CCAC
CITY CLERKS ASSOCIATION OF CALIFORNIA
SOUTHERN DIVISION

Southern California City Clerks Association

General Membership Meeting

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

June 18, 2010
MINUTES

Call to Order

President Joan Flynn called the meeting to order at 9:06 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by First Vice President Juana Laur.

Welcome and Introduction from Host City Rancho Cucamonga

Janice C. Reynolds, Elected City Clerk for the City of Rancho Cucamonga welcomed the Southern California City Clerks Association members. Mayor Donald J. Kurth gave a brief history of activities in Rancho Cucamonga and noted his warm relationship with the elected City Clerk and the staff of the City Clerk's office. He recognized the efforts of the staff in preparing for and presenting the SCCCA meeting.

Program

Second Vice President Susan Ramos introduced the speakers: James Markman and D. Craig Fox of the law firm of Richards Watson and Sarah Kleinberg and Matthew Richardson of the law firm of Best, Best and Krieger. Together the individuals serve local agencies and the cities of Brea, La Mirada, Rancho Cucamonga, Whittier Redevelopment Agency, Mission Viejo, Buena Park, Lake Forest, Claremont, Aliso Viejo and Azusa. The speakers provided insight into the challenges cities face regarding electronic records and e-mail best practices. They also shared their expertise on the Public Records Act and provided a practical approach to public records requests. Another aspect of the presentation was the address of ethical practices and provisions in the Political Reform Act, including disclosure and reporting of gifts. The speakers gave the attendees an opportunity to participate in the learning experience via participation in a game-show format, and a question/answer segment of the presentation.

Call to Order of the Business Meeting

IIMC Report

Colleen Nicol, President-Elect of IIMC was present and gave an update on upcoming IIMC related events.

CCAC Report

Lucinda Williams, CCAC Treasurer, gave a report on upcoming CCAC related events.

Approval of Minutes

The minutes of the General Membership Meeting of March 25, 2010, were presented for approval. President Flynn called for any corrections to the minutes, there being none, a motion was made by Theresa Devoy, City Clerk of Norwalk, and seconded by Rhonda Basore, Assistant City Clerk of Murrieta, to accept the minutes of March 25, 2010 as written. The motion passed unanimously.

2nd Vice President's Report

Susan Ramos announced the next meeting will be held on Thursday, September 30th in Laguna Niguel. This will be the meeting at which the newly elected SCCCA Board Members will be installed.

Treasurer's Report

A motion was made by Rhonda Basore, Assistant City Clerk of Murrieta, and seconded by Lupe Gaeta-Estrella, Assistant to the City Clerk of La Vern to accept the Treasurer's Report as of May 30, 2010 as written, subject to audit. The motion passed unanimously.

Director of Grants' Report

Director Theresa Devoy, announced that applications for grants were being received and the announcement of award will take place at the September meeting.

Nominating Committee Report

Chairman of the Nominating Committee, Lucinda Williams, City Clerk of Brea, introduced her committee members: Martha Anderson, Laguna Beach; Rachelle Klassen, Palm Desert; Ina Rios, San Dimas and Susan Caputo, Santa Clarita. Chair Williams gave a report on the results of the SCCCA Board elections.

The following three Directors from the 2009-2010 Board will remain on the Board to serve the second year of their two-year term: Sharie Apodaca, Irvine; Cynthia Hernandez, Indio and Kathleen Sessman, Glendora. Veronica Montecino will remain on the Board to serve the second year of her two-year term as Treasurer. The term of office for Recording Secretary expires in 2011, however that seat is vacant due to resignation and awaits appointment by the President, confirmed by the SCCCA Board.

The Nominating Committee was charged with seeking candidates and holding the election for the following offices: President, First Vice-President, Second Vice-President, Communications Coordinator and three Directors. The Committee received nominations from the floor at the March 25, 2010 SCCCA Business Meeting for President, First Vice-President, Second Vice-President and Communications Coordinator. No other candidates filed nominations papers for these offices. There being no other candidates, these offices were not listed on the 2010 ballot. However, the SCCCA membership needs to confirm these nominations.

A motion was made by Theresa Devoy, City Clerk of Norwalk, and seconded by Susan Ramos, City Clerk of Aliso Viejo to confirm Juana Laur, Deputy City Clerk of Laguna Niguel for the position of President. The motion passed unanimously.

A motion was made by Ina Rios, City Clerk of San Dimas, and seconded by Lupe Estrada, Deputy City Clerk of San Joaquin, to confirm Susan Ramos, City Clerk of Aliso Viejo for the position of First Vice President. The motion passed unanimously.

A motion was made by Joan Flynn, City Clerk of Huntington Beach, and seconded by Rhonda Basore, Assistant City Clerk of Murrieta to confirm Peggy Johns for the position of Second Vice President. The motion passed unanimously.

A motion was made by Colleen Nicol, City Clerk of Riverside and seconded by Ina Rios, City Clerk of San Dimas to confirm Theresa Devoy for the position of Communication Coordinator. The motion passed unanimously.

Three Director positions were on the ballot. Nominees were listed in order of the Secretary of State random alphabet drawing dated March 18, 2010. The nominations committee mailed 421 ballots and received 228 returned ballots. 5 ballots disqualified. Following is the tally of votes by individuals:

- Stephanie Smith – 112 Votes
- Rhonda Basore– 100 Votes
- Tony Russell – 95 Votes
- Denise Basham – 91 Votes
- Eleanor Manzano – 86 Votes
- Tamara Mason – 61 Votes.

Rhonda Basore of Murrieta, Stephanie Smith of Lake Forest and Tony Russell of San Diego Regional Airport Authority were declared elected for 2010-11 and 2010-12 and will assume office at the close of the September 2010 meeting following installation.

A motion was made by Evelyn Clark, City Clerk of La Verne, and a second by Kathie Hart, Chief Deputy City Clerk of Palm Springs, to accept the canvass for the 2010-2011 election and to authorize to destroy the ballots and election materials. The motion passed unanimously.

Adjournment

The business meeting was adjourned at 1:36 p.m. by SCCCA President, Joan Flynn

Joan Flynn, CMC
Acting Recording Secretary

Joan Flynn, CMC
President