

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MONTHLY REPORT



JANUARY 2010

Cheryl Proffitt-Schmidt, Secretary

President's Message

The holidays have come and gone so quickly! I sincerely hope that each of you had a wonderful holiday. I took some time off to get ready for Christmas and spent a wonderful week with my 13 month-old grandson. Being a grandma is so wonderful! We also recently found out that we've got 2 more on the way!!

While I was home during the holidays – it hit me! Conference is now only 2 months away! Just like the holidays, it will be here and gone very quickly!! I hope many of you will be able to attend our 40th anniversary celebration in Spokane Valley. The Education and Conference Planning committees have been very busy organizing a terrific program. New executive committee members will also take their oaths of office. Our annual conference is something I always look forward to attending. The networking and educational opportunities are invaluable. I look forward to seeing many of you in March!

In November I was fortunate enough to represent WMCA at the Alaska Municipal Clerks Association annual conference in Anchorage. It was a great conference! Yes – it really was as cold as it looks. I couldn't believe it when the weather forecast indicated a high of 5 degrees my first day there. Our first day included a wonderful tour that took us to the Portage Glacier and Alaska Wildlife Conservation Center. I was up close & personal with a moose! As many of you may not know, I collect them – although in a miniature version – so it was an awesome experience for me.



Portage Glacier was just beautiful.



Isn't he handsome!



It is always great to attend other state conferences and see their process. AAMC holds their conference in conjunction with the Mayors and Finance Officers so there were a lot of people in attendance.

The highlights of the conference included

- Katy Suiter, MMC, Ketchikan, Alaska was installed as President; Kathy Weber, CMC, North Pole, Alaska as 1st Vice President; and Kacie Paxton, CMC, Ketchikan Gateway Borough, Alaska, as 2nd Vice President.
- AAMC elected Kristie Smithers, MMC, Wasilla, Alaska as the next IIMC Region IX Director. Kristie will be sworn in at the IIMC Conference in Reno in May 2010 when Pam Kolacy's term expires.
- Recognized Sheri Pierce, CMC, Valdez, Alaska as the 2009 Alaska Clerk of the Year. You may remember Sheri who previously served as an IIMC Region IX Director.

It was a great experience and I look forward to attending the AAMC conference in Juneau next year!

I hope you all have a wonderful new year and I'll see you in March!!

Karen Kuznek-Reese, MMC

SAVE THE DATE! WMCA 2010 CONFERENCE

Mirabeau Park Hotel and Convention Center, Spokane Valley, WA

Advanced Academy: Tuesday, March 16, 2010

Conference: March 16 – 19, 2010



“Celebrate You – The Gem of a Community”

The 40th annual conference will be held March 16-19, 2010, at the Mirabeau Park Hotel and Convention Center in Spokane Valley, www.mirabeauparkhotel.com. The conference will begin with an Advanced Academy on Tuesday, March 16, and will be followed by two and a half days of general and concurrent educational sessions.

The annual banquet will have a **ruby** colored theme in honor our organization’s 40th anniversary. The gala dinner will feature the coveted “Clerk of the Year” award, swearing-in ceremonies, and other awards. A DJ will play tunes following the banquet and help close out a great night with dancing and musical entertainment for all to enjoy!

The block of rooms for the conference is now open. Room rates are \$92.00 and \$10/person per night for each person after the first two guests (taxes not included). **Please call 1-866-584-4674 to make your reservations.** Don’t forget to say you are with the Washington Municipal Clerks Association for the conference rates. To help ease your budget, share a room and transportation with another clerk. Call your PD or conference buddies and share expenses. Don’t miss out on all the fun and the opportunity to get an education while earning points toward your CMC and MMC designations

For the 2010 Conference Registration Form, Pre-Conference Information and Preliminary Schedule of Events see the WMCA website at: www.wmcaclerks.org.

EDUCATION COMMITTEE NEWS

It is hard to believe the 2010 conference is coming so soon. The Education Committee has planned a great program this year, with some fresh topics and new speakers along with some of our most requested favorites from past events. Mark Towers will be the speaker for the Academy session on Tuesday, March 16, and his sense of humor and laid back delivery puts everyone at ease and makes learning and participation easy and fun. Mark has two topics this year, “Becoming a BLT – How to Stand Out and Make a Difference,” and “Making Yourself an Indispensible Public Servant.” Attendance at the entire session will earn 3 MMC advanced education points or 3 CMC experience points.

