



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**Tuesday, February 12, 2013**  
**10:00 AM**

**1. CALL TO ORDER**

President Anderson called the Executive Board Meeting to order at 10:05 a.m.

**2. ATTENDANCE/EXCUSED ABSENCES**

**a. Approval of Absences:**

- Margaret Roberts, Northern Division Trustee

**b. Roll Call:**

- Jamie Anderson, President
- Nanci Lima, First Vice-President
- Rebekah Barr, Second Vice-President
- Cindy Van Wormer, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl, Legislative Director
- Dawn Abrahamson, Professional Development Director
- Poonam Davis, Southern Division Professional Development Representative
- Marian Handa, Northern Division Chair
- Jose Jasso, Central Division Chair
- Peggy Johns, Southern Division Chair
- Lori Martin, Central Division Trustee
- Susan Ramos, Southern Division Trustee

**Also present:**

- Lorraine Okabe, League of California Cities
- Joann Tilton, Region IX Director

**Absent:**

- Mitzi Ortiz, Communications Director

- Shawna Freels, Northern Division Professional Development Representative
- Dana Davidson, Central Division Professional Development Representative
- Shirley Concolino, Past President

### 3. INTRODUCTIONS/ANNOUNCEMENTS

None.

### 4. MINUTES

#### a. Approval of November 30, 2012 Meeting Minutes (Van Wormer)

VanWormer noted she received an e-mail from First Vice-President Lima correcting the name of the new Alternative Scholarship Program Committee Chair to Elaina Cano.

***Abrahamson moved and Lima seconded a motion to approve the November 30, 2012 meeting minutes, as amended. The motion carried unanimously.***

### 5. TREASURER'S REPORT (Olds)

Treasurer Olds reported the following:

- The current balances are \$124,565 in checking, \$43,363 in savings, and \$15,817 in Certificate of Deposit for a total of \$183,746.
- The first disbursement of membership dues to Divisions has been made based on dues received as of December 30<sup>th</sup>. She noted that the Divisions had several questions about the Administration Fee as this is the first time they've seen it reported on the backup materials. The Fee is \$10 for Primary Member and \$5 for Association Member and comes off the top before the percentage is calculated for payment to the Division. The Fee is used to cover PayPal costs, mailing costs, billing costs, etc. This should be included in the Board Policies & Procedures. Board Members discussed the history of the Fee. President Anderson stated she would check with Communications Director Ortiz about minutes for when this was discussed. Region IX Director Tilton stated that she would e-mail Shalice Tilton about this as she believed this conversation happened when Shalice was President. Legislative Director Johl noted that the Bylaws may need to be changed to reflect that the Administration Fee is deducted before the percentage of payment is calculated. Olds stated that this item will come back when the Finance Committee's work is completed.
- She has been working with the Finance Committee on the restructuring. She hopes to get the Committee, Division Chairs and the CCAC President together the day before the Annual Conference for a presentation on the financial policy, bank account and chart of accounts. The intent is that the new financial process will be rolled out on July 1<sup>st</sup>.

- The budget will not be ready for the April meeting; she requested one or two conference call meetings in May to work on the budget.

## 6. UNFINISHED BUSINESS

### a. Status Update on 2011-2012 Goals

#### 1. The Sustainable CCAC Picture

Legislative Director Johl reviewed the written report provided in the agenda packet. President Anderson asked Central Division Chair Jasso to try to find someone from his Division who might be interested in the Complete Access Committee.

#### 2. Membership & Participation

#### 3. The Four C's

### b. Status Report on Policies and Procedures Update (VanWormer)

Recording Secretary VanWormer reviewed the written report. ***The Board concurred with completing the Policies and Procedures without the Scholarship and Finance Policies.*** VanWormer asked people to get any further changes to her by March 15<sup>th</sup>. Legislative Director Johl recommended putting the old version of the Finance and Scholarship policies in with a note that amendments are forthcoming.

## 7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

### a. Review and Approval of Insurance Renewal (Johl)

Treasurer Olds stated, in response to a question from Southern Division Trustee Ramos, that the Treasurer bond is separate from the Directors and Officers coverage and that it includes Division Treasurers.

***Lima moved and Davis seconded a motion to approve the insurance renewal. The motion carried unanimously.***

## 8. DIRECTORS' REPORTS

### a. First Vice President (Lima)

First Vice President Lima reported that conference planning and registration is going well. Trustees are sending out notices every other week. She is waiting for the Treasurer to update her with a new conference budget.

### b. Second Vice President (Barr)

Second Vice President Barr reported that renewal is at approximately 84% and another notice was sent to those who have not renewed. She stated that some of the questions she received are interesting; including one person who really had no idea what CCAC was about.

### c. Communications Director (Ortiz)

**d. Legislative Director (Johl)**

Legislative Director Johl reported that there was a League Board Meeting last week in Pasadena and that she would include details of the meeting in The Official Word. She noted that February 22<sup>nd</sup> is the last day to submit bills and she will publish the list of bills that CCAC will be following in The Official Word.

**e. Professional Development Director (Abrahamson)**

Professional Development Director Abrahamson reported that the numbers of attendees for the Master Municipal Clerk academy is up with 32 confirmed. The number of participants in Northern Nuts & Bolts also increased significantly and for the first time one of the vendors (ECS Imaging) is offering a partial scholarship. She noted that the Professional Development Committee needs to convene a meeting in March to look at all the scholarship policies for the State and Divisions including whether to change the policy to give the full amount rather than partial scholarships. She stated that she hopes to have something more to report at the April meeting. Legislative Director Johl noted that KoFile provided a scholarship for last year's Annual Conference and offered to contact them to see if they would considering doing so for this year's conference.

**f. Division Professional Development Representatives (Freels/Davidson/Davis)**

**g. Division Trustees (Roberts/Martin/Ramos)**

Division Trustees are interested in setting up a credit card device for payment for auction items and asked if CCAC would absorb the administrative fees or if the members should pay them. It was noted that PayPal administrative fees are absorbed by CCAC and these should be also. Second Vice President Barr suggested looking at a system that could be used for membership, conference registration, and fundraising.

**h. Division Chairs (Handa/Jasso/Johns)**

Division Chairs reported on upcoming meetings in March. Northern Division Chair Handa reported that grant applications have been distributed and will be awarded on March 29<sup>th</sup>. Southern Division Chair Johns stated that they are now using CCAC Bylaws and are working on putting specific policies into a "General Provisions" document. She noted that the Division received notification from the Riverside District Attorney's office stated that former Southern Division Treasurer Veronica Montecino pled guilty to felony grand theft in January and will be sentenced on February 19<sup>th</sup>. The total amount of restitution they are ordering is \$67,370.14. Legislative Director Johl suggested that the Board send in an impact statement; she suggested she and President Anderson discuss it further off-line.

**i. Past President (Concolino)**

## **9. IIMC REPORT (Nicol/Tilton)**

### **a. IIMC Report**

### **b. Region IX Director Report**

Region IX Director Tilton reported on IIMC membership noting that California has the most members and the highest number of CMCs and second highest number of MMCs. The annual institute reports for California were filed timely and both went through with flying colors; she credited Colleen Nicol and her Blue Ribbon Committee on improving that process.

## **10. PRESIDENT'S REPORT (Anderson)**

President Anderson stated that nominations for Awards of Distinction and Clerk of the Year are coming in slowly. She thanked everyone for everything they are doing on planning the conference.

## **11. ADJOURNMENT**

President Anderson adjourned the meeting at 11:14 a.m.