California Court Association, Inc.

The Minute Book

Winter 2016 Volume 63, Issue 3

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CCA TRAINING DAY

Pasadena Training Day
Westin Pasadena
191 North Los Robles Avenue
Pasadena, CA 91101

Click Here to Register!

Click Here for Course Descriptions!

THE BEST WAY TO PREDICT THE FUTURE IS TO CREATE IT...

Abraham Lincoln

The President's Message...

Tanya Rivero, President

Warmest Greetings CCA Members!

Since our 64th Annual Convention held in Sacramento at the Hilton Arden West at the end of July, we've had a Leadership training and a Monterey training day.

I enjoyed meeting and seeing those who were able to join us in Santa Ana on September 10th at the Double-Tree for Leadership Training. The Module I Leadership Skills attendees learned how to identify the qualities and characteristics of an effective leader with Lorraine Benavides. The attendees in Module II Organizational Management with Brenda Lussier learned how to lead with change, delegation, problem solving and organization to manage organizational changes. The Leadership training was such a great success, the Executive Board is working with the Training and Certification committee and ARC to provide more in spring 2017!

It was so delightful to meet new members and see members again in Monterey at the training day held at the Marriott on October 15th. The weather was great and training went well. The morning session began with a welcome from Presiding Judge Mark Hood who gave a very inspirational speech about the importance of education. Attendees learned how to prepare and position themselves to promote, in addition to job competencies and the importance to know with Jayson Villaflor. Attendees receiving CIMCE credits learned the traffic appeals and limited civil appeals process with Liza Lopez. During our lunch session, guest speaker Brenda Lussier was presented with the Distinguished Service Award by Immediate Past President, Alicia Fletes. The Family Law adoptions class was a full day of learning the different types of filings, research, timelines and most important confidentiality. Leadership Module VI Professional Communication within the Courts instructed by Naomi Gaines gave attendees a view of different communication styles with a variety of people that includes the public judicial officers, court related agencies and coworkers.

All the best,

Tanya Rivero,

CCA Executive Board

2016-2017

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The CCA Executive Board wishes you joyful holidays

and we hope to see you at our next event!

CCA Committee Chairs

2016-2017

Budget & Finance
James Feenan, Santa Clara

Bylaws
Brenda Lussier
Riverside (Ret.)

Directory & Fee Schedule
Natalie Smith, San Diego

DMV Liaison
Jill Ramirez (Ret.), Solano

Education Liaison
Rhonda Sharbono
Judicial Council

Legislation
Scott Brown, San Diego

The Minute Book
Victoria Borjesson, Ventura

The Minute Book
Joe.Gutierrez, Ventura

Publication
Family Law
Rachel Jacobs, Ventura

Publication
Civil-Small Claims
Patricia Xavier, San Diego

Publication
Juvenile
Teresa Johnson, Stanislaus

Publication
Criminal
Jodi Leveque, Napa

Training & Certification
Cynthia Maynard, Riverside

Training & Certification
Maria Turner, (Ret.)
San Diego

Membership
Tina Dabbas
San Bernardino

Publication
Probate
Nina Wendt, Stanislaus

https://www.calcourt.org/about-cca/committee-members

Editor's Notes... "Survey *SAYS*..."

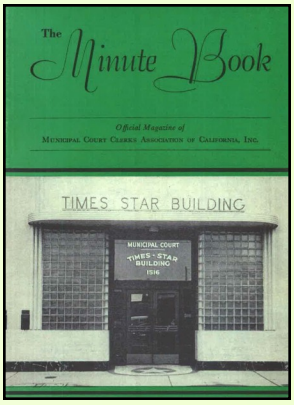
By Victoria Borjesson, Ventura County

As you know, the Minute Book Committee conducted a survey among the members to solicit your feedback regarding the September 2016 issue of The Minute Book. To all of you who replied: ***many thanks for your feedback***! The purpose of this survey was to let you know that our members **will be heard** and that **your feedback is critical** to the success of The Minute Book.

