



CCAC Northern Division  
"NUTS & BOLTS" WORKSHOP  
March 4-5, 2010

Embassy Suites Hotel, Napa Valley

**\$156 per participant for CCAC members**

**\$181 per participant for non-members**

This workshop is designed to provide initial training and information on the intricate details of City Clerk Office responsibilities - a must for new City Clerks, Deputy or Assistant City Clerks, and City Clerk support staff.

Training will focus on subjects such as agendas, minutes, record keeping, contracts, research methods, ordinances, resolutions, elections, and a myriad of other subjects. A City Attorney will provide information on the Brown Act, the Public Records Act, and other California statutes.

Those completing the entire workshop will receive six (6) CMC Experience-Continuing Education points toward certification.

## **Registration Deadline is February 2, 2009**

The theme this year is "**Learning is Your Lucky Charm.**" The workshop is casual and we encourage you to dress in appropriate " St. Patrick's Day theme" attire.

***Learning is Your Lucky Charm so Plan to Come and Join  
The Action and Learn with us!***

For more information contact:

Dawn Abrahamson MMC, City Clerk  
City of Fremont (510) 284-4063

[dabrahamson@fremont.gov](mailto:dabrahamson@fremont.gov)





CCAC Northern Division  
2010 "NUTS & BOLTS" Workshop

**Registration Form**

Workshop begins: Thursday, March 4, 2010, 8:30 a.m.

Workshop ends: Friday, March 5, 2010, 1:30 p.m.

Embassy Suites Hotel, Napa Valley, 1075 California  
Blvd., Napa, CA

Free parking is available at the hotel

**PLEASE COPY THIS FORM AND COMPLETE A SEPARATE FORM FOR EACH PARTICIPANT**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

CITY/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CCAC MEMBER? Y/N \_\_\_\_\_

Have you attended Northern Division Nuts & Bolts before? Y/N \_\_\_\_\_ If yes, when? \_\_\_\_\_

Please note preference will be given to people who have not attended in the past.

The cost is \$156 for CCAC Members and \$181 for Non-members.

Make Checks Payable to CCAC. Fees are non-refundable.

Registration includes workshop, materials, breakfast Thursday morning, and lunch on Thursday and Friday. If you are staying at the Embassy Suites Hotel, breakfast will be provided by the hotel.

Hotel registration must be made directly with the Embassy Suites Hotel. You can register on-line at:

[www.napaValley.embassysuites.com](http://www.napaValley.embassysuites.com)

The group rate is \$94.14 per night, which includes a 12.07% occupancy tax. Reservation deadline for the group rate is **February 2, 2010**. Reservations made after this date will be accepted based upon availability and subject to the hotel's prevailing wage. The Group Code is CCA or refer to the Group Name "CCAC Nuts and Bolts." If you need help or have questions regarding hotel reservations, please contact a Guest Service Agent at the Embassy Suites Hotel at (707) 253-9540.

PLEASE BRING A 3" THREE-RING BINDER TO THE WORKSHOP TO ACCOMMODATE PRINTED MATERIALS.

CREDITS: Those completing the entire workshop will receive 6 CMC Experience-Continuing Education points toward certification. Attendance at all sessions is mandatory to receive CMC credit.

**The registration deadline is FEBRUARY 2, 2010. Please Mail Registration Form with payment to:**

Dawn G. Abrahamson, City of Fremont, PO Box 5006, Fremont, CA 94537-5006

To reserve your space, fax this form in today to (510) 284-4061 and mail the original with your payment.