

**Washington Municipal Clerks Association
Executive Committee Meeting
Lynnwood Washington
October 10, 2003**

1. Call to Order

President Moriarty called the meeting to order at 10:00 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, Deena Bilodeau, Terri Pfister, and Sheryle Wyatt. (Board Member Bilodeau arrived at 10:15 a.m.)

Officers Absent: Board Members Bob Baker and Linda Knutson

Others present: Reggie Williams, Chair of the Program Committee

2. Approval of minutes – Regular meeting of June 27, 2003.

President Moriarty reported that the following issues were voted on by e-mail and all passed by a majority vote. Copies of the e-mail packets have been filed with Secretary Hill.

- May 5, 2003 – Donation of a silent auction item for the IIMC MCEF scholarship program.
- June 9, 2003 – Change October 10, 2003 board meeting location to Lynnwood City Hall to avoid the expense of meeting at the Skamania Lodge.
- July 7, 2003 – Printing 500 copies of the WMCA brochure.
- July 25, 2003 – Setting Advanced Academy registration fee for people that belong to State Clerks Associations other than WMCA.
- September 12, 2003 – WMCA Executive Committee support of Spokane to bid for the 2008 IIMC Conference.

It was moved by Board Member Alvar, seconded by Board Member Pfister and unanimously carried to approve the minutes of the regular meeting held June 27, 2003, as submitted.

3. Treasurer's Report

Treasurer Reimer outlined the status of the various WMCA accounts and reported that fifty-seven attendees have been registered for the Fall Academy session in Walla Walla.

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It was moved by Board Member Alvar, seconded by Past President Attwood and unanimously carried to approve the Treasurer's Report through September 30, 2003 as submitted.

4. Committee Reports:

- A. Audit Committee – No activity to report.
- B. By-Laws Committee – No activity to report.
- C. Conference Planning

Board Member Alvar reported that Monday night's function is a Bingo night and "Bingo attire" is encouraged. There was discussion on encouraging more involvement and participation with County Clerks. The newsletter will contain an article on e-mail registration for the conference and the Call to Conference being available on the website.

D. Conference Program

Reggie Williams, Conference Program Chair, provided an overview of the educational program and a recap of expenditures. A questionnaire from Patrick Donadio, the Academy and Keynote speaker, was provided for input from the Board. Ms. Williams also provided a draft speaker's agreement for feedback.

A proposed article for the next newsletter was reviewed and there was discussion on the distribution of educational and conference material.

The Board commended Ms. Williams for her Conference program planning efforts and the work of the committee.

E. Education and Professional Development

Vice President Kolacy reported that the Fall Academy will be held in Walla Walla. Stephany Bruell will present "The Power of Professional Presence."

Vice President Kolacy reported that she and President Moriarty attended registration during the Professional Development classes for both sessions. The comments and ratings from the evaluation forms were e-mailed to the Board. Some suggestions include utilizing concurrent sessions to reduce class sizes and changing panels to include representatives from different size cities and representatives from Alaska and Oregon. There was discussion on areas of concern that needs to be addressed: schedule, orientation session, facilities, and composition of classes.

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It was moved by President Elect Parker, seconded by Board Member Alvar and unanimously carried to have WMCA reimburse travel expenses for Executive Committee member attendance at both orientation sessions for the Professional Development classes.

There was further discussion on the need for the Institute Director to better organize materials and registration of attendees, and the value of having members of the WMCA Board attend the orientation.

The meeting was recessed for a break at 11:35 a.m. and reconvened at 12:05 p.m.

F. Elections Committee

There was no report by the Elections Committee.

G. Historical Committee

The report by the Historical Committee was included in the agenda packet.

H. Legislative Committee

The report by the Legislative Committee was included in the agenda packet.

I. Membership Committee

It was the consensus of the Board that Board Member Wyatt would send the Call to Conference electronically to all cities within Washington State. There was discussion on the WMCA database maintained by the Treasurer and updating this database.

J. Newsletter Committee

President Elect Parker reported that Sarah Ortiz, Newsletter Chair, is exploring possible newsletter layout options and costs.

It was the consensus of the Board to include a thank you in the Quill to the City of Auburn for handling the mailing of the newsletter.

The Newsletter Committee is recommending a change in deadline dates to fall after the quarterly Board meetings. It was the consensus of the Board to allow the deadlines to be modified as long as all necessary deadline dates are met. President Moriarty asked for more time to proofread the Quill and ensure that all necessary articles are included in the proper edition.

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K. President's Awards Committee

Past President Attwood outlined the recommendations of the Committee to eliminate the Lifetime Achievement Award and to expand the ability of the President to choose members for the President's Awards of Distinction.

It was moved by Board Member Alvar, seconded by Board Member Wyatt and unanimously carried to eliminate the Lifetime Achievement Award.

It was the consensus of the Board to have the By-Laws Committee look at placing the official WMCA awards in the By-Laws.

L. Scholarship Committee

President Moriarty reported that the requirements have been met and it is now legal for WMCA to hold a raffle. It was the consensus of the Board to have the Scholarship Committee explore possible raffle item(s) and raffle ticket printing and report back to the Board.

M. Web Page Development Committee

Board Member Wyatt suggested that an article be placed in the Quill encouraging members to respond to requests that are posted on the WMCA Bulletin Board.

5. Old Business

A. 2004 Professional Development Director/RFP/RFQ

Past President Attwood reported that three responses to the requests for proposal (RFP) had been received from Lloyd Hara and Seattle University, Washington State University, and Municipal Research and Services Center. The RFP from Municipal Research and Services Center was late and incomplete.

There was discussion about doing a random-sampling of non-respondents to ascertain why they chose not to respond and the reasons for having a program facilitated by a university.

It was the consensus of the Board for the ad-hoc committee and the Education and Professional Development Committee to discuss the proposals and make a recommendation to the Board.

There was discussion by the Board on the need for a special meeting. It was the consensus of the Board to meet on November 13, 2003 with details on the time and location of the meeting to follow.

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There was discussion on the disposition of any remaining funds from the Institute.

6. New Business:

B. Raffle with 501(C) (3)

This item was previously handled under Scholarship Committee report.

C. 2003 WMCA PDIII Scholarship Recipient's letter.

The letter from scholarship recipient, Tammy Hunsaker, City of Grandview, was included in the agenda packet.

D. Additional Board Position/PD Director

President Moriarty reported that the recent issues with Professional Development Institute Director, Lloyd Hara, have indicated that there is a need for consistency and oversight in monitoring the Professional Development program. This consistency is lost with a new Vice President every year that serves as Chair of the Education and Professional Development Committee.

President Moriarty recommended that a member of WMCA be appointed by the Board for two years to oversee the Professional Development program, with the subcommittee to develop guidelines and criteria. This position would also be the contract administrator to ensure contract compliance by the contractor chosen for the Professional Development Institute.

President Elect Parker recommended requiring the Institute Director to report directly to the WMCA Executive Committee.

Board Members Pfister and Wyatt were excused from the meeting at 2:04 p.m.

President Moriarty read a letter from IIMC regarding distance learning.

A. Proposed changes to President's Job Description.

It was moved by Past President Attwood, seconded by Vice President Kolacy and unanimously carried to amend the President's job description to allow the President to purchase, up to \$50, items for silent auctions and gifts for State outgoing and incoming Presidents.

7. Region IX Information:

President Moriarty requested that recommendations regarding the report on IIMC membership be forwarded to Charlotte Taylor, City of Lacey, by November 25.

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8. Adjournment:

There being no further business, the meeting was adjourned at 2:20 p.m.