



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Wednesday, August 14, 2013
12:00 PM

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 12:02 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences:

- Susan Ramos, Southern Division Trustee
- Peggy Johns, Southern Division Chair

b. Roll Call:

- Nanci Lima, President
- Rebekah Barr, First Vice-President
- Cindy Van Wormer, Recording Secretary
- Patrice Olds, Interim Treasurer
- Randi Johl-Olson, Legislative Director
- Mitzi Ortiz, Communications 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
- Shirley Concolino, Past President

Also present:

- Colleen Nicol, IIMC Past President
- Joann Tilton, Region IX Director

3. INTRODUCTIONS/ANNOUNCEMENTS

President Lima adding an urgency item requested by Treasurer Olds and 1st Vice President Barr regarding expenses for the CCAC booth at the League of California Cities annual conference..

4. MINUTES

a. Approval of June 17, 2013 and June 24, 2013 Meeting Minutes (Van Wormer)

VanWormer noted corrections to the minutes as follows: Remove Colleen Nicol and Lorrain Okabe from Approval of Absences section as they are not Board Members and correction to the last line on Item 8e to remove extra period and “has” in the June 17th minutes.

Olds moved and Freels seconded a motion to approve the June 17, 2013 and June 24, 2013 meeting minutes, as amended. The motion carried unanimously.

5. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Consideration of Equal Access (Nicol)

Colleen Nicol reviewed the draft Request for Proposals (RFP) for CCAC Structure and Resource Distribution. Discussion included:

- The process needs to start with the members before action by the Board.
- The consultant will be asked to come up with alternative models that would fit the CCAC structure.
- Board agreed that it would be best not to use a retired City Clerk since this is such a controversial topic.

Action was tabled awaiting amendments to the Request for Proposal and distribution list with Colleen Nicol, Shirley Concolino, Joann Tilton and Randi Johl-Olson completing that work and working on a message for the membership by the first week of September.

b. Consideration of Membership Database Management System (Barr/Olds)

Abrahamson moved and Freels seconded a motion to approve the concept of a membership database management system and authorize forming a committee to investigate it further. The motion carried unanimously.

c. Approve Funding for CCAC Booth at League of California Cities Annual Conference

Olds moved and VanWormer seconded a motion to amend the FY 2013-14 budget to transfer \$2,500 from Fund 225.3 video production

into Fund 225.2 LOCC Booth for purpose of funding the CCAC Booth at the League of California Cities Annual Conference. The motion carried unanimously.

6. PRESIDENT'S REPORT

President Lima reported that Mitzi Ortiz is going to serve on the Central Division Board and will not continue as CCAC Communications Director. Kimberly Rodriguez has volunteered to serve in that position and will be appointed and sworn in at the September meeting.

7. ADJOURNMENT

President Lima adjourned the meeting at 1:01 p.m.