

THE QUILL

WASHINGTON MUNICIPAL CLERKS
ASSOCIATION NEWSLETTER

WINTER 2006 EDITION

MESSAGE FROM THE PRESIDENT

WMCA President Pam Kolacy, CMC, City Clerk, Port Townsend



President Pam Kolacy

The end of the WMCA year is fast approaching. I hope you all have gone online to download your registration form for the conference and are making your hotel reservations at the Davenport for the 2006 conference. We have a lot of fun and great learning opportunities on tap which will make this conference truly memorable.

Our Advanced Academy features a very special presentation by Rhonda Hilyer, founder and president of Agreement Dynamics, Inc. Ms. Hilyer has a wealth of experience working with municipalities and other organizations has a brand new presentation for us. Her presentation is entitled "Success Signals: Open the Door to Getting What You Want." The day will go quickly and we are promised lots of great information, with specific tips and strategies we can put to work immediately at work and in our personal lives.

Special events are planned for new clerks and first time attendees, including a breakfast on Tuesday and a class which will introduce you all to the vast array of resources available to clerks, which will help in all phases of the job. Another featured session will help guide you through the application process for the various levels of municipal clerk certification. Education Director Dema Harris and our IIMC Region IX representatives will be on hand.

Monday night is all about entertainment. In a nod to our Region IX compadres from California, who will be hosting the IIMC Conference in May, the theme will emphasize our "Hollywood" connection. A great dinner will be followed by a mystery theatre performed by a Spokane theatre group.

Wednesday is our annual banquet where we will salute the Clerk of the Year and welcome our new officers. We're going "Broadway" on this one so dress up as much as you like; maybe some top hats and tails will be in evidence!

Stay tuned to the website for more information on classes and activities and on other fun things to do in Spokane. The Spokane Visitor and Conference Center will have a booth on site to help you with your plans for free time. Please consider staying over for a day or for the weekend. The Davenport will honor our reduced rates for extra days.

It has been a busy year for WMCA. Among other discussion topics at the Fall Board meeting was the elimination of mailing hard copies of The Quill to all members and instead having it available on line. This will save considerable funds for the organization. At the same time, we are committing to sharing much timely information directly with you through e-mails and our web site.

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PROFESSIONAL DEVELOPMENT CLASSES HERE BEFORE YOU KNOW IT

By: Erin Larsen, City Clerk, City of DuPont



PROFESSIONAL DEVELOPMENT 2006 COSTS, DATES & LOCATION

Professional Development I
June 4-9

Professional Development II
June 11-16

Professional Development III
June 18-23

PD I, II & III Registration: \$450

Housing/Meals: \$400
(includes parking)

Professional Development IV
June 11-14

PD IV Registration: \$400

Housing/Meals: \$250
(includes parking)

Location:

University of Puget Sound
Tacoma, WA

Do you want a rewarding experience that will captivate your interest, put some excitement back into the workplace, and change your life?

The Northwest Clerks Institute (NCI) sponsored by the Washington Municipal Clerks Association, Oregon Association of Municipal Recorders, and the Alaska Municipal Clerks Association has exactly what you are looking for.

NCI provides a series of Professional Development classes that are tailored toward a clerk's profession. You will have an opportunity to learn about communication, leadership, public speaking, team building, technology, records management, and so much more. Perhaps the most important opportunity will be networking with fellow clerks.

I have spoken with many attendees and we all agree that this is an unforgettable experience that you will not want to miss.

2006 Professional Development (PD) classes are listed at left.

Additional information about NCI, PD classes, and registration is available at www.nwclerksinstitute.org.

Completion of 100 hours of approved institute training fulfills educational requirements for the International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) designation. IIMC encourages Municipal Clerks to continue learning and growing personally and professionally.

PRESIDENT'S MESSAGE (continued)

It has been a year full of learning and opportunity for me and I thank you all for allowing me to spend the year as your President. Traveling to other conferences in the region has been a wonderful experience. My thanks again to all of you who agreed to chair committees and to a top notch Executive Committee for all their efforts. And to all of you who pitch in and work so hard for your local governments and for our great organization, you are terrific. I am honored to be a part of this group.

CONGRATULATIONS TO THOSE WHO RECEIVED NEW DESIGNATIONS

By Treva Sandhofer, CMC, Deputy Clerk of the Board, Pierce Transit

Congratulations go out to the following Clerks for achieving new designations:

Awarded Certified Municipal Clerk Designation

Debi Anderson, CMC, Deputy City Clerk,
City of Okanogan

Kathi Anderson, CMC, City Clerk, City of Kirkland

Mari E. Ripp, CMC, Clerk/Treasurer, City of Woodland

Treva Sandhofer, CMC, Deputy Clerk, Pierce Transit

Accepted as a Member of IIMC Master Municipal Academy Program

Diane Houston, CMC, City Clerk, City of Ocean Shores

Michelle M Merlino, CMC, Deputy City Clerk, City of Port Orchard

Nickole Schutte, CMC, City Clerk, City of Newport

Received First Level Membership in the IIMC Master Municipal Clerk Academy

Sandy Byers, CMC, Clerk of the Board, Pierce Transit

Kammy D. Hill, CMC, City Clerk, City of Walla Walla

Received Second Level Membership in the IIMC Master Municipal Clerk Academy

Terri Pfister, CMC, City Clerk, City of Spokane

Awarded Master Municipal Clerk Designation

Sandra Parker, MMC, City Clerk, City of Woodinville



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SPRING CERTIFICATION ACADEMY

By: Pam Kolacy, CMC, City Clerk, City of Port Townsend

You won't want to miss this year's spring certification academy in Spokane. The academy is scheduled for Sunday, March 19, and features Rhonda Hilyer, President of Agreement Dynamics, Inc., a consulting firm located in Seattle. The session is titled "Success Signals - Open the Door to Getting More of What You Want."

Ms. Hilyer is an international consultant with a reputation for helping groups achieve significant results in converting conflict-based environments into productive, collaborative ones. Her clients include cities, counties, police departments, airlines, law firms, and elected boards, councils and governments, to name just a few.

The March session centers on the idea that the most critical thing you can do as a leader, parent, or employee, is to communicate your intentions effectively. The class will provide fun, practical tools for getting your message across no matter what your style or the style of your listener. You will learn how to quickly build rapport and get more out of your interactions with others.

THE CLASS WILL HELP YOU TO:

Enrich your communication in immediate and lasting ways

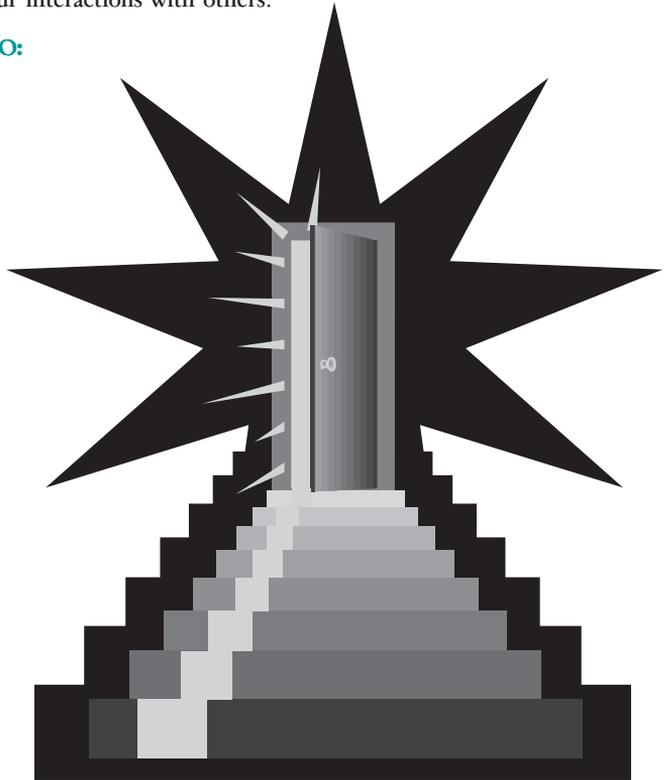
Avoid the most common conflicts encountered in day-to-day life

Build more successful teams using the Success Signals approach

Develop and get respect from those who communicate very differently than you

Create win-win situations with your boss, your co-workers, and your family

We are promised an entertaining, interactive, and rewarding day with a dynamic and highly skilled instructor. Register for the session by marking the "Advanced Academy" space on your conference registration form. The class will earn three points toward MMC certification and one point toward CMC certification.



**SUCCESS SIGNALS -
OPEN THE DOOR TO GETTING
MORE OF WHAT YOU WANT.**

**Spring Certification Academy
Sunday, March 19, 2006**

ANNUAL CONFERENCE WILL BE HERE SOON

By: Mary Kitto, Administrative Clerk, City of Puyallup

The 2006 WMCA Annual Conference, “Respect the Past, Create the Future”, will be here before you know it and here are the important facts you need to know:

Place: The Davenport Hotel, Spokane, Washington, 1-800-899-1482,
www.thedavenporthotel.com

Dates: Sunday, March 19, 2006 to Wednesday, March 22, 2006

Cost: Academy (Sunday) \$100
Conference (Monday - Wednesday) \$300

The learning and fun start on Sunday, March 19 at the Advanced Academy featuring Rhonda Hilyer and the seminar entitled “Open the Door to Getting What You Want”.

Other seminars being presented throughout the conference include: Improving Customer Service & Employee Relations, Creating Balance Between Elected Officials & Administration, Jurassic Parliament, Business Writing, Communication, Liability Exposures City Clerks Could Encounter, and the ever popular Records Management.

After expanding your mind all day, you can relax and socialize at events such as the President’s Reception (Sunday), a “Murder Mystery” dinner and Silent Auction (Monday), and the Annual Banquet (Wednesday) where the prestigious ‘Clerk of the Year’ award will be announced.

If you need further information, or registration forms, check out the WMCA website at www.wmcaclerks.org.

RESPECT THE PAST, CREATE THE FUTURE

2006 WMCA Annual Conference
The Davenport Hotel
Spokane, Washington

Sunday, March 19 to
Wednesday, March 22, 2006



MARGERY A. PRICE SCHOLARSHIP PROGRAM

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage IIMC Certified Municipal Clerks to take advantage of continuing educational opportunities, a scholarship program was instituted in 1998. This scholarship program was renamed in 2001 to recognize the commitment and dedication of Margery A. Price to the education and professional development of Clerks in Washington State and Region IX. The scholarships are intended to help pay relevant program costs for members working towards achieving the status of MMC and must be used for job-related courses or WMCA sponsored Advanced Academies. The \$500 scholarship can be used to help cover tuition and book costs only. The fiscal year for this scholarship program is April 1st through March 31st, and applications will be considered on a first received basis for each fiscal year.



GUIDELINES

- Applicant must be a member in good standing of the Washington Municipal Clerks Association and have achieved the Certified Municipal Clerk status. A copy of your Certification must be attached to the application.
- Applicant must be a Municipal Clerk, Clerk/Treasurer, Deputy Clerk, Transit Clerk or County Clerk (or related title) on the date of application.
- Applicant must have requested her/his organization to financially underwrite schooling and have been denied funding due to budget constraints.
- Applicant must provide a copy of the class or course which they plan to attend and a statement on why the class/course is job related.
- Applicant must submit a letter from their immediate supervisor that:
 1. Indicates that the organization cannot fully fund the cost of the continuing education program.
 2. Indicates how much of the program is being funded by the employer and/or the applicant.
 3. Expresses support for the application.
 4. Indicates a commitment to grant time off to attend this educational program series.
- Scholarships are limited to two (2) per entity and one (1) per person per year, with a maximum of three (3) lifetime WMCA scholarships per person.

