



CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

<p style="text-align: center;">Amended MINUTES December 14, 2018</p>

1. CALL TO ORDER

President Smith called the meeting to order at 12:21 p.m.

2. ROLL CALL

- Stephanie Smith, President
- Wendy Klock-Johnson, Immediate Past President
- Patrice Olds, First Vice-President
- Anthony Mejia, Second Vice-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
- Jennifer Ferraiolo, Region 3, Director
- Yvonne Spence, Region 4 Director
- Vicki Kasad, Region 6 Director
- Steven Aguilar, Region 7 Director
- Zack Beck, Region 9 Director
- Adrian Garcia, Region 11 Director
- Patricia Barajas, Region 13 Director
- Jennifer Woodworth, Region 14 Director
- Joelle Fockler, Region 15 Director
- JoAnne Buerger, Region 16 Director

ABSENT

- Susan Domen, Treasurer
- Donna Settles, Region 2 Director
- Melinda Sayre, Region 5 Director
- Debra Jackson, Region 8 Director
- Molly McLaughlin Perry, Region 10 Director
- Kevin Christian, Region 12 Director

3. IIMC REPORT (Abrahamson)

- a. IIMC Update
- b. Region IX Update

Region IX Director Dawn Abrahamson discussed the recent IIMC mid-year meeting; specifically, she discussed the \$10 increase to dues which goes into effect January, 2019, new staff positions at IIMC and a recently approved IIMC policy which prohibits current Executive Committee Members and Region Directors from actively endorsing candidates, providing assistance to any declared candidate or being mentioned in election material. Additionally, Director Abrahamson stated the budget was adopted and IIMC is in excellent shape financially. The "Beyond the MMC" Program was approved in concept only; this Program has been proposed as a nearly, fully online six-month professional develop certificate program for Clerks who have achieved their MMC designation and is not a required program. The proposed Program is limited to 15 students and requires a capstone course be taken at an IIMC Conference which may be difficult for some Clerks. Region IX Directors prefer a program that is a requirement for Clerks with their MMC designation to ensure continued education is obtained and have asked the proposed program go back to the Committee and shared with the Institute Directors for input. Director Abrahamson also discussed the hotels for the upcoming IIMC Conference, the Study Abroad Program and scholarships available to the membership.

4. MINUTES

Approve November 26, 2018 CCAC Board Meeting Minutes

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

5. TREASURER'S REPORT

President Smith discussed the trends in revenue and expenses for CCAC. Region 13 Director discussed discrepancies in a recent financial report for that Region's budget and encouraged all Region Directors to pay attention to their budget line items to ensure the Management Company is charging expenses, etc. to the appropriate Region.

Olds moved and Beck seconded to receive and file the Treasurer's Report.

6. INSTITUTE DIRECTOR UPDATES

- a. Maureen Kane – Technical Training for Clerks

Institute Director Kane discussed recent Training for Trainers program and stated additional information regarding the Program will be provided in her annual report. Registration for MMCA being held in February is open and information for TTC will be mailed in January.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Policy Update Report

1. Policy 105; Expense and Reimbursement; the changes reflected in this Policy were mostly 'cleanup' in nature. Discussion took place regarding only providing 50% reimbursement for hotel expenses for Board Members if the Board Member does not share a room. It was the consensus of the Board to add this language to the Policy to encourage room sharing along with discretionary language that allows approval by the President and the Treasurer on a case-by-case basis. Exceptions include Board Members who may have disabilities, Board Members who may not feel comfortable sharing a room and do not have budget/funds to cover the remaining costs, an uneven amount of male/female Board Members to allow for sharing of rooms. A mechanism for exceptions is to be included in the Policy.

Johl moved and Kasad seconded to approve the Policy as recommended and sent back to the committee to include the language for covering 50% of Board Member hotel expenses and refine the discretionary language for the President and Treasurer's approval of exceptions including Board Members who may have disabilities, Board Members who may not feel comfortable sharing a room and do not have budget/funds to cover the remaining costs, and an uneven amount of male/female Board Members to allow for sharing of rooms, on a case-by-case basis; motion carried unanimously.

2. Policy 114: MMC Recognition; the changes reflected in this Policy were mostly 'cleanup' in nature as well as removing 'overlap' from other Policies.

Johl moved and Mejia seconded to approve the Policy as presented; motion carried unanimously.

3. Policy 116: Mentor; this Policy was updated and approved during the November 26, 2018 Board Meeting with a request the Mentor Contract be included in the Policy. Additionally, Section 5.3 was updated in this version.

Johl moved and Woodworth seconded to approve the Policy as presented; motion carried unanimously.

It was the consensus of the Board, after all Policies have been updated, the Recording Secretary would be tasked with ensuring all Policies are consistent in the enacting wording and in format.

- b. IIMC Endowment – California City Clerks Education Fund; IIMC Foundation President Colleen Nicol provided the history for this item. The Foundation would like to ensure the Board’s wishes continue into the future to a time when the originating Board Members who established the endowment may not be available to determine how best to utilize these funds. If this Board does not take action, no changes are made.

