



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Friday, March 21, 2014, 12:30 p.m.  
Red Lion Hotel, Pasco, WA

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**CALL TO ORDER:**

President Quinn called the meeting to order at 12:59 p.m.

**ROLL CALL:**

President Diana Quinn, President-Elect Debbie Burke, Vice President Shannon Corin, Secretary Virginia Olsen, Treasurer Gina Anderson, Past President Scott Passey, and Boardmembers Jill Boltz, Randy Hinchliffe, Christy O'Flaherty, Dee Roberts, Paula Swisher, and Bobbie Usselman.

**APPROVAL OF MINUTES:**

Vice President corrected a typo on page 6 of the January 31, 2014 minutes. She said "annual budget" should say "annual banquet".

Boardmember Usselman **MOVED**, seconded by Boardmember Boltz, to approve the Executive Committee meeting minutes for January 31, 2014 as amended. The motion **PASSED** unanimously 12/0.

**TREASURER'S REPORT:**

Treasurer Anderson said in follow up from the January meeting budget discussion, she had some basic clerk training information offered within the state. President Quinn said that \$500 was included in the budget to help clerks in small cities that cannot attend WMCA training.

Discussion ensued. Boardmember Roberts stated she would research more information about costs and who is offering training, etc. Boardmember O'Flaherty inquired about whether this training is offered to just new clerks. There was discussion about helping those people who are thrown into their jobs within the last year. It was determined that this subject would be brought back for more discussion in June.

Boardmember Usselman stated that she could create a webpage with educational funding and opportunities.

**NEW BUSINESS:**

President-Elect Job Description Update

President Quinn said this item was approved at the January board meeting. She said she learned at the City Clerks Association of California (CCAC) conference that they put information about each position (job description, task list, timeline, etc.) on a thumb drive and asked if everyone could start putting together this information to share with those who fill the position in the future.

There was discussion about creating a task list in addition to updating the job descriptions and making this information available online in a cloud or other location. Boardmember O'Flaherty suggested storing this information on the website with access for the Executive Committee and there was consensus to do so.

President Quinn stated that she and President-Elect Burke had been working on a task list for some of the Executive Committee positions. President-Elect Burke said she would coordinate with the committee chairs as she was updating the existing timelines to ensure that nothing was missed.

#### Request for Credit Card For President-Elect Burke

President-Elect Burke stated she had worked with Treasurer Anderson to obtain a credit card.

President Quinn said the financial policies were updated in January but had not been adopted. She stated these policies would come back for formal approval in June because she did not have them available with tracked changes. Boardmember Usselman stated she had the previous version and President Quinn said she would have the policies ready for consideration with the tracked changes at the June board meeting.

#### 2016 Conference Hotel Contract

Boardmember Swisher stated that this contract had already been approved. President-Elect Burke informed the new Executive Committee members that the 2016 conference would take place March 14-18, 2016 at the Red Lion Hotel in Spokane.

#### Ratifications

Vice President Corin stated that she had an ethical concern regarding Roberts Rules of Order stipulating that motions cannot be made outside of a meeting. She said she was not comfortable with the process of making motions via email and technically, votes should be taken at the meeting and not via email. Several boardmembers stated that it is difficult for business to get done in a timely manner if decisions can only be made at board meetings.

Boardmember Swisher responded that WMCA is a non-profit agency made up of volunteers and business needs to get done outside of meetings when the Executive Committee only meets four times a year.

Boardmember O'Flaherty asked Vice President Corin to further explain what her concerns were and she said her main concern was the appearance of fairness. There was discussion about how WMCA business could function in a timely manner without motions or consensus via email.

Boardmember O'Flaherty said as long as the Executive Committee is consistent, the board can dispense with the rules just as our Councils do.

There was consensus to continue the practice of email motions and votes with ratifications voted on at the following meeting and reflecting those actions in the minutes.

Vice President Corin and Boardmember Roberts abstained from voting on the ratifications since they were not on the Executive Committee when the decisions were made. The following decisions from the previous two months were ratified:

Boardmember Boltz **MOVED**, seconded by Boardmember Swisher, to ratify the February 12-13, 2014 decision to authorize \$1,015 for a \$1,000 gift certificate plus shipping for Suncadia Lodge for Dema Harris. The motion **PASSED** unanimously 10/0 with Vice President Corin and Boardmember Roberts abstaining.

Boardmember Swisher **MOVED**, seconded by Boardmember Boltz, to ratify the February 18, 2014 decision to grant a conference registration scholarship to Rosemary Murphy. The motion **PASSED** unanimously 10/0 with Vice President Corin and Boardmember Roberts abstaining.

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to ratify the March 12-13, 2014 decision to authorize up to \$1,000 plus travel (hotel, gas reimbursement) for AWC conference registration. The motion **PASSED** unanimously 10/0 with Vice President Corin and Boardmember Roberts abstaining.

Boardmember O'Flaherty **MOVED**, seconded by Boardmember Hinchliffe, to ratify the February 27, 2014 decision to approve an order of jackets for the WMCA store since it was too late to have pre-order sales. The motion **PASSED** unanimously 10/0 with Vice President Corin and Boardmember Roberts abstaining.

Boardmember O'Flaherty **MOVED**, seconded by Boardmember Swisher, to ratify the March 17, 2014 decision to modify the sales prices of the jackets at the WMCA store (to include the free jackets that were not ordered but received by mistake) to one for \$25 and two for \$40. The motion **PASSED** unanimously 10/0 with Vice President Corin and Boardmember Roberts abstaining.

#### **COMMITTEE REPORTS:**

President Quinn referred to the Committee Chair and Liaison list she had distributed. President-Elect Burke said the job description says the Vice President will be liaison to the Fundraising Committee and discussion ensued about liaison assignments.

Treasurer Anderson stated that perhaps Executive Committee members should not also serve as committee chairs. There was discussion about some committees needing experienced chairs and some of those chairs were doing the job before they were elected to the Executive Committee. No additional changes were made.

#### Audit Committee

There was no report.

#### Awards Committee

President Quinn read a recap of a written report from Past President Paul. There was discussion about notifying the Clerk of the Year's city and their guests and follow up communication with the President and Conference Planning Committee Chair.

Boardmember Usselman explained the timeline for selecting Clerk of the Year and Boardmember Swisher spoke about the timeline for notifying the hotel about the number of rooms and meals needed. Vice President Corin said she would update the job description for the

Awards Committee to include a timeline for notifying the Conference Planning Committee Chair about Clerk of the Year. Boardmember Swisher noted that the timeline will adjust year to year depending on the hotel and their timelines.

#### Budget Committee

There was no report.

#### Bylaws Committee

Vice President Corin noted that the Bylaws amendment to remove the term limits on the Treasurer and Secretary positions had passed at the annual business meeting.

#### Conference Planning Committee

Boardmember Swisher said she was approached about doing a survey to determine why conference attendance is down. There was discussion about competition with other trainings, budgets, communication with our membership, and marketing WMCA.

Boardmember Swisher spoke about the notion of having larger sessions with a more general topic that would appeal to many attendees, similar to the full conference session with Lue Rachelle Brim-Atkins at the Tacoma conference. Boardmember Swisher stated that this practice would open up new conference venues that had nice amenities but had fewer rooms available to fit with our current practices. Boardmember Swisher explained that conference locations are currently limited to locations that have a specific number of rooms for our sessions.

Boardmember Swisher stated the Red Lion in Pasco did a great job with our conference. She asked for feedback on the new lanyards and got positive responses from the Executive Committee. Boardmember Swisher said some of the conference feedback that she heard was that there was too much “fluff” in the educational topics meaning not hard enough topics. Discussion ensued about the “hard topics” being available in the IIMC-approved academies because attendees receive education points for those sessions. It was noted that conference attendance garners social/professional points and those topics need to strike a balance for beginning and experienced clerks as well as topics for self-improvement/wellness.

Boardmember Roberts donated a check for \$50 for the leftover conference planning table decorations that she would be giving to some charities in her community.

#### Education Committee

There was discussion about having a lighter topic for the Friday session because it followed the late Thursday night banquet and people were preparing to travel home. The Executive Committee noted that despite the fact that Friday usually has a lighter topic to keep the group’s attention, the ethics topic presented by Joann Tilton was very enjoyable and well-received.

Boardmember Usselman suggested sending a thank you to the high bidders who supported WMCA at the auction. There was consensus to do so.

#### Fundraising Committee

President-Elect Burke said the square reader worked and we can market credit card payments for the next conference. She added that Fundraising Committee Chair Debbie Jermann will have items for the Executive Committee to consider at the June board meeting.

President-Elect Burke stated that Fundraising Committee Chair Deb Jermann would like to get the full zip jacket information soon. She asked the Executive Committee to consider increasing the budget for store items due to pre-payment. The Fundraising Committee requested direction about offering pre-sale items for fall academy and 2015 academy.

The Executive Committee asked for an inventory list and samples of items to sell. Boardmember Swisher suggested that tumblers and mugs are too bulky to store and they may want to consider other items.

#### Historical Committee

Boardmember Boltz stated that she would keep scanning and condensing and sending records off to the State when possible. She said she had three large tubs she would like to get rid of and would like to surplus some of the craft paper to a school. Boardmember Boltz stated she had purchased the rolling luggage that had previously been discussed and asked how to get reimbursed.

Secretary Olsen **MOVED**, seconded by Boardmember Swisher, to approve a \$150 rolling luggage (reimbursement) that Boardmember Boltz bought for Historical Committee records. The motion **PASSED** unanimously 12/0.

Boardmember Boltz asked about a large video screen to display photos and Boardmember Roberts said she would donate a large video screen she had that operates with a thumb drive.

Treasurer Anderson asked for a list of the surplused items to provide to the Audit Committee and Boardmember Boltz stated she would provide that information.

#### Legislative Committee

Boardmember Hinchliffe stated that the State Legislature did not do anything and there was no further discussion.

#### Membership Committee

Boardmember Boltz stated that Membership Committee Chair Elizabeth Smoot did a great job at conference and throughout the year. She said Liz would email a list of things to the Executive Committee including a survey on low voter turnout and including Executive Committee job descriptions with the candidate information.

Boardmember Boltz reported that the conference buddy system and first time attendee breakfast would also be included in an email recap.

#### Newsletter Committee

There was none.

#### Scholarship Committee

Boardmember Roberts distributed a new report with the budget information. She said Vernine McDaniel has left her position and her PD 1 scholarship was included in the budgeted information. She stated we could disregard that request.

President Quinn stated that NCI Director Harris recommended awarding all PD 1 scholarships despite the scoring system because these clerks needed training.

Treasurer Anderson divulged that although her application said she had not previously received a scholarship, she discovered she had received a scholarship in 1997. Treasurer Anderson and Vice President Corin left the room and did not participate in the discussion since they had applied for PD IV and PD III scholarships, respectively.

There was discussion about the scholarship applications, availability of funding, and opening up additional scholarships for PD I for clerks who just recently learned about the institute.

Boardmember Swisher **MOVED**, seconded by Boardmember Boltz, to approve all the scholarships and open up additional scholarships for PD 1. The motion **PASSED** 10/0, with Treasurer Anderson and Vice President Corin abstaining.

The following scholarships were awarded:

PD1: Tanya Craig, Deana Dean, Susan Duncan, Hanna Miles, Julie Nallion, Rebecca Perez Ozuna and Patricia Phillips.

PD2: Renee Cameron, Laura Divis, Rosemary Murphy, Gretchen Sagen and Bonnie Wilkins.

PD 3: Jodi Coggins, Shannon Corin, Tamara Gunter and Ashlee Sund.

PD 4: Gina Anderson and Gwen Robson.

Chair Roberts stated that she would use the same timeline as last year for reopening the PD 1 scholarships.

Chair Roberts stated that a prior scholarship recipient did not fulfill the requirement to serve on the Fundraising Committee at conference because they wanted to have fun. She suggested she call the person and get more information for the Executive Committee to determine if restitution was in order.

Chair Roberts said that Dema Harris suggested the Scholarship Committee Chair call an applicant and talk to them if their application was subpar. Boardmember Swisher stated the change to have the supervisor sign off on the application should help that problem.

#### Webmaster Report

Boardmember Usselman said the binder information for new Executive Committee members is on the website. She said she will create a list of what information will be included.

#### Records Archives Oversight Committee

Boardmember Boltz said she and Peri Gallucci could not attend the meeting that week due to the WMCA conference. She said legislation was passed to require elected officials to attend class or a webinar on the mandatory Open Government Trainings Act. She said it is apparent that elected officials do not have a good understanding of records management.

Boardmember Boltz said she is now a special purpose district representative so there is a vacancy for large member cities (over 5,000 in population). She suggested soliciting the Legislative Committee to see if someone from there wants to serve. Boardmember Hinchliffe said he would talk to Legislative Committee Chair Sandy Paul.

#### WMCA Handbook

Boardmember Boltz distributed a draft handbook. She said in the review, there are books that are no longer in print and she had not re-checked all the RCWs. She stated there was a last checklist of what needed to be done with regard to content editing.

Boardmember Boltz said the final editing is happening and she really wanted this product to be distributed when it is ready. She asked the Executive Committee to let her know of glaring errors.

#### **OTHER BUSINESS:**

The Executive Committee reviewed the proposed board meeting schedule. There was discussion about PD classes and the AWC conference and what date would work best for the June meeting. It was decided that the next meeting would be on June 6 in Algona at 10:00 a.m. She added that subsequent board meetings would be held on October 17 in Vancouver and January 23 in Algona, both at 10:00 a.m.

Treasurer Anderson asked about the notification process after she receives a new membership application regarding which committee the person would like to serve on. She asked if the names should be provided to the WMCA President or the committee chairs. Following discussion, it was determined that the Treasurer would send the information to the committee chairs.

Treasurer Anderson asked about two requests for a refund for conference registrations even though she advised them of the no refund policy. The Executive Committee stayed with the consistent policy and practice of no refunds, even though they understand that family emergencies happen. It was noted that WMCA still has to pay for attendees, so unless they can get someone else to attend in their place, we need to cover the cost.

Treasurer Anderson said she had a request about whether or not an affiliate member could serve on a WMCA committee. It was decided that since the committees are already very full, there was not enough space available for affiliate members.

President Quinn asked the Executive Committee about the need for laptops for the Treasurer and Secretary and said the purchase was included in the 2014-15 budget. She stated that Secretary Olsen had priced some iPads and laptops prior to the March conference, but there was not enough time to make a decision. Secretary Olsen stated she had used her own laptop but it had crashed and she was borrowing the Treasurer's laptop to take minutes at the March meeting. Treasurer Anderson noted that the WMCA laptop she had was ancient and it is also used by the Fundraising Committee.

Vice President Corin volunteered to price two laptops with Microsoft Office, quick books and access for the Treasurer and Secretary through the Navy exchange. She stated it would save sales tax. There was direction for her to move forward to price those items for follow up action.

President Quinn provided an update on NCI Director interviews as communicated by Dema Harris to the three state Presidents. She added that since Dema stayed in her own trailer, additional funds would need to be put into reserve for the new director's housing and food. President Quinn stated that Dema suggested an NCI assessment per member. She added that it was suggested that \$1,000 be added to the NCI reserve fund via a \$2-3 per person, per year assessment.

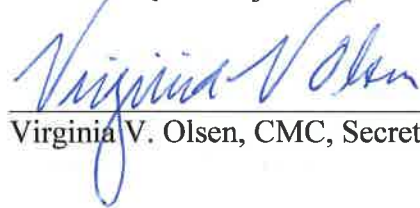
President Quinn stated an offer to the top NCI Director candidate had recently been made and accepted but the details were being worked out.

**NEXT MEETING:**

The next regular Executive Committee meeting is scheduled for June 6, 2014 at 10:00 a.m., in Algonia, WA.

**ADJOURNMENT:**

President Quinn adjourned the meeting at 4:19 p.m.

  
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Virginia V. Olsen, CMC, Secretary