

**Washington Municipal Clerks Association
Executive Committee Meeting
Ellensburg Inn, Ellensburg, Washington
June 25, 2004**

1. Call to Order:

President Parker called the meeting to order at 9:14 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 Bob Baker, Linda Alvar, Kammy Hill, and Randy Reed.

Officers Absent: Board Members Deena Bilodeau and Terri Pfister.

Also Present: Education Coordinator Sheryle Wyatt.

2. Approval of Minutes - January 23, 2004:

Board Member Hill moved to approve the minutes of the March 18, 2004, WMCA Board meeting as presented. The motion was seconded by Board Member Alvar. Past President Moriarty referenced Page 4 of the minutes, Sections 6.e.(i) and 7.a., where she was referred to as "Board Member". This should be corrected to read, "Past President Moriarty". In addition, on Page 4, the second sentence of the last paragraph should read, "...typically budgets \$300 annually for the IIMC Region IX social event". **Board Member Hill moved to amend the motion to approve the minutes of the March 18, 2004, WMCA Board meeting as corrected. The motion was seconded by Board Member Alvar and carried unanimously.**

3. Education Coordinator Report:

Education Coordinator Sheryle Wyatt submitted a status report on the first Northwest Clerks Institute, indicating the final session of PD III was being held today. She indicated that Dema Harris, Institute Director, had distributed very thorough and informative packets to all those presenting class instruction, something that was very much appreciated by the instructors. Coordinator Wyatt received nothing but positive feedback on the Institute facilities, classes, lodging accommodations, and food.

Discussion was generated on the matter of the Knowledge Transfer Action Plan, which was to be a statement submitted to IIMC as written by the attendees on how they would apply what they learned in the classes. There was some apparent confusion with regard to this requirement and, after due consideration, the Board agreed a thorough explanation of the Knowledge Transfer Action Plan should be included in future informational packets for the Professional Development classes and, further, that an informational piece should be placed in The Quill.

Coordinator Wyatt reported that 38 individuals attended PD I, 33 attended PD II, and 39 attended PD III, with 43 attendees from Washington, 24 from Oregon, 31 from Alaska, 1 from Nevada, and 2 from California. Dema Harris spoke to the County Clerks Association about the benefits, membership, and Professional Development classes of WMCA. Ms. Harris will be meeting with the WMCA Board on September 16, 10:00 a.m. - 2:00 p.m., at the Woodinville City Hall to further discuss the classes held this summer. It was noted that the budget will need to be addressed, as room and board was budgeted

low, and there may be a need to increase the registration fee. Discussion ensued regarding Dr. Garubo's attendance at the classes, as well as CMC and MMC certifications and future requirements for college degrees.

4. **Treasurer's Report:**

Treasurer Reimer reported there is \$11,000 in checking, and the payments for membership dues are coming in, with \$8,000 received as of June 22, 2004. Following discussion about conference revenues and expenses, Treasurer Reimer indicated she would prepare a report and e-mail it to the Board members.

Valerie Loffler, City of Kennewick, had e-mailed a request on March 15 for a refund of the Conference and Advanced Academy registration fee in that she was unable to attend. **Board Member Hill moved to reimburse Valerie Loffler for Advanced Academy and Conference registration fees, less the 20% administrative fee. The motion was seconded by Past President Moriarty and carried unanimously.**

Treasurer Reimer received a request for a refund from Erin Larsen, Deputy Clerk in Dupont. The City of Dupont had paid the registration fee for former Clerk Maria Pierce. Ms. Pierce subsequently resigned from her position, and Ms. Larsen was then hired by Dupont as Deputy Clerk. The City of Dupont, therefore, paid two registrations. The City of Milton, Ms. Larsen's former employer, had also paid a registration fee on her behalf. The City of Dupont was in need of a refund for one of the registrations paid. **Past President Moriarty moved to reimburse the City of Dupont for the Conference registration fee, less the 20% administrative fee. The motion was seconded by Board Member Baker.** The question was raised as to why the administrative fee would be charged in light of the unusual circumstance of a double payment having been made. **Board Member Hill moved to amend the motion to refund the City of Dupont the full registration fee of \$225. Board Member Reed seconded the motion, which carried unanimously.**

Discussion ensued on certain aspects of the budget, and Treasurer Reimer provided clarification to the Board members. The Treasurer's Report was acknowledged and placed on file.

5. **Committee Reports:**

- a. Audit: Board Member Hill submitted a report from the Audit Committee, noting recommendations that were submitted to update the WMCA Credit Card Policy to reflect that all positions have credit cards issued; to create a new policy incorporating appropriate and acceptable IRS 501(c)(3) guidelines for all future fund-raising projects and activities; and to consider a policy amendment requiring scholarship account reimbursement from general use (checking account) money, at either purchase or sales cost, for items purchased by the scholarship account and used for raffle prizes, new clerks, or similar activities. In the ensuing discussion regarding the third item, Treasurer Reimer advised the Board of the importance of maintaining extremely detailed records in conjunction with the IRS reports that must be completed on the 501(c)(3) designation.
- b. Bylaws: No report.
- c. Conference Planning: It was reported that the Conference Planning Committee will meet either August 6 or 20. Discussion was held concerning suggestions from the 2004 Conference to

shorten future conferences. President-Elect Kolacy indicated that any such changes could only be considered for 2007 and beyond, as commitments have already been made. Suggestions for car pooling and room sharing would be an added dimension to the planning, and Board Member Alvar indicated all suggestions of this nature would be taken into consideration. WMCA member Terri Berry had sent an e-mail suggesting that future conference costs be made available to the membership for budget purposes. This, too, is the responsibility of the Conference Planning Committee, and Past President Moriarty suggested the Board may wish to consider setting the conference rates at the September meeting.

- d. Conference Program: President Parker submitted the report for the Conference Program Committee, indicating the Board is open to fresh new ideas for the program. Board Member Alvar, as Co-Chair of the Conference Planning Committee, has always been invited to the meetings of the Conference Program Committee.
- e. Education & Professional Development: Education Coordinator Wyatt submitted a report earlier in the meeting.
- f. Elections: Vice President Byers indicated a picture will be taken of Past Presidents in an effort to encourage others to run for office. The Board was in agreement that it would be worthwhile to promote members running for office.
- g. Historical: Board Member Reed reported for the Historical Committee, noting that pictures are being gathered from the 2004 Conference.
- h. Legislative: The Board noted the excellent report submitted by Chair Sharon Mattioli. Following brief discussion, Board Member Hill requested that the Committee address the requirement to record interlocal agreements, noting the escalating expenses incurred by municipalities. She asked that the Board seek Legislative support in this regard; the Board was in agreement.
- i. Membership: President-Elect Kolacy indicated the Membership Committee is planning a networking exercise at the New Clerks Breakfast. There are sixty-five cities that don't belong to WMCA. Past President Moriarty reported that she had sent dues notices and pertinent information to all cities that were not WMCA members. Brief discussion was held concerning what constitutes an Associate Member, and it was reported that new members have joined the Association. Additionally, President Parker asked President-Elect Kolacy to review the contents of the WMCA informational packet for new members.
- j. Newsletter: Board Member Baker reported on the new and well liked format for The Quill. Discussion centered around the size of the font, the colors used, and the format. President Parker noted that, each year, the costs for The Quill continue to rise, and the suggestion was submitted to consider placing The Quill on the website and to discontinue printing and mailing, something that could be considered in 2005. A mass e-mail could be sent to all members, along with a password for access. Varied opinions were expressed, and it was agreed the Committee would give the matter further thought. In addition, it will likely be addressed at the September Board meeting. Board Member Baker noted that the correct name for the publication is *The Quill*, and future publications will reflect the proper name.

President Parker opened discussion on the matter of advertising in The Quill. Prior issues of

The Quill had incorporated advertising that had been inappropriately discounted at a level of 15-25%. In addition, the camera ready artwork had been inappropriately prepared for those advertisers who now want the same benefits as previously accorded. WMCA's past practice was for vendors to purchase pre-paid ad space one year in advance. However, a vendor has expressed interest in advertising, but does not wish to commit to the usual annual advertisement space. President Parker queried as to whether the Board would like the Newsletter Committee to consider a policy change, allowing for fewer ads at pro-rated rates. After deliberation, the members of the Board agreed by consensus that such a change should be considered by the Newsletter Committee, as annual advertising should not be required. President Parker indicated that letters are being sent out, encouraging future advertising in The Quill. Clarification was provided that first time vendors are given a 15% discount. Board Member Baker will bring a proposed policy amendment back to the Board for consideration.

- k. President's Awards: Past President Moriarty expressed hope that clarification could be provided on the different awards that fall under the responsibility of the President's Awards Committee.
- l. Scholarship: Past President Moriarty reported that the Scholarship Committee is attempting to put a raffle together for 2005.
- m. Web Page Development: Secretary Upton, committee liaison, deferred to Committee Chair, Sheryle Wyatt, who reported there have been 16,260 visits to the web site and 14,027 visits to the Discussion Board. She felt the matters of car pooling and room sharing for the Annual Conference could be placed on the Discussion Board. The Board briefly adjourned to Executive Session to discuss issues of potential litigation relative to information posted on the Discussion Board.

6. Old Business:

- a. Committee Descriptions: President Parker reviewed proposed changes to the various committee descriptions; minor changes were provided by the Board members. Secretary Upton, following up on a question from the March Board meeting on the matter of waiving the Annual Conference registration fee for the Clerk of the Year, provided verification from past minutes that reflected the intention to provide such a waiver. It was agreed, therefore, that the job description should reflect the registration fee waiver. President Parker resumed the review of the job descriptions.

Break: President Parker recessed the meeting for a luncheon break at 12:40 p.m. The meeting reconvened at 1:00 p.m.

- b. Executive Committee Officer Descriptions: President Parker reviewed proposed changes to the Executive Committee officer descriptions; minor changes were provided by the Board members. Discussion centered around the need to change responsibilities related to maintaining the WMCA membership list. It was agreed the Treasurer should be responsible for financial data only and, after researching certain possible software for membership roster maintenance, consideration was given to having Sheryle Wyatt maintain the list as Webmaster. Board Member Baker felt this responsibility should always be held by a Board member or, at the very least, by someone who has the willingness and skills to maintain the list. It was agreed that this responsibility would be transitioned to Sheryle Wyatt right away and will be so

reflected in the job description. Future consideration can be given to the assignment of these responsibilities at the time Sheryle should choose to retire. In addition, it was agreed something should be placed in The Quill to inform the membership of this change.

President Parker noted that changes made in the job descriptions will be brought back to the Board at its next meeting for consideration. **Board Member Hill moved to accept the changes in the job descriptions as presented, with the exception of the Awards Committee [Clerk of the Year], Elections Policy Committee, and Vice President. The motion was seconded by Board Member Reed and carried unanimously.**

7. New Business:

- a. The Good, the Bad and the Ugly ...: President Parker directed attention to the 2004 Conference Evaluations; the Board was pleased with the overall comments. Commentaries received were considered as to their merit for future conferences, such as:

- ⇒ Commuters wanting the banquet to start earlier;
- ⇒ Attendees wanting a map showing the municipalities represented by those in attendance; and
- ⇒ A list of restaurants with sign-up sheets for clerks to form groups.

The Conference Planning Committee will address these suggestions, as well as others submitted. President Parker then referenced the letters of appreciation that had been included in the meeting packet.

- b. IIMC 2006 Anaheim Raffle Update: Before commencing with his raffle report, Board Member Reed showed a film on Anaheim, California, the host city for the 2006 IIMC Conference. Board Member Reed then discussed accounting for the raffle, as well as how he planned to disseminate brochures, letters and raffle tickets for sale. The raffle is for a two-night vacation package at Knott's Berry Farm for a family of four, to include two nights at the Radisson Resort, complimentary dinner at Amber Waves, and four admission tickets to Knott's Berry Farm.

President Parker noted that some of the states are cancelling their annual conferences in order to allow attendance at the 2006 IIMC Conference. Because WMCA has already committed to its 2006 conference site and because of its commitment to provide continuing education for the clerks, it would be unrealistic to even consider cancelling the 2006 conference.

- c. The Quill: Issues such as advertising, limitations in terms of size and editorial privileges, and availability online were considered by the Board. It was agreed that the determination of many of these issues fall under the purview of the Editor.

8. Region IX Information:

Invoice for Region IX Directors Travel: President Parker noted that an invoice in the amount of \$834 had been submitted to WMCA by Region IX Director, Gail Waibel, for Directors Travel. Treasurer Reimer will be asked to forward payment.

9. Other Business:

- a. Oregon Association of Municipal Recorders: The host of the Region IX social and hospitality room at Whistler was the Oregon Association of Municipal Recorders, who has asked for financial assistance from WMCA in the amount of \$150.00 to help defray some of the expenses. **Board Member Alvar moved to pay \$150.00 to the Oregon Association of Municipal Recorders for the hospitality room. President-Elect Kolacy seconded the motion, which carried unanimously.**
- b. Letter to Transit Clerks: President Parker informed the Board that she will be sending letters of invitation for WMCA membership to all Transit Clerks, informing them of the benefits and educational opportunities through WMCA.
- c. President's Meeting at Whistler: President Parker attended the meeting held in Whistler for all Presidents, and she noted the importance of keeping the IIMC informed at the time a new president is installed in a state association. Additionally, the IIMC has been redesigning its web page based on a password system; the new page should be released in six months. IIMC announced that any financial assistance would be gratefully accepted, and President Parker reviewed the availability of educational grants to the State Associations, with a total of four grants each at \$500. The applications are due by October 18, and President Parker indicated she would seek additional information. In addition, there are ten mini-grants in the amount of \$100 each for distance learning. The IIMC is presently organizing three one-day educational seminars in different areas to be offered free of charge.
- d. Agenda Item for Next Meeting: Board Member Baker informed the Board he was aware of two school district clerks who were interested in WMCA membership. He inquired as to whether there was membership criteria at the State level, and President Parker suggested that IIMC criteria for membership be followed. She suggested that this matter be discussed further at the next Board meeting.

President Parker closed the meeting at this time, announcing the special meeting for Thursday, September 16, 2004, in Woodinville.

8. Adjourn:

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

Respectfully submitted,

Becky J. Upton, WMCA Secretary