



## WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MEETING

Friday, March 25, 2011, 12:30PM  
Sacajawea Room - Heathman Lodge, Vancouver, WA

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### **CALL TO ORDER:**

President Percival called the meeting to order at 12:31PM.

### **ROLL CALL:**

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

### **NEW BUSINESS:**

#### 2011 Conference Report

Conference Planning Committee Co-Chair Alice Attwood stated that the Conference was awesome, the hotel was fantastic, everything went well, and nothing went wrong. Conference Planning Committee Co-Chair Olsen added that the first time attendees felt involved and welcomed. The pre-meeting before the new attendee's breakfast was good. She stated that there were no complaints from the vendors and the Hotel was happy to have us here. Conference Planning Committee Co-Chair Swisher concurred with Virginia and Alice and stated that we have received the best service above and beyond any other Hotel and that they were so responsive. President-Elect Paul stated that having the help button was great. Past President Kuznek-Reese stated that the Hotel staff was appreciative of the recognition at our Annual Meeting. Conference Planning Committee Co-Chair Attwood stated that the bill is forthcoming. She reported that the total received from fundraising was \$12,416. The Executive Committee (EC) discussed that they liked the separate rooms for the silent auction, the store items and shelf organizers, and that the evening auction flowed and was better at night versus during the day. Board Member Burke requested the amount specifically raised by the King County Municipal Clerks Association (KCMCA). President Percival stated that we could get that amount for Ms. Burke.

### **APPROVAL OF MINUTES:**

There were spelling corrections to pages 3, 4, and 5, and a correction on page 4 that Board Member Lider took the recommendation back to the Scholarship Committee.

Board Member Olsen **MOVED**, seconded by Treasurer Anderson to approve the EC Meeting Minutes of January 14, 2011. The motion **PASSED** unanimously 11/0 with Board Member Swisher abstaining.

Past President Kuznek-Reese added Education/IIMC to the Agenda under New Business.

### **TREASURER'S REPORT:**

Treasurer Anderson provided the report in the Annual Business Meeting Packet.

### **NEW BUSINESS CONTINUED:**

### Conference Locations

President-Elect Paul provided a contract for the 2013 Annual Conference Location with The Hotel Murano in the meeting packet. She stated that she has already begun planning with The Hotel Murano staff and requested approval from the EC.

Board Member Quinn **MOVED**, seconded by Board Member Burke to approve the contract for the 2013 Annual Conference location with The Hotel Murano. The motion **PASSED** unanimously 12/0.

### New WMCA Logo

President Percival stated that Previous Past President Spietz had a volunteer to help with a new logo; however, it is not working out with that person. Others have stepped forward to help out and a new design should be sent out shortly.

### Region IX Dinner in Nashville

President Percival inquired as to which EC members were attending the IIMC Conference in Nashville, TN. She stated that Colleen Nicol was being sworn in and that it is Washington's turn to host the dinner. She recommended a reception instead of a dinner and asked for help to coordinate the event. Board member Quinn and President Elect Paul volunteered to help.

### Scholarship Applications

Vice-President Lider provided the Scholarship Committees recommendations regarding the recipient of a scholarship being required to pay it forward by serving on a committee. The EC discussed clarifying language on the form for the scholarship recipients to choose a committee to serve on, alternatives to paying it forward such as selling raffle tickets, and a consequence of not being eligible for a scholarship for 3 years if the scholarship recipient does not fulfill the pay it forward obligation. Vice-President Lider highlighted 14 applicants for the Northwest Clerks' Institute (NCI) Scholarship and 4 applicants for the Marge Price Scholarship. The Committee recommended awarding all 4 Marge Price Scholarships since there were no applicants in the Fall. Past President Karen Kuznek-Reese inquired about how much it would be if all scholarships were awarded. Vice-President Lider stated that the EC could move on with the agenda and she would get the numbers.

### Mailing of Membership Applications

Treasurer Anderson asked for feedback on mailing or emailing membership applications. She stated one problem with e-mailing only is that jurisdictions would not receive applications unless they were a current member. President Percival added that we have been experiencing e-mail problems occasionally. The EC concurred to mail out applications.

Treasurer Anderson **MOVED**, seconded by Past President Kuznek-Reese to mail out applications to all WMCA members. The motion **PASSED** unanimously 12/0.

### Thank You Letter to Members

Treasurer Anderson asked for feedback from the EC about sending out thank you and reminder letters for paying dues. Board Member Burke stated that the Membership Committee could draft the letters. The EC discussed when letters should be sent out during the year, deadlines, and sending out letters by mail or e-mail. Past President Kuznek-Reese recommended sending the letter to renew a membership by both e-mail and mail. Treasurer Anderson recommended sending the thank you for paying by e-mail and the reminder to pay by mail. She stated that she would touch base with our webmaster as well as the membership committee.

### Deadline for Dues

President Percival inquired as to whether or not we should have a deadline to pay our dues. The EC discussed our current practice, imposing a deadline of 60 days, late fees, and restricting access to the member's only section of our website.

Past President Kuznek-Reese **MOVED**, seconded by Board Member Swisher to set a deadline for payment of dues by June 30<sup>th</sup>, assess a \$25 penalty if not postmarked or paid by the due date.

Board Member Clark inquired if a by-Laws amendment would be necessary. President Percival stated that an amendment would be necessary as the assessment and amount of the penalty will need to be recorded. The EC further discussed the deadline.

Past President Kuznek-Reese **MOVED**, seconded by Board Member Swisher to amend the deadline to 30 days instead of 60 days for payment of dues or payment postmarked by May 31<sup>st</sup>. The amendment to the motion **PASSED** unanimously 12/0.

President Percival called for a vote on the main motion as amended. The motion **PASSED** unanimously 12/0.

President Percival recessed the meeting at 1:09PM for a lunch break. The meeting was reconvened at 1:27PM

### Attendance at the AWC Conference

President Percival reported on the cost for vendors at the Association of Washington Cities (AWC) Conference. She requested feedback on what we should exhibit and who would be interested in attending. Board Member Swisher stated that there may be a conflict in June with Professional Development (PD) classes. The EC discussed and determined that all EC members have attended PD 1, 2, and 3. Past President Kuznek-Reese and Board Member Olsen expressed interest in attending the AWC Conference as a vendor for WMCA. President-Elect Paul volunteered to be a back-up attendee. Board Member Olsen discovered that the dates were in conflict with her schedule and could not go after all. Board Member Passey volunteered to be the back-up attendee. President Percival inquired about the exhibit. Vice-President Linder stated that she has the brochure ready to go and was waiting for the new logo before printing. President Percival authorized Vice President Linder to print some brochures for the AWC conference with the current logo. The EC discussed which message WMCA would like to communicate, what to use for a backdrop, providing tumblers as a give-away item, hosting a raffle, showcasing the benefit of membership in WMCA, creating a list of cities who do not have members participating in WMCA and looking out for representatives from those cities, providing IIMC brochures, recognizing cities already involved, creating a map of Washington and highlighting the cities involved, testimonials from clerks, video, different colors to show designations of CMC/MMC, highlighting training provided, and holding one on one conversations with elected officials.

Board Member Olsen **MOVED**, seconded by Board Member Quinn to authorize payment of \$1,000 for a standard vendor booth and any related travel costs and non-included meals for two EC members. The motion **PASSED** unanimously 12/0.

Board member Olsen stated that she could look into GIS handling the backdrop. She also encouraged the attendees to register early as the hotel fills up quickly. Past President Kuznek-Reese will register herself and President-Elect Paul.

### Attendance at LGMA

President Percival requested that Past President Kuznek-Reese attend the LGMA Conference due to her attendance at back to back California and IIMC Conferences. Past President Kuznek-Reese has agreed to attend on President Percival's behalf.

### Conference and Academy Refunds

President Percival stated that there were two last minute refund requests (after the refund deadline) from two WMCA members who could not attend the Annual Conference. She inquired as to whether or not the EC wanted to offer credits in lieu of the refunds. The EC discussed issues with deciding what is or is not an emergency, remarks from conference attendees, other entities with refund deadlines, and the expense of our program with the supplies that have been purchased. The EC concurred to leave the policy as is and not make any changes.

### Records Retention Policy

President Percival provided a list of changes from previous Past President Spietz and format change to the retention schedule as follows:

- Put into format of other WMCA Policies;
- Edited and removed language to state board's intent;
- Removed "ly" from permanently;
- Add "Recipient" to Clerk of the Year List;
- Change retention of Clerk of the Year Recipient List to "Permanent - Add recipients to list on website";
- Change "Clerk of the Year Applications" to "Clerk of the Year Nominations and Administrative Records";
- Add "Conference Location and President's List" with retention of "Permanent – Add new info to list on website";
- Add "President's Award of Distinction Recipient List" with retention of "Permanent – Add New recipients to list on website".

Board Member Olsen **MOVED**, seconded by Board Member Quinn to accept the proposed changes. The motion **PASSED** unanimously 12/0.

### Legislative Report

President-Elect Paul reported that Senate Bill 5553 slipped in at the last minute which would change the requirements for placing public notices on city websites rather than in local newspapers. Pending a hearing, President-Elect Paul will write a letter on behalf of WMCA. She stated that the deadline has passed for submittals and that there is nothing new to report.

### Sponsorship Program

Board Member Olsen provided ideas for updating vendor sponsorship levels. She recommended decreasing the Diamond Level to \$2,500, including a priority location at conference and including meals, and adding a Platinum Level at \$1,000. She stated that other ideas include using our website for vendor advertising as the committee would like to get rid of the banners, full page ads in our conference brochures, a special link to their website, special recognition in conference program, vendor brochures in conference bags, early set-up, poster on easels, newsletter article and photo of vendors. The EC discussed website advertising, e-mail blasts to membership, allowing advertisement from the time we receive their check until the next conference, and revised sponsorship levels. Board Member Olsen stated that it is easier to sell to vendors when we market ahead of time.

#### Doing Away with Elections Committee and Updating Webmaster Job Description

President Percival requested feedback from the EC regarding sending postcards to members reminding them to vote, disbanding the Elections Committee due to online voting and appointing the Webmaster as an Elections Officer or appointing a separate Elections Officer. Board Member Clark stated that the Membership Committee could send out the postcard reminders to vote and the webmaster could set up the on-line voting. Vice-President Lider stated that we could designate a person from the membership committee. President Percival stated that we will have the Chair of the Membership Committee take the lead and/or delegate the tasks to someone on the committee.

Vice-President Lider **MOVED**, seconded by Board Member Olsen to direct the Membership Committee to designate a member of the committee to serve as the elections officer, send out postcard reminders for voting, work with the webmaster to set up on-line elections and dissolve the elections committee.

The EC discussed that changes would need to be made to the Membership Committee's job description and that the By-Laws would need to be amended to delete the Elections Committee.

President Percival called for the vote. The motion **PASSED** unanimously 12/0.

Board Member Passey stated that he would update the By-Laws Committee on the amendment.

#### Should We Move to Voting for Executive Committee Vacancies

President Percival asked for feedback from the EC on whether or not we should put vacancies on the board out to the membership for a vote since we have on-line voting. The EC discussed notices for a vacancy, process for submitting applications, process to set up the elections. The EC concurred to send all vacancies to the membership for a vote and to keep application submittal and election processes the same.

#### Selling WMCA Items at PD classes and 50/50 Raffle

President Percival stated that the Fundraising Committee requested to sell WMCA items and 50/50 raffle tickets during NCI. NCI Institute Director Dema Harris stated that she approved of the request as long as it did not interfere with classes.

Vice-President Lider **MOVED**, seconded by Past President Kuznek-Reese to authorize the Fundraising Committee to sell WMCA items and 50/50 raffle tickets at NCI. The motion **PASSED** unanimously 12/0.

#### Request for Credit Card for President-Elect Paul

Treasurer Anderson stated that the credit card has been ordered for President-Elect Paul. Board Member Olsen inquired if the Conference Education Committee Chair had a credit card. Treasurer Anderson clarified that the chair does not have a credit card.

#### **OTHER BUSINESS:**

##### Executive Committee Monthly Report Schedule

The EC reviewed the schedule. Vice President Lider and President-Elect Paul switched months.

##### Committee Chair and Liaison Roster

The EC discussed which members of the EC were liaisons to which committees. President Percival stated that she would send out an updated list. She stated that it is the president's responsibility to appoint chairs to each WMCA Committee. She requested that we continue to put announcements in

the newsletter and keep promoting interest for our members to come forward and serve. President-Elect Paul recommended that a list be kept of any interested parties who would like to chair committees. Board Member Olsen stated that a person should not be appointed as a chair unless they have actively served on the committee. President Percival also asked Past President Kuznek-Reese to have webmaster Usselman place a notice on our website.

#### Schedule of EC Meetings

President Percival stated that the June EC meeting will need to be changed. She stated that a notice will be sent out regarding new possible dates.

#### Education/IIMC

Past President Kuznek-Reese stated that IIMC is evaluating a change from 36 hours of Institute seat time to 40 hours. They are also discussing incentives for continuing education. There are currently no incentives to keep members going through training after receiving their certification. They want to keep it simple and attainable such as on-line or webinars. Past President Kuznek-Reese also reported that there are currently no consequences if Institute Directors do not submit an annual report which IIMC is also looking into. President Percival stated that if anyone has any feedback on these issues for IIMC to let her know by the end of April.

#### Scholarship Applications Cont.

Vice-President Lider provided scholarship numbers. The EC discussed that registration for PD was down, we exceeded our projected donations, and we did not meet the vendor budget. Treasurer Anderson added that a transfer would need to be made for the budget.

Board Member Olsen **MOVED**, seconded by Past President Kuznek-Reese to approve NCI scholarships for applicants 1 through 13 for both registration and housing for PD I and registration only for PD II. The motion **PASSED** unanimously 12/0.

Board Member Olsen **MOVED**, seconded by Board Member Clark to approve four Marge Price scholarships. The motion **PASSED** unanimously 12/0.

Board Member Olsen **MOVED**, seconded by Board Member Quinn to authorize a transfer from savings to balance out the scholarship account. The motion **PASSED** unanimously 12/0.

Vice-President Lider **MOVED**, seconded by Board Member Olsen to approve adding the verbiage to the scholarship applications regarding "paying it forward" as recommended by the Scholarship Committee and clarifying language on the form for the scholarship recipients to choose a committee to serve on as recommended by the EC. The motion **PASSED** unanimously 12/0.

Vice-President Lider **MOVED**, seconded by Treasurer Anderson to authorize the Scholarship Committee to notify the Fundraising Committee of the scholarship recipients so that the Fundraising Committee may then check with the recipients to see if they would like to sell raffle tickets. The motion **PASSED** unanimously 12/0.

Board Member Burke stated that the Historical Committee will need additional money before our next meeting. President Percival stated that Board Member Burke could bring their request forward, the EC could vote by e-mail and we could ratify the action at our next meeting.

**NEXT MEETING:**

President Percival announced the next regular EC meeting would be held on June 24, 2011, at the Mountlake Terrace City Hall.

**ADJOURNMENT:**

The meeting adjourned at 2:45PM.

  
Erin Larsen CMC, WMCA Secretary