



EXECUTIVE COMMITTEE AGENDA

Friday, January 23, 2015
Algona City Hall, Algona WA
10:00 AM

1. **Call to Order**
2. **Approval of Minutes - Diana**
 - a. Executive Committee Meeting Minutes of October 17, 2014 (Virginia) none
3. **Treasurer's Report - Gina**
 - a. Account Summaries 3
4. **New Business**
 - a. Bank of America Point System (Debbie) none
 - b. Conference Venues (Paula) none
 - c. Possible Sister City (Diana) none
5. **Committee Business/Reports**
 - a. Audit (Christy)..... 11
 - b. Awards (Scott) 12
 - c. Budget (Debbie B.) verbal
 - d. Bylaws (Shannon) 13
 - e. Conference Planning (Paula) verbal
 - f. Education (Debbie B.) 19
 - g. Fundraising (Virginia)..... 20
 - h. Historical (Jill) 22
 - i. Legislative (Randy)..... none
 - j. Membership (Jill)..... 23
 - k. Newsletter (Scott) 44
 - l. Scholarship (Dee)..... 45
 - m. Webmaster (Bobbie) none
 - n. Archives Oversight (Jill) none
 - o. Handbook (Jill) verbal
6. **Other Business**
 - a. Ratify Email Vote to Comp DJ Registration Fee for Conference (Diana)..... none

7. Next Meeting

a. Friday, March 20, 2015, Vancouver Hilton, Boardroom (12:30PM) none

8. Good of the Order

9. Adjournment



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: January 14, 2015

Attached are the following reports for the period ending December 31, 2014:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Checking Register - 3 pages
- Savings Register
- Scholarship Register

Revenues will increase in the upcoming quarter with conference registrations and scholarship fundraising. Our largest revenue source through December 2014 is member dues, \$24,035.00 and our smallest revenue source through December 2013 is interest, \$57.68.

Expenditures will increase with the annual conference. Our largest expenditure through December 2014 is NCI Scholarships, \$12,575.00 and our smallest expenditure through December 2014 is our annual 501C(3) filing with the state, \$10.00.

Our annual tax return for the year ending April 30, 2014 has been filed with the Internal Revenue Service.

WMCA
Balance Sheet
As of December 31, 2014

Assets

Current Assets

Checking	13,403.98
Savings	86,281.43
Scholarship	9,471.61
Total Cash	<u>109,157.02</u>

Total Current Assets 109,157.02

Total Assets 109,157.02

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	19,596.45
Net Income	(7,825.31)
Total Equity	<u>109,157.02</u>

Total Liabilities & Equity 109,157.02

WMCA
Profit & Loss Budget vs. Actual
May 2014 through December 2014

	<u>Actual</u> <u>May '14-Dec '14</u>	<u>Budget</u> <u>May '14-April '15</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	6,250.00	12,750.00	(6,500.00)	0.49
Conference	684.45	44,000.00	(43,315.55)	0.02
Dues	24,035.00	23,250.00	785.00	1.03
Money Market Savings Interest	57.68	0.00	57.68	
Scholarship Income	252.16	11,802.75	(11,550.59)	0.02
Total Income	31,279.29	91,802.75	(60,523.46)	34.07%
Expense				
Academy Sessions	4,356.64	10,000.00	(5,643.36)	0.44
Annual Conference	226.07	53,375.00	(53,148.93)	0.00
Board Expenses	9,212.62	15,785.00	(6,572.38)	0.58
Communication Expenses	1,152.39	1,400.00	(247.61)	0.82
Contingency	0.00	500.00	(500.00)	0.00
Future Conference Site Deposit	5,000.00	5,000.00	0.00	1.00
IIMC	1,710.00	1,875.00	(165.00)	0.91
Miscellaneous Expenses	3,803.27	7,015.00	(3,211.73)	0.54
Scholarship Expenses	13,643.61	27,000.00	(13,356.39)	0.51
Total Expense	39,104.60	121,950.00	(82,845.40)	32.07%
Net Profit (Loss)	(7,825.31)	(30,147.25)	22,321.94	25.96%

5

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Register: Chase Checking

From 05/01/2014 through 12/31/2014

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	IIMC: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

6

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Register: Chase Checking

From 05/01/2014 through 12/31/2014

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...	Overpayment	25.00	X		25,974.20
09/15/2014	942	The Center for Life C...	ACADEMY SESSION...	2014 Fall Acad...	2,000.00	X		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
10/03/2014			-split-	Deposit		X	775.00	26,384.80
10/06/2014			-split-	PayPal		X	488.10	26,872.90
10/29/2014			-split-	Deposit		X	247.00	27,119.90
10/29/2014		Bank Of America	Board Expenses:Office...	Debbie Burke	376.16	X		26,743.74
10/29/2014		Bank Of America	ACADEMY SESSION...	Carol Etgen	261.90	X		26,481.84
10/29/2014		Bank Of America	-split-	Gina Anderson	251.73	X		26,230.11
10/29/2014		Bank Of America	-split-	Diana Quinn	541.76	X		25,688.35
10/29/2014	943	Debbie Burke	Board Expenses:Office...	IIMC Region I...	40.00	X		25,648.35
10/29/2014	944	Liberty Mutual Insur...	Miscellaneous Expense...	General Liabili...	313.00	X		25,335.35
10/29/2014	945	"S" Enterprises	-split-	Ecpenses	228.55	X		25,106.80
10/29/2014	946	Dema Harris	-split-	Fall Academy	287.27	X		24,819.53
11/04/2014		Bank Of America	Miscellaneous Expense...	Scott Passey	98.00	X		24,721.53
11/04/2014	947	Alderbrook Resort &...	FUTURE CONFEREN...	2016 Conferen...		X		24,721.53
11/04/2014	948	Bannon, Carlson & ...	Miscellaneous Expense...		1,053.00	X		23,668.53
11/04/2014	949	Snohomish Health Di...	Dues 2014	Overpayment o...	25.00	X		23,643.53
11/07/2014	950	Alderbrook Resort &...	FUTURE CONFEREN...	Deposit 2016 C...	5,000.00	X		18,643.53
11/10/2014			-split-	Deposit		X	307.00	18,950.53



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From 05/01/2014 through 12/31/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/12/2014		Bank Of America	Board Expenses:Office...	Debbie Burke	148.49	X		18,802.04
11/12/2014		Bank Of America	Miscellaneous Expense...	Gina Anderson	1,432.95	X		17,369.09
11/12/2014		Bank Of America	Miscellaneous Expense...	Scott Passey	125.80	X		17,243.29
11/12/2014		Bank Of America	-split-	Paula Swisher	491.39	X		16,751.90
11/13/2014	951	JMA Graphic Design	Miscellaneous Expense...	Invoice #41411...	150.00	X		16,601.90
11/21/2014			Dues 2014	Deposit		X	75.00	16,676.90
11/21/2014		Bank Of America	-split-	Carol Etgen	1,647.98	X		15,028.92
12/05/2014		Bank Of America	ACADEMY SESSION...		0.64	X		15,028.28
12/17/2014		Bank Of America	-split-	Gina Anderson	1,127.39	X		13,900.89
12/17/2014		Bank Of America	-split-	Debbie Burke	703.91	X		13,196.98
12/18/2014			-split-	Deposit		X	207.00	13,403.98

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Register: Chase Savings

From 05/01/2014 through 12/31/2014

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
10/31/2014			Money Market Savings...	Interest		X	7.30	86,267.07
11/30/2014			Money Market Savings...	Interest		X	6.59	86,273.66
12/31/2014			Money Market Savings...	Interest		X	7.77	86,281.43

WMCA

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Register: Chase Scholarship

From 05/01/2014 through 12/31/2014

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			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
10/31/2014			Scholarship Income:Sc...	Interest		X	0.40	9,470.82
11/30/2014			Scholarship Income:Sc...	Interest		X	0.36	9,471.18
12/31/2014			Scholarship Income:Sc...	Interest		X	0.43	9,471.61

(10)

Good morning I must apologize for the appearance of this report but I am in Ca at my parents house gathering with my brother who has cancer a and limited access to the internet and I totally forgot about the report. I do not have any copies of the logo or forms to put this on formally so here is my report:

The Audit committee met on January 7, 2015, present were Gina Anderson Treasurer, Cindy Marbut Chair, Gwen Robson, Sandy Paul, Jennifer Bell, Erin Larson.

This is a 3rd quarter report. We reviewed the financial and corporate records for May-Dec. and found they were stated correctly. We discussed and reviewed the board minutes.

Our Action required would be that on all mileage reimbursement that mapquest be attached to the request. We felt that using an odometer was not a accurate reimbursement as personal driving should not be included. This would include all vendors as well.

Recommendation would be that a term for a back up treasurer be created and that the back up treasurer attend audit committee meetings.

Alternatives: an alternate mileage calculator app could be used in place of map quest.

Other: Chair has donated a thumb drive to place all the audit records on so that when the chair changes or the committee changes there is records of the previous information including forms and logos. This will be completed by the March conference.

Again my apology for being late.... and the not so professional report.

Cindy Marbut



- ☐ 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: January 9, 2015

SUMMARY OF ACTIVITIES: Several articles requesting nominations for Clerk of the Year/President's Award were placed in the monthly newsletter. Letters and post cards were mailed via the postal service to each city of our members' employment. Seven nominations were received for Clerk of the Year. The committee has vetted them and assigned them points based on criteria and a point system established by past Boards. Those criteria remain relevant today and for the foreseeable future: 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; 4) attendance at State conferences; involvement in regional groups and/or IIMC committees) and commitment to the Clerk profession; special projects; community activities and volunteerism.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: For informaton only. The final decision is up to President Diana.

ALTERNATIVES:

FISCAL IMPACT: Approximately \$125 for postage.

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

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:

- submitted receipts or backup documentation;
- reimbursed WMCA for late fees and finance charges; or
- reimbursed WMCA for any unauthorized or accidental charges,

In the event that the President, Treasurer or Back-Up Treasurer is the cardholder who hasn't followed the above policies, the President-Elect shall be notified instead. The Executive Committee shall be notified of the course of action, once it has been determined.

2. EXECUTIVE COMMITTEE TRAVEL

2.1 IIMC Annual Conference

WMCA will pay the costs for the President, President-Elect, ~~and Education Coordinator~~ or other designee(s) ("delegate") to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 2.1.1 Coach class air transportation (other common carrier or vehicle may be used and paid at current IRS mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.1.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at current IRS mileage rate, parking fees, and shuttle costs.
- 2.1.3 Hotel accommodations at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 2.1.4 Full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies.
- 2.1.5 "All Conference" events which are considered a normal part of attendance and participation in conference activities.
- 2.1.6 All regular meals which are not part of the scheduled conference activities not to exceed the State per diem and upon presentation of a receipt. The delegate will be fiscally responsible to the organization and use sound judgment when using WMCA funds or requesting reimbursement. Itemized receipts must be provided for all meal charges or reimbursements. Alcoholic beverages will not be paid for or reimbursed by WMCA.
- 2.1.7 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.

2.1.8 Income and Expense associated to rotations of coordinating the Region IX dinner event.

Deleted:

Deleted: and

Deleted: WA State

Deleted: WA State

2.2. Region IX State and other Annual Conferences

WMCA will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerk Association of California Annual Conference
- Oregon Association of Municipal Records Annual Conference
- Association of Washington Cities, alternating years with City Manager Association Annual Conferences.
- Annual Region IX Board Meeting when such is held separately from a regularly scheduled State conference.

Paid expenses shall include the following:

Deleted: Local Government Management Association of British Columbia, Canada Annual Conference

Policies below combined and revised: 1/2010; 1/2013, 3/2013, 1/2015

- Executive Committee Travel Policy Revised: 1/2000, 6/2000, 6/2003, 6/2005, 10/2006, 1/2007, 1/2008; 10/2013
- Expense Policy Revised: 10/2000, 10/2006, 6/2007, 1/2008
- Credit Card Policy Revised: 6/2000, 6/2003, 10/2006
- Refund Policy Reviewed: 10/2006
- Scholarship Funding Policy Revised: 10/2000, 1/2004, 10/2006

- 2.2.1 Coach class air transportation (other common carrier or vehicle may be used and paid at State current mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.2.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at State rate, parking fees, and shuttle costs. Should the President, President Elect or designee elect to only purchase fuel using the assigned credit card that would be an allowable expense (example would be LGMA or OAMR Conferences which take place in a location that might be less costly to drive there than fly).
- 2.2.3 Hotel accommodations at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 2.2.4 All regular meals which are not part of the scheduled conference activities not to exceed the State per diem and upon presentation of a receipt. The delegate will be fiscally responsible to the organization and use sound judgment when using WMCA funds or requesting reimbursement. Itemized receipts must be provided for all meal charges or reimbursements. Alcoholic beverages will not be paid for or reimbursed by WMCA.
- 2.2.5 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 2.2.6 Gifts, approximately \$50.00 in value each, for the incoming and outgoing President of each State Association.
- 2.2.7 Auction item(s), approximately \$50.00 in total value, for auctions held at other [nonprofit government related](#) associations' conferences.

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference.

2.3. Executive Committee Meetings

- 2.3.1 WMCA will pay for reasonable meal expenses for the Executive Committee when such is held in conjunction with its regularly scheduled meeting.
- 2.3.2 WMCA will not pay travel or lodging expenses for members of the Executive Committee to attend regularly scheduled meetings.

2.4. Region IX Director Travel Expenses

Per the IIMC Region IX Director Agreement, WMCA shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors. Such expenses shall include:

- 2.4.1 Coach class air transportation (other common carrier or vehicle may be used and paid at State current mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.4.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at State rate, parking fees, and shuttle costs.
- 2.4.3 All regular meals which are not part of the scheduled conference activities, not to exceed the State per diem and upon presentation of a receipt. Alcoholic beverages will not be paid for or reimbursed.
- 2.4.4 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the director.

- 2.4.5 Gifts, approximately \$50.00 in value each, for the incoming and outgoing President of each State Association.

Registration and conference events are normally paid by the hosting Conference State.

2.5 Committee Travel Expenses

Travel for the performance of duties associated with service on a committee is usually not paid for by WMCA.

2.6 Submittal of Receipts

The delegate must submit all credit card receipts (itemized and credit card) or other receipts for reimbursement to the Treasurer within ten (10) working days of purchase or return from travel. The Treasurer should have the receipt before the credit card billing is due and payable.

3. WMCA ANNUAL CONFERENCE EXPENSES

3.1. Conference Registration

Complimentary registration (including meals offered at the conference) will be offered to the:

- WMCA President
- ~~Two IIMC Region IX Directors~~
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Spring and Fall IIMC Certification Academies will also be provided to the NCI Director)
- IIMC President, ~~President-Elect, and Director~~ or designee(s)
- Clerk of the Year recipient from the previous year's conference

Complimentary academy and conference registration (including offered meals):

- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerk Association of California
- President or designee of the Oregon Association of Municipal Recorders

Miscellaneous:

- Up to four (4) banquet tickets for the Clerk of the Year guests
- Applicable fees associated with Clerk of the Year toast only

3.2. Lodging Accommodations

WMCA will provide the following:

- 3.2.1 Lodging accommodations at the conference, including the period of the spring academy session for the WMCA President and WMCA President-Elect.

3.2.2

- 3.2.3 Up to four (4) nights lodging for the NCI Director.

- 3.2.4 Up to four (4) nights lodging for the IIMC President or designee.

3.3 Travel

WMCA will provide travel to and from the nearest airport to the conference site for ~~all~~ conference guests designated in Section 3.1.

3.4. Gifts

- 3.4.1. The President-Elect is responsible for purchasing a gift, approximately \$50.00 in value, for the following individuals:

- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerk Association of California
- President or designee of the Oregon Association of Municipal Recorders

Deleted: <#>President, Executive Director and/or designee of the Local Government Management Association of British Columbia, Canada¶
<#>President or designee of the Idaho City Clerks, Treasurers & Finance Officers Association¶

Deleted: Up to four (4) nights lodging for a WMCA member serving as a Region IX Director of IIMC.

Deleted: the IIMC President or designee

- Two Region IX Directors (or one, if one is outgoing, see 3.4.2)
- Northwest Clerks Institute (NCI) Director
- IIMC President, President-Elect, and Director or designee(s)

Deleted: <#>Executive Director and/or President of the Local Government Management Association of British Columbia, Canada¶

3.4.2 The President-Elect is responsible for purchasing a gift, approximately \$100 in value, for the following individual:

- Outgoing Region IX Director

3.4.3. The Conference Planning Committee will have corsages or boutonnieres for the Annual Banquet for all incoming, current and out-going Executive Committee members and out-of-state guests.

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3.5. Speakers

- 3.5.1 The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).
- 3.5.2 WMCA will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.
- 3.5.3 WMCA will provide gifts to unpaid speakers, approximately \$50.00 per gift. The Education Committee is responsible for purchasing and distributing the gifts.

3.6. VIP Dinner

WMCA shall pay for a dinner for the Executive Committee, Region IX Directors, State Presidents or their designee and other honored guests during the annual conference. No charges for alcoholic beverages will be allowed.

4. MISCELLANEOUS EXPENSES

4.1. Condolences:

- 4.1.1. The WMCA Treasurer will send flowers on behalf of WMCA upon the death of:
- A past president, or
 - A current executive committee member or their spouse, partner or child.
- 4.1.2 Upon the death of any other WMCA member a card will be sent.
- 4.1.3 Flowers will also be sent to any Executive Committee member who is hospitalized.

4.2. Committee Chair Travel Expenses:

With prior approval from the WMCA President, WMCA will pay travel expenses for the Chair or designee of any WMCA committee who is asked to speak at a function or to an outside group.

4.3. Meal Tips:

4.3.1 Meal tips shall not exceed 20%.

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5. REFUNDS

- 5.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.
- 5.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by WMCA as a result of this transfer shall be paid by the registrant.
- 5.3. To receive a refund less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the WMCA Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.

- 5.4. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

6. BUDGET POLICIES

When the President-Elect is preparing the budget for the upcoming year, the following policies adopted by the WMCA Executive Committee shall be included:

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

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

6.3. Savings Safety Net

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

6.4. NCI Contingency Funds

Maintain \$5,000 annually in the Savings Account as a safety net.

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.

Deleted: Appropriate

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Deleted: AWC Basic Training for Clerks/Treasurers Scholarships
Appropriate \$500 annually for scholarships for WMCA members to attend a the Basic Training for Clerks/Treasurers hosted by AWC.

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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.

Policies below combined and revised: 1/2010; 1/2013, 3/2013, 1/2015

Page 6

- Executive Committee Travel Policy Revised: 1/2000, 6/2000, 6/2003, 6/2005, 10/2006, 1/2007, 1/2008; 10/2013
- Expense Policy Revised: 10/2000, 10/2006, 6/2007, 1/2008
- Credit Card Policy Revised: 6/2000, 6/2003, 10/2006
- Refund Policy Revised: 10/2006
- Scholarship Funding Policy Revised: 10/2000, 1/2004, 10/2006

18



- ☐ 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, Education Committee Chair

COMMITTEE: Education Committee

DATE: January 8, 2015

SUMMARY OF ACTIVITIES: The Education Committee put the finishing touches on the 2015 Conference speakers schedule and will be working with the speakers up to Conference to make sure they have what they need to make great presentations for our members.

The schedule has been posted with the Call to Conference on the website.

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: January 12, 2015

SUMMARY OF ACTIVITIES: To date, we have received 16 orders for the new hooded sweatshirts, which is our break even point for cost vs. sale price. We will be sending out additional flyers and e-mail blasts to membership to encourage additional orders before the January 20 order deadline, or ask the WMCA EC to consider if an extension to the deadline is warranted.

The Grand Raffle Tickets are being distributed for sale by the membership. To date, 20 books (10 tickets per book) have been distributed.

No new items are being added to the WMCA Conference Store. Those items currently in inventory will be for sale at a reduced cost

During conference, we will have two (2) \$100 drawings for the \$1.00 Raffle; one at the conclusion of the IIMC Region IX meeting, and the other at the conclusion of conference at noon on Friday, March 20, 2015.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: The committee respectfully requests WMCA Officers encourage the membership to purchase sweatshirts during the pre-sale, sell Grand Raffle tickets, and secure auction items.

ALTERNATIVES:

FISCAL IMPACT: To Be Determined

Revenues:	Budgeted Amount	Revenues Generated
<u>50/50 Raffle</u>	\$ <u> </u>	\$ <u>112.00</u>

20

<u>Store Sales</u>	\$ _____	\$ <u>20.00</u>
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Print of Grand Raffle Tickets</u>	\$ <u>2500</u>	\$ <u>241.73</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ <u>0</u>



- ☐ 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: 01/16/2015

SUMMARY OF ACTIVITIES: The Historical Committee will begin working on a 2015 conference table display including the new, larger digital picture frame generously donated by Dee Roberts.

We are also working on securing a local photographer for the event, as this has proven to be a nice touch for the past two years.

I have been asked about the purpose and upkeep of the Shutterfly account (v. Facebook or printed pictures) For clarification, the primary intent of the Shutterfly account is for photo storage. With picture production in a digital format, maintaining thumbdrives, disks, hard drives, etc is not practical for a every changing committee. It maintains consistency and preservation at no cost. I will do a better job of making announcements and keeping the membership informed of this site as well as requests for photo sharing both from Historical Committee members and the general membership.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



To: Leana Johnson, CMC, WMCA Election Officer
From: Molly Towslee, Elections Auditor *MT*
Re: 2015 WMCA Candidates
Date: January 6, 2015

I have completed an independent review of the candidate applications sent by e-mail on January 5, 2015. Each application was reviewed to determine whether the candidate is an active member of WMCA in good standing, if the application packet was filed in a timely manner, and if it contained the following: a Declaration of Candidacy, a candidate statement, a photo, and a letter of support from the candidate's Mayor, City Manager or Administrator, or CEO.

The results of my review:

CANDIDATE	APPLICATION
President-Elect Shannon Corin, CMC City of Bremerton	Complete
Vice-President Christy O'Flaherty, MMC City of Tukwila	Complete
Treasurer Georgina "Gina" Anderson, CMC City of Woodland	Complete
Board Member Positions (2) Debbie Jermann, MMC C-TRAN	Complete
Kay Kammer, MMC City of Battle Ground	Complete

Thank you for the opportunity to assist in the election process.

DECLARATION OF CANDIDACY

I declare myself as a candidate for the office of President Elect. 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, with a photo and candidate statement, which I authorize for use in the election process.



Shannon L. Corin, CMC
City Clerk, City of Bremerton

Candidate Statement

Shannon L. Corin, CMC
City Clerk
City of Bremerton

I am seeking the office of President Elect. As your current Vice President, I am honored to help lead this organization with our excellent Executive Committee. I would love to continue to do so with your vote. I currently serve on three committees: Audit, Newsletter and Conference Planning. Additionally, I am the Treasurer of the Olympic Region Municipal Clerks Association.

What have I accomplished in this last year? Dr. Brian Luke Seaward's keynote speech last year about laughter really hit home with me. The new section in the WMCA Newsletter, Laugh Out Loud, is a result of it. Since last April, I have put the page together with your submissions. I also attained the CMC designation. Moreover, I am faithfully carrying out all my duties and assignments of the Vice President as directed by our President and Executive Committee.

I am excited about our future. I hope you are, too. Together we can continue to be the strong organization we are. It is a privilege to serve as your Vice President, and it will be an honor to serve as your President Elect. Will you please vote for me?



Mayor Patty Lent

mayor@ci.bremerton.wa.us
Tel: 360-473-5160
Fax: 360-473-5891
345 6th Street, Suite 600
Bremerton, WA 98337-1873

September 29, 2014

Leana Johnson
WMCA Elections Officer
City of White Salmon
PO Box 2139
White Salmon, WA 98672

RE: Letter of Support for Shannon Corlin

Dear Washington Municipal Clerks Association:

We are writing you in support of Shannon Corlin running for the office of President Elect of the WMCA. We personally believe in the professional growth one can achieve through holding office in an organization like WMCA. Her desire to continue serving your association shows how committed she is to your organization. Shannon has our full support in continuing through to the offices of President and Immediate Past President. If elected, we can ensure she will receive the time necessary to fulfill the duties of office for the next three years.

Best Regards,


Patty Lent
Mayor


Cathy Johnson
Director of Financial Services

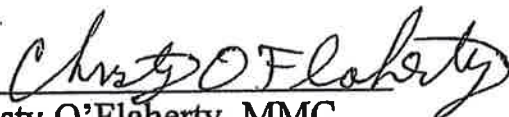
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Declaration of Candidacy

"I declare myself as a candidate for the office of Vice President. 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 City Administrator, with a photo and candidate statement which I authorize for use in the election process."


Christy O'Flaherty, MMC
City Clerk
City of Tukwila

Dated this 12th day of December 2014.

CANDIDATE STATEMENT

I am Christy O'Flaherty, City Clerk for Tukwila since 2008. I have been active in WMCA for many years, and was a Conference trainer in 1999 and 2007 on Records Management. I have served on multiple WMCA committees – Bylaws, Audit, Elections, Membership and have served the past 3 years as a WMCA Board Member.

I attained my CMC in 2008 and my MMC in 2012. My career has given me opportunities in a variety of diverse roles in customer service, business licensing, records management, database and website development, Document Imaging, and a 3 ½ year period where my time was split between the Clerk's Office and the IT Department.

I embrace the philosophy that "no one of us is smarter than all of us," and look forward to continued collaboration to serve as your Vice-President. I am honored to participate in this organization that brings pride to our profession. *A primary focus for me is to to heighten awareness that the specialized expertise of the City Clerk is vital in municipal government.* I want to advance this profession that we have all chosen as our own. We are in this to help each other! Thank you.



City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188

Jim Haggerton, Mayor

December 12, 2014

Leana Johnson
WMCA Elections Officer
City of White Salmon
142 E. Jewett Blvd.
PO Box 2139
White Salmon, WA 98672

Dear WMCA Executive Board:

This letter is to confirm that the City of Tukwila supports Christy O'Flaherty, MMC, City Clerk, in her candidacy for Vice President for the Washington Municipal Clerks Association Board. If Christy is elected, we also support her increased involvement in the Association. I am confident that her expertise and experience will prove invaluable to the organization.

Sincerely,

David Cline
City Administrator



DECLARATION OF CANDIDACY

I declare myself as a candidate for the office of Treasurer. 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, with a photo and candidate statement which I authorize for use in the election process.

A handwritten signature in cursive script, reading "Georgina D. Anderson".

Georgina D. Anderson, CMC
December 19, 2014

CANDIDATE STATEMENT

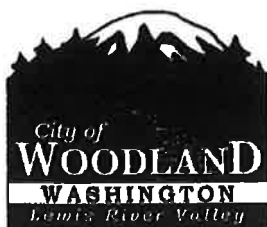
GINA ANDERSON

I have worked for the City of Woodland as the Deputy Clerk/Treasurer for 19 years. I have my Certified Municipal Clerk (CMC) designation and am working towards Master Municipal Clerk (MMC) designation. I have been a member of WMCA since 1996.

Being your Treasurer has been a wonderful experience and I would love to continue being your Treasurer! Accounting and numbers have always been a part of my life. Prior to working for government, I was self employed as an accounting consultant, worked for a CPA firm as a paraprofessional and managed the accounting office at the Inn at The Quay. I have an accounting degree and I love to reconcile accounts. Spreadsheets are a daily part of my workload.

WMCA is a great organization and I love being a part of it! I have served on the Audit Committee (my favorite), Newsletter Committee (least favorite), Bylaws Committee, Membership Committee, Conference Planning Committee, Scholarship Committee and Awards Committee. I currently serve on the Education Committee, Membership Committee and the Scholarship Committee.

Giving back to WMCA is important to me and numbers is what I do best! I would be honored to serve as your Treasurer for the next two years.



P.O. Box 9
Woodland, WA 98674
www.ci.woodland.wa.us

200 East Scott Avenue
fax: (360) 225-1201

Police
(360) 225-6965

230 Davidson Avenue
fax: (360) 225-7336

Building
(360) 225-7299

Mayor's Office
Clerk-Treasurer
(360) 225-1048

Planning
(360) 225-1048

300 East Scott Avenue
fax: (360) 225-7467

Public Works
(360) 225-7999

December 18, 2014

Leana Johnson
WMCA Elections Officer
City of White Salmon
PO Box 2139
White Salmon, WA 98672

RE: Letter in Support of Gina Anderson for WMCA Treasurer

Dear Ms. Johnson,

This letter is in support of Gina Anderson's candidacy for treasurer for the Washington Municipal Clerks Association. Gina Anderson has been the Deputy Clerk-Treasurer for the City of Woodland for almost 20 years. During that time she has served four years as the WMCA Treasurer in addition to other committees.

Not only do I support Ms. Anderson's candidacy for WMCA Treasurer I highly recommend her for the position. She is a dedicated hard worker here at the City of Woodland and I know she will do the same if she is re-elected as WMCA Treasurer.

Thank you for your consideration of this letter. If you have any questions please feel free to call me at 360-225-8281 or email me at lasekeg@ci.woodland.wa.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Grover Laseke".

Grover Laseke, Mayor
City of Woodland



DECLARATION OF CANDIDACY

OCT 22 2014

I declare myself as a candidate for the office of Board Member. 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 Executive Director/CEO with a photo and candidate statement, which I authorize for use in the election process.


Debbie Jermann, MMC

**Debbie Jermann
Candidate Statement**

I am delighted to submit my name for consideration as a WMCA Board Member. It seems like I have been a public servant forever, starting out as the Planning Commission Secretary for Hood River County Oregon in 1985, moving to the Hood River County Board of Commissioners Office in 1987, hired by the City of Gresham Oregon in 1995 as Recording Secretary and promoted to Gresham City Clerk in 1997, and finally appointed as the Clerk of the Board for C-TRAN in 2008.

During my journey of public service, I received my Certified Municipal Clerk (CMC) designation and finally, my Master Municipal Clerk designation in 2007. For 15 years, I was an active member of the Oregon Association of Municipal Recorders, and after moving on to my current position in Washington, immediately joined WMCA. I have been a member of IIMC since 1998, currently serving on the IIMC Membership Committee.

I have been and continue to be very active in WMCA, serving on numerous committees and currently serving as Chair of the Fundraising Committee. I would be honored for the opportunity to serve as a Board Member for WMCA.



68093/JH/dj

October 20, 2014

Leana Johnson
WMCA Elections Officer
City of White Salmon
PO Box 2139
White Salmon, WA 98672

RE: WMCA Call for Candidates

Dear Ms. Johnson:

C-TRAN's Executive Assistant/Clerk of the Board Debbie Jermann has indicated her interest in serving as a Washington Municipal Clerks Association (WMCA) Board Member.

Debbie has explained the level of commitment necessary to fulfill the 3-year term of the position. I would like to convey my full support for Debbie's candidacy for the position, and support of the time necessary to fulfill her duties as a WMCA Board Member.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Jeff Hamm
Executive Director/CEO

P.O. Box 2529
Vancouver, WA
98668-2529
phone 360.696.4494
fax 360.696.1602
toll-free 360.695.8918
www.c-tran.com



Declaration of Candidacy
Kay Kammer

I Kay, Kammer, declare myself as a candidate for the office of Board Member. 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 City Manager with a photo and candidate statement which I authorize for use in the election process.

Kay Kammer

Candidate Statement
Kay Kammer

My name is Kay Kammer, MMC, City Clerk for the City of Battle Ground and I would be honored to serve you on the Executive Board. WMCA is a wonderful organization that has provided me the necessary training and networking to successfully perform the duties as City Clerk along with opportunities for personal growth through the interactions and mentoring over the years that I have received from my fellow clerks.

I have been a member of WMCA since 2002 and have served on various committees over the years; Awards, Scholarships, Planning and Fundraising and I had the opportunity to serve as a chairperson for the Fundraising committee in 2012. I have enjoyed each committee I served on and appreciate the efforts put forth by all the clerks to make each conference and academy a success as well as promoting professionalism in the Clerk profession.

I ask for your support and as one of your board members and will work to keep the tradition of excellence ongoing, joining us together in developing creative solutions and support our ever changing world as clerks for our communities.





City of Battle Ground

City Hall • Executive Department

109 S.W. 1st Street, Suite 221 • Battle Ground, WA 98604 • (360) 342-5000 • Fax (360) 342-5050

November 17, 2014

Ms. Leana Johnson
City of White Salmon
PO Box 2139
White Salmon, WA 98672

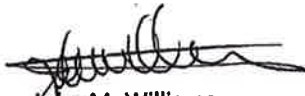
*Subject: Letter of support for Kay Kammer
Washington Municipal Clerks Association (WMCA) Board member*

Dear Ms. Johnson and members of the Executive Committee;

Please accept this letter as my support of the City of Battle Ground's City Clerk, Kay Kammer, to serve as on the Executive Board for WMCA.

I am aware of the commitment that this involvement will take and authorize Ms. Kammer to serve in this capacity.

Sincerely,



John M. Williams
City Manager

42





- ☐ 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: 01/08/2015

SUMMARY OF ACTIVITIES: Not much to report for the Newsletter Committee. We are of course busy each month with a different member of the committee compiling all the articles and producing the monthly newsletter for the membership which is great to have so much help. I do think for the next year - 2015/2016, we would love to come up with a consistent way to do a Clerk of the Month and figure out who will write the article and when it will be due, so we aren't searching for someone to feature every few months. I also don't think it works to have the person write their own article as it can be awkward to write about yourself. If you have any ideas or new things to incorporate into the newsletter, please send it our way.

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: Melissa Collins, Chair

COMMITTEE: Scholarship Committee

DATE: January 9, 2015

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 WMCA Annual Conference and Spring Academy scholarships. Scholarship opportunities closed on December 5, 2014. The eight applications were recently reviewed and ranked by the scholarship committee and sent to the Executive Committee for review.

The next scholarship opportunity will be the Professional Development Institute (PD I May 31-June 5, PD II June 7-12, PD III June 14-19 and PD IV June 8-11). First time Institute scholarship applicants are eligible for award of both registration and lodging if needed. PD II and PD III scholarship awards are for registration only. Margery Price scholarships are available for PD IV.

Code Publishing is offering one scholarship to the Professional Development Institute also. This scholarship is for registration only.

Deadline for all applications is February 6, 2015.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

Revenues:	Budgeted Amount	Revenues Generated
-----------	-----------------	--------------------

45

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

Susan Duncan



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Washington Municipal Clerks Association Guidelines for 2015 Annual Conference Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the WMCA Annual Conference.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.
- Applicant is expected to attend all sessions.

CONFERENCE SCHOLARSHIP GUIDELINES:

Scholarships will be for registration only for all applicants previously attending a WMCA Conference. First-time conference attendees are eligible for a lodging stipend in an amount not to exceed \$300, in addition to conference registration, if noted on application form.

WMCA Scholarships will be limited to two per entity/one per person per WMCA fiscal year and will be firmly monitored.

Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

Specific criteria are used to consider scholarship applications including:

- Membership and involvement on a WMCA Committee (1 point for each committee up to a maximum of 3 points).
- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time WMCA Annual Conference attendee (2 points).
- 3 or more WMCA Scholarships received (deduct 1 point for each scholarship received over 3. Maximum of 2 points).
- Applicant has served in the Clerk profession less than one year (2 points).
- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).

48

- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).
- Total points possible = 14-18

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.

Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. **Incomplete applications and applications received after the deadline will not be considered.**

Deadline for applications is December 5, 2014.

Submit applications to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

I have reviewed and support this application. If you have any questions, please contact me.



Supervisors Signature

12/15/14

Date



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COMMISSION

**WMCA 2015 Annual Conference and
Spring Academy Scholarship Application**
(Please print or fill in form fields)

Scholarship support is requested for (select one): ☐ Spring Academy Only (March 17, 2015) ☒ Annual Conference (March 18 - 20, 2015)

NAME: Susan Duncan

EMPLOYER: City of Ferndale

POPULATION: 12,400

MAILING ADDRESS: P.O. Box 936

CITY: Ferndale

STATE WA

ZIP

98248

PHONE: 360-685-2354

FAX: 360-384-1163

E-MAIL ADDRESS: susanduncan@cityofferndale.org

CURRENT POSITION/TITLE: Deputy City Clerk

DATE CURRENT POSITION ASSUMED: 04/16/2013

How long have you been a member of WMCA?

1 year, 2 months

How long have you been in the Clerk Profession?

1 year, 7 months (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☒ YES ☐ NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Education Committee 2013

Describe the work you performed on behalf of this Committee: I became a member of this committee late in the year, so the planning for the Annual Conference had already been completed. However, I was able to assist the chair of the committee with some detail items at the conference.

Committee Name and year served: Fundraising Committee (current member)

Describe the work you performed on behalf of this Committee: I will be a part of the raffle-selling ticket team at Annual Conference this year as well as working in the WMCA store.

Committee Name and year served: Newsletter Committee (current member)

Describe the work you performed on behalf of this Committee: I will be responsible for producing the monthly newsletter in March of 2015.

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference or Spring Academy? ☒ YES ☐ NO
If no, do you need and are you applying for the lodging stipend? ☐ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? 2

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee’s that you might consider volunteering on:
 - ☐ Audit
 - ☐ Awards
 - ☐ Education
 - ☐ Bylaws
 - ☐ Historical
 - ☐ Legislative
 - ☐ Membership
 - ☐ Scholarship
 - ☐ Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference or the Spring Academy and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.

Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

Applications must be received no later than December 5, 2014. **Incomplete or late applications will not be considered.** Submit application to:

Melissa Collins, CMC

WMCA Annual Conference

Last Updated 09/24/2014

What does being a professional clerk mean to you?

Last year, I described the position of Municipal Clerk as being like a bicycle tire. The clerk is the center of the tire and the spokes extending from the center represent the many areas the clerk serves.

With another year of experience under my belt, I have to say that I still agree with this assessment of the position.

The municipal clerk serves many areas, one of which is the public. Responding to records requests, providing public and legal notices, and communicating with the public are just a few of the services of which this "spoke" is comprised.

Preparation of council agendas and management of all official documents, records, and history of the City are also crucial elements of being a professional Municipal Clerk.

In addition to serving the public, the Municipal Clerk supports other critical arenas of local government, such as the Mayor, City Council and/or City Administrator.

Attending last year's WMCA Annual Conference and Northwest Clerk's Institute Professional Development taught me that there is another dimension to being a professional clerk. That is the benefit of belonging to a professional organization that provides support, leadership, advice, and camaraderie. There is a real sense of pride in our profession that is evident when attending events with fellow Municipal Clerks, and this sense of professional pride is a very valuable component of what being a Municipal Clerk means to me.

Describe in detail you short-term and long-term professional development/education goals and how scholarships may help you to attain these goals.

My short-term goal is to earn my CMC designation. I am already well on my way, having attended both the WMCA Annual Conference and Northwest Clerk Institute's Professional Development I, both of which were tremendous learning experiences. I would not have been able to attend both of these events last year had I not received scholarships.

Another short-term goal of mine is to master the City of Ferndale's new electronic records management system. Networking with the vendor as well as other jurisdictions who utilize this system at the Annual Conference last year was extremely helpful. Now that we have been using the new system for almost a year, I am eager for the opportunity to meet again with the vendor and other users at Annual Conference.

One of my long-term educational goals is to take advantage of every opportunity to learn more about the field of municipal government. Having been in this field for less than two years, one thing I have learned is how much I still have to learn!

Another long-term educational goal is to become more "tech-savvy." As more and more work is done electronically, it is essential to keep up with the ever-changing technology. I learned last year that there is a wealth of knowledge among fellow Municipal Clerks, and obtaining a scholarship to the Annual Conference would enable me to learn more from my peers at that time.

My short-term goal is continued networking with my peers at Annual Conference as well as Professional Development II.

My long-term professional goal is to utilize my skills, education and collaborative experience with other municipal professionals to advance to the position of City Clerk. Attending WMCA's Annual Conference is an extremely valuable part of achieving this goal as it provides so many learning opportunities, both from the classes offered as well as the opportunity to network with my peers and learn from their experiences.

If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee.....

I am currently serving on the Fundraising Committee and have already been in touch with the Chairperson to discuss my responsibilities at Annual Conference. I am also currently serving on the Newsletter Committee and would be interesting in serving on the Scholarship Committee in the future.



City Of Ferndale
2095 Main St.
P.O. Box 936
(360) 384-4302

December 3, 2014

To Whom it May Concern:

This letter is intended to provide support for City of Ferndale Deputy City Clerk Susan Duncan's scholarship application for the 2015 WMCA Annual Conference.

Susan is making her way toward certification as a Certified Municipal Clerk thanks to support by WMCA.

Ferndale is facing an \$18,000 budget deficit for 2015, which we'll be addressing by tapping rainy day fund reserves. It saddens me that we cannot provide the funding for our Clerk's Office to attend conference on our own. Without support from WMCA, we cannot fully fund the cost of Susan's attendance at the conference and she would not be able to attend. In order to prioritize her education and experience, we also must make the tough decision for me not to attend, either.

I am fully committed to providing Susan with the necessary time off to attend this conference. I continue to note to my City Administrator that the WMCA Annual Conference is the best conference I've ever been to and it consistently has amazing educational programming that we can immediately put to use at work every single day. Susan did just that after attending her first conference last year, and I hope that she will return to us once again inspired to make Ferndale a better place to live, work and play!

I thank you for helping support her opportunity to do that.

Sincerely,

Sam Taylor, CMC
City Clerk & Community Information Officer
City of Ferndale

Maria Holman



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DEC - 5 2014

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Washington Municipal Clerks Association Guidelines for 2015 Annual Conference Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the WMCA Annual Conference.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.
- Applicant is expected to attend all sessions.

CONFERENCE SCHOLARSHIP GUIDELINES:

Scholarships will be for registration only for all applicants previously attending a WMCA Conference. First-time conference attendees are eligible for a lodging stipend in an amount not to exceed \$300, in addition to conference registration, if noted on application form.

WMCA Scholarships will be limited to two per entity/one per person per WMCA fiscal year and will be firmly monitored.

Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

Specific criteria are used to consider scholarship applications including:

- Membership and involvement on a WMCA Committee (1 point for each committee up to a maximum of 3 points).
- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time WMCA Annual Conference attendee (2 points).
- 3 or more WMCA Scholarships received (deduct 1 point for each scholarship received over 3. Maximum of 2 points).
- Applicant has served in the Clerk profession less than one year (2 points).
- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).

50

- Total points possible = 14-18

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.

Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. **Incomplete applications and applications received after the deadline will not be considered.**

Deadline for applications is December 5, 2014.

Submit applications to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
MACollins@SNOPUD.com

I have reviewed and support this application. If you have any questions, please contact me.


Supervisors Signature

12/4/14

Date



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COMMISSION

**WMCA 2015 Annual Conference Scholarship
Application**

(Please print or fill in form fields)

NAME: Maria E. Holman

EMPLOYER: City of Wenatchee

POPULATION: 32,562

MAILING ADDRESS: Po Box 519

CITY: Wenatchee

STATE WA

ZIP 98807

PHONE: 509-888-3608

FAX: 509-888-6201

E-MAIL ADDRESS: mholman@wenatcheewa.gov

CURRENT POSITION/TITLE: Deputy Clerk / HR Assistant

DATE CURRENT POSITION ASSUMED: 08/01/2013

How long have you been a member of WMCA?

1 year

How long have you been in the Clerk Profession?

1 year

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☒ YES ☐ NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Education Committee (1-year served).

Describe the work you performed on behalf of this Committee: provided suggestions via email when requested. I provided feedback when requested via email, we were asked for provide information on any training we attended that would be good for the conference. Later we were asked to vote on what we thought was the best training for the conference (the most needed).

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

WMCA Annual Conference

Last Updated 09/24/2014

58

Have you previously attended a WMCA Annual Conference? ☒ YES ☐ NO
If no, do you need and are you applying for the lodging stipend? ☐ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? ~~I was awarded a scholarship for the 2014-~~
~~conference.~~ PD/w/housing *me*

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application**

Maria Holman

City of Wenatchee

December 04, 2014

**Washington Municipal Clerks Association
Scholarship Application**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)? Being a professional Deputy Clerk means providing kind, accurate and prompt internal and external customer service. It means representing my City by maintaining high ethics and a respectful work environment.
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My short term goal is to stay updated and informed on any legal requirements and changes that will allow me to do my day to day duties accurately and correctly. My long term goals are personal and knowledge base growth to support my Clerk, Mayor, Council and all city staff as needed.
3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
 - ☐ Audit
 - ☒ Awards
 - ☒ Education
 - ☐ Bylaws
 - ☐ Historical
 - ☐ Legislative
 - ☐ Membership
 - ☒ Scholarship
 - ☐ Newsletter

60

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

Applications must be received no later than December 5, 2014. **Incomplete or late applications will not be considered.** Submit application to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
MACollins@SNOPUD.com



*City of
Wenatchee*

Office of the Mayor, Frank Kuntz
(509) 888-6204 Phone
(509) 888-3636 Fax
Wenatchee City Hall
129 South Chelan
P.O. Box 519
Wenatchee, WA 98807-0519
Website: www.wenatcheewa.gov

December 4, 2014

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107

Re: WMCA Scholarship Application for Maria Holman

Dear Melissa:

I am writing this letter in support of Maria Holman's scholarship application for the 2015 WMCA Annual Conference. Maria was able to attend the 2014 WMCA Annual Conference. Due to budget constraints I was not able to attend, as we felt it was important for Maria, in her new role as Deputy Clerk, to attend the conference. Being able to attend the WMCA conferences and academies is invaluable. While we would both like to attend, it's just not feasible with budgeting. It would help tremendously if Maria were to receive a scholarship to attend the 2015 WMCA Annual Conference. I am planning on attending the 2015 WMCA Annual Conference and would like Maria to attend as well so she can continue to receive the educational benefits offered.

Thank you!

Sincerely,

Tammy L. Stanger, CMC
City Clerk

Apple Capital of the World

62

Robin Schaefer



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Robin Schaefer
City of Bathell

Washington Municipal Clerks Association Guidelines for 2015 Annual Conference and Spring Academy Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the WMCA Annual Conference and Spring Academy.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the Conference or Spring Academy and the applicant will not be able to attend;
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.
- Applicant is expected to attend all sessions.

SPRING ACADEMY AND ANNUAL CONFERENCE SCHOLARSHIP GUIDELINES:

Scholarships will be for registration only for those applicants who have previously attended a WMCA Conference. First-time conference attendees are eligible for a lodging stipend in an amount not to exceed \$300, in addition to conference registration, if noted on application form. **First-time attendees only attending Spring Academy are not eligible for lodging.**

WMCA Scholarships will be limited to two per entity/one per person per WMCA fiscal year and will be firmly monitored.

Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

Specific criteria are used to consider scholarship applications including:

- Membership and involvement on a WMCA Committee (1 point for each committee up to a maximum of 3 points).
- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time WMCA Annual Conference attendee (2 points).
- 3 or more WMCA Scholarships received (deduct 1 point for each scholarship received over 3. Maximum of 2 points).
- Applicant has served in the Clerk profession less than one year (2 points).

- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).
- Total points possible = 14-18

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.

Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. **Incomplete applications and applications received after the deadline will not be considered.**

Deadline for applications is December 5, 2014.

Submit applications to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

I have reviewed and support this application. If you have any questions, please contact me.

 _____ 12/5/14
Supervisors Signature Date



**WMCA 2015 Annual Conference and
Spring Academy Scholarship Application**
(Please print or fill in form fields)

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DEC - 5 2014

OFFICE OF THE
COMMISSION

Scholarship support is requested for (select one): ☐ Spring Academy Only (March 17, 2015) ☒ Annual Conference (March 18 - 20, 2015)

NAME: Robin B. Schaefer
EMPLOYER: City of Bothell POPULATION: 40K
MAILING ADDRESS: 18305 101st Ave NE
CITY: Bothell STATE WA ZIP 98011
PHONE: 425-486-3256 FAX: 425-487-1204
E-MAIL ADDRESS: robin.schaefer@ci.bothell.wa.us
CURRENT POSITION/TITLE: Sr. Office Assistant
DATE CURRENT POSITION ASSUMED: November 21, 2012

How long have you been a member of WMCA? 2 (years/months)

How long have you been in the Clerk Profession? 4 (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☒ YES ☐ NO

Please list all involvement on a WMCA Committee(s): Scholarship - 2nd year

Committee Name and year served: Scholarship, 2014

Describe the work you performed on behalf of this Committee:

Reviewed and scored scholarship applications

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference or Spring Academy? ☒ YES ☐ NO

If no, do you need and are you applying for the lodging stipend? ☐ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO

WMCA Annual Conference

Last Updated 09/24/2014

66

If yes, how many scholarships have you been awarded? 2

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee’s that you might consider volunteering on:
 - ☐ Audit
 - ☐ Awards
 - ☐ Education
 - ☐ Bylaws
 - ☐ Historical
 - ☐ Legislative
 - ☐ Membership
 - ☐ Scholarship
 - ☐ Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference or the Spring Academy and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.

Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

Applications must be received no later than December 5, 2014. **Incomplete or late applications will not be considered.** Submit application to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

December 5, 2014
Robin Schaefer, City of Bothell

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?

Although I am not currently a Municipal City Clerk, I was given the opportunity to perform many of the duties required of the position the past three years. Not only have I gained a new knowledge base, but I have also gained an increased respect and admiration for the position that led me to pursue it as a career path. Working within a Municipality means I have the opportunity to learn about areas of government that go beyond my previous 11 years at the county level, in areas such as the Public Records Act, Washington State RCW's, and Municipal code. It also means I work with an extraordinary group of people, who share a common interest in serving their community and staff. I've enjoyed every minute of my experience at Bothell and I am looking forward to learning about others' experiences at the conference. I am also looking forward to re-connecting with my PD 1 group!

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

My short-term goal is to continue my professional growth in the City Clerk's office at the City of Bothell, particularly in the area of public records and records management. I plan to attend as many trainings and conferences as I can to continue my knowledge base in these areas, as well as assist my City Clerk in developing new policies and procedures related to these topics.

My long-term professional development/education goal is to attend training and obtain Certified Municipal Clerk status in 2015, followed by obtaining a Deputy City Clerk or City Clerk position in the Puget Sound area. There is currently no training money budgeted in the City Clerk's office at the City of Bothell. Being able to attend this conference will not only increase my education and credit towards my CMC, but it will also give me the opportunity to network with other Clerks.

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:

- ☐ Audit
- ☐ Awards
- ☐ Education
- ☐ Bylaws
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- ☐ Legislative
- ☐ Membership
- ☒ Scholarship
- ☒ Newsletter



City of Bothell™

December 5, 2014

Melissa Collins, CMC
Snohomish County PUD
PO Box 1107
Everett, WA 98206-1107
macollins@snopud.com

RE: WMCA 2015 Annual Conference Scholarship Application

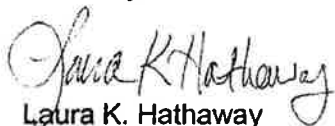
Dear Ms. Collins & the WMCA Executive Committee,

My name is Laura Hathaway and I am the City Clerk for the City of Bothell. This letter is a request to consider Robin Schaefer as a recipient of the scholarship to attend the WMCA 2015 Annual Conference in Vancouver, WA, on March 18-20, 2015.

Robin has been working for this office for the past four years. In 2 years' time she has progressed from reception desk Office Assistant to Senior Office Assistant, gaining responsibilities in areas such as public records requests, contracts and cemetery record management. Previously, she has fulfilled many of the City Clerk's duties (during the previous City Clerk's extended absences) as an Administrative Assistant. This past year Robin attended numerous trainings in those areas, including the Professional Development 1 training. I strongly support her pursuit to gain CMC status.

Currently, the City Clerk's office has no training dollars for the biennial budget years 2014/15. Without a scholarship, Robin would not be able to attend. I feel strongly about the WMCA organization and the benefits it provides to its members. If Robin is selected for a scholarship, I will ensure that she is able fulfill her commitment and attend the conference.

Sincerely,


Laura K. Hathaway
City Clerk

Enclosure

Cc: Robin Schaefer

18305 101st Ave NE
Bothell, WA 98011
425 486.3256
www.ci.bothell.wa.us

69

Gwen Robson



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DEC - 5 2014

OFFICE OF THE
COMMISSION

Washington Municipal Clerks Association Guidelines for 2015 Annual Conference and Spring Academy Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the WMCA Annual Conference and Spring Academy.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the Conference or Spring Academy and the applicant will not be able to attend;
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.
- Applicant is expected to attend all sessions.

SPRING ACADEMY AND ANNUAL CONFERENCE SCHOLARSHIP GUIDELINES:

Scholarships will be for registration only for those applicants who have previously attended a WMCA Conference. First-time conference attendees are eligible for a lodging stipend in an amount not to exceed \$300, in addition to conference registration, if noted on application form. **First-time attendees only attending Spring Academy are not eligible for lodging.**

WMCA Scholarships will be limited to two per entity/one per person per WMCA fiscal year and will be firmly monitored.

Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

Specific criteria are used to consider scholarship applications including:

- Membership and involvement on a WMCA Committee (1 point for each committee up to a maximum of 3 points).
- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time WMCA Annual Conference attendee (2 points).
- 3 or more WMCA Scholarships received (deduct 1 point for each scholarship received over 3. Maximum of 2 points).
- Applicant has served in the Clerk profession less than one year (2 points).

- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).
- Total points possible = 14-18

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.


Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. **Incomplete applications and applications received after the deadline will not be considered.**

Deadline for applications is December 5, 2014.

Submit applications to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

I have reviewed and support this application. If you have any questions, please contact me.



Supervisors Signature

12/4/14

Date



**WMCA 2015 Annual Conference and
Spring Academy Scholarship Application**
(Please print or fill in form fields)

RECEIVED

DEC - 5 2014

OFFICE OF THE
COMMISSION

Scholarship support is requested for (select one): ☐ Spring Academy Only (March 17, 2015) ☒ Annual Conference (March 18 - 20, 2015)

NAME: Gwen Robson

EMPLOYER: City of Orting

POPULATION: 7065

MAILING ADDRESS: PO Box 489

CITY: Orting

STATE WA

ZIP 98360

PHONE: 360.893.2219, ext. 133

FAX: 360.893.6809

E-MAIL ADDRESS: grobson@cityoforting.org

CURRENT POSITION/TITLE: Executive Assistant, will be named Clerk for 2015

DATE CURRENT POSITION ASSUMED: 10/3/11

How long have you been a member of WMCA? 3 years (years/months)

How long have you been in the Clerk Profession? 3 years (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☐ YES ☒ NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Conference Planning, 2012-2013, 2013-2014, 2014-2015
Describe the work you performed on behalf of this Committee: Participated in meetings to discuss ideas for upcoming conferences and arrived early at last conference to assist with setup. I volunteered to make a quilt in honor of Dema Harris' upcoming retirement, to be presented to her at the 2014 conference. I also served the committee by covering the registration desk and collecting meal tickets.

Committee Name and year served: Awards Committee, 2012-2013, 2013-2014
Describe the work you performed on behalf of this Committee: Assisted with mailings to members soliciting nominations for the Clerk of the Year award. Reviewed and rated nominees and provided input for the selection process.

Committee Name and year served: Audit, 2013-2014
Describe the work you performed on behalf of this Committee: Unfortunately I was unable to attend the first meeting, but assisted with the audit in January 2014.

73

Committee Name and year served: Membership, 2012-2013

Describe the work you performed on behalf of this Committee: Served the Handbook Committee by proofreading the revised handbook. I also assisted with the First Attendees Breakfast Committee. It's very rewarding to have been a member of WMCA for only a short time, but be able to help newcomers feel at home. I remember my first conference so well, and I remember having a friendly face (Erin Larsen) to look for in the crowd. It made my experience so much more enjoyable.

Committee Name and year served: Education, 2014-2015

Describe the work you performed on behalf of this Committee: WMCA Speaker Liaison

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference or Spring Academy? ☒ YES ☐ NO

If no, do you need and are you applying for the lodging stipend? ☐ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO

If yes, how many scholarships have you been awarded? Three

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:

x Audit

x Awards

☐ Education

☐ Bylaws

☐ Historical

☐ Legislative

☐ Membership

☐ Scholarship

☐ Newsletter

Applicant must submit a letter from their immediate supervisor that:

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2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.

Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

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Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

Gwen Robson

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?

Having received my CMC, I will soon be appointed as City Clerk! I am so excited, and know that I would not be in this position without all the training that has been made available to me. A Municipal Clerk is expected to be knowledgeable in many areas, and it is important to one's success to have a network of knowledgeable peers for those times when you need help. Conferences and Professional Development have enabled me to learn about this profession, while establishing that network. I strive to absorb as much knowledge as possible so I can provide the most informed assistance and best possible service to the citizens of Orting. Being the City Clerk means that I am here to serve.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

As I assume the title of Clerk, I will continue pursuing education in this field. This conference affords me the opportunity to learn and grown as a City Clerk. It is also important to maintain contact with fellow clerks. The relationships built at conference enable me to gain as much knowledge from my peers as possible, as well as helping me build self-confidence. Knowing that I have the information needed to make well informed decisions is invaluable. If I don't know the answer, there are many clerks who do! There is still so much to learn. My top priority will be to seek additional training in all manner of records management – something sorely needed in City Hall!

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:

- ☒ Audit
- ☒ Awards
- ☒ Conference Planning

I would like to continue to serve on the committees listed above.

Thank you for your consideration.

96



CITY OF ORTING

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DEC - 5 2014

OFFICE OF THE
COMMISSION

110 TRAIN ST SE, PO BOX 489, ORTING WA 98360

Phone: (360) 893-5200 • FAX: (360) 893-6809

www.cityoforting.org

December 4, 2014

Melissa Collins, CMC
Snohomish County PUD
PO Box 1107
Everett, WA 98206-1107

Dear Ms. Collins:

Our Executive Assistant, Gwen Robson thoroughly enjoyed attending the past three conference, and is hoping to attend the conference in Vancouver this year. She has been active in WMCA committees since her first conference and feels her participation has opened doors by introducing her to knowledge clerks statewide. In January we hope to name her City Clerk of Orting. She is aggressively pursuing education to improve her knowledge of the functions of the City Clerk. This training would be extremely beneficial to her in her current capacity, as well as in the future.

Ms. Robson has been with the City for three years and there are few training opportunities available. This would be a perfect opportunity for her to further her education. Unfortunately, due to budget constraints we are unable to fund training at this time. A scholarship would enable Ms. Robson to attend the conference.

The City of Orting is short staffed, as are most cities at this time, and staff members each wear many hats. With appropriate training, Ms. Robson will be able to assume additional duties, enabling us to provide the best service possible to the citizens of Orting.

We are committed to supporting Ms. Robson by granting time to attend the conference in its entirety and appreciate your consideration.

Sincerely,

Mark Bethune
City Administrator

77

Gretchen Sagen



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COMMISSION

Washington Municipal Clerks Association Guidelines for 2015 Annual Conference and Spring Academy Scholarship Applications

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- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time WMCA Annual Conference attendee (2 points).
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- Applicant has served in the Clerk profession less than one year (2 points).

49

- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).
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In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

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P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

I have reviewed and support this application. If you have any questions, please contact me.

 12/3/14
Supervisors Signature Date



**WMCA 2015 Annual Conference and
Spring Academy Scholarship Application**

(Please print or fill in form fields)

RECEIVED

DEC - 3 2014

**OFFICE OF THE
COMMISSION**

Scholarship support is requested for (select one): ☐ Spring Academy Only ☒ Annual Conference
(March 17, 2015) (March 18 - 20, 2015)

NAME: Gretchen Sagen

EMPLOYER: City of Raymond

POPULATION: 3,000

MAILING ADDRESS: 230 2nd Street

CITY: Raymond

STATE WA

ZIP

98577

PHONE: (360) 942-4105

FAX: (360) 942-4137

E-MAIL ADDRESS: g_sagen.raymond@willapabay.org

CURRENT POSITION/TITLE: Deputy Clerk

DATE CURRENT POSITION ASSUMED: June 2009

How long have you been a member of WMCA?

3 years

How long have you been in the Clerk Profession?

Deputy Clerk for 5 ½ years

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☒ YES ☐ NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Scholarship Committee – 2013 and 2014

Describe the work you performed on behalf of this Committee: Review of scholarships and rating clerks applications on a scale.

Committee Name and year served: Education Committee – 2013 and 2014

Describe the work you performed on behalf of this Committee: Communication with the Chair of the Committee via email. I was assigned to help organize and coordinate with one of the speakers for the 2014 Conference in Pasco.

Committee Name and year served: Fundraising Committee - 2014

Describe the work you performed on behalf of this Committee: Going to help with selling raffle tickets at the 2015 Conference in Vancouver and help work the silent auction tables/room.

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference or Spring Academy? ☒ YES ☐ NO

If no, do you need and are you applying for the lodging stipend? ☐ YES ☐ NO

81

Have you previously been awarded a scholarship from WMCA? X ☐ YES ☐ NO
If yes, how many scholarships have you been awarded? 4

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

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 - ☐ Audit
 - X ☐ Awards
 - ☐ Education
 - ☐ Bylaws
 - ☐ Historical
 - ☐ Legislative
 - ☐ Membership
 - X ☐ Scholarship
 - ☐ Newsletter

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Letter from Supervisor demonstrating financial need included? X ☐ YES ☐ NO

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1) What does being a professional Municipal Clerk mean to you? In my case, What does working within a municipality mean to you?

My experience in municipalities began 17 years ago working for the City of Raymond. In August of 1998, I started as an Administrative Assistant and currently I hold the position of Deputy City Clerk. This has been a rewarding experience and a great career that I have chosen. Because we are a smaller City, we have to wear many different hats and be eager to gain knowledge of building permits, planning, water/sewer billing, court information, payroll, budget, records retention schedules, public disclosure laws and business licensing. Basically, a Municipal Clerk and his/her staff are the "Points of Contact," for the citizens of the City.

Working for a municipality has its advantages and its disadvantages, like every job. I however, love working with the public and make sure the citizens are happy when they leave our office. We have an opportunity to influence the way they feel about our city. It does not matter what position you hold in city government, you contribute to the success of your city. Every department works together towards the goals of the city. When you work for an organization that helps the community you live in, you have a sense of pride for the work you accomplish. We become familiar with all departments and their views through agenda packet preparation, managing public inquiries and relationships within all departments. Working for a municipality, you must have great communication skills to listen, speak, and serve the citizens and elected officials promptly. Being polite, helpful, efficient, and accurate gives a citizen a better perception of government employees.

Working in a Municipality one must be a team player and do whatever it takes to get the job done. A municipality's primary revenue comes from income tax, local tax and real property tax. We work for the people of our city and are seen in the community as distinguished employees who strive to meet the customer's every need, both on the clock and off the clock.

Records Retention and the direct maintenance, filing, safekeeping and computerization of all municipal documents is very important. In working for a municipality we are the people who review everything and pay attention to the tiny details. We also have to make sure nothing is overlooked and it all runs smoothly from being accurate to its final completion. From keeping ordinances, resolutions and requests for information from the public, in a safe place so they can be archived and distributed when needed.

Being honest, reliable, trustworthy and dependable is very important and it also requires being pleasant and displaying a good-natured attitude. I have a positive attitude and it makes for a better work environment, both for my co-workers/employees and customers. Being a professional Municipal Clerk means being the best person I can be.

To me, networking with other clerks and building new found relationships is very important as a role of an employee of a municipality. I have worked under two Municipal Clerk's and have learned a great deal from each one of them. I am very happy to continue

my training and education so that I can advance to the position of City Clerk one day. I am attending the WMCA Conference in Vancouver in March and am looking forward to networking with my peers and gaining insight from other municipal professionals.

2) Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

My short-term goals include continuing the on-going process on becoming certified as a CMC and PFO. I attended PD II last year in June and am so thankful to WMCA for granting me a scholarship for registration so I could attend. It was a great experience and am looking forward to PD III. The knowledge and friendships you gain in this week are very important for my professional development career. I am attending the 2015 WMCA Conference in March and am looking forward to working on the committees and obtaining valuable information to bring back to my workplace. I would like to continue my knowledge of being an effective Municipal Clerk so I can further my education.

I am very glad that my boss and Mayor have allowed me to be gone a week for my training for Professional Development III in June. With the budget restraints this year, the Mayor has also agreed to pay any additional costs that my scholarship will not cover. I am very thankful for my job and the City of Raymond for allowing me to continue my education. Continued personal growth is so important and I enjoy working for the City where I was born and raised. I am so glad I came back to this small, rural community after college to raise my son and now I can give back my professional services to the citizens of Raymond.

My long-term goals include taking Professional Development III, and IV classes and becoming certified in the next year. I would like to attend more conferences and training seminars every year from WMCA, WFOA and the Washington State Auditor's Office to learn, and to connect with others. Education and hands on training is going to be a very big part of my journey and I am looking forward to it immensely.

Another long-term goal is to get a records retention policy under control in the City of Raymond in the next 4 years. We are getting more and more public records requests from citizens and we need to compile folders and files together from other departments within the city so we don't have duplications of paperwork.

My last long-term goal is to get more involved with WMCA. I have been a member for 3 years now and have seen what a great Association it is and the wonderful people who put their time and efforts in to make it so successful. Once I am a Clerk, I would like to be an active member on the Executive Committee.

City of Raymond

230 2nd Street
Raymond, Washington 98577
December 3, 2014

Incorporated 1907

FAX (360) 942-4137
Telephone (360) 942-4100

Washington Municipal Clerks Association
Scholarship Committee

Dear Mrs. Collins and Committee Members:

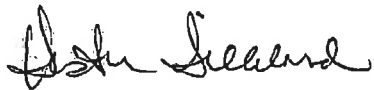
I would like to recommend my Deputy City Clerk, Gretchen Sagen, for a scholarship to attend the 2015 WMCA Annual Conference in March. Having been a City Clerk Treasurer and a member of WMCA for many years, I appreciate the educational programs provided by the organization. This is particularly true of the Annual Conferences and the Professional Development Courses. Not only do the conferences and the courses provide necessary on-going education, teambuilding and training, they also provide an excellent opportunity to network with others in the Clerk profession.

Although my Mayor and I encourage my staff to participate in seminars and conferences as they become available, the City can't always provide the funds necessary to pay all of the expenses involved. This is especially true for 2015. Due to current budget constraints and the unknown status of the economy in our area, we have a truly "bare-bones" budget this coming year. The City has provided Gretchen with necessary time to contribute to the Education, Scholarship, and Fundraising Committee's she has participated in.

In closing, as my retirement looms closer and closer, I have been training Gretchen in many of the duties associated with the Clerk-Treasurer's profession. This WMCA Conference will provide an excellent opportunity for more exposure to areas and issues that many Clerks face on a regular basis that I have not yet had time to discuss with her. She will also attend The Northwest Clerks Institute Professional Development III class in June of 2015. This will help her continue to learn the legal issues, parliamentary procedures, ethics and help her with writing minutes and understanding roles of a Clerk/Treasurer to become a CMC this next year.

Thank you for your consideration.

Sincerely,



Hester Gilleland, Clerk/Treasurer
City of Raymond

Jodi
Wycoff



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NOV 14 2014

OFFICE OF THE
COMMISSION

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Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. **Incomplete applications and applications received after the deadline will not be considered.**

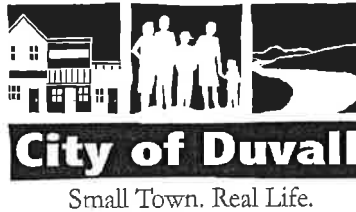
Deadline for applications is December 5, 2014.

Submit applications to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

Apple Schuman
Supervisors Signature

11/14/14
Date



RECEIVED

NOV 14 2014

OFFICE OF THE
COMMISSION

November 14, 2014

To Whom It May Concern:

I'm writing this letter to accompany my application for a scholarship to the Annual WMCA Clerk's Conference in March 2015.

Due to fairly severe budget cuts, City of Duvall has cut all money from the training budget in 2015. This means that unless I receive a scholarship, I will not be able to attend the conference next year.

I attended my first WMCA conference in 2008 and have attended a few since. I found the training and networking at each conference to be absolutely invaluable. I met so many great people in the same field with the same professional interests I have. I learned great information about the many aspects of my job. Everything from the Master Academy to the banquet dinner was a great experience.

I enjoyed the conferences so much that I decided I wanted to get involved. I joined the Membership Committee and volunteered to help put the New Attendee's Breakfast together for the 2009 Conference. I have also served on the Fundraising Committee and currently serve on the Conference Planning Committee as the "pre-conference vendor liaison".

I applied for and was awarded a scholarship to help cover the costs from Cities Insurance Association of Washington (CIAW). Their scholarship can cover up to \$750.00 of the expenses.

I am asking this WMCA scholarship board for the remainder of the registration costs which will be approximately \$200.00. At the time of this application, the registration forms for the conference have not come out; therefore, I do not know the exact amount that still needs to be covered.

I understand that the scholarship would be for registration only and I want to assure you that if awarded a scholarship, I am prepared to personally pay for any lodging or traveling costs not covered by this or other scholarships.

Thank you for taking the time to review my application and I hope to hear from you soon.

Sincerely,

Jodi Lee Wycoff
Deputy City Clerk
City of Duvall

89



**WMCA 2015 Annual Conference and
Spring Academy Scholarship Application**

(Please print or fill in form fields)

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NOV 14 2014

OFFICE OF THE
COMMISSION

Scholarship support is requested for (select one): ☐ Spring Academy Only (March 17, 2015) ☒ Annual Conference (March 18 - 20, 2015)

NAME: Jodi Wycoff

EMPLOYER: City of Duvall

POPULATION: 7,325

MAILING ADDRESS: PO Box 1300

CITY: Duvall

STATE WA

ZIP

98019

PHONE: 425-788-1185

FAX: 425-788-8097

E-MAIL ADDRESS: jodi.wycoff@duvallwa.gov

CURRENT POSITION/TITLE: Deputy City Clerk

DATE CURRENT POSITION ASSUMED: June 1, 2008

How long have you been a member of WMCA?

7 years/7 months (years/months)

How long have you been in the Clerk Profession?

6 years/6 months (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☒ YES ☐ NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: **Membership (2008-2010)**

Describe the work you performed on behalf of this Committee: **New Attendee Breakfast 2009 Conference**

Committee Name and year served: **Fundraising (2009-2012)**

Describe the work you performed on behalf of this Committee: **Store at Conference, sold tickets, assisted with set up/clean-up of auction at Conference**

Committee Name and year served: **Conference Planning (2010 – present)**

Describe the work you performed on behalf of this Committee: **Act as pre-conference liaison with vendors, set up/clean up various conference events, take meal tickets, registration desk, pre-conference planning (meetings, craft day), in charge of vendor card last few years**

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference or Spring Academy? ☒ YES ☐ NO
If no, do you need and are you applying for the lodging stipend? ☐ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? **One – PD3 class in 2009**

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee’s that you might consider volunteering on:
 - ☐ Audit
 - ☐ Awards
 - ☐ Education
 - ☐ Bylaws
 - ☐ Historical
 - ☐ Legislative
 - ☐ Membership
 - ☐ Scholarship
 - ☐ Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference or the Spring Academy and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.

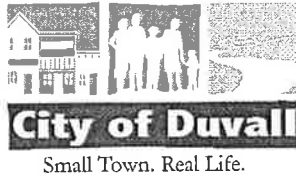
Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

Applications must be received no later than December 5, 2014. **Incomplete or late applications will not be considered.** Submit application to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com
WMCA Annual Conference

Last Updated 09/24/2014

91



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NOV 14 2014

OFFICE OF THE
COMMISSION

November 14, 2014

Dear WMCA Scholarship Committee,

I am writing in support of the scholarship application for Jodi Wycoff, Deputy City Clerk of the City of Duvall, to receive a scholarship for the 2015 Washington Municipal Clerk's Association (WMCA) Advanced Academy and Annual Conference.

As with many other government jurisdictions, the City of Duvall is facing a severe budget shortfall. The economic decline has hit our smaller city particularly hard. All travel and training has been frozen and/or cut from the rest of the 2014 Budget, and the entire 2015 Budget.

The WMCA Conference training is specific to the duties and responsibilities of the City Clerk's office. This kind of training cannot be obtained anywhere else and is invaluable.

Jodi has worked hard at furthering her profession as Deputy City Clerk and has worked diligently toward attaining her CMC certification. She has taken on more and more responsibilities of the City Clerk, and she takes her role and responsibilities as Deputy City Clerk very seriously. She is conscientious, dependable, ethical, and hard-working.

Jodi was looking forward to and had planned on attending the WMCA Conference in March 2015. She is an active member of the Conference Planning Committee as their pre-conference vendor coordinator. The Clerk's office can only send one person each year and, due to circumstances out of her control, Jodi has been unable to attend the last few years. Unfortunately, the City of Duvall will not be able to fund any training or professional development opportunities in 2015.

I want to assure you that the City of Duvall supports her scholarship application to attend the WMCA Advanced Academy and Annual Conference in 2015. If she is awarded a scholarship, we will work to adjust our schedules and workloads accordingly to allow her to take the time to attend this valuable professional training opportunity.

Thank you for your consideration.

Very truly yours,

Jodee Schwinn, CMC
City Clerk
City of Duvall

92



Small Town. Real Life.

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NOV 14 2014

OFFICE OF THE
COMMISSION

November 14, 2014

To Whom It May Concern:

I'm writing this letter to accompany my application for a scholarship to Advanced Academy and Annual WMCA Clerk's Conference in March 2015.

The first question on the application asks: *"What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you?"*

Being a Municipal Clerk means that I can help the Mayor, Council, staff, and citizens work together to make our community an even better place to live, work, and play. In our small office, I wear many hats; from front desk reception/cashier, newsletter editor, webmaster, recycle coordinator, and of course, assistant to the City Clerk. I see and hear a lot of what goes on behind the scenes at the City and feel that as a Clerk I am responsible for relaying that information when asked by our citizens, electeds, or other staff. In addition, working in the Clerk's Office means that I am partially responsible for retaining and preserving City records for future generations. Being able to help our Mayor, Council, staff, and citizens is an honor that I do not take lightly. I very much enjoy the variety in our jobs and the satisfaction I get when I know I've helped bridge the gap somewhere.

The second question asks: *"Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals."*

My short-term goal is to become CMC certified. I am only four points shy of my CMC designation and this conference would help me get those needed points. The scholarship would help me with this because without the scholarship for the registration, I doubt that I will be able to attend this year, which could push my certification back a whole year, or longer. My long-term goal is to eventually become a City Clerk. With a CMC designation, I feel that my jurisdiction and others will understand my qualifications. My other short and long term goal in general is to just be better at what I do. The knowledge and networking I get from the conference is absolutely invaluable in this field. I learn just as much from the individual sessions as I do from those attending with me.

Thank you for taking the time to review my application and I hope to hear from you soon.

Sincerely,

Jodi Lee Wycoff
Deputy City Clerk
City of Duvall

93

Hanna Miles



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OCT 30 2014
OFFICE OF THE
COMMISSION

Washington Municipal Clerks Association Guidelines for 2015 Annual Conference and Spring Academy Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the WMCA Annual Conference and Spring Academy.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the Conference or Spring Academy and the applicant will not be able to attend;
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.
- Applicant is expected to attend all sessions.

SPRING ACADEMY AND ANNUAL CONFERENCE SCHOLARSHIP GUIDELINES:

Scholarships will be for registration only for those applicants who have previously attended a WMCA Conference. First-time conference attendees are eligible for a lodging stipend in an amount not to exceed \$300, in addition to conference registration, if noted on application form. **First-time attendees only attending Spring Academy are not eligible for lodging.**

WMCA Scholarships will be limited to two per entity/one per person per WMCA fiscal year and will be firmly monitored.

Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

Specific criteria are used to consider scholarship applications including:

- Membership and involvement on a WMCA Committee (1 point for each committee up to a maximum of 3 points).
- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time WMCA Annual Conference attendee (2 points).
- 3 or more WMCA Scholarships received (deduct 1 point for each scholarship received over 3. Maximum of 2 points).
- Applicant has served in the Clerk profession less than one year (2 points).

95

- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).
- Total points possible = 14-18

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.

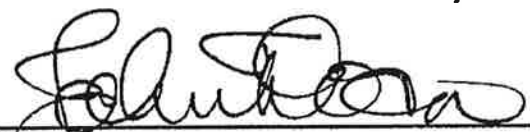
Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. Incomplete applications and applications received after the deadline will not be considered.

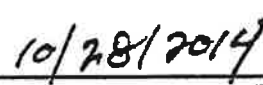
Deadline for applications is December 5, 2014.

Submit applications to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com

I have reviewed and support this application. If you have any questions, please contact me.


Supervisors Signature


Date



**WMCA 2015 Annual Conference and
Spring Academy Scholarship Application**
(Please print or fill in form fields)

RECEIVED
OCT 30 2014
OFFICE OF THE
COMMISSION

Scholarship support is requested for (select one): ☒ Spring Academy Only ☒ Annual Conference
(March 17, 2015) (March 18 - 20, 2015)

NAME: Hanna M. Miles

EMPLOYER: City of Tumwater POPULATION: 18,800

MAILING ADDRESS: 555 Israel Road SW

CITY: Tumwater STATE WA ZIP 98501

PHONE: 360-754-4120 FAX: 360-754-4138

E-MAIL ADDRESS: hmiles@ci.tumwater.wa.us

CURRENT POSITION/TITLE: Executive Assistant/Deputy City Clerk

DATE CURRENT POSITION ASSUMED: January 1, 2014

How long have you been a member of WMCA? 10 months (years/months)

How long have you been in the Clerk Profession? 10 months (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☒ YES ☐ NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Newsletter Committee since March 2014

Describe the work you performed on behalf of this Committee: in the process of assembling the November 2014 Newsletter

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference or Spring Academy? ☒ YES ☐ NO

If no, do you need and are you applying for the lodging stipend? ☐ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO

If yes, how many scholarships have you been awarded? I received a scholarship for the Northwest Clerks Institute PD I. It was a huge help in being able to attend the training.

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
 - ☐ Audit
 - ☐ Awards
 - ☐ Education
 - ☐ Bylaws
 - ☐ Historical
 - ☐ Legislative
 - ☐ Membership
 - ☐ Scholarship
 - ☒ Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference or the Spring Academy and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference or the Spring Academy in its entirety.

Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

Applications must be received no later than December 5, 2014. **Incomplete or late applications will not be considered.** Submit application to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
macollins@snopud.com



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4126

October 29, 2014

WMCA Executive Committee
c/o Melissa Collins, CMC
Snohomish County PUD
PO Box 1107
Everett, WA 98206-1107

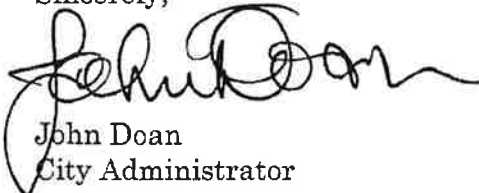
Dear Committee Members:

This letter is to express the support of the City of Tumwater for Hanna Miles to become a Certified Municipal Clerk. The City is committed to allowing staff time and resources for her to attend the Washington Municipal Clerks Association's spring and fall conferences.

Unfortunately, as we are in the process of building the City's budget for 2015/2016, funds for training have been reduced and are severely limited. The City, at this time, cannot cover the complete cost of the training. Please consider granting funds for Ms. Miles application for the cost of registration to attend the 2015 WMCA Annual Conference and Spring Academy. The City is committed to granting time for her to attend the training in its entirety and is prepared to cover the cost of travel expenses which includes lodging.

Currently, the City of Tumwater does not have anyone to provide coverage for our City Clerk when she takes training, vacation, or sick leave. The City has already committed to allowing Hanna to complete both Northwest Clerks Institute Professional Development sessions II and III in June 2015. Having Hanna trained as a Certified Municipal Clerk is important in providing the City a distinct advantage in knowing that public information requests and other Clerk related items are handled in a timely manner.

Sincerely,



John Doan
City Administrator



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4126

Supplemental Questionnaire
Scholarship Application for 2015 Annual Conference and Spring Academy
Submitted by: Hanna Miles, City of Tumwater

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?

Working within a municipality offers you the ability to work and serve the community at the same time. I have worked in the Executive Department at the City of Tumwater for over 14 years as the direct assistant to the Mayor, Council, and City Administrator. The job is rewarding because you serve as the direct connection between citizens and their local government.

In 2014, I began training as a Deputy City Clerk and attended my first WMCA event at the Annual Conference. I was also able to attend the Northwest Clerks Institute's PD I training in June. The training is invaluable. It gave me a look into the diverse responsibilities of the Clerk. The job is demanding in its varying aspects and having the knowledge to perform the tasks within the legal parameters is crucial. I look forward to continuing my education and furthering my professional development through opportunities provided by WMCA.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

My short-term goal is to become a Certified Municipal Clerk and to serve as the Deputy City Clerk when needed by the City. Our current Clerk does not have anyone trained to fill in for her while she is out of the office which makes her job even more stressful. My long-term goal is to continue training to become a Master Municipal Clerk. After attending both the spring and fall WMCA trainings, and the Northwest Clerks Institute, I find the training to be beneficial in every aspect of this job and to professional development as an individual. The scholarship is important because the City's budget is limited and having staff away from the office is challenging in itself without having to find funding for training. The scholarship would serve as extra motivation for my employer to pursue the training instead of assigning tasks without training.

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:

I would like to continue to serve on the Newsletter Committee. I have worked with other newsletters and believe my skills compliment the Committee's purpose.

Shawna Wise



RECEIVED
OCT 24 2014
OFFICE OF THE
COMMISSION

Ms. Melissa Collins, CMC
Snohomish County PUD
PO Box 1107
Everett, WA 98206-1107

Dear Ms. Collins,

Enclosed please find my WMCA 2015 Annual Conference Scholarship Application and supporting documentation.

If you have any questions, please contact me at (253) 853-7638. I greatly appreciate your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Shawna Wise".

Shawna Wise
Executive Assistant



Washington Municipal Clerks Association Guidelines for 2015 Annual Conference Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the WMCA Annual Conference.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.
- Applicant is expected to attend all sessions.

CONFERENCE SCHOLARSHIP GUIDELINES:

Scholarships will be for registration only for all applicants previously attending a WMCA Conference. First-time conference attendees are eligible for a lodging stipend in an amount not to exceed \$300, in addition to conference registration, if noted on application form.

WMCA Scholarships will be limited to two per entity/one per person per WMCA fiscal year and will be firmly monitored.

Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

Specific criteria are used to consider scholarship applications including:

- Membership and involvement on a WMCA Committee (1 point for each committee up to a maximum of 3 points).
- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time WMCA Annual Conference attendee (2 points).
- 3 or more WMCA Scholarships received (deduct 1 point for each scholarship received over 3. Maximum of 2 points).
- Applicant has served in the Clerk profession less than one year (2 points).
- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-4 points per question/response).

- Total points possible = 14-18

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.

Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. Incomplete applications and applications received after the deadline will not be considered.

Deadline for applications is December 5, 2014.

Submit applications to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
MACollins@SNOPUD.com

**I have reviewed and support this application. If you have any questions,
please contact me.**

Molly Jovslee
Supervisors Signature

October 23, 2014
Date



WMCA 2015 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Shawna Wise

EMPLOYER: City of Gig Harbor

POPULATION: 7,798

MAILING ADDRESS: 3510 Grandview St

CITY: Gig Harbor

STATE WA

ZIP 98335

PHONE: 253-853-7638

FAX: 253-851-8563

E-MAIL ADDRESS: wises@cityofgigharbor.net

CURRENT POSITION/TITLE: Executive Assistant

DATE CURRENT POSITION ASSUMED: September 23, 2013

How long have you been a member of WMCA?

5 months (years/months)

How long have you been in the Clerk Profession?

5 months (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? ☒ YES

☐ NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference? ☐ YES ☒ NO

If no, do you need and are you applying for the lodging stipend? ☒ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO

If yes, how many scholarships have you been awarded?

WMCA Annual Conference

Last Updated 09/24/2014

105

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee’s that you might consider volunteering on:
 - ☐ Audit
 - ☐ Awards
 - ☐ Education
 - ☐ Bylaws
 - ☐ Historical
 - ☐ Legislative
 - ☐ Membership
 - ☐ Scholarship
 - ☐ Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included? X YES ☐ NO

Applications must be received no later than December 5, 2014. **Incomplete or late applications will not be considered.** Submit application to:

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107
Phone (425) 783-8616
MACollins@SNOPUD.com

WMCA 2015 Annual Conference Scholarship Application

Shawna Wise

1. What does working within a Municipality mean to you?

Working within a municipality, I feel, is one of the most rewarding jobs because I contribute to the overall success of my City.

My job as Assistant City Clerk is an integral part to the functioning of a democratic system. Providing public notice, recording meetings, creating and preserving records, and managing public access to records and information are just a few of the responsibilities I have that I must uphold to be a partner in democracy.

Working within a municipality means integrity, honesty and serving the public. It means being a listener, a positive representative, and a communicator, treating everyone with courtesy and respect and always remembering that we are an employee of the people.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

One of my short-term professional development goals is to continue participating in the WMCA academies and Pierce County Clerk's & Finance Officer's Association workshops. I believe that any training offered that I am able to attend will benefit myself, my coworkers and my organization. In the 5 short months of becoming a member of PCCFOA and WMCA, I have attended the WMCA Fall Academy, bi-monthly PCCFOA workshop luncheons, and a full day PCCFOA workshop. It is my goal to continue being a very active member as I work toward obtaining my CMC Designation.

Once I have achieved my Certified Municipal Clerk designation, my long-term professional development goal is to continue the educational training necessary to receive my Master Municipal Clerk designation. It is also my goal to Chair a WMCA Committee and be elected to the Executive Board so that I can take an active, lead role in WMCA.

The 2015 Annual Conference Scholarship will not only allow me to continue my strong involvement in WMCA, it will allow me to receive desired educational training toward my CMC designation, which is the stepping stone to working toward my MMC designation.

3. If you are awarded scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year.

As a scholarship recipient, I see no better way to give others the chance to attend WMCA conferences than to donate my time and effort to the Fundraising Committee as a way to "pay it forward". If it wasn't for the hard work and dedication of other WMCA members, I would not have this opportunity to receive a scholarship. I see no better way to say thank you to WMCA than to volunteer on one or more Committees and I am dedicated to do so.



October 23, 2014

Ms. Melissa Collins
PO Box 1107
Everett, WA 98206

Dear Ms. Collins,

Please accept this letter of support for Shawna Wise to receive a scholarship in order to attend the WMCA 2015 Annual Conference. Shawna has recently changed jobs in the City to Assistant City Clerk and she is anxious to learn as much as she can to fully function in this role.

Shawna is a quick learner and would greatly benefit from this training. Unfortunately, our preliminary budget forecasts showed negative balances in year-end general fund balances, so we have little money to spare for such conferences. We are a small city with a population of only 8,000 people, and we don't have all the resources other larger cities have.

This scholarship would be greatly appreciated to allow Shawna to attend this conference.

Sincerely,

Ron Williams, City Administrator
City of Gig Harbor

109



"THE MARITIME CITY"

ADMINISTRATION

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107

October 23, 2014

RE: 2015 Annual Conference Scholarship Application

Dear Scholarship Committee:

Please accept this letter as our request for assistance to allow Shawna Wise to attend the 2015 Annual Conference.

Shawna was hired as the Executive Assistant in September, 2013, but it became clear within a very short time that she was eager to learn the duties of the City Clerk. Because I have been without backup for many years, I am elated. Her title has been changed to Assistant City Clerk and we are very supportive of her efforts to obtain her CMC status.

Shawna has become a member of WMCA, IIMC, and the Pierce County Clerks and Finance Officers. She takes advantage of training opportunities and comes away with a renewed eagerness to learn more. She continues to learn the municipal process and understanding of records management, public records requests, and claims processing. She staffs our Intergovernmental Affairs Council Committee, and helps me with council agendas and packets.

We submitted a budget request for both of us to attend the 2015 conference, but in our 2015-16 Budget Worksessions this past week we were informed of the expected budget shortfall and asked to cut as much as we can from our proposed expenditures. As you know, the training budget is often the first place that gets cut. I understand the value of attending the WMCA Annual Conference, and want to do whatever possible to allow her to attend.

Shawna is a conscientious, hard-working employee with a great work ethic. She is highly capable, quick to catch on, motivated, reliable, and takes initiative. She learned the many duties of the position and quickly made adjustments to streamline several processes. Shawna eagerly accepts any task asked of her and in many cases, has taken on things without being asked. She will be a great asset to the WMCA organization as she volunteers for the various committees.

We whole-heartedly support Shawna's attendance at the conference, and any efforts to continue her education and assist her to obtain her CMC certification. Any consideration that you can offer would be greatly appreciated. She is also applying for a scholarship from the Pierce County Clerks and Finance Officers for conference registration fees.

Thank you, and please feel free to contact me if you need anything more to add to her application.

Sincerely,

Molly Towslee, City Clerk

110