



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Monday, June 17, 2013
11:00 AM

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 11:09 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences:

- Poonam Davis, Southern Division Professional Development Representative

b. Roll Call:

- Nanci Lima, President
- Rebekah Barr, First Vice-President
- Cindy Van Wormer, Recording Secretary
- Patrice Olds, Interim Treasurer
- Randi Johl, 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
- Marian Handa, Northern Division Chair
- Jose Jasso, Central Division Chair
- Margaret Roberts, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Susan Ramos, Southern Division Trustee
- Shirley Concolino, Past President

Also present:

- Joann Tilton, Region IX Director

Absent:

- Peggy Johns, Southern Division Chair

3. INTRODUCTIONS/ANNOUNCEMENTS

4. MINUTES

a. Approval of April 26, 2013 and June 5, 2013 Meeting Minutes (Van Wormer)

Roberts moved and Barr seconded a motion to approve the April 26, 2013 and June 5, 2013 meeting minutes. The motion carried unanimously.

5. TREASURER'S REPORT (Olds)

Treasurer Olds provided an update on financial issues as follows:

- Past President Concolino, First Vice President Barr and she met in Vallejo last Monday and were successful in achieving most of their goals in updating the various accounts.
- She provided account balances as follows: Checking Account 6289 – \$39,200.66; Checking Account 8960 – \$120,113.81; Savings Account 8776 – \$10,932.83; Savings Account 2770 – \$32,434.10; CD 7891 – \$7,918.40; CD 8172 – \$7,901.86.
- She is working on locating a bank that will work for both State and Division banking purposes.
- Olds showed Quick Books On-Line program that includes all bank accounts and a chart of accounts. She noted that she just got all the bank statements last Monday so she can now work on reconciling the accounts.
- The Deputy Treasurer will start doing reconciliations in July since the person writing checks should not be the person doing the reconciliations.
- A contract proposal has been received from the new accountant. Olds will do as much bookkeeping work as possible to keep costs down. If the contract is agreeable she plans to work with the accountant the week of July 8th to get questions answered and assistance with the chart of accounts.
- President Lima recommending using GoToMeeting for the next couple of meetings. Once the budget is completed it needs to go on the CCAC website.

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

6. UNFINISHED BUSINESS

a. Status Update on 2012-2013 Goals

- 1. The Sustainable CCAC Picture (Johl)**
- 2. Membership & Participation**

Professional Development Director Abrahamson reported that the Committee has secured a booth for use in promoting the City Clerk's profession at the League of California Cities Annual Conference. She and First Vice President Barr have been working on the video script.

3. The Four C's

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Review Final Conference Budget (Lima/Olds)

Treasurer Olds reported that everything reconciles and there is a net balance of \$11,030 for the conference and \$5,000 for fundraising. She stated that she will e-mail the report to the Board. If anyone has bills to submit they should get them to her right away.

b. Review and Approve FY 2013/14 CCAC Budget (Olds)

Treasurer Olds showed the CCAC budget on GoToMeeting and noted that there will need to be a second meeting as the budget is not balanced at this point. She noted that she and President Lima and Vice President Barr talked about improving the way membership is handled as there are a lot of redundant steps; there may be a database out there that can eliminate a lot of the manual work. They will come forward with a recommendation at a future meeting. Comments made regarding the budget were as follows:

- There seems to be something missing from the Central Nuts & Bolts; Joan Tilton stated that she would send Olds her Profit and Loss Statement.
- The Institute Director contracts state that CCAC will give the Institute Directors a set amount but they are only being reimbursed on request at this time; Olds will work with Professional Development Director Abrahamson on how that should be handled in the future.
- Line Item 204.2 – Legislative Committee amount will be a little higher because of the League Annual Conference expense. Registration is \$495 and there will be hotel and airfare.
- Line Item 204.4 – Education/Professional Development – need to increase to cover Professional Development Director expenses for IIMC.
- Line Item 204.5 – Hospitality Committee – reduce to \$300.
- Line Item 209.1 – IIMC Dinner – should be minimal expense as the money collected should be sufficient to cover expenses.
- Line Item 211 Board Meeting Expense – reduced to \$7,500.
- Olds stated that she will do a Profit and Loss Statement for each Nuts & Bolts session.
- Line Item 220.4 Athenian Dialogue – add \$750.
- Line Item 221 – Scholarships – not as much awarded this year but should keep it the same. The Professional Development Committee

will track to make sure people use the scholarships they are awarded and if not, find out why.

- Membership runs on a calendar year but the CCAC budget is on a fiscal year which makes it a little difficult. Dues are collected all year long, with most coming in at the beginning of the year.
- The \$2,500 for the promotional video doesn't appear to be in the budget.

c. Approve Bylaw Amendments (Abrahamson/Lima)

President Lima stated that the bylaws amendments will be included in the 2014 election, not this upcoming election. Professional Development Director Abrahamson reviewed the memo prepared for this item. Legislative Director Johl recommended removing "pursuant to law" from all the questions.

