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**EXECUTIVE COMMITTEE MONTHLY REPORT
August 2007
by Ali Spietz, President Elect**

Executive Committee Monthly Report - August 2007

2007 FALL ACADEMY SESSION SET

Sign up now for the Fall IIMC Certification Academy session! The Academy will be held at the Coast Wenatchee Center Hotel on Friday, October 26. Our presenter, Richard Baron, will talk about "Responsive Management: Core Competencies" beginning at 8:30 a.m.

Whether you supervise employees now or plan to some day, this session will give you an opportunity to learn and apply interaction/communications skills important to effective direction, collaboration, cooperation, communication and conflict prevention with employees. This session has been approved by IIMC for 3 CMC or MMC points.

Cost is \$125 for WMCA and Region IX members if registration is received by October 5 or \$150 for non-members. After October 5, a late fee of \$25 will be assessed. There are no refunds on the registration fee. Rooms priced at \$60 single/\$80 double will be available for attendees until September 25 so make your hotel registration now (1-800-716-6199).

All the details are available on our website at http://www.wmcaclerks.org/2007_Fall_Academy.htm so check it out now!

2008 CONFERENCE RAFFLE PRIZE

Implementing a records management program ... what a pain
Completing your minutes on time ... not gonna happen
Keeping track of all your public records requests ... easier said than done
Winning the \$1500 VISA or MasterCard gift card ... so easy!

How would you like to have a \$1500 gift card to spend any way you want? Raffle tickets will be available after August 20th. The cost for each ticket is only \$5 and all money raised goes to the scholarship fund to help fellow clerks! Want to help sell tickets? Contact Margo Tackett at clerk_treasurer@ci.westport.wa.us or Diane Foss at dfoss@osgov.com for more information.

CMC / MMC DESIGNATIONS

Congratulations to the following WMCA members who have received their MMC or CMC designations:

MMC

December 2006 - Peggy Hagan, MMC, City Clerk-Treasurer, City of Tekoa

CMC

December 2006 - Jennifer Kuhn, CMC, City Clerk, City of Woodinville
December 2006 - Cheryl Sanchez, CMC, City Clerk, City of Blaine
April 2007 - Debra Barham, CMC, Deputy City Clerk, City of Richland
May 2007 - Cheryl Proffitt, CMC, City Clerk, City of North Bend

Have you attended the NCI Professional Development courses but haven't filled out your application yet? The new CMC and MMC admission form as well as the new CMC and MMC

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application forms can be downloaded from the IIMC website at
http://www.iimc.com/Education/Edu_Summary.shtml

NEWLY APPOINTED NORTHWEST CLERKS INSTITUTE (NCI) COMMITTEE MEMBERS

Congratulations Barbara Price, Puyallup City Clerk and Debbie Clark, Pasco City Clerk, who have been appointed to serve on the Northwest Clerks Institute (NCI) Committee. Barbara will be serving through the fiscal year ending March 2009 and Debbie through March 2010. Barbara and Debbie will be joining Pam Kolacy, Education Coordinator in representing WMCA. The Committee consists of three members each from Washington, Oregon and Alaska and generally meets by teleconference about once a quarter. The Committee works with NCI Director Dema Harris about content, budget and marketing of our annual Professional Development classes I, II and III and the MMC Academy. The group also monitors the contract between WMCA and WSU and will be involved in the next round of contract negotiations in two years. Pending projects include developing a list of speakers for stand-alone Academy sessions. We are excited to have Barbara and Debbie join the team!

2007 CONFERENCE CLOSEOUT

Well done Committees!!! The 2007 Conference was a success as we have a net surplus of \$15,265.08! Our conference income (registrations, vendor fees, donations) was \$62,598.02 and our conference expenses were \$47,332.94 (\$6,322.49 hotel bill, \$33,010.45 food, \$8,000 deposit). All of your hard work and dedication has helped to create a financially stable organization. Thank you!!!

A CALL FOR MENTORS

"In helping others, we shall help ourselves, for whatever good we give out completes the circle and comes back to us." ~ Flora Edwards

Mentoring is one of the oldest methods of influence; a powerful way to learn various professional skills.

If you are a newly appointed or elected Municipal Clerk and a member of the Washington Municipal Clerks Association (WMCA), the WMCA Mentoring Program may be of interest to you. This program has been designed to assist new clerks who are seeking guidance regarding duties and responsibilities associated with the new positions.

The program also offers experienced clerks an opportunity to assist the newest members of our profession by offering advice and guidance. You will be able to share insight, education and knowledge gained through your years of service, pointing out the "do's" and "don't's" and answering the "whys" along the way.

If interested in becoming a Mentor and sharing your commitment and career experiences; or, if you are interested in becoming a Mentee who needs assistance in developing your career and self-confidence, please contact Jodi Warren, Membership Committee Chair at 425-888-1555 x 24, or jwarren@ci.snoqualmie.wa.us.

CLERK OF THE YEAR AWARD

Did you know that as a member of WMCA you can nominate someone for Clerk of the Year? That's right...nominations from other members as well as elected officials, city managers,

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city administrator, CEOs and direct supervisors are accepted. Do you know someone who has made a difference and has gone above and beyond the role of a Municipal Clerk? Check out more information about the award at http://www.wmcaclerks.org/WMCA_policies.htm. You'll also be able to see a complete list of past Award recipients as well as Award winners for the President's Award of Distinction.

UPCOMING WMCA CONFERENCE INFO

2008 Conference - "Embracing Unity – Together We Can!"

Coast Wenatchee Center Hotel
Advanced Academy – Tuesday, March 18, 2008
Conference – March 19, 20, 21, 2008

2009 Conference

Quinault Beach Resort and Casino in Ocean Shores
Advanced Academy – Tuesday, March 17, 2009
Conference – March 18, 19, 20, 2009

INVITATION TO THE OAMR ANNUAL CONFERENCE

CELEBRATING THE PAST, PREPARING FOR OUR FUTURE is the theme of the Oregon Association of Municipal Records 25th Annual Conference, and OAMR would like to specially invite all members of the Washington Municipal Clerks Association to attend the academy, the conference, or both, this special silver anniversary year.

This year's location is the Shilo Inn in The Dalles, Oregon and Hotel reservations can be made by calling the Shilo directly at 541-298-5502 and identifying yourself as part of the OAMR Conference to receive the special rate of \$60 or \$70 (depending on room type and location).

The Annual Academy session begins Wednesday, September 19 with Former NYPD officer Mike Manley teaching the finer points of Verbal Judo. Participants can expect to leave the session with enhanced communication and conflict resolution skills and some specific tools for dealing with difficult clients and situations. Cost for the Academy is \$125 and includes lunch.

The Conference itself begins Thursday morning September 20. Concurrent education sessions on e-packets, effective meetings, council/staff relations, and the Recorder/Clerk in the digital age, as well as a round table "rap session" on topics of participants' choosing are scheduled for Thursday. That evening, the Columbia Gorge Discovery Center is the setting for an educational and fun all-conference event honoring President Barbara Christensen and recognizing retiring charter member and former Region IX Director Gail Waibel.

Friday will include the annual business meeting, a Region IX luncheon, and general sessions on ethics and elections. After the annual Kathy Ishiara Memorial Walk that afternoon, the conference will conclude with the traditional and spirited silent auction and a special banquet celebrating OAMR's 25th anniversary.

The full conference registration fee (not including the Academy) is \$250 for any Region IX member or \$275 for non members. Single day registration is also available. A registration form and more information are available on the OAMR website at http://www.oamr.org/Conference/Conf_Info.htm. Feel free to contact OAMR 1st Vice

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President Mary Feldman at 541-682-8353 or e-mail at mary.h.feldman@ci.eugene.or.us if you have questions about the conference.