

Shannon Corin, City of Bremerton



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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

Scott Passey, MMC

SEEK. AND. DESTROY.

On behalf of WMCA, it was a pleasure to attend the annual conference of the City Clerk's Association of California (CCAC). Not only did I enjoy beautiful weather, but it was nice to hear that the weather in Washington was just as beautiful that week. The CCAC conference was fun, informative, and provided a great opportunity to network with our California clerks. It was reassuring to learn that we have so much in common with our neighbors to the south, and that clerks face the same kinds of challenges

no matter where you go. I definitely got some new ideas for things I want to seek, as well as things I want to destroy.

The conference featured speakers covering a wide variety of topics and issues relevant to the clerk profession. Dr. De Hicks provided valuable insights on how to create clarity about your values, mission and purpose. The big takeaway was understand the "why" behind your organization and how to use that understanding to gain wisdom about what matters and what doesn't. There was also an excellent leadership session which provided tools to overcome the obstacles that prevent some clerks from playing larger roles in their organizations. Clerks were encouraged to walk the talk and to earn the respect they need to be transformative in their cities.

For the nerds like me interested in

technology and electronically stored information (ESI), there was a session covering topics ranging from recommended processes and procedures to identifying relevant technologies, to developing a trustworthy ECM/EDMS system. Another session covered smart phone and tablet apps that can save organizations time and money, all while building community and leveraging content. There was also a technical training session on how to incorporate Adobe Acrobat into daily practices such as certifying records and creating digital agenda packages. Another fun and interactive session high-

lighted the difference between "analog" and "digital" media forms and discussed life expectancy of paper, microfilm and digital media.

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PRESIDENT'S MESSAGE

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I came away feeling empowered with commonsense information related to maintaining permanent information.

For those with supervisory responsibilities, there was an excellent course focusing on the actions required to plan and carry out successful performance appraisals. Other courses focused on SMART goal setting, change management, and how to apply the latest in brain research to manage change in your personal and professional life. As you can see, there was a lot of material to digest, but my primary goal is to focus on building my knowledge base about electronically stored information (ESI). That's what I'm seeking at the present time, because I want to change what is presently a weakness into

a strength. So, what are you seeking? What are you destroying? Inquiring minds want to know.

Scott

*[W]hat are you seeking?
What are you destroying?*

Dues are due!

Make sure to get your dues paid before May 31st.

You have multiple options to pay your dues:

- ⇒ Log in to the website, update your profile, register and pay on the website;
- ⇒ Log in to the website, update your profile, register and mail a check or
- ⇒ Fill out the registration form in this newsletter and mail a check.

There are many benefits to maintaining your membership in WMCA. A few of these include:

- * Availability of scholarships for the 2014 annual WMCA conference; Academy sessions; and Professional Development sessions. You aren't eligible for scholarships unless you are a WMCA member!
- * Reduced registration costs for the annual conference, Academy sessions and other training opportunities.
- * A monthly e-mail newsletter and e-mail blasts keeping you abreast of happenings within WMCA, including changes to legislation affecting our profession and training opportunities.
- * WMCA website, with access to "members only" areas.



WMCA Dues Form is on the last page!

FEATURED CLERK



MARCIA RUGG

Deputy City Clerk, City of SeaTac

Marcia was born and raised in the Pacific NW (Seattle, Edmonds, Kent and presently in Renton) with an older brother and sister. She has been married to husband Morrie for 19 years. Marcia has one daughter, Cheryl Siegfried.

Marcia graduated from the University of Washington intending to be a high school teacher which she did for a short time. She has worked a variety of jobs -Pacific Pearl Seafoods (Administrative Assistant), Kent School District (Teacher's Aide and Substitute Teacher), Virginia Mason Hospital (Purchasing and Patient Education Center), Group Health (Risk Management/Claims), Colliers Real Estate (Assistant Property Manager/Office Manager), King County Airport (Airport Manager Assistant), City of SeaTac (Executive Assistant to City Manager/City Council, City Clerk's Administrative Assistant) and for the past 6 years as Deputy City Clerk.



She says SeaTac employees consider each other as part of our "SeaTac" family. For the past year she has been working diligently on the backlog of records in storage – updating our records inventory, inputting records into SIRE (Records Management Program) and now training their newly employed part-time Records Coordinator. Marcia will be retiring from SeaTac in the next few months.