GENERAL INFORMATION

Applicant must complete ALL sections of the scholarship application. If all the information and documentation required is not submitted, the application may be rejected. The WMCA Scholarship Committee will consider applications on a first received basis for applicants who meet all the qualifications. Applications will be received and date stamped by the Scholarship Committee Chairperson and reviewed by the Committee Chairperson and two (2) other members of the Committee for completeness of application prior to award of scholarship. Scholarships are non-transferable.

To obtain an application, contact the Scholarship Committee Co-Chairs listed below or visit the WMCA Website at <http://www.wmcaclerks.org/margepriceapp.pdf>

Vicki Reister
City of Wenatchee
P.O. Box 519
Wenatchee, WA 98807
vreister@cityofwenatchee.com
PH: (509) 664-3304

Maria Hansen
LINK Transit
2700 Euclid Avenue
Wenatchee, WA 98801
maria@linktransit.com
PH: (509) 664-7611

DONATIONS NEEDED FOR SILENT AUCTION

By: Kathryn Bratcher, CMC, Clerk of the County,
Snohomish County

Don't forget to plan ahead to bring an item for this year's WMCA Silent Auction. And don't forget your checkbook!! Proceeds from this annual event are used to provide scholarships for WMCA training.

This year's silent auction will be held in the Grand Pennington Ballroom of The Davenport Hotel beginning at 6:00 p.m. on Monday, March 20th. Don't miss this opportunity to invest in our organization and provide training scholarships for our members, not to mention the chance to buy some really cool stuff!



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WASHINGTON STATE ASSOCIATION OF PARLIAMENTARIANS (WSAP) TO HOLD ANNUAL CONVENTION

By Bob Baker, CMC, City Clerk, City of Newcastle

What's a subsidiary motion? How many amendments to a main motion may be pending at one time? Are all motions debatable? Do nominations require a second?

With so many great questions to consider, we can be thankful that the 45th Annual Washington State Association of Parliamentarians Convention is scheduled for April 21-23, 2006, at the Country Inn and Suites, in Bothell. It's a great location and a great opportunity to network with fellow clerks and parliamentarians from around Washington State. The WSAP Convention is an excellent opportunity for you to increase your knowledge of and appreciation for parliamentary procedure.

This convention will include educational workshops on a variety of parliamentary topics. Presenters are working hard to ensure each of us gets some great information. The "meat" of the convention takes place during Saturday, April 22, with elections and the Annual Business Meeting. Friday night (April 21 - 7 p.m.) will include an educational session and informal gathering/reception of attendees. And, Sunday, (April 23), another educational session will be conducted and the convention will conclude by Noon.

The Annual Business Meeting will include reports of officers and committees, consideration of recommendations, election of officers, election of a new Nominations Committee and consideration of proposed amendments to the bylaws and/or standing rules.



Cost is always a consideration when deciding whether or not you'd like to attend a convention. Fear not! This is one convention that is "fairly easy" on the wallet. Registration is just \$50 if you do so before April 7, 2006. After April 7, registration is \$60; and, should you

decide to just "show up" and register at the door, the cost is \$70.00. To save some costs, you may want to consider ride-sharing to/from the convention. And, how about sharing a room with a fellow clerk?

Registering is easy, too. Simply contact Kevin Connelly, WSAP President, at tdk91692@comcast.net and he will e-mail a registration form to you. As of the date of this writing, the registration form was not yet included on WSAP's website (<http://www.bd123.com/wsap/>). President Connelly is very approachable and would welcome an e-mail.



VOLUNTEERS NEEDED AT THE ANNUAL IIMC CONFERENCE

MAY 14-18, 2006

ANAHEIM, CALIFORNIA

The 2006 IIMC Conference will bring together over 1,400 leaders in the City Clerks profession from throughout the world. The annual event promises to include excellent speakers, professional programs and outstanding events throughout the week. We are excited about hosting a premiere experience within Region IX!

Numerous volunteer opportunities are available to assist in the success of the conference including registration assistance, stuffing delegate bags, meeting and greeting attendees at the airport or hotels, assistance at special events, and various other tasks throughout the week.

If you are willing to give a few hours of your time and contribute to the overall success of the conference, we'd like to hear from you!!

Please access the conference website at www.iimc2006conference.org and press "Volunteers" to sign up. The information you'll want to know is available there - you can easily give us your preferences with the click of a mouse and then email, fax or mail your information.

If you have any questions, please feel free to contact the Co-Chairs of the Volunteer/Hospitality Committee as follows:

Debbie Adams
Dadams@ci.rancho-cucamonga.ca.us
(909) 477-2700 (ext. 2005)

Marsha Whalen
mwhalen@escondido.org
(760) 839-4560

VISIT THE WMCA WEBSITE:
www.wmcaclerks.org

REGION IX UPDATE

Information provided by:

Gail Waibel, MMC, Region IX Director

NOVEMBER BOARD MEETING HIGHLIGHTS

The Board participated in a Strategic Planning Session at their meeting. They were divided into five groups for discussion and to identify a priority for IIMC to work on during the next few months or years.

The priorities included:

- Restructure of the regions to include one director per region, with a maximum of 22, by May 2007.
- Review current international travel practices and existing partnerships with international associations by May 2006, identify successful partnerships and target potential areas for growth by November 2006.
- Establish IIMC as the internationally recognized premier source of education for legislative government professionals by offering a diverse educational program and a comprehensive electronic resource center that is adaptable to the needs of all regions by May 2007.
- Improve management of IIMC by creating a Staff Development Program within one year from the adoption of the Strategic Plan.
- Increase level of communication among members and non-members by providing a focused News Digest/newsletter to potential members, broadcast annual Board meeting and business meetings to members and teleconference February Board meeting, all by December 2006.

IIMC MAY 2007 CONFERENCE IN NEW ORLEANS, LA

The Board agreed at the November meeting to support New Orleans City Clerk and Host Clerk Peggy Clark, the New Orleans Host Committee, and the Louisiana Municipal Clerks Association

with their plans to hold the 2007 Annual Conference as scheduled. The conference, to be located at the Hyatt Hotel in downtown New Orleans, will hold all education sessions and events under one roof, with the All Conference Event at Mardi Gras World. All state and provincial associations will be asked to help support this endeavor and MCEF has pledged its support as well. Let's show that we truly care and reach out to our friends and neighbors in Louisiana!

REGION IX DIRECTOR VACANCY

In May 2006, Gail Waibel from Hillsboro, Oregon, concludes her term as one of the Region IX Directors representing Alaska, California, Oregon, and Washington. As Region Director, you serve as a Board liaison to one of the IIMC Standing Committees. IIMC covers the costs for the mid-year Board meeting. You are responsible for the annual conference costs.

For many years, Region IX Director positions have rotated from state-to-state. The next Board vacancy will be filled from the State of California. Colleen Nicol, MMC, City Clerk, City of Riverside, CA has announced her candidacy for Region IX Director.

IIMC - WASHINGTON

It's official, WMCA has joined in a letter of agreement with OAMR and AAMC to form a regional advisory group for the NCI Institute. We're excited about this great opportunity to move another step forward in a partnership that has resulted in making the Northwest Clerks Institute one of the premier professional development opportunities for municipal clerks.

WMCA is also partnering with the Washington Finance Officers Association to present two classes in the summer of 2006. We are trying to target items that will be of mutual interest to both groups. This is a trial run, and if successful, will pave the way for many more cooperative ventures.



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The complete
IIMC Newsletter
is available at our
WMCA Website:
www.wmcaclerks.org.

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Becky Upton, **Secretary**

Susan Clary, **Treasurer**

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& Treva Sandhofer,

Executive Secretary-Deputy Clerk of the Board,
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