

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

-- EXECUTIVE COMMITTEE MEETING --

Thursday, October 25, 2007

12:30 p.m.

Fireside Room, Coast Wenatchee Center Hotel, Wenatchee,
Washington

Call to Order: President Alice Bush called the meeting to order at 1:00 p.m.

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

Board Members Present: Past-President Sandy Byers, JoAnne Giesbrecht, Kammy Hill, Karen Kuznek-Reese, Irene Mock, Terri Pfister, and JoAnne Trudel.

Also present: Tes Ongoco, Co-chair Planning Committee

Ratification of Appointment of Irene Mock: **Vice-President Bob Baker moved for ratification of Irene Mock 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 June 22, 2007: **Board Member Kammy Hill moved to confirm the approval of the June 22, 2007 Executive Committee Meeting minutes. Board Member Karen Kuznek-Reese seconded the motion, which passed with a unanimous vote.**

Treasurer's Report:

Treasurer Sheryle Wyatt updated the current membership numbers to 302 members. Treasurer Sheryle Wyatt reported that 74 members are registered for the Fall Academy Session.

Old Business:

Update on Scholarship Guidelines. Board Member Kammy Hill reported that the Committee updated the scholarship guidelines to incorporate the suggestions of the Executive Committee from the last meeting.

Board Member Kammy Hill moved to approve the revised application forms and guidelines for NCI sessions, Annual Conference and Margery Price scholarships. Vice- President Bob Baker seconded the motion, which passed with a unanimous vote. Board Member Kammy Hill will send the revised information to Webmaster Sheryle Wyatt for publication on the website and Secretary Betty Garrison to update the official record.

Board Member Kammy Hill reported that the Committee updated the Committee Description for the change to Monthly Executive Committee Reports and to add IIMC Conference registration to the list of relevant programs for a Marge Price Scholarship. **President-Elect Ali Spietz moved to approve the proposed revisions to the Scholarship Committee Description. Board Member Karen Kuznek-Reese seconded the motion, which passed with a unanimous vote.** Board Member Kammy Hill will

send the revised information to Webmaster Sheryle Wyatt for publication on the website and Secretary Betty Garrison to update the official record.

Update on Elections and Bylaws Committees proposed term limits for Board positions. Board Member Terri Pfister reported that both the By-Laws Committee and the Elections Committee have requested that the proposal to change the By-Laws to incorporate term limits for Board Member positions be put to the membership. The Executive Committee discussed the term limit question and the potential for a nominating committee at some future date. The Executive Committee discussed providing a statement to the membership listing both the pros and cons to the term limit proposal. **Board Member Terri Pfister moved to endorse the submission of the proposed By Laws change that would provide for term limits for Board Members to the membership at the annual meeting. Board Member JoAnne Giesbrecht seconded the motion, which passed with a unanimous vote.** President-Elect Ali Spietz suggested a subcommittee be set up to work together to create a pros & cons statement for the membership. The Executive Committee discussed the potential make-up of the committee and the length of the statements for and against. **President-Elect Ali Spietz moved to direct Election Committee Board Liaison Terri Pfister and By-Laws Committee Board Liaison JoAnne Trudel to coordinate with their respective committees in having a pro and con statement prepared that is no more than one (1) page in length. Board Member Kammy Hill seconded the motion, which passed with a unanimous vote.**

Conference Planning Committee Budget Request. Board Member Karen Kuznek-Reese reported that the committee has been working on planning the Conference for 2008. Committee Co-chair Tes Ongoco reported on the menu selections to provide meals that will be satisfying and economical. She requested that the Executive Committee approve a budget increase for meals to cover recent government per diem increases. President Alice Bush expressed appreciation for having Co-chair Tes Ongoco nearby and how easy it has been to be kept informed. The Committee is working on getting additional vendors. Last year there was room for 18 vendors; this year there is a potential for 45 vendors. Co-chair Irene Mock suggested a call go out to the membership for suggestions for more potential vendors. The Executive Committee discussed. **Board Member Kammy Hill moved to amend the Meal budget not to exceed \$25,000.00 for the 2008 Conference. Board Member Karen Kuznek-Reese seconded the motion, which passed with a unanimous vote.**

2009 Conference Agreement. President-Elect Ali Spietz reported that she has been working on the contract with Quinault Beach Resort. There will be another contract for banquet services that will be negotiated six months prior to the Conference. The Executive Committee discussed the contract. President-Elect Ali Spietz noted that there is smoking allowed in the Casino but not in the rooms where the Conference will be held. President-Elect Ali Spietz advised the Executive Committee that she had reviewed the contracts from the Davenport, Semiahmoo and Coast Wenatchee and compared them with the contract from Quinault Beach. **Board Member Kammy Hill moved to approve the agreement with Quinault Beach Resort for the 2009 Conference. Vice-President Bob Baker seconded the motion, which passed with a unanimous vote.**

Update on outsourcing conference bidding and on-line registration. President-Elect Ali Spietz contacted Dema Harris at Washington State University to obtain estimated costs for WSU which will depend on what the Association wants them to take responsibility for. It was the consensus of the Executive Committee that President-Elect Ali Spietz and Vice-President Bob Baker talk to WSU in more detail. Treasurer Sheryle Wyatt reported that the on-line registration piece is very expensive to contract out to MRSC. MRSC tends to do the whole package, not just pieces of it. The Executive Committee discussed options and expressed caution about getting too much into out-sourcing with what our volunteer members can do.

At 2:10 the Executive Committee took a short tour of the facility with Ken Boyle, Coast Wenatchee Center Hotel.

Meeting called back to order at 3:20 p.m.

New Business:

2008-2009 Budget – President-Elect Ali Spietz reported that she is working on the travel and meals portion of the budget and will be coming back to the Executive Committee in January for approval.

Review of membership dues – the Bylaws state that the Executive Committee will review membership dues and present any recommended changes to the membership. President-Elect Ali Spietz's preliminary budget does not call for or indicate any need to increase membership dues this year. The Executive Committee discussed membership dues and determined that an increase in membership dues was not needed for next year.

Pre-Conference Information Sheet - President Alice Bush distributed a draft Pre-conference information sheet. The Executive Committee discussed the information provided and expressed what a wonderful idea it was.

Retirement Committee Update – President Alice Bush reported that she had contacted 14 - 15 retired clerks to see if they thought it was a good idea to form a Retirement Committee. A conference call meeting was held and only three retired clerks responded. They discussed the idea of the Retired Clerks helping at the Registration desk, preparing a retirement brochure about themselves and "life after retirement", and helping with the President's reception and other activities. However, due to the limited response the group determined that the timing did not lend itself to actually form a Committee at this time.

Education Coordinator Report:

Fall Academy Update - 74 registered - \$9,000 revenue; should have a net of \$2,100 or so. Last year only 36 signed up for the Fall Academy.

2008 Spring Academy Update – Education Coordinator Pam Kolacy and Institute Director Dema Harris are working on getting Donna Zajonc to present "Creating Powerful Partnerships".

NCI Committee Update - **Board Member Kammy Hill moved to recommend a change in the NCI agreement to increase the Institute Director's Travel Budget to \$700 per state for the 2008-2009 fiscal year. Board Member Terri Pfister seconded the motion.** The Executive Committee discussed the need for all three states to participate in funding an increase in the travel budget. Vice-President Bob Baker clarified that Institute Director Dema Harris is paid by WSU and not by WMCA, and suggested that when her contract is negotiated we should be sure that she is compensated for the work she does for us. The Executive Committee discussed the potential for negotiating a contract with Dema Harris separately from current contract with WSU since she does extra work for WMCA. The current contract will come up for renewal in 2010. **The motion passed with a unanimous vote.**

Region IX Update

IIMC VP Candidate Endorsement. The Executive Committee discussed the issue of the Executive Committee endorsing IIMC candidates for the membership, potential avenues for advertising and campaigning, inviting IIMC Candidates to our Conference, providing complimentary registration, and scheduling time for IIMC candidates to address the membership. The consensus of the Executive Committee was that the Executive Committee would not endorse IIMC candidates for WMCA on behalf of the membership, or provide WMCA resources to promote IIMC candidates.

Committee Reports

The following committees submitted written reports: Audit, Awards, Communications, Education, Fundraising, Historical, Scholarship, Bylaws, Elections, Membership, Conference Planning and Legislative. The reports were accepted as submitted, with out comment.

The Conference Planning Committee reported that they will change the Region IX and State Representative meetings to lunch on Thursday instead of breakfast. President Alice Bush advised that she would like the Executive Committee to attend some of the functions such as, the First Time attendee's breakfast, and would be asking for volunteers to pair up with out of state visitors. There is still an empty slot for the wellness/health topic. Board Member Karen Kuznek-Reese assured the Executive Committee that AWC will sponsor that speaker. The Executive Committee discussed Conference Speakers.

The Membership Committee questioned the utilization of the Mentoring Program. The Executive Committee discussed the merits of having a mentoring program and potential for helping new clerks. The Executive Committee discussed the potential for reaching out to people outside the current membership.

Executive Committee Work Plan:

President Alice Bush reviewed the work plan. The Executive Committee discussed how helpful the Work Plan has been through out the year and how nice it is to see all the work we have done being checked off.

Executive Committee Monthly Report:

Secretary Betty Garrison will send out the Executive Committee Report for November, Board Member JoAnne Giesbrecht will report in December, Treasurer Sheryle Wyatt will report in January, Irene Mock will report in February and JoAnne Trudel will report in March.

Board Member JoAnne Giesbrecht reported that the County Clerks Conference will be held in November and on November 14th the speaker will present a session worth 3 points towards Certifications. The Conference will be held at the Vancouver, WA Hilton. Board Member JoAnne Giesbrecht will get the information to Secretary Betty Garrison to be sent out in the November Report.

Treasurer Sheryle Wyatt asked for help at the Fall Academy to man the registration table and distribute Certificates after the session is completed. Volunteering for the morning registration was Board Members Terri Pfister & Kammy Hill; after lunch registration table volunteers were Vice-President Bob Baker & Board Member JoAnne Trudel. Volunteering to pass out the Certificates after the session was Board Member JoAnne Giesbrecht, President-Elect Ali Spietz and Board Member Karen Kuznek-Reese.

Next Meeting:

The next meeting will be held on January 18, 2008 at Lakewood City Hall.

Adjourn:

There being no further business; President Alice Bush adjourned the meeting at 4:35 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary