

**CITY CLERKS ASSOCIATION OF CALIFORNIA  
CENTRAL DIVISION  
EXECUTIVE BOARD MEETING MINUTES  
Friday, June 9, 2006**

CALL TO ORDER

*The Executive Board Meeting of the Central Division of the City Clerks Association of California was called to order at 10:27 a.m., at the City Library in Escalon, California.*

ROLL CALL

**Members Present:**     *Rick Caldeira, City of Lathrop  
Chris Moore, City of Manteca  
Barbara Mergan, City of Sanger  
Rhonda Greenlee, City of Turlock*

COMMUNICATIONS

*Chris requested permission to conduct the September meeting on the 29<sup>th</sup> and all agreed.*

BUSINESS

Approval of Minutes from the March 24, 2006 Executive Board Meeting

*Motion by Chris, seconded by Rhonda to approve the minutes as submitted. The motion carried by the affirmative vote of all board members present.*

Gift Policy Discussion (Rhonda Greenlee)

*There was discussion regarding the need for a gift policy when purchasing gifts for CCAC Members in instances of retirement or illness. Rhonda volunteered to draft a gift policy and bring it to the next regular meeting for discussion. It was suggested that the gift policy be added to the duties of the 2<sup>nd</sup> Vice Chair.*

Scholarship Discussion and Possible Action

*It was stated that approval of scholarships should be reflected in the minutes with the recipients name and the specific reason they are receiving the scholarship. Rick volunteered to draft a scholarship and reimbursement policy and bring it to the next regular meeting for discussion.*

REPORTS

Treasurer's Report

*Rhonda presented the report. Motion by Chris, seconded by Barbara to approve the treasurer's report. The motion carried by the affirmative vote of all board members present.*

Nominating Committee Update

*Rick congratulated the 2006/07 CCAC Central Division Executive Board which includes: Chair, Chris Moore, Deputy City Clerk of Manteca; First Vice-Chair, Emily Colborn, Deputy City Clerk of Riverbank; Second Vice-Chair, Brenda Carter, City Clerk of Mendota; Secretary, Lucy Mallonee, City Clerk of Los Banos; Treasurer, Rhonda Greenlee, City Clerk of Turlock; and Trustee, Dana Davidson, Deputy City Clerk of Merced.*

By Laws Committee

*It was stated that Chris and Barbara would present a draft of the by laws at the next regular meeting.*

Website Discussion/ Newsletter Discussion

***Chris shared a draft of the first Central Division newsletter and thanked Mitzy Ortiz for helping to format it. Chris stated that the newsletter would be posted to the CCAC State website.***

**ADJOURNMENT A motion was made to adjourn the meeting. The motion was seconded and the meeting was adjourned at 10:55 a.m.**

Respectfully submitted,

Lucille L. Mallonee  
Recording Secretary

**CITY CLERKS ASSOCIATION OF CALIFORNIA  
CENTRAL DIVISION  
GENERAL MEMBERSHIP MEETING MINUTES  
Friday, September 29, 2006**

CALL TO ORDER

*The General Membership Board Meeting of the Central Division of the City Clerks Association of California was called to order at 12:01 p.m., at the Manteca Municipal Golf Course in Manteca, California.*

ROLL CALL

*Members Present: Jana Sousa of Los Banos, Dana Davidson of Merced, Rick Caldeira of Lathrop, Barbara Mergan of Sanger, Dawn Walker of Merced, Deneen Proctor of Merced, Cindy Heidorn of Ceres, Rhonda Greenlee of Turlock, Joann Tilton of Manteca, Nanci Lima of Lemoore, Brenda Carter of Mendota, Bonnie Paige of Stockton, Dora Sidrian of Stockton, Katherine Meissner of Stockton, Rebekah Steed of Chowchilla, Gayle Welsh of Chowchilla, Sue Ornelas of Manteca, Lisa Oliva of Manteca, Lori Waterman of Atwater, Emily Colborn of Riverbank, and Linda Abid-Cummings of Riverbank.*

BUSINESS

Approval of Minutes from the June 9, 2006 General Membership Meeting minutes

*Motion by Rhonda, seconded by Brenda to approve the minutes as submitted. The motion carried by the affirmative vote of all members present.*

Approval of Treasurer's Report

*Motion by Chris, seconded by Brenda to approve the treasurer's report as submitted. The motion carried by the affirmative vote of all members present.*

Scholarship Discussion and Possible Action

*It was stated that approval of scholarships should be reflected in the minutes with the recipients name and the specific reason they are receiving the scholarship. Rick volunteered to draft a scholarship and reimbursement policy and bring it to the next regular meeting for discussion.*

REPORTS

Report out from Executive Meeting

*Rick reported on the discussion of the Executive Board. Rick then stated that the September meeting was moved to the 29<sup>th</sup>.*

Nominating Committee Update

*Rick congratulated the 2006/07 CCAC Central Division Executive Board which includes: Chair, Chris Moore, Deputy City Clerk of Manteca; First Vice-Chair, Emily Colborn, Deputy City Clerk of Riverbank; Second Vice-Chair, Brenda Carter, City Clerk of Mendota; Secretary, Lucy Mallonee, City Clerk of Los Banos; Treasurer, Rhonda Greenlee, City Clerk of Turlock; and Trustee, Dana Davidson, Deputy City Clerk of Merced.*

By Laws Committee Update

*It was stated that Chris and Barbara would present a draft of the by laws at the next regular meeting.*

Website/Newsletter Committee Update

***Chris shared a draft of the first Central Division newsletter and thanked Mitzy Ortiz for helping to format it. Chris stated that the newsletter would be posted to the CCAC State website.***

**FOR THE GOOD OF THE ORDER**

***No report.***

**PRESENTATION**

***Elections & Initiative/Referendum/Recall Processes***

***By: Gail L. Pellerin, Santa Cruz County Clerk***

**ADJOURNMENT**

***A motion was made to adjourn the meeting. The motion was seconded and the meeting was adjourned at 1:10 pm.***

Respectfully submitted,

Lucille L. Mallonee  
Recording Secretary