



**CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING**

**MINUTES
June 2, 2015
2:00 p.m.**

1. CALL TO ORDER

President Pope called the Executive Board Meeting to order at 2:05 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Byron Pope, President
- Jose Jasso, First Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl-Olson, Legislative Director
- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Shawna Freels, Northern Division Professional Development Representative
- Miranda Lutzow, Central Division Professional Development Representative
- Susan Domen, Southern Division Professional Development Representative
- Todd Stermer, Central Division Chair
- Stephanie Smith, Southern Division Chair
- Lori Martin, Central Division Trustee
- Mitzi Ortiz, Southern Division Trustee

EXCUSED ABSENCES

- Mindy Cuppy, Northern Division Trustee
- Karen Gonzales, Northern Division Chair
- Nanci Lima, Past President

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. TREASURER’S REPORT (Olds)

1. Treasurer’s Reports (Olds)
 - a. Conference Financial Report
 - b. Financial Reports as of April 30, 2015
 - c. Draft Budget 2015-16

Treasurer Olds provided an update on the Conference Financial Report, the Financial Reports as of April 30, 2015. Treasurer Olds then provided an overview of the Draft budget, the Board discussed and achieved consensus on the amounts for various line items.

Johl-Olson moved and Domen seconded a motion to approve the Treasurer’s Reports and to approve the Draft Budget for 2015-16. The motion carried unanimously.

5. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Proposed Amendments to the Conference Policy #107 – with regard to cancellation policy. (Olds)

Following the report, there was a discussion regarding the need for the policy due to the costs that are incurred by the Association and Divisions when there is a cancellation.

Abrahamson moved and Johl-Olson seconded a motion to approve the amendments to the Conference Policy #107 with regard to cancellation of registrations. Motion carried unanimously.

- b. Proposed New Policy #117 – Hosting Athenian Dialogues in California. (Olds)

Olds explained the need for clear procedures and the responsibilities associated with hosting an Athenian Dialogue.

Freels moved and Smith seconded a motion to approve a new Policy #117 – Hosting Athenian Dialogues in California. Motion carried unanimously.

- c. Confirmation of the e-mail vote in favor of the following question:
“Shall CCAC create a committee to draft an Opinion Letter to be approved and published by the CCAC Board on the appropriate styles

for the minutes of local legislative bodies, with Shalice Tilton, MMC City Clerk of Buena Park, as the chair of the committee?"

Olds moved and Jasso seconded a motion to confirm the e-mail vote in favor of the following question: "Shall CCAC create a committee to draft an Opinion Letter to be approved and published by the CCAC Board on the appropriate styles for the minutes of local legislative bodies, with Shalice Tilton, MMC City Clerk of Buena Park, as the chair of the committee?" Motion carried unanimously.

6. DIRECTORS' REPORTS

a. First Vice President (Jasso)

Jasso reported on the membership and the payments that were still being received and stated he had been following up with those who have not submitted payment.

b. Communications Director (Rodrigues)

Rodrigues reported on the work to get the website updated and the information for the divisions so that their board information and biographies can be kept up to date. Rodrigues also stated there had been a recent influx of job advertisements.

c. Legislative Director (Johl-Olson)

d. Professional Development Director (Abrahamson)

Abrahamson reported on the amount of scholarships that had been received and spoke regarding the colloquium that was attended at IIMC Annual Conference.

e. Division Professional Development Reps (Freels/Lutzow/Domen)

f. Division Trustees (Cuppy/Martin/Ortiz)

g. Division Chairs (Gonzales/Stermer/Smith)

h. Past President (Lima)

7. IIMC REPORT (Tilton)

a. IIMC Update/Region IX Update

Tilton reported on attendance at the IIMC Annual Conference and the sessions that were held. There was interest amongst the institute directors to require continuing education for those who have already received certification. Tilton stated it has been a pleasure to serve Region IX.

8. PRESIDENT'S REPORT (Pope)

Pope announced the 2016 CCAC Annual Conference location has been confirmed for Newport Beach, California for April 26th – April 29th. The location will be the Hyatt Regency. Pope announced that Sarah Cuneo has announced her resignation with the League of California Cities. Pope announced that Nanci Lima has retired from her position as City Clerk, but has applied for CCAC Lifetime Membership and that he has requested she maintain her position as Immediate Past President with CCAC so that she may continue to work on projects on behalf of the Association.

9. ADJOURNMENT

President Pope adjourned the meeting at 4:24 p.m.