

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
BUSINESS MEETING MINUTES
JANUARY 16, 2009**

CALL TO ORDER

Chair Rod Diridon called the meeting to order at 9:00 a.m. in the City of San Ramon, Community Center, 12501 Alcosta Blvd, San Ramon, California and introduced the host City Clerk Patricia Edwards. Ms. Edwards extended her personal welcome to all and recognized her Deputy City Clerk Renee Beck. Ms. Edwards also recognized City Manager Herb Moniz who welcomed everyone present.

Lorrie Brewer, Program Chair, introduced Cathy Westfeldt, CRM, National Archives and Record Administration, who was the speaker for the program: “Preparing for a Disaster—We Can’t Wait!”

RECONVENE

Chair Diridon reconvened the Business Meeting at 12:15 p.m.

INTRODUCTIONS

Members in attendance introduced themselves.

APPROVAL OF MINUTES--Business Meeting

Action: Motion/Second/Carried to approve the minutes of the November 14, 2008, Business Meeting as submitted.

CHAIR

Chair Diridon made an announcement that was requested by Cindy Vanwormer to the save the date—that he remind everyone of the CCAC Annual Conference which will be held in Rohnert Park, April 22 through April 24, an Advance Academy will be held on April 21st.

A silent auction will also be held. Ms. Vanwormer has requested donations; if anyone has anything they would like to offer to please contact her.

Chair Diridon discussed a memo from Cynthia Garcia, NCCCA Scholarship Chair, noting that the NCCCA is providing four \$200 scholarships to attend the Redding Nuts and Bolts session, and two \$200 scholarship for attending Manteca Nuts and Bolts session; and CCAC is offering a Pilot Alternative Scholarship Program for members to attend a CCAC Nuts & Bolts session, MMC (one day) Academy session, or to participate in an IIMC Online Learning Institute Course.

Chair Diridon announced the resignation of Trustee, Janice Clark, and appointment of Susan Kitchens, City Clerk of Los Altos.

PROGRAM CHAIR

Program Chair Lorrie Brewer announced the division meeting locations beginning with March 13th in Calistoga, “Tips and Tools Successful Succession Planning;” June 19th in Lake Tahoe, September in Walnut Creek, and November in Chico.

TREASURER

Treasurer Marian Handa distributed her report for January 2009, reporting a total of \$42,477.28. Ms. Handa informed the membership that she will be providing information to the board regarding scholarship policies.

NEWSLETTER EDITOR

Newsletter Editor Irma Torres requested any information or articles be sent to her for the newsletter in March.

ADJOURNMENT

Chair Diridon adjourned the meeting at 12:25 p.m.

Respectfully submitted,

/s/Mercy G. Cabral
Recording Secretary