



**ADOPTED Minutes  
CCBSA ANNUAL BUSINESS MEETING  
Santa Clara County  
November 20, 2014 @ 1:45 P.M.**

1. Call the meeting to order  
**The meeting was called to order by President Laura Welch at approximately 2:17 p.m.**

- Executive Committee Members:

<b>President</b>		<b>Laura Welch</b>	<b>San Bernardino</b>	<b>Present</b>
<b>Vice-President</b>		<b>Kecia Harper-Ihem</b>	<b>Riverside</b>	<b>Present</b>
<b>Secretary</b>		<b>Michelle Baldwin</b>	<b>Tulare</b>	<b>Absent</b>
<b>Treasurer</b>		<b>Anika Campbell-Belton</b>	<b>Alameda</b>	<b>Present</b>
<b>Immediate Past President</b>	<b>Past</b>	<b>Gail T. Borkowski</b>	<b>Monterey</b>	<b>Present</b>
<b>Region I Chair</b>	<b>Region</b>	<b>Tim Mitchell</b>	<b>Mendocino</b>	<b>Present</b>
<b>Region II Chair</b>	<b>Region</b>	<b>Diane Severud</b>	<b>Calaveras</b>	<b>Present</b>
<b>Region III Chairs</b>	<b>Region</b>	<b>Mimi Duzenski/Tanna Boyd</b>	<b>San Joaquin/Madera</b>	<b>Present</b>
<b>Region IV Chair</b>	<b>Region</b>	<b>Gail Borkowski</b>	<b>Monterey</b>	<b>Present</b>

2. **Roll Call/Introduction of Members present:**

The following CCBSA member counties were represented at the General Business Meeting: Humboldt, Alameda, Plumas, Marin, Napa, Nevada, Solano, Madera, Mono, Santa Clara, Stanislaus, Tuolumne, Los Angeles, Monterey, San Benito, Riverside, San Bernardino, Ventura, Mendocino, San Joaquin, El Dorado, and Tehama.

3. **Consideration of proposed amendments to CCBSA Bylaws:**

Article VI.3.b. Officers/Term of Office – Page 2  
Preservation of electronic CCBSA officer records -

Proposed wording

In order to preserve the electronic records of the Association, all officers will make two backup copies of the thumb drive prior to the transfer of records and a CD of the records shall be retained by the outgoing officer.

Article IX:6.c.: Committees/Subcommittees/New Clerk’s Institute – Page 7  
Change the name of the New Clerk’s Manual to Clerk’s Manual.

Article IX:6.e.: Committees/Subcommittees/Website Committee – Page 7  
Allow for President to appoint additional Website Committee members as needed.

Article IX:6.i.: Committees/Subcommittees/Sponsorship Committee – Page 8  
Details sponsorship level amounts.

Proposed wording

All sponsors will receive recognition on signage boards used by CCBSA at the CSAC conference. Identified levels of sponsorship shall be as follows:

- \$2,000 or more – CCBSA Platinum Circle Sponsor (receive four dinner seats)
- \$1,500 - \$1,999 – CCBSA Gold Circle Sponsor (receive three dinner seats)
- \$1,000 - \$1,499 CCBSA Silver Circle Sponsor (receive two dinner seats)
- \$500 - \$999 – CCBSA Bronze Circle Sponsor (receive one dinner seat)

**Motion by Stanislaus, seconded by Monterey to amend the CCBSA Bylaws to incorporate the changes outlined above. APPROVED**

After the vote there was discussion regarding naming conventions of documents on the CCBSA thumb drive and how long documents should be kept. It was decided that documents should be kept in perpetuity and that the secretary of the website committee should keep the thumb drive.

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4. **Approval of Minutes from the November 21, 2013 General Business Meeting, Annual Conference (Santa Clara)**

**Motion by Plumas, seconded by Marin. APPROVED**

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5. **Election of 2015 Officers**

**Motion by Tuolumne/Madera, seconded by Napa, to elect the following 2015 CCBSA Officers:**

**President:** Kecia Harper-Ihem, Riverside County

**Vice President:** Michelle Baldwin, Tulare County  
**Secretary:** Anika Campbell-Belton, Alameda County  
**Treasurer:** Jim Mitrisin, El Dorado County

**APPROVED**

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## 6. Treasurer's Report/Approval of 2015 CCBSA Budget

