

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
BUSINESS MEETING MINUTES  
MARCH 23, 2007**

**Monday Club  
610 Main Street  
Fortuna, California**

**CALL TO ORDER**

Chair Rhonda Basore called the meeting to order at 12:15 p.m.

**INTRODUCTIONS**

Members in attendance introduced themselves, and first-time attendees were welcomed.

**APPROVAL OF MINUTES—January 19, 2007 Business Meeting—Davis**

Minutes were accepted as submitted.

**TREASURER’S REPORT**

**A. March 2007**

Treasurer Marian Handa reported the following account balances:

Checking	\$ 4,685.22
Money Market	\$12,451.48
Certificate of Deposit	\$18,896.03

The March 2007 Treasurer’s Report was accepted as submitted.

**CHAIR’S REPORT**

a. Appointment of Audit Committee Chair

Chair Basore reported that she has appointed Elaine Boehme, District Secretary for the Central Contra Costa Sanitary District, as the Chair of the Audit Committee.

b. Appointment of Scholarship Committee Chair

Due to the retirement of Sylvia Payne, City Clerk of South San Francisco, who served as the Northern Division’s Scholarship Committee Chair, Chair Basore has appointed Brentwood Assistant City Clerk Cynthia Garcia as Chair of the Scholarship Committee. Suzie Alessi/South Lake Tahoe, Geri Johnson/Hollister and Erica Sonne/King City have also been appointed to serve on the Committee.

At the Executive Board meeting held earlier, the Board approved the award of scholarships for the CCAC Annual Institute to Diane Crane Iacopi/Tiburon, Catherine Raynor/Monterey and Delia Guijosa/St. Helena.

c. Appointment of Nominating Committee Chair

Chair Basore announced that she has appointed Susan Kitchens, City Clerk of Los Altos, as Nominating Committee Chair. The deadline for nominations is April 2, the slate will be announced at the May NCCCA meeting, the officers will be voted on at the July meeting, and the new officers will be installed in September.

d. CCAC Annual Conference April 11-13

Chair Basore announced the dates of the upcoming conference.

e. Articles for Division Newsletter

Articles should be submitted to Immediate Past Chair Irma Torrez at [irma.torrez@morganhill.ca.gov](mailto:irma.torrez@morganhill.ca.gov) for inclusion in the Division newsletter. Upcoming articles will feature members of the Board, the host city, and a Clerk from the Division. Rhonda Pellin will be the first Board Member featured.

f. Letter to IIMC regarding 2010 IIMC Conference

Chair Basore reported that CCAC President Shalice Reynoso sent a letter to the IIMC, requesting that IIMC consider changing the venue for the 2010 IIMC Conference from Sydney, Australia to a U.S. city. The rationale for this request is that most IIMC members are from the U.S. and the travel cost for those members, as well as for the IIMC Board and staff, would be prohibitive. The Cities of Portland and Spokane have both been suggested as alternative host cities for the 2010 IIMC Conference, and the CCAC would support the choice of Portland. This matter will likely be discussed further at the upcoming CCAC Conference.

Every 10 years, the IIMC Conference is held in a non-U.S. city, and members discussed the pros and cons of holding the International Conference outside the U.S.

g. MMC Recognition Program

Chair Basore announced that Meg Monahan, City Clerk of San Juan Capistrano, is taking the lead on the MMC Recognition Program. Meg will develop a program and report back to the CCAC with more details.

## COMMITTEE REPORTS

a. **Vice Chair Legislative** – Vice Chair Geri Johnson distributed the CCAC Legislative Report. She commented on AB 1654 (Huffman) which would allow General Law cities to conduct all-mailed ballot elections.

b. **Program Chair** – Chair Basore reported on Fawn Holman's medical condition and her decision to resign her position as Program Chair. She reported on the upcoming Division meetings: May 11 in Saratoga, July 20 in South Lake Tahoe and September 21 in Hollister. Santa Clara City Clerk Rod Diridon, Jr. will be the speaker for the September Division meeting.

- c. **Trustee Reports** – Trustee Rhonda Pellin announced that Sylvia Payne, City Clerk of South San Francisco, and Gloria Young Clerk of the City and County of San Francisco, are retiring. The Board will send these retiring Clerks the Division’s well-wishes on their retirement.
  
- d. **Nominating Committee** – Committee Chair Susan Kitchens announced the slate of officers for the 2007-08 NCCCA Board of Directors:

*Chair* – Geri Johnson/Hollister

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

*Program Chair* – Patrice Olds/Walnut Creek

*Recording Secretary* – Elaine Boehme/Central Contra Costa Sanitary District

*Communications Coordinator* – Shirley Concolino/Sacramento

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

**FOR THE GOOD OF THE ORDER**

Los Altos City Clerk Susan Kitchens reported on the LCC Public Safety Policy Committee, of which she is a member. The Committee is focusing on restorative justice and victims’ advocacy.

**ADJOURNMENT**

Chair Basore adjourned the meeting at 12:30 p.m.

Respectfully Submitted,

/s/

Marian Handa, for

Patrice Olds, Recording Secretary