



WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
Friday, January 22, 2010 at 10:00 am
City Hall, Mountlake Terrace, WA

Call to Order:

President Karen Kuznek-Reese called the meeting to order at 10:12 am.

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

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

Others Present: Education Coordinator Pam Kolacy.

Approval of Minutes:

Board Member Bush requested an amendment to the Washington Public Records Officer (WAPRO) information.

Board Member Bush **MOVED**, seconded by Board Member Olsen to approve the Executive Committee Meeting Minutes of October 23, 2009, as amended. 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 January 11, 2010. There were 256 active members in WMCA. A review of the membership listing showing those individuals who had not renewed was of concern. The possibility that some members may not be receiving emails due to spam filters was discussed. Past President Spietz agreed to draft a letter to send to those who had not renewed to confirm they were aware they were not current members, and as such would not be eligible for lower registration costs or WMCA awards.

New Business:

MRSC Secretariat Services Update and Webmaster Discussion

Past President Spietz reported she had talked with Pat Mason from MRSC who expressed interest in providing registration services to WMCA. Issues to work out would be how they would charge for the services either by flat fee or per registrant, along with other specifics and

review of any similar MRSC contracts. The consensus was for Ms. Spietz to bring cost estimates from MRSC to the next EC meeting in March. If it appears it would be cost effective the EC would like to consider using the service as a trial run for the 2010 Fall Academy registrations.

Webmaster Sheryle Wyatt agreed to manage the WMCA website for one additional year at no cost. It was determined to place a signup sheet at the 2010 conference to see if there were current members with website experience who may be willing to manage the WMCA website in the future. Another option could be to hire Ms. Wyatt or another consultant to manage the site.

Conference Evaluations

Board Member Olsen reported WMCA had received 50% of evaluations back from the 2009 Conference. At the 2010 Conference the Education Committee would provide evaluations at each class. The Conference Planning Committee would follow up with an e-mail survey following the conclusion of the conference. Vice-President Percival volunteered to set up the survey.

WMCA Handbook Ad Hoc Committee

Vice-President Percival reviewed the revisions to the Handbook Committee Description submitted by the Ad Hoc Handbook Committee. There was one minor edit noted.

Board Member Olsen **MOVED**, seconded by Secretary Proffitt-Schmidt to approve the proposed changes to the Handbook Committee job description as amended. The motion **PASSED** with a unanimous vote.

Review Revised Education Committee Descriptions

Education Coordinator Kolacy reported on the revisions to the Education Committee Job Descriptions. It was proposed that the Education Coordinator job duties be added to the Education Chair duties and there would no longer be an Education Coordinator position.

The Call to Conference duty was discussed and it was identified that the President's job description should be updated to delineate what the 'Call to Conference' consisted of and when it needs to go out. The Conference Planning Committee job description would need to be updated to include providing the meal and event information for the Call to Conference, and the Education Committee job description would also need to be updated to include preparation of the educational session information for the Call to Conference.

Past-President Spietz **MOVED**, seconded by Board Member Olsen to amend the President's job description to include sending out the Call to Conference by mid December, to amend the Conference Planning job description to include preparing event and meal information and provide for the Call to Conference, and to amend the Education Committee's job description to

prepare the education session information and provide for the Call to Conference. The motion **PASSED** with a unanimous vote.

Past-President Spietz volunteered to make those approved updates to the job descriptions and to e-mail out for final review by the Executive Committee.

Past-President Spietz **MOVED**, seconded by Vice-President Percival to approve the proposed changes to the Education Committee job descriptions, and to eliminate the Education Coordinator position as presented. The motion **PASSED** with a unanimous vote.

Review Revised Financial Policies

Past President Spietz reported the Audit Committee recommendations had been incorporated into the proposed updates to the WMCA financial policies. The updates were discussed and minor edits made.

Vice-President Percival **MOVED**, seconded by Board Member Paul to approve the proposed changes to the WCMA financial policies as amended. The motion **PASSED** with a unanimous vote.

Review Revised Award Committee Description

Past President Spietz noted a recent review by the Awards Committee indicated the Clerk of the Year Policy should be rescinded as a standalone policy, and that it made sense to incorporate both the Clerk of the Year and the President's Award of Distinction policies into the Awards Committee job description.

Secretary Proffitt-Schmidt **MOVED**, seconded by Vice-President Percival to approve the proposed changes to Awards Committee job description, and to rescind the Clerk of the Year Policy as presented. The motion **PASSED** with a unanimous vote.

Committee Reports:

Audit

The Audit Committee had met to review and audit the financial records of WMCA. With five members in attendance they reviewed the records for the period between May and November 2009. December 2009 had not been audited due to timing and not having received the Bank Statements for the period to allow for reconciliation. The Committee found the financial statements to accurately reflect the activity for the period. Spending appeared to be well within the adopted appropriations for the period.

During this period the Treasurer had provided notice that a prior credit card holder had not adhered to WMCA policy. The Audit Committee report to the Executive Committee

acknowledged the issues encountered during this period and commended the actions taken to remedy the situation and to safeguard the assets of the Association by the Executive Committee.

The Audit Committee had submitted recommendations that included the revision of policies regulating spending to be sure that the Treasurer had clear direction regarding the payment of credit card statements; and to require member's to sign an agreement when a credit card was issued stating that they had read, understood and would adhere to the expense policies of the Association. With the just approved revision to the financial policies under 'New Business' the Executive Committee had tightened the financial policies of the Association, and all of the Audit Committee recommendations had been met.

Awards

Past President Spietz reported on November 9, 2009, 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 15, 2009 reminder letters were mailed.

Twelve nominations were received by the postmarked due date of December 28, 2009. Three were determined to be ineligible for consideration. On January 6, 2010 the nine eligible nominations were sent to the Awards Committee members for review and rating. The Awards Committee used an established point system totaling 100 points for rating each nomination. The Awards Committee submitted their recommendation to President Kuznek-Reese on January 18, 2010.

Budget

President Kuznek-Reese reported the proposed budget had been reviewed by the Budget Committee. Following approval by the Executive Committee it would be submitted to the general membership for approval at the annual WMCA Business Meeting in March. The beginning balances used in the budget were based on what the ending balances were estimated to be at the end of March.

A discussion centered on several revisions to revenues and expenditures. These included revising vendor, sponsor, and donor revenue downward due in part to the economy lessening participation; and increasing expenditures to include travel expenses to conference for the NCI Director, IIMC President, and the Region IX Director. It was noted an increase to next year's conference registration fees may need to be considered.

President Kuznek-Reese agreed to make the revisions and e-mail them out to the Executive Committee for final review prior to submitting the budget to the general membership at the March 2010 Annual Business Meeting for approval.

Bylaws

Treasurer Wyatt reported the Bylaws Committee had prepared an amendment to add a process for removal of office, which is found in Article IV, Section 7. Additionally a bylaws amendment was prepared for Article IV, Section 1 regarding filling the position of Past President.

Following review the Executive Committee made several modifications to ensure consistency of terminology and formatting.

Past-President Spietz **MOVED**, seconded by Board Member Paul to forward the proposed bylaws amendments as amended to the March 2010 Annual Business Meeting for approval by the full membership. The motion **PASSED** with a unanimous vote.

Conference Planning

Board Member Olsen reported that early interest from exhibitors was strong and over half of the budgeted revenue had been received. Sponsorship revenue was expected to wane due to the economic crisis; however additional spaces for vendors would likely make up the shortfall. They hoped to fill the space with 25-28 exhibitors.

The decorations sub-committee would be meeting this month to finalize ideas and plan necessary purchases. The Historical Committee was working to prepare a slideshow of WMCA historical photos during the banquet. There was also a vendor who was willing to sponsor a used book sale, and registrants may be encouraged to bring their used books to donate to the sale. Proceeds would go to the scholarship fund.

President Kuznek-Reese had looked into adding an optional wine tour with tour guide that would include dinner on the free night. The initial cost estimate was \$62 per person with a 30 person per bus limit. She would gather more information including seeking member interest before proceeding. Lastly, it was noted that there would be no bags provided this year and attendees should be notified ahead of time to bring a conference/book bag of their own to use.

Education

Education Coordinator Kolacy stated the 2010 Annual Conference educational program was set, with all speakers identified and/or engaged, and contracts in the process of being executed. The committee would be involved in serving as facilitators and making introductions for the speakers at the conference. Both the Advanced Academy and the Friday morning session were confirmed as well.

There were three speakers who would be paid a fee as resources local to the Spokane Valley area were being utilized, including speakers from the State Archives and Central Washington University. In addition, MRSC and various municipal employees were serving as speakers and facilitators at no cost other than travel expenses.

The method of providing conference educational materials to attendees was discussed. The consensus was a goal to provide as much as possible online ahead of time, providing paper copies in each individual class, and adding late materials online following the conference conclusion.

Ms. Kolacy provided a draft education survey for review. Questions to include, adding a comment section, and identifying a time frame and method of delivery to the membership were all discussed. Vice-President Percival volunteered to put the survey together for email to the membership using an online survey company.

Ms. Kolacy added the Education Committee would like to nominate Dema Harris for the IIMC Institute Director of the Year Award. The Executive Committee was strongly in support of the nomination.

Elections

Vice-President Percival reported the Election Committee had communicated via email and intended to meet in person on January 29, 2010 for the preparation and distribution of a ballot package to all members in good standing.

The Board's charge to this year's Election Committee had been to increase membership participation in the upcoming elections. The Election Committee with the help of the WMCA webmaster worked to spread the word and encourage the membership to throw their hats into the ring. Unfortunately, they met with limited success; due in large part to the present economy and budget cuts. There were in all six elected positions open with that same number of candidates. On the plus side, it was felt that the candidates who did step up were excellent and would do a good job.

2010 Slate of WMCA Candidates:

President	Treva Percival	Pierce Transit
President-Elect	Sandy Paul-Lyle	City of Des Moines
Treasurer	Georgina Anderson	City of Woodland
Secretary	Erin Larsen	City of DuPont
Board Members	Debbie Krumpols	City of Olympia
	Debbie Burke	City of Normandy Park

It was determined that following the March elections and appointments of new committee chairs, the Bylaws Committee would be directed to conduct a thorough review of the bylaws and the election process. The intention was to find a way to streamline the process and procedures, possibly using an online survey company to conduct balloting as long as anonymity could be assured.

Board Member Bush **MOVED**, seconded by Board Member Olsen to approve the 2010/2011 slate of candidates and authorize the creation and preparation of a ballot package for distribution to the Washington Municipal Clerks Association's membership in good standing.

Vice-President Percival and Board Member Paul recused themselves from the vote due to being named on the election ballot.

The motion then **PASSED**.

Fundraising

Board Member Bush stated the Fundraising Committee had distributed 79 books (790 tickets) for the grand raffle. E-mail blasts recruiting members to sell tickets would continue, as conference neared. Some tickets were sold at the Fall Conference and several more volunteers took books with them to sell.

There would be red and black hooded sweatshirts available for pre-conference orders/sales and a limited stock will also be for sale at the annual conference. Those who pre-ordered could either pick them up at conference, or have them shipped for a nominal fee. The committee provided recommendations on how the sweatshirts would look and how many and what sizes to purchase for sale at the conference, Fundraising Committee members will be meeting to assemble beaded lanyards which will also be on sale at the conference. The committee also requested the Executive Committee consider reducing costs for existing inventory. The current inventory sheet was distributed with 2009 pricing and recommended pricing for 2010.

Monthly Executive Committee Reports would continue to highlight the auction and to request items for donation. It was hoped to list the secured items on the WMCA website, which would give WMCA donors recognition, plus get some bidding excitement going.

Past-President Spietz **MOVED**, seconded by Vice-President Percival to authorize the purchase of sweatshirts as proposed, to sell the sweatshirts for \$30.00 each, to approve the proposed inventory pricing for the 2010 conference, and to authorize the Fundraising Committee to reduce the price to \$1.00 on any existing inventory they so choose, with the exception of laptop bags and last years shirts. The motion **PASSED** with a unanimous vote.

