



**Southern California City Clerks Association  
General Membership Meeting  
Library Community Room  
City of Hesperia, California  
January 22, 2009**

## **MINUTES**

### **Call to Order**

President Pat Hammers called the meeting to order at 9:03 a.m.

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Kathleen Midstokke, SCCCA Director.

### **Welcome and Introductions from Host City of Hesperia**

Welcome by Vicki Soderquist, City Clerk of Hesperia who introduced former Mayor and newly re-elected City Council Member Mike Leonard. Mr. Leonard welcomed the SCCCA representatives from 30 cities and one Transit Authority to the City of Hesperia.

President Hammers welcomed the membership. President Hammers announced the new scholarship policy which was adopted at the board meeting which was held just prior to the general meeting. President Hammers thanked City Clerk Soderquist for hosting today's meeting. 2<sup>nd</sup> Vice President Juana Laur presented the hosting Clerk with a gift of appreciation on behalf of SCCCA. VP Laur also encouraged those present to participate as a Board Member of SCCCA and consider running for the position as 2<sup>nd</sup> Vice President in the upcoming elections, stating it was a rewarding job.

### **Program**

2<sup>nd</sup> Vice President Juana Laur introduced Dr. Donald N. Rucker, who is currently the Director of the High Desert Regional Center for Azusa Pacific University. As an administrator for universities and schools since 1976, Dr. Rucker has had a constant focus on leadership and innovation. His consultation specialties are transitional leadership and organizational development.

Dr. Rucker uses the methodology of Appreciative Inquiry, a positive approach created by the Weatherhead School of Business at Case Western Reserve in Cleveland Ohio. During the SCCCA program, Dr. Rucker presented a workshop entitled "Organizational Development through Appreciative Inquiry: Building Productive Communication Around What Works."

Topics discussed included a review of ways that the Southern California City Clerks Association can engage in positive and productive communication for conflict resolution and utilization of the AI "4-D" Cycle. Dr. Rucker led the group through an Appreciative Inquiry process which included a discovery phase consisting of interviews, data sharing and mapping positive core values. He then led the group through the process of a segment called Dream/Design/Destiny which examined the roles, relationships and responsibilities of participants.

Dr. Rucker was presented with a thank you card and a gift of appreciation and the City Clerk staff from the City of Hesperia was congratulated on providing an excellent educational opportunity in a relaxed yet professional environment.

### **Business Meeting and Luncheon**

#### **1. Approval of Minutes**

President Hammers, after calling for any corrections to the minutes, declared the minutes to be accepted as written.

#### **2. Announcements**

President Hammers relayed a thank-you from Riverside's City Clerk Colleen Nicol expressing Clerk Nicol's appreciation for the \$1,500 contribution from SCCCA to fund her quest to gain the position of IIMC Vice President. President Hammers announced that as this time there are no other candidates who are challenging Clerk Nicol.

A donation of \$100 was made to the CCAC restricted fund in the name of Sue Condon, late City Clerk of the City of Laguna Woods. Sadness was expressed at her unexpected passing last month at the age of 54.

President Hammers also announced the increase in the number of scholarships as voted upon and adopted at today's Board meeting. The new amount will be 20 scholarships at \$400 each. President Hammers thanked everyone who brought raffle prizes and reiterated that the prizes are what the Association uses to help fund the scholarships.

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](mailto: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.

Ms. Williams discussed the Annual CCAC Conference in April in Sonoma. She highlighted Tuesday's Advanced Academy and the Wednesday through Friday Conference and announced the cost for both sessions and the early bird deadline of March 20<sup>th</sup> for the conference. Also, there will be a Wednesday evening wine event which is optional and cost \$75. She encouraged members to book early in order to attain a hotel which is close to the venue and discussed airport transportation options.

CCAC Southern Division Trustee Julie Folcik, City Clerk of Costa Mesa, highlighted the silent auction which will take place at the conference. Julie made a plea for small and large donations and expressed appreciation to those who have made commitments or who will consider what they can offer. The funds raised will benefit the scholarship fund. Please contact Ms. Folcik at 714-754-5221 or [jfolcik@costa-mesa.ca.us](mailto:jfolcik@costa-mesa.ca.us) for collection of donations.