Marcia and Morrie have been busy remodeling the home where her parents retired located in Olympia. She will be the third generation of her family to live there. It is located in a community with boat moorage, a park area and club house. Their house is located across the street from the salt water with a view of Mount Rainier and Squaxin Island. She says it is a beautiful place to retire.

She loves Puget Sound and all its beauty. Her special interests include antiques, reading, beaching, and visiting with friends and family. Her favorite color is pink and her favorite food is barbecued hamburgers and halibut.

Enjoy your retirement Marcia! We will all miss your smiling face and joyful laughter.

SCHOLARSHIPS

The Executive Committee reopened the application period for NCI Professional Development I Scholarships with a deadline of April 15th.

The scholarship committee received 7 applications which are currently in the process of being reviewed. Recipients will be notified soon.

If anyone has a question about their scholarship or the scholarship process, please let me know

Dee Roberts
dee.roberts@southbend-wa.gov or 360-875-5571

EDUCATION COMMITTEE

May
2013

Your opinions count!



Share your thoughts for topics you want or need in the selection of classes offered at the fall academy/conference. Send recommendations for an influential speaker or topic to Education Committee Chair Carol Etgen (cetgen@cityoffife.org) who will work with the Education Committee to set up the types of classes we desire. Thanks for your input in classes created by clerks for clerks!



We have two new members!

Please give them a warm WMCA welcome.

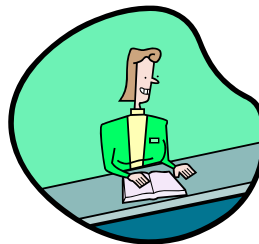


Marta Gonzalez

Office Tech III, City Clerk's Office
City of Kent

Terri Wright

Admin Assistant & Planning Commission/
Hearing Examiner Recorder
City of Kennewick



Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the next 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

Classy Chassis
East Wenatchee
May 3rd-4th
www.east-wenatchee.com

Garden Expo
Spokane
May 11th
www.tieg.org

Viking Fest
Poulsbo
May 17th—19th
www.vikingfest.com

Bluegrass from the Forest Festival
Shelton
May 17th-19th
www.bluegrassfromtheforest.com

Armed Forces Parade
Bremerton
May 18th
www.bremertonchamber.org

Penn Cove Water Festival
Coupeville
May 18th
www.penncovewaterfestival.com

Heirloom Show
Puyallup
May 18th-19th
www.heirloompro.com

University District Street Fair
Seattle
May 18th-19th
www.udistrictstreetfair.org

Sasquatch! Music Festival
Quincy
May 24-27th
www.sasquatchfestival.com

Northwest Folk Life
Seattle
May 24-27th
www.nwfolklife.org

Bellevue Jazz Festival
Bellvue
May 29th-June 2nd
www.bellevuejazz.com



WASHINGTON MUNICIPAL CLERKS ASSOCIATION

www.wmcaclerks.org

2013 WMCA Membership Application May 1, 2013 – April 30, 2014

Name: _____ Title: _____

CMC MMC

Renewal? New Member? Replacing a clerk? Who? _____

Jurisdiction Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Jurisdiction website address: _____

Email Address: _____

Telephone: _____

Supervisor Name: _____ Title: _____

Please mark any committees you are interested in joining (if not already signed up):

- | | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Audit | <input type="checkbox"/> Awards | <input type="checkbox"/> Bylaws | <input type="checkbox"/> Conference Planning |
| <input type="checkbox"/> Education | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Historical | <input type="checkbox"/> Legislative |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Membership | <input type="checkbox"/> Scholarship | |

IMPORTANT! If you do not want to have your name listed on the WMCA website membership page, please check this box.

Please mail your completed application along with a check **made payable to WMCA** to:

Gina Anderson
PO Box 9
Woodland, WA 98674

Questions: (360) 225-8281 or
andersong@ci.woodland.wa.us

2013 DUES:

Active Member	\$75
Affiliate Member	\$105*
Associate Member	\$15*
Honorary Member	\$0*

*these membership categories are not eligible to vote.

A \$25 late fee will be assessed for all dues postmarked after May 30th

Affiliate Members: Any business representative (such as attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA (no voting privileges).

Associate Members: Any former active member, upon payment of annual dues, may be an associate member without voting privileges.

Honorary Members: Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington.