

**Washington Municipal Clerks Association
Executive Committee Meeting
Heathman Lodge, Vancouver, Washington
March 20, 2003**

1. Call to Order

President Moriarty called the meeting to order at 10:06 a.m.

Officers Present:

President Jackie Moriarty, President-Elect Sandra Parker, Vice President Pam Kolacy, Secretary Kammy Hill, Treasurer Linda Reimer, Past President Alice Attwood, Board Members Linda Alvar, Bob Baker, Deena Bilodeau, Linda Knutson, Terri Pfister, and Sheryle Wyatt.

Officers Absent: None

Also present: Immediate Past Treasurer Agnes Bennick.

President Moriarty welcomed the new Officers and Board Members.

2. Approval of minutes – January 24, 2003

It was moved by Board Member Alvar, seconded by President Elect Parker and unanimously carried to approve the minutes of January 24, 2003, as submitted.

3. Treasurer's Report

Immediate Past Treasurer Bennick provided a Treasurer's Report covering the period through March 8, 2003.

It was moved by Treasurer Reimer, seconded by Board Member Baker and unanimously carried to approve the Treasurer's Report through March 8, 2003 as submitted.

B. Request for Conference Registration Refunds

Immediate Past Treasurer Bennick reported that a request had been received from Susan Johnson, City of Fircrest, for a refund of her WMCA Conference registration fee due to a family medical problem.

It was moved by Board Member Alvar, seconded by Past President Attwood and unanimously carried to refund the WMCA Conference registration fee for Susan Johnson less a twenty percent administrative fee.

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Immediate Past Treasurer Bennick reported that a request had been received on behalf of Kathy Woosley, Deputy Recorder for the City of Cascade Locks, Oregon, for a refund of her WMCA Conference registration fee, because of illness.

It was moved by Board Member Baker, seconded by Board Member Alvar and unanimously carried to refund the WMCA Conference registration fee for Kathy Woosley less a twenty percent administrative fee.

A. Raffle/Silent Auction/Product Sale Report.

Immediate Past Treasurer Bennick reported that \$4,382 had been made as a result of the retail sales at the registration desk, the silent auction, and the raffle.

4. Committee Reports:

A. Audit Committee Recommendations

The audit committee is recommending the following:

- All invoices paid must have an approval signature of an active WMCA member.
- All committees, groups, or individual members that are responsible for collecting monies (including the Membership Committee) shall send an activity statement to the WMCA President, Audit Committee, and Treasurer upon transfer of monies to the Treasurer.

There was discussion by the Executive Committee on the recommendations of the Audit Committee and whether activity statements are already being submitted with the collection of funds. It was determined by the Executive Committee that some type of statement is given to the WMCA Treasurer when funds are transmitted and that it is not necessary for the WMCA President and Audit Committee to receive a copy of this statement.

It was the consensus of the Executive Committee to add a line on each committee job description that invoices shall be submitted to the Board liaison prior to being submitted to the WMCA Treasurer for payment.

B. 2003 Professional Development Scholarships.

There were seven Professional Development scholarship applications received by the Scholarship Committee. One of the applicants, Jenna McDonald, had received a scholarship for the conference so is not eligible for a Professional Development Scholarship.

There was discussion on the amount of money in the scholarship fund and whether it is financially possible to fund the six eligible applications.

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Immediate Past Treasurer Bennick was excused from the meeting at 10:49 a.m.

It was moved by Board Member Wyatt, seconded by Board Member Baker and unanimously carried to approve Professional Development scholarships for lodging and registration to Chrystal McGlone, Eatonville; Jennifer Chase, Tekoa; and Joey Bruno, Pateros; and to approve Professional Development scholarships for registration only to Maria Chavez, Connell; Susan Skirko, Okanogan; and Tammy Hunsaker, Grandview.

4. Old Business

A. Board Liaisons

President Moriarty distributed copies of the Board Liaison assignments for 2003-2004 and placed responsibility on the Board liaison to contact the Chair for their assigned committee.

B. Quill and Website Advertising

There was discussion on the advertising for the Quill and the WMCA website. It was suggested that the advertising rates include advertisements in both the Quill and on the WMCA website. Board Member Baker suggested that the one-eighth page ad be eliminated.

It was moved by Board Member Baker, seconded by President Elect Parker and unanimously carried to eliminate the one-eighth page ad size and to establish the fees for advertisements in the Quill and the WMCA website as follows:

Full page	\$700
Half page	\$400
Quarter page	\$300

Conference vendors and affiliate members of WMCA are eligible for a fifteen percent discount.

C. 2005 Conference Site

President Elect Parker reported that the three finalists under consideration for the 2005 WMCA Conference are:

- Lakeway Inn & Conference Center, Bellingham
- Dolce Skamania Lodge, Stevenson
- Semi-ah-moo Resort & Conference Center, Blaine

President Elect Parker outlined the advantages and disadvantages for each of the three sites and recommended that Dolce Skamania Lodge be the site chosen for the 2005 WMCA Conference.

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It was moved by Board Member Alvar, seconded by Board Member Wyatt and unanimously carried to approve Dolce Skamania Lodge for the 2005 WMCA Conference site.

President Moriarty suggested that the June Board meeting be in a central location for the Board Members rather than at the location of the AWC annual conference. The January meeting will be held in Leavenworth and the October meeting will be held at Skamania. A schedule of the Board meetings will be sent out shortly.

6. New Business:

A. 2003 Conference

There was discussion on what went well and what did not during the conference. The following suggestions were offered for the next conference:

- Have the Region IX meeting during a meal, such as lunch.
- Rename the roundtable sessions.
- Ensure that raffle tickets are more widely available for purchase.
- E-mail the call to conference and registration packets to save money on postage.
- Provide LCD projectors for speakers

B. MRSC – Professional Development registration management

It was the consensus of the Board to discuss this issue later if it is warranted.

C. Refund for travel expenses.

President Moriarty reported that a refund in the amount of \$65.43 for hotel costs for Alice Attwood and herself is being requested for attending the meeting held at Seattle University regarding the professional development classes.

It was moved by Board Member Wyatt and seconded by Board Member Alvar to authorize reimbursement for the hotel room and a per diem for meals for Jackie Moriarty and Alice Attwood.

It was moved by Vice President Kolacy, seconded by Board Member Bilodeau and unanimously carried to amend the motion to authorize a \$35 per diem for meals.

The motion to authorize reimbursement for the hotel room and a \$35 per diem for meals for Jackie Moriarty and Alice Attwood unanimously carried.

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5. Old Business (continued):

A. Professional Development classes

President Moriarty reported that a request for proposals would be issued after the summer professional development classes. WMCA has been remiss in their oversight of the Professional Development program and it is time to “test the waters” and see what is available. Seattle University is agreeable to continuing to host the professional development classes but it will be necessary to have a contract if they are the selected facility. It will also be necessary to have a contract or memorandum of understanding with the selected Institute Director.

President Moriarty appointed Alice Attwood, Jane Cantu, and Sandy Byers to a subcommittee of the Education Committee. This subcommittee will report to the WMCA Vice President. The duties of this subcommittee will include drafting a request for proposals, drafting a memorandum of understanding and scope of work, and providing ongoing contract administration.

Past President Attwood suggested using guidelines developed by IIMC for their Institute Director of the Year award as an example when drafting the RFP.

President Elect Parker suggested that independent legal counsel be retained to develop a contract and memorandum of understanding for the Institute.

7. Region IX Report:

President Moriarty reported that the Region IX report had been included in the agenda packets for review.

Board Member Wyatt suggested placing the Region IX report on the WMCA website for review. Board Member Wyatt also requested pictures of the Board for placement on the WMCA website.

8. Adjournment:

There being no further business, the meeting was adjourned at 1:20 p.m.