



# Executive Committee Report

Compiled by Board Member Diana Quinn, CMC

## Executive Board

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Karen Kuznek-Reese

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**Vice President**  
Sandy Paul

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Debbie Clark  
Claire Lider  
Virginia Olsen  
Scott Passey  
Diana Quinn

**Past President**  
Ali Spietz

Visit our Website at:  
[www.wmcaclerks.org](http://www.wmcaclerks.org)

Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington.

## President's Message

**Karen Kuznek-Reese, MMC**

*Happy soon - to - be Thanksgiving!*

The Executive Committee recently held a board meeting at the Heathman Lodge. The Heathman is a beautiful hotel and the location of our annual conference in March! We were given a tour of the facility and were able to see their new addition. There is so much to do in Vancouver so everyone will really enjoy their free night! We accomplished quite a few things at the meeting.

- Reviewed the finances and we are in a very good financial position. Thank you for your help in getting us there. Due to your support, we are doing well financially and we are able to fund several scholarships each year. Thank you!!!
- Talked about putting the conference survey results on the website for everyone to review. So be sure and check it out. I always enjoy reading the comments from everyone.
- Agreed that some bylaws amendments are necessary to provide clarification on a couple of issues. Those amendments will be presented to the membership in March.
- Oregon Association of Municipal Records will host the 2012 IIMC Conference in Portland. They have to raise a substantial amount of money for this event. WMCA will contribute \$2,500 to that effort.
- Discussed west side conference locations for 2013. We will have more information at our meeting in January and may make a decision then.
- Discussed sponsorship levels and benefits to our sponsors. We will look at recommendations at the January meeting and may make revisions to this program.
- WMCA will have a new logo which will be designed by one of our members! You can read all about the contest in this newsletter.
- Our new website is looking good. We hope to have it up and running by the end of the year. It will have many great options. You'll be able to enter your own contact information, register for training online, and pay for training online. It will have a "Members Only" section where you can have access to job opportunities and the message board. We'll keep you posted.
- We are looking to scan old documents so we will have them available electronically.
- The Marge Price scholarships are now available to those who are trying to earn their Master Municipal Clerk certification as well as those who have already received that certification. Priority will be given to those working toward their certification.
- Ratified approval of the contract with Campbell's Resort. Yes, our conference in 2012 will be in beautiful Lake Chelan! Hopefully we won't get snowed in this time...

Plans are underway for the March conference in Vancouver, WA. Vendor recruitment is taking

place, speakers are being booked, and we had a conference planning meeting on November 5. It will be a great conference and I hope you can all attend!

I attended the AWC Regional Meeting held in Bremerton on Oct. 28. We heard reports on cities throughout the state that are struggling with their budgets, unfunded mandates, and public records requests issues. Many of us can relate to public records issues since there are some attorneys out there who are making their living on us. We heard about the financial difficulties also being experienced by the state. AWC provided information on the legislative issues they will work on for 2011 and received input from the audience on additional issues. AWC's legislative agenda includes:



- Working to provide flexibility within current revenue and regulatory frameworks to respond to challenging times such as
  - Delay adoption of new stormwater regulations until the existing ones are successfully implemented and funded
  - Provide greater flexibility in the expenditure of locally collected real estate excise tax
  - Consider providing more time between mandated updates of local land use and environmental plans to free up state and local staff from such frequent review
- Enacting new tools to help cities recover, thrive and be efficient such as
  - Proactive public record proposals that address some of the problems that come with public record requests
  - Options for creating sustainable personnel-related costs
  - Additional tools and funding for combating gang activity
  - Street maintenance utility authority
- Maintain essential state revenues and authorities for cities such as
  - Ensure continued appropriation of committed state shared funds such as Streamlined Sales Tax Mitigation, City-County Assistance Account, and public health funding
  - Preserve existing local revenue authorities
  - Preserve critical infrastructure funding such as a fully capitalized Public Works Trust Fund and continued stormwater grants to NPDES cities
  - Retain current authorities – neither add new requirements nor take current authorities away.

I'll be traveling for the final time on behalf of WMCA in November. I'm headed to Juneau, Alaska for the AAMC conference. It promises to be a great conference and academy session! I've really enjoyed the travel. I've been able to visit new cities, see how other associations operate and meet new people. It's been a wonderful experience and I encourage all of you to throw your hat in the ring to run for an office. We do have a Call for Candidates right now, so step on up!! Now's the time! You can read more about this in the newsletter. Have a wonderful Thanksgiving holiday!

- Karen



I just had to include the latest picture of Brody. He turned 2 on November 1<sup>st</sup> and, of course, had a wonderful birthday party.



## WMCA MASTER ACADEMY

WMCA offers two master academy sessions per year for our members. The first, in March, is held one day prior to the annual conference. The second, usually in October, is held in two locations, one on the west side of the state and one on the east side. The Executive Committee agreed to begin offering duplicate fall academies in 2009 for the purpose of reaching out to as many members as possible who might not be able to travel a long distance or stay overnight to attend a session. East side sessions have been held in Moses Lake, Wenatchee and Richland. The most recent west side academies have been in Bremerton, DuPont, and Edmonds.

All sessions are approved by the Northwest Clerks Academy and IIMC for three certification points. These points can be used for either education or experience points if you are working toward your CMC and either education or social/professional points if you are working toward your MMC. For those who have achieved MMC status, attending an academy is a good way to keep your knowledge up to date and to show your commitment to life long learning.

Past academy speakers are an impressive group of nationally recognized professionals and include Connie Poulsen, Mark Towers, Stephany Bruell, Marge Mohoric, Robin Rose, Rhonda Hilyer, De Hicks, Richard Baron, Donna Zajonc, Michael Buschmohle, Michael Shadow, and Deb Sofield. The sessions are affordable (currently \$125 including lunch) and both WMCA and many regional clerks organizations have scholarship funds available for the registration fee.

The Education Committee has worked to hold costs down recently by using public facilities rather than contracting with hotels for room space. This year we are very grateful to Virginia Olsen, Paula Swisher and Sandy Paul, who pulled the west side session together and to Debbie Clark and Debby Barham for heading up the effort on the east side. Please stay current with the monthly WMCA e-newsletter and check the website for information on upcoming classes. Quality education and networking with your peers is a combination that can't be beat!

## NERVE TO SERVE *by Board Member Virginia Olsen, CMC*



It's that time of year and elections are coming up. Just as it's important to participate by voting in your communities, don't forget to vote in the upcoming WMCA election or consider running for office this year. Don't feel that you're ready? Most of us don't when we decide to take that big step.

Here's a less intimidating alternative – serve on a WMCA committee. Don't think you're qualified? Hmm, can you hang streamers, take meal tickets, stuff envelopes, make nametags, move a table, take digital photos, or sell a raffle ticket? If you can do just one of those things, you have skills we need. Of course, there are a million more challenging things we need – but you get the picture. There are numerous WMCA committees to choose from with varying levels of commitment required. Honestly if you are not chairing or co-chairing a committee, it's not difficult to work a little WMCA service into even the busiest of schedules. Some committees only "meet" via email and others meet in person just once a year. Other committees require more active participation such as Conference Planning and Education Committee. I serve on both of these and find them very rewarding for a number of reasons.

First, you get to have fun with other clerks setting up conferences and academies. This is a great way to meet your colleagues and make long-lasting friendships. I used to not know anyone at conferences and found them a bit lonely. Boy has that changed and it changed because of my participation in WMCA!

Another benefit is that you can learn professional skills you may not have exposure to at work like fundraising, public speaking, event planning and executing contracts.

Finally, I love sitting around the table with professionals who have been in local government longer than I have and just soaking up all of their knowledge. WMCA service is a great learning opportunity and you can earn education points toward your certification.

Being involved in WMCA is a lot of fun and I feel like I receive so much more from WMCA than I give to the organization. We will have sign-up sheets at our conference in March or you can call anyone on the Executive Committee or contact a Committee Chair. We will help you find the right committee and we won't turn you down!



# DOES A CLERK YOU KNOW DESERVE RECOGNITION?

## Nominate Them for Clerk of the Year by Past President Ali Spietz, CMC



Perhaps the most prestigious award a Clerk can receive is that of "Clerk of the Year" and - it's not too early to start thinking about who you will nominate for this award. That's right - Clerks can nominate each other! Past nominees will tell you that just being nominated for this award is an honor in and of itself.

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](http://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.

**Know of a clerk you think should be nominated? Please contact Past President Ali Spietz ([ali.spietz@mercergov.org](mailto:ali.spietz@mercergov.org)) and she can help connect you with other members and/or the nominee's elected and/or appointed officials and/or supervisor to submit a nomination.** Letters will be sent to all members' elected and/or appointed officials next week. The only WMCA members not eligible to be considered for nomination are those holding the office of President, President-Elect, Vice President and Past President.

Don't let this opportunity to recognize one of your peers pass you by! Nominations must be **postmarked by December 31, 2010**, and submitted to Past President Ali Spietz, City of Mercer Island, 9611 SE 36<sup>th</sup> Street, Mercer Island, WA 98040.



Valerie and Debby selling WMCA items at the Richland Eastside Academy

### 50/50 Winner Eastside Academy

The eastside 50/50 raffle winner was Debbie Kloster, City Clerk from City of Yakima. She won \$82.00. We had 21 participants at the eastside fall academy and collected \$164 for the raffle.



## WMCA Logo Contest !!

**HOW WOULD YOU LIKE A SCHOLARSHIP WORTH \$300 TOWARD ANY WMCA ACADEMY OR CONFERENCE, AND THE PLEASURE OF KNOWING YOUR LOGO IS USED ACROSS THE STATE FOR WMCA? BE CREATIVE, UNIQUE AND HAVE FUN!**

**SUBMIT YOUR LOGO DESIGN TO PRESIDENT KAREN KUZNEK-REESE, [KKUZNEK@CI.SEQUIM.WA.US](mailto:KKUZNEK@CI.SEQUIM.WA.US) BEFORE DECEMBER 31, 2010. JUDGING WILL BE DONE BY THE EXECUTIVE BOARD AT THE JANUARY MEETING. THE BOARD RESERVES THE RIGHT TO SLIGHTLY MODIFY THE CHOSEN DESIGN IF NECESSARY.**





## SCHOLARSHIP OPPORTUNITIES by Board Member Claire Lider, CMC



### *Help Balance Your Educational Goals with Scholarship Opportunities from the WMCA!*

**More Scholarship Opportunities are Now Available!**

***Clerks with a MMC designation can now apply for the Margery Price Scholarship***

At the October 22, 2010 meeting of the WMCA Executive Board, the Board decided to modify the application requirements for the Marge Price Scholarship. As you are aware, the heart of the scholarship is to fund registration for continuing educational opportunities. Previously, Clerks who had obtained their CMC and were working towards their MMC were eligible to apply. Now, those who have obtained their MMC can apply for Marge Price Scholarships as well!

The following scholarship opportunities are available through the Marge Price Scholarship Program:

WMCA Spring Advanced Academy – two (2) scholarships for registration only. Deadline for applications is Monday, December 6, 2010.

Northwest Clerks Institute Master Academy (PD IV) – two (2) scholarships for registration only. Deadline for applications is Monday, February 7, 2011.

IIMC Advanced Academy registration or \$500 towards IIMC Annual Conference registration – a maximum of \$1,000 is available. Deadline for applications is Monday, February 7, 2011.

**Don't delay – apply today!!**

Applications can be found at <http://www.wmcaclerks.org/WMCA%20Scholarships.htm>

## GUESS WHO ?

How well do you know your fellow city clerks? Use the following clues and send your guess to Diana Quinn [dianaq@cityofalgon.com](mailto:dianaq@cityofalgon.com) by November 30th. Mystery clerk and winner will be announced next month. This person is Married, has Blue Eyes, Brown Hair, Three Siblings, Three Children, No Grandchildren and serves on two

WMCA Committees. Hobbies include: walking and hiking in the Cascades, local parks and trails; enjoys going to antique and collectible shops for vintage pins, jewelry, furniture, and Norman Rockwell plates and doodads (it's art I can understand); wine tasting; and cruises.

Guess Who!

# Call for Candidates!!!

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 in the 2011 election and their terms are as follows:

President-Elect (1 year term)  
Vice President (1 year term)  
Treasurer (2 year term)  
Board position (3 year term)  
Board position (3 year term)

The job descriptions for each position can be found at: [www.wmcaclerks.org](http://www.wmcaclerks.org) under the Executive Committee tab.

