



**Northern California City Clerks Association (NCCCA)  
Division/Business Meeting  
Friday, November 18, 2011**

*Information is one of the most vital, strategic assets organizations possess. In this program, learn how proper information governance practices can help your organization be more competitive, compliant, and thrive in the face of information challenges. Join us at the beautiful Shadowbrook Restaurant in Capitola for a fun and informative discussion of **GARP – Generally Accepted Recordkeeping Principles.***

**HOST CITY:** City of Capitola, City Clerk Pam Greeninger

**WHEN:** Friday, November 18, 2011, 9:00 AM to 1:30 PM

**WHERE:** Shadowbrook Restaurant  
1750 Wharf Road, Capitola, CA 95010, (831) 475-1222

**AGENDA:**

- 8-9:00 AM Board Meeting
- 8:30 AM Registration. Pastries, Fruit, Coffee, Tea and Juice will be provided
- 9 AM-12 PM Program: GARP – Generally Accepted Recordkeeping Principles presented by Marshall Commons with Corodata Records Management
- 12-12:30 PM Business Meeting
- 12:30-1:30 PM Luncheon: House Salad with Bacon Wrapped Prawns, Pacific Rim Chicken or Vegetarian Grilled Sandwich

**POINTS:** This program has been approved by IIMC for .75 points for CMC/MMC

**Please bring a raffle item to donate. All raffle proceeds fund our education scholarships.**

**(Detach and mail portion below with your check for \$40 or \$25, made payable to NCCCA)**

**DEADLINE:** Friday, November 11, 2011. No cancellations after this date. *Reservations made and not canceled by deadline will be billed.*

- \_\_\_\_\_ I will attend the NCCCA meeting and luncheon. Enclosed is my check for \$40 per person.
- \_\_\_\_\_ I will attend the NCCCA meeting but will not eat lunch. Enclosed is my check for \$25 per person.
- \_\_\_\_\_ I will attend the meeting and will pay at the door: *(circle one)* \$40 to include lunch **OR** \$25 for the meeting only.

Name/Title: \_\_\_\_\_

City/Organization: \_\_\_\_\_

Email: \_\_\_\_\_

New City Clerk \_\_\_\_\_ First Meeting \_\_\_\_\_

**Mail to:** Patricia Edwards, CMC  
City Clerk, City of San Ramon  
2222 Camino Ramon  
San Ramon, CA 94583-1350  
OFFICE: (925) 973-2537  
FAX: (925) 275-0650  
EMAIL: pedwards@sanramon.ca.gov

Contact Program Chair Mindy Cuppy at (916) 851-8721 or mcuppy@cityoffranchocordova.org with any questions.

## Hotel Recommendations

---

### **Best Western Plus Seacliff Inn**

7500 Old Dominion Court  
Aptos, California 95003  
831-688-7300  
Reservations: 800-367-2033  
[www.seacliffinn.com](http://www.seacliffinn.com)

Rate of \$89.99 for Thursday Night only.

Call 800-367-2003 and mention Northern California City Clerks Association for this price

The hotel is holding five single king rooms for Thursday, November 17<sup>th</sup> at a rate of \$89.99. They will only hold these rooms until October 31<sup>st</sup>. At this time they are all booked for Friday night.

### **Fairfield Inn & Suites**

1255 41st Avenue  
Capitola, CA 95010  
831-427-2900  
<http://www.marriott.com/hotels/travel/sjccp-fairfield-inn-and-suites-santa-cruz-capitola/>  
Standard Rate is \$109.00. We are working a lower group rate, but do not have one yet.

### **Best Western**

1435 41st Avenue  
Capitola, California 95010  
831-477-0607

[http://www.bestwesterncapitola.com/?gclid=CLCZ6KD346sCFQgaQgodIGH\\_Mw](http://www.bestwesterncapitola.com/?gclid=CLCZ6KD346sCFQgaQgodIGH_Mw)  
Standard rates range from \$89.99-129.99. We are working a lower group rate, but do not have one yet.

## **Program Location – Shadowbrook Restaurant in Capitola**

---

You don't want to miss an opportunity to experience this fabulous venue!

Located beside the lush Soquel Creek in Capitola-by-the-Sea, Shadowbrook is best reached by its own quaint cable car or a meandering garden path. Epitomizing "Romance in Dining" since 1947, award-winning Shadowbrook continues to serve fine food, wines and liqueurs in an atmosphere of Old-World charm and grace. Award-winning cuisine includes such specialties as prime rib, salmon, fresh seafood, and pastas. The Rock Room Lounge and Bar offers a more casual dining experience.



<http://www.shadowbrook-capitola.com/home/home.php>

## **Upcoming NCCCA Meetings – Save the Date!**

---

January 20, 2012—Milpitas  
The People's Business, A Guide to the Public Records Act

March 23, 2012—Citrus Heights  
Fair Political Practices Commission (FPPC) Filing Officer Duties

June 22, 2012—Truckee

September 21, 2012—San Leandro  
Voting Rights Act and Elections – TENTATIVE TOPIC