

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

**November 3, 2005 - 2:00 P.M.  
Teleconference Meeting**

**1. CALL TO ORDER**

President Abrahamson called the meeting of the CCAC Executive Board to order at 2:00 p.m.

**2. ATTENDANCE/EXCUSED ABSENCES**

**BOARD MEMBERS PRESENT**

Dawn Abrahamson, President  
Shalice Reynoso, 1<sup>st</sup> Vice President  
Pamela McCarthy, 2<sup>nd</sup> Vice President  
Connie Strohmayer, Recording Secretary  
Lisa Pope, Communications Director  
Jamie Anderson, Treasurer  
Kaye Vinson, Legislative Director  
Margaret Roberts, Northern Division Professional Development Representative  
Pat Hammers, Southern Division Professional Development Representative  
Irma Torrez, Northern Division Chair  
Rick Caldeira, Central Division Chair  
Leslie Cook, Northern Division Trustee  
Cynthia Heidorn, Central Division Trustee  
Colleen Nicol, Southern Division Trustee  
Joann Tilton, Immediate Past President

**BOARD MEMBERS EXCUSED**

Katherine Meissner, Professional Development Director  
Marie Macias, Southern Division Chair

**BOARD MEMBERS ABSENT**

Rhonda Greenlee, Central Division Professional Development Representative

**3. MINUTES**

**MOTION: It was moved by Board Members Anderson/Nicol to approve the minutes of October 6, 2005, as submitted. The motion carried unanimously.**

**4. DIRECTORS' REPORTS**

Division Professional Development Representatives Roberts, Greenlee, and Hammers reported that they will soon be reviewing scholarship applications.

Trustee Nicol suggested that there be only one auction at the IIMC Conference in May 2006, and that concentrated efforts be put toward enhancing it. She added that a Harley will be raffled off for the Municipal Clerks Education Fund (MCEF) Fund.

Northern Division Chair Torrez reported that she published her first division newsletter which included the mentor training pictures. Deputy City Clerk Barbara Conley is finalizing a draft survey concerning issues as to why attendance is low at division meetings which will be submitted to the Board for review, and the next Northern Division meeting will be held in Yountville on November 18, 2005.

Newly-seated Central Division Chair Rick Caldeira announced that he replaced Karen Rosson, who resigned effective today.

On behalf of Southern Division Chair Macias, Southern Division Prof. Dev. Rep. Hammers reported that Ms. Macias recently chaired a meeting between the Department of Justice and approximately 38 Los Angeles County city clerks to discuss the Voting Rights Act and possible solutions for preventing cities from being sued. There will be a session at the New Law & Elections Seminar covering this topic, and the Southern Division will also be hosting a focus session in Palm Springs. The Division's next meeting is in San Gabriel on November 17, 2005.

## **5. UNFINISHED BUSINESS**

- A. Endorsement and financial support of candidates for the IIMC Executive Committee - Past President Tilton recalled that at its June 27, 2005 meeting, the CCAC Board endorsed Dyanne Reese, Clerk of Council, City of Savannah, Georgia and candidate for the office of IIMC Second Vice-President. She asked if the Board was interested in also lending financial support or assistance in distributing candidate information.

Following discussion concerning the importance of CCAC being active in seating members on the IIMC executive committee who represent its membership through endorsement and financial support, it was the consensus of the Board that Past President Tilton and Trustee Nicol draft a policy concerning endorsement and financial support, and that a line item be added in the budget for consideration at the December 10, 2005, CCAC Board meeting.

- B. Status of 2004-05 Goals and Objectives - Past President Tilton reviewed the list of goals established for 2004-05. Under the area of organization, she said the Board wanted to provide more opportunities for clerks in outlying areas to become more involved. While this goal continues to be a work in progress, strides have been made in this area. Relative to mentoring, she said the board wanted to provide a mentoring program for clerks, and the second mentor training

took place at the recent League meeting held in October at which 19 new mentors were trained and certified. In the area of communications, a goal was established of creating one main internet site in which all division sites are incorporated into the CCAC's web page.

With respect to partnering with IIMC to host the 2006 Conference in Anaheim, she said the goal was to raise \$100,000. Because fund-raising efforts have been quite successful, they have not had to enlist the assistance of a professional fund raiser. To date, pledges and funds in hand total \$199,229 with approximately \$57,000 in actual funds received. Ms. Tilton noted that all funds raised for the 2006 IIMC Conference can be expended at the discretion of CCAC. Therefore, any unused revenue raised will be returned to the CCAC budget to be used however CCAC determines. Due to the Katrina Hurricane devastation in Louisiana, one suggested use of surplus funds was to earmark them for the 2007 IIMC Conference in New Orleans.

In conclusion, Ms. Tilton reported that CCAC is on track with its 2004-05 Goals and Objectives and that most of the 2003-04 goals have been accomplished, as well. She added that Helen Kanowsky, who will retire as City Clerk of West Sacramento this month, performed some clean-up work on the travel policy, and President Abrahamson will forward it to the Board members.

C. California Certification Program

Trustee Nicol stated that she received new information regarding the proposed Plans A, B, and C, which necessitate some changes. She explained that Plan A will be amended by not specifying Delta College but only an accredited college. She suggested adding Political Science to Option 1, No. 5 of Plans A and C. She clarified that Introduction to Municipal Clerkship and Records Management are offered exclusively at Delta College. Trustee Nicol also recommended sequential renumbering of the grandfathering options.

**MOTION: It was moved by Board Members Nicol/Tilton to make the minor amendments as recommended above to Plans A, B, and C relative to the proposed California Certification Program, distribute the amended plans on the Listserv, and present them at the New Law & Election Seminar in December 2005. The motion carried unanimously.**

**6. NEW BUSINESS/ACTION/DISCUSSION ITEMS**

- A. Support of Colleen Nicol for the Office of IIMC Region IX Director - It was the unanimous consensus of the Board to endorse Colleen J. Nicol, MMC (Riverside), for the Office of IIMC Region IX Director. President Abrahamson will prepare a letter to Ms. Nicol on behalf of the Board endorsing her candidacy for the Office of Region IX Director.

- B. Attendance Policy for Board Members - Past President Tilton explained that the current practice being followed at the CCAC board level is that after three unexcused absences of a board member, the matter is presented to the Board for action. It was agreed that this practice is effective at the state level; therefore, it would be appropriate for each division to develop its own policy to address officer attendance issues.
- C. Bylaws Regarding One Voter per City - Past President Tilton stated that this issue was brought to her attention by Professional Development Director Meissner and requested that this matter be deferred to the December 10, 2005, Board meeting under Unfinished Business.
- D. Proposal to Raise Membership Dues to Support Travel for the IIMC Region IX Director  
It was pointed out that the current dues are sufficient to cover travel expenses for the IIMC Region IX Director and that a line item should be created for the 2005-06 budget year to cover expenses that may exceed the Regional IX Travel Fund.
- E. Clerk Assist Program for Hurricanes Katrina and Rita Victims - President Abrahamson stated that while attending the Oregon Records Conference, she learned that they agreed to provide assistance to recover records for hurricane-stricken areas. She asked for feedback as to whether the Board was interested in providing some form of assistance. It was reiterated that any funds remaining from the 2006 IIMC Conference could be used to assist with hurricane-ravaged areas or the 2007 New Orleans IIMC Conference. It was also suggested that the CCAC continue to gather information about the specific needs and notify the membership on how they might be able to help. Ms. Tilton will follow up with the clerks of the affected states and prepare an article for the Official Word newsletter.
- F. IIMC Constitution Review -  
Kathryn Marshall, City Clerk of Whittier and member of the IIMC Constitution Review Task Force, provided an overview of the Summary Report prepared by Chair Jean Bailey dated October 13, 2005. She stated that the task force focused on the assigned five (5) goals which resulted in reorganization of many of the articles. Southern Division Trustee Colleen Nicol thanked Kathryn and the other members of the task force for all the hard work put into this assignment which will result in a cleaner constitution which was needed.

