

# WASHINGTON MUNICIPAL CLERKS ASSOCIATION

## -- EXECUTIVE COMMITTEE MEETING --

**Wednesday, March 14, 2007**

**1:45 p.m.**

**Semiahmoo Resort, Blaine, Washington**

1. Call to Order: President Alice Bush called the meeting to order at 1:45 p.m.

Officers Present: Past-President Sandy Byers, 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, Terri Pfister, and Sarah Ortiz.

Also present: Pam Kolacy, Education Coordinator.

2. Executive Committee Minutes of January 26, 2007: **The Executive Committee confirmed that the January 26, 2007 Executive Committee Meeting minutes were approved by e-mail.** Executive Committee Member Kammy Hill abstained because she was not in attendance at the January 26 meeting.

3. Confirmation of Appointment of Pam Kolacy as Education Coordinator through 3/2010: **Treasurer Sheryle Wyatt moved to confirm the appointment of Pam Kolacy as Education Coordinator. President-Elect Ali Spietz seconded the motion, which passed with a unanimous vote.**

4. Education Coordinator's Report

a. Spring Academy – Education Coordinator Pam Kolacy reported that the Academy was VERY successful. Increasing the registration fee did not slow down registrations; there were 90 participants and the Association cleared nearly \$6,700.

b. NCI Committee WMCA Reps – Education Coordinator Pam Kolacy reported that the committee representatives from Washington will consist of Past-President Sandy Byers and President-Elect Ali Spietz and herself as Education Coordinator. The Committee is anticipating a meeting after the Professional Development Sessions. The Committee will probably be looking at the certification requirements as they change and grow.

c. PD Classes & MMC Academy – Education Coordinator Pam Kolacy reported that the brochures for the PD Classes are out. The following number of registrations have been received: PD IV - 15; PD I – 8; PD II – 5; and PD III - 5.

Fall Academy – Vice-President Bob Baker reported that the Marie O'Connell Parliamentary Unit (MOPU) is planning to put on a Parliamentary Academy in October. President Elect Ali Spietz suggested having a 3 point MMC academy. Last year only a few dollars were made. Treasurer Sheryle Wyatt expressed concern that many of the membership can't afford the money or amount of time to attend PD\_IV. Executive Committee Member JoAnne Giesbrecht mentioned the challenge of PD\_I and PD\_IV overlapping. Executive Committee Member Kammy Hill mentioned the Academy training that is available through OAMR in The Dalles in September. Past-President Sandy Byers stated that Oregon would like to invite Washington Clerks to participate in their training sessions. Education Coordinator Pam Kolacy stated that to get a 3-point Academy it needs

to be approved very soon. The Executive Committee discussed the proposed Parliamentary Training and the potential for co-sponsoring the training. Vice-President Bob Baker and Education Coordinator Pam Kolacy will work together to see about getting the training IIMC accredited. If it can be accredited for 3\_-points, WMCA will work together with MOPU. The Executive Committee discussed the potential for working with WMTA and WFOA in collaboration for training. The Executive Committee discussed exploring possibilities with the Washington Association of County Council Clerks as well.

5. Treasurer's Report:

a. Treasurer Sheryle Wyatt reported that the \$1.00 Raffle raised \$782.00; the \$5.00 Raffle sold \$2,950.00 worth of tickets less \$1,600.00 for the travel voucher resulted in a \$1,350.00 profit.

b. Treasurer Sheryle Wyatt reported that the Auctions realized \$4,627.00.

c. Treasurer Sheryle Wyatt reported that the Product Sales (Scholarship) were not very successful; they didn't sell very many items, possibly because it wasn't very apparent that it was a sales table.

