

**CITY CLERKS ASSOCIATION OF CALIFORNIA
CENTRAL DIVISION
EXECUTIVE BOARD MEETING MINUTES
Friday, September 29, 2006**

CALL TO ORDER

The Executive Board Meeting of the Central Division of the City Clerks Association of California was called to order at 10:35 a.m., at the Manteca Municipal Golf Course in Manteca, California.

ROLL CALL

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

COMMUNICATIONS

Rick requested to see a list of committees formed during his year as the Central Division Chair. Cindy Heidorn and Dana Davidson stated that they received their CMC Designation this year.

BUSINESS

Approval of Minutes from the June 9, 2006 Executive Board Meeting

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

Reimbursement for travel to LOCC Annual conference and future travel costs (Chris Moore).

There was discussion regarding the travel needs of the new Chairperson in order for them to properly represent the Central Division. Rick suggested that additional funds be added to the travel budget for 2007.

REPORTS

Treasurer's Report

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

Gift Policy Discussion (Rhonda Greenlee)

It was requested that this item be continued to the next meeting and both trustees stated they would help out with what needed to be done.

Central Division Scholarships Discussion

There was discussion as to the amount of scholarships to be awarded and if more than one scholarship should be awarded to someone in the same year. It was stated that Trustees would look into fundraising and try to generate ideas that will award more scholarships. It was decided to award \$175 for Technical Track for Clerks (TTC) and Trainer of Trainers (TOT), and \$375 for Leadership Track for Clerks (LTC). Motion by Barbara, seconded by Cindy to award scholarships as follows: \$175 to Nancy Lima of Lemoore, \$175 Lorraine Lopez of Cocoran, \$175 to Jana Sousa of Los Banos, \$175 to Katherine Meissner of Stockton, \$375 to Rick Caldeira of Lathrop, \$375 to Dora Sidrian of Stockton, \$375 to Rebekah Steed of Chowchilla and to deny the scholarship to Lori Martin of Waterford because she had already

received a scholarship once this year. The motion carried by the affirmative vote of all board members present.

By Laws Committee Update

It was stated that Barbara would email the updates to the committee members to look at. The update would then be discussed at the November General Membership meeting, and a final vote would take place at the January 2007 General Membership meeting.

Website Discussion/ Newsletter Discussion

Chris solicited ideas for the newsletters and then stated she was looking at including items such as: Nuts & Bolts pictures, the swearing in of the new Central Division board members and Martha Jantzen's retirement party.

ADJOURNMENT A motion was made to adjourn the meeting. The motion was seconded and the meeting was adjourned at 11:38 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.

REPORTS

Report out from Executive Meeting

Chris reported on the discussion of the Executive Board.

Motion by Chris, seconded by Rick to amend the September 29, 2006 agenda to add an item for discussion regarding scholarships.

Central Division Scholarships Discussion

There was discussion as to the amount of scholarships to be awarded and if more than one scholarship should be awarded to someone in the same year. It was stated that Trustees would look into fundraising and try to generate ideas that will award more scholarships. It was decided to award \$175 for Technical Track for Clerks (TTC) and Trainer of Trainers (TOT), and \$375 for Leadership Track for Clerks (LTC). Motion by Barbara, seconded by Cindy to award scholarships as follows: \$175 to Nancy Lima of Lemoore, \$175 Lorraine Lopez of Cocoran, \$175 to Jana Sousa of Los Banos, \$175 to Katherine Meissner of Stockton, \$375 to Rick Caldeira of Lathrop, \$375 to Dora Sidrian of Stockton, \$375 to Rebekah Steed of Chowchilla and to deny the scholarship to Lori Martin of Waterford because she had already received a scholarship once this year. The motion carried by the affirmative vote of all board members present.

INSTALLATION OF OFFICERS

Recognition of 2005/2006 Executive Board Members

Rick thanked the 2005/2006 board members for their service and presented them with gift baskets and certificate plaques. The following board members were recognized: First Vice-Chair – Chris Moore of Manteca, Second Vice-Chair – Barbara Mergan of Sanger, Secretary – Lucy Mallonee of Los Banos (absent), Treasurer – Rhonda Greenlee of Turlock, Trustee – Mary Jane Cantrell of Hughson (absent), Trustee – Cindy Heidorn of Ceres. Chris then thanked Rick for his year of service as chair and presented him with a gift.

Installation and Introduction of 2006/2007 Executive Board Members

The following board members were sworn in by Joann Tilton: Chair – Chris Moore of Manteca, First Vice-Chair – Emily Colborn of Riverbank, Second Vice-Chair – Brenda Carter of Mendota, Secretary – Jana Sousa of Los Banos, Treasurer – Rhonda Greenlee of Turlock, Trustee – Cindy Heidorn of Ceres, Trustee – Dana Davidson of Merced. Chris thanked the new board for volunteering their service to the division.

FOR THE GOOD OF THE ORDER

Katherine Meissner of Stockton stated she felt board members who miss too many meetings should be removed from the board.

ADJOURNMENT

A motion was made to adjourn the meeting. The motion was seconded and the meeting was adjourned at 12:32 pm.

Respectfully submitted,

Lucille L. Mallonee
Recording Secretary