

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
SEPTEMBER 25, 2009**

CALL TO ORDER

Vice Chair Patricia Olds called the meeting to order at 8:00 a.m., which was held at the Boundary Oaks Clubhouse, 3800 Valley Vista Road, Walnut Creek, CA, 94598.

ROLL CALL

Present: Rod Diridon, Chair; Patrice Olds, Vice Chair; Karen Gonzales, Communications Coordinator; Lorrie Brewer, Program Chair; Marian Handa, Treasurer; Geri Johnson, Past Chair; Irma Torres, Newsletter Editor; Shawna Freels, Trustee; Susan Kitchens, Trustee; Alice Evenson, Trustee; Pat Edwards, incoming Trustee; Jackie Rose, incoming Program Chair; Deborah Presson, incoming Newsletter Editor; and Mercy Cabral, Recording Secretary.

APPROVAL OF MINUTES – Executive Board Meeting

Motion/Second/Carried approving the minutes of the June 19, 2009 Executive Board Meetings as submitted; and approving the minutes of August 6, 2009 Executive Board Transition meeting as amended (Treasurer's Report).

NEW BUSINESS

- A. Meeting Survey Delivery Methods
- B. NCCCA Database Use

Incoming Program Chair Jackie Rose stated that there were problems with using Survey Monkey for the membership survey. Karen Gonzales indicated that there were compatibility issues between emails and noted that email addresses had to be entered from scratch into the survey monkey tool. Ms. Gonzales explained that to keep the NCCCA database current, when an email goes out, several undeliverable emails return which she follows-up on so that we have a current list. Vice Chair Olds appreciated Ms. Gonzales' diligence in updating the email list.

It was decided not to use Survey Monkey tool, but just send out a survey by email and track responses using Excel or similar program.

Communications Coordinator Gonzales was requested to write a proposed policy on database use, and bring it back to the Board at the January meeting.

- C. SOS Criteria for Trusted Systems

Item not discussed/No action taken.

Rod Diridon, Chair, and Susan Kitchens, Trustee, joined the meeting at 8:16 a.m.

D. Irma Torres Retirement

Vice Chair Olds expressed the Board's appreciation to Irma Torres, Newsletter Editor, noting her impending retirement, and commended Ms. Torres for her services. The Board expressed their congratulations.

E. NCCCA Grant Applicants: City of Berkeley, City of San Carlos

Chair Rod Diridon presented two grant applications; one from the City of Berkeley, and the other from the City of San Carlos. He stated that both cities have good projects and meet the NCCCA's criteria. He requested a motion awarding each of the applicants a \$1,000 grant.

Motion/Second/Carried awarding a \$1,000 grant to each of the applicants.

F. Audit Committee Report

Treasurer Marian Handa reported that the Audit Committee met on July 24, 2009 to review the financial records for the period ending July 31, 2009. She indicated the issues that were questioned, one being the validity of contributions to Colleen Nichols' IIMC campaign. Treasurer Handa stated that under the NCCCA tax exemption, we are able to make political donations. Treasurer Handa is trying to track down our tax exemption status. In her response to the Audit Committee, she will also include the minutes authorizing the donation.

Treasurer Handa recognized the Committee: Susan Gibbs, Livermore City Clerk, Pat Edwards, San Ramon City Clerk, and Caroline Soto, Dublin City Clerk, who were very thorough and did a very good job. The Committee made several recommendations which will be followed.

The Audit Committee verified the NCCCA balances for the period ending July 24, 2009 as listed:

Checking Account	\$12,114.97
Certificate of Deposit	20,389.67
Money Market	<u>12,680.12</u>
TOTAL	\$45,184.76

Motion/Second/Carried accepting the Audit Report.

G. Future Agenda Items: Scholarship Process and Parameters

Chair Diridon stated that Program Chair Lorrie Brewer recommended having the Scholarship Committee do a presentation at a General Membership meeting so that everyone can be informed about all the different sources of scholarships, timings, and

applications. The Bylaws will be coming back for final approval. Vice Chair Olds reiterated that a policy regarding communications database use will be discussed in January.

Irma Torres, Newsletter Editor, requested that there be a future discussion on webcasting Division meetings as the Southern California Division. Vice Chair Olds stated that the IIMC is doing this on a trail basis which she hopes they will adopt and implement.

CHAIR

No report given.

VICE CHAIR LEGISLATION

No report given.

PROGRAM CHAIR

No report given.

TREASURER'S REPORT

Treasurer Marian Handa reported the following balances:

Checking Account	\$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 review.

Ms. Handa noted that Ms. Coleman, who had received a \$100 check and had not cashed it, requested that instead of reissuing a new check, she would rather give it back to sponsor a clerk to attend a meeting.

Motion/Second/Carried delegating \$100 to the incoming Chair to sponsor a member.

Vice Chair Olds commented that, in the bylaws, the host Clerk is compensated for the meeting. She has elected not to receive the \$40 and will use the compensation as a raffle prize for a member to attend a future meeting.

Motion/Second/Carried giving a \$40 raffle prize at today's General meeting for a member to attend a future meeting.

Motion/Second/Carried accepting the Treasurer's report.

RECORDING SECRETARY

No report given.

COMMUNIATIONS COORDINATOR

No report given.

NEWSLETTER EDITOR

Editor Irma Torres stated that she enjoyed being the Editor and expressed her appreciation to Debbie Presson for stepping into the role.

TRUSTEES REPORT

No report given.

PAST CHAIR

Past Chair Geri Johnson commented that this is her last meeting and thanked the Board for their assistance and cooperation.

ADJOURNMENT

Chair Diridon adjourned the meeting at 8:31 a.m.

Respectfully submitted,

Mercy G. Cabral, CMC
Recording Secretary