

Southern California City Clerks Association

Executive Board Meeting
Hesperia Branch Library, Community Room
9700 Seventh Avenue
Hesperia, California 92345

January 22, 2009

MINUTES

CALL TO ORDER: President Pat Hammers called the meeting to order at 8:09 a.m.

ROLL CALL: Pat Hammers, President
Joan Flynn, 1st Vice President
Juana Laur, 2nd Vice President
Veronica Montecino, Treasurer
Sharie Apodaca, Recording Secretary (excused absence)
Peggy Johns, Communications Coordinator
Kathleen Midstokke, Director (2nd Year) Recognition & Awards
Susan Ramos, Director (2nd Year), Membership & Hospitality
Ina Rios, Director (2nd Year), Scholarships
Theresa Devoy, Director (1st Year), Grants
Tamara Mason, Director (1st Year), Job Descriptions
La Vonda Pearson, Director (1st Year), Networking
Stephanie Mendenhall, Immediate Past President

1. Approval of Minutes

The minutes of the Executive Board meeting of November 20, 2008 were approved as written.

2. Treasurer's Report

Treasurer Montecino distributed the SCCCA's Financial Summary of November 1-December 31, 2008, the SCCCA Meeting Financial Report from the Aliso Viejo meeting of November 20, 2008 and a copy of the job description and duties of the SCCCA Treasurer.

Treasurer Montecino highlighted the positive net revenue of \$192.57 from the November 20th meeting. She did note that the raffle income was lower than normal. She brought to the Board the request to change the Fiscal Year as delineated in the job duties from October 1st through September 30th to July 1st though June 30th to help the budget preparation coincide with funds received from CCAC. Theresa Devoy made the

motion, which was seconded by Ina Rios. The motion passed with a unanimous vote of those present. The Treasurer then reminded the Board that this year's budget will cover a "partial year" due to the newly voted upon change to the ending of the fiscal year.

Treasurer Montecino discussed using Quick Books or another accounting software in the preparation and maintenance of the Association's accounting. This will ease the Treasurer's workload. She also discussed the funds transfer from the CD to accommodate the extra scholarships until funding was received to offset the additional costs.

3. Committee Reports

- **Joan Flynn, 1st Vice President - Legislation:** Presented an update on the CCAC Legislative Committee conference call which was held on January 14th.
- **Juana Laur, 2nd Vice President – Program Chair:** Indicated the March meeting will be held in Ontario, the June meeting will be held in Escondido, and the September meeting will be held in Huntington Beach. She is actively pursuing potential host cities for the other meeting dates. It was noted by a Board member that Vernon has expressed interest in hosting. Vice President Laur will follow up on this lead.
- **Kathleen Midstokke, Director (2nd Year) - Recognition & Awards:** Will give an oral report at the General Meeting on the new CMC and MMC certifications as well as highlight IIMC membership statistics by state with a breakdown of Region 9.

President Hammers gave accolades to Susan Ramos for "The Good, The Bad and The Ugly" performance at the November General Meeting. She indicated the subject is being considered for use at IIMC in Chicago.

- **Ina Rios, Director (2nd Year) - Scholarships:** Reported that confirmation letters have been sent out to scholarship recipients and have been met with a lot of excitement.
- **Tamara Mason, Director (1st Year) - Job Descriptions:** Asked for an update from the Communications Coordinator and the Treasurer as to their job descriptions and duties due to changes made. She also requested others review their portion of the notebook and send her any changes which are necessary.
- **Theresa Devoy, Director (1st Year) – Grants:** Announced that the grant process will likely go electronic in the future. She will send grant information to Communications Coordinator Johns to be sent out.
- **La Vonda Pearson, Director (1st Year) – Networking:** Reported that she will be selecting, interviewing and introducing a Mystery Clerk during the General Membership Meeting today as a means of spotlighting membership. President Hammers indicated that the new members who are on the recently established "Do-Bee" Committee were actively participating in this meeting and are available to help at all upcoming meetings.

4. Unfinished Business

Scholarships: A discussion took place regarding the possibility of adding funding for future scholarships. A motion was made by Pat Hammers, seconded by Kathleen Midstokke to increase the scholarships for this year from fifteen (15) \$400 scholarships to twenty (20) \$400 scholarships with a review again at the time the budget is adopted. The motion passed by unanimous vote.

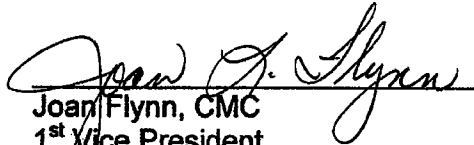
President Hammers passed around her "eeePC" personal computer which sells for \$350. Discussion was held regarding purchasing one and selling raffle tickets with the proceeds benefitting the scholarship fund. President Hammers will investigate donations to offset the cost of the unit.

Discussion was held regarding the use of scholarships for all educational endeavors such as Nuts and Bolts and New Law.

5. New Business

- **Peggy Johns, Communications Coordinator – Survey:** Announced 450 surveys were sent out regarding the preference for SCCCA meeting days and weeks. Coordinator Johns received 49 responses. Analysis of the survey results confirmed the preferred configuration of meetings as what is currently in place with Thursday/Friday 3rd or 4th week time frames. After discussion during the Board meeting, it was decided that the meeting dates would be left to the discretion of the 2nd Vice President and the hosting city as long as the date does not conflict with the CCAC calendar.
- **Stephanie Mendenhall, Immediate Past President – Standing Rules/Policies:** SCCCA Policies and Guidelines, May 1993 through September 2008, were distributed by the Past President via email prior to the meeting. Discussion was tabled at this time to give the Board time to review the document, but Past President Mendenhall will gather feedback via a conference call on the distributed information. After the Board approves the updates, Past President Mendenhall will send the entire document via email.
- **Lucinda Williams, City Clerk of Brea and Recording Secretary for the CCAC Board:** Announced mentoring training which will be available to all who hold CMC and MMC certifications. The training sessions will be held in Brea on March 27, 2009. If members are interested in participating they should contact San Jose's Clerk, Lee Price at (408) 535-1275 or lee.price@sanjoseca.gov for additional information or to register. Training is free, and while points are awarded for being a mentor, there are no points given for the training itself.

ADJOURNMENT: The meeting was adjourned at 8:50 a.m.


Joan Flynn, CMC
1st Vice President


Pat Hammers, MMC
President