

**CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING
MINUTES**

**April 27, 2006 - 3:00 P.M.
Teleconference**

1. CALL TO ORDER

President Abrahamson called the meeting of the CCAC Executive Board to order at 3:00 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

BOARD MEMBERS PRESENT

Dawn Abrahamson, President
Shalice Reynoso, 1st Vice President
Pamela McCarthy, 2nd Vice President
Connie Strohmayr, Recording Secretary
Lisa Pope, Communications Director
Jamie Anderson, Treasurer
Kay Vinson, Legislative Director
Katherine Meissner, Professional Development Director
Margaret Roberts, Northern Division Professional Development Representative
Pat Hammers, Southern Division Professional Development Representative
Irma Torrez, Northern Division Chair
Rick Caldeira, Central Division Chair
Cynthia Heidorn, Central Division Trustee
Colleen Nicol, Southern Division Trustee

BOARD MEMBERS EXCUSED

Marie Macias, Southern Division Chair
Leslie Cook, Northern Division Trustee
Joann Tilton, Immediate Past President

BOARD MEMBERS ABSENT

Rhonda Greenlee, Central Division Professional Development Representative

3. MINUTES

MOTION: It was moved by Board Members Nicol/Roberts to approve the minutes of February 10, 2006, with the correction that the record will reflect that Katherine Meissner was not present. The motion carried unanimously.

4. TREASURER'S REPORT (Anderson)

Treasurer Anderson reported that income to date is \$89,546 or 60 percent of the budget

and expenditures to date total \$32,897 or 22 percent of the 2005-06 budget. Board Member Reynoso recommended that the renewal of CD's be delayed until all expenses are covered. Ms. Anderson will report back on which CD's have matured. She reported that there is over \$160,000 in the IIMC Account.

It was the consensus of the Board to approve the Treasurer's Report.

5. DIRECTORS' REPORTS

A. Professional Development Director Meissner provided an update on the California Registered Municipal Clerk (CRMC) certification stating that on March 31, 2006, a different proposal was submitted by the some members of the Southern Division and TTC students to the CCAC. The CCAC Board directed the CRMC sub-committee to review the March 31 proposal. As a result of the Board's action, she said the CRMC Committee reviewed it and came up with a new proposal as of April 3. The sub-committee met again on April 10, 2006, and made some minor revisions and the latest version is entitled "**California Registered Municipal Clerk Certification as of April 10, 2006**". She noted the need for a minor correction to the April 10, 2006, version as follows: Change the word from qualify to prepare so that the heading now reads "To prepare for California Registered Municipal Clerk (CRMC) Certification testing, the following paths are recommended:"

Ms Meissner stated that she had emailed the general membership regarding the proposal and included information in the Official Word newsletter and, with the exception of one person, the general feedback favored the various options available for certification. It was suggested that only the two certification levels and the waiting period be included on the ballot. Board Member Reynoso suggested that titles be attached to the two levels as a means to sell the certification proposal; i.e., Level 1 = CRMC and Level 2 = MRMC.

Ms. Meissner recommended that the suggestions regarding the level names be referred back to the CRMC Committee for review and then return to the Board for final approval.

MOTION: It was moved by Board Members Meissner/Hammers that the naming of Level 1 and Level 2 be referred back to the CRMC Committee for review with a recommendation to the Board. The motion carried unanimously.

MOTION: It was moved by Board Members Reynoso/Nicol to place a measure on the 2006 Ballot regarding the CRMC certification proposal. The motion carried unanimously.

Ms. Meissner noted that due to its broad implications, the Board had directed that non-voting members have an opportunity to vote on this measure which will necessitate two

ballot types. Board Member Nicol noted that the measure is essentially an advisory vote as the CCAC by-laws do not require a vote of the membership on this matter. If a majority in favor is not received, she said the certification proposal will obviously not be implemented.

Board Member Nicol requested that the CRMC Committee also study the possibility of recognizing master municipal clerks who become certified in some fashion such as a medallion for reaching the second level.

- B. Board Member Roberts cited the problem with some Southern Division clerks' scholarship applications not having been considered. She urged all division chairs to make sure applications are received by the CCAC Board prior to CCAC's deadline. Board Member Hammers said that a number of applications were rejected because they were not received by the deadline. She added that the Southern Division has their own scholarship application which conflicts with the CCAC bylaws, and they plan to address this at their June meeting.
- C. Board Member Nicol reported that the 2006 IIMC Conference Committee is selling license plate frames, and sales thus far have covered the expenses of this fundraising effort, therefore, all future sales will be profit. She said they will also be sold at the Conference Host Booth. She added that the Southern Division June meeting will be held in Riverside.
- D. Board Member Torrez reported that the Northern Division's March meeting will be held in San Leandro and attendees will receive certification points. She added that the Division Board approved combining the June and July meetings in Lake Tahoe on June 23rd. Ms. Torrez recommended that attendance at division meetings be included in the scholarship criteria and that priority be given to those who attend division meetings.

Board Member Caldeira reported that the Central Division has completed its nominations for officers, and the Division will hold a session covering recall and initiative petitions on June 9th.

6. UNFINISHED BUSINESS - None

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- A. Notice of Nominations – President Abrahamson reported that she appointed Bellflower City Clerk Debra Bauchop as the nomination chair. Debra will be contacting the Divisions for possible candidates.
- B. Scholarship Policy for Annual CCAC Institute

MOTION: It was moved by Board Members Torrez/Nicol to amend the Scholarship Policy for the Annual CCAC Institute as follows: That preference be given to city clerks and deputy city clerks with a city manager holding the title of city clerk. This policy does not preclude other deputy or assistant clerks from qualifying if there is a surplus of scholarship funds. The motion carried unanimously.

- C. Contract with Osborn & Associates for the April 2007 Conference in Palm Springs

MOTION: It was moved by Board Members Reynoso/Anderson awarding the professional services contract with Osborn & Associates for the April 2007 CCAC Conference services not to exceed \$6,250. The motion carried unanimously.

- D. Contract with Osborn & Associates for April 2008 CCAC Conference Services

MOTION: It was moved by Board Members Roberts/Reynoso awarding a professional services contract with Osborn & Associates for securing a site for the 2008 CCAC Annual Institute in the amount of \$1,000. The motion carried unanimously.

- E. Agreement with Shark Studios for Hosting & Webmaster Services

MOTION: It was moved by Board Members Nicol/McCarthy to approve an agreement with Shark Studios for Webmaster Services to host CCAC's current site in the amount of \$2,600. The motion carried unanimously.

- F. Letter of Support for AB 707 and AB 2249 re Mail Ballot Elections - President Abrahamson reported that the Board approved via email vote to send a letter in support of AB 707 and AB 2249 re mail ballot elections. She noted that 2249 was gutted.
- G. Support of April 2006 as "*Voter Outreach Month*" - President Abrahamson reported that the Board approved via email to support designating the month of April 2006, as "*Voter Outreach Month*".
- H. IIMC Athenian Dialogue Program – Board Member Nicol described the IIMC Athenian Dialogue Program in which participants read a book in advance and then have a discussion about it with a scholar who is brought in. She inquired as to the Board's interest in participating, describing it as a wonderful learning opportunity. President Abrahamson will explore this program and report back after the IIMC Conference.
- I. Employment of a Lobbyist – Board Member Vinson stated that CCAC's lobbyist, Anthony Thomas, through the League of California Cities (League), is inundated

with telecommunications issues. President Abrahamson suggested that Amy Brown submit a proposal for the Board's consideration at a future date. Board Member Meissner related that CCAC should communicate to the League matters of importance to city clerks and request that a liaison be assigned to work with CCAC on city clerk issues.

MOTION: It was moved by Board Members Meissner/Roberts directing Legislative Director Vinson and President Abrahamson to communicate with the League regarding issues of concern to city clerks and request that a liaison be assigned to work with CCAC.

Board Member Vinson stated that she received a call from elected City Clerk JoAnne Cousino of Barstow, who was sued for upholding the Elections Code. She said Ms. Cousino inquired whether CCAC would be interested in exploring the procurement of errors and omissions insurance covering legal services because she had to hire an attorney. Her City Attorney didn't represent her because he took the position that he represented the City Council. It was mentioned that her City should assist with this matter, and Board Members concurred that this is not a CCAC issue.

President Abrahamson reported that she received a thank-you note from Gail Vasquez expressing appreciation to CCAC for the beautiful bouquet and support in memory of her mother's passing.

8. President Abrahamson announced that the next Board meeting will be by teleconference on June 29, 2006, at 3:00 p.m.
9. **ADJOURNMENT:** The meeting was adjourned at 4:23 P.M.

Respectfully submitted,

Connie Strohmayer,
Recording Secretary