Trustee Nicol asked the Board to discuss and consider amendments to several sections of the IIMC constitution. The first one dealt with state presidents being allowed to run for IIMC vice president. The current constitution provides that candidates for vice president must have served on the IIMC board for three years. Ms. Nicol pointed out that serving in the roles of all state chairs and as state

president should suffice as adequate experience. Under the current rules, candidates would serve three years on the board before they could qualify for president. Kathryn Marshall reported that she submitted Trustee Nicol's suggested modification to relax this requirement to the Constitution Review Task Force, but they did not recommend the change. The task force members rationalized that the service commitment had already been reduced, and that candidates should possess IIMC Board experience in order to adequately prepare for vice president. Under the current system, Trustee Nicol pointed out that the candidate pool is small, and they are often not getting more than one person to run due to the qualifications and experience required.

#### ARTICLE IX - ANNUAL BUSINESS MEETING AND ELECTIONS

Relative to the task force's Goal No. 4: Review request to allow State/Provincial Association Past Presidents to run for the office of IIMC Second Vice President without having served on the IIMC Board of Directors, the CCAC Board took the following action:

**MOTION: Made by Southern Division Trustee Nicol, seconded by Immediate Past President Tilton to recommend that the IIMC Board place a constitutional amendment measure on the ballot to amend Article IX. Section B (Elections) 3 (Qualifications of Candidates) b. (President Elect and Vice President) that would allow members who have served as a state president with a minimum three (3) years experience on their state board and two years experience on an IIMC committee be eligible as a candidate for vice president. The motion carried unanimously.**

Regarding the requirement for a letter of endorsement from the candidate's city, the point was made that in many instances, city clerks do not answer to their respective city administrations; and consequently, it makes little sense to have this requirement. Further, as professionals, candidates hold the responsibility of ensuring the support of their organization. The CCAC Board, therefore, took the following action:

**MOTION: Made by Southern Division Trustee Nicol, seconded by Northern Division Chair Torrez to recommend that the IIMC Board place a constitution amendment measure on the ballot modifying Article IX. Section B. 3) by deleting a. 5) which reads: "provide a written endorsement of candidacy from the Legislative Governmental Body they represent." The motion carried unanimously.**

#### ARTICLE VI - POWERS AND DUTIES OF BOARD OF DIRECTORS

Due to recent problems with circumvention of the executive director and straying from protocol, Trustee Nicol recommended that Article VI, Section i. be amended to authorize the executive director appoint or remove the director of education subject to confirmation by the board.

**MOTION: Made by Southern Division Trustee Nicol, seconded by Northern Division Chair Torrez to recommend that the IIMC Board place a constitution amendment measure on the ballot amending Article VI, i. to read as follows: “to establish a job description and confirm the executive director’s appointment or removal of the Director of Education”. The motion carried unanimously.**

ARTICLE V - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

In order to reserve appointment of interim executive director to the full IIMC board of directors and ensure the action is taken promptly upon occurrence of a vacancy, the CCAC Board took the following action:

**MOTION: Made by Southern Division Trustee Nicol, seconded by Northern Division Trustee Cook, to recommend that the IIMC Board place a constitution amendment measure on the ballot amending Article V, Section A. Structure, by adding a No. 3 to read: “In the event of a vacancy in the position of executive director, the executive committee may appoint an acting executive director for a period not to exceed 30 days, and a special meeting shall be called within that 30-day period to appoint an interim executive director.” The motion carried unanimously.**

President Abrahamson reminded all Board Members to complete the 2005-06 goal-setting survey and submit it to Gayle Petersen.

**ADJOURNMENT:**

The teleconference meeting was adjourned at 4:04 P.M.

Respectfully submitted,

Connie Strohmayer,  
Recording Secretary