



CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

MINUTES
December 2, 2016
12:00 p.m.

1. CALL TO ORDER

President Jasso called the meeting to order at 12:20 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Jose Jasso, President
- Byron Pope, Past-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
- Nora Pimentel, Region 3 Director
- Luisa Zavala, Region 4 Director
- Vicki Kasad, Region 6 Director
- Jerryl Soriano, Region 7 Director
- L. Diane Caldwell, Region 8 Director
- Kerry Bigelow, Region 9 Director
- Anthony Mejia, Region 11 Director
- Tom Graves, Region 13 Director
- Deborah Padovan, Region 14 Director
- Kathy Flamson, Region 16 Director

EXCUSED ABSENCES

- Mindy Cuppy, Region 2 Director
- Ricca Charlon, Region 5 Director
- Denise Basham, Region 10 Director
- Margaret Wimberly, Region 15 Director

**Avrit moved and Kasad seconded to excuse the absent Board Members;
motion carried unanimously.**

3. INTRODUCTIONS/ANNOUNCEMENTS

The Board welcomed Region 3 Director, Nora Pimentel and Region 8 Director, Diane Caldwell.

4. MINUTES

a. Approval of October 29, 2016 Meeting Minutes

Domen discussed her motion regarding Item No. 7b from the October 29, 2016 meeting. The presented minutes are as follows: 3) not allowing dialogues to be held in the same geographic region within six months unless a demonstrated interest is received and approved by the Coordinator. The motion should be amended to read 3) not allowing dialogues to be held in the same geographic region unless a demonstrated interest is received and approved by the Coordinator.

Avrit moved and Ortiz seconded to approve the October 29, 2016 Minutes as amended; motion carried with Mejia opposed.

5. TREASURER'S REPORT (Domen)

Domen presented the Treasurer's report; the report shows a loss of \$77,000 which isn't the case as this represents designated funds for the Divisions and each of the Divisions spent their funds which zeroed out the designated funds.

Smith moved and Soriano seconded to approve the Treasurer's Report; motion carried unanimously.

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Revision to Mentoring Policy (Kasad)

Kasad stated this revision cleans up the existing Mentoring Policy and mirrors the changes made to the Athenian Dialogue Policy at the Goal Setting Session in October.

Discussion included clarification of retaining a Committee that will be working with the Coordinator. Additional minor changes to the policy are needed in addition to what was provided to the Board as references to “Professional Development Representatives” need to be removed.

Johl moved and Zavala seconded a motion to approve the revised Mentoring Policy; motion carried unanimously.

b. Communications Strategy – Official Word (Mejia)

Mejia discussed the proposed recommendations provided in the report.

Mejia moved and Graves seconded a motion to approve moving to an e-newsletter and provided \$500 to begin the process of developing the e-newsletter.

Discussion took place regarding utilizing a subscription based e-newsletter with possible vendors Member Clicks or Constant Contact; moving communications with CCAC Members away from using the ListServe and discussion of budget availability for this project.

1) explore pilot program for e-newsletter, 2) explore using Member Clicks or Constant Contact \$200 3-month subscription for Constant Contact, if this vendor is the best way to go and 3) \$300 “just-in-case” funds for a branded template, no commitment to using Constant Contact past 3-months;

Johl moved and Avrit seconded an amended motion to explore a pilot program for e-newsletter options and approved providing funds not to exceed \$500 for a 3-month subscription, if needed, with Contact Contact and “just-in-case” funds; motion carried unanimously.

c. Amendments to MMC Recognition Policy (Mejia)

Mejia discussed either updating this policy or eliminating it as it isn’t clear if the policy is being followed.

Discussion took place regarding the process as it was handled in the past by CCAC and the recognition received from IIMC for Clerks who obtain their MMC. Additionally, discussion took place regarding notifying the Board of the Clerks who have obtained their CMC’s or MMC’s.

Johl moved and Abrahamson seconded a motion to approve the MMC Recognition Policy as presented with an amendment to Section 5.1 – removing the words “via the Official Word”; motion carried unanimously.

d. Discussion and Agreement on the name for Region Meetings (Abrahamson)

Abrahamson stated this item is begin discussed as a result of Goal Setting; discussion took place and the Board decided to title Region Meetings “CCAC Education Workshop, Hosted by Region XX.”

