

**Washington Municipal Clerks Association
Executive Committee Meeting
Coast Wenatchee Hotel, Washington
June 27, 2003**

1. Call to Order

President Moriarty called the meeting to order at 10:07 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

2. Approval of minutes – Special meeting of March 16, 2003 and regular meeting of March 20, 2003.

Board Member Baker had questions on page five of the March 20, 2003 minutes on whether the committee referenced under the Professional Development classes was actually a subcommittee of the Education Committee rather than a standing committee.

It was moved by Past President Attwood, seconded by Board Member Alvar and unanimously carried to approve the minutes of the special meeting held March 16, 2003, as submitted.

It was moved by President Elect Parker, seconded by Past President Attwood and unanimously carried to approve the minutes of the regular meeting held March 20, 2003, with an amendment to page five to change all references of “standing committee” to “subcommittee.”

3. Treasurer’s Report

Treasurer Reimer reported on the difficulties in changing the signatures on the WMCA accounts.

There was discussion on the Treasurer and Secretary’s laptop computers. It was determined that the configuration of these computers should be checked for the Board to determine whether or not to surplus them at the next Board meeting.

President Moriarty requested that the reference to 591-C be changed to 501(C)(3) to reflect the non-profit status of WMCA.

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It was moved by Board Member Alvar, seconded by Board Member Wyatt and unanimously carried to approve the Treasurer's Report through June 13, 2003 as submitted.

4. Committee Reports:

A. Audit Committee

Past President Attwood provided a brief report and commended the Audit Committee for an outstanding job.

B. By-Laws Committee

No report was provided from the By-Laws Committee

C. Conference Planning

Board Member Alvar reported that WMCA is required to fill up the Enzian Inn and that thirty rooms have been reserved for vendors and any overflow of attendees at the Linderhof Motel next door.

D. Conference Program

President Moriarty reported that she has chosen "Clerks on the Go – Personally and Professionally" as her theme for the 2004 conference. Board Member Baker reported that the Program Committee has met twice and is planning very educational sessions. There was discussion on the preliminary conference program. Conference Program Chair, Reggie Williams, has recommended that WMCA have a standardized contract form for speakers. It was the consensus of the Board to have Conference Program Chair Williams move forward with this recommendation.

E. Education and Professional Development

Vice President Kolacy reported that she has received an outline of the classes for the Professional Development sessions. The Fall Academy session is scheduled for October 24, 2003 in Walla Walla. The presenter will be Stephany Bruell. The possible topics for the session were reviewed. It was the consensus of the Board to request a mix of different session topics.

There was discussion by the Board on e-mailing the Fall Academy registration forms to reduce mailing costs and on increasing the annual conference registration fees for non-members by \$50 to encourage membership in WMCA as an option to paying a higher non-member fee.

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F. Election Committee

President Moriarty reported that there would be a much larger mailing for ballots due to the change in determining active membership by changing the membership year to correspond with the fiscal year. Board Member Bilodeau will prepare an article for the newsletter.

G. Historical Committee

Treasurer Reimer gave a brief report. It was suggested that rather than collecting 8"X10" photographs of past presidents, the Historical Committee should collect 5"X7" photographs.

H. Legislative Committee

The report from the Legislative Committee was provided in the packets.

I. Membership Committee

Secretary Hill reported that the only "membership application" is the dues invoice that does not seem appropriate to send out to potential new members. It was the consensus of the Board to rename the dues invoice to membership application and to allow the Membership Committee to make any minor changes that may be necessary.

The Membership Committee has requested that a Handbook Committee be re-established to update the WMCA Handbook. Board Members Baker and Wyatt volunteered to review the handbook to determine whether it needs a major update. Board Member Baker suggested that the handbook also be offered on compact disc.

J. Newsletter Committee

President Elect Parker provided an overview of the efforts of the Newsletter Committee and the increase in advertising revenue. Board Member Alvar reported that there would be a large space available for vendors at the 2004 WMCA Conference.

K. President's Awards Committee

Board Member Alvar expressed continuing concerns with the Lifetime Achievement Award detracting from the prestige of the Clerk of the Year Award. Past President Attwood indicated she would bring forward to the Committee for discussion.

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L. Scholarship Committee

The report from the Scholarship Committee was provided in the packets.

M. Website Committee

Board Member Wyatt requested that pictures from around the State be sent to her for inclusion on the WMCA website.

5. Old Business

A. Quill Advertising

President Moriarty reported that all advertising fees have been collected from the advertisers.

B. 2003 WMCA Conference Scholarship Recipient's Reports to the Board.

It was suggested that the Scholarship Committee Chair put the requirement for a report in the letter awarding the scholarship to the applicant.

6. New Business:

A. Professional Development Update/Report from Director Lloyd Hara.

President Moriarty briefed the Board on the status of the upcoming professional development sessions.

B. RFP for PD Director

The subcommittee, comprised of Past President Attwood, Sandy Byers, and Jane Cantu, has prepared a draft Request for Proposals (RFP). Comments on this draft are due back to Past President Attwood by July 7. The following suggestions were offered on the draft RFP:

- Director travel expenses should be a cost of the professional development program.
- A section should be added on IIMC testing requirement.

Past President Attwood thanked President Elect Parker and her committee for the previous work done on the Scope of Work.

President Elect Parker suggested a review by an independent attorney of the final contract document.

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C. Municipal Clerks Education Foundation (MCEF) Donation.

President Moriarty reported that a gift basket containing products from Washington State had been donated to the MCEF silent auction. This gift basket raised fifty dollars.

It was moved by Secretary Hill, seconded by Board Member Bilodeau and unanimously carried to amend the budget to move the remaining funds budgeted for the MCEF to the Margery Price Scholarship.

D. Announcements

Board Member Pfister commented that Spokane was considering bidding on the 2008 IIMC Conference but had concerns with the impact of the transition of the professional development institute on a potential bid for the conference.

It was the consensus of the Board to wait until the issue of the WMCA Institute is settled and support a bid by Spokane for the 2009 IIMC Conference.

President Moriarty announced that Treasurer Reimer had achieved her Master Municipal Clerks designation and Board Member Baker had been elected Secretary of the Washington State Association of Parliamentarians.

7. Region IX Information:

A. Revised CMC/MMC Certification Requirements

President Moriarty outlined the changes to the CMC/MMC Certification requirements.

B. Outgoing gift for Region IX Director

It was moved by Past President Attwood, seconded by Board Member Alvar and unanimously carried to donate \$25 from WMCA for a gift certificate and \$27 for flowers for outgoing Region IX Director Pam Nigliazzo.

President Elect Parker suggested that a personal card be sent to outgoing Region IX Director Nigliazzo.

C. Region IX Travel fund

President Moriarty reported that WMCA owes \$843 to the Region IX Travel fund.

President Elect Parker thanked Board Member Alvar for her work on the contract for the 2005 WMCA conference at Dolce Skamania Lodge.

President Elect Parker reported on the British Columbia conference.

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8. Adjournment:

There being no further business, the meeting was adjourned at 1:45 p.m.