



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE TELECONFERENCE
SPECIAL BOARD MEETING

MINUTES
June 5, 2017
3:00 p.m.

1. CALL TO ORDER

Second Vice-President called the meeting to order at 3:04 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

PRESENT

- Byron Pope, Past-President
- Stephanie D. Smith, Second Vice-President
- Susan Domen, Treasurer
- Britt Avrit, Recording Secretary
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- Nora Pimentel, Region 3 Director
- Luisa Zavala, Region 4 Director
- Ricca Charlon, Region 5 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
- Michelle Ascencion, Region 12 Director
- Deborah Padovan, Region 14 Director
- Margaret Wimberly, Region 15 Director

EXCUSED ABSENCES

- Jose Jasso, President
- Wendy Klock-Johnson, First Vice-President
- Randi Johl, Legislative Director
- April Sousa, Region 1 Director
- Mindy Cuppy, Region 2 Director
- Denise Basham, Region 10 Director
- Tom Graves, Region 13 Director
- Kathy Flamson, Region 16 Director

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

3. MINUTES

- a. **Approve 04-25-17 Special Board Meeting Minutes**
Soriano moved and Pimentel seconded to approve the 4-25-17 Special Board Meeting Minutes; motion carried unanimously.
- b. **Approve 04-27-17 Special Board Meeting Minutes**
Soriano moved and Pimentel seconded to approve the 4-27-17 Special Board Meeting Minutes; motion carried unanimously.

4. NEW BUSINESS/ACTION/DISCUSSION ITEM

- a. Region Workshops Education Program Delivery for 2017-18 Discussion and Direction to Professional Development Director

Professional Development Director Abrahamson requested that Treasurer Domen provide a report regarding revenues and expenses for education regional workshops and provided a recap of the items the Board discussed at its prior meeting.

Second Vice President Smith turned the meeting over to First Vice-President Klock-Johnson at this time.

Treasurer Domen provided information regarding the education revenue and expenses status to date.

Legislative Director Johl arrived at the meeting at this time.

Extensive discussion took place regarding how to continue education programs that will be financially viable and still provide the Region Directors with flexibility to choose the workshop topics and the education providers.

Abrahamson moved and Pope seconded to allow each region one training session per year for which the training provider would receive a stipend of \$1,000, plus reasonable travel costs, for the delivery of a newly developed training session or \$500, plus reasonable travel costs, for delivery of a repeat-content training session. The second training session in each region would either be at the \$500 (repeat-content training) level or the regional director would need to secure a trainer at no cost; motion carried unanimously.

Abrahamson moved and Padovan seconded to increase the price of regional education workshops to \$50 for members and \$75 for non-members, which would include lunch; motion carried with Abrahamson, Ascencion, Bigelow, Domen, Johl, Kasad, Klock-Johnson, Ortiz, Padovan, Pimentel, Pope, Soriano, Wimberly, and Zavala in favor; and Caldwell and Mejia opposed.

The Board considered the following questions:

- *Shall the existing contracts (with insurance and “additional insured” endorsement) with Rex Osborne, Maureen Kane, and Diane Gladwell be extended for an additional year?*

The Board determined that the existing contracts and fees were no longer applicable and that a new RFP would need to be developed. Abrahamson, Johl, and Domen stated they would work on the RFP.

- *Shall the fee remain at \$2,000 per session for contracted providers with insurance and “additional insured endorsement”?*

The Board previously voted to amend the training fees to offer reasonable travel costs, plus a \$1,000 stipend for newly developed material and \$500 for training consisting of repeat content.

- *Shall the insurance requirement with “additional insured” for contracted providers at \$2,000 level remain?*

The Board determined that the insurance requirement with “additional insured” would remain for any contracted provider.

- *If the commitment to the first philosophy bullet above is retained, to what extent will each contracted provider be required to comply (# of repeated topics, # of sessions not required to repeat)? Shall the fee remain at up to \$1,500 for Pamela Miller as a contracted provider (with insurance and without “additional insured endorsement”)?*

The Board determined that the questions were no longer relevant following actions already taken at the meeting.

Abrahamson stated the changes to the Education Program that were adopted under Item 4B would be in effect for the following fiscal year, October 2017 through September 2018.

b. FY 17-18 Budget discussion and adoption

Treasurer Domen stated that the proposed Fiscal Year 17/18 budget would need to be amended in light of the actions taken at the meeting. The board agreed to vote on the scholarship budget at that time and postpone voting on the remainder of the budget until the revised document was presented.

Treasurer Domen discussed the proposed scholarship budget and stated past-years’ budgets included \$33,000 for institute scholarships and \$3,000 for education program scholarships (formerly referred to as “Alternative” scholarships). She reported that NetFile had contributed \$3,000 for scholarships that were not designated to any specific scholarship fund. Mejia stated that the Pat Hammers scholarship fund consisted of ten \$300 scholarships per year, which were dedicated for scholarships to Nuts and Bolts.

Johl moved and Mejia seconded to approve the scholarship budget, which would consist of the same amounts as the previous year and add the \$3,000 contribution from NetFile for general scholarships (specific scholarship fund not specified) and \$3,000 from the Pat Hammers scholarship fund to be used for Nuts and Bolts scholarships (a total of 10 scholarships at \$300 each); motion carried unanimously.

Treasurer Domen stated she would revise the proposed FY 17/18 budget and distribute to the Board for consideration. There was consensus of the Board to consider the revised budget via electronic vote.

5. ADJOURNMENT

First Vice-President Klock-Johnson adjourned the meeting at 4:29 p.m.