

**Washington Municipal Clerks Association
Executive Committee Meeting
The Inn at Goose Creek, Ellensburg, Washington
June 17, 2005**

1. Call to Order:

President Kolacy called the meeting to order at 10:05 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 [arrived at 10:40 a.m.], and Randy Reed.

Officers Absent: Board Member Deena Bilodeau.

Also Present: Sheryle Wyatt, Education Coordinator.

2. Approval of Minutes - March 24, 2005:

Past President Parker moved to approve the minutes of the WMCA Executive Board meeting of March 24, 2005, as presented. The motion was seconded by Board Member Baker and carried unanimously.

3. Treasurer's Report:

- a. Review of Budget Recap: Treasurer Clary reported that payments on dues are presently being made, all Conference expenses have been paid, and the final status of last year's budget was contained in the meeting packet for review. Brief discussion ensued on the balances held in the Scholarship Fund, the Checking Account, and the Savings Account, after which the report was accepted as presented.
- b. Refund Request - Pippin: Judith Pippin, City of Seattle, requested a refund of the Annual Conference registration fee for personal reasons. **Board Member Hill 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 Past President Parker and carried unanimously.** A letter of explanation will be sent to Ms. Pippin.

4. Committee Reports:

- a. Audit: President Kolacy submitted the report provided by Betty Garrison, Chair, who indicated the WMCA financial records were in good order and fairly represented the financial position of the organization.
- b. By-Laws: Secretary Upton reported that, based on the IIMC changes regarding membership, the By-Laws Committee had been asked to consider amendments to the WMCA By-Laws to reflect the IIMC changes.

- c. Conference Planning: President Kolacy indicated that the Conference Planning Committee has scheduled a meeting for August 5th, at which time consideration will be given to the timing of the banquet and whether the Davenport Hotel is willing to accommodate any changes. It is possible that any scheduling changes will need to be incorporated the following year.
- d. Conference Program: Board Member Etgen explained that the committee is asking for ideas from the Board on such matters as topics, format, length of program, and the like. President Kolacy expressed interest in identifying ways to control costs. Discussion ensued about the fact that meal expenses at the Davenport Hotel may be locked in since the room rates are established based on the number of meals served and the value of those meals. It was suggested that an article in The Quill would be beneficial in explaining conference expenses and how the costs are determined. Board Member Baker offered to write such an article and, based on yet another suggestion, he agreed to include cost information on the upcoming conference for inclusion in municipal budgets. The conference scheduled for Semi-ah-moo will be shortened in that the banquet will be held on Tuesday evening, with a one-half day to follow on Wednesday. Further, cancellation at Semi-ah-moo must be accomplished seven (7) days prior to the conference, and the individual would be charged for the first night if the hotel couldn't resell the room. There would be no charge for early departures. The Board agreed to reinforce with the membership the fact that reimbursements will not be approved when WMCA has already paid for meals.

President Kolacy urged further consideration by the Conference Program Committee of the possibility of changing the order of the conference. For example, the Academy could be held on Wednesday or the keynote speaker could be scheduled for Wednesday. She suggested that a survey of the membership be conducted in order to determine scheduling preferences. The survey could be conducted via the website on the Discussion Board. Education Coordinator Wyatt offered to pursue the survey and provide feedback to President Kolacy.

- e. Elections: No report.
- f. Historical: The Historical Committee is actively seeking photos from the membership.
- g. Legislative: Vice President Bush submitted the report on behalf of the Legislative Committee, focusing on electronic meeting notices and changes to the public disclosure regulations. Board Member Hill expressed interest in having someone from the Attorney General's Office make a presentation on the public disclosure laws, and Board Member Etgen felt it would be helpful to have information on the website as to new legislation.
- h. Membership: President Kolacy indicated that, based on an inquiry from Sharon Fasnacht of AWC, the question was asked as to how long it has been since the Clerk's Handbook was updated. Diane Houston, Membership Committee Chair, suggested that a small committee be appointed to work on the handbook. Board Member Baker offered to lead

such an effort, and he agreed to invite representatives from MRSC and the State Auditor's Office at the suggestion of Board Member Hill. Board Member Baker will also appoint other members to the committee.

Brief discussion focused on information available on the website that should prove to be helpful to new clerks. President Kolacy will ask the committee to review the current mentoring policy, and Secretary Upton suggested that the members of the regional groups can serve as mentors to new clerks in their particular geographical areas. Brief discussion was again held on the need for an amendment to the By-Laws as to the membership requirements, as well as to the need to reach out to county clerks for WMCA membership.

- i. Newsletter: Past President Parker reviewed how costs of The Quill have varied, based on size, printing, and postage. She expressed concern with the decrease in advertising. President Kolacy advised the Board that a member had raised the question as to why one of the regional groups hadn't been recognized as a conference sponsor by virtue of their donated items for the silent auction. In the ensuing discussion, clarification was forthcoming that a sponsor is defined by donation of money to the conference or by sponsorship of a meal. Discussion followed on the lack of advertising, and various suggestions were made for possible contacts, such as previous vendors at the conference, vendors from the News Digest, vendors who haven't advertised in The Quill in prior years, or advertisers from IIMC publications. All suggestions should be forwarded to Treva Sandhofer, Newsletter Co-Chair.
- j. President's Awards: No report.
- k. Scholarship: It was reported that the raffle will commence at the Fall Academy.
- l. Web Page Development: Chair Wyatt reported that over 19,000 hits have been documented for the Discussion Board. She noted the need for new pictures for the website. Discussion ensued regarding situations whereby members may not want their names made a part of the website.
- m. Education & Professional Development & Education Coordinator's Report:
 - i. Fall Academy: Vice President Bush presented information relative to the Fall Academy scheduled for September 23, 2005, at the Alpine River Inn in Leavenworth. The speaker is Robin Rose, and the subject is "Got Stress?". Vice President Bush reviewed the registration fees, after which **Board Member Hill moved to approve the Fall Academy as presented. The motion was seconded by Board Member Pfister and carried unanimously.**
 - ii. New Method & Criteria for Approval of Certification Points: Education Coordinator Wyatt reported that proposed education and associated points for future WMCA Academies will be subject to the approval of the Institute, based

on certain criteria. She was aware that there will be an emphasis on substantive education as opposed to class offerings of a “feel good” nature. In addition, in conjunction with Advanced Academies, one could expect assignments for advanced reading and homework. Lengthy discussion followed, and President Kolacy suggested that the Education Committee and perhaps a few WMCA members form a small group to address specific issues as they may relate to future WMCA educational opportunities.

- iii. WFOA Educational Partnership: The WFOA has expressed interest in working with WMCA in a trial joint partnership for educational certification. However, it was determined to be advantageous to offset this endeavor at least until the time the other educational issues have been sufficiently resolved. In the ensuing discussion, consideration was given to the number of class offerings, as well as the issue of whether class attendees are interested in education as opposed to points. The need for input from the membership was identified, particularly as relates to the desired frequency of classes.
- iv. Proposed Memorandum of Agreement (State Associations and NW Clerks Institute): The Board generated considerable discussion on the matter of a proposed Memorandum of Agreement between the Alaska Association of Municipal Clerks, the Oregon Association of Municipal Recorders, the Washington Municipal Clerks Association, and the Northwest Clerk’s Institute. The agreement was apparently proposed by the Alaska Association. It was pointed out that the Northwest Clerk’s Institute is not an entity but, rather, the WMCA contracted with Washington State University to put the Northwest Clerks Institute together and to appoint a director. The question was raised as to the relationship between the WMCA Education Committee and an NCI Education Committee as set forth in the proposed agreement. Additionally, it was noted that the agreement between WMCA and WSU should be provided to the Alaska Association for informational purposes. Lengthy discussion followed, the Board members expressed their individual opinions, and it was agreed that more information is needed before any action can be taken. Board members asked for legal input, as well as the identification of the goals of such an agreement. **Board Member Baker moved to postpone the proposed agreement definitely to the meeting of October 14, 2005, for further discussion and review. The motion was seconded by Treasurer Clary and carried unanimously.**

5. Unfinished Business:

- a. Reconsideration of Motion Regarding Contribution to CCAC Anaheim Conference: President Kolacy explained her desire to reconsider a proposed contribution to the City Clerks Association of California for the IIMC 2006 Conference. It was agreed by consensus to reconsider; therefore, **President Kolacy moved to provide the entire amount of the gross receipts of \$601 from the WMCA raffle to the City Clerks**

Association of California for the IIMC 2006 Conference in Anaheim. The motion was seconded by Board Member Hill and carried 9 - 2, with Past President Parker and Board Member Etgen voting in opposition.

- b. Job Description Revisions: It was agreed that consideration of the revised job descriptions would be deferred to later in the meeting, time permitting. (It was later determined that the job descriptions would be deferred to the October meeting.)
- c. Conference Refund Policy: A draft policy for Conference refunds was given consideration, and Board Member Hill expressed the desire to see the policy placed on the WMCA website, as well as on all Conference registration forms. She indicated she would work further on the draft policy and bring it back to the Executive Committee at the October meeting.
- d. Travel Reimbursement Policy: Past President Parker reviewed the proposed policy for WMCA Executive Committee travel, as well as proposed changes to the Elections Committee job description specifically relating to declarations of candidacy. Minor changes were submitted and will be incorporated by Past President Parker. Board Member Hill suggested alternative language on the declaration of candidacy specific to deleting a pledge of financial assistance from the city leadership. She suggested that a statement be added to the declaration such that the candidate attests to understanding there will be no financial subsidy from WMCA for attendance at Executive Committee meetings. Additionally, language will be included to the extent that a photo or electronic image of the candidate will be submitted for The Quill. Following further brief discussion, **Past President Parker moved to approve the WMCA Executive Committee Travel Policy as amended. Vice President Bush seconded the motion, which carried unanimously.**
- e. Response from OAMR Regarding Joint Conference: Vice President Bush, having suggested the possibility of a joint conference with the Oregon Association of Municipal Recorders, summarized the response from OAMR in that they cannot support such a joint effort at this time.

8. New Business:

- a. Reconsideration of Motion Regarding Contribution to CCAC Anaheim Conference: This item was addressed earlier in the meeting.
- b. Membership Criteria: Discussed earlier in the meeting as relates to needed amendments to the By-Laws.
- c. 2008 Conference Site: Vice President Bush reported that she was giving strong consideration to the Clarion in Yakima as the site for the 2008 conference. She indicated that the last time Yakima hosted a conference was in 1984. Room rates that were quoted appeared to be extremely reasonable. The Executive Committee agreed by consensus

that Vice President Bush should proceed with exploring Yakima as the site for the 2008 conference.

- d. Request from Ohio Municipal Clerks Association for Support of Resolution Requesting Repeal of IIMC Requirement for B.A.: President Kolacy indicated that IIMC is making changes to the requirement for a Bachelor's Degree in that fifteen years of experience would be accepted in lieu of a degree. **Board Member Hill moved to postpone indefinitely the request from the Ohio Municipal Clerks Association and, further, to send a letter to the Ohio Association in light of recent changes made by IIMC. Board Member Reed seconded the motion, which carried unanimously.**

- e. Communication from Board Member Bilodeau: President Kolacy read an e-mail received from Board Member Bilodeau with regard to her inability to attend Executive Committee meetings. She expressed a desire to remain on the Executive Committee, but she was also willing to resign should the Board so desire because of meeting attendance requirements. Discussion followed, after which **Board Member Hill moved to ask Board Member Bilodeau to resign from the Board due to absence and to authorize President Kolacy to contact the two unsuccessful candidates and make a recommendation by e-mail for the Board appointment. The motion was seconded by Treasurer Clary.**

Board Member Baker moved to amend the motion to contact Woody Edvalson as the only prior candidate for the Board and, if he expresses interest, to proceed to appointment. The motion was seconded by Vice President Bush. A vote was taken on the amendment, which carried unanimously. A vote was taken on the main motion, as amended, which carried unanimously.

- f. IIMC and Region IX Report: President Kolacy reviewed in detail the IIMC Region IX Newsletter which set forth certain personnel actions taken; the establishment of a satellite office in Washington, D.C.; research on possible relocation of the headquarters; changes to the MMC program requirements; and the establishment of a task force to review the IIMC Constitution.

- g. Improving Communications to Membership: Lengthy discussion was generated on the various ways in which communications to the membership could be improved. It was agreed that an in-depth amount of information has been made available on the website. Also, the suggestion was made to have a Board round table added to the conference program in order to provide members the opportunity to question Board members on any topic.

9. Next Meeting:

The next meeting will be held on Friday, October 14, 2005, 9:00 a.m., at the Davenport Hotel in Spokane.

10. Adjourn:

There being no further business, the meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Becky J. Upton, WMCA Secretary