



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**Friday, December 5, 2014**  
**12:00 p.m.**

**1. CALL TO ORDER**

President Barr called the Executive Board Meeting to order at 12:30 p.m.

**2. ATTENDANCE/EXCUSED ABSENCES**

- 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
- Miranda Lutzow, Central Division Professional Development Representative
- Susan Domen, Southern Division Professional Development Representative
- Karen Gonzales, Northern Division Chair
- Todd Stermer, Central Division Chair
- Stephanie Smith, Southern Division Chair
- Mindy Cuppy, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Mitzi Ortiz, Southern Division Trustee
- Nanci Lima, Past President

**Also present:**

- Joann Tilton, Region IX Director

### **3. INTRODUCTIONS/ANNOUNCEMENTS**

### **4. OATHS OF OFFICE – CENTRAL DIVISION PRESIDENT**

President Barr administered the Oath of Office to Todd Stermer, Central Division Chair and Miranda Lutzow, as the Central Division Professional Development Representative

### **5. MINUTES**

Approval of 8/2/14 CCAC Minutes and 9/3/2014 League of California City Clerks Division Meeting, and the 10/24/2014 CCAC Minutes (Wimberly)

**Olds moved and Cuppy seconded a motion to approve the Minutes of August 2, 2014, September 3, 2014, and October 24, 2014 with corrections. The motion carried unanimously.**

### **6. TREASURER’S REPORT**

#### **6.A Treasurer’s Report (Olds)**

Treasurer Olds presented the Treasurers report. Olds reported on the cash flow cycle as it relates to payments for memberships and the way it affects the balance sheets.

**Gonzales moved/Lima seconded a motion to approve the treasurers report. Motion carried unanimously.**

### **7. UNFINISHED BUSINESS**

#### **7.A Structural Study Update**

There was discussion about the Structural Study and the various options for providing information to the membership on the proposal. The methods included e-mails blasts, creating a specific page on the website, flyers and holding informational sessions at division meetings. There was additional discussion related to sharing the input and feedback received by board members with entirety of the board. Regarding the initial report it was stated it would be best to send out

There was discussion about releasing the final report prepared after goal setting versus the initial report. There was consensus that the initial report should not be released, that the final report with appendices is what should be released

**Lima motioned Jasso seconded to release the final report on the website with appendices. Motion carried, unanimously.**

**There was further direction that once the report was released it should be posted on the website and via listserve e-mail. In addition to list serve each of the division presidents would send a blast to their e-mail list with a**

**message using the consistent wording. In addition the e-mail should ask for feedback.**

## **8. NEW BUSINESS/ACTION/DISCUSSION ITEMS**

### **a) Bylaw Amendments Update (Johl-Olson)**

President Barr reported that Johl-Olson was requesting edits be provided to her by the end of December via e-mail and she would compile all edits into a final document.

### **b) Request for Support from WMCA for IIMC President's Reception for Monica Simmons (Barr)**

President Barr provided background and stated a Region IX reception which would be held in conjunction with the Region IX dinner, an Monica Simmons was requesting support from CCAC in the amount of \$500. Tilton stated that in the past the cost has gone a bit higher.

**Olds motioned Freels seconded a motion to contribute \$500 to IIMC Presidents Region IX reception. Motion carried unanimously.**

### **c) Proposed changes to the Institute Scholarship Program criteria. (Abrahamson)**

Abrahamson provided background information related to the item. The Professional Development Committee was recommending changes to the program criteria, as well as the flexibility to award some full scholarships if funds are available. She stated the committee would be examining the various scholarships and the policies related to them. Olds stated it would be helpful to receive a snapshot of the data related to the scholarship process including the amount received and how many applications were received.

**Jasso motioned/Olds seconded a motion to approve the changes to the Institute Scholarship Program Criteria as presented. Motion carried unanimously.**

## **9. DIRECTORS' REPORTS**

### **a) First Vice President (Pope)**

First Vice President Pope stated the planning committee for the 2015 New Law and Election had chosen a Key note speaker. He stated he was starting the planning committee process for the CCAC Annual Conference.

### **b) Second Vice President (Jasso)**

Second Vice President Jasso stated the testing with the 2015 membership was nearly complete. He stated the membership would be sent out in the next few months.

### **c) Communications Director (Rodrigues)**

Communications Director Rodrigues stated she was missing photos and bios for a great deal of the board members still. She was building the division pages so they could be transferred to the division coordinators but she still needed content. She stated after the membership was complete she would work with Olds to bill through Member Clicks for the employment opportunities.

**d) Legislative Director (Johl-Olson)**

**e) Professional Development Director (Abrahamson)**

Professional Development Director Abrahamson stated 23 scholarships from March TTC and 19 scholarships were provided. A total of 14 applications were received for June TTC. She announced that PDD Rep Lutzow had agreed to take over the Central Division Nuts and Bolts. Abrahamson reported on the Northern Division Nuts and Bolts which would be a Hawaiian theme.

**f) Division Professional Development Reps (Freels/Lutzow/Domen)**

Freels reported on the mentor buttons and said she had a request for additional information as a result of it. Lutzow reported on the Central Division Nuts and Bolts and spoke about the theme. Jasso reported on behalf of Domen on the Athenian Dialogue which would be held on Mandela's Way.

**g) Division Trustees (Cuppy/Martin/Ortiz)**

Trustee Martin welcomed the new trustees. There was discussion about fundraising ideas for the annual conference.

**h) Division Chairs (Gonzales/Stermer/Smith)**

Gonzales spoke regarding the November Northern Division meeting and stated she would continue to address the structural study at the division meetings. Stermer announced the Central Division had provided scholarships to members for New Law and Election. Stermer thanked Lutzow and Jasso for their assistance while assuming his new position.

**i) Past President (Lima)**

Past President Lima stated the Pat Hammers Spirit Award was complete and that she was working on the conference scholarships.

**10. IIMC REPORT (Tilton)**

• IIMC Update/Region IX Update

Tilton Reported on IIMC and the new certification specialist. She stated that IIMC was doing well with Regional XI and stated as an international organization they needed to build that membership base.

**11. PRESIDENT'S REPORT (Barr)**

President Barr reported on attendance at the Region IX out of state conferences and their educational offerings.

**12. ADJOURNMENT**

President Barr adjourned the meeting at 2:14 p.m.