



**Southern California City Clerks Association
General Membership Meeting
California Center for the Arts
340 N. Escondido Boulevard
Escondido, CA 92025**

MINUTES

June 18, 2009

Call to Order

President Pat Hammers called the meeting to order at 9:00 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Director Tamara Mason.

Welcome and Introductions from Host City of Escondido

The Honorable Lori Pfeiler, Mayor of the City of Escondido, welcomed the membership and thanked them for their hard work and commitment to the profession of City Clerk.

At the request of President Hammers, those in attendance introduced themselves.

Program 9:00 a.m. - Noon

Marsha Whalen, Escondido City Clerk, introduced Lt. Mike Lori from the Escondido Police Department and Dr. Victoria Haley from the Ken Blanchard Companies. Dr. Haley presented a comprehensive and interactive presentation entitled "Employee Passion: Firing People Up in Tough Times." Leadership skills and sustaining positive energy and passion among employees was discussed.

Business Meeting and Luncheon

1. Election Committee Report

Amy Turner, SCCCA Nominating Committee Chair, presented the report for the 2009-2010 Election of SCCCA Officers. The officers elected are as follows (official election report attached):

From the 2008-2009 SCCCA Board of Directors three of the six Directors and the Communications Coordinator will remain in office for one more year to complete their two year terms expiring in 2010 as follows: Director, Theresa Devoy, Norwalk; Director, Tamara Mason, La Habra; Director, La Vonda Pearson, Apple Valley; and Communications Coordinator, Peggy Johns, Laguna Hills.

The nominating committee was charged with filling the following offices: President, First Vice President, Second Vice President, Recording Secretary, Treasurer and three Directors. At the March 19, 2009, SCCCA Business Meeting the following persons were nominated and declared elected for being the only nominee to their respective office according to SCCCA Bylaws Section 7.3: President, Joan Flynn, Huntington Beach; First Vice President, Juana Laur, Laguna Niguel; Second Vice President, Susan Ramos, Aliso Viejo; and Recording Secretary, Robin Roberts, Fountain Valley.

The Offices of Treasurer and three Directors were on the ballot. Nominees were listed in order of the Secretary of State's random alphabet drawing dated February 10, 2009. A total of 221 ballots were mailed on Tuesday, April 28, 2009 and 146 were returned. Seven ballots were disqualified because the membership dues were in arrears. The nominating committee met at 11:00 a.m., June 15, 2009 at Laguna Beach City Hall to canvass the ballots received.

Votes were cast as follows for the Office of Treasurer:

Veronica Montecino, La Quinta - 94 votes; Eva Frame, Ontario - 39 votes.

Veronica Montecino is hereby declared elected to the Office of Treasurer for 2009-2010 and will assume office at the close of the September 2009 meeting following installation.

Votes were cast as follows for the three Offices of Director:

Teresa De Dios, Walnut - 31 votes; Vera Mendoza, Azusa - 58 votes;

Sharie Apodaca, Irvine - 108 votes; Cynthia Hernandez, Indio - 80 votes;

Kathleen Sessman, Glendora - 64 votes; Susan Caputo, Santa Clarita - 28 votes

Sharie Apodaca of Irvine, Cynthia Hernandez of Indio, and Kathleen Sessman of Glendora are hereby declared elected for 2009-2010 and will assume office at the close of the September 2009 meeting following installation.

SCCCA Nominating Committee Chair Amy Turner thanked her committee members as follows: Martha Anderson, City of Laguna Beach; Rachelle Klassen, City of Palm Desert; Traci McGinley, City of Ontario; and Linda Troyan, City of Poway.

2. Grants Committee Report

Theresa Devoy, Grants Committee Chair, reported that of ten grant applications received, four cities will be awarded up to \$1,000 grants as follows: City of Perris for elections/public relations; City of San Dimas for risk management; City of Blythe for minute/agenda preparation; and City of Solana Beach for technology/agenda preparation. She noted that information on grant opportunities is posted to the SCCCA website in April or May and that grants are awarded in June.

