



## EXECUTIVE COMMITTEE AGENDA

Friday, June 3, 2016 – Mayor’s Conference Room, City of Bremerton, City Hall – 10AM

- 1. Call to Order and Roll Call**
  - a. Resignation of President-Elect Christy O’Flaherty..... 1
- 2. Approve Agenda and Meeting Minutes**
  - a. Executive Committee Meeting of March 18, 2016..... 3
- 3. Treasury Related Reports**
  - a. Treasurer Report..... 9
  - b. World Points ..... 23
  - c. Lost Receipt..... 27
- 4. Old Business**
  - a. Finance Policy Update (Shannon) ..... 29
- 5. New Business**
  - a. IIMC Foundation ..... 37
- 6. Committee Business/Reports**
  - a. Audit (Debbie) ..... 39
  - b. Awards (Debbie) ..... 41
  - c. Budget (Shannon) ..... N/A
  - d. Bylaws (Debbie J) ..... 47
  - e. Conference Planning (Paula) ..... 49
  - f. Education (Virginia) ..... 51
  - g. Education Coordinator (Virginia) ..... TBD
  - h. Fundraising (Susan)..... 53
  - i. Historical (Jill) ..... 55
  - j. Legislative (Kay) ..... N/A
  - k. Membership (Liz) ..... 57
  - l. Newsletter (Debbie J) ..... 67
  - m. Scholarship (Dee) ..... 69
  - n. Webmaster (Jill) ..... 95
- 7. Other Business**
  - a. IIMC Conference 2021 Letter of Support (Shannon) ..... N/A
  - b. Email Ratifications ..... 97
- 8. Good of the Order**
- 9. Next Meeting** – Scheduled for October 14, 2016 at Alderbrook Resort, Union, Washington
- 10. Adjournment**



**From:** [Christy O'Flaherty](#)  
**To:** [Shannon Corin](#)  
**Subject:** Sadly, I must submit my resignation from the Board  
**Date:** Tuesday, May 24, 2016 11:11:22 AM  
**Importance:** High

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Shannon, I know you are at IIMC and I am so sorry to have to inform you that due to my husband's growing health issues, I can no longer serve on the Board as President Elect. For the past 4 years, there have been multiple life threatening issues that we thought would subside. [REDACTED]

[REDACTED] and I must focus all attention on being vigilant in taking care of him.

I am so sorry.

Please know that I have already contacted Paula, as I gave her the theme and logo for my conference 3 months ago, and I was concerned that she would put time and funding into purchasing items in advance as she frequently does. I am appreciative of her counsel and support toward me on this.

I am sorry for the extra work the Board will have to undertake to deal with this; please know it is not done lightly.

Christy



## 1. Call to Order and Roll Call

Ms. Shannon Corin, WMCA President, called the meeting to order at approximately 12:41 p.m. 2016-17 WMCA Executive Committee members present included: President Corin, President-Elect Christy O'Flaherty, Vice President Virginia Olsen, Secretary Elizabeth Smoot, Treasurer Gina Anderson, and Boardmembers Jill Boltz, Susan Duncan, Debbie Jermann, Kay Kammer, Dee Roberts, and Paula Swisher, and Immediate Past President Debbie Burke.

### a. Welcome Liz and Susan

President Corin and the Executive Committee welcomed new members – Secretary Smoot and Boardmember Duncan.

### b. Appoint Annual Parliamentarian

President Corin queried who would like to be appointed as the annual parliamentarian. General discussion ensued regarding duties/roll, annual appointment, and necessity. By general consensus, no parliamentarian will be appointed for 2016-17.

### c. Updated Binder Handouts

Committeemembers reviewed the updated materials and noted additional edits. President Corin requested any additional edits be emailed to Incoming Webmaster Jill Boltz and Outgoing Webmaster Bobbie Usselman for the webpage.

## 2. Approve Agenda and Meeting Minutes

### a. Executive Committee Meeting of January 22, 2016

President Corin called for any corrections to the January 22, 2016, Executive Committee Meeting minutes; none were noted.

Boardmember Boltz moved to approve the minutes of the Executive Committee Meeting of January 22, 2016; the motion was seconded by Boardmember Jermann. On vote,

Motion carried (12-0).

### 3. Treasury-Related Reports

#### a. Appoint Back-Up Treasurer

President Corin called for any members that would like to be appointed as the Back-Up Treasurer. Boardmember Roberts and Immediate Past President Burke volunteered to serve in this position.

Immediate Past President Burke moved to appoint Boardmember Dee Roberts as the Back-Up Treasurer for 2016-17; the motion was seconded by Vice President Olsen. On vote,

Motion carried (12-0).

### 4. New Business

#### a. Finance Policy Update

President Corin reviewed proposed amendments to the Finance Policy. General discussion ensued regarding lost receipts, purchase of alcohol, scholarships, and future conference site deposits. President Corin requested any additional proposed amendments to the Finance Policy be emailed to her no later than Friday, April 1, 2016; and stated she will email out a final red-line version of the policies by Friday, April 8, 2016, for consideration of the Executive Committee.

#### b. Awards Committee Description Update

Immediate Past President Burke reviewed proposed amendments to the Awards Committee Description. General discussion ensued regarding newsletter announcements, committee members, nominations, eligibility, applications, and criteria/weighting. President Corin and Past President Burke will email out a final red-line version of the Awards Committee Description for consideration of the Executive Committee.

#### c. Webmaster Job Description Update

General discussion ensued regarding the transition from Outgoing Webmaster Usselman to Incoming Webmaster Boltz, proposed amendments to the webmaster job description, potential updates to the webpage, and potential to tie the webmaster position with the Historical Committee.

*NOTE: The meeting recessed at 1:39 p.m. and reconvened at approximately 1:48 p.m.*

d. Scholarship Committee Description Update *(added at the time of the meeting)*

Boardmember Roberts reviewed proposed amendments to the Scholarship Committee Description. General discussion ensued regarding applications, addition of Athenian Dialogues, and responsibilities of committee chairperson.

Vice President Olsen moved to approve the proposed amendments to the Scholarship Committee Description; the motion was seconded by Boardmember Boltz.

Discussion ensued regarding lodging and addition of language regarding the inclusion of 'three nights lodging at host hotel.'

On vote,

Motion carried (12-0).

5. Committee Business/Reports

a. Audit Committee

No verbal report was given; a written report was included in the meeting agenda packet.

b. Awards Committee

No report was given.

c. Budget Committee

President Corin commented on the approval of the 2016-17 Budget at the WMCA Annual Business Meeting held Thursday, March 17, 2016.

d. Bylaws Committee

No report was given. General discussion ensued regarding commonality of WMCA Bylaws and Committee Descriptions, and legal review of WMCA Policies and Bylaws. By general consensus, the Executive Committee requested the Bylaws Committee coordinate with the other WMCA Committees to review the Bylaws with Committee Descriptions for any proposed amendments needed to reflect current practices, and to seek out free legal review of the WMCA Bylaws and Policies.

e. Conference Planning Committee

Boardmember Swisher, Conference Planning Chairperson, provided an update on the annual conference, including: criteria for the 'non-member' conference registration rate, recognition/reporting of the auction, and upcoming annual conference sites. General discussion ensued regarding non-member rates and criteria to qualify as a non-member, vendor/sponsor

rates and criteria, and locations for the 2020 conference. By general consensus, the Executive Committee requested Boardmember Swisher bring back proposed language addressing the registration criteria and fees for the 'non-member' rates and look into additional location options for the 2020 Conference.

f. Education Committee

No verbal report was given; a written report was included in the meeting agenda packet. General discussion ensued regarding Athenian Dialogues, communication between the Education and Conference Planning Committee on speaker requests, and keynote speaker follow-up sessions. By general consensus, the Executive Committee requested the Education Committee survey the membership regarding the best date(s) to hold Athenian Dialogues in the future, at conference and potentially in the fall; and contact WCIA to request inclusion of Athenian Dialogues on their training reimbursement list.

g. Fundraising Committee

Boardmembers Duncan and Roberts, Fundraising Committee Chair and Liaison, provided an update on fundraising events at the annual conference. General discussion ensued regarding the raffle event (administration/tickets/prizes), heads or tails fundraiser, and potential for new fundraising events. The Executive Committee requested Boardmember Duncan research fundraising options (raffles/etc.) and marketing strategies; and bring ideas and recommendations to a future meeting.

h. Historical Committee

No verbal report was given; a written report was included in the meeting agenda packet.

i. Legislative Committee

Immediate Past President Burke noted the written report included in the meeting agenda packet; and reported on the tour of Olympia with Victoria Lincoln, AWC, during the 2016 Legislative Session, the hopes to make this an annual event for the committee, and to expand the event by making appointments with local legislators to speak towards clerk-related items.

j. Membership Committee

Secretary Smoot, Membership Committee Chairperson, noted the report provided in the meeting agenda packet, reported on annual conference 'first time attendee' events, and noted 2016-17 projects. The Executive Committee requested the Membership Committee look into potential amendments to the membership registration form; continue the recruitment effort and pilot program offering free membership to small cities and towns through 2017; and look into election ballot options and surveying the membership on elections participation.



k. Newsletter Committee

No verbal report was given; a written report was included in the meeting agenda packet.

l. Scholarship Committee

Boardmember Roberts noted the report provided in the meeting agenda packet and reviewed edits to the scholarship application. General discussion ensued regarding additional edits to the scholarship application, Professional Development scholarships, and save-the-date postcards.

m. Webmaster Committee

No report was given.

6. Other Business

a. IIMC Conference 2021 Letter of Support

General discussion ensued regarding writing a letter of support in regards to Spokane, Washington's bid to host the 2021 IIMC Conference, including: details of letter, support of membership, application by 'Visit Spokane,' and proposed timeline for action/assistance of WMCA membership. By general consensus, the Executive Committee will discuss this topic further via email/at a future meeting.

b. Email Ratifications

The following email decisions were presented to the Executive Committee for their consideration of ratification:

1. January 25, 2016 – amendment to the proposed 2016-17 WMCA Budget, Product Sales Income line item, to provide for the following: Expenses - \$2,000 and Revenues - \$2,500.
2. February 11, 2016 – approval of Immediate Past President Debbie Burke's attendance at the 2016 IIMC Annual Conference in Omaha, NE, in place of President-Elect Christy O'Flaherty.
3. February 15, 2016 – approval of Letter regarding HB2576.
4. February 22, 2016 – award of IIMC scholarship.
5. February 23, 2016 – approval to send support of AAMC's nomination of Sheri Pierce, MMC, as IIMC Region IX Representative for the term of 2016-2019.

Boardmember Kammer moved to ratify email decision nos. one through five, as presented; the motion was seconded by Boardmember Boltz. On vote,  
Motion carried (12-0).

c. EC Meeting Dates

The Executive Committee reviewed the proposed 2016-17 Executive Committee Meeting Schedule. By general consensus, it was decided to reschedule the Friday, June 10, 2016, Meeting to Friday, June 3, 2016.

7. Good of the Order

President Corin stated Executive Committee representation at the AWC Conference (as vendors) would be discussed via email.

Vice President Olsen requested feedback/ideas be sent to her for the Executive Committee gift for Ms. Dema Harris, Outgoing NCI Director.

By general consensus, Vice President Olsen will look into the creation of a WMCA Instagram account.

8. Next Meeting

The next WMCA Executive Committee meeting will be held Friday, June 3, 2016, in Bremerton, Washington, at approximately 10:00 a.m.

9. Adjournment

There being no further business, President Corin adjourned the meeting at 3:44 p.m.

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Elizabeth M. Smoot, MMC, WMCA Secretary

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Shannon Corin, CMC, WMCA President

*Minutes approved at the WMCA Executive Committee Meeting of June 3, 2016.*



TO: WMCA Membership  
FROM: Gina Anderson, Treasurer  
DATE: May 27, 2016

Attached are the following reports for the fiscal year ending April 30, 2016:

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

Dues for the 2016-2017 fiscal year are coming in fast and furious! Approximately 91.1% (309 of 339) of 2016-2107 dues have already paid.

As of May 27, 2016, our bank accounts show a total of \$ 113,838.73:

\$ 17,990.66	Checking
\$ 86,371.62	Savings
\$ 9,476.45	Scholarship

**WMCA**  
**Balance Sheet**  
**As of April 30, 2016**

**Assets**

**Current Assets**

Checking	20,684.35
Savings	86,371.62
Scholarship	9,476.45
Total Cash	<u>116,532.42</u>

**Total Current Assets** 116,532.42

**Total Assets** 116,532.42

**Liabilities & Equity**

**Current Liabilities**

Deferred Revenue	<u>6,658.91</u>
Total Current Liabilities	<u>6,658.91</u>

**EQUITY**

Opening Balance Equity	97,385.88
Retained Earnings	10,145.20
Net Income	2,342.43
Total Equity	<u>109,873.51</u>

**Total Liabilities & Equity** 116,532.42

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2015 through April 2016**

	Actual	Budget	\$ Under/Over	
	May '15 - Apr '16	May '15 - Apr '16	Budget	% of Total
Total IIMC	3,335.00	6,025.00	(2,690.00)	55.35%
Miscellaneous Expenses				
501C(3)	805.00	775.00	30.00	103.87%
Bank Charges	25.00	40.00	(15.00)	0.00%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	1,103.35	700.00	403.35	157.62%
Gambling/Alcohol License	196.00	300.00	(104.00)	65.33%
Gifts	286.61	0.00	286.61	
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	211.92	500.00	(288.08)	42.38%
Other	386.03	0.00	386.03	
Post Cards Vistaprint	308.39	750.00	(441.61)	41.12%
Postage	419.53	300.00	119.53	139.84%
Supplies for Conference Booth	0.00	500.00	(500.00)	0.00%
Total Miscellaneous Expenses	5,044.83	5,415.00	(370.17)	93.16%
Scholarship Expenses				
Beads	293.00	0.00	293.00	
Code Publishing PD Scholarship	(600.00)	0.00	(600.00)	
Conference Scholarships	5,290.16	3,000.00	2,290.16	176.34%
Grand Raffle	2,491.73	2,500.00	(8.27)	99.67%
Margery A. Price Scholarship	485.00	3,000.00	(2,515.00)	16.17%
NCI Scholarships	11,250.00	16,000.00	(4,750.00)	70.31%
Raffle - Auction	113.50	0.00	113.50	
Scholarship Items for Sale	2,327.74	2,000.00	327.74	116.39%
Total Scholarship Expenses	21,651.13	26,500.00	(4,848.87)	81.70%
<b>Total Expense</b>	<b>121,277.77</b>	<b>134,204.00</b>	<b>(12,926.23)</b>	<b>90.37%</b>
<b>Net Profit (Loss)</b>	<b>2,342.43</b>	<b>(39,436.00)</b>	<b>41,778.43</b>	<b>-5.94%</b>

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2015 through April 2016**

	Actual May '15 - Apr '16	Budget May '15 - Apr '16	\$ Under/Over Budget	% of Total
<b>Income</b>				
Advanced Academy				
Fall	9,775.00	6,000.00	3,775.00	162.92%
Spring	9,300.00	6,375.00	2,925.00	145.88%
Total Advanced Academy	19,075.00	12,375.00	6,700.00	154.14%
Conference				
Donations	14,253.00	5,000.00	9,253.00	285.06%
Exhibitors	8,200.00	7,500.00	700.00	109.33%
Meals	3,467.00	2,500.00	967.00	138.68%
Registrations	39,850.00	30,000.00	9,850.00	132.83%
Total Conference	65,770.00	45,000.00	20,770.00	146.16%
Dues	25,415.00	24,000.00	1,415.00	105.90%
IIMC Region IX Dinner	885.00	2,000.00	(1,115.00)	44.25%
Money Market Savings Interest	61.91	90.00	(28.09)	68.79%
Scholarship Income				
Auction	5,535.00	4,000.00	1,535.00	138.38%
Donations	691.00	800.00	(109.00)	0.00%
Interest	3.29	3.00	0.29	0.00%
Product Sales	1,641.00	2,000.00	(359.00)	82.05%
Raffle	4,543.00	4,500.00	43.00	100.96%
Total Scholarship Income	12,413.29	11,303.00	1,110.29	109.82%
<b>Total Income</b>	<b>123,620.20</b>	<b>94,768.00</b>	<b>28,852.20</b>	<b>130.45%</b>
<b>Expense</b>				
Academy Sessions				
Athenian Dialogue	800.96	3,000.00	(2,199.04)	26.70%
Fall	5,427.05	5,000.00	427.05	108.54%
Spring	2,279.08	5,000.00	(2,720.92)	45.58%
Total Academy Sessions	8,507.09	13,000.00	(4,492.91)	65.44%
Annual Conference				
Audio Visual	5,713.27	5,000.00	713.27	114.27%
Conference Photographer	550.00	500.00	50.00	110.00%
Decorations	1,998.17	2,000.00	(1.83)	99.91%
Drawings/Door Prizes	200.00	500.00	(300.00)	40.00%
Hospitality Expenses (WMCA)	3,108.38	5,050.00	(1,941.62)	61.55%
Meals	46,490.23	37,500.00	8,990.23	123.97%
Printing/Postage	1,895.79	2,500.00	(604.21)	75.83%
Recognition Awards	654.23	750.00	(95.77)	87.23%
Refunds	0.00	200.00	(200.00)	0.00%
Speakers	5,548.78	7,000.00	(1,451.22)	79.27%
Special Entertainment	625.00	2,000.00	(1,375.00)	31.25%
Supplies	1,878.09	1,500.00	378.09	125.21%

