

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION
BUSINESS MEETING MINUTES
May 11, 2007**

**City of Saratoga
Hakone Gardens
21000 Big Basin Way
Saratoga, CA 95070**

CALL TO ORDER

Chair Rhonda Basore called the meeting to order at 12:31 pm.

INTRODUCTIONS

Members in attendance introduced themselves.

APPROVAL OF MINUTES—March 23, 2007 Business Meeting—Fortuna

Minutes were accepted as submitted.

TREASURER'S REPORT

Treasurer Marian Handa reported the following account balances as of April 30, 2007:

Checking	\$ 3,840.22
Money Market	\$12,493.05
Certificate of Deposit	\$19,189.39

The May 2007 Treasurer's Report was accepted as submitted.

CHAIR'S REPORT

Chair Basore reported that:

- at the CCAC Executive Board meeting held on April 13, 2007 it was approved to propose a bylaw amendment for Article III (Membership), Section 3.6 (Restriction of Rights to Vote or Hold office) by sending out the proposal to all voting members via the listserve;
- a request for nominations for CCAC board members was also being distributed through the listserve;
- CEPO-LTC is developing a 3-day MMC Academy to be held in February of each year, beginning in 2008. Tentative schedule is February 6 to 8 at La Casa de Maria in Santa Barbara;
- upcoming educational sessions for TTC, LTC, Master Municipal Academy and Nuts and Bolts have registration information available on the website;

- scholarship forms for the Northern California Nuts and Bolts session is due by June 30, 2007 to Cindy Garcia, City of Brentwood.

COMMITTEE REPORTS

Legislative – Legislative Vice Chair Geri Johnson provided an update on forthcoming and pending state legislation.

Program Chair – Program Chair Fawn Holman reported that IIMC is backlogged on processing certification requests, but due to new staffing hires, they anticipate processing the backlog quickly. She reported on the upcoming Division meetings: July 20 in South Lake Tahoe and September 21 in Hollister.

Trustees – Trustee Rhonda Pellin reported that a card was sent to Pamela McCarthy City Clerk of Bakersfield who was having knee replacement surgery and suffered a heart attack during recovery. A card and gift was presented to Fawn Holman for her retirement as Dublin City Clerk. She announced \$338 was netted in this meeting's opportunity raffle.

Nominating Committee – Nominating Chair Susan Kitchens reported that an opening remains for Recording Secretary for the NCCCA executive board for 2007-08. A nomination for Dawn Abrahamson as recording secretary was made from the floor, seconded and approved. The slate now is:

Chair – Geri Johnson/Hollister

Vice Chair/Legislative – Rod Diridon, Jr./Santa Clara

Program Chair – Patrice Olds/Walnut Creek

Recording Secretary – Dawn Abrahamson/Fremont

Communications Coordinator – Shirley Concolino/Sacramento

Trustee (3-year term) – Cathleen Boyer/Saratoga

FOR THE GOOD OF THE ORDER

Rhonda Pellin, City Clerk Gilroy announced her retirement and introduced her replacement Shawna Freels.

Chair Basore encouraged Clerks to serve on a CCAC committee, conference or board.

ADJOURNMENT

Chair Basore adjourned the meeting at 12:48 p.m.

Respectfully Submitted,

/s/ Patrice M. Olds
Recording Secretary