

**Washington Municipal Clerks Association
Executive Committee Meeting
Heathman Lodge, Vancouver, Washington
October 4, 2002**

1. Call to Order

President Attwood called the meeting to order at 10:00 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, Jane Cantu, Linda Knutson, Terri Pfister, Sheryle Wyatt. (Board Member Alvar arrived at 10:15 a.m.)

Officers Absent:

Board Member Chris Boughman

2. Approval of minutes

It was moved by Past President Smith, seconded by Board Member Cantu and unanimously carried to approve the minutes of June 21, 2002, as submitted.

3. Treasurer's Report

Treasurer Bennick provided an updated Treasurer's Report through the end of September 2002 and reported that the dues notice is expected to be mailed by the end of October. The dues will reflect the \$5.00 increase approved by the membership in March 2002.

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

4. Committee Reports

A. Audit

Treasurer Bennick reported that there is currently a discrepancy with the audit schedule and the by-laws and recommended that there be two audits per year. The audit presented to the membership would cover the period January through December. A second audit would be performed in May to cover the period January through April. This audit would be presented to the Board for approval at the June meeting. This change would require a by-laws amendment.

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It was the consensus of the Board to refer this issue to the By-Laws Committee for review.

B. By-Laws

There was discussion on the recommendation to update Article VII, Section 5, Committee Meetings, to reflect the use of various types of meetings, including e-mail and teleconferencing. It was the consensus of the Board to accept the recommendations of the By-Laws Committee.

C. President's Awards

Past President Smith reported that the Committee is in favor of continuing the lifetime achievement award and recommends leaving the criteria at twenty years as a WMCA member rather than reducing the criteria to fifteen years.

There was discussion on Lifetime Achievement Award selection criteria E and F. It was suggested that the words "adopt a resolution" be stricken since municipalities honor people in different ways and the congratulatory letter should instead ask that the recipient be recognized for their achievement.

There was discussion on who is eligible to nominate candidates for the lifetime achievement award. It was suggested that the first sentence in Section II B to read, "Any member of WMCA or a municipal employee/official is encouraged to nominate a candidate for recognition for the WMCA Lifetime Achievement Award for the current year."

It was recommended that Section 1 of the guidelines for the Clerk of the Year award also be amended to allow for a nomination from a municipal employee. This would be consistent with the change recommended in the Lifetime Achievement Award guidelines.

The Board discussed changes to Section 3C of the Clerk of the Year guidelines. It was recommended that this section be amended to read, "Nominees' achievements should be outstanding in nature as it relates to their work, community, clerk profession, or to the WMCA organization. Outstanding refers to work performed above and beyond their regular job areas which must be described in detail within the nomination:

1. Public Relations
2. Organization and Administration
3. Legislative and City Council Procedures
4. Records Management
5. Special Projects
6. Outstanding Service to WMCA
7. Leadership
8. Contribution to the Clerk Profession
9. Community Involvement and Volunteerism"

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President Elect Moriarty suggested that anything that is printed in the Quill newsletter should also be placed on the WMCA website.

It was moved by Past President Smith, seconded by Board Member Alvar and unanimously carried to approve the changes to the Presidents Awards Committee procedures, Lifetime Achievement Award guidelines, and Clerk of the Year Award guidelines be approved as revised with the recommendations stated above.

D. Program

Board Member Alvar commended Pam Kolacy, 2003 Conference Program Committee Chair, and gave a brief report on the Program Committee including:

- Eliminating the session attendance sign-in cards and using the \$50 award for the Monday evening banquet;
- Scheduling the New Clerks information session opposite the Region IX meeting

The Executive Board concurred with the recommendation to eliminate the session attendance sign-in cards but felt that it was important for new clerks to be able to attend the Region IX meeting.

The Board suggested that information sessions on the PERS 3 retirement program be offered in lieu of the media relations sessions.

E. Planning

Board Member Alvar gave a brief report on Planning Committee activities and modeled the new WMCA sweatshirt that will be offered for sale. Approximate cost of the sweatshirt will be \$25. The meals have been decided and insulated lunch bags will be provided instead of pencil bags.

Board Member Cantu provided an update on the WMCA cookbook project.

Board Member Alvar suggested that the conference registration fee remain at \$225. The meals to be provided were outlined and the cost per attendee for the meals is \$175. It was the consensus of the Board to have the conference registration fee remain at \$225.

F. Education and Professional Development

Vice President Parker distributed copies of the Professional Development session evaluations. There was discussion on the Committee recommendations for each of the Professional Development session and the concerns formulated by the Committee. It was the consensus of the Executive Board to accept the recommendations from the Education and Professional Development Committee.

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It was the consensus of the Board that WMCA should have contracts with Seattle University and with Lloyd Hara. It was the consensus of the Board to form a subcommittee comprised of Sandra Parker as subcommittee chair, Sheryle Wyatt, Jane Cantu and Linda Knutson, to evaluate proposed contracts with Seattle University and Lloyd Hara.

Vice President Parker was commended for her excellent work as Chair of the Education and Professional Development Committee.

G. Elections

President Elect Moriarty volunteered to distribute copies of the amended election procedures that were approved by the Board on June 21, 2002.

H. Historical

There was no report from the Historical Committee.

I. Legislative

There was no report from the Legislative Committee.

J. Membership

President Elect Moriarty requested authorization to dispose of the contents of the outdated membership handbooks and retain only the notebooks. Permission was given by the Board to dispose of the contents of the outdated membership handbooks.

There was discussion on the New Clerks breakfast, and membership dues as they relate to payment and voting for officers. It was the consensus of the Board to refer the issue of membership dues and election deadlines to the By-Laws Committee for review and recommendation.

K. Newsletter

It was the consensus of the Executive Board to allow the Newsletter Committee Chair to utilize the services of Kinko's for reproduction of the Quill.

Terri Berry, Newsletter Committee Chair, was commended for her efforts in obtaining advertisers for the newsletter.

L. Scholarship

There was no report from the scholarship committee.

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M. Web Page

Board Member Wyatt reported that she would be working on changing the design of the bulletin board to a “threaded” discussion board so that responses are linked to the actual query that was posted.

It was the consensus of the Board that the next prize for the website trivia contest will be a WMCA fleece jacket.

It was suggested that a list of the WMCA items available for sale be placed on the web page.

5. Old Business:

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

Treasurer Bennick reported that the paperwork is ready for filing but she needs authorization to obtain the necessary signatures.

It was moved by Past President Smith, seconded by Board Member Alvar and unanimously carried to authorize the necessary signatures for the filing of paperwork to obtain 501(C) (3) status.

B. Refund Policy

It was moved by Board Member Alvar, seconded by President Elect Moriarty and unanimously carried to approve the refund policy as submitted by Treasurer Bennick.

C. Dues Increase

Treasurer Bennick explained the work involved in tracking and recording membership dues on a population basis and recommended that a flat fee per member dues structure be implemented. It was the consensus of the Board to refer to the By-Laws Committee a recommendation that the dues structure be changed to a flat fee of \$50 per member.

6. New business:

A. Support for Gail Waibel, Oregon as Region IX Director

It was moved by Past President Smith, seconded by Board Member Cantu and unanimously carried for WMCA to send a letter of support for Gail Waibel as the next Region IX Director.

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B. Region IX Reception

President Attwood reported that the reception hosted by WMCA at the IIMC Conference in San Antonio exceeded the appropriations made by each of the State Associations in Region IX and asked if WMCA should bill each association an additional \$43.41 or just cover the extra expense.

It was the consensus of the Board that WMCA should cover the extra expense for the Region IX reception in San Antonio and to request each State Association to consider an increase in their budget to cover the expense of hosting the Region IX receptions at the IIMC Conference.

7. Other Issues and Region IX Information:

Board Member Pfister reported that Spokane is bidding on the 2007 IIMC Conference. They are one of five cities under consideration. They are seeking suggestions for the educational component of the conference. IIMC will be making a decision on December 6 on the host for the 2007 conference.

There was discussion on sponsorships, motivational speakers, and other programs that could be offered as part of the 2007 IIMC Conference if Spokane is successful in their bid.

President Attwood reported that the Alaska Clerks conference is now at the end of January/beginning of February and suggested that the President instead of the President Elect attend their conference.

It was moved by Board Member Alvar and seconded by Vice President Parker to authorize the President instead of the President Elect to attend the Alaska conference.

Past President Smith commented that the President is very busy in January and February and it is a relief to the President not to have to travel during this time.

The motion to authorize the President instead of the President Elect to attend the Alaska conference unanimously carried.

Board Member Pfister reported that President Attwood had traveled to Spokane to meet with the IIMC meeting planner and support their bid for the 2007 conference. President Attwood should be reimbursed for her travel expenses.

It was moved by Board Member Alvar, seconded by Vice President Parker and unanimously carried to authorize WMCA to pay for President Attwood's travel expenses to Spokane to meet with the IIMC Conference Meeting Planner.

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8. Adjournment:

There being no further business, the meeting was adjourned at 3:10 p.m.