

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
DIVISION BUSINESS MEETING MINUTES
JUNE 18, 2010**

1. CALL TO ORDER

Chair Patrice Olds called the meeting to order at 11:30 p.m. in the City of Vallejo

2. INTRODUCTIONS

Introductions were made; first time members were recognized. Chair Olds provided CCAC welcome bags.

3. APPROVAL OF MINUTES – Division Business Meeting

Action: Motion/Second/Carried to approve the minutes of the March 19, 2010 Division Business Meeting as submitted.

4. NOMINATION 2010-11 EXECUTIVE BOARD

Nominating Committee Chair Geri Johnson, City Clerk, Hollister, reviewed the nominations (copies provided) stating that there were no contestants and pursuant to the Bylaws we can declare the nominations as elected.

Ms. Johnson noted that the Board will be sworn in at the next meeting in September.

Action: Motion/Second/Carried to approve those nominated to the 2010 NCCCA Board.

5. REPORTS FROM THE EXECUTIVE BOARD

- A. Chair Patrice Olds provided City Clerk's Elevator Speech business cards to those present. The Cards were developed by a Subcommittee of the CCAC to assist in promoting the City Clerk's profession. She noted there is a template on the CCAC website so Clerk's can personalize the card as needed.

She reported out on her attendance at the CCAC Annual Conference in Ventura; and the IIMC Annual Conference in Reno, Nevada. Chair Olds noted that in depth revision of the CCAC Bylaws were proposed and will be coming forward for the membership to vote on.

- B. Legislation: Vice Chair Lorrie Brewer.

Chair Olds announced that Lorrie Brewer could not be in attendance; and therefore, there was nothing to report out. She reminded everyone that the next division meeting will be in Santa Cruz on September 24th.

C. Program Chair Jackie Rose.

Chair Olds announced that Jackie Rose could not be in attendance; and therefore, there was nothing to report out.

D. Treasurer Marian Handa provided copies of the Treasurer's Report. She indicated that the total of accounts was under \$40,000; however, the Division has not received its share of the CCAC dues, and when the funds are received that will bring the total well over \$40,000.

Treasurer's Report as of June 2010:

Checking Account	\$ 4,460.75
Money Market	12,707.71
Certificate of Deposit	<u>20,430.38</u>
Total of Accounts:	\$37,598.84

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

E. Recording Secretary – Mercy Cabral

Nothing to report.

F. Communications Coordinator – Karen Gonzales

Communications Coordinator Karen Gonzales reminded everyone that if there are any changes, i.e., a newly appointed/elected clerk, transition to a new city, new staff members in the clerk's office, to please send her an email so that the NCCCA communication email list can be kept current.

G. Newsletter Editor: Editor Deborah Presson

Chair Olds announced that Debbie Presson could not be in attendance; however Ms. Presson provided an announcement that the newsletter would be available soon.

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

Trustee Pat Edwards encouraged raffle ticket sales and indicated the many wonderful prizes.

I. Past Chair – Rod Diridon

Nothing to report.

6. **FOR THEGOOD OF THE ORDER**

Nothing to report.

ADJOURNMENT

Chair Olds adjourned the meeting at 11:50 p.m.

Respectfully submitted,

/s/ Mercy G. Cabral
Recording Secretary