

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
AUGUST 6, 2009**

CALL TO ORDER

Chair Rod Diridon called the meeting to order at 8:30 a.m. in the City of Pleasanton, City Hall, 123 Main Street, Pleasanton, California.

ROLL CALL

Present: Rod Diridon, Chair (outgoing); Patrice Olds, Vice Chair (Chair); Karen Gonzales, Communications Coordinator; Pat Edwards, Trustee; Shawna Freels, Trustee; Marian Handa, Treasurer; Jackie Rose, Program Chair; Mercy Cabral, Recording Secretary; and Geri Johnson, Past Chair.

Absent: Lorrie Brewer, Outgoing Program Chair; Deborah Presson, Newsletter Editor; and Susan Kitchens, Trustee.

PURPOSE/BYLAWS REVIEW

Chair Rod Diridon thanked all those for coming to the transitional meeting and handed the meeting over to Incoming Chair Patrice Olds.

Vice Chair Olds discussed Article II, Objectives of the NCCCA Bylaws. She reviewed the reasons to modify the bylaws for clarification and tailoring it to meet the specific needs of the NCCCA.

The group discussed changes and made amendments to: Article II, Objectives; Article V, Officers--Chairperson, Past Chairperson, Vice Chairperson, Program Chair, Recording Secretary, Communications Coordinator and Newsletter Editor, (discussion was held to combine the two positions for 2010-11 and await the recommendation of at the end of the year); Treasurer, Trustees, Interim Appointments, Removal from Office; Article VI, Committees, Executive Board, Program Committee, Legislative Committee, and Membership Committee; Article VII, Nominations and Elections; Article VIII, Meetings, Regular Meetings, Special Meetings, and Rotation of Meetings.

It was agreed to add language to the bylaws from the League of Women Voters, provided by Marian Handa, entitled "Action Without Meeting" to Article VIII, Meetings, Section 5.

Outgoing Chair Diridon requested that the Board review the Grant Policy. After discussion, it was agreed to remove grant applications will be accepted in October/November of each year to *grant application deadline will be announced by the Chair at the November meeting of each year.*

TREASURER'S REPORT

Treasurer Marian Handa reviewed the 2008-09 adopted budget with total revenues of \$20,800, reviewed revenues and expenditures and the current draft budget for 2009-10 with revenues totaling \$18,200.

Ms. Handa reported the NCCCA Division Meetings Summary for Fiscal Year 2008-09 netting \$1,933.43; and reported on the Scholarship breakdown which awarded \$6,200, leaving a balance of \$2,600. She added that there would likely be retroactive scholarship awards made, which would further reduce the balance.

Ms. Handa indicated that one of the recommendations from the 2008 Audit Committee was to establish a gift limit for Division Meeting guest speakers. The Board discussed and agreed to \$500 budget for each meeting; if there is no charge the gift can be more substantial, if there is a charge the gift can be less.

Treasurer Handa reported on Audit Committee recommendations.

Clarification was made on the legality of the donation made to Coleen Nicol's IIMC Campaign; it was legal since it was taken to the Board and presented at a General membership meeting and voted upon.

Chair Diridon discussed past scholarships and recommended that the Board revise the Scholarship Program. Changes were made to the following scholarships:

Redding Nuts and Bolts: changed from 4 @ \$200 to 2 @ \$400 scholarships
CCAC Annual Conference: increased from 2 @ \$1,000 to 3 @ \$1,000 scholarships, and eliminated the 2 @ \$300 single day scholarships
Manteca Nuts and Bolts: reduced from 3 @ \$400 to 2 @ \$400 scholarships

MEETING SCHEDULE AND CALENDAR

Vice Chair Olds Reviewed upcoming meetings and events for calendar 2009-10. She also introduced a new continuing education program by IIMC—the first California Athenian Dialogues. The first meeting will be held on Saturday, September 26, in Walnut Creek, on Sally Denton's book "Passion and Principle." The Dialogue leader will be Paul Craig. Vice Chair Olds described the program and reviewed the proposed schedule.

Discussion was held on which day to have the division meetings. It was decided to poll the membership for 2009-10, and ask them what day they can attend and what topics are of interest.

Reviewed NCCCA meeting dates: September 25, Walnut Creek; November 13, Chico; January 8, unannounced; March 12, unannounced; and June 18, Lake Tahoe.

Vice Chair Olds stated that she continues working on increased points especially during these trying times; and for a while points will be on-going issue.

SUPPORTING RENO FOR IIMC CONFERENCE IN 2010

Vice Chair Olds stated that the 2010 IIMC Annual Conference will be held in Reno, Nevada, and are reaching out for any and all assistance in registration, hospitality, contacting vendors, raffle, etc.

Fundraising for the Conference will begin at the September meeting; prize package includes five nights-deluxe hotel accommodations, conference registration, spa package, etc., (valued at over \$3,600).

NEW BUSINESS

No new business discussed.

ADJOURNMENT

Chair Diridon adjourned the meeting at 11:25 a.m.

Respectfully submitted,

Mercy G. Cabral
Recording Secretary