

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
DIVISION BUSINESS MEETING MINUTES
JANUARY 29, 2010**

CALL TO ORDER

Chair Patrice Olds called the meeting to order at 11:59 p.m. in the City of Los Gatos.

INTRODUCTIONS

Introductions were made earlier, first time members were recognized.

APPROVAL OF MINUTES – Division Business Meeting

Action: Motion/Second/Carried to approve the minutes of the November 13, 2009 Division Business Meeting as submitted.

PROPOSED NCCCA BYLAW AMENDMENTS

Chair Olds called for a vote on the proposed Bylaw amendments which were sent out via list serve through the Communications Chair Karen Gonzales. Chair Olds stated that she received many good comments and changes which were incorporated with the Board's approval and sent out again 10 days prior to this meeting. Copies of the Bylaws, with tract changes, were also available on the tables.

Action: Motion/Second/Carried unanimously by voice and raised hand vote of the voting members present to approve the NCCCA Bylaws as submitted.

NEW EDUCATION GUIDELINES:

CCAC Professional Development Director Dawn Abrahamson (City Clerk of Fremont) presented the revised IIMC Certification Education Guidelines, she provided copies for the membership and encouraged everyone to read and understand the changes. Ms. Abrahamson highlighted a few key changes:

- Current CMCs do not need to recertify.
- Minimum annual point requirements for MMC candidates have been removed.
- 1 point for every 4 hours of educational instruction.
- 1 point for every 2 hours of institute instruction.

A question was raised as to whether new certificates would be issued for those clerks that have expiration dates on their certificates. Ms. Abrahamson responded that the question was raised to IIMC and she is waiting for the response. She indicated that as soon as she knew, she would send out an email and include the information in the Official Word.

REPORTS FROM THE EXECUTIVE BOARD

A. Chair Patrice Olds

Chair Olds announced that copies of the scholarship applications for the March Nuts and Bolts were available on table.

Ms. Olds stated that she is hoping to get the head of the Scholarship Committee, Cindy Garcia, to speak at the next meeting and explain how the scholarship process works and annual timelines and deadlines. She announced that a future survey will be sent to the membership regarding programming. She reported on a new CCAC committee headed by Shalice Tilton that have put together a City Clerk "Elevator Speech" business card which members can chose to personalize for their own use. Chair Olds gave an update on the Athenian Dialogues. She indicated that per the new IIMC education guidelines, Dialogues now qualify for 2 points; they do not need to be scheduled through IIMC, but can be done locally by following the guidelines. Chair Olds requested assistance and asked that anyone wishing to help see her after the meeting.

B. Vice Chair (Legislation) Lorrie Brewer

Vice Chair Brewer provided copies of the Legislative Summary for 2009. AB18, Vetoed by Governor Schwargenegger; AB 1574 and SB 359, Passed. Ms. Brewer reported that the CCAC is entering into a contract with Liz Gutrick for updating CCAC's Bylaws and in the second phase of the project she will review all the Divisions' bylaws as well.

C. Program Chair Jackie Rose

Program Chair Jackie Rose indicated that the next meeting would be held in St. Helena at the Culinary Academy. She requested a meeting host for the June meeting.

D. Treasurer Marian Handa

Treasurer Handa provided the Treasurer's Report as of January 2010 as follows:

Checking Account	\$ 7,360.96
Money Market	12,701.77
Certificate of Deposit	<u>20,417.64</u>
Total of Accounts:	\$40,480.37

Action: Motion/Second/Carried to accept the Treasurer's Report.

E. Recording Secretary – Mercy Cabral

Nothing to report.

F. Communications Coordinator – Karen Gonzales

Communications Chair Gonzales had nothing to report, but requested contact information from all the new Clerks that were present so that the distribution list could be updated.

G. Newsletter Editor – Deborah Presson

In absence of Newsletter Editor Presson Chair Olds requested any articles of topical interest or pictures be sent to her 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; four points will be granted for the Conference. It was also announced that contributions were needed for the Division Basket for the Silent Auction, and clerks were encouraged to bring contribution items to the March meeting.

Trustee Kitchens reported that she attended the League's Public Safety Policy Meeting. She noted that the committee opposed legislation regarding fines and fees and she will provide a full report at the next meeting.

I. Past Chair – Rod Diridon

No report given, but noted that anyone who volunteers to assist Chair Olds with the Athenian Dialogue, can qualify for experience points.

FOR THEGOOD OF THE ORDER

Nothing reported.

ADJOURNMENT

Chair Olds adjourned the meeting at 12: 25 p.m.

Respectfully submitted,

/s/ Mercy G. Cabral
Recording Secretary