

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

**CALL TO ORDER**

Chair Rod Diridon called the meeting to order at 8:10 a.m. in the City of San Ramon, Community Center, 12501 Alcosta Blvd, San Ramon, California.

**ROLL CALL**

Present (9): Rod Diridon, Chair; Patrice Olds, Vice Chair; Lorrie Brewer, Program Chair; Karen Gonzales, Communications Coordinator; Irma Torres, Newsletter Editor; Marian Handa, Treasurer; Mercy Cabral, Recording Secretary; Alice Evenson, Trustee; and Geri Johnson, Past Chair.

Absent: Shawna Freels, Trustee.

**APPROVAL OF MINUTES – Executive Board Meeting**

*Action: Motion/Second/Carried* to approve the minutes of the November 14, 2008 Executive Board Meetings as submitted with minor corrections.

**CHAIR**

Chair Diridon requested a motion to accept Janice Clark resignation as Trustee, and accept Susan Kitchens as the new appointed Trustee.

*Action: Motion/Second/Carried.*

Chair Diridon announced that Cynthia Garcia could not make the meeting but passed out a memo from Cynthia regarding NCCCA scholarship options. Her memo outlined what is being currently offered and new programs which will be further discussed in the General Membership Meeting.

Upon request from CCAC President Margaret Roberts, the board discussed the concept of allowing districts to be voting members.

Communications Coordinator Karen Gonzales requested clarification on her assignment on outreaching to promote education and member recruitment whether or not to include special districts.

Alice Evenson volunteered to make contact with special districts in the State asking them what their interests are.

The board gave positive feedback about involving the district clerks, but wanted to know how many districts there are, whether or not there is a desire on their part. Chair Diridon stated that he will report back to CCAC President Roberts.

### **VICE CHAIR LEGISLATION**

Vice Chair Patrice Olds stated that she had her first legislation meeting (conference call). She commented that they are currently working on last year's proposed legislation which was vetoed by the Governor. At this time there is no activity since everything is being focused on the budget.

### **PROGRAM CHAIR**

Program Chair Lorrie Brewer announced the program for today was certified for points. Announced the next meeting will be in Calistoga, the topic will be Succession Planning.

### **TREASURER'S REPORT**

Treasurer Marian Handa reported the account balances for January 2009:

Checking	\$ 9,512.67
Money Market	\$12,661.28
Certificate of Deposit	\$20,199.14
Total:	\$42,477.28

Treasurer Handa indicated that she is still reviewing the Scholarship program and hopes to recommend changes to allow for more clerk participation. Chair Diridon suggested that a conference call be made with him, Cynthia Garcia, Treasurer Handa, Vice Chair Olds, and anyone else on the Executive Board to discuss the matter further.

### **NEWSLETTER EDITOR**

Newsletter Editor Irma Torres apologized for not being more diligent, in sending out the newsletter, she stated that she would be sending a newsletter soon. She requested that any news articles be sent to her.

### **ADJOURNMENT**

Chair Diridon adjourned the meeting at 8:35 a.m.

Respectfully submitted,

/s/

Mercy G. Cabral  
Recording Secretary