Roberts moved and Freels seconded a motion to approve the Bylaw amendments, as amended and place it on the 2014 Election Ballot. The motion carried unanimously.

Freels moved and Lopez seconded a motion authorize Northern Division Trustee Roberts and Professional Development Director Abrahamson to write the argument in favor of the amendments. The motion carried unanimously.

d. Approve Amendment to Annual Conference Policy (Lima)

President Lima reviewed the memo prepared for this item.

Olds moved and VanWormer seconded a motion to approve amendments to the Annual Conference Policy. The motion carried unanimously.

e. Research Scanners and Software for Conference (Lima)

President Lima reported on the issues with the scanners and software at the Annual Conference. During the Conference wrap-up it was suggested that CCAC look into purchasing new scanners with software. Olds noted that she increased Conference costs by \$500 in the FY 2013/14 budget to cover this expense.

Board consensus was to authorize Northern Division Trustee Roberts to research scanners with software and bring back information to the Board.

8. DIRECTORS' REPORTS

a. First Vice President (Barr)

First Vice President Barr stated that she is still working with City Clerks who have not submitted their membership renewal yet; she is trying to find out why they have not renewed. The New Law & Election Seminar planning is going well and registration is open if anyone wants to expend any remaining FY 2012/13 funds. She noted that the League Annual Conference early bird registration deadline is July 8th. Barr stated that she was recently introduced to Kevin Mullen, Assembly Member for 22nd

District and learned that his day job is President of KM2 which is company that produces videos for non-profit and governmental agencies. She sent him an e-mail this morning to see if CCAC can get additional assistance on the CCAC video without going over budget.

b. Second Vice President (Vacant)

c. Communications Director (Ortiz)

d. Legislative Director (Johl)

The Legislative Committee has been really busy with the House of Origin deadline on May 31st and the last day for hearing Bills is July 12th. She was very happy to report that AB 1316, which was sponsored by CCAC, is moving along on the special consent calendar in both Houses without any opposition. This bill was written in response to the San Clemente situation where they had two candidates on the ballot with the same name. She noted that a lot of the "trouble" bills are either on a two-year cycle, dead or amended to alleviate CCAC's concerns. SB 2 is only one still out there that is of concern to CCAC; it was amended to take out quarterly filings but the League of Women Voters are lobbying to have that added back into the Bill. The negotiated position will likely be either 1) keep quarterly filings out; 2) add quarterly filings but make them only applicable to state offices; or 3) include all government but put monetary threshold so they are not applicable to everybody. FPPC is not in opposition to the Bill but is not thrilled because of the workload. She encouraged people to attend the City Clerks' Workshop on September 18th at the League Annual Conference; it costs \$100, includes lunch, and CMC/MMC credits have been approved.

e. Professional Development Director (Abrahamson)

Professional Development Director Abrahamson reported that there were 24 participants at the June TTC and she felt it was one of the better classes in terms of interaction. She reported that she is working with Maureen Kane on her contract that expired December 2012 and hopes to bring a draft contract to Board for approval at the next meeting. The Professional Development Committee is meeting next week to review and award Round 1 scholarships. The Alternative Scholarship Committee has awarded sixteen \$300 scholarships.

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

g. Division Trustees (Roberts/Martin/Ramos)

h. Division Chairs (Handa/Jasso/Johns)

Northern Division Chair Handa reported that the Northern Division June meeting is this Friday on the Google campus in Mountain View; there are 90 people registered. Google is providing a complimentary breakfast and lunch. Officers will be elected at that meeting and there will be a Division Board transition meeting on August 15th.

i. Past President (Concolino)

9. IIMC REPORT (Nicol/Tilton)

a. IIMC Report

Region IX Director Tilton reported that IIMC staff is settling back in at headquarters after the May conference. IIMC membership through May 31st is 9,475 and California is the leader with 865 members. Of those 865 members, 491 are CMCs and 113 are MMCs (Florida has 118 so California needs to push that number higher). Today or tomorrow is the deadline for applications to host the 2018 conference and Alaska is submitting a bid. The IIMC Board will be in Savannah Georgia in November and will pick the 2018 conference location. The Conference will be in Milwaukee next year and Tilton stated that she has been assured it will be fun and easier to get to than Atlantic City. Tilton reported that the turnaround time for reviewing CMC and MMC applications has been very short.

b. Region IX Director Report

10. PRESIDENT'S REPORT (Lima)

President Lima noted that she sent out an e-mail regarding the goals and requested that anyone who has a work plan or outline for Membership and Participation and the Four Cs send her a copy. She stated that she is starting to plan the goal setting meeting for October. The CCAC Board may need to have a special meeting in August to handle a few remaining things but she will try to keep the agenda light.

11. ADJOURNMENT

President Lima adjourned the meeting at 1:00 p.m.