The conference opens on Wednesday, March 17th with the keynote speaker, Dr. Raymond Reyes of Gonzaga University. Dr. Reyes gave a moving convocation at the opening ceremony at our 2006 conference at the Davenport Hotel in Spokane several years ago. His talk is sure to be an inspiring opening for the 2010 program. The first day also features some basics such as notary issues, public works bidding, budgeting for clerks, and electronic records. Dr. Susan Secker will also be on hand for a new perspective on ethics, speaking of integrity and leadership with a moral compass, and her classes are interesting, popular and insightful.

Day two will feature the popular round table sessions and, like last year, those sessions will be topic-oriented. Pat Mason and Ramsey Ramerman will be with us for a legislative update with emphasis on public records issues, and Ken Briggs is a dynamic new Wellness speaker. The conference winds to a close on Friday with De Hicks joining us for a half day Academy session that will earn earn 1.5 MMC Advanced Education points and 1.5 CMC experience points. Plan on joining us in Spokane Valley!

SCHOLARSHIP COMMITTEE NEWS

The Scholarship Committee received 13 applications for the 2010 conference and 1 Margery Price application for the Spring Advanced Academy. These applications are currently under review and a recommendation of award will be sent to the Executive Committee meeting scheduled for January 22nd. Recipients will be notified of award following that meeting.

Additional scholarship opportunities in 2010 include:



- **Northwest Clerks Institute (NCI), PD I, II, & III, deadline to apply is February 19, 2010.** (NCI Scholarship Application)
- **NCI Master Academy, PD IV, deadline to apply is February 19, 2010.** (Margery Price Scholarship Application)
- **IIMC Advanced Academy, deadline to apply is February 19, 2010.** (Margery Price Scholarship)

Please see the WMCA website for full guideline and application details on WMCA Scholarships.

Other scholarship sources include IIMC (International Institute of Municipal Clerks), WCIA (Washington Cities Insurance Authority), AWC (Association of Washington Cities), CIAW (Cities Insurance Association of Washington) and regional clerks associations.

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.

WMCA DATES TO REMEMBER

Northwest Clerk Institute (NCI) Scholarship Deadline: February 19, 2010

Spring Advanced Academy: March 16, 2010

WMCA Annual Conference: March 16 – 19, 2010

IIMC Annual Conference, Reno-Tahoe, NV May 23 – 27, 2010

Northwest Clerks Institute PD I: June 6 – 11, 2010

Northwest Clerks Institute PD II: June 13 – 18, 2010

Northwest Clerks Institute PD III: June 20 – 25, 2010

Northwest Clerks Institute PD IV: June 13 – 16, 2010



*See you at the 40th Annual WMCA Conference
in Spokane Valley!*

IIMC has asked WMCA to share the following IIMC Standing Committee information with its members. If you are interested in volunteering for an IIMC Committee please see below and remember the deadline to apply is January 15th which is coming up quickly!



IIMC COMMITTEE VOLUNTEER APPLICATION 2010

The IIMC Board of Directors adopted a policy on appointment to IIMC Committees to encourage members to take an active interest in IIMC affairs and to allow the President Elect to have the Committee organization in place at the time he or she takes office. The policy will permit rotation and replacement of Committee membership and chairmanship to allow for a flow of new ideas and programs.

Careful consideration will be made to place you on one of the Committees which you have selected. Certain Committees will be limited in size and regional distribution. A description of the IIMC Committees and the application are on the following pages.

To be considered for the 2010-2011 Committee assignments, your application must be received by IIMC Headquarters no later than **JANUARY 15, 2010**.

Committee Volunteers Needed

Involvement is the key to growth and development. The core and essence of any member organization like IIMC rests with its volunteers. Volunteers are needed to help an organization in many ways: fundraising, conference planning, coordinating special projects and developing new ideas. Each project depends on the effort put forth by the volunteers. As a volunteer, working on an IIMC Committee conveys a pledge that the members are committed to helping their Organization's development and looking out for its present and future interests.

"IIMC provides a setting for its members where they can enhance their skills and proficiency toward becoming effective leaders," said IIMC President Mary Lynne Stratta, MMC, Bryan, Texas. "Volunteering for a Committee is an excellent way for members to use their creative abilities and talents to help the system."

IIMC needs Committee members who are prepared to work. Committees meet during the Annual Conference to review the previous year's accomplishments, and discuss strategies and objectives for the upcoming year. You do not have to attend the Conference to serve on a Committee. Most Committee work is done throughout the year through teleconferences, E-mail or mail. IIMC's growth is attributable to you -- the members.

Put your input and insight to good use by volunteering for Committee work.

