

**Washington Municipal Clerks Association  
Executive Committee Meeting  
Dolce Skamania Lodge, Stevenson, Washington  
October 8, 2004**

**1. Call to Order:**

President Parker called the meeting to order at 9:05 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 Linda Alvar, Bob Baker, Kammy Hill, Terri Pfister, and Randy Reed.

Officers Absent: Board Member Deena Bilodeau.

**2. Approval of Minutes - June 25, 2004:**

**Board Member Alvar moved to approve the minutes of the June 25, 2004, WMCA Board meeting as presented. The motion was seconded by Board Member Baker and carried unanimously.**

**Approval of Minutes - September 16, 2004:**

**Board Member Hill moved to approve the minutes of the September 16, 2004, WMCA Special Board meeting as presented. Vice President Byers seconded the motion, which carried unanimously.**

**3. Treasurer's Report:**

Treasurer Reimer reported there is \$12,098.79 in Checking; \$24,413.38 in Savings; and \$4,804.55 in the Scholarship Fund. Registrations for Advanced Academy are coming in and, thus far, 42 registrations have been received. Brief discussion ensued regarding gifts for other State Presidents when the WMCA President attends other conferences, as well as the contingency in the Scholarship Fund. The Treasurer's Report was acknowledged and placed on file.

**5. Old Business:**

- a. IIMC 2006 Anaheim Raffle Adventure: In that Board Member Reed was expected to leave the meeting early, President Parker asked that he be given the opportunity to submit his report at this time. Board Member Reed reported on the raffle intended to raise funds for the 2006 IIMC Conference in Anaheim, California. The tickets, designed by Clerk Terri Berry, were distributed for viewing, and Board Member Reed indicated that 3,200 were purchased and are to be sold at \$1.00 per ticket. The tickets, in groups of 20, will be sent to the WMCA membership, and discussion followed relative to the mechanics of conducting the sale. It was agreed that WMCA should reimburse itself for all expenses associated with the raffle before sending proceeds to California for the 2006 IIMC Conference.

*At 9:30 a.m., President Parker adjourned the meeting for a tour of the Skamania Lodge conference facilities that will be used for the March, 2005, Annual Conference. The meeting reconvened at 10:25 a.m.*

Discussion continued on the raffle sale, and it was acknowledged that some clerks may not wish to sell raffle tickets. Because of the requirement to track all tickets for reporting purposes, it was agreed that Sheryle Wyatt would be asked to e-mail the WMCA membership, informing everyone that tickets must be sold and paid for or returned. She will also be asked to place the same information on the WMCA web site, and Board Member Reed offered to provide the appropriate information to Sheryle. A cover letter explaining the pertinent details will accompany the tickets when mailed.

Past President Moriarty addressed the issue of selling raffle tickets outside the organization, noting that sales of 5000+ require a State license. Because of the WMCA raffle to be conducted in March for a trip to Mexico, it would be appropriate to seek a license in view of projected sales exceeding 8,000 tickets. Alice Attwood will pursue the license, and the Scholarship Committee will take responsibility for printing the March raffle tickets.

#### **4. Committee Reports:**

- a. **Audit:** Board Member Hill reported that the Audit Committee will be updating the WMCA Credit Card Policy to reflect all positions that have credit cards; it will create a new policy in keeping with the IRS 501(c)(3) guidelines; and it will require that the scholarship fund be reimbursed for items purchased by the scholarship account and used for raffle prizes, new clerks, or similar activities. The updated policies will be submitted to President-Elect Kolacy for submission to the Board.
- b. **Bylaws:** No report.
- c. **Conference Planning:** Board Member Alvar reported that the committee met in August, and planning is progressing well. Another fun Monday evening is being planned along the theme of the Balderdash game.
- d. **Conference Program:** President Parker distributed a preliminary draft agenda for the March 2005 Conference, reviewing in depth the recommendations, such as dispensing with the New Clerks Breakfast and having the new clerks join the others for breakfast. In addition, the roundtable discussions would include a range of population, so that clerks know which roundtable would be more suited to their needs. The vendor card will be distributed at the vendor reception in order to encourage better participation. Speakers for the week were discussed, and it was noted that the expenses for the speakers came in under budget. President Parker reviewed her efforts to secure the participation of Dr. Garubo from the IIMC. Consideration was given to the Annual Banquet, as well as the entertainment for the evening.
- e. **Education & Professional Development:** Because of the special Board meeting held on September 16<sup>th</sup>, Past President Moriarty indicated there was no report. She commended everyone for their efforts in making sure everything was in place for the Professional Development classes, and she acknowledged Dema Harris' contributions as well.

President Parker felt that light snacks should be provided to the clerks arriving on Sunday for the Professional Development classes; this suggestion will be forwarded to Education Coordinator Wyatt.

- f. **Elections:** The following positions need to be filled for the coming year: President-Elect, Vice

President, Secretary, Treasurer, and two (2) Board positions.

- g. Historical: Reporting for the Historical Committee, Board Member Reed indicated the committee is looking for pictures for the album. Some of the Association's history has gone missing, but contacts are being made to determine who may have possession of the historical documents. President Parker noted that she has ordered replacement banners for WMCA, as the Association banners also went missing at some point.
- h. Legislative: Treasurer Reimer commented on the very thorough report submitted by Chair Sharon Mattioli, a copy of which was contained in the meeting packet.
- i. Membership: President-Elect Kolacy indicated there are new members in WMCA but, as yet, the committee has not had an opportunity to meet. President Parker indicated her plans to meet with Chair JoAnne Trudel in the near future.
- j. Newsletter: Board Member Baker stated he had nothing to add to the report submitted by Chair Sarah Ortiz. Brief discussion was held concerning expenses for *The Quill*, all of which have been made a part of the year-to-date financial report. President Parker asked that a note of congratulations be included in the next newsletter, honoring Patricia Stell, Oregon Recorder of the Year.
- k. President's Awards: Past President Moriarty reported that she would do a mailing in the near future seeking nominations for the President's Awards.
- l. Scholarship: Past President Moriarty reported that the Scholarship Committee is seeking gift baskets from the various regional groups, either for the silent auction or the raffle. She announced that a hand-crafted quilt will be included in the raffle.

*At 11:50 a.m., President Parker adjourned the meeting for lunch. The meeting reconvened at 1:15 p.m., at which time Board Member Reed departed the meeting.*

- m. Web Page Development: Secretary Upton reported that Chair Sheryle Wyatt had identified four possible domain names for a website for the Northwest Clerks Institute:
  - nci-institute.org
  - nci-institute.com
  - clerksneci.org
  - clerksneci.com

President Parker indicated she had discussed the options with Chair Wyatt, and the two of them were leaning towards the first option. It was agreed the committee should reach a decision on the preferred domain name. It was noted that there will be a link from the WMCA website to that of the NCI.

**6. New Business:**

- a. The Good, the Bad and the Ugly ...: The Board considered the fact that a vendor from InfoVison was chosen as a speaker on the electronic management of records. It was agreed the Board must exercise caution in view of the appearance and possible perceptions associated with such speakers.

In view of previous expressions of interest in hosting the 2010 IIMC Annual Conference, Board Member Pfister inquired as to the chosen location for that conference. President Parker responded that an indication has not yet been forthcoming from the Region IX Director; Board Member Pfister had been informed that the location will be out of country. President Parker felt the situation should be monitored, and she pointed out that Oregon has also expressed an interest in hosting that particular conference.

- b. **Speakers Gift Policy:** Vice President Byers, as a follow-up to the Board discussion held at the March meeting, chaired an ad hoc committee to review the WMCA practice of providing gifts to conference speakers. The committee has forwarded the recommendation that WMCA continue the practice of offering gifts to speakers, whether they volunteer or are paid. Further, it is recommended that \$30 be spent per gift for unpaid speakers, that paid speakers be given a small gift from WMCA's logo items, and that all speakers receive a letter of appreciation from the President. It was suggested that the latter responsibility be added to the President's job description, and that the responsibility of the gifts would be held by the Conference Program Committee.

Following brief discussion, **Vice President Byers moved that the Payment of Conference/Miscellaneous Expense Policy, 1.4., should be amended to read: "...WMCA will provide gifts to unpaid speakers, approximately \$30 per gift and preferably representative of the area where the conference is being held. Paid speakers will receive a small gift from WMCA's logo items (mug, business card holder, sock, etc.). All speakers will receive a thank-you letter from the President acknowledging their contribution. It is the responsibility of the Conference Program Committee to ensure this is accomplished."** Board Member Hill seconded the motion, which carried unanimously.

**Board Member Hill moved that the President's job description be amended to reflect the added responsibility of writing thank you letters to each speaker, whether paid or unpaid. The motion was seconded by Board Member Alvar.** Past President Moriarty pointed out that, in fact, this would be the responsibility of the Past President. **Therefore, Board Members Hill and Alvar, as maker and seconder of the motion respectively, agreed to amend the motion to the extent that the job description for the Past President would be amended as set forth above. A vote was taken on the motion, which carried unanimously.**

**Board Member Hill moved to amend the job description for the Conference Program Committee to include the responsibility for providing gifts to conference speakers, whether paid or unpaid, in accordance with the WMCA Conference/Miscellaneous Expense Policy. The motion was seconded by Board Member Baker and carried unanimously.**

- c. **2005 Conference Registration Cost Discussion:** Past President Moriarty reported that, due to increased conference and food costs, it is recommended that consideration be given to increasing the conference registration fees for 2005. She added that registration fees have not been raised for approximately the past four years, and the current fee is \$225. After due consideration, **Board Member Baker moved to establish the conference registration fee at \$275, commencing with the 2005 conference. The motion was seconded by Treasurer Reimer.** Discussion ensued as to the level of fees for late registrations and non-members. **Board Member Baker then moved to amend the motion to establish the following conference registration fees: \$275 registration fee for members, \$50 late fee for members,**

**\$325 registration fee for non-members, and a \$50 late fee for non-members. Treasurer Reimer, as seconder of the motion, agreed to the amendment. A vote was taken on the motion, which carried unanimously.** Sheryle Wyatt will be asked to place the information on the web site, and she will also be asked to send an e-mail to the membership containing the registration fee information. The fee information will be included in *The Quill* as well.

- d. WMTA/WFOA Presentation: President-Elect Kolacy contacted the WMTA and the WFOA to determine their level of interest in shared educational programs. The WMTA expressed interest in the Northwest Clerks Institute, and the WFOA is interested in discussing shared programs, but nothing definitive was identified. A meeting was scheduled for October 28<sup>th</sup>, to include President Parker, President-Elect Kolacy, Vice President Byers, and Education Coordinator Wyatt to further discuss the opportunities to share education forums. The Association of Washington Cities is also interested in a joint venture. Once the level of interest on the part of the other organizations has been determined, President Parker felt the issue could be referred to the Professional Development Committee for further planning. However, she emphasized the importance of keeping the Professional Development IV class in the forefront.
- e. New Business: Brief discussion was held concerning the start time for the Board meetings. Also, financial assistance for travel expenses is available for those Board members whose cities are unable to underwrite the travel costs associated with Board meetings.

**7. Region IX Information:**

- a. MMC - Letters of Support: President Parker reported that the International Institute of Municipal Clerks is leaning towards a minimum of two years between each level for the MMC designation. Should any clerk have strong feelings on the matter, she felt it would be appropriate to send a letter in support of IIMC's position.

**8. Other Business:**

- a. President Parker noted the receipt of a letter from Alice Attwood in appreciation of the Margery Price Scholarship.
- b. President-Elect Kolacy indicated the Association of Washington Cities, as past sponsor of the New Clerks Breakfast, has asked if they can schedule the new clerks educational session concurrent to the Advanced Academy at the upcoming conference. Brief discussion ensued, and the matter will be referred to committee for consideration.

**9. Adjourn:**

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

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Becky J. Upton, WMCA Secretary