



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**  
Friday, June 27, 2008, 10:00 a.m.  
Community Center at Mercer View, Mercer Island, WA

**Call to Order:**

President Spietz called the meeting to order at 10:10 a.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, JoAnne Giesbrecht, Kammy Hill, Karen Kuznek-Reese, Irene Mock, Sandy Paul, and JoAnne Trudel.

**Also Present:** Education Coordinator Pam Kolacy.

**Swearing In:** President Spietz administered the oath of office to Board Member JoAnne Giesbrecht.

**Approval of Minutes:**

Past-President Bush **MOVED**, seconded by Vice-President Pfister to approve the Executive Committee Meeting Minutes of March 21, 2008 as presented. The motion **PASSED** with a unanimous vote.

**Treasurer's Report:**

Treasurer Wyatt reviewed the current year to date reports for WMCA. She provided an overall summary of accounts; a print out of the registers for each account; a report of the expenditures compared with the budget as of June 12, 2008; and a year-end 2007-2008 budget report. Treasurer Wyatt reported WMCA accounts are healthy with the 2008 conference netting total income of \$29,202.30, the scholarship fund netted total income of \$5831.39, and the 2008 Pre-Conference Academy netted income of \$6745.10. Treasurer Wyatt added there are 256 active WMCA members, and she would be sending out payment reminders to those members who were not current on dues.

Board Member Giesbrecht **MOVED**, seconded by President-Elect Baker to approve the Treasurer's report as presented. The motion **PASSED** with a unanimous vote.

**Education Coordinator's Report:**

**Fall Academy**

Education Coordinator Kolacy gave an update on the 2008 Fall Academy. She and Institute Director Dema Harris were proposing to hold two sessions of the academy, one on the east side and one on the west side. Holding two academies would facilitate smaller sessions with more potential for group activity and interactions; and make the academy accessible to more members by eliminating the potential for overnight travel.

#### Northwest Clerks Institute, PD Classes and MMC Academy

Ms. Kolacy reported the Northwest Clerks Institute (NCI) classes were full this year, with a record number of students in both PD I and Master Academy. This had presented some logistical issues but she believed these were handled without impacting the quality of the classes. She added this was positive for this year's NCI budget.

#### Northwest Clerks Institute Committee

Ms. Kolacy said the NCI Committee would be meeting shortly after the NCI evaluations had been tabulated and reviewed. The Committee would begin to address the issue of the contract with WSU for the Institute, of which there was one more year under the current contract (through 2009).

#### Association of Washington Cities

Ms. Kolacy asked if the Executive Committee would consider assigning the Membership Committee the task of developing and designing a 'new clerk' informational brochure, which the Association of Washington Cities (AWC) could use to refer new clerks to WMCA. This would fit with the committee's mission of recruiting and mentoring, and in addition may help to facilitate WMCA working more closely with AWC on classes and presentation/promotional materials so that efforts are not duplicated.

#### International Institute of Municipal Clerks (IIMC)

Ms. Kolacy explained some of the recent changes regarding IIMC education guidelines which were approved by the IIMC Board of Directors in May. They included the following:

- 1) Reduce the MMC annual point candidacy requirements from 12 to 6 (either Education or Social/Professional points).
- 2) Eliminate the Bachelor Degree requirement for MMC certification.
- 3) Extend the grace period to complete CMC and MMC certification programs through 2009.

These actions were a primary result of the letters and comments from clerks around the country who believed the new education guidelines were too strict and that certification was too difficult to achieve. The most frequently cited reasons were budgets are tight and funds have to be spent on specific job related courses rather than advanced education. The IIMC Board has launched an 18 month strategic planning process that will include a membership survey. It was suggested that IIMC perform a professional job analysis to determine the core competencies for municipal clerks. If approved the job analysis could provide changes to the current core curriculum to more accurately reflect the type of education most relevant for clerks.

#### **Old Business:**

##### 2010 Annual Conference Contract

President-Elect Baker reported he had finalized the 2010 Annual Conference Contract with Mirabeau Park in Spokane Valley. He reported they had increased the number of complimentary suites to three, and that the conference rates would be good for two days prior to, and the two days following the conference. As long as the reserved block of rooms is taken, and a minimum of \$24,000 spent on food, there would be no charge for the use of the meeting rooms. The room rate will be \$92 dollars per night, with a 24 hour notice of cancellation the policy shall be for a full refund. Upon approval of the contract a \$5000 deposit will be made, and the hotel has

agreed to provide five complimentary rooms in September of this year. In response to a question by Past-President Bush, President-Elect Baker added the Mirabeau would waive the indemnity clause and the contract had been reviewed by an attorney.

President-Elect Baker **MOVED**, seconded by Board Member Hill to approve the Mirabeau Park Contract, as amended striking the indemnity clause for the 2010 Annual WMCA Conference.

Board Member Kuznek-Reese questioned if a vendors fee for set-up was normal. President-Elect Baker responded no, it was not typical; however WMCA would either discount the vendor's fees by the amount charged for setup, or WMCA may be directly charged for it rather than the vendors.

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

#### 2008 Annual Conference Evaluation Results

President Spietz discussed the 2008 Annual Conference Evaluation results and reported that overall they were positive. She said the Education Committee uses the evaluations as a tool to determine future conference classes and speakers. Future Roundtables were discussed and it was agreed to recommend to the Education Committee that they be topic specific rather than based on community size, and the facilitator chosen would also be important to the success of the Roundtable. A discussion of conference speakers took place; including adding to future contracts that speakers would not charge for copyright materials distributed at conference classes. Lastly, the amount of expertise amongst clerks was highlighted, and the idea was brought forward to utilize their experience by designing some future classes that they could then teach.

#### New Business:

##### Clerk of the Year Ad Hoc Committee Recommendations

Past-President Bush presented the recommendations of the Clerk of the Year Ad Hoc Committee which consisted of Past-President Bush, Education Coordinator Kolacy, President-Elect Baker, and Treasurer Wyatt.

Proposed revisions to the WMCA Clerk of the Year Policy, and Awards Committee description were discussed. The Clerk of the Year Policy criteria for selection was condensed from ten areas down to four areas, and asked to define/explain the nomination rational in each of those four areas. Additional language changes were made to the nomination process, announcements, criteria for selection, notification process, make-up of the Awards Committee, and an addition to the Planning Committees job description to reserve rooms for the Clerk of the Year family and employer was made. The Treasurer agreed to provide the Awards Committee Chair each year with a list of current members who had been active for a minimum of five years and who were eligible for the award.

Board Member Pfister **MOVED**, seconded by President-Elect Baker to approve the changes as agreed upon to the Clerk of the Year Policy and Awards Committee Job Description. The motion **PASSED** with a unanimous vote.

Past-President Bush thanked Executive Committee members for their input and stated the agreed upon changes would be made and emailed out.

### Proposed Scholarship Policy & Applications Revisions

Board Member Hill stated the Scholarship Committee had struggled last year with the rating of scholarship applications, and felt the criteria could be improved upon. She reported another area at issue had been upon notification that an applicant had been awarded a scholarship; the committee found out that several of the recipients' cities had already paid for the registration/program. This made it appear as if they did not really need a scholarship and created a problem for the treasurer to find a way to refund back the cost of the registration.

Ms. Hill reported on the proposed changes to the application process from the Scholarship Committee, and requested discussion and feedback from the Executive Committee. Discussion included the recommendation not to add language that would have required supervisor statements to state funding would not occur if a scholarship was not awarded; to continue to provide scholarship funding for both registration and lodging to first time attendees, with registration only funding available to others; to continue to allow the committee to determine 'need' based on present criteria and funding availability; to not require IIMC membership for eligibility to apply for Northwest Clerks Institute scholarships, however it could be used as a determining factor for equally weighted applications, but not as a disqualification; and to remove the application deadline for the Margery Price Scholarship,. Ms. Hill added it is her recommendation that Scholarship committee members not be allowed to be a part of the voting process, or email chain between committee members if they have applied for a scholarship that was being considered by the committee, and would like that incorporated into the Scholarship Committee's job description.

Lastly, a number of text changes were discussed regarding the Scholarship Guidelines. Ms. Hill concluded she was not requesting a final approval at this time and would take these changes back to the committee for a final review and recommendation.

### Region IX Director Process

President Spietz discussed the letter from OAMR President Mary Feldman regarding their recent adoption of criteria for selecting their candidate for IIMC Region IX Director, and whether WMCA would want to join an agreement along with Alaska and California to have the same criteria apply to WMCA. She reported while WMCA has a great process for choosing the Region IX Director, it is not written down anywhere. Ms. Spietz said the candidate selection rotates between each state and WMCA would not make the selection again until 2013.

Ms. Spietz stated the EC needed to look at 1) did they want to join the agreement, and 2) how should the criteria be tailored to apply to WMCA. Board Member Hill commented she would be more comfortable if the language of the agreement under "Criteria, Section B" stated "In addition to the IIMC criteria, the representative shall meet the criteria established by their state organization".

Board Member Hill **MOVED**, seconded by Board Member Paul to authorize President Spietz to sign an agreement for the selection process of Region IX Director in the substantial form as presented, if Alaska, California, and Oregon agree to the language changes as amended to the Criteria in Section B,3. The motion **PASSED** with a unanimous vote.

Following discussion several additional changes to the language of the WMCA criteria were recommended including requiring the candidate be an active member of WMCA and have served on the Executive Committee for a minimum of three years. Language changes to the process were also discussed and President Spietz agreed to take all of these changes forward to

OAMR. President Spietz added she would bring back the other states recommendations and outcome of this agreement at the next meeting.

#### Proposed 2009 Conference Schedule

President Spietz reported on a visit in May to the 2009 Conference location at the Quinault in Ocean Shores. She explained that they had recently had a large employee turnover, however she was confident they would be ready to provide quality services and honor WMCA's conference contract. Ms. Spietz stated that the conference rooms and vendor space appeared to be small, but they would maximize it as much as possible. She added that as a result of participant comments Wednesday night would be a free night with dinner on your own. Thursday will then be very busy with classes concluding at 4:15 p.m., the Executive Committee meeting being held from 4:45 to 5:30, and the Vendor/Exhibitor reception beginning at 5:30 p.m., prior to the start of the banquet at 6:30 p.m. Silent auction items will be set out Thursday morning during breakfast for bidding with the final bidding concluding between 6:30 to 7:00 p.m. during the cocktail time just prior to dinner. At 7:00 p.m. there will be the Clerk of the Year award, swearing in of officers, and raffle of donated items. Large items will be chosen for a live auction which will take place later during the evening's activities.

President Spietz presented the conference theme of "X Marks the SPOT", which represents "X-perience, X-cellece, and X-traordinary". She announced the Thursday night banquet would be a pirate theme and formal attire would be optional. She added topic centered roundtables would be added back in to the conference schedule, as well as a couple of additional general sessions.

#### Endorsing candidates for state positions

In response to an email question President Spietz asked for comment on WMCA endorsements of Washington State candidates. The consensus was WMCA would not make endorsements of that kind.

#### WMCA records retention

President Spietz requested comment on records retention requirements for WMCA. Following discussion it was determined to request the Bylaws Committee to conduct research and draft a bylaw amendment to ensure compliance with RCW 24.030.135 which governs records retention for non-profit organizations.

#### Clerk Bank

A request to President Spietz regarding the creation of a list of retired clerks as a resource for temporary, part-time, or special project work was discussed. Treasurer Wyatt stated she often gets requests, and there was a need to establish a data base. Treasurer Wyatt agreed to draft and send to President Spietz for review an email "blast" message seeking the names of potential clerks available for temporary help. The "Clerk Available" actual list would have to be self submitted with a disclaimer and Treasurer Wyatt agreed to manage any compiled list on the WMCA website.

#### **Committee Reports:**

##### Audit (Jan-April Audit)

President Spietz spoke briefly to the audit report completed in May for the period of January 1, 2008 through April 30, 2008. The audit included a review and balance verification of all WMCA accounts, support documentation and appropriateness of payments. The Committee found the financial records to be in good order fairly representing the financial position of the WMCA. The

Audit Committee commended Treasurer Wyatt's attention to detail, organization, and consistency, which allowed the audit process to be conducted in a timely and efficient manner.

Past-President Alice Bush **MOVED**, seconded by Board Member Kuznek-Reese to approve and forward the audit report to the membership through the Executive Committee monthly report. The motion **PASSED** with a unanimous vote.

#### Fundraising

President Spietz explained the Fundraising Committee had reached consensus that they would like to once again have a VISA gift card as the big raffle item. However the committee is proposing to offer the opportunity to win two \$1,000 prizes. The committee felt that offering two chances to win would sell more tickets.

After a review of the current inventory of WMCA promotional logo items it was recommended to use the mugs and laptop bags as gifts to first time attendees, as speaker gifts, and to include some items in the raffle. It was suggested to cut prices on all of the older merchandise, and to donate to charity any items left following the conference. The idea to place left over merchandise on the website was also considered. The Fundraising Committee would be asked to consider fleece vests and sweatshirts as new promotional items.

Past-President Bush **MOVED**, seconded by President-Elect Baker to approve \$2000, plus expenses in prize money for two \$1,000 prizes and \$100 cash to be offered as a prize in the \$1.00 raffle. The motion **PASSED** with a unanimous vote.

#### Membership

The Membership Committee recommended a fresh approach to the mentoring program with a "Clerk to Clerk" program which would be a resource for all clerks. Following discussion the consensus was to ask the committee to review the current mentoring policy and procedures, to update it, make it less formal, and to rename it the "Clerk to Clerk" program. Additional discussion recommended highlighting and promoting the WMCA discussion board as a tremendous resource for all Clerks.

Additionally, the Membership Committee recommended that the Executive Committee either adopt a WMCA "Marketing Letter" as prepared by the committee for mailing to non-member cities, counties, and special purpose districts, or to adopt the "Marketing Letter" with revisions and/or suggestions forwarded to the committee co-chairs.

Following review and discussion of the "Marketing Letter" the Executive Committee felt the letter had a good foundation, however they would like to work on some edits and review the distribution list of potential members. President Spietz would set a meeting time with the committee co-chairs to develop the final draft to then be sent out via email to the Executive Committee for review and comment.

President Spietz reported she had included in the agenda packet reports from the Awards, Bylaws, Communications, Conference Planning, Education, and Historical Committees, which had no requests for action. She added the Scholarship Committee Report and recommendations had been addressed earlier in the meeting under new business.

President Spietz thanked Past-President Bush for arranging and hosting the Electronic Records Discussion Forum in Lakewood. She requested that the Committee authorize reimbursement to Past-President Bush for her out of pocket expenses for the refreshments.

Board Member Hill **MOVED**, seconded by Board Member Mock to authorize Treasurer Wyatt to reimburse Past-President Bush for her out of pocket expenses submitted for refreshments served at the Electronic Records Forum. The motion **PASSED** with a unanimous vote.

### **Region IX Update:**

#### Endorsement of Colleen Nicol for IIMC Vice-President

President Spietz presented a resolution supporting Region IX Director Colleen Nicol for the position of IIMC Vice-President. Board Member Hill stated you couldn't find a more passionate advocate for clerks.

Board Member Hill **MOVED**, seconded by Treasurer Wyatt to adopt a resolution supporting Region IX Director Colleen Nicol's candidacy for Vice President of IIMC.

Education Coordinator Kolacy agreed that Ms. Nicol was a great candidate who is from our region, has excellent communication skills, and is excellent at networking and gathering many opinions from around the world. President-Elect Baker expressed that WMCA would consider the endorsement of Ms. Nichol because she is a Region IX candidate, with no opponent and her election would be in the best interest of the membership. WMCA members are still free to cast their individual votes as they see fit.

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

### **Other Business:**

#### Executive Committee Work Plan

The newly adopted bylaws and updated work plan were distributed, with upcoming items during the next quarter highlighted and briefly discussed.

#### Executive Committee Monthly Report:

Members were asked to consider new topics and items of interest to be included in upcoming monthly reports to keep it a fresh and relevant newsletter.

### **Next Meeting:**

President Spietz announced the next meeting would be held October 24<sup>th</sup> at 9:00 a.m., at the Quinault Beach Resort & Casino, in Ocean Shores.

Adjournment:

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

The meeting adjourned at 2:28 p.m.

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Cheryl Proffitt-Schmidt, Secretary