President Alice Bush deviated from the agenda and invited Cynay Smith, Associate Director of Sales for Semiahmoo Resort and member of the Washington Society of Associations to talk with the Executive Committee to help in understanding how to negotiate hotel contracts. The first step is to recognize the Strategic reasons for having a meeting - Education, comradery and networking. Ms. Smith suggested the Association needs to recognize how to make buying power work, keep volunteers happy by streamlining the time needed for planning and making sure members are getting what they want. Ms. Smith suggested that moving the conference to different locations is better for the membership than staying in one spot year after year. She indicated that the buying power is there if you are making a commitment to return in a few years. Ms. Smith volunteered to review site contracts at no charge to the Association. She also indicated that she would be happy to share a request for proposal form with the Association. Ms. Smith suggested that when presenting a survey questionnaire you need to be very careful regarding the questions you ask and how they are presented. Ms. Smith invited WMCA to come back to Semiahmoo in the future.

d. Fundraising (General Fund) – The Executive Committee discussed concerns that were expressed by some of the membership over the logo product sales going into the General Fund instead of the Scholarship Fund.

e. Treasurer Sheryle Wyatt reported that there were two cancellations. The registration form was very specific that there were no refunds after March 5<sup>th</sup>; therefore there are no requests for refunds.

The drawing for cash from those turning in their evaluation forms was done. Michelle Whitten from Toledo will be receiving a check in the mail.

The drawing for logo products from those turning in pictures for the web site was held. There were 197 pictures turned in. Peggy Hagan will be notified that she won the drawing.

6. 2007 Conference Planning Recap: President Alice Bush met with Co-chairs Alice Attwood and Jackie Moriarty, they both stated that the Conference was well attended and there were no significant problems. The Vendors were very happy with the set up and amount of participation. WMCA collected \$8,900.00 from Vendor Exhibitors. Data Base and Smead/Soft both specifically indicated that they would like to return. Next year the Co-chairs are Virginia Olsen from Mountlake Terrace and Tes Ongoco from Lakewood.

President Alice Bush called a recess for a break at 3:00 p.m.

The Executive Committee Meeting reconvened at 3:15 p.m.

7. Old Business:

a. Spokane's bid for 2012 IIMC Conference – President Alice Bush reported that she, Education Coordinator Pam Kolacy and Executive Committee Member Terri Pfister met with the Region IX representatives and the Presidents from Alaska, California and Oregon to garner their support for Spokane to bid for the IIMC Conference in 2012. Portland is also planning to submit a bid for the same conference. Spokane has requested that WMCA and Region IX support their bid. The group met on Tuesday. The Region IX directors felt that supporting one bid made a stronger bid for the Region. California and Alaska also felt it would make a stronger statement. Oregon is feeling really passionate about holding the IIMC Conference. Region IX felt it would make more of an impact to stand together and that they were leaning towards Portland. Oregon provided a letter requesting support for their bid. Executive Committee Member Kammy Hill questioned whether WMCA has the "passion" to support an IIMC Conference in 2012. The Executive Committee discussed the issue identifying mixed feelings and a wish to support a City within the State of Washington, while acknowledging the points made by the other Region IX Associations. **Executive Committee Member Kammy Hill moved to write a letter of support for the Portland, Oregon bid for the 2012 IIMC Conference. JoAnne Giesbrecht seconded the motion.** The Executive Committee discussed the possibility of setting up a rotation within the Region for future bids and acknowledged that Oregon is the only state that hasn't had an IIMC Conference yet. Executive Committee Member Terri Pfister will report back to the Spokane Visitors Bureau. **The motion to write a letter of support for the Portland, Oregon bid for the 2012 IIMC Conference passed with a unanimous vote.**

b. Member Survey update – Communications Committee Co-Chair Pam Kolacy sent out a request to the committee, however, the survey has not been created yet, the Committee will be working on it. Communication Committee Co-Chair Pam Kolacy requested input from the Executive Committee.

c. 2009 Annual Conference Location – President-Elect Ali Spietz distributed information gathered regarding potential sites for the 2009 Annual Conference. The Executive Committee discussed the available options. The Executive Committee discussed the concerns expressed by membership at the annual meeting regarding affordable sites for future conferences. President-Elect Ali Spietz agreed to look for options on the East side of the state as the West side locations are more expensive. The Executive Committee discussed an RFP going out to membership to see what is available, potentially drawing in more information as the Clerks target local resources for potential locations.

