

**Washington Municipal Clerks Association
Executive Committee Meeting
SeaTac Holiday Inn, SeaTac, Washington
January 20, 2006**

1. Call to Order:

President Kolacy called the meeting to order at 10:15 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 Carol Etgen, Terri Pfister, Randy Reed (arrived at 10:45 a.m.), and Ali Spietz.

Officers Absent: Board Members Bob Baker and Kammy Hill.

Also Present: Sheryle Wyatt, Education Coordinator.

2. Approval of Minutes - October 14, 2005:

Vice President Bush moved to approve the minutes of the WMCA Executive Board meeting of October 14, 2005, as presented. The motion was seconded by President-Elect Byers and carried unanimously.

3. Treasurer's Report:

Treasurer Clary reported that conference registrations are being submitted by the membership, and she then presented a report on the WMCA 2005 - 2006 Budget. Discussion ensued concerning year-to-date expenses and budget planning for the coming year. Additionally, discussion was held concerning the need to have someone provide coverage for the Treasurer in the event of illness. It was agreed that all should be prepared to discuss the matter further at the next Board meeting. The Treasurer's Report was accepted as presented.

4. Committee Reports:

- a. Education & Professional Development and Education Coordinator's Report: Education Coordinator Wyatt directed attention to the NCI Education Committee meeting minutes of December 1, 2005, at which time a conference call was conducted to review the 2006 Professional Development classes. Brochures for PD IV have been prepared, and all brochures will be mailed by February 1st with a copy being placed on the website. The registration fee for PD IV was increased by \$25.00.

Education Coordinator Wyatt highlighted discussions held in the meeting, such as the identified need for procedures from IIMC regarding the approval of class offerings; the fact that WSU would like to deal with one state, so Washington will serve in a lead role; and PD IV will be incorporated into the language of the contract as opposed to being included as an addendum. Ms. Wyatt noted this was the first meeting of the NCI Education Committee, and she felt it was quite successful in view of the communications that took place. Considerable discussion was held at the committee meeting concerning

the Institute Director's approval of the educational offerings and how this will be orchestrated with IIMC. The process is still in its early stages and will require further clarification as to the role of the Institute Director. President Kolacy noted certain upcoming educational opportunities that haven't been granted IIMC approval, so the same level of points typically approved by IIMC may not be awarded in those instances. Further, she indicated that WMCA may only want classes that have been coordinated through WSU, and the Institute Director's increased role may require a separate contract with additional remuneration. President Kolacy suggested this may be a consideration for referral to the Education & Professional Development Committee, as well as the NCI Education Committee. Lengthy discussion ensued, and President Kolacy stressed the importance of maintaining consistency with the other states in this regard in view of the fact the Institute Director is serving in a shared role. The question was raised as to whether the Institute Director would be interested in an increased level of responsibility, and it was noted she is interested, but feels the need for more clarity.

- b. NCI Committee - Confirmation of Appointments: President Kolacy asked that consideration be given to the appointment of WMCA representatives to the NCI Education Committee. It was her recommendation that the President-Elect, the Past President, and the Education Coordinator be appointed as the representatives. Accordingly, **Board Member Reed moved to appoint the President-Elect, the Past President, and the Education Coordinator as the WMCA representatives to the NCI Education Committee and, further, that an explanation be provided in the next newsletter that the appointments were made on the basis that these individuals provide stability, consistency, and experience due to their knowledge of the history of the professional development program. Board Member Pfister seconded the motion, which carried unanimously.**
- c. Web Page Development: Sheryle Wyatt, Chair of the Web Page Development Committee, reported the WMCA website discussion board has had 21,568 visits. She reviewed the possibility of using *surveymonkey.com* for surveys via the website, as well as the need for more pictures for placement on the site. Consideration was then given to engaging the membership in discussion at the Annual Meeting on issues before the Board and the WMCA organization.
- d. Conference Planning: President Kolacy summarized the report submitted, noting that donations were higher than projected. A brief review of format changes in the Annual Conference was conducted, and it was noted that contact information on vendors will be placed on the website. Board Member Pfister reviewed the schedule for the Opening Session.
- e. Conference Program: Board Member Spietz distributed the program schedule for review, and discussion followed on the class offerings. The Board members were in agreement that a great program has been prepared.
- f. Audit: Treasurer Clary submitted the Audit Report, noting that were some suggestions submitted by the Audit Committee; however, the financial position and records of the organization were found to be in order.

- g. By-Laws: Secretary Upton submitted a report on behalf of the By-Laws Committee, indicating that proposed amendments will be submitted to the membership. More specifically, the By-Laws need to be amended to be in agreement with the membership requirements of IIMC. Also, a recommendation has been forwarded to amend the Secretary's term of office to two years in the interest of continuity. Minor housekeeping changes have been suggested, and President Kolacy noted other proposed changes, all of which will be included in the Annual Business Meeting notice. **Board Member Spietz moved to have the proposed By-Laws amendments incorporated in the Annual Business Meeting packet and to recommend the proposed amendments for approval. The motion was seconded by Board Member Reed and carried unanimously.**

- h. Elections: The following slate of candidates will be presented to the membership:

President-Elect - Alice Bush, City of Lakewood
Vice President - Ali Spietz, City of Mercer Island
Secretary - Betty Garrison, City of Roy
Board Position - Bob Baker, City of Newcastle
Board Position - Sarah Ortiz, City of University Place

President Kolacy suggested the possibility of having a nominating committee that would recruit Board candidates, perhaps starting earlier in the year. Also, it was suggested that Board members contact four to five individuals for future elections for the purpose of educating them as to the role and responsibilities of Board members and to, hopefully, garner interest in future Board positions. The possibility of changing Board terms from three years to two years was suggested in order to gain interest from those who might be willing to serve for a shorter period of time. Discussion then centered around the level of responsibility of officers and Board members.

Lunch President Kolacy recessed the meeting for a lunch break at 11:50 a.m. The meeting reconvened at 12:30 p.m.

- i. Historical: It was noted that the Historical Committee is seeking more WMCA pictures.
- j. Legislative: Vice President Bush reported for the Legislative Committee, reviewing the Attorney General's proposed rules on Public Disclosure.
- k. Membership: President Kolacy reported that one member has requested a mentor; she will follow up by matching a clerk with each first-time attendee.
- l. Newsletter: Past President Parker generated discussion as to the roles and responsibilities of those serving on the Newsletter Committee, and the need for all committee members to fulfill their obligations. Consideration was given to the transition to an electronic newsletter and the need to engage a professional to do the layout work. It was acknowledged that the individual who does the layout must meet the guidelines for the newsletter, as well as associated deadlines. Based on the previous Board meeting, it was determined that the electronic newsletter would commence as of January, 2006. However, because further clarification was required, the revised newsletter will not be

made available until April. The Board considered an RFP for the newsletter, as well as an enhanced website in place of a newsletter. Once the newsletter is completed and available to the membership, an e-mail will be sent to all members. President Kolacy asked that the Newsletter Committee give consideration to what an electronic newsletter might look like and whether the same information could be provided with an enhanced website. Alternatives to the newsletter will be addressed at the March Board meeting.

- m. President's Awards: Past President Parker reported that eight individuals were nominated for the Clerk of the Year Award. One individual failed to pay WMCA dues by the stated deadline and will, regrettably, not be eligible for consideration. The Board considered alternate methods of seeking nominations. Discussion followed.
- n. Handbook: No report.

5. Unfinished Business:

- a. Job Descriptions: President Kolacy reported that she and Secretary Upton had worked on the job descriptions but, because of recent changes made, the job descriptions will again need to be updated. It is preferred that someone step forward to work on the job descriptions and to work with all committees to collect needed updates. Nevertheless, she indicated her intention to still distribute the job descriptions to the membership in the conference packets. President Kolacy indicated she would address the job descriptions this coming year, and President-Elect Byers suggested Board Member Hill may be able to provide assistance based on her knowledge of the various job descriptions. President Kolacy suggested this matter be placed on the Board agenda for the summer meeting. Past President Parker distributed a job description for the Clerk of the Year Committee.

6. New Business:

- a. Preliminary Budget 2006 - 2007: President-Elect Byers distributed copies of the proposed budget for 2006 - 2007, describing in detail proposed format changes. She incorporated a 3% inflation factor. Lengthy discussion was held concerning how much, if any, of the scholarship funds should be retained in the scholarship account.

Conference Scholarships: The Board considered the report from the Scholarship Committee, discussing eligibility criteria and the need for more in-depth information as to how many individuals had received prior scholarships, as well as the need for historical information as to previous scholarships awarded. After further consideration, **Past President Parker moved to award scholarships to all eleven applicants based on: 1) verification that the applicants are members in good standing as of January 20, 2006; and 2) the awards are made in accordance with the WMCA Scholarship Policy. The motion was seconded by Board Member Etgen and carried unanimously.**

The Board then returned to the matter of whether funds should be retained in the Scholarship Fund. **Past President Parker moved to retain the amount of \$2,500 in the Scholarship Fund as a beginning balance for the following year. Board Member Pfister seconded the motion, which carried unanimously.**

As an added note, President-Elect Byers noted the addition of a Budget Glossary, and she welcomed Board input to the glossary. She noted that Oregon has a Budget Committee, and she recommended a similar committee for WMCA to be comprised of the Past President, the President-Elect, the President, and the Treasurer. Accordingly, **Vice President Bush moved to establish a Budget Committee to be comprised of the Board Officers as recommended by President-Elect Byers. Treasurer Clary seconded the motion, which carried unanimously.** By consensus, it was agreed to forward the proposed budget to the membership at the Annual Business Meeting.

- b. Letter of Support - IIMC Candidates: Discussion was generated as to the appropriateness of submitting letters of support for IIMC candidates and whether the Board should take any position on behalf of the membership. Following due consideration, **Past President Parker moved to take no action on a letter of support for IIMC candidates. The motion was seconded by President-Elect Byers and carried unanimously.**
- c. Region IX Event at IIMC: It was recognized that further information needs to be gathered with regard to the Region IX Monday reception. President Kolacy and Board Member Spietz will attempt to obtain further information.
- d. Request for Financial Support for New Orleans Association: President Kolacy reported that New Orleans will be hosting the 2007 IIMC Conference. The Louisiana Municipal Clerks Association disseminated a letter seeking financial assistance for the conference in view of the hurricane catastrophes. The Board agreed by consensus to post notification on the WMCA website in order to give the members an opportunity to donate if they wish.
- e. IIMC Constitution: Board Member Reed provided background information on the effort to effect changes to the IIMC Constitution. He reviewed the proposed changes to the extent that the Executive Committee would be removed as a stand-alone, decision-making body. Discussion and debate followed as to the merits of the proposed changes and whether the Board should endorse the proposal to take the amendments before the membership for a vote. The Board members spoke in support of taking the proposed amendments to the members of IIMC.
- f. California Raffle: Board member Reed introduced the matter of raffle funds being donated to California for the IIMC Conference in Anaheim. The Board had approved a donation of \$601, but Board Member Reed noted the proceeds from the raffle were in actuality \$636. Discussion followed, after which **Board Member Reed moved to send the entire proceeds from the raffle to California for the Anaheim conference. The motion was seconded by Vice President Bush and carried unanimously.**
- g. Words of Appreciation: Past President Parker, who will be leaving the Board membership and looking forward to retirement, expressed her appreciation to the Board for their support and friendship. Secretary Upton also expressed appreciation, as she is not seeking election to another term and will be leaving the Board this coming March.

WMCA Executive Committee
January 20, 2006

The next meeting will be held on Thursday, March 23, 2006, at The Davenport Hotel in Spokane.

7. **Adjourn:**

There being no further business, the meeting was adjourned at 3:42 p.m.

Respectfully submitted,

Becky J. Upton, WMCA Secretary