



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Friday, March 19, 2010, 12:30 p.m.  
Mirabeau Park Hotel & Convention Center, Dahlia Room  
Spokane Valley, WA

**Call to Order:** President Kuznek-Reese called the meeting to order at 12:40 p.m.

**Officers Present:** President Karen Kuznek-Reese, President-Elect Treva Percival, Past-President Ali Spietz, Vice-President Sandy Paul-Lyle, Secretary Erin Larsen, and Treasurer Gina Anderson

**Board Members Present:** Debbie Burke, Debbie Clark, Virginia Olsen, and Scott Passey; Debbie Krumpols was absent.

**Also Present:** Education Coordinator Pam Kolacy, Conference Committee Chairs Alice Attwood and Paula Swisher, and Northwest Municipal Clerks Institute Director Dema Harris.

**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 that there were no major mishaps; although, there were a few challenges with the outlets. There were 110 full registrants, 17 partial registrants, and 15 vendors. The final cost was estimated at \$26,000.

The Executive Committee members shared comments from attendees regarding the food, DJ and dancing at the Annual Banquet, and that it felt relaxed rather than rushed.

Education Coordinator Kolacy reported that the Master Academy was close but that we ended ahead financially. She stated that she hadn't looked at the evaluations yet but that the session itself was pretty good. The Notary Session was not great but ok, and that the Ethics and other sessions fell off in the afternoon. Past President Spietz stated that Mr. Ramsey was not very dynamic and Conference Committee Chair Attwood added that the wellness session was good. Board Member Olsen thought the Ethics Session was good but that they tried to fit a four hour session into less time. She stated that attendees liked the wine tour during the night off. President Kuznek-Reese stated that the new Clerks liked the wine tour to get to know others. She shared comments from attendees who would like to have the live auction at night next year. Northwest Municipal Clerks Institute Director Harris recommended contacting Karin Johnson from Independence, Oregon for a copy of her spread sheet for the auction. Vice President Paul-Lyle inquired about accepting credit cards. Past President Spietz stated that we could look into that with our bank.

Conference Committee Chair Swisher inquired if President Kuznek-Reese had chosen a theme for next year's conference yet. She indicated that she had not yet chosen a theme.

The Executive Committee and other meeting attendees discussed the start time of the conference, holding a two-day conference similar to Oregon and Alaska, and decreased attendance at the last session. President-Elect Percival stated that she is creating an on-line survey for evaluating the conference. The Executive Committee agreed to wait and see what the survey results would reveal.

#### **Approval of Minutes:**

Vice-President Percival **MOVED**, seconded by Past-President Spietz to approve the Executive Committee Meeting Minutes of January 22, 2010, as presented. The motion **PASSED** with a unanimous vote 11/0.

#### **Treasurer's Report:**

Treasurer Anderson presented the 2010, conference preliminary gross revenue figures. The initial reports included \$601 - \$1 raffle tickets; \$4,855 - \$5 raffle tickets; \$728 - live auction; \$3,555 - silent auction; and \$2,128 - merchandise sales; \$139 - book sales. The total revenue was \$12,006. She stated that previous Treasurer Wyatt is still collecting money and that the numbers may change slightly.

President Kuznek-Reese recessed the meeting for a short lunch break at 1:12PM. She reconvened the meeting at 1:37PM.

#### **New Business continued:**

##### Membership Survey Results

President-Elect Percival reported that there was a good response the first two days of the survey and then the numbers fell off. She stated the numbers may be skewed because over half of the membership did not respond and some did not receive the initial e-mail. She stated that we need to update the e-mail list of our members. Northwest Clerks Institute Director Harris added that we need to make sure their designations are also correct. Ms. Percival inquired as to who would be tasked with updating the list and updating the website after past Treasurer Wyatt's retirement. President Kuznek-Reese stated that Bobbie Usselman of Sequim would be updating the website and Membership Committee Chair Kammy Hill would keep the master e-mail list of members.

##### Conference/Master Academy Sessions

The Executive Committee, Northwest Clerks Institute Director Harris, and Education Coordinator Kolacy discussed holding one or two Master Academy Sessions, adding this topic to a survey of the membership, utilizing one speaker for both sessions to split the cost, planning the Fall Academy now and revisiting the topic in June, how the Academy would affect Professional Development (PD) IV attendance, alternatively holding one academy in the middle of the state instead of one session on each side, and the financial impacts. Ms. Harris added that all states are in the same situation financially and that she is not ready to cancel any PD classes at this point. She also stated that there may not be a summer 2012 Academy due to the IIMC Conference being held in Oregon. Ms. Spietz added that Oregon may do the same as California

and cancel their conference when IIMC is there and inquired if we want to consider cancelling ours. Ms. Kuznek-Reese stated that we will plan for the Fall Academy and discuss the topic in June. Ms. Kolacy added that if the Master Academy is not a huge financial impact then we should move forward.

