

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

-- EXECUTIVE COMMITTEE MEETING --

Friday, January 26, 2007

10 a.m.

Mercer Island Community Center

1. Call to Order: President Sandy Byers called the meeting to order at 10:05 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: Bob Baker, JoAnne Giesbrecht, Karen Kuznek-Reese, Sarah Ortiz and Terri Pfister. Executive Committee Member Kammy Hill absent, excused.

2. Approval of Minutes: **Executive Committee Member Terri Pfister moved to approve the minutes of the October 27, 2006 WMCA Executive Committee Meeting. Executive Committee Member Bob Baker seconded the motion; the motion passed.**

3. Treasurer's Report: Treasurer Sheryle Wyatt reported:

- WMCA currently has 304 members, up from 260 members last year.
- 42 registrations have been received for the conference.
- AWC funded a total of 16 conference scholarships.
- Dues notices will go out late in April.
- The new QuickBooks accounting program is working well.

Treasurer Wyatt requested reimbursement for a printer cartridge and web hosting fees.

Vice-President Ali Spietz moved to authorize reimbursement to the Treasurer for expenses incurred. Executive Committee Member Bob Baker seconded the motion; the motion passed.

4. Education Coordinator's Report: Education Coordinator/Past-President Pam Kolacy reported that the new Professional Development IV has been approved for 12 points, there will be additional assignments required. All Professional Development classes will include additional hours.

5. Committee Reports

f. Conference Program - Molly Towslee reported that all the speakers are lined up for the Conference. Melody Valiant is working on the contracts. The Facilitators are being assigned. Ms. Towslee reported that all the speakers are highly recommended. The Executive Committee suggested adding "desert buffet" to the Sunday evening schedule and an ending time for Presidents Reception of 7:30. Vice-President Ali Spietz discussed the conference Evaluations and the changes that were made. The Executive Committee discussed the schedule, evaluation form, certificates and gifts for non-paid speakers. The Executive Committee discussed the certificates and gifts for non-paid speakers. President Sandy Byers thanked Molly Towslee for reporting in person to the Executive Committee.

a. Audit – Secretary Betty Garrison distributed the report. The Audit was done on Wednesday and everything went very well. Treasurer Sheryle Wyatt brought forward a suggestion from the Audit Committee that there be a policy regarding per diem for meals and that it be based on the State's per diem rates. Vice-President Ali Spietz offered to propose per diem language for consideration.

b. Awards - Past-President Pam Kolacy discussed the two things that came up in committee. The letter that was sent out states there is a five-year membership requirement and it isn't in the policy. The Awards Committee requested the addition of the

five year membership requirement into Clerk of Year Policy. The Awards Committee requested a procedure for processing ineligible nominations. Past-President Pam Kolacy suggested that the current chair send letters to the ineligible clerks and that the Executive Committee add clarification to policy. Other awards may be awarded by the President from the slate of eligible nominations, such as Clerk of Distinction. The Executive Committee discussed changing the language to clarify eligibility for nominations.

c. Preliminary Budget 2007-08 - President-Elect Alice Bush reviewed and discussed the proposed budget for the Executive Committee. President-Elect Alice Bush suggested a change for 501C3 expenditures to be offset by lowering the contingency by \$125. President-Elect Bush suggested the Executive Committee put before the membership a proposed increase for annual dues to \$75.00. **The general consensus of the Executive Committee was that this proposed budget is acceptable and to present it to the membership for adoption at the general meeting.**

d. The Executive Committee also discussed the monthly reports to the membership. Past-President Pam Kolacy will set up a list for who reports to the membership when.

The meeting recessed for lunch at 11:50 a.m.

The meeting reconvened at 12:15 p.m.

d. Bylaws – President-Elect Alice Bush suggested changing all references to the Quill to reference the Executive Committee Monthly Report. The Executive Committee discussed the Quill being discontinued and replaced with Executive Committee Reports. The Executive Committee discussed dropping “objectives” and leaving “purpose” in Section 1 of Article II; striking the last sentence of Section 2 Article I; changing “Board of Directors” to “Executive Committee” in Section 4, B of Article III; changing the last sentence to state that the “Designated Back-up Treasurer shall assume the duties of the treasurer in the absence of an elected treasurer” in Section 3 of Article X; deleting the reference to the change to email notification in Section 4 of Article VII.

