



**CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING  
AT**

**Monterey Hyatt  
1 Old Golf Course Rd, Monterey, CA 93940**

**Conference Call Number (916) 658-8286**

**Agenda**

**Friday, December 5, 2014**

**12:00 (or as soon thereafter as possible)**

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
  - a. Approval of Absences
- 3. INTRODUCTIONS/ANNOUNCEMENTS**
- 4. OATHS OF OFFICE – CENTRAL DIVISION PRESIDENT**
- 5. MINUTES**
  - a. Approval of 8/2/14 CCAC Minutes and 9/3/2014 League of California City Clerks Division Meeting, and the 10/24/2014 CCAC Minutes (Wimberly)
- 6. TREASURER’S REPORT**
  - a. Treasurer’s Report (Olds)
- 7. UNFINISHED BUSINESS**
  - a. Structural Study Update
- 8. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
  - a. Bylaw Amendments Update (Johl-Olson)
  - b. Request for Support from WMCA for IIMC President’s Reception for Monica Simmons (Barr)
  - c. Proposed changes to the Institute Scholarship Program criteria. (Abrahamson)

**9. DIRECTORS' REPORTS**

- a. First Vice President (Pope)
- b. Second Vice President (Jasso)
- c. Communications Director (Rodrigues)
- d. Legislative Director (Johl-Olson)
- e. Professional Development Director (Abrahamson)
- f. Division Professional Development Reps (Freels/Lutzow/Domen)
- g. Division Trustees (Cuppy/Martin/Ortiz)
- h. Division Chairs (Gonzales/Stermer/Smith)
- i. Past President (Lima)

**10. IIMC REPORT (Tilton)**

- a. IIMC Update/Region IX Update

**11. PRESIDENT'S REPORT (Barr)**

**12. ADJOURNMENT**

**Future Meetings:**  
Conference Call January



LEAGUE OF CALIFORNIA CITIES CITY CLERK DEPARTMENT  
CITY CLERKS ASSOCIATION OF CALIFORNIA  
JOINT BOARD MEETING  
AT

LEAGUE OF CALIFORNIA CITY CLERKS DIVISION MEETING  
Los Angeles Convention Center, Los Angeles, California

**MINUTES**  
**Wednesday, September 3, 2014**  
**10:00 A.M**

**1. CALL TO ORDER**

The meeting was called to order at 10:00 a.m.

**2. OUTGOING PRESIDENT'S REPORT (Lima)**

President Lima reported on the activities of the CCAC Board of the past year.

**3. LEAGUE OF CALIFORNIA CITIES BOARD REPORT (Johl)**

Randi Johl-Olson, CCAC Legislative Director and Representative on the League of California Cities Board, provided the League Board Report and a report of legislative bills passed this year.

**4. NOMINATING COMMITTEE CHAIR REPORT (Settles)**

Nominating Committee Chair Donna Settles had provided the following information:

The following officers were elected for 2014-15

- Rebekah Barr, President
- Byron Pope, First Vice President
- Jose Jasso, Second Vice President
- Margaret Wimberly, Recording Secretary
- Kimberly Rodrigues, Communications Director
- Randi Johl-Olson, Legislative Director
- Dawn Abrahamson, Professional Development Director

- Miranda Lutzow, Professional Development Representative Central Division.
- Margaret Roberts, Northern Division Trustee

**5. INTRODUCTION FOR OATH OF OFFICE (Nicol)**

Colleen Nicol Introduced Cindy Black, Interim Clerk of St. Helena.

**6. OATH OF OFFICE CCAC (Black)**

**Cindy Black, Interim City Clerk St. Helena, swore the new officers into the CCAC Executive Board.**

**7. OATH OF OFFICE LOCC CITY CLERK'S DEPARTMENT BOARD (Black)**

Cindy Black, Interim City Clerk St. Helena, swore the new officers into the Board of the City Clerks' Department of the League.

**8. INTRODUCTION FOR OATH OF OFFICE (Nicol)**

Colleen Nicol introduced Joann Tilton, City Clerk, City of Manteca and Region IX Director of IIMC.

**9. OATH OF OFFICE PRESIDENT CCAC AND LOCC CITY CLERK'S DEPARTMENT (Tilton)**

Joann Tilton swore in the Rebekah Barr as President of the CCAC Executive Board and the Board of the City Clerks' Department of the League.

**10. APPOINTMENT OF TRUSTEE – SOUTHERN DIVISION**

**11. OATH OF OFFICE – TRUSTEE – SOUTHERN DIVISION**

**12. PRESENTATION OF AWARD AND PAST PRESIDENT'S PIN (Lima/Barr)**

President Barr presented the outgoing President's gift and Past President's pin to Nanci Lima

**13. COMMENTS FROM PRESIDENT (Barr)**

President Barr spoke regarding the work of the CCAC Board and the work of the upcoming year.

**14. ADJOURNMENT**

The meeting was adjourned at 10:35 a.m.



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**August 2, 2014**

**1. CALL TO ORDER**

President Lima called the Executive Board Meeting to order at 8:05 a.m.

**2. ATTENDANCE/EXCUSED ABSENCES**

**Roll Call:**

- Nanci Lima, President
- Rebekah Barr, First Vice-President
- Byron Pope, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Dawn Abrahamson, Professional Development Director
- Randi Johl-Olson, Legislative Director
- Mindy Cuppy, Northern Division Chair
- Anthony Mejia, Southern Division Chair
- Jose Jasso, Central Division Chair
- Margaret Roberts, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Shawna Freels, Northern Division Professional Development Representative
- Miranda Lutzow, Central Division Professional Development Representative.
- Shirley Concolino, Immediate Past President

Karen Gonzales, Incoming Northern Division Chair

Mitzi Ortiz, Incoming Central Division Chair

**Excused:**

- Kimberly Rodrigues, Communications Director
- Susan Doman, Southern Division Professional Development Representative
- Stephanie Smith, Incoming Southern Division Chair

**3. INTRODUCTIONS/ANNOUNCEMENTS** – None.

**4. MINUTES**

- a. Approval of June 17, 2014 Meeting Minutes (Wimberly)

**Roberts moved and Cuppy seconded a motion to approve the Minutes of June 17, 2014. The motion carried unanimously.**

**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.

**Lima introduced David Gassaway and Ryan DeVore who conducted a workshop on CCAC's structure and resource distribution.**

**6. ADJOURNMENT**

President Lima adjourned the meeting at 1:59 p.m.



