



## EXECUTIVE COMMITTEE AGENDA

Friday, March 21, 2014  
Sage Board Room, Pasco  
12:30 PM

1. **Call to Order**
2. **Approval of Minutes - Diana**
  - a. Executive Committee Meeting Minutes of January 31, 2014..... 3
3. **Treasurer's Report - Gina**
  - a. Account Summaries (included in your annual business meeting packet) ..... 10
4. **New Business**
  - a. President Elect Job Description Update (Debbie B. & Shannon) ..... none
  - b. Request for Credit Card for President-Elect Burke (Diana)..... none
  - c. 2016 Conference Hotel Contract (Debbie B.).....none
5. **Committee Business/Reports**
  - a. Audit (Randy)..... none
  - b. Awards (Scott & Diana) ..... XX
  - c. Budget (Debbie B.) ..... none
  - d. Bylaws (Shannon) ..... none
  - e. Conference Planning (Paula) ..... XX
  - f. Education (Debbie B.)..... none
  - g. Fundraising (Dee & Debbie B.) ..... 11
  - h. Historical (Virginia) ..... none
  - i. Legislative (Christy & Diana)..... XX
  - j. Membership (Jill)..... none
  - k. Newsletter (Bobbie) ..... none
  - l. Scholarship (Gina)..... none
  - m. Webmaster (Bobbie) ..... 13
  - n. Archives Oversight (Jill) ..... XX
  - o. Handbook (Jill)..... XX
6. **Other Business**
  - a. Schedule of EC meetings (Diana)..... XX
  - b. Committee Chair and Liaison Roster (Diana) ..... 15

**7. Next Meeting**

a. Friday, June 20, 2014 Algona City Hall, Algona, WA (10:00AM) ..... XX

**8. Adjournment**

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Friday, January 31, 2014, 9:00 a.m.  
Edmonds City Hall, Edmonds, WA

---

**CALL TO ORDER:**

President Passey called the meeting to order at 9:14 a.m.

**ROLL CALL:**

President Scott Passey, President-Elect Diana Quinn, Vice President Debbie Burke, Secretary Virginia Olsen, Treasurer Gina Anderson, Past President Sandy Paul, and Boardmembers Randy Hinchliffe, Christy O'Flaherty, Paula Swisher, and Bobbie Usselman.

**NOT PRESENT:** Boardmembers Jill Boltz and Debbie Clark.

**APPROVAL OF MINUTES:**

Past President Paul **MOVED**, seconded by Boardmember Swisher, to approve the Executive Committee meeting minutes for October 4, 2013. The motion **PASSED** unanimously 10/0.

**TREASURER'S REPORT:**

Treasurer Anderson reviewed the written report noting that there is a cash balance \$111,196.16. She added that the largest revenue source is membership dues at \$25,540 and the biggest annual expenditure coming up would be the conference.

Boardmember Swisher inquired about checking the line items for the President and President-Elect for attending the IIMC conference. Treasurer Anderson did not have her laptop available, so she said she would check that in preparation of the next budget.

Boardmember Swisher also asked if the conference deposit payment was made yet, and Treasurer Anderson said it had not but it was forthcoming.

Treasurer Anderson provided a profit and loss statement and asked if this condensed version with the prior year comparison would be easier for members to review. There was consensus to provide this document at the conference.

**NEW BUSINESS:**

President-Elect Job Description Update

Vice President Burke reviewed the updated President-Elect job description. President-Elect Quinn stated she currently serves as the Education Committee liaison which had been struck from the duties. Vice President Burke stated that if the duty remained, it should be added into the new section number 5 instead of as a stand-alone item.

Vice President Burke **MOVED**, seconded by Boardmember O'Flaherty, to approve the job description as amended. The motion **PASSED** unanimously 10/0.

President Passey recessed the meeting at 9:27 a.m. The meeting reconvened at 9:43 a.m.

### Ratifications

Vice President Burke stated there had been email discussion about a for-profit vendor requesting WMCA's attendance at their conference at no cost as a partner, but they also requested a donated "prize" to be raffled off at their client appreciation dinner. She said the Executive Committee's discussion was that if we did this for one vendor, we would be setting a precedent for the same obligation to all of our vendors.

Vice President Burke suggested amending the financial policy to reflect that WMCA may spend funds on "non-profit", government-based agency conferences and not "for-profit" company conferences and address the dollar amount for gifts or prizes.

President-Elect Quinn said she would bring this policy back for consideration at the March board meeting. She asked Boardmember Usselman to send her the financial policies and Treasurer Anderson said she would review them after they were drafted.

### 2014-2015 Membership Application

Treasurer Gina Anderson reviewed the revised 2014-15 membership application form. President Passey asked if there were any issues with the late fee, and Treasurer Anderson responded that there was only one city.

Boardmember Usselman stated that Conference Planning Committee was supposed to have been eliminated from the form (of committees for scholarship recipients to serve on), so Boardmember Usselman said she would make that change.

### Ratify General Election Slate

President Passey said he was pleased to see more people getting involved.

Boardmember Hinchliffe **MOVED**, seconded by Boardmember Swisher, to ratify the General Election Slate for 2014. The motion **PASSED** unanimously 10/0.

There was discussion about the list of new members included on the committee report. Boardmember Swisher stated that new active and affiliate members ought to be designated separately because they are not voting members. President Passey stated he would let the Elections Committee Chair know to make that update.

## **COMMITTEE REPORTS:**

### Audit Committee

Boardmember Hinchliffe read the written report provided by the new Committee Chair Janessa Hurd. He noted that Erin Larsen had recently resigned due to personal reasons. Boardmember Hinchliffe reported that the Audit Committee met on January 29, 2014. He said they found the organization's financial records to be in order for the period of May 1- December 31, 2013 and the Committee commended Treasurer Gina Anderson for her work.

Boardmember Hinchliffe said the report requested Executive Committee approval of the audit report at the annual business meeting.

### Awards Committee

Past President Paul said there were seven nominations received for Clerk of the Year and one nomination was disqualified since the nominee had not been a member of WMCA for five years.

### Budget Committee

President-Elect Quinn said she budgets conservatively and she reviewed the budget handout. Treasurer Anderson stated the actuals for the academy were on the spring line instead of the fall line. Treasurer Anderson clarified that the fiscal year runs May 1- April 30.

President-Elect Quinn asked if Washington was hosting the Region IX Dinner for the IIMC conference, and it was noted that California is hosting. It was determined that Washington is hosting in 2015 so Vice President Burke needed to remember that when preparing her budget.

Past President Paul asked if the vendor fee to attend the AWC Annual Conference was included. Past President Paul stated she would see if the \$2,500 could be reduced by AWC.

Vice President Burke said line Item 6.4 in the financial policies showed zero for the basic Clerk/Treasurer training since 2008. She asked if this item ought to be removed. Boardmember Hinchliffe stated that AWC used to provide this training but it was no longer offered.

There was discussion about the importance of basic clerk training and how WMCA could find someone to offer this training. Secretary Olsen said Patti Crane at WCIA had talked about this type of training and she would follow up to get more information. Past President Paul said she would talk to Tanya Crites, a WCIA claims person. Vice President Burke said President-Elect Quinn could just eliminate the AWC reference from the line item and add \$500. President-Elect Quinn concurred.

There were no further questions. President-Elect Quinn said she would like to have a Budget Committee meeting via conference call soon.

### Bylaws Committee

Boardmember O'Flaherty said the Bylaws Committee drafted the bylaws amendment and Chair Michelle Hart did a nice job. She reviewed the document showing the proposed amendment.

Boardmember O'Flaherty stated she would ask Michelle Hart if she will be at conference to present the amendment and if not, perhaps a committee member will volunteer to present it. Otherwise, Boardmember O'Flaherty said she said would do so as the committee liaison.

### Conference Planning Committee

Boardmember Swisher stated that there were 11 vendors and 6 platinum sponsors so far. She added that AWC Employee Benefit Trust was a Diamond Sponsor by sponsoring a speaker.

Boardmember Swisher said the vendors were offered the opportunity to sponsor bags or thumb drives and Vision Municipal Solutions said they would sponsor conference bags. President-Elect Quinn said she would ask if BIAS Software would be interested in sponsoring the thumb drives.

Boardmember Swisher said Ronald Moore was willing to provide DJ services at the banquet in exchange for conference registration.

Boardmember Swisher **MOVED**, seconded by Vice President Burke, to waive the registration fee for Ronald Moore in exchange for the DJ services at the conference. Motion **PASSED** unanimously 10/0.

Boardmember Swisher said that Treasurer Anderson did some analysis of the conference expenditures in follow up from the last meeting. She stated the research shows that the conferences on the east side fare better financially than those on the west side.

There was discussion about the economy, sponsorships, attendance trends, being out of the Seattle/Tacoma metropolitan area, other possible conference sites, lack of training dollars, and budget.

Further discussion ensued about raising the registration fee slightly for westside conferences, however given limited training funds an increase was not recommended at this time. Boardmember Hinchliffe stated that there was a new Marriott being constructed in Walla Walla that we could consider for a future conference.

#### Education Committee

President-Elect Quinn said Chair Carol Etgen had everything set and the draft speaker list was provided. Boardmember Swisher reviewed the four roundtable subjects including a question and answer session with Dema Harris on CMC/MMC certification.

Boardmember Swisher stated that Heidi Napalitano from the Town of Woodway will create the conference program this year. It was noted that the President is supposed to do it, but Ali Spietz had continued to volunteer to do this project since she was President in 2009. Secretary Olsen stated that Ali was busy working on the RFQ for the NCI Institute Director.

President Passey asked if his input was needed and Boardmember Swisher said it was already taken care of. President Passey said that worked for him.

#### Fundraising Committee

Vice President Burke passed around sample products to sell at conference. It was suggested a full zip sweatshirt, baseball shirt, and lightweight jacket would be pre-ordered. Vice President Burke said a “square” credit card swiper was donated to WMCA but a phone or computer was needed.

There was discussion about purchasing a laptop to serve multiple purposes for the Secretary and Fundraising Committee to use. Secretary Olsen said she would look into a laptop or tablet for this conference.

#### Historical Committee

Vice President Burke said Historical Committee Chair Boltz had asked if the Executive Committee wanted to approve a photographer again to attend the annual budget. There was consensus to do so.

Secretary Olsen **MOVED**, seconded by Vice President Burke to allocate up to \$500 for a conference photographer. Motion **PASSED** unanimously, 10/0. The Historical Committee was assigned the task of locating a photographer.

Secretary Olsen stated that the Committee was reviewing last year's photos to upload to the Shutterfly account.

#### Legislative Committee

Past President Paul said Serena Dolly from AWC called her to ask if WMCA wanted involvement in the Legislative Committee. She stated a bill requiring posting of agendas on websites within 24 hours of the meeting would now exempt cities with less than 10 employees and those who do not manage their own website in-house.

Past President Paul said she will join the AWC Legislative Committee as an associate member so she will pay to do so and will continue to participate.

#### Membership Committee

Vice President Burke stated that although the report stated the handbook was sent out, she had not received the final handbook but MRSC had reviewed it. She added that Boardmember Boltz had the handbook, so she would check with her after the meeting.

President Passey reviewed the membership numbers and noted that they are strong. There was discussion about providing photos of members on the website, but there were some space limitations. It was suggested that if possible, new members be introduced via the WMCA Facebook page with their photo. President-Elect Quinn said it would be nice to take their photos at conference and try to use the photos of new members in various ways to introduce them to the wider membership. There was consensus to post them on the Facebook page (with their permission) so people that do not attend conference can learn who they are.

#### Newsletter Committee

Vice President Burke stated that Newsletter Committee Chair Melody Valiant said she received some concerns from cities about the events posted in the newsletter because some events are not included.

There was discussion about maintaining events in the newsletter, some cities not submitting them, there being too many for the space available, making the newsletter deadline, moving it to the website, and generating additional workload.

Secretary Olsen **MOVED**, seconded by President-Elect Quinn, to remove the events from the newsletter. Secretary Olsen said this project creates additional workload for the Newsletter Committee and she questioned the value of the information when most people know their local events or could look them up online. She added that it is more important for the newsletter to go out on time.

President Passey expressed concern about just removing the item. Boardmember Swisher stated that this item creates additional and unnecessary burden for the Newsletter Committee.

The motion **FAILED** 4-6, with Boardmembers Hinchliffe and Swisher, Secretary Olsen and President-Elect Quinn voting yes.

Vice President Burke suggested making a deadline for submitting the events two months ahead. Boardmember Usselman volunteered to write a newsletter article about this topic and that submittals would be included on a first-come, first-served basis, space available, and two-month advance sent to the Newsletter Committee Chair.

President Passey recessed the meeting at 11:40 a.m. for lunch and reconvened at 12:56 p.m.

### Scholarship Committee

Treasurer Anderson stated that there were only eight applications submitted. She added that Gwen Robson got another scholarship so she withdrew her application and therefore, there were only seven applications to consider. There was discussion about the quality of the applications and why the committee members' scores were not listed.

Further discussion ensued about what could be done to remedy the problem of poor applications including training, feedback and follow up. It was noted that some people are very hard workers and more task-oriented and just do not have good writing skills. There was additional discussion about applicants not answering the questions posed and not putting enough effort into their responses.

Boardmember Swisher **MOVED**, seconded by Past President Paul, to approve the top five scores because two of the applications were subpar. The motion **PASSED** unanimously 10/0.

There was consensus for the Scholarship Committee Chair to follow up with a letter to those who were awarded and not awarded scholarships. Past President Paul expressed that she felt it was not fair to those who put forth a lot of effort applying for this scholarship to award those who clearly did not do so.

Boardmember Usselman suggested that the applicant's supervisor submit a statement that they have reviewed the application. Vice President Burke also suggested adding a statement that if there were questions about the application to please contact the Chair. Boardmember Usselman added that the supervisor's signature along with their name, title and date be added to the bottom of the application.

There was consensus to add this new information to the form and not to include applications in the online packet.

Treasurer Anderson stated that February 7 was the deadline for NCI scholarships.

### Webmaster Report

Boardmember Usselman had no report. Treasurer Anderson suggested adding the Region IX Directors' terms with the photos on the website. Boardmember Usselman stated there was no Region IX info on our website. Secretary Olsen suggested creating a webpage for Region IX and said she would speak to Boardmember Usselman about it.



**OTHER BUSINESS:**

Vice President Burke drafted a brochure to advertise the IIMC conference and there was direction provided to print 120 brochures and include them in the conference registration bags.

Bob Baker Memorial Service

Boardmember Swisher stated that Past President Bob Baker had passed away and his children were raising money to pay for his cremation and other burial-related expenses. She stated the bylaws permit \$150 for flowers, so she would like to donate the funds toward “resting” costs instead of flowers.

Boardmember Swisher **MOVED**, seconded by Boardmember O’Flaherty, to donate \$150 to Past President Baker’s “resting” costs in lieu of flowers. There was discussion that there may be an online processing fee, so the motion was clarified to allow up to \$150 including the processing fee.

There was also strong support and direction to add a remembrance for Past President Baker in the conference program.

President Passey presented a card to Past President Paul for her service to the WMCA Executive Committee, since this was her last regular board meeting. He said he would mail another card to Boardmember Clark who was also leaving the Executive Committee.

**NEXT MEETING:**

The next regular Executive Committee meeting is scheduled for March 21, 2014 at 12:30 p.m., in Pasco, WA.

**ADJOURNMENT:**

President Passey adjourned the meeting at 1:49 p.m.

---

Virginia V. Olsen, CMC, Secretary

# New Clerk/Treasurer and Staff Training

Success and Compliance

Training specifically tailored for New Clerk/Treasurer's or other key office staff such as Deputy Clerks' or Utility Clerks'. The "New Clerk/Treasurer or Finance Director" training is an extensive two day class that will review all of the required elements of the position. This class will focus on the legal compliance issues that a new clerk/treasurer's will face on a daily basis. Starting with the "legal compliance" calendar that was created by our own, Toni Nelson we will use this as a base of discussing the following areas:

## ➤ Clerk's role

- Meetings and Minutes
  - Executive sessions
- Public Records Officer
  - Archiving
  - Public records request
- Records Management
  - Organizing for efficiency, accuracy and retrieval

## ➤ Clerk/Treasurer

- Payroll/Human Resources
- Land Use
- Legal
- Public Relations
- Utilities
  - Billing and Collections

## ➤ Treasurer's role

- Meetings and Minutes
  - Executive sessions
  - Executive sessions
  - Executive sessions
- Public Records Officer
  - Archiving
  - Public records request
- Records Management
  - Organizing for efficiency, accuracy and retrieval



Training for new personnel will help to ensure the success of their new position, and the accuracy of the information being provided to the public and to management. An investment in training is an investment in the future of your local government organization.

This class includes 5 hours of continued mentoring via our *Direct Access and Support Program*.



isionms.net



- 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, Chair

**COMMITTEE:** Fundraising

**DATE:** March 4, 2014

**SUMMARY OF ACTIVITIES:**

I would like to have the committee get a head start in 2014/2015. At the January meeting, the EC expressed interest in a jacket that was worn by Virginia Olsen. Given the short turn around time, we were not able to research for the 2014 conference, but would like to research styles and costs for EC consideration. I would like to have the information and EC direction in time to offer pre-sales for the Fall Academy session, and then again for the Spring 2015 Annual Conference.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

1. That the Executive Committee considering increasing the amount budgeted for store item purchases. Even when we are able to take pre-orders, we need to pay up front for the merchandise.
2. That the Executive committee provide the committee direction on pre-sale items for the 2014 Fall Academy.

**ALTERNATIVES:** Maintain sales and pre-sales only for the Annual Conference.

**FISCAL IMPACT:** To Be Determined

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

Expenditures:

Budgeted Amount

Amount encumbered &  
expended

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ 0 _____



- 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:** Bobbie Usselman

**COMMITTEE:** Webmaster

**DATE:** March 7, 2014

---

**SUMMARY OF ACTIVITIES:** On-going activities for me continue adding NEW members and updating other information as it becomes available. There will be many updates when I return home from this meeting.

President Diana Quinn recently asked me if I had electronic versions of the documents that go into the EC Official Guide Binder. I confess that the day I received my binder it went out of date due to changes in committees and other documents. It was very hard to keep up-to-date. Mine sits on a shelf and is not used.

I suggested to Diana that we create the Official Guide electronically and keep it up-to-date on the website for access by the EC. If there is any document(s) a board member needs, it can then be printed by her/him. Actually, there is nothing secret in the binder and it probably should be accessible by all members.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** I recommend we dispense with creating a paper EC Official Guide and create it on the website with access to all members.

**ALTERNATIVES:**

**FISCAL IMPACT:**

Revenues:

Budgeted Amount

Revenues Generated

\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Expenditures:

Budgeted Amount

Amount encumbered &  
expended

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION 2014-2015 COMMITTEE  
CHAIRS & EXECUTIVE COMMITTEE LIAISONS**

**AUDIT**

Chair: Janessa Hurd, Port Angeles  
[jhurd@cityofpa.us](mailto:jhurd@cityofpa.us)  
Liaison: Randy Hinchliffe, Waitsburg  
[rjhinch@gotvc.net](mailto:rjhinch@gotvc.net)

**HISTORICAL**

Chair: Jill Boltz, Kitsap Transit  
[jillb@kitsaptransit.com](mailto:jillb@kitsaptransit.com)  
Liaison: Virginia Olsen, Mountlake Terrace  
[volsen@ci.mlt.wa.us](mailto:volsen@ci.mlt.wa.us)

**AWARDS**

Chair: Scott Passey, Edmonds  
[scott.passey@edmondswa.gov](mailto:scott.passey@edmondswa.gov)

**LEGISLATIVE**

Chair: Sandy Paul, Des Moines Pool Dist.  
[sandydmpmpd@gmail.com](mailto:sandydmpmpd@gmail.com)  
Liaison: Christy O'Flaherty, Tukwila  
[christy.oflaherty@tukwilawa.gov](mailto:christy.oflaherty@tukwilawa.gov)

**BUDGET**

Chair: Debbie Burke, Normandy Park  
[debbieb@ci.normandy-park.wa.us](mailto:debbieb@ci.normandy-park.wa.us)

**MEMBERSHIP**

Chair: Liz Smoot, Monroe  
[ESMoot@monroewa.gov](mailto:ESMoot@monroewa.gov)  
Liaison: Jill Boltz, Kitsap Transit  
[jillb@kitsaptransit.com](mailto:jillb@kitsaptransit.com)

**BYLAWS**

Chair: Michelle Hart, Redmond  
[MHART@redmond.gov](mailto:MHART@redmond.gov)  
Liaison: Shannon Corin, Bremerton  
[City.clerk@ci.bremerton.wa.us](mailto:City.clerk@ci.bremerton.wa.us)

**SCHOLARSHIP**

Chair: Dee Roberts, South Bend  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

**CONF PLANNING**

Chair: Paula Swisher, Brier  
[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)

**WEBMASTER**

Chair: Bobbie Usselman, Sequim  
[busselman@ci.sequim.wa.us](mailto:busselman@ci.sequim.wa.us)

**EDUCATION**

Chair: Carol Etgen, Fife  
[cetgen@cityoffife.org](mailto:cetgen@cityoffife.org)  
Liaison: Debbie Burke, Normandy Park  
[debbieb@ci.normandy-park.wa.us](mailto:debbieb@ci.normandy-park.wa.us)

**FUNDRAISING**

Chair: Debbie Jermann, C-Tran  
[debbiej@c-tran.org](mailto:debbiej@c-tran.org)  
Liaison: Dee Roberts, South Bend  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

