



**CITY CLERKS ASSOCIATION OF CALIFORNIA
AND
CITY CLERK DEPARTMENT – LEAGUE OF CALIFORNIA CITIES
EXECUTIVE BOARD MEETING
JULY 9, 2007 – 2:30 p.m.
CONFERENCE CALL: PHONE NO. 916-658-8286**

MINUTES

1. CALL TO ORDER

President Reynoso called the meeting to order at 2:36 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

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

Deleted: Lisa Pope,
Communications Director

Also Present

Lorraine Okabe, LOCC Representative

Colleen Nicol, IIMC Region IX Director

Board Members Excused

Chris Moore, Central Division Chair

Lisa Pope, Communications Director

3. INTRODUCTIONS/ANNOUNCEMENTS – Mari Hernandez, Clerk of the Board with the Riverside Transit Agency.

4. MINUTES - Approval of Minutes for April 13, 2007 (Sherwood)

On a motion of Pam McCarthy, seconded by Jamie Anderson and carried with a unanimous vote, the minutes were approved with the following changes: 1) 7.1 – Transit and Special

District Clerks, 2.) 7.2 voted to allow Tilton and Pope (remove Caldeira), 3) 9.5.4 – February 2008 (vs. August), 4) 9.4 – Secretary of State would like info, 5) 9.1 – Not in Conjunction with New Laws Seminar.

5. TREASURER'S REPORT

- 5.1 Activity Report, Account Summary, and Annual Conference Income and Expenditures (**Anderson**)

On a motion of Rick Caldeira, seconded by Joann Tilton and carried with a unanimous vote the Treasurer's report was received and filed.

6. RATIFICATION OF ACTION TAKEN VIA E-MAIL

- 6.1 MMC Recognition Program (**Reynoso**)
6.2 Support Portland for 2012 IIMC Bid
6.3 MCEF Endowment Funds – California City Clerks Education Fund I and Fund II

On a motion of Pam McCarthy, seconded by Dawn Abrahamson and carried unanimously, the Board ratified the three votes taken by e-mail actions.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

Item 7.11 Was taken out of order at the request of President Reynoso, with Board approval.

- 7.11 Reconsideration of the proposed by-law amendment regarding Voting status of Special District Clerks (see attachment)

Colleen Nicol said that the Special District Clerks have the same concerns as the City Clerks.

Mari Hernandez thanked the Board for pursuing this item. She said that they do not have the same educational opportunities and becoming full members will help them to achieve their educational goals.

Colleen Nicol said that education is what the main mission is.

Margaret Roberts said that she agrees that the Special District Clerks should become full members. She said that her concern is not letting our deputies and assistants become full members of CCAC as well.

Deleted: IIMC

Margaret Roberts said that there would be eight CCAC by-law amendment changes.

Mari Hernandez said that they are headed in the right direction.

Pam McCarthy said it is clear the other cities recognize the positions held by District Clerks.

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Margaret Roberts and the Trustees are working on the by-laws for review.

Following discussion, a motion was made by Randi Johl, seconded by Rick Caldeira, and carried directing the Second Vice President and the Division Trustees to review the by-laws and summarize the changes which would be necessary to allow associate members, special district clerks, and other governmental agency clerks to be full voting members.

- 7.1 Secretary of State Electronic Documents Standard Committee: Recommendations are Karen Diaz, MMC, Linda Lawrence, CMC and Tony Russell, San Diego Regional Airport Authority.

Shalice said that this is a working committee for the Secretary of State office that we have been invited to be a part of, and this is a big step for us.

- 7.2 Secretary of State Election Audit Standards Committee: Representative: Kathleen Midstokke (CMC).

Shalice said that if anyone has any comments regarding post election audit standards they should get their comments to Kathleen Midstokke.

- 7.3 Secretary of State Records Retention Guidelines Committee: Need suggestions for names of representatives.

The names submitted for representatives were: Dawn Abrahamson, Randi Johl and Angie Reyes.

- 7.4 Proposed California Vote Ethics Project **(Nicol)**

Rod Diridon, Jr., City Clerk of Santa Clara, explained to the Board the proposed California Vote Ethics Project.

On a motion of Dawn Abrahamson, seconded by Pat Hammers and carried, the Board voted to approve the recommendation, approving the creation of the California Ethics Project as outlined and appointed Rod Diridon, Jr. as the Chair of a standing committee, and requested a formal report from Mr. Diridon at the next CCAC meeting.

- 7.5 Review and Approve Contract with Maureen Kane and Associates, Inc. for Technical Track for Clerks ~~(LTC)~~. **(Tilton)**

Deleted: LTC

Joann Tilton reported that Maureen Kane is still working on the contract and she said this item would be brought forward at a later date.

