



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

Conference Call Number 916-658-8286

Agenda

Monday, June 5, 2017

3:00 p.m.

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. MINUTES**
 - a. Approve 04-25-17 Special Board Meeting Minutes
 - b. Approve 04-27-17 Special Board Meeting Minutes
- 4. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
 - a. Region Workshops Education Program Delivery for 2017-18 Discussion and Direction to Professional Development Director (Abrahamson)
 - b. FY 17-18 Budget discussion and adoption
- 5. ADJOURNMENT**



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE TELECONFERENCE
SPECIAL BOARD MEETING

MINUTES
April 25, 2017
10:00 a.m.

1. CALL TO ORDER

President Jasso called the meeting to order at 10:02 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Jose Jasso, President
- Byron Pope, Past-President
- Susan Domen, Treasurer
- Britt Avrit, Recording Secretary
- Randi Johl, Legislative Director
- Dawn Abrahamson, Professional Development Director
- Mindy Cuppy, Region 2 Director
- Nora Pimentel, Region 3 Director
- Luisa Zavala, Region 4 Director
- Jerryl Soriano, Region 7 Director
- L. Diane Caldwell, Region 8 Director
- Kerry Bigelow, Region 9 Director
- Anthony Mejia, Region 11 Director
- Deborah Padovan, Region 14 Director
- Margaret Wimberly, Region 15 Director
- Kathy Flamson, Region 16 Director

EXCUSED ABSENCES

- Wendy Klock-Johnson, First Vice-President
- Stephanie D. Smith, Second Vice-President
- Mitzi Ortiz, Communications Director
- April Sousa, Region 1 Director
- Ricca Charlon, Region 5 Director
- Vicki Kasad, Region 6 Director
- Denise Basham, Region 10 Director
- Michelle Ascencion, Region 12 Director
- Tom Graves, Region 13 Director

Abrahamson moved and Padovan seconded to excuse the absent Board Members; motion carried unanimously.

3. INTRODUCTIONS/ANNOUNCEMENTS

None.

4. MINUTES

- a. Approve December 2, 2016 Executive Board Meeting Minutes
Pimentel moved and Soriano seconded to approve the December 2, 2016 Executive Board Meeting Minutes; motion carried unanimously.
- b. Ratify December 27, 2016 E-vote (Confirmation of Appointment of Region 12 Director)
Zavala moved and Pope seconded to ratify the December 27, 2016 E-vote (Confirmation of Appointment of Region 12 Director); motion carried unanimously.
- c. Ratify February 1, 2017 E-vote (Amend Volunteer Policy)
Mejia moved and Flamson seconded to ratify the February 1, 2017 E-vote (Amend Volunteer Policy); motion carried unanimously.
- d. Ratify March 27-28, 2017 E-vote (Code of Conduct Policy)
Jasso moved and Bigelow seconded to ratify the March 27-28, 2017 E-vote (Code of Conduct Policy); motion carried unanimously.

5. TREASURER'S REPORT (Domen)

Domen presented the Treasurer's reports; the reports indicate finances are tracking in line with the adopted budget; Treasurer Domen will provide a report regarding the Conference in the coming weeks.

No action needed; receive and file.

6. UNFINISHED BUSINESS

- a. *Discussion and possible direction regarding Code of Conduct Policy.*

President Jasso discussed the history leading to the adoption of the policy.

Discussion among the Board included the need for a procedure surrounding the adopted Policy. Past President Pope, Legislative Director Johl and Region Director Pimentel volunteered to be part of a Committee to establish guidelines and procedures for the Board to approve after finding out what IIMC, the League of CA Cities and ICMA have in place. Further discussion took place regarding the importance of established procedures for event hosts to use as back-up in the event an incident occurs.

Zavala moved and Soriano seconded to appoint Past President Pope (Chair), Legislative Director Johl and Regional Director Pimentel as members of a Committee to provide a report with proposed guidelines and procedures relating to the Code of Conduct Policy to the Board in 30 days ; motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Consider update to the CCAC Handbook (Jasso)

President Jasso stated the Handbook is due to be updated; Legislative Director Johl stated the last update was done by a hired consultant as the result of the RFP process.

Discussion included exploring the use of an RFP to update the Handbook. It was the consensus of the Board that Professional Development Director Abrahamson and Legislative Director Johl will explore options and report back to the Board with a potential e-vote regarding updating the Handbook.

b. California Certification Task Force (Jasso)

President Jasso discussed the history of a potential California Certification for California Clerks; he would like to create a Task Force to investigate pursuing this type of certification.

Discussion included concerns from Region IX Directors and discussion of the arguments supporting a separate State certification. Professional Development Director Abrahamson and Legislative Director Johl stated this concept was presented to the Membership for a vote in 2006 and was narrowly defeated.

President Jasso appointed Treasurer Domen (Chair), Professional Development Director Abrahamson, Recording Secretary Avrit, Region Director Kasad, Region Director Bigelow, and Region Director Cuppy as members of the Task Force.

