



Southern California City Clerks Association

EXECUTIVE BOARD MEETING

Signal Hill Park Community Center
1780 E. Hill Street
Signal Hill, California 90755

November 18, 2010

CALL TO ORDER: President Laur called the meeting to order at 8:15 am

ROLL CALL:

Present:

Juana Laur, President
Susan Ramos, 1st Vice President
Peggy Johns, 2nd Vice President-Program Coordinator
Veronica Montecino, (2nd Year) Treasurer
Theresa Devoy, (1st Year) Communications Coordinator
Joan L. Flynn, Immediate Past President
Stephanie Smith, Director (1st Year) (Job Descriptions)
Rhonda Basore, Elected Director (1st Year) Director, Acting
Recording Secretary

Excused Absences:

Cynthia Hernandez, Director (2nd Year), Scholarships
Sharie Apodaca, Director (2nd Year), Recognitions and Awards
Kathleen Sessman, Director (2nd Year), Memberships and
Hospitality
Tony Russell, Elected Director (1st Year)

Approval of Minutes

The minutes of the Executive Board Meeting of September 30, 2010, were presented for approval. It was moved by Director Smith, seconded by 2nd Vice President Johns to approve the minutes as submitted. The minutes were unanimously approved.

Treasurer's Report

Treasurer Montecino gave an update of the Treasurer's Report as of October 31, 2010 and a meeting Financial Report for September 30, 2010. She indicated the meeting Financial Report is a breakdown of the meeting costs and will be presented to the Executive Board and only to General Membership upon request. It was moved by 2nd Vice President Johns, seconded by Communications Director Devoy, to approve the Treasurer's report subject to audit. The motion was unanimously approved.

Committee Reports - None

Unfinished Business

SCCCA Audit - Treasurer Montecino indicated she would be asking for volunteers from the General Membership to perform the audit.

New Business

Formation of By Laws Review Committee – 1st Vice President Ramos volunteered to Chair the committee and will ask for volunteers at the General Membership meeting. She indicated Lucinda Williams, Brea City Clerk, has offered to volunteer to serve on the committee.

Scholarships – President Laur said SCCCA will soon be receiving scholarship applications from CCAC which will come to the Board for review.

Balance Sheet for Each SCCCA Meeting – Treasurer Montecino said the balance sheet for each SCCCA meeting is a breakdown of the meeting costs and will be presented to the Executive Board and only to General Membership upon request.

Speakers Bureau – 2nd Vice President Johns asked each Board Member to submit a potential speaker for future meetings.

Job Descriptions – Director Smith said she is working on updating the job descriptions and will bringing the updates forward for Board review/approval.

Adjournment

The meeting was adjourned at 9:00 a.m.

Rhonda Basore, MMC
Acting Recording Secretary

Juana Laur, MMC
President