**TO JOIN A COMMITTEE, COMPLETE THIS VOLUNTEER APPLICATION AND RETURN IT TO IIMC HEADQUARTERS.
FOR MORE INFORMATION, CONTACT IIMC AT 909/944-4162.**

IIMC STANDING COMMITTEES

Conference

To ensure that the IIMC Annual Conference is the premier local government educational experience for all potential conference Delegates. The Committee recommends conference education topics, speakers, sessions, and general speakers. It also works with staff in viewing the overall conference process and how to improve upon existing formats.

Education and Professional Development

To ensure IIMC provides excellence in professional education and development programs by serving as the sounding board for the Education Department and working in conjunction with IIMC staff in suggesting programs and outreach areas of education for Clerks; being the advocate in IIMC members professional growth and continually visioning IIMC's overall educational philosophy from a global perspective.

Elections

To conduct and supervise all elections and other necessary voting by IIMC members..

International Relations

The Committee shall work to promote IIMC as a partner with national and provincial associations in providing local government professionals with premier educational opportunities, and second, as the international organization of choice for certification of local government professionals. This Committee shall also work to facilitate and promote interaction and networking between IIMC members in various parts of the world

Membership

The Membership Committee shall work with the Public Relations and Marketing Committee, the International Relations Committee and staff to increase the number of IIMC members in all Regions. Promote IIMC at Annual Conferences and other meetings. Serve as IIMC contact on membership changes, new Municipal Clerk appointments and state, provincial and regional elections.

Mentoring

The Mentoring Committee shall build relationships between experienced local government professionals and those new to their careers, utilizing especially the valuable knowledge resource that is our retired membership.

Policy Review

To monitor and provide policy guidance to ensure purpose, consistency, accuracy and fair application. To review policies, positions and perspectives regularly and recommend appropriate revisions to the IIMC Board of

Directors. Provide policy articles of interest for inclusion in the *News Digest*.

Program Review/Certification

The Program Review and Certification Committee shall work in concert with the IIMC Education Department in monitoring the content and quality of all non-Annual Conference educational programs, and determine the appropriate criteria for various certifications.

Public Relations/Marketing

The Committee shall work closely with the Membership Committee and the International Relations Committee to market, publicize and promote IIMC with the dual aims of attracting new members and raising the professional status and image of local government professionals.

Records Management

The Committee shall study and make recommendations to the Board of Directors on matters pertaining to records management and shall develop informational materials that will assist IIMC's members with their records management responsibilities.

Research & Resource

The Committee shall work in concert with the IIMC Education Department to gather information and data on an as-needed basis and provide said information to the IIMC Board of Directors and/or Committees to assist in the decision-making process. This Committee shall also respond to requests for information from IIMC members and suggest new methods for improving the availability and delivery of current and accurate information.

NOTE: Six years is the maximum time served on a Committee. AD HOC or TASK FORCE Committees will be formed as needed.

**DEADLINE TO SUBMIT A COMMITTEE
APPLICATION TO
IIMC HEADQUARTERS IS
JANUARY 15, 2010**



IIMC COMMITTEE VOLUNTEER APPLICATION 2010

Name _____ Title _____

Municipality _____ Phone _____ FAX _____

E-mail _____

Address _____

City _____ State/Province/ _____ Postal/ _____
Country _____ ZipCode _____

Years as a Municipal Clerk _____ Years as a Deputy Clerk _____ Years as an IIMC Member _____

Are you fluent in a foreign language? _____ If so, which one(s)? _____

Are you a registered parliamentarian? _____ Are you the chief financial officer of your municipality? _____

What is the population of your municipality? _____

Have you served on an IIMC Committee in the Past? Yes _____ No _____

Which Committee(s)? _____

State/Province Activities (Officer, Committee Member, etc.) _____

Activities in other Professional Association(s) (relative to Committee activities) _____

Area of expertise and/or education (that would benefit membership on committee) _____

I am interested in serving on the following Committee(s) ** (in order of preference)

1. _____ 2. _____

3. _____ 4. _____

I feel that I am qualified to serve on this Committee(s) because: _____

**Specific Committees may be combined or modified depending upon volunteers recruited and/or changes in IIMC goals and programs. Applications are required for each year; reappointments are not automatic.

Deadline: January 15, 2010

signature

Return to: IIMC Headquarters, 8331 Utica Ave., Suite 200, Rancho Cucamonga, CA 91730

PHONE: 909/944-4162 • FAX: 909/944-8545 • Message Center 800/251-1639

E-mail: hq@iimc.com