

**Washington Municipal Clerks Association
Special Executive Committee Meeting
Woodinville, Washington
September 16, 2004**

1. Call to Order:

President Parker called the meeting to order at 10:17 a.m.

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

Officers Absent: Treasurer Linda Reimer and Board Members Linda Alvar, Bob Baker, and Terri Pfister.

Also Present: Education Coordinator Sheryle Wyatt, Northwest Clerks Institute Director Dema Harris, Denis Carey (Oregon Association of Municipal Records), and Kristie Smithers and Debbie Marlar via conference call (Alaska Association of Municipal Clerks).

2. Northwest Clerks Institute:

Distribution was made of an overview of the Professional Development evaluations, as well as the schedule of classes for 2004. Education Coordinator Wyatt then led discussion focusing on the PDI evaluations, which scored 4.44 out of 5.00. Coordinator Wyatt reviewed evaluations for the different class offerings, and the Board and the Oregon and Alaska representatives provided input on noted strengths and weaknesses of instructors, as well as class enhancements for the 2005 schedule. It was agreed that some modifications would be forthcoming in classes related to ethics, minutes, and technology, the latter having information added on Access. The Board was pleased to have Dr. Ray Garubo's participation and expressed the hope he would be able to return for the 2005 session. It was announced that the schedule for 2005 is as follows:

PDI - June 5 - 10, 2005

PDII - June 12 - 17, 2005

PDIII - June 19 - 24, 2005

Discussion also centered around whether other organizations, such as WFOA and WMTA, would be interested in again participating in the Institute.

The Board then directed its attention to the PDII evaluations, which scored 4.34 out of 5.00. Lengthy discussion ensued on the web page class, and it was agreed there should be a change incorporated so that there would be an option to attend a less technical class and one that is directed to web page benefits, recommended structures, and the like. Modifications were proposed for the financial management class, as well as the class on performance measures. Some of the instructors had a great deal of information to share, which sometimes led to the perception that the instructors lost focus or weren't prepared. Director Harris noted the problematic areas and shared her thoughts on how improvements could be attained.

PDIII evaluations, having an overall score of 4.46, were reviewed by the Board, and various

modifications were considered on specific classes. The Board noted the difficulty in presenting a comprehensive class on essential records protection that would meet the needs of the attendees from the different states. Various options were considered, and the Board noted this topic could be one that is addressed at the level of the state conferences.

The Board considered input on the evaluations relative to class size, uncomfortable chairs, the time of the banquet to accommodate commuters, whether a dinner should be held on the opening Sunday, and payment of fees in advance. It was noted that a full schedule for the Professional Development classes will be sent out in the informational packets.

3. NCI Director Self Evaluation:

Director Harris distributed copies of a self evaluation she had completed. She reviewed the evaluation in detail, providing comments and suggestions relative to the scope of work. In discussing the goals for 2005, Director Harris indicated that some participants would like additional courses. She felt the suggestions should be considered in relation to the IIMC requirements. She added that any new technology classes would result in increased costs. Also, in planning for the 2005 instruction, the input provided by the attendees on the class instructors will be considered. Director Harris stressed how much she enjoyed the Institute.

4. NCI Director Board Evaluation:

The Board, joined by the Oregon and Alaska representatives, conducted its evaluation of Director Harris' contributions to the Northwest Clerks Institute, and each individual present provided commentary to Director Harris all of which was extremely positive and complimentary. The Board members were very pleased with the success of this year's Institute and were gratified to acknowledge the improvements made over past institutes. Brief discussion was generated on the goal to establish a PDIV class for clerks already certified.

5. NCI Budget:

Director Harris distributed copies of the 2004 Budget for the Northwest Clerks Institute, the Financial Summary as of September 10, 2004, and the draft 2005 Budget. (Board Member Hill departed the meeting at 1:28 p.m.) Director Harris reviewed in detail the deficit balance, noting the 2004 registration fee was set at \$375.00. In considering the 2005 Budget, it was recommended that the registration fee be increased to \$450.00, and the UPS fees be increased to \$400.00.

In the ensuing discussion, it was agreed that classes should be capped at 45 attendees, something that would be announced to the membership so that everyone is fully aware. Further, once the PDI class was filled at 45 participants, others would have the option of attending PDII. They could then follow up with attendance at PDI. It was agreed that clerks from Alaska, Washington, and Oregon should have priority in registration for the classes. **President-Elect Kolacy moved to set the fees for the 2005 Northwest Clerks Institute at \$400.00 for room and board and \$450.00 for registration. The motion was seconded by Past President Moriarty and carried unanimously.** The Oregon and Alaska representatives spoke in support of the increase.

Discussion followed on marketing the NCI, and Director Harris will be advised as to the newsletter deadlines so that appropriate notifications can be included. She will also be advised at a future date as to the preferred options for marketing. It was agreed that PDIV classes will be further considered, and

WMCA Executive Committee
September 16, 2004

that a Northwest Clerks Institute web site will be established with all of the pertinent information. Education Coordinator Wyatt offered to pursue the availability of domain names in this regard.

Director Harris was presented with a gift by the Board members in grateful appreciation of her contributions to the success of the Northwest Clerks Institute.

6. Adjourn:

There being no further business, the meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Becky J. Upton, WMCA Secretary