There were responses from 28 employees from five (5) counties which included Ventura, San Diego, Riverside, Contra Costa, and Placer. You spoke, we are listening. We have made some improvements to the Minute Book based upon YOUR feedback and will continue to improve the Minute Book on a regular basis. We also welcome any comments about the Minute Book and we encourage you to continue to provide us with ongoing feedback by clicking on the "Your Voice Matters" button below. There is now a new feature to the CCA Website called "Up to the Minute" which will provide you with a continuous transmission of data, consisting of news updates from various sources of court-related news syndications. Click below to check it out!

Minute Book TRIVIA = $25 prize!

The first member who emails me the correct answer will win a $25 Amazon gift card or $25 *Courtique* Credit!



Trivia Question #2:

What are the names of the Executive Board Members for 1954-1955 for CCA (then known as MCCAC)?

Click on the Minute Book icon above to search for the answer!

CORRECTION POLICY

We aim to get it right, but when we get it wrong, please let us know. We want to correct the record.

Contact Chair Victoria Borjesson to report any errors.

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CCA Monterey Training Day Highlights

By Juan Jaquez, CCA Director, Ventura County

On Saturday, October 15, 2016, CCA held its fall training day in beautiful Monterey. The training day was a no host event, but members of the Monterey Superior Court volunteered their time and efforts to make it another successful event.

Volunteers from Monterey County, Elise Mouisset and Neisha Patterson, manned the registration table and were happy to see members eager to start their day of training.

During the morning assembly, eleven service awards were handed out including twenty year pins to Susan Newman, Santa Clara County and Teresa Johnson, Stanislaus County. Elizabeth Mueller received her pin for 10 years of service as a CCA Member.

Monterey County's Presiding Judge Mark Hood addressed the general assembly. Judge Hood's speech focused on the importance of education. He praised staff for the work they do and their commitment to personal development. Monterey's Elise Mouisset said, "I would like to thank our Presiding Judge Mark E. Hood for his warm welcome to all the attendees and for making time on Saturday to meet and greet attendees." Ventura Member Elizabeth Mueller stated: "I *enjoyed Judge Hood's speech, especially when he said that he was a waiter in his younger days. He said that he would get ALL the credit when bringing food to the table, but his customers didn't acknowledge the people behind the scenes which SHOULD get all of the credit: and related it to court staff who work behind-the-scenes".*

A great time was had by all; we hope to see you at the next Training Day on March 11, 2017 in Pasadena!

"Judge Hood's speech focused on the importance of education. He praised staff for the work they do and their commitment to personal development. "

Click on Photo Gallery icon on page 7 to see all photos from Monterey Training Day

Thank You Monterey!

Tanya Rivero (Ventura), Elise Mouillet (Monterey) and Monterey Presiding Judge Mark Hood

Elise Mouisset and Niesha Patterson

Thank you to Monterey Superior Court,

Elise Mouisset, Maria Uribe, Niesha Patterson, Meagan Firmalo, Paul Pedersen, and Justin Borello for your central coast hospitality which made it a wonderful event!

Tanya Rivero, President

Snapshot CCA - Monterey Highlights

By Juan Jaquez, Ventura County—CCA Assistant Photographer

Photo Gallery

The DIRECTOR'S CHAIR

Featuring Los Angeles County - Pasadena Branch

By Aileen Sanders, Los Angeles County

On behalf of our court staff here in Los Angeles, we are looking forward to seeing all of you at the Pasadena CCA Training Day on March 11, 2017 in the beautiful and historical city of Pasadena. Planning is well underway, and we want to make sure that the Pasadena Training Day is both an educational and enjoyable experience for everyone who plans on attending.

Great classes are being offered by seasoned instructors and experts in their field including:

- ***Developing Your Training Skills*** presented by **Rhonda Sharbono**,
- ***Preparing & Positioning yourself to promote (Part I)*** *and* ***Job competencies and why do I need to know? (Part II)*** presented by **Jayson Villaflor**,
- ***Traffic Appeals**** and ***Limited Civil Appeals**** presented by **Liza Lopez**, CIMCE
- ***Operational Planning & Cost/Benefit Analysis*** presented by **Brenda Lussier**,
- ***Court Records Management*** presented by **Richard Holquin,**
- ***Module 5 Conflict Mgmt & Problem Solving Techniques*** presented by **Curtis Germany**,
- ***Module 6 Professional Communication Within the Courts (written & verbal)*** presented by **Naomi Gaines**.

For complete class descriptions, click HERE.

A special reminder to Court Interpreters: Court interpreters can benefit by attending Pasadena's Training Day too! The ***Traffic Appeals**** and ***Limited Civil Appeals**** classes are **CIMCE*** approved. Finally, if you have time during your visit, we encourage you to sample all that the city of Pasadena and surrounding areas has to offer. There's something for everyone:

Museum & Gallery Tour
Old Pasadena has many fantastic art galleries, museums and cultural institutions. Take some time to enjoy some Pasadena's culture! READ MORE HERE!

Dine & Unwind
Food and relaxation. Enjoy a fabulous meal and total relaxation at Old Pasadena's unique establishments. SEE RESTAURANTS HERE!

We look forward to seeing you at the Pasadena Training Day on March 11, 2017!

To connect with other CCA Directors throughout California Courts, click "connect" below (You will need to have the CCA login username and password for access).

CONNECT

LASC is on Twitter!

@LASuperiorCourt

CCA TRAINING

Cynthia Maynard

Learn more

APPLY NOW

Register now

Maria Turner

COURT CLERK CERTIFICATE PROGRAM

Every organization including the courts is concerned about the trends of retirements among their long term employees. What better way to prepare yourself for these future opportunities than enrolling in additional education to sharpen and/or develop your skills and talents. With new skills and talents to brave the new opportunities you will be better prepared and confident when you propel yourself into future endeavors. The workforce of the future will require strong ethical leaders while maintaining and growing the skills of others. Through this Leadership Certificate Program, you will gain targeted skills and talents that will help you through the future challenges.

Prepare for the Future

Unlock Your Talents

Gain New Skills

Upcoming Training Days

CCA TRAINING DAY

CIMCE

MARCH 11, 2017-PASADENA, CA

Course Description

Click here to REGISTER

CCA - NEW LAW S WORKSHOP 12/2/16

Why Join Us?

Ask Guadalupe Lopez from Riverside!

(Click her photo and Guadalupe will tell you!)

CLICK HERE TO JOIN

(Continued on page 15)

UNIT PROFILE—Solano Court Reporters

Court reporters are responsible for capturing the verbatim record of court proceedings. Their work processes have come a long way from using pen and paper to take written shorthand. For many years, reporters have used stenographs (also called "writers") to type their shorthand notes. The machines have 22 keys, which can be pressed individually or, unlike a typewriter or computer keyboard, in combination. In the recent past, the machines have improved to electronically integrate with specialized software and customized dictionaries, which assist the reporter in transcribing his or her notes into an official record, called a transcript.

From left to right: Betsy Giugni, Marilyn Luna, Laura Forster, Krista Wright, Jan Del Rio, Kim Wells, Liz Rose, Gaynell James, Holly Erion, Nancy Waller, Patty Skinner.

Reporters are licensed through the Court Reporters Board of California, a division of the Department of Consumer Affairs. Reporters must complete 660 academic hours and 2,300 machine hours to graduate. They must successfully pass an exam which requires 200 words per minute with a 97.5 percent accuracy rate. One of the challenging aspects of working in a courtroom is keeping a straight face when you hear funny things.

INTERPRETER'S CORNER

California Court Interpreters

CCA's Training Days offer education credits for Interpreters (CIMCE)!

The next CIMCE Classes are being offered at the next CCA Training Day in beautiful **Pasadena, California** on March 11, 2017!!

CIMCE classes being offered on this date are:

- **Traffic Appeals** **9:00am - 12:15pm**
- **Limited Civil Appeals** **1:30pm - 4:45pm**

California Earmarks $100m for Court Interpretation in New Budget

On June 27, 2016, California passed the 2016–2017 state budget without a single veto; a first since 1982. It was not only Governor Jerry Brown who had reason to celebrate. California's court interpreters were also pleased at the outcome.

Read more here

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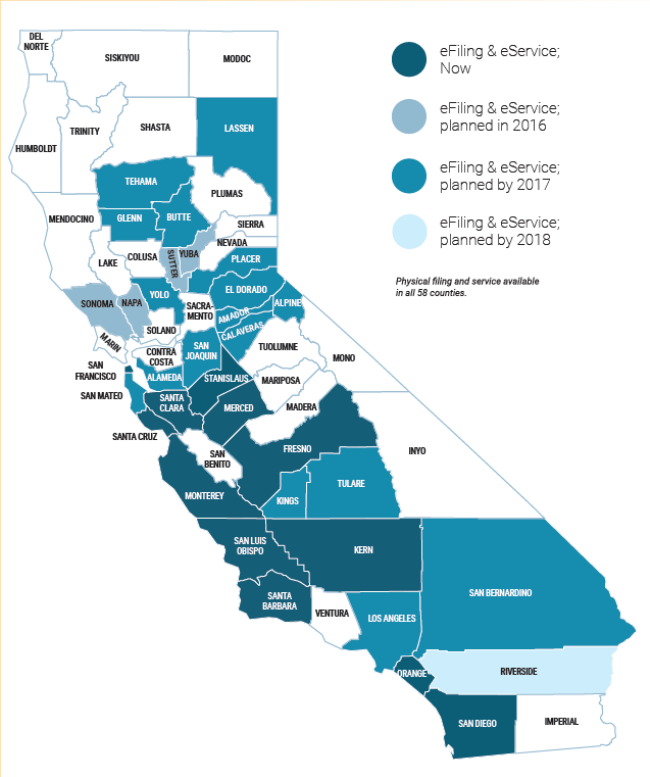
E-FILING COMING TO A COURT NEAR YOU!

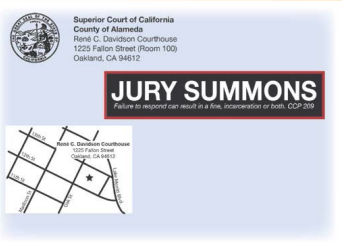
eFiling Updates



The days of filing paper documents at courthouses in California are numbered. That's because electronic court filing, the uploading, and submission of documents to a court in electronic form, is rapidly becoming the new standard.

Electronic filing is currently available in 12 superior courts in California (Fresno, Kern, Merced, Monterey, Orange County, San Diego, San Francisco, San Luis Obispo, Santa Barbara, Santa Clara, Santa Cruz, and Stanislaus), with eFiling mandated in some or all civil case types in eight.

In total, 35 (out of 58) superior courts in California, including many of the largest courts in the state, have active electronic filing programs underway. Many counties, including Los Angeles and some smaller counties in the north of the state, will begin asking lawyers and litigants to file electronically during 2017.


Superior Court of California
County of Alameda
René C. Davidson Courthouse
1225 Fallon Street (Room 100)
Oakland, CA 94612

JURY SUMMONS
Failure to respond can result in a fine, incarceration or both. CCP 209

Alameda Superior Court—New Postcard for Jury Summons

On September 16, 2016, the Alameda County Superior Court will begin using a new method of summoning residents to serve as jurors. Instead of an envelope containing a summons and directions, prospective jurors will now receive a postcard which indicates when and where they are to appear for jury service. The postcard doubles as a juror badge and should be brought to the courthouse. A copy of a representative postcard appears below.

The postcard directs the prospective juror to respond by using ***eJuror***, an online application that is available 24 hours a day, seven days a week at **www.alameda.courts.ca.gov/eJuror**.

Prospective jurors without access to a computer may complete a paper form, which can be requested by calling the Jury Services Division at 510.891.6031.

The change from a summons in an envelope to a postcard summons reduces printing and postage costs by an estimated $50,000 per year. This is another example of the Superior Court of Alameda County's efforts to reduce costs and become more efficient in response to cuts in court funding. It also reflects the expansion of our eservices to accommodate the public's interest I conducting business online, instead of in person. Additional types of jury business that can be conducted online rather than in person or by mail include postponing service to a more convenient date and resolving questions about whether a person is qualified to serve. For more information about responding to a jury summons, please visit the court's website at

www.alameda.courts.ca.gov or call 510.891.6031.

Submitted by Takasha Edmond, Alameda County Takasha started with the Alameda Superior Court in 2015 as an Analyst responsible for training for and was recently promoted to Principal Analyst for the Learning and Development Unit.. Takasha states: *"I have really enjoyed my time here getting to know the Court system."*

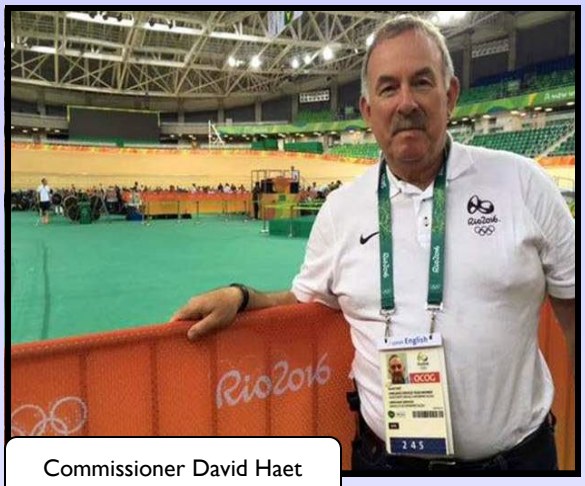
Twitter Alameda!

@AlamedaSuperior

CALIFORNIA COURTS ARE ON TWITTER! Click on logo...

California Court Happenings

SOLANO'S COMMISSIONER DAVID HAET VOLUNTEERS AT 2016 RIO OLYMPICS



Commissioner David Haet

How did you spend your summer vacation? Commissioner David Haet attended his fifth Olympic games, this time in Rio. He was assigned to the languages services unit at the Velodrome, an arena for cycling on steeply banked ovals tracks, to trans-late for Spanish-speaking athletes at press inter-views. He was also assigned to the protocol unit, assisting members of the International Olympic Committee (IOC), the National Olympic Committee (NOC), and VIPs, such as Anne, Princess Royal of Great Britain; Albert II, Prince of Monaco; and Thom-as Bach, president of the IOC. In previous Olympics, Comm. Haet served in the security unit and was a driver for VIPs. He stayed the first night on board the Norwegian Getaway, a 4,000-passenger ship and then moved to his assigned hotel in the center of Rio, a 2-hour commute, by train, from the Olympic village, making his day 6:00 a.m.—11:00 p.m. How-ever, he still had time to attend events: boxing, track and field, men's diving, the Sweden vs Brazil women's soccer game, the tri-athlon at Copacabana, women's bicycling, and trips to Ipanema and the Christ the Redeemer statue. He saw the closing ceremonies and said they were breathtaking. With 100,000 athletes and spectators leaving after the games, the mayor of Rio declared a holiday. Comm. Haet plans to be a volunteer at the 2018 Winter Olympics in South Korea and the 2020 Summer Olympics in Tokyo.

DESERT COURTROOM ASSISTANT IS HONORED AS 2016 CALIFORNIA STATE BAR COURT STAFF OF THE YEAR

Submitted by Riverside County Superior Court

On July 20, 2016, Riverside County, desert courtroom assistant, Rita Aguilasocho, was honored for outstanding service and dedication to her work at the court by the State Bar of Califor-nia, Family Law Section. Rita has been with the court for over 15 years and she is assigned to Department 2J (family law and adoptions) in Indio.

The award she received was the **2016 California Court Staff of the Year Award**. It was awarded to her as the California court employee of the year, a fantastic achievement! Over 100 peo-ple including family, friends, co-workers, judicial officers, court executives, lawyers and law office staff – were present to celebrate this extraordinary achievement. Also at-tending were two representatives from the State Bar, Vanessa Kirker-Wright and Sherry Peterson.

