I. Call to Order
President Patty Crittenden, Solano County, called the meeting to order at 10:00 a.m.

II. Roll Call
Secretary Denise Pennell, Kern County, called the roll. The following counties were present:
- Anika Campbell-Belton, Alameda
- Sandy Soeth, Glenn
- Lora Canzoneri, Humboldt
- Sylvia Bermudez, Imperial (arrived after roll call)
- Denise Pennell, Kern
- Robin Guerrero, Los Angeles (arrived after roll call)
- Bonnie Holiday, Madera
- Diane Sauer-Patterson, Marin
- Kristi Furman, Mendocino
- Pamela Miller, Napa
- Darlene Bloom, Orange
- Ann Holman, Placer
- Nancy DaForno, Plumas
- Nancy Romero, Riverside
- Sandy Burnett, Sacramento
- Dena Smith, San Bernardino
- Linda Churchill, San Benito
- Thomas Pastuszka, San Diego
- Lois Sayhoun, San Joaquin
- Phyllis Perez-Sorensen, Santa Clara
- * San Mateo
- Gail Borkowski, Santa Cruz
- Patty Crittenden, Solano
- Christine Ferraro Tallman, Stanislaus
- Michelle Baldwin, Tulare
- Alicia Jamar, Tuolumne
- Roberta Rodriguez, Ventura
- Ana Morales, Yolo

III. Introductions
All present introduced themselves.

IV. Adopt Proposed Amendments to Bylaws – Held over following presentation by the Website Committee
a. Sunshine Committee – Budget to be established annually as part of the budget approval process
b. Web Page Committee – Established Web Page Committee with further amendment to require any contract negotiated by the committee shall be presented to the Executive Committee for approval and contract execution on behalf of the Association.
c. Change fiscal year to calendar year  
d. President’s Award / John Taylor Award – Previously established in 2003 amendments  
e. Plaques for outgoing officers – No change recommended; practice to remain at present standard

Adopted amendments to bylaws as proposed and further amended relating to the Web Page Committee  
Motion: Stanislaus / Second: Ventura

V. Approval of Minutes  
a. Nov. 17, 2004 General Business Meeting, San Diego County  
b. June 2, 2005 General Business Meeting, Madera County, Bass Lake  
c. June 3, 2005 Executive Committee, Madera County, Bass Lake  
d. June 17, 2005 Executive Committee Conference Call  
Minutes approved  
Motion: San Joaquin / Second: Orange

VI. Budget Priorities  
Treasurer Diane Sauer-Patterson discussed consideration of a strategic plan on the method of investing/spending Association funds.  
a. Web Page Development – Held over to December 1, 2005  
b. Plaques of Appreciation for CCBSA Officers – It was agreed the current practice of presenting officers with plaques will continue.  
c. Spring Conference – Establishment of seed funds for the spring conference held over to December 1, 2005.  
d. Sunshine Committee – Line item allocation held over to December 1, 2005.

VII. Treasurer’s Report  
Treasurer Diane Sauer-Patterson reviewed the recommended changes to bank accounts to ensure timely payments are made to vendors and members for conference expense reimbursements, ability to capture a slightly higher interest rate earned on CCBSA deposits, and greater oversight of the Association’s bank account through online banking.  

Lengthy discussion ensued on the proposed budget relating to web site development and modification, conference expenses, etc. Denise Pennell, Kern County, recommended increasing membership dues from the proposed increase of $150 to $175; there was general consensus that this increase would be acceptable. Due to time constraints, budget adoption was held over to Thursday, Dec. 1 during the Roundtable Discussion.

VIII. Approval of Resolutions for Retirees  
a. Sonoma County – Lainey Gerber  
b. Solano County – Maggie Jimenez  
Approved  
Motion: Humboldt / Second: Riverside

IX. Committee Reports  
a. Legislation Committee: Darlene Bloom, Orange County, and Christine Ferraro-Tallman, Stanislaus County, discussed AB 138 relative to the Brown Act and Public Records Act; proposed legislative amendments to the City Selection Committee statutory requirements, and the recently enacted AB
1234 (Salinas) relative to local government ethics and the potential for increased responsibility to Clerks of the Board.

b. Regional Committees:
c. CCBSA Manual Committee:
d. Education Program Committee:

The remainder of the committee reports were held over to Thursday, December 1 due to time constraints.

X. Approval of Certified Clerk of the Board Program

Approved as amended to include in the application certification process the individual who is authorized to act on behalf of the Clerk of the Board in the Clerk’s absence.

Motion: Stanislaus / Second: Ventura

XI. Spring Conference

Approved Spring Conference to be held in Ventura County in late April or early May, to be determined by host County following member poll.

Motion: Santa Clara / Second: Riverside

XII. Retention of CCBSA Records

This matter will be held over for consideration by the Executive Committee on Friday, December 2, 2005.

