



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Friday, June 6, 2014, 10:00 a.m.  
Algona City Hall, Algona, WA

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**CALL TO ORDER:**

President Quinn called the meeting to order at 10:00 a.m.

**ROLL CALL:**

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

Past President Scott Passey was absent.

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to excuse Past President Passey. The motion **PASSED** 10/0.

**APPROVAL OF MINUTES:**

Boardmember Roberts **MOVED**, seconded by Boardmember O'Flaherty, to approve the Executive Committee meeting minutes for March 21, 2014. The motion **PASSED** 10/0.

**TREASURER'S REPORT:**

Treasurer Anderson stated there is about \$117,000 in the bank and the printed report noted some leftover conference expenditures that were paid as of June but had not yet been paid during the period the report was generated for. She provided further detail about the Chase checking account report.

Annual Conference Programs

President Quinn asked who prepared the conference program booklets. Boardmember Swisher explained the process of how the President had been in charge of it in the past until Ali Spietz was President. Boardmember Swisher added that Ali continued to take on this project until 2014 when she was working on the NCI Director RFP.

It was decided to memorialize this job in the President's job description and the President could delegate it to a volunteer on Conference Planning or other committee.

President-Elect Burke stated the job description would be further addressed in a later agenda item.

### NCI Committee

President-Elect Burke asked about memorializing the terms for NCI Committee members and creating a job description.

Secretary Olsen said she would follow up with Pam Kolacy, Debbie Clark, and Dema Harris to learn more about the terms for next meeting and add the information to the job description. She said since Pam Kolacy was retiring, Ali Spietz would be added on in her place and Education Committee Chair Carol Etgen took Debbie Clark's place.

President Quinn stated that it is important for a WMCA representative to attend the IIMC Education Colloquium and consider adding this responsibility to the job description. There was discussion that perhaps a representative attend but not necessarily a NCI representative. President-Elect Burke stated she would check the NCI Director contract to see if it included this responsibility.

Boardmember Boltz arrived at 10:22 a.m.

### AWC Legislative Representatives

President Quinn provided a memo prepared by Sandy Paul regarding appointing a representative to serve on the AWC Legislative Committee. Boardmember Hinchliffe stated that he is already serving for AWC. President-Elect Burke stated that the meetings are generally held on the west side of the state.

Boardmember Hinchliffe said he would be willing to also represent WMCA and it was noted that Sandy Paul had already asked the WMCA Legislative Committee but no one expressed interest in serving. President-Elect Burke stated that there are WMCA members who are actively engaged with the Legislature and perhaps they should be encouraged.

It was decided to send out an e-blast to learn if there was interest from any of the membership. Boardmember Hinchliffe and President-Elect Burke said they would attend the meeting and represent WMCA this month. Boardmember Hinchliffe said he would find out about how long the term was.

### AWC Conference

President-Elect Burke stated that she would be attending the AWC Conference but Sandy Paul would not be there until the last day.

President-Elect Burke said there were decisions to be made about the giveaways for the WMCA booth. There was discussion about the vendor give-away and having the same gavel stress balls or something new. Secretary Olsen said the elected officials loved the gavels and since the elected officials potentially turnover every two years, she thought that was still a good item to give away. The Executive Committee agreed.

There was discussion about what to print on the gavels. Boardmember Boltz said it is important to define what we do as municipal clerks and we do keep it in order as the gavels say. Further discussion ensued about the gavel inscription. Boardmember O'Flaherty suggested a more robust and active verb rather than a wimpy verb like in "Clerks keep it in order". She suggested

“Clerks Create Order” and there was consensus to use that phrase and purchase the minimum order amount.

Discussion turned to the props to have in the conference booth. Boardmember Boltz spoke about a “wordle” that was on the IIMC website during Municipal Clerks Week. She explained that it had several words that clerks do in a graphic. She suggested putting one together for the AWC conference booth. Boardmember Usselman said there was a program to use and she could pull something together if people sent her words. Vice President Corin suggested asking the membership for their top three words. Boardmember Usselman said she would put them on a board and send them with Karen Kuznek-Reese who was attending the conference. President-Elect Burke stated she would look into getting easels for the conference.

