



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION**  
**EXECUTIVE COMMITTEE MEETING**  
Friday, January 16, 2009, 10:00 a.m.  
Tumwater Fire Station, Tumwater, WA

**Call to Order:**

President Spietz called the meeting to order at 10:10 am.

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

**Board Members Present:** Karen Kuznek-Reese, Virginia Olsen, Sandy Paul, and JoAnne Trudel. Kammy Hill was excused.

**Also Present:** Education Coordinator Pam Kolacy

President Spietz stated that Board Member JoAnne Giesbrecht had regretfully submitted her resignation on January 12<sup>th</sup> due to time constraints at work.

President Spietz noted the 2009-2010 budget had been inadvertently left off of the agenda and should be added.

President-Elect Baker **MOVED**, seconded by Board Member Olsen to amend the agenda by adding the proposed 2009-2010 WMCA budget to the agenda as the first item of business. The motion **PASSED** with a unanimous vote.

**Approval of Minutes:**

President-Elect Baker **MOVED**, seconded by Board Member Paul to approve the Executive Committee Meeting Minutes of October 24, 2008 as presented. The motion **PASSED** with a unanimous vote.

**Treasurer's Report:**

The year to date reports for WMCA were briefly reviewed. Treasurer Wyatt's written report provided an overall summary of all accounts, a print out of the registers for each account and a report of the expenditures compared with the budget as of January 6, 2009.

Board Member Paul **MOVED**, seconded by Past-President Bush to approve the Treasurer's Report. The motion **PASSED** with a unanimous vote.

**Education Coordinator's Report:**

Education Coordinator Kolacy reported the Northwest Clerks Institute (NCI) committee had accepted a proposal for a slight increase in registration fees, housing rates, and commuter rates for PD I, II & III as well as Master Academy. The PD increases would help retain the best faculty members. The Master

Academy was carrying the three PD classes, but with the current financial crisis and more clerks receiving MMC certification, there may not be high participation in 2009.

Past-President President Bush **MOVED**, seconded by Board Member Kuznek-Reese to ratify the recommendation of the NCI committee to increase PD I, II, & III registration fees from \$495 to \$525, housing rates from \$425 to \$450 and commuter package rates from \$125 to \$150; and to also increase Master Academy registration fees from \$475 to \$500, housing rates from \$275 to \$300 and commuter package rates from \$75 to \$100. The motion **PASSED** with a unanimous vote.

It was suggested that WMCA market PD I, II, & III and the Master Academy to clerks in Idaho and Canada.

#### Fall Academy Update

Two advanced academies will be held again in 2009, one on the east and one on the west side of the state. The smaller size is preferred by instructors and it promotes small breakout groups, brain storming and healthy question and answer sessions. It will also allow for more people to attend as less travel is involved.

#### Spring Academy

Deb Sofield is scheduled for the Spring Academy and is working on the IIMC approval form.

#### NCI Committee

Key actions included the recommendations for rate increases to PD I, II, III, and Master Academy fees.

#### Education Coordinator for 2010

Education Coordinator Kolacy reported she would be serving in this capacity for one more year. She suggested that a three year term may be intimidating and the EC may want to consider changing the position to a two year term. Ms. Kolacy added the position needs to be promoted soon in order to generate interest in the applicant process. President Spietz suggested setting a deadline for applications to be submitted by June 1, 2009, so that they can be discussed at the June EC meeting. Following appointment the person selected could start job shadowing the position early.

#### **New Business:**

##### 2009-2010 Budget

President-Elect Baker briefly reviewed the proposed 2009-2010 budget. Mr. Baker commented that everyone is experiencing economic tough times. Costs will continue to increase and losing members at conferences and academies should be anticipated which will be reflected in future financial numbers.

President-Elect Baker noted the \$10,000 "safety net" remains in the budget, under "Savings Account." There was discussion on whether the amount should be increased. President Spietz responded that it was not necessary to use any of the \$10,000 last year. She recommended to not increase the amount this year, but to maintain the budget with well managed accounting, budgeting, tracking of expenses, checks & balances and planning. She added that committee chairs have been good about holding to the budget and knowing what spending is necessary.

Past-President Bush **MOVED**, seconded by Board Member Olsen to approve forwarding the proposed 2009-2010 Budget to the membership at the March conference. The motion **PASSED** with a unanimous vote.

President Spietz requested that President-Elect Baker email the Executive Committee with any needed amendments to the budget prior to conference for approval by a minimum of seven EC members.

#### 2011 Conference Site

Vice-President Pfister announced she had received two proposals which included one from the Bremerton Conference Center and one from the Great Wolf Lodge in Grand Mound near Olympia. If the conference was held in Bremerton, lodging would have to be in two different hotels but prices at both were good. The Great Wolf Lodge would not be able to schedule the usual week so it would have to be held one week earlier. The Great Wolf Lodge appeared nice and the rooms were very reasonable. President Spietz recommended discussing with the contact at Great Wolf how many rooms they would be willing to comp, as well as if a free suite would be made available.

Vice-President Pfister stated there is more research to be done and she is willing to help Board Member Kuznek-Reese with site visits and other needs. She was also expecting a bid from the Tulalip Resort. The Silver Cloud in Seattle was not affordable and it may be difficult to find a location on the west side of the mountains for an affordable price. President-Elect Baker suggested looking into the east side if the Great Wolf or Tulalip are out of price range. The consensus was to get a detailed and complete bid from the Great Wolf Lodge and to see what the Tulalip bid comes in at. If costs are prohibitive east side locations would then be considered. Vice-President Pfister and Board Member Kuznek-Reese agreed to work to gather the information.

#### Follow-up on Endowment/Foundation Research

Past-President Bush reported that after conducting research on the IRS 501(c)3 non-profit status, there is no maximum limit on the amount of money that WMCA can accrue, however it has to be used for its designated purpose as a non-profit organization.

The Municipal Clerks Education Foundation (MCEF) would gratefully accept investment money. Through the IIMC restricted funds category, the funds would be earmarked for WMCA. The policy grants for scholarships designated to specific individuals may be no less than \$200 per year. WMCA would be required to conform to the MCEF scholarship policy and their standards for IIMC municipal clerks. They would then establish the procedure for how the grants would be awarded. WMCA would only be allowed to use the interest made on the money invested, and there is a penalty for pulling money out of the foundation if you decide to quit.

President Spietz recommended not giving money to the MCEF foundation, but to continue to maintain control of WMCA monies. All agreed this would likely be of higher benefit to members. Following discussion the consensus was to take the information back to Treasurer Wyatt and ask her to look into WMCA investing its funds in a low/no-risk options.

#### Review of Gifts for Members/Conference Attendees

At the last meeting it was determined to give every WMCA member attending the 2009 conference a \$10 certificate good towards purchase of a WMCA logo item and \$10 cash for the "dinner on your own night". President Spietz stated she had reconsidered that decision since the economy had taken a turn

for the worse since the last meeting. President Spietz added the money would be better used to fund scholarships.

Vice-President Pfister **MOVED**, seconded by President-Elect Baker to overturn the decision to give \$10 cash for “dinner on your own night” and the \$10 gift certificate towards merchandise to each conference attendee. The motion **PASSED** with a unanimous vote.

#### Scholarship Policy Discussion

Board Member Paul reported she had looked at scholarship guidelines and asked for clarification on the number of scholarships an individual and city may receive. She explained the policy states “Scholarships shall be limited to two (2) per entity/one (1) per person per year, with a maximum of three (3) lifetime WMCA scholarships per person.” In addition, each person may only receive a total of three scholarships in a ten year period. Board Member Paul proposed increasing the limit, noting three per person could be too limiting especially if they change municipalities. Ms. Paul added it would be a good idea to require those receiving a scholarship to give something back by somehow getting involved.

President-Elect Baker pointed out that because it is a policy and not a by-law, only a motion would be required to amend it. He said the policy now states that “scholarship recipients shall be required to submit a report to the Scholarship Committee Chair detailing the benefits received from their attendance at the conference or institute within thirty (30) days.” It was noted that Oregon uses a point system to help determine eligibility by taking the subjectivity out of it. Board Member Olsen offered to check with Oregon and research their point system. It was also recommended to come up with a tracking tool for managing which individuals have received scholarships. Board Member Paul agreed to assist with researching information for any proposed change to the policy.

#### Board Member Terms

President Spietz called for discussion on shortening Board Member terms from three years to two in order to try to achieve a better interest and commitment level. She mentioned one benefit a three year term provides is continuity. Board Member Paul said that by the end of two years you finally know what you are doing, and to have one less year could be unproductive for the Board as a whole.

Polling the membership was considered to see if members would be more likely to run for board positions if there were two year terms rather than three. With the economy and cutbacks in staff, it can be difficult for people to add one more thing to their workload. The lack of applicants or ballots was not felt to be a reflection on WMCA. Treva Percival had already begun the process of putting this year’s election ballot together. Opening up the candidate slate again with a change in term length would not be the right thing to do at this time.

Due to Board Member Giesbrecht’s resignation an email would go out to members next week letting people know there was an Executive Committee Board Member vacancy. President Spietz set a deadline of February 12, 2009 for application submissions for the position.

#### Contribution to Colleen Nicol’s Campaign for IIMC Vice-President

President Spietz reported Colleen Nicol, Region IX Director, was running for IIMC Vice-President. At the last meeting the Committee had decided not to contribute to her campaign since no one was running against her. However, since that time someone applied to run against her and Alaska and Oregon have each donated \$500 towards her campaign. All agreed that Ms. Nicol has done a lot for this region and it

would be very beneficial for WMCA to have a Region IX person in this position. President Spietz recommended contributing to her campaign at this time.

Board Member Paul **MOVED**, seconded by Past-President Bush to donate \$500 towards Colleen Nicol's campaign for IIMC Vice-President.

Discussion continued and it was noted that Carolyn Brownfield from Iowa, Region XI was the other person running for this position. It was felt that Ms. Nicol's desire to travel to all the other regions whether someone was running against her or not shows her commitment to this position. Ms. Nicol is a voice for WMCA and has many contacts and resources that are of value to our members.

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

**The meeting was recessed for a lunch break at 12:10 p.m.**

**President Spietz called the meeting back to order at 12:40 p.m.**

### **Committee Reports:**

#### Audit

The Audit Committee reported the second 2008 audit was scheduled to be held January 28, 2009 and would cover activity occurring between May 1, 2008 and December 31, 2008.

#### Awards

Past President Bush reported on November 3, 2008, 305 letters were mailed to Mayors, City Managers/Administrators, County Commissioners, Transit Administrators, Special District Administrators and Supervisors seeking nominations for the Clerk of the Year Award. On December 16, 2008 reminder letters were mailed. Seven (7) nominations were received by the postmarked due date of December 29, 2008 for review and rating by the Awards Committee. The Awards Committee established a point system totaling 100 points for rating each nomination.

#### Bylaws

Per the Executive Committee's request, based on an original recommendation from one of the bylaws committee members, Tes Ongoco, the Bylaws Committee conducted research and drafted a bylaw amendment to ensure compliance with RCW 24.03.135 which governs records retention for non-profit organizations.

Secretary Proffitt-Schmidt commented her position would need to receive and maintain a list of the active membership from the Treasurer to be in compliance with the proposed records retention plan.

It was concluded that the bylaws should state: "An annual audit of the Association's corporate records shall also be conducted as soon as practical after April 30<sup>th</sup>. The Secretary of the Association or their designee shall transmit the corporate records to the Audit Committee Chair before the audit meeting."

President Spietz asked Vice-President Pfister to update the secretary job description in "The Official Guide for Washington Municipal Clerks Association Officers" to mirror the suggested bylaw changes. Vice-President Pfister will forward the changes on to Woody Edvalson.

President-Elect Baker **MOVED**, seconded by Board Member Kuznek-Reese to approve the submission of the proposed changes to the bylaws committee who will then forward the suggestions on to the membership for approval at the March meeting. The motion **PASSED** with a unanimous vote.

### Communications

The Communications Committee stated it had completed the first ever WMCA Annual Report which was posted on the WMCA website. The committee recommended that most of the annual report should be compiled before the conference in March. A good deal of the report consists of the committee reports submitted for the annual conference. Those reports should be condensed and the main structure of the annual report completed before the conference. The financial information and pictures from the conference could be added when they are available following the conference.

### Conference Planning

Board Member Olsen said the call to conference had gone out as well as all of the vendor and sponsorship information. The subcommittee for decorations had everything picked out and an order was placed in early January. The vendor/sponsorship subcommittee had received the first two (2) Platinum sponsors, Code Publishing and Bias Accounting. The committee also received six (6) additional paid vendor registrations, and iCompass has agreed to sponsor canvas bags for attendees this year. It was anticipated that there would be at least \$6,500 in vendor revenue which would surpass the budgeted \$6,000. The committee would be holding their last pre-conference meeting on February 6<sup>th</sup> to finalize details and assign tasks at the conference.

### Education

The Education Committee reported the 2009 Conference Program Schedule had been set. Contracts have been received from speakers and session materials were coming in. The Education Committee would be contacting committee members to assign a speaker to each willing member. They will be responsible for facilitating their assigned speaker's sessions, making sure they get checked in to the hotel, get their meal tickets, and have the audio video equipment needed.

The committee was also in need of experienced clerks on the following topics to help facilitate roundtables: minutes, records management, and working with elected officials. The fourth roundtable is CMC/MMC Certification which will be facilitated by Pam Kolacy, Dema Harris, and Colleen Nicol.

### Elections

Pursuant to the WMCA Bylaws and Elections Procedures, the Elections Committee received complete declarations of candidacy for the 2009 Election as follows:

President-Elect: Karen Kuznek-Reese  
Vice-President: Treva Percival  
Treasurer: Sheryle Wyatt  
Board Members: Virginia Olsen & Scott Passey

### Fundraising

The Fundraising Committee noted forty-four (44) clerks were selling Grand Prize Raffle Tickets with a commitment to having all 1,000 tickets sold before the annual conference in March.

The application for Permit to Raffle Liquor was sent to the Washington State Liquor Control Board last November. This permit would allow WMCA to give bottles of wine as prizes in the \$1 raffle, but not as auction items during the silent auction. This is an annual permit and will need to be renewed each year.

At the last meeting the committee was asked to research the cost of WMCA logo pajama pants. The pants were more expensive than expected and it would be difficult to recoup the costs. Following discussion it was decided to not purchase pajama pants but to focus on selling the current inventory on a close-out \$5 table and \$10 table. New items chosen for inventory were black long sleeve t-shirts with a white logo and light pink long sleeve t-shirts with a black logo. A recommendation would be forwarded to the Fundraising Committee to order a minimum of 100 items to avoid setup fees – 50 of each color. Since the money raised goes toward scholarships, the money would be taken out of the scholarship fund to purchase products.

### Legislative

Board Member Paul reported the AWC Board of Directors adopted five (5) emerging top legislative priorities for the 2009 session, which included opposition to the requirement to tape Executive Sessions and the attempt to limit public agencies' attorney-client privilege. They are working on a new bill regarding the taping of Executive Sessions. The taping will only be required if a violation of the Open Meetings Act has occurred and is proven in an audit. If a violation is found, only that organization will have to tape Executive Sessions.

The committee was also tracking likely legislation to be proposed by Attorney General Rob McKenna requiring training for all local governments on public records law and abuse of the public disclosure process by prison inmates who use records requests to harass public entities.

There was also a concern about overbroad requests by commercial entities who wish to sell the information we provide, and nebulous requests for copies of back-up tapes to obtain information on permits. The Committee intends to work with the Association of Washington Cities and any other groups to remove loopholes from the Public Records Act.

### Membership

Mentoring Program committee members have laid the groundwork for a Clerk2Clerk Program which will become a resource available to all members of WMCA. The Committee continues to prepare for the Annual WMCA March Conference. The First Time Attendee/New Clerks Breakfast work is underway.

### Scholarship

The Scholarship Committee reported they had received one (1) application for the Margery Price Scholarship. Following review of the application from Ms. Roberta J. Usselman, Deputy City Clerk for the City of Sequim, the committee recommended the application to the Executive Committee, in the full amount of the request, \$500.

President-Elect Baker **MOVED**, seconded by Board Member Olsen to award Bobbie Usselman the Margery Price Scholarship in the amount of \$500 to be used for PD IV. The motion **PASSED**. Board Member Kuznek-Reese abstained.

President-Elect Baker led a lengthy discussion on the scholarship applications received for the annual conference and the current criteria for award. Board Member Olsen offered to review and propose more stringent criteria for next year.

There was agreement to award the twenty one (21) applicants determined to be eligible scholarships this year, along with offering the nine (9) first time attendees free lodging. The total of scholarships recommended for approval was \$6300 for twenty one registrations and \$2700 for nine lodging fees. The total amount to be transferred from the savings account to the scholarship fund would be \$6000.

President-Elect Baker **MOVED**, seconded by Board Member Olsen to approve the twenty one eligible scholarship applications as submitted for the full cost of registration for each application submitted plus the nine who qualified for lodging. The motion **PASSED** with a unanimous vote.

Approved scholarships were as follows:

Holly Pfenniger (Wahkiakum County) \$300 registration and \$300 lodging  
Katie Marcelia (Pierce Transit) \$300 registration  
Rose Courneya (City of Connell) \$300 registration and \$300 lodging  
Julie Minsker (City of Ocean Shores) \$300 registration and \$300 lodging  
Treva Percival (Pierce Transit) \$300 registration  
Barbara Vasquez (Grant County) \$300 registration  
Terri Berry (City of Sumner) \$300 registration  
Dee Roberts (City of South Bend) \$300 registration and \$300 lodging  
Rick Harwood (City of Sprague) \$300 registration and \$300 lodging  
Kay Kammer (City of Ridgefield) \$300 registration  
Debbie Boyd (Town of Lyman) \$300 registration  
Antoinette Early (City of Normandy Park) \$300 registration and \$300 lodging  
Rosemary Murphy (City of Sultan) \$300 registration and \$300 lodging  
Lelena Johns (Okanogan County) \$300 registration  
Marla Nevill (Town of South Prairie) \$300 registration  
Brandi Clark (City of Okanogan) \$300 registration and \$300 lodging  
Craig Attwood (City of Okanogan) \$300 registration  
Sharon Bounds (City of Zillah) \$300 registration  
Jonathan Hartman (City of Soap Lake) \$300 registration and \$300 lodging  
Susie Oppedal (City of North Bend) \$300 registration  
Michelle Gaines (Town of Winthrop) \$300 registration

Vice-President Pfister **MOVED**, seconded by Board Member Paul to transfer \$6000 from the savings account to the scholarship fund account to pay for additional scholarships. The motion **PASSED** with a unanimous vote.

The Scholarship Committee was actively promoting the scholarships available to WMCA membership. The next scholarship deadline was February 13, 2009 for the Northwest Clerks Institute. Four (4) applications for the Institute had been received to date.

### **Other Business:**

#### Executive Committee Work Plan

President Spietz distributed the newly updated Executive Committee Work Plan.

#### Executive Committee Monthly Report

Past-President Bush will prepare the February Report. Board Member Hill will prepare the March Report.



**Next Meeting:**

President Spietz announced the next regular Executive Committee meeting would be held March 20, 2009 at 1:00 p.m. at the Quinault Beach Resort & Casino in Ocean Shores, WA.

President Spietz announced this was Past President Bush's, Vice-President Pfister's, and Board Member Giesbrecht's last meeting. President Spietz thanked them for their outstanding and amazing service.

President Spietz distributed the finalized Region IX Director Agreement between the four states.

**Adjournment:**

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

The meeting adjourned at 2:10 pm.

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Cheryl Proffitt-Schmidt, Secretary