



**CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING  
MINUTES  
LEAGUE OF CALIFORNIA CITIES ANNUAL MEETING  
SAN DIEGO CONVENTION CENTER  
September 7, 2006 – 2:15 P.M.**

**1. CALL TO ORDER**

President Reynoso called the meeting of the CCAC Executive Board to order at 2:15 p.m.

**2. ATTENDANCE/EXCUSED ABSENCES**

**BOARD MEMBERS PRESENT**

Shalice Reynoso, President  
Pamela McCarthy, 1<sup>st</sup> Vice-President  
Char Sherwood, Recording Secretary  
Lisa Pope, Communications Director  
Jamie Anderson, Treasurer  
Kay Vinson, Legislative Director  
Joann Tilton, Professional Development Director  
Angelina Reyes, Northern Division Professional Development Representative (Teleconference)  
Rick Caldeira, Central Division Professional Development Representative  
Pat Hammers, Southern Division Professional Development Representative  
Chris Moore, Central Division Chair  
Susan Jones, Southern Division Chair  
Margaret Wimberly, Northern Division Trustee (Teleconference)  
Lucinda Williams, Southern Division Trustee  
Dawn Abrahamson, Past President

**BOARD MEMBERS EXCUSED**

Margaret Roberts, Second Vice President  
Rhonda Basore, Northern Division Chair (Irma Torres-Representing Northern Chair  
(Teleconference)  
Cynthia Heidorn, Central Division Trustee

**ALSO PRESENT**

Colleen Nicol, IIMC Region IX Director  
Lorraine Okabe, Information Svcs. Mgr.–League Representative

**3. MINUTES**

**MOTION: It was moved by Past President Abrahamson/seconded by Treasurer Anderson to approve the minutes of June 29, 2006 with the following correction: Lorraine Okabe**

clarified on page 3, Dan Carrick's name is spelled with a "C" and not a "G". The motion was carried unanimously.

#### 4. TREASURER'S REPORT (Anderson)

Treasurer Anderson reported a combined bank balance of \$55,867. She stated that 90 percent of the budget for this year has been taken in with the month of September and October to go. She presented the IIMC 2006 summary of accounts and reported that the total amount of expenditures was \$215,292.38, with a remaining balance of \$75, 545.82.

Treasurer Anderson recommended that \$75,000 be kept in reserves.

**MOTION: It was moved by 2<sup>nd</sup> Vice President McCarthy/seconded by Central Division Chair Caldeira to approve the Treasurer's Report for the period of 11/01/04 through 9/1/06. The motion carried unanimously.**

#### 5. DIRECTOR'S REPORTS

##### A. Immediate Past-President & President (Abrahamson/Reynoso)

Past President Abrahamson reported that Kay Vinson, Legislative Director was appointed to the California Association of Clerks and Election Officials (CACEO) Board.

President Reynoso recommended appointment of Angie Reyes as the Northern Division Professional Development Representative.

**MOTION: It was moved by President Reynoso/seconded by Prof. Dev. Dir. Tilton and carried unanimously to appoint Angie Reyes as the Northern Division Professional Development Representative.**

President Reynoso said that Goal Setting would be begin on Friday, December 8th following the conclusion of the New Laws and Election Seminar and conclude on Saturday, December 9<sup>th</sup>.

President Reynoso said that the City Clerks Annual Conference is scheduled for April 11 - 13, 2007 in Palm Springs. She said the acronym for the Conference is PEAK: Professional Empowerment through Advocacy and Knowledge.

##### B. First Vice-President (McCarthy)

First Vice-President McCarthy reported on the New Law and Election Conference to take place in La Jolla, December 6 – 8, 2006.

##### C. Second-Vice President (Roberts)– absent.

##### D. Communications Director (Pope) deferred to item 6E

##### E. Legislative Director (Vinson)

Kay Vinson reported success with three proposals incorporated into AB 3062 to address: 1) consistency with argument/rebuttal provisions; 2) municipal candidate can only run for one office; and 3) additional random alphabet for spring election. The committee was also successful in including a provision in SB 286 to allow notification of permission to release building plans by certified mail (at ½ the cost) in addition to registered mail. Vinson also reported the CCAC averted a CACEO proposal to provide City Clerks as an option to clerk the LAFCO city selection committee, removing local government from SB 1832 requiring reasons/screening for public record requests and waiver of fees if the request was for the public good - the bill later died. Ms. Vinson said they participated in the AB 1234 ethics expense bill and Ms. Vinson also mentioned the January legislative reception and she said that the Secretary of State had personnel in attendance. She gave a brief update on the collaboration with the Secretary of State's office.

F. **Professional Development Director - (Tilton) Deferred**

G. **Division Professional Development Representatives (Reyes/Caldeira/Hammers)**

Southern Division Prof. Dev. Rep. Hammers spoke about the mentoring program.

H. **Division Trustees (Wimberly/Heidorn/Williams) No report**

I. **Division Chairs (Basore/Moore/Jones)**

**Irma Torres (on behalf of the Northern Division-via telephone)** reported the northern division held their transition meeting and reviewed the by-laws. She also recommended incoming board members be advised that they should attend the board meeting and be prepared to take part in board decisions.

**Susan Jones (Southern)** reported that a SCCCA meeting will be held on September 21<sup>st</sup>, in Temecula, and will feature Dr. Nick, the author of the book Big Fat Greek Diet.

**Chris Moore (Central)** reported that they had a transitional meeting.

President Reynoso requested each Division Chair to send her a copy of the Division by-laws.

Communications Director Pope suggested each Division Chair also send her a copy of the by-laws to put on the web site.

## 6. UNFINISHED BUSINESS

A. Status update of the 2005-06 CCAC Goals

Past President Dawn Abrahamson update the Board on the status of the 2005-06 CCAC Board goals. She said a carry-over goal from December 2005 involved the Division Chairs continuing to design networking groups. Another goal was to reach out to new members, provide information and welcome the new members to CCAC. She said that this is a coordinating effort between the Division Chairs and Mentor Coordinator Lee Price. Ms. Abrahamson said in the area of Records Management, identifying records

such as by-laws and minutes is a continual goal. She said a committee might need to be appointed to accomplish this and get a central depository put in place.

In the area of education Ms. Abrahamson said that Delta College was in a holding pattern right now. The marketing update in educational programs is continuing.

Ms. Abrahamson reported that major progress and a positive and professional work relationship has been established with the Secretary of State.

Ms. Abrahamson commended Lisa Pope for her dedication and enhancement to the CCAC website. She said that \$2000.00 will be used towards an upgrade of the website.

Ms. Abrahamson said that partnering with IIMC and other organizations to increase our voice has continued. She said that now that we have Colleen Nicol as our IIMC Region IX Director, our voice will continue to be heard.

Ms. Abrahamson thanked Cheryl Schrodeur of Anaheim and the entire conference committee who helped to make the IIMC Conference in Anaheim a success. She said that the results far exceeded her expectations.

- B. Report re recent telephone vote to support Oregon to host 2011 Annual IIMC Conference in Portland **(Abrahamson)**.

Ms. Abrahamson said the Board authorized the President to send a letter regarding support of the 2011 Annual IIMC in Portland .

- C. Report re recent telephone vote relative to the California Certification Program (CCP); and discussion regarding the election results of the CCP Measure and future action plan **(Abrahamson)**.

President Reynoso asked the Board two questions for discussion 1) why the program did not receive a majority vote, and 2) did the members disagree with the method for obtaining the California certification. She said that a simplified version was never presented to the large groups.

Colleen Nicol , IIMC Region IX Director, said that you cannot ignore 50% of the members who voted yes, or the 50% who voted no. She wondered is it was the process or confusion. She recommended information should be gathered and forwarded to Professional Development Director Joann Tilton.

There was a discussion regarding who received ballots. For some reason some members did not have their name on the mailing label list and did not receive ballots. President Reynoso said that Debra Bauchoup had to go through and check the list and manually type labels. There was a question about how many people actually received ballots.

So. Div. Prof. Dev. Rep. Pat Hammers said so much effort has been put into this and the Board has an obligation to present programs. She said that 50% is a strong vote, and it cannot be ignored.

Legislative Director Kay Vinson said that she thinks more education about the program is needed.

President Reynoso said that CCP is an optional program. She stated that in the long run it will no longer be an option because City Clerks will need designation behind their name.

Prof. Dev. Dir. Tilton said that by the year 2013 you must have a degree to get your MMC.

First Vice-President Pam McCarthy suggested a letter and website questionnaire be distributed. She said that they have to reach the people who voted no, and find out why they voted no.

Past President Abrahamson said that this issue has been very difficult for her as President and she took this failure personally. She thanked Kat and Colleen for being there for her 100%. She said that some members she spoke to said 1) the original delivery was confusing, and 2) the requirements for the program were changed somewhere along the line and the membership did not like that. She said that some people did not like the politics of the Board and others felt this program was being shoved down their throat. She said that there is a fear involved for Clerks who do not have a Bachelor or Masters degree.

So. Div. Chr. Susan Jones said it sometimes takes more than one time for success. She stated 50% of the vote the first time out for a brand new program is pretty good. She said this is not a failure by any means.

President Reynoso recommended the Professional Development Director and the Division Professional Development Representatives develop a plan of action to find out why the CCP failed.

Rick Calderia suggested a survey be conducted and a report be brought back to the Board.

**MOTION: It was moved by Prof. Dev. Dir. Tilton/Central Prof. Dev. Rep. Calderia and carried unanimously that a survey be conducted and a report be presented to the Board.**

- D. Report re recent telephone vote authorizing CCAC President to send letter to legislators opposing AB 773 **(Abrahamson)**

Ms. Abrahamson said that the Board authorized the President to send a letter to legislators opposing AB 773.

- E. Report re recent telephone vote re CCAC Website Upgrade and Regulations Policy **(Abrahamson)**

Ms. Abrahamson said the Board authorized the President to send a letter of support regarding the CCAC Website and Regulations Policy.

7. **NEW BUSINESS/ACTION/DISCUSSION ITEMS**

A. Notification of scholarship deadlines by mail and discussion regarding scholarship criteria **(Professional Development Director/Division Professional Development Reps)**

So Div. Prof. Dev. Rep. Ms. Hammers reported that the Professional Division Development Representatives corrected all mistakes to the scholarship applications so that there would be continuity. She recommended that the CCAC Board approve \$25,000.per year for scholarships.

A discussion followed regarding the length of time someone should be a member of CCAC before receiving a scholarship.

President Reynoso asked the Board for a show of hands for how many believed there should be a one year commitment to the organization to receive a scholarship. The hands raised were a majority.

Central Div. Prof. Dev. Rep. Rick Calderia suggested the following change to #9 of the policy: The Institute Directors will notify the CCAC Treasurer of attendance. He said that the Divisions also need to be notified of the attendance.

Following a lengthy discussion of issues regarding the policy President Reynoso recommended the policy be brought back to the Board for final approval.

**MOTION: First Vice-President McCarthy/Central Div. Chr. Moore- The Professional Development Director/Representatives will bring policy back for final approval. Motion was carried unanimously.**

**MOTION: Southern Division Professional Development Representative Pat Hammers made a motion to increase the scholarship budget from \$18,000 to \$25,000 a year. The motion died at this time.**

Prof. Dev. Dir. Tilton asked how to grow this account for scholarship funds. The committee will brainstorm how the money can be raised for scholarships. It was suggested that a silent auction be held at the Annual Conference for Educational purposes.

B. Receipt and discussion of lobbyist proposals **(Vinson)**

Ms. Vinson reported that \$2000/mo. would be the cost to retain a lobbyist.

President Reynoso said that this is a cost versus benefit issue.

Tilton said that Ms. Vinson is doing a fabulous job.

There was no action taken.

C. Request for contribution to the Municipal Clerks Education Fund (MCEF)

Ms. Nicol said that it is a once in a lifetime opportunity for the CCAC to contribute \$25,000 because the cash is available. She said that this is a huge thing for the State. She said no other State has done anything like this.

**MOTION: Treasurer Anderson/Prof. Dev. Dir Tilton to contribute \$25,000 to the MCEF. The motion was deferred until after item 7E.**

- D. Proposed increase in membership assessment for Region IX Director 2007 travel expense

IIMC Reg. IX Dir. Nicol explained that this is a \$1.00 increase in the region dues, because the fund is not covering the travel expenses.

- E. Consideration and adoption of the 2006-07 Budget

Treasurer Anderson presented a review of the budget.

**MOTION: by Communications Dir. Pope/Central Prof. Dev. Rep Calderia to remove \$25,000 from the \$75,000 for MCEF endowment. The motion was carried unanimously.**

**MOTION by Communications Dir. Pope/Central Prof. Dev. Rep Calderia to remove \$7,000 from IIMC money to go towards a one time increase of the scholarships to \$25,000. Motion was carried unanimously.**

**MOTION by First Vice-President McCarthy /So. Div. Prof . Dev. Rep. Hammers to approve the 2006-2007 budget as amended. Motion was carried unanimously.**

- F. League of California Cities – City Clerks Department Bylaws, Article VI – Meetings  
**(League Representative Okabe)**

League Representative Okabe clarified that on the last page, article 6 should read: The Executive Board shall meet no less than two times per year during the New Laws and Annual Conference.

- G. 2008 CCAC Conference Contract **(McCarthy)**

**MOTION by Prof. Dev. Dir. Tilton/Central Div. Chr. Moore to approve the contract for the 2008 CCAC Conference. The motion was carried unanimously.**

**8. SET NEXT BOARD MEETING DATE, LOCATION & TIME**

President Reynoso said that the Goal Setting Session will be held on Friday, December 8, 2006, following the New Laws and Election Seminar in La Jolla, and will conclude on Saturday, December 9, 2006.

**9. ADJOURNMENT** - President Reynoso adjourned the meeting at 4:16 p.m.

Respectfully submitted,  
Char Sherwood CMC  
Recording Secretary