

**Washington Municipal Clerks Association  
Executive Committee Meeting  
Enzian Inn, Leavenworth, Washington  
March 18, 2004**

**1. Call to Order:**

President Parker called the meeting to order at 9:35 a.m.

Officers Present: President Sandra Parker, President-Elect Pam Kolacy, Vice President Sandy Byers, Secretary Becky Upton, Treasurer Linda Reimer, Past President Jackie Moriarty, and Board Members Deena Bilodeau, Bob Baker, Linda Alvar, Kammy Hill, and Randy Reed.

Officers Absent: Terri Pfister.

Also Present: Education Coordinator Sheryle Wyatt.

President Parker welcomed the new Officers and Board Members. Noting the threatening weather conditions, the Board agreed that agenda items should be addressed as expeditiously as possible, and some issues may be deferred to the next meeting when possible.

**2. Approval of Minutes - January 23, 2004:**

**Board Member Baker moved to approve the minutes of the January 23, 2004, WMCA Board meeting as presented. The motion was seconded by Board Member Alvar and carried unanimously.**

**3. Education Coordinator Report:**

President Parker indicated that a status report from the Education Coordinator will be placed on each future Board agenda. Education Coordinator Sheryle Wyatt informed the Board that the new Institute Director, Dema Harris, has been well received by the membership. Dema also attended the Alaska conference, and efforts are proceeding to develop relationships with all of the participating organizations. A logo for the Institute has been developed, class offerings are being discussed in depth, new speakers are being engaged, and the wishes of the WMCA and the other organizations are being incorporated. Coordinator Wyatt summarized other organizational efforts that are underway, general class enhancements, improved technological classes, and team-building exercises.

In the ensuing discussion, Past President Moriarty indicated she had offered the Association's assistance for registration of the Institute attendees, and the Board agreed by consensus that as many Board members as possible should make themselves available to assist in the registration and to participate in the team-building exercise.

**4. Treasurer's Report:**

a. Raffle/Silent Auction/Product Sales Report:

Treasurer Reimer reported that, as of this date, approximately \$5,264 in revenue was generated from the raffle, silent auction, and product sales. The revenue figure will be finalized and available at the

June Board meeting. Treasurer Reimer advised the Board that she planned to implement new procedures for next year's Conference specific to the acceptance of money; the draft procedures will be provided to President Parker for review. Board Member Alvar suggested that such procedures should be incorporated into the Conference procedures, and all were in agreement there should be consistent policies for handling money. Past President Moriarty shared information as to procedures followed when she accepted money, and she offered to share the checklist with Treasurer Reimer.

Treasurer Reimer mentioned that certain registration fees for the Conference and the Advanced Academy are still due the organization. The final financial report will be submitted at the June Board meeting.

b. Request for Conference Refunds:

Terri Pfister, City of Spokane, requested consideration of a registration fee refund due to a family medical problem. **Board Member Hill moved to reimburse Terri Pfister for Advanced Academy and Conference registration fees, less the 25% administrative fee. The motion was seconded by Board Member Baker and carried unanimously.**

President Parker noted that Board Member Baker will be serving as the Board's parliamentarian during the course of the coming year. To that end, she inquired as to whether Treasurer Reimer's proposed policies would need to be approved individually once submitted, to which Board Member Baker responded in the affirmative.

5. **Old Business:**

a. WMCA Executive Committee Liaison Appointments:

President Parker introduced the roster of 2004-2005 Committee Chairs, noting the following additions:

- ▣ The Conference Program Committee will be co-chaired by Reggie Williams, City of Prosser, and Alli Spietz, City of Mercer Island.
- ▣ The Scholarship Committee will be co-chaired by Alice Atwood, City of Tonasket, and Shelly Murphy, City of Bellevue.

b. Committee & Position Descriptions:

President Parker indicated earlier in the meeting that she would continue to work on the committee and position descriptions, with the intent of submitting the information at the June Board meeting.

c. 2004-2005 Executive Committee Meetings:

Discussion was held concerning the upcoming Executive Committee meeting schedule, and President Parker provided information specific to the meeting to be held at the Skamania Lodge on October 8. Having spoken to the Skamania Lodge about anticipated charges for the Board meeting, she offered to share the information with Secretary Upton for follow-up. Because the Board meetings can be rather lengthy, President Parker suggested the meetings commence earlier. After due consideration, the Board agreed by consensus to commence the meetings at 9:00 a.m., with a targeted adjournment of 1:00 p.m.

