



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**  
Friday, October 24, 2008, 9:00 a.m.  
Quinault Beach Resort & Casino, Ocean Shores, WA

**Call to Order:**

President Spietz called the meeting to order at 9:05 a.m.

**Officers Present:**

President Ali Spietz, President-Elect Bob Baker, Past-President Alice Bush, Vice-President Terri Pfister, Treasurer Sheryle Wyatt and Secretary Cheryl Proffitt-Schmidt.

**Board Members Present:**

JoAnne Giesbrecht, Kammy Hill, Karen Kuznek-Reese, Virginia Olsen, Sandy Paul, and JoAnne Trudel.

**Ratification of Board Member Appointment:**

Past-President Bush **MOVED**, seconded by Treasurer Wyatt to ratify the appointment of Board Member Virginia Olsen. The motion **PASSED** with a unanimous vote.

**Approval of Minutes:**

Board Member Hill **MOVED**, seconded by Board Member Paul to approve the Executive Committee Meeting Minutes of June 27, 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 printout of the registers for each account; and a report of expenditures compared with the budget as of October 14, 2008. Treasurer Wyatt reported that all WMCA accounts are healthy and also added that there are 305 active WMCA members. Treasurer Wyatt recommended that the WMCA purchase Quick Books Premier Nonprofit Edition 2009. The best price was found online for \$319 plus tax and shipping costs.

Treasurer Wyatt **MOVED**, seconded by Vice-President Pfister to approve the purchase of Quick Books Premier Nonprofit Edition 2009. The motion **PASSED** with a unanimous vote.

Treasurer Wyatt requested input on diversifying bank accounts and considered switching from Washington Mutual to a credit union such as BECU. Other recommended banks to look into were Bank of America and Wells Fargo. There was a consensus to have Treasurer Wyatt conduct the necessary research to make the changes discussed and get approval via email.

President-Elect Baker suggested adding an expense line item to the budget for the purchase of a gift for the outgoing president.

President Spietz mentioned the fact that there is a provision in the WMCA expense policy that allows for an appropriate gift to be given that commemorates the president's term.

President-Elect Baker **MOVED**, seconded by Vice-President Pfister to add an expense line item to the budget to purchase a gift from the membership for the outgoing president in an amount not to exceed \$200. The motion then **PASSED** with a vote of 11-0-1 (President Spietz abstained).

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

### **Old Business:**

#### Follow-up items from June 27<sup>th</sup> meeting

President Spietz reported that some of the recommendations and action items from the June 27<sup>th</sup> meeting had not been followed up on. She would like the liaisons to take on more responsibility in communicating action items to the Committee Chairs.

### **New Business:**

#### Income Source Comparison

Treasurer Wyatt prepared a spreadsheet detailing the WMCA income sources and expenses over the last 3 years. It was reported that there was \$80K in savings at this time. There was discussion if \$80K was an excessive amount to hold in savings for a nonprofit organization and possible ways to use some of that reserve to benefit clerks were brainstormed.

Following discussion, consensus was reached to:

1. Give each conference attendee \$10 cash for dinner on their own
2. Give each conference attendee a \$10 coupon with their registration towards a WMCA logo item

Additionally, Past President Bush suggested that the Executive Committee look into the feasibility of establishing an endowment for scholarships and if there was any limitation as a non-profit on the amount of "savings" a non-profit organization could hold. It was the consensus of the Executive Committee for Past President Bush to look into the feasibility of establishing an endowment and if there was a limitation on how much money a non-profit could keep in savings.

#### Conference Scholarship Policy

Board Member Olsen proposed changing the language of the WMCA Conference Sponsorship Opportunities document to specifically differentiate between Diamond and Platinum sponsors as well as to outline in detail what each sponsorship level would provide the vendors. It was also specified that priority be given to the vendors who send in paid registration first. It was deemed necessary to give free reign to the committee to finalize documents and send out the packets as soon as possible.

Board Member Hill **MOVED**, seconded by Board Member Olsen to approve the 2009 conference sponsorship opportunities as amended. The motion **PASSED** with a unanimous vote.

#### Recommendation for WMCA Logo Items

President Spietz led a discussion regarding the creation of new WMCA logo items. The fundraising committee raised concerns with adding more clothing options due to the lack of interest in the current items. It was decided however, that pajama pants and 2 colors of long sleeve t-shirts would be added and all old items would be heavily discounted.

### Approval of WSLCB Permits

Board Member Kuznek-Reese reviewed the gambling license regulations and discovered that a Special Occasion License and a Permit to Raffle Alcohol are required in order to give bottles of wine as raffle prizes during the conference. The permit costs are \$60 and \$25, respectively.

Vice President Pfister **MOVED**, seconded by Board Member Olsen to approve the \$85 cost for the WSLCB permits. The motion **PASSED** with a unanimous vote.

Board Member Hill proposed a raffle ticket selling competition among the Executive Committee in order to promote raffle ticket sales, with the winner receiving a WMCA merchandise item.

Board Member Hill **MOVED**, seconded by Treasurer Wyatt to direct the fundraising committee to conduct a promotion that allows the top seller of raffle tickets to win an item of their choice from the WMCA merchandise. The motion **PASSED** with a unanimous vote.

### AWC New Clerk/Treasurer Training

President Spietz asked the committee for their input regarding the AWC New Clerk/Treasurer Training. AWC is willing to continue this training but is concerned about financial losses, as last year they did not break even. It was discussed that the WMCA should be supportive of this venture as it a valuable educational opportunity and would like to see this training continue.

Board Member Hill **MOVED**, seconded by President-Elect Baker to approve the WMCA to underwrite the basic training for clerks and treasurers in an amount not to exceed \$300 to help defray the costs.

Board Member Paul **MOVED**, seconded by Board Member Hill to amend the original motion to approve the WMCA sponsorship of the clerks and treasurers training by giving up to \$500 annually in order to show support from the WMCA and also to commit to having a WMCA member at each training. The motion **PASSED** with a unanimous vote.

President-Elect Baker was concerned with the amount and the verbiage of “annually” insinuating that this will be a continuous sponsorship. It was agreed upon for President-Elect Baker to amend the 2008 budget to include this sponsorship as an expense line item.

Board Member Paul **MOVED**, seconded by Board Member Hill to amend the amended motion, to approve the WMCA sponsorship of the AWC Clerk/Treasurer training by giving up to \$500 annually in order to show support from the WMCA and commit to having a WMCA member at each training; to approve the amendment of the 2008 budget to include this sponsorship as an expense line item; to approve asking the AWC to add the WMCA logo to the top of training documents and to promote the scholarships on all communications. The motion **PASSED** with a unanimous vote.

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

### Proposal for Committee Restructuring

President Spietz presented a proposal for restructuring the Executive Committee in order to increase eastside involvement and to have members more informed of the aspects needed for their position. The proposed changes were as follows:

- 1) Conference Committee - the President-Elect would be the conference committee chair.
  - a. Education sub-committee
  - b. Decoration sub-committee

- c. Logistics sub-committee – hotel contract, meals, room setups, etc
  - d. Fundraising sub-committee - the Vice-President would be the fundraising committee chair
- 2) Professional Development Education Committee - outside of conference
- a. Fall/Spring Academy
  - b. Basic Course Training
  - c. Joint Training
- 3) Communication Committee
- a. Marketing brochure
  - b. New clerks brochure (welcome kit)
  - c. WMCA handbook
  - d. Annual Report

All other committees would remain the same.

This new structure would help strengthen the working relationship between the president and the president-elect and would serve as better training for the president-elect to move up to president. It could be a great mentoring opportunity because people tend to be hesitant about stepping up when they know nothing about the positions. President Spietz requested that the Executive Committee consider these changes and did not request action at this time.

#### 2011 Conference Site

Vice-President Pfister reviewed possible locations for the 2011 WMCA Conference site. The locations included Tacoma, Tulalip Casino, Grey Wolf Lodge, Bremerton, Marriot in Seattle, and Silver Cloud in Seattle. She will report back in January with more details.

#### **Committee Reports:**

##### Awards

Clerk of the Year and Awards updates were distributed.

##### Bylaws

Vice-President Pfister agreed to ask Bylaws Chair Edvalson to research a bylaw amendment regarding records retention for the January meeting.

##### Communications

President Spietz reported on an email she had received suggesting an annual report for conference. Since parts of the annual report were already provided in the business meeting packet at annual conferences, it was suggested that the committee work to prepare an annual report for the conference. The committee would have the report ready excluding the financial report which would be added once the committee had it approved.

Following discussion it was determined based on the fiscal year not closing until April that this would not work. Following the conference, the conference reports would be incorporated into the annual report and the Past President will work with the Communications Committee to finalize the annual report. President Spietz agreed to communicate back to Communications Chair Reed.

### Conference Planning

President Spietz spoke with Alice Attwood regarding conference costs based on 125 people in attendance.

1. \$125 for meals per person
2. \$9,800 speaker budget = \$75 per person
3. \$5,000 audio/visual = \$50 per person
4. other expenses: decorations, supplies, entertainment, etc.

Items 1-3 added up to \$250, and the consensus was that justified maintaining a registration fee of \$300.

### Education

President Spietz reported that the conference speakers are lined up except for the half day speaker for Friday. She asked that ideas be emailed to Melody Valiant & Carol Etgen, Education Committee Co-Chairs.

### Membership

President Spietz mentioned that no work has been done on the "Clerk to Clerk" new membership idea. President Spietz & Board Member Kuznek-Reese agreed to work to implement this plan together. President Spietz will create a welcome to WMCA letter from the president and another letter from the board saying welcome to WMCA and here is what the organization can do for you. Treasurer Wyatt will send President Spietz a list of all new members who have joined this year.

### Scholarship

President Spietz presented a proposal to change the Scholarship and Fundraising Committee descriptions. The Fundraising Committee will be responsible for all fundraising efforts including the auction, selling logo items, and raffle ticket sales. Both committees were in agreement about the changes.

Board Member Hill **MOVED**, seconded by Board Member Giesbrecht, to approve the proposal to amend the scholarship and fundraising committee job descriptions to put all fundraising activities under the Fundraising Committee including the silent auction, the live auction, merchandise sales, and raffle ticket sales. The motion **PASSED** with a unanimous vote.

President Spietz stated she would email the job description changes to Board Member Hill who will finalize the documents.

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

President Spietz reviewed the Education Coordinator's Report from Pam Kolacy.

### Fall Academy

The Moses Lake registration fees brought in \$4,125. After all expenses, WMCA made \$1,100. Idaho clerks were invited to the event and there was much positive feedback. The Executive Committee recognized the importance of getting the word out to as many as possible and will work to advertise on Washington, Oregon, and Idaho website. President-Elect Baker will add State Presidents to the email blast and send the Idaho contacts to Treasurer Wyatt.

### Spring Academy

Deb Sofield has been confirmed to conduct the Spring Academy session. She will conduct a two-hour general session after the opening ceremony as well. Ms. Sofield is an expert on professional presentations but the academy will be an entirely new program she is developing with Fuhrman University. Her costs are reasonable for a professional speaker; however air fare is very expensive.

#### NCI Committee

The NCI Committee has not scheduled a meeting yet. Dema Harris is getting the final budget numbers together for the Institute. She will also take on the contract situation with WSU in the very near future.

#### Education Coordinator/Education Committee

Education Coordinator Pam Kolacy has submitted a request to look into restructuring the Education Committee. She would like to see the co-chairs have separate tasks – one working on the conference and the other working on everything else.

#### **Other Business:**

##### Executive Committee Work Plan

The newly updated Executive Committee Work Plan was distributed.

##### **Next Meeting:**

President Spietz announced the next meeting would be held January 16, at 10:00 a.m., at the Tumwater City Hall, Tumwater, WA.

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 2:05 p.m.

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Cheryl Proffitt-Schmidt, Secretary