



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Monday, June 24, 2013
10:30 AM

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 10:40 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences:

- Susan Ramos, Southern Division Trustee
- Lori Martin, Central Division Trustee
- Marian Handa, Northern Division Chair
- Margaret Roberts, Northern Division Trustee

b. Roll Call:

- Nanci Lima, Vice-President
- Rebekah Barr, First Vice-President
- Cindy Van Wormer, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl, Legislative Director
- Dawn Abrahamson, Professional Development Director
- Lorraine Lopez, Central Division Professional Development Representative
- Shawna Freels, Northern Division Professional Development Representative
- Jose Jasso, Central Division Chair
- Joann Tilton, Region IX Director

Absent:

- Mitzi Ortiz, Communications Director
- Poonam Davis, Southern Division Professional Development Representative
- Peggy Johns, Southern Division Chair

- Shirley Concolino, Past President

3. INTRODUCTIONS/ANNOUNCEMENTS

4. UNFINISHED BUSINESS

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

Treasurer Olds noted that the Budget is \$10,071 short right now. The changes shown in Column H were reviewed. She noted that there is a lot of cash on hand and no strong policies about what that cash is – reserves, etc.

Johl moved and Freels seconded a motion to request an e-mail vote of the Board on increasing membership by \$10 for all categories and direct Treasurer Olds to write the explanation. The motion carried unanimously.

The following changes for the Annual Conference were recommended:

- Increase Exhibitor fee from \$850 to \$1000 and increase additional representatives to \$100.
- Increase Banquet tickets and Wednesday Night event tickets to \$65 each.
- Increase Advanced Academy to \$200.
- Increase Early Bird registration to \$395.
- Increase Late Bird registration to \$450.
- Increase Non-Member Rate to \$495.

Conference Revenue is projected to increase \$7,000 with the above changes; the change in Dues is projected to be another \$7,000. At this point the budget shows \$4,000 excess income over expenses.

Discussion: The following items were discussed:

- A discussion regarding fundraising will come forward at a future meeting. Region IX Director Tilton offered to reach out to the Region IX states to see what they do for fundraising.
- Expenses for the various Nuts & Bolts sessions were discussed. It was suggested that vendors be approached about offsetting some of those expenses.
- The new CEPO contract and the proposed TTC contract provide for an annual budget for conference attendance; that cost needs to be included in the CCAC Budget.
- **Increase Education/Professional Development to \$3,000.**

5. ADJOURNMENT

President Lima adjourned the meeting at 12:00 p.m.