



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**Friday, April 26, 2013**  
**12:00 PM**

**1. CALL TO ORDER**

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

**2. ATTENDANCE/EXCUSED ABSENCES**

**a. Approval of Absences:**

- Shirley Concolino, Past President

**b. Roll Call:**

- Jamie Anderson, President
- Nanci Lima, First Vice-President
- Rebekah Barr, Second Vice-President
- Cindy Van Wormer, Recording Secretary
- Patrice Olds, Interim Treasurer
- Randi Johl, Legislative Director
- Dawn Abrahamson, Professional Development Director
- Shawna Freels, Northern Division Professional Development Representative
- Lorraine Lopez, Central Division Professional Development Representative
- Poonam Davis, Southern Division Professional Development Representative
- Marian Handa, Northern Division Chair
- Jose Jasso, Central Division Chair
- Peggy Johns, Southern Division Chair
- Margaret Roberts, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Susan Ramos, Southern Division Trustee

**Also present:**

- Lorraine Okabe, League of California Cities
- Colleen Nicol, IIMC Past President
- Joann Tilton, Region IX Director

**Absent:**

- Mitzi Ortiz, Communications Director

**3. INTRODUCTIONS/ANNOUNCEMENTS**

**4. MINUTES**

- a. **Approval of February 12, 2013 and March 4, 2013 Meeting Minutes (Van Wormer)**

*Lima moved and Abrahamson seconded a motion to approve the February 12, 2013 and March 4, 2013 meeting minutes. The motion carried unanimously.*

**5. NEW BUSINESS/ACTION/DISCUSSION ITEMS**

- a. **Discussion of Central Division Concerns Regarding Operating Protocol in the Event the Division Lacks a Board Quorum (Jasso – verbal)**

Central Division Chair Jasso explained the Central Division Board's concern about the lack of participation on the Board and suggested changing the division organization. The Board discussed issues around reorganization that have occurred previously and it was suggested that an outside facilitator be used to help the State Board come up with a plan and introduce it to the members. It was suggested that Stanford be contacted to see if they had any professors who would conduct a study for free. It was noted that participation is not just a problem for the Central Division but for the other Division members who are remote and have trouble attending meetings.

*Abrahamson moved and Johl seconded a motion to bring in an outside facilitator to look at different organizational models, with the idea of contacting Stanford University to see if they would be interested. Motion carried unanimously.*

This is a long term solution and doesn't answer the immediate issue. Jasso noted that some of the current Board Members are willing to stay on for another term in order to have a full Board.

- b. **Consideration to Amend the Scholarship Policy for the Institute Programs and the Alternative Scholarship Program (Abrahamson – will be distributed separately)**

Abrahamson reviewed the proposal for revising the CCAC Scholarship Policy and the Alternative Scholarship Policy.

*Roberts moved and Lima seconded a motion to (1) revise the overall CCAC Scholarship Policy to include any 2-3 day educational*

*offerings by CEPO Inc. to the Institute Scholarship Policy (for 2013, these offerings are in August and October); and (2) revise the overall CCAC Scholarship Policy to include any one-day educational offering by CEPO Inc. to the Alternative Scholarship program with the condition that this would not be applicable until Fiscal Year 2014/2015 (July ,1 2014 through June 30, 2015).*

- c. **Confirmation of Lorraine Lopez to Replace Dana Davidson as Central Division Professional Development Representative (Anderson – verbal)**

*Barr moved and Freels seconded a motion to confirm Lorraine Lopez to replace Dana Davidson as Central Division Professional Development Representative. Motion carried unanimously.*

- d. **Discussion Regarding 2018 IIMC Annual Conference Request for Proposals (Tilton – verbal)**

Region IX Director Tilton stated that she was going to propose that California put in a bid for the 2018 IIMC Annual Conference but has sense learned that Alaska and Washington (Seattle) are planning to put submit a bid so she would retract her idea of submitting a proposal for California.

## **6. TREASURER’S REPORT (Olds)**

- a) **Treasurer’s Report (Olds)**

Olds reported that the annual budget is \$229,000 and there is currently \$184,000+/- cash on hand plus savings and CDs.

- b) **Presentation of the Finance Policy from the Financial Restructuring Workshop (Olds)**

Olds reviewed her memo regarding the Financial Restructuring Recommendations she e-mailed to everyone previously. She stated that there is too much work for one person so there definitely needs to be a Deputy Treasurer in order to share the work and have checks and balances. She stated that she hopes that once everything is straightened out the work won’t be that bad but if it is the Board may need to have a discussion about hiring a 10-hour a week bookkeeper. She recommended having a clear investment policy based on thoughtful consideration of how money is invested and establishment of reserves. She noted that some “parking lot” items the Committee didn’t get to were: 1) find all the records, 2) bonding for the President as well as Treasurers; 3) direct all mail (including Division mail and Region IX expenses) to the League of California Cities; the League will then forward it weekly. In response to a question regarding Policy 104, Olds stated that the three Division books will be audited on the same day, but separately, with one person from each Division serving as the Audit Committee.

*Lima moved and Davis seconded a motion to approve the Financial Restructuring Recommendations 1-9, as follows:*

1. *Adopt the proposed implementation timeline with a phased approach for financial restructuring of CCAC and the Divisions.*

2. **Adopt Finance and Investment Policy #104, Expense Reimbursement for Meeting and Travel Policy #105, and Dues Structure Policy #106 for CCAC and the Divisions with the understanding that it is tied to a phased in approach per the implementation timeline.**
3. **Authorize the contract negotiations and hiring of a CPA in an amount not to exceed \$12,000 to review the last two years financial books, bring financial statements up to date, advise the Treasurers on financial practices, review financial policies and procedures, file delinquent taxes for 2010-11 and 2011-12 and perform a full audit of the books for the same years. Funding source from reserves.**
4. **Upon completion and delivery of the audit and filing of the taxes, direct the State Treasurer to bring back to the Board for discussion the frequency of accountant review and a new contract for on-going services and at what levels.**
5. **Add the Finance Committee to the by-laws (including who is on it).**
6. **Remove Audit Committee as a standing committee in the by-laws.**
7. **Add an ethics clause under Removal from Office in by-laws regarding misuse of funds, moral turpitude, etc. stating that the Officer will be prosecuted to the fullest extent of the law.**
8. **Remove "Executive Board Policies" title on policies and in by-laws and rename to "CCAC Board Policies".**
9. **Appoint an ad hoc committee to examine the dues structure and disbursement practices of CCAC. The ad hoc committee should include Second Vice President (Incoming / Outgoing) and CCAC Treasurer at a minimum.**

***The motion carried unanimously.***

***VanWormer moved and Lima seconded a motion to recognize the resignation of Dana Davidson as Deputy Treasurer and approve the appointment of Margaret Roberts as Deputy Treasurer. The motion carried unanimously.***

## **7. UNFINISHED BUSINESS**

- a. **Status Update on 2012-2013 Goals**
  1. **The Sustainable CCAC Picture**
  2. **Membership & Participation**
  3. **The Four C's**
- b. **Approve State Policies and Procedures Update (VanWormer)**

***Roberts moved and Barr seconded a motion to approve the updated State Policies and Procedures with the understanding that the title***

*on each Policy will be changed to “CCAC Board Policy”. The motion carried unanimously.*

## **8. DIRECTORS’ REPORTS**

### **a. First Vice President (Lima)**

First Vice President Lima stated that she won’t have the final numbers for the conference until the end of May.

### **b. Second Vice President (Barr)**

Second Vice President Barr stated that dues are continuing to come in; several long-term members have not renewed and do not respond when she contacts them.

### **c. Communications Director (Ortiz)**

### **d. Legislative Director (Johl)**

Legislative Director Johl stated that she is fully committed to continuing her duties as Legislative Director but will not be able to take on any further special projects as she is going through a transition in her life. She then reported on the FPPC Commission, League Board meeting and Legislative Committee activities, noting that updates will be provided in The Official Word.

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

### **f. Division Professional Development Representatives (Freels/Lopez/Davis)**

### **g. Division Trustees (Roberts/Martin/Ramos)**

The Trustees noted that the money raised at the conference was as follows: Silent auction - \$1,278, Live auction - \$2,735, Yodel - \$256, MCEF fundraiser - \$1,850, Store - \$1,804 for a total of \$7,923

Trustees requested that the Board discuss purchasing better scanners that come with software so they can be downloaded to a laptop; the scanning is working but better equipment is needed.

### **h. Division Chairs (Handa/Jasso/Johns)**

Division Chairs provided updates on what was happening in their Divisions.

### **i. Past President (Concolino)**

## **9. IIMC REPORT (Nicol/Tilton)**

### **a. IIMC Report**

IIMC Past President Nicol reported that she is on the MCEF Board now and plans to be there for a while. The yodel money raised at the CCAC Conference will buy a live auction gift for the Atlantic City IIMC conference. Nicol also requested gift cards from Board Members.

**b. Region IX Director Report**

Region IX Director Tilton reported on the Oregon and Alaska conferences, Study Abroad Program, and Blue Ribbon Committee. She reported that the idea of forming an Education Resource Group to reach out to other professionals who put on institutes for help in understanding programs when the IIMC Director and staff don't agree with giving the program points will go forward with the Committee's final recommendations to the IIMC Board's May meeting. Nicol note that the Committee recommendations include: 1) make state organizations responsible for institute compliance by creating a committee with state representation; 2) verify that items being approved by IIMC staff aren't in the institute guidelines "no lists" (i.e., computer & health/wellness); 3) The rigor of the subject, not the topic, should govern whether it will be approved. She noted that the Committee agrees with what staff is doing in practice but it needs to be captured in the policies.

**10. PRESIDENT'S REPORT (Anderson)**

**11. ADJOURNMENT**

President Anderson adjourned the meeting at 2:01 p.m.