



## CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

### MINUTES November 26, 2018

#### 1. CALL TO ORDER

President Smith called the meeting to order at 1:01 p.m.

#### 2. ROLL CALL

- Stephanie Smith, President
- Randi Johl, Legislative Director
- Britt Avrit, Recording Secretary
- Mitzi Ortiz, Communications Director (arrived at 1:30 p.m.)
- Shawna Freels, Professional Development Director
- 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
- Vicki Kasad, Region 6 Director
- Steven Aguilar, Region 7 Director
- Debra Jackson, Region 8 Director
- Zack Beck, Region 9 Director
- Molly McLaughlin Perry, Region 10 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 Buegler, Region 16 Director

#### **EXCUSED ABSENCES**

- Wendy Klock-Johnson, Immediate Past President
- Patrice Olds, First Vice-President
- Anthony Mejia, Second Vice-President
- Susan Domen, Treasurer

**Freels moved and Beck seconded to excuse the absent Board Members; motion carried unanimously.**

### 3. MINUTES

Approval of Meeting Minutes of October 26-27, 2018

**Woodworth moved and Barajas seconded to approve the Minutes as presented; motion carried with McLaughlin Perry abstaining.**

### 4. NEW BUSINESS/ACTION/DISCUSSION ITEMS

#### a. Policy Update Report

Policy 101 – No Update

Policy 102 – No Update

Policy 103 – No Update

Policy 104 – No Update

Policy 105 – No Update (should be Patricia, not Patrice for this Policy update)

Policy 106 – No Update

Policy 107 – Board Members assigned to this Policy are working with the Professional Development Committee

Policy 108 – Board Members assigned to this Policy are continuing to work on the update

Policy 109 – Board Members assigned to this Policy are continuing to work on the update

Policy 110 – Merge with Policy 109

Policy 111 – No Update

Policy 112 – Board Members assigned to this Policy are continuing to work on the update

Policy 113 – this Policy amendment was included in the agenda packet. Discussion took place regarding the destruction form; it was determined the proposed Policy is to be amended to include verbiage “in substantially the form attached” to allow for changes to the ‘Authorization to Destroy Records Form’ in the future. Additional discussion took place regarding the President and Recording Secretary having the authority to destroy records as it relates to checks and balances within the organization; it was determined the proposed Policy is to be amended to provide the President and Recording Secretary authority to destroy records “pursuant to the retention schedule” and verbiage was added to state changes to the Retention Schedule must be approved by the Board.

**Spence moved and McLaughlin Perry seconded to approve Proposed Policy 113 as amended; motion carried unanimously.**

Policy 114 – Board Members assigned to this Policy expect to have the update read for the December 14<sup>th</sup> Board Meeting

Policy 115 – No Update

Policy 116 – this Policy amendment was included in the agenda packet. Discussion took place regarding including the Mentor/Mentee Contract in the Policy.

**Johl moved and Smith seconded to approve Proposed Policy 116 as amended to include the contract in the policy; motion carried unanimously.**

Policy 117 – No Update

Policy 118 – Review complete – no changes recommended

**b. IIMC Foundation Request for Direction**

President Smith provided the background for the item; currently CCAC has two Educational Fund Endowments with IIMC. The first was a result of excess fundraising from the 2006 IIMC Annual Conference in Anaheim, resulting in a one-time donation that has grown through financial investment over the past 12 years. The current value of that endowment is \$66,716. The second endowment was provided to IIMC following the reorganization of the City Clerks Association of California, wherein the Southern Division provided excess education funds IIMC. The current value of that endowment is \$51,291. Each year, the proceeds of the endowment funds (a percentage of the investment growth) are provided back to California Clerks in the form of Scholarships for IIMC Institutes and Academies. Any unused proceeds are reinvested into the endowments to increase their value. At this time, both endowments are designated to fund only scholarships for IIMC Institutes and Academies, and can be used for nothing else. IIMC is looking forward, perhaps to a time when education has changed, perhaps education is free, the models have changed, the requirements have changed, etc. We are talking 20, 30, 50 years into the future, when most, if not all of the current board with institutional knowledge of the intent of the endowments, have retired. They have requested that we, at this time, grant permission to re-assign the funds' proceeds, should they no longer be needed for Institute or Academy Scholarships. Second, they are asking that we rank the options for re-assignment, should in the future IIMC find the need for scholarships in the current sense are no longer needed.

Discussion took place regarding the ranking provided by IIMC. The ranking is vague and does not provide a guarantee the funds will be used for California Clerks. It was determined President Smith will reach out to IIMC and request additional information, and potentially a presentation from IIMC, regarding this issue.

**BOARD COMMENTS**

Professional Development Director Freels discussed IIMC's decision to stop scanning at meetings and will switch to a self-tracking model. Additionally, PDD Freels requested Region Directors to work with their Professional Development Committee partners to set workshop dates for the coming year.

Legislative Director Johl stated 'League Leaders' is being held which is the time multiple League Departments meet and determine the goals for the 2019 League Year.

President Smith stated revenues and expenditures are on track, requested information for the Official Word to be provided to the Communications Director as soon as possible and suggested the Board consider adding information to the Official Word which makes the newsletter more interesting to the Members.

**ADJOURNMENT**

President Smith adjourned the meeting at 1:48 p.m.