

**Washington Municipal Clerks Association
Executive Committee Meeting
Thursday, March 23, 2006
Cutter Room, Davenport Hotel, Spokane, WA**

1. Call to Order:

President Sandy Byers called the meeting to order at 9:10 a.m.

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

Board Members Present: Kammy Hill, Randy Reed, Carol Etgen, Terri Pfister, Bob Baker and Sarah Ortiz.

Also Present: Sheryle Wyatt, Education Coordinator; Alice Attwood and Jackie Moriarty Conference Planning Co-chairs.

- a. President Byers congratulated and welcomed the new members of the Executive Committee Secretary Garrison and Board Member Ortiz. President Byers congratulated President -Elect Bush, Vice-President Spietz and Board Member Baker on their election. Members introduced themselves and shared their personal goals for the New Year.
- b. President Byers appointed Board Member Baker as parliamentarian for the executive committee.

2. Approval of the Minutes:

- a. Past-President Kolacy moved to approve the minutes of the January 20, 2006 WMCA Executive Committee meeting as submitted. Board Member Pfister seconded the motion, which passed with a unanimous vote.

3. Treasurer's Report:

- a. Treasurer Clary reported that the raffles brought in \$4,058.00, the auction brought in \$3,550.00 and Product Sales collected \$1,607.00 for total revenue of \$9,215.00. Suggestions were made to have a "reduced for clearance" sale on products that have limited available sizes so that new merchandise can be purchased for sale. Board Member Baker noted the success of having smaller more affordable baskets available for the Silent Auction.
- b. Treasurer Clary reported that the refund requests that were submitted came in prior to the deadline and have been processed. There were 6 or so no shows for the conference. It was suggested that it be clarified that the white copy from the silent auction is the receipt for the person providing the donation.

4. Education Coordinator's Report:

- a. Education Coordinator Sheryle Wyatt reported for the Northwest Clerks Institute Education Committee that 27 have registered for the PD sessions. The committee discussed streamlining the guidelines for evaluating and certifying educational programs. The Institute Director Dema Harris will be signing off on all Academy sessions in the future, prior to them being submitted to IIMC. Ms. Wyatt discussed the new training partnership that is forming with WFOA.
- b. Education Coordinator Sheryle Wyatt reported for the Website Committee regarding the Website Survey Program. Ms. Wyatt suggested that using the SurveyMonkey could benefit WMCA as a tool to gain input from the membership. The basic subscription is free and will allow up to 100 responses per survey. The Professional subscription is only \$19.95 USD/month allowing 1000 responses per month and provides access to advanced features. **Consensus was reached set up the basic subscription so that it would be available.** President Byers will notify Committee Chairs that this is a tool that is available should they wish to survey the membership. The Committee discussed credit card registrations. Ms. Wyatt agreed to research the possibility including MRSC and AWC as potential partners in the process.

6. Old Business:

- b. President Byers clarified that the newsletter is set to come out electronically in April. A mass Email will be distributed to the membership with the link to the website when it is published on the web. The April format will remain the same as the paper format has been. The same provider will be utilized. Board Member Ortiz will pass the information on to the committee as liaison. It was suggested that the Webpage Committee and Newsletter Committee meet together to discuss potential changes to the format and look at possibly combining the committees into one "Communication Committee". The Committees can then report back to the Executive Committee.

5. Conference Planning Recap of 2006:

Alice Attwood and Jackie Moriarty Co-chairs of the Conference Planning Committee reported that they did not receive any bad reports on the Conference. Any problems that arose were promptly dealt with and solved. Ms. Moriarty reported that working in close contact with the Program Committee worked very well. The Executive Committee reported comments that they heard or had. The comments were very positive with the consensus that this was one of the best

conferences ever. Suggestions for changes included the following: Exercise programs, Water Aerobics, Wellness Walk, and a Credit Card for the Committee to make it easier to purchase things. Special commendations for: The food, the Hotel staff and facilities, the Opening Ceremony, and the educational sessions. The executive committee discussed the possibility of getting a credit card for the Conference Planning Committee and if it was in existence in prior years, the need to amend or update the policies if it is in minutes from a previous meeting. The Spokane Visitors Bureau intends to put in a bid for an IIMC Conference. The committee chairs requested clarification on the policy requiring all receipts to be cleared through the Board Liaison prior to being submitted to the Treasurer. Past President Pam Kolacy expressed appreciation for a terrific conference and all the hard work done.

Ms. Moriarty expressed appreciation for the job done with the Education Programs that are now offered and the great job that Dema Harris has done.

7. New Business:

a. Committees:

- ii. President Byers requested that Board Member Hill explain the suggested changes to the Job Descriptions. Board Member Hill explained that the Raffle and Product Sales had been moved under Planning and need to be moved back under Scholarship. However, this will make that job overwhelming for one group to handle. Board Member Hill suggested that the Scholarship Committee be separated out into two committees, one for Fundraising that would handle the raffles and product sales; the other that would process scholarship applications and handle the Silent Auction. This would allow for individuals with different talents to work within their comfort zones and contribute to the success of the organization. Board Member Hill requested conceptual approval to split the committee and offered to serve as Board Liaison for both. President Byers advised that if the split were authorized she intended to appoint Michele Merlino as Chair for the Scholarship/Silent Auction Committee and Diane Foss and Margo Tackett as Co-chairs for the Fundraising Committee. **Board Member Hill moved to approve conceptually the reorganization of the Scholarship Committee and removing the duties for the Raffle and Product Sales from the Planning Committee. Board Member Reed seconded the motion, which passed with a unanimous vote.**

6. Old Business:

- b. Treasurer Clary suggested that it would be a good idea to have a back-up Treasurer to handle general duties should the Treasurer be out for an extended period of time. Board Member Etgen expressed a willingness to fill the position. **Board Member Hill moved to create a position of Back-up Treasurer the appointed position will be filled by a member of the Executive Committee. Board Member Etgen would fill the position for the remainder of Treasurer Clary's term. The motion was seconded by Board Member Pfister. Board Member Baker moved to amend the motion to include the stipulation that future appointments would be made by the Executive Committee. Board Member Hill seconded the motion, which passed with a unanimous vote. The motion as amended passed with a unanimous vote.**

Treasurer Clary left the meeting at 11:45 a.m.

- c. Board Member Baker reported that the Handbook Committee has met once in person and then been meeting via Email and is 75% done with the re-work on the handbook. AWC has agreed to put our handbook onto CD at no charge. Kammy Hill mentioned that Pat Mason from MRSC would like us to include legal forms.

President Byers recessed the meeting for lunch at 11:45 a.m. The meeting reconvened at 12:40 p.m.

7. New Business:

- a. Committees:
- i. The Executive Committee Liaison Appointments were distributed and approved by consensus.
- c. Meeting Schedule is set as follows:
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| June 9, 2006 | 10:00 a.m. | at Lakewood City Hall |
| October 13, 2006 | 9:00 a.m. | at Semiahmoo (the members requested that the Secretary try to get a reduced hotel rate - \$99.00 for a 3 room minimum) |
| January 26, 2006 | 10:00 a.m. | on the West Side at either Mercer Island or SeaTac City Hall |
- d. **Board Member Spietz moved to approve Margery Price Scholarships for Linda Reimer & Sandy Paul-Lyle to attend PD IV, contingent on funds being available. Board Member Reed seconded the motion, which passed with a unanimous vote. Past President Kolacy moved to approve scholarships for Nancy Allen and Cindy Endahl to attend PD III, contingent on funds being available. Board Member Reed seconded the motion. The board discussed availability of funds. Board Member Baker moved the previous motion. President Byers called for the vote after hearing no**

further debate. **The motion carried 6 in favor and 4 against.** Board Member Hill volunteered to get further information on the other applications for scholarships and discuss the available funds with Treasurer Clary. **Board Member Spietz moved to allow for an email vote once additional information has been obtained regarding the applications for PD I and PD II scholarships.** Board Member Reed seconded the motion, which passed with a unanimous vote.

Board Member Ortiz left the meeting at 1:35 p.m.

8. **Region IX Information:**

Past President Kolacy talked with the Presidents of the Associations in Region IX regarding the Region IX Reception at the annual IIMC Conference in Anaheim and they decided not to host a Region IX Reception as they will be busy with conference activities. Washington will take responsibility for the Region IX Reception in New Orleans.

Other Business:

President Byers requested that WMCA extend an invitation to BC members of LGMA to the 2007 conference honoring WMCA member rates to help rekindle relations with BC groups. **Consensus of the Executive Committee was to extend courtesy rates to all neighboring states and countries.**

Board Member Reed asked for information regarding the process to declare candidacy to the open position representing Region IX. Past President Kolacy recommended checking the IIMC website.

Board Member Reed announced that he was on the Committee to Elect MaryLynn Stratta from Texas.

Board Member Reed encouraged anyone attending the IIMC Conference in Anaheim to volunteer to help with conference activities like registration; they ask that you purchase a polo shirt if you wish to volunteer.

9. **Adjourn:**

There being no further business President Byers adjourned the meeting at 1:45 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary