



AGENDA
CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION
General Membership Meeting

Thursday, November 15, 2007 at 9:00 a.m.
Lathrop, California

1. CALL TO ORDER
2. ROLL CALL (*self introductions*)
3. COMMUNICATIONS
4. BUSINESS
 - a. Approval of July 19, 2007 and September 27, 2007 Minutes
 - b. Approval of Treasurer's Report
 - c. Approval of 2007/2008 Central Division Meeting Schedule and Locations
 - d. Approval of Reappoint of Executive Board Subcommittees
 - e. Discussion on Adding a By-Law Amendments Section (*example in Northern Division's By-Laws Article IX*)
 - f. Approval of 2007/2008 Central Division Budget
5. REPORTS
 - a. Report out on Executive Board Meeting (Louise Hudgens)
 - b. Report out from State Board Goal Setting Meeting (Dana Davidson)
6. FOR THE GOOD OF THE ORDER
7. PROGRAM – Rod Diridon, Jr. CMC, City Clerk and Auditor of the City of Santa Clara, The Practical Application of Ethics Programs and Engaging the Public in the Political Process
8. ADJOURNMENT

**CITY CLERKS ASSOCIATION OF CALIFORNIA
CENTRAL DIVISION
GENERAL MEMBERSHIP MEETING MINUTES
Thursday, July 19, 2007**

CALL TO ORDER

The General Membership Board Meeting of the Central Division of the City Clerks Association of California was called to order at 12:20 p.m., at the Antigua Events Center in Riverbank.

ROLL CALL

Members Present: Deanna Despain of Berkeley, Shalice Reynoso of Buena Park, Cindy Heidorn of Ceres, Margaret Roberts of Davis, Mary Hemminger of Hughson, Mary Jane Cantrell of Hughson, Nanci Lima of Lemoore, Randi Johl of Lodi, Jana Sousa of Los Banos, Chris Moore of Manteca, Joann Tilton of Manteca, Cathy Gregory of Merced, Dana Davidson of Merced, Deneen Proctor of Merced, Sandy Barajas of Monterey, Kathy Texeira of Oakdale, Nancy Lilly of Oakdale, Karen Gonzales of Pleasanton, Annabelle Aguilar of Riverbank, Jennifer Bustamonte of Riverbank, Linda Abid-Cummings of Riverbank, Colleen Nicol of Riverside, Renee Beck of San Ramon, Bonnie Paige of Stockton, Louise Hudgens of Taft, Rhonda Greenlee of Turlock, Lori Martin of Waterford, and Patricia Lee of Waterford.

BUSINESS

Report out from Executive Board

Chris reported that the certification was being prepared for the 2007/08 elections.

Approval of Minutes from the January 25, 2007 and March 22, 2007 General Membership Meetings

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

Approval of Treasurer's Report

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

Approval of Central Division scholarships.

Motion by Rhonda, seconded by Deneen to approve scholarships as follows: \$220 to Kelly Fick of Bakersfield (TTC March), Nanci Lima of Lemoore (TTC March), Jana Sousa of Los Banos (TTC March); \$512 to Dana Davidson of Merced (LTC August), Jamie Gray of Mammoth Lakes (LTC August), Randi Johl of Lodi (LTC August), Dora Sidrian of Stockton (LTC August), Cindy Trang of Monterey Park (LTC August); \$305 to Jeanna Del Real (TTC September), Denise Hiliker of California City (TTC September). The motion carried by the affirmative vote of all members present.

ADJOURNMENT

The meeting was adjourned at 12:28 p.m.

Respectfully submitted,

Jana R. Sousa
Recording Secretary

**CITY CLERKS ASSOCIATION OF CALIFORNIA
CENTRAL DIVISION
GENERAL MEMBERSHIP MEETING MINUTES
Thursday, September 27, 2007**

CALL TO ORDER

The General Membership Board Meeting of the Central Division of the City Clerks Association of California was called to order at 10:55 a.m., at the Senior Citizen's Center in Merced, California.

ROLL CALL

Members Present: Cathy Gregory of Merced, Jamie Bingaman of Merced, Emily Shuping of Merced, Alma Sannadren of Merced, Roberta Gafford of Bakersfield, Annabelle Aguilar of Riverbank, Deneen Proctor of Merced, Brenda Carter, Barbara Mergan of Sanger, Nanci Lima of Lemoore, Cindy Heidorn of Ceres, Gregory Diaz of Merced, Chris Moore of Manteca, Randi Johl of Lodi, Lori Waterman of Atwater, Jeanna Del Real of Atwater, Rosemary Silva of Farmersville, Jana Sousa of Los Banos, Sandra Ascencio of Los Banos, Rhonda Greenlee of Turlock, Louise Hudgens of Taft, Dana Davidson of Merced, Rickey Davidson of Merced.

BUSINESS

Approval of Minutes from the July 19, 2007 General Membership Meeting
Minutes were not available.

Approval of Treasurer's Report
Treasurer's Report was not available.

Call for Volunteers to Host 2007-08 Central Division Meetings
Volunteers included the following cities: Sanger, Ceres, Lodi, Lathrop, and Los Banos.

REPORTS

Report out from Executive Board
Chris reported that the minutes of the July 12, 2007 Executive Board meeting were approved unanimously through email vote.

Report out from the State Board
Dana reported that Questys was offering a scholarship, and that the information could be found in the Official Word. Dana also reported that a group of clerks have volunteered to assist the Secretary of States Office with law changes. The group consists of the following clerks: Dawn Abrahamson of Fremont, Randi Johl of Lodi, and Angie Reyes of Hawthorne. Dana reported that the State Goal Setting Session was scheduled for October 5th and 6th, and anyone wanting consideration for the round one scholarship needed to submit their application by November 1st.

INSTALLATION OF OFFICERS

Recognition of 2006/2007 Executive Board Members
Chris thanked the 2006/2007 Executive Board Members for their service and presented them with personalized gifts. The following board members were recognized: First Vice-Chair – Brenda Carter; Second Vice-Chair – Dana Davidson of Merced; Secretary – Jana Sousa of Los Banos; Treasurer – Rhonda Greenlee of Turlock, Trustee – Randi Johl of Lodi; Trustee – Cynthia

Heidorn of Ceres. Dana then thanked Chris for her year of service as chair and presented her with a gift.

Installation and Introduction of 2007/2008 Executive Board Members

Dana Davidson was sworn in as chair by Merced City Attorney Greg Diaz. The following board members were then sworn in by Dana: First Vice-Chair – Nanci Lima of Lemoore; Second Vice-Chair – Cynthia Heidorn of Ceres; Secretary – Louise Hudgens of Taft; Treasurer – Rhonda Greenlee of Turlock; Trustee – Roberta Gafford of Bakersfield; Trustee – Randi Johl of Lodi. Dana thanked the newly sworn board for volunteering their service to the CCAC Central Division.

ADJOURNMENT

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Jana R. Sousa
Recording Secretary

**CENTRAL CALIFORNIA
CITY CLERKS ASSOCIATION
FINANCIAL STATEMENT**

Beginning Balance - Both Accounts \$18,205.03

Checking Account Activity 7/19/07 - 9/26/07

<u>DATE</u>	<u>CHECK #</u>	<u>EXPLANATION</u>	<u>DEBITS</u>	<u>DEPOSITS/ CREDITS</u>	<u>BALANCE</u>
Beginning Balance					\$4,518.21
6/22/2007		Interest (5/24/07 - 6/22/07)		\$0.23	
7/19/2007	448	Lucky House (7/19 lunch)	\$118.00		
7/19/2007	449	Norma Torrez-Manriquea (7/19 mtg. breakfast)	\$105.47		
7/19/2007	450	City of Riverbank (1/2 cost of facility for 7/19 mtg)	\$100.00		
7/19/2007	452	Cindy Heidorn (reimb for raffle gifts)	\$702.57		
7/24/2007		Interest (6/23/07 - 7/24/07)		\$0.22	
7/24/2007		Service Charge	\$13.00		
7/30/2007		Deposit (7/19 mtg lunch)		\$780.00	
7/30/2006		Deposit (raffle tickets)		\$1,405.00	
8/2/2007		Returned Checks (2) and Fees	\$60.00		
8/2/2007		Returned Check (1) and Fee	\$25.00		
8/24/2006		Interest (7/25/07 - 8/24/07)		\$0.26	
8/24/2007		Service Charge	\$13.00		
Total Expenditures			<u><u>\$1,137.04</u></u>		
Total Deposits/Credits				<u><u>\$2,185.71</u></u>	
Ending Balance					<u><u>\$5,566.88</u></u>

CD Account - Bank of America - 4.88% (Maturity Date: 12/10/07)

