



## WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MEETING

Friday, June 25, 2010, 10:00 am  
Sequim Transit Center, Sequim WA

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### CALL TO ORDER:

President Kuznek-Reese called the meeting to order at 10:17 am

### ROLL CALL:

President Karen Kuznek-Reese, President-Elect Treva Percival, Vice-President Sandy Paul, Secretary Erin Larsen (arrived 11:05 am), Treasurer Gina Anderson, Past President Ali Spietz, and Board Members Debbie Burke, Virginia Olsen, and Scott Passey were present. Board Member Debbie Clark was excused.

### OATH OF OFFICE:

President Kuznek-Reese swore-in new Board Members Diana Quinn and Claire Lider and welcomed them to the Executive Committee (EC).

### PARLIAMENTARIAN:

President Kuznek-Reese appointed Vice-President Sandy Paul as parliamentarian for the year.

### APPROVAL OF MINUTES:

Board Member Olsen pointed out name spelling errors throughout the minutes.

Past President Spietz **MOVED**, seconded by Board Member Passey to approve the Executive Committee Meeting Minutes of March 19, 2010, as amended. The motion **PASSED** unanimously 10/0.

### TREASURER'S REPORT:

Treasurer Anderson provided current year-to-date balance and profit and loss statements as well as, a year-end summary of all accounts for the 2009-2010 fiscal year. She highlighted accounts and expenditures that had not been reconciled due to funds arriving after the close of the fiscal year. The Board concurred on the new format of profit and loss summaries.

President-Elect Percival **MOVED**, seconded by Board Member Quinn to accept the account summaries through June 24, 2010, and the 2009-2010 Year-end report. The motion **PASSED** unanimously 10/0.

### NEW BUSINESS:

#### Conference Locations

President Kuznek-Reese presented information about holding the Annual Conference in the same location each year or alternatively rotating and holding the conference one year on the East side and the following year on the West side of the state. She stated that the benefits include:

- Alleviating the costs associated with all the site visits since many cities are cutting travel budgets;
- Alleviate the work associated with determining various layouts at the conference hotel since there would already be knowledge of the hotel;
- The hotels would provide a discount on rooms since we would book for several years in advance.

The EC discussed the topic at length and decided to ask the membership through a survey what they would prefer. President-Elect Percival offered to create the survey which will allow members to rank in order, options about having the conference in the same location every year, one location on the East side and one location on the West side, or continuing with East and West switching with a new location each time. The survey will also include a request for members to identify possible future conference locations.

#### Approval of Contract with Campbell's Resort for 2012 Conference

President-Elect Percival presented the final contract with Campbell's Resort in Chelan, WA for the 2012 Annual Conference. Board Member Olsen expressed concern about the vendor set up fees \$50 for tables and skirting and \$15 per booth, per day for electricity to booths as WMCA would need to pass that expense on to the vendors. She stated that last year (Spokane Valley) WMCA charged each vendor \$500 for a booth at the conference and the Mirabeau Park Hotel charged WMCA \$35 for each vendor. WMCA did not pass this charge onto the vendors.

Following discussion, Past President Spietz **MOVED**, seconded by Vice-President Paul to approve the contract with Campbell's resort for the 2012 Annual Conference, but direct President-Elect Percival to negotiate with Campbell's to reduce the vendor fees to \$35-\$40 (which WMCA will pay for each vendor). The motion **PASSED** unanimously 11/0.

#### Conference Evaluation Results

President Kuznek-Reese led a brief discussion on the results from the 2010 Annual Conference evaluations. The overall response was positive. The EC discussed the low number of returns on the online survey that was sent out after the conference. Past President Spietz reminded the EC that individual evaluation sheets were supposed to have been given to attendees to fill out after each session so that the online survey could be short and focus on the conference logistics instead of education.

The EC also discussed new clerks and first time conference attendees and how to make them feel welcome and comfortable. Board Members Burke and Quinn volunteered to work with the Membership Committee Chair Kammy Hill to set up a program for conference mentors/buddies for the 2011 Annual Conference.

#### Appoint Back-Up Treasurer

Past President Spietz nominated Board Member Quinn for the Back-Up Treasurer position. Board Member Quinn accepted the nomination and was appointed by President Kuznek-Reese.

#### Website (NCI, WMCA) discussion

President Kuznek-Reese provided information on updating our website using Wild Apricot. Past President Spietz added that when an upgrade was done in 2005, through Washington State University (WSU) to add the Northwest Clerks Institute (NCI) it created an additional website. With the new update, it will create yet another website. Board Member Burke inquired about the need for multiple sites and costs associated with hosting. The EC discussed hosting and related costs, and concurred with creating a link on our website to the NCI webpage and keeping WSU as the host. President Kuznek-Reese added that our webmaster Bobbie Usselman is working to consolidate our two websites.

#### 2011 Conference Registration and Vendor Costs

Board Member Olsen stated that we had fewer registrations last year but made up for it in other areas and that she believed this year's results were similar. She stated that she would like to begin lining up

vendors for the 2012 conference. Past President Spietz inquired about the committee's recommendation. Board Member Olsen stated that they recommended keeping the fees the same (\$500) as they are reasonable; however, if Campbell's Resort will not lower their fees we may have to increase the fee by \$25. The EC discussed current WMCA academy and conference costs for members and non members and the Oregon Association of Municipal Recordors (OAMR) extending their member rates to WMCA members and vice versa. President-Elect Percival stated that she will consult with Campbell's Resort and get back to Ms. Olsen. The EC concurred to keep the vendor rates the same at this time.

Board Member Olsen **MOVED**, seconded by Board Member Burke to keep the conference registration fee at \$300 for members and raise the non-member fee to \$400 and keep the academy registration fee at \$125 for members and raise the non-member fee to \$200. The motion **PASSED** unanimously 11/0.

#### Debit/Credit Card Acceptance

President Kuznek-Reese and Past President Spietz provided additional information on our new website and features including: on-line packets, message boards, and a finance module. The finance module has options for credit cards PayPal etc. Board Member Passey inquired about utilizing the financial module for members to pay their dues on-line. Board Member Burke inquired about paying for auction items at the annual conference. President-Elect Percival added that OAMR keeps track of all items members purchase during the conference and then they can pay the entire bill at the end with a credit card. Treasurer Anderson provided information on using Chase stating that it is cost prohibitive due to too many fees. They recommended that we check into PayPal or something similar. Board member Burke inquired if we could utilize PayPal through Wild Apricot. President Kuznek-Reese stated that she will check on it but to keep things the same for now.

#### Marketing

President Kuznek-Reese stated that she attended Professional Development I classes and stated that there was discussion regarding the benefits of membership in WMCA. Attendees were specifically concerned about explaining to their City Manager or Mayor about WMCA and its membership benefits. She recommended developing a brochure to market ourselves and attending conferences such as the Association of Washington Cities, City Managers Conferences, etc. for marketing to a target audience. Board Member Olsen agreed that this would help clerks attend training if their supervisor understands the benefit. She recommended adding personal stories to the brochure. Past President Spietz volunteered to start creating a brochure and recommended placing them in the envelopes sent to City Managers and Mayor's requesting Clerk of the Year nominations. Board Member Lider added that some Clerks are also treasurers and choose to be a member of the Finance Officers Association. She recommended sending brochures out regionally and to ports in the area as they also have records Clerks. President-Elect Percival, Vice President Paul, and Board Members Olsen and Quinn agreed to help Past President Spietz with the brochure.

#### Retention Schedules

Vice President Paul provided a draft retention schedule stating that it should be WMCA's goal to store records electronically and get rid of paper. The EC discussed the retention schedule, the role of regional archives, items, number, and storage of boxes EC members have, scanning documents/minutes, and possibly purchasing a hard drive. Secretary Larsen will check to see if approved minutes are scanned and Board Member Burke will check with the Historical Committee to see if they have old copies of The Quill. Past President Spietz expressed concern for correspondence archiving. President Kuznek-Reese suggested that we could go through the correspondence at board meetings. Past President Spietz

suggested that we ratify the documents at each meeting on a consent calendar which will be recorded in the meeting minutes.

President Kuznek-Reese recessed the meeting for a short lunch break at 12:10PM. She reconvened the meeting at 12:40PM.

## **COMMITTEE REPORTS:**

### Audit

Treasurer Anderson stated that the Audit Committee met and provided recommendations in the report they submitted to the EC. She stated that there were some frustrations trying to get credit card and bank statements and difficulties paying bills on-line. She stated that she is now receiving the credit card statements and that she can access the bank statements on-line. She stated that our bank needs a letter from the WMCA Secretary and minutes from a board meeting indicating members' current positions to update the signatories on the account. Past President Spietz expressed concern about incurring \$10 late fees and finance charges on our bills. She recommended paying the bills immediately to avoid extra fees. Vice President Paul added that according to the audit, it appears the bills were not paid in a timely manner. She suggested that if a WMCA member retires that we replace them immediately. President Kuznek-Reese stated that Ms. Paul's suggestion would require a change in our By-laws. Board Member Passey agreed to discuss the issue with the By-laws Committee.

### Awards

Past President Spietz stated that it was great to receive so many applications for the Clerk of the Year nominations this year. President-Elect Percival suggested that we include in the letter for City Managers and Mayor's to use as much detail as possible when answering the questions on the Clerk of the Year applications forms. Past President Spietz added that we could also send them samples of previous applications.

### Bylaws

Written Report received by the EC.

### Conference Planning

Written Report received by the EC and discussed earlier in the meeting.

### Education

Board Member Olsen reported that Jim Webber has submitted a proposal to present "Performance Management in the Real World" for both the East and West side Fall Academy sessions. She requested approval from the EC. Past President Spietz expressed some concern for a narrow topic.

Past President Spietz **MOVED**, seconded by Board Member Olsen to approve the proposal for the Fall Academy sessions as presented by the Education Committee. The motion **PASSED** unanimously 11/0.

Past President Spietz requested that the Education Committee consider stopping Annual Conference classes early on the day of the banquet to allow members extra time.

### Elections

Written Report received by the EC no action requested.

### Fundraising

President-Elect Percival highlighted items from the Fundraising Committee's report and asked for EC approval on six specific items: Continuing the prize amounts of \$1,000-\$750-\$500 for the Grand Raffle, retaining the number of tickets to be sold at 1,500, awarding \$25 in WMCA store credit to whoever sells the most Grand Raffle tickets, continue the \$1 Raffle offering a \$100 cash prize, approval of WMCA proposed inventory pricing and designation of gym bags as new member gifts, and approval of two additional gift basket raffles at the Fall Academies.

Board Member Olsen **MOVED**, seconded by Treasurer Anderson to continue the Grand Raffle prize amounts at \$1,000-\$750-\$500. The motion **PASSED** unanimously 11/0.

Past President Spietz **MOVED**, seconded by Board Member Lider to retain the number of tickets to be sold at 1,500. The motion **PASSED** unanimously 11/0.

Past President Spietz **MOVED**, seconded by Board Member Quinn to award \$25 in WMCA store credit for the member who sells the most Grand Raffle tickets. The motion **PASSED** unanimously 11/0.

The EC discussed the \$1 Raffle with cash prize, being present to win, the size of baskets/prizes when people are flying, and the possibility of needing a permit from the Liquor Board for bottles of wine offered as prizes in the raffles. Past President Spietz stated that the bottles of wine are usually part of a basket and should be covered under the hotel permit. President-Elect Percival added that WMCA does have a gambling permit. She stated that she and Fundraising Committee Chair Jermann would research the need for a permit with the Liquor Board.

Past President Spietz **MOVED**, seconded by Board Member Olsen to continue the \$1 Raffle and donate \$100 to be offered as a cash prize. The motion **PASSED** unanimously 11/0.

Past President Spietz recommended donating or offering the denim shirts in the WMCA inventory for free. Board Member Olsen agreed with the committee's recommendation to provide the gym bags to new clerks or suggested donating them.

Past President Spietz **MOVED**, seconded by President-Elect Percival to approve the proposed inventory pricing (except for the denim shirts which would be offered for free) and the designation of gym bags as new member gifts. The motion **PASSED** unanimously 11/0.

President-Elect Percival requested new ideas for additional fundraising items. The EC recommended hooded sweatshirts without the 40th Anniversary logo, fleece vests, fleece jackets, aluminum water bottles, mouse pads, mugs, pens, and coasters.

Board Member Passey **MOVED**, seconded by Board Member Burke to allow the Fundraising Committee to conduct two additional Raffles at the Fall Academies. The EC discussed the cost of tickets, value of baskets, gift cards, and donations from local Clerks. Board Member Passey **WITHDREW the MOTION**, seconded by Board Member Burke.

President-Elect Percival **MOVED**, seconded by Board Member Burke to authorize the Fundraising Committee to conduct a 50/50 Raffle at \$1 per ticket or offer 6 tickets for \$5 at each Fall Academy session. The motion **PASSED** unanimously 11/0.

#### Handbook

Written Report received by the EC.

Historical

Written Report received by the EC. Board Member Burke reported that the Historical Committee did not purchase a camera as authorized at the last EC meeting. Some members have their own digital cameras that they are willing to use to help save money.

Scholarship

Written Report received by the EC.

**OTHER BUSINESS:**

Upcoming monthly reports will be completed by the following EC members:


July – Debbie Clark; August – Sandy Paul; September – Claire Lider; October – Virginia Olsen.

**NEXT MEETING:**

President Karen Kuznek-Reese announced the next regular EC meeting would be held on October 22, 2010, at 9:00 am at the Heathman Lodge, Vancouver, WA

**ADJOURNMENT:**

The meeting adjourned at 1:40PM.

  
Erin Larsen, Secretary