



CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

MINUTES
October 29, 2016
12:00 p.m.

1. CALL TO ORDER

President Jasso called the meeting to order at 12:02 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Jose Jasso, President
- Wendy Klock-Johnson, First Vice-President
- Stephanie D. Smith, Second Vice-President
- Susan Domen, Treasurer
- Britt Avrit, Recording Secretary
- Randi Johl, Legislative Director
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- April Sousa, Region 1 Director
- Mindy Cuppy, Region 2 Director
- Luisa Zavala, Region 4 Director
- Ricca Charlon, Region 5 Director, attended via conference call
- Vicki Kasad, Region 6 Director
- Jerryl Soriano, Region 7 Director
- Kerry Bigelow, Region 9 Director
- Anthony Mejia, Region 11 Director
- Tom Graves, Region 13 Director
- Deborah Padovan, Region 15 Director
- Margaret Wimberly, Region 15 Director, attended via conference call
- Kathy Flamson, Region 16 Director

EXCUSED ABSENCES

- Nora Pimentel, Region 3 Director
- L. Diane Caldwell, Region 8 Director
- Denise Basham, Region 10 Director

President Jasso administered the Oath of Office to incoming Board Members Wendy Klock-Johnson, First Vice-President; April Sousa, Region 1 Director; Jerryl Soriano, Region 7 Director; Deborah Padovan, Region 14 Director and Kathy Flamson, Region 16 Director.

3. INTRODUCTIONS/ANNOUNCEMENTS

None

4. MINUTES

- a. Approval of October 5, 2016 Meeting Minutes

Cuppy moved and Zavala seconded to approve the October 5, 2016 Minutes; motion carried unanimously.

- b. Ratify October 11, 2016 E-vote (Confirmation of 3 Region Director Appointments)

Ortiz moved and Padovan seconded to ratify the October 11, 2016 E-vote minutes; motion carried unanimously.

- c. Ratify October 19, 2016 E-vote (Amend Regional Education Consultant Agreement)

Kasad moved and Flamson seconded to ratify the October 19, 2016 E-vote; motion carried unanimously.

5. TREASURER'S REPORT (Domen)

Domen presented the financials for July, August and September, 2016; stated the Association is financially stable, current balance of approximately \$273,000 in checking and savings accounts.

Discussion took place regarding the establishment of the Pat Hammers Memorial Scholarship Fund; the fund will be established and funds will begin rolling out as soon as the accounts from the Divisions have been closed out and finalized.

No action required; receive and file only.

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Consider extension/renewal/new contract agreement with Rex Osborn (Jasso)

Clarification was made regarding the amount of the contract; \$24,000 over the contract period at \$8,000 a year.

Smith moved and Soriano seconded a motion to approve the extension/renewal/new contract agreement with Rex Osborn; motion carried unanimously.

- b. Amendments to the Athenian Dialogue Policy (Mejia)

Mejia discussed the background and the changes to the policy that were provided to the Board. Discussion among the Board and additional changes, not included in the recommended policy, included 1) allowing the Professional Development Director to appoint a “person most knowledgeable” as an AD Coordinator for a term of two years with eligibility for re-appointment; 2) the coordinator will serve on the Education Committee and will be invited to attend CCAC Board goal setting; and 3) not allowing dialogues to be held in the same geographic region unless a demonstrated interest is received and approved by the Coordinator.

Domen moved and Flamson seconded a motion to approve the amendments to the Athenian Dialogue Policy as provided and discussed; motion carried unanimously.

- c. Receive report from Professional Development Director and consider adopting a new Scholarship Application that combines both the Institute and Alternative Scholarship Program into one application, and revised changes to the CCAC Scholarships Policy specifically to the criteria for Institute Scholarships and the Alternative Scholarship Program (Abrahamson)

Abrahamson discussed the revisions to the Scholarship Application; an additional recommendation from the Board for the Application was discussed - Item ‘B’ under ‘Additional institute Points’ will be removed.

Discussion took place regarding the CCAC Annual Conference Scholarships. Abrahamson will work with Pope and get input for Board action regarding the best course of action to address (newly revised/numbered) Section 8 as it relates to awarding three scholarships, one to each Division as the Division structure no longer exists.

Avrit moved and Abrahamson seconded a motion to adopt the revised Scholarship Application and the revised CCAC Scholarships Policy as provided and discussed; motion carried unanimously.

d. Regional Meeting Sponsorships (Abrahamson)

Abrahamson presented on behalf of Freels; allows vendor sponsorship for Regional Meetings in addition to annual conference.

Mejia moved and Domen seconded a motion to adopt the proposed Regional Sponsorship Package options presented; motion carried unanimously.

e. Raffles at Region Meetings (Abrahamson)

Abrahamson discussed the recent practice of the previous Divisions having raffles at their Division meetings; discussion took place regarding whether this should continue.

Domen moved and Klock-Johnson seconded a motion that no raffles will be held at Regional Training events and the Board will revisit in the future if a determination is made that additional revenue is needed; motion carried unanimously.

f. Discussion and action related to directing the Professional Development Director to negotiate an agreement with Pamela Miller, Institute Director for the MMCA to run the one-day Academy prior CCAC's Annual Conference which will allow an opportunity for additional CMC and MMC education points (Abrahamson)

Abrahamson discussed the background leading up to this item; discussion took place regarding the revenues and expenses related to the Academy and the amount Pamela Miller has indicated she will charge to continue this service for the Association.

Johl moved and Smith seconded a motion to direct the Professional Development Director to negotiate an agreement with Pamela Miller for authorization of \$1,000 up to \$1,500 to facilitate future one-day Academies; motion carried unanimously.

g. Proposal to offer prorated/mid-year dues (Klock-Johnson)

Klock-Johnson discussed the history leading up to this item. **No action taken by the Board at this time.**

h. Setting criteria for designation of life time membership (Klock-Johnson)

Klock-Johnson discussed the proposed amendment to the CCAC Bylaws – Article III Membership. Discussion among the Board took place and recommended changes to the proposed Bylaw Amendment regarding Lifetime Membership were provided.

Abrahamson moved and Avrit seconded a motion to approve the proposed amendment to the CCAC Bylaws - Article III, Membership with the following modifications to Lifetime Membership: 1) amending Section 3.4 of the proposed amendment to provide that the Board considers applications of this nature at “its next Regular Board Meeting” as opposed to “the meeting following the CCAC Annual Conference,” and 2) combining Sections ‘d’ and ‘e’ in proposed Section 3.4 by removing the word ‘or.’

i. Disposition of Division Records (Kasad)

Kasad stated she has documents from the Southern Division and is unsure where or how they should be retained.

Direction was given to follow the adopted policy and retention schedule for the appropriate records, converting permanent records currently held in paper form to electronic form and store in Dropbox until a permanent solution to the Associations records is determined; **no action needed.**

j. Update to Board Manual with regard to the responsibilities of Presidential Appointments (Klock-Johnson)

Klock-Johnson requested this item be continued.

k. Conducting business with vendors (Klock-Johnson)

Klock-Johnson requested this item be continued.

l. Committees and Scholarships (Domen)

Domen discussed the management of CCAC Committees and Scholarship awardees. OAMR has a high level of participation with their committees and does an exceptional job managing their committees; discussion among the Board took place regarding requiring those awarded scholarships to give-back to the Association by participating on a Committee.

Direction was given to Domen and Johl to look deeper into this issue and return to the Board with a recommendation if needed; **no action needed.**

m. Educational Registrations (Domen)

Domen discussed the proposed requirement to have all registrations for events be done online with no mail in registration or on- site registration be permitted.

Avrit moved and Bigelow seconded a motion to approve the proposal as submitted; motion carried unanimously.

n. Budget Approval (Domen)

Domen discussed the proposed budget and stated some line items continue to be cleaned up as they were coded incorrectly; requested a mid-year budget review when the Board will have more accurate information.

Johl moved and Klock-Johnson seconded a motion to approve the proposed budget; motion carried unanimously.

8. DIRECTORS' REPORTS

a. First Vice President (Klock-Johnson)

Klock-Johnson reported the transition of membership responsibilities to Second Vice President Smith is moving forward, and stated she will be working on changes to various policies related to the dissolution of the Divisions.

b. Second Vice President (Smith)

Smith stated she will be providing Region Directors with spreadsheets listing their Region Members.

c. Communications Director (Ortiz)

Ortiz requested that Region Directors who have had Region Training Events submit information for the Official Word; stated future article schedule will follow the Region training schedule; stated the OW will continue with its current format until the committee that was formed has a recommendation; offered to make any website updates needed.

d. Legislative Director (Johl)

Johl discussed the selection of the new Executive Director for the League of CA Cities; upcoming League Leaders meeting will be setting new goals; continues to work on the presentation for the New Law & Elections Seminar.

e. Professional Development Director (Abrahamson)

Abrahamson stated the recent Nuts & Bolts training that was held in Brea was sold out; Nuts & Bolts being held in Rancho Cordova is coming up; New Law & Election Seminar is sold out; discussed working with the Education Committee and planning the upcoming Annual Conference.

f. Region Directors

1. Region 1 Report (Sousa)

Sousa reported Region 1 recently held a great training opportunity with 7 people in attendance.

2. Region 2 Report (Cuppy)

Cuppy reported Region 2's training will held November 4, 2016.

3. Region 3 Report (Pimentel)

No report

4. Region 4 Report (Zavala)

Zavala stated the Region 4 Training Opportunity will take place in January and has ideas for contacting other cities for future Trainings.

5. Region 5 Report (Charlon)

Charlon stated she has reached out to the cities in her Region to introduce herself and stated her training will be held in February; she will be reaching out to her region's cities.

6. Region 6 Report (Kasad)

Kasad stated her training is November 2nd with 30 people registered.

7. Region 7 Report (Soriano)

Soriano stated Region 7's training is being held November 10th.

8. Region 8 Report (Caldwell)

No report

9. Region 9 Report (Bigelow)

Bigelow stated Region 9 recently held a Training Opportunity which was well attended; she surveyed those in attendance for suggested future training topics – the responses include FPFC Forms and written communication skills.

10. Region 10 Report (Basham)

No report

11. Region 11 Report (Mejia)

No report

12. Region 12 Report (vacant)

No report

13. Region 13 Report (Graves)

No report

14. Region 14 Report (Padovan)

No report

15. Region 15 Report (Wimberly)

No report

16. Region 16 Report (Flamson)

Flamson stated Region 16's training will take place in January; she will be looking for a city to host; Diane Gladwell is handling the training.

g. Past President (Pope)

No report

9. IIMC REPORT (Nicol)

No report

10. PRESIDENT'S REPORT (Jasso)

President Jasso thanked the Board for a great goal setting.

11. ADJOURNMENT

President Jasso adjourned the meeting at 1:50 p.m.