

**Washington Municipal Clerks Association
Executive Committee Meeting
West Coast Yakima Center Hotel, Yakima, Washington
June 21, 2002**

1. Call to Order

President Attwood called the meeting to order at 10:04 a.m.

Officers Present:

President Alice Attwood, President Elect Jackie Moriarty, Vice President Sandra Parker, Secretary Kammy Hill, Treasurer Agnes Bennick, Past President Karen Smith, Board Members Linda Alvar, Chris Boughman, Jane Cantu, Terri Pfister, Sheryle Wyatt.

Officers Absent:

Board Member Linda Knutson

2. Approval of minutes

It was moved by Board Member Alvar, seconded by Board Member Cantu and unanimously carried to approve the minutes of March 22, 2002, as submitted.

It was moved by Past President Smith, seconded by Board Member Boughman and unanimously carried to approve the minutes of March 16, 2002, as submitted.

3. Treasurer's Report

Treasurer Bennick presented the Treasurer's report to the Executive Committee and suggested that the following areas of the budget need to be increased: Officers travel; audio visual; postage; and New Clerks Breakfast. The revenues over expenditures were reviewed for the different programs. The organization is currently running a deficit in membership costs of about \$3,233. Actual membership costs are running approximately \$50 per member.

President Attwood commended Treasurer Bennick for the thoroughness of her work and the report.

Past President Smith suggested that printing of a new membership directory be omitted since this information is now on the WMCA website and MRSC also prepares a membership guide. This will help reduce expenses and keep down

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the cost of dues. There was discussion on the membership guide and whether to eliminate the cost of providing it in booklet form.

It was moved by President Elect Moriarty, seconded by Board Member Boughman and unanimously carried to eliminate the printing of the WMCA membership directory and to inform members that an updated listing is available from the membership committee and is also available on the WMCA website.

Board Member Wyatt suggested development of a web page information brochure to encourage the membership to utilize the WMCA website.

Treasurer Bennick reported that a written request for a refund of conference registration fees had been received from Susan Wilson, Town of Steilacoom, citing a family emergency.

It was moved by President Elect Moriarty, seconded by Board Member Pfister and unanimously carried to refund eighty percent of the conference registration fee to Susan Wilson for the 2002 conference.

It was moved by Board Member Boughman, seconded by Board Member Cantu and unanimously carried to approve the Treasurer's Report as submitted.

4. Committee Reports

A. Audit

Past President Smith suggested that the timing of the annual audit be changed so the audit report can be approved at the January Board meeting. There was discussion on the timing of the audit and the need to schedule the audit to close the books after the conference. It is important that the audit committee job description match the audit requirements in the by-laws.

There was discussion on the timing of the audit and the requirement in the by-laws that the audit be approved by the Executive Committee at its June meeting.

B. By-Laws

President Attwood distributed copies of the By-laws committee report.

C. President's Awards

Past President Smith requested input from the Executive Committee on how the awards are to be determined and outlined the criteria used this past year.

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There was lengthy discussion on the President's Award of Distinction and whether this award should be confined to a major accomplishment within the preceding year. There was also discussion on the Clerk of the Year Award and the criteria that should be used in determining the recipient of this award.

The Board discussed the Lifetime Achievement Award and whether this award diminishes the prestige of the Clerk of the Year Award. It was suggested that the President be given complete flexibility over determining recipients of the President's Award of Distinction and that this award also take the place of the Lifetime Achievement Award.

Past President Smith requested clarification on the criteria for the Clerk of the Year Award. There was discussion on the criteria and how to rank the applications using established criteria.

It was the consensus of the Executive Committee that the committee focus on creating Clerk of the Year criteria that establishes this as the highest award for Clerks making a significant contribution to the profession and WMCA. All completed applications will be forwarded to the President for his or her choice in selecting recipients for the President's Award of Distinction. The President may also select recipients for this award from among deserving members, even if an application is not received. The President's Award Committee is requested to provide input on whether to continue the Lifetime Achievement Award.