Johl moved and Beck seconded to approve ranking the priorities in the order they were submitted on the letters provided in the agenda packet with no marks for “unrestricted” for both endowments and added that the Board will review this ranking each year at the Board Meeting held at the end of the Annual Conference; motion carried unanimously.

- c. CCAC as an Outreach partner for ICMA Coaching Program
Professional Development Director Freels outlined the International City/County Management Association (ICMA) Coaching Program professional development resource explaining that Dr. Frank Benest, ICMA liaison for Next Generation Initiatives, invited the City Clerks Association of California to join as an outreach partner. The role of an outreach partner is to promote Coaching Program services and distribute webinar notices and other announcements to our members. There is no cost to be an outreach partner.

Johl moved and Buerigler seconded to approve CCAC becoming an Outreach partner for the ICMA Coaching Program; motion carried unanimously.

- d. Establishing a CCAC Foundation
2nd Vice President Mejia stated he researched this issue; if CCAC received the same amount of donations as IIMC receives for its foundation, the amount of funding received may not be enough to support an independent Foundation. Discussion took place regarding marketing CCAC’s endowments better to solicit donations for those endowments as opposed to establishing a foundation.

No action taken

8. DIRECTORS’ REPORTS

- a. First Vice President (Olds)
Olds discussed the upgrade to Member Clicks and stated the Annual Conference will be held April 15-18 at the Hyatt in Burlingame, CA.
- b. Second Vice President (Mejia)
Mejia stated membership renewals are on hold until the upgrade to Member Click is complete. Additionally, he asked for direction to create a Committee to consider creating a Lifetime Achievement Award as an overarching award and to determine the criteria for this award. It was the consensus this Committee would be created with members of the existing Board.

- c. Communications Director (Ortiz)
Ortiz stated the schedule for Region Trainings for 2019 has been set; the Official Word articles will follow that schedule. Additionally, Ortiz stated articles and content are always welcome for the Official Word.
- d. Legislative Director (Johl)
Johl stated the Legislature is back in session in January; Policy Committees will be meeting in the near future and requested members of the Policy Committees submit articles for the Official Word recapping the actions taken or subjects being worked on by those Policy Committees.
- e. Professional Development Director (Freels)
Freels stated 3.63 points are available for the Annual Conference; five Region Workshops have been scheduled for 2019 and reminded Region Directors to provide her with the dates for their respective workshops. Region Directors were reminded to use the checklist they were provided when preparing for, and holding their workshops. Kerri Bigelow is preparing a handbook for the Region Directors, and information regarding Round II Scholarships was provided to the Board. Freels stated the Professional Development Committee will be considering how to handle funds for scholarships if an individual ends up not being able to attend the conference for which they were awarded the scholarship.
- f. Region Directors
 - 1. Region 1 Report (Sousa)
Sousa stated the Region Workshop is being held in Fort Bragg in May together with an Athenian Dialogue.
 - 2. Region 2 Report (Settles)
NO REPORT
 - 3. Region 3 Report (Ferraiolo)
Ferraiolo stated three workshops were held in 2018 and the next workshop is scheduled for March, 2019.
 - 4. Region 4 Report (Spence)
Spence stated the next Region Workshop will be held August 9, 2019 in Shafter, CA.
 - 5. Region 5 Report (Sayre)
NO REPORT
 - 6. Region 6 Report (Kasad)
Kasad stated upcoming Region Workshop is a joint event with Region 11 in February, 2019 in San Dimas, CA.
 - 7. Region 7 Report (Aguilar)
NO REPORT

8. Region 8 Report (Jackson)
NO REPORT
 9. Region 9 Report (Beck)
Beck stated the Region Workshop is scheduled for September and stated he has a newsletter he provides to the members in his Region.
 10. Region 10 Report (McLaughlin Perry)
NO REPORT
 11. Region 11 Report (Garcia)
NO REPORT
 12. Region 12 Report (Christian)
NO REPORT
 13. Region 13 Report (Barajas)
NO REPORT
 14. Region 14 Report (Woodworth)
Woodworth stated a Region Workshop will be held on June 7, 2019 along with an Athenian Dialogue on June 8, 2019.
 15. Region 15 Report (Fockler)
NO REPORT
 16. Region 16 Report (Buergler)
Buergler stated the Region Workshop is scheduled for February 1, 2019 and an Athenian Dialogue is scheduled for February 2, 2019 - both in Napa, CA; she is looking to have a networking event the evening of the 7th for those attending both events.
- g. Past President (Klock-Johnson)
NO REPORT

9. PRESIDENT'S REPORT (Smith)

Smith discussed the Deputy Treasurer position in the Bylaws which has been vacant; she will be appointing this individual who is not a member of the Board and will be responsible for assisting the Treasurer with her duties and working closely with the management company; the term for this position is not specified and should be included in the Policy update for the Bylaws.

ADJOURNMENT

President Smith adjourned the meeting at 2:01 p.m.