



**Northern California City Clerks Association (NCCCA)**  
**Division/Business Meeting**  
**Friday, May 11, 2007**

**HOST CITY:** Co-Hosts: City of Saratoga and City of Los Altos

**WHEN:** Friday, May 11, 2007

**WHERE:** Hakone Gardens ([www.hakone.com](http://www.hakone.com))  
21000 Big Basin Way  
Saratoga, CA 95070  
(408) 741-4994  
(Please refer to [www.mapquest.com](http://www.mapquest.com) for driving directions)

**BOARD MEETING** 8:00 a.m. – 8:45 a.m.

**REGISTRATION:** 8:30 a.m. – Continental Breakfast with coffee, tea, and juice

**PROGRAM:** 9:00 a.m. – 12:00 p.m.  
**News Media Survival: Basic Skills for Dealing with Reporters**  
Presenter: John Pilger, APR, Communications Officer, City of Sunnyvale

**BUSINESS MEETING:** 12:00 p.m. – 12:30 p.m.

**IMC Credits PENDING (.5 points CMC/MMC; 3 hours re-certification)**

**(Detach and mail portion below with your check for \$40 or \$25, made payable to NCCCA)**

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**LUNCHEON:** 12:30 pm – 1:30 pm

Buffet Lunch: Macadamia Chicken Strips with Apricot Ginger; Grilled Asparagus with Ginger Dip; BBQ Pork in Mini Parkerhouse Rolls; Roasted Pineapple Skewers with Coconut Dip; Chinese Chicken Salad; Thai Noodle Salad; and assorted cookies and brownies.

**DEADLINE: Friday, May 4, 2007.** No cancellations after that date.  
*Reservations made and not canceled by stated deadline will be billed.*

\_\_\_\_\_ I will attend the NCCCA meeting and luncheon. Enclosed is my check for \$40 per person.

\_\_\_\_\_ I will attend the NCCCA meeting but will not eat lunch. Enclosed is my check for \$25 per person.

\_\_\_\_\_ I will attend the meeting and will pay at the door: (*circle one*) \$40 to include lunch **OR** \$25 for the meeting only.

Name/Title: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

New City Clerk: \_\_\_\_\_ First Meeting: \_\_\_\_\_

Mail to: Susan Kitchens, CMC  
City Clerk  
City of Los Altos  
One North San Antonio Road  
Los Altos, CA 94022  
WK: (650) 947-2611  
FAX: (650) 947-2731