The Executive Committee looked at the large visuals that were previously used at the conference and made some suggestions to improve them. Boardmember Usselman stated she would print them and Vice President Corin suggested adding the WMCA logo. There was consensus to add the logos and not purchase table covers since we already have banners. Secretary Olsen said she gave the WMCA banners to President-Elect Burke.

There was no interest in purchasing an ad in AWC’s *City Vision* magazine.

## **COMMITTEE REPORTS:**

### Audit Committee

Boardmember O’Flaherty reported that Audit Committee Chair Janessa Hurd had recently resigned from her job but she had prepared a very thorough report before leaving. Boardmember O’Flaherty said the written report lists a number of issues that arose during the audit with regard to consistency with the Financial Policies. The following issues were discussed and addressed:

1. Need documentation for travel reimbursement to include agendas, programs, or registration form that shows what meals are included. Treasurer Anderson said some of the other states provide free registration for the WMCA President to attend their conference but we do not always have the registration form showing which meals were included. The President will need to obtain the registration form or other documentation to comply with our Financial Policies.
2. Gifts purchased over \$25 for conference VIPs (out of state officials) do not comply with WMCA Financial Policies. Treasurer Anderson stated that the Financial Policies had recently been updated but the Audit Committee did not have most current version showing the amount was increased to \$50. Secretary Olsen said she provided the meeting minutes to the Audit Committee Chair after they conducted the audit. Boardmember O’Flaherty said she would notify the committee and provide them with the updated Financial Policies.
3. There were two occasions when a WMCA credit card was used for personal expenses and they were later reimbursed, a violation of the Financial Policies. President Quinn stated she accidentally took out the wrong credit card and was mortified when she discovered it and immediately notified Treasurer Anderson and sent her a check. The Audit Committee suggested a reminder to all credit card holders about the rules and the Executive Committee concurred.

4. The NCI Director was reimbursed for mileage, airfare and baggage expenses yet the Financial Policies do not specify travel. The Executive Committee will review and update the Financial Policies to match the NCI Director agreement and our historical practice. Treasurer Anderson noted that each of the three states reimburses the NCI Director for travel to their state conferences.
5. Alcoholic beverages were purchased with WMCA funds for the Clerk of the Year toast at the conference. Boardmember Swisher stated we have paid this expense as part of the larger conference contract for several years. She explained that this year, it was less expensive to purchase the champagne for the Clerk of the Year toast and pay the corkage fee to the hotel, so she went ahead and did that because WMCA has always paid for this toast. The Audit Committee recommended a possible change to the Financial Policies to reflect approval of this specific expenditure and the Executive Committee concurred.

It was noted that there was talk at conference that some members thought perhaps WMCA paid for alcohol for the Executive Committee. The Executive Committee expressed that it should be made clear that the President and the Executive Committee members furnish their own wine for the brief reception before the banquet to exchange gifts between the outgoing President and Executive Committee members.

Discussion ensued about writing articles about Executive Committee member roles and timing the articles with the call for elections, so there is a better understanding about the positions and hopefully increase interest. Secretary Olsen said she would draft some articles in the fall.

6. Two scholarship winners were reimbursed towards their \$300 training in the amount of \$304.62. Treasurer Anderson explained that the document was \$304.62 but they were only reimbursed \$300 each.

The Executive Committee raved about the excellent work of the Audit Committee for providing such a careful review with great suggestions for updating the Financial Policies.

President Quinn recessed the meeting for an offsite lunch at 11:30 a.m. The meeting reconvened at 1:21 p.m.

President Quinn stated she was looking for a new Audit Committee Chair and there was no one interested in serving in that role. Vice President Corin said she was willing to do so but she questioned whether that would be appropriate since she serves on the Executive Committee. It was decided that the preference was to appoint someone who was not already on the Executive Committee to protect the integrity of the audit.

The Executive Committee asked Treasurer Anderson to check with previous Audit Committee members who serve as a Clerk/Treasurer and check to see if any of them are interested in serving as Audit Committee Chair.

Boardmember Usselman **MOVED**, seconded by Boardmember O'Flaherty, to approve the Audit Report with the changes made. The motion **PASSED** 11/0.

#### Awards Committee

There was no report.

### Budget Committee

There was no report.

### Bylaws Committee

Vice President Corin stated that Bylaws Committee Chair Michelle Hart was updating the Bylaws document and having it posted on the website. Secretary Olsen asked for the most current document for WMCA records.

### Conference Planning Committee

There was no report.

### Education Committee

President-Elect Burke reported that the fall academy would be held October 10, 2014 at the Hal Holmes Center in Ellensburg, WA. She said the speaker will be Sheila Sheinberg with a session on "Emotional Intelligence and Your Authentic Self and the Four Intelligences."

### Fundraising Committee

Secretary Olsen reviewed a list of follow up items from the Fundraising Committee. The Fundraising Committee recommended and the Executive Committee agreed to not purchase additional stock for the WMCA store and to offer pre-sale items for fall academy and the annual conference. There was also direction to continue the 50/50 raffle at the fall academy.

The Fundraising Committee asked the Executive Committee to consider offering two \$100 cash raffle prizes with one drawn at the conclusion of the Region IX lunch and the other to be drawn at the conclusion of the Friday morning session.

Boardmember Swisher **MOVED**, seconded by Vice President Corin, to offer a second \$100 raffle to be drawn at the Region IX Lunch. The motion **PASSED** 11/0.

Secretary Olsen said there was a suggestion to gauge interest in having a karaoke type of event involving the Executive Committee to raise money for the auction. Boardmember Swisher said the auction night in Vancouver would be held at an offsite sports bar with a bowling alley, pool tables, and dartboards, and dinner would be provided so it would not work out this coming year.

There was further discussion about a potential karaoke event but it would have to be considered for another conference since plans were already set for auction night.

### Historical Committee

Boardmember Boltz stated she had a larger video screen to show photos at conference. She said she is continuing to scan and transfer documents to the state.

Boardmember Boltz said WMCA is still using Shutterfly because it is a good central location to store photos from year to year. She said she donated the large box of colored paper that had been used in scrapbooks to Hidden Creek Elementary School in Port Orchard. She said the surplus storage tubs and camera were donated to the American Red Cross.

### Legislative Committee

Boardmember Hinchliffe said he understood the report was sent to President Quinn and there was not much happening now but there should be more to report on in October. No action was requested by this committee.

### Membership Committee

Boardmember Boltz said that Committee Chair Elizabeth Smoot provided a list of 18 new members and a report on the First Time Attendees Breakfast.

Boardmember Boltz said the survey provided feedback on conference buddies and seating at the breakfast. There was discussion about who really needed a conference buddy since some clerks were experienced. It was noted that we need to develop a procedure of contacting first time attendees beforehand to see if they wanted a conference buddy.

Discussion continued about the meet and greet event and making sure introductions were done since that did not happen this year. Boardmember Boltz suggested having the conference buddies, new person and an Executive Committee member at each table, similar to the first time attendee breakfast.

Boardmember Swisher said the best reviews for the First Time Attendee Breakfast were when the speeches were short and the discussions took place mostly at the tables. She stated it was more effective for the people at the tables to speak about the resources available. It was suggested that just the AWC and MRSC contacts speak plus the NCI Director and just introduce the Region IX and State Presidents and have them speak at the Region IX lunch. It was also suggested that the first timers receive a resource card with helpful websites, social media sites, and contacts similar to the survival bag previously provided by Ali Spietz at the meet and greet event.

Boardmember Boltz provided an update on the handbook and stated that Carol Etgen had volunteered to check some of the old information and Darla Reese was fact checking to ensure things were current. She added that President-Elect Burke had also checked to verify information. Boardmember Boltz said BIAS Software had agreed to provide the handbook on flash drives at the next conference.

President-Elect Burke recommended a form be created for members to suggest updates to the handbook as information becomes out of date. She asked if there should be an Ad-Hoc Handbook Committee. Discussion ensued about having a standalone committee for minor updates with substantive changes being sent to the Executive Committee for consideration. It was also noted that a chapter be added for special purpose districts.

Boardmember Boltz said she would write up a job description/summary of these suggestions for further discussion.

Boardmember Swisher stated that there was survey feedback about creating a lower conference registration rate for commuters, and it was not feasible to have a special commuter rate without raising the registration fee for everyone. She explained that not paying for a hotel is the benefit for not staying at the site hotel.

### Newsletter Committee

Vice President Corin said Newsletter Committee Chair Melody Valiant was on maternity leave so she had someone to take on the next few issues. She said the events section was removed from the newsletter and replaced with the Laugh Out Loud section. She added that we need more real stories.

President-Elect Burke stated that she and Secretary Olsen were working with Melody Valiant to line up Featured Clerk articles.

### Scholarship Committee

Boardmember Roberts said there were two PD I scholarships awarded in round two. She stated she had very positive feedback from many PD scholarship recipients.

Boardmember Roberts noted that she reached out to a former scholarship recipient who did not fulfill the terms of her scholarship but they did not respond. She added that she followed up with Committee Chairs to remind them that people should not be given certificates if they did not fulfill the scholarship requirement of serving on a committee they agreed to serve on.

Boardmember O'Flaherty suggested the Committee Liaison inform the incoming Committee Chairs that certificates are not awarded if there is no participation as well as information about quarterly reports. There was consensus to start this practice.

### Webmaster Report

Boardmember Usselman stated the eblast for dues is automatic so sometimes the members have paid and there is an overlap. She said she also checks with the Treasurer to ensure that payments were made.

### Archives Oversight Committee

There was no report.

### WMCA Handbook

Boardmember Boltz covered this subject under the Membership Committee Report.

## **OTHER BUSINESS:**

### Training for New Clerks

Boardmember Roberts stated that Toni Nelson now works for Municipal Research and they will be offering new clerk training. It was noted \$500 was in the budget for this training.

### Job Descriptions

President-Elect Burke stated she had a change to B-2 of President's job description to delete the words "orientation" and "incoming" of the President's description.

President-Elect Burke also suggested adding a section "d" to number 10, "Create conference program using the conference design theme and to coordinate with the WMCA Secretary on preparing the Resolutions of Appreciation."

It was also suggested to add a section "e", "Create an agenda for the annual banquet."

Boardmember Usselman suggested adding: "Send a meeting reminder to the committee chairs to submit their quarterly reports."

It was also recommended to change "Prepare the Call to Conference" to "Coordinate the Call to Conference" in number 10 and add the word "Chair" after "Conference Planning Committee" and "Education Committee".

Boardmember Usselman **MOVED**, seconded by Boardmember Boltz, to approve the President's job description with the aforementioned recommended changes. The motion **PASSED** 11/0.

Vice President Corin stated that in follow up from the last meeting, she updated the Vice President's job description. She explained that under number 4, she deleted "the Special Projects/Fundraising Committee" and added "President-assigned committee(s)". Vice President Corin said she also added the word "committee" before "liaison" under the timetables for June and October.

Boardmember Boltz **MOVED**, seconded by Boardmember Swisher, to approve the Vice President's job description as presented. The motion **PASSED** 11/0.

Vice President Corin reviewed the Awards Committee job description and noted that under #9, the words "inform the" were changed to "coordinate with the" Conference Planning Committee Chair(s)" and the word "of" in the same sentence was deleted. She said "and for the banquet dinner per the Conference Planning Schedule" was added after "Clerk of the Year's guests" to clarify that the Awards Committee Chair will coordinate these plans with the Conference Planning Committee Chair who usually makes these plans with the hotel.

Boardmember Swisher **MOVED**, seconded by President-Elect Burke, to approve the Awards Committee's job description as presented. The motion **PASSED** 11/0.

#### Financial Policies

President-Elect Burke stated there were additional changes to be made in the Financial Policies following the Audit Committee review as noted previously as well as two other updates. The following updates were reviewed and would be presented for approval at the next board meeting:

- Update Policy 2.1 from "WA State mileage rate" to "IRS mileage rate"
- Adding a tip policy for the Executive Committee that tips should be reasonable and not to exceed 20% as suggested by a recent MRSC article board meeting meals and the out of state conference official (VIP) dinner at conference
- Update section 3 that the NCI Director will be reimbursed for travel and registration in accordance with the NCI Director contract and historical practice
- Update the Financial Policies to reflect approval of purchase of champagne specifically for the Clerk of the Year toast at the annual banquet for the membership and not for any other event.

#### Ratifications

Boardmember Usselman **MOVED**, seconded by Boardmember Swisher, to ratify the April 24, 2014 decision to authorize \$66 to purchase and ship a 2011 Magnum to Nancy Lima (CCAC



President) directly from the winery and hold the 2010 Magnum for a future auction. The motion **PASSED** 11/0.

It was noted for the record that this item was purchased for \$300 at our live auction at the March conference and the CCAC President was not allowed to fly home with it.

Boardmember Roberts **MOVED**, seconded by Boardmember Boltz, to ratify the April 25, 2014 decision to approve the 2014 Round II scholarship applications for PD I for Maria Holman and Robin Schaefer. The motion **PASSED** 11/0.

Boardmember Swisher **MOVED**, seconded by Vice President Corin, to ratify the May 15, 2014 decision to reimburse President-Elect Burke for the Vista Print order for elevator cards to distribute at the AWC conference. The motion **PASSED** 11/0.

President Quinn stated that Region IX Director Joann Tilton asked for articles for the next issue of the Region IX newsletter. She said the deadline was June 20.

President Quinn said she had a reimbursement request for conference registration for Rachel Shaw who missed the conference due to a death in the family. There was direction to stay with the current practice.

President Quinn stated that she budgeted \$1,000 for the LGMA conference transportation to and from Vancouver, BC and their organization does not pay for lodging. She said there are enough funds budgeted to cover both transportation and lodging and she asked for Executive Committee approval to cover the latter.

Boardmember Swisher **MOVED**, seconded by Boardmember Boltz, to utilize the travel funds for transportation as well as lodging. The motion **PASSED** 11/0.

Vice President Corin said she could purchase a 4GB RAM, 500 GB storage laptop for \$299-\$649 with operating software for the WMCA Treasurer and Secretary to use. She said she would need to purchase office software and updated Quickbooks for the Treasurer.

There was direction for Vice President Corin to follow up with Treasurer Anderson and Secretary Olsen to move forward with regard to this purchase.

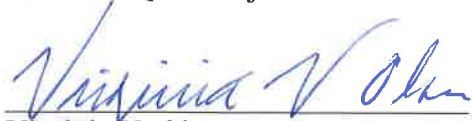
#### **NEXT MEETING:**

The next regular Executive Committee meeting is tentatively scheduled for October 17, 2014 at 10:00 a.m., in Vancouver, WA. President Quinn said she would check on October 3 and 24 as other options since Boardmember Roberts could not make it on the 17<sup>th</sup>.

President Quinn stated she would ask C-Tran Clerk of the Board Debbie Jermann if she would be willing to serve as host clerk for the Vancouver conference.

**ADJOURNMENT:**

President Quinn adjourned the meeting at 3:43 p.m.

  
Virginia V. Olsen, CMC, Secretary