



WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MEETING

Friday, January 14, 2011, 10:00 am
Pierce Transit, Lakewood WA

CALL TO ORDER:

President Kuznek-Reese called the meeting to order at 10:04 am

ROLL CALL:

President Karen Kuznek-Reese, President-Elect Treva Percival, Vice-President Sandy Paul, Secretary Erin Larsen, Treasurer Gina Anderson, Past President Ali Spietz, and Board Members Debbie Burke, Debbie Clark, Claire Lider, Virginia Olsen, Scott Passey, and Diana Quinn were present.

APPROVAL OF MINUTES:

Vice President Paul **MOVED**, seconded by Board Member Clark to approve the Executive Committee (EC) Meeting Minutes of October 22, 2010. The motion **PASSED** unanimously 12/0.

TREASURER'S REPORT:

Treasurer Anderson provided current year-to-date balance and profit and loss statements for May through December 2010. She reviewed checks that have been paid and the amount of money in the savings account.

Past President Spietz inquired about a transfer of \$6,300 from the savings account to balance the budget. Treasurer Anderson stated that it does not appear the transfer was made at the beginning of the fiscal year. President Kuznek-Reese authorized Treasurer Anderson to transfer the funds. Treasurer Anderson also highlighted options for a bank account through Chase. The EC discussed bank account options, credit union options, and the PayPal process.

President Kuznek-Reese added an update on the new website and discussion of the retention schedule to the agenda.

NEW BUSINESS:

Conference Locations

Vice President Paul provided comparison chart for 2013 possible conference locations. Additionally, handouts highlighting the Tulalip Resort and Casino and The Hotel Murano were provided. She stated that she scheduled a tour of the amenities at The Hotel Murano after the EC meeting and invited the EC Board to attend. The EC discussed and compared room rates, site set up for a conference, audio and visual costs being included, and keeping costs down for our members. Board Member Burke announced that the King County Municipal Clerks Association (KCMCA) has agreed to donate \$500 toward this year's Annual Conference. Past President Spietz congratulated Board Member Burke on her appointment as Chair of KCMCA.

WMCA Logo Submissions

The EC discussed the number and quality of submissions. President Kuznek-Reese suggested that we continue designing, open the contest back up, and continue to use the current logo. The EC concurred with the recommendation and to discuss this item at the board meeting in March.

Revisions To President's Job Description

President Kuznek-Reese stated that the only change was to add Idaho to the responsibility of serving as delegate to State Conferences. Past President Spietz recommended adding the Idaho City Clerks, Treasurers, and Finance Officers Association (ICCTFOA) Conference to the President-Elect's job description.

Past President Spietz **MOVED**, seconded by Board Member Olsen to add the ICCTFOA conference to the President-Elect's job description and approve the President's job description. The motion **PASSED** unanimously 12/0.

COMMITTEE REPORTS:

Audit

Treasurer Anderson stated that the Audit Committee met and audited May through December and found all the records to be in order. She added that it is a good committee and that the discussions help the members to understand how things work.

Awards

Past President Spietz stated that the committee received 3 nominations for the Clerk of the Year designation. She stated that there were not as many nominations this year. She added that it could be due to supervisors sending in the nomination year after year and the nominated Clerk not receiving the award. Board Member Passey inquired if it is the President's decision. Board Member Olsen inquired as to how the nominee's applications are ranked. Past President Spietz stated that each application is reviewed by the Award Committee and scored on a point system. She added that the President usually follows the Committee's recommendation. She stated that sometimes a nominee can be rated low because of the letter submitted by the supervisor. Ms. Spietz recommended including an example of a well written nomination letter answering all questions completely in the letters sent to a Clerk's supervisor.

Budget

President-Elect Percival provided a budget handout and requested input on funding to be included in the budget to attend the Association of Washington Cities (AWC) Conference. The EC discussed PD IV dates, dates and location of the AWC Conference, vendor and registration fees, and the cost of meals. Additionally, the EC discussed the number of vendors Campbell's Resort can accommodate and tracking and paying for VIP guests and the Clerk of the Year's registration fee. President-Elect Percival stated that she will send out a revised budget to the EC.

President Kuznek-Reese recessed the meeting for a short break at 10:55PM. She reconvened the meeting at 11:05PM.

Bylaws

Written Report received by the EC. Board Member Passey stated that there are no requests at this time.

Conference Planning

Board Member Olsen discussed the status of the Annual Conference planning and vendors. She requested that the EC members send her any leads for new vendors. President Kuznek-Reese discussed the dinner cruise and stated that we need to find a sponsor for travel from the hotel to the depot. She stated that the cruise ship can accommodate 35 to 400 people. She recommended sending an additional e-mail to our members reminding them of Conference deadlines and Operation Fuzzy Friend.

The EC discussed a presentation from WMCA to the Children's Center for Operation Fuzzy Friend at lunch on Thursday, changing the Region IX lunch from Thursday to Wednesday, the EC itinerary, VIP dinner and location, meet and greet with new members, and providing new members with gifts in their room.

Education

Board Member Olsen reported that they are coordinating with the conference planning committee, registrations can be completed on-line, the call to conference was sent out, and that the committee members are excited about the classes being offered. The EC discussed the timing and schedule for the Annual Business Meeting, auction, and vendor reception. President Kuznek-Reese stated that she would work on the schedule for the auction.

President Kuznek-Reese recessed the meeting for a lunch break at 11:32AM. She reconvened the meeting at 12:00PM.

Elections

Board Member Clark stated that Bobbie Usselman has done a fabulous job on the website and with elections. She stated that there are options to consider making electronic elections easier. She highlighted what Survey Monkey would allow versus an electronic voting software program. The EC discussed e-mail blasts versus purchasing software, security, problems with blocked e-mails, allowing members to vote anonymously and only one time, and allowing members to vote and fill an EC vacancy.

Board Member Olsen **MOVED**, seconded by Board Member Quinn to purchase voting software for \$80. The motion **PASSED** unanimously 12/0.

President Kuznek-Reese recommended a Proclamation to recognize Bobbie Usselman for her work on the new website. Past President Spietz stated that the next steps for the Election Committee is to revise the procedures and job description.

Fundraising

President-Elect Percival requested raffle books for the EC to help sell them. Board Member Olsen highlighted the Fundraising Committee's recommendations including flash drives, fleece vests, tumblers and existing inventory.

Board Member Olsen **MOVED**, seconded by Treasurer Anderson to allow the Fundraising Committee to order 73 fleece vests total for pre-order and conference and order 72 tumblers. The motion **PASSED** unanimously 12/0.

It was clarified that the fleece vests be ordered from 4-Imprint in Navy Blue and Black with white stitching. If only one color could be selected it should be black.

Past President Spietz **MOVED**, seconded by Board Member Olsen to lower the price of the long sleeve t-shirts in inventory to \$10, and to provide gym bags and glasses in inventory to new Clerks and first time conference attendees. The motion **PASSED** unanimously 12/0.

Handbook

Past President Spietz stated that no work has been done on updating the handbook. She discussed whether or not it is still a benefit to our members. She recommended that if it was still to be updated

then one person should attempt it rather than a committee. She suggested possibly discussing this topic in June.

Historical

Board Member Burke discussed obtaining price estimate to scan documents possibly from vendors at the conference. She stated that the committee is requesting \$100 to purchase totes and replace a few scrapbooks. Past President Spietz inquired about scanning the Quill. Board Member Olsen inquired about the amount of documents we currently have. Board Member Burke stated that the Quill would be included in the cost estimate and that she could check with Historical Committee Chair Rebecca Dover for an idea of the amount of documents.

Board Member Lider **MOVED**, seconded by Board Member Olsen to allow the Historical Committee to purchase totes and scrapbooks not to exceed \$100. The motion **PASSED** unanimously 12/0.

The EC concurred to modernize scrapbooking and utilize Shutterfly.

Legislative

Vice President Paul sent out a Legislative update to the EC through e-mail. She stated that the ferries are not our issue but that there are a few bills regarding Open Public Meetings and Public Records that could affect Clerks. She added that legislation regarding Public Records Requests is number one on AWC's list.

Membership

Board Member Quinn provided a report on new memberships, renewal memberships, and a mentor request. She requested ideas from the EC on nominal gifts and door prizes for first time attendees. The EC discussed placing martini glasses (in inventory) filled with candy and a welcoming note in new attendee's rooms. Past President Spietz stated that the candy will need to be placed in bags as the hotel staff will place the filled glasses in the rooms for us.

Scholarship

Board Member Lider provided an update on the process to rank 10 scholarship applications that were received. She stated that there was one tie and one withdrawal. The candidate who withdrew was awarded a scholarship from KCMCA. The Committee recommended awarding all scholarships if possible or in the order of the top scoring applicants as ranked. The EC discussed the content of the applications, questions asked, the amount of time spent on the applications by the candidates, grammar used, and ranking versus rating applications. The EC concurred to have the application amended to allow for expanded answers to the questions that would encourage the applicants to think a bit more.

Treasurer Gina Anderson **MOVED**, seconded by Vice President Paul to award all 10 scholarships. The motion **PASSED** unanimously 12/0.

President Elect Percival **MOVED**, seconded by Vice President Paul to forward amended recommendations to the committee to modify the application. The motion **PASSED** unanimously 12/0.

The EC discussed point spread, interviews, requiring the scholarship recipients to submit a report and/or requiring them to serve on a committee, revising the questions, and instituting a consequence if the recipient does not comply with requirements. Board Member Lider stated that she will take the suggestions back to the committee.

OTHER BUSINESS:

Retention Schedules

Vice President Paul provided a copy of the retention schedule stating that 10 years retention is excessive for contracts and that they should be scanned. The EC discussed an appropriate retention and concurred on 6 years. Past President Spietz stated that they could be placed on the website. Board Member Clark recommended storing all documents on the website.

Website

President Kuznek-Reese provided an update on the new website including the necessary step of a release from the City of Tumwater. She stated that Bobbie hopes to have the website ready by Tuesday.

Brochure

President-Elect Percival stated that since we do not have a new logo we should move forward with printing the brochures with our current logo. Board Member Linder indicated that she was waiting on the outcome of the logo contest before printing the brochures. The EC concurred to move forward with printing.

NEXT MEETING:

President Karen Kuznek-Reese announced the next regular EC meeting would be held on March 25, 2011, at the Heathman Lodge, Vancouver, WA. She also announced Past President Spietz last board meeting and thanked her for all she has done for WMCA. Past President Spietz thanked President Kuznek-Reese for stepping up as president when needed.

ADJOURNMENT:

The meeting adjourned at 1:05PM.



Erin Larsen, Secretary