



Southern California City Clerks Association

General Membership Meeting

**Lynwood Civic Center
Bateman Hall, Room 2
11330 Bullis Road
Lynwood**

March 24, 2011

MINUTES

Call to Order

President Juana Laur called the meeting to order at 9:15 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Maria Quinonez, City Clerk for the City of Lynwood.

Welcome and Introduction from Host City

The Honorable Mayor Aide Castro, City of Lynwood, welcomed the membership.

Program

Second Vice President Johns introduced Arnold M. Alvarez-Glasman, Matthew M. Gorman, and David H. King, with the law firm of Alvarez-Glasman & Colvin to present the Program: If I Had a Dollar for Every Public Records Act Request - Navigating the Waters of the Public Records Act; and Why Can't We Be Friends? Developing and maintaining a Harmonious Relationship with your City Attorney.

Call to Order of the Business Meeting

President Laur called the business meeting to order at 1:05 p.m.

Approval of Minutes

The minutes of the General Membership Meeting of January 27, 2011, were presented for approval. A motion was made by Daryl Betancur, City of Pico Rivera, and seconded by Lucinda Williams, City of Fullerton. The motion passed unanimously.

Treasurer's Report

Treasurer Montecino submitted her Treasurer's Report for approval. A motion was made by Second Vice President Johns, and seconded by First Vice President Ramos. The motion passed unanimously.

Director Stephanie Smith announced that she would be coordinating the Southern Division's raffle basket for the CCAC State Conference in Lake Tahoe and asked for donations for the "Fun in the Sun" raffle basket. She would be taking donations up until the day before the Conference.

Director Russell

President Laur indicated she was speaking on behalf of Director Russell who had been excused from the meeting, but would be in charge of Grant Applications. The period would begin on April 1, 2011, with the deadline being extended to May 13, 2011 for submittals of grant projects.

Review and Approval of Draft By-Laws

First Vice President Ramos indicated there were changes to the SCCCA By-Laws which would be submitted to the General Membership for approval at the June meeting.

Hospitality Report

Treasurer Montecino gave the Hospitality Report. Jacque Hald, City Clerk, Imperial Beach, received her MMC designation. Congratulations to Patsy Bell for her appointment as City Clerk after serving as Interim for Santee, and continues to fulfill the duties for both the City Clerk and Deputy City Clerk positions. Congratulations to Maricela Hernandez, formerly of Riverside Transit Authority, for her appointment as City Clerk for Seaside, and for achieving her MMC designation. The City Manager of San Buenaventure temporarily appointed their Deputy City Manager as the Acting Water Utility Department Director; Mabi Covarrubias Plisky (City Clerk) as Acting Deputy City Manager; and Elaine Preston (Deputy City Clerk), as Acting City Clerk effective January 24, 2011, for several months.

Nominating Committee Report

Lucinda Williams, CCAC State Treasurer, gave the Nominations Report on behalf of Chair Susan Caputo and the Nominating Committee consisting of City Clerk Martha Anderson, City of Laguna Beach, and City Clerk Linda Troyan, City of Poway.

Office of President: Susan Ramos, City of Aliso Viejo, was nominated for President by Juana Laur, and seconded by Veronica Montecino. There being no further nominations, it was unanimously carried to confirm the nomination and elect Susan Ramos to the office of President for the next term. This office will not appear on the ballot.

Office of First Vice President: Peggy Johns, City of Laguna Hills, was nominated for First Vice President by Susan Ramos, and seconded by Theresa Devoy. There being no further nominations, it was unanimously carried to confirm the nomination and elect Peggy Johns to the office of First Vice President for the next term. This office will not appear on the ballot.

Office of Second Vice President: There have been no nominations at this time. The nomination period would be extended another two weeks to April 7th to continue to recruit candidates for this position.

Office of Treasurer: Veronica Montecino, City of La Quinta, was nominated for another term as Treasurer by Daryl Betancur, City of Pico Rivera, and seconded by Theresa Devoy, to confirm Veronica Montecino as Treasurer. There being no further nominations, it was unanimously carried to confirm the nomination and elect Veronica Montecino to the office of Treasurer for the next term. This office will not appear on the ballot.

Three Director Positions:

Denise Basham, City of Cypress, had been previously nominated for Director. A motion was made by Peggy Johns, and seconded by Veronica Montecino, to confirm Denise Basham as Director. There being no further nominations, it was unanimously carried to confirm the nomination and elect Denise Basham to the office of Director for the next term. This office will not appear on the ballot.

Daryl Betancur, City of Pico Rivera, was nominated from the floor for the position of Director. A motion was made by Peggy Johns, and seconded by Cindy Herrera, City of Adelanto, to confirm Daryl Betancur as Director. There being no further nominations, it was unanimously carried to confirm the nomination and elect Daryl Betancur to the office of Director for the next term. This office will not appear on the ballot.

Kristina Santana, City of Lynwood, was nominated from the floor for the position of Director. A motion was made by Susan Ramos, and seconded by Veronica Montecino, to confirm Kristina Santana as Director. There being no further nominations, it was unanimously carried to confirm the nomination and elect Kristina Santana to the office of Director for the next term. This office will not appear on the ballot.

Lucinda Williams indicated that the nomination period would be extended another two weeks to April 7, 2011, to recruit candidates for the Office of Second Vice President.

Lucinda Williams reminded everyone that the CCAC Annual Conference would be held from April 27-29 in Lake Tahoe. Ms. Williams gave an overview of the highlights of the upcoming Conference, and also indicated the registration had been extended through March 31, 2011.

Host City Recognition: President Laur presented Deputy City Clerk Kristina Santana and City Clerk Maria Quinonez a gift of appreciation for hosting the meeting. President Laur also presented Arnold M. Alvarez-Glasman, Matthew M. Gorman, and David H. King, with a thank you gift. The next SCCCA meeting will be held in June in either the City of Los Angeles or the City of Calabasas.

Adjournment

The business meeting was adjourned at 1:40 p.m. by SCCCA President Juana Laur, followed by the raffle.



Peggy Johns, MMC
Second Vice President and
Acting Recording Secretary



Juana Laur, MMC
President