

**CITY CLERKS ASSOCIATION OF CALIFORNIA
CENTRAL DIVISION
EXECUTIVE BOARD MEETING MINUTES
Friday, November 17, 2006**

CALL TO ORDER

The Executive Board Meeting of the Central Division of the City Clerks Association of California was called to order at 9:50 a.m., at Fernando's Restaurant in Merced, California.

ROLL CALL

Members Present: Jana Sousa of Los Banos, Rick Caldeira of Lathrop, Dana Davidson of Merced, Barbara Mergan of Sanger, Brenda Carter of Mendota, Emily Colborn of Riverbank, Chris Moore of Manteca, and Rhonda Greenlee of Turlock.

BUSINESS

Appointment of Jana Sousa as Secretary

Chris appointed Jana Sousa to serve a one year term as Secretary on the CCAC Central Division Executive Board for 2006-2007.

Approval of Minutes from the September 29, 2006 Executive Board Meeting

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

Set 2006-07 Central Division Meeting Schedule & Locations

Motion by Brenda, seconded by Dana to select the following dates and locations for 2006-07 Central Division meetings: January 18, 2007 – Stockton; March 15, 2007 – Bakersfield; May 17, 2007 – Los Banos; July 19, 2007 – Harris Ranch; September 20, 2007 – Riverbank and to place this item on the next General Membership meeting agenda for discussion. The motion carried by the affirmative vote of all members present.

Discuss increase in meeting charge for 2006/07 budget

There was discussion regarding the meeting charge for 2006/07 and it was requested that speaker information be sent out ahead of time to boost attendance at meetings. Motion by Rick, seconded by Brenda to set the meeting cost at \$30 for 2006/07. The motion carried by the affirmative vote of all members present.

Reappoint subcommittees

Motion by Chris, seconded by Brenda to reappoint the Bylaws Committee consisting of Barbara, Chris, and Brenda. Motion by Chris, seconded by Brenda to reappoint the Hospitality Committee consisting of Dana, Cindy, and Rhonda. Motion by Chris, seconded by Rick to reappoint the Newsletter/Website Committee – Chris, Nancy, and Emily. All motions carried by the affirmative vote of all members present.

REPORTS

Treasurer's Report (Rhonda)

Motion by Chris, seconded by Brenda to approve the treasurer's report as submitted and to roll the current CD for six months to one year depending upon which has the better interest rate. The motion carried by the affirmative vote of all members present.

By Laws – Update (Barbara)

Barbara presented the board with a draft copy of the By Laws. It was stated that any corrections would be made and the document would be approved at the next meeting.

Newsletter – Update (Chris)

Chris stated that she needs to receive more information for the newsletter.

Legislative Committee – Report Out (Emily)

Emily presented the board with a CCAC Legislative Director Report from A. Kay Vinson, MMC.

Hospitality Committee – Update (Cindy/Dana)

Dana presented the board with information she collected regarding gift policies. It was suggested that limits on the cost of gifts be set as follows: outgoing President – up to \$100; outgoing board – up to \$200; retirement – up to \$50; Hospitalization – up to \$50. Dana reported that she and Cindy will continue to work on a gift policy.

ADJOURNMENT

The meeting was adjourned at 2:09 pm.

Respectfully submitted,

Jana R. Sousa
Recording Secretary

**CITY CLERKS ASSOCIATION OF CALIFORNIA
CENTRAL DIVISION
GENERAL MEMBERSHIP MEETING MINUTES
Friday, November 17, 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 11:30 a.m., at Fernando's Restaurant in Merced, California.

ROLL CALL

Members Present: Jana Sousa of Los Banos, Rick Caldeira of Lathrop, Dana Davidson of Merced, Dawn Walker of Merced, Sue Bauch of Kingsburg, Barbara Mergan of Sanger, Lorraine Lopez of Corcoran, Lori Martin of Waterford, Brenda Carter of Mendota, Emily Colborn of Riverbank, Bonnie Paige of Stockton, Dora Sidrian of Stockton, Randi Johl of Lodi, Chris Moore of Manteca, Lori Waterman of Atwater, Robert Kellis of Atwater, and Rhonda Greenlee of Turlock.

BUSINESS

Approval of Minutes from the September 29, 2006 General Membership Meeting

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

Approval of Treasurer's Report

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

Appointment of Jana Sousa as Secretary

Chris appointed Jana Sousa to serve a one year term as Secretary on the CCAC Central Division Executive Board for 2006-2007.

Reappointment of Executive Board Subcommittees

Executive Board Subcommittees were reappointed as follows: Bylaws Committee – Barbara, Chris, and Brenda; Hospitality Committee – Dana, Cindy, and Rhonda; Newsletter/Website Committee – Chris, Nancy, and Emily.

Meeting locations and dates

It was stated that potential dates were discussed at the Executive Board meeting and that this item would be on the next General Membership Board meeting agenda for further discussion and approval.

REPORTS

Report out from Executive Meeting

Jana reported on the discussion of the Executive Board.

PROGRAM – Dr. Jacqueline Ryle, Preserving your Sanity – coping with a new Council after an election.

ADJOURNMENT

The meeting was adjourned at 2:09 pm.

Respectfully submitted,

Jana R. Sousa
Recording Secretary