### **3. Board/Committee Reports**

**Nominating Committee:** The Nominating Committee was announced – Amy Turner, City Clerk of the City of La Puente, is the Chairperson. Committee members include Rachelle Klausen, Palm Desert; Lynda Troyan, Poway; Tracy McGinley, Ontario, and Martha Anderson, Laguna Beach. Nomination forms will be distributed to the membership in the upcoming weeks. The deadline to submit nominations is no later than Tuesday, March 17, 2009. Members were encouraged to consider a position with their local association.

**Do-Bee Committee:** President Hammers highlighted the “Do-Bee” Committee and introduced the members who were present at the meeting. The committee members have pledged their assistance at the general meetings, and will be available to help the host city in any way that is needed. The hope is that cities with smaller staff will be more comfortable taking on the hosting duties if the host Clerk can rely on the external help of the Do-Bees. Nelly Giron, City Clerk of Vernon is the current Acting Chair of the committee. Other “Do Bee” members are Anthony Mejia, Riverside; Bess McGladrey, Cathedral City; Michelle Ascencion, Port Hueneme; Christine Kim, Yucca Valley; Eleena Keeran, Rancho Mirage; Martha Anderson, Laguna Beach; and Susan Ramos, Aliso Viejo.

**Legislative Report:** 1<sup>st</sup> Vice President Joan Flynn presented the Legislative Report which consisted of an update on the Legislative Committee conference call and also informed members about the Legislative Proposal forms available on the CCAC website. She made available hard copies of the League of California Cities 2008 Legislative Report which was distributed at the League meeting in Newport Beach in November of 2008.

**2nd Vice President Report:** Juana Laur announced the next meetings will be held in Ontario on March 19<sup>th</sup> and Escondido on June 18<sup>th</sup>. Again, she thanked Hesperia Clerk Vicki Soderquist and recognized the Hesperia staff that made the meeting possible:

Jean James, Deputy City Clerk; Melinda Sayre-Castro, Deputy City Clerk, and Debbie Bean, Assistant City Clerk.

**Communications Coordinator - Survey:** President Hammers spoke on behalf of Communications Coordinator Peggy Johns and announced that the recent survey emailed to all members indicated that the days and weeks preferred for holding general meetings is still Thursday or Friday of the third or fourth week of the designated months.

**Membership and Hospitality Report:** Director Susan Ramos thanked the Division Chairs for forwarding information and presented the Membership and Hospitality Report (see attached).

**Recognition and Awards:** Director Kathleen Midstokke announced a new MMC, two new CMC's and a CMC recertification recipient. She also congratulated present member Eva Frame, Deputy City Clerk in Ontario on the birth of her new grandson. Director Midstokke also presented information on the 2008 IIMC membership report highlighting Region 9. She noted that of the 1409 members, California had 893, Washington 303, Oregon 116, and Alaska 97. California members hold 397 CMC and 64 MMC designations.

**Networking:** Director La Vonda Pearson introduced "mystery clerk" Susan Maysels, Deputy City Clerk for the City of La Quinta. Susan began her career with the City of Santa Monica as a project manager and then became Deputy Town Clerk for the Town of Goshen, New York. She recently returned to California and accepted the Deputy position at La Quinta. Susan greeted the clerks and acknowledged what a great opportunity the SCCCA meetings are for networking. The membership extended a warm welcome to Susan.

**Scholarships:** Director Ina Rios reported that she will be notifying all 18 recipients of their scholarships of \$400 after action taken by the Board at the meeting earlier in the day to increase the amount and number of scholarships funded by SCCCA. President Hammers discussed a small, portable "eeePC" computer which the Board approved purchasing to use as a raffle prize. All funds from the sale of these special raffle tickets will be dedicated to the scholarship fund.

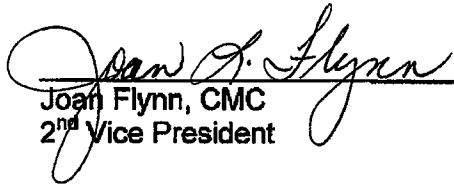
**Grants:** Director Teresa Devoy announced that grant applications are available through the internet until the deadline in April. Four cities will receive grants up to \$1,000.


#### **4. Treasurer's Report**

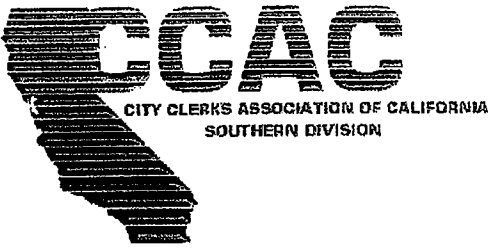
President Hammers, after calling for any corrections to the Treasurer's Report, declared the Treasurer's report accepted as written, subject to audit.

General Membership Meeting Minutes  
January 22, 2009  
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**ADJOURNMENT:** The business meeting was adjourned at 1:07 p.m. followed by the raffle.

  
Joan Flynn, CMC  
2<sup>nd</sup> Vice President

  
Pat Hammers, MMC  
President



## Southern California City Clerks Association

January 22, 2009

To: Pat Hammers, MMC, President  
From: Susan A. Ramos, CMC  
Director, Membership & Hospitality Committee  
Subject: **Membership & Hospitality Report for January 2009**

I have received the following information for announcement at our next meeting.

### Educational achievements:

- Kimberly Rodriguez, City Clerk, City of Agoura Hills, received her MMC.
- Fidela Garcia, Deputy City Clerk, City of Ventura, received her CMC.
- Linda Reid, Deputy City Clerk, City of Buellton, received her CMC.
- Audrey Hooper, City Clerk, City of San Luis Obispo, received her CMC recertification

### Promotional and other achievements:

- Jeffrie Madland, MMC, new City Clerk, City of Camarillo (replacing Deborah Harrington).
- Deborah Harrington, MMC, has taken a job with the Santa Clara Valley Transportation Authority in San Jose
- Sue Chippendale, new Administrative Assistant, City Clerk's Office, City of San Luis Obispo
- Emily Colburn, Deputy City Clerk, City of Pismo Beach, was chosen Mid Manager of the Year 2008
- Cathy David, new Deputy City Clerk, City of Paso Robles. She is also the Executive Secretary to the City Manager.
- Kathy Bennett, City Clerk, new City of Menifee (former City Clerk for City of Canyon Lake)
- Lori Moss, City Manager and Interim City Clerk, City of Canyon Lake
- Clay Westling, newly elected City Clerk, City of Fillmore
- Noelani Middenway, new Assistant City Clerk, City of Newport Beach (formerly of Anaheim)
- Marcia Brown, new Deputy City Clerk, City of Yorba Linda (formerly of Tustin) replacing Jackie Ostendorf.
- Pat Hammers, Interim City Clerk, City of Desert Hot Springs (will be leaving her elected position in Cathedral City)

Retirees

- Jackie Ostendorf, Deputy City Clerk, City of Yorba Linda, retired last month.

Other News/Highlights

- Verna Rollinger, retired elected Clerk, City of Laguna Beach, was elected to the Laguna Beach City Council last November
- Patricia Simpson, Deputy City Clerk, City of Stanton, has changed her name to Patricia Vazquez to match her husband's name!
- Byron Pope, City Clerk, City of Beverly Hills, was featured on a cover story last month in the Beverly Hills Weekly regarding their upcoming City Council election in March
- The next OC Clerks Networking Group meeting is on January 26 in Costa Mesa.

Sad News

- Sue Condon, City Clerk, City of Laguna Woods, passed away unexpectedly in her sleep early last month at the age of 54. She was just at the New Law and Election Seminar in Anaheim and had spent some time with some of our colleagues just before her passing. A sympathy card from SCCCA has been mailed.
- Maria Huizar, City Clerk, City of Tustin, lost her husband to stomach cancer last month. He had been battling it for a year. A sympathy card from SCCCA has been mailed.
- Carol Robb, San Marina City Clerk is very ill. This was reported by Linda Gair, retired Clerk from Baldwin Park, who is currently serving as interim to conduct the March election. A get well card from SCCCA has been mailed.

