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WASHINGTON MUNICIPAL CLERKS ASSOCIATION 44th ANNUAL BUSINESS MEETING Thursday, March 20, 2014, 9:00 a.m. Red Lion Hotel, Pasco, WA

CALL TO ORDER:

President Passey called the 44th Annual Business Meeting of the Washington Municipal Clerks Association to order at 9:05 a.m.

President Passey introduced Kammy Hill, City Clerk of Walla Walla, who served as Parliamentarian.

INTRODUCTION OF THE EXECUTIVE COMMITTEE:

President Scott Passey introduced the Executive Committee: Immediate Past President Sandy Paul, President-Elect Diana Quinn, Vice President Debbie Burke, Secretary Virginia Olsen, Treasurer Gina Anderson, and Board Members Jill Boltz, Debbie Clark, Randy Hinchliffe, Christy O'Flaherty, Paula Swisher, and Bobbie Usselman.

RESOLUTION OF APPRECIATION:

President Passey read a Resolution of Appreciation recognizing the staff at the Pasco Red Lion Hotel as well as the WMCA members who planned and coordinated the conference.

Boardmember O'Flaherty **MOVED**, seconded by Boardmember Usselman, to adopt the Resolution of Appreciation. The motion **PASSED** unanimously.

Representatives of the Red Lion Hotel thanked WMCA for holding our conference at their facility and invited the organization back.

APPROVAL OF MINUTES:

The minutes of the 43rd Annual Business Meeting held on March 21, 2013, were provided in the meeting packet. Hearing no objection, President Passey dispensed with the reading of the minutes.

Immediate Past President Paul **MOVED**, seconded by Vice President Burke, to approve the March 21, 2013 Annual Business Meeting minutes. The motion **PASSED** unanimously.

TREASURER'S REPORT:

Treasurer Anderson provided the Treasurer's Report and the information provided to the membership. A report was provided to the members in the packet. She also reported that WMCA has a healthy cash balance and she said the membership was provided with a condensed profit and loss statement, copies of check registers, and asked if there were questions.

Treasurer Anderson responded to questions about interest on market savings being lower than budgeted and IIMC expenses. Treasurer Anderson stated that interest rates are extremely low with regard to revenues. She added that WMCA pays \$5.00 per member to IIMC, so the expenditures depend on how many members we have at the time.

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President Passey said the Treasurer's report will be kept on file.

NEW BUSINESS:

Audit Report

Audit Committee Member Erin Larsen presented the Audit Committee Report. She stated the committee met on May 31, 2013 and again on January 29, 2014 to review the financial records for the periods of January 1, 2013 through April 30, 2013 and May 1, 2013 through December 31, 2013, respectively.

Chair Larsen stated the audit included review of financial statements; checking, savings and scholarship accounts; and supporting documentation. Ms. Larsen thanked the leaders and members of the committee and Treasurer Anderson for their hard work.

Boardmember Swisher **MOVED**, seconded by Boardmember Clark, to accept the Audit Report. The motion **PASSED** unanimously.

President Passey thanked Ms. Larsen and the Audit Committee and Chair Janessa Hurd for their work.

Election Results

President Passey congratulated President-Elect Quinn who would be sworn in as WMCA's next President that evening.

Membership Committee Chair Liz Smoot reported that there were 42 new members during 2013-14 year and 18 of those were first-time conference attendees. Chair Smoot noted that the association currently had 358 total members comprised of 341 active members, four affiliate members, six associate members, and seven honorary members.

Chair Smoot announced the results of the 2014 WMCA Executive Committee election:

- Debbie Burke received 91 votes for President-Elect
- Shannon Corin received 84 votes for Vice President with write-in votes for: Paula Swisher (2), Valerie Loffler (2), Virginia Olsen (2), and Carol Etgen (1)
- Virginia Olsen received 66 votes for Secretary, Shawn Campbell received 25 votes
- Paula Swisher received 65 votes, Dee Roberts received 48 votes, and Kay Kammer received 37 votes for two open Boardmember positions.

Chair Smoot stated that of 331 members, 91 ballots were cast (27%).

Membership Committee Chair Smoot recognized and thanked Leana Johnson, Randy Hinchliffe and Elections Auditor Molly Towslee for their work on the election this year.

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Chair Smoot stated the Membership Committee has a mentorship program that responded to two requests and she said there were 24 first-time attendees this year. She spoke about the meet and greet event, the first-time attendees' breakfast and the conference buddy concept.

Chair Smoot commended Jill Boltz, Darla Reese and Debbie Burke for their continued work on the handbook project. She encouraged members to sign up for committees.

President Passey thanked Chair Smoot and the Membership Committee and he asked the newly-elected Executive Committee members and officers to stand and be recognized.

Bylaws Committee Report:

President Passey stated that WMCA Bylaws may be amended by at least a 2/3 majority vote of the voting members at any annual business meeting of the association. He said the proposed amendment was provided to the membership at least 20 days prior to the annual business meeting, in accordance with the bylaws.

President Passey stated that Bylaws Committee Member and Elections Officer Leana Johnson would speak for Bylaws Committee Chair Michelle Hart who was not present to introduce the proposed amendment. Ms. Johnson said the proposed amendment would remove the consecutive term limits for the positions of Treasurer and Secretary.

Ms. Johnson read the following proposed amendment: "Amend Article IV, Officers/Board of Directors/Terms, Section 1, Officers and Terms, by striking "and shall not serve more than two consecutive terms" from the seventh and eighth sentences of the section, to read: "The Treasurer shall be elected every odd-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting. Effective 2008, the Secretary shall be elected every even-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting."

Ms. Johnson **MOVED**, seconded by Boardmember O'Flaherty, to approve the proposed bylaws amendment.

The floor was opened for discussion.

Shannon Corin, City of Bremerton, said term limits are important and keep the board fresh. She stated statistics show that 90% of incumbents win elections. Ms. Corin stated that there were two incumbents on the board who had just won to demonstrate that point. Ms. Corin said that those serving can remain in that position without moving up if the amendment were approved and she believes change is good. Ms. Corin added that there are better ways to accomplish what you wish to accomplish like extending terms, the years, or the number of terms. She noted that she would be voting no.

There was no further discussion and President Passey called for the vote. He asked all paid voting members to stand and asked those in favor of the amendment to raise their hand. President Passey asked those who voted in favor to sit and those against the amendment were counted.

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The **MOTION** to adopt the proposed bylaws amendment satisfied the approval requirement from at least two-thirds (2/3) of those present and **PASSED**. Past President Spietz noted there were 58 votes in favor of the proposed amendment and 14 against of 72 active members voting.

2014-2015 BUDGET:

President-Elect Quinn briefly reviewed the proposed 2014-2015 Budget and spoke about some of the highlights including total revenues and expenditures, inflation, academy and education session, AWC conference vendor fee, website operations fee, higher conference fees on the west side, laptops for the Secretary and Treasurer, and scholarships.

Boardmember Usselman stated the website expenditure should be \$1,200 instead of \$800.

President-Elect Quinn **MOVED**, seconded by Treasurer Anderson, to approve the 2014-2015 Budget with the website amendment. The motion **PASSED** unanimously.

President Passey asked if any members had any new business.

Past President Ali Spietz asked if the Executive Committee would consider opening up additional scholarships for PD 1 since new members attending the conference had just learned about it. President-Elect Quinn said the Executive Committee would consider it at their board meeting on March 21.

Past President Spietz stated that a 27% turnout for elections is really low and we need to look into why the turnout is so low, particularly with online voting. She said that it takes courage to run for office and feelings get hurt when one loses. Past President Spietz urged the Executive Committee to utilize the talent of those do not win an election in another capacity and encourage them to stay involved.

Past President Alice Attwood stated that this was her last year coordinating the hotel accommodations for conference. She said she has seen conference attendance dropping and suggested the Executive Committee survey the members to see why and what we can do to bring attendance back up.

There was no other new business.

OTHER REPORTS:

President Passey stated that the committee reports were provided as part of the Annual Business Meeting packet and announced that he would like to forgo each individual Committee presentation unless there was any objections. There were none. He thanked all the committee members and chairs for their work over the last year and asked if there were any comments.

Education Committee Chair Carol Etgen said she hoped people walked away feeling awesome about the conference education. She recognized Virginia Olsen, Paula Swisher and Alice Attwood for working closely with her on the conference planning and education. Chair Etgen stated that work begins on the next year conference as soon as this conference is over. She

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added that a lot of work occurs for the academies and Northwest Clerks Institute too. Chair Etgen recognized Ali Spietz, Darla Reese and Debbie Clark for leading sessions; NCI Director Dema Harris for her work on academies and NCI; and she read all the names of those who served her committee members and recognized their contributions.

Boardmember Boltz said there was a huge undertaking to complete the Clerks' Handbook in time for the conference and include them on the thumb drives donated by BIAS Accounting. She stated that there were sections severely out of date, particularly regarding technology, and it was just not ready to publish. Boardmember Boltz stated that this project had been worked on for a few years by several committees. She recognized Vice President Burke and Darla Reese for helping her with the final major editing.

President Passey reminded the membership that the silent auction would be closing after the breaks and he encouraged everyone to buy raffle tickets.

ADJOURNMENT:

There being no further business to come before the membership, President Passey declared the 44th Annual Business Meeting adjourned at 9:45 a.m.

Attest:

Virginia V. Olsen, CMC
WMCA Secretary