Beginning Balance	7/19/2007				\$3,128.94
Interest Earned		JULY 2007 (6/23/07 - 7/24/07)		\$5.48	
Interest Earned		AUGUST 2007 (7/25/07 - 8/24/07)		\$10.30	
Ending Balance					<u><u>\$3,144.72</u></u>

CD Account - Bank of America - 3.63% (Maturity Date: 12/7/07)

Beginning Balance	7/19/2007				\$10,557.88
Interest Earned		JULY 2007 (6/23/07 - 7/24/07)		\$31.54	
Interest Earned		AUGUST 2007 (7/25/07 - 8/24/07)		\$34.81	
Ending Balance					<u><u>\$10,624.23</u></u>
Ending Balance					<u><u>\$13,768.95</u></u>

Ending Balance - Both Accounts \$19,335.83

SUBMITTED FOR MEETING OF SEPTEMBER 27, 2007


Rhonda Greenlee, Treasurer

**CENTRAL CALIFORNIA
CITY CLERKS ASSOCIATION
FINANCIAL STATEMENT**

Beginning Balance - Both Accounts \$19,335.83

Checking Account Activity 9/27/07 - 10/26/07

<u>DATE</u>	<u>CHECK #</u>	<u>EXPLANATION</u>	<u>DEBITS</u>	<u>DEPOSITS/ CREDITS</u>	<u>BALANCE</u>
Beginning Balance					\$5,566.88
9/27/2007	453	Chris Moore (outgoing Div. Board gifts)	\$201.58		
9/27/2007	455	Fernando's (9/27 lunch)	\$572.16		
9/27/2007		Deposit (3/22 lunch mtg)		\$30.00	
9/27/2007	451	Dana Davidson (gift for outgoing CVD President)	\$100.00		
9/27/2007		Deposit (9/27 mtg raffle)		\$258.00	
9/27/2007		Deposit (9/27 mtg lunch)		\$660.00	
10/25/2007	456	City of Bakersfield (Fick-scholarship f/MarTTC)	\$220.00		
10/24/2006	457	City of Lemoore (Lima-scholarship f/MarTTC)	\$220.00		
10/25/2007	458	City of Los Banos (Sousa-scholarship f/MarTTC)	\$220.00		
10/25/2007		VOID Check #431 (amt. included in Ck #434)		\$100.00	
10/25/2007		Deposit (CCAC- Central Div Dues)		\$92.25	
Total Expenditures			<u>\$1,533.74</u>		
Total Deposits/Credits				<u>\$1,140.25</u>	
Ending Balance					<u><u>\$5,173.39</u></u>

CD Account - Bank of America - 4.88% (Maturity Date: 12/10/07)

Beginning Balance	9/28/2007				\$3,144.72
Interest Earned		SEPTEMBER 2007 (8/25/07 - 9/24/07)			
Interest Earned		OCTOBER 2007 (9/25/07 - 10/24/07)			
Ending Balance					<u>\$3,144.72</u>

CD Account - Bank of America - 3.63% (Maturity Date: 12/7/07)

Beginning Balance	9/28/2007				\$10,624.23
Interest Earned		SEPTEMBER 2007 (8/25/07 - 9/24/07)			
Interest Earned		OCTOBER 2007 (9/25/07 - 10/24/07)			
Ending Balance					<u>\$10,624.23</u>

Ending Balance \$13,768.95

Ending Balance - Both Accounts \$18,942.34

SUBMITTED FOR MEETING OF NOVEMBER 9, 2007

Rhonda Greenlee
Rhonda Greenlee, Treasurer

ARTICLE IX-AMENDMENTS

These Bylaws may be amended at any regular meeting of this Division by a 2/3rds vote of the voting members present at such regular meeting; provided, that a copy of the proposed amendment shall have been sent to every Voting Member in good standing at least ten (10) days before the regular meeting at which the proposed amendment is to be voted upon.

ARTICLE X-QUORUM

Twenty (20) Voting Members of this Division in good standing shall constitute a quorum at any meeting. Six members of the Executive Committee shall constitute a quorum of that body.

ARTICLE XI-PARLIAMENTARY PROCEDURE

Robert's Rules of Order, revised, shall govern the procedures of this Division in all instances to which they are applicable.

ARTICLE XII - RECORD RETENTION

The following record retention schedule is hereby adopted:

Bylaws:	Permanent or until superceded
NCCCA Minutes (Board/Membership):	Permanent
Policies:	Permanent or until rescinded
All Other Reports/Documents:	Three years