

**Washington Municipal Clerks Association
Executive Committee Meeting
The Davenport Hotel, Spokane, Washington
October 14, 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, and Board Members Bob Baker, Carol Etgen, Kammy Hill, Terri Pfister, Randy Reed, and Ali Spietz.

Officers Absent: Treasurer Susan Clary and Past President Sandra Parker.

Also Present: Sheryle Wyatt, Education Coordinator; and Jackie Moriarty and Alice Attwood, Co-Chairs of the Conference Planning Committee.

2. Approval of Minutes - March 24, 2005:

Board Member Baker moved to approve the minutes of the WMCA Executive Board meeting of June 17, 2005, as presented. The motion was seconded by Board Member Pfister and carried unanimously.

3. Confirmation Vote - Appointment to Executive Committee:

President Kolacy indicated the Board had agreed via e-mail to appoint Ali Spietz to fill the Board position vacated by the resignation of Deena Bilodeau; however, a confirming vote would be in order at this time. **Board Member Hill moved to appoint Ali Spietz to the Board for the unexpired portion of Deena Bilodeau's term of office. Board Member Reed seconded the motion, which carried unanimously.**

4. Treasurer's Report:

President Kolacy reported that Treasurer Clary had been hospitalized and a Treasurer's Report, therefore, was not submitted. Upon receipt of the report, it will be e-mailed to the Board members for review.

- a. Request for Advanced Academy Reimbursement - Pam Olsen: A request for reimbursement for the Advanced Academy was submitted for Pam Olsen, City of Brewster. **Board Member Hill moved to reimburse Pam Olsen for the Advanced Academy registration, less the 20% administrative fee. The motion was seconded by President-Elect Byers.** Discussion followed with it being noted that the registration form clearly stated there would be no refunds issued. Discussion also focused on the Board's intent to adopt the refund policy at this meeting. **Board Member Hill withdrew the motion, President-Elect Byers withdrew the second, and Board Member Hill then moved to deny the reimbursement to Pam Olsen. The motion was seconded by Board Member Etgen and carried unanimously.**

5. **Committee Reports:**

- a. & b. Conference Planning and Conference Program: Conference Planning Co-Chairs, Jackie Moriarty and Alice Attwood, joined by Conference Program Chair, Ali Spietz, presented information for the Board's consideration relative to the upcoming Annual Conference in Spokane. The first consideration related to the costs for meals and breaks, which are projected above what has been included in the registration fee. The committee is looking for donations and vendor sponsorships to defray the costs of the breaks. However, the registration fee would still not cover the increased cost of the meals, so the committee is recommending an increase of \$25.00 to the registration fee. Lengthy discussion ensued, after which **Board Member Hill moved to increase the 2006 Annual Conference registration fee to \$300. The motion was seconded by Board Member Reed.** Alice Attwood pointed out the importance of informing the membership that registration fees beyond 2006 should be reduced because the conferences will be shorter in duration. The amount of the registration fee is re-evaluated every year. It was then noted that the conference registration fee changes after a date specific, plus there are different categories of registration, so **Board Member Hill offered a friendly amendment to the motion in that all categories of conference registration fees be increased by \$25.00. The amendment was accepted by the seconder of the motion, Board Member Reed, and a vote was taken on the motion, which carried unanimously.**

Jackie, Alice, and Ali continued with the report, discussing the donations being solicited, the Monday evening event that is planned, the recommendation to not have a keynote speaker, and the times for the opening session. Discussion also focused on the discussion roundtables to be conducted. Board members were asked to attend the roundtables and be available to answer questions. The Program Committee will coordinate with the Board to make sure at least one Board member is present at each of the sessions and is available to assist the facilitator if needed. It was noted that city population ranges will be included in the program so clerks know which roundtable in which to participate. Some of the Wednesday sessions cannot be repeated, and it was suggested to record and digitize the sessions so they can be made available at a later date. Another alternative is to repeat the sessions in a joint educational effort with the WFOA.

Also discussed was the Exhibitors' Reception on Tuesday. Another matter addressed was the fact that the registration will include a disclaimer on the hotel registration policy, as well as a clear statement as to the deadline for refunds. The possibility of on-line registration was considered and will be further researched. All members will be provided with copies of committee job descriptions. Conference promotion and information will be placed on the WMCA website on a regular basis.

Lunch President Kolacy recessed the meeting for a lunch break at 12:00 Noon. The meeting reconvened at 12:25 p.m., at which time birthday greetings were extended to Board Member Spietz.

- c. Education and Professional Development & Education Coordinator's Report (NCI wrap-up and proposed 2006 Budget): Education Coordinator Wyatt presented a report on the Professional Development classes held this past summer, noting that some of the future classes will not be state specific. The class schedule will be so stated, as those specific

types of classes will be conducted during the various state conferences. Coordinator Wyatt provided an in-depth summary of the evaluations submitted by the attendees. The Board considered how assistance might be provided to help people defray the costs of the PD classes and stay at the facility. It was pointed out that further information needed to be gathered in order to determine how many people would be impacted by virtue of the fact many cities have a policy in place that employees cannot stay at the conference site if they are traveling less than 50 miles. Therefore, the matter will be referred to the Scholarship Committee for further review.

Coordinator Wyatt then submitted the final report from the Institute Director and reviewed the 2005 Budget, indicating the Director had recommended that the enrollment fees for PD I, II, and III remain the same. However, she forwarded a recommendation that the enrollment fee for PD IV be increased from \$375 to \$400 to cover expenses. Following brief discussion, **Board Member Hill moved to authorize an increase in the PD IV registration from \$375 to \$400. The motion was seconded by President Kolacy.** Discussion ensued concerning the merits of increasing the registration fee as opposed to increasing the number of attendees for PD IV. It was noted that many of the clerks may opt to attend the IIMC Annual Conference instead, so it may prove difficult to increase the number of attendees. **A vote was taken on the motion, which carried unanimously.** The Board members expressed pleasure with the success of the Professional Development classes.

6. Unfinished Business:

Because of a change in the order of agenda items discussed, President Kolacy asked that the Board direct its attention to the Letter of Agreement with OAMR and AAMC on the NCI Institute.

- b. Letter of Agreement with OAMR and AAMC: President Kolacy summarized the relationship of WMCA with the Oregon and Alaska Associations, stressing the fact that the three organizations work in a relationship of partnering for the Professional Development classes. The Institute Director has a working relationship with each association, and Oregon and Alaska make financial contributions to the program and have created scholarship opportunities as well. President Kolacy felt it appropriate for each association to have equal representation on an advisory board as opposed to being invited to participate in a Washington committee meeting. WMCA would continue to serve as the lead agency as signatory to the agreement with Washington State University. President Kolacy added that the Institute Director is extremely supportive of this agreement because of her interaction with each state association.

Lengthy discussion followed, with Board members posing questions and stating their individual opinions as to the merits of the agreement. Suggestions were submitted as to minor language changes, as follows:

Page 1, Paragraph Two, First Sentence: The three Associations agree to establish the NCI Education Committee, which will consist of ~~two~~ three representatives from each association.

Page 1, Paragraph Three, Last Sentence: ...in accordance with the terms and conditions of the ~~WSU/WMCA~~ NCI contract in effect, ~~through September 20, 2006.~~

Page 1, Paragraph Four: Terms of the next NCI ~~Institute~~ contract ~~agreement~~ will be subject to approval by the NCI Education Committee, with the stipulation that the Institute shall remain in Washington. The Washington Municipal Clerks Association will ~~remain the representative signator to the contract~~ be the lead agency.

Page 2, Paragraph Three, Last Sentence: ...the NCI Education Committee will make a recommendation to the State Associations about allocation of additional funding ~~to the State Associations.~~

Following further discussion, **Board Member Hill moved to authorize President Kolacy to sign the Letter of Agreement, subject to the amendments proposed. Vice President Bush seconded the motion, which carried unanimously.**

5. Committee Reports (Cont'd):

- j. Newsletter: President Kolacy asked for discussion concerning the expenses incurred for the production of The Quill, inquiring as to whether those funds could be better utilized for scholarship opportunities. Information provided in The Quill, on a large part, is already provided on the WMCA website, and she queried as to whether the membership would prefer to receive an electronic newsletter. Expenses for The Quill approximate \$12,000 per year. Discussion followed, with the advantages and disadvantages of an electronic newsletter being considered. **Board Member Hill moved that, if there is no contractual obligation with a printing vendor or advertising obligations with vendors, the WMCA would commence with an electronic publication of The Quill, effective with the January issue. The motion was seconded by Board Member Reed.** Web Page Chair Wyatt suggested that the size of the publication could be controlled by virtue of other e-mails being sent to the membership with regard to Board actions, and important dates, information, etc. Electronic ads could be made available to vendors, complete with links to their individual websites. It was suggested that the money saved from The Quill could be used to lower registration fees or increase the number of scholarships available. **A vote was taken on the motion, which carried by a majority vote, with Board Member Baker voting in opposition.**
- m. Web Page Development: Web Page Chair Wyatt announced a recent update of the WMCA website. She expressed appreciation to the committee members for their input and participation, and she asked that members submit more pictures for use on the website. Discussion followed as to the possibility of purchasing software for purposes of conducting surveys, something that will be further explored.

6. Unfinished Business (Cont'd):

- a. Conference Refund Policy: Board Member Hill presented a revised policy for conference refunds. Brief discussion ensued, and it was agreed that Item #4 should be removed. **Board Member Baker moved to adopt the WMCA Refund Policy as presented, with the removal of Item #4. The motion was seconded by Board Member Hill and**

carried unanimously. Board Member Hill suggested that all WMCA policies be placed on the website, to which all Board members agreed.

- e. Approval of 2008 Conference Agreement: Vice President Bush presented the pertinent details relative to conducting the 2008 WMCA Annual Conference at the Coast Wenatchee Convention Center. **Board Member Hill moved to approve the contract with the Coast Wenatchee Convention Center for the 2008 WMCA Annual Conference. The motion was seconded by Board Member Baker and carried unanimously.**

7. New Business:

- a. Letter of Support - Colleen Nicol for Region IX Director: **Board Member Hill moved to wholeheartedly endorse Colleen Nicol for Region IX Director. Board Member Reed seconded the motion, which carried unanimously.**
- b. Job Description - Committee Chairpersons: Board Member Etgen presented a proposed job description for all committee chairpersons. Following brief discussion, **Board Member Spietz moved to approve the job description for the committee chairpersons as presented. The motion was seconded by Board Member Pfister and carried unanimously.**

5. Committee Reports (Cont'd):

- d. Audit: The Audit Committee will be meeting after the first of the year to conduct an audit for the period, May 1, 2005 - December 31, 2005.
- e. By-Laws: The By-Laws Committee is working on draft language for an amendment to the By-Laws to more closely align the WMCA membership definitions and qualifications with IIMC's membership categories that were adopted by IIMC last year.
- f. Elections: No report.
- g. Historical: The Historical Committee is working on scrapbooks and is seeking pictures for inclusion in the scrapbooks.
- h. Legislative: Vice President Bush reported there will be another "hot" issue forthcoming in the next legislative session related to public disclosure laws, as well as public comment. Board Member Hill asked that a survey of Washington cities be conducted as to how many cities don't have a public comment section in their meeting agendas.
- i. Membership: President Kolacy directed attention to the Mentoring Policy included in the meeting packet, noting that it is currently being reviewed by the Membership Committee. The committee chair will plan to work with the Conference Planning Committee to assure that the mentoring program is well established prior to the Annual Conference. President Kolacy added that the mentoring information will be provided at the New Clerks Breakfast and will also be added to the website. Discussion was held concerning the BUDI system, which is a mechanism for new clerks to be contacted after the

conference for follow-up purposes.

- j. Newsletter: Discussed earlier in the meeting.
- k. President's Awards: It was reported that Past President Parker and the committee is presently reviewing the job description for any possible changes.
- l. Scholarship: The Board was informed of a raffle being planned to raise funds for scholarships. A \$1,600 travel voucher to Hawaii is the raffle prize. The submission date for scholarship applications is December 31, 2005.
- m. Web Page Development: Discussed earlier in the meeting.
- n. Ad Hoc Handbook Review: Board Member Baker reported that the Ad Hoc Committee had met to discuss an update to the Handbook. The committee has received an offer of assistance from AWC.

6. Unfinished Business (Cont'd):

- e. Job Description and Committee Description Revisions: Discussion regarding the revised job descriptions was deferred to the next meeting. However, the suggestion was made to extend the Secretary's term of office to two years in the interest of continuity. The matter will be referred to the By-Laws Committee for consideration.

8. Other New Business:

Based on the construction of the new Spokane Convention Center, Spokane will express interest in hosting the 2011 IIMC Conference. **Board Member Hill moved to support Spokane's bid as host of the 2011 IIMC Conference. Board Member Reed seconded the motion, which carried unanimously.**

The next meeting will be held on Friday, January 20, 2006, 10:00 a.m., at the SeaTac Holiday Inn.

10. Adjourn:

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Becky J. Upton, WMCA Secretary