

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

**December 10, 2005 - 11:00 A.M.
Monterey Marriott Hotel**

1. CALL TO ORDER

President Abrahamson called the meeting of the CCAC Executive Board to order at 11:03 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

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
Rhonda Greenlee, Central Division Professional Development Representative
Margaret Roberts, Northern Division Professional Development Representative
Pat Hammers, Southern Division Professional Development Representative
Irma Torrez, Northern Division Chair
Rick Caldeira, Central Division Chair
Marie Macias, Southern Division Chair
Leslie Cook, Northern Division Trustee (Teleconference)
Colleen Nicol, Southern Division Trustee
Joann Tilton, Immediate Past President

BOARD MEMBERS EXCUSED

Cynthia Heidorn, Central Division Trustee

BOARD MEMBERS ABSENT

None

3. MINUTES

MOTION: It was moved by Board Members Tilton/Nicol to approve the minutes of December 10, 2005, with the following correction: deleting the words “recently retired” when referencing City Clerk Helen Kanowsky of West Sacramento under Section 5 B. The motion carried unanimously.

4. TREASURER’S REPORT (Anderson)

Treasurer Anderson reported that the 2004-05 ending year balance is \$29,081.00, and reserves totaled \$7,900.00. Expenditures amounted to 103% of the 2004-05 budget and revenue totaled 116% of the budget. Ms. Anderson added that contributing to the healthy reserve was a significant increase in membership for 2005. She added that CCAC is doing quite well financially while holding expenditures down. Out of the \$18,000 budgeted for scholarships, only \$14,000 has been expended, and the City Clerks Handbook is bringing in significant revenue funds. She said the \$29,081.00 surplus will be earmarked for the 2006 IIMC Conference.

Relative to the preliminary budget for the 2006 IIMC Conference, Ms. Anderson said there is currently \$141,188.00 in hand with another \$52,000 promised which will result in nearly \$200,000 for the conference in Anaheim. Legislative Director Vinson noted that the vendor, Accutrac, has also promised financial support.

MOTION: It was moved by Board Members Tilton/Nicol to approve the Treasurer's Report as submitted. The motion carried unanimously.

5. DIRECTORS' REPORTS

A. Professional Development Director Meissner reported that relative to the proposed California Certification Program, a straw vote ballot was conducted at this conference to receive input regarding preference for Plans A, B, or C. Ms. Meissner announced that of the 171 ballots received 68% favored Plan A, therefore, the Committee will finalize the proposal using the Plan A Model, taking into consideration the comments and suggestions received. Immediate Past President Tilton stated that more education is needed regarding the proposed California Certification Program prior to placing this matter on the ballot and suggested that more information be provided at Division meetings to eliminate the confusion currently felt by many members.

Ms. Meissner also asked the Board to consider subsidizing institutes because of the yearly surplus of scholarship funds. Each year, she said scholarships are awarded and not used. By subsidizing the institutes, she said it would lower the overall costs for all attendees. It was suggested that a flat amount could be subsidized for every attendee. The Committee was asked to work with the professional development representatives in developing a proposal on how to allocate scholarship funds and report back to the Board.

B. Professional Development Representative Hammers and Greenlee reported that scholarship applications had been awarded as follows: 34 for the Technical Track for Clerks (TTC), 2 for Leadership Track for Clerks (LTC), and 1 for the Trainer of Trainers (TOT). The amount awarded totaled: \$8,960. One new application just received for Leadership Training will also be considered.

- C. Southern Division Trustee Nicol recalled the suggestion of license plate frames (covers) as a fundraiser. Chrome license plates can be purchased for \$4 each and sell for \$15 - \$20. Ms. Meissner suggested 2006 IIMC Christmas ornaments.

MOTION: It was moved by Board Members Nicol/Hammers to authorize the appropriation of up to \$3,000 to purchase license plate frames and add this to the 2005-06 budget under special projects, subject to the approval of 2006 IIMC Conference Host City Clerk Sheryll Schroeder. The motion carried unanimously.

- D. Northern Division Chair Torrez submitted a copy of a proposed survey to ascertain why city clerks are not attending division meetings. The survey includes specific questions as to the key factors why clerks were not attending. She said the survey will be circulated to assist with the goal of increasing attendance. Immediate Past President Tilton recalled that a similar survey was conducted statewide two years ago with a 42% response. Ms. Torrez also reported that the next Northern Division meeting will be held on January 20, 2006, in Sacramento and attendees will receive educational credits.

Southern Division Chair Macias reported that the next Southern Division meeting will be held on January 19, 2006, in Huntington Beach, and she facilitated a meeting with the Department of Justice regarding the requirement to provide election materials in multiple languages. She has the power point presentation if anyone is interested in obtaining a copy.

Central Division Chair Caldeira stated that his Division's next meeting will be held in Kingsburg, date to be determined, and the topic will be FPPC. In addition, his group will go back and form some committees to work on the goals established today.

Immediate Past President Tilton noted that when she was president, each division sent her copies of their division meeting notices and added that each division should be sending such notices to each other so that everyone stays abreast of what is happening within each division.

6. UNFINISHED BUSINESS

- A. Discussion and Possible Action - Bylaws Regarding One Voter per City- Past President Tilton stated that there is an opportunity to change the CCAC Bylaws to allow deputies and assistants an opportunity to participate at the Division level. She proposed that rather than the current one voting delegate per city, allowing every paying member to have a vote would encourage more participation. Following discussion, it was decided to maintain the one vote per city policy due to potential conflict with the League of California Cities Bylaws and consider advisory votes of the full membership to be considered for adoption by the Board.

- B. Consideration of draft policy endorsing and financially supporting candidates for IIMC Executive Committee - Past President Tilton stated that the Board previously decided to become political players and support candidates for second vice president. The Committee has developed a policy to include financial support, and wants to add a section that addresses endorsements for IIMC Region IX Director and Second Vice President, and include in the budget each year an amount not to exceed \$5,000 for support of the Second Vice President candidate, to be allocated on a case-by-case basis.

MOTION: It was moved by Board Members Tilton/Reynoso to approve the proposed policy regarding endorsement and financial support of the aforementioned IIMC Executive Committee candidates as recommended. The motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- B. Adoption of 2005-06 CCAC Goals

MOTION: It was moved by Board Members Nicol/Anderson to adopt the 2005-06 CCAC Goals. The motion carried unanimously.

- C. Request from Patricia A. McCoy for support of her candidacy for IIMC 2nd Vice President

MOTION: It was moved by Board Members Nicol/McCarthy to receive and file the letter from Patricia A. McCoy regarding her candidacy for IIMC Second Vice President. The motion carried unanimously.

- F. Adoption of the 2005-06 CCAC Budget

The following amendments to the proposed 2005-06 CCAC Budget were submitted as follows:

<u>Account</u>	
107	Fundraising: Increase by \$3,000 for license plate frames
204.2	Legislative: Increase to \$5,500 for legislative dinner
204.04	Special Projects: Allocate \$3,000 for license plate frames
209.04	Region IX Supplement: Allocate \$1,000 for travel expenses
209.05	\$2,500 – Support for IIMC Candidate Dyanne Reese
300.00	Reserves: \$400

With regard to funds needed for the Webmaster, President Abrahamson said that this item will be brought back to the Board for consideration of another budget amendment after estimates are received.

MOTION: It was moved by Board Members McCarthy/Nicol to approve the 2005-06 CCAC Budget as amended. The motion carried unanimously.

President Abrahamson stated that agenda items 7 A. – Honorary Membership for Gary Peterson & Maureen Kane; 7 D.- CCAC scholarships for 2006 IIMC Conference; and 7 E – Update on 2006 CCAC Annual Awards and Banquet, will be deferred to a future teleconference meeting in January 2006.

ADJOURNMENT:

The meeting was adjourned at 12:06 P.M.

Respectfully submitted,

Connie Strohmayer,
Recording Secretary