The application materials must be received by the Elections Committee no later than Friday, December 31, 2010. An electronic copy of all the above is welcome, however, signed originals of the Declaration of Candidacy and the Letter of Support must be provided in hard copy and received by the December 31 deadline. Submit the candidate packet to the Elections Committee Chair, Bobbie Usselman, CMC, Deputy City Clerk, City of Sequim, 152 W. Cedar Street, Sequim WA 98382. Email address: [busselman@ci.sequim.wa.us](mailto:busselman@ci.sequim.wa.us). Phone: 360/681-3432.

## DECLARATION OF CANDIDACY

I, \_\_\_\_\_, declare myself a candidate for the office of  
(Your Name)  
\_\_\_\_\_. I also declare that I am an active WMCA  
(State Elected Position Seeking)

Member in good standing. I request that my name be printed on the official ballot for election.

Attached is a **Letter of Support** from my (please check one) organization's top administrative official, chief executive officer, or immediate supervisor, a **Candidate Photo** and **Candidate Statement** which I authorize for use in the election process.

\_\_\_\_\_  
(Candidate Signature)

\_\_\_\_\_  
(Date)

Send Declaration of Candidacy with original signature and other required materials to:

Bobbie Usselman, CMC  
Deputy City Clerk  
City of Sequim  
152 W. Cedar Street  
Sequim WA 98382  
2010-2011 WMCA Elections Committee

**All submittals must be received  
by December 31, 2010**

**CONGRATULATIONS!**

## CONGRATULATIONS TO NEWLY CERTIFIED AND MASTER MUNICIPAL CLERKS

Congratulations to Patti Kirkpatrick, City of Port Orchard City Clerk, for earning her MMC! Congratulations to Joanna Sanders, Port Townsend Legal Assistant, and Lalena Johns, Okanogan County Deputy Clerk of the Board, for earning their CMC!  
We all know how many hours of training and hard work to earn these certificates.....  
Great job!



## VENDORS ADD VALUE TO WMCA by Board Member Virginia Olsen, CMC



A new City Clerk recently asked me, "Who are these vendors that attend our conferences and why are they there?" Good question! I used to wonder that myself and in fact, when I first starting attending conferences, I didn't visit the vendor booths. Not even for free chocolate!

Eventually, I figured out that it was in my best interest to visit our vendor booths for several reasons. First, you can win prizes (I won an iPod in 2005) from vendor drawings and cash from WMCA if you visit each vendor booth, get a stamp and win a drawing. You can also learn about products that help you do your job more efficiently and provide better service to your community. In 2007, my city purchased a program offered by one of the conference vendors and our Council and community love it.

In recent years, I have been coordinating the vendors for our annual conference. Each year in November, I send out notification to previous vendors and we look for new ones. The vendors fill up the available exhibiting spaces we have at the annual conference the following March. Sometimes we only have room for a



dozen or so and depending on the size and layout of the hotel, we can often accommodate more.

Since the economy tanked, many of you have sought and received a scholarship to NCI training, fall and spring academies, IIMC conferences and WMCA conferences. The Executive Committee has allocated more funding for scholarships than we had budgeted. One of

the reasons why we were able to do that was the revenue raised by vendor and sponsor participation at our conferences.

If you know of a vendor that provides your jurisdiction with a program or service that could benefit others, please put them in touch with me. The 2011 conference will be at the Heathman Hotel in Vancouver, WA from March 23-25. The vendor fee is \$500 and there are other sponsorship opportunities available. Potential vendors can reach me at (425) 744-6206 or [volsen@ci.mt.wa.us](mailto:volsen@ci.mt.wa.us). Thank you for helping the cause. Our vendors do add value to WMCA and its membership!

# HAPPY THANKSGIVING!!



## GRAND RAFFLE

### WMCA Grand Raffle Ticket for 2011

The WMCA's annual Raffle Tickets are available for sale! Contact **Debby Barham** at [dbarham@ci.richland.wa.us](mailto:dbarham@ci.richland.wa.us) or (509) 942-7389 to get your book of tickets!

**The fundraising goal is to sell 1,500 tickets by March 24th**

By reaching this goal, the net proceeds of over \$5,000 will go into the WMCA scholarship fund to help fund WMCA members educational requirements. **This goal can only be reached with your help!**

Please request a book or more to sell to your council members, co-workers, friends, and family.

Three chances for one ticket to win either a \$500, \$750, or \$1,000 cash prize.

The Tickets sell themselves! You just need to ask the question "How many tickets do you want this year?"