



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Friday, October 18, 2013

1. CALL TO ORDER

President Lima called the Executive Board Meeting to order at 11:15 a.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Roll Call:

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

Also present:

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

3. INTRODUCTIONS/ANNOUNCEMENTS – None.

4. MINUTES

- a. **Approval of 8/14/2013 CCAC and 9/18/2013 League of California City Clerks Division Meeting Minutes (Wimberly)**

Barr moved and Ramos seconded a motion to approve the 8/14/2013 and 9/18/2013 meeting minutes. The motion carried unanimously.

5. TREASURER’S REPORT (Olds)

- a. **Treasurers Report (Olds)**

Treasurer Olds provided an overview of the CCAC 2013-14 Budget.

- b. **Directors and Officers Insurance** - Abrahamson moved and Pope seconded to add an Urgency Item 5.B to the Agenda regarding Directors and Officers Insurance. The Motion carried Unanimously.

Legislative Director Johl-Olsen provided an explanation for the need of Directors and Officers Insurance. It is essential for a non-profit and protects against breach of duty by an officer of the association.

Concolino moved and Roberts seconded the motion to purchase Directors and Officers Insurance for the association. The Motion carried unanimously.

6. UNFINISHED BUSINESS

- a. **Status Update on 2012-2013 Goals, The Sustainable CCAC Picture (Johl), Membership & Participation, and The Four C’s**

There was a consensus to carry the 2012-2013 Goals forward for the 2013-14 year, with the Goals as updated during Goal setting.

- b. **Ratify E-mail Vote Regarding Request for Proposals for CCAC Structure and Resource Distribution**

Barr moved and Freels seconded the motion to ratify the vote by e-mail regarding the Request for Proposals for CCAC Structure and Resource Distribution. The Motion carried unanimously.

- c. **Ratify Unanimous E-mail Vote to Approve Membership Fee Increase and FY 2013/14 Budget.**

Abrahamson moved and Roberts seconded the motion to ratify the vote by e-mail to approve the Membership Fee increase and the Fiscal Year 2013/14 budget. The Motion carried unanimously

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. **Spirit Award in honor of Pat Hammers (Lima)**

President Lima spoke regarding the work of Pat Hammers and her passion for education of Clerk, her work as a mentor, and for going “green”.

There was a consensus of the board to proceed with conceptual approval of award and to bring back the criteria for the Boards approval.

- b. **MemberClicks (P. Olds)**

Treasurer Olds reported on the MemberClicks software, which could be used to not only for online registration for the Association and Divisions, but would also host a website.

Meija moved and Concolino seconded to approve the purchase of MemberClicks. The motion carried unanimously.

- c. **Appointment of RFP review team (Lima)**

President Lima appointed Coleen Nicol, Shirley Concolino and Joann Tilton to the RFP review team and directed them to development and set criteria for review of the RFPs.

- d. **MCEF Fundraising proposal from IIMC (Lima)**

President Lima explained that Municipal Clerks Education Foundation had sent a letter to the Association Presidents requesting feedback and input for a proposal that would distribute \$500 or more to that Association to use on an IIMC Region Meeting. IIMC Past President Nicol provided an additional explanation and stated it was her underrating that the funds could be used by the Association for any educational purpose and not strictly to host a Region Meeting, the intent is that it would be used to offset education held in the state.

There was a consensus of the Board to notify MCEF of the Board's approval of the proposal.

e. 2014 League of California Cities Expo Booth (Barr/Abrahamson)

First Vice President Barr spoke regarding the CCAC booth at the 2013 League of California Cities Expo, and the positive feedback that was received from elected and City Officials. There was discussion regarding the costs of the booth, and the benefit and exposure it provided to the association.

Pope moved and Rodrigues seconded to secure a booth for the 2014 League of California Cities Expo. Motion carried unanimous.

f. List-serve Policy (Freels/Abrahamson)

Professional Development Director Abrahamson spoke regarding the use of the list serve, and felt that some were using it for items that could be found through other methods which would include outreach to subject matter experts, or a neighboring City Clerk. Following a discussion of the Board, there was consensus that Maureen Kane could provide information about the List serve to new TTC enrollees.

g. Approval of TTC Contract (Abrahamson)

Professional Development Director Abrahamson presented the report regarding the proposed contract. Maureen Kane, Institute Director, participated via conference call. There was discussion regarding Exhibit A, Section 3a, to the contract and the desire of the institute to offer MMC level classes, as CEPO offers classes for both MMC and CMC points.

