

Washington Municipal Clerks Association

-- Executive Committee Meeting --
Friday, January 18, 2008
10:00 a.m.
Lakewood City Hall

Call to Order: President Alice Bush called the meeting to order at 10:10 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: Past-President Sandy Byers, JoAnne Giesbrecht, Karen Kuznek-Reese, Irene Mock, and JoAnne Trudel. Absent: Board Member Kammy Hill and Board Member Terri Pfister.

President Alice Bush announced that this will be the last meeting for Secretary Betty Garrison and Past-President Sandy Byers and thanked them for their service to the Association.

Executive Committee Minutes of October 25, 2007: **President-Elect Ali Spietz moved to confirm the approval of the October 25, 2007 Executive Committee Meeting minutes. Vice-President Bob Baker seconded the motion, which passed with a unanimous vote.**

Treasurer's Report: Treasurer Sheryle Wyatt referenced the submitted written reports and advised the Executive Committee that the financial position of the Association is looking good. The updated count of members is up to 308 as of 1/2/08.

The Executive Committee agreed by consensus to postpone the Education Coordinator Report to later in the Agenda, allowing time for Education Coordinator Pam Kolacy to arrive.

Old Business:

Approval of 2008 - 2009 Budget - President-Elect Ali Spietz distributed a revised Budget. The Executive Committee reviewed and discussed the proposed Budget for FY 2008-2009. President Alice Bush introduced a fiscal budget policy for the Executive Committee to consider which would appropriate \$10,000 annually in a reserve fund to ensure that there would be an ending fund balance each year as a means to provide financial stability in the budget. The Executive Committee discussed appropriating and maintaining a \$10,000 annual "Safety Net" of reserves in the Savings account. The Executive Committee also discussed providing a complimentary registration for the WMCA member when serving as Region IX Director for attending the WMCA annual conference. **President-Elect Ali Spietz moved to set a fiscal budget policy and appropriate \$10,000 in a Contingency Fund to be kept in the Savings account annually. Vice-President Bob Baker seconded the motion, which passed with a unanimous vote.** President Alice Bush provided an overview of the proposed policy amendments to the Executive Committee Travel Expense Policy and the WMCA Expense Policy and distributed copies of the proposed changes. The Executive

Committee discussed the revised language to the Expense Policy noting that complimentary registration will be provided for the NCI Director to attend the Spring and Fall Academies. **President-Elect Ali Spietz moved to amend the Executive Committee Travel Expense Policy to reflect that a complimentary registration will be provided to a WMCA member when serving as Region IX Director to attend the WMCA annual conference and that the WMCA Expense Policy be amended to reflect that complimentary registrations will be provided for the NCI Director to attend the Spring and Fall Academies.** Board Member Karen Kuznek-Reese seconded the motion, which passed with a unanimous vote.

Board Member JoAnne Giesbrecht moved to approve the proposed 2008-2009 Budget as presented. Treasurer Sheryle Wyatt seconded the motion. President-Elect Ali Spietz noted that she will update the year-to-date revenue and expenditures and include a glossary page prior to submitting the 2008-2009 Budget for the Annual Business Meeting Packet. **The motion passed with a unanimous vote.**

2010 Conference Location and Contract - Vice-President Bob Baker reported that he had focused his search in the Yakima and Tri-Cities Area and distributed copies of a proposal from the Red Lion in Kennewick. The Executive Committee discussed options. Vice-President Bob Baker reported that he had recently received information from a facility in Spokane Valley, and requested that he be provided a little more time to review their materials before the Executive Committee takes action. **It was the consensus of the Executive Committee to have Vice-President Bob Baker review the materials on the Spokane Valley Facilities; and that the decision for the 2010 Conference location be addressed at the March meeting.**

Pam Kolacy arrived at 10:50 a.m.

President Alice Bush declared a 5 min recess. The meeting was called back to order at 11 a.m.

Endorsement of Elections and Bylaws Committees Pro/Con Statements on proposed Bylaws amendment - President Alice Bush reported that, provided the Executive Committee approves the Pro and Con Statements prepared by the By-laws Committee and Election Committee to be sent to the membership with the Notice of Proposed By-law amendment and the Annual Business Meeting Announcement. The Executive Committee discussed what a great job the Committees did in preparing the statements; keeping the statements neutral while presenting both sides in a fair and concise manner. **Vice-President Bob Baker moved to endorse the By-laws Committee and Elections Committee recommendation to submit to the membership the proposed term limit By-law amendment and the pro and con statements as presented by the Committees. President-Elect Ali Spietz seconded the motion, which passed with a unanimous vote.**

Update on Conference Planning Committee activities - Board Member Irene Mock expressed her excitement on the progress being made planning for the Conference. She expressed enthusiasm about the responses the Committee is receiving for sponsorships and the donations being made. Tes Ongoco is working hard to stay within budget for meals using a combination of government per diem and standard meal rates. At the request of Scott Marcus, Keynote speaker for the half-day Friday session on "Striving for Imprefection," President Alice Bush requested that the members of the Executive Committee take a few minutes to complete the questionnaire at the speaker's request to tailor the session for WMCA.

New Business:

Review and approval of scholarship applications- President Alice Bush reported on the Scholarship's Committee recommendation to approve six applications to attend the annual conference in the amount totaling \$2,700. The Scholarship Committee recommended that the scholarships be funded using \$1,800 budgeted for annual conference scholarships and transferring \$900 from the Margery Price Scholarship Fund to the annual conference scholarship fund. The Executive committee noted that the Margery Price Scholarship funding is specific for funding MMC Advanced Educational training. **President-Elect Ali Spietz moved to approve the Scholarship Committee's recommendation to award funding for the six applicants requesting scholarships for the conference, and that the scholarships be funded with \$1,800 budgeted for conference scholarships, transfer \$250 from the AWC conference fund to the conference scholarship fund and transfer \$650 from savings to the conference scholarship fund. Karen Kuznek-Reese seconded the motion, which passed with a unanimous vote.**

Update on slate of candidates filed for Officers and Directors - President Alice Bush distributed copies (which were also emailed prior to this meeting) of the Elections Committee list of candidates who had filed for Officer and Board of Director positions. The Elections Committee presented the following slate of candidates:

President-Elect - Bob Baker

Vice-President – Terri Pfister

Secretary - Cheryl Proffitt

Board Member - JoAnne Giesbrecht

Board Member - Sandy Paul

President Alice Bush advised that in accordance to the By-laws she had invoked the creation of an Ad-hoc committee that consisted of herself and members she had consulted for obtaining potential names of interested candidates to fill the open positions after the initial filing deadline. Candidate documentations were completed and submitted to the Elections Chair in a timely manner for submittal of the final slate of candidates to the Executive Committee.

The Executive Committee discussed listing the terms of office for the Executive Committee on Board Page of the Web site. Webmaster Sheryle Wyatt agreed to add that information to the WMCA Web site.

Approval of Conference Evaluation form by Education Committee - President-Elect Ali Spietz reviewed the proposed conference evaluation form. The Executive Committee discussed a suggestion to add an AWC health walk to the schedule one morning.

Update on Clerk of the Year filings - Past-President Sandy Byers reported that there were over 10 responses. There had been some questions about the interpretation of the Clerk of the Year Policy and the definition of a member in good standing. Some suggestions were made for potential changes to the policy to clarify questions brought forward this year that the Executive Committee may want to implement for next year. The Executive Committee discussed the suggestions and decided by consensus to appoint an Ad Hoc Committee to review the Clerk of the Year Policy and program. Treasurer Sheryle Wyatt, Board Member Irene Mock Vice-President Bob Baker, Education Coordinator Pam Kolacy and President Alice Bush were appointed to serve on the Clerk of the Year Ad Hoc Committee. The consensus of the Executive Committee was to direct emails or grumbling over who is or is not a member in good standing to Chair of Awards committee.

Approval of \$100 cash raffle prize and complimentary lodging at Ocean Shores for \$1 raffle requested by Fundraising Committee - Vice-President Bob Baker reported that the big raffle prize is the \$1,500 Visa Card; tickets for that raffle can

be obtained from Margo Tackett, City of Westport. Quinault Beach Resort is donating two separate one night stays that will not be valid during the Conference. Vice-President Bob Baker moved to approve a \$100.00 cash prize for a \$1 Raffle. JoAnne Giesbrecht seconded the motion, which passed with a unanimous vote.

New Clerks/First Time Attendees Breakfast Agenda - President Alice Bush reported that she had been working with Ron Moore on the Agenda content. She asked that the Executive Committee attend this Breakfast to show support for the First Time Attendees and New Clerks. She indicated that Ron Moore has been working hard getting a raffle prize and gifts for the First Time Attendees/New Clerks and is doing an excellent job.

The meeting was recessed for lunch at 12:05 p.m.

Reconvened from Lunch at 12:35

VIP buddies, VIP Itinerary, Executive Committee Attendance Itinerary & VIP Dinner selections - President Alice Bush reviewed the list of "Buddies" assigned to greet our out-of-state guests. She then distributed an itinerary of activities/events in which the Executive Committee is being requested to attend.

Education Coordinator Report:

With regard to the Fall Academy, Education Coordinator Pam Kolacy referenced her written report and discussed how larger attendance challenges some of the speakers as they are trying to make sessions interactive. Education Coordinator Pam Kolacy advised the Executive Committee that she will be meeting with Karen Tanner of AWC to talk about how we could work together to provide training opportunities.

Education Coordinator Pam Kolacy offered to discuss the Clerk's Handbook. Vice-President Bob Baker reported that the Handbook project was put on hold and needs to be picked up. A couple years ago AWC volunteered to put the Handbook on CD and provide it to WMCA members.

Education Coordinator Pam Kolacy reported that the Spring Academy is set and IIMC approval has been received for 3 education points.

Region IX Update:

IIMC Education Guidelines – Region IX Director Pam Kolacy expressed her appreciation to the Executive Committee for the time Executive Committee members spent reviewing Region IX comments and information. The Region IX Directors are attempting to keep the Association leadership involved in the process. The recommended joint decision on implementation of the IIMC educational guidelines was distributed to the Executive Committee. Region IX Director Pam Kolacy expressed how amazed she is with how far ahead Region IX is in providing quality educational opportunities compared to other states and regions. Region IX is doing very well providing education to the membership that is of value to them for the advancement of their careers.

She reported that an IIMC Vice-Presidential candidate is coming, at her own expense, to our Conference. Education Coordinator Pam Kolacy asked if we could offer the candidate the WMCA member rate for conference registration. **The Executive Committee agreed to offer the IIMC Vice-Presidential candidate the WMCA member conference rates for registration.**

Region IX Director/Education Coordinator Pam Kolacy expressed appreciation for the WMCA membership and how wonderful everyone is.

Committee Reports:

Audit - Secretary Betty Garrison reported that the Audit was completed on Tuesday, January 15, 2008. The records were found to be in good order, fairly stating the financial activity of the Association. The Audit Committee thanked Treasurer Sheryle Wyatt for all her hard work and for keeping the records in such good order. The official report will be filed by Chair Gina Anderson.

The following committee reports were submitted and accepted without comment or were discussed during regular business: Awards, Budget, Bylaws, Communications, Conference Planning, Education, Elections, Fundraising, Historical, Legislative, Membership, and Scholarship.

Executive Committee Work Plan:

President Alice Bush distributed and reviewed the Executive Committee Work Plan.

Executive Committee Executive Report: The February Executive Committee Report will be sent out by Board Member Irene Mock and the March Executive Committee Report will be sent out by Board Member JoAnne Trudel.

Next Meeting: The next meeting will be held March 20, 2008 at the Coast Wenatchee Center Hotel in the Fireside Room at 12:30 p.m.

JoAnne Giesbrecht suggested nominating Institute Director Dema Harris for an award of excellence. The Executive Committee discussed the requirements and acknowledged that she would be eligible for nomination next year.

The Executive Committee discussed that the NCI contract will be up for renewal in the later half of 2009.

President-Elect Ali Spietz thanked President Alice Bush for the great job she has done leading meetings, keeping us all on track and preparing great packets.

Adjourn:

There being no further business; President Alice Bush adjourned the meeting at 1:25 p.m.

Respectfully submitted,

Betty J. Garrison, WMCA Secretary