08.

Hollister Vice Mayor Doug Emerson gave the oath of office to the following new officers:

- Rod Diridon, Vice Chair/Legislation
- Patrice Olds, Program Chair
- Dawn Abrahamson, Recording Secretary
- Alice Evenson, Trustee

Shirley Concolino, Communications Coordinator and Cathleen Boyer, Trustee were not able to attend.

APPROVAL OF MINUTES—Business Meeting

The minutes of the Business Meetings of May 11, 2007 (Saratoga) and July 20, 2007 (South Lake Tahoe) were approved as submitted.

Action: Motion/Second/Carried to accept the minutes as submitted.

TREASURER'S REPORT

Treasurer Marian Handa reported the following account balances from the September 2007 financial report:

Checking	\$ 9,424.75
Money Market	\$12,526.77
Certificate of Deposit	\$19,393.45

The September 2007 Treasurer's Report was accepted as submitted. Treasurer Handa also reported the Budget was approved at the Executive meeting.

Action: Motion/Second/Carried to accept the financial report.

CHAIR'S REPORT

Chair Basore provided the Audit Committee Report.

Chair Basore reviewed the proposed by-law amendment and noted the following key points:

- The proposed by-law changes were distributed through the list-serve ten days prior to the meeting.
- Adding Section 8 to make the Newsletter editor a board position
- Changing Trustees to 2-year terms (matching CCAC's rules and language).
- Removing the Treasurer as a member of the audit committee (matching CCAC's rules and language)
- Adding Scholarship Committee

Susan Kitchens asked if there were any responses to the by-law posting. Chair Basore will respond.

Action: Motion/Second/Carried to approve the by-laws as amended.

COMMITTEE REPORTS

Legislative Report - Legislative Vice Chair Geri Johnson provided handouts and a verbal update on legislative issue to the membership.

Program Chair Report – Patrice Olds announced the next meeting would be November 16, 2007 in San Ramon with City Clerk Shirley Concolino presenting a program on successful performance evaluations.

Dawn Abrahamson, CCAC Nominating Chair, reported the outcome of the CCAC elections to the membership.

Trustees Report – Trustee Rhonda Pellin and Renee Elliot did not have an update at this time.

FOR THE GOOD OF THE ORDER

Outgoing Chair Rhonda Basore thanked the 2006-2007 Executive Board members for their service and presented a CCAC certificate of service and a beautiful wooden apple jewelry box engraved with the CCAC logo in appreciation to each board member.

ADJOURNMENT

Chair Basore adjourned the meeting at 12:30 p.m.

Respectfully Submitted,

/s/ Patrice M. Olds
Recording Secretary