

**Washington Municipal Clerks Association
Executive Committee Meeting
Friday, July 14, 2006
Lakewood City Hall, Lakewood, WA**

1. Call to Order

President Sandy Byers called the meeting to order at 10:05 a.m.

Officers Present: President Sandy Byers, President-Elect Alice Bush, Vice-President Ali Spietz, Treasurer Sheryle Wyatt, Secretary Betty Garrison, Past-President Pam Kolacy.

Board Members Present: Kammy Hill, Carol Etgen, Terri Pfister, Bob Baker, Sarah Ortiz and Karen Kuznek-Reese.

a. President Sandy Byers congratulated and welcomed the new members of the Executive Committee Treasurer Sheryle Wyatt and Board Member Karen Kuznek-Reese.

i. President Sandy Byers reviewed the committee's culture: meetings are informal; we follow Robert's Rules of Order; Board Member Bob Baker is the acting Parliamentarian; everyone's input is valued; one to speak at a time; prefer consensus decision making; respect color style; discussions that take place in the room stay in the room, decisions that are made may be shared.

b. President Sandy Byers shared the Ladder of Inference with the members as a team building tip.

2. Ratification of New Officers' Appointment

President-Elect Alice Bush moved to ratify the appointment of Sheryle Wyatt as the Treasurer and Karen Kuznek-Reese as Board Member for the remainder of the un-expired terms ending in March of 2007. Board Member Teri Pfister seconded the motion. Board Member Bob Baker clarified that Sheryle Wyatt will be stepping down as Education Coordinator. Motion carried with a unanimous vote.

3. Approval of Minutes

Vice-President Ali Spietz moved to approve the minutes. Board Member Carol Etgen seconded the motion. Past-President Pam Kolacy requested corrections on page 2 4a from WMTA to WFOA and the name spelling on the last page should be "MaryLynn Stratta". The motion carried with a unanimous vote.

4. Financial Report

a. President Sandy Byers reported that she was notified at the end of April that there were not enough funds available in the bank to cover the billing from the Davenport Hotel. Arrangements were made to pay the billing in three installments; the account is now paid in full.

- i. President Sandy Byers reported that she talked to past Treasurer Sheryle Wyatt and asked some general questions to try to find out how this situation could arise. Ms. Wyatt offered to review the records to see if any thing obvious stood out as a potential problem. Treasurer Susan Clary embraced the idea of help. Due to technical difficulties the information sharing process was not as easy as anticipated.
- ii. Ms. Wyatt shared the results of her review of the financial records for WMCA. **Board Member Kammy Hill moved to refund the double payment for Danielle Stafford to attend Academy either to Ms. Stafford or the City of Algona. Vice-President Ali Spietz seconded the motion, which passed with a unanimous vote. Past-President Pam Kolacy moved to refund the California Clerk's double payment. President-Elect Alice Bush seconded the motion, which passed with a unanimous vote. Board Member Carol Etgen moved to accept the five items listed on the 7/13/06 memo from Ms. Wyatt that she was unable to reconcile: 1) Start up cash...no record of being re-deposited, 2) Deposits with receipts that do not match, 3)\$375 opening balance adjustment that cannot be reconciled, 4) 5/12/06 deposit of \$100.00... no record of what it is for, and 5) \$21.00 in auction receipts that was not deposited. Vice-President Ali Spietz seconded the motion, which passed with a unanimous vote. Vice-President Ali Spietz moved to change the Scholarship account from a checking account to a savings account. Board Member Carol Etgen seconded the motion, which passed with a unanimous vote. Past-President Pam Kolacy moved to direct Treasurer Sheryle Wyatt to procure the most cost effective checks and duplicate deposit slips. Vice-President Ali Spietz seconded the motion, which passed with a unanimous vote.**
- b. Treasurer Sheryle Wyatt submitted written financial reports. Treasurer Sheryle Wyatt is still waiting for another bank statement to finalize the end of the year reports. Past-President Pam Kolacy expressed concern regarding the conference expenses going so far over the budget. The Committee discussed conference expenses and potential ideas for staying within the budget in the future. Future plans need to keep the big picture in mind and keep all expenses involved in mind to stay within the budget. Budget issues to be discussed again at the next meeting. The committee discussed expenses. Vice-President Ali Spietz thanked President Sandy Byers, Treasurer Sheryl Wyatt and Past-President Pam Kolacy for handling things diplomatically and professionally. The Committee discussed dues, memberships and keeping track of current members.

