



EXECUTIVE COMMITTEE AGENDA

Friday, October 17, 2014

Vancouver Hilton, Vancouver

10:00 AM

1. **Call to Order**
2. **Approval of Minutes - Diana**
 - a. Executive Committee Meeting Minutes of June 6, 2014 (Virginia) 1
3. **Treasurer's Report - Gina**
 - a. Account Summaries 11
4. **New Business**
 - a. Regional Clerk Associations (Diana) none
 - b. NCI Committee (Debbie) 18
 - c. Education Coordinator & Committee (Debbie)..... 21
 - c. Athenian Dialog (Diana & Debbie) 24
 - d. IIMC Region IX Director Agreement (Diana) 26
 - e. OAMR Endorsement of Tracy Davis, MMC for Region IX Director (Diana)..... 29
 - f. Conference Vendors (Paula)..... none
5. **Committee Business/Reports**
 - a. Audit (Christy)..... none
 - b. Awards (Scott) 30
 - c. Budget (Debbie B.) 31
 - d. Bylaws (Shannon) none
 - e. Conference Planning (Paula) none
 - f. Education (Debbie B.)..... 41
 - g. Fundraising (Virginia)..... 43
 - h. Historical (Jill) none
 - i. Legislative (Randy)..... none
 - j. Membership (Jill)..... 45
 - k. Newsletter (Scott) none
 - l. Scholarship (Dee)..... 48
 - m. Webmaster (Bobbie) none
 - n. Archives Oversight (Jill) none
 - o. Handbook (Jill) none
6. **Other Business**
 - a. Ratify Email Vote to Accept Fall Academy Scholarship (Dee) none
 - b. 2015 Conference (Diana)..... none

7. Next Meeting

a. Friday, January 23rd, 2015, Algona City Hall, Algona WA (10:00AM)..... none

8. Good of the Order

9. Adjournment

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**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING**

Friday, June 6, 2014, 10:00 a.m.
Algona City Hall, Algona, WA

CALL TO ORDER:

President Quinn called the meeting to order at 10:00 a.m.

ROLL CALL:

President Diana Quinn, President-Elect Debbie Burke, Vice President Shannon Corin, Secretary Virginia Olsen, Treasurer Gina Anderson, and Boardmembers Jill Boltz (excused to arrive late), Randy Hinchliffe, Christy O'Flaherty, Dee Roberts, Paula Swisher, and Bobbie Usselman

Past President Scott Passey was absent. Boardmember Boltz arrived at 10:22 a.m.

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to excuse Past President Passey. The motion **PASSED** 10/0.

APPROVAL OF MINUTES:

Boardmember Roberts **MOVED**, seconded by Boardmember O'Flaherty, to approve the Executive Committee meeting minutes for March 21, 2014. The motion **PASSED** 10/0.

TREASURER'S REPORT:

Treasurer Anderson stated there is about \$117,000 in the bank and the printed report noted some leftover conference expenditures that were paid as of June but had not yet been paid during the period the report was generated for. She provided further detail about the Chase checking account report.

Annual Conference Programs

President Quinn asked who prepared the conference program booklets. Boardmember Swisher explained the process of how the President had been in charge of it in the past until Ali Spietz was President. Boardmember Swisher added that Ali continued to take on this project until 2014 when she was working on the NCI Director RFP.

It was decided to memorialize this job in the President's job description and the President could delegate it to a volunteer on Conference Planning or other committee.

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President-Elect Burke stated the job description would be further addressed in a later agenda item.

NCI Committee

President-Elect Burke asked about memorializing the terms for NCI Committee members and creating a job description.

Secretary Olsen said she would follow up with Pam Kolacy, Debbie Clark, and Dema Harris to learn more about terms for next meeting and add the information to the job description. She said since Pam Kolacy was retiring, Ali Spietz would be added on in her place and Education Committee Chair Carol Etgen took Debbie Clark's place.

President Quinn stated that it is important for a WMCA representative to attend the IIMC Education Colloquium and consider adding this responsibility to the job description. There was discussion that perhaps a representative attend but not necessarily a NCI representative. President-Elect Burke stated she would check the NCI Director contract to see if it included this responsibility.

Boardmember Boltz arrived at 10:22 a.m.

AWC Legislative Representatives

President Quinn provided a memo prepared by Sandy Paul regarding appointing a representative to serve on the AWC Legislative Committee. Boardmember Hinchliffe stated that he is already serving for AWC. President-Elect Burke stated that the meetings are generally held on the west side of the state.

Boardmember Hinchliffe said he would be willing to also represent WMCA and it was noted that Sandy Paul had already asked the WMCA Legislative Committee but no one expressed interest in serving. President-Elect Burke stated that there are WMCA members who are actively engaged with the Legislature and perhaps they should be engaged.

It was decided to send out an e-blast to learn if there was interest from any of the membership. Boardmember Hinchliffe and President-Elect Burke said they would attend the meeting and represent WMCA this month. Boardmember Hinchliffe said he would find out about how long the term was.

AWC Conference

President-Elect Burke stated that she would be attending the AWC Conference but Sandy Paul would not be there until the last day.

President-Elect Burke said there were decisions to be made about the giveaways for the WMCA booth. There was discussion about the vendor give-away and having the same gavel stress balls or something new. Secretary Olsen said the elected officials loved the gavels and since the elected officials potentially turnover every two years, she thought that was still a good item to give away. The Executive Committee agreed.

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There was discussion about what to print on the gavels. Boardmember Boltz said it is important to define what we do as municipal clerks and we do keep it in order as the gavels say. Further discussion ensued about the gavel inscription. Boardmember O’Flaherty suggested a more robust and active verb rather than a wimpy verb like in “Clerks keep it in order”. She suggested “Clerks Create Order” and there was consensus to use that phrase and purchase the minimum order amount.

Discussion turned to the props to have in the conference booth. Boardmember Boltz spoke about a “wordle” that was on the IIMC website during Municipal Clerks Week. She explained that it had several words that clerks do in a graphic. She suggested putting one together for the AWC conference booth. Boardmember Usselman said there was a program to use and she could pull something together if people sent her words. Vice President Corin suggested asking the membership for their top three words. Boardmember Usselman said she would put them on a board and send them with Karen Kuznek-Reese who was attending the conference. President-Elect Burke stated she would look into getting easels for the conference.

The Executive Committee looked at the large visuals that were previously used at the conference and made some suggestions to improve them. Boardmember Usselman stated she would print them and Vice President Corin suggested adding the WMCA logo. There was consensus to add the logos and not purchase table covers since we already have banners. Secretary Olsen said she gave the WMCA banners to President-Elect Burke.

There was no interest in purchasing an ad in AWC’s *City Vision* magazine.

COMMITTEE REPORTS:

Audit Committee

Boardmember O’Flaherty reported that Audit Committee Chair Janessa Hurd had recently resigned from her job but she had prepared a very thorough report before leaving. Boardmember O’Flaherty said the written report lists a number of issues that arose during the audit with regard to consistency with the Financial Policies. The following issues were discussed and addressed:

1. Need documentation for travel reimbursement to include agendas, programs, or registration form that shows what meals are included. Treasurer Anderson said some of the other states provide free registration for the WMCA President to attend their conference but we do not always have the registration form showing which meals were included. The President will need to obtain the registration form or other documentation to comply with our Financial Policies.
2. Gifts purchased over \$25 for conference VIPs (out of state officials) do not comply with WMCA Financial Policies. Treasurer Anderson stated that the Financial Policies had recently been updated but the Audit Committee did not have most current version showing the amount was increased to \$50. Secretary Olsen said she provided the meeting minutes to the Audit Committee Chair after they conducted the audit. Boardmember O’Flaherty said she would notify the committee and provide them with the updated Financial Policies.

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3. There were two occasions when a WMCA credit card was used for personal expenses and they were later reimbursed, a violation of the Financial Policies. President Quinn stated she accidentally took out the wrong credit card and was mortified when she discovered it and immediately notified Treasurer Anderson and sent her a check. The Audit Committee suggested a reminder to all credit card holders about the rules and the Executive Committee concurred.
4. The NCI Director was reimbursed for mileage, airfare and baggage expenses yet the Financial Policies do not specify travel. The Executive Committee will review and update the Financial Policies to match the NCI Director agreement and our historical practice. Treasurer Anderson noted that each of the three states reimburses the NCI Director for travel to their state conferences.
5. Alcoholic beverages were purchased with WMCA funds for the Clerk of the Year toast at the conference. Boardmember Swisher stated we have paid this expense as part of the larger conference contract for several years. She explained that this year, it was less expensive to purchase the champagne for the Clerk of the Year toast and pay the corkage fee to the hotel, so she went ahead and did that because WMCA has always paid for this toast. The Audit Committee recommended a possible change to the Financial Policies to reflect approval of this specific expenditure and the Executive Committee concurred.

It was noted that there was talk at conference that some members thought perhaps WMCA paid for alcohol for the Executive Committee. The Executive Committee expressed that it should be made clear that the President and the Executive Committee members furnish their own wine for the brief reception before the banquet to exchange gifts between the outgoing President and Executive Committee members.

Discussion ensued about writing articles about Executive Committee member roles and timing the articles with the call for elections, so there is a better understanding about the positions and hopefully increase interest. Secretary Olsen said she would draft some articles in the fall.

6. Two scholarship winners were reimbursed towards their \$300 training in the amount of \$304.62. Treasurer Anderson explained that the document was \$304.62 but they were only reimbursed \$300 each.

The Executive Committee raved about the excellent work of the Audit Committee for providing such a careful review with great suggestions for updating the Financial Policies.

President Quinn recessed the meeting for an offsite lunch at 11:30 a.m. The meeting reconvened at 1:21 p.m.

President Quinn stated she was looking for a new Audit Committee Chair and there was no one interested in serving in that role. She said Vice President Corin said she was willing to do so but she questioned whether that would be appropriate since she serves on the Executive Committee. It was decided that the preference was to appoint someone who was not already on the Executive Committee to protect the integrity of the audit.

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The Executive Committee asked Treasurer Anderson to check with previous Audit Committee members who serve as a Clerk/Treasurer and check to see if any of them are interested in serving as Audit Committee Chair.

Boardmember Usselman **MOVED**, seconded by Boardmember O'Flaherty, to approve the Audit Report with the changes made. The motion **PASSED** 11/0.

Awards Committee

There was no report.

Budget Committee

There was no report.

Bylaws Committee

Vice President Corin stated that Bylaws Committee Chair Michelle Hart was updating the Bylaws document and having it posted on the website. Secretary Olsen asked for the most current document for WMCA records.

Conference Planning Committee

There was no report.

Education Committee

President-Elect Burke reported that the fall academy would be held October 10, 2014 at the Hal Holmes Center in Ellensburg, WA. She said the speaker will be Sheila Sheinberg with a session on "Emotional Intelligence and Your Authentic Self and the Four Intelligences".

Fundraising Committee

Secretary Olsen reviewed a list of follow up items from the Fundraising Committee. The Fundraising Committee recommended and the Executive Committee agreed to not purchase additional stock for the WMCA store and to offer pre-sale items for fall academy and the annual conference. There was also direction to continue the 50/50 raffle at the fall academy.

The Fundraising Committee asked the Executive Committee to consider offering two \$100 cash raffle prizes with one drawn at the conclusion of the Region IX lunch and the other to be drawn at the conclusion of the Friday morning session.

Boardmember Swisher **MOVED**, seconded by Vice President Corin, to offer a second \$100 raffle to be drawn at the Region IX Lunch. The motion **PASSED** 11/0.

Secretary Olsen said there was a suggestion to gauge interest in having a karaoke type of event involving the Executive Committee to raise money for the auction. Boardmember Swisher said the auction night in Vancouver would be held at an offsite sports bar with a bowling alley, pool tables, and dartboards, and dinner would be provided so it would not work out this coming year.

There was further discussion about a potential karaoke event but it would have to be considered for another conference since plans were already set for auction night.

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Historical Committee

Boardmember Boltz stated she had a larger video screen to show photos at conference. She said she is continuing to scan and transfer documents to the state.

Boardmember Boltz said WMCA is still using Shutterfly because it is a good central location to store photos from year to year. She said she donated the large box of colored paper that had been used in scrapbooks to Hidden Creek Elementary School in Port Orchard. She said the surplus storage tubs and camera were donated to ARC.

Legislative Committee

Boardmember Hinchliffe said he understood the report was sent to President Quinn and there was not much happening now but there should be more to report on in October. No action was requested by this committee.

Membership Committee

Boardmember Boltz said that Committee Chair Elizabeth Smoot provided a list of 18 new members and a report on the First Time Attendees Breakfast.

Boardmember Boltz said the survey provided feedback on conference buddies and seating at the breakfast. There was discussion about who really needed a conference buddy since some clerks were experienced. It was noted that we need to develop a procedure of contacting first time attendees beforehand to see if they wanted a conference buddy.

Discussion continued about the meet and greet event and making sure introductions were done since that did not happen this year. Boardmember Boltz suggested having the conference buddies, new person and an Executive Committee member at each table, similar to the first time attendee breakfast.

Boardmember Swisher said the best reviews for the First Time Attendee Breakfast were when the speeches were short and the discussions took place mostly at the tables. She stated it was more effective for the people at the tables to speak about the resources available. It was suggested that just the AWC and MRSC contacts speak plus the NCI Director and just introduce the Region IX and State Presidents and have them speak at the Region IX lunch. It was also suggested that the first timers receive a resource card with helpful websites, social media sites, and contacts similar to the survival bag previously provided by Ali Spietz at the meet and greet event.

Boardmember Boltz provided an update on the handbook and stated that Carol Etgen had volunteered to check some of the old information and Darla Reese was fact checking to ensure things were current. She added that President-Elect Burke had also checked to verify information. Boardmember Boltz said BIAS Software had agreed to provide the handbook on flash drives at the next conference.

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President-Elect Burke recommended a form be created for members to suggest updates to the handbook as information becomes out of date. She asked if there should be an Ad-Hoc Handbook Committee. Discussion ensued about having a standalone committee for minor updates with substantive changes being sent to the Executive Committee for consideration. It was also noted that a chapter be added for special purpose districts.

Boardmember Boltz said she would write up a job description/summary of these suggestions for further discussion.

Boardmember Swisher stated that there was survey feedback about creating a lower conference registration rate for commuters, and it was not feasible to have a special commuter rate without raising the registration fee for everyone. She explained that not paying for a hotel is the benefit for not staying at the site hotel.

Newsletter Committee

Vice President Corin said Newsletter Committee Chair Melody Valiant was on maternity leave so she had someone to take on the next few issues. She said the events section was removed from the newsletter and replaced with the Laugh Out Loud section. She added that we need more real stories.

President-Elect Burke stated that she and Secretary Olsen were working with Melody Valiant to line up Featured Clerk articles.

Scholarship Committee

Boardmember Roberts said there were two PD I scholarships awarded in round two. She stated she had very positive feedback from many PD scholarship recipients.

Boardmember Roberts noted that she reached out to a former scholarship recipient who did not fulfill the terms of her scholarship but they did not respond. She added that she followed up with Committee Chairs to remind them that people should not be given certificates if they did not fulfill the scholarship requirement of serving on a committee they agreed to serve on.

Boardmember O'Flaherty suggested the Committee Liaison inform the incoming Committee Chairs that certificates are not awarded if there is no participation as well as information about quarterly reports. There was consensus to start this practice.

Webmaster Report

Boardmember Usselman stated the eblast for dues is automatic so sometimes the members have paid and there is an overlap. She said she also checks with the Treasurer to ensure that payments were made.

Archives Oversight Committee

There was no report.

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WMCA Handbook

Boardmember Boltz covered this subject under the Membership Committee Report.

OTHER BUSINESS:

Training for New Clerks

Boardmember Roberts stated that Toni Nelson now works for Municipal Research and they will be offering new clerk training. It was noted \$500 was in the budget for this training.

Job Descriptions

President-Elect Burke stated she had a change to B-2 of President's job description to delete the words "orientation" and "incoming" of the President's description.

President-Elect Burke also suggested adding a section "d" to number 10, "Create conference program using the conference design theme and to coordinate with the WMCA Secretary on preparing the Resolutions of Appreciation."

It was also suggested to add a section "e", "Create an agenda for the annual banquet."

Boardmember Usselman suggested adding: "Send a meeting reminder to the committee chairs to submit their quarterly reports."

It was also recommended to change "Prepare the Call to Conference" to "Coordinate the Call to Conference" in number 10 and add the word "Chair" after "Conference Planning Committee" and "Education Committee".

Boardmember Usselman **MOVED**, seconded by Boardmember Boltz, to approve the President's job description with the aforementioned recommended changes. The motion **PASSED** 11/0.

Vice President Corin stated that in follow up from the last meeting, she updated the Vice President's job description. She explained that under number 4, she deleted "the Special Projects/Fundraising Committee" and added "President-assigned committee(s)". Vice President Corin said she also added the word "committee" before "liaison" under the timetables for June and October.

Boardmember Boltz **MOVED**, seconded by Boardmember Swisher, to approve the Vice President's job description as presented. The motion **PASSED** 11/0.

Vice President Corin reviewed the Awards Committee job description and noted that under #9, the words "inform the" were changed to "coordinate with the" Conference Planning Committee Chair(s)" and the word "of" in the same sentence was deleted. She said "and for the banquet dinner per the Conference Planning Schedule" was added after "Clerk of the Year's guests" to clarify that the Awards Committee Chair will coordinate these plans with the Conference Planning Committee Chair who usually makes these plans with the hotel.

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Boardmember Swisher **MOVED**, seconded by President-Elect Burke, to approve the Awards Committee's job description as presented. The motion **PASSED** 11/0.

Financial Policies

President-Elect Burke stated there were additional changes to be made in the Financial Policies following the Audit Committee review as noted previously as well as two other updates. The following updates were reviewed and would be presented for approval at the next board meeting:

- Update Policy 2.1 from "WA State mileage rate" to "IRS mileage rate"
- Adding a tip policy for the Executive Committee that tips should be reasonable and not to exceed 20% as suggested by a recent MRSC article board meeting meals and the out of state conference official (VIP) dinner at conference
- Update section 3 that the NCI Director will be reimbursed for travel and registration in accordance with the NCI Director contract and historical practice
- Update the Financial Policies to reflect approval of purchase of champagne specifically for the Clerk of the Year toast at the annual banquet for the membership and not for any other event.

Ratifications

Boardmember Usselman **MOVED**, seconded by Boardmember Swisher, to ratify the April 24, 2014 decision to authorize \$66 to purchase and ship a 2011 Magnum to Nancy Lima (CCAC President) directly from the winery and hold the 2010 Magnum for a future auction. The motion **PASSED** 11/0.

It was noted for the record that this item was purchased for \$300 at our live auction at the March conference and the CCAC President was not allowed to fly home with it.

Boardmember Roberts **MOVED**, seconded by Boardmember Boltz, to ratify the April 25, 2014 decision to approve the 2014 Round II scholarship applications for PD I for Maria Holman and Robin Schaefer. The motion **PASSED** 11/0.

Boardmember Swisher **MOVED**, seconded by Vice President Corin, to ratify the May 15, 2014 decision to reimburse President-Elect Burke for the Vista Print order for elevator cards to distribute at the AWC conference. The motion **PASSED** 11/0.

President Quinn stated that Region IX Director Joann Tilton asked for articles for the next issue of the Region IX newsletter. She said the deadline was June 20.

President Quinn said she had a reimbursement request for conference registration for Rachel Shaw who missed the conference due to a death in the family. There was direction to stay with the current practice.

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President Quinn stated that she budgeted \$1,000 for the LGMA conference transportation to and from Vancouver, BC and their organization does not pay for lodging. She said there are enough funds budgeted to cover both hotel and lodging but she asked for Executive Committee approval in advance.

Boardmember Swisher **MOVED**, seconded by Boardmember Boltz, to utilize the travel funds for transportation as well as lodging. The motion **PASSED** 11/0.

Vice President Corin said she could purchase a 4GB RAM, 500 GB storage laptop for \$299-\$649 with operating software for the WMCA Treasurer and Secretary to use. She said she would need to purchase office software and updated Quickbooks for the Treasurer.

There was direction for Vice President Corin to follow up with Treasurer Anderson and Secretary Olsen to move forward with regard to this purchase.

NEXT MEETING:

The next regular Executive Committee meeting is tentatively scheduled for October 17, 2014 at 10:00 a.m., in Vancouver, WA. President Quinn said she would check on October 3 and 24 as other options since Boardmember Roberts could not make it on the 17th.

President Quinn stated she would ask C-Tran Clerk of the Board Debbie Jermann if she would be willing to serve as host clerk for the Vancouver conference.

ADJOURNMENT:

President Quinn adjourned the meeting at 3:43 p.m.

Virginia V. Olsen, CMC, Secretary



TO: Executive Committee
FROM: Gina Anderson, Treasurer
DATE: October 3, 2014

Attached are the following reports as of September 30, 2014:

- Balance Sheet
- Profit & Loss Budget vs. Actual
- Checking Register, May through September 2014 (2 pages)
- Savings Register, May through September 2014
- Scholarship Register, May through September 2014

WMCA continues to have a healthy cash balance. The smallest deposit, \$.37, continues to be scholarship interest. As everyone knows, interest rates are dismal. The largest deposit, \$1,830.00, was a combination of 2014 dues, a scholarship refund and accounts receivable payments.

Our largest check, \$15,350.00, continues to be for NCI scholarships. We support education and it shows! Our smallest check, \$4.90, was an electronic payment to Bank of America for the difference in the Canadian dollar and the US dollar and a Canadian purchase that was credited to the account.

We have 316 active members, 2 affiliate members, 3 associate members and 7 honorary members for a total of 328 members. Our dues revenue is \$23,775.00, \$525.00 over budget.

Our 2013 U.S. Form 990, Return of Organization Exempt from Income Tax, for the fiscal year ending April 30, 2014 due on September 15, 2014, has been extended to December 15, 2014.

Our Nonprofit Corporation Annual Report that is due on or before October 31, 2014 has been filed with the Office of the Secretary of State.

WMCA
Balance Sheet
As of September 30, 2014

Assets

Current Assets

Checking	25,609.80
Savings	86,259.77
Scholarship	9,470.42
Total Cash	<u>121,339.99</u>

Total Current Assets	121,339.99
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Total Assets	<u>121,339.99</u>
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Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	19,596.45
Net Income	4,357.66
Total Equity	<u>121,339.99</u>

Total Liabilities & Equity	<u>121,339.99</u>
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WMCA
Profit & Loss Budget vs. Actual
May 2014 through September 2014

	<u>Actual</u> <u>May '14-Sept '14</u>	<u>Budget</u> <u>May '14-Sept '14</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	4,800.00	12,750.00	(7,950.00)	37.65%
Conference	684.45	44,000.00	(43,315.55)	1.56%
Dues	23,775.00	23,250.00	525.00	102.26%
Money Market Savings Interest	36.02	0.00	36.02	
Scholarship Income	26.97	11,802.75	(11,775.78)	0.23%
Total Income	29,322.44	91,802.75	(62,480.31)	31.94%
Expense				
Academy Sessions	2,318.00	10,000.00	(7,682.00)	23.18%
Annual Conference	111.59	53,375.00	(53,263.41)	0.21%
Board Expenses	7,185.78	15,785.00	(8,599.22)	45.52%
Communication Expenses	25.00	1,400.00	(1,375.00)	0.01785714
Contingency	0.00	500.00	(500.00)	0.00%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC	1,710.00	1,875.00	(165.00)	0.912
Miscellaneous Expenses	324.53	7,015.00	(6,690.47)	0.0462623
Scholarship Expenses	13,289.88	27,000.00	(13,710.12)	0.49221778
Total Expense	24,964.78	121,950.00	(96,985.22)	20.47%
Net Profit (Loss)	4,357.66	(30,147.25)	34,504.91	-14.45%

WMCA

Register: Chase Checking

From 05/01/2014 through 09/30/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/02/2014			-split-	Deposit		X	1,350.00	22,640.13
05/02/2014			-split-	Deposit		X	1,350.00	23,990.13
05/02/2014			-split-	Deposit		X	1,350.00	25,340.13
05/02/2014			-split-	Deposit		X	1,800.00	27,140.13
05/02/2014			-split-	Deposit		X	1,275.00	28,415.13
05/02/2014			-split-	Deposit		X	1,350.00	29,765.13
05/02/2014			-split-	Deposit		X	1,350.00	31,115.13
05/02/2014			-split-	Deposit		X	1,350.00	32,465.13
05/05/2014			-split-	PayPal		X	1,314.90	33,780.03
05/06/2014		Bank Of America	Board Expenses:Office...	Debbie Burke	576.00	X		33,204.03
05/07/2014			-split-	PayPal		X	744.87	33,948.90
05/08/2014			-split-	Deposit		X	1,350.00	35,298.90
05/08/2014	926	WSU - Conference ...	-split-	2014 PD Schol...	15,350.00	X		19,948.90
05/09/2014			-split-	PayPal		X	1,095.75	21,044.65
05/09/2014			-split-	Deposit		X	1,200.00	22,244.65
05/09/2014	927		Scholarship Expenses:...	Rosemary Mur...		X		22,244.65
05/09/2014	928	CCAC	Board Expenses:Office...		40.00	X		22,204.65
05/12/2014			-split-	PayPal		X	1,461.00	23,665.65
05/12/2014			-split-	PayPal		X	1,241.85	24,907.50
05/14/2014		Bank Of America	Board Expenses:Execu...	Sandy Paul	1,000.00	X		23,907.50
05/14/2014		Bank Of America	-split-	Debbie Burke	91.88	X		23,815.62
05/15/2014			-split-	PayPal		X	890.97	24,706.59
05/16/2014			-split-	Deposit		X	990.37	25,696.96
05/23/2014			-split-	Deposit		X	1,255.45	26,952.41
05/27/2014			-split-	PayPal		X	832.89	27,785.30
06/09/2014		Bank Of America	Board Expenses:Office...	Diana Quinn	680.67	X		27,104.63
06/17/2014			-split-	Deposit		X	1,830.00	28,934.63
06/20/2014		Bank Of America	ANNUAL CONFERE...	Paula Swisher	28.36	X		28,906.27
06/20/2014		Bank Of America	-split-	Debbie Burke	972.17	X		27,934.10
06/25/2014		Bank Of America	Board Expenses:Execu...	Sandy Paul	41.52	X		27,892.58
06/25/2014	929	Port Townsend	Dues 2014	Overpayment J...	75.00	X		27,817.58
06/25/2014	930	Joann Tilton	IIIC:Reg IX Assessm...		1,710.00	X		26,107.58
06/25/2014	931	Debbie Burke	-split-	May 2014 Exp...	109.23	X		25,998.35
06/25/2014	932	Diana Quinn	-split-		47.27	X		25,951.08
07/01/2014		Bank Of America	-split-	Diana Quinn	1,336.81	X		24,614.27
07/01/2014	933	City of Sequim	Communication Expen...		25.00	X		24,589.27
07/03/2014	934	Diana Quinn	Board Expenses:Office...		12.71	X		24,576.56
07/03/2014	935	City of Bellevue	Dues 2014		15.00	X		24,561.56
07/11/2014			-split-	PayPal		X	412.20	24,973.76
07/11/2014		Bank Of America	-split-	Debbie Burke	429.98	X		24,543.78

WMCA

Register: Chase Checking

From 05/01/2014 through 09/30/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/11/2014		Bank Of America	ANNUAL CONFERE...	Paula Swisher	108.95	X		24,434.83
07/11/2014		Bank Of America	Board Expenses:Execu...	Sandy Paul	9.84	X		24,424.99
07/15/2014	936	Diana Quinn	Board Expenses:Office...		189.28	X		24,235.71
07/15/2014	937	City of Vancouver	Dues 2014	Dues Overpay...	25.00	X		24,210.71
07/15/2014	938	Peggy Flynn	Board Expenses:NCI D...		670.10	X		23,540.61
07/16/2014		Bank Of America	Board Expenses:Office...	Diana Quinn	788.67	X		22,751.94
07/22/2014	939	Peggy Flynn	Board Expenses:NCI D...		82.90	X		22,669.04
07/22/2014	940	City of Tukwila	Dues 2014		75.00	X		22,594.04
07/23/2014			Dues 2014	Deposit		X	75.00	22,669.04
07/28/2014		Bank Of America	Board Expenses:Office...	Diana Quinn	4.90	X		22,664.14
08/15/2014			-split-	Deposit		X	669.00	23,333.14
08/19/2014			-split-	PayPal		X	770.82	24,103.96
09/02/2014			-split-	PayPal		X	902.85	25,006.81
09/04/2014			-split-	Deposit		X	625.00	25,631.81
09/05/2014		Bank Of America	Board Expenses:Office...	Diana Quinn	222.20	X		25,409.61
09/12/2014		Bank Of America	ANNUAL CONFERE...	Paula Swisher	17.41	X		25,392.20
09/12/2014		Bank Of America	ACADEMY SESSION...	Carol Etgen	318.00	X		25,074.20
09/15/2014			-split-	Deposit		X	925.00	25,999.20
09/15/2014	941	City of Snoqualmie	ADVANCED ACADE...		25.00	X		25,974.20
09/15/2014	942	The Center for Life C...	ACADEMY SESSION...	2014 Fall Acad...	2,000.00			23,974.20
09/19/2014			-split-	Deposit		X	450.00	24,424.20
09/19/2014			-split-	PayPal		X	585.60	25,009.80
09/27/2014			-split-	Deposit		X	600.00	25,609.80

WMCA

Register: Chase Savings

From 05/01/2014 through 09/30/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/31/2014			Money Market Savings...	Interest		X	7.06	86,230.81
06/30/2014			Money Market Savings...	Interest		X	7.30	86,238.11
07/31/2014			Money Market Savings...	Interest		X	7.30	86,245.41
08/31/2014			Money Market Savings...	Interest		X	6.83	86,252.24
09/30/2014			Money Market Savings...	Interest		X	7.53	86,259.77

WMCA

Register: Chase Scholarship

From 05/01/2014 through 09/30/2014

Sorted by: Date, Type, Number/Ret

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/31/2014			Scholarship Income:Sc...	Interest		X	0.39	9,468.84
06/30/2014			Scholarship Income:Sc...	Interest		X	0.40	9,469.24
07/31/2014			Scholarship Income:Sc...	Interest		X	0.40	9,469.64
08/31/2014			Scholarship Income:Sc...	Interest		X	0.37	9,470.01
09/30/2014			Scholarship Income:Sc...	Interest		X	0.41	9,470.42

NCI Education Committee

A. General Responsibilities:

The Northwest Clerks Institute (NCI) Education Committee reviews and makes recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by IIMC. This committee is made up of three representatives each from AAMC (Alaska), OAMR (Oregon), and WMCA (Washington), as well as the Institute Director.

The Washington Municipal Clerks Association is the lead agency to the NCI contract and is the NCI website administrator.

B. Organization and Tasks - Membership:

1. The three WMCA members of the NCI Education Committee shall be:
 - a. the WMCA Education Coordinator;
 - b. the WMCA Education Committee Chair; and
 - c. a WMCA member at-large, who has WMCA education experience.
2. The President will recommend a candidate for the at large position to the WMCA Executive Committee for approval, who shall serve for three years.
3. The NCI Education Committee as a whole has a letter of agreement stating they will select a Chair amongst themselves each year, rotating states.
4. The Institute Director will coordinate with the NCI Education Committee Chair to schedule meetings and prepare the agenda, reports and minutes for the Committee meetings.

C. Organization and Tasks - General:

1. The NCI Education Committee shall:
 - a. Review the class evaluations and financial report, which outlines the revenue sources and expenditures for the sessions, as provided by the Institute Director within ninety (90) days from the end of the Institute.
 - b. Review the proposed budget for the following year as provided by the Institute Director in October of each year.
 - c. Review the confirmed class schedule (including sessions, instructors, times, locations, etc.) as prepared by the Institute Director by February 15 of each year.
 - d. Review recommended changes to the program with Institute Director.
 - e. Annually, make a recommendation whether PD IV should be offered.
 - f. Review and make a recommendation about the allocation of additional funding to the State Associations for Institute Director expenses that exceed \$2,100 (\$700 per state).
 - g. Review and make recommendations regarding the terms of the NCI agreement, with the stipulation that the Institute will remain in Washington State.
2. The NCI Education Committee will meet as needed.
3. The WMCA Education Coordinator will include an update of the work by the NCI Education Committee in the Education report submitted for inclusion in the WMCA Executive Committee meeting packets.

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D. Continuing Education Coordination:¶

The WMCA representatives on the Committee have the responsibility for reviewing and assisting in curriculum planning for the Professional Development certification programs conducted each year through the local affiliate university serving as the Northwest Clerks Institute (NCI). The WMCA Education Committee representatives keep in close communication with the WMCA Education Committee.

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3. 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.

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1. The Washington Municipal Clerks Association is the lead agency to the NCI contract and is the NCI website administrator.

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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.

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as part of the Education Committee report

Education Committee

A. General Responsibilities:

The Education Committee works to promote continuing education WMCA. In conjunction with the WMCA Education Coordinator, and NCI Director, the Committee prepares the education program for the Annual Conference.

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B. General Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair who has general oversight of the committee and will serve as the liaison between the Education Committee and the Executive Committee. The Chair will serve a minimum of two years in the position.

Deleted: and Spring and Fall IIMC certification academies and assists the Northwest Clerks Institute (NCI) Director to develop Professional Development I, II, III, and IV goals and educational offerings

2. The Chair will also serve on the Northwest Clerks Institute (NCI) Education Committee and will be responsible for keeping current on educational issues affecting Municipal Clerks and will work with the Executive Committee to keep the members informed regarding educational issues.

Deleted: 2. The President will also appoint a Vice-Chair to assist and act as back up to the Education Committee Chair. When the term of the Education Committee Chair is completed, the Vice Chair will be considered as the incoming Chair.¶
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4. The Chair will work closely with the WMCA Education Coordinator on all aspects of education for WMCA.

4. The Chair will attend WMCA Executive Committee meetings and special meetings as requested by the President.

Deleted: 4. The Chair will be responsible for the execution and implementation of the Professional Services Agreement for the Northwest Clerks Institute (NCI) with the Institute Provider and ensure the Institute Director is following the guidelines as set forth in the agreement.¶

5. The President will appoint as many committee members as necessary to accomplish the tasks of the committee.

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6. In addition to the duties described below, the committee shall be responsible for developing and coordinating other training opportunities throughout the year, with the intent of providing appropriate training sessions at a reasonable cost to WMCA members on each side of the State.

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7. At the President's request, the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.

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8. All invoices for this Committee shall be submitted to the Executive Committee Liaison for sign-off prior to being submitted to the WMCA Treasurer for payment.

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9. The Committee Chair will be responsible for sending all pertinent educational materials to the Chair of the Historical Committee for insertion into the WMCA educational records and scrapbooks.

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10. The Committee will produce and update an annual calendar of educational events, including those sponsored by regional clerk associations. This calendar will be provided to the Executive Committee Liaison for inclusion in the Executive Committee Monthly Reports and the Webmaster to add to the website.

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C. Conference Education Program Organization and Tasks:

1. The Committee shall begin finding potential speakers and facilitators for the Annual Conference, beginning no later than May. The Committee may solicit ideas from the Executive Committee, conference evaluation forms, the general membership and the NCI Director regarding what should be emphasized in the education program of the Annual Conference.

2. The Committee Chair and WMCA Education Coordinator shall submit their recommendations for speakers and topics to the Executive Committee for approval of the conference schedule no later than the October meeting. 3. The Committee works

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- with the Conference Planning Committee to ensure that the site and rooms for the Annual Conference meet the needs of the education program.
4. The Committee prepares information for the preliminary schedule of education sessions and the Spring IIMC Certification Academy for the "Call to Conference" and submits it to the President by December 1st.
 5. The Committee Chair has the authority to sign contracts for speakers, facilitators, etc. for the education program of the Annual Conference. The Chair is responsible for sending copies of the contracts to the Treasurer.
 6. The Committee is responsible for preparing and distributing the evaluation(s) for the annual conference. The Committee has two options:
 - a. Prepare an evaluation with questions about each educational session and work with the Conference Planning Committee to determine general conference questions that should be included in the evaluation; or
 - b. Prepare an evaluation with questions about each educational session or individual evaluation forms for each educational session, if the Conference Planning Committee decides to conduct an online survey after the conference.
 7. The Committee must stay within the budget set by the President and approved by the general membership at the previous Annual Conference.
 8. The Committee is responsible for purchasing gifts for unpaid speakers, approximately \$25.00 per gift or in accordance with the budget.
 9. The Committee is responsible for copying and distributing all educational materials provided by any speakers to the conference attendees.

D. IIMC Certification Academies and Training Sessions Organization and Tasks:

1. To arrange and organize the logistics (meeting room, food, etc) for the Spring and Fall IIMC Certification Academies (academy), and any other stand-alone educational/training sessions within the limits of the approved budget, the Committee shall follow the following guidelines
 - a. The Committee Chair and WMCA Education Coordinator will work closely with the NCI Director to determine the speaker and course content (ultimately, the NCI Director is responsible for choosing and securing the speaker, no later than six (6) months prior to the date of the academy.
 - b. The Committee, Committee Chair, and WMCA Education Coordinator evaluate possible speakers and subject matter as put forth by the NCI Director,
 - c. For the Spring academy, in conjunction with the Annual Conference, the Committee Chair works closely with the Conference Planning Committee to coordinate meeting space and meals at the Annual Conference location.
 - d. The Committee Chair is responsible for collecting academy or training session evaluation forms, tabulating the responses and forwarding the evaluations and results to the NCI director.
 - e. The Committee Chair is responsible for preparing IIMC approved certificates of completion for all academy or training attendees for the NIC Director to sign.

Deleted: 1. The Committee shall be responsible for recommending "stand alone" IIMC Certification Academies outside the Northwest Clerks Institute PD IV. ¶ 2

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The Committee has the responsibility for reviewing and assisting in curriculum planning for the Professional Development certification programs conducted each year through the local affiliate university serving as the Northwest Clerks Institute (NCI). The Committee may be instrumental in arranging speakers and assisting the institute director by providing ideas and educational topics keeping with the IIMC requirements for certification. The Committee keeps in close communication with the NCI director and NCI Committee.¶

Education Coordinator

The duties of the Education Coordinator shall:

1. Serve as liaison between the WMCA Executive Committee, the Education Committee, and the Northwest Clerks Institute Director to review and coordinate educational programs in accordance with IIMC. This will include all IIMC applications and educational programs to be approved on behalf of WMCA for IIMC certification points, such as Spring and Fall Academy sessions.
2. Work closely with the Chair of the Education Committee on all aspects of WMCA education.
3. Attend WMCA Executive Committee meetings and special meetings as requested by the President.
4. Keep current on educational issues/changes from IIMC, work with the WMCA Executive Committee to distribute information to the Association.
5. Provide quarterly reports to the WMCA Executive Committee at their quarterly meetings.
6. Serve as a member of the Northwest Clerks Institute (NCI) Committee as outlined in the NCI Education Committee description.
7. Attend the IIMC Conference and Education Colloquium.
8. Perform such other duties and responsibilities as the President may prescribe.

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Appointment:

1. The President will recommend a candidate to appoint as Education Coordinator to the WMCA Executive Committee for approval.
2. The Education Coordinator candidate must have served a minimum of three years on the WMCA Executive Committee or two years as Education Committee Chair.
3. The Education Coordinator's term shall be three years, and he/she may serve for two consecutive terms.

Deleted: will be responsible for the appointment of the Education Coordinator whose term will be three years. Those interested in serving should submit a letter of interest with a support letter from his/her Supervisor, City Manager or Mayor

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1) How do associations charge for Athenian Dialogs?

OR – no added fee

AK – \$175, same price as the academy

CA – \$50-60 – depending on amount of presenter expense

2) Format – How is an Athenian Dialog incorporated into a Conference?

OR – concurrently with other sessions attended by less experienced clerks still seeking CMC points

AK – will run its first Athenian beside Academy, same day, separate from conference on Sunday in concurrence with academy; eat lunch together; break back out into separate rooms.

CA – concurrently with general sessions, but not exclusively that way

3) How are points awarded? (Three points are awarded following completion of an Assessment of the dialog).

If the dialog were held concurrently with sessions during conference, conference (3 points), one point would be deducted from conference points for dialog attendees. If a dialog were held concurrently with academy, there would be no difference in points (3 for Academy or 3 for Dialog). If the dialog were held on Friday, conceivably, someone could get 9 points, 6 of which would be education, 3 social/other.

OR – A lot of attendees are looking to maximize educational points, and having the Athenian on a different day offers that opportunity. Running it the same time as Academy, draws attendees from Academy and can ruin the Academy mission and budget.

AK – 3 Academy or 3 Athenian points – not both

CA – 3 Athenian points. If held during conference, the same 3 points, but deducted from total conference points, i.e., take one away from total conference points.

4) Concerns and ideas.

3 options:

Hold the Athenian Dialog on Monday, Academy on Tuesday, Conference W-F;

Separate the Athenian Dialog from Conference all together, i.e., hold one in April, for example, at a central location (Redmond/ Issaquah, Wenatchee, Ellensburg);

Shorten the conference to be more like Oregon

Reading a book isn't for everyone. Clerks we all know, love, and respect were not into reading a book to discuss at a training (example: *Endurance*, the story of Ernest Shackleton's leadership at PD IV June 2015. There are a number of train wreck stories). If you were there you already know them.

Do a survey – ask 'Athenian or Academy'? Keep in mind that the minority still needs to be served.

There's so much going on at Conference. Shorten the conference to two days (the WA conference is the longest at 2½ days)

Dedicate Friday to Athenian Dialogs (that would mess up the EC Board meeting).
If an Athenian Dialog were held the same day as Advanced Academy, half the academy participants would be elsewhere and academy budget would not be met.

Lessons learned (in no particular order):

AK – none. This is a first. Will report following the experience

OR – offered none

CA – You're not going to please everyone

There are no boxes. You make your own box. Climb out of it.

Choose no-cost venues, i.e., a clerk's city with a room big enough for a group

Run a dialog in conjunction with a business meeting, and/or hold them regionally

Not advisable to hold same day as academy due to cost difference. No one will go to academy.

Form a committee – Athenian Dialog Committee – members should serve for 3 years and terms should be staggered so there is always experience at the table.

Know who in your area can facilitate a dialog, which is always to read a meaningful and historically significant book and meet to discuss it for 6 hours. There is no requirement anywhere that IIMC facilitators are necessary. But they ARE very good. Mary Lynn Stratta is the best (unbiased comment). Wisconsin's Anne Muecker (those at Conference in Milwaukee met her) is also very good.

Ask IIMC for a list of books or find your own. They also have a list of approved facilitators.

Some best reads:

We Band of Angels

The Forgotten 500

Leadership and Lincoln

Malala

Endurance

Unbroken

I AM

Jack Kennedy: Elusive Hero

The Woman Behind the New Deal: The Life of Frances Perkins, FDR's Secretary of Labor and His Moral Conscience

The Grapes of Wrath

And so many more don't get caught in the 'box'.



International Institute of Municipal Clerks Region IX Director Agreement

Purpose:

To affirm the policy that the IIMC Region IX Director position rotates among the states of Alaska, California, Oregon, and Washington; to establish a schedule for that rotation; to agree to a process for submitting the candidate's name to IIMC; and to agree to an assessment pool for Region IX Director travel costs.

Policy:

1. The term of office for IIMC Region Directors is three years. Region IX is represented by two directors whose terms are staggered. Each time one director ends a term, the next director shall be selected from the state association next in the rotation schedule.
2. From the time of this agreement, Region IX Directors will rotate according to the following schedule:
 - a) California serves 2012 – 2015, term expires May 2015
Washington elected May 2013
 - b) Washington serves 2013 – 2016; term expires May 2016
Oregon elected May 2015
 - c) Oregon serves 2015-2018; term expires May 2018
Alaska elected May 2016
 - d) Alaska serves 2016 – 2019; term expires 2019
California elected May 2018

Rotation repeats beginning with a) above:

- a) California serves 2018 – 2021; term expires May 2021
Washington elected May 2019
3. The candidate for Region IX Director must meet the qualifications for office as outlined by IIMC:
 - a. Served at least three years as a Municipal Clerk;
 - b. Been a member of IIMC for at least three years;
 - c. Attended at least three annual IIMC conferences;

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- d. Be a full or additional full member of IIMC and if elected remain a full or additional full member during the term of office;
 - e. Provide written endorsement of candidacy from the candidate's governing body.
 - f. In addition to the IIMC criteria, the representative must:
 1. Have served on or chaired an IIMC Committee;
 2. Possess the CMC or MMC designation; and
 3. Meet any further criteria established by their individual state association.
4. Each Region IX State Association will select a single nominee through its selection process. Each state's selection of a nominee will occur with sufficient time to forward the name of the nominee to each of the other Region IX states for confirmation at least ninety (90) days prior to the deadline for it being submitted to IIMC.
5. In the event that a state association has no eligible candidate for the Region IX Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.
6. Each Region IX State Association shall annually contribute no more than \$5.00 per member, beginning with the May 2013 billing invoices, into an assessment pool for travel costs for the Region IX Directors. Travel funds may be used by the Region IX Directors for:
- Coach airline travel made at least 21-days in advance.
 - Hotel room and tax charges during the conference only.
 - Reasonable, actual meal expenses.
 - Mileage and parking.
 - Gifts not to exceed \$35 each. (i.e., incoming and outgoing presidents and one raffle or silent auction item)
 - No travel funds shall be used for IIMC conferences.
 - No travel funds shall be used for conference expenses held in the state that the Region IX Director is from, except for gifts.

The undersigned hereby acknowledge Hawaii is part of Region IX however, currently has no dues paying IIMC members. At such time membership participation begins and is feasible, Hawaii will be invited to participate in the Region IX Director Agreement.

This agreement is adopted the ____ day of _____, 2014, by agreement of the Presidents of the Alaska Association of Municipal Clerks, the City Clerks Association of California, the Oregon Association of Municipal Records, and the Washington Municipal Clerks Association.

Janey Hovenden, MMC
AAMC President

Rebekah Barr, MMC
CCAC President

Amy Sowa, MMC
OAMR President

Diana Quinn, MMC
WMCA President

Originally adopted: 01.12.2009

Revised: 11.27.2012

Revised: 10.2014

Signed: Electronically

Next revision: 2016*

*Shall be reviewed every three (3) years.

*Please attach copy to Organizational Policies and Procedures of each State Association.

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OREGON ASSOCIATION OF MUNICIPAL RECORDERS

September 30, 2014

Diana Quinn, CMC, President
Washington Municipal Clerks Association (WMCA)
402 Warde Street
Algona, WA 98001

Re: OAMR Endorsement of Tracy Davis, MMC for Region IX Director

Dear Diana,

On behalf of the Oregon Association of Municipal Recordors (OAMR), I am pleased to announce the endorsement of Tracy Davis for the position of Region IX Director, and ask that WMCA also endorse her candidacy.

Ms. Davis has been an involved member of OAMR for 22 years and of IIMC for 21 years. She has met the requirements to submit her candidacy for the IIMC Region IX Director including attendance at three or more IIMC Conferences and service on several IIMC committees. Ms. Davis has served on numerous OAMR committees, and also served as OAMR President in 2002/03. She was one of the first members for the committee that would become the Northwest Clerks Institute (NCI) Committee, providing valuable input into the educational needs of clerks and recorders in Alaska, Washington and Oregon. She continues to serve on that committee.

The OAMR Board voted in favor of the appointment during the September 2014 Annual Conference, and looks forward to Ms. Davis's installation at the IIMC Conference in Hartford, Connecticut, 2015.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads 'Amy Sowa'.

Amy Sowa, MMC
OAMR President
City Recorder
City of Springfield
225 5th Street
Springfield, OR 97477
541-726-4666
asowa@springfield-or.gov



- ☐ 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: Scott Passey, MMC

COMMITTEE: Awards Committee

DATE: October 13, 2014

SUMMARY OF ACTIVITIES: An article requesting nominations for Clerk of the Year/President's Award was placed in the October newsletter. Letters were mailed via the postal service to each city of our members' employment.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: For informaton only.

ALTERNATIVES:

FISCAL IMPACT: Approximately \$98 for postage.

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

WMCA BUDGET - REVENUES

5/11-4/12 ACTUALS	5/12-4/13 ACTUALS	5/13-4/14 ACTUALS	5/14-4/15 ADOPTED BUDGET	Draft Budget 2015-16	DESCRIPTION	Comments	WMCA Officers & Committee Responsibilities
0.00	0.00	0.00	0.00		BEGINNING BALANCE		
					ACADEMY/EDUCATION SESSIONS		
7,675.00	7,575.00	8,850.00	6,375.00	6,375.00	Spring 2016	51 @ \$125 Registration	Education Committee
5,900.00	8,225.00	6,400.00	6,375.00	6,000.00	Fall 2015	40 @ \$150 Registration	Education Committee
13,575.00	15,800.00	15,250.00	12,750.00	12,375.00	TOTAL ACADEMY SESSIONS		
					2016 CONFERENCE	Red Lion	
Chelan	Tacoma	Pasco	Vancouver	Spokane	Donations		
6,800.00	3,767.40	8,600.00	4,000.00	5,000.00	Exhibitors	15 vendors @ \$500	Conf Planning Committee
7,000.00	10,000.00	7,500.00	7,500.00	7,500.00	Meals, varies due to vendors	Guest meals	Conf Planning Committee
2,785.00	3,665.27	3,721.00	2,500.00	2,500.00	Registrations	100 @ \$300 Registration	Conf Planning Committee
33,983.25	36,850.00	35,750.00	30,000.00	30,000.00	Other		
0.00	0.00	0.00	0.00	0.00	TOTAL CONFERENCE REVENUE		
50,568.25	54,282.67	55,571.00	44,000.00	45,000.00	TOTAL CONFERENCE REVENUE		
					MEMBERSHIP DUES	320 @ \$75	Membership Committee
25,365.00	25,725.00	27,340.00	23,250.00	24,000.00	2015 IIMC Conf Region IX Dinner Host	est 50 at \$40 each	
				2,000.00	TRANSFERS		
0.00	9,376.00	0.00	0.00	0.00	Transfer from Savings		
0.00	9,376.00	0.00	0.00	0.00	TOTAL TRANSFERS		
89,508.25	105,183.67	98,161.00	80,000.00	83,375.00	TOTAL REVENUES		

WMCA BUDGET - EXPENDITURES

# Old Line	5/11-4/12		5/12-4/13		5/13-4/14		5/14-4/15		5/15-4/16		DESCRIPTION	COMMENTS	RESPONSIBLE OFFICER AND/OR COMMITTEE
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	Proposed	Budget					
3	ACADEMY/EDUCATION SESSIONS												
4	5,787	3,831	1,766	5,000	5,000	Fall			5,000		Speaker fee & lodging, meals for attendees, Room rental fees	Education Committee	
5	125	-	-	-	-	Refunds			-			Education Committee	
6	4,289	1,850	2,100	5,000	5,000	Spring			5,000		Speaker fee & lodging, meals for attendees, Room rental fees	Education Committee	
7	10,201	5,681	3,866	10,000	10,000	TOTAL ACADEMY SESSIONS							
8	BOARD EXPENSES - Automate formula from Travel Tab												
10	431	617	983	800	800	Board Meetings			800		Room rental, food, etc.	Secretary Jun Oct Jan Mar	
11						NCI Director Travel							
12	513	403	498	500	800	IIMC Conference			800		Per NCI Agreement	NCI Director	
13	1,002	631	739	800	1,075	WMCA Conference			1,075		Per NCI Agreement	NCI Director	
14						President Elect Travel							
15	1,814	3,023	2,602	2,150	2,373	IIMC Conference			2,373		Exec Comm Travel Policy	President Elect	
16	300	411	20	500	2,000	WMCA Conference			2,000			President Elect	
17	393	864	-	1,275	-	ICCTFOA Conference			-		Exec Comm Travel Policy	President Elect	
18						President Travel							
20	1,351	1,170	799	1,300	-	Canada Conference			-		Exec Comm Travel Policy	President	
22	1,355	1,246	1,576	2,150	2,373	IIMC Conference			2,373		Exec Comm Travel Policy	President	
23	693	317	349	1,135	895	Oregon Conference			895		Exec Comm Travel Policy	President	
19	1,530	1,394	1,358	1,600	1,325	Alaska Conference			1,325		Exec Comm Travel Policy	President	
24	360	403	300	-	300	WMCA Conference			300		Exec Comm Travel Policy	President	
21	789	1,010	1,125	2,000	1,525	California Conference			1,525		Exec Comm Travel Policy	New President	
25						Executive Committee Travel							
26	3,280	2,062	1,060	4,875	1,995	AWC Conference, alt w/WCMAandICMA			1,995		Send two members to man WMCA Booth at AWC Conf	EC and Mmbr Cmte	
						Education Coordinator Travel							
						IIMC Conference			2,373		Exec Comm Travel Policy	Educ Coord or EC designee	
27	13,812	13,551	11,409	19,085	17,834	TOTAL BOARD EXPENSES							
28													
29						COMMUNICATION EXPENSES							
30	-	160	-	80	160	Purchase Voting Software			160		\$80 per voting event	Elections Committee	
31	200	200	-	200	200	Survey			200			EC	
32	566	566	1,127	1,200	1,200	Website M & O			1,200		Additional Capacity 2014	Webmaster	
33	766	926	1,127	1,480	1,560	TOTAL COMMUNICATION EXPENSES							
34													

WMCA BUDGET - EXPENDITURES

# Old Line	5/11- 4/12 ACTUALS	5/12- 4/13 ACTUALS	5/13- 4/14 ACTUALS	5/14-4/15 ADOPTED BUDGET	5/15-4/16 Proposed Budget	DESCRIPTION	COMMENTS	RESPONSIBLE OFFICER AND/OR COMMITTEE
35						ANNUAL CONFERENCE		
36	3,390	6,302	4,344	2,500	5,000	Audio Visual		Education Committee
37	1,249	2,035	1,684	2,000	2,000	Decorations		Planning Committee
38	200	200	200	500	500	Drawings/door prizes		Planning Committee
39	2,636	3,828	3,515	4,425	4,600	Hospitality expenses at WMCA Conf	WMCA Expense Policy (see travel expense sheet)	Planning Committee, President & President-Elect
40		500	485	500	500	Conference Photographer	prev approve by EC, budget '15	Historical Committee
41	30,135	39,964	35,723	30,000	37,500	Meals	Includes President's Reception & Executive Committee Dinner	Planning Committee
42	2,472	2,750	1,482	2,500	2,500	Printing/Postage	Conference Programs, Meal Tickets, Annual Business Mtg Packets, etc	Planning Committee
43	795	640	716	750	750	Recognition Awards	Certificates, plaques, Pres. Travel. Plaque, Outgoing Pres.gift, Clerk of Year Plaque	Committee Chairs, President, President-Elect, Past President
44	50	-	-	200	200	Refunds		EC
45	1,658	3,445	2,804	7,000	7,000	Speakers	(Negotiated speaker fees, lodging, meals, travel & gifts	Education Committee
46	100	350	150	2,000	2,000	Special Entertainment		Planning Committee
47	1,367	312	816	1,500	1,500	Supplies	Name badges, signage, easel pads, logo, new attendee survival kit	President, Plan Cmte, Mmbr Cmte
48	44,052	60,326	51,919	53,875	500	Supplies for future Conf		Planning Committee
49						TOTAL ANNUAL CONFERENCE		
50	-	-	-	500	500	CONTINGENCY		President
51	-	-	-	-	-	Next CONF SITE DEPOSIT		President-Elect
52	-	-	5,000	5,000	-	Spokane Red Lion 2016 N-A		
53						IIMC EXPENSES		
54								
55	-	-	-	75	75	MCEF Donation	Auction Item	President
56	1,104	1,300	1,670	1,700	1,600	Region IX Assessment Pool	Members x \$5 (Region IX reps travel) Rev tab Line 18 = 320 est	Treasurer
57	-	120	-	-	2,000	2015 Region X Dinner	WA Hosts in 2015	President, Pres Elect
57	-	-	-	-	1,000	2015 Region X Pres. receipt	WA 2015	Special Cmte
58	100	-	100	100	100	Outgoing Region IX Director Gift	CA Joan Tilton 2015? Change to incoming - AK in 2015	President
59	1,204	1,420	1,770	1,875	4,775	TOTAL IIMC EXPENSES		

WMCA BUDGET - EXPENDITURES

# Old Line	5/11-4/12 ACTUALS	5/12-4/13 ACTUALS	5/13-4/14 ACTUALS	5/14-4/15 ADOPTED BUDGET	5/15-4/16 Proposed Budget	DESCRIPTION	COMMENTS	RESPONSIBLE OFFICER AND/OR COMMITTEE
60								
61						MISCELLANEOUS		
62	725	745	755	775	775	501c(3)		Treasurer
63	133	39	1	40	40	Bank Charges		Treasurer
64	-	-	150	150	150	Condolences		President
65	544	595	787	550	700	Credit Card Fees (PayPal)		Treasurer
66	210	210	210	300	300	Gambling/Alcohol License Renewal		Treasurer
67	1,241	1,366	1,366	1,400	1,400	Insurance/Directors & Officers		Treasurer
68	1,238	1,101	575	2,500	500	Office Supply/Stationary	2014 - new computers	Secretary/Treasurer
69	725	5,231	1,060	500	500	Other		
70	29	171	324	300	300	Postage		Secretary/Treasurer
71	-	-	-	500	-	Support for Basic Training Clerks/Treasurers	Approved by EC in 2008	no avenue to allocate
				?prev misc	500	Supplies for Conf Booth	ref EC Travel line #26, 150 ea from Pinnacle - Zack	EC
72	4,845	9,457	5,228	7,015	5,165	TOTAL MISCELLANEOUS		
73								
74	74,880	91,361	80,319	98,830	104,384	TOTAL EXPENDITURES		

* WMCA will need to solicit and appoint new person for Region IX director in 2016 for May 2017 appt

8/10/14 moved amount of photographer out of conference supplies, ok per Gina email 7-30.

WMCA BUDGET - TRAVEL EXPENSES

NCI DIRECTOR TRAVEL		Dates	Item		Policy
IIMC Conf - Hartford, Ct	5/17 - 5/20, 2015	1/3 Shared Cost with AK & OR		\$ 500.00	?no rev fr other states listed, calc 1/3 of Pres
		Subtotal		\$ 500.00	NCI Agrmt. Overages shared by States.
WMCA Conf - Spokane, WA	3/15 - 3/17, 2016	Registration/early		\$ 300.00	
	Academy 3/14	Hotel \$99 x 4 + taxes		\$ 500.00	
		Transportation/mileage		\$ -	mileage \$162.67 ea way fr seattle
		Subtotal		\$ 800.00	NCI Agreement & WMCA Expense Policy
PRESIDENT-ELECT TRAVEL		Dates	Item		Policy
IIMC Conf - Milwaukee, WI	5/18-22/2014	Registration/early		\$ 575.00	
IIMC Conf - Hartford, CT	5/17 - 5/20, 2015	Airline		\$ 500.00	
Marriott Conv Ctr 860-249-8000		Lodging \$180 x 4		\$ 850.00	2015: \$155+15%tax/night
		Ground Transp		\$ 50.00	
		Parking (SeaTac)		\$ 75.00	
		Meals		\$ 100.00	
		Subtotal		\$ 2,150.00	WMCA Exec Comm Travel Policy
WMCA Conf - Spokane, WA	3/15 - 3/17, 2016	Lodging \$99 x 4 + taxes		\$ 500.00	
		Subtotal		\$ 500.00	2015 IIMC Conf Region X Dinner Host
ICCTFOA Conf - TBD	TBD	Total		\$ 1,275.00	
		Subtotal		\$ 1,275.00	WMCA Exec Comm Travel Policy
PRESIDENT TRAVEL		Dates	Item		Policy
BC Conf - TBD	June	total		\$ 1,300.00	
		Subtotal		\$ 1,300.00	WMCA Exec Comm Travel Policy
IIMC Conf - Milwaukee, WI	5/17 - 5/20, 2015	Registration/early		\$ 575.00	
IIMC Conf - Hartford, CT	5/17 - 5/20, 2015	Airline		\$ 500.00	
		Lodging \$180 x 4		\$ 850.00	2015: \$155+15%tax/night
		Ground Transp		\$ 50.00	
		Parking (SeaTac)		\$ 75.00	
		Meals		\$ 100.00	
		Subtotal		\$ 2,150.00	WMCA Exec Comm Travel Policy
OR Conf - Seaside, OR	9/23 - 9/25, 2015	Registration/early		\$ -	OAMR Covers, \$450 incl academy
		Mileage or Airfare		\$ 400.00	
		Lodging \$128 x 3		\$ 450.00	
		Ground Transp		\$ -	
		Parking (Sea-Tac)		\$ 60.00	?hotel parking
		Meals		\$ 75.00	2 brkfst 2 dinner
		Hosp Gifts (inc/out Pres) \$50 x 2		\$ 100.00	
		Auction Item		\$ 50.00	
		Subtotal		\$ 1,135.00	WMCA Exec Comm Travel Policy
AK Conf - Anchorage, AK	Nov. 2015	Registration/early		\$ -	AAMC covers \$300 conf, 175 academy on own
		Airfare		\$ 700.00	
		Lodging \$115 x 4 incl taxes		\$ 525.00	
		Ground transp		\$ 75.00	

Proposed 3-20-2015

WMCA BUDGET - TRAVEL EXPENSES

			Parking (Sea-Tac)	\$	75.00	\$	85.00		
			Meals	\$	75.00	\$	55.00		1 brkfst 2 dinner
			Hosp Gifts (inc/out Pres) \$50 x 2	\$	100.00	\$	100.00		
			Auction Item	\$	50.00	\$	50.00		
			Subtotal	\$	1,600.00	\$	1,325.00		WMCA Exec Comm Travel Policy
WMCA Conf - Spokane, WA	3/15-3/17, 2016		Registration/early	\$	300.00	\$	300.00		
			Hotel - Complimentary (Contract)	\$	-	\$	-		
			Subtotal	\$	300.00	\$	300.00		WMCA Exec Comm Travel Policy
CA Conf - likely So. Calif.	April 2016		Registration/early	\$	-	\$	-		(incoming President) est \$495
	Beverly Hills Clerk		Airfare	\$	400.00	\$	500.00		location search will be in April 2015 for 2016
			Lodging \$150x4	\$	450.00	\$	600.00		
			Ground Transp	\$	125.00	\$	125.00		
			Parking (Sea-Tac)	\$	75.00	\$	75.00		
			Meals	\$	75.00	\$	75.00		
			Hosp Gifts (inc/out Pres) \$50 x 2	\$	100.00	\$	100.00		
			Auction Item	\$	50.00	\$	50.00		
			Subtotal	\$	1,275.00	\$	1,525.00		WMCA Exec Comm Travel Policy
EXECUTIVE COMMITTEE TRAVEL									
AWC Conference - Wenatchee	6/23-26, 2015		Vendor Registration	\$	1,230.00	\$	1,230.00		Includes booth and most meals for two days
			Hotel	\$	500.00	\$	500.00		
			Meals	\$	100.00	\$	100.00		
			Mileage - car pool	\$	170.00	\$	165.00		147 miles ea way
			Subtotal	\$	2,000.00	\$	1,995.00		WMCA EC Meeting (October 22, 2010)
EDUCATION COORDINATOR TRAVEL									
IIMC Conf - Hartford, CT	5/17 - 5/20, 2015		Registration/early	\$		\$	575.00		
			Airline	\$		\$	746.00		
			Lodging \$180 x 4	\$		\$	720.00		2015: \$155+15%tax/night
			Ground Transp	\$		\$	100.00		
			Parking (SeaTac)	\$		\$	132.00		
			Meals	\$		\$	100.00		
			Subtotal	\$	-	\$	2,373.00		
HOSPITALITY EXPENSES									
IIMC President	3/15-3/17, 2016		Registration/early	\$	300.00	\$	300.00		
			Transportation	\$	500.00	\$	325.00		mileage \$162.67 ea way fr seattle (M.Simmons)
			Lodging \$99 x 4 + taxes	\$	500.00	\$	450.00		
			Welcoming gift	\$	50.00	\$	50.00		
AK President	3/15-3/17, 2016		Registration/early	\$	300.00	\$	425.00		includes academy
			Welcoming gift	\$	50.00	\$	50.00		
OR President	3/15-3/17, 2016		Registration/early	\$	300.00	\$	425.00		includes academy
			Welcoming gift	\$	50.00	\$	50.00		
CA President	3/15-3/17, 2016		Registration/early	\$	300.00	\$	425.00		includes academy
			Welcoming gift	\$	50.00	\$	50.00		

WMCA BUDGET - TRAVEL EXPENSES

IIMC Director	3/15-3/17, 2016	Registration/early Welcoming gift	\$ \$	300.00 50.00	\$ \$	300.00 50.00	prior 2015 - Canada rep
IIMC President Elect	3/15-3/17, 2016	Registration/early Welcoming gift	\$ \$	300.00 50.00	\$ \$	300.00 50.00	prior 2015 - Idaho rep
Region IX Rep (AK) 2015-18	3/15-3/17, 2016	Registration/early Welcoming gift	\$ \$	300.00 50.00	\$ \$	300.00 50.00	
Region IX Rep (WA) 2013-16	3/15-3/17, 2016	Registration/early Welcoming gift	\$ \$	300.00 50.00	\$ \$	300.00 50.00	
NCI Director	3/15-3/17, 2016	Registration/early Welcoming gift	\$ \$	300.00 50.00	\$ \$	300.00 50.00	
2015 Clerk of the Year	3/15-3/17, 2016	Registration/early	\$	300.00	\$	300.00	
TOTAL HOSPITALITY EXPENSES FOR INCOMING GUESTS AT WMCA CONF			\$	4,450.00	\$	4,600.00	WMCA Expense Policy

WMCA BUDGET - SAVINGS

5/11-4/12 ACTUALS	5/12-4/13 ACTUALS	5/13-04/14 ACTUALS	5/14-4/15 PROPOSED BUDGET	Draft Budget 2015-16	DESCRIPTION	Comments	WMCA Officers & Committee Responsibilities
101,790.33	102,010.88	86,115.46	86,225.63	86,279.56	BALANCE FROM PRIOR YEAR		
10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	SAFETY NET	\$10,000 in Savings at all times	WMCA Policy set 1/18/08
0.00	0.00	0.00	5,000.00	5,000.00	NCI Contingency Fund	\$5,000 in NCI Contingency Fund	EC 10/19/2012
91,790.33	92,010.88	76,115.46	71,225.63	71,279.56	BEGINNING BALANCE		
					Red Lion		
220.55	230.58	108.29	80.00	90.00	Interest		
0.00	0.00	0.00	0.00	0.00	Transfers from General Fund		
220.55	230.58	108.29	80.00	90.00	TOTAL SAVINGS REVENUES		
0.00	9,376.00	0.00	0.00	0.00	Transfer to General Fund		
0.00	6,750.00	0.00	0.00	0.00	Transfer to Scholarship		
0.00	16,126.00	0.00	0.00	0.00	TOTAL SAVINGS EXPENDITURES		
102,010.88	86,115.46	86,223.75			est 50 at \$40 each SAVINGS BALANCE		

WMCA BUDGET - SCHOLARSHIP FUND
SCHOLARSHIP REVENUES

5/11-4/12 ACTUALS	5/12-4/13 ACTUALS	5/13-04/14 ACTUALS	5/14-4/15 PROPOSED BUDGET	Draft Budget 2015-16	DESCRIPTION	Comments	WMCA Officers & Committee Responsibilities
7,542.80	2,712.28	9,463.75	9,468.34	9,471.49	Bank Balance From Prior Year		
2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	Safety Net	\$2500 in account at all times	WMCA policy Set 1/2007
5,042.80	212.28	6,963.75	6,968.34	6,971.49	BEGINNING BALANCE		
					SCHOLARSHIP REVENUES		
4,261.73	4,541.00	5,798.00	4,000.00	4,000.00	Auctions		
2,072.00	2,344.00	1,595.00	2,000.00	2,000.00	Product Sales		
4,386.00	5,161.00	4,432.00	4,500.00	4,500.00	Raffles		
2.73	1.47	4.70	2.75	3.00	Scholarship Acct Interest		
0.00	6,750.00		0.00	0.00	Transfer from Savings		
1,083.00	875.00	37.00	800.00	800.00	Donations		
11,805.46	19,672.47	11,866.70	11,302.75	11,303.00	TOTAL SCHOLARSHIP REVENUES		

SCHOLARSHIP EXPENDITURES

5/11-4/12 ACTUALS	5/12-4/13 ACTUALS	5/13-04/14 YTD	5/14-4/15 PROPOSED BUDGET	DESCRIPTION	Comments	WMCA Officers & Committee Responsibilities
				SCHOLARSHIP EXPENDITURES		
0.00	0.00	0.00	500.00	AWC - Basic Training for Clerks/Treasurers	Approved by EC in 2008	to help the agency holding class
6,291.18	3,848.16	2,400.00	3,000.00	Conference Scholarships		
4,015.00	0.00	1,000.00	3,000.00	Margery A. Price Scholarships	some paid prior fiscal year	
10,500.00	17,475.00	14,950.00	16,000.00	NCL Scholarships		
2,748.07	2,582.89	2,491.73	2,500.00	Raffle - Auction and 50/50	lg raffle item, printing, auctioneer	Fundraising Cmte
1,919.09	3,424.35	2,805.90	2,000.00	Scholarship Items for Sale	(new store invtry)	Fundraising Cmte
25,473.34	27,330.40	23,647.63	27,000.00	TOTAL SCHOLARSHIP EXPENDITURES		

(6,125.08) (4,945.65) (2,317.18) (6,228.91) (6,225.51) SCHOLARSHIP FUND BALANCE

Expense	Line item	was	now	Desc	why	
	17	\$ 1,275	\$ -	Idaho Conf Pres Elect	there is no reciprocation to collaborate	*
	20	\$ 1,300	\$ -	Canada Conf Pres	there is no reciprocation to collaborate	*
	36	\$ 2,500	\$ 5,000	WMCA Conf a/v	Alice Atwood pointed out we have been going over budget for years	
	39	no dollar change		WMCA Conf Hospitality	Replace Reg and Gifts to ID and Canada to be IIMC Director and Pres Elect	*
	39		\$ 375	Travel Hospitality	Get pulse from EC on adding Master Academy to Region IX state guests	
	41	\$ 30,000	\$ 37,500	WMCA Conf meals	Paula Swisher submitted request to increase	
	57 a&b	\$ -	\$ 3,000	IIMC Region IX	Add Region IX dinner and Pres Reception events (and revenue offset for Dinner)	*
	New 26+	\$ -	\$ 2,375	IIMC Educ Coord	Add travel for Educ Coord Job	
	71	\$ 2,500	\$ 500	Office and Computers	Computers are not an annual purchase	
	71+	?fr misc	\$ 500	EC Booth Supplies	Gavels at Conference Booths, orig purch lasted many years, zero stock June 2014	*
	74	\$ 500	\$ -	Basic Clerk Training	We do not have any avenues setup to distribute the funding	*
		\$ 38,075	\$ 49,250		this summary difference	
Expense						
	BTM LINE	\$ 95,530	\$ 104,384	\$	8,854 bottom line expense difference, plus add \$2k rev for iimc region dinner	

* if approved, need to update Finance Policy as well as Pres and Pres Elect job desc

Future Suggested Changes

New		\$	250	New	Add income and expense for iimc region IX training grant
New		\$	500	NCI?	New MCEF grant for each region, Alica Atwood to submit by Oct due date
30-31	\$ 200	\$	600	Newsletter Cmte	replace survey costs and increase committee roster by switching to Constant Contact - an email and survey listserv looking more professional and up to date and you don't need publisher to layout. will also establish a central location for RMS of newsletters - off our web
26	\$	\$	-	City Manager Assoc	attend 2016 ICMA conf in seattle, working on swapping booth cost for vol hrs attend future City Manager state conf - every other yr WCMA-AWC? 2014 budget committee says "yes"
Misc New	?			Historical Cmte	Add scanning and web based stg expense for all RMS
Misc New	?			Handbook Cmte	Add initial and periodic review by Code Pub or Muni Code



- ☐ 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

COMMITTEE: Education Committee

DATE: October 9, 2014

SUMMARY OF ACTIVITIES: The conference schedule is ALMOST tied down - this is what we have to date:

Keynote & 2 breakout sessions on Wednesday, March 18th - Dan Jordan

Breakout sessions on Wednesday March 18th:

New Clerks Session - Ali Spietz

** - to be filled - looking at a couple of local speakers in Vancouver

Thursday, March 19th

3 roundtables (not fully developed yet)

Afternoon Breakouts

Leg Update - Pat Mason

Public Disclosure - Jeff Myers & Mike Connelly

Dealing with the Media - Jim Quintana of C-Tran

Friday Session

Patrick Ibarra

I will be able to provide more detailed information on the sessions and speakers within the next couple of weeks.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

\$

\$

\$

\$

Expenditures:

Budgeted Amount

**Amount encumbered &
expended**

\$

\$

\$

\$

\$

\$



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

TO: WMCA President and Executive Committee

FROM: Debbie Jermann, Chair

COMMITTEE: Fundraising

DATE: October 6, 2014

SUMMARY OF ACTIVITIES: The Grand Raffle tickets have been received and we are ready to begin distributing for sale at the Fall Academy. Four samples for front zip jackets for pre-sale have been obtained for the Executive Committees review and direction to fundraising. We ask that the committee also be provided with pre-sale pricing.

The currently store sale inventory is attached with proposed sale prices.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Provide direction to the committee on pre-sale only item (jacket) including pre-sale pricing; approval of proposed store sale pricing.

ALTERNATIVES:

FISCAL IMPACT: To Be Determined

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
Print of Grand Raffle Tickets	\$ 2500	\$ 241.73
_____	\$ _____	\$ _____
_____	\$ _____	\$ 0

WMCA STORE INVENTORY - 2014/2015 - Pre Conference

Coffee Mugs

Save for First Time Attendees

	12
TOTAL	12

1/4 zip sweatshirts

Sale Price: \$10

		Sm.	Med.	Lrg.	XLrg	2XLrg	3XLrg
Black					1	4	1
Gray					3	3	
TOTAL	12	0	0	0	4	7	1

Fleece jackets

Sale Price: \$10

Black			2				
Gray			1				
Royal Blue			2				
TOTAL	5	0	5	0	0	0	

3/4 Sleeve Baseball Shirts

Sale Price: \$5.00

TOTAL	54	5	11	19	19			54
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Long Sleeve Denim Shirt

Sale Price: \$10.00

TOTAL	43	6	10	11	10	3	3	43
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Full Zip Sport Wind Jacket

Sale Price \$15.00

TOTAL	19			8	9		2	19
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Full Zip Sport Tracj Jacket

Sale Price \$15.00

TOTAL	22	1		11	8	1	1	22
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- ☐ First Quarter Report (June Meeting)
- ☒ Second Quarter Report (October Meeting)
- ☐ Third Quarter Report (January Meeting)
- ☐ Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson Smoot

DATE: October 3, 2014

2014-2015 MEMBERSHIP UPDATE:

As of September 30, 2014, the Washington Municipal Clerks Association is comprised of **328 members**; 316 active, 2 affiliate, 3 associate and 7 honorary.

2015 GENERAL ELECTION UPDATE

Election Officer Leana Johnson, White Salmon, has verified the open positions for the 2015 General Elections with President Quinn, as follows:

- President Elect (1-year term)
- Vice-President (1-year term)
- Treasurer (2-year term)
- 2 Board Member positions (3-year term)

The Call for Candidates has been prepared (see Attachment A); will be advertised in the WMCA October, November, and December Newsletters; and is posted on the WMCA website: <http://wmcaclerks.org/Resources/Documents/2014-2015/Election%202015/Call%20for%20Candidates%202015%20-%20OctNovDec.pdf>.

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

Due to time constraints and additional work duties recently adopted by the Membership Committee Chairperson, the sub-committees concept/work has not been pushed out in full. This may be delayed to the 2015-16 Committee. All operating items will be addressed as needed by the 2014-15 Membership Committee, in full.

- 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.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: NONE



Call for Candidates!

-Candidate Packet Deadline: December 31, 2014-

By this notice, the Elections Officer and the Membership Committee announces the annual call for candidates to fill board positions on the WMCA Executive Committee. Service in these positions is a great way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning and advocacy activities of the Washington Municipal Clerks Association.

The election will be held from January 30, through February 20, 2015, through electronic voting software. The following positions are available in this election:

- President Elect (1-year term)
- Treasurer (2-year term)
- Vice-President (1-year term)
- 2 Board Member positions (3-year term)

Job descriptions for the position can be found at www.wmcaclerks.org/ecpositions (under the Executive Committee tab) as well as complete instructions for declaring your candidacy.

Candidate Packets must be received by the Elections Officer (Leana Johnson, City of White Salmon) no later than Tuesday, December 31, 2014. An electronic copy of the application materials is welcome; however, the signed originals of the Declaration of Candidacy and the Letter of Support must be provided in hard copy and **received** by the December 31st deadline.

Candidate Packets **must** include the four following pieces of information:

1. **Declaration of Candidacy:** This is a signed, written document containing the following:
"I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."
2. **Candidate Statement:** This statement must be no more than 200 words in length, including your name, title, place of employment and a statement of why election to office is sought and must be submitted with your Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
3. **Photo:** A (2" x 2") black and white or color digital photo of you must be submitted with your Candidate Packet.
4. **Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.

Send your **complete** Candidate Packet to:

Leana Johnson
 WMCA Elections Officer
 City of White Salmon
 142 E. Jewett Blvd.
 PO Box 2139
 White Salmon, WA 98672
leanaj@ci.white-salmon.wa.us
 509-493-1133 x205

**All submittals must
 be received by
 December 31, 2014**



- ☐ 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: Dee Roberts, Chair

COMMITTEE: Scholarship Committee

DATE: September 23, 2014

SUMMARY OF ACTIVITIES:

Since the Scholarship Committee's last report to the Executive Committee (EC), the Committee prepared and submitted to the newsletter committee several announcements for the Margery Price Scholarship for the Fall Academy with a deadline of August 15, 2014. Only one application was received and was awarded to JoAnne Trudel of City of Lake Forest Park.

I respectfully request that the EC consider opening the Fall Academy Scholarships up to all of the membership instead of limiting it to just those that already have their CMC or MMC. We could continue to award the Margery Price Scholarship, with that criteria, for the Spring Academy.

The next scholarship opportunity will be for the WMCA Annual Conference and the Margery Price Scholarship for the WMCA Spring Academy. Both scholarship opportunities will close on December 5, 2014.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Open the Fall Academy Scholarship Opportunity to all members not just those that already have their CMC or MMC (Margery Price Scholarship).

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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