President Hammers presented Chair Devoy with a certificate of appreciation.

3. Scholarship Committee Report

Ina Rios, Director and Chair of the Scholarship Committee reported that nine scholarships will be awarded for the Leadership Track (\$400) and ten scholarships will be awarded for the TTC Track (\$500). She explained that all applications are reviewed and ranked by CCAC which subsequently informs her of its determinations. She noted

that each recipient will also receive an additional \$300-\$500 grant from CCAC. She encouraged the membership to apply in July for round three of scholarships.

President Hammers presented Director Rios with a certificate of appreciation.

4. Approval of Minutes

President Hammers, after calling for any corrections to the minutes, declared the minutes of March 19, 2009 to be accepted as written.

5. Treasurer's Report

Treasurer Veronica Montecino presented the Treasurer's Report for March 2 – May 29, 2009. She reported that revenues exceeded expenses for the prior SCCCA meeting by \$101. She stated an audit of the treasury will be conducted and sought volunteers to serve on the audit committee. President Hammers asked if there were any questions, and after hearing none, the Treasurer's report was accepted as written (attached), subject to audit.

6. Board and Committee Reports

a. Colleen Nicol, Riverside City Clerk and IIMC Vice President, thanked the membership for their support in her election to the IIMC Board. She has placed a priority on education, including seeking revisions and streamlining to the IIMC guidelines imposed in 2006 for CMC and MMC certification. She also reported that next year's IIMC conference will be held in Reno, NV.

b. Lucinda Williams, Brea City Clerk and Recording Secretary for the CCAC Board, reported that the proposed amendments to the CCAC Bylaws are included in the June issue of the Official Word which is posted to the CCAC website. She stated the proposed amendments are relative to the voting rights granted to associate members. She encouraged the membership to review the proposed amendments prior to the next election.

c. Joan Flynn, 1st Vice President - Legislation:

First Vice President Flynn reported on AB 715 which would allow cities to post legal notices for the reading and adoption of ordinances on their websites versus publishing said notices in the newspaper. She stated yesterday the senate heard AB 715, and eight groups spoke in favor of the bill while the press expressed opposition. Subsequently, the bill was held back to strategize for future re-introduction. City Clerks will be contacted for additional information in the future to help support passage of the bill.

She also reported that on July 17 in Sacramento the California League of Cities will hold a constitutional convention at which budget reforms and a possible part time legislator will be considered.

She stated the League is encouraging cities to register on line in the Save Your City Campaign, and to adopt resolutions declaring a financial hardship and or to post videos on-line. A list of cities currently in fiscal crisis can be found at www.SaveYourCity.net

Finally, she reported that legislative proposals can be submitted by City Clerks by completing a Legislative Proposal form and filing it with Shalice Reynoso, Buena Park City Clerk and CCAC Legislative Director.

d. Host City Recognition: Second Vice President Juana Lara presented Marsha Whalen, Escondido City Clerk with a gift of appreciation for hosting today's meeting. She stated the next quarterly meeting will be held in Huntington Beach in late September.

e. Membership and Hospitality Report: Director Susan Ramos presented the Membership and Hospitality Report for June 2009 (attached). She also noted that the next Orange County City Clerk's Networking Meeting will be held on July 27 in Huntington Beach and Orange County Registrar Neal Kelley will be speaking.

f. Kathleen Midstokke, Director (2nd Year) - Recognition & Awards:

Director Midstokke presented a report on IIMC Membership as of May 31, 2009. She reported that California ranks number one in memberships, as well as in CMC, MMC and first time re-certifications, with Florida ranking second in all respects. California ranks number two in second time re-certifications right behind Florida. She noted that many members are not renewing their memberships due to budget constraints.

President Pat Hammers introduced Lydia Allen, Records Clerk in the City of Murrieta and welcomed her as a first time attendee to a SCCCA meeting.

President Hammers presented Sharie Apodaca, Recording Secretary and Peggy Johns, Communications Director with certificates of appreciation.

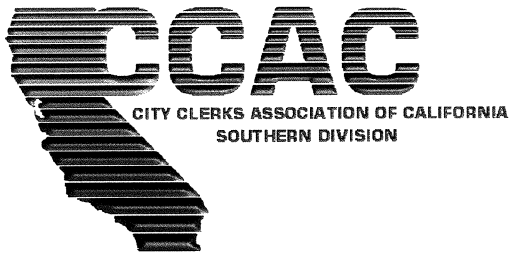
ADJOURNMENT: The business meeting was adjourned at 1:30 p.m. followed by the raffle.



Sharie Apodaca, MMC
Recording Secretary



Pat Hammers, MMC
President



Southern California City Clerks Association

June 18, 2009

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

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

Educational achievements:

MMCs:

- Lori Frontella, City Clerk, Pismo Beach
- Patricia Athenour, Pinole
- Shirley Concolino, Sacramento

CMCs:

- Angela Robles, Deputy City Clerk, Placentia
- Pat Jacquez-Nares, Assistant City Clerk, Westminster
- Laura Nieto, Deputy City Clerk, Baldwin Park
- Olivia Flores, Senior Deputy City Clerk, Colton
- Judy Roseen-Haughney, City Clerk, Perris
- Eleanor Manzano, City Clerk, Redondo Beach
- Susan Domen, Deputy City Clerk, Downey
- Linda Nemeroff, Alameda Contra Costa Transit District
- Ann Rathburn, Greenfield
- Deneen Proctor, Merced
- Trish Paetz, San Juan Bautista
- Bonnie Paige, Stockton
- Rosalia Conde, Covina
- Grace Schmidt, Cupertino
- Susan Gauthier, Fremont

CMCs Recertification:

- Donna Norris, Interim City Clerk, Chula Vista
- Abba Grandys, Chief Deputy City Clerk, Indian Wells
- Patsy Bell, Interim City Clerk, Santee
- Gwyn Flores, Records Manager, Temecula

Promotional and other achievements:

- Anita Chapanond, new Deputy City Clerk, City of Seal Beach.
- Santa Stanley, new Deputy City Clerk, City of Newport Beach.
- Anthony Mejia, new Deputy City Clerk, City of San Clemente (formerly from Riverside)

Retirees

- Marian Contreras, City Clerk of Westminster, retired on June 11.
- Pat Healy, Clerk of the Council, City of Santa Ana, is “trying” to retire on July 1.
- Shirley Mahoney, Assistant City Clerk, Lancaster, will retire June 30.

Other News/Highlights

- Geri Bryan reported that Lancaster has offered a Voluntary Separation Plan (VSP) to qualified employees and 20 of them accepted an early excellent retirement plan effective July 1. One of them is Shirley Mahoney who will be greatly missed. She has 18 years wealth of information in their City. Her position will remain vacant until the economy turns around and her duties will be shared by the remaining staff of 4. The City will save around \$2 million dollars and they have not had to lay off anyone nor have had to cut hours.
- The next OC Clerks Networking Group meeting is July 27 in Huntington Beach for our annual get together with Neal Kelley, OC Registrar of Voters. Thanks for Joan Flynn for hosting! For more information about this networking group, contact Lucinda Williams, City of Brea.

Sad News

-

Respectfully submitted,

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

c: Recording Secretary

SPRINT OF EXCELLENCE™
Doing ordinary things extraordinarily well!

REPORT ON IIMC MEMBERSHIP
June, 2009

IIMC MEMBERSHIP BY STATE:

California: 894 (of 9740 total in US)

Florida: 597

Michigan: 525

CMC STATUS BY STATE:

California: 415 (of 4326 total in US)

Florida: 339

North Carolina: 264

RECERTIFICATION # 1 BY STATE:

California: 98 (of 961 total in US)

Florida: 56

North Carolina: 61

RECERTIFICATION # 2 BY STATE:

California: 17 (of 176 total in US)

Florida: 13

Wisconsin: 22

MMC STATUS BY STATE:

California: 71 (of 764 total in US)

Florida: 65

North Carolina: 57



NOMINATING COMMITTEE REPORT 2009-2010 SCCCA ELECTION OF OFFICERS

President Hammers, as Chair of the Nominating Committee I am happy to present this report on behalf of the committee. Members of the Committee are Martha Anderson, Laguna Beach; Rachelle Klassen, Palm Desert; Traci McGinley, Ontario; Linda Troyan, Poway; and myself Amy Turner, La Puente.

From the 2008-2009 SCCCA Board of Directors three of the six Directors and the Communications Coordinator remain in office for one more year to complete their two year terms expiring in 2010 as follows: Director, Theresa Devoy, Norwalk; Director, Tamara Mason, La Habra; Director, La Vonda Pearson, Apple Valley; and Communications Coordinator, Peggy Johns, Laguna Hills.

The nominating committee was charged with filling the following offices: President, First Vice President, Second Vice President, Recording Secretary, Treasurer and three Directors. At the March 19, 2009, SCCCA Business Meeting the following persons were nominated and declared elected for being the only nominee to their respective office according to SCCCA Bylaws Section 7.3: President, Joan Flynn, Huntington Beach; First Vice President, Juana Laur, Laguna Niguel; Second Vice President, Susan Ramos, Aliso Viejo; and Recording Secretary, Robin Roberts, Fountain Valley.

The Offices of Treasurer and three (3) Directors were on the ballot. Nominees were listed in order of the Secretary of State's random alphabet drawing dated February 10, 2009. A total of 221 ballots were mailed on Tuesday, April 28, 2009 and 146 were returned. Seven ballots were disqualified because the membership dues were in arrears.

The nominating committee met at 11:00 a.m., June 15, 2009 at Laguna Beach City Hall to canvass the ballots received.

Votes were cast as follows for the Office of Treasurer:

Veronica Montecino, La Quinta - 94 votes Eva Frame, Ontario - 39 votes.

Veronica Montecino is hereby declared elected to the Office of Treasurer for 2009-2010 and will assume office at the close of the September 2009 meeting following installation.

Votes were cast as follows for the three Offices of Director:

Teresa De Dios, Walnut - 31 votes Vera Mendoza, Azusa - 58 votes
Sharie Apodaca, Irvine - 108 votes Cynthia Hernandez, Indio - 80 votes
Kathleen Sessman, Glendora - 64 votes Susan Caputo, Santa Clarita - 28 votes

Sharie Apodaca of Irvine, Cynthia Hernandez of Indio, and Kathleen Sessman of Glendora are hereby declared elected for 2009-2010 and will assume office at the close of the September 2009 meeting following installation.

I respectfully request a motion and second to accept the canvass for the 2008-2009 election (attached) and for authorization to destroy the ballots and elections materials.

Respectfully submitted,

Amy M. Turner, MMC

SCCCA Nominating Committee Chair 2009-2010

1 of 2

CANVASS OF VOTES
SCCA OFFICERS FOR 2009-2010
JUNE 15, 2009

TREASURER	Total Votes
Veronica Montecino	<u>91</u>
Eva Frame	<u>37</u>

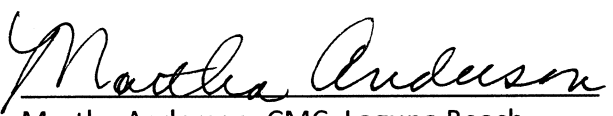
DIRECTORS	
Teresa De Dios	<u>28</u>
Vera Mendoza	<u>55</u>
Sharie Apodaca	<u>104</u>
Cynthia Hernandez	<u>77</u>
Kathleen Sessman	<u>63</u>
Susan Caputo	<u>27</u>

