

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
DIVISION/BUSINESS MEETING MINUTES  
SEPTEMBER 25, 2009**

**CALL TO ORDER & INTRODUCTION**

Chair Rod Diridon called the meeting to order at 12:17 p.m. in the City of Walnut Creek.

Members in attendance introduced themselves.

**APPROVAL OF MINUTES**

*Action: Motion/Second/Carried* to approve the minutes of June 19, 2009 Division Business meeting as submitted.

**CHAIR**

Chair Rod Diridon had nothing to report.

**VICE CHAIR** (Legislation)

Vice Chair Patrice Olds had nothing to report, was presented with a Certificate of Recognition for service for 2008-2009.

**PROGRAM CHAIR**

Program Chair Lorrie Brewer had nothing to report; was presented with a Certificate of Recognition for service for 2008-2009.

**TREASURER'S REPORT**

Treasurer Marian Handa presented the Treasurer's Report with the ending balance as of September 25, 2009:

Checking	\$15,857.05
Money Market	\$12,685.50
Certificate of Deposit	<u>\$20,404.93</u>
Total of accounts:	\$48,947.48

A draft budget for fiscal year 2009-2010 was distributed for adoption.

*Action: Motion/Second/Carried* accepting the Treasurer's report and adopting the budget for fiscal year 2009-2010.

Chair Diridon recognized Marian for her excellent service as Treasurer, noting that her position is a two-year term.

## **RECORDING SECRETARY**

Recording Secretary Mercy Cabral had nothing to report; presented with a Certificate of Recognition for service for 2008-2009.

## **COMMUNICATIONS COORDINATOR**

Communications Coordinator Karen Gonzales stated that she recently created a new Northern California distribution list. She requested that if anyone present did not receive an email from her or if there were any changes, to contact her so that the information can be added.

Chair Diridon recognized Karen for her diligence in creating a new list; was presented with a Certificate of Recognition for service for 2008-2009.

## **NEWSLETTER EDITOR**

Newsletter Editor Irma Torres stated that it has been a pleasure serving on the Board and being a part of NCCCA. She announced that she will be retiring from the City of Morgan Hill and thanked everyone for their friendship and support; and was presented with a gift in recognition of her retirement and years of service on the NCCCA Board.

## **TRUSTEES REPORT**

Trustees Shawna Freels, Alice Evenson, and Susan Kitchens had nothing to report; were presented with Certificates of Recognition for service for 2008-2009.

## **PAST CHAIR**

Past Chair Geri Johnson had nothing to report and thanked everyone for allowing her to serve; was presented with a Certificate of Recognition for service for 2008-2009.

## **RECOGNITION OF COMMITTEE MEMBERS**

A. Scholarship Committee: Cynthia Garcia (Chair), Susan Alessi, Erica Sonne.

Chair Diridon acknowledged that one of the goals of this Committee was to refine the scholarship strategy and make sure we had money to augment the scholarships and to provide fewer, but larger scholarships which was accomplished; were presented with Certificates of Recognition for service.

B. Nominating Committee: Linda Scholink (Chair), Grace Schmidt, Elaine Boehme; were presented with Certificates of Recognition for service.

Chair Diridon thanked them for their work on the past election.

C. Audit Committee: Susan Gibbs (Chair), Pat Edwards, Caroline Soto; were presented with Certificates of Recognition for service.

Chair Diridon acknowledged the Audit Committee for their efforts in finding more, better practices for managing our money.

### **OATH OF OFFICE CEREMONY**

Patrice Olds presented a gift to outgoing Chair Rod Diridon for his service as Chair of the NCCCA. She thanked him for all his insight, friendship, diligence and leadership this past year; and introduced Walnut Creek Mayor Gary Skrel.

Walnut Creek Mayor Gary Skrel gave the Oath of Office to newly elected Patrice Olds, Chair of the NCCCA.

Mayor Skrel gave the Oath of Office to the newly elected Executive Board: Lorrie Brewer, Vice Chair; Jackie Rose, Program Chair; Marian Handa, Treasurer; Mercy Cabral, Recording Secretary; Karen Gonzales, Communications Coordinator; Deborah Presson, Newsletter Editor; Shawna Freels, Patricia Edwards, and Susan Kitchens, Trustees; and Rod Diridon, Past Chair.

Chair Olds recognized departing Board Members Alice Evenson, Geri Johnson and Irma Torres. She recognized her Deputy Suzie Guijosa-Martinez for her assistance. Chair Olds shared her thoughts and vision for the following year especially with all the challenges we all face.

### **FOR THE GOOD OF THE ORDER**

Nothing reported.

### **ADJOURNMENT**

There being no further business, Chair Olds adjourned the meeting at 12:46 p.m.

Respectfully submitted,

Mercy G. Cabral, CMC  
Recording Secretary