



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES April 25, 2014

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 12:05 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Roll Call:

- Nanci Lima, President
- Byron Pope, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Randi Johl-Olson, Legislative Director (Participated via conference call)
- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Mindy Cuppy, Northern Division Chair
- Jose Jasso, Central Division Chair
- Anthony Mejia, Southern Division Chair (Participated via conference call)
- Margaret Roberts, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Susan Domen, Southern Division Professional Development Representative
- Shawna Freels, Northern Division Professional Development Representative
- Shirley Concolino, Immediate Past President

Excused:

- Susan Ramos, Southern Division Trustee
- Rebekah Barr, First Vice-President

Also present:

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

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

- a. Board confirmation of an appointment of a Central Division Professional Development Representative by President Lima.

Abrahamson moved and Cuppy seconded a motion to confirm the appointment of Miranda Lutzow to serve the remainder of the unexpired term for the position of Central Division Professional Development Representative as recommended by President Lima. The motion carried unanimously.

- b. Update on the progress of David Gassaway and Ryan DeVore regarding their review of CCAC's structure and resource distribution (Nicol)

The report has been sent to the Board for review through list serve. Concolino and Nicol spoke regarding meetings that would be held for the membership to provide input on the structure of CCAC. Nicol reported that three meetings would be held in each division. There was board discussion regarding the purpose of the meetings and if there were a way to see if education points could be attended for attendance. Nicol report that no action was required.

President Lima announced Items 7.B, & 7.C and 8.E would be taken out of Order

- 7.c Request to Encumber Scholarship Funds Awarded as Part of Round II of FY 2013-14 to Members for Attendance at the 3-day "Collaborating for Community Transformation" education offering by CEPO, Inc. (Abrahamson)

Abrahamson spoke regarding the cancellation of an event held by CEPO, and requested the funds awarded for that session be encumbered for use by nine of the awardees during the next fiscal year; the Professional Development Committee was in support of the recommendation.

Lutzow moved and Cuppy seconded a motion to encumber the scholarship funds awarded as a part of Round II of FY 2013-14 for use during the next fiscal year. The motion carried unanimously

7.b Update on Institute & Alternative Scholarship Programs Survey (Abrahamson)

Abrahamson reported a 15% response had been received to the survey. The responses were in favor of changing the format of the scholarship program to fewer scholarships, but covering the whole cost of registration. The Professional Development Committee thought it would be best to place this item on hold until the results of the survey by the consultants were available so that the results of that may be taken into consideration.

8.d Professional Development Director (Abrahamson)

Abrahamson announced that applications were being accepted for Round I of the scholarships for the upcoming fiscal year. Abrahamson announced that the graduating class of the March TTC Session donated \$250 in scholarships to the State and there need to be discussion on how to best distribute that, in addition they donated funds directly to the Northern Division. Abrahamson announced upcoming Nuts and Bolts session.

President Lima continued Item 3.

President Lima announced that CCAC had received a Subpoena for business records related to a membership records and she would be coordinating a response.

Treasurer Olds stated she had been asked if there was a response from the board related to an issue in a City, and in addition she stated she was asked to serve on a panel to discuss the issue. There was consensus that the board would maintain its position of not commenting on the issues related to the business of a City. There was discussion about promoting the profession when possible and methods to do so. There was discussion about creating a script that could be used by Clerks to create videos promoting the profession, which could then be posted to their websites. Olds then spoke about the panel she had been asked to sit on regarding the recall of a City Clerk, and they had discussed having a retired City Clerk serve on the panel. There was further discussion about having an article in Western Cities Magazine.

4. MINUTES

- a. Approval of February 18, 2014 Meeting Minutes (Wimberly)

Olds moved and Cuppy seconded a motion to approve the Minutes of February 18, 2014. The motion carried unanimously.

5. UNFINISHED BUSINESS

a. Status Update on 2013-2014 Goals

1. The Sustainable CCAC Picture

Olds reported on the financial piece of the sustainable picture and stated the Phases of the financial portion are being worked on, and that Phase 2 was on track.

2. Membership & Participation

2nd VP Pope reported on Membership renewals and the number of profiles that had been created in the new system with a total of 837 active members if they all register. He indicated there was a large interest in membership. The membership packet will be included in the new member section of the new website. Abrahamson reported on education and stated once the final report is received from the consultant the PDC would regroup to discuss.

3. The Four C's

Communications Director Rodrigues reported the final roll out and launch of the website would be taking place in a phased approach. Rodrigues asked about pictures of Board Members and Division Board Members be placed next to the pictures. She requested Board Members choose pictures they would like posted and that photographs be sent to her attention to maintain.

