

California Court Association  
Board of Director's Meeting  
May 3, 2009  
Fresno, CA

**Call to order**

President Barbara Pudgorski, called the meeting to order at 9:00am

Barbara Compton appointed as parliamentarian.

Awards Presentation:

Sandy Silva – 30 year pin

Barbara Compton – By-Law Committee Chair

Tim Gee - Legislative Committee Co-Chair

Ty Tasker – Web site Committee Chair

Leadership Award – Anne Ouellette – Immediate Past President

**President's address / executive officer's reports**

President Barbara Pudgorski introduced the officers.

**Pamela Anderson** called roll call. Barbara Compton, acting as parliamentarian, stated that there was a quorum. A motion to approve the minutes from the August 2, 2008 Directors Meeting was seconded and passed. The minutes were approved

**President's Address / Executive Officers Reports:**

**Barbara Pudgorski - President**

Barbara thanked all directors for the attendance and commented on the past training year.

**Brenda Lussier – Vice President South**

Reviewed the past training year and thanked all committee chairs for their hard work and dedication this past year. Upcoming training dates and locations:

September 12, 2009, San Diego Training Day with the theme of "Come Tackle Knowledge".

October 17, 2009, Redding / Siskiyou with the theme of "Turning Over a New Leaf".

**Jan Weaver – Vice President North**

Attended committee meeting Friday and Saturday and thanked all committee chairs for their work this past year. Upcoming training dates and locations:

March 13, 2010, Napa. No theme yet but watch the Minute Book and the web site for an update.

April 23 – 25, Convention, San Jose. No theme yet but watch the Minute Book and the web site for an update.

**Pamela Anderson – Secretary**

Enjoyed the year working on the board and enjoyed working with the directors at meetings. Looking forward to the upcoming year and the challenges of the new year.

**Joe Gutierrez - Treasurer**

Covered the expense reimbursement - Get two night stay for convention. Car rentals must be preapproved and have the e-mail attached to the expense form.

Mileage is 55 cents per mile

If you don't get a receipt for toll just write it down on the form.

Parking at the airport and at hotel.

Meals are for committee chairs only

Committee members and directors get a flat \$15.00 per event

Sign and date the form

Always send a self addressed, stamped envelope or Joe will put at the end of the pile and do last.

Indicate exact expenses.

All Director elections must be completed by June 30, 2009 and new director info forwarded to Helen.

**Immediate Past President – Anne Ouellette**

Complemented the Fresno Directors and staff for a wonderful convention. Thanked the directors for their hard work and dedication to CCA. Reported on her tenure with the board.

**Committee and Publications reports:**

**Linda Krolnik – Small Claims**

Committee working on updates for the manual. This year more new laws and form revisions and the committee will work on these updates.

**Business Manager Report – Helen Heath**

We held 4 successful training days this year, Santa Cruz, Bakersfield, Lake Tahoe, San Francisco and the convention in Fresno. We also hosted the New Law Workshop in the Southern Region due to space issues. Many publications were updated this year. Publications on line are about 1/3 of our revenue and we now take American Express and Discover card on line. Added to the WEB site is pay on line for dues, registration for training days and all publications.

Contact Helen if your Court can host one of the training days for 2010 – 2011.

**Kristie Lange – Accounting Manual Revision**

Committee met with the new representative at State Controllers Office and the committee requested an update to Appendix C. State Controller to have update by end of May which will include an update to the Red Light Distribution for Traffic School.

New legislation AB1153 adding \$3.00 to Penalty Assessment for helicopter rescue. Discussed with the State Controller.

Audited the CCA books for 2007 – 2008 and made suggestions to the Treasurer to have everyone provide receipts for any reimbursement. Will work on the 2008 – 2009 audit at the San Diego Training day and provide an update to the directors at the next meeting.

Committee looking for additional members to apply. Go back to your court and see if any Revenue Accountants are interested in applying for membership.

### **Ty Tasker – WEB site**

Chris Reich has been updating the site and the site has been much more stable with the new software and updates. Submitted an article to the Minute Book Committee for publication describing the updated site.

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

All directors should submit their expense claims within 2 weeks to ensure reimbursement. Next year's budget is still being worked on at this time. CCA is about \$100,000 short and we will be cutting back on all expenses this next year. All committees will be asked to take additional cuts in their budgets from last year. Ensure you find the least expensive mode of transportation to and from events, carpool when able, and make all reservations well in advance of any event.

### **Willie Droegemeier – Training and Certification**

CCA had a great training year and we look forward to another very successful year. The committee plans all classes one to two years in advance of any training and continues to review all evaluations for upcoming classes. Worked on the list of accredited trainers for CCA and reviewed records from 1991 to present.

