



**Southern California City Clerks Association
General Membership Meeting**

**Huntington Beach Central Library
7111 Talbert Avenue, Room C/D
Huntington Beach, CA 92648**

MINUTES

September 25, 2009

Call to Order

President Pat Hammers called the meeting to order at 9:08 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by President Hammers.

Welcome and Introductions from Host City of Huntington Beach

1st Vice President Joan Flynn and City Clerk of Huntington Beach welcomed the membership in attendance as well as thirty-five individuals attending the session via webinar. 1st Vice President Flynn also introduced Colleen Nicol, IIMC Vice President; and Lisa Pope, CCAC President who were in attendance. She also thanked Sarah Ellington of SIRE Technologies for assisting in the coordination of the webinar and for serving as facilitator.

Huntington Beach Mayor Keith Bohr addressed the membership by teleconference and gave a brief PowerPoint presentation on the history of the city in celebration of its 100th birthday. He commended the City Clerk profession and welcomed the membership to Huntington Beach.

Program:

First Vice President Flynn introduced Leo Briones, President and Founder of Centaur North Strategic Communications who presented "The Crisis in California Governance and the Emerging Role of the City Clerk." The program included a question and answer session and in-depth discussions on the City Clerk's changing and emerging role; and promotion of the City Clerk profession and its value in local government. Individuals participating in the webinar also took part in the group discussions.

1st Vice President Flynn asked the membership to e-mail her the pros and cons of the webinar which will be compiled and presented to IIMC for evaluation in order to determine if similar web-based programs will be provided in the future for IIMC education points.

Business Meeting – Transition of SCCCA Executive Board:

- Recognition of outgoing President Hammers (2008-2009)

2nd Vice President Juana Laur presented outgoing President Hammers with a token of appreciation for her outstanding service.

President Hammers highlighted the successes of the SCCCA Board during her term including increased revenues, increase to the scholarship fund, and enhanced use of technology to reduce expenditures. She presented the board members with certificates of recognition and a gift of appreciation for their diligent service in the past year.

1st Vice President Flynn commended President Hammers for her outstanding service and presented her a gift of appreciation.

- Installation of New Board Members 2009-2010

CCAC President Lisa Pope presided over the installation of the SCCCA Executive Board Members for 2009-2010 and administered the Oath of Office as follows:

- Joan Flynn, President
- Juana Laur, 1st Vice President
- Susan Ramos, 2nd Vice President
- Veronica Montecino, Treasurer
- Robin Roberts, Recording Secretary (excused absence)
- Peggy Johns, Communications Coordinator
- Theresa Devoy, Director 2nd Year
- Tamara Mason, Director 2nd Year
- La Vonda Pearson, Director 2nd Year (excused absence)
- Sharie Apodaca, Director 1st Year
- Cynthia Hernandez, Director 1st Year
- Kathleen Sessman, Director 1st Year
- Pat Hammers, Immediate Past President

President Flynn presented each board member with an executed Oath of Office certificate.

CCAC President Lisa Pope presented Director Sharie Apodaca with a commendation for achieving MMC status.

Business Meeting and Luncheon – Continued:

4. Approval of Minutes

President Flynn, after calling for any corrections to the minutes, declared the minutes of June 18, 2009 to be accepted as written.

5. Treasurer's Report

The Treasurer's Report as of August 31, 2009 was accepted as written (attached), subject to audit.

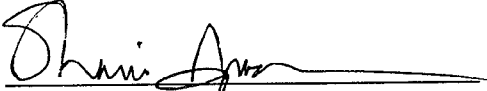
6. Board and Committee Reports

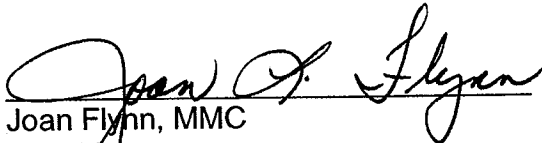
- a. Legislative Report: President Flynn noted that the legislative report prepared by CCAC Legislative Director Shalice Reynosa has been distributed. She noted that City Clerks can email issues or suggestions for legislative review via the CCAC website.
- b. Membership and Hospitality: 2nd Vice President Susan Ramos presented the Membership and Hospitality Report for September 2009 (attached). She stated she is seeking strategic locations in the Southern Division that will serve the entire membership in which to hold future SCCCA meetings. She stated the next meeting will be November 19 or 20 and is in need of a host city.
- c. Communications: Communications Director Peggy Johns requested the membership email her any updates to the membership database, including staff names, titles and contact information.
- d. CCAC President Lisa Pope announced there will be a Nuts & Bolts workshop in Brea on October 8 and 9 which provides 6 points towards CMC.
- e. Lucinda Williams, Brea City Clerk and Recording Secretary for the CCAC Board, introduced first time attendee Sarah Manwaring, Assistant City Clerk of Canyon Lake.
- f. Colleen Nicol, Riverside City Clerk and IIMC Vice President, reported that voting members adopted an amendment to the CCAC bylaws that makes every member a voting member.

She also reported that the next annual IIMC conference will be held in Reno, Nevada and that rates will be extremely reasonable.

Finally, she stated that the CCAC Board is reviewing the proposed revisions to the IIMC policy guidelines for CMC/MMC certification, and is requesting feedback from the membership. She stated the guidelines are available for review on the IIMC website and comments can be directed to Dawn Abrahamson, City Clerk of Fremont. She noted the proposed policy revisions are intended to simplify and streamline the certification process.

ADJOURNMENT: The business meeting was adjourned at 1:25 p.m.


Sharie Apodaca, MMC
Past Recording Secretary/Director


Joan Flynn, MMC
President



Southern California City Clerks Association

September 25, 2009

To: Joan Flynn, MMC, President (Incoming)
From: Susan A. Ramos, CMC
Director, Membership & Hospitality Committee (Outgoing)
Subject: **Membership & Hospitality Report for September 2009**

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

Educational achievements:

MMCs:

- Shari Apodaca, City Clerk, Irvine
- Kelly Wetmore, City Clerk, Arroyo Grande

CMCs

None!!

Retirees

- Linda Suraci, Senior Deputy City Clerk, Huntington Beach, retired (no date provided).
- Audrey Hooper, City Clerk, San Luis Obispo, retired June 30, 2009.
- Lori Frontella, City Clerk, Pismo Beach, retired August 21, 2009.
- Pam McCarthy, Bakersfield, will retire December 2009. Her party is on Dec. 11.
- Kathie Mendoza, City Clerk, Yorba Linda, will retire November 3, 2009. She plans to begin marathon training, take up yoga and golf, travel and maybe some consulting!

Promotional and other achievements:

- Marcia Brown, new City Clerk, Yorba Linda (former deputy city clerk)
- Emily Colborn, new City Clerk, Pismo Beach
- Elaina Cano, Interim City Clerk, San Luis Obispo and also a TTC graduate and will be receiving her CMC soon!
- Kitty Norton, new Executive Assistant/Deputy City Clerk, Arroyo Grande

Other News/Highlights

- Peggy Johns, Laguna Hills City Clerk, is a proud mom! Her son, First Lieutenant Matt Krivholavy, USMC, recently received his WINGS in Meridian, Mississippi and also received the TOP GUN award in his class.
- Susan Ramos, Aliso Viejo City Clerk, is also a proud mom! Daughter, Pam, has completed her MBA program and will be graduating in December!
- Michelle Ascencion, Deputy City Clerk, Port Hueneme, is happy to report that they have successfully implemented a fully automated agenda process using SIRE AgendaPlus!
- Vicki Soderquist, Hesperia City Clerk, is happy to report that they have successfully implemented a fully automated agenda process using Laserfiche Agenda Manager! Deputy position still frozen.
- Brenda Alcazar, Santa Barbara, busily preparing for a vote by mail November 3 election for Mayor, 3 Council seats and 4 ballot measures! She has no deputy (position frozen) and another staff is on extended leave!
- The next OC Clerks Networking Group meeting is October 26 to be hosted by Penny Kyle, Clerk of the Board, Orange County Sanitation district. For more information about this networking group, contact Lucinda Williams, City of Brea.

Respectfully submitted,

Susan A. Ramos, CMC

SCCCA Director, Membership and Hospitality Committee (Outgoing)

City Clerk, City of Aliso Viejo

c: Recording Secretary

SIGN OF EXCELLENCE...
Doing ordinary things extraordinarily well!

Southern California City Clerks Association
Transactions by Account
 As of August 31, 2009

ASSETS	Split	Memo	Amount	Balance
Current Assets				15,367.15
Checking/Savings				15,367.15
Travel		06/18/09 mtg	-48.24	15,318.91
Travel		06/18/09 mtg	-48.24	15,270.67
Administration			-88.65	15,182.02
Travel		06/18/09 mtg	-48.24	15,133.78
Speaker Fees		06/18/09 mtg	-500.00	14,633.78
Convention or Meeting Expense		06/18/09 mtg	-914.19	13,719.59
Refund		6/18/09 mtg	-40.00	13,679.59
Interest Earned		Deposit	0.54	13,680.13
Nomination Committee		Labels	-34.80	13,645.33
Registration		06/18/09 mtg	2,080.00	15,725.33
Raffle Income		Computer Raffle-6/18/09	450.00	16,175.33
Raffle Income		06/18/09 mtg	336.00	16,511.33
Interest Earned		Deposit	0.50	16,511.83
Grant and Contract Expense		2009 Grant	-1,000.00	15,511.83
Administration		Board Gifts	-229.82	15,282.01
Interest Earned		Deposit	0.50	15,282.51
Total Checking/Savings			-84.64	15,282.51
Total Current Assets			-84.64	15,282.51
TOTAL ASSETS			-84.64	15,282.51
LIABILITIES & EQUITY				
Equity				15,367.15
Retained Earnings				15,367.15
			-1,687.02	13,680.13
Total Retained Earnings			-1,687.02	13,680.13
Net Income				0.00
Total Net Income			1,602.38	1,602.38
Total Equity			-84.64	15,282.51
TOTAL LIABILITIES & EQUITY			-84.64	15,282.51



Shalice Reynoso, MMC
CCAC Legislative Director

News Clerks Should Know:

Released 09/21/09

Legislature Recesses as Bills Await Governor's Signature

The Legislature completed its 2009 regular session earlier this month. Now over 500 bills await the Governor's action. Schwarzenegger has until Oct. 11 to either sign or veto bills. Bills not acted upon become law without the Governor's signature.

CCAC and the League of California Cities were instrumental in getting the following bills passed through the Legislature:

AB 18 (Knight) Local government: city councils. Extends the appointment period to fill a city council vacancy from 30-to-60 days and makes policy for cities with at-large council elections consistent with the policy for cities with district-based council elections.

SB 359 (Romero) Records: Disclosure Exemptions. Updates the California Public Records Act (CPRA) alphabetical list of records exempt from disclosure and requires that a bill be introduced every legislative session to ensure that the index is continually updated.

AB 1574 (Elections and Redistricting Committee) Elections. (1) Clarifies that the deadline for submitting arguments for or against a city measure does not apply when the city election is consolidated with another election; and (2) Changes the filing deadline stated in Elections Code 10229 from "5 p.m." to "during regular business hours as posted."

Last fall, Governor Schwarzenegger vetoed bills en masse in frustration over the budget. Let's hope for a better outcome this year!



Shalice Reynoso, MMC
CCAC Legislative Director

News Clerks Should Know:

Released 09/22/09

League Proposes Ballot Measure to Protect Local Revenues

On September 18, the General Assembly of the League of California Cities overwhelmingly authorized its board of directors to evaluate and, if feasible, seek voter approval of a November 2010 ballot measure to provide broad constitutional protection of local revenues.

The ballot measure would constitutionally protect against future efforts to divert, borrow, or steal revenues that fund local government services. This measure would go beyond the protections of Prop. 1A and would include the following revenues: property tax, sales tax, local share of gas tax funds, gasoline sales tax funds, redevelopment property tax increment, UUT's, TOT's, and business license taxes.

City officials will be asked to devote personal time to gather signatures, raise private funds, and help organize a statewide grassroots coalition to secure this ballot measure. The promotion of ballot measures or participation in ballot measure advocacy activity cannot occur on city time or using city facilities or equipment. Therefore, those who would like to participate in the campaign advocacy are being asked to provide non-city, non-public contact information to your League Regional Public Affairs Manager. Non-campaign information may continue to be sent to your city email address.