

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
MARCH 19, 2010**

**1. CALL TO ORDER**

Chair Patrice Olds called the meeting to order at 8:11 a.m., in the City of St. Helena, CA.

**2. ATTENDANCE/ECUSED ABSENCES**

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

Excused: Karen Gonzales, Communications Coordinator.

**3. APPROVAL OF EXECUTIVE BOARD MEETING MINUTES: JANUARY 29, 2010**

*Motion/Second/Carried* approving the minutes of January 29, 2010, Executive Board Meeting as submitted with correction (spelling of Michael Martello).

**4. OLD BUSINESS**

- a. NCCCA 2009-10 Goals.
- Finance policy – M. Handa

Treasurer Marian Handa stated that at the last meeting she requested the boardmembers review the policy and provide feedback, and as of this date had not heard from anyone. Chair Olds requested that this item be continued to allow input from boardmembers. It was requested that Treasurer Handa resend the policy.

- Communication policy – K. Gonzales
- Scholarship Committee update – P. Olds

Chair Olds stated she will continue to try to arrange for Cynthia Garcia, Scholarship Coordinator, to provide a presentation at a meeting on the CCAC and NCCCA scholarship process and how they are interlinked.

- Membership survey – J. Rose

Program Chair Jackie Rose reported that she had sent out a draft of the survey to the board and that there was a consensus to add Pat Edwards suggestions, which were added. Ms. Rose added that she has made other edits so that the members can add extra comments if needed. She requested the Board's approval to send it out to the membership, and plans to report on responses at the June meeting. Chair Olds suggested that Ms. Rose send out an executive summary before the meeting, so that the board can have time to review and prepare any questions. Program Chair Rose stated that she will

make a report, and send it out prior to the June meeting; however, she would not be present, but requested Chair Olds to add the survey report to the agenda for discussion.

Program Chair Rose announced that there were 54 members who had registered for today's meeting. 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 18<sup>th</sup>.

b. CCAC By-laws update – L. Brewer

Lorrie Brewer, Vice Chair, stated that they have had their third conference call and are vigorously going through the document. The By-laws should be done by next week and will be going to the state board. After that they will be working on templates for all the By-laws so that they can go to the membership for approval in April. In response to Chair Olds, Vice Chair Brewer clarified that changing the time frame for swearing in of the board will be decided at the Conference in April.

**5. NEW BUSINESS**

a. NCCCA Basket – Trustees

Chair Olds requested that the Board ratify the email vote for the NCCCA Basket for the April Conference and verify that \$250 was the amount set. *Motion/Second/Carried.*

Chair Olds offered to work on putting the basket together. Trustee Pat Edwards stated the basket should be delegated to the Trustees, which she volunteered to do. It was recommended to purchase items reflecting Northern California.

**6. BOARD MEMBER REPORTS**

a. Chair – Patrice Olds

Chair olds reported Geri Johnson, City of Hollister, has agreed to Chair the Nomination Committee and will be making an announcement at the Business Meeting that nominations will be coming up. Geri will be placing the announcement on listserv so people will know who to contact. The Board decided to have a previous boardmembers on the Committee as well and Linda Scholink has agreed to serve again.

b. Vice Chair (Legislation) – Lorrie Brewer

Vice Chair Lorrie Brewer reported that they are awaiting the outcome 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 the subcommittee is looking for League and clerk support for SB1324 which proposes to charge a fee to 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 indicated that Diane Gladwell went through the regulations and suggested recommendations which Ms. Brewer provided copies of and she stated the change does not substantively change section 3409.5, but brings it technologically current. Vice Chair

Brewer recommended using (pdf)A to save or scan documents. Chair Olds requested that Vice Chair Brewer send out the handout electronically.

c. Program Chair – Jackie Rose

Reported out earlier under Old Business.

d. Treasurer – Marian Handa

Treasurer Marian Handa reviewed the Treasurer’s report as follows:

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

Treasurer Handa stated that traditionally in April the dues portion of our CCAC membership should arrive providing over \$40,000. Treasurer Handa recommended that perhaps the future Board look at increasing the registration costs for meetings.

*Motion/Second/Carried* accepting the Treasurer’s report.

e. Recording Secretary – Mercy Cabral

Nothing to report.

f. Communications Coordinator – Karen Gonzales

Not present (excused).

g. Newsletter Editor – Deborah Presson

Newsletter Editor Deborah Presson, reported on newsletter activity, reviewed the new feature ‘Division Member Spotlight’ and provided Issue 1, March edition of the NCCCA News to the Board; she noted that she would like to spotlight the Vallejo meeting. Ms. Presson stated that she has created a spreadsheet to track every NCCCA city to ensure each city is profiled. Editor Presson requested guidelines on what she could put in the newsletter and how much, and what kind of articles, etc. Chair Olds stated that she had editorial control and recommend that if she had any questions; she could email the Board to get any feedback. Chair Olds also recommended that perhaps adding a graphic on what the Northern Division looks like would be useful.

Editor Presson reported that she and Communication’s Policy Karen Gonzales will be meeting to discuss their roles and perhaps consolidating them. Chair Olds stated that after their meeting if she could meet with them to discuss it further.

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

Nothing to report.

i. Past Chair – Rod Diridon

Nothing to report.

**7. ADJOURNMENT**

Chair Olds adjourned the meeting at 9:00 a.m.

Respectfully submitted,

Mercy G. Cabral  
Recording Secretary