Direction given, no vote needed.

e. Accept and agree to terms of service provided by Pamela Miller for the CCAC One-Day Academy prior to the start of the Annual CCAC Conference (Abrahamson)

Abrahamson discussed direction she was given by the Board at Goal Setting regarding negotiating with Pamela Miller; the terms have been discussed and are provided in the report with the agenda.

Discussion took place regarding capping sessions due to space or other limitations at the Conference venue.

Domen moved and Pimentel seconded a motion to accept the terms of service as presented; motion carried unanimously.

f. Updates from Goal Setting Workgroups (Workgroup Chairs)

Smith provided an update on the ‘Toolkit’ workgroup; committee members are gathering various documents and templates to place in the ‘Toolkit.’

Johl discussed the progress on the committees she is working with; job descriptions and Board Member 101.

Abrahamson discussed actions taken with regard to the need for presenters at Region Workshops; encouraged Region Directors to keep her updated with presenters at upcoming workshops.

8. DIRECTORS’ REPORTS

a. First Vice President (Klock-Johnson)

No Report

b. Second Vice President (Smith)

Smith discussed membership renewals will be arriving via email the first week of December and stated the CCAC store at the annual conference will be managed by Marilyn Bonus, Deputy City Clerk City of Ontario.

c. Communications Director (Ortiz)

No Report

d. Legislative Director (Johl)

No Report

e. Professional Development Director (Abrahamson)

Abrahamson stated the Professional Development Committee met and has awarded scholarships to more than 50 individuals and stated the committee is working on ideas for the upcoming Annual Conference; stated the next Nuts & Bolts training is being held in February in Rancho Cordova.

f. Region Directors

1. Region 1 Report (Sousa)

Sousa thanked Second Vice-President Smith for providing the member list for her region and has reached out to a Clerk who isn't currently a member of CCAC.

2. Region 2 Report (Cuppy)

No Report

3. Region 3 Report (Pimentel)

Pimentel stated she is looking forward to working with the Board and stated Region 3 recently hosted a successful workshop.

4. Region 4 Report (Zavala)

Zavala stated Region 4's upcoming workshop is being held in Tulare on January 24th and will cover E-Records.

5. Region 5 Report (Charlon)

No Report

6. Region 6 Report (Kasad)

Kasad stated Region 6 held a well-attended workshop in November.

7. Region 7 Report (Soriano)

Soriano stated Region 7 held a workshop in November and will host in June which may be held in the City of Corona.

8. Region 8 Report (Caldwell)

Caldwell stated Region 8 will host a workshop in January at the City of Imperial covering E-Records.

9. Region 9 Report (Bigelow)

Bigelow stated Region 5 will host its next workshop in May.

10. Region 10 Report (Basham)

No Report

11. Region 11 Report (Mejia)

Mejia stated Region 11 will be hosting a workshop in February in Santa Clarita and encouraged everyone to sign up for Athenian Dialogues.

12. Region 12 Report (*vacant*)

No report

13. Region 13 Report (Graves)

Graves stated Region 13 will be hosting a workshop in April and thanked the City of Salinas for their generosity at their recent workshop and discussed Hollister's upcoming Athenian Dialogue.

14. Region 14 Report (Padovan)

Padovan stated Region 14 will host a workshop in Atherton in March and is considering using Survey Monkey for future workshops to determine where the Members would like to meet.

15. Region 15 Report (Wimberly)

No Report

16. Region 16 Report (Flamson)

Flamson stated Region 16 is hosting a workshop January 27th covering E-Records and the next workshop will be held in Petaluma in July.

g. Past President (Pope)

Pope offered his assistance to anyone who may need it, discussed the nomination period for the Pat Hammers award and discussed reaching out to agencies that may not be CCAC members.

9. PRESIDENT'S REPORT (Jasso)

President Jasso discussed his visit with Clerks in Alaska and stated a conference call should be held soon for planning the Annual Conference.

Abrahamson discussed a draft sponsorship package that will be sent to the Board.

Discussion took place regarding FAQ's for the CCAC website.

10. ADJOURNMENT

President Jasso adjourned the meeting at 1:49 p.m.