- 7.6 Review and Approve Contract with CEPO, Inc. for Leadership Track for Clerks (LTC) **(Tilton)**

Joann Tilton reported that this item would be brought back at a later date.

- 7.7 Authority to Enter into an Agreement with Woodfin Suites in Emeryville. Strategic Planning/Goal Setting Session, Oct. 5 & 6, 2007 **(McCarthy)**

Pam McCarthy said that Rex Osborne was able to arrange for suites for \$140.00 per night. She said people should plan on getting there Thursday night and plan on leaving by noon Saturday. She also said that Rex has offered to help helped with this without

charge.

On a motion of Shalice Reynoso, seconded by Margaret Roberts, and carried, (Pat Hammers abstained from voting because she will not be on the Board next year) the Board agreed to enter into an agreement with Woodfin Suites in Emeryville, Ca.

7.8 Report on 2007 Annual Conference – Palm Springs (**Reynoso**)

Shalice thanked Rex for his help with the profit they made on the conference.

Margaret Roberts reported on the evaluations that were turned in. She said that she would e-mail the results to the Board and said if anyone has any comments on the upcoming conference, please let her know.

Lucinda Williams reported that there were 235 CCAC members, 9 non-members, 23 guests, 31 vendors and 9 training partners at the conference.

7.9 Request from Springfield, Oregon, to support “The Simpson’s” promotion.

Colleen Nicol suggested that this item be acknowledged and received and filed. She said if people want to support this they should do it as individuals. The consensus of the Board was to receive and file.

7.10 Update on CCAC Nominations / Elections (**Abrahamson**)

Dawn Abrahamson said that they have a full slate for the nomination for the 2007-2008 Board. She read the list of nominations and gave a brief update on the ballot for the election. She said that the ballots will be mailed on July 25th and opened on August 29th.

8. DIRECTORS’ REPORTS

8.1 First Vice President (**McCarthy**) Pam McCarthy thanked everyone for the support given to her during her illnesses. She said Strategic Planning is coming up, and she also thanked Margaret Roberts for taking over the review of the by-laws.

8.2 Second Vice President (**Roberts**) Margaret Roberts said that the Trustees are working on the FAQ’S and the by-laws. She also said that the new directory would be printed tomorrow.

8.3 Communications Director (**Pope**) No report.

8.4 Legislative Director (**Vinson**) Kay Vinson reported that Dawn Abrahamson will be attending the next CACEO meeting on August 3rd in Emeryville, and she said that Dawn would also be attending the League meeting in Monterey on July 27th and 28th.

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8.5 Professional Development Director (**Tilton**)

8.5.1 Receive and File Reports on Round II 2007 Scholarship Awards

RECOMMENDATION: Receive and file the report on Round II Scholarship Awards.

Pat Hammers gave a report on the Scholarship Awards.

On a motion of Angie Reyes, seconded by Rick Caldeira and carried, the recommendation was received and accepted (Randi Johl abstained).

Division Professional Development Reps **(Reyes/Caldeira/Hammers)**

Angie Reyes said thank you to the Board for be appointed to fill Margaret Roberts position as Northern Professional Development Representative

Rick Caldeira said thank you for all the cards, flowers and well wishes while he was out for ten weeks.

Pat Hammers said that the endowment proceeds have been transferred into MCEF.

8.7 Division Trustees **(Wimberly/(Johl)/Williams)**

Margaret Wimberly said that she is working with Margaret Roberts on the by-law reviews and the FAQ's.

Randi Johl and Lucinda Williams also said they were working with Margaret Roberts on the by-law reviews and FAQ's.

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

Rhonda Basore said that the Northern Division meetings would be held on July 20th in Tahoe and on September 21st. She reported that the incoming President will be Geri Johnson.

Deleted: Jeri Dodson

9. **REGION IX DIRECTOR'S REPORT (Nicol)** – Colleen Nicol reported that they are still working with the UK for the 2010 IIMC Conference, and she said it looks very promising. She talked about the Study Abroad Program, and what is happening with the backlog of CMC applications.
10. **PRESIDENT'S REPORT** – Shalice Reynoso thanked Kay Vinson for her hard work as the Director of the Legislative Committee and as our contact with the Secretary of States' Office and the LOCC.
11. **ADJOURNMENT** – The Board Meeting adjourned at 4:15 p.m. to the LOCC in Sacramento on September 6, 2007.

Respectfully submitted,

Char Sherwood CMC, Recording Secretary

Approved at the 9/6/07 meeting.