Johl moved and Pimentel seconded a motion to create a California Certification Task Force to strategize and provide a report to the Board for future consideration; motion carried unanimously.

c. Amend CCAC Board Policy 108 – Elections and Nominations (Smith)

Legislative Director Johl stated Second Vice-President Smith was unable to attend the meeting due to previously scheduled training and stated the report was very well thought out and comprehensive.

Discussion among the Board included the importance of having a paper trail for electronic voting in the event a recount is requested. The action before the Board is to 'allow' electronic voting and it was the consensus of the Board to work to ensure procedures are in place if/when electronic voting is instituted.

Region Director Bigelow suggested a change to Section 4.9 of the proposed Policy; the current verbiage of "Ballots may be submitted to the members in one of the following ways" to be changed to "Ballots shall be submitted to the members in one of the following ways."

*c. Amend CCAC Board Policy 108 – Elections and Nominations (Smith)
CONTINUED...*

Johl moved approval, as amended, and Domen seconded a motion to approve the amendment to CCAC Board Policy 108 – Elections and Nominations; motion carried unanimously.

d. Approval of the Volunteer Interest Form

Region Director Mejia stated the Volunteer Interest Form has been updated to reflect the revised make-up of the organization and is a more generic form to be used.

Secretary Avrit suggested changing the verbiage “as an extra bonus” and it was the consensus of the Board to remove the verbiage altogether.

Domen moved and Avrit seconded a motion to approve the revised Volunteer Interest Form to include removing the verbiage “as an extra bonus”; motion carried unanimously.

8. DIRECTORS’ REPORTS

a. First Vice President (Klock-Johnson)
No Report

b. Second Vice President (Smith)
No Report

c. Communications Director (Ortiz)
No Report

d. Legislative Director (Johl)
Johl stated the City Clerk Department Meeting at the League of CA Cities Annual Conference will take place Wednesday, September 13, 2017 from 8:30 a.m. to 9:00 a.m. The City Clerk Workshop will take place following the meeting, from 9:00 a.m. – 1:00 p.m. The topic will cover the Public Records Act and the San Jose Case; the panel will include three City Attorneys. The League Board met recently - the new Second Vice President is Mike Kershey from San Diego; the ‘Hot Bill List’ will be sent via list-serve soon.

e. Professional Development Director (Abrahamson)
Abrahamson discussed attendance for February’s Nuts & Bolts and the MMCA Academy and the March TTC training – all were very well attended; it is anticipated the June and September TTC trainings will be well attended as well. The scholarship announcement will be sent out soon. The Pat Hammers Memorial Scholarship for Nuts & Bolts is anticipated to be included in this round of scholarships.

- f. Region Directors**
- 1. Region 1 Report (Sousa)**
No Report
 - 2. Region 2 Report (Cuppy)**
Cuppy stated Region 2 will be holding a workshop on June 9th; the topic is Political Astuteness with Pamela Miller providing the training.
 - 3. Region 3 Report (Pimentel)**
Pimentel stated Region 3 will be holding a workshop on May 11th; the topic is When You Wonder if That Person Will Snap ... Recognizing and Understanding Threats and Potential Attacks with Maureen and Maura Kane providing the training.
 - 4. Region 4 Report (Zavala)**
Zavala stated Region 4 held a workshop in January with 17 attendees; the topic was Electronic Records; the next workshop will be held in July with Rex Osborne providing the training. The Athenian Dialogue originally schedule for May in Region 4 has been rescheduled for August.
 - 5. Region 5 Report (Charlon)**
Charlon stated Region 5 held a workshop in February.
 - 6. Region 6 Report (Kasad)**
No Report
 - 7. Region 7 Report (Soriano)**
Soriano stated Region 7 will be holding a workshop in June; the topic is When You Know That You Are Not The Problem–Working With and For Impossible People with Maureen and Maura Kane providing the training.
 - 8. Region 8 Report (Caldwell)**
Caldwell stated the clerks in Region 8 recently met for a networking dinner; Region 8's next workshop will be held in August and stated she is working on the Member Spotlight for the Official Word.
 - 9. Region 9 Report (Bigelow)**
Bigelow stated Region 9 will be holding a workshop in May; the topic is When You Know That You Are Not The Problem–Working With and For Impossible People with Maureen and Maura Kane providing the training. Additionally the FPPC will be providing training in June covering Form 700 in the morning and Campaign Statements in the afternoon.
 - 10. Region 10 Report (Basham)**
No Report

11. Region 11 Report (Mejia)

Mejia stated he is working on a Member Spotlight for the Official Word and discussed the upcoming Athenian Dialogues scheduled for June, July and August.

12. Region 12 Report (Ascencion)

No Report

13. Region 13 Report (Graves)

No Report

14. Region 14 Report (Padovan)

Padovan stated Region 14 held a workshop in March with 29 attendees including members from other regions; the next workshop will be held in September; the topic will be Political Astuteness with Pamela Miller providing the training.

15. Region 15 Report (Wimberly)

Wimberly stated Region 15 held a workshop in February with Maureen Kane providing the training the feedback was fantastic. Region 15 will be holding a workshop over the summer – information will be sent soon.

16. Region 16 Report (Flamson)

Flamson stated Region 16 held a workshop in January with 19 attendees; the next workshop will be held in July; the topic is When You Wonder if That Person Will Snap ... Recognizing and Understanding Threats and Potential Attacks

g. Past President (Pope)

Pope congratulated Dawn Abrahamson for receiving the Pat Hammers award and discussed the Annual Conference scholarship applications/awards.

9. LEAGUE COMMITTEE REPORTS

Legislative Director Johl stated she serves on the Admin Services Committee and report will come over via list serve.

Region Director Mejia discussed an Environmental Policy Committee meeting he participated; a vote was taken regarding whether to support redefining sewer systems which would allow cities to impose a tax; he stated he voted against the item because his city is opposed and he believes it circumvents the voters right to choose.

10. PRESIDENT'S REPORT (Jasso)

President Jasso thanked the Board and the Committee for an amazing conference and discussed the nominations he received for the awards given out at the conference.

11. ADJOURNMENT

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



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE TELECONFERENCE
SPECIAL BOARD MEETING

MINUTES
April 27, 2017
3:00 p.m.

1. CALL TO ORDER

President Jasso called the meeting to order at 3:03 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Jose Jasso, President
- Byron Pope, Past-President
- Wendy Klock-Johnson, First Vice-President
- Stephanie D. Smith, Second Vice-President
- Britt Avrit, Recording Secretary
- Randi Johl, Legislative Director
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- April Sousa, Region 1 Director
- Mindy Cuppy, Region 2 Director
- Nora Pimentel, Region 3 Director
- Ricca Charlon, Region 5 Director
- Jerryl Soriano, Region 7 Director
- Kerry Bigelow, Region 9 Director
- Denise Basham, Region 10 Director
- Anthony Mejia, Region 11 Director
- Michelle Ascencion, Region 12 Director
- Deborah Padovan, Region 14 Director
- Margaret Wimberly, Region 15 Director
- Kathy Flamson, Region 16 Director

EXCUSED ABSENCES

- Susan Domen, Treasurer
- Luisa Zavala, Region 4 Director
- Vicki Kasad, Region 6 Director
- L. Diane Caldwell, Region 8 Director
- Tom Graves, Region 13 Director

Soriano moved and Avrit seconded to excuse the absent Board Members; motion carried unanimously.

3. NEW BUSINESS/ACTION/DISCUSSION ITEM

- a. Region Workshops Education Program Delivery for 2017-18 Discussion and Direction to Professional Development Director; the discussion will include CCAC's two Institute Directors Pamela Miller & Maureen Kane (Abrahamson)

Abrahamson stated the discussion will be focused on providing the best education for CCAC members.

President Jasso left the meeting at this time and turned the meeting over to First Vice-President Klock-Johnson.

The following philosophies were discussed:

- To the greatest extent possible, education sessions will be repeated and delivered across the State so all members have access to each session
- To the greatest extent possible, funding for speakers/education programs will be evenly distributed across the State
- All Regions in the State will have the same number of educational sessions provided and funded by CCAC, regardless of attendance
- All education sessions shall be at the Master Municipal Clerk level

It was the consensus of the Board that the above philosophies are pertinent and should remain in place; the Board determined each Region will be provided with funding for two workshops each year and any additional workshops the Region Directors choose to hold must be cost neutral to CCAC. Region Directors will have flexibility with choosing session topics and facilitators.

The Board considered the following questions:

1. *Does the Director of Education hold responsibility for managing the CCAC speaker budget?*
 - * The Board determined the overall responsibility for managing the Education Budget should sit with the Treasurer; it will be the Region Director's responsibility to ensure each workshop is within budget; a check-off sheet will be created as a 'check & balance' tool to be completed by the Region Director and turned into the Treasurer.
2. *How are training opportunities for the coming year going to be negotiated, i.e., fair allocation of number of sessions, location, etc.*
 - * The Board determined this will be left as is; the schedule in place will continue to be used

