



CITY CLERKS ASSOCIATION OF CALIFORNIA SPECIAL GoTo BOARD MEETING

Minutes

Friday, June 14, 2019

9:30 a.m.

1. CALL TO ORDER

President Smith called the meeting to order at 9:32 a.m.

2. ROLL CALL

- Stephanie Smith, President
- Wendy Klock-Johnson, Immediate Past President
- Patrice Olds, 1st Vice-President
- Anthony Mejia, 2nd Vice-President
- Mitzi Ortiz, Communications Director
- Shawna Freels, Professional Development Director
- April Sousa, Region 1 Director
- Jennifer Ferraiolo, Region 3 Director
- Yvonne Spence, Region 4 Director, Deputy Treasurer
- Sarah Manwaring, Region 7 Director
- Debra Jackson, Region 8 Director
- Zack Beck, Region 9 Director
- Molly McLaughlin Perry, Region 10 Director
- Patricia Barajas, Region 13 Director
- Jennifer Woodworth, Region 14 Director

ABSENT:

- Britt Avrit, Recording Secretary
- Randi Johl, Legislative Director
- Donna Settles, Region 2 Director
- Melinda Sayre, Region 5 Director
- Vicki Kasad, Region 6 Director
- Adrian Garcia, Region 11 Director
- Kevin Christian, Region 12 Director
- Joelle Fockler, Region 15 Director
- JoAnne Buerger, Region 16 Director

3. ATTENDANCE/EXCUSED ABSENCES

Approval of Absences: It was moved by Director Wood, second by Director Barajas, to excuse all absences. Motion carried unanimously.

4. MINUTES

- a. Approve April 5, 2019 Board Meeting Minutes
- b. Ratify April 23-29, 2019 E-Vote Minutes (Policy 103, amendment)

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EXECUTIVE BOARD MEETING
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It was moved by Director Beck, second by PDD Freels, to approve the minutes as submitted. Motion carried unanimously.

4. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Study Session, Fiscal Year 2019-20 CCAC Budget

President Smith introduced the item, stating that per the Bylaws, the budget shall be adopted before July 1 each year. She commended Deputy Treasurer Spence and 1st Vice President Olds for their work on the draft budget.

Deputy Treasurer Spence started the workshop with a financial review. She highlighted, via GoTo Meeting, the Balance Sheet, Profit and Loss Statement, Profit and Loss by Class, and the proposed FY 2020 Budget. In reviewing the profit and loss statement, it was noted that Deputy Treasurer Spence will work with representatives at Smith Moore Associates to “clean up” the coding of expenses, improve the titles under the scholarship codes, and eliminate account codes that are no longer necessary or have been combined with other codes.

Discussion was held on updating the City Clerk Handbook and eliminating the cost, making it a free download for members. Consensus was reached to make that a project for the upcoming year.

Following the review of the draft budget, 1st Vice President stated a final budget for Board approval would be presented before June 30th.

5. ADJOURNMENT

President Smith adjourned the meeting at 11:03 a.m.