

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
DIVISION BUSINESS MEETING MINUTES
MARCH 19, 2010**

1. CALL TO ORDER

Chair Patrice Olds called the meeting to order at 12:10 p.m. in the City of St. Helena.

2. INTRODUCTIONS

Introductions were made; first time members were recognized.

3. APPROVAL OF MINUTES – Division Business Meeting

Action: Motion/Second/Carried to approve the minutes of the January 29, 2010 Division Business Meeting as submitted.

4. REPORTS FROM THE EXECUTIVE BOARD

A. Chair Patrice Olds announced that nominations are open for Executive Board seats and Hollister City Clerk Geri Johnson is chairing the committee. If anyone is interested in serving on the board, please contact Geri for information.

B. Legislation: Vice Chair Lorrie Brewer provided an update on the By-laws which will be going to the membership for approval in April.

Vice Chair Brewer reported on the bill regarding extending council vacancy period from 30 days to 120 days; the elections by mail bill was approved through the first level and is in the process; and SB1324 which proposes to charge a fee for profit commercial vendors who request public records for un-cashed checks and media requests. Vice Chair Brewer also reported that the Secretary of State is proposing changing Government Code relative to electronic record storage and recommended using (pdf)A to save or scan documents.

C. Program Chair: Program Chair Jackie Rose announced that the next meeting will be held in Vallejo and will be hosted by Vallejo Flood and Sanitation District Clerk and will be discussing records retention on June 18th.

D. Treasurer: Treasurer Marian Handa provided as of March 2010 as follows:

Checking Account	\$ 6,057.08
Money Market	12,704.51
Certificate of Deposit	<u>20,417.64</u>
Total of Accounts:	\$39,179.23

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

E. Recording Secretary – Mercy Cabral

Nothing to report.

F. Communications Coordinator – Karen Gonzales

Not present (excused).

G. Newsletter Editor: Editor Deborah Presson reported on newsletter activity, reviewed the new feature 'Division Member Spotlight. She reminded the clerks to send their pictures and biographies and any other information.

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

Nothing to report.

I. Past Chair – Rod Diridon

Nothing to report.

5. FOR THEGOOD OF THE ORDER

Announcements made regarding the CCAC Annual Conference to be held in Ventura Beach April 28th through April 30th; and IIMC Annual Conference to be held in Reno, Nevada, Sunday, May 23rd through May 27th.

ADJOURNMENT

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

Respectfully submitted,

/s/ Mercy G. Cabral
Recording Secretary