

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

-- EXECUTIVE COMMITTEE MEETING --

Friday, June 22, 2007

10:00 a.m.

Lakewood City Hall, Lakewood, Washington

Call to Order: President Alice Bush called the meeting to order at 10:12 a.m.

Officers Present: President Alice Bush, President-Elect Ali Spietz, Vice-President Bob Baker, Treasurer Sheryle Wyatt, and Secretary Betty Garrison.

Board Members Present: Kammy Hill, Karen Kuznek-Reese, JoAnne Giesbrecht, Sarah Ortiz, Terri Pfister, and JoAnne Trudel.

Also present: Pam Kolacy, Education Coordinator/Region IX Director.

Past-President Sandy Byers' absence excused.

The Executive Committee agreed by consensus to add to the Agenda discussion regarding WMCA lapel pins and a proposal for establishing a committee of retired clerks. President Alice Bush set ground rules for the meeting that only one person speak at a time. President Alice Bush requested the agenda be re-organized to allow for the discussion of the action items first. **The Executive Committee agreed by consensus to discuss the action items on the agenda first.**

Ratification of Appointment of JoAnne Trudel: **Vice-President Bob Baker moved ratification of JoAnne Trudel as Board Member to fill the unexpired term to March 2009. Treasurer Sheryle Wyatt seconded the motion, which passed with a unanimous vote.**

Executive Committee Minutes of March 14, 2007: **The Executive Committee confirmed by consensus that the March 14, 2007 Executive Committee Meeting minutes were approved by e-mail.**

NCI Committee: Education Coordinator Pam Kolacy discussed the representation on the NCI Committee; extending the length of the term; appointment by the President and the possibility of making the assignment a person from the general membership rather than an Executive Committee member. **Board Member Kammy Hill moved to amend the appropriate Job Descriptions to remove reference to serving on the NCI committee and direct the President to appoint two representatives for three year staggered terms. President-Elect Ali Spietz seconded the motion. The motion carried.**

2009 Conference Location: President-Elect Ali Spietz reviewed the options for the location of the 2009 Conference between the Shilo Inn with meetings at the Convention Center and the Quinault Beach Resort & Casino, both locations in the Ocean Shores area. **Vice-President Bob Baker moved to select the Quinault Beach Resort & Casino. Board Member JoAnne Giesbrecht seconded the motion, which passed with a unanimous vote.** President-Elect Ali Spietz will provide Webmaster Sheryle Wyatt with the information for the web site and will get the contract set up.

Proposed clarification of scholarship guidelines: Board Member Kammy Hill asked for clarification regarding the budgeting for four Marjorie Price Scholarships and clarification for automatically granting lodging to all first time attendees. **The Executive Committee by consensus amended the guidelines to reflect that the number of Marjorie Price scholarships be made available in accordance to the budget. The Executive Committee agreed by consensus that the awarding of lodging for first time attendees for Conference shall not exceed \$300.00, and that lodging should be based on need rather than an automatic award.** The Executive Committee suggested adding a question to the application in order to find out if lodging was not being awarded, will it preclude the applicant from attending. The Executive Committee suggested that there be a separate application for PD scholarships due to the lodging issue. The Executive Committee discussed using the bulletin board as a communication tool for room and ride sharing opportunities for those interested. Board Member Kammy Hill will relay the information discussed by the Executive Committee to the Scholarship Committee. **President-Elect Ali Spietz moved approval of the proposed changes to the Marge Price Scholarship Program Guidelines. Board Member Kammy Hill seconded the motion, which passed with a unanimous vote.** Board Member Kammy Hill will bring the Committee amendments back at the October meeting of the Executive Committee.

Revised WMCA Expense Policy: **President-Elect Ali Spietz moved to add a provision to the WMCA Expense Policy that authorizes WMCA to contribute \$100.00 for a gift for an outgoing Region IX Director. Board Member Sarah Ortiz seconded the motion, which passed with a unanimous vote.** President-Elect Ali Spietz will provide the electronic version of all the policies to Vice-President Bob Baker. Vice-President Bob Baker will make the necessary changes and forward the revised policies to Secretary Betty Garrison, Webmaster Sheryle Wyatt and the Executive Committee.

Communications: Education Coordinator Pam Kolacy asked for clarification and direction for an on-line survey. President Alice Bush discussed some of the pending questions that had been discussed in the past such as requests of WMCA for endorsing candidates running for IIMC Office and the process for selecting a Region IX Director when they are to represent WMCA. President Elect Ali Spietz questioned changes to By-laws being decided by conference attendees only rather than the full membership. Treasurer Sheryle Wyatt advised that doing a Survey may incur fees for the Association. The Executive Committee discussed whether there was a need for a survey at this time. **The Executive Committee agreed by consensus to not do a survey at this time but acknowledged that it is a tool available should the need arise.**

Elections Committee: Board Member Terri Pfister discussed term limits and brought before the Executive Committee the request from the Elections Committee asking the board to set a two term limit for the position of Board Member. The Executive Committee discussed the need to clarify how a partial term would be counted; reasons for a change; and discussed the need to send the proposal to the By-Laws Committee for review as a potential change in the By-Laws. **The Executive Committee agreed by consensus to refer the proposed amendment back to the Elections Committee and the By-Laws Committee to jointly review the proposal to research and identify the pros and cons of the proposal.** The Executive Committee would like the Committees to research other organizations such as the Clerks Associations of California, Oregon and Alaska, ICMA, AWC, and WOFA to determine if they have term limits and how they work; what would be the proposed Bylaws language change; when would it take effect; and how a nominating committee would work, if created.

Membership: President Alice Bush reported that Terri Berry resigned her position as chair of the Membership Committee and that Jodi Warren agreed to chair the Membership Committee.

WMCA Pins: President Alice Bush reported her need for more WMCA logo lapel pins to take and share at conferences. It was suggested to check with Past-President Sandy Byers who may have some available.

Retirement Committee: President Alice Bush asked the Executive Committee what they thought about exploring the idea of forming a Retired Clerks Committee who may be interested in continuing an affiliation with WMCA and participating in WMCA activities in some form. President Alice Bush and Vice-President Bob Baker volunteered to get in contact with past members to explore the concept. The Executive Committee discussed involving any/all past members vs. only those members who have retired. **The Executive Committee agreed by consensus to involve retired members only.**

The Executive Committee recessed for lunch at 11:50 p.m.

The meeting was called back to order at 12:30 p.m.

President-Elect Ali Spietz reported that she called Past-President Sandy Byers during the break and she is out of the office until next Tuesday. **The Executive Committee agreed by consensus that if there are no WMCA lapel pins available, President Alice Bush is authorized to order more.**

Treasurer's Report: Treasurer Sheryle Wyatt reported that WMCA ended in a very good financial situation after the 2007 Conference. The Executive Committee discussed the financial statements. Ms. Wyatt reported that the net income from the 2007 Conference was \$23,265.08. A question was raised if the \$8,000 deposit that was paid two years ago to reserve the Semiahmoo Resort facility was accounted for in the net income. Ms. Wyatt indicated that she will research the matter and notify the Executive Committee.

Education Coordinator's Report: Fall Academy. Education Coordinator Pam Kolacy reported that Richard Baron with Responsive Management Systems has been selected for the Fall Academy and that his session will be submitted to IIMC for approval.

Old Business: 2007 Annual Conference Evaluation Results. The Executive Committee discussed the changed format for the evaluation. **The Executive Committee agreed by consensus that the new format was very good.**

New Business: Review of outsourcing functions (conference bidding, on-line registration) & budget impacts. President Alice Bush brought this item forward for discussion as a continuation of pending items from last year's Executive Committee's Strategic Planning Session and asked if the Executive Committee is still interested in researching this? Treasurer Sheryle Wyatt volunteered to check with MRSC for information on their on-line registration services. President-Elect Ali Spietz volunteered to follow-up with WSU. Education Coordinator Pam Kolacy will check with her contacts.

Conference Information Page (what to bring for auction, cost for meals & lodging). President Alice Bush brought forward a suggestion from Member Carol Etgen to create a "Conference Information Page" that would provide more information about the upcoming conference with the goal to promote conference participation and to give the membership a preview of what is to come. Vice-President Bob Baker encouraged that the information be centered with a positive spin. The Executive Committee suggested that the information could be included with the Monthly Executive Committee Monthly Report, be sent out as an email blast and placed on the website.

2010 Conference Location Update. Vice-President Bob Baker reported that the 2010 Conference will be held on the east side of the state. Yakima Valley and Tri Cities are the potential locations; he will be touring and checking out the facilities. Vice-President Bob Baker reported that he plans to have cost proposals for the Executive Committee at the

October meeting. President-Elect Ali Spietz suggested that we involve the membership to find out if their city may be interested in "hosting" an annual conference.