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**Friday, October 24, 2014**  
**12:00 p.m.**

**1. CALL TO ORDER**

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

**2. ATTENDANCE/EXCUSED ABSENCES**

**a. Approval of Absences:**

- Miranda Lutzow, Central Division Professional Development Representative
- Lori Martin, Central Division Trustee

**b. Roll Call:**

- Rebekah Barr, President
- Byron Pope, First Vice-President
- Jose Jasso, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl-Olson, Legislative Director
- Kimberly Rodriguez, Communications Director
- Dawn Abrahamson, Professional Development Director
- Shawna Freels, Northern Division Professional Development Representative
- Susan Domen, Southern Division Professional Development Representative
- Karen Gonzales, Northern Division Chair
- Vacant, Central Division Chair
- Stephanie Smith, Southern Division Chair
- Mindy Cuppy, Northern Division Trustee
- Mitzi Ortiz, Southern Division Trustee
- Nanci Lima, Past President

**Also present:**

- Joann Tilton, Region IX Director

**3. INTRODUCTIONS/ANNOUNCEMENTS**

**4. APPOINTMENT OF TRUSTEE – SOUTHERN DIVISION**

Johl-Olson moved and Lima seconded a motion to approve the appointment of Mitzi Ortiz to the position of Southern Division Trustee. The motion carried unanimously.

**5. APPOINTMENT OF TRUSTEE – NORTHERN DIVISION**

Johl-Olson moved and Lima seconded a motion to approve the appointment of Mindy Cuppy to the position of Northern Division Trustee. The motion carried unanimously.

**6. OATH OF OFFICE – TRUSTEE – SOUTHERN DIVISION/ OATH OF OFFICE TRUSTEE – NORTHERN DIVISION**

President Barr administered the Oath of Office to the Northern and Southern Division Trustees.

**7. OATHS OF OFFICE – DIVISION PRESIDENTS**

President Barr administered the Oath of Office the Northern and Southern Division presidents.

**8. MINUTES**

Approval of 8/2/14 CCAC Minutes and 9/3/2014 League of California City Clerks Division Meeting (Wimberly)

Wimberly requested the minutes be continued to the December 5, 2014, meeting.

**9. TREASURER'S REPORT (Olds)**

Olds distributed the Treasurers report, and stated there were no current issues related to the budget, and provided an overview of the report which included check detail. Olds informed the board that a fee of \$50 had been assessed by the State of California for the late filing of the 2011 and 2012 tax returns and as of yet the Association had not heard from the Federal Government. Olds then stated the Association needs to change the Association's tax year to match the fiscal year, it is one of the clean-up items that needs to be taken care of. Olds requested Board approval to initiate the change to align the tax year with the fiscal year.



**Johl-Olson moved and Jasso seconded a motion to approve allowing Treasurer Olds to file the necessary paperwork to align the tax year with the fiscal year through the IRS.**

Lima asked why the membership dues wouldn't be aligned with the fiscal year. Olds explained that the current due date works with the ability to budget, she did indicate that with MemberClicks there is the ability to have a 12 month membership rather than having all membership due at the date end. Jasso indicated it would be time intensive to initiate that process and would take a large amount of time for the person handling the membership process. There was discussion regarding the pros and cons of the current payment process for membership dues.

**There being no further discussion, there was a vote on the motion. Motion carried unanimously.**

**Pope moved and Lima seconded a motion to approve the Treasurer's Report. The motion carried unanimously.**

## **10. UNFINISHED BUSINESS**

### **a. Status Update on 2013-2014 Goals**

#### **1. The Sustainable CCAC Picture (Johl)**

#### **2. Membership & Participation**

#### **3. The Four C's**

Barr indicated the status of each of the goals had been sent to the board, and with the emphasis during goal setting on the structural study, should work occur on the goals to continue to update the status reports so that it can be shared with the board.

### **b. Structural Study**

Barr thanked the Board for their work on the structural study issue completed during goal setting. There was discussion about a reception at New Law and Election to provide information related to the Structural Study plan and the ultimate vote of the membership.

**Abrahamson moved and Jasso seconded a motion to authorize CCAC to sponsor a reception at New Law to provide information**

## 11. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Discussion regarding CEPO and MMCA contracts with possible direction/action. (Barr)

Barr provided an overview of the staff report, which included background information related to the dissolution of CEPO and the proposals that were received to provide programming for an MMC Academy.

There was discussion related to the continuity of programming for the MMCA, and it was indicated that Pamela Miller already has the programming in place and that until an RFP could be issued, entering into a one year contract makes sense so that there is not any disruption in educational opportunities for the members that are pursuing their MMC designations.

It was discussed that having all of the educational opportunities provided by one educational provider would put the educational opportunities at risk should anything happen with one of them.

Pamela Miller is the professor of record with U.C. Riverside for the MMCA classes. Ms. Miller provided a presentation and was available for questions from the board.

**Jasso moved and Freels seconded a motion to enter into an agreement for a term of one year with Pamela Miller to provide MMC programming and to include the \$300 IIMC application fee. Motion carried unanimously.**

Abrahamson requested board approval for an adjustment to the scholarship deadline for the MMCA for the March Academy to be extended to the end of November so that the Professional Development Committee can issue scholarships.

**Freels moved Jasso seconded a motion to extend the scholarship application period to the end of November for the March MMCA. Motion carried unanimously.**

- b. Update on the new website/MemberClicks with possible direction. (Rodrigues)

Rodrigues provided an update on MemberClicks and requested photographs so that she could update the site. Rodrigues indicated she is receiving a great deal of requests for a directory. Rodrigues indicated there wasn't consistency amongst the divisions and board roster, and she proposed having consistent formatting for the board and division board rosters. There was discussion about the ability to search the member directory by City. In addition, there was discussion about the charges for job advertisements, the ability to invoice through MemberClicks, as well as

the advertisers. She requested content for the website including meeting notices and photos so it can keep the content fresh.

c. Update to Policy No. 106 Dues Structure. (Jasso)

Jasso indicated the policy was not updated at the time all of the other policies were updated.

**Lima moved Pope seconded a motion to update Policy No 106 Dues Structure. Motion carried unanimously.**

d. Approval of International Institute of Municipal Clerks Region IX Director Agreement. (Barr)

Tilton explained she was in the final year of her three year term, and explained the rotation process. Tilton explained that \$5 per active member of the dues for region members goes to the travel costs of the Region Directors. Tilton indicated there was a date error on the rotation which has been corrected. A statement acknowledging that Hawaii is a member of Region IX had been added, however there are no members from Hawaii. A timeline has also been included that the State who has the Region Director should put forward the member to the other States in the Region for confirmation 90-days prior to the date it is due to IIMC. Tilton also noted that she would propose to the other Directors to change the current receipt/payment process that has the State organizations sending the \$5 dues to an individual Director to manage and this is causing a 1099 issue. CCAC offered to act as the holder of the funds and bank for the Region Directors fee collection and travel reimbursements.

**Lima moved Smith seconded a motion to approve the International Institute of Municipal Clerks Region IX Director Agreement. Motion carried unanimously.**

e. Consideration of Endorsement of Tracy Davis, City of Keizer, Oregon, for Region IX Director. (Barr)

**Lima moved Johl-Olson seconded the endorsement of Tracy Davis, City of Keizer, Oregon for Region IX Director. Motion carried unanimously.**

f. Approval of an agreement with Morethantalk (Barr)

President Barr spoke regarding the services that are provided by Rex Osborn of Morethantalk for the Association with conference planning services. She indicated the amount will stay the same, and while registration has been removed, additional services have been added which include planning for other special meetings and events.

There was discussion if it would be worthwhile to include conference planning in the RFP for management services. It was noted that in the absence of a speaker, Mr. Osborn has stepped in and provided speaker

services and in addition he is onsite problem solving when needed during conferences.

**Freels moved Johl-Olson seconded a motion to approve of an agreement with Morethantalk. Motion carried unanimously.**

**g. Approval of Updated Policy 116 – Mentoring. (Olds)**

Olds stated during a review of the Policies it was recognized that the Policy was not included in the update of the policies.

**Lima moved Freels seconded a motion to approve the updated Policy 116 – Mentoring. Motion carried unanimously.**

## **12. DIRECTORS' REPORTS**

**a. First Vice President (Pope)**

Pope reported on the program planning for New Law and Election has been complete and the venue for the conference has been changed from previous years. The 2015 New Law and Election conference will be held in Southern California and they are looking for locations in the La Jolla/San Diego area. Conference planning is underway for the 2015 CCAC Annual conference.

**b. Second Vice President (Jasso)**

Jasso stated he is working on billing for membership and would like to roll it out earlier this year.

**c. Communications Director (Rodrigues)**

Rodrigues reported that the website can accommodate video services, it would need to be placed in Vimeo or YouTube and embedded to the website. She requested head shots of the board to be placed on the website.

**d. Legislative Director (Johl-Olson)**

Johl-Olson stated the last legislative cycle is complete and she will provide an overview of the last years legislation in her next official word article. She will send out an e-mail requesting legislative items at the beginning of December. The new legislative committee will begin work after the first of the year.

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

Abrahamson said there are two conference calls planned for the Professional Development Committee to discuss scholarships and the mentor program. A mentor training will be held in the Northern Division in November, there is a great need for mentors. Nuts and Bolts for Southern Division was held and the session for the Northern Division has been set and will be held in Rancho Cordova.

Joann Tilton has resigned from being the Nuts and Bolts coordinator and Lutzow has agreed to take over the Central Division Nuts and Bolts.

**f. Division Professional Development Representatives (Freels/Lutzow/Domen)**

Freels spoke regarding the Northern Division meeting in November and stated it would be on Ethics and Transparency.

Doman reported the Southern Division appointed Tony Russell as the Athenian Dialogue coordinator, he will be scheduling them for the upcoming year, and the notices will be distributed soon. Doman also reported she serves on the IRC Committee for IIMC and the Study Abroad program for IIMC will start in Boston and end up in Hartford Connecticut for the IIMC Annual Conference.

**g. Division Trustees (Cuppy/Martin/Ortiz)**

**h. Division Chairs (Gonzales/Vacant/Smith)**

Gonzales stated she looks forward to working with the board. Ortiz stated Todd Stermer of Fresno would be serving on the board for the Central Division and Lutzow is working on scheduling meetings for the year.

Smith reported on upcoming trainings in the Southern Division by Rex Osborn on Generational Differences, and he will also be their trainer in Palm Springs in January.

**i. Past President (Lima)**

Lima reported on updates to the board manual which has been converted to PDF. The nominations for the Pat Hammers Spirit Award closed and someone has been selected to receive the award, and it will be awarded at New Law.

**13. IIMC REPORT (Tilton)**

**a. IIMC Report**

**b. Region IX Director Report**

Tilton reported on the IIMC Board meeting which will be held in Riverside and they will have an Athenian Dialogue for Board development. The agenda packet for the meeting just published. A \$10 dues increase was approved at their last meeting and will be effective January 1, 2015. She will be attending the Alaska conference

in Anchorage. A one year contract has been signed for a professional development coordinator.

**14. PRESIDENT'S REPORT (Barr)**

Barr reported on attendance at the Oregon state conference, and indicated that there are a great deal of differences between the states and educational offerings. Barr further reported on the travels and meetings she will be attending as a part of her presidential duties.

Barr thanked everyone for their work during goal setting.

**15. ADJOURNMENT**

President Barr adjourned the meeting at 2:43 p.m.

**City Clerk's Association of California**  
**Balance Sheet**  
As of October 31, 2014

	<u>Oct 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · CASH CCAC	
10010 · US Bank Checking - 8960	91,828.60
10020 · US Bank CD - 7881	7,922.69
10030 · US Bank CD - 8172	7,903.84
10040 · US Bank Savings - 2770	43,375.29
Total 10000 · CASH CCAC	<u>151,030.42</u>
Total Checking/Savings	151,030.42
Accounts Receivable	
12000 · ACCOUNTS RECEIVABLE	640.00
Total Accounts Receivable	<u>640.00</u>
Total Current Assets	<u>151,670.42</u>
<b>TOTAL ASSETS</b>	<b><u>151,670.42</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · NET ASSETS	
31000 · Unrestricted Net Assets	124,962.55
Total 30000 · NET ASSETS	124,962.55
39999 · Retained Earnings	57,030.83
Net Income	<u>-30,322.96</u>
Total Equity	<u>151,670.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>151,670.42</u></b>

**City Clerk's Association of California**  
**Profit & Loss**  
 July through October 2014

	Jul - Oct 14
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · MEMBERSHIP DUES	2,965.00
43000 · CONFERENCES	
103.2 Exhibitor Fees	13,680.00
<b>Total 43000 · CONFERENCES</b>	<b>13,680.00</b>
105 Handbook Revenue	920.00
42000 · FUNDRAISING	
42020 · CCAC Store Sales	75.00
<b>Total 42000 · FUNDRAISING</b>	<b>75.00</b>
108 Advertising Revenue	3,600.00
120 Training Revenue	
120.1 Nuts & Bolts South	8,633.74
120.2 Nuts & Bolts Central	4,175.00
<b>Total 120 Training Revenue</b>	<b>12,808.74</b>
<b>Total Income</b>	<b>34,048.74</b>
<b>Expense</b>	
201 Presidential Expenses	2,145.58
70000 · OPERATING EXPENSES	
202.2 Postage, Mailing Service	67.47
70010 · Bank Fees	129.36
202.6 License & Permits	147.00
<b>Total 70000 · OPERATING EXPENSES</b>	<b>343.83</b>
203 Professional Services	
203.2 Accounting & Tax Prep	114.77
203 Professional Services - Other	3,498.70
<b>Total 203 Professional Services</b>	<b>3,613.47</b>
204 Committees	
204.1 General	138.20
204.2 Legislative	1,110.28
204.4 Educ / Prof. Development	417.15
204 Committees - Other	89.35
<b>Total 204 Committees</b>	<b>1,754.98</b>
206 Membership Dues Payouts	
206.1 Central Div Dues Payout	396.00
206.2 Northern Div Dues Payout	2,238.75
206.3 Southern Div Dues Payout	4,135.50
<b>Total 206 Membership Dues Payouts</b>	<b>6,770.25</b>
207.1 Webmaster Expense	735.00
207 Technology	98.00
208 Annual Conference Expenses	
208.19 Hotel Costs (food & rent)	5,000.00
208.8 VIP gifts & hospitality	229.94
<b>Total 208 Annual Conference Expenses</b>	<b>5,229.94</b>
211 Board Meeting Expense	9,943.07
220 Training expenses	
220.1 Nuts & Bolts South	3,624.10
220.2 Nuts & Bolts Central	2,033.95
220.3 Nuts & Bolts North	170.88
<b>Total 220 Training expenses</b>	<b>5,828.93</b>



6:52 PM

11/30/14

Accrual Basis

# City Clerk's Association of California

## Profit & Loss

July through October 2014

	<u>Jul - Oct 14</u>
<b>221 Scholarships</b>	
221.5 MCEF Contribution	2,500.00
221.1 Scholarships - CCAC Conf.	1,050.96
221.2 Scholarships - TTC / LTC	21,545.00
221.3 Scholarships - Alternativ	900.00
221.4 Scholarships offered by o	-1,500.00
	<hr/>
<b>Total 221 Scholarships</b>	24,495.96
<b>225 Special Projects</b>	
225.2 · LOCC Booth	3,412.69
	<hr/>
<b>Total 225 Special Projects</b>	3,412.69
	<hr/>
<b>Total Expense</b>	64,371.70
	<hr/>
<b>Net Ordinary Income</b>	-30,322.96
	<hr/>
<b>Net Income</b>	<u><u>-30,322.96</u></u>

**City Clerk's Association of California  
Profit & Loss Budget vs. Actual  
July through October 2014**

	<u>Jul - Oct 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
<b>40000 · MEMBERSHIP DUES</b>				
Central Division Dues	0.00	0.00	0.00	0.0%
Northern Division Dues	0.00	0.00	0.00	0.0%
Southern Division Dues	0.00	0.00	0.00	0.0%
101.4 Affiliate Membership Dues	0.00	0.00	0.00	0.0%
40900 · Other Membership Dues	0.00	0.00	0.00	0.0%
<b>40000 · MEMBERSHIP DUES - Other</b>	<u>2,965.00</u>	<u>89,688.00</u>	<u>-86,723.00</u>	<u>3.31%</u>
<b>Total 40000 · MEMBERSHIP DUES</b>	<u>2,965.00</u>	<u>89,688.00</u>	<u>-86,723.00</u>	<u>3.31%</u>
<b>102 Investments</b>				
102.1 Interest-Sav, CD, Checkg	<u>0.00</u>	<u>25.00</u>	<u>-25.00</u>	<u>0.0%</u>
<b>Total 102 Investments</b>	<u>0.00</u>	<u>25.00</u>	<u>-25.00</u>	<u>0.0%</u>
<b>43000 · CONFERENCES</b>				
103.1 Advanced Academy Fees	0.00	0.00	0.00	0.0%
<b>103.2 Exhibitor Fees</b>				
103.2 b - Additional Reps	0.00	0.00	0.00	0.0%
103.2 c - Banquet Tix	0.00	0.00	0.00	0.0%
103.2 d - Wed night event	0.00	0.00	0.00	0.0%
103.2a - Booth (\$1000)	0.00	0.00	0.00	0.0%
<b>103.2 Exhibitor Fees - Other</b>	<u>13,680.00</u>			
<b>Total 103.2 Exhibitor Fees</b>	<u>13,680.00</u>	<u>0.00</u>	<u>13,680.00</u>	<u>100.0%</u>
<b>103.3 Registration Fees</b>				
103.3 a - Early Bird Rate	0.00	0.00	0.00	0.0%
103.3 b - Full registr member	0.00	0.00	0.00	0.0%
103.3 c - Non-member Rate	0.00	0.00	0.00	0.0%
103.3 d - Wednesday Event	0.00	0.00	0.00	0.0%
103.3 e - Thursday Banquet	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total 103.3 Registration Fees</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
103.5 Sponsorships	0.00	0.00	0.00	0.0%
<b>43000 · CONFERENCES - Other</b>	<u>0.00</u>	<u>127,500.00</u>	<u>-127,500.00</u>	<u>0.0%</u>
<b>Total 43000 · CONFERENCES</b>	<u>13,680.00</u>	<u>127,500.00</u>	<u>-113,820.00</u>	<u>10.73%</u>
105 Handbook Revenue	920.00	1,500.00	-580.00	61.33%
<b>42000 · FUNDRAISING</b>				
42020 · CCAC Store Sales	75.00	0.00	75.00	100.0%
107.3 Silent Auction	0.00	0.00	0.00	0.0%
107.4 Cruise (MCEF)	0.00	0.00	0.00	0.0%
107.6 Live Auction	0.00	0.00	0.00	0.0%
107.7 Other Fundraising	0.00	0.00	0.00	0.0%

**City Clerk's Association of California  
Profit & Loss Budget vs. Actual  
July through October 2014**

	<u>Jul - Oct 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
42000 - FUNDRAISING - Other	0.00	13,200.00	-13,200.00	0.0%
<b>Total 42000 - FUNDRAISING</b>	<b>75.00</b>	<b>13,200.00</b>	<b>-13,125.00</b>	<b>0.57%</b>
108 Advertising Revenue	3,600.00	8,000.00	-4,400.00	45.0%
120 Training Revenue				
120.1 Nuts & Bolts South	8,633.74	0.00	8,633.74	100.0%
120.2 Nuts & Bolts Central	4,175.00	0.00	4,175.00	100.0%
120.3 Nuts & Bolts North	0.00	0.00	0.00	0.0%
120.4 Income - Athenian Dialogu	0.00	0.00	0.00	0.0%
120 Training Revenue - Other	0.00	32,500.00	-32,500.00	0.0%
<b>Total 120 Training Revenue</b>	<b>12,808.74</b>	<b>32,500.00</b>	<b>-19,691.26</b>	<b>39.41%</b>
<b>Total Income</b>	<b>34,048.74</b>	<b>272,413.00</b>	<b>-238,364.26</b>	<b>12.5%</b>
<b>Expense</b>				
201 Presidential Expenses				
201.1 Institute Dir Support	0.00	6,000.00	-6,000.00	0.0%
201 Presidential Expenses - Other	2,145.58	7,500.00	-5,354.42	28.61%
<b>Total 201 Presidential Expenses</b>	<b>2,145.58</b>	<b>13,500.00</b>	<b>-11,354.42</b>	<b>15.89%</b>
<b>70000 - OPERATING EXPENSES</b>				
202.1 Supplies	0.00	0.00	0.00	0.0%
202.2 Postage, Mailing Service	67.47	0.00	67.47	100.0%
70010 - Bank Fees	129.36	6,000.00	-5,870.64	2.16%
202.5 Printing and Copying	0.00	0.00	0.00	0.0%
202.6 License & Permits	147.00			
70000 - OPERATING EXPENSES - Other	0.00	1,513.00	-1,513.00	0.0%
<b>Total 70000 - OPERATING EXPENSES</b>	<b>343.83</b>	<b>7,513.00</b>	<b>-7,169.17</b>	<b>4.58%</b>
203 Professional Services				
203.2 Accounting & Tax Prep	114.77	0.00	114.77	100.0%
203.6 Election Expenses	0.00	0.00	0.00	0.0%
203 Professional Services - Other	3,498.70	11,300.00	-7,801.30	30.96%
<b>Total 203 Professional Services</b>	<b>3,613.47</b>	<b>11,300.00</b>	<b>-7,686.53</b>	<b>31.98%</b>
204 Committees				
204.1 General	138.20	0.00	138.20	100.0%
204.2 Legislative	1,110.28	0.00	1,110.28	100.0%
204.4 Educ / Prof. Development	417.15			
204 Committees - Other	89.35	6,400.00	-6,310.65	1.4%
<b>Total 204 Committees</b>	<b>1,754.98</b>	<b>6,400.00</b>	<b>-4,645.02</b>	<b>27.42%</b>
205 Recognition & Awards	0.00	500.00	-500.00	0.0%
206 Membership Dues Payouts				

**City Clerk's Association of California  
Profit & Loss Budget vs. Actual  
July through October 2014**

	<u>Jul - Oct 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
206.1 Central Div Dues Payout	396.00			
206.2 Northern Div Dues Payout	2,238.75			
206.3 Southern Div Dues Payout	4,135.50			
206 Membership Dues Payouts - Other	0.00	35,000.00	-35,000.00	0.0%
<b>Total 206 Membership Dues Payouts</b>	<b>6,770.25</b>	<b>35,000.00</b>	<b>-28,229.75</b>	<b>19.34%</b>
207.1 Webmaster Expense	735.00	0.00	735.00	100.0%
207 Technology	98.00	4,950.00	-4,852.00	1.98%
208 Annual Conference Expenses				
208.19 Hotel Costs (food & rent)	5,000.00			
208.8 VIP gifts & hospitality	229.94			
208.9 Site visit	0.00	0.00	0.00	0.0%
208.20 - Credit Card fees	0.00	0.00	0.00	0.0%
208 Annual Conference Expenses - Other	0.00	106,800.00	-106,800.00	0.0%
<b>Total 208 Annual Conference Expenses</b>	<b>5,229.94</b>	<b>106,800.00</b>	<b>-101,570.06</b>	<b>4.9%</b>
209 IIMC & Region IX expense				
209.2 IIMC Candidate Support	0.00	0.00	0.00	0.0%
209 IIMC & Region IX expense - Other	0.00	4,200.00	-4,200.00	0.0%
<b>Total 209 IIMC &amp; Region IX expense</b>	<b>0.00</b>	<b>4,200.00</b>	<b>-4,200.00</b>	<b>0.0%</b>
211 Board Meeting Expense	9,943.07	13,000.00	-3,056.93	76.49%
215 Fundraising Expense				
215.4 Division Basket Raffle	0.00	0.00	0.00	0.0%
215 Fundraising Expense - Other	0.00	6,500.00	-6,500.00	0.0%
<b>Total 215 Fundraising Expense</b>	<b>0.00</b>	<b>6,500.00</b>	<b>-6,500.00</b>	<b>0.0%</b>
220 Training expenses				
220.1 Nuts & Bolts South	3,624.10	0.00	3,624.10	100.0%
220.2 Nuts & Bolts Central	2,033.95	0.00	2,033.95	100.0%
220.3 Nuts & Bolts North	170.88			
220.4 - Athenian Dialogue	0.00	0.00	0.00	0.0%
220 Training expenses - Other	0.00	12,750.00	-12,750.00	0.0%
<b>Total 220 Training expenses</b>	<b>5,828.93</b>	<b>12,750.00</b>	<b>-6,921.07</b>	<b>45.72%</b>
221 Scholarships				
221.5 MCEF Contribution	2,500.00	41,000.00	-38,500.00	6.1%
221.1 Scholarships - CCAC Conf.	1,050.96			
221.2 Scholarships - TTC / LTC	21,545.00	0.00	21,545.00	100.0%
221.3 Scholarships - Alternativ	900.00			
221.4 Scholarships offered by o	-1,500.00			
221 Scholarships - Other	0.00	0.00	0.00	0.0%
<b>Total 221 Scholarships</b>	<b>24,495.96</b>	<b>41,000.00</b>	<b>-16,504.04</b>	<b>59.75%</b>

**City Clerk's Association of California**  
**Profit & Loss Budget vs. Actual**  
 July through October 2014

	<u>Jul - Oct 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>225 Special Projects</b>				
<b>225.2 - LOCC Booth</b>	3,412.69	9,000.00	-5,587.31	37.92%
<b>Total 225 Special Projects</b>	<u>3,412.69</u>	<u>9,000.00</u>	<u>-5,587.31</u>	<u>37.92%</u>
<b>201.1 - Inst. Dir. Conf. Attendance</b>	0.00	0.00	0.00	0.0%
<b>66900 - Recon Discrepancies/Misc</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>64,371.70</u>	<u>272,413.00</u>	<u>-208,041.30</u>	<u>23.63%</u>
<b>Net Ordinary Income</b>	<u>-30,322.96</u>	<u>0.00</u>	<u>-30,322.96</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-30,322.96</u></u>	<u><u>0.00</u></u>	<u><u>-30,322.96</u></u>	<u><u>100.0%</u></u>

City Clerk's Association of California

General Ledger

Accrual Basis

As of October 31, 2014

Type	Date	Num	Name	Account	Split	Amount	Balance
<b>10010 - US Bank Checking - 8960</b>							<b>119,037.25</b>
Check	10/02/2014	Debit	Webex	October meeting	207 Technology	-49.00	118,988.25
Check	10/02/2014	debit	Moolah		70010 - Bank Fees	-17.91	118,970.34
Check	10/08/2014	CC - Barr 1	Alaska Air	To Alaska Conference	201 Presidential Expenses	-475.48	118,494.86
Check	10/12/2014	5180	Byron Pope		204.1 General	-138.20	118,356.66
Check	10/12/2014	5181	Byron Pope		211 Board Meeting Expense	-180.20	118,176.46
Check	10/12/2014	5182	Sally Ann Catering	#25568	120.1 Nuts & Bolts South	-327.59	117,848.87
Check	10/12/2014	5183	Sally Ann Catering	# 25569	120.1 Nuts & Bolts South	-2,240.55	115,608.32
Check	10/12/2014	5184	Sally Ann Catering	Inv. # 25570	120.1 Nuts & Bolts South	-1,420.53	114,187.79
Check	10/12/2014	5185	Sally Ann Catering	Inv # 25571	120.1 Nuts & Bolts South	-327.59	113,860.20
Check	10/12/2014	5186	Randi Johl		211 Board Meeting Expense	-334.70	113,525.50
Check	10/12/2014	5189	CCCCA		206.1 Central Div Dues Payout	-396.00	113,129.50
Check	10/12/2014	5190	NCCCA		206.2 Northern Div Dues Payout	-2,238.75	110,890.75
Check	10/12/2014	5191	SCCCA		206.3 Southern Div Dues Payout	-4,135.50	106,755.25
Check	10/12/2014	5192	Angela Bustamente		221.2 Scholarships - TTC / LTC	-1,500.00	105,255.25
Check	10/12/2014	5193	City of San Dimas		221.2 Scholarships - TTC / LTC	-375.00	104,880.25
Check	10/12/2014	5194	Ky Spangler		221.2 Scholarships - TTC / LTC	-375.00	104,505.25
Check	10/12/2014	5195	VOID		221.2 Scholarships - TTC / LTC	0.00	104,505.25
Check	10/12/2014	5196	City of West Hollywood		221.2 Scholarships - TTC / LTC	-375.00	104,130.25
Check	10/12/2014	5197	City of Salinas		221.2 Scholarships - TTC / LTC	-1,500.00	102,630.25
Check	10/12/2014	5198	Clty of Rancho Palos Verdes		221.2 Scholarships - TTC / LTC	-375.00	102,255.25
Check	10/12/2014	5199	City of San Luis Obispo		221.2 Scholarships - TTC / LTC	-375.00	101,880.25
Check	10/12/2014	5200	City of Elk Grove		221.2 Scholarships - TTC / LTC	-375.00	101,505.25
Check	10/12/2014	5201	City of Ontario		221.2 Scholarships - TTC / LTC	-1,500.00	100,005.25
Check	10/12/2014	5202	City of Ridgecrest		221.2 Scholarships - TTC / LTC	-1,500.00	98,505.25
Check	10/12/2014	5203	Town of Windsor		221.2 Scholarships - TTC / LTC	-375.00	98,130.25
Check	10/12/2014	5204	City of Vallejo		221.2 Scholarships - TTC / LTC	-375.00	97,755.25
Check	10/12/2014	5205	City of Montclair		221.2 Scholarships - TTC / LTC	-375.00	97,380.25
Check	10/12/2014	5206	Town of Apple Valley		221.2 Scholarships - TTC / LTC	-375.00	97,005.25
Check	10/12/2014	5207	City of Long Beach		-SPLIT-	-1,125.00	95,880.25
Check	10/12/2014	5209	Marc Donohue		221.2 Scholarships - TTC / LTC	-375.00	95,505.25
Check	10/12/2014	5208	City of Thousand Oaks		221.2 Scholarships - TTC / LTC	-325.00	95,180.25
Deposit	10/12/2014			Deposit	-SPLIT-	1,440.00	96,620.25
Deposit	10/12/2014			Deposit	105 Handbook Revenue	600.00	97,220.25
Deposit	10/12/2014			Deposit	120.1 Nuts & Bolts South	3,300.00	100,520.25
Check	10/12/2014	5187	VOID		221.2 Scholarships - TTC / LTC	0.00	100,520.25
Check	10/12/2014		VOID		221.2 Scholarships - TTC / LTC		100,520.25
Check	10/20/2014	debit	Embassy Suites		220.1 Nuts & Bolts South	-1,117.20	99,403.05
Check	10/22/2014	5210	Dawn Abrahamson		220.3 Nuts & Bolts North	-75.25	99,327.80
Check	10/22/2014	5211	Rebekah Barr		-SPLIT-	-390.99	98,936.81
Check	10/22/2014	5212	City of American Canyon		225.2 - LOCC Booth	-1,190.30	97,746.51
Check	10/22/2014	5218	Mitzi Ortiz	2014 Goal Setting mileag	211 Board Meeting Expense	-65.52	97,680.99
Check	10/22/2014	5213	Nanci Lima	2014 goal setting mileagi	211 Board Meeting Expense	-150.08	97,530.91
Check	10/22/2014	5214	Susan Domen	2014 goal setting mileagi	211 Board Meeting Expense	-166.22	97,364.69
Check	10/22/2014	5215	Stephanie Smith	2014 goal setting mileagi	211 Board Meeting Expense	-250.32	97,114.37

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11/30/14

City Clerk's Association of California

General Ledger

Accrual Basis

As of October 31, 2014

Check	10/22/2014	5216	Karen Gonzales	2014 goal setting mileage	211 Board Meeting Expense	-253.63	96,860.74
Check	10/22/2014	5217	Jose Jasso	2014 goal setting mileage	211 Board Meeting Expense	-69.22	96,791.52
Check	10/22/2014	5219	Kimberly Rodrigues		211 Board Meeting Expense	0.00	96,791.52
Check	10/22/2014	5220	Patrice M. Olds		211 Board Meeting Expense	-125.44	96,666.08
Check	10/22/2014	5221	Kimberly Rodrigues		211 Board Meeting Expense	-422.67	96,243.41
Check	10/22/2014	debit	Returned Check	Returned Check Delta C	105 Handbook Revenue	-40.00	96,203.41
Check	10/23/2014	CC - Barr 2	Taxi		211 Board Meeting Expense	-10.00	96,193.41
Check	10/24/2014	debit	Delta King Hotel	October Goal Setting	211 Board Meeting Expense	-1,965.35	94,228.06
Check	10/27/2014	debit	Joe's Crab Shack	Dinner for Board	211 Board Meeting Expense	-435.39	93,792.67
Check	10/27/2014	CC - Barr 3	City of Sac - Park	Barr parking goal setting	211 Board Meeting Expense	-48.00	93,744.67
Check	10/27/2014	CC - Barr 4	Pizza Rock	Wednesday night dinner	211 Board Meeting Expense	-163.82	93,580.85
Check	10/29/2014	5222	Mitzi Ortiz		211 Board Meeting Expense	-48.00	93,532.85
Check	10/29/2014	5223	City of La Canada Flintridge		221.2 Scholarships - TTC / LTC	-325.00	93,207.85
Check	10/29/2014	5224	Randi Johl		211 Board Meeting Expense	-115.02	93,092.83
Check	10/29/2014	5225	Colleen Nicol		211 Board Meeting Expense	-75.25	93,017.58
Check	10/29/2014	5226	Lisa Pope		220.1 Nuts & Bolts South	-556.90	92,460.68
Check	10/29/2014	5227	Shawna Freels		211 Board Meeting Expense	-178.08	92,282.60
Check	10/29/2014	5228	City of Thousand Oaks		221.2 Scholarships - TTC / LTC	-405.00	91,877.60
Check	10/31/2014	debit	Webex	November meeting	207 Technology	-49.00	91,828.60
Total 10010 - US Bank Checking - 8960						-27,208.65	91,828.60

**December 5, 2014**  
**CCAC BOARD MEETING**

**TO: CCAC Executive Board**

**FROM: Dawn Abrahamson, Professional Development Director**

**DATE: December 5, 2014**

**SUBJECT: Request to Revise the Executive Board Scholarships 111 Policy  
Related to Criteria for Institute Scholarships**

**RECOMMENDATION**

The CCAC Board is requested to consider the following revisions to the Scholarships Policy strictly related to the criteria for Institute Scholarships (Section 5.3) as follows:

- 1) Removal of CEPO Leadership Track for Clerks (LTC), CEPO Master Municipal Clerk Academy – CEPO/MMCA found throughout the policy.
- 2) Retain the Master Municipal Clerks Academy (MMCA) as a recognized IIMC advanced institute in California
- 3) Removal of requiring an applicant to be a member of CCAC *for one year at the time of attendance at the MMCA or TTC training session* and only requiring an applicant to be an active dues paying member of CCAC.
- 4) Add Institute Scholarship Criteria #10 - a provision that gives the Professional Development the discretion to consider and award full registration scholarships if funds are available.

**BACKGROUND**

As a component of the Membership, Participation and Education goal adopted by the CCAC Board in 2013, review of the scholarship policies both at the State and Division levels was tasked to the Professional Development Committee.

The primary focus for this particular goal was to determine if the State CCAC Institute Scholarship Policy and Alternate Scholarship Program are similar to what divisions are doing and if there is room to improve or enhance the State scholarship programs to more effectively serve the majority of the membership.

The PDC conducted a survey of the membership in January 2014 with minimal participation by the membership. The PDC reviewed the survey and agreed to wait until after the Independent Organizational Review by David and Ryan had been completed and released to the Board. A component of their work included a survey which briefly touched on education/scholarships with the final report referencing several recommendations.

The PDC recently re-engaged on the Institute and Alternative Scholarship Program policies. A recent conference call with members of the PDC was conducted in November. The discussion primarily focused on the State Institute Scholarship criteria. With 42% of



the membership of survey respondents stating that providing education as the most valuable objective of CCAC, the PDC took this into consideration during its initial discussion. At the end of our lively discussion, we reached a unanimous decision to recommend to the CCAC Board the following immediate changes to the **Institute Scholarship Program criteria** as outlined below and in the recommendation section of this report.

- 1) Removal of CEPO Inc./Leadership Track for Clerks and CEPO Inc./Master Municipal Clerk Academy found throughout the policy.
- 2) Retain the Master Municipal Clerk Academy as a recognized IIMC advanced institute for California.
- 3) Removal of requiring an applicant to be a member of CCAC for *one year at the time of attendance at the MMCA or TTC training session* and only requiring an applicant to be an active dues paying member of CCAC.

The Professional Development Committee discussed this criterion at length with some debate. Ultimately, the PDC agreed that if education is one of the key objectives of our organization, requiring someone to be a member up to one year at the time of attendance at the chosen institute would hamper some of our newest members who are actively seeking to gain their certification who may otherwise be a qualified applicant.

- 4) Include Institute Scholarship Criteria #10 – a provision that give the Professional Development the discretion to consider and award full registration scholarships if funds are available.

The policy is currently silent with respect to awarding full registration scholarships; however, Institute Scholarship Criteria #5 does state scholarships will be awarded up to 33% of the total cost (rounded to the nearest \$5 figure).

One of Immediate Past President Lima's goals during this year's annual conference was to raise significant funds during the silent and live auctions at the 2014 Annual Conference with funds going towards full institute scholarships.

The Professional Development Committee awarded four TTC full registration scholarships and four MMCA scholarships during Round I of CCAC FY 14-15 with the funds that were raised during the 2014 Annual Conference. I am pleased to report that the full registration scholarships were significantly meaningful and all eight members attended either the September TTC session or the August MMC with these funds being exhausted.

In November of this year, the CCAC Board approved the PDC's recommendation to allow the Committee to award at least one full registration scholarship for the March and June 2015 TTC sessions and the March 2015 MMCA. With the exception of the MMCA scholarship, both the TTC full registration scholarships have been awarded at a minimum of one for each institute.

Because full registration institute scholarships have had a significant meaning and impact on members being able to attend an institute, whether it be financial or a combination of financial and/or making arrangements to be gone from the office because of receiving a full registration scholarship even with limited or no

staffing, the PDC is recommending that this criteria be added to the institute scholarship program at this time.

In closing, I want to assure the Board that the PDC will continue to engage in dialogue and bring back additional suggestions for revisions to both the Institute and Alternative Scholarship Programs, particularly as the Board goes through the proposed organizational structural change. The PDC recognizes that the current State and Division Scholarship programs structure, including the Alternative Scholarship Program is very confusing to the membership and our ultimate goal with the organizational structural change is to make the scholarship program simplified and at the same time providing equal access to scholarship funding to all members.

Attachment:

- Revised Scholarships 111 Policy



## EXECUTIVE BOARD POLICIES

Title	SCHOLARSHIPS	
Number	111	
Dates	Adopted: __/__/__	Revised: __/__/__

### 1. POLICY STATEMENT AND PURPOSE

It is the policy of the City Clerks Association of California (CCAC or Association) to offer scholarship assistance so all members have more opportunity to participate in education and training opportunities.

This policy provides the rules for scholarship submittal and rules for each of the major scholarships offered by CCAC.

### 2. SCOPE

This policy shall apply ~~to the~~to the Association.

### 3. DEFINITIONS

Institute Programs –

- ~~CEPO LEADERSHIP TRACK FOR CLERKS (LTC)~~
- ~~CEPO~~ MASTER MUNICIPAL CLERK ACADEMY - ~~CEPO~~/MMCA
- TECHNICAL ~~TRACK~~-TRAINING FOR CLERKS (TTC)

Alternate Scholarship Program -

### 4. RESPONSIBILITY

CCAC State Professional Development Director oversees all Scholarship Program aspects.

### 5. INSTITUTE SCHOLARSHIP POLICIES AND PROCEDURES

Monies donated to CCAC may be designated by the donor for scholarships only.

#### 5.1 Applications

Scholarship applications shall NOT be included in the agenda packet. The Professional Development Director shall provide a spreadsheet on the scholarship applicants.

5.2 Institute (MMCA~~LTC~~ and TTC) Scholarships

In order to support the State Institute programs, scholarships are not granted to attend out-of-State IIMC accredited programs. The purpose of these scholarships is to further the membership's achievement of CMC and MMC status.

Ties in points will be broken based on membership, seniority of position held, length of municipal service and committee activity.

The Professional Development Committee approves scholarships up to the authorized individual award and within the budget established by the Executive Board, based on the Executive Board's adopted policy.

5.3 Institute Scholarship Criteria

The criteria for award of scholarships by the City Clerks Association of California (CCAC) are as follows:

~~1. Applicant must be an active dues member paying member of CCAC for one year at the time of attendance at the LTC or TTC training session.~~

1.

2. Applicant must have attained a minimum of 30 points. If there is a tie in points, tie breaker factors will include the length of CCAC membership, seniority of position held, length of municipal service, and professional organization activity.

3. Scholarships will be distributed to those with the highest number of points, and then in descending order.

4. A limit of one scholarship per person per fiscal year (CCAC's Fiscal Year is July 1 – June 30) will be awarded unless uncommitted monies remain for such requested second scholarship.

5. Scholarships will be awarded up to 33% of the total cost (rounded to the nearest \$5 figure) with the exception of full registration scholarships, as defined in criteria #10.

6. If an awardee is unable to attend the session for which the scholarship was granted, the scholarship may be utilized at another session held within the same fiscal year (CCAC's Fiscal Year is July 1 – June 30).

