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Visit our Website:

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

Sandy Paul, CMC

LEARN. GROW. LEAD.

Virginia Olsen and I did all y'all proud at the Association of Washington Cities Conference at the Vancouver Hilton last month. We were armed with charts and graphs and pictures. We made jaws drop and heard comments like *I cannot believe you do all that you do or we couldn't do it without you.* Those comments were not intended for just the two of us. They were meant for all City Clerks and Clerk/Treasurers of all 281 cities in this state and all the transit and special purpose districts. We need to stand up and be VERY proud of what we do and the role we play in keeping our cities on track.



WMCA Clerks are not shy about showing their Councils and Administrators how hard they work and how all the varied tasks completed in the City Clerk's office integrate into the mission, vision and goals of our cities.

We made great connections and found a lot of attendees were not the same ones as last year. There were lots of new people, and they represented a lot of new City Clerks. One of those new clerks was a recent hire from Home Depot! Virginia, as Education Chair, salivated as she contemplated getting in touch with that person for training! One Councilmember from Ritzville was a former City Clerk in Port Townsend. David Grove was WMCA President in 1986-87.

We also mined the speakers for future topics and presenters at our conferences and academies. One such possible speaker, our own Kathy Jones, City Clerk/Treasurer of the City of Oroville, who has 38 years of service to her city and was a presenter with Toni Nelson last week. Michelle Whitton, City Manager/Clerk/Treasurer from the City of Toledo was also a presenter. Theirs is not too high a bar for any of us to step up to.

The mining went on to include vendors, too. Virginia so brilliantly did the math: 3 new vendors would pay for our presence at the AWC Conference. And set up at the **(Continued Page 2)**



Poulsbo Councilmember Jim Henry hears how wonderful his clerks, Jill Boltz and Nicole Stephens, are. 'V' thanks him for sending them to training.

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Education

Fall Academy – Save the Date

By Virginia Olsen, Education Committee Co-Chair



Peabody

Preliminary plans for fall academy are set. The topic, requested by several of our members, is a little more technical this time around. Jordan Peabody will present “Writing Policies and Procedures” at the Yakima Valley Museum on Friday, October 5.

Jordan says he will explain the difference between a policy, a procedure and a task outline and what information should be placed in each of these documents. Then he'll walk the class through three easy to use formats.

The cost will be \$150, including a \$25 manual that is required for the course. Northwest Clerks Institute Director Dema Harris says the manual is well worth it. If you've never been asked to write policies and procedures, this class will prepare you for when that day comes. If you're other clerks and have had to try and figure it out on the fly, it would have been much easier with some training. Next time, we'll be much better prepared and it won't take so long!

We are working on hotel and registration (**Continued Page 3**)

FALL ACADEMY NOTICE

Have you obtained your CMC status and are now working towards your MMC? If so, you may be eligible for a Margery Price Scholarship. Please look at the Margery Price Scholarship guidelines on the WMCA website.

Applications are due August 13, 2012. For more information, please contact Dee Roberts, City of South Bend at dee.roberts@southbend-wa.gov

PRESIDENT'S MESSAGE (CONTINUED FROM PG. 1)

Murano Hotel in Tacoma next March? We got more good ideas for that, as well.

Chuck Moser, a former Mayor of Bellevue won the WMCA gift basket which we called 'Made in Washington with a Little Help from Trader Joe's'. It contained Washington wines, Washington products manufactured right here, and some olives, spreads, dips, and tapenades from TJs. Come to find out, he and his wife had been coveting the basket for the duration of the conference. So – a match was made in heaven and it was exciting to meet them.

In closing, the question isn't who is going to let me; it's who is going to stop me. *Ayn Rand*

If you think you are too small to make a difference, try sleeping in a closed room with a mosquito. *African Proverb*

So - Be bold. Get out and make a difference. Don't ask permission; ask for forgiveness. If you need to. I think Dr. Seuss would agree.

Sandy

Legal/Legislative Issues

Know Claims Forms Legal Rules

By Carol Etgen, Legislative Committee Chair

Think you're up on all things related to insurance claims? The City of Fife learned two things about a law passed in 2009 pertaining to damage claims, thanks to a prisoner who made a request for a claim for damages form in a way that made it clear there was something beyond just his short sentence requesting a claim form.



The legislature in 2009 amended RCW 9.96.020, requiring claims for damages be presented on the **standard tort claim form** maintained by the state Office of Financial Management, and requiring local governments to provide the form with instructions and other specific information. A local government may choose to also make available its own tort claim form. There is no requirement that the city post either form on its web site.

Fife's insurer, WCIA, said it is in the process of modifying its form, but in the meantime they aren't worried about the consequences of not using the OFM form, which could mean a city waives any defense related to providing the form properly if it doesn't.

The City of Fife has created a basic form based on the OFM standard and will place it on the WMCA website.

It was also learned cities are supposed to designate an individual (office) to accept claims through a "**Designation of Agent**" form and have it recorded with the County Auditor. WMCA Webmaster Bobbie Usselman will also place that on the website.

And the prisoner who made that request? He's getting the WCIA standard form AND the OFM form with instructions.

FALL ACADEMY (CONTINUED FROM PG 2)

information and will send an email blast to our members later in the month once the details are finalized. In the meantime, you can learn more about Jordan Peabody and this topic at www.peabodycommunications.com (including his YouTube video). He also has some writing and grammar tips and resources that you might want to check out.

You will earn 3 CMC or 3 MMC points for this session and it's a worthwhile workshop even if you don't need the points! I'll see you in October!



The Yakima Valley Museum is located in beautiful Franklin Park.

CLERK CONNECTIONS

By Debbie Burke, Education Chair



Check out this site called the [City Clerk Café](#) and stay connected to City Clerks all over the World via the LinkedIn network. For those of you who are not aware of LinkedIn, they claim to be the World's largest professional network for growing your career.

Some interesting facts from the LinkedIn site's "About Us":

- LinkedIn started out in the living room of co-founder Reid Hoffman in 2002.
- The site officially launched on May 5, 2003. At the end of the first month in operation, LinkedIn had a total of 4,500 members in the network.
- As of March 31, 2012 (the end of the first quarter), professionals are signing up to join LinkedIn at a rate of approximately two new members per second.
- The company is publicly held and has a diversified business model with revenues coming from hiring solutions, marketing solutions and premium subscriptions.



FROM YOUR TREASURER

For the clerks who **like** it , for the clerks who **love** it
and for the clerks who **hate** it, here is the

Financial Overview for fiscal year 2012-2013

Income	<u>May 2011 - April 2012</u>	<u>Budget</u>
Academy	13,575.00	15,000.00
Conference	50,568.25	50,825.00
Dues	25,365.00	18,750.00
Savings Interest	220.55	150.00
Scholarship	11,810.46	11,000.00
Total Income	<u>101,539.26</u>	<u>95,725.00</u>
Expenditures		
Academy	10,200.80	16,200.00
Board Expenses	13,812.34	15,027.01
Communications	766.19	725.00
Conference	44,051.99	56,562.00
Contingency	0.00	450.00
IIMC	1,204.00	1,075.00
Miscellaneous	4,844.70	6,100.00
Scholarship	25,473.34	17,250.00
Total Expenditures	<u>100,353.36</u>	<u>113,389.01</u>
Net Profit (Loss)	<u>1,185.90</u>	<u>(17,664.01)</u>

For the clerks who **gotta have it**, email andersong@ci.woodland.wa.us
and get even more detail to enjoy!

MEMBERSHIP NEWS

July 12

By Ronald Moore, Membership Committee Chair

Greetings from the Membership Committee!!

OPERATION HANDBOOK is moving along at a furious pace! We will have the first draft from those that have volunteered to work on the handbook submitted to the two "Senior Editors" by July 31, 2012. A huge "THANK YOU" goes out to Jill Boltz, Darla Reese, Christy O'Flaherty, Debbie Burke, Debbie Kundra, Keri MacDonald, and Michelle Brooks for volunteering to take on this ELEPHANT-sized task!!

NEW MEMBER: Please take a second to welcome our 18th new member this year, **Lisa Wolfson, Executive Assistant** from the Mukilteo Water and Wastewater District!

Additionally, if you know anyone that is considering membership or wants to know more about WMCA, please contact Ronald F. Moore, MMC, Membership Committee Chair.

New CMC in Washington!

A letter from IIMC Executive Director Chris Shalby:

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Linda Hammons, CMC, Skagit County.**

Please join IIMC and WMCA in congratulating this individual for their achievement.

Sincerely,
Chris Shalby
Executive Director
IIMC

Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the August edition of the WMCA Newsletter, be sure to email them to Melody Valiant at mvaliant@ci.tumwater.wa.us & Rachel Shaw at rshaw@cityofprosser.com

American Heroes Air Show
Seattle
July 14th
heroes-airshow.com

Winthrop Rhythm and Blues Festival
Winthrop
July 20th to 22nd
winthropbluesfestival.com

Sequim Lavender Festival
Sequim
July 20th to 22nd
lavenderfestival.com

Sandsations and City Sandsations
Long Beach
July 25th to 29th
funbeach.com/calendar-of-events

Cowlitz County Fair
Longview
July 26th to 29th
cowlitzcountyfair.com

Old Settlers Picnic
Ferndale Pioneer Park
July 26th to 29th
whatcomoldsettlers.com

Bellevue Festival of the Arts
Bellevue
July 27th to 29th
bellevuefest.org

Jazz in the Valley
Ellensburg
July 27th to 29th
jazzinthevalley.com

Bainbridge Bluegrass Festival
Bainbridge Island
July 28th
bainbridgebluegrassfestival.com