



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE AGENDA**

Friday, June 10, 2011
Council Chambers, Mountlake Terrace City Hall

AGENDA ITEMS:

PAGE #:

1. **Call to Order**
2. **Approval of Minutes (Treva)**
 - a. Executive Committee Meeting Minutes of March 18, 2011 At meeting
3. **Treasurer's Report (Gina)** 1-12
4. **New Business**
 - a. New WMCA Logo (Treva)..... 13-19
 - b. 2010 WMCA Conference Evaluations (Treva) 20-58
 - c. Sponsorship Program (Virginia) 59-60
5. **Committee Reports**
 - a. Audit (Erin) 61-62
 - b. Awards (Karen) 63
 - c. Budget (Treva) No report
 - d. Bylaws (Scott) 64
 - e. Conference Planning (Paula) Verbal Report
 - f. Education (Virginia & Debbie) 65
 - g. Fundraising (Claire)..... 66-67
 - h. Historical (Debbie B.)..... 68-69
 - i. Membership (Diana)..... 70-71
 - j. Scholarship (Gina)..... 72-73
6. **Other Business**

Executive Committee Monthly Report:
July – Treva
August – Virginia
September – Debbie C.
October - Paula
7. **Next Meeting**

October 21, 2011 – Mountlake Terrace City Hall
8. **Adjournment**



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: May 27, 2011

Attached are the following reports for the fiscal year ending April 30, 2011:

Balance Sheet
Profit & Loss Budget vs. Actual
Checking Register
Savings Register
Scholarship Register

In the first month of the 2011-2012 fiscal year, 303 members have paid their dues: 300 active members, 1 affiliate member and 2 associate members.

As of May 27, 2011, our bank accounts show a total of \$ 123,763.36 with the following breakdown:

\$ 14,430.23	Checking
\$ 101,790.33	Savings
\$ 7,542.80	Scholarship

If you have any questions, concerns or comments about the financial reports, please ask.

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05/27/11

Accrual Basis

WMCA
Balance Sheet
As of April 30, 2011

	<u>Apr 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	10,231.94
Chase Savings	101,790.33
Chase Scholarship	7,542.80
Total Checking/Savings	<u>119,565.07</u>
Total Current Assets	<u>119,565.07</u>
TOTAL ASSETS	<u>119,565.07</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	97,385.88
Retained Earnings	21,619.03
Net Income	560.16
Total Equity	<u>119,565.07</u>
TOTAL LIABILITIES & EQUITY	<u>119,565.07</u>

05/27/11
Accrual Basis

WMCA

Profit & Loss Budget vs. Actual

May 2010 through April 2011

	May '10 - Apr 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Academy Sessions 2010-2011			
Fall	8,575.00	7,500.00	1,075.00
Spring	9,450.00	7,500.00	1,950.00
Total Academy Sessions 2010-2011	18,025.00	15,000.00	3,025.00
CONFERENCE 2011			
Donations	5,731.00	3,500.00	2,231.00
Exhibitors	8,500.00	10,000.00	-1,500.00
Meals	2,568.00	825.00	1,743.00
Other	3,180.00	20.00	3,160.00
Registrations	34,625.00	39,000.00	-4,375.00
Total CONFERENCE 2011	54,604.00	53,345.00	1,259.00
Dues 2010	21,765.00	18,750.00	3,015.00
Fundraising Projects	0.00	200.00	-200.00
Money Market Savings Interest	197.28	1,000.00	-802.72
SCHOLARSHIP 10-11			
Auction	4,830.00	5,000.00	-170.00
Product Sales	2,004.00	750.00	1,254.00
Raffles	5,695.00	4,500.00	1,195.00
Scholarship Acct Interest	3.55	100.00	-96.45
Scholarship Store	0.00	100.00	-100.00
Total SCHOLARSHIP 10-11	13,157.55	10,450.00	2,707.55
Transfer from Savings	0.00	12,209.00	-12,209.00
Total Income	122,282.61	110,954.00	11,328.61
Expense			
ACADEMY SESSIONS			
Fall 2010	5,493.72	8,000.00	-2,506.28
Refunds 2010-2011	125.00	200.00	-75.00
Spring 2011	3,000.00	8,000.00	-5,000.00
Total ACADEMY SESSIONS	8,618.72	16,200.00	-7,581.28
BOARD EXPENSES 2010-2011			
Meetings	452.87	1,250.00	-797.13
NCI Director Travel			
IIMC Conference	387.00	700.00	-313.00
WMCA Conference	713.06	1,130.00	-416.94
Total NCI Director Travel	1,100.06	1,830.00	-729.94
Pres-Elect Travel			
ICCTFOA Conference	0.00	1,000.00	-1,000.00
IIMC Conference	2,662.36	2,085.00	577.36
WMCA Conference	369.66	525.00	-155.34
Total Pres-Elect Travel	3,032.02	3,610.00	-577.98
President Travel			
Alaska Conference	1,115.21	1,550.00	-434.79
BC Conference	447.12	675.00	-227.88
CA Conference	887.00	1,407.00	-520.00
IIMC Conference	1,227.09	2,395.00	-1,167.91
OR Conference	691.01	1,007.00	-315.99
WMCA Conference	0.00	300.00	-300.00
Total President Travel	4,367.43	7,334.00	-2,966.57
Total BOARD EXPENSES 2010-2011	9,720.10	14,024.00	-4,303.90
COMMUNICATION 2010-2011			
Annual Report Print	0.00	100.00	-100.00
Election Postage	0.00	200.00	-200.00
Election Printing	0.00	100.00	-100.00
Website M&O	1,335.24	700.00	635.24
Total COMMUNICATION 2010-2011	1,535.24	1,100.00	435.24
CONFERENCE EXPENSE 2011			

05/27/11
Accrual Basis

WMCA
Profit & Loss Budget vs. Actual
May 2010 through April 2011

	May '10 - Apr 11	Budget	\$ Over Budget
Audio Visual	4,121.65	2,500.00	1,621.65
Decorations	1,815.44	2,000.00	-184.56
Drawings/Door Prizes	2,450.00	750.00	1,700.00
Hospitality Expenses	840.79	4,205.00	-3,364.21
Meals	36,130.70	26,000.00	10,130.70
Printing/Postage	2,424.13	1,600.00	824.13
Recognition Awards	449.92	700.00	-250.08
Refunds	300.00	500.00	-200.00
Speakers	5,552.44	15,000.00	-9,447.56
Special Entertainment	3,761.00	350.00	3,411.00
Supplies	1,818.82	2,500.00	-681.18
Total CONFERENCE EXPENSE 2011	59,664.89	56,105.00	3,559.89
Contingency	0.00	450.00	-450.00
FUTURE CONFERENCE SITE DEPO...	0.00	5,000.00	-5,000.00
IIMC EXPENSES 2010-2011			
MCEF Donation	0.00	75.00	-75.00
Outgoing Region IX Dir Gift	0.00	100.00	-100.00
Region IX Assessment Pool	1,172.00	1,000.00	172.00
Region IX State Contribution	200.00	300.00	-100.00
Total IIMC EXPENSES 2010-2011	3,872.00	1,475.00	2,397.00
MISC 2010-2011			
501C(3)	705.00	700.00	5.00
Bank Charges	312.57	100.00	212.57
Condolences	0.00	250.00	-250.00
Gambling/Alcohol License Renew	194.00	300.00	-106.00
Insurance	1,241.00	1,400.00	-159.00
Office Supplies	181.73	2,000.00	-1,818.27
Other	79.95	100.00	-20.05
Postage	150.71	300.00	-149.29
Support for AWC Basic Training	0.00	500.00	-500.00
Total MISC 2010-2011	2,864.96	5,650.00	-2,785.04
SCHOLARSHIP 2010-2011			
AWC Basic Training	0.00	300.00	-300.00
Conference Scholarships	2,700.00	2,000.00	700.00
Margery Price Scholarship	2,000.00	2,000.00	0.00
NCI Scholarship	11,325.00	2,000.00	9,325.00
Raffle - Auction	206.41	2,500.00	-2,293.59
Scholarship Items for Sale	3,111.64	1,000.00	2,111.64
Total SCHOLARSHIP 2010-2011	19,343.05	9,800.00	9,543.05
Transfer to General Fund	0.00	12,209.00	-12,209.00
Total Expense	121,722.45	122,013.00	-290.55
Net Ordinary Income	560.16	-11,059.00	11,619.16
Net Income	560.16	-11,059.00	11,619.16

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Register: Chase Checking

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/02/2010		Bank Of America	COMMUNICATION 2...	Allison Spietz	200.00	X		16,130.01
05/02/2010		Bank Of America	COMMUNICATION 2...	Sheryle Wyatt	123.45	X		16,006.56
05/02/2010		Bank Of America	BOARD EXPENSES 0...		114.23	X		15,892.33
05/20/2010	581	WSU	-split-	Scholarships	12,275.00	X		3,617.33
05/20/2010	582	City of Royal City	SCHOLARSHIP 2010-...	Reimbursement	525.00	X		3,092.33
05/20/2010	583	Peggy Hawker	IIMC EXPENSES 201...		100.00	X		2,992.33
05/20/2010	584	Karen Kuznek-Reese	-split-		513.22	X		2,479.11
06/01/2010			-split-	Deposit		X	384.00	2,863.11
06/01/2010			-split-	Deposit		X	1,170.00	4,033.11
06/04/2010	585	City of Mercer Island	CONFERENCE 2010:...		1,082.74	X		2,950.37
06/04/2010	586	City of Mountlake Te...	SCHOLARSHIP 09-20...		300.00	X		2,650.37
06/04/2010	587	Okanogan County	SCHOLARSHIP 2010-...		525.00	X		2,125.37
06/04/2010	588	Dema Harris	BOARD EXPENSES 2...		387.00	X		1,738.37
06/04/2010	589	Treva Percival	BOARD EXPENSES 2...		68.59	X		1,669.78
06/04/2010	590	Karen Kuznek-Reese	-split-		430.61	X		1,239.17
06/05/2010			-split-	Deposit		X	1,380.00	2,619.17
06/05/2010		Bank Of America	BOARD EXPENSES 2...	KarKuznek-Re...	161.38	X		2,457.79
06/05/2010		Bank Of America	COMMUNICATION 2...	Sheryle Wyatt	35.97	X		2,421.82
06/14/2010			-split-	Deposit		X	2,250.00	4,671.82
06/14/2010			-split-	Deposit		X	1,200.00	5,871.82
06/15/2010			-split-	Deposit		X	975.00	6,846.82
06/21/2010			-split-	Deposit		X	2,025.00	8,871.82
06/22/2010			-split-	Deposit		X	2,040.00	10,911.82
06/23/2010			-split-	Deposit		X	525.00	11,436.82
06/24/2010	591	Margaret Hawker M...	IIMC EXPENSES 201...		1,172.00	X		10,264.82
06/24/2010	592	Bank Of America	BOARD EXPENSES 2...	Treva Percival	641.90	X		9,622.92
06/24/2010	593	Bank Of America	-split-	Sheryle Wyatt	1,393.34	X		8,229.58
06/24/2010	611	Bank Of America	-split-	Gina Anderson	60.92	X		8,168.66
06/24/2010	612	Bank Of America	-split-	Karen Kuznek-...	1,263.95	X		6,904.71
06/29/2010			-split-	Deposit		X	1,591.00	8,495.71
06/29/2010		Bank Of America	COMMUNICATION 0...	Void online pa...		X	153.42	8,649.13
06/29/2010	9247	City Of Algona	Conference Expenses - ...	Void Outdated ...		X	75.00	8,724.13
06/29/2010	9540	City of Bonney Lake	Academy Sessions 09-...	Void Outdated ...		X	50.82	8,774.95
06/29/2010		Transf to Scholarship	Non-Expenditure	Net Scholarshi...	357.40	X		8,417.55
06/29/2010	613	Group Coordinators	CONFERENCE 2010:...	Winery Tour &...	1,356.00	X		7,061.55
06/30/2010			-split-	Deposit		X	600.00	7,661.55
07/14/2010			-split-	Deposit		X	451.45	8,113.00
07/23/2010			-split-	Deposit		X	630.00	8,743.00
07/24/2010	614	Bank Of America	ACADEMY SESSION...		290.00	X		8,453.00
07/24/2010	615	Bank Of America	COMMUNICATION 2...		21.95	X		8,431.05

Register: Chase Checking

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/24/2010	616	Bank Of America	-split-		157.68	X		8,273.37
08/05/2010			-split-	Deposit		X	750.00	9,023.37
08/11/2010			-split-	Deposit		X	375.00	9,398.37
08/14/2010			-split-	Deposit		X	1,000.00	10,398.37
08/18/2010	617	Bank Of America	COMMUNICATION 2...	KKR	51.50	X		10,346.87
08/18/2010	618	Bank Of America	-split-	GA	57.92	X		10,288.95
08/19/2010			-split-	Deposit		X	1,075.00	11,363.95
09/10/2010			-split-	Deposit		X	2,000.00	13,363.95
09/11/2010			-split-	Deposit		X	1,905.00	15,268.95
09/20/2010			-split-	Deposit		X	1,700.00	16,968.95
09/23/2010			-split-	Deposit		X	625.00	17,593.95
09/27/2010			-split-	Deposit		X	575.00	18,168.95
09/29/2010	619	Sandy Paul	BOARD EXPENSES 2...		412.80	X		17,756.15
09/29/2010	620	Bank Of America	-split-	Karen Kuznek-...	98.11	X		17,658.04
09/29/2010	621	Karen Kuznek-Reese	BOARD EXPENSES 2...		317.40	X		17,340.64
09/29/2010	622	Snohomish County	-split-		30.00	X		17,310.64
09/29/2010	623	Eagle Printing & Gra...	SCHOLARSHIP 2010-...	Invoice #33497	206.41	X		17,104.23
09/29/2010	624	Jefferson County	Academy Sessions 201...		125.00	X		16,979.23
09/29/2010	625	Bank Of America	COMMUNICATION 2...	Gina Anderson	36.55	X		16,942.68
09/30/2010			-split-	Deposit		X	375.00	17,317.68
10/06/2010			-split-	Deposit		X	698.00	18,015.68
10/08/2010	626	State Of Washington	MISC 2010-2011:501...		10.00	X		18,005.68
10/08/2010	627	Virginia Olsen	ACADEMY SESSION...		79.25	X		17,926.43
10/08/2010	628	Sandy Paul	BOARD EXPENSES 2...	Idaho Conferen...	354.92	X		17,571.51
10/08/2010	629	Cafe Pacific Catering	ACADEMY SESSION...	West Side Fall ...	76.98	X		17,494.53
10/16/2010			-split-	Deposit		X	946.00	18,440.53
10/22/2010			-split-	Deposit		X	975.00	19,415.53
10/27/2010			-split-	Deposit		X	975.00	20,390.53
10/27/2010		Transf to Savings	Non-Expenditure		10,000.00	X		10,390.53
10/27/2010	630	Jim Webber	ACADEMY SESSION...	Fall Academy ...	4,000.00	X		6,390.53
10/27/2010	631	Bank Of America	ACADEMY SESSION...	Paula Swisher	338.63	X		6,051.90
10/27/2010	632	Bank Of America	-split-	Gina Anderson	85.01	X		5,966.89
10/27/2010	633	Bank Of America	-split-	Karen Kuznek ...	949.23	X		5,017.66
10/27/2010	634	Void	IIMC EXPENSES 201...	Print Error		X		5,017.66
10/27/2010	635	Oregon Association ...	IIMC EXPENSES 201...		2,500.00	X		2,517.66
11/02/2010			-split-	Deposit		X	600.00	3,117.66
11/02/2010	636	Bannon, Carolson & ...	MISC 2010-2011:Insur...	Void		X		3,117.66
11/02/2010	637	Bannon, Carlson & ...	MISC 2010-2011:Insur...		928.00	X		2,189.66
11/29/2010	638	Bank Of America	BOARD EXPENSES 2...	Treva Percival	216.67	X		1,972.99
11/29/2010	639	Bank Of America	CONFERENCE EXPE...	Wrong Amount		X		1,972.99

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Register: Chase Checking

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/29/2010	640	Bank Of America	COMMUNICATION 2...	Karen Kuznek ...	51.50	X		1,921.49
11/29/2010	641	Bank Of America	-split-	Gina Anderson	184.25	X		1,737.24
11/29/2010	642	David T Saathoff	MISC 2010-2011:501...	2009 Taxes - F...	695.00	X		1,042.24
11/29/2010	643	Bank Of America	CONFERENCE EXPE...	Paula Swisher	404.76	X		637.48
12/04/2010	644	Portland Spirit	CONFERENCE EXPE...	Non-Refundabl...	525.00	X		112.48
12/07/2010	645	Liberty NW	MISC 2010-2011:Insur...	General Liability	313.00	X		-200.52
12/08/2010			-split-	Deposit		X	157.00	-43.52
12/08/2010		Transf from Savings	Non-Revenue	Deposit		X	2,000.00	1,956.48
12/09/2010			-split-	Deposit		X	332.00	2,288.48
12/09/2010	646	Karen Kuznek-Reese	BOARD EXPENSES 2...	Reimbursement	128.95	X		2,159.53
12/16/2010		Paypal	Other Income:Miscella...	Deposit		X	0.07	2,159.60
12/16/2010		Paypal	Other Income:Miscella...	Deposit		X	0.04	2,159.64
12/16/2010	647	The Country Gentle...	ACADEMY SESSION...		758.86	X		1,400.78
12/17/2010			Academy Sessions 201...	Deposit		X	125.00	1,525.78
01/04/2011	648	Bank Of America	-split-	Gina Anderson	60.92	X		1,464.86
01/04/2011	649	Bank Of America	-split-	Karen Kuznek-...	971.73	X		493.13
01/06/2011			-split-			X	360.00	853.13
01/18/2011			-split-	Deposit		X	3,875.00	4,728.13
01/20/2011			-split-	Deposit		X	2,369.85	7,097.98
01/21/2011	DEP	Transfer Fr Scholars...	CONFERENCE 2011:...	2011 Conferen...		X	2,700.00	9,797.98
01/21/2011	650	Bank Of America	MISC 2010-2011:Bank...	Karen Kuznek-...	40.31	X		9,757.67
01/21/2011	651	Bank Of America	CONFERENCE EXPE...	Paula Swisher	54.60	X		9,703.07
01/21/2011	652	Bank Of America	-split-	Gina Anderson	41.95	X		9,661.12
01/21/2011	653	Bank Of America	-split-	Treva Percival	539.30	X		9,121.82
01/22/2011			-split-	Deposit		X	2,860.00	11,981.82
01/24/2011			-split-	Deposit		X	2,084.00	14,065.82
01/25/2011			-split-	Deposit		X	1,220.00	15,285.82
01/27/2011			-split-	Deposit		X	4,080.00	19,365.82
01/31/2011			-split-	Deposit		X	3,270.00	22,635.82
01/31/2011			-split-	Deposit		X	708.15	23,343.97
02/01/2011			-split-	Deposit		X	2,755.00	26,098.97
02/03/2011			-split-	Deposit		X	586.20	26,685.17
02/04/2011			-split-	Deposit		X	1,476.00	28,161.17
02/04/2011	654	City of Connell	CONFERENCE 2011:...	Awarded Schol...	300.00	X		27,861.17
02/04/2011	655	Town of Yacolt	CONFERENCE 2011:...	Conference Ov...	50.00	X		27,811.17
02/04/2011	656	Grant County	CONFERENCE 2011:...	Awarded Schol...	300.00	X		27,511.17
02/04/2011	657	City of Sunnyside	-split-	Overpayment	50.00	X		27,461.17
02/04/2011	658	City Of Kennewick	CONFERENCE 2011:...	Duplicate Pay...	300.00	X		27,161.17
02/10/2011			-split-	Deposit		X	2,490.00	29,651.17
02/11/2011			-split-	Deposit		X	3,195.00	32,846.17

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Register: Chase Checking

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/11/2011			-split-	Deposit		X	425.00	33,271.17
02/11/2011	659	Town of Woodway	CONFERENCE EXPE...	Bielefeld Refund	300.00	X		32,971.17
02/11/2011	660	Peggy Hawker	IIMC EXPENSES 201...	Reception - Pre...	100.00	X		32,871.17
02/11/2011	661	City of Yelm	ACADEMY SESSION...	Academy Refu...	125.00	X		32,746.17
02/11/2011	662	OlyPen Inc	COMMUNICATION 2...	Username: City...	54.30	X		32,691.87
02/14/2011			-split-	Deposit		X	3,500.00	36,191.87
02/14/2011			-split-	Deposit		X	2,540.40	38,732.27
02/16/2011			-split-	Deposit		X	825.00	39,557.27
02/17/2011			-split-	Deposit		X	1,000.00	40,557.27
02/18/2011			-split-	Deposit		X	789.00	41,346.27
02/22/2011			-split-	Deposit		X	1,086.00	42,432.27
02/22/2011			-split-	Scholarship M...		X	800.00	43,232.27
02/22/2011			-split-	Deposit		X	8,319.00	51,551.27
02/22/2011			-split-	Deposit		X	1,514.40	53,065.67
02/25/2011			-split-	Deposit		X	2,620.00	55,685.67
02/25/2011	663	Bank Of America	-split-	Paula Swisher	2,464.56	X		53,221.11
02/25/2011	664	Bank Of America	-split-	Treva Percival	745.39	X		52,475.72
02/25/2011	665	Christy O'Flaherty	MISC 2010-2011:Post...	Bylaws Mailing	136.71	X		52,339.01
02/25/2011	666	City of Hillsboro	-split-	Overpayment f...	150.00	X		52,189.01
02/25/2011	667	Bank Of America	MISC 2010-2011:Offic...	Gina Anderson	98.88	X		52,090.13
02/25/2011	668	Bank Of America	MISC 2010-2011:Other	Karen Kuznek-...	79.95	X		52,010.18
02/28/2011			-split-	Deposit		X	586.20	52,596.38
03/02/2011			-split-	Deposit		X	405.00	53,001.38
03/02/2011		Transfer To Scholars...	Non-Expenditure	Transfer of 02/...	800.00	X		52,201.38
03/04/2011			-split-	Deposit		X	2,469.00	54,670.38
03/07/2011			-split-	Deposit		X	435.00	55,105.38
03/07/2011	669	Portland Spirit	CONFERENCE EXPE...		2,295.00	X		52,810.38
03/12/2011			-split-	Deposit		X	1,135.00	53,945.38
03/15/2011			-split-	Deposit		X	2,788.00	56,733.38
03/15/2011			-split-	Deposit		X	550.00	57,283.38
03/16/2011	670	Barbara Richardson	CONFERENCE EXPE...	Singing Openin...	50.00	X		57,233.38
03/16/2011	671	Landis Epp	CONFERENCE EXPE...	Invocation	50.00	X		57,183.38
03/16/2011	672	Ridgefield Ameican ...	CONFERENCE EXPE...	Presenting the ...	50.00	X		57,133.38
03/16/2011	673	Cash	-split-		400.00	X		56,733.38
03/16/2011	674	City of Toppenish	CONFERENCE EXPE...	Name Badges	23.81	X		56,709.57
03/16/2011	675	Bank Of America	-split-	Gina Anderson	404.19	X		56,305.38
03/16/2011	676	Bank Of America	-split-	Paula Swisher	58.41	X		56,246.97
03/17/2011			-split-	Deposit		X	415.05	56,662.02
03/21/2011			-split-	Deposit		X	810.00	57,472.02
03/21/2011	677	Bank Of America	-split-	Allison Spietz	225.51	X		57,246.51

WMCA

5/27/2011 2:14 PM

Register: Chase Checking

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/21/2011	678	Rebecca Dover	CONFERENCE EXPE...	Historical Com...	50.98	X		57,195.53
03/21/2011	679	Valerie Loffler	SCHOLARSHIP 2010-...	Shelving Unit	107.21	X		57,088.32
03/21/2011	680	Gina Anderson	MISC 2010-2011:Offic...	Printer Ink	19.79	X		57,068.53
03/23/2011	681	Portland Spirit	CONFERENCE EXPE...	Dinner Cruise	300.00	X		56,768.53
03/23/2011	682	Portland Spirit	CONFERENCE EXPE...	Dinner Cruise		X		56,768.53
03/24/2011	683	Amber Shallow	CONFERENCE EXPE...	First Prize \$5.0...	1,000.00	X		55,768.53
03/24/2011	684	Tammy Stanger	CONFERENCE EXPE...	Second Prize \$...	750.00	X		55,018.53
03/24/2011	685	Heidi Rae Riojas	CONFERENCE EXPE...	Third Prize \$5....	500.00	X		54,518.53
03/26/2011		Scholarship	-split-	03/25/11 Paym...		X	300.00	54,818.53
03/26/2011		Scholarship	SCHOLARSHIP 10-11...	03/24/11 Cash ...		X	180.00	54,998.53
03/26/2011		Scholarship	-split-	03/24/11 Paym...		X	1,397.00	56,395.53
03/26/2011		Scholarship	-split-	03/24/11 Paym...		X	1,792.00	58,187.53
03/26/2011			-split-	Deposit		X	2,116.48	60,304.01
03/26/2011		Conference Income	-split-	Registration De...		X	640.00	60,944.01
03/26/2011			-split-	WMCA Store 0...		X	500.00	61,444.01
03/26/2011			-split-	03/22/11 Raffl...		X	785.00	62,229.01
03/26/2011			-split-	\$5 Raffle		X	645.00	62,874.01
03/26/2011			-split-	\$1 Raffle		X	394.00	63,268.01
03/26/2011			SCHOLARSHIP 10-11...	\$1 Raffle		X	200.00	63,468.01
03/28/2011			-split-	Store		X	361.00	63,829.01
03/28/2011			-split-	\$5 Raffle		X	1,410.00	65,239.01
03/28/2011			-split-	Deposit		X	707.00	65,946.01
03/29/2011			-split-	Deposit		X	1,100.00	67,046.01
03/29/2011			-split-	\$5 Raffle		X	75.00	67,121.01
03/29/2011	686	American Reprograp...	CONFERENCE EXPE...		2,424.13	X		64,696.88
03/29/2011	687	Debbie Jermann	CONFERENCE EXPE...	Paper Stock for...	60.58	X		64,636.30
03/29/2011	688	Rabiner Resources	ACADEMY SESSION...	Academy Spea...	3,000.00	X		61,636.30
03/29/2011	689	Rebecca Dover	CONFERENCE EXPE...	8 GB Flash Drive	21.41	X		61,614.89
03/31/2011			MISC 2010-2011:Bank...	Service Charge	11.20	X		61,603.69
04/05/2011	690	Robin Rose Training ...	-split-		4,270.00	X		57,333.69
04/05/2011	691	Vision Municipal Sol...	-split-	Speaker: Toni ...	244.90	X		57,088.79
04/05/2011	692	Dema Harris	-split-		343.40	X		56,745.39
04/19/2011			-split-	Deposit		X	66.96	56,812.35
04/20/2011	693	Bank Of America	-split-	Karen Kuznek-...	682.39	X		56,129.96
04/20/2011	694	Bank Of America	-split-	Gina Anderson	1,766.57	X		54,363.39
04/20/2011	695	Bank Of America	-split-	Sandy Paul	1,023.30	X		53,340.09
04/20/2011	696	Bank Of America	CONFERENCE EXPE...	Allison Spietz	216.81	X		53,123.28
04/20/2011	697	Bank Of America	-split-	Paula Swisher	504.75	X		52,618.53
04/20/2011	698	Debby Barham	-split-		210.00	X		52,408.53
04/29/2011			SCHOLARSHIP 10-11...	Deposit			200.00	52,608.53

WMCA

5/27/2011 2:14 PM

Register: Chase Checking

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/30/2011	699	Heathman Lodge	-split-	2011 Conference	42,055.05			10,553.48
04/30/2011	700	City of Woodland	-split-		321.54			10,231.94

Register: Chase Savings

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/28/2010			Money Market Savings...	Interest		X	10.17	93,603.22
06/30/2010			Money Market Savings...	Interest		X	12.58	93,615.80
07/31/2010			Money Market Savings...	Interest		X	11.51	93,627.31
08/31/2010			Money Market Savings...	Interest		X	12.28	93,639.59
09/30/2010			Money Market Savings...	Interest		X	11.51	93,651.10
10/27/2010		Transf from General ...	Non-Revenue	Deposit		X	10,000.00	103,651.10
10/31/2010			Money Market Savings...	Interest		X	12.11	103,663.21
11/30/2010			Money Market Savings...	Interest		X	22.68	103,685.89
12/08/2010		Transfer To General ...	Non-Expenditure		2,000.00	X		101,685.89
12/31/2010			Money Market Savings...	Interest		X	21.65	101,707.54
01/31/2011			Money Market Savings...	Interest		X	21.56	101,729.10
02/28/2011			Money Market Savings...	Interest		X	19.48	101,748.58
03/31/2011			Money Market Savings...	Interest		X	21.57	101,770.15
04/30/2011			Money Market Savings...	Interest		X	20.18	101,790.33

Register: Chase Scholarship

From 05/01/2010 through 04/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/28/2010			SCHOLARSHIP 10-11...	Interest		X	0.41	9,082.26
06/29/2010		Transf from General ...	Non-Revenue	Scholarship net...		X	357.40	9,439.66
06/30/2010			SCHOLARSHIP 10-11...	Interest		X	0.34	9,440.00
07/31/2010			SCHOLARSHIP 10-11...	Interest		X	0.30	9,440.30
08/31/2010			SCHOLARSHIP 10-11...	Interest		X	0.32	9,440.62
09/30/2010			SCHOLARSHIP 10-11...	Interest		X	0.30	9,440.92
10/31/2010			SCHOLARSHIP 10-11...	Interest		X	0.29	9,441.21
11/30/2010			SCHOLARSHIP 10-11...	Interest		X	0.32	9,441.53
12/31/2010			SCHOLARSHIP 10-11...	Interest		X	0.31	9,441.84
01/21/2011	237	Transf to General Fund	SCHOLARSHIP 2010-...	9 Conference S...	2,700.00	X		6,741.84
01/31/2011			SCHOLARSHIP 10-11...	Interest		X	0.28	6,742.12
02/28/2011			SCHOLARSHIP 10-11...	Interest		X	0.20	6,742.32
03/02/2011		Transfer Fr General ...	Non-Revenue	Donation & Ra...		X	800.00	7,542.32
03/31/2011			SCHOLARSHIP 10-11...	Interest		X	0.25	7,542.57
04/30/2011			SCHOLARSHIP 10-11...	Interest		X	0.23	7,542.80

From: Ali Spietz [Ali.Spietz@mercergov.org]
Sent: Tuesday, May 17, 2011 10:30 PM
To: Treva Percival
Subject: FW: WMCA Logo Identity - Estimate / Resume
Attachments: Proposal_WMCA Logo Identity_051111.pdf; RESUME_Ekdahl_Grow_051111.pdf

Treva,

Attached is the proposal from Jordan Ekdahl from Grow Design Co for a new WMCA logo. You can view some of his previous work at: <http://growdesignco.com/#/selected-work>

Please let me know if you would like me to proceed.

Thanks

Ali

Allison (Ali) Spietz, MMC | City Clerk / Public Records Officer

City of Mercer Island | www.mercergov.org

P: 206.275.7793 | F: 206.275.7663

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From: Ekdahl Jordan [<mailto:jordan@growdesignco.com>]
Sent: Wednesday, May 11, 2011 1:45 PM
To: Ali Spietz
Subject: WMCA Logo Identity - Estimate / Resume

Hi Ali,

I've attached the estimate that we discussed last week for the WMCA logo identity. Also included is my professional resume which details more about my experience.

I'm looking forward to this opportunity. Let me know if you have any questions.

Thank you,

Jordan



Jordan Ekdahl : Visual Communicator
[GROW DESIGN CO](http://GROWDESIGN.CO) (e) jordan@growdesignco.com (t) 360.961.7191

WASHINGTON MUNICIPAL CLERKS ASSOCIATION ESTIMATE

May 11th, 2011

BACKGROUND

SECTION 1

EXPERIENCE

Grow Design Co. offers design services in the area of identity development, print, packaging, web, environment graphics and wayfinding. We’re a small freelance design studio located in the Pacific Northwest; passionate about ideas, creative solutions, and cultivating brand experience.

Our work has been recognized for excellence and featured on retail shelves, published in magazine publications and books, and displayed in built environments.

Grow develops strategic design solutions and works to visually communicate ideas more effectively to your audience. Grow has experience working with a variety of clients in the natural health, agriculture, transportation, residential development, and civic industries.

CAPABILITIES

Brand Development	Stationary Systems	Environmental Graphic Design
Brand Revitalization	Print Collateral	Tradeshow & Display
Brand Standards	Catalogs	Creative Consulting
Logo Development	Advertising & Direct Mail	Websites
Naming	Packaging	

Washington Municipal Clerks Association Estimate - CONFIDENTIAL



LOGO IDENTITY DEVELOPMENT

SECTION 2

DESCRIPTION

Develop a logo identity which will revitalize WMCA's brand and make the organizations image memorable to existing and future members. Logo should be memorable, simple, and compelling.

Phase 1 (Meeting)

Meet to learn about WMCA. Discuss possible design directions and needs.

Phase 2 (Concepts)

2 logo concepts will be presented to WMCA with the goal of choosing a single direction for refinement.

Phase 3 (Refinement)

Chosen direction will be refined and presented to client for approval.

Phase 4 (Finalize)

Finalized artwork in .eps, .ai, .jpg formats will be provided on cd.

Estimated Cost \$550.00

Notes:

Any necessary photography, illustration, language translation, copywriting and printing is not included in the timing or fees of this proposal but will be provided when appropriate. Estimated out-of-pocket expenses are typically 10% of total fees, and may include design printouts, presentation materials, courier fees, and other miscellaneous job related costs.

Authorized Signature

Date

☐ I have read and agree to Section 3, Terms and Conditions.

TERMS & CONDITIONS

SECTION 3

This proposal is based on current input, regular hourly rates and prevailing material costs and will be honored for up to 60 days from Monday, May 16th, 2011. All estimates are subject to the Grow Design Co.'s "Terms and Conditions" listed below.

Down payment of 30% and signature accepting the "Terms and Conditions" are required before work will begin for each project. Invoices are payable within 21 days. A 1.5% monthly service charge will be applied to past due accounts.

If a project is put on hold prior to completion, you will be billed for all work done to date. In the event of cancellation, the ownership of all copyrights, sources and original creations will be retained by Grow Design Co.'s.

Revisions or additional work in excess of the original project scope may increase costs beyond this estimate. Work done beyond the scope of this estimate or excessive revisions will be billed at \$75.00 per hour, unless otherwise stated. Grow Design Co.'s reserves the right to change it's billing rate with a 30 day advanced notice.

SERVICES

Grow Design Co.'s shall provide the services required to execute the project described on the Proposal page(s) above.

FEES

Fees to be charged and the scope of the work are described on the scope and budget pages(s) above. Fees are based upon estimated task times, however, the creative nature of the work can create obstacles that may elongate the time required to complete a task. Should the time required to complete such tasks significantly deviate from the originally estimated cost Grow Design Co.'s shall notify the client of additional charges.

TERMS OF PAYMENT

Deposit: Upon our receipt of your payment of deposit, listed on the Proposal page(s) above, you acknowledge and agree to these Terms and Conditions.

Late Payment: The Client shall pay a service charge of 1.5% per month for all overdue amounts and shall reimburse Grow Design Co.'s for any attorney fees and/or cost of collection in the case of non-payment.

TERMS & CONDITIONS

SECTION 3

CLIENT'S OBLIGATIONS

Client's Representative: The Client shall appoint a sole representative with full authority to provide or obtain any necessary information and approvals that may be required by Grow Design Co.'s. The Client's Representative shall be responsible for coordination of briefing, review and/or training. If, after the Client's Representative has approved any work, the Client or any other authorized person requires changes or requires additional services from Grow Design Co.'s, the Client shall pay all fees and expenses arising from such changes as additional services. The client shall indemnify, defend, and hold Grow Design Co.'s harmless from and against any claim, suit, damages, and expenses arising from or out of any claim by any party that its rights, copyright or otherwise, have been violated or infringed upon with respect to any materials provided by the Client.

Liability of Grow Design Co.'s: Grow Design Co.'s shall make all reasonable attempts to complete a project to the client's timetable; however, the creative nature of the work can create obstacles that cause project delays. The Client further agrees that it shall hold Grow Design Co.'s harmless for any express or implied levels of market performance.

RIGHTS AND OWNERSHIP

Rights: All concepts and designs provided by Grow Design Co.'s under this Agreement shall be available for use by Grow Design Co.'s for possible promotional use without prior consent or acknowledgment from the Client.

Ownership: Unless otherwise stated, all proprietary rights to the intellectual property developed by Grow Design Co.'s will be retained by Grow Design Co.'s, including certain rights, if any, that Grow Design Co.'s has pursuant to a license from another party or third party licenses where applicable. Upon full payment of the fees set forth in these Terms and Conditions and the above Proposal, Grow Design Co.'s will transfer ownership of the intellectual property for the developed product(s) to the Client. Grow Design Co.'s will retain an unlimited license to use, modify and sell derived works of the developed products(s).

MISCELLANEOUS

Sales Tax: The Client shall pay any sales, use, or other transfer taxes that may be applicable to the services provided under this Agreement, including any tax that may be assessed on audit of Grow Design Co.'s tax returns.

Applicable Law: This Agreement shall be governed by the laws of Whatcom County, Washington. Any controversy or claim arising out of or relating to this agreement or the breach thereof shall be settled by arbitration before one arbitrator in Whatcom County, Washington in accordance with the Commercial Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator may be entered in any Court having jurisdiction thereof.

Termination: Either party may terminate this Agreement upon giving written notice to the other. Upon termination of this Agreement by the Client or by Grow Design Co.'s for any cause, Grow Design Co.'s may retain the initial deposit and any subsequent payments. Additionally, the Client shall pay Grow Design Co.'s for all hours expended on the project, up to the date of termination, at the rate listed on the Proposal page (s) above together with all other amounts due hereunder. Any deposit that had been received shall be credited against any amounts due.



FOCUS

Identity development, print design, packaging, web, environment graphics & wayfinding. Ideas, creative solutions, & cultivating brand experience.

STRENGTHS

Creative, conceptual thinking, visual branding, typography, color, detail & deadline oriented.

TOOLS

Mac, Pen, Sketchbook, Camera, Adobe Creative Suite CS5, FreeHand, Keynote, Lightroom

PROFESSIONAL
EXPERIENCES**GROW DESIGN CO** — *Bellingham, WA 05/05 - Present (Principle / Freelance Design)*

Grow is a multidisciplinary freelance graphic design studio. I focus on developing logo identities, logo standards, business collateral systems, marketing support materials, packaging, websites and signage programs for clients in the agricultural and natural products industry. Actions also include: Project management, billing, coordinating with vendors and printers, and press checks.

GROW www.growdesignco.com

ILIUM ASSOCIATES, INC. — *Bellevue, WA 03/02-05/05 (Environmental Graphic Designer / Graphic Designer)*

As a key member of Ilium's print & environmental graphic design team, I developed visual solutions & award winning work for the following clients:

Bellevue Downtown Association
CATS Light Rail - *Charlotte, NC*
City of Bellevue
City of Kirkland

Intercity Transit - *Olympia, WA*
King County Housing Authority
Los Angeles Department of Transportation
Parsons Brinckerhoff

Regional Transit - *Sacramento, CA*
San Francisco Airport
Sea-Tac Airport
Trammel Crow Residential

Responsibilities included design, concepting, brand development, event branding, ADA signage/wayfinding programs, sign standards manuals, print collateral, logo identities, tradeshow graphics, web design, transit graphics & ad layout. Other tasks involved preparation of marketing/presentation materials.

EXHIBIT DESIGN CONSULTANTS — *Seattle, WA 01/01-6/01 (Graphic Designer)*

Created large tradeshow graphics & signage for clients such as: CapitalStream, Boeing, & Airborne Express. Responsibilities also included working on company marketing material, participating in client meetings, & website updating.

FLANNEL — *Redmond, WA 05/00-01/01 (Junior Graphic Designer)*

Developed catalogs, websites, for clients such as: K2, Kelty, Jobe Watersports, Kavu, & SOG Knives. Responsibilities also included research, concepting, production, logos identities, & web design.

AWARDS

2004 AMERICAN GRAPHIC DESIGN AWARD (3)
2004 CREATIVITY 34 AWARD (2)
2004 AMERICAN CORPORATE IDENTITY AWARD (3)
2005 SEATTLE SHOW MERIT AWARD (2)

EDUCATION




THE ART INSTITUTE OF SEATTLE — *Associate of Applied Arts in Graphic Design 2000*
SCHOOL OF VISUAL CONCEPTS — *(continued education)*

INVOLVEMENT

NORDIC HERITAGE MUSEUM
AIGA — *American Institute of Graphic Arts*

Portfolio & References available upon request.




1. If you attended the meet and greet prior to the President's Reception, did you find it helpful?

		Response Percent	Response Count
Yes		33.8%	24
No		1.4%	1
Didn't attend		64.8%	46

Suggestions for improvement? 10

answered question	71
skipped question	2






2. What were your thoughts on the First Time Attendees Breakfast Session?

		Response Percent	Response Count
Great		16.7%	12
Average		9.7%	7
Not so great		0.0%	0
Did not attend		73.6%	53

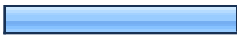




What was good or what could have been improved? 8

answered question	72
skipped question	1

3. Opening Ceremony

		Response Percent	Response Count
One of the best		15.7%	11
Above Average		35.7%	25
Average		40.0%	28
Weaker than Most		2.9%	2
One of the Worst		0.0%	0
Did not attend		5.7%	4
	Comments		10
answered question			70
skipped question			3

4. "Excellence Under Pressure" Speaker: Robin Rose

		Response Percent	Response Count
One of the Best		34.7%	25
Above Average		31.9%	23
Average		22.2%	16
Weaker than Most		4.2%	3
One of the Worst		0.0%	0
Did not attend		6.9%	5
	Comments		9
answered question			72
skipped question			1

5. Which sessions were most helpful to you and why?

	Response Count
	50
answered question	50
skipped question	23

6. What sessions from this conference would you like to see repeated next year?

	Response Count
	45
answered question	45
skipped question	28

7. What were the strongest elements of this conference program?

	Response Count
	40
answered question	40
skipped question	33

8. What were the weakest elements of this conference program?

	Response Count
	33
answered question	33
skipped question	40

9. What suggestions do you have for next year's conference program?

Response
Count

23

answered question

23

skipped question

50

10. What educational topics would you like to see presented to help you professionally?

Response
Count

33

answered question

33

skipped question

40

11. This conference presented information that was:

Response
Percent Response
Count

Too Advanced

0.0%

0

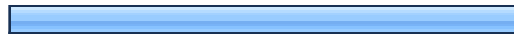
Advanced



4.3%

3

Just Right



76.8%

53

Somewhat Basic



17.4%

12

Too Basic



1.4%

1

Comments

9



answered question

69

skipped question

4

12. Did you serve on a WMCA Committee this year?

		Response Percent	Response Count
Yes		49.3%	35
No		50.7%	36
answered question			71
skipped question			2







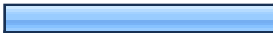
13. What did you like about serving on a WMCA Committee(s)?

	Response Count
	28
answered question	28
skipped question	45



14. What would you like to see improved about serving on a WMCA Committee(s)?

	Response Count
	12
answered question	12
skipped question	61

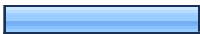




15. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

		Response Percent	Response Count
Types of Vendors		28.8%	15
Presentation of conference materials (i.e. notebooks, conference bags, other binders, handouts, etc.)		61.5%	32
Social events (dinner/silent auction, banquet, etc.)		50.0%	26
Items for sale (either at conference or presale items)		48.1%	25
What other fundraising activities would you like to see		15.4%	8
Do you support the option of pre-ordering WMCA Store Merchandise		86.5%	45
What items would you like to see in the store at future conferences		40.4%	21
answered question			52
skipped question			21





16. How did you feel about having the opportunity to donate to a local charity such as fuzzy friends? Is this something you would want to do for local charities at future conferences?

		Response Percent	Response Count
Yes,I thought it was great, do it again next year.		96.9%	62
Not a good idea, don't do it again next year.		3.1%	2
Other (please specify)			9
answered question			64
skipped question			9

17. How was the food at the conference?

		Response Percent	Response Count
Some of the best		29.0%	20
Above Average		47.8%	33
Average		18.8%	13
Weaker than usual		1.4%	1
Some of the worst		2.9%	2
Comments			10
answered question			69
skipped question			4

18. How do you feel about the accommodations at conference?




		Response Percent	Response Count
Some of the best		44.8%	30
Above Average		43.3%	29
Average		10.4%	7
Weaker than most		1.5%	1
Some of the worst		0.0%	0

Comments 12

answered question 67

skipped question 6

19. This year's conference included an optional event on Wednesday night. Would you be interested in participating in an optional event at next year's conference?

		Response Percent	Response Count
Yes		48.6%	34
No		10.0%	7
Maybe		41.4%	29

If maybe, why or why not? 22





answered question 70

skipped question 3




20. Other comments or input for upcoming conferences:

	Response Count
	9
answered question	9
skipped question	64

21. Please choose from the following:

		Response Percent	Response Count
Have my CMC		40.6%	28
Have my MMC		23.2%	16
Working towards certification		33.3%	23
None of the above		2.9%	2
	answered question		69
	skipped question		4

22. Do you plan to attend the 2012 conference at Campbell's Resort in Lake Chelan?

		Response Percent	Response Count
Yes		64.3%	45
No		8.6%	6
Maybe		27.1%	19
	If maybe, what would prevent you from attending?		18
	answered question		70
	skipped question		3

Page 1, Q1. If you attended the meet and greet prior to the President's Reception, did you find it helpful?

1	I attended first-timers meet and greet. Really glad you had that! Made me feel more comfortable right away. Definitely recommend doing again.	Apr 28, 2011 11:02 AM
2	I was unable to attend Conference.	Apr 22, 2011 9:06 AM
3	AS an EC member I am glad we had this event, next time maybe have the new Committee Chairs attend and explain committee functions!	Apr 13, 2011 10:21 AM
4	Drink line was very slow and not enough seating Great opportunity to meet and talk with everyone to start off conference	Apr 12, 2011 11:55 AM
5	It was my first conference. It seemed crowded and noisy and hard to meet people.	Apr 12, 2011 11:39 AM
6	It wasn't clear to me whether all attendees were to go to the meet and greet or just the board.	Apr 12, 2011 11:15 AM
7	I would suggest that Executive Committee members be at the door to greet each first time attendee. I just walked into the room without any direction or introduction & sat at a table. It wasn't until we went around the room to do introductions that I found out who Exec. committee members were. It was a little awkward.	Apr 12, 2011 10:31 AM
8	It is fun, however, is it really necessary? There were other meetings, setting up, registration and check in going on that made it hard for people to attend. The new clerks have their breakfast that welcomes them and such.	Apr 12, 2011 10:29 AM
9	A larger space with more seating	Apr 12, 2011 10:17 AM
10	The brief meeting and casual format was successful.	Apr 12, 2011 10:16 AM

Page 1, Q2. What were your thoughts on the First Time Attendees Breakfast Session?

1	Another opportunity to see people from night before, which was good. Liked the speakers. Definitely should repeat.	Apr 28, 2011 11:02 AM
2	Nice to hear / have input from a few EC members to make it feel more personal for the first time attendees.	Apr 13, 2011 10:21 AM
3	Like to go back to starting on Sunday and ending on Wednesday. Gives us a couple of days in the office instead of being out the whole week. Makes it easier to get conference attendance approved when I can say I'll be in on Thursday.	Apr 12, 2011 2:37 PM
4	Good information for first time attendees but maybe a little less formal to make new attendees feel comfortable	Apr 12, 2011 11:55 AM
5	different method of introduction	Apr 12, 2011 11:41 AM
6	I missed it. I went to the wrong room.	Apr 12, 2011 11:39 AM
7	The room was a little cramped.	Apr 12, 2011 11:35 AM

Page 1, Q2. What were your thoughts on the First Time Attendees Breakfast Session?

8	Really appreciated the small group. It was very helpful to be with other 1st time attendees.	Apr 12, 2011 10:19 AM
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Page 1, Q3. Opening Ceremony

1	I don't have anything to compare to, but I thought it was excellent.	Apr 28, 2011 11:02 AM
2	I feel its inappropriate for a convention of public employees (many of whom attend with public dollars) to include a religious prayer.	Apr 25, 2011 9:56 AM
3	First time attending, so can't compare.	Apr 22, 2011 10:24 AM
4	Great singer!!!	Apr 22, 2011 8:52 AM
5	Always enjoy the Mayor's welcome during the opening ceremony.	Apr 13, 2011 2:54 PM
6	too cramped!!! I can smell people sweating and hardly able to breath in there.	Apr 13, 2011 10:41 AM
7	Beautiful singer and meeting time was a good length	Apr 12, 2011 11:55 AM
8	This was my 1st conference and it was great!	Apr 12, 2011 11:35 AM
9	Nice not too long.	Apr 12, 2011 11:30 AM
10	hard to judge, I don't often go to these as I don't get a lot of value from ceremonies.	Apr 12, 2011 10:19 AM

**Page 1, Q4. "Excellence Under Pressure"
Speaker: Robin Rose**

1	Was hard to stay focused with her.	Apr 26, 2011 4:00 PM
2	Robin is a good speaker and keeps you awake, however, seems like her whole focus was about breathing -- seems like there would be more to this topic.	Apr 22, 2011 10:24 AM
3	So interesting how the brain functions. My breathing card is at my desk and I am using the techniques. I am also trying to get in my water and, order up!	Apr 13, 2011 2:54 PM
4	Very useful advice and it works!	Apr 12, 2011 4:24 PM
5	This was very valuable information for me.	Apr 12, 2011 11:39 AM
6	She was very helpful!!	Apr 12, 2011 11:35 AM
7	Interesting	Apr 12, 2011 11:30 AM
8	I came out of both of Robin's sessions with so much useful information that I've put into practice - very appreciated!	Apr 12, 2011 10:53 AM

9 She had a good topic, one I can use in my daily life.

Apr 12, 2011 10:17 AM

Page 1, Q5. Which sessions were most helpful to you and why?

1	I loved Robin Rose. Some of the other sessions were not espec relevant to me, however.	Apr 28, 2011 11:02 AM
2	It's All About BARS. I am also a Treasurer and do the annual report so this was very informative.	Apr 26, 2011 12:35 PM
3	Legislative Update, Social Media, Best Practices - Lakewood -- all informative topics, well-taught, and with practical applications.	Apr 25, 2011 9:56 AM
4	Excellence under Pressure	Apr 25, 2011 8:52 AM
5	It's all about BARS. Because am beginning to work more on the BARS and I want to make sure am coding correctly.	Apr 22, 2011 10:44 AM
6	Jim Webber's presentation on Toxic Workers	Apr 22, 2011 10:12 AM
7	Robin Rose - Managing Challenging Change Jim Webber - Toxic Co-workers	Apr 22, 2011 10:05 AM
8	"Not Your Parent's Leadership Style" Great speaker, wonderful information, very useful.	Apr 22, 2011 8:52 AM
9	Legislative Update	Apr 22, 2011 8:48 AM
10	Managing Challenging Change was by far the best. Not only very useful in our professional life but very useful personally too.	Apr 20, 2011 10:44 AM
11	Social media - We all have questions concerning this topic, I was glad to get some answers to questions I have had for a while contimplating answers.	Apr 19, 2011 9:35 AM
12	Academy sessions because I'm working on earning points.	Apr 18, 2011 1:54 PM
13	I thought David Rabinar's academy session on leadership was fantastic -best of the whole conference. I enjoyed both of Robin Rose's classes as well.	Apr 14, 2011 4:52 PM
14	The session about social media because it is a critical developing issue.	Apr 14, 2011 8:55 AM
15	MRSC - always good to know upcoming legislation.	Apr 13, 2011 3:13 PM
16	It's All About BARS w/ Toni Nelson. I don't work alot with BARS so anytime I can get knowledge about the subject, I do.	Apr 13, 2011 2:54 PM
17	BARS	Apr 13, 2011 10:41 AM
18	Dave Rabiner, Robin Rose, Pat Mason - they each offered tools to use immediately for the office.	Apr 13, 2011 10:21 AM
19	Robin Rose (2) and Jim Webber. I have the nuts and bolts; now I need tools to handle the stress.	Apr 13, 2011 9:05 AM
20	All sessions I attended contained practical advice that I appreciated and will find very useful in my job.	Apr 12, 2011 4:24 PM
21	roundtable - always good to hear from other small cities.	Apr 12, 2011 1:38 PM
22	Pat Mason's update. He condenses hours worth of research into an hour session with highlights of what is most relevant to our everyday work.	Apr 12, 2011 1:27 PM

Page 1, Q5. Which sessions were most helpful to you and why?

23	Social Networking and Records Management.	Apr 12, 2011 12:59 PM
24	Lakewood PDR information, Social Media and the Adv. Academy "Not Your Parents Leadership"	Apr 12, 2011 12:06 PM
25	Legislative update - it's always helpful to know what is going on, Shoreline's best practices - they have an amazing system for public disclosure requests	Apr 12, 2011 12:02 PM
26	MRSC Legislative Update	Apr 12, 2011 11:59 AM
27	All About BARS - anything with Toni Nelson is a great educational benefit (even to us "old timers". Best Practices - Very informative and beneficial for all small cities.	Apr 12, 2011 11:59 AM
28	Robin Rose both sessions she has good paractical advice that clerks can use right now and it works! Loved the session from Lakewood on How to track Public Records, very informative and useful for me.	Apr 12, 2011 11:55 AM
29	Roundtable - Lakewood Records Request Tracking. I can use this information in other aspects of my position.	Apr 12, 2011 11:42 AM
30	round table because it allows you to interact with others who have simular issues on a comfort level	Apr 12, 2011 11:41 AM
31	The academy sessions with Robin Rose and David Rabiner.	Apr 12, 2011 11:39 AM
32	The City of Lakewood's presentation on Public Records Request tracking was GREAT	Apr 12, 2011 11:35 AM
33	Small city clerk/treasurer roundtable. Great exchange of information and variety of topics.	Apr 12, 2011 11:30 AM
34	Legislative Update.	Apr 12, 2011 11:29 AM
35	Both sessions that were presented by Robin Rose. She does an excellent job of explaining the topic and encouraging me to try the various methods of improvement.	Apr 12, 2011 11:21 AM
36	Friday morning's session with Robin. Really hit home with me.	Apr 12, 2011 11:15 AM
37	The sessions by Robin Rose were amazing! I came away feeling like I can handle the pressure and daily stressors of my life in a more positive manner.	Apr 12, 2011 11:07 AM
38	Pat Mason's - always is wonderful. I came back with lots of good information on the latest legislations and laws - helpful to everyone here. Jim Webber's was good information on bullying - information I knew but it's always a good refresher. Appreciated the BARS class - I don't do a lot more than use codes, but I brought back good info for Finance.	Apr 12, 2011 10:53 AM
39	legislative update; the best practices workshop where Lakewood reviewed their public records tracking program. Also working with toxic employees and bullies.	Apr 12, 2011 10:43 AM
40	Excellence Under Pressure, it was a great session. Robin made it fun and had very good examples of ways we use the different parts of our brains. Toxic Co-Workers, it was interesting to learn about the different behavior types and how to identify & respond to them.	Apr 12, 2011 10:31 AM

Page 1, Q5. Which sessions were most helpful to you and why?

41	Like always any updates to legislation, archiving/records retention, public disclosure the never ending changes to these subjects. The Round tables are always good.	Apr 12, 2011 10:29 AM
42	I tried to attend all of them. There is always something new to learn in all of the sessions.	Apr 12, 2011 10:27 AM
43	I loved the session by Rabiner. It was a great topic taught in a fun and upbeat manner.	Apr 12, 2011 10:25 AM
44	Small City Roundtable because most of us are dealing with the same issues but have different ways of resolving.	Apr 12, 2011 10:25 AM
45	Best Practices roundtable Social Media Legislative update Managing Change because these topics have current applicability	Apr 12, 2011 10:19 AM
46	City of Lakewood's best practice! Wow! Their information was fantastic!	Apr 12, 2011 10:19 AM
47	Robin Rose and David Rabinar were the best speakers I have ever had the pleasure of listening to.	Apr 12, 2011 10:18 AM
48	The small city round table. It brought attention to some of the problems others are facing are the same as my city.	Apr 12, 2011 10:17 AM
49	Stress reduction. I'm familiar with the duties and responsibilities of my position, so I find the self-improvement sessions most helpful.	Apr 12, 2011 10:16 AM
50	Small City Round Table. Chance to talk with other clerks with similar issues	Apr 12, 2011 10:14 AM

Page 1, Q6. What sessions from this conference would you like to see repeated next year?

1	More on BARS would be helpful (if a bit dry! ha). More in-depth on social media records would be helpful as well. The session on Toxic co-workers had good info - and a fun class too!	Apr 28, 2011 11:02 AM
2	BARS Training, Legislative Update, Small City Roundtables	Apr 26, 2011 12:35 PM
3	Legislative Update	Apr 25, 2011 9:56 AM
4	Legislative Update.	Apr 22, 2011 10:44 AM
5	Pat Mason's Legislative Updates	Apr 22, 2011 10:12 AM
6	It's all about BARS Social Media	Apr 22, 2011 10:05 AM
7	Legislative update, social media (policies)	Apr 22, 2011 9:51 AM
8	Legislative updates	Apr 22, 2011 8:52 AM
9	Legislative Update	Apr 22, 2011 8:48 AM
10	Legislative update, social media, dealing with the media	Apr 19, 2011 9:35 AM
11	I would like more information on websites and the social media and follow up to how those technologies are being handled with regards to records requests. It does not seem like there are very many solutions at this point.	Apr 18, 2011 1:54 PM
12	Some sessions with a small city focus.	Apr 14, 2011 8:55 AM
13	MRSC	Apr 13, 2011 3:13 PM
14	I didn't choose to attend the Roundtable but I believe this is beneficial every year.	Apr 13, 2011 2:54 PM
15	More innovative ways of what works at other cities like the PDR web-based applications from the City of Lakewood.	Apr 13, 2011 10:41 AM
16	Pat Mason, Jim Webber, Dealing with the Media and Social Media Retain/Release	Apr 13, 2011 10:21 AM
17	Electronic Records Retention	Apr 13, 2011 9:05 AM
18	Legislative update, social media	Apr 12, 2011 4:24 PM
19	Roundtables	Apr 12, 2011 1:51 PM
20	roundtables	Apr 12, 2011 1:38 PM
21	Round table for small cities.	Apr 12, 2011 1:27 PM
22	Roundtables, Dealing with Toxic Co-workers	Apr 12, 2011 12:06 PM
23	legislative update	Apr 12, 2011 12:02 PM
24	Session with State Records Manager	Apr 12, 2011 11:59 AM

Page 1, Q6. What sessions from this conference would you like to see repeated next year?

25	Rather than repeat, perhaps some new ones. Although Legislative Updates are always helpful with new material.	Apr 12, 2011 11:59 AM
26	Legislative update, round tables, best practices also loved the	Apr 12, 2011 11:55 AM
27	None.	Apr 12, 2011 11:42 AM
28	Updates to social media issues and concerns round tables	Apr 12, 2011 11:41 AM
29	The legislative update, roundtables, Jim Webber.	Apr 12, 2011 11:39 AM
30	Keep the Legislative update each year and new best practices from other cities. Would not repeat the same sessions year after year, it doesn't seem to make sense to try and go each year then if nothing new is added to the mix. Similar sessions like the Toxic-Bullys or Social Media are good and seem to be on everyone's minds these days.	Apr 12, 2011 11:37 AM
31	Anything by Robin Rose and something by Foster Pepper would be great too	Apr 12, 2011 11:35 AM
32	Sharing ideas from other cities such as the Lakewood Public Records program.	Apr 12, 2011 11:29 AM
33	Best practices - perhaps other cities have processes to share also. Other roundtables also.	Apr 12, 2011 11:15 AM
34	Robin Rose, anything to help us feel better about ourselves. And also anything that helps us feel less stressed in our working lives.	Apr 12, 2011 11:07 AM
35	Pat Mason's.	Apr 12, 2011 10:53 AM
36	The legislative update is always very helpful, as I think will the social media tracking.	Apr 12, 2011 10:27 AM
37	Rabiner	Apr 12, 2011 10:25 AM
38	Social Media, Records Management	Apr 12, 2011 10:25 AM
39	Managing Change more on actual solutions to records management and public records challenges	Apr 12, 2011 10:19 AM
40	More from David Rabiner! He was very capitivating and full of energy!	Apr 12, 2011 10:19 AM
41	Dealing with the media and difficult people	Apr 12, 2011 10:18 AM
42	Both	Apr 12, 2011 10:18 AM
43	Dealing with the media.	Apr 12, 2011 10:17 AM
44	I liked the Rabiner and Rose sessions the most.	Apr 12, 2011 10:16 AM
45	Small City Round Table.	Apr 12, 2011 10:14 AM

Page 1, Q7. What were the strongest elements of this conference program?

1	Overall very good sessions. Great facility!! Everything about conference was so well organized (although I would not expect any less from Clerks!).	Apr 28, 2011 11:02 AM
2	I think with every conference it's about the networking and meeting new clerks.	Apr 26, 2011 4:00 PM
3	Great networking and small classes so lots of interaction.	Apr 26, 2011 12:35 PM
4	The sessions mentioned above, the banquet and auction	Apr 25, 2011 9:56 AM
5	Conference was great all information provide was helpfull information to bring back to my municipality.	Apr 22, 2011 10:44 AM
6	Roundtables	Apr 22, 2011 10:12 AM
7	Small City Roundtable	Apr 22, 2011 10:05 AM
8	Great education	Apr 22, 2011 9:51 AM
9	Robin Rose and David Rabiner I come for the great speakers	Apr 22, 2011 8:52 AM
10	Rountable discussions	Apr 19, 2011 9:35 AM
11	I believe the Rabiner presentation was one of the most beneficial leadership programs I have attended.	Apr 18, 2011 1:54 PM
12	Socialization and networking, sharing of concerns and experiences.	Apr 14, 2011 8:55 AM
13	I really enjoyed both sessions with Robin Rose. I found her topics to be very intersting and I can use them both personally and professionally.	Apr 13, 2011 2:54 PM
14	organization; wonderful Conference Planning team	Apr 13, 2011 10:41 AM
15	Relaxing atmosphere, hotel staff exceptional, the speakers were very knowledgeable and injected humor in their topics.	Apr 13, 2011 10:21 AM
16	The meeting rooms/gathering areas. All spaces were just right.	Apr 13, 2011 9:05 AM
17	Something for everyone, good variety.	Apr 12, 2011 4:24 PM
18	social events - banquet, vendor breaks, reception, etc.	Apr 12, 2011 1:38 PM
19	I enjoy the many opportunities to network and to meet new people.	Apr 12, 2011 1:27 PM
20	The first Advanced Academy.	Apr 12, 2011 12:06 PM
21	Good Educational Sessions	Apr 12, 2011 11:59 AM
22	very good education sessions, I did not attend a bad one in the bunch. good job!	Apr 12, 2011 11:55 AM
23	Learning techniques to stay fresh and alert during stressful times.	Apr 12, 2011 11:42 AM
24	meeting others in the same or simular profession	Apr 12, 2011 11:41 AM
25	The conference appeared to run like clockwork. The organizers did an excellent job. The location was a great place, and staff there was very accommodating.	Apr 12, 2011 11:39 AM

Page 1, Q7. What were the strongest elements of this conference program?

26	Very well rounded program with new information	Apr 12, 2011 11:37 AM
27	Robin Rose and "Toxic Co-workers and You" by Jim	Apr 12, 2011 11:35 AM
28	Once again, the networking and connection with other clerks is the strongest and best element of the conference.	Apr 12, 2011 11:21 AM
29	All programs were good, some just better than others.	Apr 12, 2011 11:15 AM
30	Everything was so well put together, I was simply amazed how great everything was. This was my first conference ever and I was impressed.	Apr 12, 2011 11:07 AM
31	Great speakers and classes - I only missed one of them, but liked every one I attended, and felt I came away with a lot of good information.	Apr 12, 2011 10:53 AM
32	I enjoyed the presentations from Robin Rose. It is interesting to look into the deeper aspects of people.	Apr 12, 2011 10:27 AM
33	Roundtables	Apr 12, 2011 10:25 AM
34	Networking with other Clerks	Apr 12, 2011 10:25 AM
35	pretty good options	Apr 12, 2011 10:19 AM
36	This was my first confernece so I really had no expectations. I really had a great time and enjoyed all of it. It was a great balance of fun entertainment and much needed education. The raffle, the donation of stuffed animals - all of that added to the overall experience.	Apr 12, 2011 10:19 AM
37	Networking	Apr 12, 2011 10:18 AM
38	These speakers	Apr 12, 2011 10:18 AM
39	Food, accomodations, and service were excellent.	Apr 12, 2011 10:16 AM
40	Variety of presenters	Apr 12, 2011 10:14 AM

Page 1, Q8. What were the weakest elements of this conference program?

1	Food was just so-so. Would like to see a bigger city Roundtable, and more Roundtable choices in general. One idea would be info on CMC and MMC requirements.	Apr 28, 2011 11:02 AM
2	None.	Apr 26, 2011 12:35 PM
3	Motivational speakers	Apr 25, 2011 9:56 AM
4	No, weakest elements.	Apr 22, 2011 10:44 AM
5	I didn't care for Robin Rose opening session - Excellence under pressure	Apr 22, 2011 10:05 AM
6	I thought it was a great conference. Not really any weak points	Apr 22, 2011 8:52 AM
7	The food choices	Apr 19, 2011 9:35 AM
8	I might not say "weak", but the social media program was frustrating. Mainly because it seems to be handled so differently by everyone, and no one really has any hard rules or policies that should be followed. I know this will improve with time, I would just be nice to hear something other than "I'm not really sure, this is what I think."	Apr 18, 2011 1:54 PM
9	Not enough variety.	Apr 14, 2011 4:52 PM
10	The small cities roundtable needed a little more structure.	Apr 14, 2011 8:55 AM
11	Seriously, I can't think of any.	Apr 13, 2011 2:54 PM
12	cliques of some people	Apr 13, 2011 10:41 AM
13	None that I can think of	Apr 13, 2011 10:21 AM
14	The weather!	Apr 13, 2011 9:05 AM
15	It may have been too much to repeat with Robin Rose on the last day, she covered a lot of the same material.	Apr 12, 2011 4:24 PM
16	only thing that was a bit of a drawback was having stuff in two seperate "wings" of the hotel	Apr 12, 2011 1:38 PM
17	Haven't figured out how to get people to stick around for the Region IX presentations.	Apr 12, 2011 1:27 PM
18	The General Session	Apr 12, 2011 12:06 PM
19	Tooooo many days. With the economic environment and small staffing with the small cities, please shorten the time necessary to be gone - also the reduced costs for lodging, etc. would very helpful in allowing us to continue attending in the future.	Apr 12, 2011 11:59 AM
20	I thought this was one of the best conferences we have ever had and there were no weak elements.	Apr 12, 2011 11:55 AM

Page 1, Q8. What were the weakest elements of this conference program?

21	Too lengthy on some of the speaker points. Sometimes really seemed to drag on on certain elements. And, the food was awful, awful, awful, especially for those of us who paid extra for a guest. Fifty-six dollars was far too much for the banquet dinner, and twenty-four the following morning was also too much. Last year the banquet dinner and buffet breakfast were much better and had I had a guest, would have been worth it.	Apr 12, 2011 11:42 AM
22	N/A	Apr 12, 2011 11:41 AM
23	I didn't find the sessions on Social Media or Dealing with the Media as informative as I expected.	Apr 12, 2011 11:39 AM
24	Legislative update, there was some confusion about the current bills and their requirements	Apr 12, 2011 11:35 AM
25	The very essence of records management, especially the new social media is confusing. I felt that presentors only helped to make my skin crawl; they did not offer anything new that I could take under consideration to try.	Apr 12, 2011 11:21 AM
26	The media class was good, but wondered how many clerks actually are the pio for their org's.	Apr 12, 2011 11:15 AM
27	Nothing.	Apr 12, 2011 11:07 AM
28	Only 1 bartender at some events	Apr 12, 2011 10:25 AM
29	None	Apr 12, 2011 10:25 AM
30	There really wasn't anything I felt needed improvement.	Apr 12, 2011 10:19 AM
31	The round tables	Apr 12, 2011 10:18 AM
32	Only the fact there were fewer sessions to choose from due to attendance, but that's out of our control.	Apr 12, 2011 10:16 AM
33	location was very far for me to travel to	Apr 12, 2011 10:14 AM

Page 1, Q9. What suggestions do you have for next year's conference program?

1	Would love to see session on CMC and MMC requirements, process, etc. Sessions on parliamentary procedure would be good. Maybe session or Roundtable on the WMCA committees and what they do.	Apr 28, 2011 11:02 AM
2	Always great, no change needed.	Apr 26, 2011 12:35 PM
3	Fewer motivational speakers, more technical sessions.	Apr 25, 2011 9:56 AM
4	I have attended two conferences so far and both of them I been great.	Apr 22, 2011 10:44 AM
5	Have more classes for small cities	Apr 22, 2011 10:05 AM
6	More records management sections	Apr 22, 2011 8:52 AM
7	More of the same, it was generally a very good conference.	Apr 18, 2011 1:54 PM
8	I would have liked a session on certifications. I had heard that things had changed and thought it would have been helpful to understand the changes.	Apr 13, 2011 3:13 PM
9	None at this time.	Apr 13, 2011 2:54 PM
10	all the classes are too basic and aimed mainly at a new Clerk with the exception of the Legislative Update which is always helpful. Need to look at a more advanced track.	Apr 13, 2011 9:33 AM
11	I've suggested a "Funny Stories from Clerk's Around the World" booklet to sell to raise money.	Apr 13, 2011 9:05 AM
12	Keep some basics for new clerks and small city clerk-treasurers.	Apr 12, 2011 4:24 PM
13	Keep up the GREAT work.	Apr 12, 2011 1:27 PM
14	See #8 for less days.	Apr 12, 2011 11:59 AM
15	keep the momentum from this years conference	Apr 12, 2011 11:55 AM
16	None.	Apr 12, 2011 11:42 AM
17	this is my first one so I am not sure	Apr 12, 2011 11:41 AM
18	No free night, have the auction at night like we used to instead.	Apr 12, 2011 11:30 AM
19	Bring back the "general" roundtables - I miss being able to discuss "current" topics with fellow City Clerks.	Apr 12, 2011 10:53 AM
20	I think we should consider eliminating the free night and squeeze more into less. Budgets are getting tighter every year. Some clerks cannot attend because of the costs. Is there any way to reduce some of the expenses?	Apr 12, 2011 10:43 AM
21	useful working solutions for current challenges in the work environment, not just discussion of the problems.	Apr 12, 2011 10:19 AM
22	Shorter conference	Apr 12, 2011 10:18 AM
23	Improve what needs improvement, and don't fix it if it ain't broke.	Apr 12, 2011 10:16 AM

Page 1, Q10. What educational topics would you like to see presented to help you professionally?

1	Parliamentary procedures, state budget stuff, laws governing Councils, CMC info.	Apr 28, 2011 11:02 AM
2	Dealing with difficult customers.	Apr 26, 2011 12:35 PM
3	Management training, emergency/disaster planning, how to write succession plans/strategic plans.	Apr 25, 2011 9:56 AM
4	How to get co-works to be team players.	Apr 22, 2011 10:44 AM
5	Maybe have a session where an experienced clerk can meet with clerks with little or no experience to answer their questions :)	Apr 19, 2011 9:35 AM
6	More information on how to connect with our community so that we are not just the "Big Bad Government".	Apr 18, 2011 1:54 PM
7	More on finance.	Apr 14, 2011 8:55 AM
8	Not going next year due to budget constraints.	Apr 13, 2011 10:41 AM
9	Case law regarding public records	Apr 13, 2011 10:21 AM
10	Personnel issues, Labor Relations	Apr 13, 2011 9:33 AM
11	Records keeping and public records requests information is always helpful. I love the roundtables.	Apr 13, 2011 9:05 AM
12	Updates on dealing with records - retention, disclosure.	Apr 12, 2011 4:24 PM
13	Public Records	Apr 12, 2011 1:51 PM
14	refresher on roberts rules or just meeting processes in general.	Apr 12, 2011 1:38 PM
15	I enjoyed the take care of yourself to be able to take care of your job topics this year.	Apr 12, 2011 1:27 PM
16	public records, records retention	Apr 12, 2011 12:02 PM
17	Legislative Updates are always good. Resurrecting the "City Clerk Manuals" I did not see any displayed. Perhaps some samples from different cities regarding what they do for electronic records management (Agendas, Minutes, etc.). Pros and Cons of providing computers to Council with electronic submission of Agendas and Packets to Council.	Apr 12, 2011 11:59 AM
18	additionall information on media relations, bidding (RFQ and RFP), and electronic records management (more from state archives)	Apr 12, 2011 11:55 AM
19	The importance of kind customer service.	Apr 12, 2011 11:42 AM
20	BARS and understanding all the accronyms It would be nice is there was a course that gives first timers some kind of guideline of what to do's	Apr 12, 2011 11:41 AM
21	More records retention training, especially electronic records. There is training available elsewhere, but things are still evolving and updates are essential. A roundtable on the subject would also be helpful.	Apr 12, 2011 11:39 AM

Page 1, Q10. What educational topics would you like to see presented to help you professionally?

22	Outsourcing best practices Performance management	Apr 12, 2011 11:37 AM
23	Dealing with bullies / managers that use intimidation	Apr 12, 2011 11:35 AM
24	Electronic records management	Apr 12, 2011 11:15 AM
25	Ethics training - with the economy as bleak as it is, I feel sometimes I'm asked to do things that are the reason government has a bad name - or I'm witness to them.	Apr 12, 2011 10:53 AM
26	notary class; writing class; public records class;	Apr 12, 2011 10:43 AM
27	More leadership/management sessions; tips on interviewing; HR based sessions.	Apr 12, 2011 10:41 AM
28	Records Management with the State Archives	Apr 12, 2011 10:25 AM
29	public records disclosure open public meetings act	Apr 12, 2011 10:19 AM
30	More on what the State Archivist is doing to develop a policy on social media.	Apr 12, 2011 10:19 AM
31	Public records, social media	Apr 12, 2011 10:18 AM
32	Public Records Act and related topics.	Apr 12, 2011 10:16 AM
33	Debt Issuance	Apr 12, 2011 10:14 AM

Page 1, Q11. This conference presented information that was:

1	Although I do think some of the info could have been more in-depth. And more Roundtables would result in smaller groups, which I think would be good.	Apr 28, 2011 11:02 AM
2	I was so lost in the BARS manual class. As a city clerk I have minimal experience with this document and the topics of discussion I felt were way over my head.	Apr 19, 2011 9:35 AM
3	Great job...keep up the good work!	Apr 13, 2011 9:05 AM
4	Good mix, good choices.	Apr 12, 2011 4:24 PM
5	I always enjoy the advanced academy classes. You do a good job selecting these topics and presenters.	Apr 12, 2011 2:00 PM
6	You have a mixed audience so the mixture of information is suited best to meet all the needs.	Apr 12, 2011 1:27 PM
7	wish there were more options for meals instead of being required to pay for included buffets. It would be preferable to be able to opt out of the meal plan, or only buy meal tickets for certain meals. If what's offered doesn't appeal or has a dietary conflict, you've already paid and end up having to pay twice for a meal for which you then can't be reimbursed. Either that or provide more variety of choices on the buffet.	Apr 12, 2011 10:19 AM

Page 1, Q11. This conference presented information that was:

8	I felt like whatever level you were coming from, you could get something out of the conference, it was perfect!	Apr 12, 2011 10:19 AM
9	Might be nice to consider a change to a warmer month.	Apr 12, 2011 10:14 AM

Page 2, Q2. What did you like about serving on a WMCA Committee(s)?

1	Getting to know colleagues!	Apr 25, 2011 9:56 AM
2	Networking	Apr 22, 2011 10:12 AM
3	Networking and helping WMCA	Apr 22, 2011 9:51 AM
4	I liked being able to interact with other clerks involved in the committees in a fun atmosphere	Apr 19, 2011 9:36 AM
5	The sense of purpose, and the wonderful fellowship from other committee members.	Apr 18, 2011 2:00 PM
6	Networking and meeting new people!	Apr 13, 2011 2:35 PM
7	The feeling of being an integral part of WMCA.	Apr 13, 2011 10:22 AM
8	Feeling of accomplishment, learning new skills, developing confidence.	Apr 12, 2011 4:25 PM
9	Giving back to my colleagues and the association that does so much for us!	Apr 12, 2011 2:38 PM
10	Got to see how things were ran and meeting new clerks	Apr 12, 2011 1:52 PM
11	feeling involved. not a lot of on-site meetings	Apr 12, 2011 1:39 PM
12	The opportunity to contribute to the Association and meet throughout the year.	Apr 12, 2011 1:27 PM
13	Meeting new people.	Apr 12, 2011 1:00 PM
14	Being apart of the WMCA organization and interacting with other members.	Apr 12, 2011 12:06 PM
15	feeling involved and helping out our organization	Apr 12, 2011 11:56 AM
16	Being involved and helping	Apr 12, 2011 11:38 AM
17	Networking and keeping in touch and being a part of a great Association.	Apr 12, 2011 11:30 AM
18	Networking, feeling like part of the association. Seeing our work come together	Apr 12, 2011 11:30 AM
19	Being involved	Apr 12, 2011 11:16 AM
20	Working for the organization and with other clerks.	Apr 12, 2011 11:14 AM
21	I love my fellow City Clerks and always learn so much from working with them on committees.	Apr 12, 2011 10:53 AM
22	networking and helping others in our same professin.	Apr 12, 2011 10:44 AM
23	The interaction, getting to know fellow Clerks better, being involved, feeling like I am giving back to the Organization; learning how WMCA works.	Apr 12, 2011 10:43 AM
24	It is a good way to stay in touch with what is going on in other areas.	Apr 12, 2011 10:28 AM
25	being involved	Apr 12, 2011 10:21 AM
26	The relationship building	Apr 12, 2011 10:20 AM

Page 2, Q2. What did you like about serving on a WMCA Committee(s)?

27	The acquaintances and friendships made in the process.	Apr 12, 2011 10:19 AM
28	Awards; Scholarship; Election and Conference	Apr 12, 2011 10:15 AM

Page 2, Q3. What would you like to see improved about serving on a WMCA Committee(s)?

1	More information at the outset about what the duties/time commitment are -- there is literally zero information given prior to signing up.	Apr 25, 2011 9:56 AM
2	I was not able to really participate because there were only two meetings and they were held 4 hours away from me. I had trouble traveling to both sessions. I would like to see the ability to work on a committee via email, or other method, so that we don't all have to travel to a location.	Apr 22, 2011 8:53 AM
3	I think they are working well - don't fix what isn't broken!	Apr 13, 2011 2:35 PM
4	Would like more involvement in terms of having tasks assigned.	Apr 12, 2011 4:25 PM
5	More participation from different people.	Apr 12, 2011 2:38 PM
6	current members actively recruit for additional members to serve and help out	Apr 12, 2011 11:56 AM
7	Ability to conference call	Apr 12, 2011 11:38 AM
8	It's always about the Chair - sometimes people are chosen as chairs who aren't good communicators - if the President(s) make sure the chosen ones aren't just friends but good communicators, it would be helpful.	Apr 12, 2011 10:53 AM
9	Maybe scheduling an opportunity during conference for members and/or potential committee members to meet with the Chairs and EC Liaisons to ask questions. Sort of like a Meet 'n Greet for Committees.	Apr 12, 2011 10:43 AM
10	more inclusion and information about how to move up to chairing - seems like the same old folks are always in charge and can be sort of clique-ish.	Apr 12, 2011 10:21 AM
11	I wish it was possible for more face to face contact	Apr 12, 2011 10:20 AM
12	More participation by participants.	Apr 12, 2011 10:19 AM

Page 3, Q1. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

Types of Vendors		
3	Very good.	Apr 26, 2011 12:38 PM
4	vendor selection fine	Apr 25, 2011 4:50 PM
9	Would like to see more of a variety (maybe some different ones next year)	Apr 19, 2011 9:45 AM
11	Need more vendors	Apr 14, 2011 8:58 AM
14	Good array of vendors this year	Apr 13, 2011 11:06 AM
19	Excellent, keep up the good work.	Apr 12, 2011 4:27 PM
23	This was a good mix. Appreciate their contribution.	Apr 12, 2011 1:36 PM
24	More Document Imaging -- More Forms Printing	Apr 12, 2011 12:11 PM
25	contract management	Apr 12, 2011 12:10 PM
29	good variety	Apr 12, 2011 12:00 PM
30	not just software	Apr 12, 2011 11:48 AM
40	Office supplies; printing services; meeting equipment	Apr 12, 2011 10:46 AM
41	it's important to have the type of vendors that had - ones that are necessary for our profession	Apr 12, 2011 10:45 AM
46	State agencies ie. Dept of Licensing MBL. Dept of Health, wellness checks	Apr 12, 2011 10:29 AM
49	seems like the same crowd every time	Apr 12, 2011 10:26 AM
Presentation of conference materials (i.e. notebooks, conference bags, other binders, handouts, etc.)		
1	Excellent, well organized - no suggestions!	Apr 28, 2011 11:05 AM
2	conference bags are very useful as well as handouts prior.	Apr 26, 2011 4:02 PM
3	Always great.	Apr 26, 2011 12:38 PM
4	presentation of materials was excellent	Apr 25, 2011 4:50 PM
6	like the conference bags and wish all the handouts are printed into a course handbook as easy reference instead of loose papers from handouts.	Apr 22, 2011 10:17 AM
9	Likes the way they were handed out at this conference	Apr 19, 2011 9:45 AM
10	The bags are nice, that way you have a place for everything.	Apr 18, 2011 2:11 PM
11	Put all materials on a thumb drive	Apr 14, 2011 8:58 AM
12	It's always great	Apr 13, 2011 3:59 PM
14	Good	Apr 13, 2011 11:06 AM

Page 3, Q1. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

16	having access to all handouts is helpful, whether you attend the class or not	Apr 13, 2011 9:36 AM
17	I like that you send out the conference materials ahead of time.	Apr 13, 2011 9:13 AM
18	Like having conference bags	Apr 13, 2011 7:13 AM
19	Don't need bags, liked the folders. Try and settle on electronic or paper handouts.	Apr 12, 2011 4:27 PM
20	bag & binder	Apr 12, 2011 2:43 PM
22	list of attendees in book	Apr 12, 2011 1:42 PM
23	I liked the little notebooks, one year it was clipboard type all useful after the conference. Like the little bags to carry things in and again being able to use them later.	Apr 12, 2011 1:36 PM
24	The tote bag with pens and legal pad was very nice - not a lot to lug around. But a bag full of freebies is always fun.	Apr 12, 2011 12:11 PM
25	conference bags and notebooks are helpful	Apr 12, 2011 12:10 PM
26	Really like some type of notebook/binder	Apr 12, 2011 12:09 PM
28	Don't need another conference bag	Apr 12, 2011 12:02 PM
29	bags were great, loved the storage drive pre-loaded with documents	Apr 12, 2011 12:00 PM
30	binders	Apr 12, 2011 11:48 AM
32	I like the smaller conference agenda book rather than the 3-ring binder. Add the list of attendees in the book if possible.	Apr 12, 2011 11:42 AM
35	Like the small conference handout....no notebooks please	Apr 12, 2011 11:33 AM
36	I thought that the small binders were very nice, I liked the fact that it was easy to carry	Apr 12, 2011 11:22 AM
37	Appreciated the stick drive provided	Apr 12, 2011 11:19 AM
39	Loved this year's binder - am using it now!	Apr 12, 2011 10:59 AM
40	Wonderful - class work	Apr 12, 2011 10:46 AM
44	No more bags or binders we should be recycling previous ones only for new clerks	Apr 12, 2011 10:33 AM
49	less "swag" and less "branding"	Apr 12, 2011 10:26 AM
52	less trinkets	Apr 12, 2011 10:19 AM
Social events (dinner/silent auction, banquet, etc.)		
1	Very good. Food was so-so, but that's the norm.	Apr 28, 2011 11:05 AM
2	Keep the silent auction and banquet dinner.	Apr 26, 2011 4:02 PM

Page 3, Q1. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

3	Always fun.	Apr 26, 2011 12:38 PM
4	social events excellent	Apr 25, 2011 4:50 PM
9	Fun, fun, fun!	Apr 19, 2011 9:45 AM
10	Like the optional social night. It was great to have a separate room for the auction items. Definately keep the DJ for the banquet.	Apr 18, 2011 2:11 PM
12	Loved the Portland Spirit Cruise	Apr 13, 2011 3:59 PM
14	Great food	Apr 13, 2011 11:06 AM
18	Like more live auction with banquet	Apr 13, 2011 7:13 AM
19	More time to shop the auction. Better music for dancing after the banquet.	Apr 12, 2011 4:27 PM
20	dancing	Apr 12, 2011 2:43 PM
22	need more live auction items	Apr 12, 2011 1:42 PM
23	Love the time to decompress and enjoy each other. Sometimes the theme is nice so you are prepared, especially if you are new.	Apr 12, 2011 1:36 PM
24	If the silent auction is held with the banquet - we might get better bids after a few drinks are served. Would help to have them in the same room - this can get some real "bidding wars" going too.	Apr 12, 2011 12:11 PM
27	Board members should break up and always sit at a different table so they are mingling with the fuller membership	Apr 12, 2011 12:04 PM
28	One social event is enough	Apr 12, 2011 12:02 PM
29	Dinner cruise was amazing and fun	Apr 12, 2011 12:00 PM
30	did not attend	Apr 12, 2011 11:48 AM
31	Silent auction was good. Colleen Nicol's yodeling fundraiser was outstanding.	Apr 12, 2011 11:44 AM
32	Everyone likes different things. A sign up list and then they could carpool and meet folks that like the same thing.	Apr 12, 2011 11:42 AM
35	bring back the auction that was on the free night.	Apr 12, 2011 11:33 AM
36	Excellent!	Apr 12, 2011 11:22 AM
39	I miss the silent auction being in the same room as the dinner, and being able to look at items for a longer time frame...	Apr 12, 2011 10:59 AM
40	Always fun	Apr 12, 2011 10:46 AM
44	Auction should start as soon as possible a day sooner.	Apr 12, 2011 10:33 AM
49	could these be less formal?	Apr 12, 2011 10:26 AM

Items for sale (either at conference or presale items)

Page 3, Q1. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

1	Did not notice items at conference	Apr 28, 2011 11:05 AM
2	t-shirts, pens, folders	Apr 26, 2011 4:02 PM
3	presale is a great idea.	Apr 26, 2011 12:38 PM
4	sale items great	Apr 25, 2011 4:50 PM
9	Open up the store a little earlier so people have more time to buy stuff	Apr 19, 2011 9:45 AM
14	Good	Apr 13, 2011 11:06 AM
17	I love the long-sleeve t-shirts. Also the hooded sweatshirts.	Apr 13, 2011 9:13 AM
19	Something different each year.	Apr 12, 2011 4:27 PM
20	need more people bringing items	Apr 12, 2011 2:43 PM
22	love presale idea - keep it going	Apr 12, 2011 1:42 PM
23	Loved the glasses! Would like vests that are not fleece... pill or no pill, they always matt up.	Apr 12, 2011 1:36 PM
25	loved the cup this year!	Apr 12, 2011 12:10 PM
26	More selection	Apr 12, 2011 12:09 PM
29	loved the vests	Apr 12, 2011 12:00 PM
30	was good	Apr 12, 2011 11:48 AM
32	Water bottles were great!!	Apr 12, 2011 11:42 AM
34	Nice sweater w/logo	Apr 12, 2011 11:33 AM
35	Love the presale items	Apr 12, 2011 11:33 AM
36	Good!	Apr 12, 2011 11:22 AM
39	Great choices of clothes and I love my new plastic glass with straw!	Apr 12, 2011 10:59 AM
40	like having a new item each year to purchase; the pre-order of items works well and love the sale prices of the previous years stock	Apr 12, 2011 10:46 AM
46	Local art	Apr 12, 2011 10:29 AM
47	good mix/variety, higher-ticket items rather than keychains	Apr 12, 2011 10:27 AM
49	less branding might sell more - I would have bought for others, but they don't want items stamped WMCA	Apr 12, 2011 10:26 AM
52	more variety	Apr 12, 2011 10:19 AM
What other fundraising activities would you like to see		
9	Maybe raffle tickets to win a trip or small outing	Apr 19, 2011 9:45 AM

Page 3, Q1. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

14	Good job	Apr 13, 2011 11:06 AM
17	A book of funny stories from clerks around the world.	Apr 13, 2011 9:13 AM
20	dunk tank	Apr 12, 2011 2:43 PM
23	I didn't even know about the 50/50 raffle, until I read about the money earned.	Apr 12, 2011 1:36 PM
29	keep the \$5 raffle with cash prizes	Apr 12, 2011 12:00 PM
34	I'm tired of selling \$5 raffle tickets	Apr 12, 2011 11:33 AM
38	A 5K walk with donation-required amount to be given to a chosen charity, i.e., Breast Cancer, etc.	Apr 12, 2011 11:16 AM
Do you support the option of pre-ordering WMCA Store Merchandise		
1	yes	Apr 28, 2011 11:05 AM
2	yes	Apr 26, 2011 4:02 PM
3	yes	Apr 26, 2011 12:38 PM
4	pre-ordering fine	Apr 25, 2011 4:50 PM
5	Yes	Apr 25, 2011 9:58 AM
6	yes	Apr 22, 2011 10:17 AM
7	YES	Apr 22, 2011 9:52 AM
8	yes	Apr 22, 2011 8:54 AM
9	Yes, I loved this option because I was able to order in advance and not worry about if what I want would be available or not	Apr 19, 2011 9:45 AM
10	Yes	Apr 18, 2011 2:11 PM
11	Yes	Apr 14, 2011 8:58 AM
13	No, but only because I am not a vest person	Apr 13, 2011 2:36 PM
14	Yes	Apr 13, 2011 11:06 AM
15	yes	Apr 13, 2011 10:23 AM
17	YES	Apr 13, 2011 9:13 AM
18	Need to try on clothing	Apr 13, 2011 7:13 AM
19	Yes	Apr 12, 2011 4:27 PM
20	yes	Apr 12, 2011 2:43 PM
21	100%	Apr 12, 2011 1:57 PM

Page 3, Q1. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

22	yes - definately!	Apr 12, 2011 1:42 PM
23	Wonderful idea so that you don't have to deal with inventory, also nice to have things available for purchase on the spot.	Apr 12, 2011 1:36 PM
24	Yes, probably a good option for some - I jus happen to like to see and try on before I buy.	Apr 12, 2011 12:11 PM
25	I haven't pre-ordered anything, but I think it's a great idea.	Apr 12, 2011 12:10 PM
26	Yes	Apr 12, 2011 12:09 PM
28	Yes	Apr 12, 2011 12:02 PM
29	yes, although I didn't participate this time	Apr 12, 2011 12:00 PM
30	not really	Apr 12, 2011 11:48 AM
31	Yes. It lets us know what is available.	Apr 12, 2011 11:44 AM
32	Yes	Apr 12, 2011 11:42 AM
33	Yes	Apr 12, 2011 11:36 AM
34	It has worked well for two years so far	Apr 12, 2011 11:33 AM
35	Yes	Apr 12, 2011 11:33 AM
38	Yes	Apr 12, 2011 11:16 AM
39	Yes	Apr 12, 2011 10:59 AM
40	Yes	Apr 12, 2011 10:46 AM
41	yes	Apr 12, 2011 10:45 AM
42	Yes	Apr 12, 2011 10:39 AM
43	Yes	Apr 12, 2011 10:39 AM
44	YES!	Apr 12, 2011 10:33 AM
46	yes	Apr 12, 2011 10:29 AM
47	yes	Apr 12, 2011 10:27 AM
48	yes	Apr 12, 2011 10:26 AM
49	yes	Apr 12, 2011 10:26 AM
50	Yes	Apr 12, 2011 10:25 AM
51	Yes	Apr 12, 2011 10:21 AM

What items would you like to see in the store at future conferences

Page 3, Q1. Based upon this conference and past conferences you have attended (not just WMCA conferences); please indicate any suggestions/preferences you may have regarding the following topics:

1	Polar fleece vests again, coffee mugs	Apr 28, 2011 11:05 AM
3	sweatshirts/hoodies/sweatpants	Apr 26, 2011 12:38 PM
5	Women's style/size T-shirts (they are a little more tapered).	Apr 25, 2011 9:58 AM
9	coffee/tea mugs, publications like Roberts Rules or Order, etc.	Apr 19, 2011 9:45 AM
14	Good selection already	Apr 13, 2011 11:06 AM
16	younger looking clothing items	Apr 13, 2011 9:36 AM
17	Etched/embossed champagne/wine/martini glasses	Apr 13, 2011 9:13 AM
20	less bulky/flashy lanyards	Apr 12, 2011 2:43 PM
21	Tumblers were great, maybe travel coffee mugs	Apr 12, 2011 1:57 PM
22	might be nice to have items like roberts rules books and other reference material specific to clerks	Apr 12, 2011 1:42 PM
23	Good job this year, nice set up with things on display from previous years.	Apr 12, 2011 1:36 PM
24	Hooded - Zippered Sweatshirts -- One year WFOA provided (but we could sell) zippered legal tablet holders with logo (this would maybe provide some lower priced items too).	Apr 12, 2011 12:11 PM
25	water bottles	Apr 12, 2011 12:10 PM
30	different kind of vest, hoodies, key chain	Apr 12, 2011 11:48 AM
32	Pajama bottoms (long & short, water bottles	Apr 12, 2011 11:42 AM
35	polo shirt or some kind of shirt other than denim, short sleeved preferably	Apr 12, 2011 11:33 AM
40	Flannel PJ Pants or Boxer Shorts; Long Sleeve Denim Shirt; visor or good quality baseball cap	Apr 12, 2011 10:46 AM
45	A zip up sweatshirt	Apr 12, 2011 10:31 AM
46	Coffee mugs, sport water bottles	Apr 12, 2011 10:29 AM
47	same type of items	Apr 12, 2011 10:27 AM
49	the laptop bags were nice, as were the lanyards	Apr 12, 2011 10:26 AM

Page 3, Q2. How did you feel about having the opportunity to donate to a local charity such as fuzzy friends? Is this something you would want to do for local charities at future conferences?

1	not sure	Apr 25, 2011 4:50 PM
2	It was an awesome feeling to be able to help a charity in need. I loved this!!	Apr 19, 2011 9:45 AM
3	This was very touching and incredible to see how many fuzzy friends our members brought. Shows what a great group of people are in WMCA.	Apr 18, 2011 2:11 PM
4	Or charity that the President would like to do and close to his/her heart	Apr 13, 2011 11:06 AM
5	Great way to show our appreciation to someone affiliated with host cities	Apr 12, 2011 1:57 PM
6	Just keep it simple please	Apr 12, 2011 12:11 PM
7	Like the local food bank.	Apr 12, 2011 11:33 AM
8	Only benefits the community where the conference is being held...	Apr 12, 2011 11:19 AM
9	Brought a tear to my eye. Loved this idea!	Apr 12, 2011 10:26 AM

Page 3, Q3. How was the food at the conference?

1	Didn't eat at the conference so don't know.	Apr 26, 2011 12:38 PM
2	Great Hotel!	Apr 22, 2011 8:54 AM
3	It would be nice to maybe have a chance for the members to have a say in some of the food choices. There were some meals I did not eat at because of the food choices.	Apr 19, 2011 9:45 AM
4	Would only have liked to have more of a "standard" type of salad as an option.	Apr 18, 2011 2:11 PM
5	I really like the buffet idea, you can take what you like or try something new and you get to choose how much of what. I find myself eating things I shouldn't when they are put in front of me.	Apr 12, 2011 1:36 PM
6	The food was good. I know some people thought the Mexican themed food was too spicy, but I really liked it!	Apr 12, 2011 12:10 PM
7	The very worst. See earlier comment.	Apr 12, 2011 11:43 AM
8	to much salt!	Apr 12, 2011 11:36 AM
9	Not enough options - it would be nice to have eggs without cheese, for instance. or, not everyone likes fajitas.	Apr 12, 2011 10:26 AM
10	Yummy!!! It was really great!	Apr 12, 2011 10:25 AM

Page 3, Q4. How do you feel about the accommodations at conference?

1	I didn't like how the conference rooms were at one end of the hotel & the others at the other end.	Apr 22, 2011 10:07 AM
2	Great Hotel!	Apr 22, 2011 8:54 AM
3	Rooms were awesome! Service was some of the best I have ever had as well :)	Apr 19, 2011 9:45 AM
4	Every member of the Heathman staff continually went above and beyond to make sure our needs were met. They set the bar high for customer service everywhere.	Apr 18, 2011 2:11 PM
5	kind of wish there had been a spa at hotel - but not a deal breaker for me :)	Apr 12, 2011 1:42 PM
6	The Hotel Staff was very friendly and helpful. Was wonderful.	Apr 12, 2011 1:36 PM
7	I would prefer being in a more central location (not split up on both ends of the facility).	Apr 12, 2011 12:11 PM
8	The price for rooms was not really a "conference rate" and the room didn't match the price.	Apr 12, 2011 12:02 PM
9	I was a daily commuter so did not stay over, but the rest of the conference site was outstanding.	Apr 12, 2011 10:46 AM
10	wished everything was in the same area. Got lost several times as to where I should be.	Apr 12, 2011 10:29 AM
11	Loved!	Apr 12, 2011 10:25 AM
12	Wonderful Hotel, very friendly staff	Apr 12, 2011 10:15 AM

Page 3, Q5. This year's conference included an optional event on Wednesday night. Would you be interested in participating in an optional event at next year's conference?

1	I had alot of fun at this year's event. It was nice to be able to do something fun with a group of clerks	Apr 19, 2011 9:45 AM
2	Maybe because of funding as this is a personal expense that I cannot guarantee I will want to pay for if my budget is tight at that time.	Apr 18, 2011 2:11 PM
3	Depends on what it is and how much it'll cost.	Apr 13, 2011 11:06 AM
4	depends on what it is	Apr 13, 2011 9:36 AM
5	If my husband comes with me we will likely go see family that night.	Apr 13, 2011 9:13 AM
6	I chose not to go so I could save money for auction and raffle tickets.	Apr 12, 2011 1:42 PM
7	Cost is generally a consideration.	Apr 12, 2011 1:36 PM
8	The dinner cruise was very enjoyable.	Apr 12, 2011 12:11 PM
9	It depends on what it is...	Apr 12, 2011 12:10 PM
10	Depends on the activity	Apr 12, 2011 12:09 PM
11	depends on what it is, if it is of interest to attend	Apr 12, 2011 11:48 AM
12	The dinner cruise was wonderful. I had more opportunity to meet others there.	Apr 12, 2011 11:44 AM
13	Depends on the outing and the cost	Apr 12, 2011 11:42 AM
14	Takes away from fundraising dollars.	Apr 12, 2011 11:33 AM
15	Cost and type of event - I'm not crazy about being outside in mid March.	Apr 12, 2011 11:19 AM
16	Cost	Apr 12, 2011 10:46 AM
17	cost.	Apr 12, 2011 10:45 AM
18	It would depend on the cost & what the event was.	Apr 12, 2011 10:39 AM
19	It depends what it is. I'm not interested in going out on Lake Chelan this time of year.	Apr 12, 2011 10:31 AM
20	It depends on the costs involved.	Apr 12, 2011 10:29 AM
21	depends on how interesting/attractive the event is.	Apr 12, 2011 10:26 AM
22	This is a great ice breaker for people that may not know anyone attending conference.	Apr 12, 2011 10:21 AM

Page 4, Q1. Other comments or input for upcoming conferences:

1	For the auction, I strongly suggest having a list of all basket items for each basket!	Apr 28, 2011 11:05 AM
2	I also would like to see more information on how newcomers can learn about the board positions and how to go through the processes. May be a good class topic too.	Apr 19, 2011 9:46 AM
3	GREAT JOB and kudos to Bobbie who does an amazing and timely updates to the WMCA website. Thanks!	Apr 13, 2011 11:07 AM
4	I liked the choices in sessions and the fact that they were a little longer. Not so much running to and fro.	Apr 13, 2011 9:15 AM
5	I like it when there are multiple classes back to back so I can go to one and then the other.	Apr 12, 2011 1:44 PM
6	I liked the greeting for first time attendees and felt that it helped them meet people and feel more included in the conference. Great speakers and topics this year! Something for everyone.	Apr 12, 2011 12:54 PM
7	Both of the Academy Sessions were very enjoyable. It is difficult for me to remain enthused when a session lasts all day or even half a day -- these were both awesome.	Apr 12, 2011 12:13 PM
8	very enjoyable	Apr 12, 2011 11:49 AM
9	I love traveling around the State and visiting different locations	Apr 12, 2011 10:49 AM

Page 4, Q3. Do you plan to attend the 2012 conference at Campbell's Resort in Lake Chelan?

1	I have an office-mate that holds the same position-- we can't generally both be gone, and she may want to attend next year.	Apr 25, 2011 9:59 AM
2	funding	Apr 22, 2011 10:17 AM
3	Only an administrative decision that I am not allowed to attend.	Apr 18, 2011 2:12 PM
4	Planning on attending the IIMC conference in Portland	Apr 14, 2011 4:53 PM
5	City finances	Apr 13, 2011 4:00 PM
6	May try to go to IIMC in Portland and won't be able to go to both	Apr 13, 2011 7:14 AM
7	Need to get my deputy involved, may not be able to both come.	Apr 12, 2011 4:28 PM
8	Funding	Apr 12, 2011 1:57 PM
9	City budget	Apr 12, 2011 12:27 PM
10	The hotel needs to accept the GSA per diem rate	Apr 12, 2011 12:05 PM
11	funding we are a very small municipality.	Apr 12, 2011 11:49 AM
12	Whether or not I can get away from City Hall.	Apr 12, 2011 11:45 AM
13	Funding	Apr 12, 2011 11:42 AM
14	supervisor	Apr 12, 2011 11:37 AM
15	Funding	Apr 12, 2011 11:19 AM
16	need to see if I can attend the IIMC conference, can't do both.	Apr 12, 2011 10:46 AM
17	Budget cuts	Apr 12, 2011 10:33 AM
18	I have to choose either IIMC in Portland or WMCA in Chelan. Not enough budget for both.	Apr 12, 2011 10:27 AM



TO: WMCA President and Executive Committee

FROM: Virginia Olsen, Board Member

COMMITTEE: Conference Planning Committee

DATE: June 10, 2011

At the October 2010 board meeting, I was asked to draft a new sponsorship program that was reviewed at the March 2011 board meeting at the Heathman Lodge.

The attached program is the same document that was previously reviewed with some minor wordsmithing changes since we reviewed it in Vancouver.

To try and attain and maintain sponsorships we have added the following components to the previous sponsorship program:

- Website links and recognition (for one year following our conference)
- Newsletter article for Diamond sponsors (February issue before conference)
- Full page (Diamond) and half page (Platinum) ads in the conference program
- Bronze level sponsorship for those donating at least \$500 (same benefits – now recognized with a sponsorship level)

These new components add more value and distinction among the three levels of sponsorship. I submit the attached sponsorship for approval and implementation this year.

Additionally, I would like to ask how the Executive Committee feels about putting the 2011 Diamond sponsor's name on our website for the remainder of this year. The company did not ask for this, but I thought it would show good will and could be used to attract more sponsors in the coming year.

WMCA ANNUAL CONFERENCE SPONSORSHIP OPPORTUNITIES

JUNE 10, 2011

DIAMOND LEVEL - \$2,500

- Complimentary vendor booth in the exhibit area
- Priority location based upon the order paid registration is received by Diamond sponsors
- Full page advertisement in Conference Program
- Recognition and link on WMCA website homepage for one year following conference (April – March)
- Additional link on WMCA website sponsor page for one year following conference (April – March)
- Article on your company in February WMCA newsletter prior to conference
- Poster Signage at Vendor Reception Event
- Verbal recognition at Opening Session
- Your brochure enclosed in delegates' welcome bags
- Early set up option on Tuesday night following President's Reception

PLATINUM LEVEL - \$1,000

- Half page advertisement in Conference Program
- Link on WMCA website sponsor page for one year following conference (April – March)
- Poster Signage at Vendor Reception Event
- Your brochure enclosed in delegates' welcome bags
- Verbal recognition at Opening Session

BRONZE LEVEL - \$500

- Sponsor of refreshment break (limited to first 4) or other event
- Your brochure enclosed in delegates' welcome bags
- Recognition as a sponsor in Conference Program



- ☒ First Quarter Report (June Mtg)
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TO: WMCA President and Executive Committee

FROM: Betty J. Garrison, MMC, CPFA
City Clerk-Treasurer, City of Tenino

COMMITTEE: Audit

DATE: May 17, 2011

SUMMARY OF ACTIVITIES: The Committee met on Tuesday, May 17, 2011 in Woodland to conduct an audit of the corporate records and the financial records for the period between January 1, 2011 and April 30, 2011. The Audit was conducted primarily on-site, with long distance assistance from members that could not travel to Woodland reviewing Corporate Records. The Audit included a review of the Corporate Records: including the current By-laws, a list of the membership, the roster of officers and executive committee members, the minutes of the annual meeting and the Executive Committee meetings; and a review and balance verification of all WMCA Accounts, support documentation, the appropriateness of payments and a comparison of actual to budget.

The Committee found the corporate records to be complete and in good order per the requirements of RCW 24.03.135 and the By-laws of the Washington Municipal Clerks Association and the financial records to be in good order fairly representing the financial position of the Washington Municipal Clerks Association. The Committee found that the Association exceeded budgeted revenue and stayed within the budgeted appropriations as set forth for the fiscal year.

We thank our leaders and the dedicated volunteers for the work that they perform in such an outstanding manner. The Committee commends Treasurer Gina Anderson for her attention to detail and precision in keeping the financial records of our Association.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: The Audit Committee suggests that an inventory of equipment be kept for each committee and/or officer to track the assets of the Association as leadership and responsibilities are passed between individual members.

ALTERNATIVES:

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



- ☒ First Quarter Report (June Mtg)
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TO: WMCA President and Executive Committee

FROM: Karen Kuznek-Reese, Committee Chair

COMMITTEE: Awards

DATE: June 10, 2011

SUMMARY OF ACTIVITIES: A welcoming email was sent to committee members, along with the Committee's job description and the committee roster.

We will start advertising for the Call for Nominations in the Fall.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



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TO: WMCA President and Executive Committee

FROM: Christy O'Flaherty, Chairperson

COMMITTEE: Bylaws

DATE: May 20, 2011

SUMMARY OF ACTIVITIES:

The Bylaws Committee liaison has communicated to the Bylaws Committee Chair the intent of the Executive Committee to request a Bylaws amendment to (1) put the Membership Committee in charge of elections and (2) put any vacancies to a vote of the general membership rather than to a vote of the Executive Committee. Additionally, the Bylaws Committee will be suggesting an amendment to distribute the Bylaws to the membership electronically each year as opposed to delivery through U.S. Mail.

The Bylaws Committee will be working on the suggested amendments over the summer and fall.

No Bylaws Amendment is being proposed at this time.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

Information Only.

FISCAL IMPACT:

None.



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TO: WMCA President and Executive Committee

FROM: Virginia Olsen & Debbie Clark

COMMITTEE: Education Committee Co-Chairs

DATE: June 10, 2011

SUMMARY OF ACTIVITIES:

The Northwest Clerks Institute is underway this week. Dema reports that there are 50 clerks in PD I; PD II and III are fine; and 40 registered for the Master Academy so we will make our budget!

Debbie and Virginia will be meeting to plan the fall West Side and East Side Academies at NCI in mid-June. Virginia will be meeting with Pam and Dema on June 8 to download their wealth of information. Debbie and Virginia have participated on two conference calls recently with Dema and Region IX leadership on IIMC Education Guidelines.

Our next steps are to decide on the fall academy topic, line up the speaker, execute the contract and get the information out to our membership. We would like to hold the fall academies in Richland and Shoreline.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



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TO: WMCA President and Executive Committee

FROM: Debbie Jermann, MMC, Chair

COMMITTEE: Fundraising Committee

DATE: May 19, 2011

SUMMARY OF ACTIVITIES: The Fundraising Committee has communicated via e-mail and has set a tentative date of July 22, 2011 to meet at the City of Toppenish to brainstorm fundraising ideas, logistics at the conference site, etc.

1. There is support to continue to offer a cash prize for the grand raffle, maintaining the prize levels at \$1000, \$750, and \$500; and retain the number of tickets to be sold at 1,500 at \$5.00/ticket. We would also like to award a \$25 WMCA Store Credit to whoever sells the most grand raffle tickets. There is also support on the committee to eliminate this raffle or possibly change the prize to a destination (i.e. Hawaii, Las Vegas, Disneyland, etc.)
2. The committee would like to continue the \$1.00 raffle and respectfully requests the Executive Committee authorize \$100 in cash to be offered as a prize in the \$1 raffle. We would also like to expand the dollar raffle as follows: In addition to the \$100 cash, we would ask each of the Regional Groups to donate a "theme" gift basket. We can still sell the tickets for \$1.00 and each ticket would be entered to win any of the prizes. We hope this would create some fun competition with our regional groups. The groups listed on the WMCA website include Eastern Washington Finance Officers Association, King County Municipal Clerks Association, North Central Washington Clerks/Treasurers Association, Olympic Region Municipal Clerks Association (ORMCA), Pierce County Clerks & Finance Officers, Snohomish County Clerks & Finance Officers Association, South Central Washington Municipal Clerks, and Whatcom County Clerks & Finance Officers Association.
3. The committee seeks direction from the Executive Committee on additional items they would like added to the inventory, by securing pre-orders/payment with some limited additional stock to sell at conference. A couple of suggestions are flannel PJ pants and sleep shorts/boxers
4. The committee also seeks approval to conduct the 50/50 raffles at the Fall Academy Sessions. This is a very easy fundraiser, with minimal interruption to the sessions.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Provide the WMCA Fundraising Committee with direction on the following six (6) items: 1) Grand Raffle Prize amounts (\$1,000, \$750, and \$500) or change to destination prize award; 2) number of tickets offered for sale (1,500); 3) \$25 WMCA Store Credit

ALTERNATIVES:

Revenues:	Budgeted Amount	Revenues Generated
<u>Auction/Raffles</u>	<u>\$ 5,000/4,000</u>	<u>\$ 0</u>
<u>Product Sales</u>	<u>\$ 1,000</u>	<u>\$ 0</u>
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Grand Raffle (prize, printing)</u>	<u>\$ 2,500</u>	<u>\$ 0</u>
<u>Store Inventory</u>	<u>\$ 1,000</u>	<u>\$ 0</u>
<u> </u>	<u>\$ </u>	<u>\$ 0</u>



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TO: WMCA President and Executive Committee

FROM: Laurel Humphrey, Council Clerk, City of Seattle

COMMITTEE: Historical Committee

DATE: June 2011

SUMMARY OF ACTIVITIES: The Historical Committee does not have much to report on for the First Quarter. I am excited that we have a larger committee for 2011 and look forward to the new ideas everyone will bring to the table. I plan to follow Rebecca Dover's lead and organize one in-person meeting later in the year, if possible, although much of our business will be conducted via email. We encourage everyone with digital photos from the Vancouver conference to share them with the Committee by adding them to our official Shutterfly album, or emailing them directly to me. To access the account: www.wmca1.shutterfly.com. Similarly, anyone attending events or training during the year are encouraged to contribute those photos to our archive as well. Thank you for your assistance and support, and I look forward to working with you throughout the year.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: In an attempt to streamline supplies and storage space needed to Chair this committee, I request permission from the Executive Committee to surplus the old digital camera as well as the old faux- flowers formerly used to decorate tables at conferences.

In 2010 and 2011, the Committee decided to rely upon WMCA members' personal digital cameras rather than try to maintain and continuously upgrade a WMCA-owned one. This has worked perfectly, with no hitches. As well, we are no longer using the old (and rather run-down) plastic flowers to decorate the display at conference-- fresh flowers were purchased in Vancouver and they looked great at minimal cost.

Neither flowers or camera are expected to be used again, and I respectfully request your assistance in surplusing these items and thus preventing the need to pass along from chair to chair.

ALTERNATIVES:

FISCAL IMPACT: None

Revenues:	Budgeted Amount	Revenues Generated
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_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



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TO: WMCA President and Executive Committee

FROM: Ali Spietz, Chair

COMMITTEE: Membership

DATE: 5/24/2011

SUMMARY OF ACTIVITIES:

We have eighteen new WMCA members! Welcome packets have been sent with information on WMCA and IIMC.

- Michaela Dimas, Ben Franklin Transit
- Sandy Hutchinson, Town of Lone
- Sandra Hunnelee, City of Bellevue
- Tricia Sima, Town of Mansfield
- Kristen LaFrance, City of Fife
- Sharon Brendle, SNOCOM
- Wendy Fowler, City of Tacoma
- Amy Stevenson-Ness, City of Milton
- Suzanne Levis, City of La Center
- Cindy Pilkinton, Town of Winthrop
- Angela Sphuler, Town of Marcus
- Agnes Stebbins, City of Port Townsend
- Gretchen Sagen, City of Raymond
- Kristin Benfield, City of Arlington
- Traci Howard, City of Kelso
- Myriah Mesa, Town of Ruston
- Misty Ruiz, City of Brewster
- Sonya Claar Tee, City of Yakima

As we get closer to the May 31, 2011 deadline for renewing membership, I will work with Gina and Bobbie to will send out reminder emails to past members that haven't renewed their membership. Later in the summer the Committee will make phone calls to those who still haven't renewed to get a better understanding of why they had not renewed.

he Membership Committee will be doing an outreach to all counties, cities, towns and transits districts that are not current members of WMCA. However we need clarification about the late fee for new members. If a new jurisdiction decides to join WMCA, would we charge them the \$25 late fee? Please provide clarification.

Also if the Committee is successful in getting past members to join again do we need to tell them the cost will now be \$100 instead of \$75? Please provide clarification.

The Committee would also like to ask for clarification on reaching out to special purpose districts (airport, cemetery, drainage, electric power, fire protection, flood control, hospital, housing/community development, industrial development, irrigation, library, natural resources/water supply, health, ports, parks and recreation, sewer and water) to join WMCA. The EC has discussed this issue many times in the past. We would need direction as to what jurisdictions to include in membership outreach. Please also keep in mind the cost of this outreach. Limiting the scope may help to keep mailing costs down.

The Committee will be working on revising the committee description over the summer to include the oversight of elections. We will have a draft for your review at your October meeting.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION:

1. Provide clarification about the \$25 late fee for new jurisdictions that decide to join WMCA.
2. Provide clarification about charging past members who join after May 31 if the cost will now be \$100 instead of \$75.
3. Determine which special purpose districts (airport, cemetery, drainage, electric power, fire protection, flood control, hospital, housing/community development, industrial development, irrigation, library, natural resources/water supply, health, ports, parks and recreation, sewer and water) the Membership Committee should market to.

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
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TO: WMCA President and Executive Committee

FROM: Traci Herman, Chair

COMMITTEE: Scholarship Committee

DATE: June 1, 2011

SUMMARY OF ACTIVITIES:

Since the Scholarship Committee's last report to the Executive Committee (EC), the Committee has updated the following documents to reflect current practices:

Scholarship Committee Description. In October 2010, the EC modified the Margery Price Scholarship application requirements to add Master Municipal Clerk (MMC) members to the list of eligible applicants. An update to paragraph 5 of the Scholarship Committee Description was needed to reflect this new practice. The paragraph now reads:

"5. WMCA Margery Price Scholarship Program: The committee will announce the availability of Margery Price scholarships on a quarterly basis through the Executive Committee Monthly Report. It will coordinate the number of available scholarships with the WMCA President per the current year budget. The scholarships are intended to help pay relevant program cost for members who have received their CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) designation and must be used for job related course, WMCA sponsored Academies, or towards registration at the IIMC Annual Conference. Applications will be considered on a first received basis for each fiscal year. The committee will submit their recommendations to the Executive Committee on a case by case basis."

The following 2011/2012 Scholarship Applications and Guidelines have been updated:

MargeryPrice Scholarship Guidelines and Application: The Committee edited the application to include both Certified Municipal Clerk (CMC) and MMC applicants in the Margery Price Scholarship cycles. It now reads as follows:

"The scholarship program is intended to help pay relevant program costs for members who have received their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation. WMCA is pleased to offer the following scholarships:"

Conference Guidelines and Application. The following verbiage was added per the EC's approval to do so.

"On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 3) will be assigned to each response. Your responses to these

questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.”

and

“If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering for a WMCA Committee that directly impacts scholarship funding during the upcoming year. Please select one or both of the Committees that you would like to participate on if awarded a scholarship. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you are assigned, you will be ineligible for a scholarship for 3 years following the end of your Committee assignment:

___ Fundraising Committee

___ Conference Planning Committee

___ Other: Please list existing WMCA Committee Name below:

The next scholarship opportunity is the Marge Price Scholarship for Fall Academy. Scholarship Applications are due by August 12, 2011.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____