



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
June 5, 2014

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 10:41 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

Roll Call:

- Nanci Lima, President
- Rebekah Barr, First Vice-President
- Byron Pope, Second Vice-President
- Margaret Wimberly, Recording Secretary
- Patrice Olds, Treasurer
- Mindy Cuppy, Northern Division Chair
- Anthony Mejia, Southern Division Chair
- Lori Martin, Central Division Trustee
- Shawna Freels, Northern Division Professional Development Representative
- Miranda Lutzow, Central Division Professional Development Representative.

Excused:

- Kimberly Rodrigues, Communications Director
- Dawn Abrahamson, Professional Development Director
- Jose Jasso, Central Division Chair
- Susan Ramos, Southern Division Trustee
- Randi Johl-Olson, Legislative Director
- Margaret Roberts, Northern Division Trustee
- Susan Domen, Southern Division Professional Development Representative
- Shirley Concolino, Immediate Past President

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. MINUTES

- a. Approval of April 24, 2014 Meeting Minutes (Wimberly)

Freels moved and Pope seconded a motion to approve the Minutes of April 25, 2014. The motion carried unanimously with Barr abstaining.

5. UNFINISHED BUSINESS

- a. Status Update on 2013-2014 Goals
 - 1. The Sustainable CCAC Picture
 - 2. Membership & Participation
 - 3. The Four C's

Mejia moved and Lima seconded a motion to table discussion of the Status Update on the 2013-2014 Goals. The motion carried unanimously.

- b. Confirmation of an e-mail vote to table the bylaw amendment approved June 17, 2013 until the structural study is complete and incorporate the June 2013 bylaw amendment if appropriate into a bylaw amendment resulting from the structural study.

Pope moved and Freels seconded a motion confirm the e-mail vote to table the bylaw amendment approved June 17, 2013 until the structural study is complete and incorporate the June 2013 bylaw amendment if appropriate into a bylaw amendment resulting from the structural study. The motion carried unanimously.

6. TREASURER'S REPORT

- a. Treasurer's Report (Olds)

Olds provided an overview of the Treasurers report. Olds indicated that all of the documents have been uploaded to DropBox as a method of back-up. The documents include Insurance Policies, Tax Filings, Financial Reports, Bank Statements, Agreements and other financial information. These documents can be viewed by the Board at any time.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Review of final annual conference budget. (Olds)

Olds stated there were a total of 231 attendees, including guests. The net receipts were \$121,000, which will be offset by costs. The vendors brought in \$18,700; there was \$19,500 in sponsorships, for total revenue of \$140,420. Olds indicated the Association received good

rates for speaker costs. She then provided an overview of costs associated with the Conference which totaled \$119,172 to date, leaving a profit of \$21,000 to date. Olds indicated is still reconciling the budget and provided an overview for the process she is using to reconcile the numbers. Freels indicated the vendor income may be off as there were several late sign-ups. Regarding the fundraising it grossed \$10,209, and the store grossed \$3,410. The expenses for the store were \$1,574 for a net profit of \$1,836. Barr stated the process for the sponsorships, and the funding provided can be a bit confusing. There was discussion regarding the various sponsorships and the payments for those items.

b. Review of FY 2014/15 CCAC Budget (Olds)

Olds presented the proposed budget for 2014/15 and explained the line items, and stated it is currently out of balance and needs board input. There was discussion about the various line items; an amount was provided based on the actual amount spent to date. Freels stated she would be pre-selling vendor spots for the 2015 Annual Conference and felt the amount could be set at \$19,000 and that the amount for sponsorship can be left where it is currently at. There was further discussion about adjusting various line item associated with the Annual Conference President Lima felt the Association should be conservative in estimating the numbers for the 2015 Annual Conference as some cities are still recovering from the recession. It was agreed the amount be budgeted for \$85,000.

Olds then addressed the handbook line item, and it was agreed that the line item be set at the same level as the previous year. Olds budgeted \$10,000 for fundraising, and \$3,000 for the Store. Advertising revenue has gone down a little, and \$10,000 has been budgeted, the advertising will be billed through MemberClicks for payment which will then be tracked to the appropriate category. There was then discussion about the training budgets for Nuts & Bolts, and the Athenian Dialogues. The proposed revenue currently is \$262,212.

Olds then provided an overview of proposed expenses. Credit card and bank fees have been changed to one line item, Olds has created a bank fees sheet that provides additional detail on this item. The bank card fees have been \$6,500 for this last fiscal year. The ongoing costs were reviewed, and the structural study costs were addressed, as well as costs associated with the accounting & virus checking software. No costs have been budgeted for Shark Studios as the Association will be transitioning off of their services to MemberClicks. The MemberClicks services has been changed to a flat fee as there are more active members than was initially thought. There was further discussion regarding the remaining line items and additional changes were discussed for the budget, which would be scheduled for a follow-up meeting for Board discussion.

President Lima table Items 8, 9, and 10 to the next budget meeting.

8. DIRECTORS' REPORTS

- a. First Vice President (Barr)
- b. Second Vice President (Pope)
- c. Communications Director (Rodrigues)
- d. Legislative Director (Johl-Olson)
- e. Professional Development Director (Abrahamson)
- f. Division Professional Development Reps (Freels/Lutzow/Domen)
- g. Division Trustees (Roberts/Martin/Ramos)
- h. Division Chairs (Cuppy/Jasso/Mejia)
- i. Past President (Concolino)

9. IIMC REPORT (Tilton)

- a. IIMC Update
- b. Region IX Update

10. PRESIDENT'S REPORT (Lima)

11. ADJOURNMENT

President Lima adjourned the meeting at 11:58 a.m.