

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
BUSINESS MEETING MINUTES  
JUNE 23, 2006  
LAKELAND VILLAGE BEACH & MOUNTAIN RESORT  
SOUTH LAKE TAHOE, CALIFORNIA**

**CALL TO ORDER**

Chair Irma Torrez called the meeting to order at 12:35 p.m.

**INTRODUCTIONS**

Members in attendance introduced themselves.

**APPROVAL OF MINUTES—March 17, 2006 Business Meeting—San Leandro**

*Action: Motion/Second/Carried to approve the minutes of March 17, 2006 as submitted*

**TREASURER'S REPORT**

**A. April 2006**

Chair Torrez reported the following account balances on behalf of Treasurer Rhonda Basore, who was not in attendance:

Checking	\$1,834.28
Money Market	11,376.12
Certificate of Deposit	18,438.88 (as of March 2006)

*Action: Motion/Second/Carried to approve the Treasurer's Report of April 2006*

**CHAIR'S REPORT**

**Nuts and Bolts**

Chair Torrez announced the upcoming Northern Division Nuts & Bolts will be held on July 27 and 28 at the Holiday Inn Express in Manteca.

**Nominations/Election of 2006-07 NCCCA Officers**

Chair Torrez announced the following 2006-07 slate of candidates for the NCCCA Executive Board:

	<u>Officer</u>	<u>Term</u>
Rhonda Basore (Moraga)	Chairperson	one year
Susan Alessi (South Lake Tahoe)	Communications Coordinator	one year
Marian Handa (San Leandro)	Treasurer	two years
Susan Zito (Placerville)	Trustee (one)	three years

The following candidates were nominated from the floor:

	<u>Officer</u>	<u>Term</u>
Gerri Johnson (Hollister)	Vice-Chair	one year
Fawn Holman (Dublin)	Program Chair	one year
Patrice Olds (Walnut Creek)	Recording Secretary	one year

***Action: Motion/Second/Carried to elect the candidates to the NCCCA Executive Board for 2006-07.***

Chair Torrez thanked the Nominating Committee of Susan Kitchens, City Clerk of Los Altos, Cathleen Boyer, City Clerk of Saratoga, Rhonda Pellin, City Clerk of Gilroy and Karen Jost, City Clerk of Los Altos Hills. She announced that a Board transition meeting will be held sometime in August.

Appointment of Audit Committee

Chair Torrez appointed current Treasurer Rhonda Basore; Incoming Treasurer Marian Handa; Belmont City Clerk Terri Cook, and Brentwood Deputy City Clerk Cindy Garcia to the Audit Committee.

League's Request for Assistance in Opposing AB 2987—The Telecommunications Bill

Chair Torrez reported that the League of California Cities has sent emails requesting the assistance of cities in opposing AB 2987. She indicated that the Morgan Hill City Council has taken formal action to oppose the bill and will be sending a letter to the League.

Chair Torrez reported on the following actions/discussions by the CCAC Executive Board at its April 27, 2006 meeting:

- Voted to place the California Registered Municipal Clerks (CRMC) Certification Program on the 2006 CCAC ballot for member approval. Arguments for and against the CRMC measure are due by June 28.
- Directed the CRMC Committee to develop titles for the CRMC First and Second Levels.
- Discussed the timing issue between the scholarship deadlines for CCAC and the regional divisions.

CCAC President Dawn Abrahamson announced that she has appointed Bellflower City Clerk Debra Bauchop as the 2006 Nominating Chair. Debra is currently taking nominations for the CCAC Executive Board, and President Abrahamson encouraged anyone interesting in running for a State office to contact Debra.

President Abrahamson also reported on other CCAC Board actions taken:

- Amended the Scholarship Policy for the CCAC Annual Institute to give preference to city clerks and deputies with a city manager holding the title of city clerk.

- Awarded contracts to Osborn & Associates for the 2007 and 2008 CCAC Annual Institutes.
- Approved an agreement for web hosting services for the CCAC and its divisions.

President Abrahamson indicated that the next President's Message in the *Official Word* will include information on the Board's action relating to lobbyists.

Chair Torrez noted there was no quorum for the Board Meeting scheduled earlier today.

### **COMMITTEE REPORTS**

**Vice Chair Legislative** – Vice Chair Margaret Roberts was unable to attend the meeting. The most recent Legislative Report is available on page 6 of the May 2006 *Official Word*, [http://www.californiacityclerks.org/pdf/ccac\\_may06\\_newsltr.pdf](http://www.californiacityclerks.org/pdf/ccac_may06_newsltr.pdf)

**Program Chair Report** – No report.

**Trustees' Reports** – Trustee Rhonda Pellin reported that a card was sent to Placerville City Clerk Susan Zito with the NCCCA's thoughts, prayers and best wishes on the results of her daughter's diagnosis.

Immediate Past Chair Sylvia Payne, as Chair of the Scholarship Committee, reported that the Committee awarded Nuts and Bolts scholarships to Janice Clark, Sunnyvale, and Lisa Welch, Wheatland. She extended her appreciation to the Scholarship Committee members: Susan Alessi, City Clerk, South Lake Tahoe; Geri Johnson, City Clerk, Hollister; and Erica Sonne, Deputy City Clerk, King City. The next scholarship deadline will be September 1, 2006 for the December New Law and Elections Seminar.

### **FOR THE GOOD OF THE ORDER**

President Abrahamson reported on the President's Awards presented at the CCAC Annual Conference in May.

Hayward City Clerk Angie Reyes reported on the examination for the proposed CRMC Certification Program.

Chair Torrez commented positively on the experience of attending IIMC Conferences, and she urged members to consider attending a future IIMC Conference.

### **ADJOURNMENT**

Chair Torrez adjourned the meeting at 1:00 p.m.

Respectfully Submitted,

/s/

Marian Handa

Recording Secretary