



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**Friday, December 6, 2013**

**1. CALL TO ORDER**

President Lima called the Executive Board Meeting to order at 12:10 p.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
- Shawna Freels, Northern Division Professional Development Representative
- Lorraine Lopez, Central 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

**Excused:**

- Shirley Concolino, Immediate Past President
- Susan Domen, Southern Division Professional Development Representative

**Also present:**

- Colleen Nicol, IIMC Past President
- Joann Tilton, Region IX Director
- Lorraine Okabe, League of California Cities
- Sarah Cuneo, League of California Cities

**3. INTRODUCTIONS/ANNOUNCEMENTS – None.**

**4. MINUTES**

**a. Approval of 10/18/2013 CCAC Minutes. (Wimberly)**

President Lima requested corrections to Item 7.A and clarified that the consensus of the Board to proceed with conceptual approval of award and to bring back the criteria for the Boards approval.

Professional Development Director Abrahamson noted that the motion related to the contract for TTC should have included the in Exhibit A Item 11 which 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

***Roberts moved and Ramos seconded a motion to approve the 10/18/2013 meeting minutes with corrections to the items on Items 7.A and 7.G. The motion carried unanimously.***

**5. TREASURER'S REPORT (Olds)**

**a. Treasurer's Report (Olds)**

Treasurer Olds passed out the Treasurers report and provided a verbal overview of the report, and an overview of the accounts. The new finance reports are through month end and not mid-month so that all finances have been booked and included in the report pursuant to the Finance Policy. Olds further reported that we have spent 192% of the technology budget as we have paid the cost of the MemberClicks software, which will come from the reserves. The association will be billing late for membership fees due to the transfer to the new MemberClicks software. The line item related to Fund Raising is in the negative as the Association refunded the price of a cruise. The Association is over budget for the cost of Board meetings, as cost varies based on the location and other factors. Olds provided copies of various reports available through the accounting software as examples of the types of reports that are available for Board review and consideration. There was Board consensus that all reports be provided for consideration at future meetings.

President Lima asked for a report on the status of the Reserves. Olds indicated that could be provided by April 2014. There was further discussion of reserves, which is currently at a balance of approximately \$125,000, once payment is made to the CPA, MemberClicks, and the approval of the RFP, those costs will spend down 34 percent of the reserves. Olds has stated one of the goals going forward is to align the various reporting dates for the Association.

***Barr moved and Mejia seconded a motion to approve the Treasurers Report. The motion carried unanimously.***

b. Discussion of Membership Admin Fees (Olds)

Treasurer Olds explained that standard practice of the association has been to take \$10 off the top for primary members and \$5 for associate members as an administrative fee prior to sending the Divisions their percentage of the membership fees. CCAC pays for the following items for the entire association; insurance, bonding, the website, the annual conference and the structure associated with it, the tax filings, the accountants, and other various administrative items that need to be handled for the association as a whole need to be covered. Treasurer Olds noted that several years ago a decision was to accommodate those changes by motion action; however a change was not made in the by-laws. There have been some questions regarding this practice from the Treasurers of the divisions. While this may be able to be folded into the infrastructure issue that will addressed as a part of the RFP, membership payments will be due soon, and payments will need to be made to the divisions. Treasurer Olds indicated that while the fees for membership have been raised by \$10 in each category an amount of \$7,000 was included in the budget for those funds. The administrative fees for last year are approximately \$6,000.

There was board discussion related to the practice and it was notice that Shalice Tilton may have records related to the implementation of the practice; and she may have a minute order. Concern was expressed that the practice was not memorialized in the bylaws. Mejia asked how the minute order would supersede the bylaws. Colleen Nicol explained the history and stated it didn't get translated to the bylaws. There was discussion regarding options moving forward, continue this going forward, or stop the practice and the fiscal impact. Treasurer Olds stated the financial impact would be approximately \$1,500 hit to the budget – which is the difference between not collecting the admin fee and the anticipated increase in revenues from the new fee schedule this year. A comment was made should the fee stopped being charged a bill should be sent to the division for the items that are paid by CCAC.

There was further discussion regarding the administrative fee and the minute order. There was a need to receive clarification so that the MemberClicks database could be built with the correct fee structure.

***President Lima directed that an e-mail vote to amend Financial Policy \$10 primary and \$5 associate fee, with a question to be formed by December 11, 2013, with assistance from Deputy Treasurer Roberts. The Minute Order related to the initial implementation of the administrative fee will be provided if it is available by the time of the e-mail vote. President Lima also asked that the records be examined by Deputy Treasurer Roberts to determine what CCAC pays for on behalf of the divisions.***

## **6. UNFINISHED BUSINESS**

### **A. Status Update on 2013-2014 Goals**

#### **1. The Sustainable CCAC Picture**

President Lima stated she would send the work plans out to the Board. Southern Division Chair Mejia indicated the Southern Division had completed and adopted their Division rules and regulations; they had been forwarded to the Central Division so they may work from them. Northern Division Chair Cuppy stated the Past Chair for the Northern Division was working on them and she had not received a status update yet. Central Division Chair Jasso stated the Central Division had completed theirs but they had not yet been adopted. President Lima spoke further regarding the work plans and the schedule, the division comparisons for best practices and stated the State Board is scheduled to adopt the rules and regulations appended to the policies in April of 2014 and those or to be posted to the website by June of 2014.

#### **2. Membership & Participation**

##### **(a) Education Needs and upcoming survey related to the two scholarship programs. (Abrahamson)**

Professional Development Director Abrahamson stated Second Vice President Pope is working on the new member packet which should be complete by January 2014 and will be incorporated with new system. She further indicated the scholarship survey will be ready to send out pending approval and review by the institute directors. The survey will be rolled out through the Divisions and their membership databases.

#### **3. The Four C's**

Communications Director Rodrigues spoke regarding MemberClicks and the update to the website and the inclusion of various landscapes from around the State. She spoke regarding the limitations of the current system for files. She further spoke regarding the limitations of the current system.

B. Report and Recommendation from the RFP Committee

Colleen Nicol reported on the qualifications of both firms who submitted responses to the RFP and provided an overview of the decision making process of the RFP Committee.

***Johl moved and Abrahamson authorized President Lima, to negotiate and execute a final contract with David Gassaway and Ryan DeVore for \$16,830, plus direct expenses for hotel and airfare and/or mileage, with total expenses not-to-exceed \$25,000, to complete the scope of work described in the revised response dated November 18, 2013, to the CCAC Request for Proposals (RFP) entitled "CCAC Structure and Resource Distribution" with Randi Johl as her designee for negotiations. Motion carried unanimously.***

***President Lima to appointed Shirley Concolino, Coleen Nicol and Joann Tilton to steering committee to serve as advisors to the contractor, as needed, throughout the project.***

***Roberts moved and Pope seconded the approval of the appropriate budget adjustments as advised by the CCAC Treasurer. Motion carried unanimously.***

**7. NEW BUSINESS/ACTION/DISCUSSION ITEMS**

- c. Consideration of support to nominate Lee Price for a Quill Award.  
(Nicol/Tilton)

***Barr moved and Freels seconded support of a nomination of Lee Price for a Quill Award. Motion carried unanimously.***

- d. Discussion Regarding Election of Secretary of State in 2014  
(Johl/Abrahamson)

Legislative Director Johl-Olson provided background information on the legislative relationship with the League, the Legislator, and the Secretary of State. She reported on the upcoming election of the Secretary of State in 2014 and requested Board direction related to outreach for the potential candidates. President Lima stated she would be comfortable with the Legislative committee meeting with candidates and reporting back to the membership, not endorsing any candidates, but providing information and facts. Second Vice President Pope felt that aside from the endorsements CCAC needed to do a better job as an organization of building a relationship with the Secretary of State's

office and felt that building a relationship with the candidates could be beneficial in that regard. Joann Tilton spoke regarding relationships that were established with people who held the position of the Secretary of State and felt that some of the ways that was built in the past may be beneficial in the future. Those meetings included the CCAC President and the Legislative Director. President Lima requested when if an appointment were made that it should include the Legislative Committee and the CCAC President, and the first and second vice Presidents be included. Legislative Director Johl-Olson stated it was a bit premature to set appointments up at this time due to the recent resignation of the League Lobbyist, and as that position is being filled it would be a good time to note the various issues the association could work with the Secretary of State's office on.

***There was Board consensus that when appointments were made with the candidates, that those appointments include the Legislative Committee and the CCAC President, and the first and second vice Presidents.***

## **8. DIRECTORS' REPORTS**

### **a. First Vice President (Barr)**

First Vice President Barr reported that meetings would be starting for the annual conference committee and that site visits would be taking place in a few weeks.

### **b. Second Vice President (Pope)**

Second Vice President Pope reported on the migration of information into the new membership software which would hopefully be complete by January 1, 2014.

### **c. Communications Director (Rodrigues)**

Communications Director Rodrigues reported on the inclusion of the Halloween photos in the Official Word and stated she had received a lot of positive feedback from that and may come up with a similar item such as that quarterly which would engage the membership. She further reported on that in each Official Word a division would be highlighted and it would be up to that division to choose how they would be highlighted.

### **d. Legislative Director (Johl-Olson)**

### **e. Professional Development Director (Abrahamson)**

### **f. Division Professional Development Reps (Freels/Lopez/Domen)**

Northern Division Professional Development Rep Freels reported that she and the Central Division Professional Development Rep had taken Mentor training with Lee Price. She further reported that the Vendor information would be live on the conference site shortly. Central

Division Professional Development Rep Lopez reported on scholarships, and attendance at the mentor training.

**g. Division Trustees (Roberts/Martin/Ramos)**

Northern Division Trustee Roberts reported on quotes for purchase of scanners and would report back once that information was received. She reported on fundraising that was taking place for the annual conference.

**h. Division Chairs (Cuppy/Jasso/Mejia)**

Southern Division Chair Mejia reported on the January Southern Division meeting. Central Division Chair Jasso reported on a special meeting schedule for mid-December to adopt their policies and the Central Division meeting that will be held in January.

**i. Past President (Concolino)**

**9. IIMC REPORT (Nicol/Tilton)**

**a. IIMC Update**

Region IX Director Tilton reported on the mid-year IIMC meeting in Savannah, GA, attendance at the Alaska Conference in Anchorage. She was examining ways of distribution the IIMC agenda packets to the Region IX members. She reported on a recommendation related to education related to Athenian Dialogues and technical bulletins that was before the IIMC Board. Three points will be given for Athenian Dialogues with a maximum of 15 points from the Athenian Dialogues, which is separate from the Athenian Fellow program. No points were given for the technical bulletins. There was a report on the education resource group which is the group being used instead of an Director of Education, and said there was a request for additional information about how the group was being utilized. Prior to the close of the meeting a letter was read into the record from CCAC President Lima stating that CCAC would like to see the position of Director of Education reinstated, the letter spawned comments from others echoing the same sentiment. There was discussion regarding the importance of the Director of Education position. The 2018 Conference was awarded to Norfolk, Va.

**b. Region IX Update**

Region IX Past President Nicol reported on the Policy review committee, and an e-mail that will be sent out related fund raising.

**10. PRESIDENT'S REPORT (Lima)**

President Lima reported on the workload of the President's position.

**11. ADJOURNMENT**

President Lima adjourned the meeting at 2:39 p.m.