#### 2012 Annual Conference Location

President-Elect Percival reported that she was looking at Campbell's Resort in Lake Chelan for the 2012 Annual Conference. The room rates are \$70 for a single and \$90 for a double. We can get 1 room paid for every 35 booked. Everyone can be housed in the same hotel and they will work with us on food and beverages. She stated that the only downside is that attendees will have to go outside to get to the classrooms. Education Coordinator Kolacy inquired if attendees would fly into Wenatchee. Ms. Percival confirmed that they would fly into Wenatchee and could take a 40 minute shuttle ride to Lake Chelan. Vice President Paul-Lyle inquired if transit service was an option we should look into. Ms. Percival stated that she could have Campbell's draw up a contract for the Executive Committee to look at for our next meeting. Ms. Kolacy inquired about the dates. Past President Spietz stated that the Conference would be held March 14-17<sup>th</sup>, 2012.

Past-President Spietz **MOVED**, seconded by Vice-President Paul-Lyle to move forward with the Campbell's Resort contract for the 2012 Annual Conference. The motion **PASSED** with a unanimous vote 11/0.

#### Executive Committee Liaison Appointments

President Kuznek-Reese stated that a list of committee appointments was included in the agenda packet. She re-assigned Board Member Olsen to the education Committee and Board Member Clark to the Elections Committee and stated that an updated list would be sent out.

#### Presentation of 2010-2011 Budget

President Kuznek-Reese stated that the budget provided was not a realistic look as numbers still need to be reconciled. President-Elect Percival inquired about the year-end estimate column. Past President Spietz stated that the numbers are skewed because of the expenses this month for the Annual Conference. President Kuznek-Reese stated that Ms. Percival and Ms. Anderson would work together to update the budget.

#### Proposed 2010-2011 Executive Committee Meeting Schedule

Executive Committee Meeting, June 25, 2010 - Sequim  
Executive Committee Meeting, October 22, 2010 – The Heathman Lodge, Vancouver  
Executive Committee Meeting, January 21, 2011 – TBD  
Executive Committee Meeting, March 25, 2011 – The Heathman Lodge, Vancouver

President Kuznek-Reese stated that there was not a location for the January 21, 2011, meeting. President-Elect Percival volunteered Pierce Transit pending availability. Secretary Larsen offered DuPont as an alternative. Ms. Kuznek-Reese stated that our next meeting is in Sequim.

#### Executive Committee Monthly Report Assignments

Past President Spietz stated that she and President Elect Percival traded assignment months due to scheduling conflicts. She also provided background on the monthly reports stating that each Executive Committee member will solicit articles two weeks before the due date from other Executive Committee Members and Committee Chairs. Ms. Kuznek-Reese has a list of items needed for each month that she will send out to the Executive Committee for editing.

### Scholarships

Since Vice President Paul-Lyle had applied for the Margery Price scholarship, she left the room while the scholarship was being discussed.

Past President Spietz reviewed the criteria the Scholarship Committee utilized when making their recommendations. President-Elect Percival added that we do not have the applications this time to review ourselves. The following applicants were recommended to be awarded Margery Price Scholarships by the Scholarship Committee:

1. Terry Berry – City of Sumner
2. Sandy Paul-Lyle – City of Des Moines
3. Kay Kammer – City of Ridgefield
4. Randy Hinchliffe – City of Waitsburg

President-Elect Percival **MOVED**, seconded by Board Member Passey to approve all four Margery Price scholarships. The motion **PASSED** with a unanimous vote 10/0.

Vice President Paul-Lyle returned to join the meeting.

Past President Spietz stated that we have \$4,000 budgeted for PD scholarships and inquired if we should pull money from our savings account. Board Member Olsen inquired about awarding all the applicants listed and expressed concern for awarding more than one per applicant per year. President-Elect Percival stated that she does not want to set a precedent in awarding all scholarships however, she likes to be able to get people to training. Northwest Municipal Clerks Institute Director Harris inquired if there was a limit to how many scholarships could be awarded. President Kuznek-Reese recommended that we stick to the budget. Past President Spietz confirmed the scholarship guidelines of two scholarships per entity, per person in one fiscal year. Ms. Harris inquired about when the fiscal year started. Ms. Spietz confirmed that the fiscal year starts May 1<sup>st</sup>. She stated that if we removed one scholarship each for Michelle Brooks and Lisa King, who applied twice, and remove Tammie Herman, who is no longer with the City of Ilwaco, the total requested scholarships would be \$12,150.