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2015 through April 2016**

	Actual May '15 - Apr '16	Budget May '15 - Apr '16	\$ Under/Over Budget	% of Total
Supplies - First Time Attendees	256.47	500.00	(243.53)	51.29%
Total Annual Conference	68,918.41	65,000.00	3,918.41	106.03%
Board Expenses				
Board Meetings	674.26	800.00	(125.74)	84.28%
Education Coordinator	1,099.41	2,373.00	(1,273.59)	46.33%
Executive Committee Travel				
AWC Conference	2,430.88	1,995.00	435.88	121.85%
Exec Committee Travel-Other	194.52	0.00	0.00	
Total Executive Committee Travel	2,625.40	1,995.00	630.40	131.60%
NCI Director Travel				
IIMC Conference	0.00	800.00	(800.00)	0.00%
WMCA Conference	803.20	1,075.00	(271.80)	74.72%
Total NCI Director Travel	803.20	1,875.00	(1,071.80)	42.84%
Officer's Board Travel				
President				
Alaska Conference	1,081.62	1,325.00	(243.38)	81.63%
CA Conference	689.53	1,525.00	(835.47)	45.22%
IIMC Conference	3,330.48	2,373.00	957.48	140.35%
OR Conference	703.14	895.00	(191.86)	78.56%
WMCA Conference	300.00	300.00	0.00	100.00%
Total President	6,104.77	6,418.00	(313.23)	95.12%
President Elect				
IIMC Conference	1,179.12	2,373.00	(1,193.88)	49.69%
WMCA Conference	451.52	450.00	1.52	100.34%
Total President Elect	1,630.64	2,823.00	(1,192.36)	57.76%
Total Officer's Board Travel	7,735.41	9,241.00	(1,505.59)	83.71%
Total Board Expenses	12,937.68	16,284.00	(3,346.32)	79.45%
Communication Expenses				
Voting Software	79.95	80.00	(0.05)	99.94%
Survey	0.00	200.00	(200.00)	0.00%
Website M&O	803.68	1,200.00	(396.32)	66.97%
Total Communication Expenses	883.63	1,480.00	(596.37)	59.70%
Contingency	0.00	500.00	(500.00)	0.00%
IIMC				
2015 Region IX President's Soiree	0.00	1,000.00	(1,000.00)	0.00%
2015 Region President Soiree	0.00	1,250.00	(1,250.00)	0.00%
IIMC President's Reception	1,820.00	2,000.00	(180.00)	91.00%
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Reg IX Dir Gift	100.00	100.00	0.00	100.00%
Reg IX Assessment	1,415.00	1,600.00	(185.00)	88.44%

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2015 through April 2016**

	<u>Actual</u>	<u>Budget</u>	<u>\$ Under/Over</u>	
	<u>May '15 - April '16</u>	<u>May '15-April '16</u>	<u>Budget</u>	<u>% of Total</u>
<b>Income</b>				
Advanced Academy	19,075.00	12,375.00	6,700.00	1.54
Conference	65,770.00	45,000.00	20,770.00	1.46
Dues	25,415.00	24,000.00	1,415.00	1.06
IIMC Region IX Dinner	885.00	2,000.00	(1,115.00)	0.00
Money Market Savings Interest	61.91	0.00	61.91	0.00
Scholarship Income	12,413.29	11,303.00	1,110.29	1.10
<b>Total Income</b>	<b>123,620.20</b>	<b>94,678.00</b>	<b>28,942.20</b>	<b>130.57%</b>
<b>Expense</b>				
Academy Sessions	8,507.09	13,000.00	(4,492.91)	0.65
Annual Conference	68,918.41	65,000.00	3,918.41	1.06
Board Expenses	12,937.68	16,284.00	(3,346.32)	0.79
Communication Expenses	883.63	1,480.00	(596.37)	0.60
Contingency	0.00	500.00	(500.00)	0.00
IIMC	3,335.00	6,025.00	(2,690.00)	0.55
Miscellaneous Expenses	5,044.83	5,415.00	(370.17)	0.93
Scholarship Expenses	21,651.13	26,500.00	(4,848.87)	0.82
<b>Total Expense</b>	<b>121,277.77</b>	<b>134,204.00</b>	<b>(12,926.23)</b>	<b>90.37%</b>
<b>Net Profit (Loss)</b>	<b>2,342.43</b>	<b>(39,526.00)</b>	<b>41,868.43</b>	<b>-5.93%</b>



Register: Chase Checking

From 05/01/2015 through 04/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2015			Region IX Dinner	Deposit		X	70.00	13,756.00
05/01/2015			-split-	PayPal		X	1,826.25	15,582.25
05/01/2015			-split-	Deposit		X	0.00	15,582.25
05/01/2015			-split-	Deposit		X	0.00	15,582.25
05/04/2015			-split-	PayPal		X	511.65	16,093.90
05/06/2015			-split-	Deposit		X	1,235.00	17,328.90
05/06/2015			-split-	Deposit		X	1,350.00	18,678.90
05/06/2015			-split-	Deposit		X	1,350.00	20,028.90
05/06/2015			-split-	Deposit		X	2,337.90	22,366.80
05/07/2015			-split-	Deposit		X	1,350.00	23,716.80
05/07/2015			-split-	Deposit		X	995.00	24,711.80
05/07/2015			-split-	PayPal		X	803.55	25,515.35
05/07/2015	990	Virginia Olsen	ANNUAL CONFERE...		21.88	X		25,493.47
05/07/2015	991	Association of Wash...	Board Expenses:Execu...		300.00	X		25,193.47
05/11/2015			-split-	Deposit		X	455.00	25,648.47
05/13/2015			-split-	Deposit		X	1,350.00	26,998.47
05/13/2015	992	City of Rainier	Scholarship Expenses:...		600.00	X		26,398.47
05/13/2015	993	City of Othello	Scholarship Expenses:...		600.00	X		25,798.47
05/13/2015	994	City of Monroe	Miscellaneous Expense...	Reimbursement	111.83	X		25,686.64
05/13/2015	995	WSU - Conference ...	-split-	2015 PD Schol...	10,050.00	X		15,636.64
05/14/2015			-split-	Deposit		X	1,125.00	16,761.64
05/14/2015	996	Monica Martinez Si...	IIMC:IIMC President's...		1,820.00	X		14,941.64
05/21/2015			-split-	Deposit		X	1,050.00	15,991.64
05/21/2015		Bank Of America	Board Expenses:Execu...	Gina Anderson	1,000.00	X		14,991.64
05/21/2015		Bank Of America	-split-		653.51	X		14,338.13
05/22/2015			-split-	PayPal		X	584.40	14,922.53
05/26/2015			-split-	PayPal		X	1,387.95	16,310.48
05/26/2015			-split-	Deposit		X	360.00	16,670.48
05/28/2015			-split-	Deposit		X	1,050.00	17,720.48
05/28/2015			-split-	The Square		X	216.97	17,937.45
06/01/2015	997	Pinnacle Promotions	Board Expenses:Execu...	150 Gavels - Cl...	400.00	X		17,537.45
06/01/2015	998	Ali Spietz	Board Expenses:Educa...	IIMC Conferen...	499.41	X		17,038.04
06/02/2015			-split-	PayPal		X	364.95	17,402.99
06/02/2015	999	Alice Attwood	IIMC:Outgoing Reg I...	VOID: Outgoin...		X		17,402.99
06/15/2015		Bank Of America	Board Expenses:Office...	Debbie Burke	928.42	X		16,474.57
06/15/2015		Bank Of America	Board Expenses:Office...	Shannon Corin	1,179.12	X		15,295.45
06/16/2015			-split-	Deposit		X	1,157.00	16,452.45
06/19/2015	1000	WSU - Conference ...	Scholarship Expenses:...	Lodging for Ta...	500.00	X		15,952.45
06/19/2015	1001	Virginia Olsen	Board Expenses:Execu...	Lodging for A...	503.64	X		15,448.81
06/24/2015			-split-	Deposit		X	810.00	16,258.81

Register: Chase Checking

From 05/01/2015 through 04/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/25/2015			-split-	The Square		X	57.75	16,316.56
06/29/2015			-split-	PayPal		X	145.80	16,462.36
07/02/2015			-split-	The Square		X	23.97	16,486.33
07/10/2015			-split-	Deposit		X	455.00	16,941.33
07/13/2015			-split-	PayPal		X	1,610.40	18,551.73
07/13/2015	1002	CCAC	IIMC:Reg IX Assessm...		1,415.00	X		17,136.73
07/13/2015	1003	Alice Attwood	IIMC:Outgoing Reg I...	Joan Tilton	100.00	X		17,036.73
07/13/2015	1004	Virginia Olsen	Board Expenses:Execu...		227.24	X		16,809.49
07/24/2015			-split-	PayPal		X	1,049.25	17,858.74
07/24/2015			-split-	Deposit		X	1,000.00	18,858.74
07/24/2015		Bank Of America	ACADEMY SESSION...	Shannon Corin	179.74	X		18,679.00
07/24/2015		Bank Of America	-split-	Gina Anderson	376.77	X		18,302.23
07/24/2015	1005	Chelan County	Dues 2015	Dues Overpay...	30.00	X		18,272.23
07/24/2015	1006	Bank Of America	-split-		177.76	X		18,094.47
08/13/2015			-split-	Deposit		X	1,850.00	19,944.47
08/13/2015		Bank Of America	-split-	Debbie Burke	286.61	X		19,657.86
08/27/2015			-split-	The Square		X	72.22	19,730.08
08/28/2015		Bank Of America	-split-	Paula Swisher	194.52	X		19,535.56
08/28/2015	1007	City of Sequim	Communication Expen...		25.00	X		19,510.56
08/29/2015			-split-	Deposit		X	535.00	20,045.56
09/08/2015			-split-	PayPal		X	1,342.05	21,387.61
09/14/2015			-split-	Deposit		X	775.00	22,162.61
09/28/2015	1009	Susan Guzzetta & Co...	-split-	2016 Keynote ...	3,000.00	X		19,162.61
09/28/2015	1010	Susan Guzzetta & Co...	ANNUAL CONFERE...	Friday, March ...	1,000.00	X		18,162.61
10/05/2015		Bank Of America	ACADEMY SESSION...	Carol Etgen	375.00	X		17,787.61
10/05/2015		Bank Of America	Board Expenses:Office...	Gina Anderson	390.56	X		17,397.05
10/05/2015		Bank Of America	Board Expenses:Office...	Debbie Burke	143.22	X		17,253.83
10/05/2015		Bank Of America	Miscellaneous Expense...	Paula Swisher	66.03	X		17,187.80
10/21/2015		Bank Of America	-split-	Carol Etgen	1,708.33	X		15,479.47
10/21/2015		Bank Of America	-split-	Debbie Burke	559.92	X		14,919.55
10/21/2015	1011	Rabiner Resources	ACADEMY SESSION...	2015 Fall Acad...	3,000.00	X		11,919.55
10/21/2015	1012	Carol Etgen	ACADEMY SESSION...	Muffins for Fal...	13.98	X		11,905.57
10/21/2015	1013	City of Sammamish	ACADEMY SESSION...	Anderson Fall ...	150.00	X		11,755.57
10/21/2015	1014	City of Colfax	Dues 2015	Overpayment C...	25.00	X		11,730.57
10/21/2015	1015	Leavitt Insurance	Miscellaneous Expense...	11/07/2015 Re...	803.00	X		10,927.57
10/22/2015			-split-	Deposit		X	1,313.50	12,241.07
10/22/2015			-split-	PayPal		X	1,439.25	13,680.32
10/23/2015		Bank Of America	-split-	Paula Swisher	249.20	X		13,431.12
10/28/2015	1016	Leavitt Insurance	Miscellaneous Expense...	Balance of Insu...	250.00	X		13,181.12
11/04/2015			-split-	Square		X	289.35	13,470.47

Register: Chase Checking

From 05/01/2015 through 04/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/10/2015	1017	David T Saathoff	-split-	Form 990	795.00	X		12,675.47
11/20/2015	1018	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		12,425.47
11/20/2015	1019	Monica Martinez Si...	-split-		300.00	X		12,125.47
11/23/2015		Bank Of America	-split-	Gina Anderson	1,533.71	X		10,591.76
11/23/2015		Bank Of America	Board Expenses:Board ...	Debbie Burke	412.71	X		10,179.05
11/23/2015		Bank Of America	Miscellaneous Expense...	Shannon Corin	209.95	X		9,969.10
11/23/2015		Bank Of America	ANNUAL CONFERE...	Carol Etgen	201.20	X		9,767.90
11/23/2015		Bank Of America	-split-	Paula Swisher	206.44	X		9,561.46
12/12/2015			-split-	Deposit		X	304.31	9,865.77
12/18/2015		Bank Of America	-split-	Gina Anderson	670.54	X		9,195.23
12/21/2015			-split-	PayPal		X	2,662.95	11,858.18
12/21/2015		Bank Of America	Communication Expen...	Shannon Corin	778.68	X		11,079.50
12/21/2015		Bank Of America	ANNUAL CONFERE...		453.70	X		10,625.80
01/08/2016	1020	J Harrision Solutions	ACADEMY SESSION...		925.00	X		9,700.80
01/09/2016			-split-	Deposit		X	1,561.00	11,261.80
01/11/2016			-split-	PayPal		X	3,664.80	14,926.60
01/13/2016			-split-	PayPal		X	3,566.40	18,493.00
01/14/2016			-split-	The Square		X	72.22	18,565.22
01/15/2016			-split-	The Square		X	72.22	18,637.44
01/15/2016		Bank Of America	Scholarship Expenses:...	Paula Swisher	1,027.39	X		17,610.05
01/19/2016			-split-	PayPal		X	1,954.50	19,564.55
01/21/2016			-split-	Deposit		X	4,050.00	23,614.55
01/21/2016		Bank Of America	Miscellaneous Expense...	Diana Quinn	154.84	X		23,459.71
01/25/2016			-split-	Deposit		X	3,600.00	27,059.71
01/26/2016			-split-	PayPal		X	3,664.50	30,724.21
01/28/2016			-split-	Deposit - Ven...		X	10,631.00	41,355.21
01/28/2016			-split-	Deposit - Vend...		X	9,996.00	51,351.21
01/28/2016			-split-	Deposit		X	2,342.00	53,693.21
01/28/2016			-split-	Deposit		X	0.00	53,693.21
01/28/2016			-split-	Deposit		X	1,450.00	55,143.21
01/28/2016	1021	City Of Algona	-split-	Overpaid Conf...	100.00	X		55,043.21
01/28/2016	1022	Leana Johnson	Communication Expen...	Ballots for 201...	79.95	X		54,963.26
01/28/2016	1023	Grant County	CONFERENCE:Regist...	Conference Rei...	300.00	X		54,663.26
01/28/2016	1024	Mary Lynne Strada	ACADEMY SESSION...	Airfare Reimbu...	575.20	X		54,088.06
01/29/2016			-split-	PayPal		X	830.10	54,918.16
02/05/2016			-split-	Deposit		X	2,975.00	57,893.16
02/09/2016			-split-	PayPal		X	2,027.25	59,920.41
02/16/2016	1025	Flannary Collins	ANNUAL CONFERE...		182.20	X		59,738.21
02/16/2016	1026	Kyle Stannert	ANNUAL CONFERE...		192.20	X		59,546.01
02/17/2016	1027	Ali Spietz	ANNUAL CONFERE...	Airfare	479.58	X		59,066.43

Register: Chase Checking

From 05/01/2015 through 04/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/17/2016	1028	IIMC	Board Expenses:Office...	Burke Registrat...	600.00	X		58,466.43
02/17/2016	1029	Debbie Burke	Board Expenses:Office...	Airfare	516.70	X		57,949.73
02/18/2016			-split-	Deposit		X	4,066.00	62,015.73
02/19/2016			-split-	Deposit - Square		X	385.85	62,401.58
02/19/2016		Washington State Ga...	Miscellaneous Expense...		196.00	X		62,205.58
02/22/2016		Bank Of America	-split-	Gina Anderson	1,418.58	X		60,787.00
02/22/2016		Bank Of America	Board Expenses:Board ...	Debbie Burke	115.99	X		60,671.01
02/22/2016		Bank Of America	-split-	Paula Swisher	1,016.10	X		59,654.91
03/08/2016			-split-	PayPal		X	1,953.90	61,608.81
03/08/2016			-split-	Deposit		X	3,421.00	65,029.81
03/08/2016			-split-	Deposit		X	216.01	65,245.82
03/08/2016	1030	City Of Duvall	Miscellaneous Expense...			X		65,245.82
03/12/2016			-split-	Deposit		X	1,240.00	66,485.82
03/14/2016			-split-	PayPal		X	1,441.05	67,926.87
03/14/2016	1032	Cash	-split-		700.00	X		67,226.87
03/16/2016			-split-	Deposit		X	1,690.00	68,916.87
03/16/2016			-split-	Deposit		X	893.00	69,809.87
03/16/2016	1031	Spokane Police Chap...	ANNUAL CONFERE...		100.00	X		69,709.87
03/17/2016			-split-	Deposit		X	297.00	70,006.87
03/17/2016			-split-	The Square		X	575.19	70,582.06
03/17/2016	1033	7 Second Studio	ANNUAL CONFERE...		550.00	X		70,032.06
03/18/2016			-split-	Deposit		X	89.00	70,121.06
03/18/2016			-split-	Deposit		X	208.00	70,329.06
03/18/2016			-split-	Deposit		X	1,591.00	71,920.06
03/18/2016			-split-	Deposit		X	459.00	72,379.06
03/18/2016			-split-	The Square		X	3,484.41	75,863.47
03/18/2016	1034	Keri MacDonald	Scholarship Expenses:...	#0353	500.00	X		75,363.47
03/19/2016			-split-	Deposit		X	1,010.00	76,373.47
03/23/2016			-split-	Deposit		X	63.00	76,436.47
03/23/2016			-split-	Deposit		X	238.00	76,674.47
03/23/2016		Bank Of America	-split-	Paula Swisher	790.94	X		75,883.53
03/23/2016		Bank Of America	ANNUAL CONFERE...	Debbie Burke	16.43	X		75,867.10
03/23/2016		Bank Of America	ANNUAL CONFERE...	Carol Etgen	110.84	X		75,756.26
03/23/2016		Bank Of America	-split-		1,684.21	X		74,072.05
03/23/2016	1035	Rachel Carl	Scholarship Expenses:...	#0009	750.00	X		73,322.05
03/23/2016	1036	Jill Boltz	-split-	#0129	500.00	X		72,822.05
03/23/2016	1037	City Of Duvall	ANNUAL CONFERE...		9.21	X		72,812.84
03/23/2016	1038	J Harrision Solutions	-split-	Advanced Aca...		X		72,812.84
03/24/2016	1039	David Wolff	ANNUAL CONFERE...		50.00	X		72,762.84
03/24/2016	1040	Zach Saugen	ANNUAL CONFERE...		50.00	X		72,712.84

Register: Chase Checking

From 05/01/2015 through 04/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/25/2016			-split-	Deposit		X	54.85	72,767.69
03/25/2016			-split-	Deposit		X	1,782.00	74,549.69
03/29/2016			-split-	Deposit		X	182.00	74,731.69
03/29/2016	1041	Red Lion Hotel at Th...	ANNUAL CONFERE...	Void		X		74,731.69
03/29/2016	1042	Red Lion Hotel	-split-		2,934.88	X		71,796.81
03/29/2016	1043	Red Lion Hotel at Th...	-split-		50,966.30	X		20,830.51
03/29/2016	1044	Randy Hinchliffe	ANNUAL CONFERE...		444.76	X		20,385.75
04/06/2016			-split-	PayPal		X	1,241.85	21,627.60
04/07/2016			-split-	The Square		X	216.97	21,844.57
04/14/2016			-split-	PayPal		X	1,387.95	23,232.52
04/14/2016			-split-	PayPal		X	876.60	24,109.12
04/14/2016	1045	City Of Tonasket	Scholarship Expenses:...	Void Check #1...		X		24,109.12
04/14/2016	1046	City Of Tonasket	Scholarship Expenses:...		485.00	X		23,624.12
04/14/2016	1047	Megan Gregor	ANNUAL CONFERE...		80.47			23,543.65
04/19/2016			-split-	Deposit		X	408.00	23,951.65
04/19/2016		Bank Of America	-split-	Debbue Burke	314.42	X		23,637.23
04/19/2016		Bank Of America	Miscellaneous Expense...	Shannon Corin	91.99	X		23,545.24
04/19/2016		Bank Of America	ANNUAL CONFERE...	Copies for Con...	162.13	X		23,383.11
04/20/2016			-split-	The Square		X	72.22	23,455.33
04/20/2016			-split-	PayPal		X	1,461.00	24,916.33
04/20/2016		Stop payment charge	Miscellaneous Expense...		25.00	X		24,891.33
04/20/2016	1048	City Of Prosser	CONFERENCE:Regist...			X		24,891.33
04/20/2016	1049	City Of Prosser	CONFERENCE:Regist...		300.00			24,591.33
04/20/2016	1050	J Harrison Solutions	-split-		1,241.20			23,350.13
04/22/2016			ANNUAL CONFERE...	Deposit		X	261.88	23,612.01
04/22/2016		Bank Of America	-split-	Paula Swisher	3,590.85	X		20,021.16
04/22/2016		Bank Of America	-split-	Gina Anderson	116.17	X		19,904.99
04/22/2016	1051	Joann Tilton	Board Expenses:NCI D...		503.20	X		19,401.79
04/25/2016			-split-	PayPal		X	584.40	19,986.19
04/27/2016			-split-	Deposit		X	45.00	20,031.19
04/27/2016			-split-	PayPal		X	817.92	20,849.11
04/29/2016	1052	City of Woodland	Miscellaneous Expense...		152.86	X		20,696.25
04/29/2016	1053	Gina Anderson	-split-		11.90			20,684.35



## WMCA

5/20/2016 11:33 AM

Register: Chase Scholarship

From 05/01/2015 through 04/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2015			Scholarship Income:Sc...	Interest	X		0.37	9,473.53
06/30/2015			Scholarship Income:Sc...	Interest	X		0.41	9,473.94
07/31/2015			Scholarship Income:Sc...	Interest	X		0.39	9,474.33
08/31/2015			Scholarship Income:Sc...	Interest	X		0.24	9,474.57
09/30/2015			Scholarship Income:Sc...	Interest	X		0.23	9,474.80
10/31/2015			Scholarship Income:Sc...	Interest	X		0.23	9,475.03
11/30/2015			Scholarship Income:Sc...	Interest	X		0.24	9,475.27
12/31/2015			Scholarship Income:Sc...	Interest	X		0.24	9,475.51
01/31/2016			Scholarship Income:Sc...	Interest	X		0.23	9,475.74
02/29/2016			Scholarship Income:Sc...	Interest	X		0.24	9,475.98
03/31/2016			Scholarship Income:Sc...	Interest	X		0.24	9,476.22
04/30/2016			Scholarship Income:Sc...	Interest	X		0.23	9,476.45

Register: Chase Savings

From 05/01/2015 through 04/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2015			Money Market Savings...	Interest		X	6.83	86,316.54
06/30/2015			Money Market Savings...	Interest		X	7.54	86,324.08
07/31/2015			Money Market Savings...	Interest		X	7.31	86,331.39
08/31/2015			Money Market Savings...	Interest		X	7.31	86,338.70
09/30/2015			Money Market Savings...	Interest		X	7.07	86,345.77
10/31/2015			Money Market Savings...	Interest		X	4.47	86,350.24
11/30/2015			Money Market Savings...	Interest		X	3.64	86,353.88
12/31/2015			Money Market Savings...	Interest		X	3.64	86,357.52
01/31/2016			Money Market Savings...	Interest		X	3.41	86,360.93
02/29/2016			Money Market Savings...	Interest		X	3.64	86,364.57
03/31/2016			Money Market Savings...	Interest		X	3.64	86,368.21
04/30/2016			Money Market Savings...	Interest		X	3.41	86,371.62



## WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

On the bottom of your statement, there is a link to the website:

[www.bankofamerica.com/worldpoints](http://www.bankofamerica.com/worldpoints) as well as a summary of the points activity. Please submit a reconciliation of your redeemed points each quarter for the EC Meeting Packet. Effective January 23, 2015 all points reporting will be included in documents reviewed by the Audit Committee for accountability and transparency. Points can be used for anything already in your budget (supplies, speaker gift cards, VIP gifts, etc). EC approval will be required to spend points toward a WMCA auction item or an item not in the budget.

Name: Gina Anderson

Position: Treasurer 2015-2017

Period: February 2016 - May 2016

		Beginning Points Balance	2,594
Date/Desc/Points Earned	1 <sup>st</sup> month	February 10, 2016	1,418
	2 <sup>nd</sup> month	March 10, 2016	0
	3 <sup>rd</sup> month	April 10, 2016	116
	Points Transferred	From Carol Etgen	3,745
	Points Transferred	From Diana Quinn	2,443
	4 <sup>th</sup> month	May 10, 2016	0
Subtotal Point Earned			10,316
Date/Desc/Points Used			
Subtotal Point Used			10,316
Balance of Points			10,316

Points were transferred from Carol Etgen and Diana Quinn's credit cards. See above.

## WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Debbie Burke  
Position: Past President  
Period: February 2016 - May 2016

Beginning Points Balance			9,506
Date/Desc/Points Earned	1 <sup>st</sup> month	February 10, 2016	116
	2 <sup>nd</sup> month	March 10, 2016	16
	3 <sup>rd</sup> month	April 10, 2016	314
	4 <sup>th</sup> month	May 10, 2016	0
Date/Desc/Points Used	No point used		
Balance of Points			9,952

## WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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[www.bankofamerica.com/worldpoints](http://www.bankofamerica.com/worldpoints) as well as a summary of the points activity. Please submit a reconciliation of your redeemed points each quarter for the EC Meeting Packet. Effective January 23, 2015 all points reporting will be included in documents reviewed by the Audit Committee for accountability and transparency. Points can be used for anything already in your budget (supplies, speaker gift cards, VIP gifts, etc). EC approval will be required to spend points toward a WMCA auction item or an item not in the budget.

Name: Shannon Corin

Position: President 2016-2017

Period: January - May 2016

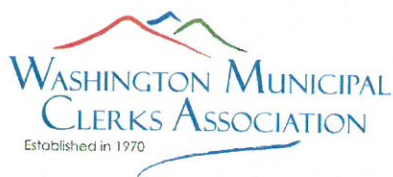
Beginning Points Balance			4,411
Date/Desc/Points Earned	1st Month	February 10, 2016	1,273
	2nd Month	March 10, 2016	504
	3rd Month	April 10, 2016	140
	4th Month	May 10, 2016	815
Subtotal Points Earned			7,143
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			7,143

## WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: PAULA SWISHER  
 Position: CONFERENCE PLANNING CHAIR  
 Period: February 2016 - May 2016

Beginning Points Balance			1944
Date/Desc/Points Earned	1 <sup>st</sup> month	February 10, 2016	898
	2 <sup>nd</sup> month	March 10, 2016	778
	3 <sup>rd</sup> month	April 10, 2016	3719
	4 <sup>th</sup> month	May 10, 2016	371
Subtotal Point Earned			5766
Date/Desc/Points Used			
Subtotal Point Used			0
Balance of Points			7710



[www.wmcaclerks.org](http://www.wmcaclerks.org)

## AFFIDAVIT OF LOST OR DESTROYED RECEIPT

Name: Gina Anderson

Position: Treasurer

Last four digits of Card Number: 4304

I declare on oath, that the original receipts for the transaction dated March 15, 2016 in the amount of \$8.47 from Staples has been lost or destroyed. The vendor has been contacted and is not able to provide a duplicate receipt for this purchase. Please accept the detail of the transaction below in lieu of an itemized receipt for this transaction.

I understand that falsification of the itemization of this purchase constitutes an act of fraud.

ITEM PURCHASED	AMOUNT
Paper for printer	8.47

Please list each item on a separate line. Use a supplemental sheet if necessary.

Signature

Gina Anderson

Date

22 April 2016

Treasurer Signature

Date



# 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, and the board does not approve the affidavit of lost receipt as described under 1.8, 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. Use and Reporting of Points

Cardholder points are reported on the monthly statement. Points can be used by the cardholder for anything already in the budget (supplies, speaker gift cards, VIP gifts, etc). EC approval will be required to spend points toward a WMCA auction item or an item not in the budget via email with ratification at a regular meeting. Cardholders shall submit a reconciliation of earned and redeemed points each quarter for the EC meeting packet and annual review by the Audit Committee.

### 1.6. Statements

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

### **1.7 Unauthorized or Accidental Charges**

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

### **1.8 Lost Receipts**

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

### **~~1.8~~ 1.9 Cash Advances**

Cash advances are prohibited.

### **~~1.9~~ 1.10 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.



2.1.9 A \$100.00 gift for the Outgoing Washington State Region IX Director, to be presented at the Region IX Meeting.

## **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:

- 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.

## **2.7 Lost Receipts**

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

# **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 Records

Miscellaneous:

- Up to four (4) banquet tickets for the Clerk of the Year guests
- Applicable ~~fees~~ costs 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 Up to four (4) nights lodging for a WMCA member serving as a Region IX Director of IIMC.
- 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 Records
- 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)

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

- ~~Outgoing Region IX Director~~ President

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

### **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 Mileage reimbursement shall be accompanied with a Mapquest report as backup.
- 3.5.4 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%.
- 4.4. Alcohol:**  
4.4.1 The purchase of alcohol is allowed for approved gifts, raffles and auctions items. The alcohol must be in its original container or packaging, and not meant for consumption at the event.  
4.4.2 The purchase of alcohol is allowed for the purpose of the Clerk of the Year toast.

## **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. Approximately, every six years, an additional \$100 should be budgeted toward a gift pursuant to 2.1.9.

## **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~~ Executive Committee. 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.





## RESTRICTED ENDOWMENTS

### What is a restricted endowment?

*A restricted endowment is a savings fund created by a donor(s) (an individual, group of individuals, or an organization). People can donate to this fund as often as they wish. However, only the interest earned from the account can be used to fund IIMC education programs. For example, if the savings fund has \$25,000 and it earned \$500 in interest, either a portion of or the entire interest earned (\$500) can be used toward IIMC education programs. The rest of the money, the \$25,000, remains in the fund untouched.*

### Why is it restricted and who insists on the restrictions?

Only the creator(s) of the restricted endowment fund can impose restrictions. Those restrictions determine how the interest from the funds will be used.

### How can restricted endowment interest be used?

*Generally, the interest from the fund may be used for IIMC/Foundation approved education programs, e.g., CMC or MMC scholarships, conference education sessions and grants, and other education programs for the benefit of IIMC members.*

### Who makes decisions on how interest is used?

*When the endowment contract was created, terms were agreed upon, in writing, that govern precisely who or what individuals or organizations are eligible to receive the funds and for what purpose. Any IIMC approved educational offering is eligible, subject to the terms of the endowment.*

### What is the minimum amount required to create an endowment and how often must contributions be made?

*\$1,000 is the minimum to create a restricted endowment. Contributions may be made at any time. There are no minimum ongoing contribution requirements.*

### Are there start-up or annual administration charges?

*There are no annual administrative fees. There is a 3% service charge on all new investments.*

### Can a donor(s) or anyone else withdraw the entire endowment?

*No. No one can "close" or withdraw funds from the endowment. The intentions of the endowment are honored for eternity.*

### How are the funds monitored?

*The Foundation's Financial Investment Committee and professional investment advisor monitor funds to ensure compliance with the Foundation's adopted Investment Policy and to conservatively maximize earnings. Quarterly statements are provided to the Foundation Board and to all endowment contacts.*

**Plan ahead – pay it forward.**

### **How does a restricted endowment differ from traditional investments with a financial institution?**

*Investments in a traditional financial institution can be withdrawn or their purpose changed by those having access to the accounts at any given time. With a restricted endowment, the intentions of the original donor(s) are respected for eternity. Over time, earnings from pooled investments exceed those of savings accounts, checking accounts, or CD's. For example, the fourth quarter of 2014 represented a 6.8% return on Foundation investments. In comparison, current CD interest rates are near 2.5% for five years and a little over 1% for one year. Similarly, savings account interest is at 1% or less.*

### **How are investment decisions made and by whom?**

*All funds are invested by direction of the Foundation Financial Investment Committee with the assistance of a professional financial advisor and in compliance with the adopted Foundation Investment Policy.*

### **How long does it take to fund a scholarship?**

*Generally, annual interest from a \$5,000 endowment would fund one \$300 scholarship.*

### **Why should a State/Provincial/National association consider creating a restricted endowment?**

*A restricted endowment guarantees education funding for eternity. Long-term earnings are higher than traditional financial institutions and monitored by a professional advisor. A restricted endowment is an investment in the future of the profession and its members. The size of the endowment and rate of growth are entirely at the discretion of the donor(s). It's a safe and flexible way to invest with legal assurances and accountability. The intentions of the donor(s) are protected and honored.*

### **How is an unrestricted endowment different from a restricted endowment?**

*Unrestricted endowments are used for educational purposes as determined by the Foundation Board of Directors, restricted endowments are determined by the donor(s).*

### **Where can I find out more information about the IIMC Foundation?**

*Foundation annual reports and policies can be found on the IIMC website at [www.iimc.com/AboutUs/MCEF-Foundation](http://www.iimc.com/AboutUs/MCEF-Foundation)*

### **Who do I contact for more information?**

*Contact President Colleen J. Nicol, MMC, at 951-826-5557 or [cnicol@riversideca.gov](mailto:cnicol@riversideca.gov), or any Foundation Board member. Related Policies 10, 12, and 24 can be found at [www.iimc.com](http://www.iimc.com).*

Established in 1984, the IIMC Foundation is a tax-exempt, nonprofit foundation under Section 501 (C)(3) created to raise funds for its partner, the International Institute of Municipal Clerks. IIMC and its affiliated State/Provincial/National associations use these funds to promote, train and educate Municipal Clerks.

**Together, we can build a better future.**





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

**To:** WMCA President and Executive Committee

**From:** Cindy Marbut, Chairperson

**Committee:** Audit Committee

**Date:** May 26, 2016

**Summary of Activities:**

The Committee met on May 25, 2016 in Woodland, WA. to conduct an audit of financial records for the period of January 2016 – April 2016. As part of the First Quarter reporting. The committee conducted a complete review of the financial and corporate records for the period beginning January 2016 and ending April 2016.

The Committee found both the financial and corporate records to accurately reflect the activity for the each time period. The audit included a review and balance verification of the WMCA, Checking, Savings and Scholarship accounts and support documentation and verification of the appropriateness of the payments. The committee found one record that requires the attention of the Executive Board. The committee will verify through the minutes as to the decision of the board.

**Action Requested** ☒ Yes ☐ No

**Recommendation**

None

**Fiscal Impact** -None

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

**Action Requested** ☒ Yes ☐ No

**Recommendation – Approve the Audit Report at the Annual Business Meeting**





- ☒ 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:** Past President Debbie Burke

**COMMITTEE:** Awards

**DATE:** 5-20-16

**SUMMARY OF ACTIVITIES:** As per discussion by the EC at the March 2016 Board Meeting, the Awards Committee description has been revised and is attached for review and approval.

