

WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MONTHLY REPORT



DECEMBER 2008

Cheryl Proffitt-Schmidt, Secretary

WMCA 2007-2008 ANNUAL REPORT

Hot off the presses is WMCA's first Annual Report for 2007-2008! Kudos to the Communications Committee who prepared the Annual Report, which can be found on the WMCA website at www.wmcaclerks.org. The report details all of the work and accomplishments of WMCA Committees. Thanks to each and every one of you who have participated. We hope you find the report to be both interesting and informative. It is also intended to serve as a history of our past, as well as a tool for our future in encouraging new membership, and as promotion of sponsorship for WMCA.

LAST CALL FOR THE CLERK OF THE YEAR AWARD NOMINATIONS!!

Nominations for the Clerk of the Year recipients are being accepted and must be postmarked by December 29, 2008. Nomination forms and information on the process can be found under the Clerk of the Year Policy and Awards Committee description on our website at www.wmcaclerks.org. You can also see a list of past Clerk of the Year Award recipients, as well as those honored with the President's Award of Distinction.



The criteria for the Clerk of the Year nomination include:

- Eligible nominees shall be active WMCA members (fully paid dues) for the preceding five consecutive years.
- The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:

- 1) Leadership, organization, administration and communications.
- 2) Legislative and governing body procedures, records management and public relations.
- 3) Outstanding service to WMCA (time/length of service; service on WMCA Committees; attendance at State conferences; involvement in regional groups and/or IIMC Committees); and contribution to the clerk profession.
- 4) Special projects and community activities and volunteerism.

It is encouraged that nominations be submitted in collaboration with the nominee's elected and/or appointed officials and/or supervisor. All Executive Committee Board members with the exception of the Executive Committee members holding the office of President, President-Elect, Vice President and Past President are eligible to be considered for nomination.

Nominations must be **postmarked by December 29, 2008**, and submitted to Past President Alice Bush at the City of Lakewood, 6000 Main Street SW, Lakewood, WA 98499.

MARCH 2009 ANNUAL CONFERENCE
QUINAUT BEACH RESORT AND CASINO IN, OCEAN SHORES
Advanced Academy – Tuesday, March 17, 2009
Conference – March 18-20, 2009
X MARKS THE SPOT ... X-PERIENCE and X-CELLENCE

The annual conference will be held March 17-20, 2009, at the beautiful Quinault Beach Resort and Casino in Ocean Shores. The conference will begin with an Advanced Academy on Tuesday, March 17, and will be followed by two and a half days of general and concurrent educational sessions. For the 2009 Conference Registration Form, Pre-Conference Information and Preliminary Schedule of Events see the WMCA website at: http://www.wmcaclerks.org/2009_Conference.htm

Room Reservations: The block of rooms for the conference is now open. Room rates are as follows: Wetland View: \$89.95/night and Ocean View: \$99.95/night (taxes not included). Please call 1-888-461-2214 to make your reservations and make sure you say that you are with the Washington Municipal Clerks Association for the conference rates. We are also asking that members double-up and share rooms this year as there are only 156 sleeping rooms available.

Rooms at the hotel are filling up fast so be sure to secure yours right away! This will be a conference to remember.....you won't want to miss it! Don't forget the deadline for conference scholarships is December 19, 2008! Thanks to all of those members who are working hard to plan this conference! **See you in Ocean Shores in March 2009!**

WMCA 2009 ANNUAL CONFERENCE SCHOLARSHIPS!

The Scholarship Committee would like to remind you that there is still time to turn in your scholarship application for the 2009 WMCA Annual Conference at the Quinault Beach Resort and Casino in Ocean Shores.



Applications are due December 19, 2008.



To access a scholarship application to the conference and to see all other available scholarships go to the WMCA website at www.wmcaclerks.org and click on the Scholarship link. Applications are easy to complete and WMCA's mission is to support education and training opportunities!

CALL FOR CANDIDATES DEADLINE DECEMBER 31, 2009

By this notice, the Elections Committee announces the annual call for candidates to fill officer and board positions on the WMCA Executive Committee. The positions available for election and their terms are as follows: President-Elect - 1 yr; Vice President - 1 yr; Treasurer - 2 yrs.; two Board Members - 3 yrs. Job Descriptions for these positions can be found on the WMCA Homepage under the Executive Committee tab on the sidebar.

Service in these positions is a wonderful way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning and advocacy activities of the Washington Municipal Clerks Association. If you would like to participate and stand for election to one of these positions, please submit a **Declaration of Candidacy**, a **Candidate Statement**, a **Candidate Photo**, and a **Letter of Support**, all of which may be found on the homepage at www.wmcaclerks.org, by clicking on the call for candidates link. **Application materials must be received by the Elections Committee no later than Wednesday, December 31, 2008.**



NOTES FROM THE FUNDRAISING COMMITTEE

Check out the WMCA Store on the WMCA website. **New inventory has been added to the WMCA clothing sale**, including fleece vests, sweat pants, shorts, and gym bags – all with the WMCA logo. Also on sale are denim shirts, clip boards, and lunch bags. Beautiful laptop bags are available for only \$22.00.