3. *Shall Region Directors have the ability to choose their providers and topics (within budget)?*
 - * The Board determined Region Directors will have the flexibility to choose providers and topics.
4. *What role does the Director of Education have in selection/approval of speakers and topics?*
 - * The Board determined the role is an advisory role to the Region Directors – to provide guidance to ensure topics are approved to allow points to be earned. The Director of Education will be responsible for reviewing all IIMC Course Review forms and submitting to IIMC for education point confirmation.
5. *Shall the Director of Education retain responsibility for garnering IIMC approval of all education sessions, including Region sessions?*
 - * The Board determined it is important that this position remain responsible for ensuring core/key sessions are provided and to be responsible for reviewing/submitting the IIMC Course Review Form.
6. *If Region Directors choose their providers and topics, may Region Directors directly negotiate with contracted providers (if there are any)?*
 - * The Board determined Region Directors may work directly with contracted providers for date, location, topic, etc.; this is not related to financial negotiations. The goal is to allow Region Directors flexibility to provide workshops that are applicable to the members in their region.
7. *If Region Directors choose their providers and topics, may Region Directors directly negotiate with uncontracted and/or unpaid providers?*
 - * The Board determined Region Directors have this flexibility.
8. *How many sessions per Region will retain paid speakers (contracted or not) and how many unpaid?*
 - * The Board determined each Region will be provided with funding for two workshops each year and any additional workshops the Region Directors choose to hold must be cost neutral to CCAC.
9. *May Region Directors arrange for additional education sessions?*
 - * Yes – as long as they remain cost neutral to CCAC
10. *If Region Directors are permitted to host additional education sessions, who pays the costs? How does this reflect the philosophy above (or as the CCAC Board has modified)?*
 - * Must be cost neutral to CCAC

It was the consensus of the Board to table the following questions until financial information can be provided; a Special Meeting will be called to consider these questions:

1. Shall the existing contracts (with insurance and “additional insured” endorsement) with Rex Osborne, Maureen Kane, and Diane Gladwell be extended for an additional year?
2. Shall the fee remain at \$2,000 per session for contracted providers with insurance and “additional insured endorsement”?
3. Shall the insurance requirement with “additional insured” for contracted providers at \$2,000 level remain?
4. If the commitment to the first philosophy bullet above is retained, to what extent will each contracted provider be required to comply (# of repeated topics, # of sessions not required to repeat)?
5. Shall the fee remain at up to \$1,500 for Pamela Miller as a contracted provider (with insurance and without “additional insured endorsement”)?

Additional discussion took place regarding establishing a ‘non-member’ fee for those individuals who attend workshops, but are not members of CCAC; this will be discussed further at a future Board meeting.

4. ADJOURNMENT

First Vice President Klock-Johnson adjourned the meeting at 4:24 p.m.

CCAC EDUCATION PROGRAM

REPORTS

1. Report on education revenue and expenditure status year-to-date and projected year-end.
2. Report on sponsorship revenue status year-to-date and projected year end.
3. Report on evaluation of Region education sessions to date.

EDUCATION DELIVERY PHILOSOPHY CONFIRMATION

- To the greatest extent possible, education sessions will be repeated and delivered across the State so all members have access to each session
- To the greatest extent possible, funding for speakers/education programs will be evenly distributed across the State
- All Regions in the State will have the same number of educational sessions provided and funded by CCAC, regardless of attendance
- All education sessions shall be at the Master Municipal Clerk level

Do these tenants still make sense? Is this what the members still want?

DECISION QUESTIONS

4. Shall the existing contracts (with insurance and “additional insured” endorsement) with Rex Osborne, Maureen Kane, and Diane Gladwell be extended for an additional year?
5. Shall the fee remain at \$2,000 per session for contracted providers with insurance and “additional insured endorsement”?
6. Shall the insurance requirement with “additional insured” for contracted providers at \$2,000 level remain?
7. If the commitment to the first philosophy bullet above is retained, to what extent will each contracted provider be required to comply (# of repeated topics, # of sessions not required to repeat)?
8. Shall the fee remain at up to \$1,500 for Pamela Miller as a contracted provider (with insurance and without “additional insured endorsement”)?
9. Does the Director of Education hold responsibility for managing the CCAC speaker budget?

10. How are training opportunities for the coming year going to be negotiated, i.e., fair allocation of number of sessions, location, etc.
11. Shall Region Directors have the ability to choose their providers and topics (within budget)?
12. What role does the Director of Education have in selection/approval of speakers and topics?
13. Shall the Director of Education retain responsibility for garnering IIMC approval of all education sessions, including Region sessions?
14. If Region Directors choose their providers and topics, may Region Directors directly negotiate with contracted providers (if there are any)?
15. If Region Directors choose their providers and topics, may Region Directors directly negotiate with uncontracted and/or unpaid providers?
16. How many sessions per Region will retain paid speakers (contracted or not) and how many unpaid?
17. May Region Directors arrange for additional education sessions?
18. If Region Directors are permitted to host additional education sessions, who pays the costs? How does this reflect the philosophy above (or as the CCAC Board has modified)?

