

**CALIFORNIA COURT ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
July 14, 2007  
Sacramento, CA**

**I. CALL TO ORDER:**

The meeting was called to order at 12:04 p.m., by President, Anne Ouellette.

Anne introduced, Andrea Nelson, chair of the Membership Committee. The Membership Committee went over the Director's Guidelines grouping the directors according to their assigned division.

Jan Weaver called roll call. Barbara Compton, acting as parliamentarian, stated that there was a quorum.

A motion to approve the minutes from the April 29, 2007, Board of Directors Meeting was made from the floor and was seconded. There was no discussion and the minutes, as written, were approved.

**II. PRESIDENT'S ADDRESS/EXECUTIVE OFFICER'S REPORTS:**

**Anne Ouellette - President**

Anne introduced the board members to the assembly.

Anne thanked the Membership Committee for attending the Director's Meeting and going over the guidelines with them. She asked the directors to e-mail either herself or Andrea as to how they felt about the presentation.

Anne noted that lunch was a new addition to the Board of Directors' Meeting. Everyone seemed to enjoy the box lunches.

Anne mentioned that CCA is beginning its 56<sup>th</sup> year and is 4600 members strong.

Anne attended the NACM – National Association of Court Managers recently. She reported that she attended the Leadership Seminar and was on the Ad Hoc Committee for State Associations for the coming year. She hopes to see CCA continue to be a strong organization. The theme of this year's conference was, "Court Government and Accountability."

The Executive Board met with SCA – Superior Court Association in June. They are discussing a merger. SCA will take the suggestion to their members in September and then

let our organization know. SCA currently has about 40 active members. CCA will update all it's members via e-mail as to the outcome of the proposed merger.

The website has been updated and brought up to standards.

An additional line item was added to the budget for ADA – Americans with Disabilities Act, for future needs at training days or conventions.

The Convention for 2008 will be the President's responsibility this year. It will be held in Contra Costa County. Recently Contra Costa assisted Orange County and learned the ins and outs of hosting a convention. The convention will be April 25-27<sup>th</sup> at the Hilton. Attendees can fly into Oakland and take BART. The hotel has a shuttle from the BART parking area. Parking at the hotel is free. Contra Costa is still working on an event for Saturday night.

Classes will be:

Bail Bonds	Certification Program
Dealing with Office Politics	Maintaining Life Balance
Probate	How to Deal with Change
AOC Manager/Supervisor – Personnel/Organization Management (all day class)	
DMV (all day class)	

Anne showed the directors the new Membership Booklet that all new and returning members will receive this year with the cards.

Anne thanked the directors for their time and talents for this organization.

#### **Barbara Pudorski, - Vice President, North**

Barbara welcomed all the directors and chairs. She met with her committees that morning.

The Northern Training Day will be in Solano County, on March 8, 2008 at the Hilton Fairfield. All staff is working hard to make a great training day.

Stanislaus County is hosting the Central Training Day on October 20, 2007 at the Doubletree Hotel in Modesto. They are very excited to be hosting a training day.

#### **Brenda Lussier – Vice President, South**

Brenda welcomed all the directors and chairs. She met with her committees that morning. She announced that she was excited to be on the Board. Ventura County is hosting the Southern Training Day on September 15, 2007 in Ventura, just off the beach.

Los Angeles will be hosting the Coastal Training Day on April 6, 2008. It will be a pirate theme. They will set up a table at the Ventura Training Day for early registration and then give away a door prize at the luncheon.

#### **Jan Weaver – Secretary**

No report at this time

#### **Joe Gutierrez - Treasurer**

Joe went over the Expense Reimbursement Form. This year he sent an e-mail out to the directors with a Tax Exempt Form for the hotel. This will save us about \$11.00 per room. If you have already checked out, please go back and they will adjust the bill.

Car rentals need prior approval by Joe. You will receive an e-mail confirming the rental if it's been approved. For this event, the CCA will pay one night and to include receipts on the reimbursement form. Please make sure you include mileage. For directors and committee members a food stipend has been added to the reimbursement form. You do not need to include receipts for reimbursement of the stipend. Just add it in and add to the total. Make sure your membership fees have been paid. If not, please make a notation on the bottom of the form. Joe will try to get the reimbursement checks out within two weeks. Make sure you include a self-addressed –stamped envelope or your claim will go to the bottom.

Joe reminded the directors and chairs to read their By-Laws and Standing Rules.

Anne explained that after Joe finishes reviewing the claims, he mails them to Anne for final review and she will put them in the mail.

#### **Past President**

No report

### **III. BUSINESS MANAGER REPORT: Helen Heath**

Thanked the participants and welcomed them to Sacramento. She said that sales were on par with last year. Last year we sold \$290,000 worth of Fee Schedules and this year we sold \$280,000 with still several months to go. The manuals are up as well, from \$21,000 last year to \$25,500 this year. The most dramatic increase were the updates from \$800 last year to \$4,000 this year.

Membership is up from 3000 to 4600. The goal is to have 6000.

Helen showed the new Membership Brochure that replaces the folders. The name will be on the front with their membership card with the year that they joined CCA. She hopes to ship them out next week for memberships that have already paid.

Last years training days averaged 100-200 participants. This year there was an increase to about 250-300. They may have to start limiting so please register early. There is NO TIME that is too early.

Helen reminded the directors and chairs to review their badges and make corrections. All badges are to be turned in at the end of the meeting.

### **IV. COMMITTEE/LIAISON REPORTS:**

#### **Kristie Lang – Accounting Manual Revision Committee**

Kristie reported that they had a productive meeting that morning. She has two new members, which will add new life to their committee. They also have a new State Controller

Representative and a new AOC Liaison on their committee. They discussed the collection programs and will be looking to both the AOC and State Controller for guidelines.

Their committee discussed potential legislation. The 20% surcharge that was suppose have expired as of June is still suppose to be collected. The state is looking at increasing the surcharge to 40%.

Their committee is looking at processes to ensure that all counties/courts are doing it the same way. Again they will look to the AOC and State Controller for guidance

They will also be looking at the Traffic School Distribution and get more written directions.

The New Emergency Medical Fee has to be approved by the Board of Supervisors before it can be implemented.

Their committee will meet again at the convention.

### **Joe Gutierrez – Budget and Finance**

The Proposed Budget was handed out and is incorporated herein. An additional expenditure line was added for the Coastal Training Day. We are now back to four training days a year. Also we added the Historical Committee and a line item for ADA expenses. Most of the committee's budgets are the same as last years. Joe explained the process of how the budget is put together. He requested that the directors look at ways to recruit new members.

A motion from the floor was made to pass the proposed budget as presented. The motion was seconded, there was no discussion and the motion passed by a majority vote.

### **Barbara Compton – Bylaws Committee**

Barbara reported that her committee met in the morning. They have two new members. She had the new members review the current By-Laws and Standing Rules for input. She would like to fine-tune the rules and have them index/cross-reference correctly.

### **Lina Longmire – Directory and Fee Schedule**

Their committee has already started the new book and hope to have a better color. The committee met in Orange County. She asked that all the directors take the "brown" book and go through their county and send her any revisions. She is working on mentoring a co-chair and said that she has a great committee.

### **Sue Haro – DMV Liaison**

They are going over the Abstract Reporting Manual and reviewing each section for corrections. It will look like a different book. There is more on-line updating and new legislation. Will review the staff at DMV review the manual and hope to have it completed by the end of the year. She will be getting a manual on disc and hopes to have courts put it on their personal intranet as it is a confidential document.

Nothing has changed as to proposed legislation since the convention in April.

Their proposed projects are: 1) Define process of where a traffic case is dismissed because the defendant is going to prison. Will work with the DMV and Dept of Corrections. 2) Report monthly DMV arrests where they do not show convictions as yet. Why does it take so long to get the convictions entered? Will look into getting a grant as staffing is probably the issue.

### **Dawn Diestelkamp – Historical Committee**

Dawn thanked the board for their on-going support. The new committee met in the morning. Goals:

- 1) How to create an historical record for the Association going back the past 20-25 years. What will it look like?
- 2) Create historical records for four past presidents who did not receive compilations of their presidential years.
- 3) Create an historical record for the current president and a copy for the Association.

There are five members for the committee so each has been assigned a president's year to assemble.

### **Sandy Silva and Scott Brown - Legislation Committee:**

Sandy and Scott reported their goals:

- 1) To review the court related legislation and watch to see if need amending and work with the Office of Governmental Affairs. To check the passing of legislation.
- 2) To work with the AOC on the presentation of the New Laws Workshop. Again to be hosted in San Francisco, Sacramento and Burbank.
- 3) Maintain the bill list on our website

Their committee has added to their committee a family law expert from Fresno and a civil procedures expert from Los Angeles County. Their committee has already met two times to review the master bill list and assigned over 400 bills to their committee members. They hope it will reduce to 100-150 by the end of the year. The bills will be completed by Mid-September, the governor can sign them in early October, giving the committee members just 3-4 weeks to analyze them for the New Laws Workshop. They asked the directors to look on the web-site, review the current legislation and give suggestions to the committee.