Mejia moved and Freels seconded to approve the Contract with the removal of requested MMC language and approve the addition of the language in Exhibit A Item 11 that states that CCAC shall provide educational TTC Scholarship awards each year in an amount equal to any financial support offered to other CCAC institute programs based on the previous year's totals. Motion carried unanimous.

h. Consideration of a Resolution supporting the candidacy of IIMC Vice Presidential Candidate, Vincent Buttiglieri , and consideration of providing financial support to the campaign. (Lima)

President Lima spoke regarding a letter received from Vincent Buttiglieri for support of his candidacy for the position of Vice President of IIMC. Immediate Past IIMC President Nicol spoke regarding Mr. Buttiglieri' s dedication to the profession.

Johl-Olsen moved and Concolino seconded to adopt a Resolution supporting the candidacy of Vincent Buttiglieri, MMC, as Vice President of the International Institute of Municipal Clerks.

Roberts moved and Johl-Olsen seconded providing financial support of Vice Presidential Candidate Buttiglieri in the amount of \$1,500. Motion carried unanimous.

- i. **Consideration of extending an invitation to Vincent Buttiglieri for the 2014 CCAC Annual Conference, and discussion of waiver of the registration fees related to his attendance. (Lima)**

President Lima spoke regarding the expenses of traveling to each state and their respective conferences.

Concolino moved and Johl-Olsen seconded to extend an invitation to IIMC Vice Presidential Candidate Vincent Buttiglieri to the 2014 CCAC Annual Conference, to waive his registration fees and provide \$500 in expenses. Motion carried unanimous.

- j. **Appointment of Chair for IIMC Region IX Dinner (Lima)**

President Lima appointed Dawn Abrahamson and Joann Tilton as Chairs for the IIMC Region IX Dinner.

- k. **Discussion of Fundraising efforts (Lima)**

President Lima spoke regarding the need for additional fund raising efforts and felt that new ideas may be needed.

There was a consensus of the Board to create an ad-hoc Fundraising subcommittee. The Trustees from each division and Susan Doman, the Southern Division Professional Development Representative were appointed to the subcommittee.

- l. **Discussion Regarding Appointment of Representative to League of California Cities' Administrative Services Policy Committee (Johl-Olson)**

Legislative Director Johl spoke regarding the appointment to this committee and the importance of having the person in that position be familiar with the work of the committee.

There was a consensus of the Board that the appointment to the person serving on the Administrative Services Policy Committee be the Legislative Director or a person serving on the Legislative committee.

8. DIRECTORS' REPORTS

- **First Vice President (Barr)**
- **Second Vice President (Pope)**
- **Communications Director (Rodrigues)**

Communications Director Rodrigues stated with the approval of the MemberClicks software she would prepare an article for the Official Word notifying members of the change.

- **Legislative Director (Johl-Olson)**
Legislative Director Johl-Olsen spoke regarding AB 1316, the legislation backed by CCAC and its successful adoption.
- **Professional Development Director (Abrahamson)**
Professional Development Director Abrahamson spoke regarding the upcoming deadline for Round II Scholarships for educational opportunities taking place from January to June 2014.
- **Division Professional Development Representatives (Freels/Lopez/Domen)**
- **Division Trustees (Roberts/Martin/Ramos)**
- **Division Chairs (Cuppy/Jasso/Mejia)**
- **Past President (Concolino)**

9. IIMC REPORT (Nicol/Tilton)

a. IIMC Report

b. Region IX Director Report

Region IX Director Tilton reported on the first Athenian Dialogue held in Oregon at their Annual Conference and stated it was well received.

10. PRESIDENT'S REPORT (Lima)

President Lima reported on attendance at the Oregon Municipal Records Association annual conference, and an upcoming conference in Alaska.

11. ADJOURNMENT

President Lima adjourned the meeting at 2:27 p.m.