6. **New Business:**

- a. The Good, the Bad, and the Ugly ... was deferred to later in the meeting.
- b. Mileage Rate Reimbursement Discussion:

Treasurer Reimer directed attention to past practices of the WMCA on mileage reimbursement, noting that some reimbursements have been made at the State rate and others at the Federal rate. The Audit Committee had noted these discrepancies and felt that consistency would be in order. Treasurer Reimer surveyed several King County cities, learning that most were using the Federal mileage rate. **Board Member Hill moved to adopt the IRS mileage reimbursement rate as the Board's reimbursement rate. Board Member Alvar seconded the motion.** Responding to an inquiry from Board Member Baker, Treasurer Reimer indicated the rate being proposed is currently \$ .375 . The Board felt that this matter should be added to the Travel Policy. **A vote was taken on the motion, which carried unanimously.**

President Parker noted other issues needing clarification, such as Conference expenses for the Clerk of the Year. It has been customary for the Clerk of the Year to have the following year's Conference registration fee waived; however, it would be helpful to determine when this policy was approved. It should also be incorporated into the job description. Another matter needing further clarification relates to expenses for IIMC Region IX Directors. Board members recalled that registration fees are waived for the Conference, but not the Advanced Academy. It was agreed that past minutes should be researched to determine the complete nature of the policy for further discussion at the June Board meeting.

- c. Update to the WMCA Directory of Members:

Board Member Baker introduced the possibility of updating the directory of WMCA members. Although acknowledging the Internet is heavily used, he felt an updated directory would be helpful to the membership. **Board Member Baker moved to provide updates to the Membership Directory that was provided several years ago. The motion was seconded by Board Member Hill.** Discussion ensued, and it was pointed out that the membership list can be printed from the WMCA website. Further, it was noted that keeping such a list current can be extremely difficult.

This issue led to discussion concerning a recommendation from Agnes Bennick, as past Treasurer, having to do with reassigning the responsibility of monitoring membership information. The Treasurer has been tracking membership information, and the suggestion was made to assign those duties elsewhere, perhaps through services provided by MRSC. Consideration could also be given to acquiring appropriate software for such purposes. Board Member Hill offered to further research the matter of tracking membership information and report back to the Board in June as to the viable options. President-Elect Kolacy indicated that, depending upon the changes made, there may be a need to amend the responsibilities of the Membership Committee. In addition, the suggestion was made that consideration could be given to working in concert with the Institute Director in establishing a cooperative database for tracking the membership. There was consensus that the membership list responsibilities need to be separated from the duties of the Treasurer. After further discussion, **Board Member Baker withdrew the motion, which was agreed to by Board Member Hill, as seconder of the motion.** It was agreed that Board Member Hill should report back to the Board in June as to the results of her research. President Parker suggested that the Board conduct an electronic meeting to take action on the issue sooner, if the research information is available before June.

d. Request of the Pierce County Clerks' & Finance Officers' Association:

Consideration was given to a request submitted by the Pierce County Clerks' & Finance Officers' Association to use space on the WMCA server to accommodate the Association's website. Following up on a suggestion from Board Member Hill, **Board Member Baker moved to refer the request to the Web Page Development Committee for an official report at the June Board meeting. The motion was seconded by Board Member Hill and carried unanimously.**

e. Scholarships:

i) Margery Price:

**Board Member Hill moved to approve the award of the Margery Price Scholarship for Jackie Moriarty to attend the IIMC Conference. The motion was seconded by Board Member Reed and carried 10 - 0, with Board Member Moriarty abstaining from the vote.**

Past President Moriarty referenced the Margery Price Scholarship, indicating the website states there are four Margery Price scholarships at \$500 each. A past mistake was made and perpetuated in budgeting for the scholarships, and she suggested \$2,000 be set aside for the scholarships. Because of the Board's commitment to this particular scholarship and because of the need to specify a line item for the scholarships, it was agreed by consensus that Treasurer Reimer should set aside \$2,000 for the Margery Price scholarships.

ii) Professional Development:

The Board considered a recommendation from the Scholarship Committee for Professional Development scholarships. Board Member Hill pointed out that JoAnne Giesbrecht's application was incomplete in that it was lacking a letter of support from a supervisor. Applications from Terri Berry, Joey Bruno, Rebecca Dover, and Cindy Endahl were complete, and the applicants were eligible for the scholarships. President Parker observed it would be helpful to have copies of the applications available for Board review or, at the very least, a comprehensive recommendation from the committee. The Board Liaison to the committee will be asked to communicate this fact to the chair. First time attendees are awarded \$750 for registration and lodging, and attendees for PD II are awarded \$375 for registration only. **Board Member Hill moved to award Professional Development scholarships to Terri Berry, Joey Bruno, Rebecca Dover, and Cindy Endahl in accordance with the WMCA written policy for such scholarships. The motion was seconded by Past President Moriarty and carried unanimously.** It was agreed the committee chair should notify JoAnne Giesbrecht of the reason her scholarship was not approved, so that she could correct the situation for any future applications.

7. **Region IX Information:**

a. Region IX Support for 2006 IIMC Conference:

Past President Moriarty reported she had been approached by Anaheim, California, the host city for the 2006 IIMC Conference, to provide Region IX conference support. She summarized contributions that will be forthcoming from Alaska, as well as the fact that WMCA typically budgets \$300 for that purpose. Lengthy discussion followed, and Board Member Reed suggested the possibility of a host hotel donating a room to WMCA as a raffle prize for fund-raising purposes. **Board Member Moriarty moved that WMCA contribute \$300 of the funds budgeted towards the Region IX event to**

**Anaheim, California, for the 2006 IIMC Conference, for three consecutive years commencing in 2004. The motion was seconded by Board Member Reed and carried unanimously.** President Parker indicated she would send a letter requesting that WMCA be invoiced for this contribution by May 1, 2004, and further, that she would indicate the WMCA is exploring other funding options. Board Member Reed will contact Anaheim to obtain further information as to the hotel room raffle suggestion as a fund-raiser.

President Parker announced her intention to send an e-mail to the Board on a regular basis to keep all members informed as to the status of all WMCA matters.

b. Region IX - Gift for Outgoing Director:

**Board Member Hill moved that WMCA donate \$25.00 towards a gift for Barbara Price as outgoing Region IX Director, to be presented at the IIMC Conference in May. The motion was seconded by Board Member Alvar and carried unanimously.**

Return to Agenda Item 6.a: The Good, the Bad, and the Ugly:

The Board critiqued in detail the 2004 Conference, noting a great deal of positive feedback was received. WMCA was required to book the entire hotel in order to secure discounts on the meeting rooms. Certain cancellation policies were subsequently enforced by the Enzian Inn for those individuals who cancelled or shortened their length of stay. (Board Member Bilodeau departed the meeting at 12:47 p.m.) Further discussion involved such Conference issues as positive feedback on classes, vendor signature cards and reception, a gift for Lynnwood employees who assisted with Conference booklet preparation, the advantages and disadvantages of the small classrooms, retaining the Region IX roundtable at a luncheon, and the fact that the registration/product sales area needs to be in the same location as the larger crowd. Also discussed was the possibility of placing a short block in the Quill drawing attention to hotel cancellation clauses. Classes that were repeated proved to be popular to those unable to attend the first class. (Board Member Hill departed the meeting at 1:00 p.m.) Discussion also centered around the quality and appropriateness of class presentations, the placement of tent cards on tables for the Thursday morning committee meetings, head table seating, and outreach to new clerks.

Explaining he had discovered that WMCA members who served as Conference presenters were not presented with a speakers gift, **Board Member Baker moved that the WMCA Past President sign a card or letter of thanks and appreciation to each presenter for this year's Conference who was not presented a speakers gift, specifically WMCA members. Board Member Alvar seconded the motion.** Lengthy discussion followed, and it was related that all non-paid speakers, WMCA members or not, should have been given a speakers gift. President Parker indicated she would review and better define the policy regarding paid versus non-paid speaker gifts. **Board Member Baker withdrew the motion, which was agreed to by the seconder of the motion, Board Member Alvar. Board Member Baker then moved that Past President Moriarty should send flowers to all non-paid WMCA presenters at this year's Conference in an amount not to exceed \$45.00 per person. President-Elect Kolacy seconded the motion, which carried unanimously.** The Board continued its critique of the Conference.

President Parker closed the meeting at this time, announcing the next meeting for Friday, June 25, 2004, in Wenatchee.

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**8. Adjourn:**

There being no further business, the meeting was adjourned at 1:40 p.m.

Respectfully submitted,

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Becky J. Upton, WMCA Secretary