



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
ANNUAL BUSINESS MEETING**

Thursday, March 19, 2009, 9:00 a.m.
Quinault Beach Resort and Casino, Ocean Shores

CALL TO ORDER:

President Ali Spietz called the 39th Annual Business Meeting of the Washington Municipal Clerks Association to order at 9:00 a.m.

OFFICERS PRESENT:

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

BOARD MEMBERS PRESENT:

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

Irvalene Moni, City of Maple Valley served as Parliamentarian.

RESOLUTION OF APPRECIATION:

President Spietz read into the record a Resolution of Appreciation honoring the hard work and dedication of the 2008-2009 Conference Planning Committee, chaired by Alice Attwood, Paula Swisher, and Virginia Olsen; the 2008-2009 Education Committee, chaired by Melody Valiant and Carol Etgen; the Quinault Beach Resort and Casino and the Host Clerks, Diane Foss and Julie Minsker from the City of Ocean Shores.

Kammy Hill, City of Walla Walla moved to approve the Resolution of Appreciation. Randy Reed, City of Issaquah seconded the motion, which passed without objection.

President Spietz presented the Resolution of Appreciation to Conference Planning Committee Chairs Alice Attwood, Paula Swisher, and Virginia Olsen; Education Committee Chairs Melody Valiant and Carol Etgen and Host Clerks Diane Foss and Julie Minsker, thanking them for their work in making this conference a success. President Spietz also presented the Resolution of Appreciation to Sales & Marketing Manager Judy Ask of the Quinault Resort and Casino.

APPROVAL OF MINUTES:

The minutes of the 38th Annual Business Meeting held on March 20, 2008, were provided in the meeting packet. President Spietz noted one technical correction to be made to page 2, By-Laws Committee report correcting the last two sentences to read 2/3 vote rather than 2/3 voting majority. Hearing no objection President Spietz dispensed with the reading of the minutes.

There being no additional corrections or additions brought forward, the minutes were approved as amended.

TREASURER'S REPORT:

Treasurer Wyatt reported it had been an exciting year. She thanked the conference attendees for supporting the fundraising efforts and contributing so generously to help fund education scholarships for members. Treasurer Wyatt provided an overall summary of all accounts; the registers for each account; and a report of the expenditures compared with the budget as of March 4, 2009. She added that as usual, several registrations and donations had come in since that date. She reported WMCA had 325 active members which was a record number. She noted the budget was healthy and said it had been a pleasure to serve WMCA during the past year.

NEW BUSINESS

AUDIT COMMITTEE REPORT:

Gina Anderson, Audit Committee Chair, recognized and thanked the members of the 2008-2009 Audit Committee for their participation. Chair Anderson reported that two audits had been conducted pursuant to the requirements of the by-laws. The financial records were found to be in good order, fairly representing the financial activity of the association. She commended Treasurer Wyatt on a fantastic job and added the full audit report had been provided in the meeting packet.

Audit Committee Chair Gina Anderson moved to accept the Audit Committee Report as presented. The motion was seconded by Virginia Olsen, City of Mountlake Terrace and passed without objection.

ELECTION RESULTS:

President Spietz reported that the WMCA By-Laws provide that the President-Elect will automatically assume the Office of President at the next annual meeting following their election. Therefore, President-Elect Bob Baker will automatically assume the Office of President and will be sworn in at the banquet.

President Spietz announced the results of the Election:

President-Elect – Karen Kuznek Reese, City of Sequim;

Vice-President – Treva Percival, Pierce Transit;

Treasurer – Sheryle Wyatt, City of Tumwater;

Board Positions – Virginia Olsen, City of Mountlake Terrace and Scott Passey, City of Shoreline.

Elections Committee Chair Treva Percival reported on the election process and the total votes cast. She recognized and thanked the Election Committee members.

BY-LAWS COMMITTEE REPORT:

Woody Edvalson, Chair for the By-Laws Committee, recognized and thanked the members of the By-Laws Committee. He reported that Committee Member Tes Ongoco had identified the need for the association to maintain certain records in accordance with the Revised Code of Washington dealing with non-profit corporations in the State of Washington. A proposal for a bylaws amendment to incorporate an annual review of the association records through the audit process and a specific retention period had been presented to the Executive Committee. The Bylaws Committee crafted the proposed amendment, which was subsequently submitted to, reviewed and approved by the Executive Committee on January 16, 2009. The proposed amendment was included in the Annual Business Meeting packet and had been mailed to the membership of the association to meet the noticing requirements of the bylaws. Chair Edvalson noted the by-laws must be amended by a 2/3 vote.

By-Laws Committee Chair Edvalson moved to adopt the recommended amendments to the WMCA By-Laws Article 4 Section 2 as presented to the members. The motion was approved by two-thirds (2/3) of those present.

2008-2009 BUDGET:

President-Elect Baker briefly reviewed the proposed 2009-2010 Budget. He commented the Budget Committee had worked hard and thanked President Spietz, Past President Bush and Treasurer Wyatt for their help in preparing this budget. He reported that he had placed a deposit on next year's conference location in Spokane Valley. President-Elect Baker said he had met with outgoing and incoming committee chairs to discuss any committee budget issues. Lastly, he noted the scholarship fund was in fine shape thanks to all of the fundraising efforts by the committee and membership. No questions were raised.

President-Elect Bob Baker moved to approve the 2009-2010 Budget. Paula Swisher, City of Brier, seconded the motion, which passed without objection.

RESOLUTION SUPPORTING COLLEEN NICOL AS IIMC VICE-PRESIDENT:

President Spietz read a resolution of support for Region IX Representative Colleen Nicol for the position of Vice-President of the International Institute of Municipal Clerks.

Kammy Hill, City of Walla Walla moved to ratify the resolution supporting Colleen Nicol for the position of Vice President of IIMC. Randy Reed, City of Issaquah, seconded the motion, which passed without objection.

OTHER REPORTS:

Melody Valiant, Education Committee Co-Chair thanked Co-Chair Carol Etgen and recognized the members of the committee for their hard work on putting together a good educational program for the conference. She requested conference attendees fill out the evaluation forms to facilitate planning for next year's conference.

President Spietz commended the Education Committee for putting together some great educational sessions. She added it takes hard work to find speakers that WMCA can afford who will provide worthwhile education that applies to our profession.

President Spietz reminded the membership to please take the opportunity to sign up on the new committee rosters located in the vendor room. She added the committees are what make WMCA the strong organization it is.

Fundraising Committee Co-Chairs Debbie Barham and Valerie Loffler thanked and recognized the members of that committee, and also thanked the additional WMCA members who helped sell \$5 raffle tickets.

President Spietz took a moment recognize and thank Education Coordinator Pam Kolacy for her service to WMCA, especially for her behind the scenes work on WMCA academies, in addition to her service as a Region IX Director. She added that formal reports from each committee were provided in the business meeting packet. President Spietz thanked the membership for their efforts in making WMCA so successful.

There being no further business to come before the membership, President Ali Spietz declared the 39th Annual Business Meeting adjourned at 9:37 a.m.

Cheryl Proffitt-Schmidt, Secretary