

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
MARCH 13, 2009**

**CALL TO ORDER**

Chair Rod Diridon called the meeting to order at 8:00 a.m. in the City of Calistoga.

**ROLL CALL**

Present: Rod Diridon, Chair; Patrice Olds, Vice Chair; Marian Handa, Treasurer; Lorrie Brewer, Program Chair; Karen Gonzales, Communications Coordinator; Shawna Freels, Trustee; Geri Johnson, Past Chair, Irma Torres, Newsletter Editor; Incoming Trustee; Susan Kitchens.

Absent: Mercy Cabral, Recording Secretary; Alice Evenson, Trustee

**APPROVAL OF MINUTES – Executive Board Meeting**

There was a discussion and suggestion to provide the minutes earlier via email to allow for review prior to the meetings.

*Action: Motion/Second/Carried* to approve the minutes of the January 16, 2009 Executive Board Meetings as submitted.

**Swearing in of Trustee Susan Kitchens**

Chair Rod Diridon gave the oath of office to incoming Trustee Susan Kitchens, filling an unexpired term ending in 2010.

**CHAIR**

Chair Rod Diridon announced that the Nominating Committee would be opening the nominations for the 2009/2010 year the following Wednesday, March 18, 2009. He then announced that Northern California Nuts & Bolts had been cancelled. He explained that he would not be attending the IIMC annual conference in Chicago and would instead be getting married, explaining that Vice Chair Patrice Olds would be attending the conference in his absence.

Chair Rod Diridon spoke on the budget cuts taking place in many cities, suggesting the Executive Board consider the struggling financial situations of such cities and consider offering additional scholarships for the annual CCAC conference in Rohnert Park.

There was discussion among the Executive Board regarding the declining economy and budget cuts with discussion continuing regarding the offering of full conference tuition scholarships, payment for hotel rooms and single day registrations.

*Action: Motion/Second/Carried* to approve 3 additional \$400.00 scholarships to the CCAC conference in Rohnert Park.

**VICE CHAIR LEGISLATION**

Vice Chair Patrice Olds spoke on the outreach that Shalice Reynoso was providing to the Association and asked that any legislative questions or information be forwarded on to Vice Chair Olds.

**PROGRAM CHAIR**

Program Chair Lorrie Brewer announced that the next program tentatively scheduled for South Lake Tahoe would need to be rescheduled to June 5, 2009, or moved to another location.

The Executive Board agreed that the meeting location would need to be changed with the suggestions of alternative cities of Orinda, Chico, Placerville and Auburn.

Program Chair Lorrie Brewer announced that the following program would be held in the City of Walnut Creek on September 25th.

**TREASURER'S REPORT**

Treasurer Marian Handa announced that the cost for the Calistoga speaker's hotel was \$45 and reported the account balances for:

Checking	\$10,591.77
Money Market	\$12,669.54
Certificate of Deposit	\$20,303.47
Total:	\$43,564.78

**TRUSTEES REPORT**

Trustee Shawna Freels spoke on the education points for the annual CCAC conference in Rohnert Park, which were set at all time high of 7.86.

**NEWSLETTER EDITOR**

Newsletter Editor Irma Torres suggested a hosted reception as a division get-together at the CCAC annual conference in Rohnert Park as an outreach to first time conference attendees from the northern division.

Discussion took place of the logistics of putting together a reception with the scheduled evening events.

There was a discussion of other outreach to Northern California Clerks who were not yet CCAC members, with the suggestion of using the League of California Cities membership directory and other resources.

Program Chair Lorrie Brewer offered to have her staff compile a list of northern City Clerks who were not yet CCAC Members.

Chair Rod Diridon spoke on a proposal to re-align the 3 divisions of the CCAC.

Past Chair Geri Johnson spoke as a member of committee reviewing the proposed CCAC re-alignment, sharing the various options and reasons for a split.

### **PAST CHAIR**

Past Chair Geri Johnson announced that the Nominating Committee and the Scholarship Committee were both on track.

### **ADJOURNMENT**

There being no other reports, Chair Diridon adjourned the meeting at 8:50 a.m.

Respectfully submitted,

/s/ Shawna Freels, CMC  
NCCCA Trustee