



EXECUTIVE COMMITTEE AGENDA

Friday, June 6th, 2014
Algona City Hall, Algona
10:00 AM

1. **Call to Order**
2. **Approval of Minutes - Diana**
 - a. Executive Committee Meeting Minutes of March 21, 2014 Virginia
3. **Treasurer's Report - Gina**
 - a. Account Summaries 1
4. **New Business**
 - a. Annual Conference Programs (Diana) none
 - b. NCI Committee (Debbie) 11
 - c. AWC Legislative Rep (Diana & Shannon) 21
 - d. AWC Conference (Debbie) 23
5. **Committee Business/Reports**
 - a. Audit (Christy) 27
 - b. Awards (Scott) none
 - c. Budget (Debbie B.) none
 - d. Bylaws (Shannon) 28
 - e. Conference Planning (Paula) none
 - f. Education (Debbie B.) 30
 - g. Fundraising (Virginia) 31
 - h. Historical (Jill) 33
 - i. Legislative (Randy) 35
 - j. Membership (Jill) 37
 - k. Newsletter (Scott) 47
 - l. Scholarship (Gina) 49
 - m. Webmaster (Bobbie) none
 - n. Archives Oversight (Jill) none
 - o. Handbook (Jill) none
6. **Other Business**
 - a. Training for New Clerks (Dee) none
 - b. Job Descriptions (Debbie & Shannon) 50
 - c. Financial Policies (Debbie & Diana) 59

7. Next Meeting

a. Friday, October 17, 2014 Vancouver Hilton, Vancouver WA (10:00AM)..... none

8. Good of the Order

9. Adjournment

WMCA
Balance Sheet
As of April 30, 2014

Assets

Current Assets

Checking	21,290.13
Savings	86,223.75
Scholarship	9,468.45
Total Cash	<u>116,982.33</u>

Accounts Receivable	147.00
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Total Current Assets	<u>117,129.33</u>
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Total Assets	<u><u>117,129.33</u></u>
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Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	13,574.03
Net Income	6,169.42

Total Equity	<u>117,129.33</u>
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Total Liabilities & Equity	<u><u>117,129.33</u></u>
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WMCA
Profit & Loss Budget vs. Actual
May 2013 through April 2014

	<u>Actual</u> <u>May '13 - Apr '14</u>	<u>Budget</u> <u>May '13 - Apr '14</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	15,250.00	14,500.00	750.00	105.17% ¹
Conference	55,571.00	47,800.00	7,771.00	116.26%
Dues	27,340.00	23,625.00	3,715.00	115.72%
Money Market Savings Interest	108.29	180.00	(71.71)	60.16%
Scholarship Income	11,866.70	18,250.00	(6,383.30)	65.02%
Total Income	110,135.99	104,355.00	5,780.99	105.54%
Expense				
Academy Sessions	3,865.81	12,250.00	(8,384.19)	31.56%
Annual Conference	51,918.85	63,675.00	(11,756.15)	81.54%
Board Expenses	11,409.24	13,264.14	(1,854.90)	86.02%
Communication Expenses	1,127.39	880.00	247.39	128.11%
Contingency	0.00	500.00	(500.00)	0.00%
Future Conference Site	5,000.00	5,000.00	0.00	100.00%
IIMC	1,770.00	1,375.00	395.00	128.73%
Miscellaneous	5,227.65	5,950.00	(722.35)	87.86%
Scholarship Expenses	23,647.63	17,750.00	5,897.63	133.23%
Total Expense	103,966.57	120,644.14	(16,677.57)	86.18%
Net Profit (Loss)	6,169.42	(16,289.14)	22,458.56	-37.87%

Register: Chase Checking

From 05/01/2013 through 04/30/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2013			-split-	Deposit		X	915.00	16,295.70
05/02/2013			-split-	Deposit - PayPal		X	511.35	16,807.05
05/09/2013			-split-	Deposit		X	750.00	17,557.05
05/13/2013			-split-	Deposit - PayPal		X	978.99	18,536.04
05/17/2013			-split-	Deposit		X	1,230.00	19,766.04
05/20/2013			-split-	Deposit - PayPal		X	949.65	20,715.69
05/21/2013			-split-	Deposit		X	1,290.00	22,005.69
05/21/2013			-split-	Deposit		X	1,350.00	23,355.69
05/23/2013			-split-	Deposit		X	855.00	24,210.69
05/23/2013			-split-	Deposit - PayPal		X	1,183.47	25,394.16
05/24/2013			-split-	Deposit		X	1,230.00	26,624.16
05/24/2013	874	Joan Tilton	IIMC:Reg IX Assessm...	Region IX Ass...	1,670.00	X		24,954.16
05/24/2013	875	Bank Of America	Board Expenses:Office...	Scott Passey	479.85	X		24,474.31
05/24/2013	876	WSU - Conference ...	Scholarship Expenses:...	PD I, II, III & I...	12,600.00	X		11,874.31
05/24/2013	877	City of Port Orchard	Scholarship Expenses:...	Scholarship Re...	600.00	X		11,274.31
05/24/2013	878	City of Westport	Scholarship Expenses:...	Scholarship Re...	600.00	X		10,674.31
05/24/2013	879	City of College Place	Scholarship Expenses:...	Scholarship Re...	1,075.00	X		9,599.31
05/24/2013	880	City of Kent	Scholarship Expenses:...	Scholarship Re...	600.00	X		8,999.31
05/24/2013	881	City Of Kennewick	Scholarship Expenses:...	Scholarship Re...	1,075.00	X		7,924.31
05/24/2013	882	City of Roy	Scholarship Expenses:...	Scholarship Re...	475.00	X		7,449.31
05/24/2013	883	Joan Tilton	IIMC:Outgoing Reg I...	Region IX Out...	100.00	X		7,349.31
06/03/2013			-split-	Deposit		X	1,350.00	8,699.31
06/03/2013			-split-	Deposit		X	1,125.00	9,824.31
06/03/2013			-split-	Deposit		X	1,365.00	11,189.31
06/03/2013			-split-	Deposit		X	1,290.00	12,479.31
06/03/2013			-split-	Deposit		X	1,350.00	13,829.31
06/03/2013			-split-	Deposit - PayPal		X	511.35	14,340.66
06/04/2013			-split-	Deposit		X	1,350.00	15,690.66
06/08/2013			-split-	Deposit		X	1,675.00	17,365.66
06/10/2013			-split-	Deposit - PayPal		X	949.65	18,315.31
06/14/2013			-split-	Deposit - PayPal		X	365.25	18,680.56
06/19/2013			-split-	Deposit		X	1,425.00	20,105.56
06/19/2013			-split-	Deposit		X	375.00	20,480.56
06/19/2013	884	Dema Harris	Board Expenses:NCI D...	2013 IIMC Co...	497.69	X		19,982.87
06/19/2013	885	City of Bonney Lake	Dues 2013	Dues Overpay...	75.00	X		19,907.87
06/27/2013		Bank Of America	Board Expenses:Execu...	Sandy Paul	625.00	X		19,282.87
06/27/2013		Bank Of America	Board Expenses:Office...	Scott Passey	614.80	X		18,668.07
07/05/2013			-split-	Deposit		X	350.00	19,018.07
07/05/2013		Bank Of America	Board Expenses:Office...	Diana Quinn	532.29	X		18,485.78
07/10/2013	886	City Of Algona	-split-	IIMC Conferen...	1,104.80	X		17,380.98

Register: Chase Checking

From 05/01/2013 through 04/30/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/11/2013			-split-	Deposit		X	175.00	17,555.98
07/17/2013		Bank Of America	ACADEMY SESSION...	Carol Etgen	266.00	X		17,289.98
07/17/2013		Bank Of America	-split-	Scott Passey	1,063.76	X		16,226.22
07/17/2013		Bank Of America	Board Expenses:Execu...	Sandy Paul	435.10	X		15,791.12
07/17/2013		Bank Of America	Board Expenses:Office...	Diana Quinn	414.75	X		15,376.37
08/16/2013	887	Scott Passey	Board Expenses:Office...	Reimbursement	199.69	X		15,176.68
08/17/2013			-split-	Deposit		X	2,007.06	17,183.74
08/17/2013			-split-	Deposit		X	1,250.00	18,433.74
08/19/2013			-split-	Deposit		X	878.40	19,312.14
08/19/2013		Bank Of America	Miscellaneous Expense...	Gina Anderson	82.12	X		19,230.02
08/29/2013			-split-	Deposit		X	650.00	19,880.02
08/29/2013			-split-	Deposit		X	585.60	20,465.62
09/09/2013			-split-	Deposit		X	750.00	21,215.62
09/14/2013			-split-	Deposit		X	525.00	21,740.62
09/16/2013			-split-	Deposit		X	610.05	22,350.67
10/02/2013			-split-	Deposit		X	450.00	22,800.67
10/25/2013		Bank Of America	-split-	Gina Anderson	283.86	X		22,516.81
10/25/2013		Bank Of America	ACADEMY SESSION...	Carol Etgen	1,076.12	X		21,440.69
10/25/2013		Bank Of America	-split-	Scott Passey	1,661.65	X		19,779.04
10/25/2013	888	Carol Etgen	ACADEMY SESSION...		13.98	X		19,765.06
10/25/2013	889	David T Saathoff	Miscellaneous Expense...	2012 Federal F...	745.00	X		19,020.06
10/25/2013	890	Dema Harris	-split-	Reimbursement	643.62	X		18,376.44
11/08/2013	891	Bannon, Carlson & ...	Miscellaneous Expense...		1,053.00	X		17,323.44
11/08/2013	892	City of Monroe	Dues 2013		25.00	X		17,298.44
11/08/2013	893	Community Transit	Dues 2013	Overpypayment ...	10.00	X		17,288.44
11/12/2013			-split-	Deposit		X	375.00	17,663.44
12/04/2013	894	Liberty Mutual Insur...	Miscellaneous Expense...	625-2930-739-01	313.00	X		17,350.44
12/16/2013		Bank Of America	-split-	Gina Anderson	1,178.89	X		16,171.55
12/16/2013		Bank Of America	Miscellaneous Expense...	Sandy Paul	36.80	X		16,134.75
12/16/2013		Bank Of America	Board Expenses:Office...	Scott Passey	601.00	X		15,533.75
01/14/2014			-split-	Deposit		X	1,475.00	17,008.75
01/22/2014	895	City of Bonney Lake	Miscellaneous Expense...		7.92	X		17,000.83
01/27/2014			-split-	Deposit		X	1,954.50	18,955.33
01/28/2014			-split-	Deposit		X	1,900.00	20,855.33
01/28/2014	896	Bank Of America	Miscellaneous Expense...	Sandy Paul	4.62	X		20,850.71
01/28/2014	897	Bank Of America	-split-	Paula Swisher	424.74	X		20,425.97
01/28/2014	898	Washington State Ga...	Miscellaneous Expense...	2014 Gambling...	185.00	X		20,240.97
01/29/2014			-split-	Deposit		X	2,956.05	23,197.02
02/03/2014			-split-	Deposit - PayPal		X	2,125.35	25,322.37
02/10/2014			-split-	Deposit		X	4,125.00	29,447.37



NORTHWEST CLERKS INSTITUTE EDUCATION COMMITTEE

The Northwest Clerks Institute (NCI) Education Committee shall consist of three representatives from each association (Alaska, Oregon, and Washington). For the AAMC, the NCI Education Committee will be comprised of the Immediate Past-President, the AAMC Education Committee Chair, and an additional member appointed by the AAMC President for a total of three members. The officer or chair will rotate each year among the three states. These representatives will bring forward recommendations on education from their respective states and will make recommendations to the NCI director and work with the director to monitor and improve the Institute so that it meets the needs of each state association.

The NCI Education Committee will meet as needed. The committee may review and make recommendations concerning any issues regarding course content, budget, and schedule approval which are deemed appropriate by the majority of the committee members and may also review any issues that a state association or the Institute director requests the committee review, in accordance with the terms and conditions of the NCI contract in effect.

Terms of the NCI contract agreement will be subject to review and recommendation by the NCI Education Committee with the stipulation that the Institute will remain in Washington State. The Washington Clerks Association is the lead agency to the NCI contract.

**LETTER OF AGREEMENT
Between**

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS, OREGON ASSOCIATION OF
MUNICIPAL RECORDERS AND THE WASHINGTON MUNICIPAL CLERKS
ASSOCIATION
REGARDING THE NORTHWEST CLERK'S INSTITUTE**

This letter of agreement dated 2nd day of Dec., 2005, by and between the Alaska Association of Municipal Clerks (hereinafter referred to as AAMC), Oregon Association of Municipal Recorders, (hereinafter referred to as OAMR), and Washington Municipal Clerks Association (hereinafter referred to as WMCA), establishes a joint Northwest Clerks Institute (hereafter referred to as NCI) Education Committee and sets forth certain financial commitments of the respective state organizations.

NCI EDUCATION COMMITTEE

The three Associations agree to establish the NCI Education Committee, which will consist of three representatives from each association. These representatives will bring forward recommendations from the education and professional development committees of each state and will make recommendations to the NCI Institute Director and work with the Director to monitor and improve the Institute so that it meets the needs of each state association. The office of chair will rotate each year among the three states. Vacancies on the NCI Education Committee shall be filled by appointment of the Executive Board for the State association in which the vacancy occurred.

The NCI Education Committee will meet as needed. The Committee may review and make recommendations concerning any issues regarding course content, budget, and schedule approval which are deemed appropriate by the majority of committee members and may also review any issues that a state association or the Institute Director requests the committee review, in accordance with the terms and conditions of the NCI contract in effect.

Terms of the NCI contract agreement will be subject to review and recommendation by the NCI Education Committee with the stipulation that the institute shall remain in Washington state. The Washington Municipal Clerks Association will remain the lead agency to the NCI contract.

INSTITUTE DIRECTOR TRAVEL COSTS

State Conference Travel Expenses

The NCI Director shall attend the annual State conferences of the AAMC, OAMR and WMCA.

The cost of travel (transportation, lodging and registration) for the NCI Director to attend each of the state conferences shall be paid by the State Association hosting the conference, within the limits of their approved budgets. For example, WMCA shall pay for reasonable travel expenses, within the limits of the WMCA approved budget, for the NCI Director to attend the WMCA

Annual Conference. Likewise, OAMR shall pay for reasonable travel expenses for the Director to attend the OAMR Annual Conference and AAMC shall pay for reasonable travel expenses for the Director to attend the AAMC Annual Conference.

IIMC Annual Conference Travel Expenses

The NCI Director shall attend the annual IIMC conference.

The cost of travel (transportation and lodging) for the NCI Director to attend the IIMC Annual Conference shall be shared equally among AAMC, OAMR and WMCA, so that each State Association shall pay one-third (1/3) of the total travel expense up to \$500.00 per Association. Reimbursement of travel expenses shall be paid upon receipt of adequate documentation and proof of payment (receipts) for expenses by the NCI Education Committee within 30 days of the event. The NCI Education Committee shall approve and forward the reimbursement information to the Treasurer of each State Association for payment of their share. In the event expenses exceed a total of \$1,500 (\$500 per state), the NCI Education Committee will make a recommendation about allocation of additional funding to the State Associations.

WEBSITE

WMCA will continue to administer the NCI website.

AUTHORIZED REPRESENTATIVES

The Education Committee shall keep the respective state presidents informed of their actions.

The Presidents of AAMC, OAMR & WMCA shall have the authority to sign this and other related agreements subject to ratification by the respective state executive boards.

REVIEW OF AGREEMENT

This letter of agreement shall remain in effect, with annual review by state executive boards, indefinitely.

Amendments to this agreement can be proposed by any of the parties; however, all parties must approve amendments. If any party to the agreement wishes to stop participating in this agreement, that party must give 60 days notice.

Dated the 2nd day of Dec., 2005

Approved by AAMC


Colleen Pellett, CMC
President, AAMC

12/02/2005
Date

Approved by OAMR

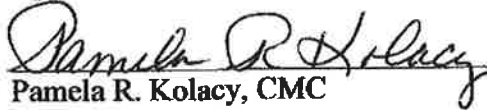


Peggy Hawker, CMC
President, OAMR

Date

11/10/05

Approved by WMCA



Pamela R. Kolacy, CMC
President, WMCA

Date

11/23/05

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is dated effective January 1, 2013 and is between the Washington Municipal Clerks Association (hereinafter referred to as "WMCA") and Washington State University (hereinafter referred to as "Contractor").

WHEREAS, the Northwest Clerks Institute (NCI) has been established to serve the educational needs and requirements of Municipal Clerks in the States of Washington, Oregon and Alaska; and

WHEREAS, the Washington Municipal Clerks Association (WMCA), the Alaska Association of Municipal Clerks (AAMC), and the Oregon Association of Municipal Recorders (OAMR), have agreed that WMCA shall serve as the lead agency and shall sign this contract for services with the contractor on behalf of their state associations; and,

WHEREAS, WMCA, AAMC, and OAMR have established the NCI Education Committee, which shall consist of three representatives from each association and the Institute Director and serve in an advisory capacity to the Contractor; and

WHEREAS, the three associations desire to retain the services of the Contractor to develop and administer the Northwest Clerks Institute for the continuing education and training of municipal clerks; and

WHEREAS, the Contractor is qualified, willing and able to provide and perform said services.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained to be kept, performed, and fulfilled by the respective parties hereto, and other good consideration, it is mutually agreed as follows:

1. DOCUMENTS INCORPORATED IN THIS AGREEMENT

The Contractor shall comply with the terms and conditions of this Agreement. The Agreement constitutes the entire contract between WMCA and the Contractor, except for modifications, which may be approved and incorporated herein during the term of the contract.

2. CONTRACTOR SCOPE OF WORK:

- A. The Contractor shall be responsible for entering into a personal services agreement with an Institute Director to manage total program coordination and administration of the Northwest Clerks Institute. The Institute Director shall work closely with the WMCA Education Coordinator and the NCI Education Committee for program, course content, budget, and schedule approval. Should the need arise to select a new Institute Director, the three Associations (WMCA, AAMC & OAMR) will be responsible for taking the lead in recruitment and selection for a new Director and shall make a recommendation on that selection to the Contractor.
- B. The Contractor and Institute Director's responsibilities, shall include, but not be limited to:
 - i. Developing course content, course materials and promotional materials for all sessions: Professional Development I (PD1), Professional Development II (PDII) and Professional Development III (PDIII). The courses shall include appropriate titles that clearly describe

- the course content as well as assure compliance with International Institute of Municipal Clerks (IIMC) Institute guidelines.
- ii. Developing course content, course materials, and promotional materials for the Advanced Academy program Professional Development IV (PD IV). PD IV may be offered annually upon the recommendation of the NCI Education Committee. A separate budget and accounting will be developed for this program.
- iii. Including a presentation explaining the requirements of the Certified Municipal Clerks and Master Municipal Clerk program as part of the session schedules.
- iv. Recruiting instructors.
- v. Developing attendee assessment (KTAP).
- vi. Developing program evaluation tools.
- vii. Developing and distributing the annual budget.
- viii. Collecting and administrating attendee registrations and payment of program related bills.
- ix. Coordinating classrooms, housing, meals and parking.
- C. The following is intended as an outline of the Institute Director's specific duties:
 - i. Attend four conferences per year: WMCA, OAMR, AAMC, and IIMC Conferences.
 - ii. Encourage eligible attendees to pursue the CMC and MMC designations.
 - iii. Conduct annual evaluations to determine the quality of the class offerings and their effectiveness in meeting the attendee's education needs.
 - iv. Make presentations and conduct workshops at state conferences to promote attendance at the Institute and explain the process to obtain certification and the value of receiving CMC and MMC certifications.
 - v. Obtain required session approvals from IIMC and provide a copy of approval letter to the WMCA Education Coordinator.
 - vi. Provide a copy of the confirmed class schedule (including sessions, instructors, times, locations, etc.) to the WMCA Education Coordinator and NCI Education Committee prior to February 15th of each year.
 - vii. Send out pre-session information to each registered participant. Information shall include, but not be limited to, a description of the Institute, date and time of orientation, class program and hours, housing accommodations, appropriate attire, map of parking areas, list of meals included with registration, and information regarding IIMC certification.
 - viii. Provide class evaluations and financial report to the NCI Education Committee within ninety (90) days from the end of each session, outlining the revenue sources and expenditures for the sessions.
 - ix. Review recommended changes to the program with the NCI Education Committee.
 - x. Submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year.
 - xi. Assist each state with the approval process, in accordance with IIMC guidelines, for MMC Academy programs. Develop forms, processes and procedures and provide assistance in obtaining instructors to meet the requirements for Academy programs.

3. NCI EDUCATION COMMITTEE SCOPE OF WORK

- A. Specific duties:
 - i. Review and make recommendations concerning issues regarding Institute course content, budget, and schedule

- ii. On an annual basis, review the feasibility of offering the Advanced Academy (PD IV) session.
- iii. Attend meetings as scheduled. Meetings will be held as needed by conference call.
- iv. Review and make recommendations on new program materials and guidelines submitted to the Institute Director by IIMC.
- v. Committee members will keep their respective state presidents informed of their actions and recommendations.
- vi. Assist the Institute Director and each state Association in promotion and fundraising efforts to support the Institute and Academy (PD IV) program.

4. COMPENSATION AND BUDGET

- A. The Contractor will compensate the Institute Director under the terms of a separate Personal Services Agreement, in accordance with the approved annual budget.
- B. The Contractor and Institute Director shall develop an annual budget for approval by the NCI Education Committee
- C. The Contractor shall collect fees and pay all expenses in connection with the conduct of the Institute sessions. A management fee shall be established in the budget for compensation for support services provided by the Contractor for the Institute.
- D. Surplus: If, at the end of the fiscal year (January – December), there is a surplus of funds (i.e the fee collection exceeds expenditures), the excess funds shall be held by the Contractor for use by the Institute in the following year.
- E. Deficit: If, at the end of the fiscal year (January – December), there is a deficit of funds (i.e the expenditures exceeds the fee collection), the three Associations (WMCA, AAMC & OAMR) shall be responsible for the deficit and shall reimburse the Contractor from excess funds held by the Contractor or equal payments from each of the three Associations . At the end of the three-year contract period, all excess funds held by the Contractor shall be paid to the Washington Municipal Clerks Association (WMCA) for distribution to the three Associations.
- B. The cost of travel (transportation, lodging and registration) for the Institute Director to attend each of the state conferences shall be paid by the State Association hosting the conference, within the limits of their approved budgets. The cost of travel (transportation and lodging) for the Institute Director to attend the IIMC Annual Conference shall be shared equally among AAMC, OAMR and WMCA, so that each State Association shall pay one-third (1/3) of the total travel expense up to \$700.00 per Association. Reimbursement of travel expenses shall be paid upon receipt of adequate documentation and proof of payment (receipts), to the Treasurer of each state association, for expenses, within 30 days of the event. In the event expenses exceeds a total of \$2,100 (\$700 per state), the NCI Education Committee will make a recommendation about the allocation of additional funding to the State Associations. Costs associated with attendance at these conferences shall not be paid from the NCI Budget or account at Washington State University.
- C. The cost of incidental travel for the NCI Director related to administration of the Institute shall be reimbursed in accordance with Washington State University policies and shall be part of the annual budget.

5. PROPERTY RIGHTS

All records of any media type relating to the Institute will at all times be jointly owned by the Contractor and WMCA. Notwithstanding the previous sentence, the Contractor agrees to provide copies of all

records to WMCA upon written request, subject to the confidentiality clause outlined below. All information concerning WMCA and the Institute, which is not otherwise a matter of public record or required by law to be made public, is confidential, and the Contractor will not, in whole or in part, now or at any time disclose that information without the express written consent of WMCA. Notwithstanding the intent of this Section 4, WMCA understands that the Contractor is a public agency of the State of Washington and therefore subject to regulations regarding requests for information, which may require the Contractor to divulge information in its possession regarding WMCA.

6. CONTRACTOR RELATIONSHIP

Any and all employees of the Contractor, while engaged in the performance of any work or service required by the Contractor under this Agreement, shall be considered employees of the Contractor or independent contractors. Any and all claims that may or might arise under the Workers' Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the Contractor's employees while so engaged on any of the work or services provided to be rendered here, shall be the sole obligation and responsibility of the Contractor.

7. NON-DISCRIMINATION

The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, or national origin.

8. AUDIT

The Contractor shall permit the authorized representatives of WMCA, AAMC, OAMR and IIMC to inspect all data and records of the Contractor relating to his/her performance under this Agreement, upon reasonable notice to Contractor during normal working hours of the Contractor.

9. TERM OF AGREEMENT

This Agreement shall be effective as of the date first written above and shall expire on December 31, 2015 and may be extended in writing as agreed upon by both parties; however, notice of extension for an additional three year period must be provided by November 1, 2015.

10. TERMINATION

- A. This Agreement may be terminated by either party on 60 days' written notice to the other, except that if the Contractor fails to perform or observe any of the provisions, terms, or conditions herein, WMCA may terminate this Agreement immediately so long as written notice is immediately communicated to the Contractor at the Contractor's last known address.
- B. Upon termination of the contract, copies of all documents, records, and file materials required by WMCA in writing shall be turned over to WMCA by the Contractor.
- C. All services to be rendered under this contract shall be subject to direction and approval of WMCA.

11. ASSIGNMENT

This Agreement may not be assigned or otherwise transferred.

12. WAGE AND HOURS LAW COMPLIANCE

The Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and all other legislation affecting its employees and the rules and regulations issued there under insofar as applicable to its employees.

13. INSURANCE

Washington State University and its officers, employees and agents, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Program and Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against Washington State University and its employees, officers, and agents in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided under RCW 4.92.130.

14. INDEMNIFICATION AGREEMENT

Each party to this agreement shall be responsible for its own acts and omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and omissions of those not a party to this agreement.

15. CONTENT AND UNDERSTANDING

This Agreement contains the complete and integrated understanding and Agreement between the parties and supersedes any previous understanding, agreement or negotiation whether oral or written.

16. NOTICES

Any notice by either party to the other hereunder shall be served, if delivery in person, to the office of the representative authorized and designated in writing to act for the respective party, or if deposited in the mail, properly stamped with the required postage and addressed to the office of such representative as indicated in this Agreement. Either party hereto shall have the right to change any representative or address it may have given to the other party by giving such other party due notice in writing of the change.

- Notice to Washington Municipal Clerks Association shall be sent to the following address:

Virginia Olsen, WMCA Education Coordinator
City of Mountlake Terrace
6100 219th St. SW
Mountlake Terrace, WA 98043

- Notices to Consultant shall be sent to the following address:

Kelly Newell, Director
The Global Campus
Washington State University
PO-Box 645222
Pullman, WA 99164-5222

17. CHANGES

No change, alteration, mediation, or addition to this Agreement will be effective unless it is in writing and properly signed by both parties hereto.

18. GOVERNING LAW

This Agreement and the rights and obligations of the parties hereunder shall be governed by the laws of the State of Washington.

19. SEVERABILITY

If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement shall remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.

20. AUTHORIZED REPRESENTATIVE

In performing the services defined herein, the Contractor shall communicate with the WMCA Education Coordinator and NCI Committee on all matters. The Contractor's representative is: Dema Harris.


IN WITNESS THEREOF, the parties hereto have signed this Agreement on the day and year first above written.

**WASHINGTON MUNICIPAL CLERKS
ASSOCIATION**



WMCA President

WASHINGTON STATE UNIVERSITY



WSU Global Campus

Diana Quinn

From: Des Moines Pool <sandydmpmpd@gmail.com>
Sent: Sunday, June 01, 2014 2:35 PM
To: carolyn@co.jefferson.wa.us; clarkd@pasco-wa.gov; Debbie Burke; Loffler, Valerie; Maria Hansen; Sandy Paul; Sonya Claar Tee
Cc: andersong@ci.woodland.wa.us; busselman@sequimwa.gov; christy.oflaherty@tukwilawa.gov; Dee Roberts; Diana Quinn; Jill Boltz; pswisher@ci.brier.wa.us; Randy Hinchliffe; Scott Passey (scott.passey@edmondswa.gov.); Shannon Corin; volsen@ci.mlt.wa.us
Subject: AWC Legislative Committee

Several years ago, maybe 10, when I was first on the WMCA Legislative Committee, an issue came up that would compel all cities to post things to websites within a certain time frame that, then, often did not exist. AWC asked Alice Bush, then on the WMCA Board and Legislative Committee, if she could testify before a committee in the Legislature in Olympia. Alice sent an email to committee members explaining that she couldn't get away and asking if anyone could testify before committee. I was the only one on the committee who could. The Douglas County Clerk was there as well, but she wasn't a member of WMCA at the time. (I just checked. She isn't now, either.) Subsequently, I was asked to be on the AWC Legislative Committee the next year and every year since, with the blessing of the WMCA Board and then WMCA Legislative Committee Chair Myrna Basich. Now that I do not work for a city, even though I am my own member of AWC, I am not eligible.

Serena Dolly asked me several weeks ago if I could recommend anyone who would be willing to serve on the AWC Legislative Committee. It is VERY important to AWC that WMCA is represented. I said that I would. I have pondered the question for too long and she is anxious to invite someone to serve on the AWC Legislative Committee.

The WMCA Legislative Committee this year is very small. I know Debbie Burke has been interested in serving in such a capacity, but I also know, and she confirmed with me, that she is simply too busy right now to serve. So – I'm throwing it out there for the current WMCA Legislative Committee and the current WMCA Board to discuss.

I would dearly love for someone else to step up to this important position since I cannot. This is a perfect segue to a new person taking over this role. There are a lot of emails and teleconferences and usually only one, rarely two, face to face meetings each year in a central location, like a SeaTac Airport hotel. The Marriott has been a past fave. Materials scheduled for discussion are emailed in advance to study them and discuss them with the WMCA Board and Legislative Committee and your own city staff, if desired. It's a position of honor and privilege throughout AWC and the state of Washington and you network with City Managers, City Attorneys, and electeds from all over the state, as well as AWC staff. If the person selected is not already on the WMCA Legislative Committee, they can count on being recruited!

By this email, I request that the Legislative Committee let me or the WMCA Board know if any of you are interested in serving on the AWC Legislative Committee. If no one is interested, I would ask the Board to place this on the June 6 Board meeting agenda for discussion.

Sincerely,
Sandy

Sandy Paul MMC
District Clerk and 2014-2015 WMCA Legislative Committee Chair
WMCA Past President
Des Moines Pool District Metropolitan Park District
PO Box 98711
Des Moines WA 98198

Email: wan8tve@comcast.net or sandydmpmpd@gmail.com

Phone: 253.927.4256 (h, b) 253.315.3691 (c)

Think left and think right and think low and think high. Oh, the things you can think up if only you try. Dr. Suess

No response from Jill, Gina, Dee, Scott and Randy

From: Bobbie Usselman [mailto:busselman@sequimwa.gov]

Subject: RE: AWC Conference

I agree with Christy's comments. Thank you Christy.

From: Christy O'Flaherty [mailto:Christy.OFlaherty@TukwilaWA.gov]

Subject: RE: AWC Conference

I agree with Virginia and LOVE "Invest in Your Clerks" which is really the message we are trying to get across. I also think Paula is right and support means more than chatting it up at a booth with City Clerks. I don't think the electeds really realize why the Clerks have a booth except that we are "municipal" staff who interact with AWC. I am not sure how much real benefit we are getting right now, but the more we can keep moving our message and being present and "up in their grill" (for lack of a better phrase), the closer we get to making the right impact. And yes, Debbie must be reimbursed and hailed for her good work. NO to City Vision by way of an ad, but at some point I think one of us needs to submit an article to City Vision and get on the "published" map.

From: Virginia Olsen [mailto:VOlsen@ci.mlt.wa.us]

Subject: RE: AWC Conference

1. I think display boards are helpful but like Paula said, we need to see them and make sure they look very professional. I have some of the ones that Sandy and I used (electronic version). I like the theme of "Invest in your Clerks" and then showing the training that we offer and the benefits to their organizations.
2. I was in favor of a table cover but Debbie discovered that AWC has table covers anyway, so with our banners that I'm taking to Debbie at NCI, I don't think we need to spend that money right now. I'd rather put it toward displays.
3. I'd like to get more stress balls. They draw people to our booth and work for both clerks and electeds. They absolutely love them. Maybe the message should say "Invest in your Clerks" and then our website? Right now they say "Clerks Keep It In Order" and the website. I'm fine with either but I like sending the message to the electeds to invest in their clerks and their organizations.
4. No go on the Visions advertising right now.
5. Okay with reimbursing Debbie and want to thank you for all the hard work!

As far as measuring success, our membership numbers are good and that's a starting point. We have made some changes and we are marketing ourselves so I think that's one area we can measure. Training numbers are not going up and I think that's due to several factors such as limiting training dollars, competition with other trainings, interest by the clerks, advocating for training by the clerks and understanding the value of attending our trainings.

One of the things the EC and committee chairs can do is to call clerks that you know and talk to them about attending conference, academies and NCI. Sometimes people need to be asked or cajoled. Sometimes they want to go but feel like they don't know anyone. Lots of reasons but I've been

successful just talking to people and you might say talking them into going to trainings. Every little bit helps if we can all do that as a practice.

Thanks,

From: Shannon Corin [mailto:Shannon.Corin@ci.bremerton.wa.us] **On Behalf Of** City Clerk
Subject: RE: AWC Conference

1. Maybe
2. Yes
3. Yes
4. Yes
5. Yes

From: Paula Swisher [mailto:pswisher@ci.brier.wa.us]
Subject: RE: AWC Conference

Here are my responses.

1. I'd have to see the display board to know exactly what we are talking about to make any kind of decision on replacement. (Pictures via email would work.)
2. Maybe. Before I'd be a yes I'd like to know the rate of return we are getting from attending this conference. Yes a lot of city officials are being talked to and seem excited when we are there in their faces; how many are actually putting their money behind those conversations and sending their clerks to our trainings, do we have any way to even know if it is really making the difference we hope it is. (Remember these are politicians that we are talking to, they can feign interest and sound awfully convincing and still not be supportive.)
3. I like the idea of getting new stress balls. What would we put as a tag line on the pedestal?
4. No. I do not see where advertising in City Vision is going to be a good use of our funds. As well as today was their deadline for the May/June issue so it is too late we have no time to put an ad together even if we wanted to.
5. Yes, Debbie should be reimbursed.

Diana Quinn

From: Debbie Burke <DebbieB@CI.NORMANDY-PARK.WA.US>
Sent: Thursday, May 15, 2014 7:11 PM
To: Diana Quinn
Subject: AWC Conference
Attachments: winmail.dat

Importance: High

Diana, please review, edit, and send to the EC asap. Please have them reply all with a yes, no, or maybe - maybe being something not for now, yet entertained to discuss at a future scheduled EC meeting. Thanks, Debbie. see you tomorrow!

1. We need replacement display boards. - potential cost will vary, AWC vendor pkt is attached.
 - a. We can purchase some smaller ones through the conference to set on the table or,
 - b. We can find a city who can print new ones and Sandy will take care of borrowing easels and getting new foam board to mount them on.

The 36" size of a plotter was used for the last ones.

2. Do we want to invest in a fitted table cover that has our logo? \$400

This was discussed at an EC meeting during break last year and Virginia found this vendor, we need 6ft table - black or white. Blue would work, too.

<http://estore.tradeshow-stuff.com/fitted-table-covers-s/80.htm>

3. Do we want to purchase a new stress ball for those returning officials that already have the gavel? \$300

Diana has a stock of gavels at her office, Sandy is worried we won't have enough and need to order more anyway.

<https://www.bluetrack.com/squeeze/pedestal-stress-balls.html>

4. Do we want to advertise in this issue of the City Vision? 1/8 pg is \$544

Diana and Debbie talked about this briefly and thought it would be an option to advertise in several editions of the magazine if we were not spending the money to attend the conference.

From: Stephanie Ducharme <sducharme@sagacitymedia.com>
Date: May 9, 2014, 1:52:25 PM PDT
To: "wan8tve@comcast.net" <wan8tve@comcast.net>
Subject: Cityvision Magazine for the June AWC Conference - exhibitor

Hello Sandy,

We are working on the Cityvision Magazine for May/June. This is the publication that will be in distribution at the AWC Annual Conference in June. This is a great opportunity place an ad to direct people to your booth and get you additional 'face time' with these hard to reach clients.

I have attached the rates and the ad specs for your convenience. Our deadline is May 19th. Please let me know if you have any questions.

Kind regards,

Stephanie Ducharme

5. Debbie purchased elevator cards with WMCA logo from Vistaprint, you will be able to see them at our June meeting, if you don't think it is reimbursable from WMCA, that's ok, still going to take them and pass them out at AWC conference, they are really pretty! \$60



- ☒ 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: Janessa Hurd, CMC
City Clerk, City of Port Angeles

COMMITTEE: Audit

DATE: May 29, 2014

SUMMARY OF ACTIVITIES:

The Committee met on Thursday, May 29, 2014, in DuPont to conduct an audit of financial records for the period between January 1, 2014, and April 30, 2014.

The Committee found the financial statements to accurately reflect the activity for each time period. Spending appears well within the adopted appropriations for the time periods, except for two instances in April. The audit included review and balance verification of WMCA Checking, Savings and Scholarship Accounts, support documentation and verification of the appropriateness of payments. All issues noted will be addressed below.

The Committee also reviewed the Executive Committee minutes to confirm all authorized spending was handled within authorized amounts.

Audit Issues:

1. The WMCA Financial Policies state that all travel records submitted for reimbursement must have the agenda or registration form for the conference attached showing travel dates, meals provided and events. All travel reimbursements in February and April 2014, were missing attached documentation.

2. In February 2014, gifts were purchased over the approved amount of \$25 in the Financial Policies. It was noted, these expenditures were approved, but not changed in the Financial Policies. Committee recommends changing the Financial Policies at the soonest possible opportunity.

3. The Committee noted two separate occasions of a WMCA credit card being used for personal expenses. These expenses were reimbursed, but the action is in violation of the Financial Policies. Committee recommendation is for the Executive Board to send out a reminder to all credit card holders regarding the rules located in the Financial Policies regarding approved credit card use.

4. The NCI Director was reimbursed \$738.43 for travel expenses to the WMCA Conference, including mileage, airfare and baggage expenses. According to the Financial Policies, reimbursent is only authorized for registration, lodging accomodations and gifts. Committee recommendation includes amending the Financial Policies if this reimbursement is a

requirement of the agreement between WMCA and the NCI Director. If the agreement does not stipulate the above reimbursement then we recommend the Executive Board decide the future of these types of reimbursements.

5. Alcoholic beverages are purchased for the "Clerk of the Year" toast. According to the Financial Policies, this appears to be in violation, however not specifically. Numerous sections state that WMCA will not reimburse for alcoholic beverages, however, there is no specific section stating WMCA cannot pay for alcohol for the entire Association. The Committee recommends possible changes to the Financial Policies so the approval for this expenditure is specifically stated.

6. Two scholarship winners received reimbursement towards their \$300 in approved board for training for \$304.62, \$4.62 over authorized amount. The Committee does not have any recommendation regarding this minor error.

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

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Approve the Audit Report

ALTERNATIVES: Approve recommendations noted above.

FISCAL IMPACT: None.

Respectfully Submitted by Janessa Hurd, Audit Committee Chair



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

TO: WMCA President and Executive Committee

FROM: Michelle M. Hart, MMC

COMMITTEE: Bylaws Committee

DATE: May 30, 2014

SUMMARY OF ACTIVITIES: All is quiet on the Bylaws Committee front to-date. The Bylaws are pending their applicable update from the last annual meeting. During that meeting, an amendment passed to remove the two consecutive term limit provision of Secretary and Treasurer. The updated Bylaws will be transmitted to all committee members and a written copy and electronic file will be transmitted to the WMCA Secretary, to the Membership Committee Chair for distribution in the New Clerks packet, and to the Webmaster for posting on the WMCA website.

Members of the committee will review the Bylaws for any potential amendments as soon as the update is available. We also look forward to working with the Executive Committee throughout the year regarding any additional potential amendments they would like the membership to consider in March 2015.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: None.

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: Carol Etgen, MMC

COMMITTEE: Education Committee

DATE: June 2, 2014

SUMMARY OF ACTIVITIES: With Dema's assistance we have secured a speaker for Fall Academy, which will be held in Ellensburg at the Hal Holmes Center on Friday, October 10, 2014. Our speaker will be Sheila Sheinberg, who will be presenting "Emotional Intelligence and Your Authentic Self and the Four Intelligences – What the Leader Needs to Think, Know and Do to Lead in the 21st Century Agile Organization."

Ms. Sheinberg's owns "The Center for Life Cycle Sciences" and comes to us highly recommended.

The Committee has barely scratched the surface of working on the 2015 Conference; we will kick into high gear with reviewing speakers and topics over the next several months.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



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- ☐ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Debbie Jermann, Chair

COMMITTEE: Fundraising

DATE: May 29, 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. I would not recommend purchasing additional stock for the store during conference. I believe we need to sell the items currently on hand and only offer pre-sale items for the 2014 conference.

We recommend continuing 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.

I would recommend we continue the \$1.00 raffle, but would like the Executive Committee to consider two (2) \$100 cash prizes (must be present to win) - one to be drawn at the conclusion of the Region IX Business Meeting and the other to be drawn at the conclusion of the Friday a.m. session. No other items (i.e. smaller items donated for silent auction) would be included for the dollar raffle.

As mentioned above, we are not recommending any additional items to be added to the store inventory; pre-sale items only.

The committee also seeks approval to conduct the 50/50 raffles at the Fall Academy Sessions. This is a very easy fundraiser, with minimal interruption to the sessions.

I was also presented with an idea for an Executive Committee Fundraiser: Karaoke Fundraiser - we could rent the equipment for the Wednesday evening event/live auction; attendees would bid on EC members and then the winning bidder would be able to pick the song the EC member would sing; of course, participation would be voluntary by the EC. We could come up with a list of songs that have EC approval.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Provide direction to the committee on pre-sale only item (jacket); approval of the dollar raffle and expenditure of \$200 in prizes (2 x \$100); approval to conduct the Grand Raffle (\$5.00/ticket or 5 for \$20; prizes of \$500, \$750, \$1,000 to be drawn at banquet; 1,500 tickets to be sold); approval to conduct pre-sale of jackets (after EC approval of jacket style); and conduct the 50/50 raffle at the Fall Academy Session; consider the Executive Committee participating in a fundraiser (i.e. Karaoke Raffle).

ALTERNATIVES:

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: Jill Boltz, Chair
COMMITTEE: Historical Committee
DATE: June 6, 2015

SUMMARY OF ACTIVITIES:

- *Work will continue on scanning documents in preparation for transfer to the State of Washington.
- *Work to update pictures on Shutterfly and reintroduce the site through an upcoming newsletter. I was recently asked why we have this site. As a reminder, the storage of digital pictures on this site makes for easier chair transition, less physical storage and hopefully a more consistent method of sharing our organization through the internet.
- *As approved by the WMCA Executive Committee the following items were donated:
 - *Large box of colored paper ~ Hidden Creek Elementary School, Port Orchard (They were ecstatic!)
 - *Storage tubs (2) ~ ARC
 - *Digital Camera ~ ARC

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

_____ \$ _____ \$ _____



- ☐ First Quarter Report (June Mtg)
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- ☒ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Sandy Paul MMC

COMMITTEE: Legislative Committee

DATE: June 1, 2014

SUMMARY OF ACTIVITIES:

Welcomed 6 new or returning members to the Legislative Committee: , Carolyn Avery, Val Loffler, Debbie Clark, Maria Hansen, Debbie Burke, and Sonya Claar Tee. I missed Randy Hinchliffe, board liaison, which I have rectified, for a total of 8 members, including myself.

Limited activity has taken place to date as the Legislature adjourned at about the same time as the formation of the 2014-2015 committee.

Two Legislative updates have been provided to the monthly Newsletter.

Other activity:

- Monitored legislation acted upon by the Legislature in 2014
- Urged communication with District lawmakers
- Encouraged stopping the Eastside/Westside mentality

Most 'action' currently surrounds the licensing of legal cannabis outlets.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: For information only.

ALTERNATIVES:

FISCAL IMPACT: None

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

WMCA_Logo_small.jpg

TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson Smoot

DATE: May 30, 2014

2014-2015 MEMBERSHIP UPDATE:

We have a total of EIGHTEEN (18) new WMCA members:

Marissa Canales
City of Connell
Kristin Memovich
City of Buckley
Jennifer Conners
Port of Kingston
April O'Brien
City of Marysville
Jennifer Cusmir
City of Maple Valley
Bonita A. Roznos
City of Shoreline
Amy Dresser
Port of Seattle
Kyle Stannert
City of Bellevue
Debbie Eco-Parris
Snohomish County

Josh Stecker
City of Port Townsend
Peri Edmonds
City of Lacey
Barb Stevens
City of Lake Stevens
Lesleann Kangas
City of Shelton
Theresa St. Hilaire
Town of Washtucna
Lynda Kramlich
City of Colfax
Tina Swink
Town of Metaline Falls
Kelly McLaughlin
City of Port Townsend
Shawna Wise
City of Gig Harbor

As of May 28, 2014, the Washington Municipal Clerks Association is comprised of 312 members; 301 active members, 2 affiliate members, 2 associate members and 7 honorary members. The 2014-2015 membership renewal target date is May 31, 2014.

WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS/FEEDBACK

There were 24 'First Time Attendees' at the 2014 WMCA Annual Conference. In an effort to gather information to improve upon the two first timer events held (Tuesday night meet and greet and Wednesday morning breakfast) and the 'Conference Buddies' concept, Membership Committee members and First Time Attendees were asked to provide feedback to the following questions

- Conference buddies – Did you enjoy having a conference buddy? Do you have any suggestions for the Membership Committee regarding this concept?
- First Time Attendee Meet & Greet (prior to the President's reception) – Did you

have

a chance to attend? How did you like the format of the event? Any suggestions for improving this event?

- First Time Attendees Breakfast -- Did you have a chance to attend? How did you like the format of the event (seating/agenda/etc.)? Any suggestions for improving this event?

♀

Please see the attachment for responses received. The majority of the feedback for the

Breakfast, and the 'Conference Buddies' concept, is positive. The feedback on the Meet and Greet is mixed. The Membership Committee will utilize this information to assist in the planning of the 2015 events; along with President Quinn. Any additional

feedback/direction in this regard from the Executive Committee is welcome!

HANDBOOK PROJECT UPDATE:

The newly revised WMCA Handbook is under final review by the Handbook Sub-Committee; and will be posted online in its final format once complete. In addition,

a

copy of the handbook will be provided to the membership at the 2015 WMCA Annual Conference, via thumb drive (a generous donation from Bias Software). Thank you to the Handbook Sub-Committee (Jill Boltz, Darla Reese and Debbie Burke) for your continued hard work on this project; and to Bias Software!

MEMBERSHIP COMMITTEE - SUB-COMMITTEES UPDATE

The 2014-15 Membership Committee members have been asked to volunteer for the following positions/sub-committees:

- welcoming sub-committee - for welcoming new members to WMCA and to follow-up with these individuals a few times over the course of the year; TWO members of the committee are to be selected to lead the welcome effort (which is in addition to the

MC Chair sending out the official new member packet, welcome letter, and noticing new members in the newsletter);

- recruitment sub-committee - recruiting new members by researching agencies in Washington, and reaching out to those persons that are not yet members; TWO members of the committee are to be selected to lead the recruitment effort;

- elections sub-committee - to facilitate general and special elections; an Elections

Officer and Elections Officer Assistant are to be selected. Leana Johnson, White Salmon, has volunteered to continue as the Elections Officer (thank you, Leana!);

- Partnership Program sub-committee - to promote and facilitate the Partnership Program; TWO members of the committee shall be appointed to facilitate the program; and

- conference first time attendees events subcommittee -for planning/facilitation of conference events for new attendees (possibly including a meet and greet with the President, a breakfast, and 'conference buddies'). The entire Membership

Committee will assist with the planning/preparation of these items; and all those MC members attending the annual conference will be expected to attend and assist with these items at the conference.

Updates on sub-committee activities will be included in the quarterly reports to the President and Executive Committee. Any additional feedback/questions in this regard from the Executive Committee is welcome!

♀

ACTION REQUESTED: . YES . NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: NONE

♀

KEY - First Time Attendee (FTA); Membership Committee member (MC)

CONFERENCE BUDDIES

Conference Buddy didn't work out; I suggest not having one next time. (FTA)

I called and talked with my conference buddy the week before (no contact at conference); I think the program works well and hopefully someone benefitted from it. (MC)

I had two buddies, one of which I work with. I emailed my other "buddy" and they never responded back to me and I never saw them during any time of the conference. (MC)

I just wanted to say that I had a great time at the WMCA conference as a first time attendee and I really enjoyed my conference buddy (Cindy Marbut, Town of Yacolt). (FTA)

I will tell you from my perspective, that I don't think my "buddy" wanted a "buddy." She was a first time attendee but not new to the Clerk world, was what I gathered. (MC)

I really liked the conference buddy program. It was a good experience for me and my buddies (I thought). It gave them someone to hang out with or sit with at meals or classes so they didn't have the shy and alone feeling. (MC)

I loved the idea of a conference buddy, I really appreciated the call mine gave me before the conference. Only thing that was kind of sad: I never actually got to meet her! Maybe suggest that the buddies meet at the meet and greet in the future?? (FTA)

I like the idea of conference buddies still. I found there was a big difference in what my buddies wanted/needed from me. I think the first time attendees that are there with their clerk/deputy may not need as much as someone who is not. My buddy that was there by herself spent more time with me than the clerk that knew people already. I think there probably is a difference between the east side and west side clerks. At least in far eastern Washington, there are few opportunities for clerks to get together outside of conferences and academies. It is harder to meet other clerks here so a buddy would be great in that type of situation. If we continue with conference buddies, perhaps you could ask the new clerks if they want to be assigned a buddy. Hopefully we will have lots of new faces again next year and if someone doesn't want a buddy it will allow the MC members a chance to focus on the people that do. Just my thoughts! (MC)

I think the idea of conference buddies was a great concept. I was able to meet others that I may not of met. Unfortunately or fortunately for me both of my buddies attended the conference with their clerks so they hung out with them the majority of the time. I did, however, check in with them when I saw them wondering around the halls. (MC)

I loved the conference buddies, I think that this is a great idea, not only does it

make the new attendee feel like they have someone to talk to during the conference it allows them a contact for any future questions they may have. I honestly would of liked one when I attended my first conference. I think both my buddies were very happy to have someone to sit with in class and at the events. I may have stalked mine to make sure they didn't have any questions or concerns....LOL. (MC)

♀

CONFERENCE BUDDIES (continued)

Conference buddies – It was a relief to find out that I would have a “buddy,” because I felt intimidated about attending with other more experienced City Clerks (I’m an assistant city clerk and new to city government) and not knowing anyone. I felt more secure knowing I had a contact who would be available to answer questions. (FTA)

Did you enjoy having a conference buddy? Yes, I thought it was very nice. I especially appreciated it when attending the First Time Attendee Breakfast; nice to have a friendly face to welcome you in and be there to answer any questions. Do you have any suggestions for the Membership Committee regarding this concept? No, I felt it was a great concept. (FTA)

Conference buddies: I met my buddy, but did not spend any time with her. It is difficult to “bond” when you are not staying on site. (FTA)

I felt very welcome at the WMCA Conference. I did appreciate having a conference buddy. Christy did a great job and would just say hi as we were transitioning through the sessions. Even though I attended with Melody, it was nice getting to know other clerks and I appreciate the effort by the Association. (FTA)

It was a good idea but my conference buddy didn't really talk to me at all. (FTA)

Conference Buddies – As you may know my City Clerk did not come to the conference with me and I was glad I had someone to reach out to. Thank you for having a buddy available to us newbies.

(FTA)

FIRST TIME ATTENDEE MEET & GREET

First time meet and greet good! I liked it; the "veterans" are so helpful. (FTA)

I did not go to the meet and greet. (MC)

Did not attend this event; have not attended in the past. (MC)

First time attendee meet and greet would have been better if it were spread out not just located in the corner of a room where you had a hard time talking to everyone. (MC)

I thought the meet and greet was a bit crowded so it was hard to get a chance to talk to more than a few people. I know that was just the room and may not be that way in the future. (MC)

I was not able to attend the First Time Attendee Meet & Greet, (I wasn't able to leave work as early as I had planned on Tuesday) so I'm afraid I can't give you any feedback on that. (FTA)

♀

FIRST TIME ATTENDEE MEET & GREET (continued)

The first time attendees meet and greet is a great way to get everyone in the same room and meet new people. My experience this time around was that it seemed like everyone was packed in a small area in the back of the room and it felt a little awkward. Maybe doing something a ½ hour prior to the presidents reception in that same room where everyone can get a drink and chat. I also think that it would have been nice for the entire executive committee to be there and introduce themselves. Those were just my observations. (MC)

I did not like the meet and greet prior to the presidents reception. I was uncomfortable in the room

with a bunch of chairs just standing around, I felt like the new attendees were feeling the same way. It was not a comfortable feeling. I think if this was to continue which would be fine it should feel more like welcoming? It did not feel that way. (MC)

First Time Attendee Meet & Greet: Unfortunately, I was not available for the Meet & Greet, because I was signed up for the conference starting on Mar. 19. However, I regret having not attended because I think I would have enjoyed it. (FTA)

I didn't not attend the first time meet-n-greet. (FTA)

First Time Attendee Meet & Greet: did not attend due to not staying at the hotel (drive too late to go home). (FTA)

I attended both first time attendee events. I cannot make any suggestions. (FTA)

First time attendee's meet and greet - was a little awkward I don't have real suggestions. However, It did help me see the faces of the others who were new to WMCA. (FTA)

I arrived to Pasco at 10:30 p.m. on Tuesday so I was not able to attend. (FTA)

FIRST TIME ATTENDEES BREAKFAST

First time Breakfast - didn't care for seating arrangements because I'd already made connections and would have preferred sitting with them. The Breakfast was not tasty but that's on the hotel's end. The Speakers were fine but I was too focused on breakfast to listen or pay attention...and too much information at once for breakfast. And honestly, I've never been a fan of standing up to introduce yourself. No one can remember anyone's name and ends up being a time waster and can even make you feel awkward. (FTA)

Did not attend this event; have not attended in the past. (MC)

I liked the first time attendees breakfast and the seating, agenda and all - it was
Page 8

a pretty neat
program. (MC)

♀

FIRST TIME ATTENDEES BREAKFAST (continued)

I just wanted to touch base real quick to provide one little piece of feedback about the First Time Attendees Breakfast. Sadly I did not attend because I was told that it would be just a "come when you want" type of thing (like all the other breakfasts) and there was nothing on the schedule specifying that it was the kind of thing that was to start right at 8am. So maybe next year just find a way of letting people know that it does begin at 8am so if someone plans to attend they should be there at that time...?? (FTA)

I enjoyed the breakfast. I thought it was well done and there isn't anything I would change. (MC)

I loved the first breakfast with the assigned seating. I am one of those people who has a very hard time walking into a room full of people I've never met before and just joining someone at a table. (Now, if I have to walk into a room full of people I've never met before and perform, or give a speech, I'm totally fine with that!) Since I missed the meet & greet, it was great to have that assigned seating mixed with other first-time attendees and some "experienced pros." After that first breakfast, it was a little intimidating for me to go to meals alone, still feeling like I didn't know too many people, especially since so many people were re-connecting with friends they hadn't seen since the last event they attended. I so greatly appreciated the people who went out of their way to "mix it up" and vary who they sat with at meals to include new people. My favorite meal of the week was Thursday's banquet, when Virginia Olson invited me to sit at the table with you all. What fun!! (FTA)

I was very happy with the breakfast; I thought it was a great idea to have the assigned seating and pair table mates with seasoned WMCA members along with buddies. Kudos great idea! (MC)

The breakfast was great, and I don't have any suggestions for changes. It was nice to start the conference with other first-timers. (FTA)

I really enjoyed the first time attendee breakfast. I met some new people, the speakers were great, food was wonderful. (FTA)

First Time Attendee Breakfast: I did attend this breakfast. I like the format. It was a great way to see the other clerks that were new to the conference too. (FTA)

I attended both first time attendee events. I cannot make any suggestions. (FTA)

I appreciate the welcoming. My suggestion would be to change the agenda and shorten the formal presentations to allow an opportunity for us to talk at the tables. I feel like I entered the breakfast not knowing very many Clerks, and I left not knowing very many Clerks. (FTA)

First time Breakfast - this was a nice time, I had time to talk to people including my conference buddy. (FTA)

♀

GENERAL CONFERENCE FEEDBACK

I would like to mention that it would be terrific to offer a rate for people that are not staying overnight at the hotel. Maybe call it the commuter rate. I had four meal tickets that I did not use because of the timing for travel. I live 45 minutes away (no breakfast). I think your board did a terrific job and I truly enjoyed the people I met. Your education sessions were stellar and really hit home with topics I am struggling with everyday. Thanks again! (FTA)

The personal growth classes were excellent and very motivating. (FTA)

♀



- ☒ 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: Melody Valiant, Chair, Newsletter Committee

COMMITTEE: Newsletter Committee

DATE: 05/29/2014

SUMMARY OF ACTIVITIES: As with every first quarter with a new group of committee members, we have been busy. Our committee doesn't meet in person, we just correspond by email and assign one member each month the task of compiling all the information for the newsletter. As we have more members now, each member is only having to do one issue. It's nice to have more help this year and to be able to spread the work out more evenly. We are trying to come up with a list of members to profile throughout the year for our every popular section in the newsletter of Clerk of the Month. It's not always easy to get someone to volunteer to be featured, but we are coming up with a good list of names to use throughout the year. Also since our last report, we did decide to remove the Fairs & Festivals on the back page as we had very few members submit information for it and it was too much work for the monthly editor to go out and find. We've also added a new section called Laugh Out Loud, so if you have funny stories to share, please send them our way. We look forward to providing the membership with quality newsletters for the next year.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

\$ _____
\$ _____
\$ _____

\$ _____
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\$ _____



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

TO: WMCA President and Executive Committee

FROM: Dee Roberts, Chair

COMMITTEE: Scholarship Committee

DATE: May 30, 2014

SUMMARY OF ACTIVITIES:

Two PD I scholarships were awarded during the second round of scholarships for a total of \$2,150.00. I received many positive, appreciative comments from those that were able to attend the Annual Conference and the PD recipients.

The next scholarship opportunity is the Marge Price scholarship for Fall Academy.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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

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

President

The duties of the President shall be:

A. Leadership Responsibilities:

1. Maintain knowledge of WMCA by-laws, policies and procedures.
2. Recognize that the responsibility for administration of the Association is vested in the entire Executive Committee. Implementation of those decisions is conducted through committees.
3. Present to the Association the recommendations of the Executive Committee and special committees.

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B. Immediate Duties:

1. Call and conduct the Executive Committee meeting immediately following the Annual Conference. Produce and distribute agenda and packet materials for the meeting.
2. Schedule orientation meeting of incoming Committee Chairs at the Annual Conference. Include past Committee Chairs as well to facilitate transfer of records and information.
3. Assume the office of President at the end of the Annual Banquet with the passing of the gavel, make closing remarks and close the conference.
4. Pick up Committee sign-up lists at the end of the annual conference and send electronic version of the lists to the Executive Committee and each Committee Chair as soon as possible after the close of the conference.

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C. Administrative Responsibilities:

1. Advise Mayors or City Managers by letter of the election of their clerk as a WMCA Executive Committee member as soon as possible after taking office; may also prepare press releases if desired.
2. Call, plan and conduct all Executive Committee meetings - three for the year, not including those at the Annual Conference. Prepare an agenda packet and provide it to the Executive Committee at least 7 days prior to the scheduled meeting.
3. Serve as a delegate to the IIMC Annual Conference (May), and to the state conferences of Oregon (September), Alaska (November) and California (April), and the Annual Conference in British Columbia (May) as well as the Region IX Annual Meeting. The Association pays normal travel expenses (per WMCA policy). If unable to attend, appoint designee to serve as delegate to any of these meetings. If a designee attends, normal travel expenses will be paid by WMCA.
4. The President participates in the flag ceremony at the IIMC Annual Conference, if required, and attends the President's meeting.
5. When traveling to the meetings of other state associations, the President commonly takes gifts for the in-coming and outgoing presidents, as well as a silent auction item. The Executive Committee has established dollar amounts in the Financial Policy.
6. Maintain contact during the year with all committees, delegate assignments as necessary and monitor work. Notify committee chairs when their written committee reports are due for inclusion in the packets for each of the Executive Committee meetings.
7. Submit a President's message for each edition of the WMCA Monthly Newsletter.

Deleted: an approximate amount of \$25 per gift, which is an expense of WMCA

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8. Appoint persons as necessary to represent WMCA on special joint committees with other organizations. (The President has sole discretion in such appointments.)
9. Write congratulatory letters throughout the year to those who have obtained their CMC and MMC and keep a list for the year so that these clerks can be recognized at the Annual Conference. Notify the Mayors or City Manager/City Administrator of cities whose clerks obtain their CMC or MMC, email Executive Committee and the current Newsletter Editor.

10. Prepare the "Call to Conference" for distribution to all members by mid-December. The Education Committee and Conference Planning Committee shall provide the information for the "Call to Conference" and it shall include the following:

- a. Pre-Conference Information (Lodging information, Transportation choices, Parking costs/choices, Conference attire, Special Events, Themes)
- b. Registration form (Registration costs, Meal information)
- c. Draft Education Session Agenda

11. Send personal invitations to the Presidents of Alaska, California, Oregon, and British Columbia Associations, the Region IX Directors and the IIMC President to attend the WMCA's Annual Conference as guests, copy the President-Elect. Outline in the letter what WMCA will "host" (traditionally the registration fee for state presidents and Region IX representatives is complimentary, if funds are available; the IIMC President may receive complimentary lodging if funds are available). Forward the names of the guests who will be attending to the Conference Planning Committee Co-Chairs so they can make hotel reservations for those guests. Send a personal invitation to last year's Clerk of the Year, noting that she/he will receive complimentary registration for the conference.

12. Select the Clerk of the Year from nominations presented by the Awards Committee.

13. Have incoming President's name and term of office engraved on the WMCA traveling plaque prior to the conference.

14. Direct the Secretary to prepare resolutions honoring the host clerk, the host hotel, conference planning and conference program chairs.

15. Prior to the Annual Conference, brief the President-Elect on Presidential duties and responsibilities at the conference and arrange a meeting either at conference or shortly thereafter to transfer information and records.

16. Prepare annual business meeting packets to include; prior year's annual business meeting minutes, Budget document, Audit Report, Treasurer's Report, Election's Report, and proposed Bylaw changes; provide packet to the Conference Planning Committee. Packets will be made available to conference attendees electronically, with only a limited number available at the meeting.

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Moved up [1]: 14. Schedule orientation meeting of incoming Committee Chairs at the Annual Conference. Include past Committee Chairs as well to facilitate transfer of records and information.¶

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D. Responsibilities at the Annual Conference:

1. The President will work closely with the Conference Planning and the Education Committees to prepare for the Annual Conference. The President will perform the following specific duties at the Annual Conference:

- a. Attend the President's Reception followed by Dinner Meeting with the Executive

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Committee and guests.

- b. Conduct the opening session, introducing the Executive Committee, guests, past presidents, new clerks, etc. and present a general welcome message to all of those present. Attend the First Time Attendees events.
- c. Conduct the Annual Business meeting.
- d. Host meeting prior to the Annual Banquet for the Executive Committee and guests.
- d. Preside at the Annual Banquet; recognize new CMCs and MMCs, past presidents, guests, and those who have contributed to WMCA (sponsors). Present the Clerk of the Year Award and President's Award of Distinction. Oversee the installation of new Executive Committee members, prepare script for oath of office and select an individual(s) to administer oaths. Pass the President's traveling plaque and gavel to the President-Elect.

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Vice President

The duties of the Vice President shall be:

1. Fill in for the President or President-Elect as needed.
2. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
3. Attend the Annual Conference events and sessions as requested by the President.
4. Serve as Board Liaison to President assigned committee(s). Liaison responsibilities include:
 - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
 - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
 - c. Assuming the responsibilities of the Chair in his/her absence;
 - d. If the Chair resigns, serve in that position until the President appoints a new chair;
 - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment;
 - f. Ensure Committee Chair prepares certificates for committee members.
5. Seek the site for the Annual Conference for the year in which he/she may be President (in two years) by soliciting and evaluating bids from hotels and Visitor Convention Bureaus. The Annual Conference is rotated from east to west sides of the State. The recommendation for action is made at the October or January meeting of the Executive Committee.
6. Update the Executive Committee and Committee job descriptions and the WMCA policies as needed per the direction of the Executive Committee. Send approved documents to the webmaster.
7. Serve as a member of the Budget Committee.
8. Acquire and maintain knowledge of WMCA by-laws, policies and procedures.
9. Perform such other duties and responsibilities as the President or Executive Committee may assign.

Deleted: the Special Projects/Fundraising Committee

Timetable:

March	Attend conference and take oath of office; (2) EC Meeting, Friday afternoon after conference
As needed	(6) Assess and update Committee and EC job descriptions and policies
April - June	(5) Conduct site visits of potential conference locations
June	(2) EC Meeting – (4) <u>Committee</u> liaison
July-Sept	(5) Continue site visits and present contract to EC at October meeting
October	(2) EC Meeting – (4) <u>Committee</u> liaison

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November (7) Attend Finance Committee Meeting
December Election Filing for position of President-Elect
January (2) EC Meeting – (4) ~~Committee liaison~~
February Register for Conference and book hotel room
March, end yr (4)(f) Ensure ~~Committee Chair~~ prepares certificates;
(3) Conference, itinerary provided by President prior to conference

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AWARDS COMMITTEE

A. General Responsibilities:

The Awards Committee solicits and evaluates nominations for the Clerk of the Year Award. The committee ensures that nominations meet all criteria and determines the nominees' areas of expertise. The committee chair presents the accepted nominations to the President for final selection of the "Clerk of the Year Award."

B. Members:

1. The Chair of the Awards Committee is the immediate Past President.
2. Any WMCA member in good standing may serve on the committee except current members of the Executive Committee, with the exception of the Past President.

C. Clerk of the Year Tasks & Process

1. The Committee Chair will prepare information to be included in the September, October, November and December editions of the Executive Committee Monthly Reports, with the call for nominations, guidelines and criteria. Also included shall be the nomination form and deadline date (usually end of December) for the return of nomination forms to the committee chair.
2. Committee members are encouraged to announce the availability of applications at the local level, e.g., regional meetings.
3. The Chair shall send letters and nomination forms to the elected and/or appointed official(s) and direct supervisors of all WMCA members in early November seeking nominations. A follow-up reminder letter shall be sent in early December.
4. Once nominations are received, the Chair will verify the eligibility of the nominees. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member in good standing (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.
5. The Chair will then send copies of the nominations to committee members for review and ranking by following the Review and Rating of Nominations Guidelines. The committee will keep all nominations confidential.
6. Once the rankings have been received from the committee members, the Chair will forward the recommendations to the President by mid-February. The President will make the final decision for the Clerk of the Year Award based on the ratings from the committee.
7. The President will choose the recipient for the Clerk of the Year award and communicate the decision to the Chair. The decision of the President is final.
8. The Chair will have the award plaque prepared and will notify the selected Clerk of the Year's municipality and guests to provide the necessary information should they wish to attend the annual conference banquet.
9. The Chair shall coordinate with the Conference Planning Committee Chair(s) the number of hotel rooms to reserve for the Clerk of the Year's guests and for the banquet dinner per the Conference Planning Schedule.
10. The President will make the presentation of the award at the WMCA annual conference banquet.
11. Following the conference, when the President's decision has been announced, the Chair will send a letter to the nominees not selected for the Clerk of the Year award, including

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a copy of their nomination, describing how much their contribution and services are valued.

12. The Chair will remind the outgoing President to prepare a press release announcing the Clerk of the Year immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

D. President's Award of Distinction Tasks & Process

1. The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations.
2. The Chair will have an award plaque prepared for any recipients of the President's Award of Distinction.
3. The President will make the presentation of the award(s) at the WMCA annual conference banquet.

E. Additional Chair Responsibilities

1. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet (quarterly).
2. 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.
3. Forwarded all invoices for WMCA expenses to the President for review and sign-off prior to being sent to the WMCA Treasurer.

F. Clerk of the Year Award Policy

1. **Purpose**
The WMCA Clerk of the Year Award was developed to focus attention on the important role that Municipal Clerks have in our communities and to honor their achievements and accomplishments.
2. **Nominating a Member**
Any Active WMCA member (as defined in WMCA's Bylaws) in good standing (fully paid dues) may submit a confidential nomination postmarked no later than the stated deadline. It is encouraged that such nominations be submitted in collaboration with the nominee's elected and/or appointed official(s) and/or supervisor. Nominations may also be made by elected and/or appointed officials and/or supervisors. Nominations must be submitted to the Immediate Past President of WMCA, Chair of the Awards Committee, by the stated deadline.
3. **Criteria for Selection**
 - a. **Eligibility:**
The nominee must be an Active member of WMCA (as defined in WMCA's Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice President, and Past President are not eligible for nomination. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member "in good standing" (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.

b. Contributions:

The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:

- 1) Leadership, organization, administration and communications.
- 2) Legislative and governing body procedures, records management and public relations.
- 3) Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.
- 4) Special projects and community activities and volunteerism.

In general, it is not sufficient that a nominee perform his or her duties well.

"Outstanding" is for individual performance over and above the job description.

4. Recipient Benefits

- a. The Clerk of the Year recipient will receive a plaque or comparable award recognizing their receipt of the award.
- b. The Clerk of the Year recipient will receive a complimentary registration to the WMCA Annual Conference for the following year. The complimentary registration is not transferable.
- c. A press release announcing the Clerk of the Year recipient will be sent to the local newspaper where the recipient works and to IIMC's News Digest immediately following the Annual Conference.

G. President's Award of Distinction Policy

The President may also select one or more recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations. There may be no award presented during years in which there is no outstanding nominee.

H. General Award Policies

1. There will be only one Clerk of the Year Award given in any one year, based on the nominations received. The nomination for this individual must exceed all other nominations.
2. There may be more than one President's Award of Distinction given in any one year.
3. Nominations shall not be carried over from one year to the next.
4. If no nominations are received by the deadline, no award will be given.
5. There may be no award presented during years in which there is no outstanding nominee.
6. Receiving an award does not restrict future nominations of the recipient.

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I. Review and Rating of Nominations Guidelines

The committee members will use the following guidelines when reviewing and rating each nomination:

1. Up to 25 points may be awarded to each nominee in the following four areas:
 - 1) Leadership, organization, administration and communications.
 - 2) Legislative and governing body procedures, records management and public relations.
 - 3) Outstanding service to WMCA (time/length of service; service on WMCA

Combined and Revised: 1/2010, 6/2014

Page 3

- Awards Committee Description Revised: 6/2000, 10/2002, 6/2004, 10/2006, 1/2007, 7/2008
- Clerk of the Year Policy Revised: 6/2003, 1/2007, 7/2008

- Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.
- 4) Special projects and community activities and volunteerism.
2. The awarding of points in each area shall be based upon the nominee having made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the four areas listed above.
 3. A maximum of 100 points may be awarded to each nominee.
 4. When reviewing the nominations, the following criteria should also be considered:
 - a. Did this Clerk's contribution improve the quality of life in his/her community?
 - b. If a specific project is referenced, what was the scope and impact of the project and what special circumstances had to be overcome to complete it?
 - c. How did productivity or efficiency in the organization improve as a result of this Clerk's accomplishment?
 - d. In what specific ways did this Clerk's contribution or performance exceed daily work duties?
 - e. How did this activity benefit WMCA?
 - f. How did this individual demonstrate their commitment to continuing professional development through education?
 - g. What significant contribution or outstanding service did this individual perform to benefit WMCA?
 - h. How did the individual demonstrate leadership in the office of municipal clerk and their community?
 - i. How did the individual demonstrate their involvement at annual conferences, regional groups and/or IIMC?
 6. The Chair will send out a rating form along with the nominations. The Committee members will submit their ratings to the Chair by the deadline requested.
 7. The Committee Chair will calculate the ratings and will send the Committee's recommendations and all the candidate ratings to the President for selection.

Financial Policies

1. CREDIT CARDS

1.1. Distribution

WMCA credit cards shall be issued in the names of the current President, President-Elect, Treasurer, Immediate Past President, Education Committee Chair, and Conference Planning Committee Chair and shall remain in their possession during their tenure. Each cardholder shall sign a statement that they have read, understand and will adhere to the expense policies of WMCA.

1.2. Authorized Purchases

WMCA credit cards are to be used for:

- Travel expenses as outlined in the Executive Committee Travel section. Actual fuel purchase is allowed provided it does not exceed the WA state mileage rate.
- Purchase of only those items which are pre-approved by the President or President-Elect as reimbursable.
- Conference-related expenditures approved by the Executive Committee liaison to the Conference Planning Committee.

When in doubt, the cardholder should not use the WMCA Credit card and instead request reimbursement from WMCA.

1.3. Submittal of Receipts

Both credit card and itemized receipts for each charge to the credit card, with the purpose of the expense clearly indicated, must be submitted to the Treasurer within ten (10) working days of the purchase or return from travel (scanned copies, emailed to the Treasurer, are acceptable). Further backup documentation must be submitted for travel charges; the agenda or registration form for the conference the cardholder attended showing conference dates, meals provided and events. The Treasurer should have the receipts before the credit card billing is due and payable.

1.4. Payment of Credit Card Bills

The Treasurer shall pay the credit card bills on time, but only with all necessary receipts and backup documentation. If the cardholder has not submitted all necessary receipts and backup documentation and the bill cannot be paid on time, the cardholder will be responsible for reimbursing WMCA for all late fees and finance charges incurred. If the cardholder is unable to produce a receipt for any charge to the credit card, the cardholder will be responsible for reimbursing WMCA the full amount of that charge within 30 days of being notified by the Treasurer.

1.5. Statements

The Treasurer will distribute copies of each statement to all WMCA credit cardholders within 5 days of receipt of the statement.

1.6. Unauthorized or Accidental Charges

Any unauthorized or accidental purchase or charge shall be billed to the cardholder incurring said purchase or charge.

1.7. Cash Advances

Cash advances are prohibited.

1.8. Chain of Command

The Treasurer shall notify the President, Back-Up Treasurer and Audit Committee Chair to determine a course of action for recovering the funds if a cardholder has not:

6.1. Future Conference Site Deposits

An amount shall be included for a deposit for a future conference site if needed. The President-Elect will work with the Vice-President to determine the amount needed.

6.2. Scholarship Safety Net

Appropriate \$2,500 annually in the Scholarship Account as a safety net.

6.3. Savings Safety Net

Appropriate \$10,000 annually in the Savings Account as a safety net.

6.4. Basic Training for Clerks/Treasurers Scholarships

Appropriate \$500 annually for scholarships for WMCA members to attend a Basic Training for Clerk/Treasurers.

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6.5. Municipal Clerks Education Fund (MCEF) Donation

Appropriate \$75 annually for the purchase of an item to donate to the MCEF auction at the IIMC Conference or a straight cash donation to MCEF

6.6. Outgoing Region IX Director Gift

Appropriate \$100 annually toward a gift for an outgoing Region IX Director.

7. WMCA SCHOLARSHIP FUNDING POLICIES

- 7.1 The number of scholarships to be offered in any given year is left to the discretion of the President. During the preparation of the next year's budget by the President-Elect, scholarships for the WMCA Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professionals Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference shall be included. The proposed budget is reviewed by the Executive Committee and subsequently presented to the general membership at the Annual Business Meeting for adoption.
- 7.2 Should the number of scholarships as budgeted exceed the available Scholarship Fund, the Executive Committee shall determine if the difference is to be made up from the General Fund or Savings Account.
- 7.3 Eligibility for scholarship award shall include a check list for the applicant's city's financial commitment/participation and the applicant's list of his/her involvement with WMCA.
- 7.4 Scholarships are for registration costs only, unless the applicant is a first-time attendee for the WMCA Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 7.6 Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately. Time permitting, scholarship funds will be awarded to the next eligible applicant.