

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
January 19, 2007**

**City of Davis, Bistro 33
226 'F' Street
Davis, California**

CALL TO ORDER

Chair Rhonda Basore called the meeting to order at 8:15 a.m.

ROLL CALL

Present (10) Rhonda Basore (Chairperson), Fawn Holman (Program Chair), Patrice Olds (Recording Secretary), Marian Handa (Treasurer), Rhonda Pellin (Trustee), Irma Torrez (Immediate Past Chair), Geri Johnson (Vice-Chair/Legislation), Renee Elliott (Trustee), Susan Zito (Trustee), Susie Alessi (Communications Coordinator)

Absent (0)

ANNOUNCEMENT

Chair Basore announced she is leaving her position as City Clerk of Moraga to become the Records Manager in Berkeley. She will complete her role as Chair of the division.

SCHOLARSHIP APPLICATION

Chair Basore introduced, on behalf of Sylvia Payne, a proposed change to the scholarship approval process, as deputies were missing scholarship qualification by just 1 point. Discussion ensued and various proposals were examined. Torrez moved, Pellin seconded, to add a component to the scholarship application for deputies to earn a point by submitting a letter of approval from their City Clerk. It was discussed that priority be given to those who have not attended a conference before and that it is ideal for two years to pass between awards, however flexibility is allowed if there are no other qualified applicants. It was discussed to add the question "when" to the application question of "Have you ever received a scholarship before?" The motion was amended, carried unanimously, to have the following parameters to the scholarship application:

- 1 pt for attendance at Northern division meeting (w/ maximum of 2 pts per year)
- Deputies must submit a letter of support by their city clerk
- One city one applicant per event

PROGRAM CHAIR REPORT

Program Chair Fawn Holman reported on the program for the upcoming meeting in March in Fortuna: Scott Q Marcus will be doing "Productivity, goal setting, delegating". Points from IIMC are already confirmed. Today's meeting will be the first one with an evaluation component at the end. She also reported that IIMC will package and pay for a

video of the South Lake Tahoe meeting in July to use for their on-line academy. The Tahoe will be divided into 2 separate sessions, Clerk's will have flexibility to decide if they want to attend both sessions for ½ point or a full point.

TREASURER'S REPORT

Treasurer Marian Handa provided a spreadsheet and reported on the finances.

Action: Motion/Second/Carried to accept the Treasurer's report as presented.

FOR THE GOOD OF THE ORDER

License Plates

Irma Torez presented a box of license plate frames left over from fundraising for the annual conference. It was decided to give one to each host city, give one to each board member, and sell the others for \$10 dollars and / or use for raffle when needed.

Suzie Alessi reported on the difficulty in reaching membership with our present system and stated the need for a membership database. She is addressing several solutions and will report back to the board.

ADJOURNMENT Chair Basore adjourned the meeting at 8:59 a.m.

Respectfully Submitted,

/s/ Patrice M. Olds
Recording Secretary