



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**  
Friday, March 21, 2008, 12:45 pm  
Coast Wenatchee Hotel, Wenatchee, WA

**Call to Order:**

President Ali Spietz called the meeting to order at 12:45 p.m.

**Officers Present:** President Ali Spietz, President-Elect Bob Baker, Vice-President Terri Pfister, Treasurer Sheryle Wyatt and Secretary Cheryl Proffitt-Schmidt.

**Board Members Present:** Past-President Alice Bush, Kammy Hill, Karen Kuznek-Reese, Irene Mock, and Sandy Paul. Board Members JoAnne Giesbrecht and JoAnne Trudel were excused.

**Also Present:** Education Coordinator Pam Kolacy, and 2007-2008 Conference Planning Committee Co-Chairs Tes Ongoco and Virginia Olsen.

President Spietz welcomed everyone and congratulated new officers and board members on their election. President Spietz asked those new executive committee members to send their photo to Treasurer Wyatt for the website, and reminded those who would like to update their photo that this was also an opportune time to send those in. President Spietz then appointed President-Elect Bob Baker as Parliamentarian for Executive Committee Meetings to be held in 2008.

**New Business:**

**2008 Conference Report**

Conference Planning Co-Chairs Tes Ongoco, Virginia Olsen and Irene Mock reported on the just concluded annual conference. Ms. Olsen stated they were anxious to review the conference evaluations and noted comments they had heard were mostly positive. Issues of concern included challenges with vendor set up and placement of vendors. Ms. Olsen added they took a lot of notes for planning next year's conference to include a better check in process and registration/conference materials for vendors. Ms. Ongoco expressed that some vendor/sponsors expected meals to be included. Two meal packages were given to the Diamond Sponsors. Discussion ensued on future sponsor meal packages and levels of sponsorship. President Spietz stated the Executive Committee will discuss and consider revision of the sponsorship policy at an upcoming meeting.

Ms. Ongoco reported that the initial hotel estimate was within budget after the Executive Committee's meal budget adjustment of \$25,000; however, because of the larger than expected turn-out, the final bill will be higher. There were a total of 166 conference attendees, with 190 attending the annual banquet including sponsors and guests. With increased revenues from sponsors and vendors, this will offset the costs for the increased attendance.

President Spietz said a concern for next year would be vendor/sponsor space and she hoped to travel to Quinault soon to look at logistics. One possibility would be to devote one entire room

to vendors. Vendors reported they loved this year's space and location; however they did ask if longer breaks could be scheduled to have additional time to discuss their products.

President Spietz said at the next conference they would establish two or three people who would be authorized to make last minute changes with the hotel. Special thanks and acknowledgement were given to Treasurer Sheryle Wyatt for providing a printer to create professional looking last minute documents as needed and to Conference Planning Committee Member Paula Swisher who did a wonderful job with the decorations.

Ms. Olsen called attention to the fact there was no line item in the budget for sponsor banners, which created a nice back drop for the conference. The Committee may want to consider specific funding in the budget for future banners. Additionally Board Member Mock mentioned the PowerPoint presentation received many compliments and it was suggested to consider setting future presentations to music.

President Spietz concluded by thanking the Conference Planning Committee Co-Chairs for the amazing job they did and congratulated them on the successful conference.

#### **Approval of Minutes:**

Past-President Bush **MOVED**, seconded by President-Elect Baker to approve the Executive Committee Meeting Minutes of January 18, 2008 as presented. The motion **PASSED** with a unanimous vote.

#### **Education Coordinator's Report:**

##### Spring Academy

Education Coordinator Kolacy reported the Spring Academy had a great response with over 100 attendees. Initial estimates indicated the academy earned between \$6,000 to-\$7,000 which will be confirmed once all expenses are paid. Ms. Kolacy explained the challenge facing future academies was finding a presenter willing to speak to a group of over 100 participants due to the interactive nature of most presentations. NCI Institute Director Dema Harris and Ms. Kolacy are considering options for future academies including possibly holding two sessions. Ms. Kolacy had not yet reviewed the Academy evaluations but the initial feedback she had received was quite positive.

##### NCI Committee

Ms. Kolacy stated the Committee, which is made up of three representatives each from the Washington, Alaska, and Oregon Associations would convene after this year's PD sessions are completed to review evaluations and to coordinate with the Education Committee for planning future PD Classes.

##### PD Classes & Master Academy

Ms. Kolacy said classes are getting a good early response from Washington, Oregon, and Alaska Clerks. The word is spreading about the value of the Master Academy which will provide 12 points towards MMC Certification. This year's Master Academy will be presented by Dr. Michael Shadow with the focus on public speaking.

### **Region IX Update:**

Region IX Director Kolacy stated she would have more to report in June, with the main topic of discussion remaining education guidelines. Region IX members had held a successful meeting that morning with IIMC President Charles Tokar, Region IX Director Coleen Nicol, State Presidents Julie Cozzi, Pamela McCarthy, and Mary Feldman, British Columbia Executive Director Tom MacDonald, and IIMC VP Candidate Sharon Cassler. Ideas and plans were discussed to partner with British Columbia for additional educational opportunities.

### **Treasurer's Report:**

Treasurer Wyatt reported the numbers were not final but it appeared the two auctions netted \$6740, the Visa Raffle earned \$1800, the \$1.00 raffle earned \$1114, with an additional \$206.50 in product sales, for total expected conference revenue of \$9860.50. President Spietz suggested that next year the Executive Committee and Committee Chairs be given raffle books for advance sales to bring in additional revenue.

Ms. Wyatt discussed the importance of attracting more retired clerks and suggested offering greatly reduced rates to get them to conferences and keep them involved. The California and Oregon Associations have retiree programs and recruit them to man conference registration and product tables. Ms. Wyatt shared that IIMC VP Candidate Sharon Cassler had expressed her pleasure with the entire conference and had been amazed that 166 people attended the conference which was well over 50% of the WMCA membership. Ms. Wyatt added she would have a full financial report once all of the bills were in.

### **Old Business:**

#### **2010 Annual Conference Location**

President-Elect Baker gave a brief overview of the two proposals for the 2010 annual conference location. The Red Lion of Kennewick provided a proposal which included a block of rooms at \$99.00 per night, with a \$35,000 minimum food and beverage tab; in addition they offered three complimentary executive rooms. The second proposal was from Mirabeau Park Hotel and Convention Center in the new City of Spokane Valley. Their proposal included a block of rooms at \$92.00 per night, a \$24,000 minimum food and beverage tab and three complimentary executive suites.

Both locations were discussed. The Kennewick Red Lion was a familiar location. The Mirabeau is new with many features that were appealing including a year round swimming pool, hot tub and deck all the way around that is heated; excellent food with a Chef who has won awards; a shopping mall across the street; walking trails nearby; local wineries to tour, and a new downtown with an "old time" feel.

After review of the Mirabeau contract, Past-President Bush asked President-Elect Baker to inquire if Mirabeau Park would be willing to waive indemnity and insurance requirements since WMCA is a non-profit association, she also requested that a City attorney be asked to review the final contract before signing. President Spietz stated that today's meeting is to approve the location for the 2010 conference. Once chosen, President-Elect Baker will work on finalizing a contract to bring back for approval at the next meeting.

President-Elect Baker **MOVED**, seconded by Treasurer Wyatt to approve the location for the 2010 Annual Conference to be held at the Mirabeau Park Hotel and Convention Center in Spokane Valley. The motion **PASSED** with a unanimous vote.

#### Bylaws Amendment

President Spietz reminded Secretary Proffitt-Schmidt to update the Association by-laws with the newly passed term limit amendment, and then transmit them to Treasurer Wyatt for posting on the website and to President Spietz to print out for distribution at the next Executive Committee meeting.

Past-President Bush noted with term limits in place it would be important to track when officers and board members were appointed or elected. She recommended the secretary job description be amended to include keeping a spreadsheet of the history of elected or appointed dates, term expiration, with a second term noted. The group agreed with Past-President Bush and the consensus was to have the secretary position create and keep an updated history of officers, board members, and education coordinators.

#### New Business (continued):

##### Scholarships

President Spietz reported the current amount in the scholarship fund was \$8483.38, minus the required reserve fund balance of \$2500; leaving \$5983.00 to expend. \$2000 of that was to be awarded for Margery Price Scholarships (Master Academy), leaving \$3983 available for PD I, II, and III sessions.

Board Member Hill presented a spreadsheet of the scholarship applicants. Ratings and criteria of scholarship applications were discussed. Board Member Hill stated the criteria and guidelines for funding of scholarships need to be updated and it is on the Scholarship Committees Work Plan in 2008.

President Spietz asked what the total funding request was. Board Member Hill reported PD I had requests for \$5520, with \$2500 requested for PD II and III. This left a shortfall of \$3100 that was needed to fund 100% of the scholarship applications.

President-Elect Baker **MOVED**, seconded by Treasurer Wyatt to award scholarships to all those qualified applicants to PD I, II, and III at 100% based on the funding being available.

President-Elect Baker shared his concern that the ratings and guidelines need to be updated to ensure fair and equitable awards in the future. This was based on the knowledge that more applications would be submitted in coming years than could possibly be funded. He stated based on the current scholarship guidelines the money was available this year and should be awarded. Board Member Hill asked for clarification if the motion included registration and housing for PD I applicants, and President-Elect Baker stated yes it did. Treasurer Wyatt agreed that conference money was meant to support members with education and training and it was an appropriate use of the money just raised by members.

President Spietz noted for the record that there was almost \$4000 available in the scholarship fund available for PD I, II, and III, and with approval of the motion an additional \$3100 would be

appropriated from monies earned at this year's conference to fund all of the applications at 100%.

The motion then **PASSED** with a unanimous vote.

Scholarship recipients were as follows: **PD I (Registration & Housing)**: Paula Swisher (Brier), Lalena Johns (Okanogan County), Carol McLester (Entiat), Jill Boltz (Poulsbo), Kelly Collins (Royal City), Alfredo Munoz (Tieton); **PD II (Registration Only)**: Dee Roberts (South Bend), Debbie Burke (Normandy Park); **PD III (Registration Only)**: Bobbie Usselman (Sequim), Janine Schnepf (Yelm) and Candice Makos (Cosmopolis).

President Spietz reported three Margery Price Scholarship Applications were received for a total funding request of \$1425. Requests came from Kammy Hill (Wenatchee), Karen Kuznek-Reese (Sequim), and Patty Kirkpatrick (Port Orchard). Funding for the Margery Price Scholarship was budgeted in the amount of \$1800 and the Scholarship Committee recommended all three applicants be awarded funding for tuition and books at PD IV in June.

Past-President Bush **MOVED**, seconded by Board Member Reese to award the Margery Price Scholarship as recommended by the Scholarship Committee to applicant Kammy Hill. The motion **PASSED**. (Board Member Hill abstained)

Past-President Bush **MOVED**, seconded by Board Member Paul to award the Margery Price Scholarship as recommended by the Scholarship Committee to applicant Karen Kuznek-Reese. The motion **PASSED**. (Board Member Reese abstained)

Past-President Bush **MOVED**, seconded by Board Member Paul to award the Margery Price Scholarship as recommended by the Scholarship Committee to applicant Patty Kirkpatrick. The motion **PASSED** with a unanimous vote.

Board Member Paul said the scholarship award information should be included in the newsletter, with award letters sent out to the recipients.

#### Purchase of New Laptops for Secretary and Treasurer

Treasurer Wyatt reported she had researched options for the purchase of two laptop computers, for which money had been budgeted. Both of the WMCA laptops currently in use were far outdated and too slow to run current applications on. Secretary Proffitt-Schmidt stated she would be using her City issue laptop when travelling to meetings, and money budgeted for that computer could be carried over. Treasurer Wyatt noted she did not have one available to her and requested to purchase one 17" laptop that was equipped with a 10 key function to allow her to perform treasurer duties and maintain the Associations financial documents.

Board Member Hill **MOVED**, seconded by Board Member Paul to authorize purchase of two laptop computers for the Treasurer and Secretary positions as needed. The motion **PASSED** with a unanimous vote.

#### Executive Committee Liaison Appointments & Roles

President Spietz stated Past-President Bush had done a great job last year of defining the role of Committee Liaisons. She explained she expected Liaisons to be the ears for the EC and for the Committees you work with to ensure good communication. President Spietz expressed her

philosophy that the Committee Chairs are in charge and the Liaisons are to help bridge any issues and to provide support and answer questions when needed.

#### Proposed 2008-2009 Executive Committee Meeting Schedule

President Spietz had updated and distributed the EC Committee Meeting Schedule. She asked the Executive Committee members to review the schedule and put those items pertinent to them on their personal work schedules and tickler files.

President Spietz then distributed the updated roster to be placed in EC Notebooks. The upcoming quarterly meeting schedule was discussed with the next meeting planned for Mercer Island on June 27<sup>th</sup>. Additional meetings would be held on October 24<sup>th</sup> at the 2009 conference location in Quinault, and on January 16<sup>th</sup> in Tumwater.

#### Executive Committee Monthly Reports Sign-up

President Spietz announced she had made monthly report assignments as noted in the distributed schedule and asked members to notify her if changes were necessary. It was noted it was the responsibility of the EC member assigned the report each month to ensure receipt of content and timely distribution. Members responsible for that month's report were encouraged to contact the Communications Chair, Executive Committee, and Education Coordinator at least two weeks prior to distribution for suggestions on content and for review.

#### Executive Committee Work Plan

President Spietz briefly reviewed the 2008-2009 Work Plan and Budget. She asked members to go through and highlight those things relevant to their Committee(s). President-Elect Baker asked if the "Memo Report Form" should be used for reporting by Committee Chairs. President Spietz replied yes, for uniformity that was desirable and she would email it out with rosters and work plans to the Committee Chairs.

President-Elect Baker drew from the names submitted the winner of \$100 dollars for turning in of conference evaluations. Past-President Alice Bush was the winning name drawn.

#### Next Meeting:

President Spietz announced the next meeting would be held June 27, 2008, 10:00 a.m., at the Community Center at Mercer View, Mercer Island, WA.

#### Adjournment:

Vice-President Terri Pfister **MOVED**, seconded by President-Elect Baker to adjourn the meeting. The motion **PASSED** with a unanimous vote.

The meeting adjourned at 3:00 p.m.

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Cheryl Proffitt-Schmidt, Secretary