

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
BUSINESS MEETING MINUTES
November 16, 2007**

**City of San Ramon
San Ramon Community Center
12501 Alcosta Blvd.
San Ramon, CA**

CALL TO ORDER

Chair Geri Johnson called the meeting to order at 12:20 pm.

OATH OF OFFICE TO NEW OFFICERS

Chair Geri Johnson issued the Oath of Office to the following new officers who were unable to attend the September 21, 2007 meeting:

- Shirley Concolino, Communications Coordinator
- Cathleen Boyer, Trustee

APPROVAL OF MINUTES—Business Meeting—Hollister

The minutes of the Business Meeting of September 21, 2007 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 November 2007 financial report:

Checking	\$ 9,558.04
Money Market	\$12,543.53
Certificate of Deposit	\$19,551.01

The November 2007 Treasurer's Report was accepted as submitted.

COMMITTEE REPORTS

Legislative Report – Legislative Vice Chair Rod Diridon provided a verbal update on legislative issues to the membership.

Program Chair Report – Patrice Olds announced the next meeting would be January 18, 2008 in Napa. She encouraged members to volunteer to host a meeting and provide ideas for future programs.

Trustees Report – Trustees Cathleen Boyer, Renee Elliott and Alice Evenson did not have an update at this time.

CHAIR'S REPORT

Chair Johnson provided the following report:

New Law & Election Seminar, December 5-7, 2007 Scholarship Recipients

Chair Johnson reported that the Executive Board awarded scholarships to Sheila Harrington, Newark; Judy Hauff, Rohnert Park; Cynthia Huisman, Larkspur; and Silvia Vonderlinden, Menlo Park.

September TTC Scholarships

Chair Johnson reported that the Executive Board awarded scholarships for the September TTC to Renee Beck, San Ramon and Deborah Padovan, Petaluma. She acknowledged Scholarship Committee Chair Cindy Garcia and Committee members for their hard work.

CEPO-New LTC MMC Academy, February 6-8, 2008

Chair Johnson announced registration for the newly offered Professional Development Series is underway. Information regarding this new training session and registration forms are available at the CCAC website.

2008 Northern Division Nuts & Bolts Workshop

Chair Johnson reported that a third Nuts and Bolts Workshop will be offered in the Northern Division. The Northern Division Nuts & Bolts Workshop is tentatively scheduled for March 20-21 in Redding. Information pertaining to scholarships for this workshop will be available shortly.

CCAC Annual Conference

Chair Johnson announced the 2008 Annual CCAC Institute will be held in Bakersfield on April 23-25. Conference information and registration is available at the CCAC website.

IIMC Annual Conference

Chair Johnson announced the 2008 Annual IIMC Conference will be held in Atlanta, Georgia on May 18-22. Conference information and registration is available at the IIMC website.

Report on CCAC Goal Setting Session

Chair Johnson provided a report on the State Board Goal Setting Session and Board meeting that was held on October 5 and 6 in Emeryville. One of the goals that the Board unanimously approved was assigned to the Division Chairs and State Trustees to work together to establish networking groups by area to promote networking and educational opportunities.

FOR THE GOOD OF THE ORDER

No report.

INTRODUCTIONS

Members in attendance introduced themselves.

ADJOURNMENT

Chair Johnson adjourned the meeting at 12:40 p.m.

Respectfully Submitted,

/s/ Dawn G. Abrahamson
Recording Secretary