



CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

<p style="text-align: center;">MINUTES October 26-27, 2018</p>
--

CALL TO ORDER

President Smith called the meeting to order at 8:06 a.m. on October 26, 2018

ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Stephanie Smith, President
- Patrice Olds, First Vice-President
- Anthony Mejia, Second Vice-President
- Susan Domen, Treasurer
- Britt Avrit, Recording Secretary
- Mitzi Ortiz, Communications Director
- Shawna Freels, Professional Development Director
- April Sousa, Region 1 Director
- Yvonne Spence, Region 4 Director
- Melinda Sayre, Region 5 Director, attended via conference call
- Vicki Kasad, Region 6 Director
- Steven Aguilar, Region 7 Director
- Adrian Garcia, Region 11 Director
- Kevin Christian, Region 12 Director
- Patricia Barajas, Region 13 Director
- Jennifer Woodworth, Region 14 Director
- Joelle Fockler, Region 15 Director
- JoAnne Buerghler, Region 16 Director

EXCUSED ABSENCES

- Wendy Klock-Johnson, Immediate Past President
- Randi Johl, Legislative Director
- Donna Settles, Region 2 Director
- Jennifer Ferraiolo, Region 3, Director
- Debra Jackson, Region 8 Director
- Zack Beck, Region 9 Director
- Molly McLaughlin Perry, Region 10 Director

Ortiz moved and Barajas seconded to excuse the absent Board Members; motion carried unanimously.

INTRODUCTIONS/OVERVIEW OF THE SESSION

President Smith provided an overview of the goals of the meeting and topics of discussion.

MINUTES

Approval of Meeting Minutes of May 29-31, 2018; June 6, 2018; August 21-28, 2018; October 3-4, 2018

Olds moved and Woodworth seconded to approve the Minutes as presented; motion carried unanimously.

Discussion took place regarding timing for agenda items due to the Recording Secretary and distribution/posting of the Board agendas. It was determined the Recording Secretary will send a meeting request to Board Members 12 days prior to the meeting to remind them agenda items are due to the Recording Secretary, with a copy to the President. It was determined, at a minimum, the agendas would be provided to the Board and posted on the website at least 72 hours in advance pursuant to the Brown Act.

COMMUNICATIONS REPORT (Ortiz)

Discussion took place regarding transitioning to Member Clicks for distribution of the Official Word in a digital format as opposed to the current PDF format. Additionally, it was determined a committee would be formed to explore expanding CCAC's presence on different social media platforms. It was determined the Vice-Presidents should be added as Administrators to the Facebook account. A committee was created to redesign the Region Workshop announcement, and a committee was created to update and refresh the content on the website.

TREASURERS REPORT (Domen)

Domen provided an overview of the Budget process. Discussion took place regarding the cancellation policy and first-time attendees being offered free attendance at their first Athenian Dialogue. Additional discussion took place regarding those first-time attendees cancelling and how the cancellation policy would/should apply. It was determined cancellations for first time attendees of Athenian Dialogues and Board Member cancellations should be included in the policy revisions.

POLICIES DISCUSSION (Olds)

Olds discussed the need to review and update the Board policies. Each Policy was discussed and Board Members had the opportunity to volunteer to work on the policies of their choosing. President Smith will provide a list to the Board after she has spoken with the Board Members who could not attend Goal Setting and determine what Policies they would like to assist with updating.

BYLAWS DISCUSSION (Mejia)

Mejia discussed creating a subcommittee to review the Bylaws for updating. Discussion took place regarding changing the Bylaws to allow Region Directors to have consecutive terms with a 4-year maximum and changing the Bylaws to change the term of the Communications Director and Recording Secretary to 2-years. The Committee will be comprised of the 1st Vice President, 2nd Vice President and the Legislative Director. The Committee will also determine the most appropriate way to change the Bylaws as it relates to retired and lifetime members. A Bylaw amendment will be brought to the Board for consideration at the April Board meeting with the intent to place it on the 2019 ballot.

Kasad moved and Domen seconded to approve the creation of a subcommittee to amend the Bylaws as discussed; motion carried unanimously.

EDUCATION OVERVIEW (Freels)

Freels discussed retention of Learning Assessments and Certificates of Completion for attending Region Workshops. It was determined retention of the Learning Assessments should be transitory, until no longer needed and the Certificates should be 2 years; these will be incorporated into the Policy 113 revision. Freels provided the Board with the current sponsorship options and recommended leaving the levels the same as they were last year. Discussion took place regarding adjusting the form as the sponsorships should follow the fiscal year and not the calendar year. A committee was created to address the scholarship funds remaining from the Northern Division.

Garcia moved and Spence seconded approval of the sponsorship options adjusting to address fiscal year as opposed to calendar year; motion carried unanimously.

Mejia moved and Spence seconded retention of Learning Assessments to be transitory, until no longer needed and retention of Certificates to be 2 years; motion carried unanimously.

Freels discussed the Professional Development Committee's responsibilities and provided an in depth overview of the Region Director's responsibilities and the checklist for holding Region Workshops.

ANNUAL CONFERENCE DISCUSSION (Smith)

Smith provided an overview of the theme, program and presenters for the Annual Conference. Additionally, discussion took place regarding creating a process for requesting RFP's for the Annual Conference 3 years in advance to assist with securing locations. A Committee was created to research this RFP process.

COMMITTEES DISCUSSION (Smith)

Smith discussed expanding the use of committees and stated permission is not needed to create committees. Board Members who create committees are considered the Chair of the committee. Discussion took place regarding having clipboards at the Annual Conference to encourage more involvement of the membership. President Smith requested Board Members provide her with a list of current committees and the members of those committees.

FUNDRAISING DISCUSSION (Domen)

Domen discussed fundraising committee volunteers and the fundraising that took place in the (former) Divisions. Discussion took place regarding fundraising at Region Workshops, potential ways to fundraise at different events and the payment types that would be accepted.

OUTLIER TOPICS

a. Election Timing

Discussion took place regarding potentially changing the timing of the Board Election and the impacts to the League committees, etc. It was determined this topic should be considered by the committee working on the Bylaw revisions/updates.

b. Creation of Membership Director

Mejia discussed the amount of work it takes the 2nd Vice President as it relates to membership; by the time the individual has learned the system, they move to 1st Vice President and the newly elected 2nd Vice President takes over. This process makes it difficult to improve the system/process. Discussion took place regarding potentially eliminating the 2nd Vice President position in favor of creating a Membership Director in an attempt to not increase the number of members on the Board. A committee was created to look at the make-up of the Board and will provide a report at New Law.

c. Digital Repository

Olds discussed upgrading the DropBox account to a business account to use as a collaboration center and repository for Board records.

d. Region IX Director Nomination

Smith discussed nominee Scott Passey's history with IIMC and in the profession.

Avrit moved and Christian seconded to approve the nomination of Scott Passey as IIMC Region IX Director; motion carried unanimously.

e. Parking Lot items

- Ortiz will work to determine if a member of CCAC must be a member of IIMC in order to be part of the Listserve and will link the League Bylaws to the CCAC website.
- Discussion of forming a foundation and adding job descriptions to the website were tabled until, potentially, December.

ADJOURNMENT

President Smith adjourned the meeting at 12:20 p.m. on October 27, 2018.