

All Aboard.



CCAC Northern Division
"NUTS & BOLTS" WORKSHOP

March 1-2, 2012

Embassy Suites Hotel, Napa Valley

\$175 per participant for CCAC members

\$200 per participant for non-members

..the S.S. City Clerk!

This workshop is designed to steer you in the right direction by providing 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 three (3) CMC Experience-Continuing Education points toward certification.

Registration Deadline is January 31, 2012

The theme this year is "**Cruising on the S.S. City Clerk.**" The workshop is casual and we encourage you to "Go Nautical" and dress in appropriate "Cruise travel style".

ANCHORS AWAY... for a Boat Rockin' Workshop

Get on Board and Learn with us!



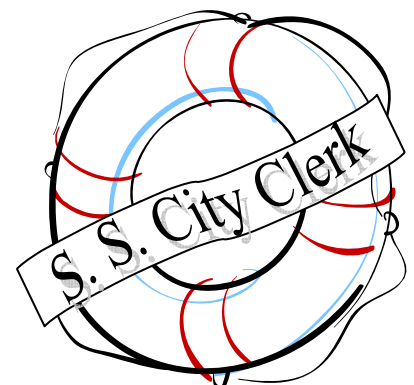
For more information contact:

Dawn Abrahamson MMC

Your Cruise Director

City of Vallejo (707) 648-4528

dabrahamson@ci.vallejo.ca.us





CCAC Northern Division
2012 "NUTS & BOLTS" Workshop

Registration Form

Workshop begins: Thursday, March 1, 2012, 8:30 a.m.
Workshop ends: Friday, March 2, 2012, 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 \$175 for CCAC Members and \$200 for Non-members.



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

Registration includes workshop, materials, and lunch on Thursday and Friday. If you are staying at the Embassy Suites Hotel, a complimentary 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

The group rate is \$95.82 per night, which includes a 14.07% occupancy tax. Reservation deadline for the group rate is **January 31, 2012**. 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 "City Clerks Assn of CA." 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.

PARTICIPANTS WILL BE RESPONSIBLE FOR PRINTING OUT AND BRINGING ALL TRAINING MATERIALS TO THE WORKSHOP. A LINK TO ACCESS THE MATERIALS WITH INSTRUCTIONS WILL BE PROVIDED ONE WEEK PRIOR TO THE WORKSHOP.

CREDITS: Those completing the entire workshop will receive 3 CMC Experience-Continuing Education points toward certification. Attendance at all sessions is mandatory to receive CMC credit.

The registration deadline is JANUARY 31, 2012. Please Mail Registration Form with payment to:

Dawn G. Abrahamson, City of Vallejo, PO Box 3068, Vallejo, CA 94590

To reserve your space, PDF and Email this form in today to dabrahamson@ci.vallejo.ca.us
and mail the original with your payment.