Contest!!! Please help the Fundraising Committee achieve our goal to sell all 1,000 tickets before the conference next March. **We need to distribute 40 more books of raffle tickets!** You don't need to be a Fundraising Committee member to sell them. Order ticket books from Valerie Loffler by contacting her at valerie-

loffler@ci.kennewick.wa.us or (509) 585-4273. The tickets are in books of 10. Each \$5 ticket is good for two chances to win. Two prizes will be awarded during the 2009 WMCA Conference of \$1,000 each! **The WMCA Member who sells the most raffle tickets will receive a WMCA merchandise item!**

2009 AUCTION

Another way to support the scholarship fund is to provide items for the auction during the 2009 WMCA conference. Examples of past auction items include: gift baskets, jewelry, overnight or weekend trips, and handmade specialties.

Start contacting businesses, hotels, and services in your area now for auction items. There are two WMCA letter templates available to you - one is a "request for donation" letter and the other is a follow-up "thank you for your support" letter. Please contact Debby Barham at dbarham@ci.richland.wa.us or (509) 942-7389 if you want the templates.

WMCA DISCUSSION BOARD

Have you signed up to receive email notifications when a new message is posted? Go to www.wmcaclerks.org and click on the [WMCA Discussion Board link to sign up](#). This is a tremendous resource for a wide range of information that we all use and need in our profession.

CONGRATULATIONS ARE IN ORDER



Mill Creek City Clerk Kelly Chelin recently gave birth to a baby girl. Drew Mae Chelin was born on 11-25-2008 at 1:01am she weighs 7lb and 8 oz and is 20.5 inches long. Mother, father and baby are doing just fine.

REQUESTS FOR PROPOSALS – 2011 ANNUAL CONFERENCE SITE

Each year WMCA solicits proposals for conference locations. The Annual Conference is rotated from east to west sides of the State. WMCA is making plans for its 2011 location which will be held on the west side of the State. For additional information, or to submit proposals, contact:

Terri L. Pfister, MMC
Spokane City Clerk
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3342
(509) 625-6354
(509) 625-6217 (fax)
tpfister@spokanecity.org

Legislative Committee Report By Sandy Paul

The Association of Washington Cities (AWC) Legislative Committee met at the Embassy Suites in Tukwila on November 20, 2008. The purpose of the meeting was to discuss items of legislative priority. The regular (translate: long version) legislative session for 2009 convenes mere weeks from now.

Of course, much dialog was spent on the *doom and gloom* state of the economy and looming state and local budget shortfalls. We know the crisis at our own City levels, but about 70% of the state budget is fixed cost, much like our own municipal debt service concept, so when cuts take place it's like stopping all forward progress on so many projects. Much of the cutting will be accomplished by layoffs and attrition. It's ugly and could get worse before it gets better. According to the media news stories in the last few weeks, it seems like there IS hope, after all. The newspapers have actually made the shortfall less scary than the folks from the Revenue Department did on November 20th!

A twenty-five page packet of information regarding legislative issues rated *Major Priority, Other Priority, Endorse, Strongly Defend Against, and Monitor* was distributed for information. To say that only four of those issues will affect City Clerks is, of course, in error, for everything that affects our cities affects us in some way. Fiscal aid for distressed cities and counties is item number one top priority at AWC. Following closely behind are all issues regarding sales and property taxes. If an issue centers around our police and fire departments, it affects our budgets. AWC has, as a major priority, to address medical costs for offenders, gang task force recommendations, and limiting liability for local governments. Additional information is available at the AWC website, if you are looking for some 'light' reading about these and so many other issues!

Of utmost interest to Clerks and to the entire AWC Legislative Committee continues to be the issue about recording executive sessions. It's a top priority to oppose this measure at the legislative level. We will keep you posted every step of the way. Other items directly affecting us as Clerks are as follows: the issue of addressing rising costs, the growing number of and the size of records requests and other issues stemming from the Public Records Act; exempting personal information of citizens who use public agency services; and, the elimination of election dates. All three of the latter topics are endorsed by AWC.

Please stay tuned. The WMCA Legislative Committee will do all that it can to keep all Clerks informed as the legislature moves into action.

WMCA Dates to Remember

CONFERENCE SCHOLARSHIP APPLICATION DEADLINE	DECEMBER 19, 2008
CLERK OF THE YEAR DEADLINE FOR NOMINATIONS	DECEMBER 29, 2008
CALL FOR CANDIDATE DEADLINE	DECEMBER 31, 2008
NORTHWEST CLERK INSTITUTE (NCI) SCHOLARSHIP DEADLINE	FEBRUARY 13, 2008
ADVANCED ACADEMY	MARCH 17, 2009
ANNUAL CONFERENCE	MARCH 18 – 20, 2009
IIMC ANNUAL CONFERENCE, CHICAGO, ILL	MAY 19 – 23, 2009
NORTHWEST CLERKS INSTITUTE PD I	MAY 31 – JUNE 5, 2009
NORTHWEST CLERKS INSTITUTE PD II	JUNE 7 – 12, 2009
NORTHWEST CLERKS INSTITUTE PD III	JUNE 14 – 19, 2009
NORTHWEST CLERKS INSTITUTE PD IV	JUNE 10 – 13, 2009



Best Wishes
for a HAPPY HOLIDAY SEASON
and a HAPPY NEW YEAR
WMCA Executive Committee