



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

Agenda

August 2, 2014

8:00 a.m. – 2:00 p.m.

Hilton Garden Inn

2540 Venture Oaks Way, Sacramento, CA 95833

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. INTRODUCTIONS/ANNOUNCEMENTS**
- 4. MINUTES**
 - a. Approval of June 17, 2014 Meeting Minutes (Wimberly)
- 5. UNFINISHED BUSINESS**
 - a. Discussion and possible direction on the report from David Gassaway and Ryan DeVore regarding their review of CCAC's structure and resource distribution.
- 6. ADJOURNMENT**

Future Meetings:

September 3, 2014 (with League)



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
June 17, 2014

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 12:03 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

Roll Call:

- Nanci Lima, President
- Byron Pope, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Kimberly Rodrigues, Communications Director
- Patrice Olds, Treasurer
- Dawn Abrahamson, Professional Development Director
- Jose Jasso, Central Division Chair
- Lori Martin, Central Division Trustee
- Shawna Freels, Northern Division Professional Development Representative
- Miranda Lutzow, Central Division Professional Development Representative.
- Susan Domen, Southern Division Professional Development Representative

Excused:

- Rebekah Barr, First Vice-President
- Mindy Cuppy, Northern Division Chair
- Anthony Mejia, Southern Division Chair
- Randi Johl-Olson, Legislative Director
- Margaret Roberts, Northern Division Trustee
- Susan Ramos, Southern Division Trustee
- Shirley Concolino, Immediate Past President

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. MINUTES

- a. Approval of June 5, 2014 Meeting Minutes (Wimberly)

Freels moved and Pope seconded a motion to approve the Minutes of June 5, 2014. The motion carried unanimously.

5. UNFINISHED BUSINESS

- a. Review of final annual conference budget. (Olds)

Olds provided an update on the vendor amounts, which was \$23,000, instead of the \$18,000 that was previously reported. Olds then updated a sheet that showed the sponsorship amounts for each vendor and the item that they sponsored. Olds will wait until the year-end before providing a final reconciliation to allow for any outstanding bills to be submitted.

- b. Review of FY 2014/15 CCAC Budget (Olds)

Olds stated she would work with Communications Director Rodrigues on the billing for advertisements, which will now be tracked in the new software. There was discussion about raising the amount of the line item for the League of California Cities booth to also cover the registration as well as housing and other expenses. Olds reported on the membership signs ups, and set the number at 807. After the adjustments to the line items, the budget is \$63 over; the \$63 was moved to operating expenses which resulted in a balanced budget.

Abrahamson asked the amount available for full scholarships. Olds stated there was \$9,256 was available for full scholarships in addition to the line item for scholarships.

Pope asked about the election costs as an election would not be held. Olds stated the election costs would go forward into the next fiscal year, which if not used would add a budget savings. Olds added a note that there were no election expenses anticipated for 2014/15. Lima noted that there may be increased election costs if there were bylaws as a result of the structural study.

In response to a question from Jasso regarding the structural study, Lima stated the Board would have a meeting to review the structural study prior to its release to the membership.

There was discussion regarding League Annual Conference, it was stated that CCAC needed to provide three names to man the booth, and the members in the booth would be restricted to those three.

Abrahamson moved and Johl seconded a motion to adopt the FY 2014/15 CCAC Budget. The motion carried unanimously.

6. TREASURER'S REPORT

a. Treasurer's Report (Olds)

Olds stated she had sent an e-mail to the Board with the information on how to access the financial statements in the Drop Box account. Olds will post May and June 2014 at the same time, those reports can be discussed at our next meeting.

Johl asked if of the tax filings had been finalized. Olds stated the websites are indicating the Association is current, and all filings are showing as timely and filed.

Abrahamson moved and Johl seconded a motion to accept the Treasurer's report. The motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Authorization to reimbursement to IIMC Region IX Director for expenses incurred in association with the Region IX Dinner at the IIMC 2014 Annual Conference in Milwaukee, WI.

Lima explained it was CCAC's responsibility to host the Region IX Dinner in Milwaukee; more money was spent than was collected for the dinner. Lima stated the funding was short by approximately \$300. Lima asked if the Board wanted CCAC to cover the shortfall or if the Board wanted to direct that a sponsor be found to cover the amount. In response to a question, Lima explained that due to late registration and additional attendance at the dinner food was ordered at the moment to ensure there was enough which raised the costs.

Pope moved and Freels seconded the motion to allow CCAC to cover the difference between the amount collected and the amount paid for the Region IX Dinner in Milwaukee hosted by CCAC. The Motion carried unanimously.

8. DIRECTORS' REPORTS

a. First Vice President (Barr)

b. Second Vice President (Pope)

Pope reported with MemberClicks system there are 1057 profiles, 847 are primary or associate members, 1 affiliate, the others are basic members who didn't fill out there membership correctly. Pope reported there is a great deal of activity with Clerk's moving to different cities. Pope will send a master list of the membership to the Board members at the end of the month.

c. Communications Director (Rodrigues)

Rodrigues reported the new website would be launched on July 1, 2014. Rodrigues stated she would create a manual and training sessions after using the system for a while, prior to training the divisions to post to the new site.

d. Legislative Director (Johl-Olson)

Johl-Olson reported on the legislation related to district based elections, and a gut and amend that had taken place to have the bill move forward. At this time the bill is going to be held at the policy desk and is effectively dead.

e. Professional Development Director (Abrahamson)

Abrahamson reported on TTC attendance where there was a class of 36 attendees. Abrahamson further reported the PDC would be meeting on June 18, 2014 to award scholarships. There were 21 qualified scholarship applications for the MMC Academy in August and 25 qualified applications for the TTC Academy in September. The forms for the City Clerk's business meeting at the League's Annual conference are being prepared for review by ward of points by IIMC.

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

Freels reported on attendance at the Northern Division meeting which included an education program from ARMA. Freels additionally reported the early registration for exhibitors have been rolled out, and there are already two \$5,000 sponsors for the 2015 Annual Conference. Lutzow reported the Central Division meeting would be held in Chowchilla the educational program would be a two-part interactive workshop with Sarah Rubin, Public Engagement Manager, of the Institute for Local Government. Doman reported the Southern Division would be hosting an Athenian Dialogue on June 19, 2014 and Nuts & Bolts would be held in October.

g. Division Trustees (Roberts/Martin/Ramos)

Martin reported on the request for information on committee members. Lima explained this would be used to create certificates that are presented at New Law & Elections for the members to use as proof of service for points towards certification.

h. Division Chairs (Cuppy/Jasso/Mejia)

Jasso stated the Central Division Board adopted their budget.

i. Past President (Concolino)

9. IIMC REPORT (Tilton)

a. IIMC Update

b. Region IX Update

10. PRESIDENT'S REPORT (Lima)

President Lima asked that the board be prepared for a conference call prior to the League meeting to discuss the structural report once it is finalized. Lima thanked Olds for her work on the budget.

After a question from Olds regarding the use of the WebEx system for other meetings, Lutzow expressed interest in the ability to use it for division meetings. President Lima explained there are IIMC regulations related to web based educational opportunities. President Lima felt a trial of three months is used on the WebEx system and that the usage be examined after that time.

11. ADJOURNMENT

President Lima adjourned the meeting at 12:58 p.m.