XIII. Nomination and Election of Officers for 2006

The Nominating Committee presented the following nominations for the 2006 Officers of the CCBSA:

   President: Nancy DaForno, Plumas County
   Vice President: Denise Pennell, Kern County
   Secretary: Diane Sauer-Patterson, Marin County
   Treasurer: Robin Guerrero, Los Angeles County

No other nominations were received from the floor.

Nomination closed. Unanimous ballot was cast for the slate of officers as presented.

Motion: Orange / Second: Ventura

XIV. Committee Assignments for 2006

Held over to Thursday, December 1, 2005

XV. Miscellaneous Items

a. CCBSA Quiz
b. Retired Clerks Association
c. Reinvention of The Capstone

Due to time constraints these matters were not discussed.
There being no further business to come before the Association, meeting adjourned at 12:10 p.m.

Respectfully submitted,

Denise Pennell, Secretary, Kern County
President Patty Crittenden called the meeting to order and explained several items were held over from the November 30 meeting.

VII. Treasurer’s Report

Motion: Madera / Second: Orange

- Recommended approval of $5,000 to be allocated to the Website line item to include an initial one-time investment of $3,500 to restructure the CCBSA website.
- Established $1,800 spring conference budget line item
- Established revenue line item for CCB Educational application fees in the amount of $100
- Recommended membership dues increase to $175 annually

APPROVED

IX. Committee Reports

- Regional Chairs, Roberta Rodriguez, Region 4, and Gail Barkowski, Region 3, reported on the success of their regional meetings held earlier in the year.
- Kristi Furman, Mendocino County, provided a brief update on the CCBSA manual and stated the manual will eventually be uploaded to the CCBSA web site for ease of access by all members.

XIV. Committee Assignments

Members present broke into Regional groups and determined 2006 Regional Chairs and other committee assignments as follows:

EXECUTIVE COMMITTEE (nine members)
President: Nancy DaForno, Plumas County
Vice President: Denise Pennell, Kern County
Secretary: Diane Sauer-Patterson, Marin County
Treasurer: Robin Guerrero, Los Angeles County
Immediate Past President: Patty Crittenden, Solano County
Region 1 Chair: Sandy Soeth, Glenn County
Region 2 Chair: Pamela Miller, Napa County
Region 3 Chair: Alica Jamar, Tuolumne County
Region 4 Chair: Roberta Rodriguez, Ventura County
FINANCE COMMITTEE (six members: Treasurer, Chair; Vice president; one member appointed by each regional group)
Region 1: Lora Canzonneri, Humboldt County
Region 2: Diane Sauer-Patterson, Marin County
Region 3: Bonnie Holiday, Madera County
Region 4: Darlene Bloom, Orange County

CONFERENCE COMMITTEE (eight members: Host Clerk, Chair; President; immediate Past Host Clerk; Immediate Future Host Clerk; one member appointed by each regional group)
President, Chair: Nancy DaForno, Plumas County
2006 Host Clerk: Darlene Bloom, Orange County
Immediate Past Host Clerk: Phyllis Perez-Sorensen, Santa Clara County
Immediate Future Host Clerk:
Region 1: Lora Canzonneri, Humboldt County
Region 2: Sandy Burnett, Sacramento County
Region 3: Christine Ferraro Tallman, Stanislaus County
Region 4: Sylvia Bermudez, Imperial County

NOMINATING COMMITTEE (five members: President, Chair; one member appointed by each regional group)
Region 1: Kristi Furman, Mendocino County
Region 2: Ann Holman, Placer County
Region 3: Linda Churchill, San Benito County
Region 4: Michelle Baldwin, Tulare County

Pursuant to the Bylaws, the following committees will be established by the President, however individuals expressing an interest in serving on said committees are noted below:

AUDIT COMMITTEE (three members appointed by the President)
Region 2: Donna Stottlemeier, Yuba County

LEGISLATIVE COMMITTEE (five members appointed by the President)
Region 4: Darlene Bloom, Orange County

SUBCOMMITTEES – Executive Committee shall designate subcommittees and appoint members to perform necessary duties.

EDUCATION / CERTIFICATION COMMITTEE (historically three members)
MISSION/VISION STATEMENT AND BYLAWS COMMITTEE
NEW CLERK’S INSTITUTE/NEW CLERK’S MANUAL/BEST PRACTICES COMMITTEE
JOINT MEETING (CCBSA / CAECO) COMMITTEE

AWARDS AND RECOGNITION COMMITTEE (Vice President, Chair; one member appointed by each regional group)
Region 1: Open
Region 2: Open
Region 3: Lois Sahyoun, San Joaquin County
Region 4: Laura Welch, San Bernardino County

WEB COMMITTEE (five members: Secretary, Chair; one regional chair from each group or their designee)
Diane Patterson, Secretary
Region 1: Open
Region 2: Open
Region 3: Alicia Jamar, Tuolumne County
Region 4: Open

Kristi Furman, Mendocino County, posed questions regarding amendments to the bylaws which can be submitted for consideration at the next annual meeting.

There being no further business, meeting adjourned to the roundtable discussion.

Respectfully submitted,

Denise Pennell, Secretary
Kern County