



## CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

**MINUTES**  
**April 20, 2018**  
**12:15 p.m.**

### **1. CALL TO ORDER**

President Klock-Johnson called the meeting to order at 12:16 p.m.

### **2. ATTENDANCE/ABSENCES**

#### **ROLL CALL**

- Wendy Klock-Johnson, President
- Jose Jasso, Past-President
- Stephanie Smith, First Vice-President
- Patrice Olds, Second Vice-President
- Susan Domen, Treasurer
- Randi Johl, Legislative Director
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- Britt Avrit, Recording Secretary
- April Sousa, Region 1 Director
- Donna Settles, Region 2 Director
- Jennifer Ferraiolo, Region 3 Director
- Yvonne Spence, Region 4 Director
- Melinda Sayre, Region 5 Director
- Jerryl Soriano, Region 7 Director
- L. Diane Caldwell, Region 8 Director
- Kerry Bigelow, Region 9 Director
- Michelle Ascension, Region 12 Director
- Patricia Barajas, Region 13 Director
- Jennifer Woodworth, Region 14 Director
- Margaret Wimberly, Region 15 Director
- Kathy Flamson, Region 16 Director

#### **ABSENT**

- Vicki Kasad, Region 6 Director
- Kelly Lore, Region 10 Director
- Denise Anderson-Warren, Region 11 Director

**Smith moved and Flamson seconded to approve the absences; motion carried unanimously.**

### **3. INTRODUCTIONS/ANNOUNCEMENTS**

None.

### **4. INSTITUTE DIRECTOR UPDATES**

Institute Director Miller discussed upcoming academies; MMC academies are scheduled for August 22-24, 2018 in Pomona and February 6-8, 2019 in San Jose; Fall, 2019 dates will be announced soon.

Institute Director Kane discussed 2019 TTC dates and stated she is instituting a deadline for registration. Additionally she discussed the University of California, Riverside (UCR) Certificate Program and the associated upcoming deadlines for applying for the Certificate. Ms. Kane stated she consulted with UCR and unfortunately, those individuals who did not attend TTC are unable to apply for the Certificate. Ms. Kane further discussed her and Ms. Miller's relationships with the University; they are volunteers and are not paid by the University.

Ms. Miller thanked the Board for the opportunity to speak and offered to provide a presentation of the history of the institutes at a future Board Meeting.

Ms. Miller discussed the creation of a new program currently titled 'Developing Skills as Trainers' to provide the "next generation of trainers" for the Association. The dates for this program are scheduled for November 1-3, 2018 and November 29, 2018 – December 1, 2018 for a total of 22 instructional hours each session. This is a "joint venture" pilot program between the two Institutes. The program will be kept to 24 participants with the following criteria: 1) must have earned CMC or Certified Clerk of the Board and 2) must have attended CEPO, TTC, MMCA or "some other adult education training model program or have proven experience in training using adult education training models." Ms. Miller and Ms. Kane requested support from the Board for potential scholarships for this program and stated funds for the Institutes and this program will be separate.

Discussion among the Board, Ms. Kane and Ms. Miller included discussion of why Ms. Miller and Ms. Kane are targeting individuals who have obtained their CMC as opposed to those who have obtained their MMC; the intent is to not limit the pool of people; if there are more people than spots, they may start with MMC's first, then go to time on the job, training experience, etc. For the initial group, the target is those people who want to train as opposed to those who are obtaining points for MMC status.

## 5. MINUTES

- a. Approve December 15, 2017 CCAC Board Meeting Minutes  
**Olds moved and Barajas seconded to approve the Minutes as presented; motion carried unanimously.**
- b. Ratify January 9-11, 2018 E-vote Minutes (use of Survey Monkey and related expense) **Johl moved and Smith seconded to approve the Minutes as presented; motion carried unanimously.**
- c. Ratify February 23 – March 7, 2018 E-vote Minutes (S. Tilton Quill Award Nomination) **Abrahamson moved and Flamson seconded to approve the Minutes as presented; motion carried unanimously.**

## 6. TREASURER'S REPORT (Domen)

Domen stated the Treasurer's reports are part of the agenda packet and opened the floor for questions, there were none.

**No action needed; receive and file.**

## 7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Vendor, Consultant and Management Company Update  
Second Vice President Olds introduced Justin Lewis from Smith, Moore and Associates. This company handles the financial accounting, telephone answering service and manage membership for CCAC. Justin Lewis, a partner of Smith Moore & Associates (SMA), provided an overview of services that SMA provides, noted that communication could be improved and stated they would like to attend board meetings to understand more about the associations services. A discussion ensued on the Memberclicks database program. It was determined that a subcommittee comprised of the Treasurer, the Communications Chair and the 2nd Vice-President will meet with Smith Moore and discuss service issues and database direction
- b. Discussion regarding establishing guidelines for CCAC and IIMC campaigns (Klock-Johnson)  
President Klock-Johnson discussed IIMC's Campaigning guidelines and proposed taking those guidelines and amending them to fit CCAC; the IRS has regulations pertaining to non-profit associations.

President Klock-Johnson discussed the emotions surrounding the topic and stated she believes guidelines help the candidates and stated CCAC members choosing to attend training is different than choosing to attend a political campaign event. Instructors may have different opportunities as a candidate that other candidates do not have.

- b. Discussion regarding establishing guidelines for CCAC and IIMC campaigns (Klock-Johnson) **CONTINUED...**

Anthony Mejia read a prepared statement pertaining to this subject which provided history and his opinions related to this topic.

