



**Northern California City Clerks Association (NCCCA)
Division/Business Meeting
Friday, September 16, 2005**

HOST CITY: MORGAN HILL

WHEN: Friday, September 16, 2005

WHERE: COMMUNITY AND CULTURAL CENTER – El Toro Room
17000 Monterey Rd., Morgan Hill, CA
(Please refer to www.mapquest.com for driving directions)

BOARD MEETING 8:00 a.m. – 8:45 a.m.

REGISTRATION: 8:30 a.m. – Assorted Muffins, Danish & Croissants; Coffee & Tea

WELCOME 9:00 New Board Members installed

PROGRAM: 9:00 a.m. – 12:00 p.m. – Supervisor Skills for the Manager/Superv.
Cynthia O’Neill and Elaine Leeming – Liebert, Cassidy, Whitmore

**BUSINESS MTG/
INSTALLATION:** 12:00 p.m. – 12:30 p.m.

IIMC credits have been approved (.5 pointsCMC/ MMC; 3 hours re-cert)

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

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LUNCHEON: 12:30 pm – 1:30 pm – Buffet Luncheon: Caesar Salad, Mediterranean Chicken, Smoked Salmon Linguini, Tortellini Pomodoro, Home Made Rosemary Rolls, and Tiramisu

DEADLINE: Friday, Sept. 9, 2005. No cancellations after that date.
Reservations made and not canceled 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 \$20 per person.

_____ I will attend the meeting and will pay at the door.

Name: _____

City: _____

New City Clerk:_____ First Meeting: _____

Mail to: Irma Torrez, City Clerk
City of Morgan Hill
17555 Peak Ave.
Morgan Hill, CA 95037
WK: (408) 779-7271
FAX: (408) 779-3117