

**Washington Municipal Clerks Association
Executive Committee Meeting
Campbell's Resort – Chelan, Washington
March 21, 2002**

1. Call to Order

President Attwood called the meeting to order at 10:05 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, Linda Knutson, Terri Pfister, Sheryle Wyatt.

2. Approval of minutes

It was moved by Board Member Boughman, seconded by Vice President Parker and unanimously carried to approve the minutes of January 25, 2002, as submitted.

3. Treasurer's Report

Treasurer Bennick presented her Treasurer's report to the Executive Committee and announced that the current balance of all accounts is \$77,997.67.

At the 2002 conference, there was \$1,204 made in product sales, \$1,544 in raffle ticket sales, and \$2,818 received from the silent auction. This money benefits the scholarship fund.

Treasurer Bennick reported that there have been several requests made for conference refunds and outlined the Executive Committee's policy. One refund was made to Jennifer Schultz of Pierce County. This refund request was received prior to the March 1 deadline.

A conference registration fee refund request, dated March 7, 2002, was received for Val Bonner, City of Milton. This refund is requested for work related reasons.

It was moved by President Elect Moriarty, seconded by Board Member Alvar and unanimously carried to refund eighty percent of the conference registration fee for Val Bonner.

A conference registration fee refund request, dated March 12, 2002, was received for Patricia Parks, City of Port Orchard. This refund is requested for personal reasons related to her mother's illness.

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It was moved by President Elect Moriarty, seconded by Vice President Parker and unanimously carried to refund eighty percent of the conference registration fee for Patricia Parks.

A conference registration fee refund request, dated March 13, 2002, was received for Betty Vineyard, Town of Tieton. This refund is requested for work related reasons.

It was moved by Board Member Boughman, seconded by Board Member Alvar and unanimously carried to refund the conference registration fee for Betty Vineyard minus a twenty percent administrative fee.

A conference registration fee refund request, dated March 14, 2002, was received for JoAnne Trudell, City of Bothell. This refund is requested for work related reasons.

It was moved by Board Member Boughman, seconded by Board Member Pfister and unanimously carried to refund the conference registration fee for Joanne Trudell minus a twenty percent administrative fee.

A conference registration fee refund request was received for Lori Smith, City of Bremerton. The written request did not specify the reason for the refund. Past President Smith reported that she had been contacted by Lori Smith, who is the Council Liaison. Ms. Smith had explained that her position was very specialized and after reviewing the sessions being offered at the conference, did not feel she would receive any direct benefit. Ms. Smith had expressed concerns with using City funds for educational programs that did not have a direct correlation to her duties. Past President Smith recommended that the Executive Committee approve the request for conference registration fee refund.

It was moved by President Elect Moriarty, seconded by Board Member Cantu and unanimously carried to refund eighty percent of the conference registration fee for Lori Smith.

Treasurer Bennick reported that Dawnee Robins, City of West Richland, had made a verbal request for a conference registration fee refund. A written request had not yet been received. It was the consensus of the Executive Committee that, if a written request is received in the time specified by the refund policy, consideration will be given at the next Executive Committee meeting.

It was moved by Board Member Alvar and seconded by President Elect Moriarty to accept the Treasurer's Report as presented.

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Vice President Parker asked if the current annual fee of \$40 per credit card was high in comparison to other cards with low or no annual fees. There was discussion by the Executive Committee. Treasurer Bennick suggested waiting until the Association is incorporated to pursue a lower or no annual fee credit card. Board Member Wyatt suggested looking for a credit card that accumulates airline mileage points to help defray the cost of Board travel.

Vice President Parker inquired about the expense of \$150 for Region IX hospitality suite. Past President Smith responded that each state within Region IX contributes \$150 to help offset the costs of hosting a Region IX dinner at the annual International Institute of Municipal Clerks (IIMC) conference. President Attwood reported that Region IX would be hosting a reception at this year's IIMC conference in lieu of holding a dinner.

The motion to accept the Treasurer's Report as presented carried unanimously.

Past President Smith reported that she would not be attending the conference in British Columbia.

4. Conference Review

a) Raffle/Auction/Product Sales Report

Treasurer Bennick, as part of the Treasurer's Report, had presented the amounts raised from the raffle, silent auction, and product sales.

A number of attendees had indicated that they would like to see a WMCA sweatshirt brought back for sale. Denim shirts had also been requested as a product sale item.

Board Member Alvar reported that the remaining fleece vests and jackets ordered for the 2001 conference had just been received. A maximum of \$5,000 is owed on this order and will be taken care of before the end of the budget year.

Board Member Cantu informed the Executive Committee that Alice Koerner, City of Granger, had agreed to handle the WMCA cookbook project. This cookbook will also be another product sale item.

President Elect Moriarty reported that the Membership Committee is looking into putting the Clerk's handbook on compact disks rather than in book form. This format would be easier and less costly to update and will take up less storage space.

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President Elect Moriarty suggested that the conference registration form needed to be redesigned for clarity. There was discussion on the "Call to Conference" and assisting attendees with planning for costs, including non-covered meals.

It was the consensus of the Executive Committee that President Elect Moriarty and Treasurer Bennick work on a new conference registration form.

b) What went well – what did not

There was discussion by the Executive Committee on the things that went well at the WMCA annual conference. Some of these items included: very helpful staff at Campbell's Resort; good food; and special identification badges for conference planning committee members.

Some of the areas of concern that were discussed were: a room key given out without prior authorization of room guest and educational content of keynote speaker.

The Executive Committee discussed the possibility of refunding fees to a vendor that was unable to attend because of the inclement weather. The vendor, Filetex, has not yet made a request for refund. It was felt that a refund should be favorably considered in order to encourage this vendor's participation at future conferences.

It was moved by Past President Smith, seconded by President Elect Moriarty and unanimously carried to authorize President Attwood to deal with Filetex if a refund is requested, less any costs incurred by the Association.

c) Suggestions for 2003 conference

1. Allow more time for roundtable sessions – 1 ½ hours
2. Breakdown the "Over 5,000 population" roundtable into additional groups or categories.
3. The last minute scheduling of the "town hall" type meeting held by Pat Mason of MRSC was very well received. It was suggested that Mr. Mason be asked to hold a similar session in 2003.

d) Conference refunds

This item of business had been handled under the Treasurer's Report.

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5. Old Business:

a) 501(c)(3) Status

Treasurer Bennick reported that the paperwork had been completed and forwarded to the Tukwila City Attorney for review. The Association is not yet incorporated and donations are not yet tax deductible.

Board Member Cantu indicated that she would have a report for the Executive Committee at the next meeting.

b) Clerk of the Year/Ad Hoc Committee – redefine criteria and purpose

Past President Smith reported that the primary duty and responsibility of this committee would be to revisit the selection criteria and process. President Attwood indicated that her preference would be to have a committee of peers select the Clerk of the Year recipient rather than the President. Past President Smith explained that the purpose of this award is to recognize an exceptional project that was performed by a Clerk in the previous year. There was discussion on the value of the committee members input and rating of the Clerk of the Year nominees.

Board Member Wyatt expressed concerns that the Lifetime Achievement Award was not set up to recognize members that had made a significant contribution to the profession and WMCA but would not be serving a minimum of twenty years. There appears to be a gap in being able to recognize these individuals since they do not qualify under the criteria for the Clerk of the Year Award either. There was extensive discussion by the Executive Committee on the awards and role of the committee.

It was moved by Board Member Alvar and seconded by Board Member Wyatt to change the name of the Clerk of the Year/Ad Hoc Committee to Awards Committee.

A friendly amendment was offered to change the name of the committee to the President's Awards Committee. Both the maker and the second of the motion agreed to this amendment.

The motion to change the name of the Clerk of the Year/Ad Hoc Committee to the President's Awards Committee unanimously carried.

Board Member Cantu and Vice President Parker were excused from the meeting at 11:50 a.m.