Historical

The Historical Committee reported it was pursuing a vendor to scan (gratis) WMCA historical photo albums. They would contact committee members to schedule a meeting in February.

Membership

The Membership Committee reported welcome letters were sent to new members. New members Sharon Scott of Covington, and Darla Reese of Granite Falls were participating in the

mentoring program. Special thanks went to Jodi Wycoff and Jodee Schwinn for volunteering to jointly mentor Darla Reese, and to Irvalene Moni who was serving as mentor to Sharon Scott. President Kuznek-Reese agreed to send an updated welcome letter to go out to new members from the president to the Membership Committee to use in the future.

Scholarship

Secretary Proffitt-Schmidt reported the Scholarship Committee was pleased to announce that a database of all known scholarships that had been awarded since 1997 had been created. Carol Etgen, City Clerk, City of Bremerton, volunteered to create the database and it had already proved to be a great resource as it was used for this quarter's scholarship application evaluations.

The Committee had received one application for the Marge Price Scholarship during the quarter. Randy Reed, Deputy City Clerk, from the City of Issaquah submitted an application for the WMCA Spring Advanced Academy. After reviewing the application, the Committee formally recommended the application to the Executive Committee, in the full amount of the registration fees, \$125.

The Committee also recommended the Executive Committee fund as many of the WMCA Annual Conference Scholarships as possible. The Committee had received and reviewed 13 applications. The Committee asked if the Executive Committee was unable to award all the applicants with scholarships that the scholarships be awarded to the top-scoring applicants as ranked by the Scholarship Committee.

It was noted that while applicant Julie Minsker was not 'technically' a 1st time conference attendee, she was in 2009 when the conference was hosted by her City of Ocean Shores. Due to her location last year she did not request the lodging stipend and with her office duties conflicting with her help at conference she really was not available to attend. The Committee felt she merited consideration for the one-time lodging stipend due to those circumstances.

The Committee submitted the recommended applicants in order of how they were scored by Committee Members. Seven of the applications were for conference funding only, while six of the applications qualified for and requested the additional lodging stipend. The total funding to award all 13 registrations would be \$3900, and the total to fund all 6 lodging requests would be \$2100 for a grand total of \$5700.00. The recommendations were as follows:

- 1 - Traci Hermann (City of Mount Lake Terrace) \$300 registration and \$300 lodging
- 2 - Terri Berry (City of Sumner) \$300 registration
- 3 - Jackie Moriarity (Town of Twisp) \$300 registration
- 4 - Karen Paulson (Town of Creston) \$300 registration and \$300 lodging
- 5 - Darla Reese (City of Granite Falls) \$300 registration and \$300 lodging
- 6 - Julie Minsker (City of Ocean Shores) \$300 registration and \$300 lodging
- 7 - Nicole Stephens (City of Poulsbo) \$300 registration
- 8 - Dee Roberts (City of South Bend) \$300 registration

- 9 - Deniece Miller (City of Tonasket) \$300 registration and \$300 lodging
- 10 - Jeanette Coppersmith (City of Almira) \$300 registration and \$300 lodging
- 11 - Lalena Johns (Okanogan County) \$300 registration
- 12 - Kelly Collins (City of Royal City) \$300 registration
- 13 - Rose Courneya (City of Connell) \$300 registration

Past-President Spietz **MOVED**, seconded by Board Member Bush to approve the funding of one (1) Margery Price Scholarship for a total of \$125, and thirteen (13) Conference Scholarships, with six of those to include lodging for a total of \$5700.

Board Member Olsen recused herself from the vote due to having a staff member on the scholarship list.

The motion then **PASSED**.

Other Business:


Upcoming Executive Committee Monthly Reports would be completed by the following EC members: February – Alice Bush; March – Kammy Hill.

Next Meeting:

President Karen Kuznek-Reese announced the next regular Executive Committee meeting would be held on March 19, 2010, at the Mirabeau Park Hotel in Spokane Valley.

Adjournment:

The meeting adjourned at 3:05 p.m.



Cheryl Proffitt-Schmidt, Secretary