Reference guide did not get finished and committee has turned over to the Executive Board for assistance and completion.

Currently have 57 people in the Level I program, 22 people in the Level II program and 13 in the Level III program.

Graduation on Saturday included 11 Level I grads, 4 Level II grads and 3 Level III grads.

### **2009 – 2010 Training Day classes**

Morning Classes

Juvenile Courtroom

Probate

Employee Motivation

AOC – Training Fundamentals – Adult Learning Styles

Afternoon Classes  
Presentation Skills  
Time Management  
Record Retention / Destruction  
AOC – Training Fundamentals – Adult Learning Styles

All Day Class  
JUS – Arrest Disposition

**2010 Convention**

Morning Classes  
Political Savvy  
Civil Overview  
Exhibit Control  
AOC – Training Fundamentals – Effective Learning Environments

Afternoon Classes  
Communications – written and oral  
Prison Packets  
PLX Exams  
AOC – Training Fundamentals – Effective Learning Environments

All Day Class  
FBI – Identity Theft

**Barbara Compton – ByLaws**

No changes to the By-Laws. Proposed changes to the Standing Rules:

**Standing Rule II -- REIMBURSEMENT AND COMPENSATION**

***SECTION G. ALLOWED EXPENSES***

The officers of the Association, and the Business Manager ~~and the Editor of the Minute Book~~ shall be allowed necessary and reasonable expenses incurred in the discharge of their duties.

**Comments:** Reflects current practice

Discussion  
Motion to approve  
Motion 2<sup>nd</sup>  
Motion Passed

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## Standing Rule V -- VICE PRESIDENT(S)

### ~~SECTION E. DIRECTOR ORIENTATION~~

~~The Vice Presidents shall jointly conduct orientation sessions at the first Board of Directors' meeting of each Association year.~~

**Comments:** Reflects current practice

Discussion  
Motion to approve  
Motion 2<sup>nd</sup>  
Motion Passed

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## Standing Rule VII -- TREASURER

### SECTION D. ASSOCIATION CHECKS

~~All Association checks shall be signed by any two Association officers.~~ All Association checks must be signed by an Association officer, then reviewed and approved by a second Association officer.

**Comments:** Reflects current practice

Discussion  
Motion to approve  
Motion 2<sup>nd</sup>  
Motion Passed

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## Standing Rule IX -- DUTIES OF STANDING COMMITTEES

### SECTION E. MEMBERSHIP COMMITTEE

1. Composition: The Membership Committee shall include a retired member if possible. Each member of the committee shall render such assistance as the chair may request in securing renewals and additional membership in the Association.
2. Duties: The Membership Committee shall solicit new members, prepare orientation packets and promote maximum court membership. The committee shall conduct orientation sessions at the first Board of Directors' meeting of each Association year.

**Comments:** Reflects current practice

Discussion  
Motion to approve  
Motion 2<sup>nd</sup>  
Motion Passed

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## Standing Rule XII -- DIRECTORS

### *SECTION A. DUTIES OF DIRECTORS*

The director(s) shall be responsible for working within their respective courts in promoting membership and stimulating interest in the Association. They shall attend all Board of Directors' meetings, ~~file a written report with the Court Administrators or Executive Officers and post a copy for the membership of the proceedings and coming events within ten (10) days of the meeting. A copy of said report shall be mailed to the Vice President in their respective jurisdiction.~~ They shall report news items to the editor and/or assistant editor of the Minute Book and keep the Secretary informed of any changes in director status of their court.

Tabled to August Board of Director's Meeting.

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## Standing Rule XVII -- HISTORICAL RECORD COMMITTEE

### ~~*SECTION A. COMPOSITION*~~

~~The Historical Record Committee shall consist of the Previous Immediate Past President as chair and a maximum of five members.~~

### ~~*SECTION B. DUTIES*~~

~~The committee shall prepare two scrapbooks chronicling California Court Association events, activities, programs and accomplishments during the president's term of office. One scrapbook will be presented to the outgoing president at the first board meeting upon completion of his/her term of office, and the other will be retained in the Association's archives.~~

### *SECTION A. COMPOSITION*

The Historical Record Committee, which is a "regular" committee, shall consist of the Chair and up to two (2) committee members. The Chair shall be appointed annually by the current California Court Association President.

### *SECTION B. DUTIES*

The committee shall be responsible for collecting California Court Association history and chronicling events, activities, programs and accomplishments during the president's term of office. The committee shall prepare two books – one will be presented to the outgoing president at the first board meeting upon completion of his/her term of office, and the other will be retained in the Association's archives.

