



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
41st ANNUAL BUSINESS MEETING
Thursday, March 24, 2011, 9:00 a.m.
The Heathman Lodge, Vancouver, WA**

CALL TO ORDER:

President Karen Kuznek-Reese called the 41st Annual Business Meeting of the Washington Municipal Clerks Association to order at 9:10 a.m.

President Karen Kuznek-Reese introduced Carol Etgen, City of Bremerton who will serve as Parliamentarian.

INTRODUCTION OF THE EXECUTIVE COMMITTEE:

President Karen Kuznek-Reese introduced the Executive Committee: Past-President Ali Spietz, President Elect Treva Percival, Vice-President Sandy Paul, Treasurer Gina Anderson, and Board Members Debbie Burke, Debbie Clark, Claire Lider, Virginia Olsen, Scott Passey, and Diana Quinn. Secretary Erin Larsen joined the meeting at 9:15 a.m.

APPROVAL OF MINUTES:

The minutes of the 40th Annual Business Meeting held on March 18, 2010, were provided in the meeting packet. Hearing no objection, President Karen Kuznek-Reese dispensed with the reading of the minutes. There being no corrections or additions brought forward, the minutes were approved as presented.

TREASURER'S REPORT:

Treasurer Gina Anderson provided the treasurer's report. A report was provided to the members in the packet. There were no questions.

NEW BUSINESS:

Audit Report

Audit Committee Chair Betty Garrison stated that the committee audited the financial records from April 2009 through 2010 and minutes from May 2010 through 2011 and found the records are in good order. She thanked Treasurer Gina Anderson for her outstanding work to keep the records in order. The formal report was provided in the meeting packet. There were no questions.

Audit Committee Chair Garrison **MOVED**, seconded by Board Member Olsen to approve the Audit Committee Report. The motion **PASSED** unanimously.

SPECIAL BUSINESS:

Resolution of Appreciation

President Kuznek-Reese expressed appreciation honoring the hard work and dedication of the 2010-2011 Conference Planning Committee, Co-chaired by Alice Attwood, Paula Swisher, and Virginia Olsen; the 2010-2011 Education Co-Chairs Pam Kolacy and Barbara Price; and Conference Co-Host Clerks Kay Kammer, City of Ridgefield and Debbie Jermann, C-Tran; and

The Heathman Lodge Senior Sales Manager Colleen Myers, Catering Sales and Convention Services Manager Katy Shumaker, Banquet Manager Rebecca Featherstone and her staff, Executive Chef Ray Delgado and his staff from the Heathman Lodge.

President Elect Treva Percival **MOVED**, seconded by Treasurer Gina Anderson to approve the Resolutions of appreciation. The motion **PASSED** unanimously.

NEW BUSINESS:

Election Results

President Karen Kuznek-Reese stated that President-Elect Treva Percival would be sworn in as President this evening and announced the results of the election:

President-Elect - Sandy Paul, City of Des Moines;

Vice-President – Claire Lider, City of Battle Ground

Treasurer - Gina Anderson, City of Woodland;

Board Positions - Debbie Clark, City of Pasco and Paula Swisher, City of Brier

Elections Committee Chair Bobbie Usselman recognized and thanked the Election Committee and Executive Committee liaison for their work this year. She stated that the paper ballots method was disbanded and that this was the first on-line election utilizing new voting software. She reported that a total of 114 ballots were cast, which equals 41% of the membership. The following list is a breakdown of the votes:

- Clair Lider received 112 votes Vice President
- Sandy Paul received 107 votes for President-Elect
- Gina Anderson received 112 votes for Treasurer
- Debbie Clark received 74 votes for Board Member
- Paula Swisher received 72 votes for Board Member
- Ron Moore received 47 votes for Board Member
- Randy Hinchliffe received 26 votes for Board Member

BYLAWS COMMITTEE REPORT:

President Karen Kuznek-Reese stated that the By-laws can be amended by at least a 2/3 vote at any meeting.

Christy O'Flaherty, Chair for the By-laws Committee, recognized and thanked the members of the By-Laws Committee. She highlighted the proposed amendment to Section 5 of the By-laws regarding eligibility for office. The amendment was included in the Annual Business Meeting packet and had been mailed to the membership of the Association to meet the noticing requirements.

By-laws Committee Chair O'Flaherty **MOVED**, seconded by President–Elect Percival to adopt the recommended amendment to Article IV Section 5 of the WMCA By-laws – Eligibility for Office, by striking “If, while serving as an officer of the Association or a member of the board of Directors, an active member becomes disassociated from the position which qualified him/her

for WMCA membership, the member may, upon approval of the Executive Committee, continue to hold the office or Board position with full voting privileges until the next annual election.”

The motion **PASSED** unanimously; therefore, satisfying the approval requirement from at least two-thirds (2/3) of those present.

2010-2011 BUDGET:

President-Elect Treva Percival briefly reviewed the proposed 2011-2012 Budget. She highlighted a small discrepancy of \$13.01 for the President to attend the California Clerks Conference. She announced that funding was added for two Executive Committee members to attend the City Managers Conference hosted by the Association of Washington Cities to help promote our profession.

President-Elect Treva Percival **MOVED**, seconded by Vice President Claire Lider to approve the 2011-2012 Budget. The motion **PASSED** unanimously

OTHER REPORTS:

President Karen Kuznek-Reese stated that the committee reports were provided as part of the Annual Business Meeting packet and announced that she would like to forgo each individual Committee presentation. She asked if there were any questions for the committee chairs on their reports. She thanked all the committee members and chairs for their work over the last year.

President Karen Kuznek-Reese asked all members present who had received a CMC or MMC designation to stand and be recognized. She announced that a list of conference attendees and committee sign-up sheets were available at the registration desk. She also encouraged everyone to purchase their raffle tickets.

ADJOURNMENT:

There being no further business to come before the membership, President Karen Kuznek-Reese declared the 41st Annual Business Meeting adjourned at 9:31 a.m.

Attest:



Erin Larsen CMC, WMCA Secretary