



CITY CLERKS ASSOCIATION OF CALIFORNIA SPECIAL GoTo BOARD MEETING

Agenda **Friday, June 14, 2019** **9:30 a.m.**

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. MINUTES**
 - a. Approve April 5, 2019 Board Meeting Minutes
 - b. Ratify April 23-29, 2019 E-Vote Minutes (Policy 103, amendment)
- 4. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
 - a. Study Session, Fiscal Year 2019-20 CCAC Budget
- 5. ADJOURNMENT**

CCAC Budget Presentation

Fri, Jun 14, 2019 9:30 AM - 11:00 AM PDT

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CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

MINUTES April 5, 2019

1. CALL TO ORDER

President Smith called the meeting to order at 11:48 a.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
- Susan Domen, Treasurer (arrived mid-way through)
- Mitzi Ortiz, Communications Director
- Shawna Freels, Professional Development Director
- April Sousa, Region 1 Director
- Jennifer Ferraiolo, Region 3, Director
- Yvonne Spence, Region 4 Director
- Melinda Sayre, Region 5 Director
- Vicki Kasad, Region 6 Director
- Sarah Manwaring, Region 7 Director
- Debra Jackson, Region 8 Director
- Zack Beck, Region 9 Director
- Adrian Garcia, Region 11 Director
- Kevin Christian, Region 12 Director
- Patricia Barajas, Region 13 Director
- JoAnne Buergler, Region 16 Director

ABSENT

- Britt Avrit, Recording Secretary
- Donna Settles, Region 2 Director
- Molly McLaughlin Perry, Region 10 Director
- Jennifer Woodworth, Region 14 Director
- Joelle Fockler, Region 15 Director

3. IIMC REPORT

a. IIMC Update

President Stephanie speaking on behalf of Region IX Directors (Abrahamson / Pierce) who were not present, noted that they provided a great update during the President's lunch at the conference and stated that there will be a teleconference meeting with an update from the Region IX directors after the IIMC conference.

b. Region IX Update – see 3a.

4. INSTITUTE DIRECTOR'S REPORT

Pamela Miller, MMC Academy, provided a brief update on the academy and noted that CCAC scholarships provide an unprecedented amount of money and greatly influence attendance and she expressed her appreciation for the commitment of the Board to providing scholarships. Academy numbers continue to be strong.

Maureen Kane, CMC Institute, provided a brief update on the institute and noted they include an explanation of the benefit of being a member of CCAC during sessions. She presented a check from the most recent TTC graduating class for \$600. They are considering having an institute reunion/reception in the future; mentors should get more recognition; and requested help in updating the CCAC website with information regarding TTC.

The Board had questions of the Institute Directors. Mejia questioned the apparent disparity between the Northwest Clerks Institute points and our institutes (based on an announcement of cost/points Washington President Swisher made during the President's lunch at conference). Miller responded with a verbal report of the breakdown of costs and points between the Northwest Institute and the California institutes, with the outcome that cost of living in upper Washington is lower than in California resulting in an approximate \$250 difference. Both Institute Directors commented that they work for both institutes to be in alignment with each other; and are conscious of rate structures of other state's institutes. Olds asked if this comparison data can be distributed to the board in writing.

5. MINUTES

- a) Approve the February 28, 2019 CCAC Board Meeting Minutes, as submitted
- b) Ratify March 4-7, 2019 E-vote Minutes (appointment of Region 7 Director)

Johnson moved, Barajas seconded to approve the minutes, as submitted. Unanimous with Sarah Manwaring abstaining.

6. TREASURER'S REPORT

Treasurer Domen was not yet present as she was reconciling the conference hotel invoicing with the conference facilitator. The Board has some questions regarding the financial reports regarding unidentified charges. Johl stated she had asked about that and understands that these are pending categorization and are a temporary classification which should roll off by the next report.

Olds announced that Deputy Treasurer Spence is meeting with Smith Moore Associates on Tuesday, April 16, 2019 to increase her understanding of our books and financial processes. Recommendations were made to thoroughly review of the chart of accounts and to find ways to report back out to donors on how their donations is spent.

President Smith stated she is committed to putting together a budget workshop with at least two budget sessions so the Board can better understand the association's finances. She noted she is committed to making sure that the first workshop happens this month. She stated she and the Treasurers will provide information on how to make budget proposals this month. May will be the development of the budget and the two workshops will occur in June with passage of the budget prior to the start of the fiscal year on July 1st.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Proposed CCAC Bylaw Modifications

Second Vice President Mejia presented the report noted there are two requests, first to get board action to place a Bylaw amendment on the ballot this year which is primarily clean-up language; and, second to get Board authorization to form a committee to look at structural changes to our membership fees.

Summary of the proposed bylaw changes are collapsing lifetime and retiree membership levels into just retiree and lowering the threshold to become a retiree to 5 years instead of 10 (he noted neither Pat Hammers or Clerk of Distinction Kathy Flamson would have qualified to be retired members as neither served for 10 years – the 10-year threshold is too limiting). Better define the Affiliate membership category to allow for prospects, clerks in other states, persons in other industries, and students interested pursuing this career.

Create a Membership Services Director (MSD) to the board eliminating the Immediate Past President position as a voting member and replace with MSD. Continuity would be maintained as the Immediate Past President would still be invited to the goal setting and could still function as a resource and counselor to the current President.

Make Recording Secretary and Communications Director a two-year term to better align with the other board roles.

And eliminate section 7.1 on finances as it more appropriately belongs in a policy and procedures document not in the bylaws.

Legislative Director Johl outlined the process for bylaw amendments, noted these are primarily cleanup amendments. Johl requested that the Board appoint a subcommittee to provide a broad overview and financial review of current situation and processes.

The board asked questions of the presenters with regard to duties of the second Vice-President role and why are there term limits for the Region Directors, with the consensus being that term limits are not needed. There is a need to revisit all of the job descriptions.

Motion by Freels, Second by Smith, carried unanimously, to propose bylaw amendments as outlined and amended to include removing term limits for Region Directors be placed on the next election and to convene a committee to look at structural changes to CCAC membership dues.

- b. Policy 105; Expense and Reimbursement; third review/approval

Region 13 Director Barajas outlined the proposed changes which included leaving the lodging section as is; and adding a section on board member cancellation of lodging for meetings that is in alignment with the conference and educational workshop policy.

Motion by Mejia, Second by Johl, carried unanimously to approve amendments to Expense & Reimbursement Policy No. 105 thereby retaining Section 4.1(b), Lodging, and adding Section 4.5, Cancellation Policy.

8. DIRECTORS REPORTS

- a. First Vice President (Olds) – expressed appreciation for everyone’s assistance at the conference.
- b. Second Vice President (Mejia) – on track to exceed membership numbers. Discussion ensued on a CMC recognition proposed by Ashton Gout, maybe a letter. Sub-committee to explore CMC recognition comprised of Mejia, Ashton, and Freels was appointed by consensus.
- c. Communications Director (Ortiz) – has received positive feedback on new format and especially noted that April Official Word had articles relevant to the office, not just report outs on activities and that is being well received. The new format allows for as many articles as we want.
- d. Legislative Director (Johl) – noted there is a lot going on in the legislative world and encouraged board members to get involved legislatively in their region. She announced this year will take place at the Hyatt Regency in Anaheim and LOCC is planning to open up registration early
- e. Professional Development Director (Freels) – stated there are 13 region workshops calendared; the resource guide is growing in Dropbox; and the check-off sheet is working that helps Directors to be successful in providing trainings. Scholarships applications are out right now. And the conference evaluation forms from this week’s conference will be shared with the whole board.
- f. Region Directors
 - 1. Region 1 Report (Sousa) – Region meeting is scheduled and there is good interest on the psychological effects of emergencies and disasters.
 - 2. Region 2 Report (Settles) – not on call.
 - 3. Region 3 Report (Ferraiolo) – reported on successful training with Retired Clerk Shalice Tilton doing the City Clerk dash board.

4. Region 4 Report (Spence) – was in the room for most of the meeting but had to leave to make a flight.
 5. Region 5 Report (Sayre) – Had great attendance at region training with 45 people and is currently working on scheduling the next one.
 6. Region 6 Report (Kasad) – in February partnered with Region 11 (Garciak) to co-host a training with 92 participants and they netted \$375 in raffle prizes. She expressed appreciation to Adrian Garcia and Marc Donohoe who trained 12 new mentors at the conference on Tuesday.
 7. Region 7 Report (Manwaring) – She had nothing to report yet. The board thanked her for the highest grossing region basket at the conference.
 8. Region 8 Report (Jackson) – she is working session squared away and noted an effort to assist new and overwhelmed clerks.
 9. Region 9 Report (Beck) – Working on training in September and reported on efforts to build a Deputy City Clerk networking group in the region.
 10. Region 10 Report (McLaughlin Perry) – Absent
 11. Region 11 Report (Garcia) – great turn out in San Dimas and on August 15 they are doing another combined region training with the City Clerk Dashboard by Shalice Tilton.
 12. Region 12 Report – (Christian) There training is lined up for Friday May 3 training.
 13. Region 13 Report (Barajas) – September 27 region workshop will be offered in Monterey along with an Athenian Dialogue in the Salinas and Steinbeck theme.
 14. Region 14 Report (Woodworth) – Absent
 15. Region 15 Report (Fockler) – Absent
 16. Region 16 Report (Buerger) – Absent
- g. Immediate Past President (Klock-Johnson) – commended the conference and noted an opportunity to garner some of the points from the hotel and defray some of our lodging costs for meetings such as goal setting. It is time to look at this with creativity. Smith recommended having the board meeting on Tuesday afternoon (after the Academy and before dinner), we would save \$2,000 on Friday lunch and board members wouldn't be having to race to travel.

9. PRESIDENT'S REPORT (Smith)

President Smith yielded the floor to Domen, who had joined the meeting, to provide a Treasurer's Report. Domen reported preliminary numbers on fundraising as \$8,600 estimated – this does not include store proceeds. She thanked everyone for their amazing assistance. She reported that the hotel costs were not as expensive as she anticipated, they are sending a refund refund for some items in about 3 weeks and she will send send the final conference report to the board when it is reconciled.

Treasurer Domen make an announcement that due to life changes she will be resigning as Treasurer before her term is up as she is moving out of the state. She committed to completing the conference report and setting up the budget before stepping down. The Board thanked her for her service.

President Smith thanked everyone for their hard work on the conference. She was very pleased with the outcome. She reminded everyone that only the Board President or Treasurer can sign a contract for CCAC. She reported on the importance of looking at indemnification language in contracts as part of her review and therefore they need time to review.

She reiterated how pleased and immensely happy she is with this conference. It was informative, great sessions (people stayed), learning occurred, and attendees were excited and happy with the motivational key notes.

9. ADJOURNMENT

The meeting adjourned at 1:06 p.m.



CITY CLERKS ASSOCIATION OF CALIFORNIA

MINUTES – ACTION TAKEN VIA E-VOTE April 23-29, 2019

1. Amendment to Policy 103, Bylaws Amendment

President Smith has requested an e-vote regarding an amendment to correct a typographical error in Policy 103, Bylaws Amendment - Shall sentence two of page two of Policy 103 be amended to reflect “91 days before the League Annual Conference” consistent with other date references in the policy?”

With all but one Board Member casting a vote, the Board unanimously approved the Policy Amendment correcting a typographical error in sentence two of page two of Policy 103; the Policy will be amended to reflect “91 days before the League Annual Conference” consistent with other date references in the policy, by the following vote: 24 yes, 0 no.