



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Friday, October 24, 2014
12:00 p.m.

1. CALL TO ORDER

President Barr called the Executive Board Meeting to order at 12:10 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences:

- Miranda Lutzow, Central Division Professional Development Representative
- Lori Martin, Central Division Trustee

b. Roll Call:

- Rebekah Barr, President
- Byron Pope, First Vice-President
- Jose Jasso, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl-Olson, Legislative Director
- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Shawna Freels, Northern Division Professional Development Representative
- Susan Domen, Southern Division Professional Development Representative
- Karen Gonzales, Northern Division Chair
- Vacant, Central Division Chair
- Stephanie Smith, Southern Division Chair
- Mindy Cuppy, Northern Division Trustee
- Mitzi Ortiz, Southern Division Trustee
- Nanci Lima, Past President

Also present:

- Joann Tilton, Region IX Director

3. INTRODUCTIONS/ANNOUNCEMENTS

4. APPOINTMENT OF TRUSTEE – SOUTHERN DIVISION

Johl-Olson moved and Lima seconded a motion to approve the appointment of Mitzi Ortiz to the position of Southern Division Trustee. The motion carried unanimously.

5. APPOINTMENT OF TRUSTEE – NORTHERN DIVISION

Johl-Olson moved and Lima seconded a motion to approve the appointment of Mindy Cuppy to the position of Northern Division Trustee. The motion carried unanimously.

6. OATH OF OFFICE – TRUSTEE – SOUTHERN DIVISION/ OATH OF OFFICE TRUSTEE – NORTHERN DIVISION

President Barr administered the Oath of Office to the Northern and Southern Division Trustees.

7. OATHS OF OFFICE – DIVISION PRESIDENTS

President Barr administered the Oath of Office the Northern and Southern Division presidents.

8. MINUTES

Approval of 8/2/14 CCAC Minutes and 9/3/2014 League of California City Clerks Division Meeting (Wimberly)

Wimberly requested the minutes be continued to the December 5, 2014, meeting.

9. TREASURER'S REPORT (Olds)

Olds distributed the Treasurers report, and stated there were no current issues related to the budget, and provided an overview of the report which included check detail. Olds informed the board that a fee of \$50 had been assessed by the State of California for the late filing of the 2011 and 2012 tax returns and as of yet the Association had not heard from the Federal Government. Olds then stated the Association needs to change the Association's tax year to match the fiscal year, it is one of the clean-up items that needs to be taken care of. Olds requested Board approval to initiate the change to align the tax year with the fiscal year.

Johl-Olson moved and Jasso seconded a motion to approve allowing Treasurer Olds to file the necessary paperwork to align the tax year with the fiscal year through the IRS.

Lima asked why the membership dues wouldn't be aligned with the fiscal year. Olds explained that the current due date works with the ability to budget, she did indicate that with MemberClicks there is the ability to have a 12 month membership rather than having all membership due at the date end. Jasso indicated it would be time intensive to initiate that process and would take a large amount of time for the person handling the membership process. There was discussion regarding the pros and cons of the current payment process for membership dues.

There being no further discussion, there was a vote on the motion. Motion carried unanimously.

Pope moved and Lima seconded a motion to approve the Treasurer's Report. The motion carried unanimously.

10. UNFINISHED BUSINESS

a. Status Update on 2013-2014 Goals

1. The Sustainable CCAC Picture (Johl)

2. Membership & Participation

3. The Four C's

Barr indicated the status of each of the goals had been sent to the board, and with the emphasis during goal setting on the structural study, should work occur on the goals to continue to update the status reports so that it can be shared with the board.

b. Structural Study

Barr thanked the Board for their work on the structural study issue completed during goal setting. There was discussion about a reception at New Law and Election to provide information related to the Structural Study plan and the ultimate vote of the membership.

Abrahamson moved and Jasso seconded a motion to authorize CCAC to sponsor a reception at New Law to provide information

11. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Discussion regarding CEPO and MMCA contracts with possible direction/action. (Barr)

Barr provided an overview of the staff report, which included background information related to the dissolution of CEPO and the proposals that were received to provide programming for an MMC Academy.

There was discussion related to the continuity of programming for the MMCA, and it was indicated that Pamela Miller already has the programming in place and that until an RFP could be issued, entering into a one year contract makes sense so that there is not any disruption in educational opportunities for the members that are pursuing their MMC designations.

It was discussed that having all of the educational opportunities provided by one educational provider would put the educational opportunities at risk should anything happen with one of them.

Pamela Miller is the professor of record with U.C. Riverside for the MMCA classes. Ms. Miller provided a presentation and was available for questions from the board.

Jasso moved and Freels seconded a motion to enter into an agreement for a term of one year with Pamela Miller to provide MMC programming and to include the \$300 IIMC application fee. Motion carried unanimously.

Abrahamson requested board approval for an adjustment to the scholarship deadline for the MMCA for the March Academy to be extended to the end of November so that the Professional Development Committee can issue scholarships.

Freels moved Jasso seconded a motion to extend the scholarship application period to the end of November for the March MMCA. Motion carried unanimously.

- b. Update on the new website/MemberClicks with possible direction. (Rodrigues)

Rodrigues provided an update on MemberClicks and requested photographs so that she could update the site. Rodrigues indicated she is receiving a great deal of requests for a directory. Rodrigues indicated there wasn't consistency amongst the divisions and board roster, and she proposed having consistent formatting for the board and division board rosters. There was discussion about the ability to search the member directory by City. In addition, there was discussion about the charges for job advertisements, the ability to invoice through MemberClicks, as well as

the advertisers. She requested content for the website including meeting notices and photos so it can keep the content fresh.

c. Update to Policy No. 106 Dues Structure. (Jasso)

Jasso indicated the policy was not updated at the time all of the other policies were updated.

Lima moved Pope seconded a motion to update Policy No 106 Dues Structure. Motion carried unanimously.

d. Approval of International Institute of Municipal Clerks Region IX Director Agreement. (Barr)

Tilton explained she was in the final year of her three year term, and explained the rotation process. Tilton explained that \$5 per active member of the dues for region members goes to the travel costs of the Region Directors. Tilton indicated there was a date error on the rotation which has been corrected. A statement acknowledging that Hawaii is a member of Region IX had been added, however there are no members from Hawaii. A timeline has also been included that the State who has the Region Director should put forward the member to the other States in the Region for confirmation 90-days prior to the date it is due to IIMC. Tilton also noted that she would propose to the other Directors to change the current receipt/payment process that has the State organizations sending the \$5 dues to an individual Director to manage and this is causing a 1099 issue. CCAC offered to act as the holder of the funds and bank for the Region Directors fee collection and travel reimbursements.

Lima moved Smith seconded a motion to approve the International Institute of Municipal Clerks Region IX Director Agreement. Motion carried unanimously.

e. Consideration of Endorsement of Tracy Davis, City of Keizer, Oregon, for Region IX Director. (Barr)

Lima moved Johl-Olson seconded the endorsement of Tracy Davis, City of Keizer, Oregon for Region IX Director. Motion carried unanimously.

f. Approval of an agreement with Morethantalk (Barr)

President Barr spoke regarding the services that are provided by Rex Osborn of Morethantalk for the Association with conference planning services. She indicated the amount will stay the same, and while registration has been removed, additional services have been added which include planning for other special meetings and events.

There was discussion if it would be worthwhile to include conference planning in the RFP for management services. It was noted that in the absence of a speaker, Mr. Osborn has stepped in and provided speaker

services and in addition he is onsite problem solving when needed during conferences.

Freels moved Johl-Olson seconded a motion to approve of an agreement with Morethantalk. Motion carried unanimously.

g. Approval of Updated Policy 116 – Mentoring. (Olds)

Olds stated during a review of the Policies it was recognized that the Policy was not included in the update of the policies.

Lima moved Freels seconded a motion to approve the updated Policy 116 – Mentoring. Motion carried unanimously.

12. DIRECTORS' REPORTS

a. First Vice President (Pope)

Pope reported on the program planning for New Law and Election has been complete and the venue for the conference has been changed from previous years. The 2015 New Law and Election conference will be held in Southern California and they are looking for locations in the La Jolla/San Diego area. Conference planning is underway for the 2015 CCAC Annual conference.

b. Second Vice President (Jasso)

Jasso stated he is working on billing for membership and would like to roll it out earlier this year.

c. Communications Director (Rodrigues)

Rodrigues reported that the website can accommodate video services, it would need to be placed in Vimeo or YouTube and embedded to the website. She requested head shots of the board to be placed on the website.

d. Legislative Director (Johl-Olson)

Johl-Olson stated the last legislative cycle is complete and she will provide an overview of the last years legislation in her next official word article. She will send out an e-mail requesting legislative items at the beginning of December. The new legislative committee will begin work after the first of the year.

e. Professional Development Director (Abrahamson)

Abrahamson said there are two conference calls planned for the Professional Development Committee to discuss scholarships and the mentor program. A mentor training will be held in the Northern Division in November, there is a great need for mentors. Nuts and Bolts for Southern Division was held and the session for the Northern Division has been set and will be held in Rancho Cordova.

Joann Tilton has resigned from being the Nuts and Bolts coordinator and Lutzow has agreed to take over the Central Division Nuts and Bolts.

f. Division Professional Development Representatives (Freels/Lutzow/Domen)

Freels spoke regarding the Northern Division meeting in November and stated it would be on Ethics and Transparency.

Domen reported the Southern Division appointed Tony Russell as the Athenian Dialogue coordinator, he will be scheduling them for the upcoming year, and the notices will be distributed soon. Domen also reported she serves on the IRC Committee for IIMC and the Study Abroad program for IIMC will start in Boston and end up in Hartford Connecticut for the IIMC Annual Conference.

g. Division Trustees (Cuppy/Martin/Ortiz)

h. Division Chairs (Gonzales/Vacant/Smith)

Gonzales stated she looks forward to working with the board. Ortiz stated Todd Stermer of Fresno would be serving on the board for the Central Division and Lutzow is working on scheduling meetings for the year.

Smith reported on upcoming trainings in the Southern Division by Rex Osborn on Generational Differences, and he will also be their trainer in Palm Springs in January.

i. Past President (Lima)

Lima reported on updates to the board manual which has been converted to PDF. The nominations for the Pat Hammers Spirit Award closed and someone has been selected to receive the award, and it will be awarded at New Law.

13. IIMC REPORT (Tilton)

a. IIMC Report

b. Region IX Director Report

Tilton reported on the IIMC Board meeting which will be held in Riverside and they will have an Athenian Dialogue for Board development. The agenda packet for the meeting just published. A \$10 dues increase was approved at their last meeting and will be effective January 1, 2015. She will be attending the Alaska conference

in Anchorage. A one year contract has been signed for a professional development coordinator.

14. PRESIDENT'S REPORT (Barr)

Barr reported on attendance at the Oregon state conference, and indicated that there are a great deal of differences between the states and educational offerings. Barr further reported on the travels and meetings she will be attending as a part of her presidential duties.

Barr thanked everyone for their work during goal setting.

15. ADJOURNMENT

President Barr adjourned the meeting at 2:43 p.m.