7. Deadlines for submitting applications are November 1 for the February, March, and June sessions, and June 1 for the August and September sessions.

8. Attendees will pay in advance for that portion which will be paid by CCAC. The Institute Directors will verify attendance at the sessions and notify the Professional Development Director. The Professional Development Director will notify the CCAC

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Treasurer. The CCAC Treasurer will reimburse the attendees or their cities, as appropriate, directly for scholarships.

9. CCAC forwards all applications to the appropriate division for consideration of a scholarship from the division. This application is the only application that is approved by the CCAC Executive Board for scholarship consideration from the State and Division levels.

9-10. At its discretion, the Professional Development Committee may provide full registration scholarships if sufficient funds are available.

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5.4 Point Determination Schedule

30 Points Minimum is required.

POSITION: Minimum of one year required.	POINTS
City Clerk, Chief Deputy City Clerk, Deputy City Clerk, or Assistant City Clerk serving under a City Manager with title of City Clerk	35
Deputy or Assistant City Clerk	25
Any Position Other Than Above	20

INSTITUTE SESSIONS ATTENDED	POINTS
Two or more	30
One	25
None	0

OTHER ITEMS	POINTS
1 Point Per Year for CCAC Membership (Maximum 15 Points)	15
1 Point Per Year for IIMC Membership (Maximum 5 Points)	5
1 Point Per Year for Officer in Division or State (Maximum 10 Points)	10
1 Point for Each State Conference Attended (Maximum 10 Points)	10

6. **ALTERNATE SCHOLARSHIP PROGRAM CRITERIA**

1. Applicant must be a full time Municipal Clerk or Deputy Clerk and have a minimum of one year service as an appointed or elected Municipal Clerk, Assistant, Chief Deputy, Deputy, or Clerk performing the duties commensurate to duties performed by a Municipal Clerk in any city in the State of California.

2. Applicant must be a member in good standing of CCAC for one year at the time of attendance of the educational session.
3. Scholarship applications will be considered and scholarships awarded based on the following applicant criteria:
  - a) Those who are members in good standing of CCAC and IIMC and actively pursuing their CMC, Recertification, or MMC;
  - b) The applicant's number of service years as a full-time City Clerk;
  - c) The applicant's number of service years as a full-time Assistant, Chief Deputy, Deputy City Clerk, or Clerk as described above;
  - d) Applicant's municipality has not provided full funding or allocated only partial funding for travel, training, conferences, etc. in the municipality's budget.
4. Awards will be granted on a FIRST COME, FIRST SERVE basis. A limit of one scholarship per person per fiscal year, not to exceed \$300, will be awarded.
5. Scholarship funds may only be used for the CCAC Nuts & Bolts Workshop, MMC Academy sessions (similar to one-day academy sessions held prior to CCAC Annual Institute), IIMC Online Learning Institute courses, or New Law & Election Seminar (NLES).
6. If an attendee is unable to attend the educational session for which the scholarship was granted, the scholarship may be utilized at another approved educational session held within the same fiscal year.
7. The deadline for submitting an application is May 1.
8. Attendees will pay in advance for their educational session. After verification that the educational session is completed and a receipt is submitted to the CCAC Professional Development Representatives (PDR) subcommittee, a member of the subcommittee will notify the Professional Development Director and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities directly, as appropriate, for a scholarship in an amount up to \$300.00.
9. MAIL, EMAIL OR FAX YOUR APPLICATION TO STATE PROFESSIONAL DEVELOPMENT DIRECTOR ONLY. A COPY WILL BE SENT TO YOUR DIVISION PRESIDENT FOR YOU. THIS WILL AVOID DUPLICATION AND CONFUSION.
10. If you fax or email your application, there is no need to forward a copy via mail.

**7. CCAC ANNUAL CONFERENCE SCHOLARSHIP POLICY AND PROCEDURES**

Scholarships are awarded for attendance at the CCAC Annual Conference. Three scholarships are awarded, one to each Division (Central, Northern and Southern).

The Immediate Past President is responsible for awarding the CCAC Annual Conference scholarships. The Immediate Past President shall notify CCAC members of the application period and provide the application. The application deadline should be set in order to allow for travel accommodations by scholarship recipients.

The Immediate Past President will review the applications and select the recipients from each Division. All applicants shall be informed of the scholarship recipients by March 1. The Immediate Past President shall also inform the CCAC Treasurer and President of the scholarship recipients.

Payment will be made following the conference and upon submittal of receipts of expenditures. The CCAC Treasurer shall notify the scholarship recipient of additional specifics related to the award of scholarship including reimbursement process.

7.1 Criteria for Award of Scholarship:

1. Applicant must be a member of CCAC and be either a City Clerk, Deputy if City Manager serves as City Clerk, Board Clerk or District Clerk
2. Applicant must have not attended a previous CCAC Annual Conference
3. Applicant's organization must have limited City Funds available for attendance
4. Applicant must be current in CCAC membership dues

7.2 The following expenses are covered by the CCAC Annual Conference Scholarship:

1. CCAC Annual Conference Registration
2. Hotel for two nights - shared accommodations are encouraged
3. Transportation in an amount not to exceed \$200

**8. POLICY HISTORY**

Previously captured in the following Appendices of the Executive Board Policies in effect prior to April 2013:

- a. Appendix III – Institute Scholarship Policy
- b. Appendix IV – Scholarship Point Determination Schedule
- c. Appendix VI – Scholarship For CCAC Annual Conference; last amended 06/2011.

**9. X-REF (if applicable)**

**Attachment** – Scholarship Application form

Scholarship Application  
CCAC Annual Conference

(Award subject to CCAC Executive Board Scholarship Policy for Annual Conference – Appendix VI)  
Please Print or Type

Name \_\_\_\_\_

City \_\_\_\_\_ Title \_\_\_\_\_ Date appointed to current position \_\_\_\_\_

CCAC Division  Central  Northern  Southern

Business Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

CCAC Membership: \_\_\_\_\_ years  Certified Municipal Clerk (CMC)

IIMC Membership: \_\_\_\_\_ years  Master Municipal Clerk (MMC)

Are you working towards your CMC or MMC? Yes \_\_\_\_\_ No \_\_\_\_\_

College degree in related field (indicate degree) \_\_\_\_\_

Committee Service \_\_\_\_\_

Other Comments \_\_\_\_\_

Have you ever attended a CCAC Annual Conference: Yes \_\_\_\_\_ No \_\_\_\_\_

Funding available in current year's budget for your travel, conferences, training, etc.

Attendance at Division Meetings Regular \_\_\_\_\_ Seldom \_\_\_\_\_ Never \_\_\_\_\_

If seldom or never, why? \_\_\_\_\_

I hereby submit this application for financial assistance to attend the CCAC Annual Conference in April. I understand my application will be evaluated based on criteria established by CCAC. The information supplied hereon is true and correct to the best of knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed application should be faxed or emailed to CCAC immediate past president.

For Official Use Only

- CCAC Membership Confirmed
- Scholarship Awarded
- Recipient Notified - Date \_\_\_\_\_



DRAFT