

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

October 6, 2005 – 3:15 P.M.

Conducted at

**League of California Cities Annual Meeting
Convention Center, Room 3016**

1. CALL TO ORDER

President Abrahamson called the meeting of the CCAC Executive Board to order at 3:48 p.m.

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
Kaye Vinson, Legislative Director
Katherine Meissner, Professional Development Director
Margaret Roberts, Northern Division Prof. Dev. Rep.
Rhonda Greenlee, Central Division Prof. Dev. Rep.
Pat Hammers, Southern Division Prof. Dev. Rep.
Irma Torrez, Northern Division Chair
Marie Macias, Southern Division Chair
Leslie Cook, Northern Division Trustee
Cynthia Heidorn, Central Division Trustee (Teleconference)
Colleen Nicol, Southern Division Trustee
Joann Tilton, Immediate Past President

BOARD MEMBERS EXCUSED

Karen Rosson, Central Division Chair

ALSO PRESENT

Barbara Mergan, Immediate Past Chair, Central Division
Lorraine Okabe, League of California Cities

2. MINUTES

MOTION: It was moved by Board Members Nicol/Anderson to approve the minutes of June 27, 2005, with the following correction: G. Division Trustees Item No. 2, last sentence to read: "She noted that the Silent Auction held at the 2005 CCAC Conference in Yosemite raised more money than IIMC's silent auction this past year." The motion carried unanimously.

3. TREASURER'S REPORT

Treasurer Anderson reported that the current checkbook balance is \$82,252.00, and an additional \$10,000 from last year will be transferred to the 2006 IIMC Account.

MOTION: It was moved by Board Members McCarthy/Nicol to approve the Treasurer's Report for the Period 11/1/04 – 10/1/05. The motion carried unanimously.

4. DIRECTOR'S REPORTS

- A. 2006 IIMC/CCAC Annual Conference – President Dawn Abrahamson reported that IIMC is willing to fund CCAC's Annual Awards Banquet in the amount of \$15,000.00, and she would like to have a traditional awards banquet. She proposed a Monday evening dinner with an invitation extended to Region IX directors and city clerks. As previously approved by the Board, those Clerks who cannot afford to attend another dinner could check a box on the registration form indicating so, and they would be awarded a grant to attend the dinner. It was decided that the committee is empowered to set the dinner price.
- B. 2005 New Law & Election Seminar - First Vice-President Shalice Reynoso reported that the 2005 New Law Seminar promises to be a great success with a dynamite speaker scheduled.
- C. Nuts & Bolts Seminar – Communications Director Lisa Pope reported that the Nuts & Bolts Seminar recently held in Brea was highly successful. She mentioned that she has good suggestions for the CCAC website. She is not getting much information for the Official Word newsletter and urged everyone to send articles. She noted that the Southern Division website has more information on the IIMC Conference than the State site.

The proposal to combine all web sites will be brought up at the next Board meeting. She is also looking into ordering additional supplies such as gold seals.

Joann Tilton reminded everyone that members do not need to be on the Board to write articles for the Official Word and encouraged everyone to submit articles. One possible article suggested was California Clerk Certification.

- D. Legislative Director – Kay Vinson asked for budgeted funds to host meetings or sessions with legislators. She suggested hosting a welcome back session with legislators to discuss our concerns with the election laws.

MOTION: It was moved by Board Members Nicol/Torrez to host a welcome back session and direct the Legislation Committee to bring back a specific proposal for next year’s budget consideration. The motion carried unanimously.

- E. Professional Development Director - California Certification Program
Katherine Meissner submitted the proposed California Certification Program (CCP) incorporated in her memo to the Board dated October 3, 2005. She stated that the California Certification Committee (Committee) has virtually worked independently in developing the CCP and that the Committee created a program they felt was fair, raised the bar, and yet was cost effective. She emphasized that the proposed certification program is optional and will not compete with the IIMC certification. It is designed to be complementary and is intended to provide another credential to further advance the credibility of city clerks. The proposed certification program will allow one to earn college credits simultaneously while pursuing certification. Ms. Meissner also presented a comparison of 7 options depicted on a matrix chart.

Ms. Meissner referenced a memorandum from Gary Petersen, CEPO Executive Administrator, dated October 4, 2005, regarding his concerns about the proposed CCP, opining that it appears too rigorous, may have potential negative impacts on CEPO, appears to heavily favor participation in the San Joaquin Delta Community College program, and “heavily favors only the academic side at the expense of developing the whole person”. Ms. Meissner then reviewed her responses to Mr. Petersen’s concerns, concluding that the Committee believes the CCP as proposed is the best route for California City Clerks.

Relative to Option No. 5: Must possess at least an Associate of Art’s Degree, and must have attained IIMC’s CMC, it was suggested that this

option contain a sunset provision or be worded differently. Ms. Meissner stated that the Committee will revisit this option as well as the other suggestions and comments offered during discussion today.

Maureen Kane, Director of the Technical Track for Clerks (TTC), supported the concept of California Certification and would like CCAC to have control over its educational programs.

MOTION: It was moved by Board Members Nicol/Hammers to ask the attendees at the upcoming New Law & Election Seminar in December to take a straw vote on the following three (3) plans relative to the proposed CCP:

PLAN A - Endorse the proposal as submitted

PLAN B - Must have a minimum of an AA Degree with a grandfather provision

PLAN C - Take all the courses outlined in the CCP or possess 15 years on-the-job experience with a grandfather provision

All plans require taking the prescribed test.

The preferred Plan will be placed on the ballot for a vote of all CCAC Members. The motion carried unanimously.

With the concurrence of the Board, President Abrahamson deferred the remainder of the agenda items to a teleconference meeting at a date to be determined. Board Members will be emailed regarding possible dates. The Goal Setting Session will be held on Friday, December 9, 2005, following the New Law Seminar in Monterey, and conclude on Saturday, December 10.

ADJOURNMENT:

The meeting was adjourned at 5:52 P.M.

Respectfully submitted,

Connie Strohmayer,
Recording Secretary