



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Tuesday, February 18, 2014

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 8:32 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Roll Call:

- Nanci Lima, President
- Rebekah Barr, First Vice-President
- Byron Pope, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl-Olson, Legislative Director
- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Lorraine Lopez, Central Division Professional Development Representative
- Mindy Cuppy, Northern Division Chair
- Jose Jasso, Central Division Chair
- Anthony Mejia, Southern Division Chair
- Lori Martin, Central Division Trustee
- Susan Ramos, Southern Division Trustee
- Susan Domen, Southern Division Professional Development Representative
- Shirley Concolino, Immediate Past President

Excused:

- Shawna Freels, Northern Division Professional Development Representative
- Margaret Roberts, Northern Division Trustee

Also present:

- Colleen Nicol, IIMC Past President
- Joann Tilton, Region IX Director

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. MINUTES

a. Approval of December 6, 2013 and January 9, 2014 Meeting Minutes (Wimberly)

Treasurer Olds requested edits to the minutes of December 6, 2013.

Barr moved and Concolino seconded a motion to approve the January 9, 2014 as submitted and the minutes of December 6, 2013 with corrections as provided by Treasurer Olds. The motion carried unanimously.

5. DIRECTORS' REPORTS

a. *Second Vice President (Pope)*

Second Vice President Pope reported on the update to membership database on MemberClicks and felt that it had been a successful launch. First Vice President Barr reported she was still receiving membership e-mails. It was stated that any funds received could be sent to Sacramento and they would be forwarded to the appropriate party. There was discussion about updating forms with the appropriate e-mail addresses and disabling outdated forms.

6. UNFINISHED BUSINESS

a. *Update on the Website (K. Rodrigues/B. Pope/P. Olds)*

Treasurer Olds stated the conference page had been launched, and any checks would be sent directly to Sacramento, which would then be sent directly to her to enter into the system. Treasurer Olds offered to have the system available for Central Division Nuts and Bolts. Communications Director Rodrigues stated she was working with the MemberClicks team on the final draft and that they were hoping to launch the system soon. Second Vice President Pope stated the implementation team stated that information just needed to be migrated over to the new site. Communications Director Rodrigues stated the new site would have increased functionality and felt the board would be pleased with it.

Item 6.d was taken out of order.

d. Progress report from the CCAC Audit Steering Committee (C. Nicol)

Audit Steering Committee Member Nicol reported on the progress of the consultants and stated they were on an aggressive timeline and a majority of the interviews had been made, in addition an interview had been made with a member of the Association who was interested in providing input. Immediate Past President Concolino stated she had received input from members who were interviewed regarding the thoroughness of the questions and felt the consultants were doing an excellent job. Tilton reported on her interview with the consultants and stated they were very thorough, and well respected within their profession. Treasurer Olds and First Vice President Barr reported on their interviews and the amount of information that was provided to the consultants.

b. Status Update on 2013-2014 Goals

1. The Sustainable CCAC Picture

President Lima reminded board members to who may have a by-law amendment, in addition to the amendment approved by the board on June 17, 2013, that they should prepare an article and have them ready to be considered at the April board meeting. President Lima stated the division policies and procedures are also supposed to be considered at the April board meeting. President Lima indicated there was still work to do on the bank account and the financial structure.

2. Membership & Participation

First Vice President Barr spoke regarding the automated membership system which is covered through the MemberClicks system.

3. The Four C's

Communications Director Rodrigues asked about the item creating ambassadors and the committee that it was assigned to, and asked if there had been any discussion to incorporate ice breakers at the upcoming annual conference. Further discussion ensued about the discussion encouraging members to engage and connect with each other. First Vice President Barr said she had some ideas and would examine how it could be incorporated into the Annual Conference.

c. Proposed Criteria for the Pat Hammers Spirit Award (J. Jasso)

Central Division Chair Jasso stated he was available if there were any questions. President Lima stated that a nominee would not need to meet all of the criteria, but would need to meet a large portion of the criteria, they would need to be a member of CCAC and be a mentor

and capture Pat's personal commitment to the education of CCAC members. The award would be given at New Law and would only be given in cases where a worthy member was nominated.

Abrahamson moved and Pope seconded a motion to approve the selection criteria for the Pat Hammers Spirit Award. The motion carried unanimously

d. Item d. was heard out of order.

e. Verbal Update on the Scholarship Survey (D. Abrahamson)

Professional Development Director Abrahamson reported survey that was in process regarding the funding of educational opportunities of being circulated. The response period had just closed and there had been 137 responses.

7. *TREASURER'S REPORT*

a. Treasurer's Report (Olds)

Treasurer Olds spoke regarding the balance sheet and stated that it is the first time the balance sheet has been provided to the board, it is a summary of the cash position. Treasurer Olds spoke regarding the item labeled "other expenses" which is listed as a negative number of \$1022.28 and explained that is all of the credit card and PayPal fees which have been received since July 1, 2013, the same account is offset by the credit card fees that are paid. The cash position was not strong as of January 31, 2014, but indicated that is because the membership payments got off to a late start due to the change in MemberClicks. Regarding the Profit and Loss report, Treasurer Olds stated the numbers would change as the membership fees were received and as the conference revenues were received. She then provided an overview of the various reports which were included in the report. The technology costs are going to be high due to the change to MemberClicks while keeping the website open with Shark Studios as there were double payments.

b. Report on Taxes (Olds)

Treasurer Olds spoke regarding the report and the losses to the Southern Division, and provided an overview of the accounts for the Southern Division. Northern Division has the strongest cash position, and the Central Division has a strong money market account, but low income and expenses. Treasurer Olds said it highlights the disparity amongst the divisions. The accountant urged unified monthly reporting; the reports would be submitted monthly to Treasurer Olds who would then post them. Treasurer Old provided an overview of the Form 990 and the reasons it is so detailed. In response to a question from Legislative Director Johl-Olson, Treasurer Olds indicated the filing of the tax statements would occur for a 3-year time frame as it would

create a stronger case that the Association had addressed any issues. Treasurer Olds then requested authority to sign the forms on behalf of the board.

Johl moved and Abrahamson seconded a motion to authorize Treasurer Patrice Olds to sign Form 990 on behalf of the City Clerk's Association of California. The motion carried unanimously.

Treasurer Olds indicated she would send the forms to the Board once they were finalized and would ask for an e-mail vote to approve them.

c. *Consideration of an amendment to the Financial Policy. (Olds)*

Treasurer Olds proposed that the Association do away with the administrative fees for this year, and felt that a bylaws amendment may be needed. Treasurer Olds felt it didn't make sense to have a finance policy modifying a bylaws payout, as the by-laws should take priority. The proposed change would modify the division payout to 40% from 45%. Treasurer Olds felt there was data showing CCAC provided support for the entire organization which included support to the divisions. It would take up the majority of the administrative fees, but that could be offset by lower costs that would be paid to the accountant.

Mejia moved and Abrahamson seconded a motion to direct the Treasurer to develop a bylaw amendment adjusting the administrative fee and percentage paid to the divisions. The motion carried unanimously

8. *NEW BUSINESS/ACTION/DISCUSSION ITEMS*

a. *Consideration of Development of a Public Relations Statement (N. Lima)*

President Lima provided background related to the item, and asked if the Board wanted to develop a public relations statement. Following a discussion of the board, it was decided that items should be handled on a case by case basis as it would be difficult to draft a policy or statement that would cover all issues that may arise in the future.

7. DIRECTORS' REPORTS

a. *First Vice President (Barr)*

First Vice President Barr reported on the annual conference and the work of the committee.

b. Communications Director (Rodrigues)

Communications Director Rodrigues reported on the progress of the website and indicated they would allow the board to see it prior to the launch.

c. Legislative Director (Johl-Olson)

Nothing to report, and stated the organization has directors and officers insurance again. The business and liability insurance would be up for renewal in May.

d. Professional Development Director (Abrahamson)

Reported on survey participation, and stated they had Nuts and Bolts in the northern Division with 43 attendees signed up.

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

f. Division Trustees (Roberts/Martin/Ramos)

Trustee Martin stated the Trustees would be aggressively promoting the conference and proceeding with the fundraising.

g. Division Chairs (Cuppy/Jasso/Mejia)

Division Chair Cuppy reported on the division meeting and the turnout for the election program and an upcoming Clerk as the PIO division meeting in March. Division Chair Mejia spoke regarding division meetings, and stated the June meeting would be an Athenian Dialogue.

h. Past President (Concolino)

8. IIMC REPORT (Nicol/Tilton)

a. IIMC Update

b. Region IX Update

Joann Tilton reported on the constitution review taskforce taking place at IIMC. She reported further on some staffing changes at IIMC offices. Colleen Nicol reported the staff changes would be an opportunity to examine the organization and make changes where they may be needed.

9. PRESIDENT'S REPORT (Lima)

President Lima requested anyone with bylaw amendments forward them to Secretary Wimberly by March 31, 2104.

10. ADJOURNMENT

President Lima adjourned the meeting at 9:58 a.m.