



Alicia Draves, President (Solano)
Lynna Monell, Vice-President (San Bernardino)
Mia Martinez, Treasurer (Ventura)

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ANNUAL BUSINESS MEETING MINUTES

Wednesday November 20, 2024
3:15 P.M. – 5:00 P.M.

1. Call to Order/Roll Call President Alicia Draves (Solano) called the meeting to order at 3:29 p.m. and conducted roll of member counties in good standing. The following 28 counties were present: Alameda, Amador, Fresno, Humboldt, Los Angeles, Madera, Mariposa, Mendocino, Merced, Mono, Napa, Nevada, Orange, Plumas, Riverside, Sacramento, San Bernardino, San Diego, San Joaquin, Santa Barbara, Santa Cruz, Shasta, Solano, Sutter, Tulare, Tuolumne, Ventura, and Yuba.

2. Review and approval of Minutes from November 15, 2023 Annual Business Meeting

On motion by Anika Campbell-Beltran (Alameda), seconded by Stefany Blankenship (Shasta), the 2023 Business Meeting Minutes are approved, by unanimous vote of the members present.

3. Review and approval of the 2025 Annual Budget

Lynna Monell (San Bernardino) presented an update on the Treasurer's Report through the end of October 2024 (attached). Lynna also presented the annual proposed budget, highlighting the differences between the 2024 and 2025 budget, including the following:

Expenditures:

Slight increase in website costs, reduction of bond cost 800, add lobbyist costs 18000, reduced workshop expenses by \$500, reduced workshop refreshment costs of \$4000, reduced the cost for the CCBSA and Quiz anniversary celebrations.

Revenue:

Increase in membership dues to cover the lobbyist costs

Proposed use of 8132 in reserves to cover the shortfall in expenditures.

Andrew Potter (San Diego) asked if there is a long-term plan to minimize the use of reserves to balance the budget. Lynna stated that now that CCBSA is formally a 501(c)(6) we will consult with an accountant and possibly an attorney that specializes in work with charitable organizations to determine how much we are able to keep as working capital and/or reserves. Lynna further stated that once that determination is made, the goal for the upcoming year is to identify a strategic plan for use of the reserves. Alicia stated that generally a non-profit is able to keep 60 days working capital. Edward Yen (Los Angeles County) asked if we could move a portion of the reserves into

an interest-bearing account. Lynna again stated that may not be able to keep that much working capital on hand. She stated that over the last few years our reserves have not reduced at all and may need to some mid-year adjustments to manage the reserve balance based on information received from the accountant. Alicia invited each member to attend the Executive Committee to stay informed on how the organization is going to move forward through this process.

Alina Kasparian (Los Angeles) asked if the organization has executed a contract with Matt Siverling, the lobbyist. Lynna stated that we have not yet done so. The contract would begin January 1, 2025.

Eddward asked if CCBSA is registered as a 501(c)(3) or (6). Lynna stated that we are filed as a 501(c)(6). Alicia stated that she was asked for a copy of our EIN number, she looked at the Secretary of State website and could not find a number associated with CCBSA, even though we had one that we had been using. She then filed for an EIN, which we now have. The Articles of Incorporation have been filed, and the next step is filing the taxes. Edward asked if we could create a 501(c)(3) and a (6) to be able to receive charitable donations and still have reserves. Alicia indicated that we would consult with the accountant to determine how we should best move forward.

On motion by Rachel DeBord (San Joaquin), seconded by Anika Campbell-Belton (Alameda), the 2025 Annual Budget is approved, by unanimous vote of the members present.

4. Discussion on committee sign-ups – Alicia stated that her push as the 2024 President was to encourage members to sign up and participate in committees to benefit the organization. Her goal this year for the Professional Development committee is to create a Clerk's Manual and a Nuts-and-Bolts course for new staff to attend. She said that there are many committees for members to join and presented the benefits of participation.

Rachel DeBord (San Joaquin) asked if there is a less active region, can other regions reach out to assist those regions with meetings. Alicia stated that her thought is that she would be in favor of that, but that regions are separated for a purpose. She encouraged those less active regions to get more involved to see equal representation. Lynna encouraged those that have signed up for a committee and a meeting has not yet been scheduled to reach out to the chair to assist with getting meetings going. Alicia stated that the committee assignment sheet was revised to identify a chair for each committee. Brenden Vlahakis (Ventura) asked if during the annual conference the chair of each committee could provide an update on the committee actions during the year. Lynna stated that in the past the Business Meeting agenda included a report out from each committee. She stated that the Executive Committee meetings include reports from committee chairs. She also stated that going forward we can consider adding a segment to the New Clerk's welcome to discuss committees, including descriptions and purpose.

Further discussion took place regarding immediate past chairs for committees do a hand off to the incoming chair to provide information about the responsibilities and best practices for the upcoming year. Lynna mentioned that one of the goals of the Professional Development committee for the upcoming year is to prepare a binder for

committee and region chairs, and the association offices. It was suggested to create an administrative checklist for each committee with description, purpose, timelines, etc.

Alicia further stated that the onus is on each member of the organization to be engaged and get involved.

Alina Kasparian asked if it would be possible to award points for involvement and responding to posts on the CCBSA Forum. The system does have the ability to track input, and Lynna stated that this is something that we can look into in the future.

5. Election of Officers – Alicia

President Draves stated that there was one Statement of Interest submitted for the 2025 Treasurer position. One statement was received from Ryan Sharp with San Diego County. On motion by Andrew Potter, seconded by Robin Stieler, and all in favor, Ryan Sharp was elected as the 2025 Treasurer.

The following are the CCBSA officers for 2025:

President	Lynna Monell	San Bernardino County
Vice President	Mia Martinez	Ventura County
Treasurer	Ryan Sharp	San Diego County

Alicia Draves (Solano) is removed and replaced by Lynna Monell (San Bernardino) as the President/Key Executive of the California Clerk of the Board of Supervisors Association. The business name and address for the 2025 President of CCBSA is:

Lynna Monell
President, California Clerk of the Board of Supervisors Association
San Bernardino County Clerk of the Board
385 N. Arrowhead Ave., 2nd Fl
San Bernardino, CA 92415

6. Presentation of retirement resolution to Anika Campbell-Belton in recognition of her years of service to CCBSA

Alicia Draves made a presentation to Anika Campbell-Belton in recognition of her retirement from Alameda County for over 30 years of dedicated service to Alameda County and CCBSA.

7. Good of the Order

Alicia reminded the organization of the Clerk's Welcome Dinner at 6:00 and Alina stated that the dinner is at El Chollo and be ready to have fun!

Rachel stated that Liz King was not able to attend the meeting due to some unfortunate circumstances and to keep her in thought.

There were no further issues for the good of the order.

8. Adjournment – the meeting was adjourned at 4:23 p.m.