6. TREASURER'S REPORT

a. Treasurer's Report (Olds)

Olds reported she was maintaining the records in a drop box. Olds provided an overview of the reports through March 31, 2014. Olds provided an overview of the accounts and stated there was a large cash position right now due to memberships and the conference registration. All of the Membership dues will be moved to one line item through MemberClicks, and moving forward reports will be provided out of MemberClicks. The expenses from the conference will be paid out and she has 45-days to provide a report on the conference to the Board which should be available by June 11, 2014. Olds spoke regarding expenses and stated MemberClicks cost more than we initially thought and it included a per transaction fee, so a transition to a flat fee was made, which will be better in the long run, in addition there the Association was still making payments to Shark Studios.

Abrahamson moved and Pope seconded a motion to approve the Treasurers Report. The motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Receive and File consolidated policies from the Northern, Central, and Southern Divisions (Cuppy/Jasso/Mejia)

Freels moved and Jasso seconded a motion to receive and file the consolidated policies from the Central and Southern Divisions. Motion carried unanimously.

- b. Update on Institute & Alternative Scholarship Programs Survey (Abrahamson) – Taken out of order.
- c. Request to Encumber Scholarship Funds Awarded as Part of Round II of FY 2013-14 to Members for Attendance at the 3-day "Collaborating for Community Transformation" education offering by CEPO, Inc. (Abrahamson) – Taken out of order.
- d. Ratification of e-mail vote held on February 27, 2014 to approve filing CCAC's Federal IRS Form 990 and California state Form 199 annual tax filings for the tax years: 11/1/2010 to 10/31/2011, 11/1/2011 to 10/31/2012.

Roberts moved and Pope seconded a motion to ratify the e-mail vote held on February 27, 2014 to approve filing CCAC's Federal IRS Form 990 and California state Form 199 annual tax filings for the tax years: 11/1/2010 to 10/31/2011, 11/1/2011 to 10/31/2012. Motion carried unanimously

- e. Consideration of Bylaw Amendments.

President Lima reported on a request from the Chair of the Nomination Committee to change section 7.2 Nominating Committee from "The newly installed President shall appoint the Nominating Committee, to consist of at least six Voting Members, an equal number to be appointed from each Division, one of whom shall be designated by the President as the Chair" to "The newly installed President shall appoint the Nominating Committee, to consist of at least three Voting Members, one of whom shall be designated by the President as the Chair". President Lima noted Liz Aguirre who had served as the Nominating Chair for multiple years felt there was not a need to have 6 members serve on the committee as Martin Chapman now handles a great deal of the duties.

There was discussion relating to the charge of the Nomination Committee and if they were assisting in recruiting officers to serve. Mejia questioned if the change should also be made to move to electronic ballots. Following further discussion and in light of work being done regarding on CCAC Structure, which may end up requiring

a major bylaw amendment and that this item be held until it could be considered as part of a larger amendment.

Pope moved and Cuppy seconded a motion to table the consideration of a Bylaw Amendment to change section 7.2 Nominating Committee of the bylaws until such time as the report on the CCAC Structure is complete. Motion carried unanimously.

8. DIRECTORS' REPORTS

a. First Vice President (Barr)

b. Second Vice President (Pope)

a. Communications Director (Rodrigues)

Communications Director Rodrigues provided a reminder of the upcoming Official Word deadline, and stated the format will remain the same until the implementation of the new website.

c. Legislative Director (Johl-Olson)

Johl-Olson provided an update on AB 2550 and AB 2715, both authored by Assembly Member Hernandez, and that she would send additional information out to the membership via listserve.

d. Professional Development Director (Abrahamson) (Item was taken out of order).

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

Freels reported on the conference and start preselling spaces for vendors and sponsors now. Olds indicated that the income would be booked for the next year. Related to Item Doman stated she was excited to let the scholarship recipients know they could use their funds for a future conference. Lutzow stated Central Division would be partnering with the Northern Division to hold a Prop 218 training in Modesto.

f. Division Trustees (Roberts/Martin/Ramos)

Trustee Martin reported they may have come close to meeting the \$12,000 goal in fundraising. Martin reported that they recognize there may be changes for next year. Trustee Roberts reported on the scanner system for the conference, and thanked the helpers from the City of Pasadena.

g. Division Chairs (Cuppy/Jasso/Mejia)

Northern Chair Cuppy reported on the upcoming training to be held in Vallejo in June. Central Chair Jasso reported that Lutzow had joined the board, and that they are actively making sure they have people participating. Southern Chair Mejia reported they were currently

conducting an election for officers and that an Athenian Dialogue would be held in June.

h. Past President (Concolino)

9. IIMC REPORT (Tilton)

- a. IIMC Update
- b. Region IX Update

Region IX Director Tilton stated the Region IX Directors were reviewing scholarships for the region. Tilton stated the agenda packet was just published for the May meeting and was available online at the IIMC website. There was a slight glitch in the rotation of Region IX directors and some language would be cleaned up and sent to the state Presidents.

10. PRESIDENT'S REPORT (Lima)

President Lima reported on the 2014 Annual Conference, and thanked 1st Vice President Barr for her work on the conference.

11. ADJOURNMENT

President Lima adjourned the meeting at 1:38 p.m.