



WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
Friday, October 23, 2009 at 10:00 am
Mirabeau Park Hotel, Spokane Valley, WA

Call to Order:

Past-President Ali Spietz called the meeting to order at 10:13 am.

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

Board Members Present: Virginia Olsen, Kammy Hill, Scott Passey, Debbie Clark, and Sandy Paul. Board Member Alice Bush was excused.

Others Present: Education Coordinator Pam Kolacy, NCI Director Dema Harris.

Resignation of WMCA President Bob Baker:

Past-President Spietz noted that it was with regret that the WMCA Executive Committee had accepted the resignation of Bob Baker as WMCA President, effective October 22nd. President Baker cited health concerns from his Doctor, and job pressures due to budget cuts and a reduction in staffing in his city. The Executive Committee understood what a difficult decision this had been, and President-Elect Kuznek-Reese stated “we will miss having Bob as our leader, but we thank him for all he has done for WMCA”.

Past-President Ali Spietz explained Article IV, Section 1 of the WMCA Bylaws states that “the President-Elect shall automatically assume the office of President at the next annual meeting following the election, or if there is a vacancy in the office of President prior to that time”. She added the next step would be to swear in President-Elect Kuznek-Reese as President to fill the current unexpired term.

Swearing-In of Karen Kuznek-Reese as President:

Past-President Spietz administered the oath of office to Karen Kuznek-Reese as President of WMCA. President Kuznek-Reese will serve as President during the remaining 2009-2010 term and then continue as President through the 2010-2011 term.

Approval of Minutes:

Board Member Hill **MOVED**, seconded by Board Member Clark to approve the Executive Committee Meeting Minutes of June 26, 2009, as presented. The motion **PASSED** with a unanimous vote.

Treasurer's Report:

Treasurer Wyatt provided current year-to-date 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 October 13, 2009. There are 244 active members in WMCA. Treasurer Wyatt would be sending out another reminder to those who have not paid their dues and would also forward the reminder to the Membership Committee so they could conduct follow-up. Treasurer Wyatt had not yet changed WMCA banking institutions and will hold off changing until a new Treasurer is elected in March.

New Business:

Professional Services Agreement with WSU

Education Coordinator Kolacy and NCI Director Dema Harris discussed the proposed three year contract for management of the Northwest Clerks Institute, which contained only minor revisions from the current contract. Upon approval the new contract would become effective on January 1, 2010.

Board Member Hill **MOVED**, seconded by Board Member Olsen to approve the new three year contract with WSU for Professional Development Services. The motion **PASSED** with a unanimous vote.

A discussion of the Northwest Clerks Institute 2009 expenditures and revenues highlighted the need to conduct a survey to determine how many planned to attend the 2010 PD IV session. Education Coordinator Kolacy stated the Education Committee had been tasked with the development of a survey focusing on attendance for upcoming conferences and Institute training.

Washington Association of Public Records Officers (WAPRO)

By telephone conference, Board Member Bush, reviewed the content of a letter that was sent to the WMCA Board following a meeting with WMCA President Baker, President-Elect Kuznek-Reese, and WAPRO President Ramsey Ramerman, WAPRO Vice President Woody Edvalson, and herself, WAPRO President-Elect, to discuss the ways in which they could complement each other in the area of public records. She provided background information explaining that following last year's conference a questionnaire was placed on WMCA's website asking if members were interested in joining an association for public records officers. The survey indicated that 97% of those who responded expressed an interest. She added that WAPRO was currently in the process of forming as a non-profit 501 c 3 organization, and was very interested to know if WMCA would be interested in forming a collaborative partnership in areas that could be of mutual benefit for both organizations, such as extending WAPRO training opportunities to WMCA members and vice versa; collaborating to provide a common voice to address legislative issues; and sharing membership mailing/email lists and website links. When asked what

members of WAPRO would receive by joining, Board Member Bush indicated that WAPRO proposed to offer the membership professional training opportunities on the Public Records Act, provide a newsletter, host an annual conference, and put together standardized forms and information on tracking systems.

Treasurer Wyatt expressed concern that if WMCA members chose to go to a WAPRO conference there could be a possible drop in WMCA conference attendance. Board Member Olsen agreed. Following discussion the consensus of the EC was it needed more information on how WMCA and WAPRO could work together and consideration should be taken of how it may affect WMCA due to the economy. The committee agreed to notify WAPRO that they would be willing to be a part of crossover training, and would consider adding public records classes to WMCA training which might be sponsored by WAPRO.

Board Member Paul **MOVED**, seconded by Board Member Passey to approve the WMCA Executive Committee support of the efforts of WAPRO and to provide them a written letter of said support which would also detail the concerns of the committee. The motion **PASSED** with a unanimous vote.

Secretary Job Description & Audit Committee Description Updates

Secretary Proffitt-Schmidt submitted proposed changes to the Secretary and Audit Committee job descriptions. One minor edit to the Audit Committee job description was noted, page 1 of the Audit Committee description, Section 2c, changing the 2nd to last word from “an” to “and.”

Board Member Hill **MOVED**, seconded by Board Member Clark to approve the proposed changes to the Secretary job description and the Audit Committee description as amended. The motion **PASSED** with a unanimous vote.

Municipal Research Services Center (MRSC) Professional Organization Services Update

Past-President Spietz had contacted MRSC to inquire if they could provide professional organization services to WMCA in the area of conference registrations and membership dues as they do for several other associations. MRSC was unable to make any commitments at that time until the return of their Executive Director in November. However, they saw WMCA as one of the key professional associations serving local government officials in the state and would like to discuss this further. The fees for their services ranged from \$450 to \$1600 per month depending on the size of the organization and the services provided. There was a question concerning their staff capacity to provide this service to additional groups but they saw this type of service as fitting the MRSC mission. Concern was expressed regarding the financial impact the service fees may have on the WMCA budget.

Following discussion the consensus was to ask Past-President Spietz to request a price quote for management of conference registrations.

Selling WMCA Merchandise at NCI

Following discussion the consensus of the EC was to not sell WMCA merchandise at the Northwest Clerks Institute, however with approval from the Institute Director, items could be made available after class at a member's dorm room.

WMCA Handbook Ad Hoc Committee

Vice-President Percival agreed to write a job description for the proposed Handbook Ad Hoc Committee and President Kuznek-Reese stated she would appoint a chair person. The job description would be reviewed at the January EC meeting. Members for the new committee would be solicited at the annual conference.

IIMC PR/C Committee Education Guidelines Recommendation

Past-President Spietz and Region IX Director Pam Kolacy discussed the proposed changes to the Program Certification Guidelines and the number of points that should be awarded for training hours. The goal was to make the recommended changes effective January 1, 2010 when the grandfather provisions expire. The changes were based on the directive to address members concerns and problems, to eliminate frustration and confusion, and to simplify the Education Guidelines so that members could determine what training was appropriate and required; how many points would be awarded; where and what the points may be used for; and to be fair and consistent to all members.

Education Coordinator/Committee Discussion

Following discussion, EC consensus was to maintain a set chairing situation over the education committee in order to provide continuity for the committee. One chairperson/coordinator will be in the position for 3 years and the other will rotate. Education Coordinator Kolacy will work on the two descriptions to present at the January meeting. The EC also agreed that it was necessary to find Ms. Kolacy's successor.

Committee Co-Chair Rotation

President Kuznek-Reese planned to send out an announcement in the next monthly newsletter regarding member interest in chairing a committee and what their level of expertise was. She stated each committee needed to be evaluated for what the best set up would be.

Municipal Clerks Education Foundation (MCEF) Donation

MCEF requested that WMCA increase their contribution amount to an amount more than \$50. The EC determined they did not wish to increase the donation amount at this time.

Board Member Hill **MOVED**, seconded by Board Member Olsen to continue the amount WMCA contributes to MCEF at \$50. The motion **PASSED** with a unanimous vote.

Expenses/Travel Policy

Past-President Spietz noted that a review of WMCA travel and credit card policies indicated that revisions and updates were warranted. Treasurer Wyatt reported that receipts should be submitted within one week of purchases and said she would email monthly statements to each person that was issued a WMCA credit card. Past-President Spietz agreed to research other travel and credit card policies and draft revisions for future EC review.

Committee Reports:

Audit

The Audit Committee planned to meet in January to audit the association records for the period ending December 31, 2009.

Awards

The Clerk of the Year nominations announcement was published in the October EC Report asking members to nominate fellow clerks. In early November the Awards Committee will send out letters to elected officials, City Managers, and supervisors seeking nominations. Nominations are due on December 28 and the Committee scheduled to provide the President with recommendations by January 15, 2010.

Conference Planning

The annual banquet would be extended by having a DJ to end the evening's activities in celebration of the 40th anniversary of WMCA. Sponsor letters and vendor applications would be sent by Debby Barham and Virginia Olsen in November. The live auction would be held during lunch on Wednesday with extra time for it to be built into the schedule.

Education

Education Coordinator Kolacy provided the Executive Committee with a preliminary schedule of confirmed training sessions for the conference, a summary of the Advanced Academy and an update on contracts for services. The education committee would like to apply the net proceeds from the Academy sessions (\$2000) to the half day Academy session in Spokane Valley on Friday morning.

Board Member Hill **MOVED**, seconded by Board Member Olsen to authorize the Education Committee to use the surplus funds from the 2009 Fall Academy to fund academies at the 2010 Spring Conference. The motion **PASSED** with a unanimous vote.

Elections

The Elections Committee's roster and Committee description was forwarded to its members on August 7, 2009, along with a welcome message expressing appreciation for their participation. On September 23, 2009 the draft "Call for Candidates" and "Declaration of Candidacy" were distributed to the Committee, who have in turn corresponded via email regarding proposed edits. Suggested changes have been incorporated, and both documents were forwarded to Board Liaison Treva Percival for Executive Committee Review.

Board Member Olsen **MOVED**, seconded by President Kuznek-Reese to approve both draft documents and release for submittal to the WMCA Webmaster. The motion **PASSED** with a unanimous vote.

Past-President Spietz commented that there were several open positions and cities were faced with tight budgets which could limit the pool of candidates. The open positions were President-Elect, Vice President, Treasurer, Secretary and two Board Member positions. The Executive Committee agreed to encourage the Elections Committee to solicit a minimum of two candidates for each open position. An ad hoc Nominations Committee would be created in the event that there were no candidates applying for the open positions.

Fundraising

The Fundraising Committee submitted a report stating 500 Grand Raffle tickets (50 books) had been distributed to 15 WMCA members. Tickets would also be available at fall academy sessions. Additional email blasts would be sent urging members to assist with ticket sales. Fifteen books (150 tickets) would be retained for sale at conference, with the committee's goal to have all other tickets sold prior to the conference. The cost to print the grand raffle tickets totaled \$163.38.

Sales/Store Inventory: Limited supplies of inventory would be for sale at the fall academy sessions. After these sessions conclude, the committee would re-evaluate whether or not to recommend additional clothing items to be added for sale at the 2010 conference, or if a smaller, more affordable item should be added to the inventory such as stylish lanyards. A recommendation on store inventory would be included in the 3rd quarterly report. Store sales to date had netted \$57.

Auctions: The subcommittee was meeting via email and as conference planning progressed they would begin fine tuning plans for auctions. Email blasts would be sent out periodically, urging the members to secure donations.

Legislative

Board Member Paul reported on recent Legislative Committee activities which included attending the initial Flexible General Government Operations sub-committee meeting, which in

part addressed public records/disclosure and open public meetings issues. She also attended along with Myrna Basich the second General Government subcommittee meeting via WebEx where “records” related issues surfaced as a very high priority.

Membership

The committee submitted advertisement for mentors and was working to send out welcome letters to new members. Additionally, assigned committee members were preparing a list of non-member cities and WMCA-eligible agencies to contact regarding membership advantages.

Scholarship

The Scholarship Committee reported only one Margery Price Scholarship had been awarded for the 2009 Fall Advanced Academy, while four had been allocated. The Scholarship Committee requested that the three unused Fall Advanced Academy Awards be incorporated into the 2010 Spring Advanced Academy Awards. This would create a total of seven Margery Price Scholarships available to eligible Certified Municipal Clerks for the 2010 Spring Advanced Academy.

Vice President Percival **MOVED**, seconded by Board Member Olsen to approve three unused Fall Advanced Academy Awards be incorporated into the 2010 Spring Advanced Academy Awards to create a total of seven Marge Price Scholarships available to eligible Certified Municipal Clerks. The motion **PASSED** with a unanimous vote.

Other Business:

Past-President Spietz reported the next six Executive Committee Monthly Reports would be completed by the following EC members: November – Sheryle Wyatt; December – Treva Percival; January – Cheryl Proffitt-Schmidt; February – Alice Bush; March – Kammy Hill.

Next Meeting:

Past-President Spietz announced the next regular Executive Committee meeting would be held on January 22, 2010, 10:00 a.m., with the location still to be determined.

Adjournment:

The meeting adjourned at 2:15 pm.

Cheryl Proffitt-Schmidt, Secretary