



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE AGENDA**
Friday, October 21, 2011 – 10:00 AM
Campbells Resort (Lake Chelan) Monfort Room

AGENDA ITEMS:

PAGE #:

1. **Call to Order**

2. **Approval of Minutes (Treva)**
 - a. Executive Committee Meeting Minutes of June 10, 2011 At meeting

3. **Treasurer's Report (Gina) 1-27**

4. **New Business**
 - a. WMCA Logo (Treva) 28-31
 - b. Draft Conference Menu (Treva) 32
 - c. IIMC Education Guidelines (Virginia) Verbal Report

5. **Committee Reports**
 - a. Audit (Erin) 33
 - b. Awards (Karen) 34
 - d. Bylaws (Scott) 35-44
 - e. Conference Planning (Paula) Verbal Report
 - f. Education (Virginia & Debbie) 45-49
 - g. Fundraising (Claire) 50-51
 - h. Historical (Debbie B.) 52-53
 - i. Membership (Diana) 54-89
 - j. Scholarship (Gina) 90-91

6. **Other Business**

Executive Committee Monthly Report:
 November – Karen
 December – Debbie B.
 January – Gina
 February - Erin

7. **Next Meeting**

January 20, 2011 – Pierce Transit

8. **Adjournment**



TO: WMCA Executive Committee
FROM: Gina Anderson, Treasurer
DATE: October 11, 2011

Attached are the following reports as of September 30, 2011:

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

As of September 30, 2011, our bank accounts show a total of \$ 121,988.67 with the following breakdown:

\$ 12,561.02	Checking
\$ 101,883.61	Savings
\$ 7,544.04	Scholarship

We have received \$23,640.00 in dues for a total of a 313 members: 309 active members, 2 affiliate member and 2 associate members.

The WMCA 2010 Federal Form 990 for the tax year ending April 30, 2011 was due on September 15, 2011. It has been filed with the Internal Revenue Service and is attached.

6:10 PM
10/11/11
Accrual Basis

WMCA
Balance Sheet
As of September 30, 2011

	<u>Sep 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	12,561.02
Chase Savings	101,883.61
Chase Scholarship	7,544.04
Total Checking/Savings	<u>121,988.67</u>
Total Current Assets	<u>121,988.67</u>
TOTAL ASSETS	<u>121,988.67</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	97,385.88
Retained Earnings	22,179.19
Net Income	2,423.60
Total Equity	<u>121,988.67</u>
TOTAL LIABILITIES & EQUITY	<u>121,988.67</u>

WMCA
Profit & Loss Budget vs. Actual
May 2011 through September 2011

	<u>May '11 - Sept '11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Total</u>
Income				
ADVANCED ACADEMY				
Fall	7,175.00	7,500.00	(325.00)	95.67%
Spring 2010	25.00	0.00	(25.00)	
Spring	0.00	7,500.00	(7,500.00)	0.00%
Total ADVANCED ACADEMY	<u>7,200.00</u>	<u>15,000.00</u>	<u>(7,800.00)</u>	<u>48.00%</u>
CONFERENCE				
Donations	0.00	3,500.00	(3,500.00)	0.00%
Exhibitors	0.00	7,500.00	(7,500.00)	0.00%
Meals	0.00	825.00	(825.00)	0.00%
Registrations	0.00	39,000.00	(39,000.00)	0.00%
Registrations 2010	50.00	0.00	50.00	
Total CONFERENCE	<u>50.00</u>	<u>50,825.00</u>	<u>(50,775.00)</u>	<u>0.10%</u>
Dues 2011	23,640.00	18,750.00	4,890.00	126.08%
Money Market Savings Interest	93.28	150.00	(56.72)	62.19%
Scholarship Income				
Auction	0.00	5,000.00	(5,000.00)	0.00%
Interest	1.24	0.00	1.24	
Product Sales	30.00	1,000.00	(970.00)	3.00%
Raffle	0.00	5,000.00	(5,000.00)	0.00%
Total Scholarship Income	<u>31.24</u>	<u>11,000.00</u>	<u>(10,968.76)</u>	<u>0.28%</u>
Total Income	<u>31,014.52</u>	<u>95,725.00</u>	<u>(64,710.48)</u>	<u>32.40%</u>
Transfers				
Savings to Scholatship	0.00	6,250.00	(6,250.00)	0.00%
Savings to Checking	0.00	9,326.01	(9,326.01)	0.00%
Total Transfers	<u>0.00</u>	<u>15,576.01</u>	<u>(15,576.01)</u>	<u>0.00%</u>
Expense				
ACADEMY SESSIONS				
Fall	2,342.00	8,000.00	(5,658.00)	29.28%
Refunds	125.00	200.00	(75.00)	62.50%
Spring	0.00	8,000.00	(8,000.00)	0.00%
Total ACADEMY SESSIONS	<u>2,467.00</u>	<u>16,200.00</u>	<u>(13,733.00)</u>	<u>15.23%</u>
ANNUAL CONFERENCE				
Audio Visual	0.00	2,500.00	(2,500.00)	0.00%
Decorations	0.00	2,000.00	(2,000.00)	0.00%
Drawings/Door Prizes	0.00	750.00	(750.00)	0.00%
Hospitality Expenses (WMCA)	0.00	4,037.00	(4,037.00)	0.00%
Meals	0.00	26,000.00	(26,000.00)	0.00%
Printing/Postage	0.00	1,600.00	(1,600.00)	0.00%
Recognition Awards	0.00	700.00	(700.00)	0.00%

WMCA
Profit & Loss Budget vs. Actual
May 2011 through Septmber 2011

	<u>May '11 - Sept '11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Total</u>
Refunds	0.00	375.00	(375.00)	0.00%
Speakers	0.00	15,000.00	(15,000.00)	0.00%
Special Entertainment	0.00	1,100.00	(1,100.00)	0.00%
Supplies	0.00	2,500.00	(2,500.00)	0.00%
Total ANNUAL CONFERENCE	<u>0.00</u>	<u>56,562.00</u>	<u>(56,562.00)</u>	<u>0.00%</u>
Board Expenses				
Board Meetings	130.31	1,250.00	(1,119.69)	10.42%
Executive Committee Travel				
AWC Conference	<u>2,280.23</u>	<u>1,725.00</u>	<u>555.23</u>	<u>132.19%</u>
Total Executive Committee Travel	<u>2,280.23</u>	<u>1,725.00</u>	<u>555.23</u>	<u>132.19%</u>
NCI Director Travel				
IIMC Conference	513.00	700.00	(187.00)	73.29%
WMCA Conference	<u>0.00</u>	<u>612.00</u>	<u>(612.00)</u>	<u>0.00%</u>
Total NCI Director Travel	<u>513.00</u>	<u>1,312.00</u>	<u>(799.00)</u>	<u>39.10%</u>
Officer's Board Travel				
President				
Alaska Conference	605.00	1,525.00	(920.00)	39.67%
BC Conference	0.00	975.00	(975.00)	0.00%
CA Conference	749.49	1,113.01	(363.52)	67.34%
IIMC Conference	1,355.27	2,295.00	(939.73)	59.05%
OR Conference	0.00	760.00	(760.00)	0.00%
WMCA Conference	<u>60.02</u>	<u>300.00</u>	<u>(239.98)</u>	<u>20.01%</u>
Total President	<u>2,769.78</u>	<u>6,968.01</u>	<u>(4,198.23)</u>	<u>39.75%</u>
President Elect				
BC Conference	1,351.49	0.00	1,351.49	
ICCTFOA Conference	0.00	1,075.00	(1,075.00)	0.00%
IIMC Conference	1,303.97	2,385.00	(1,081.03)	54.67%
WMCA Conference	<u>0.00</u>	<u>312.00</u>	<u>(312.00)</u>	<u>0.00%</u>
Total President Elect	<u>2,655.46</u>	<u>3,772.00</u>	<u>(1,116.54)</u>	<u>70.40%</u>
Total Officer's Board Travel	<u>5,425.24</u>	<u>10,740.01</u>	<u>(5,314.77)</u>	<u>50.51%</u>
Total Board Expenses	<u>8,348.78</u>	<u>15,027.01</u>	<u>(6,678.23)</u>	<u>55.56%</u>
Communication Expenses				
Survey	200.00	0.00	200.00	
Voting Software	0.00	200.00	(200.00)	0.00%
Website M&O	<u>0.00</u>	<u>525.00</u>	<u>(525.00)</u>	<u>0.00%</u>
Total Communication Expenses	<u>200.00</u>	<u>725.00</u>	<u>(525.00)</u>	<u>27.59%</u>
Conference Expense 2011				
Hospitality Expenses	223.01	0.00	223.01	
Recognition Awards	<u>121.19</u>	<u>0.00</u>	<u>121.19</u>	
Total Conference Expense 2011	<u>344.20</u>	<u>0.00</u>	<u>344.20</u>	
Contingency	0.00	450.00	(450.00)	0.00%

WMCA
Profit & Loss Budget vs. Actual
May 2011 through September 2011

	<u>May '11 - Sept '11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Total</u>
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Reg IX Assessment	1,104.00	1,000.00	104.00	110.40%
Total IIMC	<u>1,104.00</u>	<u>1,075.00</u>	<u>29.00</u>	<u>102.70%</u>
Miscellaneous Expenses				
501C(3)	715.00	710.00	5.00	100.70%
Bank Charges	79.63	100.00	(20.37)	79.63%
Condolences	0.00	250.00	(250.00)	0.00%
Credit Card Fees (PayPal)	222.31	540.00	(317.69)	41.17%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Gifts	25.00	0.00	25.00	
Insurance	928.00	1,400.00	(472.00)	66.29%
Office Supplies	657.00	2,000.00	(1,343.00)	32.85%
Other	1,000.00	0.00	1,000.00	
Postage	0.00	300.00	(300.00)	0.00%
Support for AWC Basic Training	0.00	500.00	(500.00)	0.00%
Total Miscellaneous Expenses	<u>3,626.94</u>	<u>6,100.00</u>	<u>(2,473.06)</u>	<u>59.46%</u>
Scholarship Expenses				
Conference Scholarships	0.00	3,500.00	(3,500.00)	0.00%
Margery A. Price Scholarship	2,000.00	3,500.00	(1,500.00)	57.14%
NCI Scholarships	10,500.00	8,000.00	2,500.00	131.25%
Raffle - Auction	0.00	2,250.00	(2,250.00)	0.00%
Total Scholarship Expenses	<u>12,500.00</u>	<u>17,250.00</u>	<u>(4,750.00)</u>	<u>72.46%</u>
Total Expense	<u>28,590.92</u>	<u>113,389.01</u>	<u>(84,798.09)</u>	<u>25.21%</u>
Net Profit (Loss)	<u>2,423.60</u>	<u>(2,088.00)</u>	<u>4,511.60</u>	<u>-116.07%</u>

WMCA

10/13/2011 6:22 PM

Register: Chase Checking

From 05/01/2011 through 09/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/02/2011			-split-	Deposit		X	1,350.00	11,581.94
05/02/2011			-split-	Deposit		X	1,350.00	12,931.94
05/02/2011			-split-	Deposit		X	1,350.00	14,281.94
05/03/2011			-split-	Deposit - PayPal		X	1,314.90	15,596.84
05/04/2011			-split-	Deposit - PayPal		X	1,256.22	16,853.06
05/04/2011			-split-	Deposit - PayPal		X	1,256.22	18,109.28
05/05/2011			-split-	Deposit		X	1,350.00	19,459.28
05/05/2011			-split-	Deposit		X	1,350.00	20,809.28
05/05/2011			-split-	Deposit		X	450.00	21,259.28
05/06/2011			-split-	Deposit		X	1,275.00	22,534.28
05/06/2011			-split-	Deposit		X	675.00	23,209.28
05/09/2011			-split-	Deposit		X	1,200.00	24,409.28
05/09/2011			-split-	Deposit - PayPal		X	1,095.75	25,505.03
05/10/2011		Bank Of America	-split-	Treva Percival,...	1,093.16	X		24,411.87
05/11/2011			-split-	Deposit		X	1,350.00	25,761.87
05/12/2011			-split-	Deposit		X	975.00	26,736.87
05/13/2011			-split-	Deposit		X	975.00	27,711.87
05/13/2011	701	WSU	-split-		11,475.00	X		16,236.87
05/13/2011	702	City of Ferndale	Scholarship Expenses:...	Sam Taylor Sc...	1,025.00	X		15,211.87
05/13/2011	703	The Reflector	Miscellaneous Expense...	WMCA Broch...	272.66	X		14,939.21
05/14/2011			-split-	Deposit		X	1,080.00	16,019.21
05/18/2011			-split-	Deposit		X	975.00	16,994.21
05/20/2011	704	Treva Percival	-split-		194.80	X		16,799.41
05/20/2011	705	Bank Of America	-split-	Treva Percial	118.92	X		16,680.49
05/20/2011	706	Bank Of America	Miscellaneous Expense...	Karen Kuznek-...	1,000.00	X		15,680.49
05/20/2011	707	Bank Of America	Communication Expen...	Ali Spietz	200.00	X		15,480.49
05/20/2011	708	Dema Harris	Board Expenses:NCI D...	IIMC Conference	513.00	X		14,967.49
05/20/2011	709	Bank Of America	Board Expeuses:Office...	Sandy Paul	674.26	X		14,293.23
05/20/2011	710	Margaret Hawker M...	IIMC:Reg IX Assessm...		1,104.00	X		13,189.23
05/21/2011			-split-	Deposit		X	825.00	14,014.23
05/24/2011	711	Sandy Paul	-split-	Reimbursable ...	184.00	X		13,830.23
05/25/2011			-split-	Deposit		X	600.00	14,430.23
05/26/2011			-split-	Deposit		X	73.05	14,503.28
05/28/2011			-split-	Deposit		X	225.00	14,728.28
05/31/2011			-split-	Deposit		X	73.05	14,801.33
06/10/2011			-split-	Deposit		X	180.00	14,981.33
06/25/2011			-split-	Deposit		X	350.00	15,331.33
06/28/2011	712	Bank Of America	Miscellaneous Expense...	Gina Anderson	151.77	X		15,179.56
06/28/2011	713	Bank Of America	-split-	Sandy Paul	1,862.57	X		13,316.99
06/28/2011	714	Bank Of America	-split-	Treva Percival	1,219.84	X		12,097.15

WMCA

10/13/2011 6:22 PM

Register: Chase Checking

From 05/01/2011 through 09/30/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/28/2011	715	Bank Of America	Board Expenses:Board ...	Paula Swisher	130.11	X		11,967.04
06/29/2011	716	Nonverbal Solutions	ACADEMY SESSION...	Fall Academy -...	2,000.00	X		9,967.04
07/19/2011			-split-	Deposit		X	675.00	10,642.04
07/19/2011	717	Karen Kuznek-Reese	Board Expenses:Execu...	Mileage	56.00	X		10,586.04
07/19/2011	718	Bank Of America	Board Expenses:Execu...	Karen Kuznek-...	707.95	X		9,878.09
07/19/2011	719	Bank Of America	Board Expenses:Execu...	Sandy Paul	430.06	X		9,448.03
07/19/2011	720	Bank Of America	-split-	Paula Swisher	1,021.05	X		8,426.98
07/21/2011			-split-	Deposit		X	1,463.40	9,890.38
07/22/2011			-split-	Deposit		X	250.00	10,140.38
08/05/2011			-split-	Deposit		X	1,175.00	11,315.38
08/08/2011			-split-	Deposit		X	365.85	11,681.23
08/15/2011			-split-	Deposit		X	475.00	12,156.23
08/19/2011			-split-	Deposit		X	121.95	12,278.18
08/29/2011			-split-	Deposit		X	243.90	12,522.08
09/15/2011			-split-	Deposit		X	950.00	13,472.08
09/20/2011			-split-	Deposit		X	630.00	14,102.08
09/21/2011	721	City of Burien	ACADEMY SESSION...	Refund for Adv...	125.00			13,977.08
09/21/2011	722	Ali Spietz	Board Expenses:Office...		605.00	X		13,372.08
09/21/2011	723	Hal Holmes Center	ACADEMY SESSION...		342.00	X		13,030.08
09/21/2011	724	Bannon, Carlson & ...	-split-		928.00			12,102.08
09/21/2011	725	David T Saathoff	Miscellaneous Expense...	2010 Taxes	715.00			11,387.08
09/22/2011			-split-	Deposit		X	1,000.05	12,387.13
09/26/2011		Intuit - Paid Electron...	Miscellaneous Expense...	250 Deposit Sli...	76.31	X		12,310.82
09/28/2011			ADVANCED ACADE...	Deposit		X	125.00	12,435.82
09/28/2011		Intuit - Paid Electron...	Miscellaneous Expense...	250 Checks	143.15	X		12,292.67
09/30/2011			-split-	Deposit		X	268.35	12,561.02

WMCA

10/11/2011 6:11 PM

Register: Chase Savings

From 05/01/2011 through 09/30/2011

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>
05/31/2011			Money Market Savings...	Interest		X	22.27	101,812.60
06/30/2011			Money Market Savings...	Interest		X	20.89	101,833.49
07/31/2011			Money Market Savings...	Interest		X	20.19	101,853.68
08/31/2011			Money Market Savings...	Interest		X	17.40	101,871.08
09/30/2011			Money Market Savings...	Interest		X	12.53	101,883.61

WMCA

10/11/2011 6:12 PM

Register: Chase Scholarship

From 05/01/2011 through 09/30/2011

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>
05/31/2011			Scholarship Income:Sc...	Interest		X	0.26	7,543.06
06/30/2011			SCHOLARSHIP 10-11...	Interest		X	0.24	7,543.30
07/31/2011			Scholarship Income:Sc...	Interest		X	0.23	7,543.53
08/31/2011			Scholarship Income:Sc...	Interest		X	0.27	7,543.80
09/30/2011			Scholarship Income:Sc...	Interest		X	0.24	7,544.04

Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2010Open to Public
Inspection

A For the 2010 calendar year, or tax year beginning May 1, 2010, and ending Apr 30, 2011

B Check if applicable:
☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 Doing Business As
 Number and street (or P.O. box if mail is not delivered to street add) Room/suite
PO BOX 9
 City, town or country State ZIP code + 4
WOODLAND WA 98674

D Employer Identification Number
91-2168397

E Telephone number
(360) 754-4130

F Name and address of principal officer:
TREVA PERCIVAL, c PO BOX 99070 LAKEWOOD WA 98496

G Gross receipts \$ 109,125.

H(a) Is this a group return for affiliates? ☐ Yes ☒ No
H(b) Are all affiliates included? ☐ Yes ☒ No
 If 'No,' attach a list. (see instructions)

I Tax-exempt status ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ WWW.WMCACLERKS.ORG

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of Formation: 1970 **M** State of legal domicile: WA

Part I Summary

1 Briefly describe the organization's mission or most significant activities: PROFESSIONAL AND EDUCATIONAL DEVELOPMENT TO PROMOTE STANDARDS OF MUNICIPAL, COUNTY, AND TRANSIT BOARD CLERKS IN VARIOUS LOCAL GOVERNMENTS OF THE STATE OF WASHINGTON. IT IS ALSO OUR OBJECTIVE TO PROVIDE IMPROVED LOCAL GOVERNMENTAL SERVICES IN THE STATE.

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a) 3

4 Number of independent voting members of the governing body (Part VI, line 1b) 12

5 Total number of individuals employed in calendar year 2010 (Part V, line 2a) 12

6 Total number of volunteers (estimate if necessary) 15

7a Total unrelated business revenue from Part VIII, column (C), line 12 0.

7b Net unrelated business taxable income from Form 990-T, line 34 0.

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	19,965.	22,140.
9 Program service revenue (Part VIII, line 2g)	60,439.	73,904.
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	150.	201.
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	15,325.	9,562.
12 Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	95,879.	105,807.
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
14 Benefits paid to or for members (Part IX, column (A), line 4)		
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		
16a Professional fundraising fees (Part IX, column (A), line 11e)		
b Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>0.</u>		
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f)	90,773.	105,247.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	90,773.	105,247.
19 Revenue less expenses. Subtract line 18 from line 12	5,106.	560.
20 Total assets (Part X, line 16)	Beginning of Current Year 119,005.	End of Year 119,565.
21 Total liabilities (Part X, line 26)	0.	
22 Net assets or fund balances. Subtract line 21 from line 20	119,005.	119,565.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer Gina Anderson Date 13 September 2011

Type or print name and title. Gina Anderson, Treasurer

Paid Preparer Use Only

Print/Type preparer's name DAVID T. SAATHOFF CPA Preparer's signature DT Saathoff Date 9/13/11

Firm's name ▶ DAVID T. SAATHOFF CPA

Firm's address ▶ 10000 NE 7TH AVENUE, SUITE 380 VANCOUVER WA 98685

Check ☒ if self-employed ☐ if PTIN

Firm's EIN ▶ (360) 696-4246

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☒ No

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response to any question in this Part III ☐

1 Briefly describe the organization's mission:

PROFESSIONAL AND EDUCATIONAL DEVELOPMENT
 TO PROMOTE STANDARDS OF MUNICIPAL, COUNTY, AND TRANSIT BOARD CLERKS IN VARIOUS LOCAL
 See Form 990, Page 2, Part III, Line 1 (continued)

2 Did the organization undertake any significant program services during the year which were not listed on the prior

Form 990 or 990-EZ? ☐ Yes ☒ No

If 'Yes,' describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If 'Yes,' describe these changes on Schedule O.

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 66,624. including grants of \$ 0.) (Revenue \$ 55,828.)

ADVANCED ACADEMY FALL & SPRING PROVIDES EDUCATION TO
 MEMBERS TO MEET AND CONTINUE WITH CERTIFICATION
 REQUIREMENTS.

4b (Code:) (Expenses \$ 21,039. including grants of \$ 0.) (Revenue \$ 18,076.)

ANNUAL CONFERENCE: MEETING CONSISTING OF VARIOUS
 GUEST SPEAKERS, BOARD ELECTIONS, AWARDS AND
 RECOGNITIONS.

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services. (Describe in Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ▶ 87,663.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	1	X
2 Is the organization required to complete Schedule B, Schedule of Contributors? (see instructions)	2	X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III	5	
6 Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? If 'Yes,' complete Schedule D, Part II	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III	8	X
9 Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV	9	X
10 Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? If 'Yes,' complete Schedule D, Part V	10	X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI	11a	X
b Did the organization report an amount for investments— other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII	11b	X
c Did the organization report an amount for investments— program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII	11c	X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X	11e	X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X	11f	X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI, XII, and XIII	12a	X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? If 'Yes,' complete Schedule F, Parts I and IV	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If 'Yes,' complete Schedule F, Parts II and IV	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If 'Yes,' complete Schedule F, Parts III and IV	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I (see instructions)	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III	19	X
20 a Did the organization operate one or more hospitals? If 'Yes,' complete Schedule H	20	X
b If 'Yes' to line 20a, did the organization attach its audited financial statements to this return? Note. Some Form 990 filers that operate one or more hospitals must attach audited financial statements (see instructions)	20b	

Part IV Checklist of Required Schedules (continued)

		Yes	No
21 Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II	21		X
22 Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III	22		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If 'Yes,' complete Schedule J	23		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, and that was issued after December 31, 2002? If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25	24a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?	24d		
25a Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I	25a		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I	25b		X
26 Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If 'Yes,' complete Schedule L, Part II	26		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? If 'Yes,' complete Schedule L, Part III	27		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a A current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV	28a		X
b A family member of a current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV	28b		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If 'Yes,' complete Schedule L, Part IV	28c		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If 'Yes,' complete Schedule M	29		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If 'Yes,' complete Schedule M	30		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If 'Yes,' complete Schedule N, Part I	31		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If 'Yes,' complete Schedule N, Part II	32		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Schedule R, Part I	33		X
34 Was the organization related to any tax-exempt or taxable entity? If 'Yes,' complete Schedule R, Parts II, III, IV, and V, line 1	34		X
35 Is any related organization a controlled entity within the meaning of section 512(b)(13)?	35		X
a Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' complete Schedule R, Part V, line 2 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If 'Yes,' complete Schedule R, Part V, line 2	36		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If 'Yes,' complete Schedule R, Part VI	37		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	38	X	

BAA

Form 990 (2010)

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response to any question in this Part V ☐

		Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a 0		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b 0		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X	
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. (see instructions)	2b		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If 'Yes' has it filed a Form 990-T for this year? If 'No,' provide an explanation in Schedule O	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If 'Yes,' enter the name of the foreign country: See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?	6a		X
b If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b If 'Yes,' did the organization notify the donor of the value of the goods or services provided?	7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d If 'Yes,' indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8 Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	8		X
9 Sponsoring organizations maintaining donor advised funds.			
a Did the organization make any taxable distributions under section 4966?	9a		X
b Did the organization make a distribution to a donor, donor advisor, or related person?	9b		X
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O	14b		

Part VI Governance, Management and Disclosure For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.Check if Schedule O contains a response to any question in this Part VI ☒**Section A. Governing Body and Management**

	Yes	No
1 a Enter the number of voting members of the governing body at the end of the tax year 1a 12		
b Enter the number of voting members included in line 1a, above, who are independent 1b 12		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee or key employee? 2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person? 3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? 4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets? 5		X
6 Does the organization have members or stockholders? 6		X
7a Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body? 7a		X
b Are any decisions of the governing body subject to approval by members, stockholders, or other persons? 7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body? 8a	X	
b Each committee with authority to act on behalf of the governing body? 8b	X	
9 Is there any officer, director or trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O 9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Does the organization have local chapters, branches, or affiliates? 10a		X
b If 'Yes,' does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization? 10b		
11a Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form? 11a		X
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Does the organization have a written conflict of interest policy? If 'No,' go to line 13 12a		X
b Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12b		
c Does the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this is done 12c		
13 Does the organization have a written whistleblower policy? 13		X
14 Does the organization have a written document retention and destruction policy? 14	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official 15a		X
b Other officers of key employees of the organization 15b		X
If 'Yes' to line 15a or 15b, describe the process in Schedule O. (See instructions.)		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16a		X
b If 'Yes,' has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements? 16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► Washington

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request

19 Describe in Schedule O whether (and if so, how) the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization:

► GINA ANDERSON CITY OF WOODLAND, PO BOX 9 WOODLAND WA 98674 (360) 225-8281

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response to any question in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'

- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.

- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.

- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) TREVA PERCIVAL, CMC PRESIDENT	3.00	X						0.	0.	0.
(2) SANDY PAUL, CMC PRESIDENT-ELECT	2.00	X						0.	0.	0.
(3) CLAIRE LIDER, CMC VICE-PRESIDENT	1.00	X						0.	0.	0.
(4) GINA ANDERSON, CMC TREASURER	2.00	X						0.	0.	0.
(5) ERIN LARSEN, CMC SECRETARY	2.00	X						0.	0.	0.
(6) KAREN KUZNEK-REESE, MMC IMMEDIATE PAST PRESIDENT	2.00	X						0.	0.	0.
(7) VIRGINIA OLSEN, CMC BOARD MEMBER	1.00	X						0.	0.	0.
(8) SCOTT PASSEY, CMC BOARD MEMBER	1.00	X						0.	0.	0.
(9) DEBBIE CLARK, CMC BOARD MEMBER	1.00	X						0.	0.	0.
(10) DEBBIE BURKE, CMC BOARD MEMBER	1.00	X						0.	0.	0.
(11) DIANA QUINN, CMC BOARD MEMBER	1.00	X						0.	0.	0.
(12) PAULA SWISHER, CMC BOARD MEMBER	1.00	X						0.	0.	0.
(13)										
(14)										
(15)										
(16)										
(17)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (cont)

(A) Name and title	(B) Average hours per week (describe hours for related organizations in Sch O)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) _____										
(19) _____										
(20) _____										
(21) _____										
(22) _____										
(23) _____										
(24) _____										
(25) _____										
(26) _____										
(27) _____										
(28) _____										
(29) _____										
1b Sub-total								0.	0.	0.
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								0.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization **0**

3 Did the organization list any **former** officer, director or trustee, key employee, or highest compensated employee on line 1a? If 'Yes,' complete Schedule J for such individual

	Yes	No
3		X
4		X
5		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If 'Yes' complete Schedule J for such individual

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If 'Yes,' complete Schedule J for such person

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization

Part VIII Statement of Revenue

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
CONTRIBUTIONS, GIFTS, GRANTS AND OTHER SIMILAR AMOUNTS	1a Federated campaigns	1a				
	b Membership dues	1b	22,140.			
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f				
	g Noncash contributions included in lns 1a-1f: \$					
	h Total. Add lines 1a-1f		22,140.			
PROGRAM SERVICE REVENUE	2a <u>ADVANCED ACADEMY</u>	Business Code 813000	18,076.	18,076.	0.	0.
	b <u>ANNUAL CONFERENCE</u>	813000	55,828.	55,828.	0.	0.
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		73,904.			
	OTHER REVENUE	3 Investment income (including dividends, interest and other similar amounts)		201.	0.	0.
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
6a Gross Rents		(i) Real (ii) Personal				
b Less: rental expenses						
c Rental income or (loss)						
d Net rental income or (loss)						
7a Gross amount from sales of assets other than inventory		(i) Securities (ii) Other				
b Less: cost or other basis and sales expenses						
c Gain or (loss)						
d Net gain or (loss)						
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18		a	10,525.			
b Less: direct expenses		b	206.			
c Net income or (loss) from fundraising events			10,319.		0.	10,319.
9a Gross income from gaming activities. See Part IV, line 19		a				
b Less: direct expenses		b				
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances		a	2,004.			
b Less: cost of goods sold		b	3,112.			
c Net income or (loss) from sales of inventory			-1,108.	-1,108.	0.	0.
11a Miscellaneous Revenue	Business Code					
b						
c						
d All other revenue		351.	351.	0.	0.	
e Total. Add lines 11a-11d		351.				
12 Total revenue. See instructions		105,807.	73,147.	0.	10,520.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.

All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses	3,318.	0.	3,318.	0.
14 Information technology	1,382.	691.	691.	0.
15 Royalties				
16 Occupancy				
17 Travel	9,381.	0.	9,381.	0.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	87,425.	86,972.	453.	0.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	1,241.	0.	1,241.	0.
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24f. If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O.)				
a CONFERENCE DONATIONS	2,500.	0.	2,500.	0.
b				
c				
d				
e				
f All other expenses				
25 Total functional expenses. Add lines 1 through 24f	105,247.	87,663.	17,584.	0.
26 Joint costs. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720). Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Part X Balance Sheet

		(A) Beginning of year		(B) End of year
ASSETS	1 Cash — non-interest-bearing	16,330.	1	10,232.
	2 Savings and temporary cash investments	102,675.	2	109,333.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation.	10b	10c	
	11 Investments — publicly traded securities		11	
	12 Investments — other securities. See Part IV, line 11		12	
	13 Investments — program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)	119,005.	16	119,565.	
LIABILITIES	17 Accounts payable and accrued expenses	0.	17	
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities. Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	0.	26	0.
	NET ASSETS OR FUND BALANCES	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29 and lines 33 and 34.		
27 Unrestricted net assets		119,005.	27	119,565.
28 Temporarily restricted net assets			28	
29 Permanently restricted net assets			29	
Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.				
30 Capital stock or trust principal, or current funds			30	
31 Paid-in or capital surplus, or land, building, or equipment fund			31	
32 Retained earnings, endowment, accumulated income, or other funds			32	
33 Total net assets or fund balances.		119,005.	33	119,565.
34 Total liabilities and net assets/fund balances.	119,005.	34	119,565.	

BAA

Form 990 (2010)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response to any question in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	105,807.
2	Total expenses (must equal Part IX, column (A), line 25)	2	105,247.
3	Revenue less expenses. Subtract line 2 from line 1	3	560.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	119,005.
5	Other changes in net assets or fund balances (explain in Schedule O)	5	
6	Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	119,565.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response to any question in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant?		X
b Were the organization's financial statements audited by an independent accountant?		X
c If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
d If 'Yes' to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

BAA

Form 990 (2010)

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

2010

Open to Public
Inspection

Name of the organization

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Employer identification number

91-2168397

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☒ An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions — subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.
 - a ☐ Type I
 - b ☐ Type II
 - c ☐ Type III — Functionally integrated
 - d ☐ Type III — Other
- e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).**
- f ☐ If the organization received a written determination from the IRS that is a Type I, Type II or Type III supporting organization, check this box _____
- g ☐ Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

- (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization? _____
- (ii) A family member of a person described in (i) above? _____
- (iii) A 35% controlled entity of a person described in (i) or (ii) above? _____

	Yes	No
11 g (i)		
11 g (ii)		
11 g (iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in column (i) listed in your governing document?		(v) Did you notify the organization in column (i) of your support?		(vi) Is the organization in column (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2010

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include 'unusual grants.') ...						
2 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) ...						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2010 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2009 Schedule A, Part II, line 14	15	%
16a 33-1/3% support test – 2010. If the organization did not check the box on line 13, and the line 14 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33-1/3% support test – 2009. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10%-facts-and-circumstances test – 2010. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test – 2009. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions and membership fees received. (Do not include any 'unusual grants'.)	29,895.	19,560.	24,825.	19,965.	22,140.	116,385.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	69,643.	90,103.	84,584.	69,155.	76,259.	389,744.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	99,538.	109,663.	109,409.	89,120.	98,399.	506,129.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	0.	0.	0.	0.	0.	0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b	0.	0.	0.	0.	0.	0.
8 Public support. (Subtract line 7c from line 6.)						506,129.

Section B. Total Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
9 Amounts from line 6	99,538.	109,663.	109,409.	89,120.	98,399.	506,129.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	109.	1,083.	1,101.	150.	201.	2,644.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	109.	1,083.	1,101.	150.	201.	2,644.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)		130.	11,697.	10,233.	10,525.	32,585.
13 Total support. (Add lines 9, 10c, 11, and 12.)						541,358.
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2010 (line 8, column (f) divided by line 13, column (f))	15	93.49 %
16 Public support percentage from 2009 Schedule A, Part III, line 15	16	94.67 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2010 (line 10c, column (f) divided by line 13, column (f))	17	0.49 %
18 Investment income percentage from 2009 Schedule A, Part III, line 17	18	0.50 %

19a **33-1/3% support tests – 2010.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33-1/3% support tests – 2009.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information.
(See instructions).

Other Income Part III, Line 12

Description: RAFFLE/AUCTION/NEWSLETTER

2008: 11697.

2009: 10233.

2010: 10525.

Description: SALE OF ASSET

2007: 130.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

2010

Open to Public
Inspection

Name of the organization

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Employer identification number

91-2168397

Pt VI-B, Line 11a FORM 990 REVIEWED BY THE ORGANIZATION MEMBERS AT MEETING

Schedule O (Form 990), Supplemental Information to Form 990

Form 990, Page 2, Part III, Line 1 (continued)

Briefly describe the organization's mission:

GOVERNMENTS OF THE STATE OF WASHINGTON. IT IS ALSO OUR OBJECTIVE TO PROVIDE
IMPROVED LOCAL GOVERNMENTAL SERVICES IN THE STATE.



TO: WMCA President and Executive Committee
FROM: Ali Spietz
DATE: 10/14/2011
RE: New WMCA Logo

SUMMARY:

The graphic design artist that WMCA was going to contract with to develop a new logo was unable to take on our project due to a job change this summer. I informed President Percival of this and we decided to put the project on hold for the time being.

In late September, I contacted Jenny Anderberg, a graphic design artist who has done logo work for the City of Mercer Island over the past few years, to see if she would be interested in designing a new logo for WMCA. Our email exchange is attached for your review as well as examples of logos she has developed.

She has quoted \$700 for the logo design. Her process is to come up with many different concepts to start with and then narrow it down to one. I would anticipate that the Executive Committee's opinion would be obtained at some point during the process to narrow down the concepts. The final logo will come in multiple file formats and also black and white for use as needed.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION:

Approve the expenditure of \$700 for a new logo with Jenny Anderberg of JMA Graphic Design.

Ali Spietz

From: Ali Spietz
Sent: Friday, October 14, 2011 5:02 PM
To: Ali Spietz
Subject: FW: WMCA Logo Design

From: Jenny Anderberg [mailto:jjanderberg@hotmail.com]
Sent: Wednesday, September 28, 2011 8:58 PM
To: Ali Spietz
Subject: RE: WMCA Logo Design

Ali,
I think this logo would be great to take on. I was wondering if \$700 would work for a price for my design time etc and hope it isn't too high for your budget.

When I design logos I come up with many different concepts to start with and then narrow it down to one perfect logo. The final logo will come in multiple file formats and also black and white for you to use as needed. I will take the time to get what you want. If you don't see a concept you like I have no problem getting back to the drawing board and starting over. I also appreciate suggestions and have no problem trying out what you have to say. I feed off the idea energy that comes from our discussions in the design process.

Some thoughts so far...

I like your idea of incorporating the mountains in the logo. The apple sounds good but I am a little concerned it might be taken in the direction of teaching/school etc. (am I over reading it?)

I took a moment and looked online at other clerk logos and noticed the quill is quite recognized so I might incorporate that and try to make it more modern looking in some of the concepts.

I know that my creative juices will be thinking about this while I lay in bed at night and have a spare moment.

I would love to be the one designing your logo, let me know if you have any questions or concerns.

Look forward to talking to you real soon,

Jenny Anderberg



jjanderberg@hotmail.com
206.300.3834

From: Ali Spietz [mailto:Ali.Spietz@mercergov.org]
Sent: Wednesday, September 28, 2011 1:42 PM
To: Jenny Anderberg
Subject: WMCA Logo Design

Hi Jenny,

Thanks for agreeing to look this stuff over to see if you can help us.

Attached are the current logos (yes, we have three!). Our website is: www.wmcaclerks.org. We would like to have "Est. 1970" somewhere on the logo. No need to include the quill that is on the current logos. It's an old reference to the City Clerk profession that has gone by the way side.

Once board member suggested the following: *"Okay, so art was my absolute worst subject and ruined my GPA. BUT, I keep looking at the new website with the mountains and I envision some kind of mountain range with the big W and the M and the sharp peak of the A. Maybe the C could be another icon or symbol like the apple. I don't know but I keep thinking it every time I see it. Those blue and white colors look so much better than the teal."*

A little background info: Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington. It is also our objective to provide improved local governmental services in the State and to promote the objectives and fulfill the organizational purposes defined in the Constitution of the International Institute of Municipal Clerks.

My friend's website who we originally signed a contract with and had to cancel: <http://growdesignco.com/#/selected-work>.

Please let me know if there is further information you need.

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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LOGOS



Menu for 2012 Washington Municipal Clerks Conference

Chelan, WA.

Advanced Academy

Breakfast: Executive Continental—Coffee Service, assorted juice, seasonal sliced fruit, thick-cut old fashioned oatmeal with brown sugar and raisins, bran flakes and Cheerios, 2% and non-fat milk, Muffins and Bagels w/ Cream cheese

Lunch: Turkey Club Croissant—A croissant with sliced turkey, crispy bacon, lettuce and fresh tomato. Served with apple salad.

Presidents Reception: Bacon Wrapped Water Chestnuts
Stuffed Mushrooms
Swedish Meatballs
Fresh Vegetable Tray
Smoked Salmon Spread

Wednesday Breakfast: Scrambled Eggs, potatoes, bacon, sliced fruit
Coffee, juice

Wednesday Lunch: Wrap Buffet with Basic Salads (will ask if they can accommodate this request.)

Wednesday Dinner: Pizza Buffet (will ask if we can have more than 2 choices)
Served with dessert and beverage

Vendor Reception: Wheel of Brie/with fruit nuts and herbs
Anti Pasto Platter
Vegetable Tray

Thursday Breakfast: Lifestyle Continental Breakfast---coffee service, assorted juice, berries and yogurt, granola, fruit salad, hard boiled egg, lox, cream cheese, mini bagels and an asparagus prosciutto platter.

Thursday Lunch: Jumbo Baker Potato Bar Buffet—Baked potatoes with choice of minced ham, black olives, green onions, sautéed mushrooms, steamed broccoli, diced tomatoes, bacon bits, shredded cheese and sour cream. Includes tossed green salad and garlic cheese bread.

Thursday Banquet: 6 ounce Top Sirloin and 3 Prawn Skewer, House Salad, Roll, Seasonal Vegetable, Rice Pilaf, Peanut Butter Pie, coffee

Friday Breakfast: Scrambled Eggs, potatoes, bacon etc. (same as Wed.)

(Working on Breaks) Will have a good outlet for apples-----



- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Betty J. Garrison

COMMITTEE: Audit

DATE: 09-11-11

SUMMARY OF ACTIVITIES: No Activity. The Audit Committee will meet again in January to Audit the Association records for the period ending December 31, 2010.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: None.

ALTERNATIVES:

FISCAL IMPACT: 0

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



- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Karen Kuznek-Reese, Awards Committee Chair

COMMITTEE: Awards

DATE: 10/21/11

SUMMARY OF ACTIVITIES: Requests for nominations for Clerk of the Year were placed in the September and October executive committee report. Letters and nomination forms were mailed to public agencies on October 11, 2011. The information is also available on the WMCA website. A reminder will be in the November and December executive committee report.

There is nothing more to do until the submission deadline of December 30, 2011.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: None at this time.

ALTERNATIVES:

FISCAL IMPACT:

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



- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Christy O'Flaherty, Chairperson

COMMITTEE: Bylaws

DATE: October 3, 2011

SUMMARY OF ACTIVITIES:

The Bylaws Committee liaison has communicated to the Bylaws Committee Chair the intent of the Executive Committee to have 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.

After a great deal of collaboration, the Bylaws Committee has submitted an amendment to the Bylaws to the President for consideration by the Executive Committee. Of particular concern to the Committee was the need to ensure a "check and balance" approach to the Elections process. The amendment will ensure that the Elections process has oversight from 2 WMCA members without the need for a full committee to be assigned to Elections (as the work has become minimal due to the new electronic process).

Additionally, the Bylaws have been amended to provide notification of the annual meeting and Bylaws changes via email as opposed to U. S. postal mail.

Revised language is highlighted. (Pages 3, 5, 6, and 8 of the proposed amendment).

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION:

Review of amended Bylaws by the Executive Committee and advise of concerns, questions or additional changes.

FISCAL IMPACT:

There will be a cost savings due to postage and supplies that will not be necessary when the annual meeting notice and amended Bylaws are no longer sent by U.S. postal mail.

From: Christy O'Flaherty [Christy.OFlaherty@TukwilaWA.gov]
Sent: Thursday, October 13, 2011 6:30 PM
To: Treva Percival
Subject: Bylaws Amendment Revised
Attachments: WMCABylaws2011-2012AmendmenttoEC.docx

Hi Treva. I understand Ali spoke with you regarding a revision of the Bylaws Amendment coming to you this week. After I sent you the amendment, Ali weighed in as the Membership Chair and had excellent suggestions by way of having the Bylaws language match the Elections procedures.

She and I worked together, and while I did not find any substantive changes to the original amendment I sent to you, I did ask the full Bylaws Committee to provide feedback with a deadline of October 13.

Thus, attached is the amendment to the Bylaws as requested by the Executive Board as it relates to elections and nominations for office. The major change is to put the Membership Committee in charge of elections. A second change is to put any vacancies to a vote of the general membership rather than to a vote of the Executive Committee.

Of particular concern to the Bylaws Committee was the need to ensure a "check and balance" approach to the Elections process. The attached amendment will ensure that the Elections process has oversight from 2 WMCA members without the need for a full committee to be assigned to Elections (as the work has become minimal due to the new electronic process).

Additionally, the Bylaws have been amended to provide notification of the annual meeting and Bylaws changes via email as opposed to postal mail.

Please note the attached amendment is not in strike-thru format, but the areas that have been re-worded are highlighted. Quite frankly, I had a strike-thru version; Ali had a strike-thru version, and when she and I talked we added language as well. I don't have one strike-thru version and with so much re-done in these few areas, it was not well presented in that format. The highlighted areas reflect the desired changes of the EC and are in sync with the newly revised elections procedures.

Please let me know of any questions.

Christy



WASHINGTON MUNICIPAL CLERKS ASSOCIATION BYLAWS

ARTICLE I - NAME

Section 1. The Association shall be known as the “WASHINGTON MUNICIPAL CLERKS ASSOCIATION” and hereinafter will be referred to as the “Association” or “**WMCA**.”

Section 2. Any reference to “Municipal Clerk” shall include Clerk, Clerk/Treasurer, Finance Officer, and/or any such other title as may be assigned to the person performing the customary duties of the Municipal or County Clerk.

ARTICLE II - PURPOSE

The purpose of this organization shall be to promote professional and educational standards for Municipal Clerks in various local governments of the State of Washington; to provide improved local governmental services in the State; and to promote the purposes defined in the Constitution of the International Institute of Municipal Clerks.

ARTICLE III - MEMBERSHIP

Section 1. **Membership Classes:** The following membership classes are hereby established:

- A. Active Member
- B. Affiliate Member
- C. Associate Member
- D. Honorary Member

Section 2. **Membership classes defined.**

A. **Active Members:** Active members are Municipal Clerks, City Secretaries, Records, Legislative Administrators, Directors of Corporate Business or Administrative Services, and/or other individuals within an agency who serve a Legislative Government Body in an administrative capacity and whose duties include at least four of the following:

- General Management;
- Meeting Administration;
- Financial Management;
- Management of by-laws, articles of incorporation, ordinances or other legal instruments;

- Custody of the Official Seal and execution of Official documents;
- Records Management;
- Human Resources Management;
- Administration of elections

Active members in good standing (annual dues paid) shall have full voting privileges.

B. Affiliate Members: Any business representative (such as attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA may, upon payment of annual dues, be an affiliate member without voting privileges.

C. Associate Members: Any former active member, upon payment of annual dues, may be an associate member without voting privileges.

D. Honorary Members: Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington. No annual dues shall be required for honorary membership. The President shall announce names of honorary members to the membership at the annual meeting.

Section 3. Determination of Membership Classification: The Executive Committee shall have the power to determine any classification of membership.

Section 4. Transferability of Membership:

A. Whenever an Active Member becomes disassociated from the Municipality which funded the position which qualified him/her for Active Membership in WMCA, the Active Membership in WMCA shall remain with the Municipality and be transferred to a successor. However, the disassociated member may request another membership classification as provided herein.

B. In the event the Active Membership was paid for by the individual member and not by the Municipality, the Transferability of Membership question shall be determined by the Executive Committee.

ARTICLE IV - OFFICERS/BOARD OF DIRECTORS/TERMS

Section 1. Officers and Terms: The officers of WMCA shall be President, Past President, President-Elect, Vice President, Secretary, and Treasurer. The President, Past President, President-Elect, and Vice-President shall serve one-year terms and shall be elected annually by a majority vote of the active members voting, EXCEPT THAT the office of President and Past President shall not be subject to election. The President-Elect shall automatically assume the office of President at the next annual meeting following the election, or if there is a vacancy in the office of President prior to that time. Each outgoing President shall assume the office of Past President for a period of one year. If the Office of Past President is vacant, the Executive Committee may appoint a past President who has served on the Executive Committee within the previous five years to fill the position. The Secretary and Treasurer shall each serve a two-year term. The Treasurer shall be elected every odd-numbered calendar year during the regular annual election of that year,

by a majority vote of the active members voting, and shall not serve more than two consecutive terms. Effective 2008, the Secretary shall be elected every even-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting, and shall not serve more than two consecutive terms.

Section 2. Board of Directors and Terms: The Board of Directors shall consist of six members, each of whom shall serve a three year term, with two of the Board Members being elected each year during the regular annual election by a majority vote of the active members voting. There is a two consecutive term limit for Board Members. A partial term vacancy filled by a member prior to a regularly elected term shall not be considered as part of the term limit. Members who have previously served as Board Members for two consecutive terms may again stand for election or be appointed to a vacancy on the Board of Directors once there has been a 12 consecutive month period when they have not served on the Board.

Section 3. Executive Committee: The Officers and the Board of Directors together shall be known as the Executive Committee.

Section 4. Parliamentarian: The President shall appoint a Parliamentarian.

Section 5. Eligibility for Office: Only active members of the Association in good standing shall be eligible to hold office therein.

Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:

The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's mayor, city manager, city/county administrator, or CEO. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description.

Section 7. Removal from Office – Executive Committee:

A. Removal: Members of the Executive Committee, as defined in Article IV, Section 3 of these Bylaws, may be removed from office by a two-thirds majority vote of the Executive Committee at a regular or special meeting for the following reasons:

- i. Any violation of the WMCA Code, Oath of Office, or Bylaws;
- ii. Failure to disclose information on matters of organization business;
- iii. Misrepresentation to outside parties of WMCA and its officers;
- iv. Unauthorized expenditure, misuse of organization funds or failure to provide expenditure support documentation in a timely manner;

- v. Two or more unexcused absences from regular Executive Committee meetings during his or her term of office.
An Executive Committee member who wishes to be excused from a meeting will provide the basis for non-attendance to the President prior to the meeting. The member will be excused from the meeting based on a majority vote of those Executive Committee members in attendance at the meeting. Members finding themselves unable to attend regular meetings, perform their prescribed duties, and/or carry out their assigned responsibilities are expected to tender their resignations.

B. **Use of Form:** The WMCA Executive Committee will make available a form on which a formal complaint may be registered to request that an officer or director of the Executive Committee be removed from office. The form will include the date of the complaint, name of the complainant, date(s) of the incident(s) in question, description of the incident(s), and other pertinent information. The form will be made available to any WMCA member in good standing, as defined by Article III of these Bylaws, upon request. Formal complaints will be submitted to the President or President-Elect, and that officer will present the complaint to the Executive Committee for consideration at the next regularly scheduled Executive Committee meeting, or a special meeting.

C. **Process:**

- i. Executive Committee notification by President or President-Elect. The President or President-Elect shall notify Executive Committee members that an allegation has been made and shall forward background information provided. The Executive Committee will then determine by conference call or e-mail vote if a special Executive Committee meeting should be scheduled.
- ii. If the Executive Committee determines a vote is required, the Executive Committee shall schedule the matter for discussion at a regularly scheduled or special WMCA Executive Committee meeting.
- iii. The President or President-Elect shall notify the WMCA officer or director whose conduct is at issue of the fact and name the allegations, as well as the officer's/director's opportunity to provide the Executive Committee additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The officer/director may provide the Executive Committee information orally at the meeting, or in writing four days prior to the meeting, or both.
- iv. After considering all of the information received, the Executive Committee may, by majority vote, do the following:

- a. Find that no violation occurred and continue the membership in good standing
- b. Depending on the severity of the violation(s), the Executive Committee may take the following actions:
 1. Suspend the membership for a specified period, and/or
 2. Immediate removal of the Executive Committee member.

D. **Vacancy:** Should an officer of the Executive Committee be removed from office, that vacancy shall be filled according to Article IV, Section 6 of these Bylaws.

ARTICLE V - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1. Elections Officer and Elections Auditor. Each year the Membership Committee Chair shall select from among the committee members, an Elections Officer. Additionally, each year, the Audit Committee Chair shall select from the committee members, an Elections Auditor. The Elections Auditor shall not also be a member of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.

Section 2. Call for Candidates: In the fall, the Elections Officer shall circulate to the membership a call for candidates to fill any upcoming vacant positions for Board Member or Officer. After review by the Elections Auditor, a list of all individuals who apply for a vacant Board or Officer Position shall be submitted to the Executive Committee by the Elections Officer at the January Executive Committee meeting.

Section 3. Ad hoc Nominations Committee: In the event that there are open positions for election in which no candidates have filed, the President shall appoint an ad hoc Nominations Committee for the purpose of obtaining interested and eligible candidates for the open positions. Candidates identified by this method shall meet the requirements for candidacy as set forth in the Elections Procedures.

Section 4. Acceptance of Candidates: Each person declaring candidacy shall be an active member in good standing and shall present the Elections Officer with a Candidate Packet which includes: a Declaration of Candidacy, a candidate statement, a photo, and a letter of support from the candidate's mayor, city manager or city/county administrator, or CEO by the published deadline. If the submitted Candidate Packet is not complete or the candidate is not an active member in good standing, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot.

Section 5. Election of WMCA Officers and Board Members:

A. WMCA elections shall be administered in such a manner as to ensure openness, fairness, and to encourage the broadest possible participation by active members.

B. The Elections Officer shall administer the election, in accordance with the Elections Procedures as outlined in the Membership Committee Description, a copy of which is on file with the WMCA Secretary. The Audit Committee Chair and Elections Auditor will provide an independent review of the process and results of the election and provide a written summary for the next Executive Committee meeting.

C. Any write-in candidate elected by the membership-at-large as a write-in on the ballot shall present the Elections Officer with a letter of support from the candidate's mayor, city manager, city/county administrator or CEO within two weeks following the certification of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.

D. After written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.

ARTICLE VI - DUTIES OF OFFICERS

Duties of the officers shall be performed as prescribed in "THE OFFICIAL GUIDE FOR WASHINGTON MUNICIPAL CLERKS ASSOCIATION OFFICERS", as adopted by the Executive Committee, a copy of which shall be provided to each Executive Committee member following his/her election or to any member upon request.

ARTICLE VII - MEETINGS

Section 1. **Rules of Order:** The most current edition of "Robert's Rules of Order Newly Revised" shall apply at any meeting of the Association where parliamentary rules or procedures are involved.

Section 2. **Annual Meeting:** The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting.

Section 3. **Executive Committee Meetings:** Meetings of the Executive Committee shall be held from time to time by order of the President or upon written request by any five members of such committee, directed to the President. Notice of the time, place and purpose of the meeting shall be given by the President to each Executive Committee member at least seven days prior thereto. Seven members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. **Special Meetings:** Special meetings of the Association may be called by the President at any time or by twenty active members, provided those members make request to the President in writing stating the specific purpose for the meeting. The President shall honor the request within ten days. Written notice for special meetings shall be given by mail to all members no less than twenty days prior to the date of the meeting. The notice shall state the date, time, place, and purpose of the special meeting. Twenty active members shall constitute a quorum at a special meeting.

Section 5. **Committee Meetings:** Committees appointed by the President shall meet no less than one time per WMCA fiscal year. The committee chairperson shall be responsible for arranging all meetings. Committee meetings may be conducted via teleconferencing, via email, or in person. A quorum shall consist of a majority of the committee members. The Executive Committee liaison is not considered a committee member for purposes of a quorum or voting on committee recommendations. The Past President shall be the Chair of the Awards Committee and shall be considered a committee member for purposes of a quorum or voting. If the Past President is not able to serve as Chair of the Awards Committee, the President shall appoint a Chair and Executive Committee liaison for said committee.

ARTICLE VIII - VOTING

Section 1. All active members in good standing shall be eligible to vote. A “member in good standing is an active member whose dues are fully paid at the time of ballot distribution.”

ARTICLE IX - DUES

Section 1. Dues shall be payable within thirty (30) days of receipt of invoice or notification via electronic mail.

Section 2. Each year the Executive Committee will review the annual dues to determine sufficiency for the cost of operation of the Association. If a change in the annual dues amounts is determined necessary, the Executive Committee shall present such proposal at the annual meeting. No change in the annual dues amounts shall be made unless ratified by the membership.

ARTICLE X - BUDGET AND AUDIT

Section 1. **Budget:** The President-Elect, with the advice of the Executive Committee, shall prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year.

Section 2. **Audit:** The Executive Committee shall require two annual audits of the financial records and accounts of the Association, as well as an annual audit of the records required of a nonprofit corporation under the laws of the State of Washington as may be revised from time to time (currently RCW 24.03.135). The President shall appoint an Audit Committee, which shall audit the financial and corporate records of the Association.

The first audit of the financial records and accounts shall cover the period from May through December and shall be conducted as soon as practical after December 31. The Treasurer shall be present during the audit and present the financial records for the audit. The results of this audit shall be presented to the membership and approved at the annual meeting.

The second audit shall cover the period from January through April and shall be conducted as soon as practical after April 30. The outgoing and incoming Treasurers, as applicable shall be present during the audit and present the financial records for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members.

An annual audit of the Association's corporate records shall also be conducted as soon as practical after April 30. The Secretary of the Association or designee shall transmit copies of the corporate records to the audit committee chair for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members, and may be combined with the first annual report on the audit of financial records and accounts.

Section 3. Fiscal Powers: The Executive Committee may authorize expenditures in addition to budgetary items approved by the members of the Association in a sum not to exceed \$500 or in any event not to exceed available funds in the Association in any one fiscal year. In the absence of or inability of the Treasurer to sign checks, the President shall have the authority to sign. In the event of a temporary absence of or temporary inability of the Treasurer to perform the duties of the office, the designated backup Treasurer shall assume the duties of Treasurer.

ARTICLE XI - REPORTING

Section 1. Committee Reports: Chairpersons of standing and special committees shall present written and/or oral reports at the annual meeting. The written committee reports shall be filed with the Secretary and retained for reference.

Section 2. Treasurer's Report: An annual financial report of income and expenditures shall be presented at the annual meeting.

ARTICLE XII - FISCAL YEAR

Section 1. The fiscal year for said Association shall be May 1 to April 30.

ARTICLE XIII - AMENDMENT

Section 1. These bylaws may be amended by a two-thirds vote of the voting members at any annual meeting of the Association provided that notice of any proposed amendment setting forth the particular change or changes proposed shall have been given by email to the active members at least twenty days prior to the annual meeting at which the vote on such proposed amendment is to be taken.

Dates Amended:

3/21/96
3/19/98
3/18/99
3/15/00
3/20/02
3/19/03
3/22/06
3/13/07
3/20/08
3/19/09
3/18/10
3/24/11



- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Virginia Olsen & Debbie Clark

COMMITTEE: Education Committee Co-Chairs

DATE: October 21, 2011

SUMMARY OF ACTIVITIES:

Our Fall Academy was recently held in Ellensburg, WA on October 7. This year, we held only one session in a central location. The change was primarily for two reasons: 1) The speaker was more expensive than usual; and 2) Debbie and I are new Education Chairs and we got a later start than normal since we needed to meet with Dema Harris and Pam Kolacy to get up to speed. We did not meet with them until June at NCI.

We chose Ellensburg for fall academy because it was affordable and most east and west side attendees could get there easily (sorry ORMCA and SW Washington). We had 61 registered attendees (59 attended) and netted \$2,252. Attached is the financial analysis of the fall academies since 2007 for EC to review and discuss.

We have held three eastside/westside academies and two academies that were standalone in the central part of the state since 2007.

It appears that the eastside academies are barely in the black, while the net profits for one central session and the westside academies are netting the most. Perhaps we should poll our membership to determine what their preference is. If we can continue to keep speaker costs low and use free or low cost public facilities, two academies can work. Given the current economic climate, it might be a good idea to continue having one session in the central part of the state if we cannot obtain a quality speaker at an affordable price for two sessions.

Conference education planning is ongoing. Dema is working with Bob Wells from Denver, CO to be the academy and opening session speaker. She said he's hilarious and will be very well liked. He committed to her verbally and she is working to reconnect with him on the details. She did mention that he'll do the academy for \$3,000 plus expenses. By contrast, Sari de la Motte was \$4,000 for fall academy. Connie Paulsen will do the Friday session for \$1,000 including travel and meals. Dema said that is a great deal. Attached is a very "draft" schedule and we are still filling in the blanks on the other sessions.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: We recommend the EC discuss the advantages/disadvantages of having our fall academy in one centralized location versus eastside and westside locations

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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

FALL ACADEMY COMPARISON 2007-2011

	2007	2008	2009	2010	2011
Eastside	1 session	Moses Lake	Wenatchee	Richland	1 session
Registrations		33	24	23	
Income		\$4,125	\$3,000	\$2,875	
Expenses		\$2,983	\$2,897	\$2,729	
Net Eastside		\$1,142	\$ 103	\$146	
Westside		Bremerton	DuPont	Edmonds	
Registrations		56	36	43	
Income		\$7,000	\$4,500	\$5,375	
Expenses		\$2,763	\$2,354	\$2,760	
Net Westside		\$4,763	\$2,200	\$2,615	
1 Session Registration	\$9,250				\$7,550 (incl 1 refund)
1 Session Expenses	\$6,597				\$5,298
Total Registrations	92	89	60	66	61
Total Net Income	\$2,653	*\$3,379	*\$2,206	\$2,761	\$2,252

*Not sure why the east and west nets don't equal the total but it came from Pam's document. Perhaps there were refunds later on.

Big drop off in attendance after 2008 recession. Numbers are still pretty consistent since then.

Eastside academies are barely breaking even since 2008. Westside and one session academies have made a consistent profit.

Dema's negotiation skills and knowledge of what speakers are paid by other organizations is very helpful in keeping costs down along with the use of public facilities.

DRAFT

2012 CONFERENCE EDUCATION SESSIONS

TUESDAY			
9:00 am – 12 noon	Master Academy “Topic - TBD” -- www.chickenlips.com (see topics below) <i>Bob Wells</i>		
12:00 pm – 1 pm	Lunch		
1:00 pm – 4:00 pm	Master Academy “Topic TBD” <i>Bob Wells</i>		
5:00 pm-5:30 pm	First Time Attendees Meet & Greet		
WEDNESDAY			
8:00 am – 9:00 am	First Time Attendee Breakfast		
9:00 am – 9:45 am	Opening Ceremony		
10:00 am – 11:30 am or 12:00 pm	General Session <i>Bob Wells</i>		
1:30 pm – 3:00 pm	Recent Legislation Update <i>Pat Mason</i>	State Archives – Title TBD <i>Scott Sackett, Rebecca Altermatt, Russell Wood</i>	HR Topic <i>TBD</i>
3:30 pm – 5:00 pm (Repeat Sessions)	Recent Legislation Update <i>Pat Mason</i>	State Archives – Title TBD <i>Scott Sackett, Rebecca Altermatt, Russell Wood</i>	HR Topic <i>TBD</i>

Potential Bob Wells Subjects:

Team Works & Team Plays: Teambuilding from a Playful Perspective (*Builds confidence in thinking outside the universe, for individuals and organization*)

Mental Floss: Communication, Innovation and Cooperation (*Explores the team spirit with a lively, participatory, laugh-filled session designed to promote acceptance, support, trust and respect for team members*)

Laughing As Though Your Life Depended On It (*wonderfully over-the-edge approach to stress control, for the individual and the organization*)

What's So Funny About Customer Service? (*Change attitudes and adjust perspectives about connecting with the people we serve*)

Take the “Eeeeeeeek!” out of Public Speaking

THURSDAY			
9:00 am – 9:45 am	Annual Business Meeting		
10:00 am – 11:30 am	Roundtable <i>Records Q&A with Ramsey Ramerman</i>	Roundtable <i>Small Cities Issues Discussion</i>	Roundtable <i>Best Practices - TBD *Ideas re: Clerk?</i>
1:00 pm – 2:30 pm	Records/Public Disclosure Policies/Procedures <i>Ramsey Ramerman</i>	Wellness Topic <i>AWC Speaker – TBD Possibly Dr. Briggs</i>	
3:00 pm – 4:30 pm	Records/Public Disclosure Policies/Procedures <i>Ramsey Ramerman</i>	Wellness Topic <i>AWC Speaker – TBD Possibly Dr. Briggs</i>	
5:00 pm – 6:00 pm	CMC/MMC Certification Q& A <i>Dema Harris& Peggy Hawker</i>		
FRIDAY			
9:00 am – 12:00 pm	The Art of Managing Up (aka How To Manage Your Boss) <i>Connie Paulsen</i>		

*Would like EC input on ideas for another best practices session, similar to what Alice Bush did last year.

Updated: 10/13/11



- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Debbie Jermann, MMC, Chair

COMMITTEE: Fundraising Committee

DATE: October 4, 2011

SUMMARY OF ACTIVITIES: The Fundraising Committee has communicated via e-mail.

1. Per Executive Committee direction, we will 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. A \$25 WMCA Store Credit will also be awarded to whoever sells the most grand raffle tickets. The tickets will be ready for distribution at the Fall Academy Session.
2. The \$1.00 raffle will be held, with the prizes consisting of \$100 in cash and raffle baskets donated by the WMCA Regional Groups. We recommend the gift baskets be awarded at banquet and the \$100 cash prize at the Friday morning session - must be present to win!
3. I have attached photos of various articles that we request the Executive Committee consider for inclusion in the WMCA Store. We request the Executive Committee also provide direction on which articles are to be pre-sale, amount of extra stock to order for sale at conference, and pricing. We have obtained pricing from two different vendors (Wild N Woolly and 4Imprint). The quote from Wild N Woolly is attached as a separate document. The prices quoted do not include shipping or sales tax. The prices for 4Imprint are included on each individual item and do not include shipping or sales tax. There are some items such as boxers and t-shirt material hoodies that 4Imprint does not carry.
4. A 50/50 raffle will be conducted at the Fall Academy Session.
5. A list of the store/equipment assets is attached. We are proposing sale pricing for the store inventory.
6. The committee would like the Executive Committee consider a revision to the silent auction bidding sheet (draft attached). The revised sheet would include a spot for a "Guaranteed Purchase Price". As an example, an item up for bid is valued at \$400. The beginning bid would be set at \$100, but the guaranteed purchase price would be set at \$600 - if you write your name in that spot, you have the item - no one can outbid you.
7. Finally, the committee would ask for consideration for a seat for ticket sales at the registration desk. In the past, the ticket sales have occurred in the same area as store sales and where auction items are checked in. We feel that having committee members assigned to the registration desk will make it easier for those wishing to purchase tickets and also those who need to turn in sold tickets and money. We must follow strict record keeping requirements for



- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Laurel Humphrey

COMMITTEE: Historical Committee

DATE: October

SUMMARY OF ACTIVITIES: There has not been much activity for the Historical Committee this quarter, although soon we will be gearing up for the Committee's busiest time, which are the months leading up to the annual conference. We continue to encourage everyone with digital photos of events and trainings to share them with the Committee by adding them to our official Shutterfly album, or by emailing them directly to me. (To access the account: www.wmca1.shutterfly.com.) In my capacity as Committee Chair, I contributed an article to the October Executive Committee Report reminding the membership of this request, and I look forward to seeing some additional contributions as a result. Thank you for your assistance!

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: I am requestion pre-authorization from the Executive Committee to purchase additional page protectors for our printed photographic material. The estimated cost is approximately \$10 or less (see attachment for example of current market rate).

ALTERNATIVES:

FISCAL IMPACT: <\$10

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



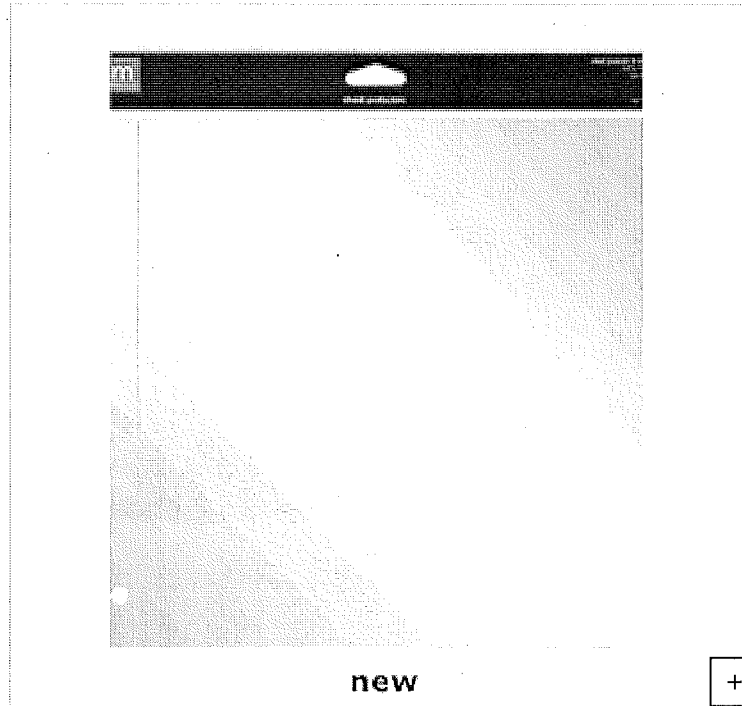
fabric | sewing & quilt | scrapbooking | crafts | yarn & cross stitch | kids & teachers | lighting | storage | home de

Shop by Category

Martha Stewart Crafts
Papercrafting Coordinates
Paper
Albums & Page Refills
Shop All Albums
12x12 Albums
8-1/2x11 Albums
8x8 Albums
6x6 Albums
Refills & Protectors
Die Cut Machines & Accessories
Pens & Markers
Chalks, Inks & Embossing Powders
Scrapbooking Tools
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- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Ali Spietz, Chair

COMMITTEE: Membership

DATE: 10/14/2011

SUMMARY OF ACTIVITIES:

We have five new WMCA members since the last report in June. Welcome packets have been sent with information on WMCA and IIMC to the following members:

- Janet Keefe, Snohomish County PUD #1
- Trina Cole, City of Dayton
- Leana Johnson, City of White Salmon
- Tami McNeal, City of Mercer Island
- Shawn Campbell, City of Bonney Lake

The summer has been quiet for our Committee as I have faced a very busy work schedule and interviewing, hiring and training a new Deputy City Clerk for my office. I would like to apologize for not being able to dedicate more time to the Membership Committee. My hope is to spend the fall and winter working with the Committee to reach out to past members, past jurisdictions and new jurisdictions to increase our membership. I also hope to help look at our Mentor Program and find a way to give it new life.

Attached for your review is the revised Membership Committee description. I have provided the tracked changes version as well as a clean version as there are numerous changes. I have worked closely with the Bylaws Committee Chair Christy O'Flaherty to incorporate the changes her committee proposed as well as the changes that are needed to disband the Elections Committee and add the responsibilities to the Membership Committee. Some of the changes to the description are:

- Organized the duties and responsibilities into categories
- Updated the list of items to include in the New Member Information Packets
- Added the WMCA Elections responsibilities
- Included the elections process for a vacancy on the EC (to mirror the Bylaws)
- Added the Elections Procedures as Exhibit A
 - Included new language about the Elections Officer and Elections Auditor
 - Added language about electronic voting and deleted language and graphics about paper ballots requirements.
- Changed language throughout the document (and the Bylaws) to refer to a "Candidate Packet" (rather than a Declaration of Candidacy) and detailed the requirements of the Packet in Exhibit B.
- Added the WMCA Mentor Program as Exhibit C (which will be further refined at a later date)

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION:

1. Officially sunset the Elections Committee.
2. Approve the proposed changes to the Membership Committee description

ALTERNATIVES:

Provide feedback or direction regarding the proposed changes.

Membership Committee

A. General Responsibilities:

The Membership Committee:

1. eEncourages all eligible individuals to become members of WMCA by developing and dispersing promotional materials. WMCA By-Laws Article III – Membership outlines membership classes and definitions of each.
2. Oversees the election and vacancy process for the WMCA Executive Committee Officers and Board Members. WMCA By-Laws Article IV – Officers/Board of Directors/Terms, Section 6 outlines the vacancy process and Article V – Elections To and Nominations for Office outlines the annual election process.

B. Organization and Tasks - General:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
92. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
103. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
114. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

C. Organization and Tasks - Membership:

2. The committee's work begins right after the Annual Conference by obtaining a list of those cities, counties or other governmental entities that do not have members in WMCA. This may be obtained from the membership database maintained by the Treasurer. Promotional materials, either developed, passed on or updated from the previous committee, is then sent out.
3. Current WMCA members located near potential new members will be contacted and encouraged to make a personal contact with the potential new members to promote membership.
41. The committee Chair will assemble and update the New Members Information Packet, using materials passed on by the previous committee, adding or deleting information as necessary. These packets should be ready for mailing to new members upon joining WMCA. The packet generally includes the following:
 - a. current copy of the WMCA By-Laws
 - b. list of the WMCA Executive Committee roster
 - c. WMCA brochure
 - d. WMCA lapel pin
 - e. WMCA mentoring program information
 - f. Upcoming WMCA conference information
 - g. Northwest Clerks Institute (NCI) brochure
 - eh. IIMC brochure and
 - i. IIMC application for certificationmembership
 - j. IIMC Conference information

- ~~d. Northwest Clerks Institute (NCI) Certification Seminar brochure~~
- ~~e. WMCA state pin~~
- ~~f.k.~~ and any other information deemed necessary
- ~~52.~~ Upon receipt of the name of a new member from the Treasurer, the Chair will send a welcome letter and the information packet aforementioned. The Chair will also determine whether the new member desires a mentor.
- ~~23.~~ The committee's work begins right after the Annual Conference by will obtaining a list of those cities, counties or other governmental entities that do not have members in WMCA. ~~This may be obtained~~ from the membership database maintained by the Treasurer. Promotional materials, either developed, passed on or updated from the previous committee, is then sent out to encourage new members to join.
- ~~34.~~ Current WMCA members located near potential new members will be contacted and encouraged to make a personal contact with the potential new members to promote membership.

D. Organization and Tasks – Elections:

- ~~1.~~ The Committee Chair is responsible for selecting an Elections Officer from among the committee members. The Elections Officer shall not run for a position on the Executive Committee during the time that they are serving as Elections Officer.
- ~~62.~~ The ~~committee~~ Elections Officer is responsible for soliciting eligible candidates for upcoming open positions on the Executive Committee and will administering the election in accordance with the Election Procedures ~~(Exhibit A) adopted by the Elections Committee and affirmed by the Executive Committee~~. The election shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.
- ~~3.~~ Vacancy Process.
 - ~~a.~~ The President will notify the Elections Officer that there is a vacancy on the Executive Committee and will determine the deadline for candidate Packet submittal for the vacancy.
 - ~~b.~~ The Elections Officer shall work with the Webmaster to notify the membership of the Call for Candidates; including requirements for the Candidate Packet (Exhibit B).
 - ~~c.~~ The Elections Officer is responsible for soliciting eligible candidates for the vacancy on the Executive Committee and administering the election in accordance with the Election Procedures (Exhibit A). The election shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.
 - ~~d.~~ Electronic voting will close within three weeks from the initial notice of the election.

E. Organization and Tasks – Mentor Program:

- ~~61.~~ The mentor program is one of the primary duties of the committee. The committee shall follow the WMCA Mentoring Policy (Exhibit C) in assisting new members through the assignment of a mentor in the vicinity of the new member's city, county or governmental entities who may be of assistance in answering questions and providing guidance to the new member.
- ~~2.~~ The June edition of the Executive Committee Monthly Report ~~summer issue of "The Quill"~~ should include a call for mentors, soliciting WMCA members to be mentors and

stipulating any special areas of expertise. The committee can then use the list of respondents to place new members with an appropriate mentor.

F. Organization and Tasks – First Time Attendee’s Event:

17. The committee is ~~also~~ responsible for the First Time Attendee’s Event at the Annual Conference as follows:
- a. The event is generally held on the first day of the conference. The committee is responsible for organizing and coordinating with the Conference Planning Committee on specific details such as time and location at the conference site.
 - b. The committee will send invitations to all new members, first time conference attendees, mentors, WMCA Executive Committee and out-of-state guests.
 - c. The purpose of the event meeting is to educate new members about WMCA resources and to recommend additional information resources. The committee will invite the NCI Director, members of AWC, Municipal Research & Services Center, and other organizations to promote the services that they provide.
 - d. The First Time Attendee’s Event is partially funded by donations, which are secured by the Conference Planning Committee.

EXHIBIT A

Elections Procedures

(As required by the WMCA Bylaws, Article V – Elections To and Nominations For Office Section 4. Voting Procedures for election of WMCA officers and board members)

A. Policy Statement

Elections for the member-elected WMCA Executive Committee shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.

B. Nomination Procedures

1. The Elections ~~Committee chair~~Officer shall confirm the ~~offices-positions~~ open for election with the ~~pP~~President.
2. The Elections ~~Committee Officer~~ shall place a Call for Candidates, including requirements for the Candidate Packet (see Exhibit B to the Membership Committee description) in the October, November and December editions of the Executive Committee Monthly Report and furnish the Declaration of Candidacy forms. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates.
- ~~23.~~ Complete Candidate Packets~~Declarations of Candidacy~~ must be received by the Elections ~~Committee Officer~~ by December 31st. ~~The Elections Committee chair shall prepare a slate of candidates to be presented to the Executive Committee at its January meeting, together with copies of the candidate's statement, photo and letter of support.~~
4. In the event that there are open positions for election for which no candidate has filed by the December 31st deadline, the Elections ~~Committee chair~~Officer shall immediately notify the ~~pP~~President. The ~~pP~~President shall appoint an ad hoc Nominations Committee pursuant to Article V, Section 2 of the WMCA By-laws.

~~**Declaration of Candidacy:** This is a signed, written document containing the following: "I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city administrator or city manager), with a photo and candidate statement which I authorize for use in the election process."~~

~~**Candidate Statement:** The statement must be no more than 200 words in length, including the candidate's name, title, place of employment and a statement of why election to office is sought. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.~~

~~**Photo:** A (2" x 2") black and white or color photo of the candidate. Photos will not be returned, but will be forwarded to the Communications Committee for use in the April edition of the Executive Committee Monthly Report introducing the new Executive Committee.~~

Letter of Support: A letter to the Association signed by the candidate's mayor, city or county administrator or manager supporting the candidacy and the candidate's increased involvement in WMCA.

With the exception of the Declaration of Candidacy and Letter of Support, the candidate may submit this material to the Elections Committee chair electronically or by hard copy.

5. The Elections Committee chair ~~Officer~~ shall prepare a slate of candidates, and forward the candidate packets received to the Elections Auditor to ensure a "check and balance" approach to the Elections process.
6. After review by the Elections Auditor, the Elections Officer will submit the slate of proposed candidates for election to the Membership Committee Chair who will provide the list and candidate packets to be presented to the Executive Committee at its January meeting, ~~together with copies of the candidate's statement, photo and letter of support.~~ Only those candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws, shall be submitted.

C. Election Administration Procedures

31. The Elections ~~Committee Officer~~ obtains ~~from the treasurer an alphabetical a list either by city or last name and in mailing label format~~ of active members in good standing as of January 31 of the year of the election ~~from the Treasurer and determines the number of ballot packets needed.~~
2. The Elections Officer adds the email addresses from the list active members in good standing as of January 31 to the electronic voting software.
43. The Elections ~~Committee Officer~~ prepares electronic voting software ~~the items for the ballot packets to~~ includeing:
 - a. **Candidate Statements and Photos:** The Elections Officer will format each submitted statement and photo in the electronic voting software ~~for printing on double-sided 8 1/2" x 11" or 8 1/2" x 14" paper. The statements will appear on the printed statement sheets in the same order as the candidates are listed on the ballots.~~ Candidates will be listed in alphabetical order per each office being sought to avoid an appearance of favoritism.
 - b. **Electronic Voting Instructions Sheet:** Shall ~~Contain~~ as at least the following:

If you are an active member of the Washington Municipals Clerks Association, you are eligible to participate in elections.

To vote, complete the electronic ballot by checking the candidate of your choice, or writing in the name of a candidate in the field provided. When finished, click on the certification button and read the certification that states, "I certify that I am an active member in good standing of the Washington Municipal Clerks Association, and am eligible to vote in the current election."

~~mark the enclosed ballot by checking the candidate of your choice, or writing in the name of a candidate on the line provided, insert the marked ballot into the Ballot Envelope, and seal that envelope and then enclose the Ballot Envelope in the Return Mailing Envelope.~~

Enter your name, city, email address and date in the certification fields, and click on the "Submit My Vote" button.

On the Return Mailing Envelope, print your name and name of your city, county or agency in the spaces provided. Sign your name. Voter information must be legible and envelope must be signed in order for your vote to be verified and counted.

Affix proper postage, and return the Mailing Envelope, with the Ballot Envelope enclosed, to the Elections Committee, to be received no later than the third Friday in February.

Ballots: Ballots should be printed on white or manila card stock, cut to a size which accommodates the required information to be printed thereon, but no larger than 10" x 4 ½" and shall be printed in a format similar to the following (double-sided printing is acceptable and a "Continue Other Side" notation will be printed on both bottoms so as not to suggest prioritization of the offices or candidates.)

**Official Ballot
WMCA
Executive Committee**

Vice President (Vote for one)

- ☐ Darla Buck
- ☐ Jay Gatsby
- ☐ Wendy Levitz
- ☐ Write-in: _____

Secretary (Vote for one)

- ☐ Hans Solo
- ☐ Daffy Duck
- ☐ Martha Stewart
- ☐ Write-in: _____

Continue Other Side

Ballot Insert Envelope: The Ballot Insert Envelope shall be a security envelope, which does not allow the mark on the enclosed paper to show through. The envelope shall not be larger than a standard #9 envelope (5" x 10 ½") shall have a glue flap, and shall be printed with the following:

1. Sign the Return Mailing Envelope.
2. Enclose marked ballot in this envelope.
3. Do not mark on this envelope.
4. Seal and insert this envelope into official Return Mailing Envelope.
5. Follow delivery or mail instructions on Voting Instructions Sheet.

Return Mailing Envelope: The Return Mailing Envelope must be larger than the Ballot Insert Envelope (a standard #10 envelope is best), should be of good quality paper, and shall contain the following:

Front:—

- ~~Three lines in upper left corner for voters to write their return address information.~~
- ~~In the upper right corner, the words "affix postage here".~~
- ~~In the center, the printed name and address of the Elections Committee Chair, or a label affixed with the same.~~

Diagram of a return mailing envelope. The top left corner has three horizontal lines for a return address. The top right corner has a box labeled "Affix Postage Here". The center of the envelope has a label that reads: "City Clerk", "PO Box 0000", "City, WA 00000". A large red 'X' is drawn over the center of the envelope.

Back:

- ~~Printed so that signature and voter information spaces are not affected by envelope flap, the back of the Return Mailing Envelope shall include the following: "I certify that I am an active member in good standing of the Washington Municipal Clerks Association and eligible to vote in the current election."~~
- ~~A signature line designated by the word "signature".~~
- ~~A date line below the signature line.~~
- ~~The words "please print" above a voter information line requesting voter's last name, first name and name of the city, county or agency.~~

Diagram of the back of a return mailing envelope. The top section contains the text: "I certify that I am an active member in good standing of the Washington Municipal Clerks Association and eligible to vote in the current election." Below this is a section labeled "Please Print" with lines for "Last Name", "First Name", and "City, County or Agency". To the right of these are lines for "Signature" and "Date". A large red 'X' is drawn over the center of the envelope.

Postage: ~~Election supply and postage costs shall be submitted to the treasurer for payment or reimbursement.~~

54. ~~By the Friday before the first business day in February, the Elections Committee Officer will emails by the first Friday in February, a ballot information, packet voting instructions, and the link to the electronic voting software (online) to each active member in good standing from the list provided by the Treasurer (see Section (C)(1) above) listed as such on the treasurer's membership list of January 31. The envelope email shall contain the words "WMCA Ballot Information - Time Sensitive" in the subject line of the email printed above the level of the delivery address on the left hand side of the envelope. The ballot packets information shall contain only the items listed above in Section (C)(4).~~
65. ~~Members receiving ballot packets information emails will access the ballot through the electronic voting software and mark their ballots electronically, and return them by mail~~

- ~~to the Elections Committee chair (or designated in the Voting Instructions Sheet). The ballots~~
- ~~6. Voting must be received-completed not later than 4:00 pm the third Friday in February. At that time the electronic voting mechanism will be disabled. Each member is allowed one vote; duplicate voting will disqualify the member from voting. If electronic voting is not possible, paper ballots will be available by requesting same in writing to the Elections Officer.~~
 - ~~7. Write-in candidates will be allowed. Should a write-in candidate be elected a written letter of support and photo will be required within two weeks of certification of the election results. If a letter of support is not presented, or if the candidate declines the office, the candidate garnering the next highest amount of votes shall be declared elected. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee. The Elections Committee chair shall be custodian of all returned ballots and shall keep them in a safe place and assure that they remain unopened until authorized in a locked ballot box.~~
 - ~~8. On the Monday following the close of the election, the Elections Officer will run the required report from the electronic voting software to create the list of members who voted and to tally the votes.~~
 - ~~9. The Elections Officer will give the results of the election to the Elections Auditor to who will provide an independent review of the process and results of the election and provide a written summary to the Executive Committee, the Elections Officer and the Membership Committee Chair.~~
 - ~~10. Following written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.~~
 - ~~8. Elections Committee convenes the week following the close of the election to perform the following:~~
 - ~~• Verify eligibility of voters by comparing the names and voter information on the unopened Return Mailing Envelopes against the membership roster provided by the treasurer.~~
 - ~~• Any return mailing envelopes received after the deadline of the third Friday in February or which contain signatures and/or printed names which cannot be matched to the membership roster, shall remain unopened, and shall be numbered and logged in a ballot rejection log. Such log shall indicate the number of the rejected envelope, as much name information as is possible, the reason for the rejection, and the signature of the committee member rejecting the ballot. A different committee member shall check each rejected ballot again for eligibility. If it is still considered to be ineligible, the second committee member will also sign the rejection log entry for that ballot.~~
 - ~~• Check off names on membership list for each Return Mailing Envelope received to ensure no duplicate voting by a member.~~
 - ~~• Open Return Mailing Envelopes and remove Ballot Insert Envelopes. Separate Return Mailing Envelopes from Ballot Insert Envelopes and bundle and retain until after the annual meeting in March.~~
 - ~~• Open Ballot Insert Envelopes and remove ballots. Ballot Insert Envelopes can be discarded.~~

- ~~Count the votes for each candidate for the respective positions. Different committee members should take each count until at least two separate countings reveal the same total.~~
 - ~~Each counting for each candidate should be listed on a tabulation log, with the signature of the counter for each counting. Example: The first counting for Candidate Wendy Levitz for vice president results in 320 votes. The person counting those votes lists "320" after Jane Doe's name on the tabulation log, and signs his or her name. The second person does the same, even if the second count is 321. This continues until there are at least two count results listed, and signed, which are the same.~~
 - ~~When the counting and tabulation of ballots has been completed, and before the committee adjourns, the Elections Committee chair, or designee, prepares a ballot certification letter signed by at least three members of the committee who participated in the counting and tabulation process.~~
 - ~~The ballots are bundled and retained until after the annual meeting in March.~~
- ~~911.~~ The Elections Committee chair informs the President of the election results. The President shall inform ~~the members of the Executive Committee and~~ each candidate of the results of the election. If a write-in candidate is elected to any position and indicates a willingness to serve, the ~~president~~ Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, ~~or city manager, or city/~~county administrator or ~~CEOManager~~ within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.A.
- ~~1012.~~ Any concerns about the electoral process should be referred to the ~~p~~President for consideration by the Executive Committee and possible referral to the Elections Membership Committee the following year.
- ~~1113.~~ The ~~p~~President announces the election results to the general membership at the annual meeting in March, and the Elections ~~Committee chair~~ Officers arranges for the election results to be published in the April edition of the Executive Committee Monthly Report.

Responsibilities of the Elections Committee:

- ~~Place call for candidates for Executive Committee members in the November edition of the Executive Committee Monthly Report.~~
- ~~Furnish Declaration of Candidacy forms.~~
- ~~Mail ballot packets to active members after verifying membership with the treasurer by the first Friday in February.~~
- ~~Format candidate statements and photos.~~
- ~~The Elections Committee chair collects ballots by the third Friday in February. They are not opened until at least four members of the Elections committee (and the Board liaison) can meet prior to the first Friday in March to count and authenticate the ballots. The WMCA budget for the elections may be accessed if necessary to fund emergency travel to accomplish the ballot tabulation process.~~
- ~~Authenticate and count all submitted ballots, administer a ballot count and inform the president of the election results.~~
- ~~Publish elections results in the April edition of the Executive Committee Monthly Report.~~

Tabulation:

- Sort unopened mailing envelopes with voter identification on the reverse side alphabetically, by last and first names of voters.
- Using the most recent membership list, verify eligibility of voters, and ensure that duplicate or ineligible mailing envelopes are not opened.
- Log all rejected mailing envelopes and save until all ballots are destroyed.
- Open all eligible mailing envelopes and remove Ballot Inset Envelopes.
- Remove ballots from Ballot Insert Envelopes.
- Tabulate ballots and submit tally sheet to the president.
- Write-in candidates will be allowed. Should a write-in candidate be elected, a written letter of support and photo will be required within two weeks of certification of election results. If a letter of support is not presented, or if the candidate declines the office, the candidate garnering the next highest amount of votes shall be declared elected. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.

EXHIBIT B
Candidate Packets

(As required by the WMCA Bylaws, Article V – Elections To and Nominations For Office)

A. Candidate Packets must be received by the Elections Officer by December 31 and **must** include the four following pieces of information:

1. Declaration of Candidacy: This is a signed, written document containing the following:

"I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO ~~city manager~~), with a photo and candidate statement which I authorize for use in the election process."

2. Candidate Statement: ~~The This~~ statement must be no more than 200 words in length, including the candidate's name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.

3. Photo: A (2" x 2") black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos ~~will not be returned, but~~ will be forwarded to the Elections Officer for use in the electronic voting mechanism and to the President-Elect to forward to the Board member responsible for Communications Committee for use in the April edition of the Executive Committee Monthly Report to introducing the new Executive Committee.

4. Letter of Support: A letter ~~to the Association~~ addressed to WMCA and signed by the candidate's mayor, city manager, ~~or city/~~ county administrator or CEO ~~manager~~ supporting the candidacy and the candidate's increased involvement in WMCA must be submitted with the Candidate Packet.

B. With the exception of the Declaration of Candidacy and Letter of Support, the candidate may submit this material to the Elections ~~Committee chair~~ Officer electronically or by hard copy.

EXHIBIT C

WMCA Mentor Program

A. Purpose

1. To identify the needs of new municipal clerks and to establish a program to provide support and advice regarding the complex responsibilities of their office.
2. To provide an opportunity for experienced municipal clerks to share their knowledge of the day-to-day responsibility and to exemplify the professionalism of the office.
3. To develop a procedure whereby new clerks are identified and paired with experienced clerks of similar population size, type of government, and geographic location whenever possible, who are willing to share and provide information and assistance.

B. Policy

1. The ~~WMCA~~ Membership Committee is assigned the task of coordinating the mentoring assignments.
2. The committee chair~~person~~ will appoint two (2) members of the membership committee to facilitate the mentoring program.

C. Procedure

1. Enrollment Form
 - a. Publish information in the April, June, August, October, and January editions of the Executive Committee Monthly Reports describing the mentoring program as well as the enrollment form which contains the current contact person for the mentoring program.
 - b. The Membership Committee Chair will remain in constant contact with the WMCA Treasurer regarding new memberships, and will relay that information to the Mentoring Program sub-chairs.
 - c. The sub-chairs will write directly to the new WMCA members inviting their participation in the mentoring program.
2. Pairing of New Clerks and Mentors
 - a. The sub-chairs will use the following criteria for the individual assignments of new clerk/mentor: types of government, population size, and geographic location whenever possible.
 - b. The sub-chairs will send letters to both the new clerk and the mentor advising them of this arrangement. Mentors are requested to contact the new clerk with an offer of assistance.
 - c. Mentors will contact either the sub-chairs or the Membership Committee Chair if they cannot continue as a mentor. Thereby, the sub-chairs will assign a new mentor for the new clerk.
3. Membership Committee Chair
 - a. The committee chair, on a regular basis, will contact the mentoring program sub-chairs to see that the program goals and objectives are being met.
 - b. The committee chair will include in the quarterly report to the WMCA Executive Committee the current status of the mentoring program.
4. Recognition
 - a. At the WMCA Annual Conference, a First Time Attendee's Event is held at which time recognition of the Mentor Clerks is made.

MENTORING PROGRAM

If you are a “newly” appointed or elected Municipal Clerk and a member of the Washington Municipal Clerks Association (WMCA), the WMCA Mentoring Program may be of interest to you. This program has been designed to assist new clerks who are seeking guidance regarding the duties and responsibilities associated with the new positions.

The program also offers “experienced” clerks an opportunity to assist the newest members of our profession by offering advice and guidance. You will be able to share the experience and knowledge you have gained through your years of service, pointing out the “dos” and “don’t’s” and answering the “whys” along the way.

“New” clerks are encouraged to complete the form below and mail or e-mail it. Upon receipt, you will be matched with an experienced clerk who is only a telephone call, fax or e-mail away.

If you’ve been a municipal clerk for three or more years and are willing to make a one year commitment to help a new clerk adjust to the duties of her/his position, please complete and mail or e-mail the form below. Your name will be kept on file for matching with a new clerk from a municipality of similar population and with the same type of duties. When a new clerk match is made, you will be contacted quickly so you can offer your guidance.

Also, experienced clerks who have previously served as mentors and who are interested in continuing in this role, please contact me so I am aware of your interest in continued participation. New clerks, who have a need for additional or continued assistance after their first year in office, should also contact me so I am aware of your interest.

If you have any questions or suggestions relating to the “WMCA Mentoring Program” please feel free to call me.

Sincerely,

Name

Title

City/Committee

Yes, I would be willing to participate as a New Clerk ____ Mentor ____ in the “Mentoring Program.”

Name _____ Municipality _____

Address _____ Phone: _____

E-mail _____ County _____

Date of Appointment/Election _____ Population _____

Type of Gov’t: Village ____ Town ____ City ____ County ____ Other ____

Other Title or Positions Held _____

Briefly describe municipality _____

Please return to: *Name & Address & Phone & Fax & E-mail address*

MENTORING PROGRAM

Goals and Objectives:

To identify the needs of the New Municipal Clerks and to establish a program to provide support and advice regarding the complex responsibilities of their office. To provide an opportunity for Experienced Municipal Clerks to share their knowledge of the day-to-day responsibilities of being Municipal Clerks and to exemplify the professionalism of the office.

New Clerk:

Call when you are unsure how to proceed with a task. Contact your Mentor whenever you need to. A personal visit isn't necessary but perhaps you can arrange to meet each other at a meeting or at the Annual Conference.

Mentor:

Make your initial call soon after you are assigned a new clerk. Call more often at first but at least quarterly. If you can't help because you don't know the answer, refer the new clerk to someone with a similar situation or other professional help. (Dept of Revenue, County Clerk, Elections, Auditor, etc.) Remind your new clerk about upcoming deadlines and upcoming events. Be aware of the phone expense for a new clerk in a small municipality. You can send a lot with e-mail or a postage stamp. Inform the new clerk of the WMCA website (www.wmcaclerks.org) and the Executive Committee Monthly Reports (sent by email).

NEW CLERK MATCH LETTER

Date

Name

Address

Dear _____:

The Washington Municipal Clerks Association (WMCA) recognizes the integral role a Municipal Clerk plays in the day-to-day operation of local government. All members of the WMCA want you to know that you are not alone as you learn the duties of the Clerk's Office.

The Mentor~~ing~~ Program was established to match new clerks with experienced municipal clerks to share materials and practical tips on the Clerk's responsibilities.

We are happy to inform you that _____ Clerk of _____ (telephone #, e-mail address) has volunteered to be your Mentor and she/he will be contacting you shortly to help you with your day-to-day questions. Your comments and suggestions for the Mentor~~ing~~ Program are always welcome. If you have should have any questions, please do not hesitate to call.

Sincerely,

(Member)

Phone #

Cc WMCA President

MENTOR MATCH LETTER

Date

Name

Address

Dear _____:

Thank you for volunteering to be part of the Washington Municipal Clerks Association Mentoring Program. As you know, we try to match New Clerks who have requested Mentors with experienced Clerks from municipalities of similar size and types of government.

As we discussed, _____ Clerk of the _____ has requested the help of a Mentor. Please give her a call at (phone #, e-mail address) in the next couple of days and introduce yourself. _____ has been Clerk since _____ and is looking forward to hearing from you. Your efforts make a difference in raising the professionalism of our Washington Municipal Clerks.

Thank you for caring and sharing!

Sincerely,

WELCOME AND INVITE LETTER

Date

Name

Address

Dear _____:

Welcome to the Washington Municipal Clerks Association!

The Membership Committee of the Washington Municipal Clerks Association would like to invite you as a new Clerk to participate in the Mentoring Program sponsored by this Committee. Even though this program has been advertised in the Newsletter, we want to make sure we give a special invitation to as many new Clerks as possible.

The objective of this program is to open an avenue for you to seek advice about the complex responsibilities of your new office from an experienced Clerk with the same type of government and similar size municipality.

If you are interested in being a part of this program, please completed the enclosed form and return it to (Chair, Name, Municipality and Address) or e-mail at _____. We will then notify you who your Mentor will be during the coming year. We look forward to hearing from you.

Sincerely,

MENTOR THANK YOU LETTER

Date

Name

Address

Dear _____:

On behalf of the Membership Committee, I would like to take a moment to thank you for participating in the Mentor~~ing~~ Program as a Mentor. Whether you were teamed with a new clerk or not, your willingness to volunteer your valuable time to help a member of the Association helps continue the strong WMCA network we have.

To keep our WMCA Directory updated, I ask that you take a minute to complete the enclosed form and return it before the deadline to the address listed.

Once again, thank you for volunteering for this program. If you have any suggestions or comments, please call either myself or one of the Committee members listed below.

List Committee members

Sincerely,

Membership Chair

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
MENTORING PROGRAM**

Yes___ I am willing to continue as a Mentor in the WMCA Mentoring Program

Name _____
Municipality _____
Address _____
Telephone _____
E-mail _____
Date of Appointment/Election _____
Population _____
Type of Gov't _____
County _____

No___ Please remove my name as a Mentor

Please complete and return this form before _____ to:

Name
Address
Phone

Membership Committee

A. General Responsibilities:

The Membership Committee:

1. Encourages all eligible individuals to become members of WMCA by developing and dispersing promotional materials. WMCA By-Laws Article III – Membership outlines membership classes and definitions of each.
2. Oversees the election and vacancy process for the WMCA Executive Committee Officers and Board Members. WMCA By-Laws Article IV – Officers/Board of Directors/Terms, Section 6 outlines the vacancy process and Article V – Elections To and Nominations for Office outlines the annual election process.

B. Organization and Tasks - General:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
2. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
3. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
4. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

C. Organization and Tasks - Membership:

1. The Chair will assemble and update the New Member Information Packet, using materials passed on by the previous committee, adding or deleting information as necessary. These packets should be ready for mailing to new members upon joining WMCA. The packet generally includes the following:
 - a. current copy of the WMCA By-Laws
 - b. the WMCA Executive Committee roster
 - c. WMCA brochure
 - d. WMCA lapel pin
 - e. WMCA mentoring program information
 - f. Upcoming WMCA conference information
 - g. Northwest Clerks Institute (NCI) brochure
 - h. IIMC brochure
 - i. IIMC application for membership
 - j. IIMC Conference information
 - k. and any other information deemed necessary
2. Upon receipt of the name of a new member from the Treasurer, the Chair will send a welcome letter and the information packet aforementioned. The Chair will also determine whether the new member desires a mentor.
3. The committee will obtain a list of those cities, counties or other governmental entities that do not have members in WMCA from the membership database maintained by the Treasurer. Promotional materials, either developed, passed on or updated from the previous committee, is then sent out to encourage new members to join.

4. Current WMCA members located near potential new members will be contacted and encouraged to make a personal contact with the potential new members to promote membership.

D. Organization and Tasks – Elections:

1. The Committee Chair is responsible for selecting an Elections Officer from among the committee members. The Elections Officer shall not run for a position on the Executive Committee during the time that they are serving as Elections Officer.
2. The Elections Officer is responsible for soliciting eligible candidates for upcoming open positions on the Executive Committee and administering the election in accordance with the Election Procedures (Exhibit A). The election shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.
3. Vacancy Process.
 - a. The President will notify the Elections Officer that there is a vacancy on the Executive Committee and will determine the deadline for candidate Packet submittal for the vacancy.
 - b. The Elections Officer shall work with the Webmaster to notify the membership of the Call for Candidates; including requirements for the Candidate Packet (Exhibit B).
 - c. The Elections Officer is responsible for soliciting eligible candidates for the vacancy on the Executive Committee and administering the election in accordance with the Election Procedures (Exhibit A). The election shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.
 - d. Electronic voting will close within three weeks from the initial notice of the election.

E. Organization and Tasks – Mentor Program:

1. The mentor program is one of the primary duties of the committee. The committee shall follow the WMCA Mentoring Policy (Exhibit C) in assisting new members through the assignment of a mentor in the vicinity of the new member's city, county or governmental entities who may be of assistance in answering questions and providing guidance to the new member.
2. The June edition of the Executive Committee Monthly Report should include a call for mentors, soliciting WMCA members to be mentors and stipulating any special areas of expertise. The committee can then use the list of respondents to place new members with an appropriate mentor.

F. Organization and Tasks – First Time Attendee's Event:

1. The committee is responsible for the First Time Attendee's Event at the Annual Conference as follows:
 - a. The event is generally held on the first day of the conference. The committee is responsible for organizing and coordinating with the Conference Planning Committee on specific details such as time and location at the conference site.
 - b. The committee will send invitations to all new members, first time conference attendees, mentors, WMCA Executive Committee and out-of-state guests.

- c. The purpose of the event meeting is to educate new members about WMCA resources and to recommend additional information resources. The committee will invite the NCI Director, members of AWC, Municipal Research & Services Center, and other organizations to promote the services that they provide.
- d. The First Time Attendee's Event is partially funded by donations, which are secured by the Conference Planning Committee.

EXHIBIT A

Elections Procedures

(As required by the WMCA Bylaws, Article V – Elections To and Nominations For Office)

A. Policy Statement

Elections for the member-elected WMCA Executive Committee shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.

B. Nomination Procedures

1. The Elections Officer shall confirm the positions open for election with the President.
2. The Elections Officer shall place a Call for Candidates, including requirements for the Candidate Packet (see Exhibit B to the Membership Committee description) in the October, November and December editions of the Executive Committee Monthly Report. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates.
3. Complete Candidate Packets must be received by the Elections Officer by December 31st.
4. In the event that there are open positions for election for which no candidate has filed by the December 31st deadline, the Elections Officer shall immediately notify the President. The President shall appoint an ad hoc Nominations Committee pursuant to Article V, Section 2 of the WMCA By-laws.
5. The Elections Officer shall prepare a slate of candidates, and forward the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process.
6. After review by the Elections Auditor, the Elections Officer will submit the slate of proposed candidates for election to the Membership Committee Chair who will provide the list and candidate packets to the Executive Committee at its January meeting. Only those candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws, shall be submitted.

C. Election Administration Procedures

1. The Elections Officer obtains a list of active members in good standing as of January 31 of the year of the election from the Treasurer.
2. The Elections Officer adds the email addresses from the list active members in good standing as of January 31 to the electronic voting software.
3. The Elections Officer prepares electronic voting software to include:

a. **Candidate Statements and Photos:** The Elections Officer will format each submitted statement and photo in the electronic voting software. Candidates will be listed in alphabetical order per each office being sought to avoid an appearance of favoritism.

b. **Electronic Voting Instructions:** Shall contain at least the following:

If you are an active member of the Washington Municipals Clerks Association, you are eligible to participate in elections.

To vote, complete the electronic ballot by checking the candidate of your choice, or writing in the name of a candidate in the field provided. When finished, click on the certification button and read the certification that states, "I certify that I am an active member in good standing of the Washington Municipal Clerks Association, and am eligible to vote in the current election."

Enter your name, city, email address and date in the certification fields, and click on the "Submit My Vote" button.

4. By the Friday before the first business day in February, the Elections Officer will email ballot information, voting instructions, and the link to the electronic voting software (online) to each active member in good standing from the list provided by the Treasurer (see Section (C)(1) above). The email shall contain the words "WMCA Ballot Information - Time Sensitive" in the subject line of the email. The ballot information shall contain only the items listed above in Section (C)(4).
5. Members receiving ballot information emails will access the ballot through the electronic voting software and mark their ballots electronically.
6. Voting must be completed no later than 4:00 pm the third Friday in February. At that time the electronic voting mechanism will be disabled. Each member is allowed one vote; duplicate voting will disqualify the member from voting. If electronic voting is not possible, paper ballots will be available by requesting same in writing to the Elections Officer.
7. Write-in candidates will be allowed. Should a write-in candidate be elected a written letter of support and photo will be required within two weeks of certification of the election results. If a letter of support is not presented, or if the candidate declines the office, the candidate garnering the next highest amount of votes shall be declared elected. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.
8. On the Monday following the close of the election, the Elections Officer will run the required report from the electronic voting software to create the list of members who voted and to tally the votes.

9. The Elections Officer will give the results of the election to the Elections Auditor to who will provide an independent review of the process and results of the election and provide a written summary to the Executive Committee, the Elections Officer and the Membership Committee Chair.
10. Following written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.
11. The President shall inform each candidate of the results of the election. If a write-in candidate is elected to any position and indicates a willingness to serve, the Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, city manager, city/county administrator or CEO within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.A.
12. Any concerns about the electoral process should be referred to the President for consideration by the Executive Committee and possible referral to the Membership Committee the following year.
13. The President announces the election results to the general membership at the annual meeting in March, and the Elections Officers arranges for the election results to be published in the April edition of the Executive Committee Monthly Report.

EXHIBIT B

Candidate Packets

(As required by the WMCA Bylaws, Article V – Elections To and Nominations For Office)

- A. Candidate Packets must be received by the Elections Officer by December 31 and **must** include the four following pieces of information:

1. **Declaration of Candidacy:** This is a signed, written document containing the following:

“I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process.”

2. **Candidate Statement:** This statement must be no more than 200 words in length, including the candidate’s name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
3. **Photo:** A (2” x 2”) black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be forwarded to the Elections Officer for use in the electronic voting mechanism and to the President-Elect to forward to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.
4. **Letter of Support:** A letter addressed to WMCA and signed by the candidate’s mayor, city manager, city/county administrator or CEO supporting the candidacy and the candidate’s increased involvement in WMCA must be submitted with the Candidate Packet.

- B. With the exception of the Declaration of Candidacy and Letter of Support, the candidate may submit this material to the Elections Officer electronically or by hard copy.

EXHIBIT C

WMCA Mentor Program

A. Purpose

1. To identify the needs of new municipal clerks and to establish a program to provide support and advice regarding the complex responsibilities of their office.
2. To provide an opportunity for experienced municipal clerks to share their knowledge of the day-to-day responsibility and to exemplify the professionalism of the office.
3. To develop a procedure whereby new clerks are identified and paired with experienced clerks of similar population size, type of government, and geographic location whenever possible, who are willing to share and provide information and assistance.

B. Policy

1. The Membership Committee is assigned the task of coordinating the mentoring assignments.
2. The committee chair will appoint two (2) members of the membership committee to facilitate the mentoring program.

C. Procedure

1. Enrollment Form
 - a. Publish information in the April, June, August, October, and January editions of the Executive Committee Monthly Reports describing the mentoring program as well as the enrollment form which contains the current contact person for the mentoring program.
 - b. The Membership Committee Chair will remain in constant contact with the WMCA Treasurer regarding new memberships, and will relay that information to the Mentoring Program sub-chairs.
 - c. The sub-chairs will write directly to the new WMCA members inviting their participation in the mentoring program.
2. Pairing of New Clerks and Mentors
 - a. The sub-chairs will use the following criteria for the individual assignments of new clerk/mentor: types of government, population size, and geographic location whenever possible.
 - b. The sub-chairs will send letters to both the new clerk and the mentor advising them of this arrangement. Mentors are requested to contact the new clerk with an offer of assistance.
 - c. Mentors will contact either the sub-chairs or the Membership Committee Chair if they cannot continue as a mentor. Thereby, the sub-chairs will assign a new mentor for the new clerk.
3. Membership Committee Chair
 - a. The committee chair, on a regular basis, will contact the mentoring program sub-chairs to see that the program goals and objectives are being met.
 - b. The committee chair will include in the quarterly report to the WMCA Executive Committee the current status of the mentoring program.
4. Recognition
 - a. At the WMCA Annual Conference, a First Time Attendee's Event is held at which time recognition of the Mentor Clerks is made.

MENTOR PROGRAM

If you are a “newly” appointed or elected Municipal Clerk and a member of the Washington Municipal Clerks Association (WMCA), the WMCA Mentor Program may be of interest to you. This program has been designed to assist new clerks who are seeking guidance regarding the duties and responsibilities associated with the new positions.

The program also offers “experienced” clerks an opportunity to assist the newest members of our profession by offering advice and guidance. You will be able to share the experience and knowledge you have gained through your years of service, pointing out the “dos” and “don’t’s” and answering the “whys” along the way.

“New” clerks are encouraged to complete the form below and mail or e-mail it. Upon receipt, you will be matched with an experienced clerk who is only a telephone call, fax or e-mail away.

If you’ve been a municipal clerk for three or more years and are willing to make a one year commitment to help a new clerk adjust to the duties of her/his position, please complete and mail or e-mail the form below. Your name will be kept on file for matching with a new clerk from a municipality of similar population and with the same type of duties. When a new clerk match is made, you will be contacted quickly so you can offer your guidance.

Also, experienced clerks who have previously served as mentors and who are interested in continuing in this role, please contact me so I am aware of your interest in continued participation. New clerks, who have a need for additional or continued assistance after their first year in office, should also contact me so I am aware of your interest.

If you have any questions or suggestions relating to the WMCA Mentor Program please feel free to call me.

Sincerely,

Name

Title

City/Committee

Yes, I would be willing to participate as a New Clerk ____ Mentor ____ in the “Mentoring Program.”

Name _____ Municipality _____

Address _____ Phone: _____

E-mail _____ County _____

Date of Appointment/Election _____ Population _____

Type of Gov’t: Village ____ Town ____ City ____ County ____ Other ____

Other Title or Positions Held _____

Briefly describe municipality _____

Please return to: *Name & Address & Phone & Fax & E-mail address*

MENTOR PROGRAM

Goals and Objectives:

To identify the needs of the New Municipal Clerks and to establish a program to provide support and advice regarding the complex responsibilities of their office. To provide an opportunity for Experienced Municipal Clerks to share their knowledge of the day-to-day responsibilities of being Municipal Clerks and to exemplify the professionalism of the office.

New Clerk:

Call when you are unsure how to proceed with a task. Contact your Mentor whenever you need to. A personal visit isn't necessary but perhaps you can arrange to meet each other at a meeting or at the Annual Conference.

Mentor:

Make your initial call soon after you are assigned a new clerk. Call more often at first but at least quarterly. If you can't help because you don't know the answer, refer the new clerk to someone with a similar situation or other professional help. (Dept of Revenue, County Clerk, Elections, Auditor, etc.) Remind your new clerk about upcoming deadlines and upcoming events. Be aware of the phone expense for a new clerk in a small municipality. You can send a lot with e-mail or a postage stamp. Inform the new clerk of the WMCA website (www.wmcaclerks.org) and the Executive Committee Monthly Reports (sent by email).

NEW CLERK MATCH LETTER

Date

Name

Address

Dear _____:

The Washington Municipal Clerks Association (WMCA) recognizes the integral role a Municipal Clerk plays in the day-to-day operation of local government. All members of the WMCA want you to know that you are not alone as you learn the duties of the Clerk's Office.

The Mentor Program was established to match new clerks with experienced municipal clerks to share materials and practical tips on the Clerk's responsibilities.

We are happy to inform you that _____ Clerk of _____ (telephone #, e-mail address) has volunteered to be your Mentor and she/he will be contacting you shortly to help you with your day-to-day questions. Your comments and suggestions for the Mentor Program are always welcome. If you have should have any questions, please do not hesitate to call.

Sincerely,

(Member)

Phone #

Cc WMCA President

MENTOR MATCH LETTER

Date

Name

Address

Dear _____:

Thank you for volunteering to be part of the Washington Municipal Clerks Association Mentor Program. As you know, we try to match New Clerks who have requested Mentors with experienced Clerks from municipalities of similar size and types of government.

As we discussed, _____ Clerk of the _____ has requested the help of a Mentor. Please give her a call at (phone #, e-mail address) in the next couple of days and introduce yourself. _____ has been Clerk since _____ and is looking forward to hearing from you. Your efforts make a difference in raising the professionalism of our Washington Municipal Clerks.

Thank you for caring and sharing!

Sincerely,

WELCOME AND INVITE LETTER

Date

Name

Address

Dear _____:

Welcome to the Washington Municipal Clerks Association!

The Membership Committee of the Washington Municipal Clerks Association would like to invite you as a new Clerk to participate in the Mentor Program sponsored by this Committee. Even though this program has been advertised in the Newsletter, we want to make sure we give a special invitation to as many new Clerks as possible.

The objective of this program is to open an avenue for you to seek advice about the complex responsibilities of your new office from an experienced Clerk with the same type of government and similar size municipality.

If you are interested in being a part of this program, please completed the enclosed form and return it to (Chair, Name, Municipality and Address) or e-mail at _____. We will then notify you who your Mentor will be during the coming year. We look forward to hearing from you.

Sincerely,

MENTOR THANK YOU LETTER

Date

Name

Address

Dear _____:

On behalf of the Membership Committee, I would like to take a moment to thank you for participating in the Mentor Program as a Mentor. Whether you were teamed with a new clerk or not, your willingness to volunteer your valuable time to help a member of the Association helps continue the strong WMCA network we have.

To keep our WMCA Directory updated, I ask that you take a minute to complete the enclosed form and return it before the deadline to the address listed.

Once again, thank you for volunteering for this program. If you have any suggestions or comments, please call either myself or one of the Committee members listed below.

List Committee members

Sincerely,

Membership Chair

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
MENTOR PROGRAM**

Yes___ I am willing to continue as a Mentor in the WMCA Mentor Program

Name _____
Municipality _____
Address _____
Telephone _____
E-mail _____
Date of Appointment/Election _____
Population _____
Type of Gov't _____
County _____

No___ Please remove my name as a Mentor

Please complete and return this form before _____ to:

Name
Address
Phone



- ☐ First Quarter Report (June Mtg)
- ☒ Second Quarter Report (Oct Mtg)
- ☐ Third Quarter Report (Jan Mtg)
- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Traci Herman, Scholarship Committee Chair

COMMITTEE: Scholarship Committee

DATE: October 1, 2011

SUMMARY OF ACTIVITIES:

Since the Scholarship Committee's last report to the Executive Committee (EC), the Committee accepted applications for the Marge Price Scholarship for Fall Academy, which were due on August 12, 2011. The Committee promoted the Marge Price Scholarship, as has been historically done, through the WMCA newsletter.

The Scholarship Committee received one application (Randy Hinchliffe) this year for the Marge Price Fall Academy Scholarship. The application deadline was August 12. The WMCA Treasurer, Gina Anderson, verified that the applicant was in good standing. The Scholarship Committee received the application to grade on August 16. The deadline to return the completed Ranking Forms was August 26.

On August 29, the Scholarship Chair forwarded the Scholarship Committees' recommendation to approve Randy Hinchliffe's scholarship for the 2011 Fall Academy to President Percival for the EC's immediate consideration.

On August 31 the Scholarship Chair was notified by President Percival that the Randy Hinchliffe 2011 Fall Academy scholarship had been approved and would be ratified at the October meeting.

The applicant was notified of his scholarship award by both email and mail.

The next scholarship opportunity will be for the WMCA Annual Conference and the Marge Price Scholarship for the WMCA Spring Academy. Both scholarship opportunities close on December 5, 2011.

Since this report in June it has come to the Committee's attention that there will not be a NCI Master Academy in 2012 due to IIMC being in Portland. The Committee has revised the Marge Price Application to read, "No NCI Master Academy (PD IV) in 2012 due to IIMC Annual Conference in Portland, OR"

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: The Executive Committee to ratify email vote to approve Randy Hinchliffe's 2011 Fall Academy scholarship.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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