			Breakout		2015-16	
	Income	Expense	Income	Expense	Income	Expense
Membership Dues	\$108,177.75				115,280.00	29,426.00
Primary						
Associate						
Conference	\$154,008.75	\$125,488.03			162,031.00	161,745.12
Registration			\$82,337.50	\$3,508.02	116,376.25	
Training	\$61,032.34	\$64,168.81				
Nuts & Bolts			\$35,431.65	\$23,077.27	38,010.00	26,862.00
Athenian			\$16,635.00	\$12,932.72	13,024.00	11,865.00
Reg. Workshops			\$14,040.00	\$31,489.01		
Fundraising	\$7,913.30	\$7,067.50			7,052.00	2,889.00
Investment	\$17.34				11.00	
Advertising	\$15,200.00				20,900.00	
Handbook	\$1,920.00				2,000.00	
Region IX IIMC	\$3,240.00	\$6,371.14			2,445.00	5,030.00
Presidential		\$5,327.03				7,015.00
Institute				\$237.60		2,420.00
Pres. Other				\$5,089.43		
Operating		\$5,359.46				860.00
Supplies				\$169.50		
Postage				\$268.56		
Printing				\$114.68		
Telephone				\$519.10		
Bank				\$4,287.62		6,672.00
Professional Svcs		\$24,659.49				
Accounting/Tax				\$70.00		785.00
Election				\$3,337.49		3,287.00
Bond						1,000.00
Insurance		\$5,000.00				4,595.00
Management Assoc				\$21,252.00		16,800.00
Committees		\$1,195.44				3,676.00
Recognition/Awards		\$298.50				304.00

This is not tracked by type
there are currently 334 Primary, 338 Associates
and 158 Lifetime Members
All Other events are extra

Every Other Year

Webmaster		\$5,130.28				5,174.00
Board		\$16,638.72				16,545.00
	\$351,509.48	\$266,704.40	\$148,444.15	\$106,353.00	\$477,129.25	\$306,950.12
Net Income		\$84,805.08				170,179.13
Other						
Sponsorships	\$1,000.00				1,500.00	
Scholarships		\$35,004.65				41,081.00
MCEF Donation						2,500.00
	\$1,000.00	\$35,004.65			\$1,500.00	\$43,581.00
Other Income/expense						
Division	\$28,029.42	\$116,253.05				

	2014-15 Actual	2014-15 Budget	2014-15 over Budget	2014-15 % of Budget	2015-16	
					Budget	Actual
REVENUES						
Total Membership Dues	96,530	89,688	6,842	108%	\$ 92,700	\$ 115,280
<u>Investments</u>						
Interest-Sav, CD, Checkg	25	25	0	100%	\$ 25	\$ 11
Total Investments	25	25	0	100%	\$ 25	\$ 11
<u>Conference Revenue</u>						
Advanced Academy Fees	4,600	5,500		84%	\$ 4,500	\$ 7,800
Exhibitor Fees	25,550	19,000			\$ 25,550	\$ 29,100
Exhibitor Sponsorships	21,500	18,000			\$ 21,500	
Registration Fees including events	67,285	85,000			\$ 74,208	\$ 125,862
Total Conference Revenue	118,935	127,500	-8,565	93%	\$ 125,758	\$ 162,762
Meeting Sponsorship					\$ -	\$ 1,500
Restitution						\$ 210
Region IX						\$ 2,445
Handbook Revenue	2,520	1,500	1,020	168%	\$ 2,000	\$ 2,000
<u>Fundraising Revenue</u>						
Fundraising Revenue	7,208	10,000		72%	\$ 5,000	\$ 4,341
Scholarship Fund frm Dues	200	200	0	100%	\$ 200	
CCAC Store Sales	1,045	3,000	-1,955	35%	\$ 3,000	\$ 2,711
Total Fundraising Revenue	8,453	13,200	-4,747	64%	\$ 8,200	\$ 7,052
Advertising Revenue	10,000	8,000	2,000	125%	\$ 10,000	\$ 20,900
<u>Training Revenue</u>						
Nuts & Bolts	27,069	31,000	-3,931	87%	\$ 30,000	\$ 38,010
Region Meetings						
Region Meeting Sponsors						
Athenian Dialogue	5,270	1,500	3,770	351%	\$ 6,000	\$ 13,024
Total Training Revenue	32,339	32,500	-161	100%	\$ 36,000	\$ 51,033
TOTAL INCOME	268,802.13	272,413.00	-3,611	99%	\$ 274,683	\$ 363,193
EXPENSES						
Presidential Expenses	5,500	7,500	-2,000	73%	\$ 6,000	\$ 7,015
Institute Directors Conf Attendance	2,357	6,000			\$ 6,000	\$ 2,420
Operating Expenses (supplies/copying/mail/licenses)	739	1,513		49%	\$ 1,513	\$ 860
Bank & Credit Card Processing Fees	6,000	6,000			\$ 6,000	\$ 6,672
Total Direct Expenses	14,596	21,013			\$ 19,513	\$ 16,967

Professional Services

Accounting & Tax Prep	3,500	3,500	0	100%	\$ 3,500	\$ 785
Bond Expense (every other year - 2016 / 2018)	0	1,000	-1,000	0%	\$ 1,000	
Insurance	3,320	3,500	-180	95%	\$ 3,500	\$ 4,595
Legal Fees	0	1,500	-1,500	0%	\$ 1,500	\$ 2,476
Election Expenses (Martin & Chapman)	1,800	1,800	0	100%	\$ 1,800	\$ 3,287
Other: Structural Study (from fund balance - not repeat)	6,980		6,980			
NEW: SMA Association Management (Bookkeeping/Mmbr) ¹					\$ 17,200	\$ 16,800
NEW: Capitol Tracker (Legislative Tracker) \$159/mo					\$ 1,272	\$ -
Total Professional Services	15,600	11,300	4,300	138%	\$ 29,772	\$ 27,943

Committees Expenses & Travel

General	138	500	-362	28%	\$ 500	\$ 40
Legislative	1,816	2,500	-684	73%	\$ 2,500	\$ 3,267
Nominations	0	100	-100	0%	\$ 100	
Educ / Prof. Development	2,062	3,000	-938	69%	\$ 3,000	\$ 368
Hospitality Committee	89	300	-211	30%	\$ 150	
Total Committees	4,106	6,400	-2,294	64%	\$ 6,250	\$ 3,676

Recognition & Awards	500	500	0	100%	\$ 500	\$ 304
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Membership Dues Payouts	38,772	35,000		111%	\$ 40,000	\$ 29,426
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Technology

Software Purchase (Quickbooks/On-line/Virus)	387	750			\$ 750	\$ 226
Memberclicks - annual (going forward \$4200)	4,947	4,200	747	118%	\$ 5,000	\$ 5,174
Technology	5,334	4,950	384	108%	\$ 5,750	\$ 5,400

Annual Conference Expenses	108,520	106,800	1,720	102%	\$ 108,500	\$ 170,820
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IIMC & Region IX expense & candidate support	4,870	4,200		116%	\$ 4,370	\$ 5,030
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Handbook	0	0	0		\$ -	\$ -
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Restructuring Outreach & Extra Board Meetings	0	0	0		\$ 8,000	\$ -
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Board Meeting Expense	22,280	13,000	9,280	171%	\$ 15,000	\$ 16,545
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Fundraising & Store Expense

Fundraising Expenses	1,295	5,000			\$ 2,000	\$ 1,781
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Store Expenses	3,695	1,500			\$ 1,500	\$ 1,108
Fundraising	4,990	6,500			\$ 3,500	\$ 2,889
<u>Training expenses</u>						
Nuts & Bolts	14,594	12,000	2,594	122%	\$ 14,000	\$ 26,862
Region Trainers						
Region Meetings						
Athenian Dialogue	4,737	750			\$ 5,000	\$ 11,865
Total Training expenses	19,332	12,750	6,582	152%	\$ 19,000	\$ 38,728
<u>Scholarships</u>						
MCEF Contribution	2,500	2,500			\$ 2,500	\$ 2,500
Scholarships - CCAC Conf.	2,284	2,500	-216	91%	\$ 2,500	\$ 3,469
Scholarships - TTC / LTC / MMCA	37,470	33,000	4,470	114%	\$ 33,000	\$ 31,550
Scholarships -Alternative Scholarship funded by others	1,800	3,000	-1,200	60%	\$ 3,000	\$ 3,562
Encumbered carry forward from 2015 to 2016	0	0				
Encumbered Full Registration Scholarship						
Total Scholarships	42,554	41,000	1,554	104%	\$ 41,000	\$ 41,081
Other					\$	5
<u>Special Projects</u>						
LOCC Booth	3,413	9,000			\$ -	\$ -
Video Production for Promotion					\$	-
Total Special Projects	3,413	9,000	0	38%	\$ -	\$ -
TOTAL EXPENSES	284,865	272,413	12,452	105%	301,155	358,812
NET INCOME / (LOSS)	-16,062.54	0.00	-16,063		-26,472	4,380

**City Clerks Association of California
2016-17 Budget
July 1, 2016 - June 30, 2017**

	2014-15	2014-15	2014-15	2014-15	2015-16		2016-17	
	Actual	Budget	over Budget	% of Budget	Budget	Actual	Budget	Actual
REVENUES								
Total Membership Dues	96,530	89,688	6,842	108%	\$ 92,700	\$ 115,280	\$ 105,000	
<u>Investments</u>								
Interest-Sav, CD, Checkg	25	25	0	100%	\$ 25	\$ 11	\$ 20	
Total Investments	25	25	0	100%	\$ 25	\$ 11	\$ 20	\$ -
<u>Conference Revenue</u>								
Advanced Academy Fees	4,600	5,500		84%	\$ 4,500	\$ 7,800	\$ 5,000	
Exhibitor Fees	25,550	19,000			\$ 25,550	\$ 29,100	\$ 20,000	
Exhibitor Sponsorships	21,500	18,000			\$ 21,500		\$ 30,000	
Registration Fees including events	67,285	85,000			\$ 74,208	\$ 125,862	\$ 100,000	
Total Conference Revenue	118,935	127,500	-8,565	93%	\$ 125,758	\$ 162,762	\$ 155,000	\$ -
Meeting Sponsorship					\$ -	\$ 1,500	\$ -	
Restitution						\$ 210	\$ -	
Region IX						\$ 2,445	\$ 2,445	
Handbook Revenue	2,520	1,500	1,020	168%	\$ 2,000	\$ 2,000	\$ 1,500	
<u>Fundraising Revenue</u>								
Fundraising Revenue	7,208	10,000		72%	\$ 5,000	\$ 4,341	\$ 8,000	
Scholarship Fund frm Dues	200	200	0	100%	\$ 200		\$ -	
CCAC Store Sales	1,045	3,000	-1,955	35%	\$ 3,000	\$ 2,711	\$ 2,500	
Total Fundraising Revenue	8,453	13,200	-4,747	64%	\$ 8,200	\$ 7,052	\$ 10,500	\$ -
Advertising Revenue	10,000	8,000	2,000	125%	\$ 10,000	\$ 20,900	\$ 15,000	
<u>Training Revenue</u>			0					
Nuts & Bolts	27,069	31,000	-3,931	87%	\$ 30,000	\$ 38,010	\$ 32,000	
Region Meetings							\$ 25,600	32 @ \$40 per person with 20 attendees
Region Meeting Sponsors							\$ 20,000	
Athenian Dialogue	5,270	1,500	3,770	351%	\$ 6,000	\$ 13,024	\$ 19,500	13 sessions @ 15 people
Total Training Revenue	32,339	32,500	-161	100%	\$ 36,000	\$ 51,033	\$ 97,100	\$ -
TOTAL INCOME	268,802.13	272,413.00	-3,611	99%	\$ 274,683	\$ 363,193	\$ 384,120	\$ -
EXPENSES								
Presidential Expenses	5,500	7,500	-2,000	73%	\$ 6,000	\$ 7,015	\$ 6,000	
Institute Directors Conf Attendance	2,357	6,000			\$ 6,000	\$ 2,420	\$ 6,000	
Operating Expenses (supplies/copying/mail/licenses)	739	1,513		49%	\$ 1,513	\$ 860	\$ 1,000	
Bank & Credit Card Processing Fees	6,000	6,000			\$ 6,000	\$ 6,672	\$ 7,000	
Total Direct Expenses	14,596	21,013			\$ 19,513	\$ 16,967	\$ 20,000	\$ -
<u>Professional Services</u>								
Accounting & Tax Prep	3,500	3,500	0	100%	\$ 3,500	\$ 785	\$ 3,500	
Bond Expense (every other year - 2016 / 2018)	0	1,000	-1,000	0%	\$ 1,000		\$ -	
Insurance	3,320	3,500	-180	95%	\$ 3,500	\$ 4,595	\$ 4,500	
Legal Fees	0	1,500	-1,500	0%	\$ 1,500	\$ 2,476	\$ 1,500	