**ACTION REQUESTED:** ☒ YES ☐ NO

**RECOMMENDATION:** Approve the revised Awards Committee description as presented. Thank goodness for Secretary Smoot's notes, they were so helpful to me in interpreting my scribbles from 3 months ago!

**ALTERNATIVES:**

**FISCAL IMPACT:**

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

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## AWARDS COMMITTEE

### A. General Responsibilities:

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

### B. Members:

1. ~~The Chair of the Awards Committee is the immediate Past President.~~
2. ~~Any WMCA member in good standing may serve on the committee except current members of the Executive Committee, with the exception of the Past President.~~  
The Immediate Past President will serve as the Committee Chair. The President, President-Elect, and Vice President will serve as committee members.

### C. Clerk of the Year Tasks & Process

1. The Committee Chair will prepare information to be included in the ~~September,~~ October, November and December editions of the Executive Committee Monthly Reports, with the call for nominations, guidelines and criteria. Also included shall be the nomination form and deadline date (usually mid January~~end of December~~) for the return of nomination forms to the committee chair.
2. ~~Committee All~~ members are encouraged to announce the availability of applications at the local level, e.g., regional meetings.
3. The Chair shall send letters and nomination forms to the elected and/or appointed official(s) and direct supervisors of all WMCA members in early November seeking nominations. ~~A follow-up reminder letter shall be sent in early December.~~
4. Once nominations are received, the Chair will verify the eligibility of the nominees. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member in good standing (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.
5. The Chair will then send copies of the nominations to committee members for review and ranking by following the Review and Rating of Nominations Guidelines. The committee will keep all nominations confidential.
6. Once the rankings have been received from the committee members, the Chair will forward the recommendations to the President by mid-February. The President will make the final decision for the Clerk of the Year Award based on the ratings from the committee.
7. The President will choose the recipient for the Clerk of the Year award and communicate the decision to the Chair. The decision of the President is final.
8. The Chair will have the award plaque prepared and will notify the selected Clerk of the Year's municipality and guests to provide the necessary information should they wish to attend the annual conference banquet.
9. The Chair shall coordinate with the Conference Planning Committee Chair(s) the number of hotel rooms to reserve for the Clerk of the Year's guests and for the banquet dinner per the Conference Planning Schedule.

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10. The President will make the presentation of the award at the WMCA annual conference banquet.
  11. Following the conference, when the President's decision has been announced, the new Chair will send a letter to the nominees not selected for the Clerk of the Year award, including a copy of their nomination, describing how much their contribution and services are valued.
  12. The past Chair will remind the outgoing President to prepare a press release announcing the Clerk of the Year immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

**D. President's Award of Distinction Tasks & Process**

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

**E. Additional Chair Responsibilities**

1. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet (quarterly).
2. Prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
3. Forwarded all invoices for WMCA expenses to the President for review and sign-off prior to being sent to the WMCA Treasurer.

**F. Clerk of the Year Award Policy**

**1. Purpose**

The WMCA Clerk of the Year Award was developed to focus attention on the important role that Municipal Clerks have in our communities and to honor their achievements and accomplishments.

**2. Nominating a Member**

Any Active WMCA member (as defined in WMCA's Bylaws) in good standing (fully paid dues) may submit a confidential nomination postmarked no later than the stated deadline. It is encouraged that such nominations be submitted in collaboration with the nominee's elected and/or appointed official(s) and/or supervisor. Nominations may also be made by elected and/or appointed officials and/or supervisors and are also encouraged to be submitted in collaboration with nominees colleague(s).

Nominations must be submitted to the Immediate Past President of WMCA, Chair of the Awards Committee, by the stated deadline. In the appearance of fairness, the Awards Committee members are not eligible to nominate or support members for this award.

**3. Criteria for Selection**

**a. Eligibility:**

The nominee must be an Active member of WMCA (as defined in WMCA's Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice

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President, and Immediate Past President are not eligible for nomination. ~~The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member "in good standing" (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.~~

**b. Contributions:**

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

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

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

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

**4. Recipient Benefits**

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

**~~G. President's Award of Distinction Policy~~**

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

**GH. General Award Policies**

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

- 
6. Receiving an award ~~will does not~~ restrict future COTY Award, but not nominations of the recipient for an Award of Distinction.

#### **H. Review and Rating of Nominations Guidelines**

The committee members will use the following guidelines when reviewing and rating each contribution described on the nomination application and letter(s) of support.:

- ~~1. Up to 25 points may be awarded to each nominee in the following four areas:~~
  - ~~1) Leadership, organization, administration and communications.~~
  - ~~2) Legislative and governing body procedures, records management and public relations.~~
  - ~~3) Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.~~
  - ~~4) Special projects and community activities and volunteerism.~~
- ~~2. The awarding of points in each area shall be based upon the nominee having made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the four areas listed above.~~
13. A maximum of 100 points may be awarded to each nominee.
24. When reviewing the nominations, the following criteria should ~~also~~ be considered:
  - a. Did this Clerk's contribution improve the quality of life in his/her community?
  - b. If a specific project is referenced, what was the scope and impact of the project and what special circumstances had to be overcome to complete it?
  - c. How did productivity or efficiency in the organization improve as a result of this Clerk's accomplishment?
  - d. In what specific ways did this Clerk's contribution or performance exceed daily work duties?
  - e. How did this activity benefit WMCA?
  - f. How did this individual demonstrate their commitment to continuing professional development through education?
  - g. What significant contribution or outstanding service did this individual perform to benefit WMCA?
  - h. How did the individual demonstrate leadership in the office of municipal clerk and their community?
  - i. How did the individual demonstrate their involvement at annual conferences, regional groups and/or IIMC?
36. The Chair will send out a rating form along with the nominations. The Committee members will submit their ratings to the Chair by the deadline requested.
47. The Committee Chair will calculate the ratings and will send the Committee's recommendations and all the candidate ratings to the President for selection.

#### Timeline

<u>March after Conf</u>	<u>Outgoing President</u>	<u>Press release for COTY award</u>
<u>March after Conf</u>	<u>Outgoing President</u>	<u>Letters to all nominees</u>
<u>March after Conf</u>	<u>Outgoing President</u>	<u>Newsletter Articles for both awards- and all nominees</u>
<u>October to December</u>	<u>Past President</u>	<u>Newsletter Article</u>
<u>November</u>	<u>Past President</u>	<u>Letters to jurisdictions</u>
<u>January</u>	<u>Past President</u>	<u>Committee Ratings to Pres</u>
<u>February</u>	<u>President</u>	<u>Contact Conf Cmte and Award City</u>

<u>February</u>	<u>Past President</u>	<u>Order awards for conference</u>
<u>March</u>	<u>President</u>	<u>Announce nominees and awards</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:** Jodee Schwinn

**COMMITTEE:** Bylaws Committee

**DATE:** May 27, 2016

**SUMMARY OF ACTIVITIES:** The Committee has not met yet. We will be sending out a copy of the current WMCA Bylaws to each of the Committees so that they can look the Bylaws over to determine if there are any conflicts with their committee procedures, or if any updates are needed. I plan to send the Bylaws out in June to each of the WMCA Committee Chairs.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** None at this time

**ALTERNATIVES:** n/a

**FISCAL IMPACT:** n/a

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





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

**TO:** WMCA President and Executive Committee

**FROM:** Paula Swisher, Chair

**COMMITTEE:** Conference Planning

**DATE:** May 17, 2016

**SUMMARY OF ACTIVITIES:** I will be making my site visit to Alderbrook to map out classrooms, vendors etc. later next month. Decoration planning has begun and I have a bunch of the decorations already purchased. This year Alice wil work with Keri MacDonald of Cheney to train her to be my hotel sub-committee co-chair. Keri is eager and excited to take on this role and based on her help and participation from this past year I believe we have finally found new blood to move up into that role.

**ACTION REQUESTED:** ☒ YES ☐ NO

**RECOMMENDATION:** We granted Heidi Napalitino a membership in January and she received the renewal notice to renew her membership. I asked Past President Burke and President Corin their thoughts on if this was to be for a year from the time we passed it and it was suggested that since Heidi invests a larger amount of time to put together our conference booklet that we gift her a membership each year that she does it. I'd like to propose motion to give Heidi Napalition of Woodway a free membership for the 2016-2017 renewal year.

**ALTERNATIVES:** We don't grant her a membership and she has to pay for it herself.

**FISCAL IMPACT:** \$75

Revenues:	Budgeted Amount	Revenues Generated
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_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
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**TO:** WMCA President and Executive Committee

**FROM:** Virginia Olsen & Liz Smoot

**COMMITTEE:** Education Committee

**DATE:** May 27, 2016

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**SUMMARY OF ACTIVITIES:** The Committee tallied up evaluations from conference and we have begun discussing topics and speaker suggestions for the 2017 conference. The topics offered at the 2016 conference were well-received and the only major change we would recommend is not having an Athenian Dialogue offered during the conference.

Our first Athenian Dialogue was a huge success so Education Coordinator Ali Spietz is looking into whether or not to have an Athenian for fall academy or a stand alone Athenian at some other time. Meanwhile, she is working on fall academy ideas and Executive Committee direction on having both east and west side academies and perhaps having one of them be an Athenian Dialogue and the other a separate fall academy topic. (I am not certain if she has submitted a separate report.)

NCI registration has gone pretty well. The numbers were pretty much as expected but a little low for PD I, so we are hopeful a few more sign up.

Joann Tilton has been in touch regularly with Ali, Liz and Virginia (NCI Committee) and Dema Harris will be at PD I for a few days to help with the transition.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** n/a

**ALTERNATIVES:** n/a

**FISCAL IMPACT:** n/a

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



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**TO:** WMCA President and Executive Committee

**FROM:** Susan Duncan, Chair

**COMMITTEE:** Fundraising

**DATE:** May 20, 2016

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**SUMMARY OF ACTIVITIES:** No activities to report at this time. Fundraising Committee members have been contacted and the committee is in the process of brainstorming some new fundraising events and suggested items for sale in the the WMCA Store.

One possible fundraiser is to repeat last year's "Heads or Tails," and possibly charge more for the beads. This will not only raise more money, but it will keep the game a bit shorter as most people will not likely purchase as many beads if they are more expensive.

Another possible fundraiser is to sell bags of plastic Easter eggs - one dozen eggs per bag, \$10 per bag. Inside each egg is a piece of candy, and inside one (or more) egg(s) is a number that will correspond to a prize. Most prizes would be nominal; i.e. dollar store items - but there would be three grand prize baskets. The eggs are quite inexpensive to purchase and can be re-used year after year.

We also recommend continuation of the live and silent auction, the grand raffle, and the \$1 raffle.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** Approval to conduct the silent and live auction at the 2017 Annual Conference; approval of the \$1 raffle with a \$100 prize; approval to conduct the Grand Raffle with prizes of \$500, \$750, and \$1,000; approval to conduct either the Heads or Tails Fundraiser or the plastic Easter egg fundraiser (or both!) at the 2017 Annual Conference.

**ALTERNATIVES:**

**FISCAL IMPACT:**

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





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**TO:** WMCA President and Executive Committee

**FROM:** Stephanie Haug

**COMMITTEE:** Historical Committee

**DATE:** 5/26/2016

**SUMMARY OF ACTIVITIES:** The Historical Committee continues to update WMCA's Shutterfly site. The pictures from the 2016 Conference are posted and committee members have been asked to "tag" members they recognize for improved historical value. Members will be brainstorming new ideas for collecting candid photographs from WMCA members, as well as how our committee can work with our Webmaster to better utilize our resources.

One project we would like to develop is an online "yearbook" within the members only section of WMCA's website where each of our current members will have their photo, name and place of employment. Not only will this help members connect, it will also help the historical committee document the candid pictures of our events. We will be working with our webmaster to see how we can implement this project.

**ACTION REQUESTED:** ☒ YES ☒ NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

Revenues:	Budgeted Amount	Revenues Generated
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_____	\$ _____	\$ _____
<b>Expenditures:</b>	<b>Budgeted Amount</b>	<b>Amount encumbered &amp; expended</b>
_____	\$ _____	\$ _____

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



**TO:** WMCA President and Executive Committee

**FROM:** Elizabeth M. Adkisson Smoot, Chair  
Darla Reese, Co-Chair

**DATE:** May 27, 2016

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### **2016-17 MEMBERSHIP UPDATE:**

We have a total of TWELVE (12) new WMCA members:

<b>Dianne Allen</b>	Town of Darrington	<b>Trish Holden</b>	Clallum County
<b>Samantha Benedict</b>	Clallum Transit	<b>Raelynn Jones</b>	Town of Darrington
<b>Kristy Cochrane</b>	Town of Rockford	<b>Cheryl Loeffler</b>	Town of Fairfield
<b>Samuel Crawford</b>	City of Blaine	<b>Jessica Olives</b>	King County Housing Authority
<b>Nadezhda George</b>	City of Mabton	<b>Jill Schwerzier</b>	City of Milton
<b>Meg Heppner</b>	Island Transit	<b>Karen Wallace</b>	Town of Malden

### **WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS/FEEDBACK**

There were 18 'First Time Attendees' at the 2016 WMCA Annual Conference. In an effort to gather information to improve upon the two first timer events held (Tuesday night meet and greet and Wednesday morning breakfast) and the 'Conference Buddies' concept, Membership Committee members and First Time Attendees were asked to provide feedback to the following questions

- Conference buddies – Did you enjoy having a conference buddy? Do you have any suggestions for the Membership Committee regarding this concept?
- First Time Attendee Meet & Greet (prior to the President's reception) – Did you have a chance to attend? How did you like the format of the event? Any suggestions for improving this event?
- First Time Attendees Breakfast -- Did you have a chance to attend? How did you like the format of the event (seating/agenda/etc.)? Any suggestions for improving this event?

Please see the attachment for responses received. Feedback received on all three events is largely positive. Also included are comments received on the conference in general; and some suggestions for future events. The Membership Committee will utilize this information to assist in the planning of the 2017 events; along with President Corin. Any additional feedback/direction in this regard from the Executive Committee is welcome!

## MEMBERSHIP COMMITTEE - SUB-COMMITTEES UPDATE

The 2016-17 Membership Committee members were asked to volunteer to serve on at least one sub-committee; descriptions and members are as follows:

- Welcoming sub-committee – Welcome new members to WMCA and send a Neighboring Clerks/Regional Groups Letter; at least two members of the committee are to be appointed to lead the welcome effort (which is in addition to the MC Chair sending out the official new member packet, welcome letter, noticing new members in the newsletter, and facilitating the ‘new member spotlight’ section of the newsletter) – *volunteers: Tiah Branson-Bleha, Rose Courneya, and Peri Gallucci.*
- Recruitment sub-committee – Recruit new members, research unrepresented agencies in Washington, and reach out to those persons that are not yet members; also, continue to facilitate the *Membership Scholarship Pilot Program*; at least two members of the committee are to be selected to lead the recruitment effort – *volunteers: Cindy Marbut, and Anabel Martinez.*
- Elections sub-committee – Facilitate general and special elections; an Elections Officer and Elections Officer Assistant are to be selected – *volunteers: Leana Johnson, Elections Officer, and Laurie Cassell, Elections Officer Assistant.*
- Partnership Program sub-committee – to promote and facilitate the Partnership Program; TWO members of the committee shall be appointed to facilitate the program – *volunteers: Rose Corneya, Keri MacDonald, Trisha Summers, and Megan Gregor.*
- **NEW!** Web Presence/Registration Form sub-committee - Assess current webpages/forms related to Membership Committee programs (membership, partnership program, etc.); and bring forward proposed changes for the consideration of the EC; at least **TWO** members of the committee shall be appointed to work on this special project – *volunteers: Rose Courneya and Stephanie Haug.*
- **NEW!** Fall Academy Membership Events sub-committee - Plan/facilitate fall academy events for the entire membership (the night before) and new attendees (mini ‘conference buddies’); at least **TWO** members of the committee shall be appointed to facilitate the program, and all those MC members attending the fall academy will be expected to attend and assist with these items as needed – *volunteers: Shawn Campbell and Karin Roberts.*
- Conference First Time Attendees Events - Plan/facilitate annual conference events for new attendees (possibly to include a meet and greet with the President, a breakfast, and ‘conference buddies’). **The entire Membership Committee** will assist with the planning/preparation of these items; and all those MC members attending the annual conference will be expected to attend and assist with these items at the conference.

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

### **PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE**

Three Partnership Program requests have been received; Ms. Reese and her sub-committee members have partnered one, and will be working on selecting appropriate partners for the two remaining clerks, per the program guidelines.

- Donald Ross (Westport) partnered with Gretchen Sagen (Raymond).
- Dianne Allen (Darrington) partnership pending.
- Raelynn Jones (Darrington) partnership pending.

### **ELECTIONS SUB-COMMITTEE UPDATE**

The Elections Sub-Committee was notified of a vacancy on the Executive Board (President-Elect), and has issued a Call for Candidates for a special election to fill the vacancy. The Call will be advertised in the June 2016 Newsletter, online, and distributed to the membership via e-blast. The special election will be held June 20, through July 11, 2016, through electronic voting software. Please see the Call for Candidates and Special Elections timeline attached for your reference.

### **FALL ACADEMY MEMBERSHIP EVENTS SUB-COMMITTEE**

The Fall Academy Membership Events Sub-Committee is proposing a meet and greet event for the full membership at the Fall Academy (date/location TBD), in addition to a mini version of conference buddies and a mini survival kit. Please see the following proposal:

- Meet and Greet for the membership on the evening before academy.
- Depending upon room availability, we would either have a room at the designated hotel or reserve space at a local restaurant for the meet and greet.
- Provide light hors d'oeuvres, such as a meat and cheese platter. (If we go to a local restaurant - ordering several appetizers)
- Send first time attendees a personal invitation to the Meet and Greet.
- Add an item to the registration to indicate if a participant is a first time attendee.
- Provide first time attendees a small conference essentials bag.

