



**CITY CLERKS ASSOCIATION OF CALIFORNIA
MINUTES
CITY CLERK DEPARTMENT – LEAGUE OF CALIFORNIA CITIES
EXECUTIVE BOARD MEETING
February 5, 2007
CONFERENCE CALL (916) 658-8286**

1. CALL TO ORDER

President Reynoso called the meeting to order at 2:34 p.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
Angie Reyes, Northern Division Professional Development Representative
Pat Hammers, Southern Division Professional Development Representative
Rhonda Basore, Northern Division Chair
Susan Jones, Southern Division Chair
Chris Moore, Central Division Chair
Randi Johl, Central Division Trustee
Margaret Wimberly, Northern Division Trustee
Lucinda Williams, Southern Division Trustee
Dawn Abrahamson, Past President

BOARD MEMBERS EXCUSED

President Reynoso reported that Southern Division Chair, Susan Jones had an excused absence.

ALSO PRESENT

Colleen Nicol, IIMC Region IX Director
Lorraine Okabe, League Representative

3. INTRODUCTIONS/ANNOUNCEMENTS

- 3.1 Northern Division Chair, Rhonda Basore reported that she is now with the City of Berkeley as the Assistant City Clerk.

- 3.2 Past President, Dawn Abrahamson told the Board that she had completed a 13.1-mile marathon in less than two hours.

4. MINUTES (Sherwood)

MOTION: It was moved by First Vice President Pam McCarthy, seconded by Northern Division Chair Rhonda Basore to approve the minutes of the December 9, 2006 meeting, with the following corrections: page 4, par. 4 (adding the number 4 after the word par.) The word **teleconference** was removed from after Margaret Wimberly's name, on the December 9, 2006 attendance list on the December 9, 2006 minutes.

5. TREASURER'S REPORT (Anderson)

MOTION: Treasurer Anderson reported that the Income for the period of 11/1/06 to 1/30/07 is \$94,992, the Expenditures were (\$20,281) and the Combined Totals are \$110,621.

It was moved by Past President Dawn Abrahamson, 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 Nomination of Joann Tilton for 2007 Quill Award
- 6.2 Accept Granicus, Inc. Endowment of \$1,000
- 6.3 Status of e-mail vote: Fundraiser to support Mary Lynn Stratta

MOTION: It was moved by Treasurer Jamie Anderson, seconded by Southern Division Professional Development Rep. Pat Hammers and carried unanimously, to approve the ratification of action by e-mail for items 6.1 and 6.2. A consensus was not met for item 6.3.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- 7.1 Division Voting Rights – By Law Amendment to allow non-voting members to hold office

Professional Development Director Joann Tilton presented a staff report. She said that the Division Chairs can run the chairs the way the By-Laws are written now, and she said that this would hurt the Central Division. She said that two issues need to be decided: 1) Can Chris More fulfill her term (ends in September), and 2) Determine if a By-Law amendment is needed to clarify the issue.

President Reynoso said that the members voted Chris Moore in, and until a vote takes place she should stay in office. She said that they have no authority to turn over the vote of the membership.

Past President Dawn Abrahamson said that they should bring forward a By-Law amendment to allow assignment of voting rights at the Division level.

Professional Development Director Joann Tilton said that will they continue to allow participation of the Deputy City Clerk and Assistant City Clerk at the Division level in every position. Past President Dawn Abrahamson will bring forward the changes for the By-Law amendment changes.

7.2 Public Recognition of MMC'S (Proposed by Meg Monahan)

MOTION: On a motion of Second Vice-President Margaret Roberts, seconded by Southern Division Professional Development Rep. Pat Hammers and carried unanimously, it was recommended that Meg Monahan coordinate and be in charge of a program to recognize new MMC's at their City Council meeting with a framed resolution honoring their accomplishments.

7.3 Region V and Region III Letter Re: IIMC 2010 Conf. in Sydney, Australia

Colleen Nicol, IIMC Region IX Director, presented a report to the members. She said that there was no problem backing out because financially there is no commitment.

First-Vice-President McCarthy said she was concerned because of the financial stability of IIMC.

President Reynoso said that she recommends London over Australia based on the following three findings: 1) the high cost of transportation/hotel, 2) the current financial state of IIMC, and 3) there are only three IIMC members in Australia.

MOTION: On a motion of Central Division Chair Randi Johl, seconded by Professional Development Director Joann Tilton and carried with a voice vote (9-yes, 8- no), it was voted that the 2010 IIMC Conference should remain in North America. It was further directed that Colleen Nicol would draft a letter of withdrawal to IIMC.

7.4 Follow Up Assignments: Update of Job Descriptions

President Reynoso set a deadline of 3/1 to update, revise and email to her the description updates given out at the goal setting.

7.5 Follow Up Assignments: List of CCAC Records in Your Possession

President Reynoso asked the Board members to submit to her via e-mail a list of what they have, and what should belong to the Board.

7.6 Follow Up Assignments: Frequently Asked Questions for the Website

Southern Division Trustee Lucinda Williams said that the Division Trustees would meet regarding outreach efforts. She said a report would be submitted by March 1st.

8. **GOALS FOR 2006-2007**

8.1 Review of 2006-2007 Established Goals

The Board members reviewed and discussed the summary of goals established for 2006-2007.

ORGANIZATION:

1) GOAL STATEMENT: This goal was assigned to the Trustees. Professional Development Director Tilton will send the maps of groups to the Trustees. Trustees will keep President Reynoso apprised of what is happening.

2) NEW MEMBER OUTREACH: President Reynoso said that First Vice President Roberts is doing a great job. Roberts said that packets are being given out to new members. She said a goal is needed for the Mentors to reach members in general. Prof. Dev. Dir. Tilton said the information should be conveyed to Lee Price.

3) RECORDS MANAGEMENT: Communications Director Lisa Pope will scan documents. Past President Abrahamson and Second Vice Pres. Roberts will make a list of documents and a decision on what to keep

COMMUNICATIONS:

1) TO ENHANCE EXSTING CCAC WEBSITE: Communication Dir. Lisa Pope said that email sent to her should have "Official Word" in the subject line. She also said that minutes and agenda packets should be forwarded to the Official Word.

EDUCATION:

1) SJDC PHASE II: On a motion of Prof. Dev. Dir. Tilton, seconded by Past President Abrahamson and carried unanimously this goal was put on hold.

2) STATE CERTIFICATION: This goal is on-going. IIMC Region IX Director Colleen Nicol said that the test should be California specific, and the cost to upgrade the test every year needs to be investigated.

3) MARKET AND UPDATE EDUCATIONAL PROGRAMS: So. Div. Trustee Lucinda Williams suggested an outline of educational opportunities be incorporated into the Official Word. Comm. Dir. Lisa Pope will add a page to accommodate this.

PARTNERING:

1) SECRETARY OF STATE ACTION PLAN: Legislative Director Kay Vinson said that fears were dispelled relating to Secretary of State Bowen. She said that she had received assistance from Central Div. Tr. Randi Johl regarding the Voting Reform Act.

Prof. Dev. Rep. Pat Hammers said that on March 22 there would be a SCCCA General Meeting in Poway, CA.

Central Div. Trustee Randi Johl, said that information would be placed in the City Manager's newsletter.

President Reynoso said they would be doing mentoring in April, and she also requested that Lee Price be notified of who was not in TTC.

9. DIRECTORS' REPORTS

- 9.1 First Vice President (**McCarthy**) First Vice President McCarthy said for the next League of California Cities Annual Conference there were 185 subjects for topics, and they were narrowed down to 40.
- 9.2 Second Vice President (**Roberts**) Second Vice-President Roberts presented a membership report to the Board. A letter will go out to those members who have not responded, and President Reynoso asked that a list of members who have not paid be submitted to each Division.
- 9.3 Communications Director (**Pope**) asked that City Clerks submit pictures of City Clerks doing things that they enjoy to be used at the Annual Conference in Palm Springs. She said that a power point program with live music would be put together with the pictures Clerks submit. She also suggested advertising t-shirts in the Official Word for the CCAC annual conference.
- 9.4 Legislative Director (**Vinson**) Reported that Pam Means will attend the CASEO meeting. She said they are still looking for an author for the mail ballot election; deadline is Feb. 23rd. She said that the on-line courses available through the LOCC are on hiatus, and she also said that there would be changes for the job description of Election Officials.
- 9.5 Professional Development Director (**Tilton**) said that she would be coordinating with presenters for the CCAC conference. She also said that she has been working on mentor training and she said that there would be an article submitted to the Official Word in April.

- 9.6 Division Professional Development Reps **(Reyes/Caldeira/Hammers)** So. Prof. Dev. Rep. Pat Hammers said she received 6 answers for her questions for the Parliamentary Corner. She asked how everyone likes the Parliamentary Corner. Everyone said they liked it and she should continue doing it.
- 9.7 Division Trustees **(Wimberly(Johl)/Williams)** No. Div. Trustee Margaret Wimberly will be creating an Interest Card for CCAC members to volunteer on various committees, or obtain information about volunteering on a committee. The interest cards will be used at the Annual Conference in Palm Springs. Members who would like to donate items for the silent auction should email a Trustee. Forms are also available on the website.
- 9.8 Division Chairs **(Basore/Moore/Jones)** – no report
10. **REGION IX DIRECTOR’S REPORT (Nicol)** It was reported that Chris Shelby is no longer the Executive Director for IIMC. Director Nicol reported that she has been appointed to work on the recruitment for a new Executive Director.
11. **PRESIDENT’S REPORT** - President Reynoso raised the question of travel allowance for the IIMC President. Following discussion, a motion was made by President Reynoso to send an invitation to the IIMC President to attend the 2007 Palms Springs CCAC Annual Conference, with the CCAC paying for registration, hotel and \$450. in travel expenses. The motion passed with a majority roll call vote.
- A discussion took place regarding the CCAC Store. It was decided that \$1000. would be the limit for the CCAC Store purchases for the Palm Springs Annual Conference.
- President Reynoso said that a Candidate Forum would take place on Friday morning, April 13th at the Annual Conference. This will be a round table to explain what each board member is responsible and to encourage members to meet the board members.
12. **ADJOURNMENT** - President Reynoso adjourned the meeting at 4:55 p.m. The next meeting will take place on April 13, 2007 at 12:30 p.m. following the Annual Conference.

Respectfully submitted,

Charlene L. “Char” Sherwood CMC

Recording Secretary