The Executive Committee and others present discussed the individual applicants, economy, budget, and status of the NCI program.

Vice President Paul-Lyle left the meeting at 2:45PM.

President-Elect Percival **MOVED**, seconded by Treasurer Anderson to approve all PD scholarships with the exception of Tammie Herman, Michelle Brooks (PDII), Brandy Rinearson, and Lisa King (PD II & III).

Approved scholarships were as follows:

Paula Swisher (Brier) \$525 registration  
Jane Montgomery (Pacific) \$525 registration and \$450 lodging  
Jill Allison (Toledo) \$525 registration and \$450 lodging  
Autumn Lingle (Des Moines) \$525 registration and \$450 lodging  
Lisa King - PDI (Lynnwood) \$525 registration  
Michelle Brooks – PD II (Leavenworth) \$525 registration  
Traci Herman (Mount Lake Terrace) \$525 registration  
Brandi Clark (Okanogan) \$525 registration and \$450 lodging  
Morgan Stubbe (C-Tran) \$525 registration  
Rosemary Murphy (Sultan) \$525 registration and \$450 lodging  
Shawn Campbell (Bonney Lake) \$525 registration  
Jill Hammond (Grant County) \$525 registration and \$450 lodging  
Craig Attwood (Okanogan) \$525 registration  
Kelley Collins (Royal City) \$525 registration  
Kim Morey (Montesano) \$525 registration  
Lalena Johns (Okanogan County) \$525 registration  
Kristy Powell (Montesano) \$525 registration

The Executive Committee discussed providing a suggestion to the Scholarship Committee adding a requirement for scholarship recipients to give back to WMCA in some way, setting criteria for a certain number of scholarships or a certain dollar amount, and a need to see the applications for next year's scholarship applicants. President Kuznek-Reese stated that we definitely need to establish a cut off. She called for a vote.

The motion **PASSED** with a unanimous vote 10/0.

President Kuznek-Reese recessed the meeting at 3:10PM for a break. She reconvened the meeting at 3:18PM.

#### MRSC Secretariat Services Update

Past President Spietz provided background information on this topic stating that there is a lot of work for the Treasurer and the Executive Committee wanted to look into dividing duties up to have another entity help with membership rosters and registrations. She reported that MRSC would charge \$3,000 to \$5,000 per year plus a \$1,500 set up fee. She stated that we would have firm numbers by June.

The Executive Committee discussed remote access to the database, the need for MRSC to see a benefit, what other Clerks Associations use, membership, on-line registration and on-line payments. Board Member Burke volunteered to look into on-line options. President Kuznek-Reese stated that Ms. Burke could look into options and report back at the next meeting.

Webmaster Discussion

President Kuznek-Reese reported that Sheryle Wyatt, current Webmaster would continue to help out with the website until Bobbie Usselman could learn the software and take over.

Executive Committee Work Plan:

President Kuznek-Reese stated that she is currently updating the work plan to establish due dates. She requested that all Executive Committee Members keep a running tally of the things they do and when. She stated that she will e-mail the work plan to the Executive Committee and Committee Chairs.

Next Meeting:

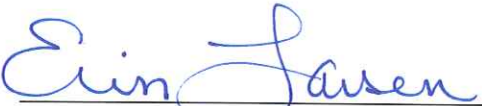
President Kuznek-Reese announced the next meeting on June 25<sup>th</sup>, 2010, at 10:00AM in Sequim. Past President Spietz **MOVED**, seconded by Board Member Olsen to authorize Secretary Larsen to purchase a recorder for WMCA Secretary purposes. The motion **PASSED** with a unanimous vote 10/0.

Past President Spietz **MOVED**, seconded by President-Elect Percival to authorize Historical Committee Chair Rebecca Dover to purchase a digital camera not to exceed \$300. The motion **PASSED** with a unanimous vote 10/0.

Board Member Passey inquired about the vacancy on the board. President Kuznek-Reese stated that we will send out a notice to our members.

**Adjournment:**

The meeting adjourned at 3:34PM.

  
Erin Larsen, Secretary