d. Incoming/Outgoing Committee Chairs Reception Recap - President Alice Bush reported that the reception for incoming and outgoing committee chairs was well attended and that Chairs for all the Committees have been filled. **The Executive Committee expressed the consensus that this was a great idea and will benefit the organization.**

8. New Business:

a. Appointment of a Backup Treasurer – **President-Elect Ali Spietz moved to appoint Executive Committee Member Kammy Hill for the position of Back-up Treasurer for the 2007-2008 fiscal year. Executive Committee Member Terri Pfister seconded the motion, which passed with a unanimous vote.**

b. Appointment of Webmaster – **President Alice Bush appointed Treasurer Sheryle Wyatt as webmaster with full agreement and appreciation from the Executive Committee.**

c. Committees

i. Executive Committee Liaison Appointments & Role – President Alice Bush emphasized the need for the Executive Committee Liaisons to keep in close contact with the Committee Chairs. President Alice Bush asked that as liaisons the Executive Committee help guide the Committee Chairs through their assignments and extend a hand to help them throughout the year.

ii. Executive Committee Monthly Report Updates Sign-up Sheet – President Alice Bush asked that a report go out to the membership on the first of every month. A sign-up sheet was passed around for all Executive Committee Members to sign up for a month. President Alice Bush asked that a draft of the Report be sent to her for review and then distributed to the Executive Committee prior to publication for the General Membership.

d. Executive Committee Proposed 2007-2008 Meeting Schedule – **The Executive Committee decided by consensus that the meetings would be scheduled as follows for the coming year: June 22<sup>nd</sup> at Lakewood City Hall, October 19<sup>th</sup> at the Coast Wenatchee Center Hotel, January 18<sup>th</sup> at Lakewood City Hall, and March 21<sup>st</sup> at the Coast Wenatchee Center Hotel following the 2008 Conference.**

e. Scholarships

i. Professional Development (PD, I, II & III) Recommendations - The Scholarship committee recommended awarding scholarships to Sara Chase for PD III, Candice Makos for PD II, Susie Oppendal for PD I, and Dayna Prewitt for PD III; if funds are available scholarships could be awarded also to Krystal Kelsey for PD I and Melody Valiant for PD III. **President-Elect Ali Spietz moved to award scholarships to Sara Chase for PD III, Candice Makos for PD II, Susie Oppendal for PD I, Dayna Prewitt for PD III, Krystal Kelsey for PD I and Melody Valiant for PD III and to amend the budget to cover the additional expenses if necessary. Executive Committee Member Karen Kuznek-Reese seconded the motion, which passed with a unanimous vote.**

ii. Margery Price (MMC Academy) – This scholarship is specifically for clerks with their CMC to participate in continuing education. President Alice Bush announced that there were no scholarship requests for the Master's Academy. President Alice Bush reported that the Scholarship Committee has requested that their Executive Committee Liaison Kammy Hill work with Scholarship Committee Chair Carol Etgen on the scholarship guidelines to clarify the criteria. Executive Committee Member Kammy Hill agreed to bring back suggestions for the June meeting.

f. To Do List (March - June 2007) President Bush reviewed the To-Do List for the Executive Committee, the Committee Work, Strategic Plan Progress and Executive Committee Report. The Executive Committee discussed the issue of uncontested races.

9. Region IX: President Alice Bush reported with an update on the Reception at IIMC New Orleans Conference. The Committee is getting information on nearby restaurants as they look at alternatives to the Conference Center that are more reasonable in price.

10. Other: No other business was presented for consideration at this time.

11. Next Meeting: The next meeting of the Executive Committee will be on June 22<sup>nd</sup> at Lakewood City Hall.

12. Adjourn: There being no further business the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary