



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

**MINUTES
October 17, 2015
12:00 p.m.**

1. CALL TO ORDER

President Pope called the Executive Board Meeting to order at 12:11 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Byron Pope, President
- Jose Jasso, First Vice-President (via teleconference)
- Wendy Klock-Johnson, Second Vice-President
- Margaret Roberts, Recording Secretary (via teleconference)
- Randi Johl-Olson, Legislative Director
- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Stephanie Smith, Southern Division Professional Development Representative
- Shawna Freels, Northern Division Professional Development Representative
- Deborah Padovan, Northern Division Chair
- Louisa Zavala, Central Division Chair
- Vicki Kasad Southern Division Chair
- Mindy Cuppy, Northern Division Trustee
- Ricca Charlon, Central Division Trustee

EXCUSED ABSENCES

- Susan Domen, Treasurer
- Mitzi Ortiz, Southern Division Trustee

3. INTRODUCTIONS/ANNOUNCEMENTS

- Ricca Charlon, Central Trustee
- Louisa Zavala, Central Division Chair
- Deborah Padovan, Northern Division Chair
- Vicki Kasad, Southern Division Chair

4. MINUTES – None

5. TREASURER’S REPORT (Domen)

a. Treasurer’s Reports (Domen)

Olds reporting for Domen. There is no official report as we are in transition. There is \$137,310 in checking, \$15,839 in CD's and \$153,149.65 total cash. This is normal for where we should be this time of year. There will be around \$100,000 or \$98,000 at year end. She will propose Association Management Firm later on the agenda. Olds will be remaining as bookkeeper.

It was recommended to appoint Olds as Interim Deputy Treasurer for 30 days as Domen is traveling. The transfer and go live November 1, 2015, to the management firm and then work will be done on reporting to the Board.

Johl moved and Freels seconded a motion to appoint Patrice Olds as Interim Deputy Treasurer until further notice throughout transition to new Treasurer and management firm. The motion carried unanimously.

Olds distributed the budget update and provided a summary. SMA Association Management was added at \$16,800 for November 1, 2015, through June 30, 2016, and \$872. \$8,000 was also added for Restructuring Outreach and Extra Board Meetings for transition. There is a total budget of \$25,672 more expenditures than revenue recommended to be taken from reserves.

Johl moved and Rodrigues seconded a motion to approve amended budget with additions and expense from reserves to balance the budget. The motion carried unanimously.

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Minute Preparation Guidelines and sample Staff Report for Adopting Minute Guidelines with Ad hoc Committee Recommendation for board review and approval and Authorize the Documents be Added to the CCAC Handbook and to Be Included as Separate Standalone Documents on the CCAC Website (S. Tilton)

Roberts moved and Concolino seconded a motion to approve the Minute Preparation Guidelines and authorized the document to be added to the CCAC Handbook as appendices and to be posted to the CCAC Website as standalone documents. A special thanks to Shalice Tilton for her work on this project. The motion carried unanimously.

Olds stated that there was a Performance Measures session at MMCA. She requested to set up a committee to develop sample performance measures, similar to the minutes project. She also proposed to add it to the ICMA package of measurements for other Departments. Dr. Jane Long offered to partner on this project.

Concolino moved and Smith seconded a motion to form a committee to develop sample city clerk performance measures, with Olds as Chair and members that have volunteered. The motion carried unanimously.

- b. Consider Recommendation of the Professional Development Director and Professional Development Representatives to Select Pamela Miller as the Institute Director for the Master Municipal Clerks Academy (MMCA) and Authorize the President to Execute an Agreement With Pamela Miller, Principal, Miller Management & Consulting Group for Administration of the MMCA (Abrahamson)

Abrahamson recommended selecting Pamela Miller as Institute Director for the Master Municipal Clerk Academy.

Lima moved and Concolino seconded the motion to select Pamela Miller as Institute Director for the Master Municipal Clerk Academy. The motion carried unanimously.

Abrahamson will notify the proposers.

- c. Approval of Legislative Tracking Service (Johl-Olson)

Johl reported that hiring a lobbyist is not financially feasible at this time. She recommended the purchase of CapitalTrack service for bill tracking. The cost would be \$159/month to track an unlimited number of bills for up to two users. Johl recommended an amendment to the Budget with an increase of \$159/month.

Abrahamson moved and Klock-Johnson seconded the motion to purchase CapitalTrak service for bill tracking and amending the budget to increase \$159 per month for the services. The motion carried unanimously.

d. Request for Consideration on Recommendation of Selected Association Management Firm (Olds)

Olds recommended hiring Smith Moore and Associates with a scope of services as defined for bookkeeping and membership. This does not include any administrative functions. It would be a 3 year agreement beginning November 1, 2015 at \$2,100 per month, with future 3% escalations annually. Direct expenses including phone calls for \$50/month will be reimbursed. The Indemnification and insurance language is acceptable. They are bonded and are offering another layer of protection for CCAC. There will be a single point of contact with the firm who will be designated. This represents a phased approach and may include other components in the future such as event management or other administrative functions.

Johl moved and Concolino seconded the motion to approve the hiring of Smith Moore and Associates and amending the budget for an additional \$50 per month for phone service. A special thanks to Patrice Olds for her work on this project. The motion carried unanimously.

e. Discussion and Possible Action on Changing the Selection Procedure for the Pat Hammers Spirit Award (Jasso)

Jasso stated that currently the Immediate Past President in consultation with President selects the winner of the award. Jasso recommends the 1st Vice-President, 2nd Vice-President, Immediate Past President, and President (optional annually at the discretion of the President) to collectively make the selection. The committee members are precluded from making nominations.

Klock-Johnson moved and Zavala seconded the motion to change the committee to include the 1st Vice-President, 2nd Vice president, Immediate Past President with the option of the President to collectively make the selection and those on the committee are precluded from making nominations. The motion carried unanimously.

f. Discussion of Lifetime / retired Memberships (Jasso)

Jasso stated that the criteria should be higher for lifetime membership. It should include a contribution to the association be required. The Board may want to have a committee review this.

Concolino stated she supports the formation of a committee.

Cuppy asked if this was a priority to do this year.

Johl moved and Freels seconded the motion to have Jasso chair a subcommittee with Klock-Johnson and any others as needed and the new management firm to review lifetime membership for a report to the Board in February. The motion carried unanimously.

- g. Discussion and Possible Action on Professional Photo Sessions for Board Members (photos on website) – would have to go out to bid – oral report

Rodrigues discussed if there should be a professional sitting for board members. The new Region Directors will be elected throughout the State. Potentially set up at New Law and Annual Conference.

An option to purchase backdrop for the pictures and the Communications Director take the pictures. Klock-Johnson stated she will help with photos in house.

All professional head shots should be posted on the website for Board members. Klock-Johnson's offer to assist with photos, as needed at New Law and Annual Conferences was accepted. Approved unanimously by consensus.

- h. Discussion and Possible Action on the Redesign of CCAC Logo – would have to go out to bid – oral report

Old stated that a rebrand and/or clean up the logo was needed.

Concolino moved and Cuppy seconded to have Klock-Johnson chair a committee with others as needed to explore a redesign of logo. The motion carried unanimously.

- i. Discussion and Possible Action on policy for sponsors for conferences (Freels)

Rodrigues discussed a report on links on website and the responsibilities of Directors for website pages.

Freels stated that the advertising and conference sponsorships are done. She suggested adding vendor links on the website home page and conference pages via increased vendor packages. This is a potential revenue source.

Kasad moved and Klock-Johnson seconded the motion to add vendor links on the website home page and conference pages via an increased vendor package. The motion carried unanimously.

Rodrigues recommended that the ListServ policy be updated.

Abrahamson moved and Padovan seconded the motion to approve updating the ListServ Policy. The motion carried unanimously.

- j. MCEF Contribution from CCAC (Pope)

Olds stated she is sending the check today.

8. DIRECTORS' REPORTS

a. First Vice President (Jasso)

Jasso will coordinate with Klock-Johnson to transfer membership duties. Olds will add Klock-Johnson and Olds to ASA and MemberClicks access.

b. Second Vice President (Klock-Johnson)

Klock-Johnson will move forward with transition and new assignments.

c. Communications Director (Rodrigues)

Rodrigues said thank you for the progressive changes and there will be more to come.

d. Legislative Director (Johl-Olson)

Johl stated that the New Law and Election Seminar is coming up and the hotel is sold out. An additional room block has been released.

e. Professional Development Director (Abrahamson)

Abrahamson reported that round 2 for scholarships are due November 2nd. MMCA was successful this week. Northern Division Nuts & Bolts is coming up. Kasad reported on Mentor training and it continues to grow.

Johl left the meeting at this time.

f. Division Professional Development Reps (Freels/Smith)

Freels distributed buttons for new Board members on the new CCAC look. Kasad reported for Stephanie Smith regarding upcoming Region Director elections and the announcement of restructuring implementations.

g. Division Trustees (Cuppy/Charlon/Ortiz)

Cuppy and Charlon had no report. Cuppy will get the updated volunteer list to Abrahamson for programming at annual conference.

h. Division Chairs (Padovan/Zavala/Kasad)

Padovan had no report. Zavala stated that the next Central Division meeting is in November and will share restructuring implementation. Kasad stated that at the last meeting there were 101 attendees. Anthony Mejia was City Clerk of the Year, and other awards were given. They have a Give Back fundraiser coming up.

i. Past President (Lima)

Lima stated she will forward information on Pat Hammers Spirit Award. MCEF Report - Nicol will forward MCEF endowment information to Division Chairs.

9. IIMC REPORT (Tilton)

- a. IIMC Update
- b. Region IX Update

10. PRESIDENT'S REPORT (Pope)

President Pope thanked the board for a wonderful goal setting. He also thanked Helen Kanowsky for facilitating.

11. ADJOURNMENT

President Pope adjourned the meeting at 1:50 p.m.