

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
JANUARY 29, 2010**

CALL TO ORDER

Chair Patrice Olds called the meeting to order at 8:00 a.m., in the City of Los Gatos, CA.

ROLL CALL

Present: Patrice Olds, Chair; Lorrie Brewer, Vice Chair; Jackie Rose, Program Chair; Marian Handa, Treasurer; Karen Gonzales, Communications Coordinator; Shawna Freels, Trustee; Patricia Edwards, Trustee; Susan Kitchens, Trustee, Rod Diridon, Past Chair; and Mercy Cabral, Recording Secretary.

Excused: Deborah Presson, Newsletter Editor.

APPROVAL OF MINUTES – Executive Board Meeting

Motion/Second/Carried approving the minutes of the November 13, 2009 Executive Board Meeting as submitted.

OLD BUSINESS

A. NCCCA 2009-10 Goals

- Communications Policy – Karen Gonzales, Communications Coordinator provided a draft Electronic Mail Distribution Policy for review; she requested that any proposed revisions be emailed to her. Ms. Gonzales noted that the NCCCA communications distribution list provides information not only to the NCCCA members but also to their assistants, deputies, and support staff without utilizing the CCAC listserve. Chair Olds will agendize this on the next Executive Board agenda for further discussion. Ms. Gonzales reminded the Board of the pending decision on whether the Communications Coordinator position should be combined with the Newsletter Editor position. Chair Olds stated that this item should probably be agendized for the Transition meeting to allow for more time for discussion.
- Scholarship Committee Update – Chair Olds stated she is arranging for Cindy Garcia, Scholarship Coordinator, to present a Q & A to the membership on the Scholarship Program, noting there has been confusion on how the program works, how it is tied to CCAC, what policies, funding levels, and types of scholarships, are available.
- Membership Survey – Chair Olds asked for an update on the status of the survey. Communications Chair Gonzales noted that the email distribution list was not compatible with the Survey Monkey program. Program Chair Jackie Rose added that she is investigating alternate survey methods. Questions were raised about the survey content and intent. Ms. Rose responded that queries will center on assessing

membership preferences with regard to meeting days, education ideas and topics, holding quarterly meetings as opposed to bi-monthly, etc. Ms. Rose will forward a draft of the survey to the Board for feedback before releasing it.

- Finance Policy – Treasurer Marian Handa provided a draft NCCCA Finance Policy for review and feedback. She recommended setting thresholds for investing funds in Certificates of Deposit in an amount not less than \$20,000 and maintaining savings account balances between \$2,000 and \$10,000. She noted a separate policy on scholarships should be proposed. She provided a report comparing budget, expenditures, and revenue for the fiscal years 2006-07, 2007-08, and 2008-09. Ms. Handa stated that she was documenting procedures and putting in place safeguards for the next Treasurer. Chair Olds requested that the Board provide any feedback to her directly and noted that this item will be agendaized for further discussion at the March meeting.
- B. CCAC By-Laws Update – Vice Chair Lorrie Brewer reported that CCAC is contracting with Parliamentarian Liz Gutrick to update their bylaws and noted that all of the division’s bylaws will also be reviewed in the second phase of this project to ensure consistency amongst the divisions and with CCAC.
- C. Education Programs - Program Chair Jackie Rose reported that the March meeting will be held in St. Helena. Michael Martela will be the presenter, and both MMC and CMC points have been approved. Program Chair Rose stated that she was having a difficult time getting commitments for meetings. It was recommended that Ms. Rose contact the Sacramento/Roseville area. It was noted the September meeting will be held in Santa Cruz and the FPPC was suggested as presenters.

NEW BUSINESS

There was no new business.

BOARD MEMBER REPORTS

- A. Chair – Patrice Olds stated that the CCAC Board has implemented an interest card program as a method for capturing member volunteers and divisions are encouraged to utilize this list when seeking committee members as a method of providing opportunities for more broad-based membership participation, to solicit new input and insight on committees, and also to reduce volunteer strain on the same individuals volunteering. Ms. Olds shared that she has received two interest cards from CCAC of NCCCA members looking for service opportunities - Diana Despane from Berkeley, and Beatrice Vasquez-Florez from Watsonville. Chair Olds reported that she is seeking a Nominating Committee Chairperson and noted that perhaps these members could serve on that committee. She restated the Board’s desire to have a prior Board Member chair the Nominating Committee and stated she has approached Geri Johnson, past NCCCA Chair, to serve in this role. She requested the Board email her with any other names who might be interested.

Chair Olds reported on the CCAC Board meeting: a Promoting the Profession Subcommittee has created an Elevator Speech as a tool for members to use; CCAC will be adding a link on their website for members to order CCAC merchandise directly; the Board appointed Christie Smithers from Alaska as the Region 9 Director; Nuts and Bolts will no longer include room partnering with the result that registration fees are lower, and the cost will now be uniform throughout the Divisions; the City Clerk Handbook update has been completed and an attorney is being sought to review it. Chair Olds also provided an update on a proposed CCAC bylaw change with regard to changing officer terms, and noted that this would also have an impact on the Divisions. She commented that this will be voted on separately from the overall bylaw amendment in April.

Chair Olds shared an analysis report from the beta-test of the southern division meeting web seminar held on September 25, 2009. She indicated that she volunteered the Northern Division to host a trial also, but hasn't heard anything further.

- B. Vice Chair (Legislation) – Lorrie Brewer nothing to report; but she shared a desire for a central electronic database of information that could be accessible for Clerks to use for research in lieu of the redundant queries that go through on the League's listserve. It was suggested that perhaps the League could make their library available online.
- C. Program Chair – Jackie Rose stated that MMC credits for this meeting are still pending.
- D. Treasurer – Marian Handa reported the following balances:

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

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

Treasurer Handa commented that she would prepare a mid-year report for the next meeting.

- E. Recording Secretary—Mercy Cabral, nothing to report.
- F. Communications Coordinator – Karen Gonzales, nothing to report.
- G. Newsletter Editor, Deborah Presson – Chair Olds requested that each Board Member email Debbie Presson a picture and a short bio for the next newsletter and/or any events that are happening in their City.
- H. Trustees – Pat Edwards, Shawna Freels, Susan Kitchens reported that the 2010 CCAC Annual Conference taking place April 28th through the 30th has a requirement for all Divisions to participate in the fundraising efforts by providing a \$150-\$250 division basket.
- I. Past Chair – Rod Diridon, nothing to report.

ADJOURNMENT

Chair Patrice Olds adjourned the meeting at 9:04 a.m.

Respectfully submitted,

Mercy G. Cabral, CMC
Recording Secretary