The Sub-Committee believes a budget of \$250 would be sufficient for these events, should the Executive Committee agree; and requests authorization for funding in this regard. Any feedback/questions in this regard from the Executive Committee is welcome!

**ACTION REQUESTED:** ☒ YES ☐ NO

**RECOMMENDATION:** Approval of \$250 budget for fall academy membership events.

**ALTERNATIVES:** N/A

**FISCAL IMPACT: \$250**

**ATTACHMENTS:** 2016 Conference Feedback; Call for Candidates/Special Election Timeline

## **KEY – First Time Attendee (FTA); Membership Committee member (MC)**

### **CONFERENCE BUDDIES**

I was a conference buddy and enjoyed the experience. Pam and I actually spent a lot of time together socially and in classes. It is very important for new people – they don't know the ropes of conference. (MC)

I was a conference buddy but I did not connect with my newbie at all. She didn't attend the first time attendees' breakfast and when I did finally find out who she was it was really awkward. If we had been able to meet at the breakfast or at one of the other social activities it might have gone better. (MC)

I had sent my buddy an email before the conference and let her know that I would meet her at the First Time Attendees meet and greet but I didn't get a response to the email so wasn't sure if she would be there. I would definitely do again. I touched base again with buddy a couple weeks after conference to ask her thoughts, see below: (MC)

Wow, the conference was so great and I've been able to share so much of what I learned with staff and others; its led to some changes for the better around here! I'm glad I have such supportive leadership. I loved the conference so much! I learned a lot. I think the only thing that was confusing was the cards in the packets and putting them in the boxes of each of the courses you attended, which I neglected to do consistently. And, it wasn't very clear to me for some reason that there would be a dress-up dinner event and so we ended up doing some shopping while we were there, which was fine. I must not have ready something thoroughly – but now I know. Overall, everyone was soooo nice and welcoming to me as a newcomer; I really appreciated the sense of camaraderie – I can't wait until the next clerk event! Thanks so much for making me feel welcome there, (My husband enjoyed it too!) (FTA)

I think this worked very well. My buddy was extremely shy and she said it was very helpful for her to have a buddy. It was a fabulous experience for me as well – I loved being able to take her around, introduce her, show her things – even just the simple things like the vendor card...(which may have backfired on me because she won the vendor sheet drawing for \$100!) =) It was good to be able to pay forward how I was treated at my first conference. We actually have stayed in touch and are hoping to meet in Pateros for dinner soon. (MC)

I emailed my buddy in advance. She did not respond. (MC)

I believe that my enjoyment of the conference was pivotal to having Bobbie Usselman as my buddy. She contacted me upon my arrival and included me in some tasks that were being put together by other committee members. I think that working with others is a great way to get to know people. She was awesome. She sat with me in classes and through various breakfasts and lunches. I am certain that if it had not been for her I would NOT have attended any of the night time activities – and actually they were really fun! She's a great asset to WMCA. (FTA)

I didn't have anyone reach out to me prior to the event but wish that I did. Some of the tips I heard from other buddies would have been helpful to know. I'm not sure if my buddy didn't contact me because I've been to other events and she didn't think I was really a first time attendee? It would have been nice to have had something in advance that said "This is what you can expect when you get there. Don't forget to bring your business cards if you have them." (FTA)

I like this concept, and I think it worked well for those new participants who chose to utilize the program. Last year, I had a very active buddy, who I feel benefitted greatly from having a buddy. This year, I never met my buddy at the conference. She missed the first time attendee meet & greet, and I never found her after that; however, I think this is a great program that should be continued. (MC)

### **CONFERENCE BUDDIES (continued)**

I think this is a great concept and should continue. My buddy didn't really "need" a buddy as she is well-known and not really "new", being a 3<sup>rd</sup> year PD attendee...she didn't really need me but when I was a FTA, I know I really appreciated having someone to call on if needed. (MC)

Great idea, helped me so much and I made a new friend. (FTA)

Absolutely loved my buddies. They were very helpful helping me navigate the conference. There was a lot going on and they helped keep me focused and on task. The Membership Committee did a wonderful job covering all the bases (map of the facility, schedule of the events, summary of the vendors/vendor visit form, workshop tickets). I cannot think of anything they could have done to improve this benefit. (FTA)

### **FIRST TIME ATTENDEE MEET & GREET**

This was a lot of fun. Not sure why we let a vendor stay, but ... he is a fun guy. (MC)

I did not attend because I knew my newbie would not be there. (MC)

My buddy showed so we met and got to know each other a bit. Enjoyed the ice breaker. I think it is great program and a good way for them to see a familiar face throughout the conference. (MC)

Yes I attended – liked the format much. I think the game was very good at breaking the ice and getting people engaged and talking to each other. (MC)

My buddy didn't attend so I never met her. (MC)

I think this is the event where we played the question game. Do you like summer or winter? If so, yes that was fun. It gave us a chance to know a little bit about each other without prying questions. (FTA)

This had the potential to make first time attendees feel uncomfortable but it was actually really fun. I liked the getting to know you questions; nothing too heavy or difficult. (FTA)

I attended, and although my buddy was not in attendance, I had an opportunity to meet the other new attendees. It was nice to put a face to a name, and to meet new people. (MC)

I was unable to attend, and couldn't attend when I was a FTA either so I cannot comment, other than the fact that I think it's hard for folks to get there that early in the week. I would recommend that the buddy activities happen at lunch after opening morning session. (MC)

Didn't get to attend. (FTA)

The activities helped break the ice and create connections that I was able to build on throughout the event. (FTA)

### **FIRST TIME ATTENDEES BREAKFAST**

The trivia contest is hard! I'm out of touch on the current scene of life. (MC)

I attended but like I said earlier my newbie did not. I liked doing the trivia contest. Something along these lines would be good to do again. (MC)



### **FIRST TIME ATTENDEES BREAKFAST (continued)**

I liked the trivia and think my buddy and table mates did to. (MC)

Yes I attended – liked the format much. Again, I think the game was very good at breaking the ice but I HATE trivia (as I am terrible at it!). (MC)

Attended. Love the format. OMG! The trivia game was HARD!! And it was so fun. Keep it up as an excellent ice breaker. Winners collaborate! Or, maybe it's better said that if you collaborate, you're more likely to be a winner! (MC)

Gave me a chance to put names and faces to committee positions. (FTA)

The breakfast was also fun. I liked that it was more team oriented and interactive with a mix of buddies and newbies. (FTA)

I attended and again had fun with my fellow clerks, but my buddy did not attend. (MC)

Same as above... I was unable to attend, and couldn't attend when I was a FTA either so I cannot comment, other than the fact that I think it's hard for folks to get there that early. I would recommend that the buddy activities happen at lunch after the first morning session, instead of at breakfast. (MC)

This breakfast made me feel special and that I was appreciated as a clerk and person. (FTA)

I did attend. Since I am not a morning person, it was an effort – turns out it was so worth it. I did not do a lot of mingling but I did meet a few new people and the food was good. They did a great job. (FTA)

### **SURVIVAL KITS**

Survival Kits are fun for the newbies. (MC)

I know I enjoyed getting a little something the first time I attended the conference and I think they should continue. (MC)

Yes, this is a great idea and all the items were fun. (MC)

Yes, I liked the survival kits and I do believe they are worthwhile. (MC)

LOVE, LOVE, LOVE survival kits. Everyone likes to get free stuff. If it's useful, all the better. (MC)

So cute. The items and the write-up for each. Great idea. (FTA)

This was a good idea and nice to receive. I can't think of anything that might have been missing... (FTA)

I think these are a fun way to welcome our first time attendees, and I think they appreciate the gesture! (MC)

I didn't even see my FTA's kit...I sure hope she got it! I appreciated mine when I was an FTA. (MC)

This was a great idea wouldn't change a thing. (FTA)

### **SURVIVAL KITS (continued)**

I did like this feature. It became my road map and kept me organized. The hardest part was deciding which workshops to go to (as a first-time attendee). (FTA)

### **GENERAL CONFERENCE FEEDBACK**

One thing I did notice though- alcohol played a major role – especially in the auction items. I'm not saying anything positive or negative about this.....just making an observation from someone with fresh eyes. Overall the conference was a very positive experience. WMCA can be proud of the caliber of people that make up their organization. (FTA)

I thought the first time attendee events were excellent. I initially didn't think I would be going but am glad that I did. They were fun and interactive and helped break the ice. I never felt that I was put on the spot or made to feel uncomfortable. They were also timed right so that we didn't feel we were missing anything from the normal conference. (FTA)

I believe that one of the biggest things I learned from the conference is that I really need to loosen up. The event was equal parts hard work and learning & Fun, fun, fun, fun, fun. Please thank everyone for their hard work putting such a wonderful event together. (FTA)

### **CONFERENCE IDEAS**

- Registration form/page -- call more attention to the area for checking that you are a FTA/new clerk... Perhaps a more pronounced box to check? Or a redo/update the registration form?
- FTAs – send email out to entire group, with listing of all FTAs, give them the opportunity to reach out and connect with other FTAs.
- Conference Buddies – pair two first time attendees, and then assign one MC buddy as a touchstone; assign earlier (?); and have each fill out and share a brief survey (5 questions).
- Meet & Greet – Room near president's reception; cocktail tables, appetizers/refreshments; allow time for mingling, then do intros and ice breaker/game.
- Breakfast – keep trivia or utilize another table ice breaker/competition event (needs to be faster/less questions); have presentations only from WMCA President, NCI Director, and Conference Planning Chair (helpful tips; example: vendor cards); seating chart by region/population; served meal as opposed to buffet?

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

The election will be held from June 20, through July 11, 2016, through electronic voting software. The following position is available in this election:

- President-Elect - unexpired 1-year term to end in March 2017. (The successful candidate would then serve as President for the 2017-2018 year; and Immediate Past President for 2018-2019.)

The job description for the position can be found at [www.wmcaclerks.org/ecpositions](http://www.wmcaclerks.org/ecpositions) (under the Executive Committee tab) as well as complete instructions for declaring your candidacy.

**Candidate Packets must be received by the Elections Officer (Leana Johnson, City of White Salmon) no later than Friday, June 17, 2016, 5 p.m.** They can be submitted electronically or by hard copy, but must be **received** by the June 17th deadline.

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

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

Send your **complete** Candidate Packet to:

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

**All submittals must be  
received by  
June 17, 2016, 5 p.m.**

<b><u>Action</u></b>	<b><u>Special Election</u></b>	<b><u>Dates</u></b>
Call for Candidates – publication in the WMCA Newsletter	Ensuing edition	June 2016 Newsletter Call via Eblast/Webpage – June 3, 2016
Candidate Packet Deadline	A date determined prior to election opening date	June 17, 2016, 5 p.m.
Slate of Candidates to Executive Committee ( <i>via Membership Committee Chair</i> )	Emailed after Call for Candidates closure date	June 17-18, 2016
Webmaster posts Candidate Statements and Photos to WMCA Website	After Executive Committee notified	June 17-18, 2016
Election Officer Confirms Eligible Voters	Active Members in Good Standing as of the date of the election	June 3-19, 2016
Elections Officer Prepares Electronic Voting Software	Prior to the opening of the election	June 3-19, 2016
Elections Open	Date agreed upon by Executive Committee	June 20, 2016
Elections Close	4 pm at the conclusion of three weeks from the election opening date	July 11, 2016
Elections Officer Tallies the Votes	The next business day following the close of election	July 12, 2016
Elections Auditor reviews and reports on election results to Executive Committee, Elections Officer and Membership Committee Chair	After results are received from Elections Officer	July 12, 2016
President announces results	Via email as soon as results are available	July 12, 2016
Election Officer arranges to publish results in the WMCA Newsletter and WMCA website	Ensuing edition following Presidential announcement	August Newsletter Website - July 12, 2016



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

**TO:** WMCA President and Executive Committee

**FROM:** Melody Valiant, Chair, Newsletter Committee

**COMMITTEE:** Newsletter Committee

**DATE:** 05/26/2016

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**SUMMARY OF ACTIVITIES:** As with every first quarter with a new group of committee members, we have been busy. Our committee doesn't meet in person, we just correspond by email and assign one member each month the task of compiling all the information for the newsletter. As we have more members now, not all members have to do an issue. There is always work to do, so it's great having lots of people to help. With the May issue, we started a new page in the newsletter titled Grammar corner that we hope will have helpful tips and new ideas for our membership to utilize in their daily jobs. I have created a work plan for the entire year that assigns the following items to different committee members: Monthly Editor, Grammar Page, LOL/Funny Page & Clerk of the Month. Virginia Olsen has very graciously offered to do all of our clerk of the month profiles in the past. But with her having more responsibilities on the executive committee this year, she has agreed to let a fellow committee member do some of the profiles when she knows she'll be busy or out of the office. I have been working with Virginia to come up with a list of all the clerks we want featured by month so we have a clear picture of what we want to do and aren't scrambling to find someone last minute. We look forward to providing the membership with quality newsletters for the next year.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

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

Expenditures:

Budgeted Amount

Amount encumbered &  
expended

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- ☒ 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:** Megan Gregor, Chair

**COMMITTEE:** Scholarship Committee

**DATE:** June 3, 2016

### SUMMARY OF ACTIVITIES:

Following a successful WMCA conference, the scholarship deadline to attend NCI PD courses was extended to April 15, 2016. Through both rounds of applications, we received a total of 20 scholarships. 19 scholarships were awarded, as one person withdrew their application because they are no longer employed by that City. Below is a listing of applicant names and costs:

Name	City	Course	Total Awarded
Darla Clifton	White Salmon	PD 1	\$1,125
Rebecca Perez-Ozuna	Othello	PD 3	\$600
Michelle Skylstad	Okanogan	PD 2	\$600
Susan Haigh	Bonney Lake	PD 2	\$600
Trisha Summers	Town of Wilkenson	PD 3	\$600
Nurjamal Smith	Bothell	PD 1	\$1,125
Tanya Craig	Okanogan Cty. Coms.	PD 3	\$600
Kym Smith	North Bend	PD 1	\$1,125
<del>Nadezhda George</del>	<del>Mabton</del>	<del>PD 1</del>	<del>\$1,125</del>
Virginia Olsen	Mountlake Terrace	PD 4	\$525
Judy Brown	Bridgeport	PD 1	\$1,125
Tami Pevey	Sultan	PD 1	\$1,125
Yuritzbi Olivas	Wapato	PD 1	\$1,125
Robin Schaefer	Bothell	PD 3	\$600
Liliana (Lily) Torres	Granger	PD 1	\$1,125
Connie Ellis	Colfax	PD 1	\$1,125
Maria DeGoede	La Conner	PD 1	\$750
Mitchelle Harvey	Mountlake Terrace	PD 1	\$525
Michelle Honeycutt	Port Orchard	PD 1	\$1,125

APPLICATION WITHDRAWN

\*Commuter Pkg.  
\*She only needs lodging paid for

<b>TOTAL</b>	<b>\$15,525</b>
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The Committee Chair prepared and submitted to the newsletter monthly announcements for the April and May.

Moving forward, now that we have edited the role of the Scholarship Committee members, I will have to experiment with how to involve committee members. I have already been in touch with them all and have allowed for them to sign up for preparing different newsletter announcements and/or designing mailings. Additionally, we have decided that when applications for scholarships come in, I will send each committee member one scholarship to review. They will check to make sure that person is a WMCA member, will review the person's letters and application, and will give me a recommendation on whether or not the person should receive a scholarship. This will actually reduce the amount of work needed all around because the only task the Chair will have to do is confirm how many scholarships the person had been previously awarded. And all the members will not have to spend time reading as many applications. I am hoping this will expedite the process as well.

Please advise on how the Scholarship Committee should handle future mailings to advertise for scholarship ability. The committee recommends that we send one mailing regarding the Fall Academy and a separate mailing regarding the 2017 WMCA conference due to the fact that they are spread apart so much. However, I am unsure of whether or not the Education Coordinator will be doing any mailings of these types, or if the budget allows for this.

*Attachments: All applications received during the second round of submittals for PD NCI scholarships.*

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** Information only.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** The total cost of NCI Scholarships is \$15,000. The total cost of Margery A. Price Scholarships is \$525. The 2016-2017 allocated \$13,000 for NCI Scholarships and \$1,500 for Margery A. Price Scholarships. This only leaves us with a total of \$1,100 in the budget to allocate to scholarships for Fall Academy, 2017 WMCA Conference, and 2017 IIMC Conference. Please advise the Scholarship Committee Chair on how to handle the limited funds for the completion of this budget cycle.

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>NCI Scholarships</u>	<u>\$ 13,000</u>	<u>\$ 15,000</u>
<u>Margery A. Price Scholarships</u>	<u>\$ 1,500</u>	<u>\$ 525</u>
_____	\$ _____	\$ _____



# APPLICANT NUMBER 10

Name:	Virginia Olsen
Event Requesting Scholarship For:	Northwest Clerks Institute PD IV (Registration)
Employer:	City of Mountlake Terrace
Position Title:	City Clerk/Community Relations Director
Date Current Position Assumed:	7/9/2001
How long in Clerk Profession:	14.5 years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	<p>2015 for PD IV</p> <p>2012 for IIMC Conf in Portland</p> <p>May have received some earlier ones prior to 2008 so my assistant and I could both attend. We have always budgeted for at least one person and try to budget for two when allowed and the economy is stronger.</p> <p>Please note that I budgeted for one attendee this year but after our 2015 City Manager debacle, we find ourselves in a \$1.6 million hole and so training dollars are now frozen.</p> <p>Our Admin Assistant would also like to attend and she plans to use the WCIA reimbursement so I am applying so we can both attend this valuable training. I will pay the commuter fee myself as I have done nearly every year. We both attended last year and it made a huge difference and helped us survive some difficult circumstances that resulted in our City Manager "resigning".</p>

Question 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)?