e. Conference Planning – Executive Committee Member Bob Baker reported that Linda Alvar is getting information out to Vendors. All the information will be transferred to Jackie Moriarity upon Linda Alvar’s retirement.

g. Education & Professional Development – distributed.

h. Elections – Vice-President Ali Spietz reported the slate of officers and thanked the Executive Committee Members running for office and Bob Baker for stepping up for the office of Vice-President. There will be an open position on the Executive Committee after the election.

i. Historical – report distributed.

j. Legislative – President-Elect Alice Bush reported on Senate Bill 5420. President-Elect Alice Bush asked how the Executive Committee would like to respond to the Legislative Committee with direction. The Executive Committee discussed the potential ramifications to jurisdictions should this bill pass. **The consensus of the Executive Committee is to oppose this bill and to support the committee in opposition of this Bill.**

k. Membership – Executive Committee Member JoAnne Giesbrecht asked the Executive Committee for volunteers to help with the new member activities at the Conference. The Executive Committee volunteered to help, with whatever is needed.

l. Newsletter – report distributed.

m. Scholarship – President Sandy Byers reported that the Committee received four applications for scholarships and is recommending approval of three scholarships for a total of approximately \$1,700.00. **Vice-President Alice Bush moved to award the three scholarships, one each to Isabelle Stigall for registration & lodging, Teresa McAllister for registration and lodging and Patti Hansen for registration only. Vice-President Ali Spietz seconded the motion; the motion passed.** President Sandy Byers will contact Executive Committee Member Kammy Hill with the results of the vote so that she can notify the recipients of WMCA Scholarships.

n. Fundraising/Special Projects - report distributed.

o. Website – report distributed.

6. Old Business

a. Handbook Committee Update – Executive Committee Member Bob Baker reported distributing sections of the handbook for review. Executive Committee Member Bob Baker requested that everyone review the sections that have been distributed and notify him with any corrections or suggestions. The biggest section left to change has to do with Public Disclosure and Public Records. More sections will be distributed as they are completed.

b. Region IX Event at 2007 IIMC Annual Conference - President-Elect Alice Bush asked for volunteers. Executive Committee Member Sara Ortiz and Past-President Pam Kolacy volunteered to serve on a sub-committee to plan the Region IX Event at the IIMC Conference in May. Vice-President Ali Spietz and President Sandy Byers volunteered to help at the IIMC Conference.

7. New Business

a. IIMC 2012 Conference Bid – Executive Committee Member Terri Pfister has been working with Spokane Visitors Bureau on their bid for the IIMC Conference in 2012 and they have asked for the full support of WMCA with their bid. \$20,000.00 needs to be raised but it is not required that WMCA raise the full amount. The Call to Action lists the host city responsibilities, and they would be looking for a commitment for volunteers to help with the Conference. The Executive Committee discussed lobbying for the conference. The consensus of the Executive Committee was that WMCA supports Spokane's bid for the IIMC Conference. Past-President Pam Kolacy will check regarding the process and practice of lobbying for the Conference. President-Elect Alice Bush suggested that the Executive Committee hold off on making a final decision until the March meeting or via email, after information is received regarding support from Region IX and whether Portland plans to submit a bid for the same conference or not is determined.

b. Strategic Planning Subcommittee Update – Past-President Pam Kolacy reviewed the accomplishments of the Executive Committee and expressed gratitude for the tons of work done by President-Elect Alice Bush and Vice-President Ali Spietz and the direction given by President Sandy Byers. The Executive Committee suggested the membership get the information showing the accomplishments. Treasurer Sheryle Wyatt offered to publish the report on the WMCA web site. The Executive Committee discussed the potential for annual planning sessions.

8. Region IX Information

a. The Executive Committee discussed the request for Financial Support and Endorsement of Mary Lynne Stratta for IIMC Vice-President. The consensus of the Executive Committee was to survey the membership for their views prior to responding to this request. Executive Committee Member Karen Kuznek-Reese volunteered to prepare the January Executive Committee Report to the membership.

b. The Executive Committee discussed asking the membership for their views on the reconsideration of Sydney, Australia, for 2010 IIMC Annual Conference prior to taking an official stand.

c. Region III January 19, 2007 Letter to IIMC – distributed to the Executive Committee.

9. Adjourn

There being no further business the meeting was adjourned at 2:04 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary