



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING**

Friday, January 23, 2015, 10:00 a.m.
Algona City Hall, Algona, WA

CALL TO ORDER:

President Quinn called the meeting to order at 10:09 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, Paula Swisher, and Bobbie Usselman

Boardmember Dee Roberts and Immediate Past President Scott Passey were absent.

APPROVAL OF MINUTES:

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to approve the Executive Committee meeting minutes for October 17, 2014. The motion **PASSED** 10/0.

TREASURER'S REPORT:

Treasurer Anderson reported that WMCA continues to have a healthy cash balance. She noted that membership dues are the largest revenue source through December 2014 and interest is the smallest. Treasurer Anderson added that the largest expenditure was scholarships for the Northwest Clerks Institute (NCI). She stated the year-end balance was over \$109,000. She said revenues and expenditures will kick in soon for conference.

NEW BUSINESS:

Bank of America Point System:

Boardmember Swisher stated that points are accumulated with credit cards and she uses those to purchase conference items. It was noted that Immediate Past President Scott Passey had several points accumulated that we will need to use before they expire. Boardmember Swisher stated you can log in and look at the options and if gift cards are purchased, it would extend the timeline.

Boardmember Boltz suggested adding a policy for the cardholders so they are used appropriately. Treasurer Anderson stated that it could go with the credit card policy and it could be included in the audit.

President-Elect Burke stated she could make a form so there is documentation for the Audit Committee and the expenditures could be noted and reviewed at the quarterly board meeting.

President-Elect Burke said she would add a cardholder policy to the financial policies and draft a form for future distribution.

Conference Venues:

Boardmember Swisher stated that the "Murano Clause" was added to the Vancouver Hilton contract so the hotel could not change our block of rooms without talking to the Conference Planning Committee Chair. Boardmember Swisher said the Hilton double booked the hotel the week we are there and they called to try and take rooms away, but this clause protected WMCA.

Boardmember Swisher said there were discussions about moving to the Heathman Hotel, but the Hilton did not want us to leave.

Boardmember Swisher stated that having our conference at a conference center is a problem because we are not a large enough group to get the service we need and desire. She stated we end up getting treated poorly when there are other groups staying there and she recommended choosing two eastside and two westside locations and alternating the conference between them.

Discussion ensued.

Boardmember Boltz **MOVED**, seconded by President-Elect Burke, for Boardmember Swisher to make a list of rotating hotels for consideration at a future meeting.

There was discussion about communicating the reasons to the membership, advantages of doing this, high cost of conference venues on the west side, hidden costs such as parking, coffee, insurance, and shuttle service to and from the closest airport.

The motion **PASSED** 10/0.

President-Elect Burke **MOVED**, seconded by Boardmember Swisher, to authorize a \$16 shuttle for each out of state guest to return to the airport on Friday, March 20.

It was clarified that the Executive Committee was in their quarterly board meeting and could not provides rides to the out of state dignitaries at that time.

The motion **PASSED** 10/0.

There was discussion about speaking to the Vancouver Red Lion for possible overflow since the rooms at the Hilton were nearly all booked.

Possible Sister City

President Quinn stated she met Debora Sarson from England at an IIMC conference and they discussed having a sister association arrangement where each Association would provide travel expenses to send a member to the other Association's conference. Discussion ensued with suggestions that the opportunity be awarded to the Clerk of the Year, a Past President, or a Boardmember and perhaps call it a "Clerk Education Exchange".

Boardmember Boltz asked what the recipient would do in return for WMCA such as write a newsletter article or provide a report at conference.

President Quinn will be visiting Ms. Sarson when she visits the USA this summer and will gather more information for a future discussion on this topic.

Job Descriptions

Vice President Corin reviewed the President's job description and noted that B2 under immediate duties was duplicated in the President-Elect's job description. It was decided to move it under D1 under "Responsibilities at Annual Conference" in the President-Elect's job description.

Vice President Corin stated that attending the British Columbia conference was removed from section C3 and C11.

Vice President Corin referred to the President-Elect job description and noted that Idaho conference attendance was removed under item 6 and changed to any conference delegated by the President and item 15, serving as a member of NCI Committee was removed along with the associated items in the timeline.

Vice President Corin stated that #11 (prepare VIP invitation and itinerary for President's signature) in the President's job description should be moved to the President-Elect's job description.

Boardmember O'Flaherty **MOVED**, seconded by Boardmember Usselman, to approve the President and President-Elect job descriptions. Vice President Corin stated she would make the updates and send them out to the Executive Committee.

The motion **PASSED** 10/0.

COMMITTEE REPORTS:

Audit Committee

Boardmember O'Flaherty stated the Audit Committee would like Mapquest or something similar to be attached for mileage reimbursement instead of using an odometer reading. Treasurer Anderson said this practice is usually done for speakers and she always double checks anyway.

Boardmember O'Flaherty stated the Committee would also like a back up Treasurer and it was noted that Boardmember Hinchliffe was already the backup Treasurer but he would need to be replaced when his term expired. It was clarified that this job is in the Executive Committee job descriptions.

Vice President Corin suggested that the backup Treasurer should be the Audit Committee Liaison and there was consensus to do so.

President-Elect Burke **MOVED**, seconded by Boardmember Swisher, to name President Quinn as the next backup Treasurer for one year.

The motion **PASSED** 10/0.

Boardmember O’Flaherty noted that the Committee would put everything on a thumb drive to pass along to the next year’s chair and committee.

President-Elect Burke said suggested adding another policy (3.5.4) under 3.5 “Speakers” of the Financial Policies to say “Mileage reimbursement must include mileage verification such as Mapquest.”

Awards Committee

Immediate Past President Passey’s written report noted that Clerk of the Year letters were mailed and seven nominations were received. President Quinn said the Awards committee graded the nominations and she had chosen the person and notified the Conference Planning Committee Chair and will notify Awards Committee Chair Passey when he returns from vacation.

Budget Committee

President-Elect Burke said she had five changes to the 2015-16 budget:

1. Add revenue of \$1,250 received from the other state organizations for the IIMC Conference President’s Reception, in line item 57, in the 2014-15 budget. She stated there is already a \$1,000 expenditure there from WMCA’s contribution.
2. The Vista Print postcard was a \$210 mailing including printing and postage in 2014 to advertise the conference. President-Elect Burke asked how much to budget for 2015-16 budget for postcard mailings (Clerk of the Year), fall academy and conference. There was consensus for \$750.
3. The Membership Committee borrows items such as mugs and tumblers from the Fundraising Committee for first-time attendee conference welcome bags, so money needed to be put into the budget. A \$500 line item was added to the expenditure side because there have been a large number of first-time attendees.
4. There was discussion about budget for a future Athenian Dialogue and how the expense depends on the cost of travel and accommodations for the facilitator. There was consensus to get an experienced Athenian for the first Athenian Dialogue hosted by WMCA to ensure it is well done, so \$3,000 was added to expenditures.

President Quinn recessed the meeting at 12:01 p.m. for a working lunch. The meeting reconvened at 12: 25 p.m.

5. In the Region IX agreement and in the Financial Policies, WMCA is responsible to pay for the Region IX Directors’ hotel at our state conference but it was not in the budget. President-Elect Burke stated she added that line item under expenditures. Treasurer Anderson noted that it was already included in the whole conference master bill under hospitality expenses. President-Elect Burke said she would add a line item on page 7 of the budget in between registration and welcoming gift. She said the amount was to be determined after they look at the contract.

President Quinn stated that the budget would be approved at the Annual Business meeting in March.

President-Elect Burke noted that two changes were needed to the financial policies, as noted above, as well as leaving in policy 3.2.2 for the Region IX Director's lodging (if they are the WMCA Region IX representative).

Treasurer Anderson **MOVED**, seconded by Boardmember O'Flaherty, to approve the amended financial policies. The motion **PASSED** 10/0.

Boardmember Boltz asked a question about Policy 2.1, WMCA representatives attending the IIMC conference, and the addition of the Education Coordinator position. President Quinn explained that we need representation at the Education Colloquium and the expenses for the President, President-Elect and Education Coordinator (or other designee) were included in the budget.

Boardmember Usselman noted that the word "coordinating" was misspelled in Policy 2.1.8.

Policy 3.4.3 was updated to eliminate corsages or boutonnieres for incoming Executive Committee members and out of state guests. It was noted that these were in appreciation for those who had served the previous year. The incoming members would get them the following year.

Treasurer Anderson **MOVED**, seconded by Boardmember O'Flaherty, to approve the Financial Policies with these two new amendments. The motion **PASSED** 10/0.

Bylaws Committee

There was no report.

Conference Planning Committee

Boardmember Swisher reported that everything was coming along now that she has worked out some contractual issues with the hotel. She asked members to encourage people to share rooms since they were limited due to the hotel booking another group.

Boardmember Swisher noted the expense of coffee for breaks so she said members would need to buy their own coffee during breaks. She added that there is coffee in the rooms and an espresso stand in the lobby.

Boardmember Swisher said Wednesday's auction night was at a place called Big Al's. She said Vision Municipal Services was sponsoring busses and bags.

Boardmember O'Flaherty left the meeting at 12:44 p.m.

Education Committee

President-Elect Burke reported the conference education schedule was posted online with the Call to Conference.

Secretary Olsen shared a timeline for the NCI Director recruitment, noting that the new Director should be selected by February 20.

Fundraising Committee

Secretary Olsen referred to the written report regarding sweatshirt presales and raffle ticket sales. Boardmember Boltz suggested identifying the ticket sellers better at conference.

Historical Committee

Boardmember Boltz said the committee is looking for a local photographer to work on banquet night. Vice President Corin asked about the Shutterfly site and it was noted although the Shutterfly site is a bit outdated, it served as a good depository for WMCA photos.

Legislative Committee

There was no report. Boardmember Hinchliffe said Past President Sandy Paul's report was in the newsletter.

Membership Committee

President Quinn said the meet and greet for first-time attendees did not flow well the previous year so she stated she would like a reception line for the Executive Committee and conference buddies.

President Quinn suggested first-time attendees wear something like a tiara or have a magic wand but there was discussion that some people would not be comfortable with that. Boardmember Swisher said their nametags were made to stand out from the others and some of them do not wear the "first time attendee" ribbon on their nametag.

President Quinn said she would like to purchase some items for survival kits for first-time attendees.

President Quinn spoke about the first-time attendee breakfast program and she reminded the Executive Committee that the VIPs do not need to attend this event. President Quinn said she would like the NCI Director to speak and an introduction to AWC and MRSC representatives with direction to speak to those representatives at their vendor booths. She added that their contact information would be included in their survival kit.

President Quinn referred to a memorandum from Molly Towslee, the WMCA Elections Auditor, with a list of the 2015 candidates for the Executive Committee as well as their application packets. It was noted that the election was upcoming.

Newsletter Committee

President Quinn stated that the Newsletter Committee would like to have a consistent way to schedule the Clerk of the Month. Secretary Olsen said she would follow up with Newsletter Committee Chair Melody Valiant on a process and schedule.

President-Elect Burke suggested the Newsletter Committee use Constant Contacts so multiple people could serve on this committee without the need or knowledge of Publisher software and she noted that Constant Contacts has survey capability.

Scholarship Committee

President Quinn said the minimum required score for the scholarship application was eight, and all of the applicants met that threshold.

Boardmember Hinchliffe **MOVED**, seconded by Vice President Corin, to approve all the scholarship applicants for conference. The motion **PASSED** 9/0.

WMCA Conference scholarships were awarded to Susan Duncan, Maria Holman, Hanna Miles, Gwen Robson, Gretchen Sagen, Robin Schaefer, and Jodi Wycoff. President-Elect Burke stated she would let Chair Melissa Collins and Boardmember Roberts know that these were approved so they could follow up.

Webmaster Report

There was no written report.

Archives Oversight Committee

There was no written report. Boardmember Boltz stated that Jodi Stephens from Yakima was chosen previously to serve on this committee. She said she had been in contact with Jodi.

Handbook Committee

Boardmember Boltz distributed a disk with the handbook. She asked for final review so she could save them on thumb drives before conference.

Boardmember Boltz recommended having some chapters reviewed each year such as legislative and others perhaps on a three-year rotation.

OTHER BUSINESS:

Liaisons

President-Elect Burke discussed ideas for 2015-16 liaisons. She said Fundraising Committee Liaison would be Deb Jermann and Membership Committee Liaison would be Kay Kammer since they were coming onto the board (running unopposed). Secretary Olsen volunteered to serve on the Newsletter Committee since she was working on the committee anyway.

Ratifications

Boardmember Swisher **MOVED**, seconded by Treasurer Anderson, to ratify the November 12, 2014 decision to pay the conference registration fee for Scott Passey for the 2015 conference in exchange for DJ services at the annual banquet event. The motion **PASSED** 9/0.

Vice President Corin **MOVED**, seconded by Treasurer Anderson, to ratify the November 4, 2014 decision to appoint Jodi Stephens as the Large City (over 5,000 population) representative for the Archives Oversight Committee. The motion **PASSED** 9/0.

Vice President Corin **MOVED**, seconded by Boardmember Swisher, to ratify the November 3, 2014 decision to approve the Alderbrook contract for the WMCA 2017 Conference and the Alderbrook contract for the October 2016 Board meeting. The motion **PASSED** 9/0.

Boardmember Swisher **MOVED**, seconded by Boardmember Boltz, to ratify the October 22, 2014 decision to approve the price point of \$32 plus \$5 for shipping for presale of a full zip, hooded sweatshirt for conference. The motion **PASSED** 9/0.

NEXT MEETING:

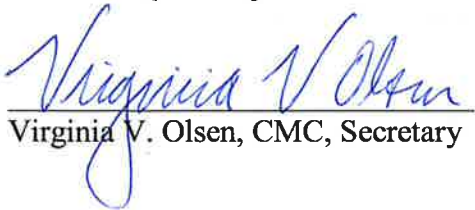
The next regular Executive Committee meeting is tentatively scheduled for March 20, 2015 at 12:30 p.m., in Vancouver, WA.

Treasurer Anderson stated that she received a \$100 donation for the ice bucket challenge from WMCA member Leana Johnson.

The Executive Committee thanked Boardmember Hinchliffe for his service since this was his last quarterly board meeting (and Immediate Past President Scott Passey who was not present).

ADJOURNMENT:

President Quinn adjourned the meeting at 2:25 p.m.


Virginia V. Olsen, CMC, Secretary