Update on 2008 Conference Planning & Education Committees. Board Member Karen Kuznek-Reese reported that she and the Chairs of the Conference Planning & Education Committees visited the Coast Wenatchee Center Hotel and toured the Center. The per diem meal rates increased in October 2006, which now puts the food line item budget over by \$1800 more than what was budgeted. The Committee is researching to make some changes in the menu selections and trying to work within the budget. The Committee would like to embellish the meal budget to accommodate for a better meal selection using a combination of per diem and regular meal selections in order to have some flexibility in choices. They will report back in October with a formal request. The Executive Committee discussed increasing the line item for food within moderation yet providing the Committee with the flexibility to enhance the menu with reasonableness.

The Executive Committee discussed the proposed education program topics and proposed speakers. The Executive Committee asked for clarification regarding their attendance at the Executive Board Dinner on Sunday night and the First Time Attendees Breakfast. President Bush asked that the Executive Board be present for both sessions. The Executive Committee discussed vendors who want to place advertisements in the conference program booklet. **The Executive Committee agreed by consensus that putting vendor flyers in conference materials (ie. bags) was permissible, provided that they supply copies of their flyers, but WMCA will not advertise in the program booklet.** President-Elect Ali Spietz reported that educational materials will not be provided for all attendees because so much of it has been proprietary and cannot be distributed. The Executive Committee discussed providing a notebook for conference materials. **The Executive Committee agreed by consensus their preference for notebooks and conference bags being provided for the Conference.** Karen Kuznek-Reese recommended the AWC speaker from the Wellness Conference to cover a health topic at the Conference. Vice-President Bob Baker suggested a Raffle Grand Prize. President Alice Bush reported that she is working on getting a donation for a prize for the half-day Friday Session to encourage attendance.

Fundraising - Vice-President Bob Baker discussed the big ticket item for the raffle and suggested a \$1,650.00 VISA gift card or two round trip tickets to Hawaii. Board Member Kammy Hill suggested the Committee check with the Gambling Commission regarding regulations dealing with "cash-type" prizes. **The Executive Committee agreed by consensus to approve the purchase of up to a \$1,650.00 VISA gift card if allowed by the Gambling Commission and if it is not allowed to go with two round trip tickets to Hawaii or a travel voucher.** Vice-President Bob Baker will contact the Gambling Commission and report back to the Executive Committee.

Committee Reports:

Audit Committee: The Executive Committee reviewed the Audit Committee report and accepted the reported results of the January 1 - April 30, 2007 financial audit by the Audit Committee which found the financial records to be in good order and accurately representing the financial position of the Washington Municipal Clerks Association. The Executive Committee thanked Treasurer Wyatt for her attention to detail in keeping our books in order.

The following committee reports were distributed without need for action or further discussion: Awards Committee, Budget Committee, By-Laws Committee, Communications Committee, Historical Committee, Legislative Committee, and Membership Committee.

Executive Committee Monthly Reports: President Alice Bush reminded the Executive Committee that the July Executive Committee Report will be prepared by Vice-President Bob Baker; the August report will be prepared by President-Elect Ali Spietz; the September

report will be prepared by Board Member Karen Kuznek-Reese; and the October report will be prepared by Board Member Kammy Hill.

Region IX Update: Region IX Director Pam Kolacy reported on her participation in a tele-conference with the IIMC Board yesterday (June 21, 2007). IIMC is in the middle of law suits with former employees and is expecting to be in mediation next week. IIMC finances are looking better. Educational issues are going to smooth out providing for continuity with the big plan. Region IX Director Pam Kolacy talked about setting up a help desk at the different conferences to be able to help members with IIMC questions. The turn out for the conference in New Orleans included almost 800 participants. The IIMC Conference in Sidney, Australia is off; the IIMC Board is looking at keeping the Conference at an International location, possibly in Brighton, England. In October the IIMC Board will be looking at bids for 2012 Conference location; they have received 5 or 6 bids so far. MMC re-certification guidelines are in the works.

Executive Committee Work Plan: President Alice Bush announced that the Audit report needs to go into Executive Committee Monthly Report. President Alice Bush asked that the liaisons keep the monthly report in mind as they work with their committees and provide input to the Board Member who is writing the monthly report as information is available to share with the Membership.

The next meeting will be at the Coast Wenatchee Center Hotel on October 25, 2007 at 12:30 p.m.

Adjourn: There being no further business; President Alice Bush adjourned the meeting at 2: 23 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary