

**Washington Municipal Clerks Association  
Executive Committee Meeting  
The Davenport Hotel, Spokane, Washington  
January 21, 2005**

**1. Call to Order:**

President Parker called the meeting to order at 9:15 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, Kammy Hill, Terri Pfister, and Randy Reed.

Officers Absent: Board Members Bob Baker and Deena Bilodeau.

Also Present: Sheryle Wyatt, Education Coordinator, and Alice Attwood, Scholarship Chair.

- a. At 9:20 a.m., President Parker adjourned the meeting for a tour of The Davenport Hotel conference facilities that will be used for the March, 2006, Annual Conference. The meeting reconvened at 10:29 a.m.
- b. Gambling Commission Video: The Board viewed a video from the Gambling Commission, something that was required by virtue of WMCA's gambling license for raffle purposes. The intent of the video was to educate gambling license holders on protecting the public by assuring that gambling is legal and honest.

**2. Approval of Minutes - October 8, 2004:**

**Treasurer Reimer moved to approve the minutes of the WMCA Executive Board meeting of October 8, 2004, as presented. The motion was seconded by Board Member Alvar and carried unanimously.**

**3. Treasurer's Report:**

Treasurer Reimer reported that WMCA was low on dues at this point in time, as many people are not aware that the fiscal year has changed. It is expected that members will realize this when they attempt to register for the Annual Conference. The fiscal year is May 1 - April 30, and pertinent information is available on the web site. Treasurer Reimer answered questions posed regarding the financial statement. She indicated that some payments have already been made to the Skamania Lodge and The Davenport Hotel, and it was noted that payments can be made from different funds within the General Fund in order to accommodate expenses.

Treasurer Reimer reported that, because of two raffles being conducted, expenses will likely be higher for the services of the CPA to assist with the books, especially the portion pertinent to the raffles. However, it was agreed that the expertise of the CPA is extremely important on the matter of gambling regulations and, by consensus, the Board members agreed to continue with the CPA's service especially because of the organization's 501(c)(3) status. **Board Member Reed moved to accept the Financial Report as presented. The motion was seconded by Board Member Pfister and carried unanimously.**

**4. Education Coordinator's Report:**

NCI PD IV - Contract Addendum, Scope and Budget: Education Coordinator Wyatt informed the Board that the Professional Services Contract Amendment #1, specifically relating to PD IV, has been reviewed and accepted by Washington State University. She presented the proposed budget reflecting expenses of \$28,113 and revenue of \$28,125, and noted that WSU was somewhat concerned that enough interest wouldn't be generated because of the other professional development classes. Forty-five slots are reserved for PD IV, and there seems to be a great deal of interest on the part of potential participants. However, WSU has asked that the budget be kept separate from the other classes so they can closely monitor PD IV and, in addition, that evaluations be conducted on an annual basis. Coordinator Wyatt indicated that the Glaser's, a husband and wife team, are being considered as the class facilitators for the first session on the subject of leadership.

PD IV will be conducted concurrently with PD I and will end at Noon on Wednesday, so there will be a total of two and one-half days in class time. Dema Harris was concerned with the cost for the speakers, so minor modifications were made to the budget to accommodate that expense; the Glaser's also reduced their charge somewhat. Discussion followed on the fact that the Glaser's are highly regarded in their field. Discussion also centered around who will take the risk on whether or not PD IV is successful, and it was agreed that, because of the contract language, WSU would be taking the entire risk. Past President Moriarty inquired as to how many points will be attributed to PD IV, and Coordinator Wyatt responded that Ms. Harris has held conversations with IIMC in this regard, but no definitive answer has been forthcoming. The Board members were in agreement that the points accrued should be applied to the education requirements. Education Coordinator Wyatt advised the Board she would provide follow-up on this issue.

She further reported that brochures for PD I, II, and III are ready to go to press, with those for PD IV to follow. The brochures for I, II, and III will be sent to the individuals who don't have their CMC designation, and IV will be directed to those who do have the CMC designation. The participation for PD IV will be capped at 45 attendees, the figure

upon which the budget was designed. Discussion ensued as to why there is a restriction for PD IV to only clerks with a CMC designation, and Vice President Byers noted that, because of the excitement with the class, it may take some individuals longer to be accepted into the class. However, it was noted that a second PD IV class may be added if there is sufficient demand. It was suggested that everyone registering for PD IV must provide proof of the CMC designation; however, there were opposing opinions that certain individual circumstances may exist that have precluded some from obtaining the CMC status, yet they may still wish to seek additional education opportunities. It was then suggested that language be incorporated in the PD IV information that registrants are *encouraged* to have completed PD I, II, and III, plus have their CMC designation. Lengthy discussion followed, after which **Board Member Hill moved to approve Amendment #1 to the Professional Services Contract with Washington State University as presented. The motion was seconded by Board Member Alvar and carried unanimously.**

**President-Elect Kolacy moved to accept the 2005 Budget for PD IV as presented. Vice President Byers seconded the motion, which carried unanimously.** It was agreed by consensus that attendance at PD IV would require a CMC designation or proof of attendance at PD I, II, and III.

Education Coordinator Wyatt then displayed the proposed web site for the Northwest Clerks Institute. She received many favorable comments, and she then advised the Board that the WMCA site would be down for the weekend due to some unexpected problems that need to be addressed.

## **5. Committee Reports:**

- a. Scholarship Committee: Alice Attwood submitted a recommendation that the following scholarships be awarded for the Annual Conference: Chris Yates, Clerk-Treasurer, Skykomish - full scholarship for registration and accommodations; Sharon Bounds, Clerk-Treasurer, Zillah - registration; and Diana Vickery, Clerk-Treasurer, Waterville - registration. Some applications submitted could not be considered, as they were incomplete. An application was received from Sara Foster, but a letter from her supervisor was not provided. Alice asked for such a letter which, as yet, has not been forthcoming. **Board Member Hill moved to award a full scholarship, including accommodations, to Chris Yates and registration scholarships to Sharon Bounds and Diana Vickery and, further, that the application for Sara Foster be forwarded to the Association of Washington Cities for consideration. The motion was seconded by Treasurer Reimer and carried unanimously.**

Alice felt it would be helpful for WMCA to have a tracking system for people who previously received a scholarship, and she indicated she will design a format for that purpose.

She then distributed raffle tickets for the WMCA scholarship fund. The tickets are \$5.00 each, and the winner is awarded 7 nights accommodations for two with round trip airfare from Seattle to Puerto Vallarta. The trip can be exchanged for another trip at a value of \$1,600, but the trip tickets must be used by December 15, 2005.

President Parker then inquired about scholarships for PD IV, and President-Elect Kolacy indicated she allowed for such a scholarship(s) in the budget she will be presenting at this meeting. She encouraged the use of scholarship funds for that purpose. The opinion was expressed that the number of Margery Price scholarships could be expanded for the PD IV classes. At the present time, there are four scholarships available at a value of \$500 each. Alice reminded everyone that, in order to obtain the scholarship, one must have a CMC designation. Therefore, the criteria is already in place, and there is no need to further enhance the criteria. An article can be placed in *The Quill* and on the website to announce the availability of the scholarship for PD IV. Discussion then followed as to confusion that has arisen over the years as to whether this is the Margery *A.* Price scholarship or the Margery *B.* Price scholarship. Therefore, **Past President Moriarty moved to rename the scholarship to the *Margery Price Scholarship*. The motion was seconded by Board Member Hill and carried by a majority vote, with Treasurer Reimer voting in opposition.**

- b. Audit Committee: Board Member Hill reported that the year end audit had been conducted. She reviewed changes that have been incorporated on the Credit Card Policy, as well as tracking and payment of items/goods purchased with Scholarship funds. Both of the changes will result in some additional changes to committee descriptions. President Parker indicated that Agenda Item 6.b. (Job Descriptions) would be continued to the March Board meeting. Board Member Alvar, however, wouldn't be on the Board as of that date, and she wished to provide input. President Parker asked that she provide her input to President-Elect Kolacy.

Discussion ensued on the WMCA Credit Card Policy whereby the Conference Planning Chairperson would be using a credit card for conference expenses. Board Member Alvar felt that Conference Planning and the President may be the only ones touring a facility in the future due to expenses. Treasurer Reimer suggested the language in Section A. be changed to "authorized purchases".

Expenses can be authorized by committee chairs. Clarification was provided regarding Section C., Purchases, in that the President or President-Elect can authorize purchases, in addition to authorizations that already exist within other WMCA policies. It was agreed that Sections D., E., and F. are acceptable as written, so the policy will be redrafted and reviewed at the March Board meeting.

*At 12:25 p.m., President Parker recessed the meeting for lunch. The meeting reconvened at 12:45 p.m.*

- c. By-Laws: No report.
- d. Conference Planning: Board Member Alvar reported that planning for the Annual Conference is moving along quite well. Lengthy discussion followed as to Monday night activities. Board Member Alvar provided a summary of plans, after which discussion centered around donated funds; sponsor names will be put on the website and in The Quill.
- e. Program Committee: President Parker reported that all speaker agreements have been finalized, and she will be sending the speakers a letter expressing WMCA's appreciation for their participation. Discussion was held about first time attendees, as opposed to the term, new clerks. All first time attendees will be seated with all participants and will be introduced. President Parker felt that Executive Board members should be seated with those attending for the first time in order to make them feel welcome; Secretary Upton suggested that regional officers be invited to join them at their tables as well. The schedule of classes for each day was reviewed and discussed in depth. In addition, consideration was given to whether the Thursday morning committee meetings should be continued in view of diminishing participation. The original purpose of the meetings was to allow for a smoother transition from one chair to another and to allow communication with committee members as to the committee's work for the coming year. As an alternative, President-Elect Kolacy suggested that she meet with the committee chairs and, at that time, she can urge the chairs to contact their committee members as soon as possible following the Annual Conference. It was agreed the Executive Board will meet at 9:00 a.m. on that Thursday morning.
- f. Education & Professional Development: Vice President Byers was pleased with the positive feedback received on the Northwest Clerks Institute; she indicated she was looking forward to PD IV.

- h. Elections: Vice President Byers distributed the list of candidates for the upcoming election:
  - President-Elect - Sandy Byers, Pierce Transit
  - Vice President - Alice Bush, Lakewood and Ali Spietz, Mercer Island
  - Treasurer - Susan Clary, Sumner
  - Secretary - Becky Upton, Port Angeles
  - Board: Terri Pfister, Spokane; Carol Etgen, Port Orchard; and Harwood Edvalson, Bonney Lake
  
- i. Legislative: Treasurer Reimer submitted the report from the Legislative Committee, noting that Sharon Mattioli has done an excellent job. President Parker referred to her request that Sharon testify in Olympia on the matter of electronic noticing.
  
- j. Membership: President-Elect Kolacy reported that 105 individuals have not renewed their membership. The committee is in the midst of contacting first time attendees. Discussion ensued about dues and the fact that the fiscal year is now May 1 - April 30. It was suggested that a mass e-mail be sent reminding everyone that dues need to be paid. Discussion also focused on some members who have left their positions or moved and, therefore, won't be renewing their membership. It was agreed that the dues reminder will be sent out via e-mail and in The Quill, and the Membership Committee will be asked to address this issue in 2005/2006.
  
- k. Newsletter: President Parker indicated that she and Board Member Baker have asked for a report on the cost of The Quill, as it is very expensive and it is different each time because of the number printed. Costs are running about \$1,200 - \$1,400 per quarter, plus the layout costs. She said that an electronic newsletter could be considered, but she liked having a hard copy in print. President Parker conducted an informal poll of the Board members, and it was agreed that hard copy is important - tradition counts in this instance.
  
- l. President's Award: Past-President Moriarty reported on nominations submitted for the Clerk of the Year Award, indicating she looked forward to President Parker's decision.

The Good, the Bad and the Ugly ... : Board Member Alvar needed to leave the meeting and, in view of the fact she would be leaving the Board's membership, she provided parting comments by noting the Board has achieved many great and positive accomplishments.

6. **Old Business:**

- a. Anaheim Raffle: Board Member Reed indicated he has over 750 tickets out to be sold, and he was certain the tickets would be sold. The matter of \$784 in expenses was discussed in detail, and President Parker asked Board Member Reed to follow up with Alice Attwood on getting the license finalized with the Gambling Commission.

*Board Members Pfister and Alvar departed the meeting at 2:00 p.m.*

Board Member Hill suggested that a line item be placed on the dues notice for contributions to the IIMC Anaheim Conference. Treasurer Reimer will check the files to determine how much has been sent to California for that Conference. She also indicated she would check on raffle expenditures and e-mail the information to the Board.

- b. Job Descriptions: This agenda item was deferred to the March meeting.
- c. Speaker's Gifts: Vice President Byers indicated that previous approval had been given for the purchase of token gifts with the WMCA logo for presentation to paid speakers, and non-paid speakers were to be given something of \$30 value from the area of the conference, plus a thank you note. President Parker has been looking for gifts; she sought input from the Board.

7. **New Business:**

- a. Requests for Reimbursement: President Parker submitted two requests for reimbursement for the WMCA Fall Academy, one for Jodee Schwinn, City of Duvall, and the other for JoAnn Trudel, City of Bothell. **Board Member Hill moved to authorize reimbursement to the City of Duvall for Jodee Schwinn, minus administrative costs. The motion was seconded by President-Elect Kolacy and carried unanimously.**

The Board then considered the request from JoAnn Trudel and, after lengthy discussion, **Board Member Hill moved to deny the request for refund for JoAnn Trudel for the reasons that (1) no explanation for non-attendance was provided and (2) the request for refund was not received in a timely manner. The motion was seconded by Treasurer Reimer and carried unanimously.**

*President Parker recessed the meeting for a break at 2:20 p.m. The meeting reconvened at 2:30 p.m.*

- b. 2005 - 2006 Proposed Budget: President-Elect Kolacy presented the proposed Budget for 2005 - 2006, indicating that dues are not covering costs. She proposed that the Board address the possibility of either increasing membership or increasing dues. Lengthy discussion followed pertinent to specific line items in the Budget, all of which were reviewed in depth by the President-Elect. Various items will be modified as discussed, and President-Elect Kolacy will e-mail the revised Budget to the Board.
- c. NCI PD T-Shirts: President Parker indicated the Oregon clerks had suggested the sale of NCI T-Shirts and, after brief discussion, it was agreed that WMCA would support their idea and that they should proceed, as long as it does not become a burden for Dema Harris.

**8. Region IX Information:**

- a. Certification Concerns: President Parker related that IIMC had distributed a listing of members who had not started their re-certification process. It was agreed that the Board should not intervene.
- b. January 2005 Newsletter: Brief discussion was held regarding the newsletter – for information only.

**9. Other Business:**

- a. Tuesday Night Banquet: Brief discussion was held concerning the possibility of holding the Annual Banquet on Tuesday evening, as some cities won't pay for clerks to stay over Wednesday. It was agreed this is a matter of consideration for President-Elect Kolacy.
- b. Outgoing Board Members: As outgoing Board members, Past President Moriarty and Treasurer Reimer provided words of appreciation to the other Board members.

**10. Adjourn:**

There being no further business, the meeting was adjourned at 3:05 p.m.

Respectfully submitted,

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Becky J. Upton, WMCA Secretary