There was discussion on the timing of the presentation of awards during the conference and whether to have presentations of the Lifetime Achievement Award and President's Awards of Distinction presented at a time other than the annual banquet.

D. Program

Board Member Alvar gave a brief report on Program Committee activities.

E. Planning

Board Member Alvar reported that the Planning Committee would be meeting in July or August. Based on requests from members, a partially zippered sweatshirt, without ribbing along the bottom hem, has been chosen for sale at the scholarship table. There was discussion on the sale of additional items.

F. Education and Professional Development

Vice President Parker reported that the Fall Advanced Academy session is scheduled for October 18, 2002 from 9:00 a.m. to 4:00 p.m. at the Red Lion Inn

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in Port Angeles. The Red Lion Inn will provide a block of rooms for \$84 with an ocean view and \$65 for a mountain view. The President's room will be complimentary. The instructor chosen is Connie Poulsen, Program Director for Leadership & Management Education at Peninsula College. The program will be "Age Diversity."

President Attwood requested any feedback received on the group dynamics class held during PD III.

It was moved by Board Member Alvar, seconded by Board Member Cantu and unanimously carried to allow Vice President Parker to sign contracts and make any additional arrangements for the Fall Advanced Academy as presented.

President Attwood thanked Vice President Parker for making the arrangements for the Fall Advanced Academy.

G. Elections

Past President Smith spoke in opposition to the proposed requirement that the call for candidates be mailed to the current membership in addition to having an article in the Fall edition of *The Quill*. This proposal would create an additional expense and is unlikely to generate a greater number of candidates to justify the expense. It was the consensus of the Executive Committee that there not be a separate mailing of the call for candidates.

It was moved by Past President Smith and seconded by Vice President Parker to approve the changes to the election procedures as proposed by the Elections Committee Chair contingent upon the Election Committee members receiving a copy of the changes. The motion carried with 8 yes votes and 3 no votes by Board Members Pfister, Alvar, and Boughman.

H. Historical

Past President Smith reported that the missing Historical Committee camera had apparently not been found and the person responsible for its loss had not offered to purchase a replacement.

It was moved by Past President Smith, seconded by Board Member Wyatt and unanimously carried to authorize the purchase of the recommended replacement camera for the Washington Municipal Clerks Association.

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I. Legislative

President Attwood requested that the Committee consider the retroactive approval of a resolution that had been circulated by e-mail pertaining to legislation allowing for alternate means of publishing legal notices and documents. The Association of Washington Cities hopes that this may be attached to a future item or issue as it is not a high priority.

It was moved by Past President Smith, seconded by Board Member Alvar and unanimously carried to approve, retroactively, the Resolution supporting giving local government the option to publish legal notices through alternative media, other than the local legal newspaper.

J. Membership

President Elect Moriarty gave a brief report.

K. Newsletter

The Executive Committee expressed concerns with the number of errors contained in the quarterly newsletter. There was discussion on the need for ensuring the accuracy of the information contained in the newsletter and editorial licensing.

L. Scholarship

There was no report from the scholarship committee.

M. Web Page

Board Member Wyatt reported that the new discussion board is working very well. There have been over 900 hits to the site. Members need to be reminded to go in and remove their messages after allowing members plenty of opportunity to review them. Records management grants will shortly be available and an announcement will appear on the website.

Board Member Wyatt was commended for her work on the website.

5. Old Business:

A. Scholarship Committee – Job Description Review

It was the consensus of the Executive Committee to add, as number two to the responsibilities of the Chair, the following item: “Verify dues are paid before a scholarship award is made.”

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B. Report on 501(C)(3) status

Treasurer Bennick reported that the paperwork has been returned from the Tukwila City Attorney and is in the process of being readied for filing.

C. By Laws and Executive Committee Job Descriptions

President Elect Moriarty reported that there are two areas in the by-laws that need to be addressed by the Executive Committee. The first area is under Article III, "Honorary Members." President Elect Moriarty suggested that the Membership Committee Chair be designated to maintain a roster of honorary members.

The second area is under Article VII, Section 5. It appears that this section needs to be reworded since it is not necessary for some committees to physically meet with the use of e-mail and obtaining a quorum could be difficult. It was the consensus of the Executive Committee that the By-Laws Committee be requested to suggest a proposed amendment to this section.

It was the consensus of the Executive Committee that review of the job descriptions be tabled to a future meeting.

6. New business:

A. WMCA Equipment Use Policy

Treasurer Bennick suggested that an inventory and replacement policy be developed. It was the consensus of the Executive Committee to have Treasurer Bennick draft an inventory and replacement policy for future consideration.

B. WMCA Refund Policy

Treasurer Bennick outlined suggested revisions to the current WMCA refund policy. There were suggestions by the Board Members on the language proposed by Treasurer Bennick.

It was moved by Vice President Parker to amend the language in paragraph 2 to read "The cancellation deadline for a full refund is two weeks prior to the event. The registrant must also submit a written cancellation request to the WMCA Treasurer within 10 working days from initial contact with the WMCA Treasurer."; and to amend paragraph 3 to read "To receive a refund less a 20% processing fee, the registrant must submit a written cancellation request outlining the reason for the refund to the WMCA Treasurer by the last business day preceding the event." The motion failed for lack of a second.

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The Executive Committee requested Treasurer Bennick reword the WMCA Refund Policy based on the suggestions to the language that were discussed.

C. IIMC Scholarship

President Elect Moriarty reported that the Oregon Association of Municipal Recorders is now providing scholarships for attendance at the IIMC conferences and it has been suggested that WMCA also consider allowing scholarships for attendance at the IIMC conference. There was discussion on the criteria to be used for considering an application for a scholarship for the IIMC Conference. It was the consensus of the Executive Committee that the member must have attained the Certified Municipal Clerk designation to be considered for a scholarship. Secretary Hill suggested that payment of the registration fees for the IIMC Conference would be an appropriate use of the Margery B. Price Continuing Education scholarship program. The continuing education scholarship program is open to all CMC's seeking additional training and educational opportunities and is limited to \$500. Since Marge Price is a past president of IIMC, this seems most appropriate.

It was the consensus of the Executive Committee to have Secretary Hill contact the scholarship committee to promote the use of the Margery B. Price Continuing Education Scholarship program for payment of the registration fees for the IIMC conference.

D. Minutes on Web Site

It was the consensus of the Executive Committee that the approved minutes of the Executive Committee be posted on the WMCA web site.

7. Other Issues:

A. Complimentary Registration – Roland Signett

As part of receiving the "Clerk of the Year" award, the recipient is offered complimentary registration for the annual WMCA conference. Roland Signett was unable to attend the 2002 conference. It is suggested that the complimentary registration be extended to the 2003 conference.

It was the consensus of the Executive Committee that the complimentary registration for Roland Signett be extended to the 2003 conference.

At the request of the Executive Committee, President Attwood left the room at 2:20 p.m.

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B. IIMC Conference

President Elect Moriarty reported that since President Attwood ascended to the presidency without having served as President Elect, she missed being able to attend an IIMC Conference. If she had ascended to the presidency in the normal manner, she would have had the opportunity to attend two IIMC Conferences. Because of this situation, she will only be attending one IIMC Conference on behalf of WMCA.

There was lengthy discussion by the Executive Committee on whether it would be appropriate for WMCA to expend the money to send an extra officer to the IIMC Conference.

It was moved by Vice President Parker to allow Alice Attwood to attend the 2003 IIMC Conference provided she submit a scholarship application for the registration fee and if the application is successful, WMCA will pay for the remainder of the costs for attendance. The motion died for lack of a second.

President Attwood returned to the meeting at 2:50 p.m.

C. Region IX

President Attwood gave an update on the new IIMC conference selection process.

8. Adjournment:

There being no further business, the meeting was adjourned at 2:56 p.m.