### **Andrea Nelson– Membership**

Andrea thanked her committee members for their work in doing the directors orientation and trying something different today. Their goal is to increase membership and work with the directors to provide support to them.

Andrea reminded the directors of their responsibilities to stay in communications with Helen as to the status of their members i.e. as to whether they are retired, new, left etc. Provide Helen with current e-mail addresses and names of members; written report to your own court regarding CCA; attend 2 board of directors meetings each year and to increase membership.

### **Maria Turner– Minute Book**

Maria reported that the Minute Book Committee also has two new members. This is the first meeting of the year and they did a lot of brainstorming. They are looking at doing a mini

face-lift of the Minute Book. One of the new members will be a back-up photographer in case Victoria is unable to attend and they also have experience with publishing a magazine.

Maria reminded the directors to read Page 8 of the Director's Guidelines as to the types of articles they are required to submit. Each director should be submitting at least two articles each year. The committee will e-mail the directors four times during the year to remind them.

They are planning to give two \$50.00 certificates at the convention, as a raffle, to directors that submitted articles.

### **Publications:**

#### **Civil –Cydney Fowler**

The Civil Committee met this morning. They have three committee members. They are finishing a major revision and currently watching the new legislation/codes for updates. The UD Manuals are almost all sold out, so they will rename the news ones for publications as Landlord/Tenants Manual.

#### **Criminal – no appearance**

No report

#### **Delores Martinez - Family Law**

The Family Law Committee met this morning, they reviewed the Table of Contents and each section for accuracy. Their next meeting will be September 15, 2007.

#### **Terry White - Juvenile Manuals**

The Juvenile Committee was unable to meet today. There are three members and they have been meeting by conference call. All of them will meet in Ventura. Two of the committee members are designing the Delinquency Manual and one is working on updating the Dependency Manual. There are a lot of changes. Hope to have it completed by the convention in 2008. They are looking for more members.

#### **Katie Summers– Probate**

Katie reported that their committee met on Friday and Saturday. There are a lot of changes in Conservatorships and Guardianship so they are working on a new edition. Hope to have it completed and ready to sell at the convention. They have a supplemental with transfer-ins and what to do if a will has been filed in the wrong county. They have one new member to their committee.

#### **Linda Krolnick – Small Claims**

The Small Claims Manual Committee is working on incorporating new forms into the manual. They hope to have their updates completed by April.

#### **Pam Anderson – Training & Certification Committee**

Pam reported that their committee met that morning. Next training day will be in Ventura on September 15<sup>th</sup>. Fliers for all the upcoming training days are on the website. The training days are:

Stanislaus County	Modesto	October 20, 2007
Solano County	Fairfield	March 8, 2008
Los Angeles County	Los Angeles	April 5, 2008
Contra Costa County	Concord	April 25-27, 2008 (Convention)

The Certification Program is trying to get more members and make more contacts. They are working on an amnesty program to get back participants who have not finished their levels. There will be information on the website and also the new Study Review Guide.

Two ideas from the floor: 1) add biography of trainer in the Minute Book and 2) add airport information to the fliers

**Joe Gutierrez for Tomeianna Smith– Website Committee**

Tomeianna has updated a lot of the website during the past month. Hope to complete it within the next 2 weeks. They are doing changes to the format. Joe encouraged the members to go to the website and check it out. All director information, directions to the training days, current fliers will all be updated on the website.

The website will also have updated committee information complete with director and members listings. A photo of the chair will be with the committee information. Only members have access to the secure area.

**Claudia Fernandes – Not present**

No report

**V. OLD BUSINESS:**

No old business

**VI. NEW BUSINESS:**

Suggestion from the floor was not to share the Fee Directories but to make people buy their own.

Question from the floor was 2-year term on directors vs. 1-year term. Issue was that many of the directors were just learning the job when their term was over. Felt it took 2 years to be experienced. One of the problems is the flexibility with member numbers. Directorships need to reflect current member numbers per court. Anne thanked the directors for their comments and will place on the Executive Board Agenda.

Anne thanked all the directors and asked them to refer to their Membership Committee Rep if they need assistance.

Anne reminded the directors and chairs to look at their badges and update any information at this time and turn their badges into Helen.

Next Board of Director’s Meeting will be in Concord on April 27<sup>th</sup> at 9:00 a.m.

**VI. ADJOURNMENT**

A motion from the floor to adjourn was seconded, there was no discussion, the motion passed and the meeting adjourned at 2:50 p.m.

Respectfully submitted

Jan Weaver, Secretary  
California Court Association