

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
JUNE 18, 2010**

1. CALL TO ORDER

Chair Patrice Olds called the meeting to order at 8:15 a.m., in the City of Vallejo, CA.

2. ATTENDANCE/EXCUSED ABSENCES

Present: Patrice Olds, Chair; Karen Gonzales, Communications Coordinator; Marian Handa, Treasurer; Patricia Edwards, Trustee; Shawna Freels, Trustee; and Mercy Cabral, Recording Secretary.

Excused: Jackie Rose, Program Chair; Debbie Presson, Newsletter Editor; Susan Kitchens, Trustee; and Lorrie Brewer, Vice Chair.

Absent: Rod Diridon, Past Chair.

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

Motion/Second/Carried approving the minutes of the March 19, 2010, Executive Board Meeting as amended.

4. OLD BUSINESS

a. NCCCA 2009-10 Goals.

- Finance policy – M. Handa
- Scholarship Committee update – P. Olds

Chair Olds reported that two budgeted scholarships were not awarded as no applicants qualified.

- Communication policy – K. Gonzales

It was the consensus to discuss the Finance Policy and the Communications Policy at the Transition Meeting.

5. NEW BUSINESS

a. Choose date and place for transition meeting in August.

Chair Olds announced the date for the Transition Meeting to be held on Friday, August 27 in Walnut Creek.

- b. Audit Committee to be appointed by July 1st.

Chair Olds stated that suggestions were provided for this year's Audit Committee. They are Renee Beck, Kathy Murphy, Susan Near, and Caroline Sota. Chair Olds indicated that she would confirm appointments after July 1st.

6. BOARD MEMBER REPORTS

- a. Chair – Patrice Olds
- b. Vice Chair (Legislation) – Lorrie Brewer

Nothing to report.

- c. Program Chair – Jackie Rose

Nothing to report.

- d. Treasurer – Marian Handa

Treasurer Marian Handa reported that the Division has not yet received its share of the CCAC dues.

Treasurer Handa reviewed the Treasurer's report as of June 2010 as follows:

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

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

Chair Olds stated that she still needed to submit her receipts for the CCAC and the IIMC Conference that she attended. She also commended Trustee Pat Edwards for the fabulous basket she created for the CCAC conference on behalf of the division.

- e. Recording Secretary – Mercy Cabral
Nothing to report.
- f. Communications Coordinator – Karen Gonzales
Nothing to report.
- g. Newsletter Editor – Deborah Presson
Nothing to report.

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 8:40 a.m.

Respectfully submitted,

Mercy G. Cabral
Recording Secretary