TOTAL NUMBER OF BALLOTS SENT: 221

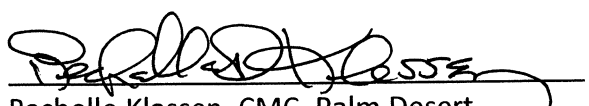
TOTAL NUMBER OF BALLOTS RECEIVED: 146

BALLOTS CANVASSSED BY: 

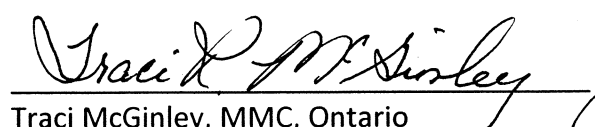
Amy M. Turner, MMC, La Puente
SCCA Nominating Committee Chair



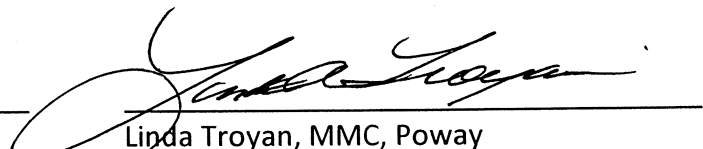
Martha Anderson, CMC, Laguna Beach
Nominating Committee Member



Rachelle Klassen, CMC, Palm Desert
Nominating Committee Member



Traci McGinley, MMC, Ontario
Nominating Committee Member



Linda Troyan, MMC, Poway
Nominating Committee Member

**CANVASS OF VOTES
SCCA OFFICERS FOR 2009-2010
JUNE 15, 2009**

page 2 of 2

TREASURER

Total Votes

Veronica Montecino	<u>3</u>
Eva Frame	<u>2</u>

DIRECTORS

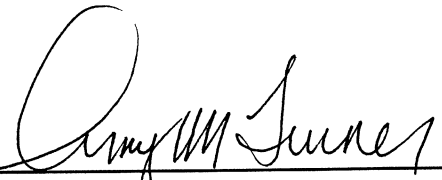
Teresa De Dios	<u>3</u>
Vera Mendoza	<u>3</u>
Sharie Apodaca	<u>4</u>
Cynthia Hernandez	<u>3</u>
Kathleen Sessman	<u>1</u>
Susan Caputo	<u>1</u>

TOTAL NUMBER OF BALLOTS SENT:


TOTAL NUMBER OF BALLOTS RECEIVED:

7

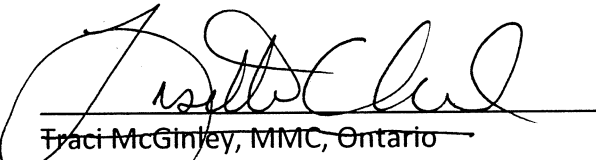
BALLOTS CANVASSED BY:



Amy M. Turner, MMC, La Puente
SCCA Nominating Committee Chair


Martha Anderson, CMC, Laguna Beach
Nominating Committee Member


Rachelle Klassen, CMC, Palm Desert
Nominating Committee Member


Traci McGinley, MMC, Ontario
Nominating Committee Member


Linda Troyan, MMC, Poway
Nominating Committee Member

Lisette Chel
Laguna Beach

Southern California City Clerks Association
Profit & Loss Standard
March 2 through May 29, 2009

Mar 2 - May 29, 09

Ordinary Income/Expense	
Income	
Membership Dues	17,649.00
Raffle Income	341.00
Registration	2,200.00
Transfer	5,392.35
Total Income	<u>25,582.35</u>
Expense	
Bank Fee	12.00
Convention or Meeting Expense	2,084.00
Insufficient Funds Fee	35.00
Nomination Committee	273.43
Scholarship - LTC	1,200.00
Scholarship - MMCA	3,200.00
Scholarship - TTC	3,200.00
Supplies and Materials	211.85
Total Expense	<u>10,216.28</u>
Net Ordinary Income	15,366.07
Other Income/Expense	
Other Income	
Interest Earned	1.08
Total Other Income	<u>1.08</u>
Net Other Income	<u>1.08</u>
Net Income	<u><u>15,367.15</u></u>