**The meeting recessed for lunch at 12 p.m.
Meeting reconvened at 12:45 p.m.**

c. President Sandy Byers thanked the Audit Committee for their professionalism. Board Member Bob Baker thanked Treasurer Sheryle Wyatt for all the hours of work. Board Member Carol Etgen asked if it would make better sense for the back-up treasurer to be in closer proximity to the Treasurer. Secretary Betty Garrison suggested that the recommendations of the Audit Committee be considered. The Executive Committee discussed the recommendations of the Audit Committee. **Board Member Kammy Hill moved to accept the Audit Committee Report dated July 10, 2006. Vice-President Ali Spietz seconded the motion.** Board Member Kammy Hill clarified that the motion is accepting the report, not necessarily the recommendations. **The motion carried unanimously. Board Member Kammy Hill moved to accept and implement the recommendations of the Audit Committee with the exception of recommending an outside audit every 4 years. Board Member Karen Kuznek-Reese seconded the motion, which passed with a unanimous vote.** Board Member Carol Etgen requested that the Executive Committee be provided a report when the reconciliations are complete. Treasurer Sheryle Wyatt agreed to send out a report. President Sandy Byers recommended that the Board accept ownership for the role that they play, ask questions and encourage success. President Sandy Byers asked for discussion and a decision on what level of detail to convey to the membership. President Byers will ask Audit Committee Chair Gina Anderson to forward the Audit Report to past Treasurer Susan Clary and offer her the opportunity to share any insight that she may have. Past-President Pam Kolacy offered to prepare the article for the Quill on the audit report.

5. Committee Reports

Vice-President Ali Spietz recommended that the committee reports be accepted as presented. The following written reports were submitted: Awards, Bylaws, Conference Planning, Conference Program, Education & Professional Development, Membership, Newsletter, Joint Committee of Newsletter & Web Page, Scholarship, Scholarship Fundraising, and Web Page.

Board Member Sarah Ortiz requested on behalf of the newsletter committee that some arrangement be made to gather more pictures for potential publication. The Executive Committee discussed the camera that WMCA owns being utilized for that purpose; the camera was last remembered be with the Historical Committee.

Board Member Sarah Ortiz suggested a potential to increase advertising and revenue, and the request for the creation of an ad hoc committee to sell advertising for the Quill. The committee discussed ideas.

6. Old Business

- a. Executive Committee members were asked to take the time to review the draft job descriptions and email Past-President Pam Kolacy with suggestions.
- b. Board Member Kammy Hill asked that the Credit Card Policy be updated to include a credit card for the Conference Planning Committee Chair. Suggestions for the Scholarship and Scholarship Fundraising committee should be given to Board Member Kammy Hill.
- c. **Board Member Kammy Hill moved to limit membership on committees to active and honorary members only. Vice-President Ali Spietz seconded the motion.** After discussion, **the motion carried** with a unanimous vote.
- d. Board Member Bob Baker reported that AWC offered to put the Handbook on CD for distribution and MRSC requested that the forms be updated. Draft edits will be available at the October meeting complete with new rules for public disclosure.

7. New Business

- a. President Sandy Byers reported that Dema Harris offered her services for free as well as another facilitator should the Committee wish to have a strategic planning session. President Sandy Byers asked Past-President Pam Kolacy to Chair a sub-committee and requested President-Elect Alice Bush and another member work on the committee to help her organize the strategic planning session. Vice-President Ali Spietz volunteered work on the committee. Board Member Bob Baker suggested planning for a three-year period to coincide with conference planning.
- b. Treasurer Sheryle Wyatt stepped down as Education Coordinator now that she has taken the position of Treasurer. President Sandy Byers thanked her for a job well done. President Sandy Byers recommended Past-President Pam Kolacy to serve out the balance of the unexpired term. **Board Member Kammy Hill moved to appoint Past-President Pam Kolacy to serve the unexpired term of Education Coordinator. Board Member Bob Baker seconded the motion.** The Education Coordinator attends Executive Committee meetings but is not a voting member of the Committee. The Education Coordinator serves a three-year term; the current term expires December 31, 2006. President Sandy Byers advised that it is proposed to remove responsibility for the Fall Academy from the Vice-President's job description and have the Education Coordinator oversee all of the educational opportunities for the Association. Board Member Kammy Hill expressed a desire to open up the position to all qualified members for the new term and invite letters of interest from the membership. **The motion carried** unanimous.
- c. President-Elect Alice Bush discussed Fall Academy and the criteria for educational points. Vice-President Ali Spietz reported that there is a new six-month advance notice

requirement to get a class accredited through Dema Harris and IIMC. Vice-President Ali Spietz suggested that the Fall Academy be cancelled this year due to time and financial constraints. The Executive Committee discussed the promotion of PD IV and the possibility that the Fall Academy, if held, might not be a three-point academy. Oregon has an academy in September that might be opened to Washington clerks. Past-President Pam Kolacy & Treasurer Sheryle Wyatt offered to survey the membership to find out their feelings regarding a one point Fall Academy. The Education Coordinator will be the lead on providing the academy if the membership survey shows that the membership will attend and support the training session.

- d. The October meeting is scheduled at Semiahmoo Resort in Blaine, WA. Originally the meeting was scheduled on Friday, October 13th. It was the consensus of the members to change the date for the Executive Committee meeting to Friday the 27th of October and add the strategic planning session to begin on Thursday, the 26th at 1 p.m.

The January meeting will be held on the 26th of January at 10 a.m. at Mercer Island Community Center.

8. Region IX Information

- a. Due to the shortage of time, the Region IX dues increase will be discussed at the next meeting. In addition, Board Member Kammy Hill suggested looking at WMCA dues as the same time.
- b. President Sandy Byers advised that it is time for Washington to put forth a region director. Anyone interested in the position is encouraged to look into the requirements.

9. Adjourn

There being no further business President Sandy Byers adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary