

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
DIVISION BUSINESS MEETING MINUTES
NOVEMBER 13, 2009**

CALL TO ORDER

Chair Patrice Olds called the meeting to order at 12:21 p.m. in the City of Chico.

APPROVAL OF MINUTES – Division Business Meeting

Action: Motion/Second/Carried to approve the minutes of the September 25, 2009 Division Business Meeting as submitted.

REPORTS FROM THE EXECUTIVE BOARD

A. Chair Patrice Olds

Chair Olds shared the goal of development and promotion of elevator speeches to promote the profession and the desire for each message to come from the individual Clerk's voice. She shared her own speech and explained that individual elevator speeches would be highlighted in future Division newsletters.

She then shared the 1 ½ day CCAC Goal Setting session she had recently attended explaining that the CCAC Board was conducting a review of the CCAC By-laws to separate out policies from the by-laws. She explained that Vice Chair Lorrie Brewer sat on the committee as the NCCCA representative.

Chair Olds went on to announce the upcoming Nuts and Bolts training March 4th and 5th, 2010 in Napa, and noted the mid-February registration deadline and explained that there were Central and Southern California Nuts and Bolts trainings scheduled as well.

She closed by announcing the IIMC Annual Conference in May, 2010 in Reno and the Nevada Clerks request of CCAC to help with fundraising and staffing for the event.

B. Vice Chair (Legislation) Lorrie Brewer

No report.

C. Program Chair Rose

Program Chair Rose shared the planned meeting dates and programs for 2010:

- January 29, 2010 hosted by the Town of Los Gatos and City of Monte Sereno – The Art of Selling Yourself
- March 12, 2010 – unannounced
- June 18, 2010 – Napa area
- September 10 or 24, 2010 – City of Santa Cruz

D. Treasurer Marian Handa

Treasurer Handa shared the revisions to the September, 2009 Treasurer's report as follows:

Checking	\$9,423.06
Money Market	\$12,685.50
Certificate of Deposit	<u>\$20,404.93</u>
Total:	\$42,513.49

She then reported the account balances for November, 2009:

Checking	\$8,668.46
Money Market	\$12,693.58
Certificate of Deposit	<u>\$20,404.93</u>
Total:	\$41,766.97

E. Recording Secretary – Mercy Cabral

No report.

F. Communications Coordinator – Karen Gonzales

No report.

G. Newsletter Editor – Deborah Presson

Newsletter Editor Presson asked for elevator speeches and articles for the Division newsletter.

H. Trustees – Shawna Freels, Pat Edwards, Susan Kitchens

Trustee Freels announced the CCAC Annual Conference to be held at the Crowne Plaza Hotel in Ventura Beach April 28th through the 30th, 2010.

I. Past Chair – Rod Diridon

No report.

There being no other items, Chair Olds adjourned the meeting at 12: 40 p.m.

Respectfully submitted,

/s/ Shawna Freels, CMC
NCCCA Trustee