

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
DIVISION BUSINESS MEETING MINUTES  
January 28, 2011**

**1. CALL TO ORDER**

Chair Lorrie Brewer called the meeting to order at 12:00 p.m. in the City of American Canyon.

**2. INTRODUCTIONS**

Rebekah Barr, City Clerk, City of American Canyon, welcomed all and introduced her Vice Mayor, Joan Bennett, who welcomed all. City Clerk Barr also introduced her Council Member Belia Bennett, City Manager Richard Ramirez, City Attorney Bill Ross, Management Analyst Deanna Parness, and Public Works Director Michael Throne. Self-introductions were made and first time attendees recognized.

**3. APPROVAL OF MINUTES – Division Business Meeting**

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

**4. REPORTS FROM THE EXECUTIVE BOARD**

A. Chair - Lorrie Brewer

Chair Brewer gave a brief update on the CCAC Annual Conference. She also announced that the Executive Board had taken action approving that each City Clerk in the Division who attended the meeting would be asked to provide a prize for the raffle. This would free up some of the pressure on the host Clerk.

B. Vice Chair - Shawna Freels

Chair Brewer announced that Shawna Freels could not attend, however, she had submitted a written report.

C. Program Chair - Marian Handa.

Program Chair Marian Handa announced the next upcoming meeting date as follows: March 15, 2011 – Rancho Cordova – Speaker Ted Gaebler

D. Treasurer - Patricia Edwards

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

Treasurer Edwards provided copies of the Treasurer's Report as of December 31, 2010:

Checking Account	\$ 10,502.70
Money Market	12,715.15
Certificate of Deposit	<u>20,463.50</u>
<b>Total of Accounts:</b>	<b>\$ 43,681.35</b>

- E. Recording Secretary - Rebekah Barr -

Recording Secretary Barr gave an additional update regarding the CCAC Annual Conference. She also encouraged those present to nominate a fellow clerk for the City Clerk of the Year award, which would be awarded at the conference.

- F. Communications Coordinator – Karen Gonzales

Chair Brewer announced that Karen Gonzales could not be in attendance

- G. Newsletter Editor - Editor Deborah Presson

Chair Brewer announced that Debbie Presson could not be in attendance.

- H. Trustees – Jackie Rose, Mindy Cuppy, Nora Pimentel – Nothing further to report.

- I. Past Chair – Patrice Olds

Chair Brewer announced that Patrice Olds could not be in attendance

5. **FOR THE GOOD OF THE ORDER**

None

**ADJOURNMENT**

Chair Brewer adjourned the meeting at 12:40 p.m.

Respectfully submitted,

/s/ Rebekah Barr, CMC  
Recording Secretary