



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING**
Friday, March 20, 2009, 12:30 p.m.
Quinault Beach Resort and Casino, Ocean Shores

Call to Order:

President Baker called the meeting to order at 12:38 p.m.

Officers Present: President Bob Baker, President-Elect Karen Kuznek-Reese, Past-President Ali Spietz, Vice-President Treva Percival, Treasurer Sheryle Wyatt and Secretary Cheryl Proffitt-Schmidt.

Board Members Present: Virginia Olsen, Sandy Paul, Kammy Hill, Scott Passey and Debbie Clark.

Also Present: Education Coordinator Pam Kolacy, Conference Committee Chairs Alice Attwood and Paula Swisher.

New Business:

2009 Conference Report

Conference Committee Chairs Alice Attwood, Paula Swisher and Virginia Olsen reported on the just completed conference. They stated that everything came together very well, and the conference had been seamless without any large issues.

Ms. Attwood commented on the high cost of audio visual (AV) equipment and said the committee may wish to consider a clause in future speaker contracts regarding the use of AV. Past President Spietz suggested including the cost of each AV item in the speakers' contracts and to ask them to identify the equipment they need. A statement could be included that required speakers to let the committee know in advance of any changes to AV needs so that money would not be spent on unnecessary equipment.

Overall, the conference was a financial success. The hotel charged only one set up fee for the entire conference, did not charge tax, but did add the 18% gratuity. The conference pricing was based on 125 people; however, there were 150 registrants plus speakers and vendors. Including reception, food, & AV the final cost was estimated at \$31,000.

Board Member Olsen reported the vendors in the platinum room did not get the traffic that was expected this year and some vendors complained about poor lighting. Next year there would be room for 15 vendors and vendors that were turned away this year would be looking to sign up early for next year's conference.

Ms. Swisher said the entire conference committee was very involved and excited to get going when they arrived on Monday. The conference bags were a hit despite being over stuffed. The new lanyards were nice and double-sided nametags were discussed for next year. One complaint was there had been no breakfast available on Academy day, and next year's committee may want to provide a continental breakfast during the beginning or first break time. Past-President Spietz thanked Conference Co-Chairs Alice Attwood, and Paula Swisher and Virginia Olsen for their excellent efforts and hard work.

The \$100 Evaluation Raffle was drawn by Past-President Spietz and the winner was Karen Kuznek-Reese.

Approval of Minutes:

Past-President Spietz **MOVED**, seconded by Vice-President Percival to approve the Executive Committee Meeting Minutes of January 16, 2009 as presented. The motion **PASSED** with a unanimous vote.

Education Coordinator's Report:

Education Coordinator Kolacy reported that the Advanced Academy had been very well received. She noted WMCA may want to give scholarships to the Academy sessions and/or \$50 toward travel. President Baker asked that a proposal be brought to the June Executive Committee meeting. The Scholarship Committee was aware of this issue and was drafting a proposal. There was no dedicated Academy fund but it currently made a profit so it would be a good idea to support the membership through scholarships to allow for more attendance.

Education Coordinator Kolacy highlighted the need to split the Spring Academy into two sessions. An integral part of the speakers' programs includes interacting with the audience so it would be beneficial to have 50 people or less. Ideas included having two speakers, increasing the Academy to two days and getting the approved classes publicized to the membership well beforehand. She added WMCA needs to be pro-active in letting the membership know that the academy points could be used not only for the CMC/MMC program but also for recertification.

Ms. Kolacy briefly mentioned that the Northwest Clerks Institute (NCI) professional services agreement with WSU would expire on 12/31/09. There was a verbal commitment for an additional three years and work would continue to draft a new agreement.

Region IX Update:

Ms Kolacy reported that the IIMC Board of Directors had voted to award double points for the Chicago Conference because the conference appeared to be in financial trouble. The registrations to date were half of what was required to break even. Chris Shalby, IIMC Executive Director had sent the proposal to award double points to the Education & Professional Development Committee, who then wrote a report saying there was no justification for it and it would not be equitable. That report was not given to the board for approval until 30 minutes prior to the teleconference when they had to decide the issue of double points. The vote was 10-8 and both Region IX representatives voted against this proposal. Ms. Kolacy added Region IX values education and had worked hard at the state level to provide opportunities. In 2006 the IIMC Education Program guidelines were revised and passed without taking into consideration the impact on state organizations. Ms. Kolacy along with representatives from Alaska, Oregon and California planned to draft a letter to IIMC accepting the decision but stating the reasons they do not agree with it.

Ms. Kolacy briefly discussed the strategic planning process that was taking place at IIMC, and that Region IX Directors were trying to delay changes to the education programs without first getting feedback from members. She would like IIMC to look at the education programs methodically to find something that works. She added the application process for MMC needed to be updated and made available online. The categories were not fully explained, nor examples provided. It could be easier and simplified to ease frustrations and increase participation.

Past-President Spietz thanked Ms. Kolacy and fellow Region IX director Colleen Nicol for helping others understand the education program and for their diligent work to keep everyone updated on IIMC.

Treasurer's Report:

Treasurer Wyatt presented the 2009 conference preliminary gross revenue figures. The initial reports included \$936 - \$1 raffle tickets; \$4,800 - \$5 raffle tickets; \$2,215 - live auction; \$2,886 - silent auction; and \$903 - merchandise sales. Total revenue totaled \$11,740, which was a significant increase over last year.

Old Business:

2011 Annual Conference Location

President-Elect Kuznek-Reese reported she received 7 proposals to host the 2011 annual conference location. Proposals had been submitted by the Bremerton Convention Center, Grey Wolf Lodge, Vancouver Red Lion, Skamania, SunCadia, the Tulalip Resort and Heathman Lodge.

Following review and comparison of each proposal President-Elect Kuznek-Reese was recommending award of the bid to the Heathman Lodge in Vancouver. The Heathman had recently added on rooms including a new conference center. They were offering rooms for \$114 a night at the deluxe level, and \$129 at the business level. The food and beverage minimum is \$11,040. They offered 1 complimentary room for every 35 booked, 1 complimentary hospitality suite and 8 suite upgrades. Additionally, they would give 2 complimentary rooms for 2 nights for pre-site visits and they have free parking and free wireless connections. They also offered to give WMCA a low rate for a mid-year board meeting and conference rates anytime we go there for other business needs. If a contract was signed by April 30, 2009 they would add a complimentary welcome reception which includes 2 drinks and 1 appetizer per person. Lastly, they were willing to donate gift certificates and a bathrobe for the fundraising auction.

Board Member Olsen **MOVED**, seconded by Treasurer Wyatt to award the contract as presented for the 2011 Conference to the Heathman Lodge, subject to attorney review and approval. The motion **PASSED** with a unanimous vote.

New Business, Continued:

Presentation of 2009-2010 Budget

President Baker noted there were no changes from what was presented and approved at the Annual Business Meeting. Past-President Spietz suggested that once Treasurer Wyatt closes out this fiscal year, that a year end budget be compared with next year's budget. President Baker pointed out that the target for the academy sessions was to have 60 registrants and the target for next year's conference was 130 registrants. Knowing that times are tough, scholarships had been increased and the increase to 130 for conference should easily be met. The majority of the line items were the same. Board Member Olsen noted that the revenue side for next year's conference had been lowered.

Scholarship Committee

Board Member Hill reported there was a total of 14 applications to NCI (PD I, II, & III) this year. Her recommendation was to award them all which would be \$9600 and included lodging for the 5 PD I

attendees. This would require a \$6600 transfer from savings into the scholarship fund. Past-President Spietz pointed out that there were two people who do not meet the minimum requirements because they did not include their prior PD certificates. She did not believe this should disqualify applicants; just that it was something that needed to be considered when assessing scholarship policies.

Board Member Hill **MOVED**, seconded by Past-President Spietz to approve the fourteen NCI scholarship applications as submitted for the full cost of registration for each application submitted plus the five who qualified for lodging as well as the transfer of \$6600 from savings to the Scholarship Fund. The motion **PASSED** with a unanimous vote.

Approved scholarships were as follows:

- Kim Morey (Montesano) \$525 registration and \$450 lodging
- Michele Brooks (Leavenworth) \$525 registration and \$450 lodging
- Kristy Powell (Montesano) \$525 registration and \$450 lodging
- Julie Minsker (Ocean Shores) \$525 registration and \$450 lodging
- Jody Wycoff (Duvall) \$525 registration
- Tiffany Ostreim (Cowlitz County) \$525 registration and \$450 lodging
- Kelly Collins (Royal City) \$525 registration
- Paula Swisher (Brier) \$525 registration
- Barbara Vasquez (Grant County) \$525 registration
- JoAnn Sanders (Port Townsend) \$525 registration
- Randy Hinchliffe (Waitsburg) \$525 registration
- Lalena Johns (Okanogan County Commissioners) \$525 registration
- Rose Courneya (Connell) \$525 registration
- Carol McLester (Entiat) \$525 registration

Board Member Hill stated the Scholarship Committee received three applications for the Marge Price Scholarship this quarter. It was the committee's recommendation that all three applications be funded in the full amount of the request, \$500 per each scholarship, totaling \$1500. Board Member Olsen recused herself from this discussion because she has applied for the Marge Price Scholarship.

Board Member Hill **MOVED**, seconded by President-Elect Kuznek-Reese to award Marge Price Scholarships to Alice Attwood, Terri Berry, and Virginia Olsen. The motion **PASSED** with a unanimous vote.

Board Member Passey pointed out that many cities, including his own, will continue to cut travel expenses and asked if there could be an increase in the number of scholarship awarded this fiscal year. Following discussion there was consensus to add funds for four additional scholarships to be used for the Master Academy.

Board Member Hill **MOVED**, seconded by Board Member Olsen to add \$2000 to the Marge Price Scholarship fund budget which would provide an additional four \$500 scholarships for the 2008-2009 fiscal year, ending April 30, 2009, to be used exclusively for the Master Academy. The motion **PASSED** with a unanimous vote.

Ms. Hill pointed out that an increase in funding requests was anticipated as the downturn of the economy continued. The adopted budget for 2008-2009 included \$2000 for the Marge Price Scholarship (MPS) which covered spring academies, fall academies, IIMC conference registration and the NCI Master

Academy. One option discussed was to request each session have an individual budgeted line item, or to keep them all under the umbrella of the MPS but have sub-amounts earmarked for individual sessions. Any funds not used for one scholarship could be kept in a contingency fund to offset another that had more requests than available funding.

Additional discussion included the need to consider revisions to the criteria, such as covering registration costs only for all scholarships, reducing the number per entity allowed, and/or reducing the lifetime number allowed. The general consensus reached was to provide funding for registration costs only for all scholarships; direct the Scholarship Committee to set individual deadlines for scholarship applications; and budget for the Marge Price scholarships in one line item, but provide sub categories with specific dollars allocated for Spring Academy, Fall Academy, IIMC Academy, and PD Master Academy. It was also suggested that consideration be given to expand the allowed use of Marge Price scholarships to cover educational classes necessary for recertification as a CMC.

WMCA Appointments

Sheryle Wyatt was re-appointed as the WMCA webmaster, and Kammy Hill was reappointed as backup treasurer through 2010 with the consensus of the Board.

Executive Committee (EC) Liaison Appointments

President Baker said Executive Committee Members would have a chance to serve in different areas with the new liaison appointments. Past-President Spietz reminded the EC that there will be one additional Board position open to fill due to Karen Kuznek-Reese's election to President Elect. She added that the Education Co-Chairs and the Liaison are the same people that make up the NCI committee.

Proposed 2009-2010 Executive Committee Meeting Schedule

Executive Committee Meeting, June 26, 2009 Fire Station, Tumwater

Executive Committee Meeting, October 23, 2009 Spokane Valley – Mirabeau Park Hotel. President Baker included a proposed Hotel overnight contract request for the rate of \$83 per night.

Board Member Hill **MOVED**, seconded by Secretary Proffitt-Schmidt to authorize President Baker to sign the contract with Mirabeau Park Hotel. The motion **PASSED** with a unanimous vote.

Executive Committee Meeting, January 22, 2010 Newcastle

Investment Opportunities

Treasurer Wyatt reported that WAMU/Chase had not filed the required paperwork in Washington State that would allow cities to invest with them, and those deposits would not be insured. Ms. Wyatt stated she would wait until the end of the fiscal year and then take steps to transfer WMCA funds to a different bank. An accessible bank like Bank of America would be ideal because they had many branches and WMCA credits cards were currently with them. Treasurer Wyatt asked the Committee for their thoughts on future investments. Board Member Passey suggested short term CD's.

Ms. Wyatt said that as of March 6, 2009 there was \$61,000 in checking, \$70,000 in savings and \$9,000 in the scholarship fund. She added it would be wise to move money out of savings and into investments that would work for the organization. Past-President Spietz suggested starting with \$20,000, and noted that Bankrate.com was a good site to compare CD rates and look into different options.

President Spietz **MOVED**, seconded by Board Member Hill to direct Treasurer Wyatt to move WMCA accounts out of Washington Mutual as soon as possible; to review a Capital One savings account plan, transferring WMCA savings if it is found to be a viable option in an amount not to exceed \$40,000, along with looking into short term CD options. The motion **PASSED** with a unanimous vote.

Treasurer Wyatt was asked to report back to the Board with her findings and final recommendations.

Amendments to Scholarship Policy

Board Member Olsen reported she and Board Member Paul had received a copy of the Oregon Municipal Association of Recordors (OMAR) scholarship policy, and they were currently reviewing it. Several ideas included adding to applications open ended questions asking how the applicant plans to put this scholarship money to work, including giving back to WMCA with the intent to make them feel like they were part of something bigger, so they could “pay it forward.” Some suggested sample questions included: 1) How will you make WMCA a more successful organization? 2) What are your professional development goals? 3) What does being in the clerk position mean to you? 4) What does WMCA mean to you?

They highlighted that criteria may include; being a new clerk, pursuing certification, WMCA membership, service on a committee, and moving up from a Deputy to City Clerk position. Ways to pay it forward could include getting involved in the Clerk2Clerk program and using their skills or expertise to benefit the organization. Board Members Paul, Olsen, and Hill will draft the proposed changes as a starting point in amending the scholarship policies. They felt it would be best to throw the existing applications out completely and start from scratch.

This year’s Scholarship Committee would be tasked to create a scholarship database. Past minutes would need to be reviewed to determine who has received scholarships as far back as possible. Scholarships that were awarded yet not taken would need to be accounted for.

President Baker reminded the EC liaisons to thank those people who had signed up for their committees, especially the chairs and co-chairs for stepping up to those positions. He asked them to let the chairs know that as liaisons they were available as a sounding board, and added it was important to be in the loop even if you were not actively assisting them.

Discussion: Communications Committee

Past President Spietz reported that the general responsibilities of the Communications Committee had originally included maintaining and updating the WMCA website, developing the format and facilitating the monthly Executive Committee news updates to members, conducting surveys and preparing an Annual Report of the WMCA. The only task in their job description that was currently done was to oversee the website, conduct surveys, and prepare the Annual Report. Treasurer Wyatt was the present webmaster and did not need oversight. Past-President Spietz suggested having the Past-President compile the Annual Report and dissolving the committee for now.

Past-President Spietz **MOVED**, seconded by Board Member Olsen to sunset the Communications Committee, create a job description for the webmaster and move the duties of the Annual Report under the past-president’s job description. The motion **PASSED** with a unanimous vote.

Creation of Ad-Hoc Committee – Handbook Revisions

President Baker asked for EC approval to appoint an ad-hoc committee to handle handbook revisions. The handbook is mostly used by new clerks and would be highly beneficial if it were well put together. Past-President Spietz suggested changing the name from Handbook to “WMCA References & Resources” and reminding everyone that all the information is available on the website. Past-President Spietz recommended assigning the Membership Committee that task.

Discussion – Proposed “Clerk2Clerk” Program and Policy

Last year’s Membership Committee Co-Chairs Ron Moore and Jodi Warren reviewed the under-utilized Mentorship Program and had proposed some edits to the Board. President Baker discussed the proposed edits which included a plan to sunset the Mentorship Program and adopt a new program and policy. The Board felt the proposed Clerk2Clerk Program was a great start at a new program, and it could be solidified and molded into a policy that could function smoothly. Past-President Spietz suggesting passing the edits on to the new Membership Committee so they could review the past committee’s recommendation, and take the time to understand and plan to implement the new program if adopted. President Baker offered to email Mr. Moore and Ms. Warren letting them know the proposed policy had been received and would be forwarded to the Membership Committee for further review and final recommendation to the Executive Committee.

Next Meeting:

President Baker announced the next regular Executive Committee meeting would be held June 26, 2009, 10:00 a.m. at the City of Tumwater Fire Station.

Adjournment:

The meeting adjourned at 4:32 pm.

Cheryl Proffitt-Schmidt, Secretary