



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Friday, April 24, 2015

1. CALL TO ORDER

President Pope called the Executive Board Meeting to order at 12:13 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

- Byron Pope, Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- 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
- Stephanie Smith, Southern Division Chair
- Lori Martin, Central Division Trustee
- Mitzi Ortiz, Southern Division Trustee
- Nanci Lima, Past President

Excused Absences

- Jose Jasso, First Vice-President
- Randi Johl-Olson, Legislative Director
- Karen Gonzales, Northern Division Chair
- Todd Stermer, Central Division Chair
- Mindy Cuppy, Northern Division Trustee

ATTENDANCE/EXCUSED ABSENCES

- a. Approval of Absence – the absences of Lutzow and Jasso were excused.

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. TREASURER’S REPORT

a. Treasurer’s Report Olds

Olds provided an overview of the Treasurer’s report and an update on the expenditures and receipts related to the Annual Conference.

Abrahamson moved and Lima seconded a motion to approve the Treasurer’s report. Motion carried unanimously.

5. MINUTES

a. Approval of Minutes of 12/5/14; 2/23/15; 3/3/15 and 3/23/15.

Smith motioned and Lima seconded a motion to approve the minutes of 12/5/14, 3/3/15 and 3/23/15 with edits to the 3/3/15 minutes. Motion carried unanimously.

6. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Approval of Proposed Bylaw Amendment (Johl-Olson)

A discussion ensued about the proposed Bylaw Amendments with technical edits made to various sections of the bylaws.

Rod Diridon spoke regarding the proposed bylaw amendment and felt proposed Northern and Southern areas should be allowed to retain their own bank accounts.

There was discussion related to the details that would be required to allow the current divisions to maintain their own bank accounts.

President Pope proposed that deputy treasurer positions be created from each of the Divisions that would assist in overseeing the distribution of those funds. Treasurer Olds stated Deputy Treasurers would be extremely helpful with the position and create additional oversight of funds and transparency. There was consensus that Deputy Treasurer positions be added from both the Northern and Southern areas.

There was further discussion related to the amendments to the proposed bylaws.

Lima motioned and Freels seconded a motion to approve the placement of the proposed bylaw amendment as amended on the ballot for the next regularly scheduled election and authorize the Legislative

Director to work with the Nominating Chair to complete the related tasks.

- b. Verbal report on Policy 112 – Communications, regarding advertising and sponsorships. (Rodrigues)

Rodrigues provided a verbal update and report related to billing for advertising and maintaining the website with advertisers. There was discussion about the level of sponsorships and possibly raising the level. Rodrigues requested concurrence to shift from advertising to sponsorships.

Lima motioned and Olds seconded a motion to move forward with a policy change that would allow sponsorships.

- c. Status update on the RFQ Process for the Master Municipal Clerk Academy RFP. (Abrahamson)

Jasso moved and Lima seconded a motion to extend the contract with Pamela Miller through March 2016 to allow for the for an academy in early 2016, and authorize the Professional Development Director and Professional Development Representatives to be the subcommittee to review, interview and make a recommendation to the Board as to the final Institute Director and that the target date to release the final RFP will be May 2015

- d. Confirmation of the e-mail vote extending the deadline for scholarships from May 1, 2015 to June 1, 2015.

Olds moved and Lima seconded a motion to confirm the e-mail vote extending the deadline for scholarships from May 1, 2015 to June 1, 2015. Motion carried unanimously.

- e. Discussion related to cancellation of attendance at CCAC Conferences and other educational offerings and possible direction on amending the policy. (Olds)

Olds spoke regarding the need for a policy related to the cancellation of registrations for conferences. Based upon how close to the conference a cancellation takes place there are impacts related to attendance, as counts for food, rooms, set up, have already been set. Olds felt a policy related to cancellation would provide guidance to the treasurer and those responsible for providing educational offerings. In addition it would provide consistency throughout the Association for all educational offerings.

There was concurrence that a policy related to the cancellation of educational offerings held by the association should be created.

7. DIRECTORS' REPORTS

- a. First Vice President (Jasso)

First Vice President Jasso stated he was working on membership and that after a certain date all non-paid memberships would be deactivated.

b. Communications Director (Rodrigues)

c. Legislative Director (Johl-Olson)

d. Professional Development Director (Abrahamson)

Professional Development Director Abrahamson reported on the upcoming scholarship deadline in June.

e. Division Professional Development Reps (Freels/Lutzow/Domen)

Freels spoke about the Alternative Scholarship process. Lutzow reported on the Central Division Nuts and Bolts.

f. Division Trustees (Cuppy/Martin/Ortiz)

Martin spoke about fundraising during the conference and provided an estimate of funds raised during the Annual Conference. Ortiz reported on the fundraising at the Annual Conference and the amount of work that is required during the conference.

g. Division Chairs (Gonzales/Stermer/Smith)

h. Immediate Past President (Lima)

Provided an updated e-mail address.

8. IIMC REPORT (Tilton)

i. IIMC Update/Region IX Update

9. PRESIDENT'S REPORT (Pope)

President Pope reported on the Annual Conference and felt it was successful. He then reported he appointed the nominating committee for the upcoming CCAC Election. He further reported on the planning for the 2016 Annual Conference.

10. ADJOURNMENT

President Pope adjourned the meeting at 3:30 p.m.