

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

CALL TO ORDER

Chair Patrice Olds called the meeting to order at 8:05 a.m. in the City of Chico.

ATTENDANCE/EXCUSED ABSENCES

Members in attendance: Chair Patrice Olds, Vice Chair Legislation Lorrie Brewer, Program Chair Jackie Rose, Treasurer Marian Handa, Newsletter Editor Deborah Presson, Trustee Shawna Freels, Trustee Patricia Edwards, Trustee Susan Kitchens, and Past Chair Rod Diridon.

Absent: Recording Secretary Mercy Cabral, Communications Coordinator Karen Gonzales

Chair Olds discussed the attendance of Board members. The current By-Laws do not include a definition for “excused absences”. She noted that it is important for the Nominating Committee Chair to clearly communicate to potential candidates their responsibilities and commitment to attending Board meetings. The Board discussed the issue and possible terminology. The Board’s consensus is that the Chair’s role is to maintain the history of Board attendance and the Chair should manage the Board’s attendance. Chair Olds suggested the option of teleconferencing.

APPROVAL OF MINUTES

Action: Motion/Second/Carried to approve the minutes of September 25, 2009 Executive Board Meeting as corrected.

OLD BUSINESS

By-Law Revision

Chair Olds apologized for not finalizing the NCCCA By-Law changes and noted that they will be available on-line by December 31, 2009.

NCCCA 2009-10 Goals

Finance Policy: Chair Olds was concerned with NCCCA spending its reserves and changing the amount of the scholarships. She indicated the need to establish a policy for the amount of reserves. Treasurer Handa provided information on the amount of revenue, expenditures and long term deposits. Treasurer Handa will draft a reserve finance policy for a future Board meeting.

Meetings: Program Chair Rose reported that the 2010 meeting schedule is: January 8 or 22, March 12, June 18 and September 10 or 24. Los Gatos will host the January meeting. The Board discussed the impact of furlough Fridays on meeting attendance.

Membership Survey: Program Chair Rose stated that she is working with Survey Monkey to obtain member input regarding meetings and expects to have a membership survey available in early December. The Board discussed meeting locations for the March and June meetings.

Scholarship: Chair Olds suggested that Cindy Garcia be asked to discuss the scholarship process and make a presentation during lunch at a future meeting.

Communication/Newsletter Position: Chair Olds requested that this discussion be addressed at the transition meeting. Newsletter Editor Presson asked for ideas for the Newsletter. Chair Olds suggested that the counties NCCCA serves be listed in the masthead.

NEW BUSINESS

CCAC Board Goal Setting

Chair Olds reported that CCAC is working on a By-Laws update with the goal of separating the policies from the By-Laws. Lorrie Brewer serves on this Committee. An RFP has been developed. One possible revision deals with changing the terms of office, swearing in dates, and start dates. There is a potential conflict with the League of California Cities procedure and CCAC wants to maintain the League link. Chair Olds reported that CCAC is concerned that we are not using their database. CCAC is unable to send information specifically to NCCCA members. Chair Olds expressed confidence in the NCCCA email database and the importance of being connected to the membership. She stated that this tool enables NCCCA to build Division strength and directly target its members. CCAC has 'outlawed' individual Division websites. Chair Old stated that NCCCA's goal is to serve its members not to separate itself from CCAC and NCCCA will continue to use its database. Past Chair Diridon's motion to express a sense of confidence to the Chair at the Board's direction regarding the use of the NCCCA email database, newsletter, and website was seconded by Susan Kitchens and passed unanimously.

BOARD MEMBER REPORTS

Vice Chair Legislation

Susan Kitchens proposed that the Trustees acknowledge the retirement of city clerks with a certificate.

ADJOURNMENT

Due to time constraints, Chair Olds adjourned the meeting at 9:03 a.m.

Respectfully submitted,

Patricia Edwards
Acting Recording Secretary