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c) Newsletter Job Description

There was discussion on the job description and including the items that are to be included in each newsletter. The following amendments were suggested for inclusion on the list of items:

1. Under "Every Issue" add the words "at least twice" immediately following the words "Website Address."
2. Under "Spring Issue" add "Election Results" to the list.
3. Under "Summer Issue" add "AWC Scholarship" to the list.

d) Scholarship job description

Secretary Hill raised a concern regarding establishing December 31 as the deadline for receipt of conference scholarship applications. This date does not leave adequate time for the Chair to send out the applications to the committee and receive their rankings in time for the Executive Committee's January meeting. Secretary Hill suggested that this deadline be changed to December 20.

It was the consensus of the Executive Committee to change the deadline for receipt of conference scholarships to December 20.

e) Review of committee job descriptions – make consistent with by-laws

President Elect Moriarty volunteered to review committee descriptions and policies for consistency with by-laws.

f) Historical Committee camera

Past President Smith reported that apparently the Historical Committee camera has either been lost or misplaced by Dawnee Robins. It was confirmed that this camera had been passed onto Ms. Robins at the Ocean Shores Conference. The replacement costs for a comparable camera are approximately \$200 to \$225.

It was the consensus of the Executive Committee to have President Attwood send a letter to Ms. Robins encouraging her to locate and return the Pentax IQ Zoom 928 camera within 60 days or send \$225 for purchase of a comparable replacement camera.

6. New Business:

a) Interview prospective Board Member candidates

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President Attwood commented that this item was not necessary due to the action by the Executive Committee at their special meeting.

b) P.D. Scholarship Approval

It was moved by Board Member Boughman, seconded by President Elect Moriarty and unanimously carried to accept the recommendation of the Scholarship Committee and award scholarships for registration only for the professional development sessions to Maria Chavez, City of Connell; Tammy Hunsaker, City of Grandview; and Wanda Barton-Howard, City of Albion.

The Executive Committee requested that the letters sent to the applicants who did not receive scholarships suggest that they contact the Association of Washington Cities for any additional scholarships that may be available.

c) Listings

President Attwood reported that the following listings were included in the agenda packets:

- Executive Committee
- Executive Committee meeting schedule
- Committee Chairs and Liaison Appointments
- Regional Presidents and Region IX Representatives
- Quill Publication Schedule

7. Other Issues:

Electronic Bulletin Board for Website

Board Member Wyatt commented that she would be working on developing the suggested newsletter/website trivia contest. It was suggested that the WMCA fleece vests could be used as prizes for the contest winners.

Board Members Alvar and Knutson were excused at 1:25 p.m.

Board Member Wyatt explained the purpose of an electronic bulletin board and asked if there was any interest in pursuing the addition of this service to the WMCA website. There was discussion on how this feature would work and the service it would provide to members desiring to post questions and receive answers. The Executive Committee agreed that the service currently being provided by Bob Baker, City of Tukwila, of distributing questions by e-mail was very valuable. The electronic bulletin

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board could enhance upon this service by allowing members to view not only the questions posed, but also the responses to those questions.

It was moved by Board Member Boughman, seconded by Treasurer Bennick and unanimously carried to accept the recommendation of Board Member Wyatt, Chair of the Website Committee, for implementation of an electronic bulletin board for a service fee of not to exceed \$200 per year.

PD Institute Annual Report

President Attwood distributed copies of the Northwest Municipal Clerks Institute annual report. There were comments regarding the need to receive this report from the Institute Director in accordance with the terms of the contract.

IIMC Travel Policy

There was discussion on whether the International Institute of Municipal Clerks should be subsidizing travel expenses for Board Members. It was the consensus of the Executive Committee that the Regions within IIMC should be assisting in funding travel for their Board Members and that the organization, as a whole, should not subsidize travel expenses for individual Board Members.

Board Member Pfister indicated that contact had been made by the Spokane Convention & Visitors Bureau about bidding on a future IIMC conference. There was a brief discussion on IIMC bidding policies and submitting proposals for future IIMC conferences.

8. Adjournment:

There being no further business, it was moved by Board Member Wyatt, seconded by President Elect Moriarty and unanimously carried to adjourn at 1:55 p.m. The next meeting will be held at the West Coast Yakima Center Hotel on June 21 at 10:00 a.m.