



Southern California City Clerks Association

Executive Board Meeting

Conference Call

Wednesday May 20, 2010

MINUTES

CALL TO ORDER: President Flynn called the meeting to order at 3:10 p.m.

ROLL CALL: Joan Flynn, President
Juana Laur, 1st Vice President
Susan Ramos, 2nd Vice President
Veronica Montecino, Treasurer
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 (excused)
Cynthia Hernandez, Director (1st Year), Scholarships
Kathleen Sessman, Director (1st Year), Memberships and Hospitality (excused)
Pat Hammers, Immediate Past President (excused)

1. Budget

President Flynn read correspondence received by excused members Hammers and Apodaca. There was discussion on the membership levels anticipated by the State association, goal setting discussion between President Flynn, 1st Vice President Luar, and 2nd Vice President Ramos, number of meetings held each year, vary levels of speaker costs, travel budget for the division President, and the amount of reserve fund that should be implemented and maintained.

Motion by 1st Vice President Luar, second by Communications Coordinator Johns, that 10 percent of the membership revenue be allocated to a Reserve Fund, and that excess of these revenues be rolled over and the end of every year. No vote was recorded, motion died.

Further discussion followed regarding each line item of expenditures on the proposed budget submitted by Treasurer Montecino for the FY 2010-11.

Motion by Director Devoy, second by 2nd Vice President Ramos to approve the proposed FY 2010-11 Budget as submitted with the following changes: Changes to the expenditures by reducing item Education to \$8,000, decreasing the expenditures listed for the Grant Projects to \$2,000, increasing Speaker Fee's to 3,450, and creating a Reserve Fund of \$1,750 which is 10 percent of the estimated Membership Dues revenue. The motion was unanimously carried.

2. Grant


There was discussion regarding the time frame of requesting applications and announcement of grant recipients.

Motion by Director Devoy, second by Secretary Roberts, to move the timeline of the Grant Program to facilitate the announcement of Grant awards to the September 2010 General Membership meeting. The motion was unanimously carried.

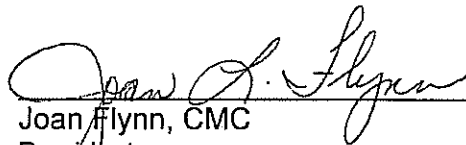
3. Old Business – Audit and Timeline

Treasurer Montecino noted that she will meet up the Auditor in the near futures and confirm the date of the meeting to President Flynn via email.

ADJOURNMENT: President Flynn adjourned the meeting at 4:20 p.m.



Robin Roberts, MMC
Recording Secretary



Joan Flynn, CMC
President