Respectfully submitted,

Susan A. Ramos, CMC  
SCCCA Director, Membership and Hospitality Committee  
City Clerk, City of Aliso Viejo

c: Recording Secretary

**SMITH OF EXCELLENCE**  
*Doing ordinary things extraordinarily well!*

**REPORT ON IIMC MEMBERSHIP REPORT  
DECEMBER, 2008**

**REGIONAL MEMBERSHIP:**

Region IX: 1409

California: 893

Wash.: 303

Oregon: 116

Alaska: 97

Region III: 1639

Alabama, Florida, Georgia, N. & S. Carolina

**CMC STATUS BY STATE:**

California: 397 (of 4186 total in US)

Florida: 322

North Dakota: 2

**RECERTIFICATION # 1 BY STATE:**

California: 91

Florida: 56

North Dakota: 1

**RECERTIFICATION # 2 BY STATE:**

California: 14

Florida: 8

**MMC STATUS BY STATE:**

California: 64

Florida: 61

**SOUTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
FINANCIAL SUMMARY**

NOVEMBER 1 - DECEMBER 31, 2008

	<u>CHECKING</u>	<u>CD*</u>	<u>COMBINED</u>
<b>BEGINNING BALANCES</b>	<u>\$5,713.79</u>	<u>\$14,382.35</u>	<u>\$20,882.35</u>
<b>INCOME</b>			
PAPER TRANSFER			
CCAC (reimbursed)			
CCAC Conf Raffle			
INTEREST	0.12		
MEMBERSHIP DUES			
MEETING			
Registration (11/20/08)	2,065.00		
Raffle (11/20/08)	250.00		
DONATION	200.00		
<b>TOTAL INCOME</b>	<u>\$2,515.12</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>EXPENDITURES</b>			
PAPER TRANSFER			
BANK CHARGES	49.00		
ADMINISTRATION			
AWARDS and RECOGNITION			
BOARD MEETING (State/Division)	98.31		
CCAC Conf Raffle			
HOSPITALITY			
GRANT PROJECTS			
MEETING			
Breakfast/Lunch (11/20/08)	1,833.43		
Entertainment/Speakers	250.00		
Facilities/Supplies	142.19		
Door Prize/Raffle (11/20/08)	296.95		
NOMINATION COMMITTEE			
SCHOLARSHIPS			
CEPO/MMCA			
MCEF (Sue Condon Endowment)	100.00		
IIMC (Coleen Nichol)	1,500.00		
LTC			
TTC	1,200.00		
<b>TOTAL EXPENDITURES</b>	<u>\$5,469.88</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>ENDING BALANCES</b>	<u>\$2,759.03</u>	<u>\$14,382.35</u>	<u>\$17,141.38</u>

Respectfully submitted,

*Veronica J. Montecino*

Veronica J. Montecino  
SCCCA Treasurer  
City Clerk, City of La Quinta

\* Certificate of Deposit (\$14,382.35, 10 mos. 3.44%, 04/22/09)

**SOUTHERN CALIFORNIA CITY CLERK'S ASSOCIATION**  
**MEETING FINANCIAL REPORT**  
**November 20, 2008**  
**ALISO VIEJO**

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**Expenditures**

Catering - Bon Appetit	\$1,833.43	
Speaker Fee - Gift Cards	250.00	
Supplies	142.19	
Raffle - Two gift cards & centerpieces	296.95	
<b>Total Expenditures</b>	<b>2,522.57</b>	<b><u>\$2,522.57</u></b>

**Revenues**

Registration - 52 members	2,080.00	
Raffle	250.00	
<b>Total Revenues</b>	<b><u>2,330.00</u></b>	<b><u>\$2,330.00</u></b>
<b>NET TOTAL</b>		<b><u><u>\$192.57</u></u></b>