

**Washington Municipal Clerks Association
Executive Committee Meeting
Skamania Lodge, Stevenson, Washington
March 24, 2005**

1. Call to Order:

President Kolacy called the meeting to order at 8:12 a.m.

Officers Present: President Pam Kolacy, President-Elect Sandy Byers, Vice President Alice Bush, Secretary Becky Upton, Treasurer Susan Clary, Past President Sandra Parker, and Board Members Bob Baker, Carol Etgen, Kammy Hill, Terri Pfister, and Randy Reed.

Officers Absent: Board Member Deena Bilodeau.

Also Present: Sheryle Wyatt, Education Coordinator; Linda Reimer, Past Treasurer; Linda Alvar, Past Board Member; and Dr. Ray Garubo, IIMC.

President Kolacy welcomed Alice Bush, Susan Clary, and Carol Etgen to the Board.

2. Approval of Minutes - January 21, 2005:

Board Member Hill moved to approve the minutes of the WMCA Executive Board meeting of January 21, 2005, as presented. The motion was seconded by Past President Parker and carried unanimously.

3. Treasurer's Report:

- a. Raffle/Silent Auction/Product Sales Report: Past Treasurer Reimer submitted very preliminary figures on various sales conducted: Anaheim Raffle - \$601.00 total sales, \$484.07 expenses, for a net profit of \$161.93; Red Ticket Raffle - \$954.00 total sales; White Ticket Raffle (Quilt) - \$362.00 total sales; Mexico Trip Raffle - approximately \$2,000.00 net after \$1799 in expenses, to include the cost of the trip; Scholarship Table Sales - \$303.00 total sales; Scholarship Store - \$439.00 total sales; and Auction - \$2,775.00 total sales. Ms. Reimer indicated that a final report will be submitted in the latter part of March or early April, and the books for the Association will likely be audited in mid to late May. She noted that three conference scholarships were awarded, two for registration and one for registration and lodging. However, only one of the scholarships was redeemed.
- b. Refund Requests: Past Treasurer Reimer reviewed requests for refunds that came in after the two-week pre-conference deadline, stressing the importance of receiving these requests prior to the time the Association confirms the number of attendees to the hotel for meal purposes. She was of the opinion that the typical 20% administrative fee would not cover the Association's expenses.
 1. Nancy Smith, City of Quincy, requested a refund for the Conference and

Advanced Academy, due to significant changes at the City and the associated workload. **Board Member Hill moved to deny the request for a refund, due to the lateness of the request and the fact that the Association had to pay for Ms. Smith's meals. The motion was seconded by Board Member Reed and carried unanimously.**

2. Paula Swisher, City of Brier, requested a refund for the Conference, as her Mayor had asked her to remain in the City due to construction on a new City Hall. **Past President Parker moved to deny the request for a refund on the basis that the Association already expended funds for the meals. The motion was seconded by Board Member Hill and carried unanimously.**
3. Sharon Marks and Tam Moen, City of Everett, requested a refund for the Conference, due to a workload that could not be foreseen. **Vice President Bush moved to deny the request for a refund based on the fact that Conference expenses were already paid by the Association. Board Member Hill seconded the motion, which carried unanimously.**
4. Debra Gore, City of Ilwaco, requested a Conference refund because of an audit with findings that had to be resolved on an immediate basis. The Board projected Conference meal expenses at \$275, so **Board Member Baker moved to approve the request for a refund. The motion was seconded by Treasurer Clary. Board Member Hill offered an amendment wherein the refund would only be at a level of 50%, because the meals were already paid by the Association. Past President Parker seconded,** and discussion ensued as to the amount of the registration fee that is dedicated to the cost of meals and refreshments for breaks. Past Board Member Alvar indicated that, once the final count is given to the hotel, the Association is held responsible for the cost of the meals, whether or not they are eaten. Past Treasurer Reimer felt that the policy regarding refunds should be clearly stated on all future registration forms whereby no refunds would be issued for those received in the two-week period prior to the Conference. After the two-week deadline, then she felt approval of refunds should be at the Board's discretion. **Board Member Hill, therefore, withdrew the amendment, and Past President Parker, as seconder, agreed. Board Member Baker withdrew his motion, which was agreed to by the seconder of the motion, Treasurer Clary.**

Board Member Hill moved to deny the request based on the fact that funds had already been expended by the Association. Board Member Baker seconded the motion, expressing the hope that each of those requesting refunds would receive a communication as to the reason for denial. Past Treasurer Reimer indicated this was customary practice on her part as Treasurer. **A vote was then taken on the motion, which carried unanimously.**

It was agreed by consensus that Board Member Hill would be tasked with the

responsibility of drafting a policy for consideration regarding refunds not being submitted before the two-week cutoff. She agreed to bring a draft policy before the Board at its June meeting.

Past Treasurer Reimer then reviewed a refund request for the Fall Advanced Academy as submitted by JoAnne Trudel, City of Bothell. The request was previously denied by the Board in that the request was thought to not have been submitted in a timely manner. However, after further clarification was provided, it was learned that the request was, in fact, submitted prior to the time of the Academy and that the request was deserving of further consideration. Therefore, **Board Member Hill moved to approve the request for reimbursement submitted by JoAnne Trudel, less the 20% administrative fee. Board Member Baker seconded the motion, which carried unanimously.**

4. “Academy Track” Points - Dr. Ray Garubo:

Due to some confusion as to certain class offerings during the Conference that were designated as “Academy Track”, Dr. Garubo joined the Board to discuss his announcement that 9 IIMC-approved points could be gained by Conference attendees, 1 point toward the CMC designation for Sunday’s Advanced Academy (6 hours); 3 points toward the MMCA designation, also for Sunday’s Advanced Academy; 2 points for the CMC designation for the two classes marked “Academy Track and for Conference attendance (12 hours); and 6 points for the MMCA designation, which included Conference attendance as well as completion of an IIMC-approved Academy program. The total number of hours that could be used toward CMC re-certification would be 12.

Lengthy discussion followed, and President Kolacy expressed concern with the precedent that would set by awarding points for the “Academy Track” classes. Past President Parker explained her purpose in using that particular language in that she hoped it would serve as a *hook* to demonstrate the classes would be different than typically offered. However, she acknowledged that some attendees expected that points would be awarded. Dr. Garubo explained that he had contacted IIMC’s Program Review & Certification Committee, who wanted to foster a good working relationship with WMCA and, therefore, agreed to the points. Dr. Garubo expressed concern that these class offerings would compete with those of the Northwest Clerks Institute.

President Kolacy observed that the Board hadn’t discussed this issue in advance, that the class offerings hadn’t been submitted to IIMC for prior approval, and that future Conference attendees may have expectations that additional points will be provided for certain classes. Past President Parker pointed out that the Conference speakers had been approved by IIMC for other conferences held. Further discussion ensued as to the merits of awarding points, the criteria used in determining when points should be awarded, and the possibility of informing clerks that the granting of such points in the future could not be guaranteed.

At this point, because Conference Planning Co-Chair Linda Alvar had to leave, President Kolacy

delayed further discussion on the “Academy Track” points to later in the meeting. She asked that the Board direct it’s attention to the Conference Planning Report and the 2005 Conference Recap.

5. Conference Planning Report and 2005 Conference Recap:

Conference Planning Co-Chair, Linda Alvar, advised the Board that it had been extremely helpful for the Conference Planning Chairs to have a credit card so that individuals didn’t have to expend funds out of their personal bank accounts. She noted that attendance at the Wednesday banquet has been declining, as many cities won’t pay for their clerks to stay over night because of the banquet. For example, attendance at the previous year’s banquet was 144, compared to 91 this year, and WMCA still had to pay for the meals as if all of the clerks were in attendance. She recommended that consideration be given to changing the banquet to Tuesday night. It was suggested that consideration also be given to not having a full day of classes on Wednesday, that classes could be held in the morning only, thus allowing clerks to depart on Wednesday afternoon. In the following discussion, concern was expressed that many of the clerks would leave early; however, the suggestion was made that the best speaker could be saved for the last in order to retain attendance. President Kolacy felt it would be timely to check the contract already signed for next year’s Conference to determine if such a change could be accommodated. Other observations shared by Co-Chair Alvar was that the food was better than in previous years, but many of the clerks from the smaller cities felt the Skamania Lodge was extremely expensive.

Board Member Hill referenced the raffle held to raise funds for the 2006 IIMC Annual Conference to be held in Anaheim, indicating the Board had intended to send the net profits to California. However, she suggested that the Board reconsider the matter and send the entire amount. Therefore, **Board Member Hill moved to send the \$601 made in the Anaheim raffle ticket sales to California for the 2006 IIMC Annual Conference and that the WMCA pay the \$416 in expenses. The motion was seconded by Board Member Reed.** Past President Parker indicated that WMCA had been asked to contribute \$5,000 toward the 2006 Conference, and the Board decided to send \$900, which represented the \$300 per year usually paid toward the Region IX reception at the IIMC Conference. To date, WMCA has paid \$600, and another \$300 will be sent later. Board Member Hill thought the Scholarship Fund could pay the expenses for the Anaheim raffle. **Board Member Baker called for a vote on the motion, which resulted in a 5 - 5 tie.** (Board Member Bush was out of the room at the moment.) **The motion, therefore, failed.**

Discussion then returned to the “Academy Track”.

4. “Academy Track” Points - Dr. Ray Garubo (Cont’d):

Dr. Garubo explained that WMCA’s Academy authorization expired with the inception of the Northwest Clerks Institute. Nevertheless, the Program Review & Certification Committee, in the interest of not hurting the membership, agreed to the points. Dr. Garubo added that all of the states will be getting a letter explaining what the Academy is and the fact that the Academies

must have integrated classes. Therefore, WMCA's Advanced Academies must be integrated with the class offerings of the NCI.

Discussion followed as to the equity of providing points to only those who attended the classes in that attendance may have been higher if the clerks had known that points could be awarded. Alternately, the equity of providing points to all Conference attendees would seem unfair because of those who didn't attend the classes. Dr. Garubo suggested the possibility of have pre-work and post-work assignments in conjunction with the classes. President Kolacy summarized the typical approach that WMCA has followed in the past in seeking IIMC approval for all of its Academies; she queried as to whether this protocol could be continued. Dr. Garubo responded that WMCA could continue that practice, but he suggested the Vice President work with the Education Coordinator in establishing a relationship to work out pertinent details with the Northwest Clerks Institute for the desired collaboration. President-Elect Byers and Education Coordinator Wyatt were asked to prepare a letter to the clerks for Dr. Garubo's signature, explaining the situation with the points. The letter will also be placed on the WMCA website. It was agreed by consensus that everyone who attended the WMCA Conference will be awarded the points as delineated by Dr. Garubo.

President Kolacy recessed the meeting for a break at 10:10 p.m. The meeting reconvened at 10:15 p.m.

Discussion continued, and it was agreed that the "IIMC Certification Academy" terminology would only be used for Fall and Sunday Academies. Education Coordinator Wyatt stressed the importance of being certain the Annual Conference has class offerings that are technical and specific in nature. She further shared input she had been given from a State agency and the Association of Washington Cities with respect to the perceived lack of technical training being offered by the WMCA. Secretary Upton suggested that the spokesmen for both entities be invited to partner with WMCA in the interest of providing thorough and comprehensive educational sessions, and Past President Parker suggested that a liaison be appointed on behalf of the WMCA to work with AWC in establishing shared training programs.

6. Education Coordinator's Report:

Education Coordinator Wyatt, for the benefit of the new Board members, explained how the Education & Professional Development Committee provides input in establishing the classes for the Professional Development classes. Everything is set for the coming sessions this summer and, once the evaluations are complete, the Board considers recommended changes. The Board also meets with Dema Harris to further evaluate the sessions. Coordinator Wyatt indicated she would e-mail the Board, informing them as to the number of registrants for the PD IV class.

Discussion then returned to the 2005 Conference Recap.

5. Conference Planning Report and 2005 Conference Recap (Cont'd):

Past President Parker advised the Board that she had received a great deal of positive feedback

on the Conference and the classes offered. Board Member Etgen suggested that the names of the raffle winners be placed on the website for the benefit of those unable to attend. Also, feedback was submitted that some attendees felt a better job could be done in explaining the certification requirements and process for new clerks.

7. Old Business:

- a. Committee Liaison Appointments: President Kolacy presented the list of Board liaisons to the various committees; a roster of all committee members will be forthcoming. Discussion was generated about the need to have the job description for the Vice President updated in that the Education Coordinator position had been created.
- b. Committee and Position Descriptions: President Kolacy indicated that various changes to committee and position descriptions had been discussed by the Board at past meetings; however, some changes still need to be incorporated. It was her suggestion that she and Secretary Upton meet to review and update the committee and position descriptions. Results of the preliminary review will be e-mailed to the Board members for consideration, and the matter can be placed on the June agenda for action.
- c. Travel Reimbursement Policy - Board Meetings: President Kolacy introduced for discussion the matter of the Travel Reimbursement Policy needing further clarification and, perhaps, enhancement. She suggested there is a need to determine what is a *reasonable* reimbursement, whether there should be a maximum placed on the reimbursement, and whether a letter should be required from the clerk's city. Further, she suggested there could be alternative meeting locations in order to decrease the cost of the meeting as much as possible. Board Member Hill agreed, expressing the opinion that the entire Board doesn't need to meet at the site of the next Conference in order to tour the meeting facilities. She suggested the appropriate committee chairs and the Board liaisons might be better served to conduct the tour.

Board Member Baker moved to formulate a committee to draft or update the current WMCA Travel Policy for Board meetings for review and/or action at the June Board meeting, to include potential changes to meeting locations. The motion was seconded by Board Member Hill. Past President Parker asked that the committee clarify the purpose of the policy in that if a municipality cannot pay for travel as opposed to it being a fund for Board member travel. **A vote was taken on the motion, which carried unanimously.** Past President Parker and Board members Baker and Reed volunteered to serve on the committee. Discussion ensued as to the possibility of an alternative meeting location for the June Board meeting, and it was agreed that Secretary Upton should attempt to find meeting space at the "Inn at Goose Creek" in Ellensburg for the June 17th Board meeting. The Board members agreed that the Ellensburg location was more convenient in terms of travel time and cost. The October Board meeting will be held at The Davenport Hotel in Spokane, and the January meeting location is to be determined.

- d. Request for Reimbursement of Meal Costs for 2005 Conference: A request was previously submitted by Terri Berry to have the cost of meals reimbursed, but the request was since withdrawn. The reimbursement of meal costs is something that is not addressed in WMCA policy, and it was noted that neither the WMTA or the WFOA allow reimbursements of that nature. **Board Member Hill moved to establish a policy that meals are part of the Conference cost, whether eaten or not and, therefore, no refunds will be granted. The motion was seconded by Treasurer Clary and carried unanimously.**

8. New Business:

- a. Scholarships: Presented for consideration were the names of seven individuals who applied for the Northwest Clerks Institute Scholarship: Karen Sweeney, Entiat (registration); Sandra Atchison, Nespelem (registration); Rebecca Dover (registration and lodging); Toni Bernetskie, Algona (registration and lodging); Virginia Olsen, Mountlake Terrace (registration and lodging); Ralph Malone, Okanogan (registration); and Melody Valiant, Tumwater (registration and lodging). It was noted that Mr. Malone's application was lacking documentation of previous PD classes. **Board Member Hill moved to award Professional Development Scholarships to all of those listed above, contingent on Mr. Malone rectifying his incomplete application and, further, that Virginia Olsen, Rebecca Dover, Toni Bernetskie, and Melody Valiant be granted scholarships to include the cost of lodging. The motion was seconded by Board Member Reed.** Discussion ensued, with Board Members expressing opposition to the award of a scholarship to Mr. Malone by virtue of his incomplete application. **A vote was taken on the motion, which carried 8 - 3, with President Kolacy, Past President Parker, and Board Member Baker voting in opposition.**

The Board then considered the award of three Margery Price Scholarships for attendance at PD IV: Sandra Parker, Woodinville; Michelle Merlino, Port Orchard; and Danielle Stafford, Algona. President Kolacy indicated that one of the applicants had requested \$500, to include lodging expenses; however, the criteria for the scholarship is for payment of the \$375 registration fee only. **Board Member Hill moved to award a Margery Price Scholarship to Sandra Parker for PD IV in the amount of \$375. The motion was seconded by Vice President Bush and carried 10 - 0, with Past President Parker abstaining from the vote.**

Board Member Hill moved to award a Margery Price Scholarship to Michelle Merlino for PD IV in the amount of \$375. The motion was seconded by Vice President Bush and carried 10 - 0, with Board Member Etgen abstaining from the vote.

Vice President Bush moved to award a Margery Price Scholarship to Danielle Stafford for PD IV in the amount of \$375. Board Member Etgen seconded the motion, which carried unanimously.

- b. Conference Site 2007: President-Elect Byers distributed information relative to her recommendation that the 2007 WMCA Annual Conference be held at the Semiahmoo Resort. She reviewed the attributes of the facility, the room rates, and other benefits that led to her final recommendation. Following brief discussion, **Past President Parker moved to hold the 2007 WMCA Annual Conference at the Semiahmoo Resort. Board Member Hill seconded the motion.** President-Elect Byers added that March 18 - 22, 2007, is already booked, so the WMCA Conference would need to be scheduled for March 11 - 14, 2007. In addition, the resort staff would like to have a contract signed this coming month. Board Member Hill felt this would be acceptable as long as the resort doesn't have a 30-day cancellation clause in place; President-Elect Byers assured the Board she would follow up on that issue. **A vote was taken on the motion, which carried unanimously.**
- c. Suggestions Regarding Scheduling Changes for Conference: During lunch, the Board held an informal discussion concerning the possibility of having the Annual Banquet on Tuesday evening. Additionally, Vice President Bush suggested the possibility of having the 2008 Conference in joint session with the Oregon clerks. The Board members participated in lengthy discussion, considered other possible collaborative educational efforts with Oregon, and were supportive of having Vice President Bush further research the concept.

The Board agreed by consensus that consideration should be given to changing the format of the Conference whereby it would be held Monday through Wednesday morning, that the Banquet should be held on Tuesday evening, and that the Board should meet on Wednesday afternoon. It was agreed that the Conference Program Committee and the Conference Planning Committee should be contacted to seek further input and, because the Semiahmoo Resort wanted a contract signed this coming month, President-Elect Byers indicated she would seek additional time so these changes could be thoroughly considered. President Kolacy indicated she would contact the two committees in this regard. It was suggested that the two committees also be asked to provide input as to potential, specific ways to cut costs. This issue could also be placed on the web site for input from the overall membership with an April 15 deadline for the input.

9. Region IX Information:

The new list of Officers and Directors for Region IX had been distributed for inclusion in the Executive Board Handbook

10. Schedule of Upcoming Meetings:

The next Board meeting will be held on Friday, June 17, 2005, 10:00 a.m., in Ellensburg. The October Board meeting will be held at The Davenport Hotel, and the January Board meeting was set for the SeaTac area for the purpose of convenience to the Board members.

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On another matter, with regard to the 2005-2006 Budget, Board Member Baker noted that \$300 is dedicated toward the IIMC Conference in Anaheim. However, he indicated that four - five clerks will be retiring this coming year, and he felt flowers would be appropriate for those clerks. Also, he suggested the possibility of someone representing the Board attend retirement functions for the clerks. Past President Parker indicated she only had a budget for condolences. It was suggested that consideration be given to a budget for retirements; however, it was also agreed that the opportunity exists for someone to be inadvertently missed. No action was taken.

11. Adjourn:

There being no further business, the meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Becky J. Upton, WMCA Secretary