



Northern California City Clerks Association (NCCCA)
Division/Business Meeting
Friday, November 16, 2007

HOST CITY: City of San Ramon
WHEN: Friday, November 16, 2007
WHERE: San Ramon Community Center – Terrace Room
12501 Alcosta Blvd
San Ramon, CA 94583
925-973-3200
(Please refer to www.mapquest.com for driving directions)

BOARD MEETING 8:00 a.m. – 8:45 a.m.

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

PROGRAM: 9:00 a.m. – 12:00 p.m.

Creating a Performance Plan for Success in the Clerk's Office
Presenter: Shirley Concolino, CMC, Sacramento City Clerk

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

HMC Credits APPROVED (.5 points CMC/MMC; .5 recertification point)

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

LUNCHEON: 12:30 pm – 1:30 pm

BUFFET LUNCH: Chicken and Cheese Enchiladas, Taco Salad, Chips, Condiments, Dessert, Beverages

DEADLINE: **Thursday, November 8, 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 _____

Respond to:

Pat Edwards, City Clerk

City of San Ramon

2222 Camino Ramon

San Ramon, CA 94583

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