

Southern California City Clerks Association

Executive Board Meeting

**Laguna Hills Community Center
Tower Room
25555 Alicia Parkway
Laguna Hills, CA 92653**

March 25, 2010

MINUTES

CALL TO ORDER: President Flynn called the meeting to order at 8:07 a.m.

ROLL CALL: Joan Flynn, President
Juana Laur, 1st Vice President
Susan Ramos, 2nd Vice President
Veronica Montecino, Treasurer (excused)
Robin Roberts, Recording Secretary
Peggy Johns, Communications Coordinator
Theresa Devoy, Director (2nd Year) Grants
Tamara Mason, Director (2nd Year) Job Descriptions
LaVonda Pearson, Director (2nd Year), Networking
Sharie Apodaca, Director (1st Year), Recognitions and Awards
Cynthia Hernandez, Director (1st Year), Scholarships (excused)
Kathleen Sessman, Director (1st Year), Memberships and Hospitality
Pat Hammers, Immediate Past President

1. Approval of Minutes

The minutes of the Executive Board Meeting of January 29, 2010 were unanimously approved as corrected.

1st Vice President Laur requested that the previously approved Executive Board Meeting minutes of November 19, 2009 be corrected to delete the language (*excused*) after Vice Presidents Laur's name on the roll call. This motion for correction was unanimously approved.

2. Treasurer's Report

On behalf of Treasurer Montecino, President Flynn began discussions regarding the Treasurer's report and budget process review, including the potential of reducing or

eliminating the grant program or reducing the scholarship program to assist in providing a balanced budget. There was further discussion related to the unforeseen loss of revenue generation due to continued economic concerns of local governments. Comments were made concerning the broad duties of the Treasurer and the limited responsibilities of the 1st Vice President position, noting that current tasks of the Treasurer might best be served under the 1st Vice President prevue.

There was group consensus that formal discussion regarding the Treasurer's Report, 2010-2011 FY Budget, and transference of duties from Treasurer to 1st Vice President be continued to a date uncertain via a telephone conference, when Treasurer Montecino could be present.

3. Committee Reports

- **Teresa Devoy, Director (Grants)**

Director Devoy discussed the current state of the Grant Program, noting that that a tentative schedule of the program would be announced at the General Meeting pending budget approval.

- **Tamara Mason, Director (Job Descriptions)**

Director Mason stated that she will provide an updated list of job descriptions following the next meeting. She also mentioned that throughout the year she has made notations when position specific details are discussed during meetings. She will include such notations as well as on any changes between the Treasurer and 1st Vice President in her report.

- **Kathleen Sessman, Director (Membership & Hospitality)**

Director Sessman read the follow list of SCCCA members that have achieved IIMC designations as follows: Susan Ramos, MMC; Peggy Johns, MMC; Lisa Wolfson, CMC; Lydia Slivkoff, CMC; Laurie Murray, CMC; Anthony Mejia, CMC; Lilia Kovak, CMC.

4. Old Business

- **Joan Flynn, President - Treasurer's Audit**

President Flynn brought forward business voted upon at the January Executive Board Meeting to be discussed presently, related to practice of official audits of membership accounting records. There was general discussion regarding statements within the bylaws related to audits and current best practices enforced by other organizations including the CCAC.

Motion and second to moving forward with an audit of the financial records at no cost by Rick Laur, CMA, and request that best practices be recommended with said audit, unanimously passed noting that there was not a conflict of interest by using services of an existing board members spouse.

5. New Business

- **Joan Flynn, President – Election of 2010-2011 Officers**

President Flynn discussed that process related to the annual nomination and election of officers to the board. She further stated that the process will still occur in compliance with the SCCCA Bylaws, however the normal practice will be slightly altered as the process is starting later than normal. She then introduced Lucinda Williams, MMC, Brea City Clerk as the Chair of the Nomination Committee.

Chair Williams summarized the process that will be followed for nomination selection, noting that she will make a presentation and call for nominations at the general meeting immediately following the executive board meeting.

- **Susan Ramos, 2nd Vice President and Peggy Johns, Communications Coordinator**

Communications Coordinator Johns discussed the idea that she and 2nd Vice President Ramos have regarding the creation of a Southern California City Clerks Association newsletter to be distributed electronically. General discussion ensued including that the responsibilities would be that of the Communications Coordinator with article contributions by the board, and that the newsletter should be distributed quarterly.

- **Sharie Apodaca, Director (Recognitions & Awards)**

Director Apodaca discussed the successful program whereby recognition is provided to members receiving MMC or CMC designation by the IIMC. She further discussed that there is a cost involved with such recognition, and requested a budget item for this program.


Motion and second to allocate an amount not to exceed \$200 annually for the Recognition and Awards program, which unanimously passed.

- **Joan Flynn, President – CCAC Conference/SCCCA Raffle Gift Basket**


President Flynn discussed that need to provide a gift basket for the CCAC Conference, noting that this raffle provides educational funding to membership. She further noted that Julie Folcik, City Clerk of Costa Mesa has agreed to help organize receipt of provisions for the basket.

Motion and second to allocate an amount not to exceed \$125 for the purpose of providing a SCCCA Raffle Gift Basket for the 2010 Annual CCAC Conference, which may be offset by donations was unanimously approved.

ADJOURNMENT: President Flynn adjourned the meeting at 9:00 a.m.



Robin Roberts, MMC
Recording Secretary



Joan Flynn, CMC
President