Ms. Kirker-Wright explained that one of the reasons this award came to be is because bench officers and at-torneys are often recognized for their contributions to family law; however, staff behind the scenes that of-ten make a very big difference are rarely recognized. Ms. Kirker-Wright stated "It is a personal honor to be able to travel to Indio to participate in this ceremony. It is a highlight of my day."

Riverside Superior Court
@RivSuperiorCrt

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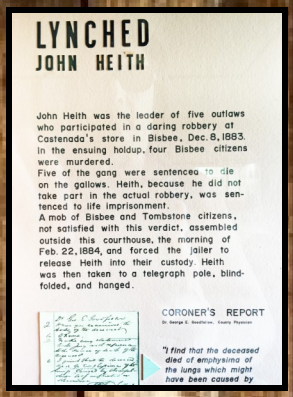
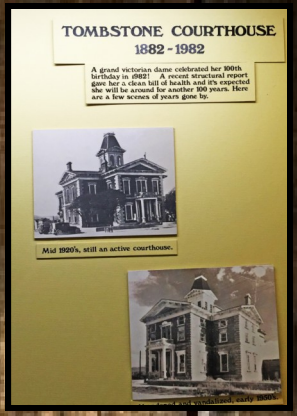
TOMBSTONE COURTHOUSE

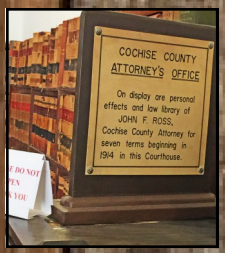
In a recent visit to Arizona, my husband and I visited some family & friends and stopped by to see the town of Tombstone. We visited the historic Tombstone Courthouse and the Birdcage Theatre. Both sights offered interesting self-guided tours especially the history of the gallows. For more information on the courthouse see the following link.

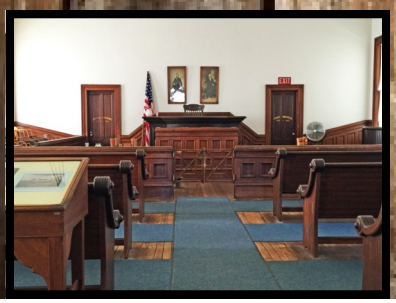
http://azstateparks.com/Parks/TOCO/

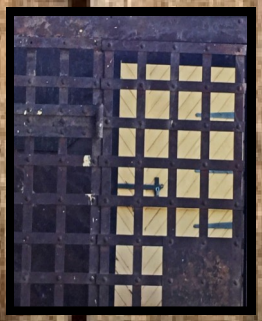
By Corinne Vallieres , Riverside County











New Website Location for California Legislative Information

As of November 30, 2016, the www.leginfo.ca.gov website will no longer be updated. Please use the new California Legislative Information website located at http://leginfo.legislature.ca.gov/.

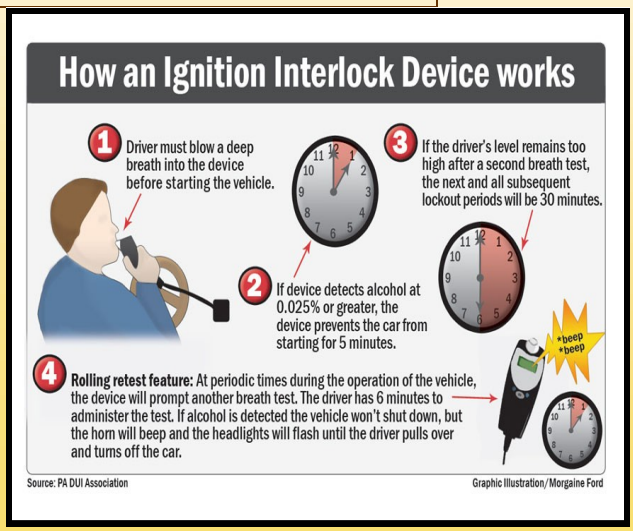
"The leginfo website will remain available to serve as an archive of California's legislative information (1993 through November, 2016).

Senate Bill 1046

SB 1046, Hill. Driving under the influence: ignition interlock device.

Californians arrested for driving under the influence will have to temporarily install breathalyzers in their vehicles to get their driver's licenses back, Starting in 2019, first-time DUI offenders would be required to install an ignition interlock device for six months to reinstate their full driving privileges. The penalty goes up from there: a year for a second offense, two years for a third offense, and three years for a fourth or subsequent offense.

Under current law, drivers convicted of a DUI face a mandatory suspension before they can apply again for a restricted license that allows for driving only to and from work and alcohol treatment programs. SB 1046 would offer first-time offenders who did not injure anyone the option to continue under this model instead with a restricted license for one year.



Read more here.

DMV Memo - Three Feet for Safety Update

COURT INFORMATION MEMO
MEMO: 16-06
SUBJECT: THREE FEET FOR SAFETY ACT UPDATE
Memo Date: October 12, 2016

Purpose To notify courts that effective immediately, abstracts can be submitted electronically to the Department of Motor Vehicles (DMV) for convictions related to violations of bicycle safety provisions established per the "Three Feet for Safety Act". Effective September 16, 2014, legislation established the following California Vehicle Code (CVC) sections: CVC §21760(b) – unsafe passing of bicyclist; CVC §21760(c) – unsafe passing within 3 feet of bicyclist; and CVC §21760(d) – unsafe speed while passing bicyclist.

Background: Previously, courts were instructed to submit hard copy abstracts for convictions of CVC §§21760(b), (c), and (d) to DMV's Abstracts Processing Unit for updating.

New Information: Courts shall now electronically report convictions of CVC §§21760(b), (c), and (d) to DMV. This memo supersedes the previous Court Information Memo 14-01, dated September 15, 2014.

Questions regarding the information contained in this memo or changes to the e-mail distribution list may be directed to the Justice and Government Liaison Branch at (916) 657-7732 or via e-mail at

jagcourt@dmv.ca.gov.

@CA_DMV

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Believe It or Not!

By Liz McFarland, Siskiyou County Superior Court Clerk

I received a phone call from a Defendant who started the conversation by giving a change of address. He said he was contesting the case and wanted to know his options for contesting. We discussed posting his bail and contesting with a trial in writing or a trial in person. We offer an arraignment by mail for a traffic court trial. It was quite a lengthy discussion as he wasn't sure which course to take. I advised him to call our court service to post bail and make his request for either paperwork to contest by writing or in person. I advised him that they would email him the requested forms. As I was giving him the phone number to call the service he interrupted me and said he was driving and couldn't write the number down. He said that he didn't want to get caught again on the phone and that an officer had just passed him by on the highway. And yes, you guessed it, he was cited for talking on his cell phone while driving for the case he was contesting…. ***Believe it or Not!***

Liz McFarland
Court Clerk III -Criminal Department
Siskiyou County

(Continued from page 9, Training)

Leadership Training Certificate Program, by Maria Turner

On September 10 2016, CCA offered it's Leadership Certificate Program in Santa Ana, Over 50 CCA members were in attendance. Classes were taught by Lorraine Benavides (Ventura) and Brenda Lussier (Riverside). To see more photos from this event, click on the photo gallery icon below.

Andrew Adams from Contra Costa talks about CCA Leadership Training!

(Click Andrew's photo to watch video!)

The WordSearch

Law and Order

Y	L	A	I	R	T	F	O	D	O	T	I	H	R
R	C	A	S	C	D	I	P	Y	G	E	N	T	N
U	R	L	B	P	P	N	A	S	N	N	V	N	T
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S	U	B	P	E	O	N	A	T	S	T	R	S	C

CRIMINAL
FINGERPRINTS
PLANTIFF
CRIME SCENE
GRAND JURY
CRIMAL INTENT
SEARCH WARRANT
SUBPEONA
DEFENDANT
TRIAL
PROSECUTOR
INVESTIGATION
COURT ORDER
AUTOPSY
ALLEGATIONS
JUDGE
INDITE

Play this puzzle online at : http://thewordsearch.com/puzzle/2165/

Customer Service Tips - VENUE

"Help! Where do I file my lawsuit???"

It's no secret that more and more litigants are representing themselves in their court cases without the assistance of an attorney. Many of these Self-Represented Litigants (SRL) have no idea where to begin when filing a lawsuit. If your court receives public inquiries such as this from members of the public, you can provide them with a quick answer by directing them to view the courts' "Find my Court" feature provided on the California Courts website. Once the person goes to the website, they simply have to enter the zip code based upon one or more of the following:

- ***The person you are suing lives or does business (if you are suing a business or organization); or***
- ***The dispute arose, like where an accident happened, or where a contract was entered into or broken.***

Another helpful hint…

"Help! Where do I file for bankruptcy?"

if you receive such an inquiry, the California Bankruptcy Courts also have a venue locater. Click here to view.

USBC Cal Central

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CCA *Behind the Scenes…*

In addition to our hardworking Executive Board, Directors, Committee Members, and our loyal members, it also takes a dedicated team of creative individuals working behind the scenes to bring it all together to navigate and sail the ship we know as the California Court Association – "CCA". It's always nice to match faces and names to the people "behind the scenes" who keep the coals burning in the engine room while we are all on deck.

Some of you may have already met our ARC business team at recent training days, but for those of you who have not, we want to introduce you to them now.

Debbe Dreher

Debbe Dreher is currently serving as the Executive Director (Business Manager) of CCA. She has the overall responsibility for the day-to-day management of the association and provides direction and insight to the other team members at ARC. Collectively the staff team works with the association's board of directors and committees to accomplish a meaningful program of work and successful implementation of program, services and member benefits. Debbe is the President/CEO of Association Resource Center. She has been with ARC since 1989 and the owner since 2002. She comes to CCA with extensive experience working with association clients, providing management and administrative support to achieve the operating objectives and policies of their organizations. Her responsibilities have included full-service association and event management, including facilitating board meetings, annual conferences, and planning/executing large and small events. when on vacation, you will find Debbe at the beach in her motor home with her husband of 45 years and their Great Dane!

Tracy Brown

Tracy Brown heads up ARC's award-winning Creative Services Department. It is under Tracy's guiding hand that the CCA website is designed and updated, attention-getting conference and event materials are fashioned and eye-catching communication pieces are produced. Not only is Tracy a talented graphic design specialist, but she is also a superior athlete. For the last few years, her annual vacation has included a day in which she makes the 100 mile bicycle trek around Lake Tahoe benefiting the leukemia and lymphoma society. She also enjoys photography and anything related to being outdoors. Tracy joined ARC in 2004.

Rachel Myers

Rachel Myers joined ARC in October 2015. Rachel has worked in the association management field for the last nineteen years. She is known for her efficiency and diplomacy having worked with some organizations that many would consider "difficult" in the past. Rachel loves cooking and spending time with her husband and two kids when she is not on the clock. If you ask Rachel what her favorite television show is, her normal response is "the one that puts me to sleep!" Rachel also volunteers at her children's schools and is involved in her church. Rachel is the "face" behind all of the CCA Training Update e-mails that you receive.

Tammy Hitchcock

Tammy Hitchcock is also one of ARC's super-conscientious Accounting Team members. When a client needs timely, accurate financial reports, we know we can count on Tammy to produce them. We do lose Tammy a couple of weeks each year as she vacations at the St. Anthony Sand Dunes and Dumont Sand Dunes with her husband and friends for some time four-wheeling in their Sandrail and RZRS.

HAPPY HOLIDAYS

From Your

CCA Minute Book Committee

Victoria *Joe* *Teresa* *John* *Juan* *Roxanne*

THE CALIFORNIA COURT ASSOCIATION INC.

If you are interested in joining the Minute Book Committee for 2017-2018…

please let us know!