

**Washington Municipal Clerks Association  
Special Executive Committee Meeting  
Sunset Café, Cle Elum, Washington  
November 13, 2003**

1. Call to Order

President Moriarty called the meeting to order at 12:08 p.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, and Sheryle Wyatt.

Officers Absent:

Board Members Deena Bilodeau, Linda Knutson, and Terri Pfister

President Moriarty reported that two issues had been decided by e-mail. The first, on October 20, was nine no votes and two yes votes to extend the deadline for submittal of proposals for the Professional Development Institute and a unanimous vote for the Education and Professional Development Committee, with representatives from Alaska and Oregon, to review the proposals and make a recommendation to the Executive board.

The second issue was whether to send a letter of support for California's bid to hold the 2006 IIMC conference. This was a majority vote in support of California's bid for the 2006 IIMC conference and authorizing a letter be sent.

2. Old Business:

a. NW Institute Director Recommendation/Discussion/Appointment

It was reported that the Education and Professional Development Committee interviewed the respondents to the RFP, with the exception of Lloyd Hara who was unable to make the meeting, and have unanimously recommended Washington State University/Dema Harris as the contractor for the Northwest Professional Development Institute.

There was lengthy discussion on contract terms, having independent legal counsel review any proposed contract, if Pullman was an appropriate location for the Institute, and the importance of reviewing the program and facilities after the first year.

3. New Business:

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d. AWC/WMCA Joint Educational Session

President Moriarty reported that the Association of Washington Cities would like to sponsor a training session for new Clerks and is seeking the support of WMCA along with the availability of scholarships. This training would be between April 19 and April 30 in the Centralia/Yelm area.

**It was moved by Board Member Wyatt, seconded by Board Member Alvar and unanimously carried to provide up to five \$50 scholarships to WMCA members, on a first-come first-served basis, for training offered by the Association of Washington Cities.**

Board Member Wyatt reported that for website development the Association's version of Microsoft FrontPage software needs to be upgraded. In addition, the purchase of a program called Swishmax which will allow the development of forms and other applications on the WMCA website.

**It was moved by President Elect Parker, seconded by Board Member Alvar and unanimously carried to allow the purchase of one copy of Swishmax and an upgrade of Microsoft FrontPage in an amount not to exceed \$300 plus shipping.**

2. Old Business:

a. NW Institute Director Recommendation/Discussion/Appointment  
(continued):

Tom Butler and Dema Harris presented the proposal from Washington State University Conferences and Professional Programs and answered numerous questions from the Board regarding the proposed program and location.

**It was moved by Board Member Wyatt, seconded by Board Member Alvar and unanimously carried to accept Washington State University/Dema Harris as the new Northwest Institute for WMCA.**

There was discussion on location of the institute and the outstanding qualifications of Dema Harris as director.

3. New Business:

b. Denial letters (for those applicants not chosen)

There was discussion on the timing for sending denial letters and notifying WMCA membership of the new Institute Director. It was the consensus of the

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Board that the relationship with Lloyd Hara and Seattle University be terminated prior to notifying WMCA membership of the new Institute Director, that a bulletin be mailed to each WMCA member introducing Dema Harris as the new Institute Director, and a message be posted on the WMCA website.

a. Institute Contract

There was further review and comments on the draft professional services contract.

2. Old Business:

b. WMCA Education Coordinator Position(s)

President Moriarty outlined the importance of having a WMCA member work with the Northwest Institute Professional Development Director to coordinate educational programs and oversee contract administration and suggested that it might also be beneficial to have two persons serving in this capacity, one for a three year term and one for a two year term to provide continuity.

There was discussion by the Board on the draft job duties of the proposed Education Coordinator position and the benefits of having a person serving in this position.

President Moriarty reported that Board Member Wyatt has indicated an interest in serving in this capacity. She had previously decided not to run for another term on the WMCA Board and her current term expires in March, 2004.

**It was moved by Past President Attwood and seconded by Board Member Alvar to appoint Sheryle Wyatt as WMCA Education Coordinator for a three-year term.**

There were comments by Board Member Baker on the need for this position and that the Board is ultimately going to be held accountable and responsible so it is important that this person report directly to the Board.

**The motion to appoint Sheryle Wyatt as WMCA Education Coordinator for a three-year term unanimously carried.**

4. Adjournment:

There being no further business, the meeting was adjourned at 4:12 p.m.