



**CITY CLERKS ASSOCIATION OF CALIFORNIA
MINUTES
CITY CLERK DEPARTMENT – LEAGUE OF CALIFORNIA CITIES
EXECUTIVE BOARD MEETING
DECEMBER 9, 2006
Hilton La Jolla Torrey Pines, Salon A
10950 N. Torrey Pines Road, La Jolla, CA 92037
8 a.m. – 12 p.m.**

1. CALL TO ORDER

President Reynoso called the meeting to order at 8:00 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

BOARD MEMBERS PRESENT

Shalice Reynoso, President
Pamela McCarthy, First Vice-President
Margaret Roberts, Second Vice-President
Char Sherwood, Recording Secretary
Lisa Pope, Communications Director
Jamie Anderson, Treasurer
Kay Vinson, Legislative Director
Joann Tilton, Professional Development Director
Rick Caldeira, Central Division Professional Development Representative
Pat Hammers, Southern Division Professional Development Representative
Rhonda Basore, Northern Division Chair
Susan Jones, Southern Division Chair
Margaret Wimberly, Northern Division Trustee
Lucinda Williams, Southern Division Trustee
Dawn Abrahamson, Past President

BOARD MEMBERS EXCUSED

MOTION: On a motion of First Vice-President McCarthy, seconded by Treasurer Anderson and carried with a unanimous vote, the Board approved the absence of Chris Moore, Central Division Chair.

Angelina Reyes, Northern Division Professional Development Representative –noted as absent.

ALSO PRESENT

Colleen Nicol, IIMC Region IX Director
Gayle Peterson, Past President, Goal Setting Facilitator

3. INTRODUCTIONS/ANNOUNCEMENTS – None

4. MINUTES (Sherwood)

MOTION: It was moved by past President Dawn Abrahamson, seconded by Central Division Professional Development Rep. Caldeira to approve the minutes of the September 7, 2006 meeting, with the following corrections: page 4, to par. 4 correction to name of Sheryll Schroeder and page 5 par 5, corrections of Masters. The motion was carried unanimously.

5. TREASURER'S REPORT (Anderson)

MOTION: It was moved by Central Division Prof. Dev. Rep. Rick Caldeira, seconded by Second Vice-President Margaret Roberts and carried unanimously to accept the Treasurer's report as submitted.

6. RATIFICATION OF ACTION TAKEN VIA E-MAIL

6.1 \$25 Education Fund

6.2 Revised Institute Scholarship Policy

MOTION: It was moved by Southern Division Prof. Dev. Rep. Pat Hammers, seconded by Southern Division Chair Susan Jones and carried unanimously, to approve the ratification of action by e-mail for items 6.1 and 6.2.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

7.1 Support of Pam Kolacy for Region IX Director **(Nicol)**

MOTION: It was moved by Treasurer Jamie Anderson, seconded by Professional Development Director Joann Tilton, and carried unanimously to approve the recommendation to support Pam Kolacy for Region IX Director.

7.2 Request from Transit and Special District Clerks **(Roberts)**

MOTION: On a motion of Northern Division Chair Rhonda Basore, seconded by President Reynoso, and carried unanimously, it was recommended that an Adhoc Committee consisting of Second Vice-President Roberts and the Trustees be created to explore what changes may have to be made to the by-laws to add Special District Clerks.

7.3 2007 Annual Conference (Reynoso/Williams)

MOTION: Following a discussion of the Board, and on a motion of Professional Development Director Joann Tilton, seconded by Central Division Prof. Dev. Rep. Rick Caldeira and carried unanimously, it was voted to change the job description of the First Vice-President to include chairing the Annual Conference in coordination with the President.

7.3.1 Silent Auction (Williams)

MOTION: On a motion of Treasurer Jamie Anderson, seconded by Southern Division Chair Susan Jones and carried unanimously, the CCAC Board designated the Silent Auction proceeds to go to Scholarship funds, sustaining the \$25,000 Scholarship funds.

7.3.2 CCAC Store – See Next Item

7.3.3 CCAC Member “Charge Card”

Following a discussion of the CCAC Store and the CCAC “Charge Card”, the Trustees were given direction to move forward with the Silent Auction, CCAC Store and CCAC “Charge Card”.

7.3.4 Forum for Potential Candidates (State and Divisions)

President Reynoso stated that this item would be added to the program for the Annual Institute. She said as many Board Members as possible should make themselves available to explain their job duties at the Annual Institute in April.

7.4 2008-2009 Professional Services Agreement (Roberts/McCarthy)

Second Vice-President Margaret Roberts reported that she and First-Vice President McCarthy would recommend entering into a two-year agreement for the 2008 and 2009 Annual Conference Services with Rex Osborne. This Agreement would save the Association \$1500.00. She said that he knows what they do and he does a good job and she would like to be able to utilize his services. There was some discussion regarding making sure that they look around more and invest in other options. Ms. Roberts informed the Board that she did retain two other options, and Mr. Osborne had the best price.

MOTION: On a motion by Northern Division Chair Rhonda Basore, seconded by Southern Division Trustee Lucinda Williams and carried unanimously, the Board gave approval for Second Vice-President Margaret Roberts to sign the two-year professional services agreement Rex Osborne for the 2008 and 2009 CCAC Annual Conference Planning.

7.5 New IIMC Guidelines (**Maureen Kane/Nicol**)

Region IX Director Colleen Nicol said that she believes in the guidelines. She said that what it does is beef up the hours needed for certification. She said this is a codified document that adds 20 hours to the CMC program and changes the MMC hours from 60 to 84. She said that she would provide more information to the Board. President Reynoso said if anyone has questions pertaining to the guidelines they should contact Colleen Nicol.

7.6 Discussion and Possible Action on the CRMC Program Action Plan (**Tilton**)

Professional Development Director Joann Tilton said that when the surveys went out to the membership, 130 surveys were returned. She said that 65 were in favor and 65 were against. She said that the members were not confused and they did understand that it was optional program. She said that the ones who were in favor of establishing the program were willing to watch it grow and develop. She said that those on the opposition side did not believe that the program would make a difference in their roles as City Clerks.

MOTION: On a motion of Central Div. Professional Dev. Rep. Rick Caldeira, seconded by Second Vice-President Margaret Roberts, and carried unanimously, this item was taken off the table. Region IX Director Colleen Nicol was asked to continue her efforts regarding a testing component at the IIMC level for the CMC certification for the State.

Professional Development Director Joann Tilton said that a potential program has been developed and all of the information will not be lost. She will send a thank you letter to the CRMC Committee.

7.7 Resignation of Cynthia Heidorn, Central Division Trustee, and Discussion to fill Vacancy (**Reynoso**)

MOTION: On a motion of Second Vice-President Margaret Roberts, seconded by Central Div. Profession Dev. Rep. Rick Caldeira and carried unanimously, Randi Johl was appointed to the position of Central Division Trustee.

8. GOALS FOR 2006-2007

8.1 Adoption of Goals for 2006-2007

MOTION: On a motion of Central Division Professional Dev. Rep. Rick Caldeira, seconded, by First Vice-President Pam McCarthy and carried unanimously, the goals for 2006-2007 were adopted as established.

9. DIRECTORS' REPORTS

9.1 First Vice President **(McCarthy)** none

9.2 Second Vice President **(Roberts)** none

9.3 Communications Director **(Pope)** none

9.4 Legislative Director **(Vinson)** none

9.5 Professional Development Director **(Tilton)**

9.5.1 Consider Approval of Round 1 2007 Scholarship Awards

MOTION: On a motion of Central Div. Professional Dev. Rep. Rick Caldeira, seconded by Northern Division Chair Rhonda Basore, and carried unanimously, Round 1, 2007 Scholarship Awards were approved.

Added tem 9.5.2 Scholarship **(Reynoso)**

MOTION: On a motion of Central Div. Professional Dev. Rep. Rick Caldeira, seconded by Past President Dawn Abrahamson, and carried unanimously, it was voted that any unspent money from the scholarship fund would go into the CCAC Scholarship Endowment Fund.

Added Item 9.5.3 MCEF **(Reynoso)**

MOTION: A motion to amend was made by Central Div. Professional Dev. Rep. Rick Caldeira, to add a line item of \$2500.00 to the budget each year for MCEF. The motion died for lack of a second.

MOTION: On a motion by Second Vice-President Margaret Roberts, seconded by Southern Div. Professional Dev. Rep. Pat Hammers and carried unanimously, it was voted to add a line item of \$1000. to the budget every year for the MCEF. It was also suggested that additional information be put out to the members about the MCEF.

9.6 Division Professional Development Reps **(Reyes/Caldeira/Hammers)** - none

9.7 Division Trustees **(Wimberly/(vacant)/Williams)** - none

9.8 Division Chairs **(Basore/Moore/Jones)**

Southern Division Chair Susan Jones reported that the Southern Division is running and functioning well. She said that they are fully in support of the organization and in support of the goals of the CCAC.

10. REGION IX DIRECTOR'S REPORT (Nicol) -none

11. PRESIDENT'S REPORT - none

12. ADJOURNMENT – President Reynoso adjourned the meeting at 12:05 p.m. She said a conference call meeting is being planned for February 5, 2007.

Respectfully submitted,

Charlene L. "Char" Sherwood CMC,

Recording Secretary