- Treasurer Anika Campbell-Belton (Alameda) presented the 2015 proposed CCBSA Budget and noted concerns.
  - **Bar tab monitoring**
  - **501C not established**
  - **Quiz prizes**
  - **Donations/Sponsorships**
  - **Development of an App**
  - **Secondary Clerk's membership**
- Treasurer's Report

**Motion by Monterey, seconded by Santa Clara to approve the 2015 Budget and Treasurer's Report. APPROVED**

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## 7. Region/Committee Reports

- a. Regional Chair Reports:
  - (Tim Mitchell), Region 1 – Region 1 held its first regional meeting in Tehama in March of 2014. The meeting was well attended and topics included Sovereign Citizens, the Agenda process, and Boards, Committees, Commissions (BCC's). A second regional meeting was held in Humboldt County in August 2014 and it was also well attended. Subjects included Capturing Motions, Agenda Systems, and Boards, Committees, Commissions (BCC's).
  - (Diane Severud), Region 2 - **None**
  - (Mimi Duzenski/Tanna Boyd), Region 3 Co-Chairs - **None**
  - (Gail Borkowski), Region 4 Chair – **None**
- b. Committee Reports:
  - Executive Committee

Laura stated the Committee met regularly and minutes are posted on the Website. The new mission/vision statement was mentioned along with the 3 Year Strategic Plan and its first year goals including, "The Quiz", the website, bylaws committee, nuts and bolts training and the certification program.
  - Legislative Committee out of CACEO - Christine Ferraro Tallman reported on several legislative items, including:
    - 194 Campos – Public Comment bill. We opposed the bill and it is dead.
    - Agent-Filing System Lobbyist-Sponsoring. We opposed the bill and it is dead.
    - Clean up language to clarify City Clerk/County Clerk relative to the Clerk of the Legislative Body
    - Alicia Jamar – Tuolumne County – Submitted to the CACEO Legislative Committee the request for the clarification on G.C. 25124

- Quiz Committee – Diane Patterson, Quiz Mistress, submitted a written report of the quiz happenings for 2014. The committee worked to create a new quiz logo, updated the quiz banner, and had buttons made. One major area of concern for the quiz committee remains the sustainability of the quiz.
- Website Committee – The Website Committee reported they are continuing to update and keep information current by tasking each Committee member with assigned areas to update on the website. It was noted that the membership roster on the website will only contain the Clerk of the Board and Assistant Clerk of the Board and further only counties that have paid their annual dues will have access to the website. It was also reported that there is more work to do to have a new e-mail distribution program in place since the “All CCBSA” e-mail group is currently contained within the old Website. Discussion took place amongst the membership to ensure minutes and historical documents i.e. Capstone are posted.
- Education/Training Committee/Mentor Program – Christine Ferraro Tallman reported that the committee assign seasoned clerks with new clerks for better mentoring. There was discussion of the New Clerks Institute and the New Supervisors Institute which was going to have new curriculum.
- Clerks Emeriti  
The Clerks Emeriti met for lunch on November 21, 2014. Clerk’s Emeriti approached Kecia Harper-Ihem, incoming president, to discuss the involvement of the group with the mother organization and it seemed to be a discussion best had by the Executive Committee.

## 8. Appointment of 2014 Regional Chairs and Committee Assignments

## 9. Roundtable Discussion/Presentations

- CCBSA Website Demo - **Unable to show**
- South Napa Earthquake PowerPoint – **Unable to show**
- 2015 Regional Conferences - **Discussion took place encouraging CCBSA Regional meetings.**
- Fundraising for CCBSA – **Robust discussion on a vision for what types of items would most likely sell as a fundraiser including pins, t-shirts, cookbooks, notebooks. Get feedback through CSAC on what attendees would most like to see. Selling raffle tickets for a drawing for an iPad, a basket (submittals from each region), or Disney tickets.**
- How do you put forth your vision? **Through a strategic plan which is a fluid document.**
- Give examples of risk taking as a Clerk of the Board. **Use of technology**
- How are you innovative as a Clerk of the Board? **Grant charts, preparation of business requirement proposals, strategic objective groups**
- How do you work with a seasoned staff person(s) with a poor attitude? **Discussion took place and suggestions were made regarding this topic.**
- What positive communication skills do you incorporate with staff? **Discussion took place and suggestions were made regarding this topic**

## 10. Miscellaneous – None

- **Adjourned at 4:25 p.m.**