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## ***CCBSA ANNUAL CONFERENCE GENERAL BUSINESS MEETING MINUTES***

*Monterey County  
Thursday, December 3, 2015  
2:00 pm – 4:30 pm*

### **1. Call to Order**

The meeting was called to order by President Kecia Harper-Ihem, Riverside.

### **2. Roll Call/Introduction of Members**

The following CCBSA member counties were represented at the General Business Meeting: Alameda, Marin, Napa, Nevada, San Diego, Santa Clara, Santa Cruz, Stanislaus, Tulare, Tuolumne, Monterey, San Benito, Riverside, Ventura, San Joaquin, El Dorado, Sutter, Fresno, Santa Barbara, Trinity, Shasta, Orange, Tehama, Humboldt, Colusa and Yuba.

### **3. Consideration of and Approval of Amendments to CCBSA Bylaws and Discussion/Action to eliminate or consolidate committees**

#### Article VII.4 Treasurer – Page 4

*Addition of Section k. – shall have a standing position on the Conference Planning Committee.*

*Addition of the wording that the Treasurer shall call a meeting of the Finance Committee within 30 days of receipt of the annual conference invoice from CSAC and that both the incoming and outgoing Treasurer attend at the end of the last paragraph for the Treasurer.*

Article IX.2.b.iii Finance Committee – Page 5

*Addition of Section iii – Shall hold a meeting within 30 days of receipt of the annual conference invoice from CSAC.*

Article IX.3.a. Annual Conference Committee – Page 6

*Addition of the wording – and the Treasurer at the end of section a.*

Article IX.6.f. CCBSA Fundraiser Committee – Page 8

*Adding of the word “speakers” to “hiring workshop speakers.”*

The Finance Committee also recommended that the Bylaws Committee conduct a more in depth review of the bylaws.

President Harper-Ihem reviewed the proposal to reduce the number of CCBSA Committees to improve efficiency by consolidating the following Committees:

- Remove the Nominating Committee because it will become a subcommittee of the Executive Committee.
- Remove the Mission/Vision Statement & Bylaws Committee because it will become a subcommittee of the Executive Committee.
- To combine the Education/Certification Committee with the New Clerk’s Institute/Clerk’s Resource Manual and Best Practices Committee.
- To combine the Fundraising Committee with the Sponsorship Committee.

This would reduce the number of committees to 10 and would require amendments to the bylaws.

Napa suggested the following amendment the proposed:

Article X: Nominations – page 9

*The ~~Nominating Committee~~ to Executive Committee will distribute to all members... the ~~Nominating~~ Executive Committee, shall send to each regular member...*

**Motioned by Monterey, seconded by Tuolumne motion to approve the proposed changes to the Bylaws to Articles Article VII.4, Article IX.2.b.iii, Article IX.3.a., and amending the phrase in Article IX.6.f. to “hiring workshop of speakers”; and bring back all other recommended amendments to the Bylaws to the full membership at the 2016 General Business meeting.**

**Action: Unanimously Approved**

#### 4. Approval of November 20, 2014 General Business Meeting Minutes

Motion by Plumas, seconded by Stanislaus.

**Action: Unanimously Approved**

#### 5. Election of Officers for 2016

President	Michelle Baldwin	Tulare
Vice-President	Anika Campbell-Belton	Alameda
Secretary	Jim Mitrison	El Dorado
Treasurer	Nicole Temple	San Diego
Immediate Past President	Kecia Harper-Ihem	Riverside

Motion by Plumas, seconded by Madera.

**Action: Unanimously Approved**

#### 6. Treasurer's Report/Approval of the CCBSA 2016 Budget

Treasurer Jim Mitrison, reported that CCBSA membership is up to 52 Counties. As of November 12, 2015, the balance of the Business Market Rate account was \$29,053.64 and the Non-Profit Checking account balance was \$11,124.51.

Jim provided an overview of the 2016 Budget as prepared by the Finance Committee. The following budget line items were moved forward for consideration:

Line Item #	Description Note	Final recommendations after membership discussion
8	Audio/Video Telephone Conference Recommend removal	Remove
10	Fundraising Seed Money Reduce from \$2,000 to \$1,000	Reduce to \$1,000
11	Miscellaneous Discuss at conference	No change
17	Spring Conference "Seed Money" Discuss at conference	No change
18-22	Lines related to Spring Conference Guest Speakers; lodging, meals and Misc. items.	Remove
28	Annual Conference: Miscellaneous	Reduce to \$100 and combine with line 26 "Workshop Misc."
32	Welcome Reception (Wednesday)	Reduce to \$3,500

35	Guest Travel Expenses	Remove
40	Honoree Reception (Thursday)	Reduce to \$5,000
54-61	Misc. Line items	Consolidate

The Finance Committee also suggested that as a result of any or all actions taken at conference in 2015, the Bylaws may need in-depth analysis and modification as appropriate.

President Kecia Harper-Ihem requested that moving forward that the organization intensify our sponsorship efforts. She proposed that we develop a statewide vendor list to help develop long-term/consistent sponsorship levels. We should also work to ensure our budget priorities support the CCBSA Mission and Goals.

Diane Patterson, Marin, distributed a memorandum dated November 15, 2007, for historical reference, that had been presented and discussed at the 2007 (Alameda) annual conference regarding conference sponsorships. The 2007 memorandum outlined background on CCBSA seeking conference sponsorships, the current practice (in 2007) and outlined recommendations for consideration at the 2007 General Business Meeting. Recommendations at that time included:

- Assign to a CCBSA Committee the responsibility for soliciting sponsorships, including the responsibility to:
  - Work with the CCBSA President to further develop a list of possible sponsors, including information about what the product/service is and which CCBSA member counties are clients of the vendor; and
  - Work with the CCBSA President to prepare and send solicitation letters to prospective sponsors and necessary follow-up actions regarding the requested donation.
- Assign to a CCBSA Committee the responsibility to work with CSAC and others, to identify any possible tax and reporting responsibility related to the sponsorship revenue generated.
- Assign to a CCBSA Committee the responsibility to develop guidelines regarding the solicitation of funds.

**Motioned by Monterey seconded by Tehama, to approve the CCBSA 2016 Budget as amended to include the changes in line items listed above.**

**Action: Unanimously Approved**

7. CCBSA Budget Presentation / Discussion  
***(Presentation/discussion heard congruent to Item 6)***

## 8. Region/Committee Reports

### a. Regional Chair reports:

- Region 1 - Angela Ford, Tehama – hosted a meeting in May 2015 discussion related to sovereign citizens, marijuana ordinance issues and agenda management system.
- Region 2 – Jim Mitrison, El Dorado – Nothing to report.
- Region 3 - Mimi Duzenski, San Joaquin/Tanna Boyd, Madera – Nothing to report.
- Region 4 – Brian Palmer, Ventura reported that the Committee met in August 2015, had discussions related to meeting management systems, boards and Commissions, and how to navigate politically sensitive issues.

### b. Committee Reports

- Executive Committee – President Kecia Harper-Ihem, Riverside reported that the Committee scheduled meetings monthly, although some required rescheduling, the Committee was able to successfully take care of Association Business. She also thanked the members of the committee for their support through a very challenging year.
- Legislative Committee – Christine Ferraro Tallman, Stanislaus reported that the Committee vigorously opposed three bills on behalf of the Association that would have adversely affected the function of the Clerk of the Board statewide. She also noted that if a member of CCBSA wishes to become a member of the Legislative Committee, they must also be members of California Association for Clerks and Elected Officials (CACEO).

President Harper-Ihem stated that if members are interested in learning about new legislation that effect Clerks, it's important to attend the CACEO Annual New Law Workshop.

Website Committee – provided a workshop on Thursday, December 2, outlining their activities in 2015, which included a demonstration of new Website navigation features; information on website Subscribers vs. Administration; proposed Rackspace email account (future enhancement/replace current group email, its impact on the budget, and the termination of the Computer Logistics hosting account.

- Quiz Committee – Diane Patterson provided a written report outlining their activities in 2015, which included: Clerks' Quiz receiving a profile article in the *Portola Reporter*; John Taylor updating the Quiz Question

database; a report on Quiz expenses; the procurement of two Quiz table runners; requesting updates to the CCBSA website regarding the Quiz; and efforts to improve the Quiz displays, update information sheets, provide booth equipment support, Quiz promotion for the Annual Conference.

- Education/Training Committee/Mentor Program – Christine Ferraro Tallman asked that all members interested in participating in the Mentor Program contact her for more information.
- Clerks Emeriti – President Harper-Ihem reported that the members are open to discussing increasing their participation in the Association.

