



Southern California City Clerks Association

Executive Board Meeting

**Los Robles Greens
West Ballroom
299 S. Moorpark Road
Thousand Oaks, CA 91361**

January 29, 2010

MINUTES

CALL TO ORDER: Vice President Laur called the meeting to order at 8:12 a.m.

ROLL CALL: Joan Flynn, President (excused)
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 (excused)
Kathleen Sessman, Director (1st Year), Memberships and Hospitality (excused)
Pat Hammers, Immediate Past President

1. Approval of Minutes

The minutes of the Executive Board Meeting of November 19, 2009 were unanimously approved as corrected.

2. Treasurer's Report

Treasurer Montecino gave details of the accounting of the General Membership meeting of November 19, 2009, stating that the registration fees received were \$2,080 and the expenses incurred were \$750, leaving estimated net income of \$1,300.00.

3. Treasurer's Audit

Treasurer Montecino then discussed information provided on a written communication related to the need for independent or outside process. She briefly reviewed information presented in the written communication including that current bylaws of the division, that of the other divisions and the state, noting that to bring ours in line, an independent or outside audit should be completed during the change of Treasurer. Ms. Montecino further noted that her recommendation was to begin the process upon the next Treasurer appointment. After further discussion, a motion made by Immediate Past President Hammers to defer the discussion regarding changing current audit requirements to the March Executive Board meeting was unanimously carried.

4. Budget & Scholarships

Treasurer Montecino stated her recommendation to have an approved budget for the next fiscal year that incorporates or clarifies the scholarship amounts and structure. General discussion ensued regarding the current checking account balance (listed at \$10,921 on the *Transaction by Account* report dated December 21, 2009), and that establishing an account that provides interest be considered. There was further discussion regarding the release of information regarding the scholarship program and clarifications provided to scholarship applicants.

5. Committee Reports

- **Juana Laur, 1st Vice President**

Vice President Laur presented information provided by absent Director Apodaca that the letter to recently designated Certified Municipal Clerk's and Master Municipal Clerk's have been drafted and await President Flynn's signature.

- **Peggy Johns, Communications Coordinator**

Communication Coordinators Johns discussed the upcoming meeting to be held at the City of Laguna Hills in March, with guest speaker Ted Gaebler, City Manager of Rancho Cordova. She further discussed the need to potentially reimburse Mr. Gaebler for travel and lodging expenses. There was then general discussion regarding the need to pay for speakers depending on the host city and speakers needs.

Motion by Communications Coordinator Johns to provide reimbursement of travel and lodging expenses for the March meeting guest speaker, Ted Gaebler, in an amount not to exceed \$500 unanimously passed.

ADJOURNMENT: The meeting was adjourned at 8:58 a.m.



Robin Roberts, MMC
Recording Secretary



Juana Laur, CMC
1st Vice President