Discussion among the Board included how other states handle Board campaigns, the concerns using instructor platform to campaign and the use of the position of instructor when other candidates do not have that same opportunity. As Elections Officials in local elections, this would not be allowed; for instance current Council Members cannot campaign from the dais. The use of the listserve should be discussed as it relates to campaigns. Currently there are no restrictions in obtaining the membership list to campaign.

It was the consensus of the Board to hold a Special Board Meeting via conference call to allow the full Board to review the information provided at this meeting and to discuss drafting a policy further.

- c. Revisiting By-Law changes; Article III Membership (Olds)  
Second Vice President Olds discussed the history of this topic and discussed the timing related to this issue as By-Law changes have to go to the membership for a vote.

Discussion took place regarding membership charges for lifetime members and for retirees.

**Klock-Johnson moved and Ferraiolo seconded to proceed with a bylaw amendment to remove lifetime member and only have the retiree category without a fee; motion carried unanimously**

- d. Proposed Athenian Dialogue Policy amendment  
Athenian Dialogue Director Mejia discussed amending the Athenian Dialogue Policy to allow the host City to have one free attendee.

Discussion among the Board included discussion of the impact on the revenue received; no incentive needed as there are plenty of city's who are willing to host Athenian Dialogues; this is not done for Region Workshops nor was it done in the past for Division Meetings.

**Johl moved and Olds seconded having the Treasurer provide a financial impact of this proposal and the impact on scholarships as it relates to Athenian Dialogues; motion carried unanimously**

- e. Letter of Support for the City of Palm Springs' bid to host 2023 IIMC Annual Conference  
Professional Development Director Abrahamson stated she will be recusing herself from this vote as she is the incoming Director for the Region IX Conference Committee and will be considering this item at a future meeting and left the room at this time.

**Smith moved and Johl seconded to recommend the City of Palm Springs to host the 2023 IIMC Annual Conference; motion carried unanimously**

## **8. DIRECTORS' REPORTS**

- a. First Vice President (Smith)  
Smith stated she will be preparing a request for presenters and topics for next year's Annual Conference through listerve.
- b. Second Vice President (Olds)  
Olds reported on progress on the membership database clean-up and that follow-up on nonrenewals will be going out soon.
- c. Communications Director (Ortiz)  
No report
- d. Legislative Director (Johl)  
Johl stated the League is starting to put the education program together for the New Law and Election Seminar to be held in San Francisco on December 12-14, 2018.
- e. Professional Development Director (Abrahamson)  
Abrahamson discussed upcoming deadline for scholarships, Central Nuts & Bolts and Northern Nuts & Bolts.
- f. Region Directors
  - 1. Region 1 Report (Sousa)  
Sousa discussed Region 1's Region Workshop.
  - 2. Region 2 Report (Settles)  
Settles discussed upcoming Region Workshop on June 15, 2018 and Athenian Dialogue on June 16, 2018 in Beaumont.
  - 3. Region 3 Report (Ferraiolo)  
Ferraiolo discussed her event in March in Lodi.
  - 4. Region 4 Report (Spence)  
Spence stated a Region 4 Workshop will be held in August in Bakersfield and an Athenian Dialogue will be held in Fresno in September.
  - 5. Region 5 Report (Sayre)  
Flamson, on behalf of Sayre, stated Region 5 is working to plan planning a Region Workshop for October.

- 6. Region 6 Report (Kasad)**  
No report
  - 7. Region 7 Report (Soriano)**  
Soriano stated that a Region 7 Workshop will be held in June.
  - 8. Region 8 Report (Caldwell)**  
Caldwell stated a Region Workshop will be held October 18, 2018 in Brawley.
  - 9. Region 9 Report (Bigelow)**  
Bigelow discussed planning for the upcoming Region 9 workshop in September.
  - 10. Region 10 Report (Lore)**  
No report
  - 11. Region 11 Report (Anderson-Warren)**  
No report
  - 12. Region 12 Report (Ascencion)**  
Ascencion discussed the recent Region Workshop in March 16<sup>th</sup> in Camarillo and upcoming FPPC Filing Officer training in Thousand Oaks.
  - 13. Region 13 Report (Barajas)**  
Barajas stated a Region 13 Workshop is tentatively scheduled for September 7, 2018 in Salinas. She requested a referral or assistance from clerks or consultants with expertise in elections to provide an elections workshop in Monterey County.
  - 14. Region 14 Report (Woodworth)**  
Woodworth discussed Region Workshop to be held in October in Los Gatos and Election training in San Jose on May 25, 2018.
  - 15. Region 15 Report (Wimberly)**  
Wimberly stated she is working on her Region's upcoming workshop.
  - 16. Region 16 Report (Flamson)**  
Flamson discussed Workshop held January 19, 2018 in Sonoma, the upcoming Region Workshop being held September 28, 2018 and two Athenian Dialogues being held June 6, 2018 and October 13, 2018.
- g. Past President (Jasso)**  
No report.

**9. IIMC REPORT**

President Klock-Johnson stated she is unable to attend the Annual IIMC Conference and has asked Past President Jasso to attend in her absence.

**10. PRESIDENT'S REPORT (Klock-Johnson)**

President Klock-Johnson stated the League is working to improve the listserve and stated it may be moderated by a vendor.

**11. ADJOURNMENT**

President Klock-Johnson adjourned the meeting at 1:54 p.m.