To me, serving the public as a Municipal Clerk means working for the common good and helping others from residents to business; Councilmembers to co-workers; volunteers, intergovernmental agencies, and the community at-large.

It means giving your best to shine the best possible light on your elected officials, your agency, and your staff and in turn, your elected officials will hopefully do the same. In doing so, you create synergy within your community as well as trust, respect and open communication among all parties. It is an honor to serve as a Municipal Clerk because it is a unique professional that is viewed by the public as ethical, trustworthy, resourceful and helpful. I take my role as City Clerk seriously and pursue my public service with a passion. I work hard to build and maintain the trust of my community and our stakeholders. I also try to be a leader and mentor to others within my workplace and in other organizations that I serve.

Question 2: What are the primary duties of your current Position?

As City Clerk, I oversee the operations of the City Clerk's division within the City Manager's Office. I attend Council meetings, compose the minutes, manage boards/commissions, Lodging Tax Advisory Committee, keep the public informed, and work closely with an Administrative Assistant who does

the packets and notices. We work jointly on other projects. In addition, I oversee the community relations division for the city.	
Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).	
Education Committee, Newsletter Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	Yes
SIGNED:	Virginia V Olsen

<b>Chair Comments:</b>	Letter Received; support and need for funding noted. No previous scholarships this year Applicant already majorly committed to WMCA Membership confirmed
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Great response, think she would value this training and benefit from it. Recommending award.

March 24, 2016

Megan Gregor  
City of Renton  
1055 S. Grady Way  
Renton, WA 98057

RE: 2016 Margery Price Scholarship Application

Dear Ms. Gregor:

With this letter, I support Virginia Olsen's scholarship application to attend the Northwest Clerks Institute Professional Development session called the Mastery of Leadership Communications.

Virginia serves as our city's Community Relations Director in addition to City Clerk and this training would be very beneficial for both her and our city.

Our city would like to utilize the WCIA reimbursement for the Administrative Assistant in the City Clerk's Office but both employees would like to attend if possible. Although funds were budgeted for Virginia's training, our city had a major revenue shortfall in 2015 that has carried over into 2016, so training dollars have been frozen. Virginia has agreed to pay for the commuter fee herself.

I understand that Virginia would be away from the office during this workshop, and I support her attendance. Feel free to contact me at (425) 744-6208 if you have any questions or if you would like additional information.

Sincerely,



Scott Hugill  
Interim City Manager

# APPLICANT NUMBER 11

Name:	Maria DeGoede
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	Town of La Conner
Position Title:	Finance Director
Date Current Position Assumed:	12/1/2013
How long in Clerk Profession:	13 Years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 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)?

To assure the Town finances are safe and efficiently overseen. I love our Town and staff and want to be the best I can be in this position.

Question 2: What are the primary duties of your current Position?

Overseeing the accounts payable, investments, utility billing, payroll and any other item that seems to come across. We are a small staff with the Administrator, Planning Assistant, Deputy Clerk and Myself.

Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).

Fundraising Committee, Membership Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Maria DeGoede

<b>Chair Comments:</b>	Letter received; support and needed funding is noted. No Previous scholarships awarded Membership Confirmed
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Responses are short but I had a chance to meet Maria at the conference this year and she is really looking to be more a part of our community. I think the benefits of PD as well as the networking that comes with it could greatly improve her resources and quality of work. If we receive the letter from her administrator I recommend the award.



# *Town of La Conner*

March 25, 2016

Washington Municipal Clerk's Association

Re: Maria DeGoede's Application for Certification as a Municipal Clerk Scholarship

To Whom It May Concern:

I am Maria DeGoede's immediate supervisor. I strongly support Maria's application for Municipal Clerk certification and continued professional development. Currently, funds are not available for this effort; however, the Town does support time off support for professional development.

Sincerely,

*John Doyle*  
Administrator/Planning Director  
*Town of La Conner*

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204 Douglas Street, PO Box 400, La Conner, WA 98257

(360) 466-3125, Fax (360) 466-3901

Website: [www.townoflaconner.org](http://www.townoflaconner.org)

## APPLICANT NUMBER 12

Name:	Judy Brown
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Bridgeport
Position Title:	Clerk/Treasurer
Date Current Position Assumed:	6/26/2014
How long in Clerk Profession:	21 months
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	N/A
<p>Question 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)?</p> <p>I strive to be professional in my position with the City and enjoy acquiring all the knowledge I can. Becoming a Certified Clerk will not only give me personal satisfaction but also benefit the City with the knowledge that I will acquire and utilize for the City.</p>	
<p>Question 2: What are the primary duties of your current Position?</p> <p>Supervise Deputy Clerk; Organize workflow; Gather, interpret and prepare any data required on projects; Keep communication line open with everyone; Assist where needed; Public Records Officer; Notary; Compile Resolutions and Ordinances as needed; Attend and prepare agenda, reports, and minutes for all Council meetings; Coordinate and supervise all City activities related to finance, accounting, budgeting, and reporting.</p>	
<p>Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).</p> <p>Newsletter Committee</p>	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Judy Brown

<b>Chair Comments:</b>	<p>Letter Received; support and need for funding is provided.</p> <p>No previous scholarships</p> <p>Membership Confirmed</p>
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	<p>Answers are slightly lacking, but all the more reason for her to attend the PD training. I think the training would be beneficial for her and would help strengthen her ties to the Clerk community. The Award is recommended.</p>

PO Box 640  
1206 Columbia  
Bridgeport  
WA 98813



Telephone  
509.686.4041  
Fax  
509.232.3370

BridgeportWashington.net

March 25, 2016

Washington Municipal Clerks Association  
Scholarship Committee

I am writing today asking you to consider granting a Scholarship for Judy Brown, our City Clerk/Treasurer to attend the Northwest Clerks Institute Professional Development I session June 5 - 10, 2016 in Tacoma.

All Mayors have goals for their tenure in office. One of my many goals is to have all staff trained to the fullest in their positions and cross trained when possible.

Our population of approximately 2400, is no different than other small communities, funds to provide for training is not always available or made a priority in the budget. In past years the City has tried to provide the best it can in this area.

Earlier this year Judy indicated to me a desire to obtain more training in her job. The opportunity for her to attend this training is aligned with our goal of obtaining more training and becoming a Certified Clerk.

Funds for this training were not considered for the 2015 Budget and now are unavailable for this year. The City will provide transportation and wages paid for (40 hours) the week she attends this training.

Obtaining this Scholarship would be a great benefit for our City and Judy.

I'm looking forward to hearing from the Scholarship Committee.

A handwritten signature in blue ink that reads "Janet Conklin".

Janet Conklin, Mayor



# APPLICANT NUMBER 13

Name:	Tami Pevey
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Sultan
Position Title:	Utility Clerk
Date Current Position Assumed:	7/20/2015
How long in Clerk Profession:	10 years
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 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)?

I am 42 years young and have held many jobs in government and the private sector during my working career. To be defined as a "professional Municipal Clerk" means I have finally confirmed and found the place I am meant to be in the working world. It is a definitive YES answer to the age old question "What do you want to be when you grow up?". It provides me a sense of pride and accomplishment. That many have come before me and that I am truly measured by my focus and personal aspiration to live up to the title I am bestowed with.

Question 2: What are the primary duties of your current Position?

My job title is "Utility Clerk", however, as in most small cities I truly wear many hats. Answering phones, assisting with Utility Billing, Public Works Secretary, and training to be Deputy Clerk. I feel I am currently the "first face/voice" of Sultan City Hall as I greet citizens that enter the doors. I also process passports and hold a notary certificate.

Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).

Historical Committee, Newsletter Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Tami Pevey

<b>Chair Comments:</b>	Letter Received; support and need for funding noted. No previous scholarships. Membership confirmed.
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Didn't quite answer question #1, but being that she is new to the profession and doesn't even really know what it means to be a Clerk yet, this is understandable! I think PD would be fantastic for her! Award is being recommended.





# City of Sultan

April 6, 2016

Washington Municipal Clerks Association  
Scholarship Committee  
c/o Megan Gregor  
1055 South Grady Way  
Renton, WA 98057

To Whom It May Concern:

Please accept this letter as a formal recommendation in support of Tami Pevey's scholarship application for her attendance at the Northwest Clerks Institute Professional Development 1 (PD1) session being held June 5-10, 2016 at the University of Puget Sound in Tacoma, Washington.

The city is looking to the future and the knowledge that our current City Clerk is nearing retirement. Tami Pevey has been selected by the city as a suitable replacement. Her many years of government service, along with her attitude and work ethic makes her the ideal candidate. She has begun training as the Deputy Clerk. The PD1 class would give her valuable knowledge and keep her up to speed with the current requirements that the job entails.

We are a small town and unfortunately cannot provide the budget that Tami needs to obtain this type of intensive training. I am writing to ask that WMCA please help her to achieve this goal. The city is asking for help with her registration and mandatory meal package.

I am happy to provide this letter of support and recommendation for Tami. I encourage you to contact me with any questions you may have or if you would like to speak with me in more detail about why Tami deserves consideration of this scholarship. I can be reached at 360-793-2231 or feel free to contact me via email at [ken.walker@ci.sultan.wa.us](mailto:ken.walker@ci.sultan.wa.us).

Sincerely,

Ken Walker  
City Administrator

319 Main Street, Suite 200 – PO Box 1199 – Sultan, WA 98294-1199  
City Hall (360) 793.2231 – Fax (360) 793.3344  
[cityhall@ci.sultan.wa.us](mailto:cityhall@ci.sultan.wa.us)

# APPLICANT NUMBER 14

Name:	Yuritzbi Olivas
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Wapato
Position Title:	Utility Billing Clerk
Date Current Position Assumed:	7/2/2014
How long in Clerk Profession:	1 1/2 yrs.
Member of WMCA:	I am joining at time of application submission
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 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)?

A professional Municipal Clerk to me represents a strong, proficient, knowledgeable and optimistic administrator to its municipal city and personnel. A dedicated individual who is dependable and always willing to expand their knowledge in order to improve all of their aspects both personal and professional. Most importantly an open-minded person always striving for the best of the community.

Question 2: What are the primary duties of your current Position?

A Utility Billing Clerk's primary responsibilities include preparing, processing and distributing city-wide utility bills. The utility billing process consists of administering all utility sewer, water, and garbage accounts.

Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).

Membership Committee, Scholarship Committee

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Yuritzbi Olivas

<b>Chair Comments:</b>	Letter Received; support and need for funding noted (letter is to consider applicant for a scholarship for PD I and PD II, however I informed applicant we would only be able to award one scholarship at a time and that it is encouraged to attend only one PD session a year. No previous scholarships. Membership Confirmed.
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Nice answers! PD would be great for Ms. Olivas and as such I am recommending she be awarded the scholarship.



April 7, 2016

Megan Gregor  
WMCA Scholarship Committee

RE: Yuritzbi Olivas

Dear Ms. Gregor;

The City of Wapato is in a wonderful part of the state where the sun shines, lots of fruits and vegetables are grown, and the winters are very mild.

Since we are a small City, all staff are expected to know about both the Clerk and Treasurer jobs. Yuritzbi has been with the City for almost two years. She is diligent and works very hard. She is excited to learn more about the Clerk part of her job. WMCA PD classes are an amazing way to learn more and make many lifelong friends!

At the last census, the City of Wapato's population was about fifty percent at or below poverty level. Being very aware of what our residents can afford, our training budget is very low. Our City tries at every opportunity to ask for scholarships and other financial help when it comes to training. Without the scholarships I would not be able to afford the quality of training that WMCA provides.

Please consider Yuritzbi Olivas for a scholarship for PD I and PDII.

Sincerely,

A handwritten signature in black ink that reads 'SP Pearson'.

Susan P. Pearson  
Clerk-Treasurer

# APPLICANT NUMBER 15

Name:	Robin Schaefer
Event Requesting Scholarship For:	Northwest Clerks Institute PD III (Registration)
Employer:	City of Bothell
Position Title:	Administrative Assistant
Date Current Position Assumed:	1/1/2016
How long in Clerk Profession:	5 years
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	WMCA Conference 2014 NCI PD 1 Training 2014 WMCA Conference 2015 WMCA Conference 2016

**Question 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 Municipal Clerk means I learn, and continue to learn about the processes of local government. The dynamics of government is changing and I enjoy being a part of that change. Whether it's related to improved technology, legislative process, or records management (to name a few), I love the relationships I have developed, and as a result I have become a more integral part of the decisions being made around those dynamic changes.

**Question 2: What are the primary duties of your current Position?**

Duties include:  
Assisting the City Clerk with all duties and provide back up when absent.  
Clerking 1 Council meeting per month for City Clerk  
Public Records Request Manager/Coordinator/Responder  
Contracts Manager/Processor  
Cemetery Records Manager/Service Coordinator  
Chair, City of Bothell Records Management Committee (begins 1/1/16)  
Administrative support for the Council

**Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).**

Education Committee, Membership Committee, Scholarship Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Robin B. Schaefer

<b>Chair Comments:</b>	Letter Received; support and need for funding noted. Membership confirmed. NOTE: Applicant awarded scholarship to attend 2016 WMCA conference 2 scholarships for Bothell went toward 2016 WMCA conference 1 scholarship for Bothell going toward attendee for PD I this year
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<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Great answers. I know Robin will benefit from being able to attend PD III and finish out her certification. The award is being recommended.
<b>Concerns:</b>	



City of Bothell™

April 8, 2016

Megan Gregor  
WMCA Scholarship Committee  
City of Renton, WA  
[mgregor@rentonwa.gov](mailto:mgregor@rentonwa.gov)

RE: NCI PD3 Training Scholarship Application

Dear Ms. Gregor and the WMCA Scholarship 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 NCI Professional Development 3 Training in Tacoma, WA, on June 19-24, 2016.

Robin has been working for this office for the past five and one-half years. In 2 years' time she has progressed from reception desk Office Assistant to Administrative 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 2015 WMCA Conference, the NCI Professional Development 2 training, the 2015 Fall WAPRO Conference and the 2016 WMCA Conference. I strongly support her pursuit to gain CMC status and am looking forward to her receiving it by year-end.

Currently, the City Clerk's office has no training dollars remaining for the biennial budget years 2015/16. 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 training.

Sincerely,

  
Laura K. Hathaway  
City Clerk

Enclosure  
Cc: Robin Schaefer

18415 101<sup>st</sup> Ave. NE  
Bothell, WA 98011  
425.806.6100  
[www.bothellwa.gov](http://www.bothellwa.gov)

# APPLICANT NUMBER 16

Name:	Liliana (Lily) Torres
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Granger
Position Title:	Deputy Clerk
Date Current Position Assumed:	11/15/2007
How long in Clerk Profession:	9 years.
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2010 WMCA Annual Conference - March 2010

Question 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 Municipal Clerk to me means becoming a professional leader. I enjoy my line of work and the responsibilities that come with it; I especially enjoy working with others to expand my knowledge and grow within this ever-changing career. The community I work for is the same community I grew up in therefore it gives me great fulfillment to serve back. I never foresaw myself working for a public sector but I feel very fortunate for this opportunity because I sincerely enjoy my role as a Deputy Clerk. I plan to remain a Professional Municipal Clerk for the entirety of my career, I feel very strongly that becoming a Certified Municipal Clerk would help me achieve this goal. In the future, I also plan on obtaining my MMC certification.

Question 2: What are the primary duties of your current Position?

Currently I am responsible for Payroll, Human Resource, Collections (account management), support to the City Clerk-Treasurer, Land Use (subdivision's, rezones, annexation, etc.), Community Development Commission Board Secretary (Planning Commission), backup Utility Billing Clerk, and backup Accounts Payable Clerk. Along with day to day operations, customer services, and anything else the City Clerk-Treasurer throws at me.

Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).

Bylaws Committee, Conference Planning Committee (\*does require travel and experience)

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Liliana Torres

<b>Chair Comments:</b>	Letter received; support is noted. Need for funding isn't made SUPER clear, but it is good enough. No previous scholarships listed. Membership confirmed
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Great answers, I think PD would be a great opportunity for her. Award is recommended.



**City of Granger**  
**102 Main St**  
**Granger, WA 98932**

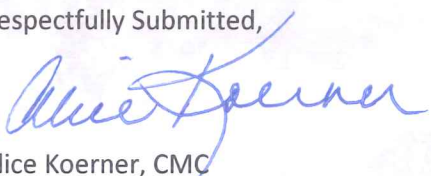
April 12, 2016

WMCA Scholarship Committee:

I was afforded the opportunity to attend the Northwest Clerks Institute from 1999 to 2001 and received my Certified Municipal Clerks designation in 2002. This was such invaluable experience and I take great pride in my accomplishment. Liliana Torres has worked under my supervision since November of 2007 and is currently serving as Deputy Clerk. If only she had the same opportunity to attend the Institute as I had, I wouldn't have the need to write this letter.

With the possibility of Liliana receiving a scholarship to attend the institute, *how could I not support this application?* With the money being so tight, our budget just doesn't allow for the extras and this may be the only way we can afford to send her. I am fully committed to making sure she receives the time needed to attend the Northwest Clerks Institute this year and in the years to come. I want her to experience the great sense of pride by placing the CMC designation behind her name as well.

Respectfully Submitted,



Alice Koerner, CMC  
City Clerk Treasurer

*"where dinosaurs roam"*

(509) 854-1725

FAX (509) 854-2103

E-MAIL [tog@televar.com](mailto:tog@televar.com)



# APPLICANT NUMBER 17

Name:	Mitchelle Harvey
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Mountlake Terrace
Position Title:	CED Administrative Assistant
Date Current Position Assumed:	4/1/2015
How long in Clerk Profession:	N/A
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	WMCA Conference, 2016 - Spokane, WA

Question 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)?

A professional Municipal Clerk is a key position for a municipality. It is important because the leadership team depends on the Clerk to know all the requirements that ensure the people's business is done correctly and timely. Indeed, the Clerk serves the city government and the citizens. The professionalism of this position is paramount and without the community that WMCA provides it would be a much more difficult job to do.

Question 2: What are the primary duties of your current Position?

Primarily, I am the Secretary for the Community and Economic Development Director and the Planning Commission. As I progress in my bid for certification, I will be sharing in the responsibilities associated with the Mountlake Terrace City Hall (Backup to the City Clerk for recording the meetings on a monthly basis).

Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).

Newsletter Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Mitchelle Harvey

<b>Chair Comments:</b>	Letter received; support and need for funding noted. Scholarship for 2016 WMCA conference issued earlier this year. Membership confirmed.
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Nice answers; I think she would benefit from what PD I has to offer. Award is being recommended

April 15, 2016

To Whom It May Concern,

The purpose of this letter is to provide my support for Mitchelle Harvey. She has shown an interest in becoming a Certified Municipal City Clerk. She currently supports our Planning Commission and will begin serving as back-up for our City Council. She has been with the City of Mountlake Terrace for one year and has become an integral part of our staff. We encourage her efforts toward certification.

The City of Mountlake Terrace, as with many municipalities, currently has some serious financial challenges. Therefore, it would be necessary for Ms. Harvey to either self-pay or receive a scholarship for the costs of the certification training and housing. She has shown herself to be intelligent, innovative and intensely interested in on-going education.

Please feel free to contact me if you have questions or concerns.

Sincerely,



Scott Hugill  
Interim City Manager

## APPLICANT NUMBER 18

Name:	Michelle Honeycutt
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Port Orchard
Position Title:	Office Assistant II
Date Current Position Assumed:	3/9/2016
How long in Clerk Profession:	1 month
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 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 Municipal Clerk means having a hand in creating a better community for all. In the short time I've assumed this role I have fallen in love with the perspective of building a great future together, whether city employees or the citizens of our city. And knowing that I help, by assisting to implement or pass along the necessary information, to achieve brighter tomorrows makes me ecstatic to be involved in such a great field!

Question 2: What are the primary duties of your current Position?

Primary duties are as follows; Council Agenda Preparation, Council Meetings, Citizen Engagement, Administrative Duties, Paper Records Management, License & Permits, and Committee/Memberships.

Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).

Education Committee, Elections Committee, Historical Committee, Scholarship Committee

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Michelle Honeycutt

<b>Chair Comments:</b>	Letter received; support and need for funding noted. Membership Confirmed No previous scholarships awarded
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Good answers. As someone who is new to the profession, I really think attending PD would be a huge benefit to her. Award is being recommended.



**CITY OF PORT ORCHARD**  
**City Clerk**

216 Prospect Street, Port Orchard, WA 98366  
Voice: (360) 876-4407 • Fax: (360) 895-9029  
[brinearson@cityofportorchard.us](mailto:brinearson@cityofportorchard.us)  
[www.cityofportorchard.us](http://www.cityofportorchard.us)

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April 13, 2016

Ms. Megan Gregor  
WMCA Scholarship Committee Chair  
City of Renton  
1055 South Grady Way  
Renton, WA 98057

Re: WMCA Scholarship Application

Dear Ms. Gregor:

Please accept this letter of correspondence as my support for Michelle Honeycutt's application for a scholarship to attend the Certified Municipal Clerk's Professional Development Institute, beginning June 5, 2016, through June 10, 2016. I am asking the Scholarship Committee to consider this application due to unbudgeted funds in this year's budget.


The City is asking for the scholarship fund to cover registration and lodging expenses. I understand she will be absent from work during her attendance at the class and I do authorize this absence. During the 2016 pre budget cycle, I had requested funding for PDIV registration and commuter cost, but not lodging. Unfortunately, we had a change over in staff and the expense of a new employee attending PDI was not captured during last year's budget cycle.

WMCA has always been there for those who want to further their education, and it is my hope that Michelle will be able to benefit from the association's generosity. I will make sure to capture her registration and commuter costs going in to the 2017 budget cycle, should there be sufficient funds to do so.

Please let me know if you have any questions or need anything further.

Sincerely,

CITY OF PORT ORCHARD

  
Brandy Rinearson, CMC  
City Clerk

# APPLICANT NUMBER 19

Name:	Connie Ellis
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Colfax
Position Title:	City Clerk
Date Current Position Assumed:	7/1/2005
How long in Clerk Profession:	11 years
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 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 Municipal Clerk to me means having a firm grasp on my role (which is why I am interested in training) as City Clerk and the important part I play on behalf of the City. To do this I need to fully understand the laws and regulations to be able to serve my citizens, Council members, Commission members, administration and Mayor.

Question 2: What are the primary duties of your current Position?

As in many small cities, I wear multiple hats. As clerk I attend council, Board of Adjustment, Planning Commission and other commissioned meetings; write all minutes; make sure Ordinances and Resolutions are filed and organized; publish Ordinances in a timely manner; make sure records get disseminated and archived appropriately; and file annexations with the OFM and county. I also handle water billing for our City and perform lots of customer service!

Question 3: Please check which committee(s) you are interested in participating on over the next year (or are already participating in).

Fundraising Committee, Scholarship Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Connie L. Ellis

<b>Chair Comments:</b>	Letter received; support noted – separate email from supervisor received stating moneys are needed as well. Membership Confirmed No previous scholarships
<b>Name of Reviewer:</b>	Megan Gregor
<b>Comments:</b>	Seeing that she has been in the profession for a while but not yet had the chance to go through PD, I am HIGHLY recommending that this scholarship be awarded.



400 N Mill St  
Colfax, WA 99111  
(509) 397-3861

April 18, 2016

To whom it may concern,

I wholeheartedly support and recommend Connie Ellis obtain a scholarship to obtain the Certified Municipal Clerk training. Over the last couple years the City of Colfax, Washington has made strides in reforming city operations to be more productive and professional. An important part of this includes professional development for city staff. Connie's City Clerk position provides effective execution of clerk, municipal court, and several other duties. Obtaining the Certified Municipal Clerk designation will allow her the professional development opportunity to further execute these important duties in the operations of the city. I can be reached at (425)-321-7362 or [cityadmin@colfaxwa.org](mailto:cityadmin@colfaxwa.org) Thank you.

Sincerely,

Michael Rizzitiello  
City Administrator



## Megan Gregor

---

**From:** Mike Rizzitiello <cityadmin@colfaxwa.org>  
**Sent:** Monday, April 18, 2016 11:56 AM  
**To:** Megan Gregor  
**Cc:** clerk@colfaxwa.org  
**Subject:** Re: FW: Congratulations!

Hi Megan,

The scholarship is necessary for Connie to be able to attend the training. Please let me know if you need further clarification.

Sincerely,

Mike

On Mon, Apr 18, 2016 at 11:54 AM, Megan Gregor <[MGregor@rentonwa.gov](mailto:MGregor@rentonwa.gov)> wrote:

Hi Connie,

I'm so sorry, I sent this to you slightly prematurely.

I need clarification from your supervisor that the funding for this is needed. Me mentioned that he supports your efforts to attend, which is important and a requirement of being able to award you the scholarship. However, we also need proof that scholarship moneys are necessary to enable you to attend this event.

An email from him would be fine, but I cannot confirm the award of this scholarship until I receive that.

I am so sorry for the confusion. Let me know if you have questions.

Thanks,

Megan Gregor

---

**From:** Megan Gregor  
**Sent:** Monday, April 18, 2016 11:33 AM  
**Subject:** Congratulations!

Good Morning,

This email is to inform you that you have been awarded a scholarship from WMCA to attend NCI's Professional Development I course this June! Your scholarship is for **Lodging and Registration!** If you have not registered yet, you may do so [at this time!](#) (Please note: Your registration must be received by April 20, 2016.)

**NOTE: PLEASE DO NOT PAY AT TIME OF REGISTRATION, OTHERWISE WMCA WILL HAVE TO REIMBURSE YOUR CITY!**

You will be receiving your official Scholarship Notification in the mail shortly, but please let me know if you have any questions in the meantime.

Also, I will be notifying the Committee Chairs of your interest in joining their committee and you will be added to their roster if you are not already on there.

I hope you enjoy this invaluable experience, and again – Congratulations!

Sincerely,

**Megan Gregor, CMC**

Deputy City Clerk

City of Renton

[425-430-6504](tel:425-430-6504)





- ☒ 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

**COMMITTEE:** Webmaster

**DATE:** May 27, 2016

**SUMMARY OF ACTIVITIES:** This quarter has been a learning experience as I transition to webmaster. I have actually been surprised at the amount of activity. As discussed via e-mail, I will be working with Ali Spietz to do a web refresh toward the end of June. I would anticipate this the refresh taking about three months of coordinated effort. During that process, I welcome any ideas on functions or information that you feel would be an added benefit to our membership. Initial thoughts for additions to the website include an online application submittal process to coincide with online payments, addition of the Membership Chair as an administrator, and coordination with the Historical Committee to add information that would have otherwise been stored by the committee.

During this quarter the Executive Committee page has been updated and reformed to include the professional pictures taken at conference. I have provided a list of current administrators, membership summary and information on the websites capacity. We are currently only using less than 25% of our website storage capacity.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

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

## Contacts

Simple search

[Advanced search](#)

[Saved searches](#)

Filter

Administrators ▼

Search

Records found: **6**

Contact	Membership	Events	Donations	Balance
<a href="#">★ Anderson, Gina</a> City of Woodland andersong@ci.woodland.wa.us, 260124	Active Member Due on 05/01/2017	Latest on 04/15/2016 Join Now - Pay On-line		<u>\$0.00</u>
<a href="#">★ Boltz, Jill A.</a> Kitsap Transit jillb@kitsaptransit.com, 2810952	Active Member Due on 05/01/2017	Latest on 04/20/2016 Join Now - Pay On-line		<u>\$0.00</u>
<a href="#">★ Burke, Debbie</a> City of Normandy Park debbieb@ci.normandy-park.wa.us, 2601	Active Member Due on 05/01/2017	Latest on 12/17/2015 2016 46th Annual WMCA		<u>\$0.00</u>
<a href="#">★ Olsen, Virginia</a> City of Mountlake Terrace volsen@ci.mtl.wa.us, 2601258	Active Member Due on 05/01/2017	Latest on 04/04/2016 Join Now - Pay On-line		<u>\$0.00</u>
<a href="#">★ Spietz, Ali</a> City of Mercer Island ali.spietz@mercergov.org, 2473444	Active Member Due on 05/01/2017	Latest on 01/11/2016 2016 46th Annual WMCA		<u>\$0.00</u>
<a href="#">★ Usselman, Roberta J. "Bobbie"</a> City of Sequim busselman@sequimwa.gov, 2601103	Active Member Due on 05/01/2017	Latest on 04/04/2016 Join Now - Pay On-line		<u>\$0.00</u>

## Member list (Summary | [Keyword search](#) | [Advanced search](#) | [Saved searches](#))

Level	Total	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Active Member	<u>339</u>	<u>339</u>	<u>30</u>	-	-	-	-	<u>6</u>	<u>10</u>
Affiliate Member	<u>1</u>	<u>1</u>	-	-	-	-	-	-	-
Associate Member	<u>2</u>	<u>2</u>	<u>1</u>	-	-	-	-	-	-
Honorary Members	<u>10</u>	<u>10</u>	-	-	-	-	-	-	-
<b>Total</b>	<u>352</u>	<u>352</u>	<u>31</u>	-	-	-	-	<u>6</u>	<u>10</u>

## Limits

[Contacts](#) 408 (Account plan limit: 500)

[Administrators](#) 6 (Account plan limit: 10)

Storage 569 MB (28%) currently used

**From:** [gina anderson](#)  
**To:** [Shannon Corin](#); "[Christy O'Flaherty](#)"; "[Dee Roberts](#)"; "[Debbie Burke](#)"; "[Debbie Jermann](#)"; "[Jill Boltz](#)"; "[Kay Kammer](#)"; "[Liz Smoot](#)"; "[Paula Swisher](#)"; "[Susan Duncan](#)"; "[Virginia Olsen](#)"  
**Subject:** RE: Scholarships  
**Date:** Wednesday, March 23, 2016 12:24:03 PM

---

Aye.

Gina

---

**From:** Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]  
**Sent:** Wednesday, March 23, 2016 12:20 PM  
**To:** 'Christy O'Flaherty'; 'Dee Roberts'; 'Debbie Burke'; 'Debbie Jermann'; gina anderson; 'Jill Boltz'; 'Kay Kammer'; 'Liz Smoot'; 'Paula Swisher'; 'Susan Duncan'; 'Virginia Olsen'  
**Subject:** RE: Scholarships  
It has been moved by Dee and seconded. All those in favor?

## Shannon Corin, CMC

City Clerk  
City of Bremerton  
(360) 473-5323

---

**From:** Christy O'Flaherty [<mailto:Christy.OFlaherty@TukwilaWA.gov>]  
**Sent:** Wednesday, March 23, 2016 12:19 PM  
**To:** 'Dee Roberts' <[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)>; Shannon Corin <[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)>; 'Debbie Burke' <[debbieb@ci.normandy-park.wa.us](mailto:debbieb@ci.normandy-park.wa.us)>; 'Debbie Jermann' <[DebbieJ@c-tran.org](mailto:DebbieJ@c-tran.org)>; 'Gina Anderson' <[andersong@ci.woodland.wa.us](mailto:andersong@ci.woodland.wa.us)>; 'Jill Boltz' <[jillb@kitsaptransit.com](mailto:jillb@kitsaptransit.com)>; 'Kay Kammer' <[Kay.Kammer@cityofbg.org](mailto:Kay.Kammer@cityofbg.org)>; 'Liz Smoot' <[esmooot@monroewa.gov](mailto:esmooot@monroewa.gov)>; 'Paula Swisher' <[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)>; 'Susan Duncan' <[SusanDuncan@cityofferndale.org](mailto:SusanDuncan@cityofferndale.org)>; 'Virginia Olsen' <[VOlsen@ci.mlt.wa.us](mailto:VOlsen@ci.mlt.wa.us)>  
**Subject:** RE: Scholarships  
2nd

---

**From:** Dee Roberts [<mailto:dee.roberts@southbend-wa.gov>]  
**Sent:** Wednesday, March 23, 2016 12:19 PM  
**To:** 'Shannon Corin'; Christy O'Flaherty; 'Debbie Burke'; 'Debbie Jermann'; 'Gina Anderson'; 'Jill Boltz'; 'Kay Kammer'; 'Liz Smoot'; 'Paula Swisher'; 'Susan Duncan'; 'Virginia Olsen'  
**Subject:** RE: Scholarships  
So moved

---

**From:** Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]  
**Sent:** Wednesday, March 23, 2016 12:18 PM  
**To:** Christy O'Flaherty <[christy.oflaherty@tukwilawa.gov](mailto:christy.oflaherty@tukwilawa.gov)>; Debbie Burke <[debbieb@ci.normandy-park.wa.us](mailto:debbieb@ci.normandy-park.wa.us)>; Debbie Jermann <[DebbieJ@c-tran.org](mailto:DebbieJ@c-tran.org)>; Dee Roberts <[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)>; Gina Anderson <[andersong@ci.woodland.wa.us](mailto:andersong@ci.woodland.wa.us)>; Jill Boltz <[jillb@kitsaptransit.com](mailto:jillb@kitsaptransit.com)>; Kay Kammer <[Kay.Kammer@cityofbg.org](mailto:Kay.Kammer@cityofbg.org)>; Liz Smoot <[esmooot@monroewa.gov](mailto:esmooot@monroewa.gov)>; Paula Swisher <[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)>; Susan Duncan <[SusanDuncan@cityofferndale.org](mailto:SusanDuncan@cityofferndale.org)>; Virginia Olsen <[VOlsen@ci.mlt.wa.us](mailto:VOlsen@ci.mlt.wa.us)>  
**Subject:** FW: Scholarships  
EC:  
Do I have a motion to award PD Scholarships to the applicants that were in our March 18, 2016

meeting packet?  
Best Regards,  
Shannon Corin, CMC  
City Clerk  
City of Bremerton  
(360) 473-5323

---

**From:** Dee Roberts [<mailto:dee.roberts@southbend-wa.gov>]

**Sent:** Wednesday, March 23, 2016 12:12 PM

**To:** Shannon Corin <[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)>

**Subject:** Scholarships

Hi Shannon

During all of the discussions about scholarships the board didn't vote to award the PD Scholarships that have already applied and been approved by the committee. Can we do that by email? I told Megan to go ahead and move forward with their acceptance letters, etc.

Ooops.

Dee



Dee Roberts, MMC  
Clerk/Treasurer  
City of South Bend  
1102 W. First Street  
P.O. Drawer 9  
South Bend, WA 98586  
(360) 875-5571

[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

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**From:** [Kay Kammer](#)  
**To:** [Elizabeth Smoot](#); [Susan Duncan](#); [Virginia Olsen](#); ["Paula Swisher"](#); [Christy O'Flaherty](#); [Shannon Corin](#); [Debbie Burke](#); [Debbie Jermann](#); [Dee Roberts](#); [Gina Anderson](#); [Jill Boltz](#)  
**Subject:** RE: Scholarship Recommendations for EC  
**Date:** Tuesday, April 19, 2016 3:04:13 PM

---

Aye

---

**From:** Elizabeth Smoot [mailto:[ESmoot@monroewa.gov](mailto:ESmoot@monroewa.gov)]  
**Sent:** Tuesday, April 19, 2016 2:50 PM  
**To:** Susan Duncan; Virginia Olsen; 'Paula Swisher'; Christy O'Flaherty; 'Shannon Corin'; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer  
**Subject:** RE: Scholarship Recommendations for EC  
Aye! :)  
Elizabeth M. Adkisson Smoot, MMC | [City Clerk](#) | 360.863.4538 | [esmoot@monroewa.gov](mailto:esmoot@monroewa.gov)

---

**From:** Susan Duncan [mailto:[SusanDuncan@cityofferdale.org](mailto:SusanDuncan@cityofferdale.org)]  
**Sent:** Tuesday, April 19, 2016 2:30 PM  
**To:** Virginia Olsen; 'Paula Swisher'; Christy O'Flaherty; 'Shannon Corin'; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Elizabeth Smoot  
**Subject:** RE: Scholarship Recommendations for EC  
Aye.

---

**From:** Virginia Olsen [mailto:[VOlsen@ci.mlt.wa.us](mailto:VOlsen@ci.mlt.wa.us)]  
**Sent:** Tuesday, April 19, 2016 2:26 PM  
**To:** 'Paula Swisher'; Christy O'Flaherty; 'Shannon Corin'; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Smoot; Susan Duncan  
**Subject:** RE: Scholarship Recommendations for EC  
I'm recusing myself since I applied for a scholarship. My co-worker is trying to use the WCIA reimbursement to also attend PD 4. If you guys know anyone who hasn't registered for PD 4, we need registrations. It's low and we need it to help carry some of the other PDs. After this vote is final (assuming approval), Leslie and I will register.  
Thanks,  
Virginia

---

**From:** Paula Swisher [mailto:[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)]  
**Sent:** Tuesday, April 19, 2016 2:22 PM  
**To:** Christy O'Flaherty; 'Shannon Corin'; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Smoot; Susan Duncan; Virginia Olsen  
**Subject:** RE: Scholarship Recommendations for EC  
Aye.

**Best regards,**  
**Paula Swisher, CMC**  
**City Clerk-Treasurer**  
**City of Brier**  
**425-775-5440**

---

**From:** Christy O'Flaherty [mailto:[Christy.OFlaherty@TukwilaWA.gov](mailto:Christy.OFlaherty@TukwilaWA.gov)]  
**Sent:** Tuesday, April 19, 2016 2:07 PM  
**To:** 'Shannon Corin'; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Smoot; Paula Swisher; Susan Duncan; Virginia Olsen  
**Subject:** RE: Scholarship Recommendations for EC  
Second.

---

**From:** Shannon Corin [mailto:[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)]  
**Sent:** Tuesday, April 19, 2016 1:58 PM  
**To:** Christy O'Flaherty; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Smoot; Paula Swisher; Susan Duncan; Virginia Olsen  
**Subject:** FW: Scholarship Recommendations for EC  
I have a motion from Dee Roberts to accept the scholarship applications. Do I have a second and vote?  
Best Regards,

Shannon Corin, CMC

City Clerk  
City of Bremerton  
(360) 473-5323

---

**From:** Dee Roberts [mailto:[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)]  
**Sent:** Tuesday, April 19, 2016 11:07 AM  
**To:** Shannon Corin <[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)>  
**Subject:** Scholarship Recommendations for EC  
Hi Shannon, I am not sure that I have everyone's email (EC). Would you please send out requesting approval of the scholarship applications with ratification at our June meeting.  
Thanks a million.

Dee

**From:** Megan Gregor [<mailto:MGregor@Rentonwa.gov>]

**Sent:** Tuesday, April 19, 2016 10:57 AM

**To:** Dee Roberts ([dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)) <[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)>

**Subject:** Scholarship Recommendations for EC

Hello,

In the first round of applications for NCI scholarships, we awarded 9 scholarships. Since then, one application has been withdrawn. During the second round, we received an additional 10 applications. After review, it was clear that all parties met the requirements and, I believe, would benefit from a scholarship so as to provide them an opportunity to attend this invaluable training.

Therefore, I have awarded all 10 scholarships, bringing the total to 18 scholarships awarded for NCI Professional Development in 2016. We will be supporting 11 people to attend PD 1, 2 people to attend PD 2, 4 people to attend PD 3, and 1 person to attend PD 4.

The applications and letters from the second round are in a document attached and the breakdown is as follows:

Which Round of Applications	Name	City	Course	Total Cost Awarded
1	Darla Clifton	White Salmon	PD 1	\$1,125
1	Rebecca Perez-Ozuna	Othello	PD 3	\$600
1	Michelle Skystad	Okanogan	PD 2	\$600
1	Susan Haigh	Bonney Lake	PD 2	\$600
1	Trisha Summers	Wilkenson	PD 3	\$600
1	Nurjamal Smith	Bothell	PD 1	\$1,125
1	Tanya Craig	Okanogan County	PD 3	\$600
1	Kym Smith	North Bend	PD 1	\$1,125
1	<del>Nadezhda George</del>	<del>Mabton</del>	<del>PD 1</del>	<del>\$1,125</del>
2	Virginia Olsen	Mountlake Terrace	PD 4	\$525
2	Judy Brown	Bridgeport	PD 1	\$1,125
2	Tami Pevey	Sultan	PD 1	\$1,125
2	Yuritzbi Olivas	Wapato	PD 1	\$1,125
2	Robin Schaefer	Bothell	PD 3	\$600
2	Liliana (Lily) Torres	Granger	PD 1	\$1,125
2	Mitchelle Harvey	Mountlake Terrace	PD 1	\$1,125
2	Michelle Honeycutt	Port Orchard	PD 1	\$1,125
2	Maria DeGoede	La Conner	PD 1	\$1,125
2	Connie Ellis	Colfax	PD 1	\$1,125

\*Application Withdrawn

\*Margery Price Scholarship

**TOTAL NCI Scholarships**

\$15,975

Total Margery Price Scholarships

\$525

Please let me know if you there are any questions or concerns. Thank you for your support and for making this scholarship program possible!

Sincerely,

**Megan Gregor, CMC**

Deputy City Clerk

City of Renton

425-430-6504

[mgregor@rentonwa.gov](mailto:mgregor@rentonwa.gov)

**From:** [Virginia Olsen](#)  
**To:** ["Paula Swisher"](#); [Debbie Jermann](#); [Shannon Corin](#); ["Dee Roberts"](#); ["Debbie Burke"](#); ["Jill Boltz"](#); ["Christy O'Flaherty"](#); ["Gina Anderson"](#); ["Kay Kammer"](#); ["Liz Smoot"](#); ["Susan Duncan"](#)  
**Subject:** RE: WMCA -- Alice Attwood Region IX Director  
**Date:** Monday, May 16, 2016 3:55:00 PM

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Aye.

And Paula, I think the \$250 you're remembering may be the Dema gift. You guys, I totally suck at getting gifts and need some help. I will see Dema on June 8. I like the idea of some jewelry for her. Can someone help me figure out what to get?

I sent her the thank you cards from our conference and she sent me a message that she really appreciated them.

Wish me luck! Council may have a decision on a new CM tonight. They didn't decide on Saturday. It's soooooo touchy right now and they're not on the same page. UGH!!

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**From:** Paula Swisher [mailto:[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)]  
**Sent:** Monday, May 16, 2016 1:38 PM  
**To:** Debbie Jermann; 'Shannon Corin'; 'Dee Roberts'; 'Debbie Burke'; 'Jill Boltz'; 'Christy O'Flaherty'; Virginia Olsen; 'Gina Anderson'; 'Kay Kammer'; 'Liz Smoot'; 'Susan Duncan'  
**Subject:** RE: WMCA -- Alice Attwood Region IX Director

Aye

**Best regards,**

**Paula Swisher, CMC**

**City Clerk-Treasurer**

**City of Brier**

**425-775-5440**

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**From:** Debbie Jermann [mailto:[DebbieJ@c-tran.org](mailto:DebbieJ@c-tran.org)]  
**Sent:** Monday, May 16, 2016 12:49 PM  
**To:** 'Shannon Corin'; 'Dee Roberts'; 'Debbie Burke'; 'Jill Boltz'; 'Christy O'Flaherty'; 'Virginia Olsen'; 'Gina Anderson'; 'Kay Kammer'; 'Liz Smoot'; Paula Swisher; 'Susan Duncan'  
**Subject:** RE: WMCA -- Alice Attwood Region IX Director

Aye

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**From:** Shannon Corin [mailto:[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)]  
**Sent:** Monday, May 16, 2016 12:40 PM  
**To:** 'Dee Roberts'; 'Debbie Burke'; 'Jill Boltz'; 'Christy O'Flaherty'; 'Virginia Olsen'; Debbie Jermann; 'Gina Anderson'; 'Kay Kammer'; 'Liz Smoot'; 'Paula Swisher'; 'Susan Duncan'  
**Subject:** RE: WMCA -- Alice Attwood Region IX Director

For clarification only: This would only be an extra \$100 every six years. We have 3 years on 3 years off on the Region IX rotation with a rep from our State.

I will include it in the Financial Policy for our next meeting.

Thank you.

**Shannon Corin, CMC**

City Clerk

City of Bremerton

(360) 473-5323

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**From:** Dee Roberts [mailto:[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)]

**Sent:** Monday, May 16, 2016 12:28 PM

**To:** 'Debbie Burke' <[DebbieB@CI.NORMANDY-PARK.WA.US](mailto:DebbieB@CI.NORMANDY-PARK.WA.US)>; Shannon Corin <[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)>; 'Jill Boltz' <[JillB@KitsapTransit.com](mailto:JillB@KitsapTransit.com)>; 'Christy O'Flaherty' <[Christy.OFlaherty@TukwilaWA.gov](mailto:Christy.OFlaherty@TukwilaWA.gov)>; 'Virginia Olsen' <[VOlsen@ci.mlt.wa.us](mailto:VOlsen@ci.mlt.wa.us)>; 'Debbie Jermann' <[DebbieJ@c-tran.org](mailto:DebbieJ@c-tran.org)>; 'Gina Anderson' <[andersong@ci.woodland.wa.us](mailto:andersong@ci.woodland.wa.us)>; 'Kay Kammer' <[Kay.Kammer@cityofbg.org](mailto:Kay.Kammer@cityofbg.org)>; 'Liz Smoot' <[esmoot@monroewa.gov](mailto:esmoot@monroewa.gov)>; 'Paula Swisher' <[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)>; 'Susan Duncan' <[SusanDuncan@cityofferndale.org](mailto:SusanDuncan@cityofferndale.org)>

**Subject:** RE: WMCA -- Alice Attwood Region IX Director  
second

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**From:** Debbie Burke [<mailto:DebbieB@CI.NORMANDY-PARK.WA.US>]

**Sent:** Monday, May 16, 2016 12:04 PM

**To:** 'Shannon Corin' <[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)>; 'Jill Boltz' <[JillB@KitsapTransit.com](mailto:JillB@KitsapTransit.com)>; 'Christy O'Flaherty' <[Christy.OFlaherty@TukwilaWA.gov](mailto:Christy.OFlaherty@TukwilaWA.gov)>; 'Virginia Olsen' <[VOlsen@ci.mlt.wa.us](mailto:VOlsen@ci.mlt.wa.us)>; Debbie Jermann <[DebbieJ@c-tran.org](mailto:DebbieJ@c-tran.org)>; Dee Roberts <[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)>; Gina Anderson <[andersong@ci.woodland.wa.us](mailto:andersong@ci.woodland.wa.us)>; Kay Kammer <[Kay.Kammer@cityofbg.org](mailto:Kay.Kammer@cityofbg.org)>; Liz Smoot <[esmoot@monroewa.gov](mailto:esmoot@monroewa.gov)>; Paula Swisher <[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)>; Susan Duncan <[SusanDuncan@cityofferndale.org](mailto:SusanDuncan@cityofferndale.org)>

**Subject:** RE: WMCA -- Alice Attwood Region IX Director

The gift in our financial policy is limited to the \$100 and was budgeted accordingly. This could be a new change with the current Region IX agreement stating that an additional contribution from the State of the outgoing gift is optional.

I move to authorize a gift from our State in addition to the \$100 for the Region gift contribution in an amount not to exceed \$200 and have the finance policy updated at our next meeting to reflect this change for future continuity.

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**From:** Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]

**Sent:** Monday, May 16, 2016 10:34 AM

**To:** 'Jill Boltz' <[JillB@KitsapTransit.com](mailto:JillB@KitsapTransit.com)>; 'Christy O'Flaherty' <[Christy.OFlaherty@TukwilaWA.gov](mailto:Christy.OFlaherty@TukwilaWA.gov)>; 'Virginia Olsen' <[VOlsen@ci.mlt.wa.us](mailto:VOlsen@ci.mlt.wa.us)>; Debbie Burke <[DebbieB@CI.NORMANDY-PARK.WA.US](mailto:DebbieB@CI.NORMANDY-PARK.WA.US)>; Debbie Jermann <[DebbieJ@c-tran.org](mailto:DebbieJ@c-tran.org)>; Dee Roberts <[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)>; Gina Anderson <[andersong@ci.woodland.wa.us](mailto:andersong@ci.woodland.wa.us)>; Kay Kammer <[Kay.Kammer@cityofbg.org](mailto:Kay.Kammer@cityofbg.org)>; Liz Smoot <[esmoot@monroewa.gov](mailto:esmoot@monroewa.gov)>; Paula Swisher <[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)>; Susan Duncan <[SusanDuncan@cityofferndale.org](mailto:SusanDuncan@cityofferndale.org)>

**Subject:** RE: WMCA -- Alice Attwood Region IX Director

How much on the gift?

Since she is getting a signet ring with Region IX on it. I was thinking of getting her earrings or a necklace.

Best Regards,

Shannon Corin, CMC

City Clerk  
City of Bremerton  
(360) 473-5323

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**From:** Jill Boltz [<mailto:JillB@KitsapTransit.com>]

**Sent:** Friday, May 13, 2016 8:10 AM

**To:** 'Christy O'Flaherty' <[Christy.OFlaherty@TukwilaWA.gov](mailto:Christy.OFlaherty@TukwilaWA.gov)>; 'Virginia Olsen'



<[VOlsen@ci.mlt.wa.us](mailto:VOlsen@ci.mlt.wa.us)>; Shannon Corin <[Shannon.Corin@ci.bremerton.wa.us](mailto:Shannon.Corin@ci.bremerton.wa.us)>; Debbie Burke <[debbieb@ci.normandy-park.wa.us](mailto:debbieb@ci.normandy-park.wa.us)>; Debbie Jermann <[DebbieJ@c-tran.org](mailto:DebbieJ@c-tran.org)>; Dee Roberts <[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)>; Gina Anderson <[andersong@ci.woodland.wa.us](mailto:andersong@ci.woodland.wa.us)>; Kay Kammer <[Kay.Kammer@cityofbg.org](mailto:Kay.Kammer@cityofbg.org)>; Liz Smoot <[esmoott@monroewa.gov](mailto:esmoott@monroewa.gov)>; Paula Swisher <[pswisher@ci.brier.wa.us](mailto:pswisher@ci.brier.wa.us)>; Susan Duncan <[SusanDuncan@cityofferndale.org](mailto:SusanDuncan@cityofferndale.org)>

**Subject:** RE: WMCA -- Alice Attwood Region IX Director

Aye! We have to honor our volunteers!!!

**Jill A. Boltz, CMC**

Kitsap Transit / Clerk of the Board  
60 Washington Avenue, Suite 200  
Bremerton, WA 98337  
360.478.6230

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

**Sent:** Thursday, May 12, 2016 1:46 PM

**To:** 'Virginia Olsen'; 'Shannon Corin'; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Smoot; Paula Swisher; Susan Duncan

**Subject:** RE: WMCA -- Alice Attwood Region IX Director

Second.

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

**Sent:** Thursday, May 12, 2016 1:33 PM

**To:** 'Shannon Corin'; Christy O'Flaherty; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Smoot; Paula Swisher; Susan Duncan

**Subject:** RE: WMCA -- Alice Attwood Region IX Director

It's a huge 3 year commitment to be a Region IX rep with lots of travel away from the office. I would support and move to cover the remaining \$61.99 for the Region IX gift and purchase a gift from WMCA if it has been done in the past. Was Pam Kolacy our last Region IX Director or am I forgetting someone? It's been awhile.

V.

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**From:** Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]

**Sent:** Wednesday, May 11, 2016 5:29 PM

**To:** Christy O'Flaherty; Debbie Burke; Debbie Jermann; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Smoot; Paula Swisher; Susan Duncan; Virginia Olsen

**Subject:** WMCA -- Alice Attwood Region IX Director

EC,

We do not have in our budget additional funds allocated as a gift for Alice who is the outgoing Region IX Director. We have \$100 allocated for the Region IX gift to Alyce that all the states put in, however it is customary for the representative's state to also give a gift.

Her gift from Region IX is more than \$400. Do we want to cover the rest of the amount (total is \$461.99, so \$62.00 more), a portion of the amount or get a separate gift, or no gift?

Best Regards,

**Shannon L. Corin, CMC**

City Clerk  
City of Bremerton  
345 6<sup>th</sup> Street, Suite 600