	2014-15	2014-15	2014-15	2014-15	2015-16		2016-17		
	Actual	Budget	over Budget	% of Budget	Budget	Actual	Budget	Actual	
Election Expenses (Martin & Chapman)	1,800	1,800	0	100%	\$ 1,800	\$ 3,287	\$ 1,800		
Other: Structural Study (from fund balance - not repeat)	6,980		6,980				\$ -		
NEW: SMA Association Management (Bookkeeping/Mmbr)¹					\$ 17,200	\$ 16,800	\$ 26,178		
NEW: Capitol Tracker (Legislative Tracker) \$159/mo					\$ 1,272	\$ -	\$ 1,908		
Total Professional Services	15,600	11,300	4,300	138%	\$ 29,772	\$ 27,943	\$ 39,386		
Committees Expenses & Travel									
General	138	500	-362	28%	\$ 500	\$ 40	\$ 500		
Legislative	1,816	2,500	-684	73%	\$ 2,500	\$ 3,267	\$ 2,500		
Nominations	0	100	-100	0%	\$ 100		\$ 100		
Educ / Prof. Development	2,062	3,000	-938	69%	\$ 3,000	\$ 368	\$ 3,000		
Hospitality Committee	89	300	-211	30%	\$ 150		\$ 150		
Total Committees	4,106	6,400	-2,294	64%	\$ 6,250	\$ 3,676	\$ 6,250	\$ -	
Recognition & Awards	500	500	0	100%	\$ 500	\$ 304	\$ 500		
Membership Dues Payouts	38,772	35,000		111%	\$ 40,000	\$ 29,426	\$ -		
Technology									
Software Purchase (Quickbooks/On-line/Virus)	387	750			\$ 750	\$ 226	\$ 750		
Memberclicks - annual (going forward \$4200)	4,947	4,200	747	118%	\$ 5,000	\$ 5,174	\$ 6,000		
Technology	5,334	4,950	384	108%	\$ 5,750	\$ 5,400	\$ 6,750	\$ -	
Annual Conference Expenses	108,520	106,800	1,720	102%	\$ 108,500	\$ 170,820	\$ 125,000		
IIMC & Region IX expense & candidate support	4,870	4,200		116%	\$ 4,370	\$ 5,030	\$ 4,400		
Handbook	0	0	0		\$ -	\$ -	\$ -	\$ -	
Restructuring Outreach & Extra Board Meetings	0	0	0		\$ 8,000	\$ -	\$ 3,000		
Board Meeting Expense	22,280	13,000	9,280	171%	\$ 15,000	\$ 16,545	\$ 15,000		
Fundraising & Store Expense									
Fundraising Expenses	1,295	5,000			\$ 2,000	\$ 1,781	\$ 2,000		
Store Expenses	3,695	1,500			\$ 1,500	\$ 1,108	\$ 1,500		
Fundraising	4,990	6,500			\$ 3,500	\$ 2,889	\$ 3,500	\$ -	
Training expenses									
Nuts & Bolts	14,594	12,000	2,594	122%	\$ 14,000	\$ 26,862	\$ 16,000		
Region Trainers							\$ 78,000		
Region Meetings							\$ 9,600		
Athenian Dialogue	4,737	750			\$ 5,000	\$ 11,865	\$ 16,000		
Total Training expenses	19,332	12,750	6,582	152%	\$ 19,000	\$ 38,728	\$ 119,600	\$ -	
Scholarships									
MCEF Contribution	2,500	2,500			\$ 2,500	\$ 2,500	\$ 2,500		
Scholarships - CCAC Conf.	2,284	2,500	-216	91%	\$ 2,500	\$ 3,469	\$ 2,500		
Scholarships - TTC / LTC / MMCA	37,470	33,000	4,470	114%	\$ 33,000	\$ 31,550	\$ 33,000		
Scholarships -Alternative	1,800	3,000	-1,200	60%	\$ 3,000	\$ 3,562	\$ 3,000		
Scholarship funded by others	-1,500								
Encumbered carry forward from 2015 to 2016	0	0							
Encumbered Full Registration Scholarship									
Total Scholarships	42,554	41,000	1,554	104%	\$ 41,000	\$ 41,081	\$ 41,000	\$ -	
Other						\$ 5			

32 mtgs @ \$15 for lunch times 20 people

3645
9256

	2014-15	2014-15	2014-15	2014-15	2015-16		2016-17	
	Actual	Budget	over Budget	% of Budget	Budget	Actual	Budget	Actual
<u>Special Projects</u>								
LOCC Booth	3,413	9,000			\$ -	\$ -	\$ -	\$ -
Video Production for Promotion						\$ -		\$ -
Total Special Projects	3,413	9,000	0	38%	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	284,865	272,413	12,452	105%	301,155	358,812	384,386	0
NET INCOME / (LOSS)	-16,062.54	0.00	-16,063		-26,472	4,380	-266	0

Regional Training – Current Model

To my knowledge this is how the current model works:

- 16 Regions
- Number of Workshops per Region: 2 per Region
- Total Direct Expenses: \$64,000
- Schedule: Assigned
- Selection of Facilitators: Assigned
- Selection of Topics: Limited
- Facilitator Fee: \$2,000
- Registration: \$40
- Lunch: \$15 per attendee
- Average Attendance: 18-20
- Average Attendance Goal: 80 ($\$25 \times 80 = \$2,000$)
 - If lunches were eliminated under the current model, average attendance goal would be 50 per workshop.
- Direct Revenue: \$25,600 ($\$40 \times 20 \text{ people} \times 32 \text{ events}$)
- Direct Revenue, minus Lunch: \$16,000 ($\$25 \times 20 \text{ people} \times 32 \text{ events}$)
- Sponsorship Goal \$38,400 (to break the program even)

Regional Training – Alternative Model

Create a “use it or lose it” budget for each region of \$2,500. This budget may only be used for trainers stipends/expenses, supplies, snacks, etc. for the purpose of hosting an educational workshop. Each region is required to coordinate a minimum of 2 workshops, but no more than 4, per year (to ensure a minimum standard, but to also ensure there is not an embarrassment of riches in a particular region). If desired, some regions could offer a 8-12 course and 1-5 course, with lunch on your own.

- \$2,500 per region (use it or lose it budget)
- Total Regional Workshop Budget: \$40,000
- 16 Regions
- Number of Workshops per Region: Minimum of 2, no more than 4.
- Schedule: Assigned (Utilizing Existing Schedule)
- Selection of Facilitator: Maximum flexibility for Regional Director
- Selection of Topic: Maximum flexibility for Regional Director
- Facilitator Fee: Negotiated by Regional Director
- Registration: \$40
- Lunch: No Lunch
- Average Attendance Goal: 18.25 (32 trainings)
- PDD will send reminders and require Workshop Notice and Budget be submitted for approval by PDD and Treasurer.
- Sponsorship Goal: \$16,000 (2 sponsors @ \$250, 32 trainings)