Discussion

Motion to approve

Motion 2<sup>nd</sup>

Motion Passed

**Comments:** Change for clarification

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**Nina Wendt - Probate Manual**

Two chapters added to manual along with additional updates to the manual. Committee looking at expanding the Trust section this year.

**Helen Heath reported for Lina Longimere – Directory and Fee Schedule**

Many changes in fees for the book this past year. Had a small issue with the fees reported for printing and had to print a correction handout for the book. Worked with the printers to get these corrections out as quickly as possible to all owners of the new directory and fee schedule book.

**Pamela Branscom – Juvenile**

New manual out and updating for new laws and forms approved.

**Sue Haro – DMV Liaison**

DMV still moving forward with the WSI, Website Secure Infrastructure. The secure portion will require a logon id and password. Eventually we hope to have the Abstract Reporting Manual (ARM) posted to the secured site.

The ARM will be reviewed during the coming year and updates or modifications will be recommended by committee.

The DMV secured a grant that would audit the Courts for reporting timeliness. The audit agency that won the bid has not fulfilled their requirements and they will be let go and a new bid will go out to secure a new vendor.

The committee continues to serve on the Aggressive Driving Committee as well.

AB19 – Requires DMV to establish a program in four counties on DUI Convictions. DMV will enforce the Ignition Interlock Device (IID) and will administer the IID on all convictions for the four counties.

SB1388 – Effective July 1, 2009. DMV will monitor the IID on VC 14601.2, VC 14601.4 and VC 14601.5 convictions. The Court is required to report IID but DMV will monitor the calibrations. If non compliance, DMV will only be able to send a letter to the Courts as DMV does not have any other authority.

Question: Do we have a lobbyist? No, position phased out.

**Tina Dabbas – Family Law**

Completed the Family Law manual (YEA). Committee looking for additional members to serve this year.

**Jill Ramirez - Historical Committee**

Presentation of books to Andrea Nelson and Sandra Silva.  
Committee will work on one book this year.

**Suzanne Schleder– Criminal Manual**

Working on Appeals section for manual and looking for assistance from Courts.  
Contact Suzanne if you have someone in your court who can assist.

**Tim Gee – Legislation**

Thanked Sandra Silva for the years of leadership and guidance on the committee.  
New Law Workshop in Los Angeles was sponsored by CCA due to space limitations at the Southern Regional Office. The workshop was a great success and no one was turned away due to space issues.

Committee assigns bills to each member for review and update to the committee throughout the year. Committee meets twice a year for update on these bills.  
Committee is now the lobbyist for CCA and represents all courts in Sacramento.

**New Law Workshop dates:**

November 10, 2009 – Southern Regional Office, Burbank AOC (They've acquired additional space and will host the function this year)

November 19, 2009 – Northern Regional Office, Sacramento AOC

November 20, 2009 – San Francisco AOC

**Christine Porter – Civil**

Committee met all goals this year. Added telephonic section, case retention guidelines. Unlawful Detainer being renamed to Landlord Tenant. Updated forms from AOC are fee waivers and Small Claims forms. Be on the lookout for these updated forms. Expending on Petition for Change of Name and Safe at Home. Creating Restraining Order checklist for manual.

**Maria Turner and Barbara Rodgers – Minute Book**

Will start reminding all directors monthly to submit articles and asked directors to send their courts' news letter for possible article inclusion in Minute Book. Awarded two directors for submitting articles to the Minute Book committee. Winners of \$50.00 each - Marilyn Burk and Tina Dabbas.

**Jill Ramirez and Andrea Nelson – Membership**

Awarded Courts with 75 – 100% membership

Alameda County – 100%

Alpine County – 100%

Butte County – 100%

Calaveras County – 100%

Del Norte County – 100%

El Dorado County– 75%

Glenn County – 100%

Humboldt County– 100%  
Kern Count – 75%  
Modoc County – 100%  
Placer County – 75%  
San Francisco County – 100%  
Santa Cruz County – 80%  
Siskiyou County – 100%  
Tehama County – 84%  
Ventura County – 100%

**Rhonda Sharbono – Judicial Council Education Liaison**

Thanked CCA for the donations and continued support of CCTI. AOC offered a “Leads and Seniors” class at CCA this past year and it was so successful AOC is going to offer to the entire state. Creating additional training classes for CCA.

CCTI sessions this summer:

July 13<sup>th</sup> – 4 classes offered

July 20<sup>th</sup> - 3 classes offered

Old Business - None

New Business - None

Next meeting Saturday, August 8, 2009, Arden West, Sacramento.

Motion to adjourn -

Seconded

No discussion

Motion passed

Adjournment – 11:30am