



Southern California City Clerks Association

Executive Board Meeting

**Victoria Gardens Cultural Center
Celebration Hall
12505 Cultural Center Drive
Rancho Cucamonga**

June 18, 2010

MINUTES

CALL TO ORDER: President Flynn called the meeting to order at 8:00 a.m.

ROLL CALL:

- 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) Grants
- Tamara Mason, Director (2nd Year) Job Descriptions
- LaVonda Pearson, Director (2nd Year), Networking (excused absence)
- Sharie Apodaca, Director (1st Year), Recognitions and Awards
- Cynthia Hernandez, Director (1st Year), Scholarships
- Kathleen Sessman, Director (1st Year), Memberships and Hospitality (excused absence)
- Pat Hammers, Immediate Past President (excused absence) absence)

1. Approval of Minutes

The minutes of the Executive Board Meeting of March 25, 2010, were presented for approval, with the correction of spelling of Theresa Devoy. A motion was made by 1st Vice President Laur and seconded by Communication Coordinator Johns. The corrected minutes were unanimously approved.

2. Treasurer's Report

Treasurer Montecino gave an update of the Treasurer's Report as of May 30, 2010. She had received dues from Southern Division memberships in the total amount of \$17,302, which was more than anticipated. She also had received a letter from the City of Stanton asking for a 10% discount on fees and asking the Board to fill out a 1099

Form. CCAC is not a vendor, it is a professional organization. It was the consensus of the Board that it would continue charging \$40 per meeting for members.

3. Accounting of Meeting Raffle Money

Treasurer Montecino reported that there will be a profit only shown for the raffle in the Treasurers Report. All of the raffle money raised this fiscal year will be added to the budget account for scholarships and any costs (gift cards) will come out of the administration account. The cost of the raffle tickets sold will be kept by year to date total. A motion was made by Director Devoy and seconded by 2nd Vice President Ramos. The motion was unanimously approved.

4. Committee Reports

Director Mason distributed job descriptions for all the positions and asked everyone to e-mail changes back to her by the end of August in time for the new Board Transition Meeting.

2nd Vice President Ramos brought up the idea of job-sharing, as some of the Director positions were very busy and others were not. It was suggested that some of the positions be appointed an assistant perhaps at the Transition meeting to share with some of the duties.

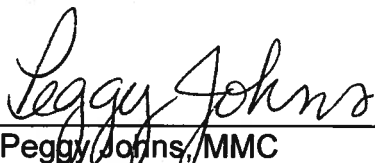
President Flynn reported that she would schedule a mutually convenient time for everyone to attend a separate Transition meeting/workshop sometime in late August prior to the next General Membership meeting on September 30, 2010.

5. New Business

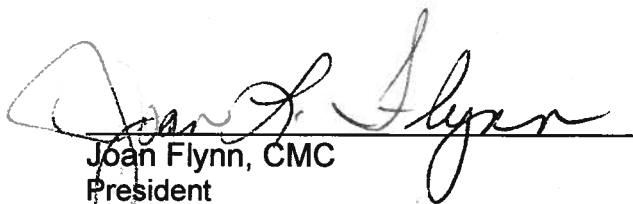
Lucinda Williams, CCAC, gave a report on the recent election of Southern California Division Officers for the coming year. Three new Directors were elected: Stephanie Smith, City of Lake Forest; Tony Russell, San Diego County Regional Airport Authority; and Rhonda Basore, City of Murrieta.

It was the desire of the Executive Board to move to Action Minutes for all future Minutes of both the Executive and General Membership Meetings. Communications Coordinator Johns made the motion and President Flynn seconded the motion. The motion was unanimously approved.

ADJOURNMENT: The meeting was adjourned at 8:50 a.m.



Peggy Johns, MMC
Acting Recording Secretary



Joan Flynn, CMC
President