## **9. 2016 Regional Chairs and Committee Assignments**

### **2016 Executive Committee**

Michelle Baldwin, Tulare, President, Region 4  
Anika Campbell-Belton, Alameda, Vice President, Region 3  
Jim Mitrison, El Dorado, Secretary, Region 2  
Nicole Temple, San Diego, Treasurer, Region 4  
Angela Ford, Tehama, Region 1 Chair  
Gladys Coil, Napa, Region 2 Co-Chair  
Julie Patterson-Hunter, Nevada, Region 2 Co-Chair  
Alicia Jamar, Tuolumne, Region 3 Co-Chair  
Bernice Seidel, Fresno, Region 3 Co-Chair  
Brian Palmer, Ventura, Region 4 Co-Chair  
Robin Steiler, Orange, Region 4 Co-Chair  
Kecia Harper-Ihem, Immediate Past President, Riverside, Region 4

### **Annual Conference Committee – Palm Springs 2016**

Kecia Harper-Ihem, Riverside, Chair & 2016 Host, Region 4  
Michelle Baldwin, Tulare, President, Region 4  
Gail Borkowski, Monterey County, Immediate Past Host, Region 4  
Ann Nordyke, Colusa, Region 1  
Gladys Coil, Napa, Region 2  
Julie Patterson-Hunter, Nevada, Region 2  
Susan Galloway, Santa Cruz, Region 3  
Nicole Temple, San Diego, Region 4  
Laura Welch, San Bernardino, Region 4

### **Finance Committee**

Nicole Temple, San Diego, Treasurer – Chair, Region 4  
Anika Campbell-Belton, Alameda, Vice President, Region 3  
Jim Mitrison, El Dorado, Region 2  
Gail Borkowski, Monterey, Region 4  
Tracy Damico, Humboldt, Region 1  
Florence Evans, Sacramento, Region 2  
Alicia Jamar, Tuolumne, Region 3

### **Awards & Recognition Committee**

Anika Campbell-Belton, Alameda, Vice President, Region 3  
Courtney Houle, Glenn, Region 1  
Mimi Duzenski, San Joaquin, Region 3

### **Clerks Emeriti**

Tanna Boyd, Retired – Madera  
Phyllis Perez-Sorenson, Retired – Santa Clara  
Roberta Rodriquez, Retired – Ventura

**Clerks' Quiz**

Diane Patterson, Marin, Region 2 – Quiz Mistress

Courtney Houle, Glenn, Region 1

Gladys Coil, Napa, Region 2

Jeanette Bellinder, Solano, Region 2

Angela Ford, Tehama, Region 1

*John Taylor, Retired Quiz Master*

**Conference Sponsorship Committee**

Ann Nordyke, Colusa, Region 1

**Education/Certification Committee**

Gail Borkowski, Monterey, Region 4

Lois Sayhoun, Retired, San Joaquin

**Fundraising Committee**

Kathy Hayes, Humboldt, Region 1

**Legislative Committee**

Tracy Damico, Humboldt, Region 1

Courtney Houle, Glenn, Region 1

Alicia Jamar, Tuolumne, Region 3

Rhonda Cargill, Madera, Region 3

Liz King, Stanislaus, Region 3

Brian Palmer, Ventura, Region 4

Gail Borkowski, Monterey, Region 4

Robin Steiler, Orange, Region 4

Kecia Harper-Ihem, Riverside, Region 4

Catrina Christensen, San Luis Obispo, Region 4

**Mission/Vision Statement & Bylaws Committee**

Ann Nordyke, Colusa, Region 1

Louie Valdez, San Benito, Region 3

Bernice Seidel, Fresno, Region 3

**New Clerks Institute/Clerks Manual/Best Practices Committee**

Louie Valdez, San Benito, Region 3

Susan Galloway, Santa Cruz, Region 3

Brian Palmer, Ventura, Region 4

Kecia Harper-Ihem, Riverside, Region 4

**Nominating Committee**

Michelle Baldwin, Tulare, Region 4

Bernice Seidel, Fresno, Region 3

Jeanette Bellinder, Solano, Region 2



**Website Committee**

Jim Mitrison, El Dorado, Secretary – Chair, Region 2

Ann Nordyke, Colusa, Region 1

Rhonda Cargill, Madera, Region 3

Angela Ford, Tehama, Region 1

Gail Borkowski, Monterey, Region 4

Nicole Temple, San Diego, Region 4

Laura Welch, San Bernardino, Region 4

Jeanette Bellinder, Solano, Region 2

**10. Roundtable Discussion/Presentations**

- a. Fundraising for CCBSA – Creating a list of vendors
- b. 2016 Regional Conferences
- c. How do you put forth your vision?
- d. How are you innovative as a Clerk of the Board?
- e. How do you work with a seasoned staff person(s) with a poor attitude?
- f. What positive communication skills do you incorporate with staff?

**All Roundtable items with the exception of 10a were tabled due to time constraints. Item 10a was discussed during the presentation of the budget, see item 6 above.**

**11. Miscellaneous - None**

**12. Adjourned**