

# WASHINGTON MUNICIPAL CLERKS ASSOCIATION

## -- EXECUTIVE COMMITTEE MEETING --

**Friday, October 27, 2006  
9 a.m. – 3 p.m.  
Semi ah moo Resort, Blaine**

### 1. Call to Order

President Sandy Byers called the meeting to order at 9:05 a.m.

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

Executive Committee Members Present: Kammy Hill, Terri Pfister, Sarah Ortiz, Karen Kuznek-Reese, and JoAnne Giesbrecht. Executive Committee Member Bob Baker absent.

- a. President Sandy Byers welcomed new Executive Committee Member JoAnne Giesbrecht. President Sandy Byers appointed Executive Committee Member Kammy Hill to act as Parliamentarian in Executive Committee Member Bob Baker's absence.
- b. The Executive Committee was given a tour of Semi ah moo Resort, shown the meeting rooms and given an overview of the services available for the Conference scheduled in March of 2007 by Shana Honcoop.

### 2. Ratification of New Officer's Appointment

**Vice-President Ali Spietz moved to ratify the appointment of JoAnne Giesbrecht to the Executive Committee for the unexpired term which ends in 2008. Executive Committee Member Terri Pfister seconded the motion, which passed with a unanimous vote.**

### 3. Approval of Minutes

**Vice-President Ali Spietz moved to approve the minutes of the July 14, 2006 meeting. President-Elect Alice Bush seconded the motion, which passed with a unanimous vote.**

### 4. Treasurer's Report

Treasurer Sheryle Wyatt noted that the credit card statement was received after the due date; she called MBNA and they agreed to waive 50% of the service charge. There was some difficulty getting the address change done; it is now completed.

- a. Treasurer Sheryle Wyatt received a recommendation from the CPA firm to Purchase QuickBooks Software. The Committee discussed the advantages of upgrading the current software. **Executive Committee Member Kammy Hill moved to authorize the purchase of Quick Books Pro 2006. Past-President Pam Kolacy seconded the motion, which passed with a unanimous vote.**

Treasurer Sheryle Wyatt reported that 29 members have registered for Fall Academy as of Wednesday, October 25, 2006. Vice-President Ali Spietz suggested an Email blast to encourage participation. Treasurer Sheryle Wyatt reported sending a Dues reminder out. Membership discrepancies are cleared up; WMCA has 292 members as of Wednesday, October 25, 2006. Executive Committee Member Kammy

Hill asked for clarification that the scholarship fund transfer made the fund whole. Treasurer Sheryle Wyatt confirmed that all fund balances are now correct as reported. **Vice-President Ali Spietz moved to approve the Treasurers' Report as presented. President-Elect Alice Bush seconded the motion, which passed with a unanimous vote.**

#### 5. Education Coordinator's Report

Past-President Pam Kolacy reported that the renewed contract with WSU incorporated the NCI Committee into agreement; it is a three-year contract that is set on Calendar Year. Past-President Pam Kolacy expressed the need to encourage attendance for all PD classes. Past-President Pam Kolacy explained the recommended increase for registration at PD classes: PDI, II and III registration fees will be raised to \$495.00 (\$45.00 increase); room and Executive Committee to \$410.00 (\$10.00 increase) and the commuter package to \$125 (\$10.00 increase).

Past-President Pam Kolacy praised the speaker for the Fall Academy as a dynamic speaker and promised a good class.

- a. Past-President Pam Kolacy reported that the Joint Training with WFOA made a profit. The Program worked well and she requested support from the Executive Committee to continue with similar opportunities in the future. It was the consensus of the members to pursue similar opportunities in the future.

#### 6. Committee Reports

President Sandy Byers proposed that in an effort to make it through the agenda the committee reports be accepted as presented with the option to open the floor for questions and comments if action of the Executive Committee is needed.

The following reports were submitted: Audit, Awards, Budget, Bylaws, Conference Planning, Conference Program, Education & Professional Development, Elections, Historical, Legislative, Membership, Newsletter, Scholarship, Scholarship Fundraising, and Web Page.

President-Elect Alice Bush reported that the Budget Committee met prior to the Thursday afternoon workshop. The Committee discussed the suggestion for a potential dues increase and asked that Treasurer Sheryle Wyatt pull numbers for comparison. The numbers will be presented to the Executive Committee at the meeting in January 2007. The Committee discussed the need to market the benefits of membership in WMCA. It was suggested that the budget presentation would include a list of the saving measures initiated by the Executive Committee. The Committee discussed that the costs for Conference included speakers. The New Budget will be even more detailed than in previous years.

Executive Committee Member Karen Kuznek-Reese requested direction from the committee regarding product sales. Members discussed the possibility of purchasing bags and/or mugs for sale at the 2007 Conference. It was the consensus of the members to purchase 72 thermos grip travel tumblers and the laptop bag in black and grey. The members discussed the possibility of listing items for sale on the website and providing an online store. It was the consensus of the members to request the Scholarship Fundraising Committee look into the possibility of an online store. The members discussed the potential of having Catalog Product Sales with the proceeds going into the general fund. Executive Committee Member Karen Kuznek-Reese announced that Raffle tickets are available for sale. President Sandy Byers suggested that every member of the Executive Committee should get a book of Raffle Tickets to sell.

Executive Committee Member Kammy Hill outlined the Scholarship Committee's request to update the guidelines. Vice-President Ali Spietz volunteered to update the guidelines per the discussed changes and submit them to the Executive Committee via email for approval. The members present discussed the criteria for decisions and suggested a minimum criteria spreadsheet.

## 7. Old Business

a. President Sandy Byers thanked Vice-President Ali Spietz, President-Elect Alice Bush and Past-President Pam Kolacy for all the work that they have put into updating the Job, Committee and Policy Descriptions. President Sandy Byers further thanked all the members for their time reviewing the updates and asking questions.

Vice-President Ali Spietz distributed issues for clarification noting that the Expense policy is missing and will go out via email.

### i. President

The members discussed the responsibility vs. the potential to be liaison and have an active role in the Conference Planning and Program Committees; the potential to change the policy to have the Committee Chairs prepare the certificates for their participating members; the Liaison will be responsible to ensure that the Committee Chairs provide certificates; the President will prepare the Certificates for the Committee Chairs; the responsibility for providing the VIP Itinerary for the conference to be assigned to the President-Elect; changing the policy to reflect that the roster of officers that is sent to IIMC, Region IX Directors, WFOA, WMTA and the presidents of other state associations within Region IX will be the responsibility of the Secretary.

### ii. President-Elect

The members clarified that \$25.00 be the appropriation set for gifts to the out of state guests; the President-Elect shall Chair the Budget Committee.

### iii. Vice-President

The members suggested that the Vice-President shall be a member of the Budget Committee; and add the responsibility for the Vice-President to serve as liaison for the Special Projects/Fundraising Committee.

### iv. Past-President

The members discussed members of the Executive Committee acting as Chair vs. acting as Liaison on committees. Referencing page 6 of the By-Laws, Article 7 Section 5; the members present asked Executive Committee Member Karen Kuznek-Reese to request that the By-Laws Committee review.

### v. Treasurer

The members suggested that the outgoing Treasurer shall provide training for the new Treasurer at the time of record transfer and shall be available for on-call assistance, without a specified time limitation.

### vi. Secretary

The members discussed adding notification of the roster of officers to the duties; adding sending a copy of the minutes to the Executive Committee for approval via email and posting of the minutes to website within 45 days of the Executive Committee meeting.

### vii. Executive Committee Member

The members discussed item 4d which specifies that the Liaison is to act as Chair if the Chair resigns until such time as the President appoints a new Chair, the By-Laws Committee is to discuss and validate appropriate wording.

It was the consensus of the members to add verbiage specifying attendance at meetings to all the officer positions.

viii. Education Coordinator

The members discussed changing "NCI Agreement" to "Professional Services Agreement" with Institute provider; under Other Criteria the President's responsibilities for seeking applications for the Education Coordinator position should be listed in the President's Job Description. The By-Laws refer to "Executive Committee Members" as "Executive Committee of Directors and Officers". It was the consensus of the members that the Executive Committee as a whole should review dues. The members asked that the By-Laws Committee add the Past-President as an Officer in By-Laws.

**Executive Committee Member Kammy Hill moved to approve the proposed Job Descriptions with the discussed amendments. Vice-President Ali Spietz seconded the motion, which passed with a unanimous vote.**

A Back-Up Treasurer Job Description is to be provided by Executive Committee Member Kammy Hill and Treasurer Sheryle Wyatt for approval via Email

b. Committee Description Revisions

i. Audit

ii. Awards

The members confirmed that complimentary registration for the Clerk of the Year is valid for a period of one year from the year in which the award was granted. Next year there will be changes in the format for submittals.

iii. By-Laws

The members discussed snail mail vs. email; the need to communicate changes for discussion at the Executive Committee January meeting. The members suggested that the Chair submit proposed changes twenty days prior to the Annual Meeting rather than 30 days.

iv. Conference Planning

The members discussed the requirement for the Liaison to sign all invoices prior to submittal to the Treasurer for payment.

v. Conference Program

The members suggested that the amount spent for gifts for unpaid speakers be changed to \$25.00 to be consistent with other gifts purchased.

vi. Education and Professional Development

It was the consensus of the members that a combined Conference Program and Education & Professional Development Committees called "Education Committee" would be distributed for Executive Committee approval via email".

vii. Elections

viii. Historical

ix. Legislative

The members recommended that the Committee not be tasked with updating the email

distribution list.

x. Membership

The members discussed deleting the requirement for this committee to be responsible for the review of the Handbook and suggested that an AdHoc committee be established every couple years as needed for this purpose. The members suggested adding to the Vice-President Job Description the requirement to review the handbook for the potential updates. President Sandy Byers volunteered to ask that Executive Committee Member Bob Baker provide an email update on the progress of the current update. The members suggested terminology of "governmental entities", the reference to AWC and MRSC brochures be dropped, as they may not be available and that "other information as deemed appropriate" be added. The suggestion was made to change the terminology from "new clerk" to "first time attendee" and drop the invitation to out of state guests for the first time attendee event.

xi. Newsletter

The members discussed the request of the Scholarship Committee to change scholarship applications by taking them out of the Quill publication and sending out notification by email instead. The members suggested new policies from Newsletter Committee for advertisers due to the new on-line publication.

xii. Scholarship

The members suggested the reference to the silent auction policy in #7 be dropped because there is no such policy; referencing item numbers 3, 4, and 5 the committee will distribute scholarship guidelines and applications to the membership and send out a reminder notice in Quill – recommending the guidelines specify sending out notification at least 45 days prior to deadlines; change wording to specify Fiscal Year and drop specific dates.

xiii. Special Projects/Fundraising

The members discussed changing the name Scholarship Fundraising Committee to Fundraising/Special Projects Committee; assigning the task of managing other fundraisers as assigned by the Executive Committee; not identifying the Vice-President as chair but as Executive Committee liaison; the committee be tasked with providing an inventory of product sales merchandise to the Treasurer prior to and within thirty days after the conference. Treasurer Sheryle Wyatt will work on creating daily tally sheets for use at the Conference.

xiv. Website

The members suggested deleting the direction to develop or follow a plan for the content; discussed succession for Web site management; changing the title to E-Communications Committee; having the committee make recommendations for other potential duties.

Add to all job descriptions the language – "upon appointment to serve as Executive Committee Liaison on a standing committee. Liaison responsibilities include:

- a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
- b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
- c. Assuming the responsibilities of the Chair on a periodic basis to acquire updated progress on committee task assignments;
- d. If the Chair resigns, serve in that position until the President appoints a new chair.
- e. Review receipts from the Committee Chair/members and forward to Treasurer for payment.

Lifetime Achievement Award no longer exists so the policy goes away.

**Past-President Pam Kolacy moved to accept the committee description revisions as submitted and discussed, excluding Conference Program and Education Committees. President-Elect Alice Bush seconded the motion, which passed with a unanimous vote.**

The members decided to add a description for the Budget Committee to be done by Vice-President Ali Spietz. The Description is to be submitted and approved via email.

The meeting recessed for lunch at 1 p.m.

The meeting reconvened 1:30 p.m.

President Sandy Byers reviewed the remaining agenda and identified the items to be completed during this meeting.

c. Policies/Procedures Revisions

The following revised policies/procedures were presented: Clerk of the Year Policy, Credit Card Policy, Elections Procedures, Executive Committee Travel Policy, Mentoring Policy, Refund Policy, and Scholarship Funding Policy.

The members requested Vice-President Ali Spietz add the Expense Policy and send it out by email for approval. **President-Elect Alice Bush moved to approve the revised policies and procedures as presented and discussed. Treasurer Sheryle Wyatt seconded the motion, which passed with a unanimous vote.**

President-Elect Alice Bush stated that it is the intent to have all the revisions done and approved so that updated notebooks will be available for the January meeting. Members were asked to respond to Vice-President Ali Spietz prior to end of November. President-Elect Alice Bush distributed a draft copy of a calendar defining and identifying the target dates for committee work; the intent is to use this as well as the budget for orientation for the committee chairs in the new year. Members were requested to forward any suggestions to President-Elect Alice Bush.

d. Handbook Committee Update

President Sandy Byers will request Executive Committee Member Bob Baker send out an update via email.

e. Region IX Travel Assessment Increase

**Executive Committee Member Kammy Hill moved to approve Region IX \$1.00 per member assessment increase. Treasurer Sheryle Wyatt seconded the motion.** The members discussed the need to include this information in the information distributed to the membership when or if WMCA has a dues increase. **The motion carried unanimously.**

f. Region IX 2007 Director Vacancy

Past-President Pam Kolacy sent around her interest in the Region IX Director position. President Sandy Byers is also interested in the position. President Sandy Byers discussed the options for choosing a representative 1) having the Executive Committee to choose, as has been done in the past; or 2) having the members choose. The third option would be to allow IIMC to issue a ballot for a Region wide vote. The requirement from IIMC is that the candidate has an endorsement from the Executive Committee. The members discussed the options, the timing for

this year, sending out an email blast to the membership to see if anyone else is interested and the potential to include the membership in the future. It was the consensus of the members to make the decision in the same manner that it has been done in the past with the Executive Committee voting and putting discussion of the Region IX Director Selection process on the parking lot for discussion in the future. **The members voted by secret ballot, Past-President Pam Kolacy will be endorsed by the Executive Committee for the position of Region IX Director.** Past-President Pam Kolacy will work with Secretary Betty Garrison for the documentation necessary for the Executive Committee endorsement for the position of Region IX Director.

## 8. New Business

- a. By-Laws Interpretation
  - i. Annual Business Meeting Notice
  - ii. Amendment Notice

- b. Review of 2006-07 Budget Expenditures

President Sandy Byers discussed financial issues, potential sources of increased revenue through Exhibitors and Corporate Sponsorships. The members discussed the potential for changing conference registration fees. It was the consensus of the members that the adopted budget is okay and that the committees may continue with planning the conference staying within the confines of the adopted budget.

**President-Elect Alice Bush moved to keep conference registration fees the same as they were for the 2006 conference. Treasurer Sheryle Wyatt seconded the motion, which passed with a unanimous vote.**

- c. Membership Dues

Treasurer Sheryle Wyatt is going to pull financial information for a potential dues increase so that it will be available for discussing at the January Meeting.

- d. Non-Profit Liability Insurance

Executive Committee Member Kammy Hill deferred to President-Elect Alice Bush to report. President-Elect Alice Bush reported obtaining quotes for coverage and reviewed the options. **Vice-President Ali Spietz moved to authorize the purchase of Directors & Officers liability insurance from Westchester Insurance. Executive Committee Member Kammy Hill seconded the motion.** President-Elect Alice Bush will contact the broker to make the purchase. **The motion passed with a unanimous vote.**

- e. Education Coordinator Appointment Process

President Sandy Byers reminded the members that Past-President Pam Kolacy is serving the remainder of Sheryle Wyatt's term as Education Coordinator, which expires the end of this calendar year. The members discussed opening up the Education Coordinator Position to the membership, informing the membership and requesting letters of interest. The Executive Committee expressed consensus that they wished to proceed with that decision. President Sandy Byers volunteered to receive the applications, distribute them to the Executive Committee and tally the results. Past-President Pam Kolacy and Treasurer Sheryle Wyatt will prepare and send out the notification to the membership. Past-President Pam Kolacy requested that there be discussion among the members when applications are received. President-Elect Alice Bush identified this as a Key position.

**Vice-President Ali Spietz moved to have Past-President Pam Kolacy continue serving until the March meeting and send out information regarding the position of Education**

**Coordinator for the membership after the first of the year. Treasurer Sheryle Wyatt seconded the motion, which passed with a unanimous vote.**

- f. 2007 Conference Registration Cost – already discussed.
- g. Efficiency Options for Annual Conference
  - i. WSU Conference Planning Services – not discussed.
  - ii. OAMR Conference Request for Proposal – not discussed.
  - iii. Centralized Location – not discussed.
  - iv. Online Registration - not discussed.
- v. Combining Conference Program Committee and Education and Professional Development Committee

**Executive Committee Member Kammy Hill moved to combine the Program and Education Committees into the Education Committee starting in March 2007. President-Elect Alice Bush seconded the motion.** The members discussed the issue. **The motion carried with a unanimous vote.**

- h. Creative Financing
  - i. MCEF State Grant Application – not discussed.
  - ii. Newsletter Advertising – not discussed.
  - iii. Conference Exhibitors/Sponsors – not discussed.
  - iv. Other Ideas? – not discussed.
  - i. Region IX Reception at 2007 IIMC Annual Conference – President-Elect Alice Bush questioned the need to have the Executive Committee approve plans for the reception.

President Sandy Byers thanked everyone for contributing, participating and dedicating the time to the strategic planning session and this meeting. The membership discussed the potential to invite Dema Harris and Kelsey Gray back to the January meeting and decided by consensus to hold-off incorporating another planning session at this time.

The remainder of the items on the Agenda that were not taken care of this meeting will be handled as needed via email.

#### 9. Adjourn

There being no further business the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary

Parking Lot:  
On-Line Store (pictures) ----assigned to the Scholarship Committee  
Catalog Store  
Region IX Director Process