

## OFFICERS 2010-2012

GAIL L. PELLERIN  
PRESIDENT  
Santa Cruz County

CATHY DARLING ALLEN  
VICE PRESIDENT  
Shasta County

NEAL KELLEY  
TREASURER  
Orange County

DEAN LOGAN  
SECRETARY  
Los Angeles County



# CALIFORNIA ASSOCIATION OF CLERKS AND ELECTION OFFICIALS

## GAIL L. PELLERIN, PRESIDENT

Santa Cruz County Clerk  
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## BOARD OF DIRECTORS

### APPOINTED:

GINA ALCOMENDRAS  
Santa Clara County

JANICE ATKINSON  
Sonoma County

TESS FITZGERALD  
Santa Cruz County

SACHI HAMAI  
Los Angeles County

JOSEPH HOLLAND  
Santa Barbara County

JIM MC CAULEY  
Placer County

KATHIE MORAN  
Colusa County

SUSAN M. RANOCHAK  
Mendocino County

JULIE RODEWALD  
San Luis Obispo County

DEBORAH SEILER  
San Diego County

DAWN ABRAHAMSON\*  
Fremont City Clerk  
\* non-voting member

### ADVISORY COUNCIL:

STEVE WEIR  
Contra Costa County

REBECCA MARTINEZ  
Madera County

### ELECTED AREA CHAIRS:

JULIE BUSTAMANTE  
Northern Area  
Lassen County

KARI VERJIL  
Southern Area  
Riverside County

JILL LAVINE  
Mother Lode Area  
Sacramento County

AUSTIN G. ERDMAN  
Central Area  
San Joaquin County

LINDSEY MC WILLIAMS  
Bay Area  
Solano County

### LEGISLATIVE COMMITTEES

#### CLERK OF THE BOARD:

SACHI A. HAMAI  
Los Angeles County

JOHN MCKIBBEN  
Los Angeles County

#### COUNTY CLERK:

KATHIE MORAN  
Colusa County

VICKI PETERSEN  
Sonoma County

#### ELECTIONS:

JILL LAVINE  
Sacramento County

DEBORAH SEILER  
San Diego County

## BOARD OF DIRECTORS MEETING

December 7, 2011

Sacramento, CALIFORNIA

Hyatt Regency Hotel

President Gail Pellerin called the meeting to order at: 3:10 PM

Present:

Gail Pellerin, Santa Cruz County\*

Cathy Darling Allen, Shasta County\*

Neal Kelley, Orange County\*

Dean Logan, Los Angeles County\*

Gina Alcomendras, Santa Clara County\*

Janice Atkinson, Sonoma County\*

Tess Fitzgerald, Santa Cruz County\*

Sachi Hamai, Los Angeles County\*

Joseph Holland, Santa Barbara County\*

Jim McCauley, Placer County\*

Kathie Moran, Colusa County\*

Susan Ranochak, Mendocino County\*

Julie Rodewald, San Luis Obispo County\*

Deborah Seiler, San Diego County\*

Dawn Abrahamson, Vallejo City Clerk\* (non-voting)

Debi Russell, Tuolumne County

Elvira Vargas, San Diego County

Kammi Foote, Inyo County

Jill LaVine, Sacramento County\*

Susan Conner, Madera County

Rebecca Martinez, Madera County\*

Lindsey McWilliams, Solano County\*

Tricia Webber, Santa Cruz County

Joe Paul Gonzalez, San Benito County

Vicki Petersen, Sonoma County

Kari Verjil, Riverside County\*

Raul Ochoa, San Joaquin County

Austin Erdman, San Joaquin County\*

John McKibben, Los Angeles County

Steve Weir, Contra Costa County\*

Debi Cooper, Contra Costa County

(\* denotes member of Board of Directors)

**Call to Order** – President Gail Pellerin opened the meeting at approximately 3:18 PM

**Roll Call** – Secretary Dean Logan called the roll and distributed the Attendance Log

**Approval of Minutes** – Secretary Dean Logan distributed minutes of the September 16, 2011 Board of Directors meeting. MOTION to adopt (Sue Ranochak/Jim McCauley) APPROVED.

**President's Report** (Gail Pellerin)

- Thanks for assistance with Americans Elect petition receipt
- Last New Law as President – appointment of **Nomination Committee** (past Presidents) – Becky Martinez (Chair), Steve Weir, Donna Johnston (Sutter)

**Vice President's Report** (Cathy Darling Allen) – Membership report: Membership photo as gift for Gail – Noon on Thursday, December 8, 2011 at New Law.

**Treasurer's Report** (Neal Kelley)

- P&L Budget vs. Actual distributed (July 2011 – June 2012)
- 3% below on dues received compared to last year
- Calendar sales have been successful. Thanks to Tricia.
- Annual Conference Revenue overlap
- Change in Banks from Wells Fargo to Chase
- \$87,000 checking; \$106,000 savings – Current Balances
- Directors/Officers insurance; previously approved up to \$1500 – found at approx. \$1000 with coverage up to \$1 million.

**Secretary's Report** (Dean Logan) – No report

**Standing Committee Reports**

- A. Conference/Site Selection (Linda Tulett) – **Chrissi Keller**, Conference Coordinator; 2011 Annual Conference at Squaw Valley: 133 attendees and 26 exhibitors; net profit \$11,861.49. 2011 New Law: 338 attendees representing 55 counties and 44 exhibitors. All sites selected through 2015. 2012 annual is in San Diego July 16-21; Sheraton San Diego Hotel with a room rate of \$149 single/double standard. 2012 New Law will be at the Hyatt Regency, Sacramento December 4-8 with a room rate of \$156.
- B. Constitution/By-Laws (Janice Atkinson/Steve Weir) – By-laws proposal distributed in advance. Thanks to Neal and Cathy for responding.

Overview/Summary:

- **Complete re-write**

1. Issue duties of officer under each title
2. Treasurer – non principal member; multiple terms
3. Codify past practices such as nominations from the floor
4. Increase participation in Committees by assigning officers as chair or members of each committee
5. Additional position of Second Vice President (link to potential merge of Associations)
  - Neal: raised concerns about progression without serving as Treasurer; benefits of financial knowledge and detailed knowledge of the Association; proposal allows officer progression through by-passing Treasurer
  - Kathie Moran: concurs; acknowledged skills set issues, but believes the issue is more about time commitment

- Janice/Dean: progression is not codified in the by-laws; Becky referenced that it has occurred
  - Joe Paul: if that language is included; audits should be annual and not bi-annually
  - Kammi Foote: concerns of being dissuaded due to demands of being Treasurer; discussion. Gail referenced issue of consistency; Janice referenced the proposal is modeled after the Assessors' Association
  - Steve Wier: some linkage original to possible mergers of Associations. Separating the issue, wonders if there is someone who would take on multiple terms as Treasurers; Jim McCauley – Records Association did adopt this model and it did not work out well – insufficient oversight; suggest consideration of an outside Treasurer. Janice notes that proposal does not require the Treasurer to be a principal member (not applicable to other offices)
  - John McKibben: is there relevance to the Second Vice President and the responsibilities of Budget Committee
  - Discussion on timing of adoption or action on proposed by-laws
6. More logical structure
- Summary of Committee Response to questions submitted by Neal Kelley
    - re: election of Treasurer for multiple terms; re-nomination each time
    - possible take over risk of new officer election process; clarification as to nominations from the floor
    - Treasurer bond – not in practice; see Art 5, Section 1, paragraph 2 – Association provides bond sufficient to cover officer in an amount determined by BOD; discussion/clarification that it is duty of the Treasurer to handle this function (Liability insurance for Board and Officers) – Neal will provide clarifying language
    - Audit Committee – no timeframe in which to complete the audit; discussion. Julie Rodewald referenced recommendation in the last audit report (July following election of Treasurer to conduct the audit) – Neal recommends 90 or 120 days following annual. Cathy recommends start after the Annual Conference with completion/report at next BOD meeting (September) – Janice will clean-up and provide clarifying language
    - Legislative Committee – add language re: studying proposed regulations and working with regulatory agencies, etc. – legislative branches of the state and federal governments; authorized to attend sessions, etc. Janice will clean-up and provide clarifying language
    - Membership Committee – registration duties at events and conferences; discussion
    - Other clarifications related to realignment of officers
  - Summary of Committee Response to questions submitted by Cathy Darling Allen
    - Bond/Insurance language should be added – Neal is handling this.
    - Art 5, Section 4 – structural correction for cross reference on notice of meetings of the Board of Directors
    - Art 7, Chapter 2, Section 7 – reference correction
  - Gail Pellerin presented additional clean-up items
    - Art 2, Section 1C – not all members are from counties; discussion re: jurisdiction vs. county.
    - Art 5, Chapter 4, Section 2 – Action Chairs; language change; forward report to Technology Committee

**ACTION: Rebecca Martinez/Julie Rodewald** motion to leave the configuration of officers intact and for the by-laws committee to put together a revised proposed set of amendments at the March BOD meeting without changes to the election and number of officers; Discussion. **Motion Passed.**

- C. Membership (Cathy Darling Allen) – 706 active; 566 paid; CRAC no longer included; although many have joined
- D. History (Linda Tulett/Claudio Valenzuela) – no report
- E. Technology (Website) (Gail Pellerin/Roberta Kanelos) – continue to work on website; CRAC has started their own website
- F. Legislative
  1. Clerk of the Board (John McKibben) – Form 700 electronic initiative; minor clean-up to City of Bell issues from last session; SB 46 Correa duplicate process on compensation disclosure
  2. County Clerk (Kathie Moran/Vickie Petersen) – Best wishes to Vickie who is retiring. Craig Cramer (Sacramento) will be new Co-Chair
  3. Elections (Deborah Seiler/Jill LaVine) – 47 bills followed last year; 19 chaptered; Sac Advocate website provides status. New Law Leg meeting immediately following BOD meeting – 2012 meeting schedule adopted. 2 – new proposals; other in the works; urgency legislation on Top Two Primary and County Central Committee issues

**Gail Pellerin** – New Working Group: Work with Voting Accessibility Advisory Committee (VAAC) and Language Communities around impacts of Vote By Mail initiatives.

### **Area Committee Reports**

- Northern Area (Julie Bustamante) – polling place accessibility training Feb 29 in Shasta County
- Southern Area (Kari Verjil) – polling place accessibility training January 31, February 1 in Riverside County
- Mother Lode Area (Jill LaVine) – Sacramento – accessibility training in January; NVRA conference calls; observation of San Francisco RCV – promoting visiting of other counties
- Central Area (Austin Erdman) – no report
- Bay Area (Lindsey McWilliams) – polling place accessibility training January 24, 25

### **Special Committee Reports**

- A. Honors & Awards (Fred Garcia) – 3 retirees receiving awards at New Law reception.
- B. Summer Institute (Lundrigan/Johnston) – no report
- C. EAC Standards Board (Neal Kelley) – EAC status is tentative; Secretary of State has not forwarded nomination yet on Standards Board
- D. CalPEAC (Steve Weir/Tricia Webber) – Courses 10 & 11 – California specific curriculum; less expensive; 97 participants from 37 counties; some revenue expected; suggest dedicating those funds to the 2012 effort; need a volunteer to take leadership of CalPEAC
- E. County Clerk Training (Gina Alcomenderas) – workshop in L.A. in March; Sacramento in April; CRM subscription revenue is covering expenses
- F. Audit (Joe Paul Gonzalez) – 2011 audit; financial statements have been reported accurately; one notation on book keeping error; Neal has already addressed the issue as Treasurer. Asset balance \$204,937.82. No exceptions.
- G. CRAC/CACEO Workgroup – Becky Martinez. Met in December, decided to conduct survey. Seeking approval to survey membership, one vote per principal. Lindsey/Janice – motion to release survey as is with introductory language. Becky Martinez/Neal Kelley move to amend to drop question 7. **Motion to Amend failed**; Original motion. 10-4. **Motion Passed**.

### **Working Groups**

- A. ROV Using Electronic Device (Austin Erdman) – no report
- B. VoteCal Business Processes (Jill LaVine) – no report
- C. Top Two Primary (Janice Atkinson) – Jana Lean; SOS joint road show on the Top Two Primary toward the end of January; five area regions; possibly in conjunction with accessibility training
- D. Redistricting (Deborah Seiler) – no report
- E. NVRA Partnership Calls (Jill LaVine) – no report
- F. Petition Guidelines (Deborah Seiler) – no report
- G. Upgrading Voter Registration (Dean Logan) – efforts continuing on implementation of SB397.

Directories (Deborah Seiler) -- done

### **Miscellaneous Business**

**Adjournment** (Steve Weir/Sue Ranochak)

**Next Meeting:** March 22, 2012 – Sacramento.

Minutes respectfully submitted by: Dean Logan, Secretary