



EXECUTIVE COMMITTEE AGENDA

Friday, January 27, 2017 – Mayor’s Conference Room, City of Bremerton, City Hall – 10AM

- 1. Call to Order and Roll Call**
- 2. Approve Agenda and Meeting Minutes**
 - a. Executive Committee Meeting of October 14, 2016 1
- 3. Treasury Related Reports**
 - a. Treasurer Report 9
 - b. World Points 27
- 4. Old Business**
 - a. Conference Yearbook..... n/a
- 5. New Business**
 - a. Scholarship Foundation (Gina/Shannon)..... 31
- 6. Committee Business/Reports**
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 - b. Awards (Debbie) 45
 - c. Budget (Dee) 47
 - d. Bylaws (Debbie J) 49
 - e. Conference Planning (Paula) N/A
 - f. Education (Virginia) 71
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 - a. Email Ratifications 99
- 8. Good of the Order**
- 9. Next Meeting** – Scheduled for March 24, 2017 at Alderbrook Resort in Union, Washington
- 10. Adjournment**



EXECUTIVE COMMITTEE MINUTES

Friday, October 14, 2016, 10 a.m.
Brothers Room, 3rd Floor, Alderbrook Resort & Spa,
Union, WA

1. Call to Order and Roll Call

Ms. Shannon Corin, WMCA President, called the meeting to order at approximately 10:03 a.m. 2016-17 WMCA Executive Committee members present included: President Corin, President-Elect Dee Roberts, Vice President Virginia Olsen, Secretary Elizabeth Smoot, Treasurer Gina Anderson, and Boardmembers Jill Boltz, Susan Duncan¹, Deborah Estrada, Debbie Jermann, Kay Kammer, and Paula Swisher, and Immediate Past President Debbie Burke.

a. Oath of Offices

President Corin administered the Oaths of Office for President-Elect Dee Roberts and Boardmember Deborah Estrada, elected through two Special Elections held the previous three months.

General discussion ensued regarding the upcoming general elections.

b. Updated Committee Pages

President Corin noted updates to the Committees pages for the Executive Committee handbooks.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of June 3, 2016

President Corin called for any corrections to the June 3, 2016, Executive Committee Meeting minutes; corrections on pages three and six were noted.

President Corin noted that, without objection, the Executive Committee Meeting Minutes of June 3, 2016, would be approved. No objections were noted. Minutes approved (11-0).

3. Treasury-Related Reports

a. Treasurer Report

Treasurer Anderson reported on the following topics: Balance Sheet, Profit and Loss Budget vs. Actual (condensed), Checking Register, Checking Reconciliation for September, Savings Register, Savings Reconciliation for September, Scholarship Register, and Scholarship Reconciliation for September.

¹ CLERK'S NOTE: Boardmember Duncan arrived at approximately 10:12 a.m. during the Treasurer's Report.

b. World Points

President Corin noted the reports included in the packet regarding the WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting. General discussion ensued regarding the use of points, conference planning purchases, and the 2017 WMCA conference theme.

4. Old Business

a. Vice President Job Description

Vice President Olsen reviewed the proposed amendments to the Vice President Job Description; to amend language regarding conference site visits to come into alignment with current practices, and to add Awards Committee duties. General discussion ensued regarding current site visit practices, site rotation, and opportunities for the President-Elect/Executive Committee to have site visits prior to conferences, as needed.

Boardmember Duncan moved to approve the Vice President Job Description as amended; the motion was seconded by Boardmember Boltz. On vote,

Motion carried (12-0).

b. IIMC Foundation

General discussion ensued regarding the potential to create a WMCA restricted endowment program, including: 'railroad' funds, CDs, and potentially contacting investment firms to seek out additional information on opportunities available to the WMCA.

c. Conference Yearbook

General discussion ensued regarding the potential to create a conference yearbook and/or add membership profile pictures to the Members Only section of the website, including: opportunities at conference to take profile photos (photo booth/registration desk/etc.) and the Historical Committee taking this on as a special project (collect pictures, edit, and upload online).

5. New Business

b. Public Disclosure Commission (PDC)

President Corin noted an email request received from the Public Disclosure Commission (PDC) regarding WMCA/Clerk assistance with local petitions filing/reporting to the PDC. General discussion ensued regarding the filing and verification of petitions, local Clerks as a pass-through to the County/Entity Elections Office(r), and recommendation for the PDC to contact local legislators regarding amendments to better the PDC enforce disclosure requirements for local ballot measures. President Corin will follow-up with the PDC accordingly.

6. Committee Business/Reports

a. Audit Committee

Past President Burke noted the written report included in the meeting agenda packet; and the return of Ms. Cindy Marbut as Chairperson.

b. Awards Committee

Past President Burke noted the Awards process is on schedule; the Clerk of the Year award nominations has been noticed in the newsletter and advertisements are in preparation to be distributed to supervisors.

c. Budget Committee

President-Elect Roberts noted the Budget Committee will be meeting December 9, 2016, 10 a.m., in Tumwater, Washington, to work on the 2017-2018 Budget.

d. Bylaws Committee

Boardmember Jermann noted the Bylaws Committee Report in the meeting materials, the preparation of a proposed amendment to the WMCA Bylaws regarding filling a vacancy on the WMCA Executive Committee when only one nomination is received to fill the position (and eliminating the need to conduct a full special election), and the recommendation of the committee for no action.

General discussion ensued regarding the proposed amendment and recommendation, process for filling a vacancy, special election timeframe/costs/voter turnout/etc., efficiencies to be gained with the proposed amendment, and alternative amendment language regarding validation by the Executive Committee as opposed to automatic appointment.

Boardmember Jermann will notify the Bylaws Committee of the request for alternative language, and the request to present the proposed amendment to the full membership at the annual business meeting in March 2017.

President Corin stated the meeting would recess for a site tour and lunch.

NOTE: The meeting recessed at 11:17 a.m. and reconvened at approximately 12:19 p.m.

e. Conference Planning Committee

Boardmember Swisher noted the Conference Planning Report included in the meeting materials; reported on rising conference costs and that registration fees have not been increased for over ten years; and provided recommendations to the Executive Committee to

address the issue, including: scaling back on meals provided, raising registration fees, eliminating auction night, and taking no action.

General discussion ensued regarding meal packages, recommendation options, and increasing registration fees on a regular basis.

Boardmember Roberts moved to increase the registration fee for 2017 to \$400 for early bird and \$450 for late registration; the motion was seconded by Boardmember Jermann.

General discussion ensued regarding increasing registration fees on a regular basis to keep up with inflation, adjusting meal packages, and notifying the membership of increases well in advance for budgeting purposes.

Boardmember Boltz moved to amend the main motion to increase the registration fee for 2017 to \$375 for early bird and \$425 for late registration, and increase the registration fee for 2018 to \$400 for early bird and \$450 for late registration; the motion was seconded by Boardmember Estrada.

General discussion ensued regarding the tiered increases, scholarships, sponsorships, and providing for regular increases every two years.

On vote, Motion to amend failed (0-12).

Boardmember Boltz moved to amend the main motion to increase the registration fee for 2017 to \$375 for early bird and \$425 for late registration; the motion was seconded by Boardmember Duncan.

On vote, Motion to amend carried (12-0).

General discussion ensued regarding higher rates on the west side of the state and potential to increase/assess conference fees every two years or make incremental increases.

Boardmember Burke moved to further amend the main motion to increase the registration fee for 2019 to \$400 for early bird and \$450 for late registration; the motion was seconded by Boardmember Boltz.

General discussion ensued regarding timeline for increasing registration fees and allowing time for the membership to budget accordingly.

On vote, Motion to amend carried (12-0).

MAIN MOTION, AS AMENDED: To increase the registration fees for 2017 and 2018 to \$375 for early bird and \$425 for late registration; and to increase the registration fee for 2019 to \$400 for early bird and \$450 for late registration.

On vote,

Main Motion, as amended, carried (12-0).

Boardmember Swisher continued her report on Conference Planning by reviewing potential sites for the 2019 and 2020 conferences. General discussion ensued regarding potential sites for 2020 including: Spokane, Wenatchee, and Yakima.

Secretary Smoot moved to direct Conference Planning Chair Swisher to begin negotiations with the Yakima Red Lion and the Yakima Convention Center for the 2020 conference; the motion was seconded by Vice President Olsen.

On vote,

Motion carried (12-0).

f. Education Committee

Vice President Olsen reported on the following topics: new 2016 Co-Chair/2017 Chair Joanna Sanders, 2017 topics/speakers, 2017 Auction Night ideas, the draft 2017 Conference schedule, and report from the WMCA Education Coordinator – Ali Spietz (including 2016 Fall Academy, 2017 Spring Academy, and 2017 Athenian Dialogue).

General discussion ensued throughout regarding auction night options, education topics, and Education Coordinator recommendations for the 2017 Athenian Dialogue.

President-Elect Roberts moved to accept the Education Coordinator's recommendations for the 2017 Athenian Dialogue: 1. that the 2017 Dialogue will be open to CMCs and MMCs first, then open to all members if all of the spots are not filled by early February; 2. of a registration fee of \$150; and 3. that the EC agrees to the registration process, cancellation date, and cancellation fee, as proposed; the motion was seconded by Past President Burke.

On vote,

Motion carried (11-0)².

g. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: fundraising events at the annual conference; WMCA store items, including the new charm bracelets; and collection of items for the auction.

General discussion ensued regarding auction items and WMCA store items.

h. Historical Committee

Boardmember Boltz noted the report included in the meeting packet and opened discussion for future Historical Committee projects.

² SECRETARY'S NOTE: President Corin was absent from the Meeting Room during the vote on the Education Coordinator's recommendations for the 2017 Athenian Dialogue.

General discussion ensued regarding planning for the 50th Annual Conference in 2020, querying the committee members for potential projects, adding a regular Historical Committee newsletter article/feature, and ideas for Committee activities at the annual conferences.

i. Legislative Committee

Boardmember Kammer noted the Legislative Committee report in the meeting materials, plan for the Committee to attend the 2017 Legislative Session, correspondence and coordination with AWC, and request for any other topics of interest to be sent to the Legislative Committee. General discussion ensued regarding potential items.

j. Membership Committee

Secretary Smoot reported on the following topics: 2016-2017 new members, 2016 Fall Academy membership event, Partnership Program, and Elections.

General discussion ensued throughout the report regarding continuing the Fall Academy event and looking into making elections officers committee co-chairs.

k. Newsletter Committee

Boardmember Jermann noted the report included in the meeting agenda packet.

l. Scholarship Committee

President Corin noted the newly selected Committee Liaison – Boardmember Estrada.

President-Elect Roberts, former liaison, noted the report provided in the meeting agenda packet, reviewed scholarships awarded for Fall Academy, and noted deadlines for the 2017 WMCA Conference Scholarships. General discussion ensued regarding amending the budget to provide for additional scholarships.

Boardmember Swisher moved to increase the conference scholarships budget by an additional five thousand dollars and to amend the 2016-2017 Budget accordingly; the motion was seconded by Boardmember Boltz.

Discussion ensued regarding number of scholarships awarded and potential further amendments increasing the scholarships budget, as needed.

On vote,

Motion carried (10-0)³.

³ SECRETARY'S NOTE: resident Corin and Boardmember Swisher were absent from the Meeting Room during the vote on increasing the 2016-2017 Scholarships Budget.

m. Webmaster

Boardmember Boltz reported on website improvements, regular updates, job opportunities, and membership classifications. General discussion ensued regarding membership classifications. By consensus, the Executive Committee requested the Bylaws Committee look into the classifications and criteria.

7. Other Business

a. Email Ratifications

The following email decision was presented to the Executive Committee for their consideration of ratification:

July 15, 2016 – requesting the Bylaws Committee prepare an amendment related to vacancies and special elections, specifically Article IV, Section 6, to add something to the effect that if only one candidate is nominated, then they shall be declared elected and no election will be held.

Boardmember Kammer moved to ratify the July 15, 2016, email decision, as presented; the motion was seconded by Boardmember Duncan. On vote,
Motion carried (12-0).

7. Good of the Order

a. Archives Oversight Committee (AOC) *(added at the time of the meeting)*

Boardmember Boltz provided a report on the Archives Oversight Committee (AOC), appointment of two City representatives to the AOC, and upcoming AOC activities.

8. Next Meeting

The next WMCA Executive Committee meeting will be held Friday, January 27, 2017, in Bremerton, Washington, at approximately 10:00 a.m.

9. Adjournment

There being no further business, President Corin adjourned the meeting at 2:34 p.m.

/s/
Elizabeth M. Smoot, MMC, WMCA Secretary

/s/
Shannon Corin, CMC, WMCA President

Minutes approved at the WMCA Executive Committee Meeting of January 27, 2017.



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: January 24, 2017

Attached are the following reports for the period ending December 31, 2016:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Checking Register
- Checking Reconciliation for December
- Savings Register
- Savings Reconciliation for December
- Scholarship Register
- Scholarship Reconciliation for December

We show a loss of \$(753.67). Our expenses are exceeding our revenues but that will turn around when we start to receive conference revenue & scholarship income.

WMCA
Balance Sheet
As of December 31, 2016

Assets

Current Assets

Checking	13,241.10
Savings	86,400.39
Scholarship	9,478.35
Total Cash	<u>109,119.84</u>

Total Current Assets	109,119.84
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Total Assets	<u>109,119.84</u>
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Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	12,487.63
Net Income	(753.67)
Total Equity	<u>109,119.84</u>

Total Liabilities & Equity	<u>109,119.84</u>
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WMCA
Profit & Loss Budget vs. Actual
May 2016 through December 2016

	Actual May '16 - Dec '16	Budget May '16-April '17	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	9,125.00	17,250.00	(8,125.00)	0.53
Conference	100.00	48,000.00	(47,900.00)	0.00
Dues	25,720.00	25,500.00	220.00	1.01
Money Market Savings Interest	28.77	80.00	(51.23)	0.00
Scholarship Income	340.90	11,503.00	(11,162.10)	0.03
Total Income	35,314.67	102,333.00	(67,018.33)	34.51%
Transfer to Savings	0.00	28,225.00	(28,225.00)	0.00
Expense				
Academy Sessions	4,760.20	13,000.00	(8,239.80)	0.37
Annual Conference	997.20	67,175.00	(66,177.80)	0.01
Board Expenses	8,241.14	17,553.00	(9,311.86)	0.47
Communication Expenses	184.90	1,080.00	(895.10)	0.17
Contingency	0.00	500.00	(500.00)	0.00
IIMC	1,970.25	1,775.00	195.25	1.11
Miscellaneous Expenses	4,489.76	4,975.00	(485.24)	0.90
Scholarship Expenses	15,424.89	24,500.00	(9,075.11)	0.63
Total Expense	36,068.34	130,558.00	(94,489.66)	27.63%
Net Profit (Loss)	(753.67)	0.00	(753.67)	6.88%

Register: Chase Checking

From 05/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/03/2016			-split-	Deposit		X	1,350.00	22,034.35
05/03/2016			-split-	Deposit		X	1,350.00	23,384.35
05/03/2016			-split-	Deposit		X	1,350.00	24,734.35
05/03/2016			-split-	Deposit		X	1,350.00	26,084.35
05/03/2016			-split-	Deposit		X	1,350.00	27,434.35
05/03/2016			-split-	Deposit		X	600.00	28,034.35
05/03/2016			-split-	Deposit		X	1,305.00	29,339.35
05/03/2016			-split-	Deposit		X	1,350.00	30,689.35
05/04/2016			-split-	Deposit		X	0.00	30,689.35
05/04/2016			-split-	Deposit		X	0.00	30,689.35
05/04/2016			-split-	Deposit		X	0.00	30,689.35
05/04/2016			-split-	Deposit		X	1,200.00	31,889.35
05/04/2016	1054	WSU - Conference ...	-split-		15,900.00	X		15,989.35
05/05/2016			-split-	Deposit		X	72.22	16,061.57
05/06/2016			-split-	Deposit		X	0.00	16,061.57
05/06/2016			-split-	Deposit		X	0.00	16,061.57
05/06/2016			-split-	Deposit		X	0.00	16,061.57
05/06/2016			-split-	Deposit		X	0.00	16,061.57
05/06/2016			-split-	Deposit		X	0.00	16,061.57
05/06/2016			-split-	Deposit		X	824.40	16,885.97
05/06/2016			-split-	PayPal		X	1,314.90	18,200.87
05/12/2016		Bank Of America	ANNUAL CONFERE...	Paula Swisher	370.82	X		17,830.05
05/13/2016			-split-	Deposit		X	1,300.00	19,130.05
05/17/2016		Bank Of America	-split-		1,300.00	X		17,830.05
05/19/2016	1055	Sandy Paul	Dues 2016		75.00	X		17,755.05
05/20/2016			-split-	Deposit		X	525.00	18,280.05
05/20/2016		Bank Of America	-split-	Shannon Corin	892.94	X		17,387.11
05/20/2016	1056	City of East Wenatchee	-split-		425.00	X		16,962.11
05/23/2016			-split-	PayPal		X	803.55	17,765.66
05/27/2016			-split-	Deposit		X	225.00	17,990.66
05/31/2016			-split-	PayPal		X	146.10	18,136.76
06/02/2016	1057	Ali Spietz	Board Expenses:Educa...		1,075.95	X		17,060.81
06/02/2016	1058	City of Monroe	-split-		120.26	X		16,940.55
06/06/2016	1059	Joan Tilton	Board Expenses:NCI D...	IIMC Conference	545.07	X		16,395.48
06/06/2016	1060	WSU - Conference ...	-split-		1,185.00	X		15,210.48
06/10/2016	1061	Tracy Davis	IIMC:Outgoing Reg I...		161.99	X		15,048.49
06/11/2016			-split-	Deposit		X	1,730.00	16,778.49
06/13/2016			-split-	PayPal		X	219.15	16,997.64
06/14/2016		Bank Of America	-split-	Debbie Burke	502.98	X		16,494.66
06/14/2016		Bank Of America	-split-	Paula Swisher	351.11	X		16,143.55

WMCA

1/24/2017 11:18 AM

Register: Chase Checking

From 05/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/14/2016	1062	City of Mabton	-split-		60.00	X		16,083.55
06/24/2016			-split-	Deposit		X	410.00	16,493.55
07/01/2016		Bank Of America	-split-	Shannon Corin	1,591.62	X		14,901.93
07/08/2016	1063	Office Depot	Miscellaneous Expense...		80.76	X		14,821.17
07/11/2016		Bank Of America	Board Expenses:Office...	Shannon Corin	362.50	X		14,458.67
07/14/2016		Bank Of America	-split-	Virginia Olsen	617.62	X		13,841.05
07/15/2016			-split-	Deposit		X	1,225.00	15,066.05
07/19/2016		Bank Of America	-split-	Paula Swisher	230.17	X		14,835.88
07/19/2016	1064	City of Monroe	Miscellaneous Expense...	VOID:		X		14,835.88
07/19/2016	1065	Leana Johnson	Communication Expen...		79.95	X		14,755.93
07/22/2016			-split-	Deposit		X	78.26	14,834.19
07/27/2016	1066	Jill Boltz	Board Expenses:Execu...		67.12	X		14,767.07
07/27/2016	1067	City Clerk's Associati...	IIMC:Reg IX Assessm...		1,630.00	X		13,137.07
08/01/2016			-split-	PayPal		X	1,756.80	14,893.87
08/03/2016			-split-	The Square		X	72.22	14,966.09
08/05/2016			-split-	Deposit		X	481.00	15,447.09
08/08/2016			-split-	PayPal		X	585.60	16,032.69
08/12/2016			-split-	Deposit		X	900.00	16,932.69
08/12/2016		Bank Of America	Communication Expen...	Gina Anderson	25.00	X		16,907.69
08/12/2016		Bank Of America	Miscellaneous Expense...	Shannon Corin	31.00	X		16,876.69
08/15/2016			-split-	PayPal		X	1,317.60	18,194.29
08/23/2016		Bank Of America	Miscellaneous Expense...	Paula Swisher	228.14	X		17,966.15
08/26/2016			-split-	Deposit		X	1,725.00	19,691.15
08/29/2016			-split-	PayPal		X	1,171.20	20,862.35
09/02/2016			-split-	Deposit		X	0.00	20,862.35
09/06/2016			-split-	PayPal		X	317.25	21,179.60
09/12/2016	1068	Leana Johnson	Communication Expen...		79.95	X		21,099.65
09/13/2016	1069	Enzian Inn	ACADEMY SESSION...	VOID: GJE, R...		X		21,099.65
09/13/2016	1070	Enzian Inn	ACADEMY SESSION...		1,704.23	X		19,395.42
09/13/2016	3	Enzian Inn	ACADEMY SESSION...	For CHK 1069 ...	1,704.23	X		17,691.19
09/13/2016	3R	Enzian Inn	ACADEMY SESSION...	Reverse of GJE...		X	1,704.23	19,395.42
09/15/2016			-split-	The Square		X	506.47	19,901.89
09/30/2016			-split-	Deposit		X	749.00	20,650.89
10/09/2016	1071	Carothers, Bornefeld ...	-split-	Void		X		20,650.89
10/09/2016	1072	Carothers, Bornefeld ...	-split-		2,942.34	X		17,708.55
10/18/2016	1073	Shannon Corin	-split-		76.88	X		17,631.67
10/18/2016	1074	AMS Print and Mail ...	Scholarship Expenses:...		214.29	X		17,417.38
10/21/2016			-split-	Deposit		X	155.00	17,572.38
10/21/2016	1075	Liberty Mutual Insur...	Miscellaneous Expense...	11/07/2016 Re...	250.00	X		17,322.38
10/25/2016	1076	Leavitt Insurance	Miscellaneous Expense...	11/07/2016 Re...	803.00	X		16,519.38

WMCA

1/24/2017 11:18 AM

Register: Chase Checking

From 05/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/26/2016	1077	Alderbrook Resort &...	Board Expenses:Board ...		769.99	X		15,749.39
10/26/2016	1078	City of Seattle	Dues 2016		75.00	X		15,674.39
10/28/2016		Bank Of America	Miscellaneous Expense...	Gina Anderson	10.00	X		15,664.39
10/28/2016		Bank Of America	-split-	Shannon Corin	695.15	X		14,969.24
10/28/2016		Bank Of America	ANNUAL CONFERE...	Paula Swisher	9.83	X		14,959.41
10/28/2016		Bank Of America	ACADEMY SESSION...	Virginia Olsen	113.63	X		14,845.78
11/10/2016	1079	David T Saathoff	Miscellaneous Expense...		825.00	X		14,020.78
12/01/2016		Bank Of America	-split-	Debbie Burke	178.75	X		13,842.03
12/01/2016		Bank Of America	Miscellaneous Expense...	Virginia Olsen	59.22	X		13,782.81
12/07/2016			-split-	Deposit		X	150.00	13,932.81
12/08/2016	1080	Leavitt Insurance	Miscellaneous Expense...		250.00	X		13,682.81
12/21/2016		Bank Of America	-split-		230.11	X		13,452.70
12/21/2016		Bank Of America	Miscellaneous Expense...	Clerk of the Ye...	211.60	X		13,241.10



JPMorgan Chase Bank, N.A.
P O Box 659754
San Antonio, TX 78265 - 9754

December 01, 2016 through December 30, 2016

Account Number: **000001851443431**



00131854 DRE 702 210 00117 NNNNNNNNNN 1 000000000 61 0000

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-100

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: 1-877-425-8100
Deaf and Hard of Hearing: 1-800-242-7383
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679



01318540101000000021

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$14,020.78 ✓
Deposits and Additions	1	150.00
Checks Paid	1	-250.00
Electronic Withdrawals	4	-679.68
Ending Balance	6	\$13,241.10

Your account ending in 4280 is linked to this account for overdraft protection.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
12/12	Deposit	\$150.00
Total Deposits and Additions		\$150.00 ✓

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1080 ^		12/13	\$250.00 ✓
Total Checks Paid			\$250.00

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/05	Bk of Amer VI/Mc Online Pmt Ck510751661POS CCD ID: 9500000000	\$178.75 ✓
12/05	Bk of Amer VI/Mc Online Pmt Ck510751661POS CCD ID: 9500000000	59.22 ✓
12/23	Bk of Amer VI/Mc Online Pmt Ck510751661POS CCD ID: 9500000000	230.11 ✓
12/23	Bk of Amer VI/Mc Online Pmt Ck510751661POS CCD ID: 9500000000	211.60 ✓
Total Electronic Withdrawals		\$679.68



December 01, 2016 through December 30, 2016

Account Number: **000001851443431**

DAILY ENDING BALANCE

DATE	AMOUNT
12/05	\$13,782.81
12/12	13,932.81
12/13	13,682.81
12/23	13,241.10

SERVICE CHARGE SUMMARY

You were not charged a monthly service fee this month. Your monthly service fee can continue to be waived in five different ways during any statement period:

- Maintain an average daily balance of \$7,500.00. Your average daily balance was \$13,641.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$109,541.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. Your Premier Plus personal checking account is linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$0.00.

See your Account Rules and Regulations or stop in to see a banker today to find out more.

TRANSACTIONS FOR SERVICE FEE CALCULATION

NUMBER OF TRANSACTIONS

Checks Paid / Debits	5
Deposits / Credits	1
Deposited Items	2
Transaction Total	8

SERVICE FEE CALCULATION

AMOUNT

Service Fee	\$15.00
Service Fee Credit	-\$15.00
Net Service Fee	\$0.00
Excessive Transaction Fees (Above 200)	\$0.00
Total Service Fees	\$0.00

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call or write us at the phone number or address on the front of this statement (non-personal accounts contact Customer Service) if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account.



JPMorgan Chase Bank, N.A. Member FDIC

9:46 AM

01/04/17

WMCA
Reconciliation Summary
Chase Checking, Period Ending 12/31/2016

	<u>Dec 31, 16</u>
Beginning Balance	14,020.78
Cleared Transactions	
Checks and Payments - 5 items	-929.68
Deposits and Credits - 1 item	150.00
Total Cleared Transactions	<u>-779.68</u>
Cleared Balance	<u>13,241.10</u>
Register Balance as of 12/31/2016	13,241.10
New Transactions	
Deposits and Credits - 1 item	950.00
Total New Transactions	<u>950.00</u>
Ending Balance	<u><u>14,191.10</u></u>

9:46 AM

01/04/17

WMCA
Reconciliation Detail
Chase Checking, Period Ending 12/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,020.78
Cleared Transactions						
Checks and Payments - 5 items						
Check	12/01/2016		Bank Of America	X	-178.75	-178.75
Check	12/01/2016		Bank Of America	X	-59.22	-237.97
Check	12/08/2016	1080	Leavitt Insurance	X	-250.00	-487.97
Check	12/21/2016		Bank Of America	X	-230.11	-718.08
Check	12/21/2016		Bank Of America	X	-211.60	-929.68
Total Checks and Payments					-929.68	-929.68
Deposits and Credits - 1 item						
Deposit	12/07/2016			X	150.00	150.00
Total Deposits and Credits					150.00	150.00
Total Cleared Transactions					-779.68	-779.68
Cleared Balance					-779.68	13,241.10
Register Balance as of 12/31/2016					-779.68	13,241.10
New Transactions						
Deposits and Credits - 1 item						
Deposit	01/04/2017				950.00	950.00
Total Deposits and Credits					950.00	950.00
Total New Transactions					950.00	950.00
Ending Balance					170.32	14,191.10

Register: Chase Savings

From 05/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2016			Money Market Savings...	Interest	X		3.76	86,375.38
06/30/2016			Money Market Savings...	Interest	X		3.52	86,378.90
07/31/2016			Money Market Savings...	Interest	X		3.41	86,382.31
08/31/2016			Money Market Savings...	Interest	X		3.88	86,386.19
09/30/2016			Money Market Savings...	Interest	X		3.52	86,389.71
10/31/2016			Money Market Savings...	Interest	X		3.64	86,393.35
11/30/2016			Money Market Savings...	Interest	X		3.52	86,396.87
12/31/2016			Money Market Savings...	Interest	X		3.52	86,400.39



JPMorgan Chase Bank, N.A.
P O Box 659754
San Antonio, TX 78265 - 9754

December 01, 2016 through December 30, 2016

Account Number: **000003366074280**



00051588 DRE 702 210 00117 NNNNNNNNNN 1 000000000 60 0000

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-100

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: 1-877-425-8100
Deaf and Hard of Hearing: 1-800-242-7383
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$86,396.87
Deposits and Additions	1	3.52
Ending Balance	1	\$86,400.39
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$3.52
Interest Paid Year-to-Date		\$42.87

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$86,396.87
12/30	Interest Payment	3.52	86,400.39
	Ending Balance		\$86,400.39

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call or write us at the phone number or address on the front of this statement (non-personal accounts contact Customer Service) if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

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JPMorgan Chase Bank, N.A. Member FDIC

9:54 AM

01/04/17

WMCA
Reconciliation Summary
Chase Savings, Period Ending 12/31/2016

	Dec 31, 16
Beginning Balance	86,396.87
Cleared Transactions	
Deposits and Credits - 1 item	3.52
Total Cleared Transactions	3.52
Cleared Balance	86,400.39
Register Balance as of 12/31/2016	86,400.39
Ending Balance	86,400.39

9:54 AM

01/04/17

WMCA
Reconciliation Detail
Chase Savings, Period Ending 12/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						86,396.87
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2016			X	3.52	3.52
Total Deposits and Credits					3.52	3.52
Total Cleared Transactions					3.52	3.52
Cleared Balance					3.52	86,400.39
Register Balance as of 12/31/2016					3.52	86,400.39
Ending Balance					3.52	86,400.39

WMCA

1/24/2017 11:20 AM

Register: Chase Scholarship

From 05/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2016			Scholarship Income:Sc...	Interest		X	0.25	9,476.70
06/30/2016			Scholarship Income:Sc...	Interest		X	0.23	9,476.93
07/31/2016			Scholarship Income:Sc...	Interest		X	0.23	9,477.16
08/31/2016			Scholarship Income:Sc...	Interest		X	0.26	9,477.42
09/30/2016			Scholarship Income:Sc...	Interest		X	0.23	9,477.65
10/31/2016			Scholarship Income:Sc...	Interest		X	0.24	9,477.89
11/30/2016			Scholarship Income:Sc...	Interest		X	0.23	9,478.12
12/31/2016			Scholarship Income:Sc...	Interest		X	0.23	9,478.35



JPMorgan Chase Bank, N.A.
P O Box 659754
San Antonio, TX 78265 - 9754

December 01, 2016 through December 30, 2016

Account Number: **000003428483907**



00013528 DRE 702 219 00117 NNNNNNNNNN 1 000000000 67 0000

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-100

CUSTOMER SERVICE INFORMATION

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Deaf and Hard of Hearing: **1-800-242-7383**
Para Espanol: **1-888-622-4273**
International Calls: **1-713-262-1679**



00135280101000000021

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$9,478.12
Deposits and Additions	1	0.23
Ending Balance	1	\$9,478.35
Annual Percentage Yield Earned This Period		0.03%
Interest Paid This Period		\$0.23
Interest Paid Year-to-Date		\$2.84

The monthly service fee for this account was waived as an added feature of Chase BusinessSelect Checking account.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$9,478.12
12/30	Interest Payment	0.23	9,478.35
	Ending Balance		\$9,478.35

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

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JPMorgan Chase Bank, N.A. Member FDIC

9:55 AM

01/04/17

WMCA
Reconciliation Summary
Chase Scholarship, Period Ending 12/31/2016

	<u>Dec 31, 16</u>
Beginning Balance	9,478.12
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.23</u>
Total Cleared Transactions	<u>0.23</u>
Cleared Balance	<u><u>9,478.35</u></u>
Register Balance as of 12/31/2016	9,478.35
Ending Balance	9,478.35

9:55 AM

01/04/17

WMCA
Reconciliation Detail
Chase Scholarship, Period Ending 12/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,478.12
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2016			X	0.23	0.23
Total Deposits and Credits					0.23	0.23
Total Cleared Transactions					0.23	0.23
Cleared Balance					0.23	9,478.35
Register Balance as of 12/31/2016					0.23	9,478.35
Ending Balance					0.23	9,478.35

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 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 2016-2017

Period: October 10 , 2016 - January 10, 2017

Beginning Points Balance			10,341
Date/Desc/Points Earned	1st Month	October 10, 2016	10
	2nd Month	November 10, 2016	-
	3rd Month	December 10, 2016	-
	4th Month	January 10, 2017	-
Subtotal Points Earned			10,351
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			10,351

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Debbie Burke

Position: Immediate Past President 2016-2017

Period: Oct 2016 to Jan 2017

Beginning Points Balance			10,455
Date/Desc/Points Earned	1st Month	October	-
	2nd Month	November	179
	3rd Month	December	212
	4th Month	January	-
Subtotal Points Earned			10,846
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			10,846

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Shannon Corin

Position: President 2016-2017

Period: October 2016-January 2017

Beginning Points Balance			9,067
Date/Desc/Points Earned	1st Month	October 10, 2016	695
	2nd Month	November 10, 2016	-
	3rd Month	December 10, 2016	2,058
	4th Month	January 10, 2016	-
Subtotal Points Earned			11,820
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			11,820

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: PAULA SWISHER
Position: CONFERENCE PLANNING CHAIR
Period: Sept 2016 - December 2016

Beginning Points Balance			8520
Date/Desc/Points Earned	1 st month		
	2 nd month		10
	3 rd month		
	4 th month		230.11
Subtotal Point Earned			0
Date/Desc/Points Used			
Subtotal Point Used			0
Balance of Points			8760.11

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

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Name: Dee Roberts

Position: President 2017-2018

Period: January - December 2017

Beginning Points Balance			-
Date/Desc/Points Earned	1st Month	February 7, 2017	2,140
	2nd Month		-
	3rd Month		-
	4th Month		-
Subtotal Points Earned			2,140
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			2,140

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[Investments & Services \(/investments-services/index.html\)](/investments-services/index.html)

[Preparing for Your Future \(/preparing-for-your-future/index.html\)](/preparing-for-your-future/index.html)

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[\(/investments-services/stocks-bonds-mutual-funds/index.html\)](/investments-services/stocks-bonds-mutual-funds/index.html) » [Fixed Income Investments \(/investments-](#)

[services/stocks-bonds-mutual-funds/fixed-income/index.html\)](#) » [Certificates of Deposit](#)

Certificates of Deposit



We know that you can buy CDs at your local bank, but Edward Jones may be an even better option.

We offer very competitive interest rates, our CDs are FDIC-insured and we have a wide selection of maturity dates and interest payment options. But unlike a bank, at Edward Jones you also get advice and guidance from your personal financial advisor on how CDs fit into your portfolio and your overall financial strategy.

What are CDs?

No, we're not talking about classic rock or country music CDs. We're talking about certificates of deposit, more commonly referred to as CDs. CDs are a way to save money, like a savings account, but usually with a slightly higher interest rate. But unlike a savings account, CDs are a time deposit. This means you can't just withdraw your funds on demand. It's possible, but you'll probably pay a penalty. Otherwise, you have to wait until your CDs mature or "come due."

Using a CD ladder

CDs can play an important role in helping you reach your financial goals. If you're working, you've probably heard that you should have at least six months' worth of living expenses saved up in case of an emergency, like a sudden illness or a job loss. If you're retired, we recommend upping that amount to 12 months' worth. By having an emergency savings fund, you won't have to dip into your retirement accounts or other long-term savings if an unforeseen event strikes.

You can build a "CD ladder" by buying a series of CDs that mature at different, sequential dates in the future – like one month, three months, six months, nine months and 12 months out. As one CD matures, you can take either use that money if you need it or just buy the next rung on your ladder. This strategy can help you earn more interest than a standard savings account, while still supplying you with a stream of cash in case of an emergency. Your local financial advisor can give you more details on our CD laddering strategy.

Other advantages

- Because we are a broker, we offer CDs from multiple banks so you can diversify your CD holdings.
- CDs are held for safekeeping by Edward Jones but can be sold in the secondary market on any business day.
- Any interest your CDs pay can go straight into your money market or insured bank deposit account at Edward Jones on the same day it's paid. So you start earning interest right away.

Rates

Certificates of Deposit

	Minimum Deposit	Annual Percentage Yield* (%)
3-month	\$5,000	0.70%
6-month	\$5,000	0.80%
1-year	\$5,000	1.10%
18-month	\$5,000	1.50%
2-year	\$5,000	1.55%
30-month	\$5,000	1.70%
3-year	\$5,000	1.75%
4-year	\$5,000	2.05%

5-year	\$5,000	2.30%
7-year	\$5,000	2.50%
10-year	\$5,000	2.80%

How we can help

By consolidating your long-term investments and your short-term savings here, your [financial advisor \(/find-financial-advisor.html\)](/find-financial-advisor.html) can take your whole financial picture into account when making recommendations.

Important Information:

**Annual Percentage Yield (APY) effective [09/04/15]. CDs offered by Edward Jones are bank-issued and FDIC-insured up to \$250,000 (principal and interest accrued but not yet paid) per depositor, per insured depository institution, for each account ownership category. Please visit www.fdic.gov or contact your financial advisor for additional information. Subject to availability and price change. CD values are subject to interest rate risk such that when interest rates rise, the prices of CDs can decrease. If CDs are sold prior to maturity, the investor can lose principal value. FDIC insurance does not cover losses in market value. Early withdrawal may not be permitted. Yields quoted are net of all commissions. CDs require the distribution of interest and do not allow interest to compound. CDs offered through Edward Jones are issued by banks and thrifts nationwide. All CDs sold by Edward Jones are registered with the Depository Trust Corp. (DTC).*



Teresa M Bryant

555 Pacific Ave Ste 101, Bremerton, WA 98337

Office Information

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Show additional contact information

How We Work Together

As an Edward Jones financial advisor, I believe it's important to invest my time to understand what you're working toward before you invest your money. It's also important to understand the level of risk you're comfortable accepting when investing so we can balance it with the steps necessary to reach your long-term goals.

Whether you're planning for retirement, saving for college for children or grandchildren, or just trying to protect the financial future of the ones you care for the most, we can work together to develop specific strategies to help you achieve your goals. We can also monitor your progress to help make sure you stay on track or determine if any adjustments need to be made. Throughout it all, we're dedicated to providing you top-notch client service.

But we're not alone. Thousands of people and advanced technology support our office so we can help ensure you receive the most current and comprehensive guidance. In addition, we welcome the opportunity to work with your attorney, accountant and other trusted professionals to deliver a

comprehensive strategy that leverages everyone's expertise. Working together, we can help you develop a complete, tailored strategy to help you achieve your financial goals.

Invested in the Community

Focus Areas

Investors Saving for Retirement
Retirees
College Savers
Individuals with Insurance Needs
Individuals with Estate Needs



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Marc F Krsul, AAMS®

2 S 56th Pl #203, Ridgefield, WA 98642

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How We Work Together

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But we're not alone. Thousands of people and advanced technology support our office so we can help ensure you receive the most current and comprehensive guidance. In addition, we welcome the opportunity to work with your attorney, accountant and other trusted professionals to deliver a

comprehensive strategy that leverages everyone's expertise. Working together, we can help you develop a complete, tailored strategy to help you achieve your financial goals.

Invested in the Community

Focus Areas

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Individuals with Estate Needs

Certifications

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- ☐ 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: Cindy Marbut, Chairperson

COMMITTEE: Audit Committee

DATE: January 19, 2017

SUMMARY OF ACTIVITIES:

The Committee met on January 18, 2017 in Woodland to conduct an audit of financial records for the period of May thru December 2016 as part of the third quarter reporting. The committee conducted a complete review of the financial and corporate records for the period beginning May 1, 2016, and ending December 31, 2016

The committee found both financial and corporate records to accurately reflect the activity for each time period. Spending appears to be well within the adopted appropriations for the time period. The audit included a review and balance verification of the WMCA, Checking, Savings and Scholarship accounts, support documentation and verification of the appropriateness of payments.

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

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:
None at this time

FISCAL IMPACT:
None at this time

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Approve the Audit Report at the January 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: Debbie Burke, MMC - WMCA Immediate Past President

COMMITTEE: Awards Committee

DATE: 1/20/17

SUMMARY OF ACTIVITIES: Letters were mailed to supervisors and postcard notices sent to members with a postmark due date for nominations of Monday, January 16. Five nominations were received. The Awards Committee will provide ranking of each application to President Corin no later than Friday, January 27th and President Corin will advise me of her selections in order for me to contract jurisdiction to coordinate attendance at the annual banquet and to order the awards to be presented at banquet.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: n-a

ALTERNATIVES: n-a

FISCAL IMPACT:

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



WMCA BUDGET P&L Combined

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '17 - Apr '18
Income				
Advanced Academy				
Athenian Dialogue	0.00	0.00	0.00	5,250.00
Fall	6,250.00	9,775.00	9,250.00	7,500.00
Spring	8,650.00	9,300.00	(125.00)	6,250.00
<i>Total Advanced Academy</i>	<u>14,900.00</u>	<u>19,075.00</u>	<u>9,125.00</u>	<u>19,000.00</u>
Conference				
Donations	9,500.00	14,253.00	0.00	7,500.00
Exhibitors (15)	5,500.00	8,200.00	0.00	7,500.00
Meals	3,891.45	3,467.00	0.00	3,500.00
Registrations	45,550.00	39,550.00	100.00	44,000.00
<i>Total Conference</i>	<u>64,441.45</u>	<u>65,470.00</u>	<u>100.00</u>	<u>62,500.00</u>
Dues	24,525.00	25,415.00	25,570.00	24,000.00
IIMC President's Reception	3,000.00	0.00	0.00	0.00
Region IX Dinner	945.00	885.00	0.00	0.00
NCI				3,400.00
Money Market Savings Interest	85.96	61.91	18.09	36.00
Scholarship Income				
Auctions	4,918.00	5,535.00	0.00	4,500.00
Donations	1,010.00	691.00	0.00	0.00
Interest	4.71	3.29	1.20	5.00
Product Sales	1,430.00	1,641.00	35.00	2,000.00
Raffle	4,271.00	4,543.00	224.00	4,500.00
<i>Total Scholarship Income</i>	<u>11,633.71</u>	<u>12,413.29</u>	<u>260.20</u>	<u>11,005.00</u>
Total Income	<u>119,531.12</u>	<u>123,320.20</u>	<u>35,073.29</u>	<u>119,941.00</u>
Expense				
Academy Sessions				
Athenian Dialogue	0.00	800.96	0.00	1,500.00
Fall	4,356.64	5,427.05	1,704.23	5,000.00
Spring	7,357.30	2,404.08	0.00	5,000.00
<i>Total Academy Sessions</i>	<u>11,713.94</u>	<u>8,632.09</u>	<u>1,704.23</u>	<u>11,500.00</u>
Annual Conference				



WMCA BUDGET P&L Combined

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '17 - Apr '18
Audio Visual	6,939.12	5,713.27	0.00	5,000.00
Conference Photographer	500.00	550.00	0.00	600.00
Decorations	1,495.26	1,998.17	409.65	2,000.00
Drawings/Door Prizes	300.00	200.00	0.00	500.00
Hospitality Expenses (WMCA)	3,266.21	3,108.38	100.00	5,050.00
Meals	47,223.57	46,490.23	0.00	40,000.00
Printing/Postage	1,731.72	1,895.79	0.00	2,000.00
Recognition Awards	274.33	654.23	0.00	750.00
Speakers	6,484.77	5,548.78	0.00	12,000.00
Special Entertainment	450.00	200.00	0.00	2,000.00
Supplies	674.08	1,878.09	351.11	2,000.00
Supplies - 1st Time Attendees	0.00	256.47	0.00	500.00
Total Annual Conference	69,339.06	68,493.41	860.76	72,400.00
Board Expenses				
Board Meetings	921.84	674.26	127.42	900.00
Education Coordinator	1,116.60	1,099.41	1,075.95	2,685.05
Executive Committee Travel				
AWC Conference	1,490.80	2,430.88	1,734.74	
Other - Site Visits		194.52	188.08	
Total Executive Committee Travel	1,490.80	2,625.40	1,922.82	0.00
NCI Director Travel				
Northwest Clerks Institute	753.00	0.00	0.00	3,400.00
IIMC Conference	0.00	0.00	545.07	0.00
WMCA Conference	1,213.64	803.20	0.00	0.00
Total NCI Director Travel	1,966.64	803.20	545.07	3,400.00
Officer's Board Travel				
President				
Alaska Conference	1,068.17	1,081.62	395.12	1,325.00
BC Conference	982.85	0.00	0.00	0.00 <i>Delete 2014</i>
CA Conference	1,060.14	689.53	892.94	1,682.00
IIMC Conference	2,445.73	3,330.48	1,105.07	2,919.40
OR Conference	763.96	703.14	28.25	1,082.51
WMCA Conference	(2.24)	300.00	0.00	400.00 <i>Registration Only</i>



WMCA BUDGET P&L Combined

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '17 - Apr '18	
<i>Total President</i>	6,318.61	6,104.77	2,421.38	7,408.91	
President Elect					
IIMC Conference	2,809.70	1,179.12	502.98	2,797.04	
WMCA Conference	352.75	451.52	0.00	500.00	Room Only
<i>Total President Elect</i>	3,162.45	1,630.64	502.98	3,297.04	
<i>Total Officer's Board Travel</i>	11,447.70	8,538.61	3,469.43	10,705.95	
Total Board Expenses	14,976.94	12,937.68	6,595.62	17,691.00	
Communication Expenses					
Voting Software	0.00	79.95	159.90	80.00	
Survey	0.00	0.00	0.00	200.00	
Website M&O	1,152.39	803.68	25.00	800.00	
Total Communication Expenses	1,152.39	883.63	184.90	1,080.00	
Contingency	0.00	0.00	0.00	500.00	
IIMC					
IIMC President's Reception (15)	4,000.00	1,820.00	0.00	0.00	One Time Event
MCEF Donation	75.00	0.00	81.52	75.00	Auction Item
Outgoing Reg IX Dir Gift	0.00	100.00	258.73	0.00	Tracy Davis May 2018/Sherry 2019
Reg IX Assessment	1,710.00	1,415.00	1,630.00	1,500.00	Members x \$5
Total IIMC	5,785.00	3,335.00	1,970.25	1,575.00	
Miscellaneous Expenses					
501C(3)	770.00	805.00	0.00	800.00	
Bank Charges	0.00	25.00	0.00	0.00	
Condolences	0.00	0.00	0.00	150.00	
Credit Card Fees (PayPal)	797.00	1,103.35	398.03	1,000.00	
Gambling/Alcohol License	196.00	196.00	0.00	300.00	
Gifts	0.00	286.61	250.00	0.00	One Time Event
Insurance	1,366.00	1,303.00	0.00	1,400.00	
Office Supplies	2,985.72	211.92	80.76	500.00	
Other	273.70	386.03	825.00	825.00	Small City Membership Scholarship/Other
Post Cards Vistaprint	0	308.39	228.14	750.00	
Postage	419.81	419.53	120.26	420.00	
Support for Conference Booth	0.00	0.00	0.00	0.00	
Total Miscellaneous Expenses	6,808.23	5,044.83	1,902.19	6,145.00	



WMCA BUDGET P&L Combined

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '17 - Apr '18
Scholarship Expenses				
Conference Scholarships	2,400.00	5,290.16	(264.40)	5,500.00
Margery A. Price Scholarship	650.00	485.00	1,175.00	1,500.00
NCI Scholarships	12,575.00	11,250.00	14,300.00	15,000.00
Code Publishing PD Scholarship	0.00	0.00	(600.00)	600.00
Raffle - Auction	176.88	113.50	0.00	2,700.00
Store Items	844.20	2,327.74	0.00	2,000.00
Total Scholarship Expenses	16,646.08	19,466.40	14,610.60	27,300.00
Total Expense	126,421.64	118,793.04	27,828.55	138,191.00
Net Profit (Loss)	(6,890.52)	4,527.16	7,244.74	(18,250.00)



WMCA BUDGET Revenue

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Income						
Advanced Academy						
Athenian Dialogue	0.00	0.00	0.00	3,500.00	5,250.00	35 @ \$150 Registration
Fall	6,250.00	9,775.00	9,250.00	6,875.00	7,500.00	50 @ \$150 Registration
Spring	8,650.00	9,300.00	(125.00)	6,875.00	6,250.00	50 @ \$125 Registration
Total Advanced Academy	14,900.00	19,075.00	9,125.00	17,250.00	19,000.00	
Conference						
Donations	9,500.00	14,253.00	0.00	5,000.00	7,500.00	
Exhibitors	5,500.00	8,200.00	0.00	6,000.00	7,500.00	xx Vendors @ \$500
Meals	3,891.45	3,467.00	0.00	2,500.00	3,500.00	Guest Meals
Registrations	45,550.00	39,550.00	100.00	34,500.00	44,000.00	xxx @ \$350 Registration
Total Conference	64,441.45	65,470.00	100.00	48,000.00	62,500.00	
Dues	24,525.00	25,415.00	25,570.00	25,500.00	24,000.00	xxx @ \$75
IIMC President's Reception	3,000.00	0.00	0.00	0.00	0.00	One time revenue
Money Market Savings Interest	85.96	61.91	18.09	80.00	36.00	
NCI Director Lodging	0.00	0.00	0.00	0.00	1,600.00	2/3 from OR/AK
Region IX Dinner	945.00	885.00	0.00	0.00	0.00	Next Hosting 2018
Scholarship Income						
Auctions	4,918.00	5,535.00	0.00	4,500.00	4,500.00	
Donations	1,010.00	691.00	0.00	0.00	0.00	
Interest	4.71	3.29	1.20	3.00	5.00	
Product Sales	1,430.00	1,641.00	35.00	2,500.00	2,000.00	
Raffle	4,271.00	4,543.00	224.00	4,500.00	4,500.00	
Total Scholarship Income	11,633.71	12,413.29	260.20	11,503.00	11,005.00	
Transfer from Savings	0.00	0.00	0.00	25,725.00	18,250.00	
Total Income	\$ 119,531.12	\$ 123,320.20	\$ 35,073.29	\$ 128,058.00	\$ 134,791.00	



WMCA BUDGET Expenditures

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Academy Sessions						
Athenain Dialogue	0.00	800.96	0.00	3,000.00	1,500.00	Speaker
Fall	4,356.64	5,427.05	1,704.23	5,000.00	5,000.00	Speaker, member meals, room rental
Spring	7,357.30	2,404.08	0.00	5,000.00	5,000.00	Speaker, member meals, room rental
Total Academy Sessions	11,713.94	8,632.09	1,704.23	13,000.00	11,500.00	
Annual Conference						
Audio Visual	6,939.12	5,713.27	0.00	0.00	5,000.00	Included in contract for 2017 Conference
Conference Photographer	500.00	550.00	0.00	500.00	600.00	Pre-approve by EC
Decorations	1,495.26	1,998.17	409.65	2,000.00	2,000.00	
Drawings/Door Prizes	300.00	200.00	0.00	500.00	500.00	
Hospitality Expenses (WMCA)	3,266.21	3,108.38	100.00	4,425.00	5,050.00	WMCA Expense Policy
Meals	47,223.57	46,490.23	0.00	40,000.00	40,000.00	Includes President's Reception & Executive Committee Dinner
Printing/Postage	1,731.72	1,895.79	0.00	2,500.00	2,000.00	Conference Programs, Meal Tickets, Annual Business Meeting Packets, etc.
Recognition Awards	274.33	654.23	0.00	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	6,484.77	5,548.78	0.00	12,000.00	12,000.00	Speaker Fees & Expenses
Special Entertainment	450.00	200.00	0.00	2,000.00	2,000.00	Honor Guard, Local or Theme
Supplies	674.08	1,878.09	351.11	2,000.00	2,000.00	\$500 is for Future Conference
Supplies - 1st Time Attendees	0.00	256.47	0.00	500.00	500.00	1st Time Attendee Kits
Total Annual Conference	69,339.06	68,493.41	860.76	67,175.00	72,400.00	
Board Expenses						
Board Meetings	921.84	674.26	127.42	900.00	900.00	Room Rental, Food
Education Coordinator	1,116.60	1,099.41	1,075.95	2,367.00	2,685.05	Exec Comm Travel Policy
Executive Committee Travel						
AWC Conference	1,490.80	2,430.88	1,734.74	2,330.00	0.00	Man booth at AWC Conference (incl supplies)
Other	0.00	0.00	188.08	0.00		
Total Executive Committee Travel	1,490.80	2,430.88	1,922.82	2,330.00	0.00	
NCI Director Travel						
Northwest Clerks Institute	753.00	0.00	0.00	1,000.00	3,400.00	Per Director Agreement - 1/3 Lodging
IIMC Conference	0.00	0.00	545.07	800.00	0.00	1/3 Cost Share
WMCA Conference	1,213.64	803.20	0.00	575.00	0.00	
Total NCI Director Travel	1,966.64	803.20	545.07	2,375.00	3,400.00	



WMCA BUDGET Expenditures

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Officer's Board Travel						
President						
Alaska Conference	1,168.17	1,081.62	395.12	1,325.00	1,325.00	
BC Conference	1,082.85	0.00	0.00	0.00	0.00	Delete 2014
CA Conference	1,160.14	689.53	892.94	1,562.00	1,682.00	
IIMC Conference	2,545.73	3,330.48	1,105.07	2,367.00	2,919.40	
OR Conference	863.96	703.14	28.25	1,260.00	1,082.51	
WMCA Conference	497.76	586.61	250.00	300.00	400.00	Registration Only
Total President	7,318.61	6,391.38	2,671.38	6,814.00	7,408.91	
President Elect						
IIMC Conference	2,809.70	1,179.12	502.98	2,367.00	2,797.04	
WMCA Conference	352.75	451.52	0.00	400.00	500.00	Room Only
Total President Elect	3,162.45	1,630.64	502.98	2,767.00	3,297.04	
Total Officer's Board Travel	10,481.06	8,022.02	3,174.36	9,581.00	10,705.95	
Total Board Expenses	15,976.94	13,029.77	6,845.62	17,553.00	17,691.00	
Communication Expenses						
Voting Software	0.00	79.95	159.90	80.00	80.00	\$80 per voting event
Survey	0.00	0.00	0.00	200.00	200.00	
Website M&O	1,152.39	803.68	25.00	800.00	800.00	Price Reduction in 2015
Total Communication Expenses	1,152.39	883.63	184.90	1,080.00	1,080.00	
Contingency	0.00	0.00	0.00	500.00	500.00	
IIMC						
IIMC Presdient's Reception (15)	4,000.00	1,820.00	0.00	0.00	0.00	One time event
MCEF Donation	75.00	0.00	81.52	75.00	75.00	Auction Item
Outgoing Reg IX Dir Gift	0.00	100.00	258.73	100.00	0.00	Tracy Davis May 2018/Sherry 2019
Reg IX Assessment	1,710.00	1,415.00	1,630.00	1,600.00	1,500.00	Members x \$5
Total IIMC	5,785.00	3,335.00	1,970.25	1,775.00	1,575.00	
Miscellaneous Expenses						
501(c)3	770.00	805.00	0.00	775.00	800.00	Accountant
Bank Charges	0.00	25.00	0.00	0.00	0.00	
Condolences	0.00	0.00	0.00	150.00	150.00	
Credit Card Fees (PayPal)	797.00	1,103.35	398.03	800.00	1,000.00	
Gambling/Alcohol License	196.00	196.00	0.00	300.00	300.00	
Gifts			250.00	0.00	0.00	
Insurance	1,366.00	1,303.00	0.00	1,400.00	1,400.00	



WMCA BUDGET Expenditures

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16-Sept '16	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Office Supplies	2,985.72	211.92	80.76	500.00	500.00	
Other	273.70	386.03	825.00	0.00	825.00	
Post Cards Vistaprint	0.00	308.39	228.14	750.00	750.00	Fall/Spring Academy, Conference/COTY
Postage	419.81	419.53	120.26	300.00	420.00	
Total Miscellaneous Expenses	6,808.23	4,758.22	1,902.19	4,975.00	6,145.00	
Scholarship Expenses						
Store Items	0.00	0.00	293.00	0.00	2,000.00	
Code Publishing PD Scholarship	0.00	0.00	(600.00)	0.00	600.00	
Conference Scholarships	2,400.00	5,290.16	-264.40	2,500.00	5,500.00	
Margery A. Price Scholarship	650.00	485.00	1,175.00	1,500.00	1,500.00	Fall/Spring/IIMC/PDIV
NCI Scholarships	12,575.00	11,250.00	14,300.00	13,000.00	15,000.00	
Raffle - Auction	176.88	113.50	0.00	2,000.00	2,700.00	Large raffle item, printing costs, auctioneer
Scholarship Items for Sale	844.20	2,327.74	0.00	3,000.00	0.00	Became part of "Store Items"
Total Scholarship Expenses	16,646.08	19,466.40	14,903.60	22,000.00	24,700.00	
Total Expense	\$ 127,421.64	\$ 118,598.52	\$ 28,371.55	\$ 128,058.00	\$ 135,591.00	

*WMCA will need to solicit and appoint new person for Region IX Director in 2018 for May 2019 appoint, due to IIMC Jan 2019



WMCA BUDGET Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May '16 - Apr '17	May '17 - Apr '18	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	Registration/Early	600.00	600.00	
Norfolk, VA - 2018		Airline	923.00	800.00	
Birmingham, AL - 2019		Lodging	770.00	1,065.05	\$213.01 X 5 incl taxes (Canadian Funds)
St Luis, MO - 2020		Ground Transportation	120.00	120.00	
Grand Rapids, MI - 2021		Parking	-	-	
		Meals	100.00	100.00	
		Total Education Coordinator Travel	2,513.00	2,685.05	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference - Vancouver, WA	2017	Vendor Registration/Membership	1,300.00		Includes booth and most meals for 2 days
Yakima, WA - 2018		Lodging	500.00		
Spokane, WA - 2019		Mileage	300.00		
Kennewick, WA - 2020		Supplies	700.00		Gavels/Table Cover/Table Displays
		Total Executive Committee Travel	2,800.00	-	
NCI DIRECTOR TRAVEL					
IIMC Conference - Omaha NE	05/21-05/24/17	1/3 Shared Cost w/AK & OR	800.00		Director Agreement
WMCA Conference - Union WA	3/22-03/24/2017	Transportation/Mileage	575.00		Airline & Mileage (from Manteca/Sacramento)
		Total NCI Director Travel	1,375.00	-	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	11/12-11/14/17 (?)	Airline or Mileage	500.00	500.00	
Hotel Captain Cook		Lodging	460.00	460.00	\$115 x 3 incl taxes
		Ground Transportation	75.00	75.00	To/Fr Airport
		Parking	85.00	85.00	Sea-Tac or Hotel
		Meals	55.00	55.00	1 breakfast, 2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,325.00	1,325.00	
CCAC Conference - Cathedral City CA	04/11-04/14/17	Airline or Mileage	500.00	500.00	CCAC Covers Registration - Academy Extra
		Lodging	600.00	720.00	\$180 x 4 incl taxes
		Ground Transportation	125.00	125.00	To/Fr Airport
		Parking	112.00	112.00	Sea-Tac or Hotel
		Meals	75.00	75.00	
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total CCAC Conference	1,562.00	1,682.00	



WMCA BUDGET Travel

IIMC Conference - Montreal, Quebec	5/21-5/24/17	Registration/Early	600.00	600.00	
		Airline	575.00	922.36	
		Lodging	860.00	1,065.04	\$213.01 X 5 incl taxes (Canadian Funds)
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	
		Meals	100.00	100.00	Note: MCEF Auction Item is separate expense
		Total IIMC Conference	2,367.00	2,919.40	
OAMR Conference - Newport OR	09/20-09/22/2017	Airline or Mileage <i>(Mileage)</i>	550.00	240.00	OAMR Covers Registration - Academy Extra
		Lodging	617.51	617.51	\$158.39 x 3
		Ground Transportation	-	-	To/Fr Airport
		Parking	85.00	-	Sea-Tac
		Meals	75.00	75.00	2 breakfasts/2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total OAMR Conference	1,477.51	1,082.51	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	Registration/Early	600.00	600.00	
		Airline	575.00	800.00	
		Lodging	860.00	1,065.04	\$213.01 X 5 incl taxes (Canadian Funds)
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	Sea-Tac
		Meals	100.00	100.00	
		Total President-Elect Travel	2,367.00	2,797.04	



WMCA BUDGET Conference Hospitality

Position	Description	Budget	Proposed	Policy
		May '16 - Apr '17	May '17 - Apr '18	
2016 Clerk of the Year	Registration/Early	300.00	400.00	
AAMC President	Registration/Early	425.00	400.00	
Nova Javier	Welcoming Gift	50.00	50.00	
CCAC President	Registration/Early	425.00	400.00	
Jose Jasso	Welcoming Gift	50.00	50.00	
IIMC Director	Registration/Early	300.00	400.00	
	Welcoming Gift	50.00	50.00	
IIMC President	Registration/Early	300.00	400.00	
Vinny	Lodging	400.00	400.00	
	Transportation/Mileage	200.00	200.00	
	Welcoming Gift	50.00	50.00	
IIMC President-Elect	Registration/Early	300.00	400.00	
	Welcoming Gift	50.00	50.00	
OAMR President	Registration/Early	425.00	400.00	
Dale Shaffer	Welcoming Gift	50.00	50.00	
NCI Director	Registration/Early	300.00	400.00	
Joan Tilton	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	400.00	
Oregon Travis Davis	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	400.00	
Sherry Pierce	Lodging	-	-	
	Welcoming Gift	50.00	50.00	
	Total Hospitality	4,425.00	5,050.00	



- ☐ 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: December 2, 2016

SUMMARY OF ACTIVITIES: Per the request of the WMCA Executive Committee, the Bylaws Committee met via Email to discuss and prepare a report to the Executive Committee for consideration of two additional amendments to the WMCA Bylaws. The request brings the total Bylaw amendments for consideration at the WMCA Annual Conference in March to three proposed amendments.

Attached please find the 3 three proposed amendments with motions, as well as a copy of the bylaws with the proposed amendments in track changes. Thank you!

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Present the proposed amendments to the WMCA Bylaws to members at the WMCA Conference in March for a vote.

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

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

Proposed Amendments to the WMCA Bylaws for 2016-2017:

Amendment #1 - found on page 1 and page 2

Motion to Amend Article 3, Section 1, by adding a new Membership Class D. Honorary Retiree Member, and amending Section 2, by adding a new Member Classes Defined E. Honorary Retiree Member, as show in the underlined language below:

E. Honorary Retiree Members: Retiring members that have maintained at least 10 years of membership, and have served on the Executive Committee, or as a Committee Chair, or have made an outstanding contribution to the Washington Municipal Clerks Association, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree membership. A request to grant honorary retiree membership to such a person must be submitted in writing to the Executive Board for consideration. Honorary Retiree Membership shall be appointed by the Executive Board.

Amendment #2 - found on page 4

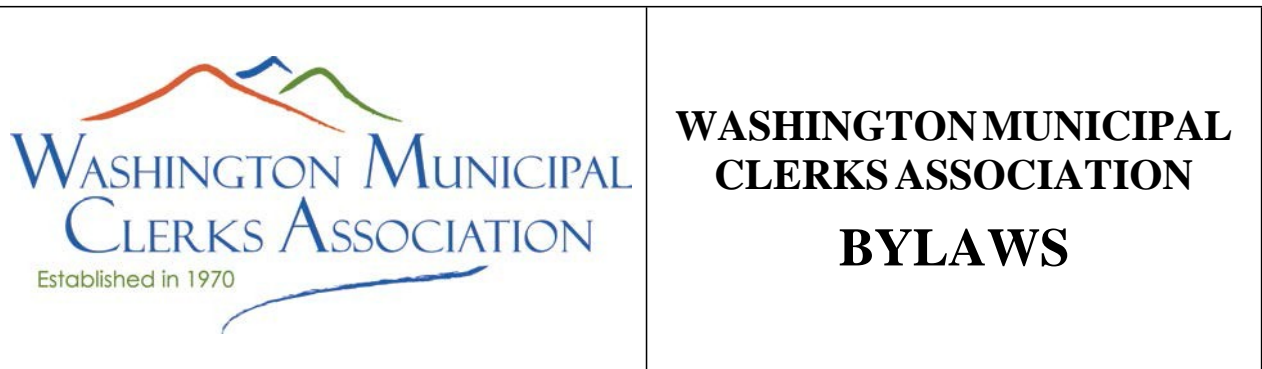
Motion to Amend Article 4, Section 6, by adding the following last sentence to the last paragraph, as shown in the underlined language below:

If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.

Amendment #3 - found on page 6

Motion to Amend Article 5, Section 1, by adding the following sentences, as shown in the underlined language below:

Section 1. Elections Officer and Elections Auditor. Each year the Membership Committee Chair shall select from among the committee members, an Elections Officer. The Elections Officer will automatically co-chair the Membership Committee. Additionally, each year, the Audit Committee Chair shall select from the committee members, an Elections Auditor. The Elections Auditor will automatically co-chair the Audit Committee. The Elections Auditor shall not be a member of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.



ARTICLE I - NAME

Section 1. The Association shall be known as the “WASHINGTON MUNICIPAL CLERKS ASSOCIATION” and hereinafter will be referred to as the “Association” or “WMCA.”

Section 2. Any reference to “Municipal Clerk” shall include Clerk, Clerk/Treasurer, Finance Officer, and/or any such other title as may be assigned to the person performing the customary duties of the Municipal or County Clerk.

ARTICLE II - PURPOSE

The purpose of this organization shall be to promote professional and educational standards for Municipal Clerks in various local governments of the State of Washington; to provide improved local governmental services in the State; and to promote the purposes defined in the Constitution of the International Institute of Municipal Clerks.

ARTICLE III - MEMBERSHIP

Section 1. **Membership Classes:** The following membership classes are hereby established:

- A. Active Member
- B. Affiliate Member
- C. Associate Member
- D. Honorary Member
- ~~D~~. Honorary Retiree Member

Section 2. **Membership classes defined.**

A. **Active Members:** Active members are Municipal Clerks, City Secretaries, Records, Legislative Administrators, Directors of Corporate Business or Administrative Services, and/or other individuals within an agency who serve a Legislative Government Body in an administrative capacity and whose duties include at least four of the following:

- General Management;
- Meeting Administration;
- Financial Management;

- Management of by-laws, articles of incorporation, ordinances or other legal instruments;
- Custody of the Official Seal and execution of Official documents;
- Records Management;
- Human Resources Management;
- Administration of elections

Active members in good standing (annual dues paid) shall have full voting privileges.

B. Affiliate Members: Any business representative (such as attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA may, upon payment of annual dues, be an affiliate member without voting privileges.

C. Associate Members: Any former active member, upon payment of annual dues, may be an associate member without voting privileges.

D. Honorary Members: Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington. No annual dues shall be required for honorary membership. The President shall announce names of honorary members to the membership at the annual meeting.

D-E. Honorary Retiree Members: Retiring members that have maintained at least 10 years of membership, and have served on the Executive Committee, or as a Committee Chair, or have made an outstanding contribution to the Washington Municipal Clerks Association, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership. A request to grant an Honorary Retiree Membership to such a person must be submitted in writing to the Executive Board for consideration. Honorary Retiree Membership shall be appointed by the Executive Board.

Section 3. Determination of Membership Classification: The Executive Committee shall have the power to determine any classification of membership.

Section 4. Transferability of Membership:

A. Whenever an Active Member becomes disassociated from the Municipality which funded the position which qualified him/her for Active Membership in WMCA, the Active Membership in WMCA shall remain with the Municipality and be transferred to a successor. However, the disassociated member may request another membership classification as provided herein.

B. In the event the Active Membership was paid for by the individual member and not by the Municipality, the Transferability of Membership question shall be determined by the Executive Committee.

ARTICLE IV - OFFICERS/BOARD OF DIRECTORS/TERMS

Section 1. Officers and Terms: The officers of WMCA shall be President, Past President, President-Elect, Vice President, Secretary, and Treasurer. The President, Past

President, President-Elect, and Vice-President shall serve one-year terms and shall be elected annually by a majority vote of the active members voting, EXCEPT THAT the office of President and Past President shall not be subject to election. The President-Elect shall automatically assume the office of President at the next annual meeting following the election, or if there is a vacancy in the office of President prior to that time. Each outgoing President shall assume the office of Past President for a period of one year. If the Office of Past President is vacant, the Executive Committee may appoint a past President who has served on the Executive

Committee within the previous five years to fill the position. The Secretary and Treasurer shall each serve a two-year term. The Treasurer shall be elected every odd-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting. Effective 2008, the Secretary shall be elected every even-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting.

Section 2. Board of Directors and Terms: The Board of Directors shall consist of six members, each of whom shall serve a three year term, with two of the Board Members being elected each year during the regular annual election by a majority vote of the active members voting. There is a two consecutive term limit for Board Members. A partial term vacancy filled by a member prior to a regularly elected term shall not be considered as part of the term limit. Members who have previously served as Board Members for two consecutive terms may again stand for election to a vacancy on the Board of Directors once there has been a 12 consecutive month period when they have not served on the Board.

Section 3. Executive Committee: The Officers and the Board of Directors together shall be known as the Executive Committee.

Section 4. Parliamentarian: The President shall appoint a Parliamentarian.

Section 5. Eligibility for Office: Only active members of the Association in good standing shall be eligible to hold office therein.

Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:

The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's mayor, city manager, city/county administrator, or CEO. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description. If after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.

Section 7. Removal from Office – Executive Committee:

A. Removal: Members of the Executive Committee, as defined in Article IV, Section 3 of these Bylaws, may be removed from office by a two-thirds majority vote of the Executive Committee at a regular or special meeting for the following reasons:

- i. Any violation of the WMCA Code, Oath of Office, or Bylaws;
- ii. Failure to disclose information on matters of organization business;
- iii. Misrepresentation to outside parties of WMCA and its officers;
- iv. Unauthorized expenditure, misuse of organization funds or failure to provide expenditure support documentation in a timely manner;

- v. Two or more unexcused absences from regular Executive Committee meetings during his or her term of office.

An Executive Committee member who wishes to be excused from a meeting will provide the basis for non-attendance to the President prior to the meeting. The member will be excused from the meeting based on a majority vote of those Executive Committee members in attendance at the meeting. Members finding themselves unable to attend regular meetings, perform their prescribed duties, and/or carry out their assigned responsibilities are expected to tender their resignations.

B. Use of Form: The WMCA Executive Committee will make available a form on which a formal complaint may be registered to request that an officer or director of the Executive Committee be removed from office. The form will include the date of the complaint, name of the complainant, date(s) of the incident(s) in question, description of the incident(s), and other pertinent information. The form will be made available to any WMCA member in good standing, as defined by Article III of these Bylaws, upon request. Formal complaints will be submitted to the President or President-Elect, and that officer will present the complaint to the Executive Committee for consideration at the next regularly scheduled Executive Committee meeting, or a special meeting.

C. Process:

- i. Executive Committee notification by President or President-Elect. The President or President-Elect shall notify Executive Committee members that an allegation has been made and shall forward background information provided. The Executive Committee will then determine by conference call or e-mail vote if a special Executive Committee meeting should be scheduled.
- ii. If the Executive Committee determines a vote is required, the Executive Committee shall schedule the matter for discussion at a regularly scheduled or special WMCA Executive Committee meeting.
- iii. The President or President-Elect shall notify the WMCA officer or director whose conduct is at issue of the fact and name the allegations, as well as the officer's/director's opportunity to provide the Executive Committee additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The officer/director may provide the Executive Committee information orally at the meeting, or in writing four days prior to the meeting, or both.
- iv. After considering all of the information received, the Executive Committee may, by majority vote, do the following:
 - a. Find that no violation occurred and continue the membership in good standing
 - b. Depending on the severity of the violation(s), the Executive Committee may take the following actions:

1. Suspend the membership for a specified period, and/or
2. Immediate removal of the Executive Committee member.

D. **Vacancy:** Should an officer of the Executive Committee be removed from office, that vacancy shall be filled according to Article IV, Section 6 of these Bylaws.

ARTICLE V - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1. **Elections Officer and Elections Auditor.** Each year the Membership Committee Chair shall select from among the committee members, an Elections Officer. The Elections Officer will automatically co-chair the Membership Committee. Additionally, each year, the Audit Committee Chair shall select from the committee members, an Elections Auditor. The Elections Auditor will automatically co-chair the Audit Committee. The Elections Auditor shall not be a member of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.

Section 2. **Call for Candidates:** In the fall, the Elections Officer shall circulate to the membership a call for candidates to fill any upcoming vacant positions for Board Member or Officer in the fall or as needed. After review by the Elections Auditor, a list of all individuals who apply for a vacant Board or Officer Position shall be submitted to the Executive Committee by the Elections Officer at the January Executive Committee meeting.

Section 3. **Ad hoc Nominations Committee:** In the event that there are open positions for election in which no candidates have filed, the President shall appoint an ad hoc Nominations Committee for the purpose of obtaining interested and eligible candidates for the open positions. Candidates identified by this method shall meet the requirements for candidacy as set forth in the Elections Procedures.

Section 4. **Acceptance of Candidates:** Each person declaring candidacy shall be an active member in good standing and shall present the Elections Officer with a Candidate Packet which includes: a Declaration of Candidacy, a candidate statement, a photo, and a letter of support from the candidate's mayor, city manager or city/county administrator, or CEO by the published deadline. If the submitted Candidate Packet is not complete or the candidate is not an active member in good standing, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot.

Section 5. Election of WMCA Officers and Board Members:

A. WMCA elections shall be administered in such a manner as to ensure openness, fairness, and to encourage the broadest possible participation by active members.

B. The Elections Officer shall administer the election, in accordance with the Elections Procedures as outlined in the Membership Committee Description, a copy of which is on file with the WMCA Secretary. The Audit Committee Chair and Elections Auditor will provide an independent review of the process and results of the election and provide a written summary for the next Executive Committee meeting.

C. Any write-in candidate elected by the membership-at-large as a write-in on the ballot shall present the Elections Officer with a letter of support from the candidate's mayor, city manager, city/county administrator or CEO within two weeks following the certification of the

election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.

D. After written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.

ARTICLE VI - DUTIES OF OFFICERS

Duties of the officers shall be performed as prescribed in “THE OFFICIAL GUIDE FOR WASHINGTON MUNICIPAL CLERKS ASSOCIATION OFFICERS”, as adopted by the Executive Committee, a copy of which shall be provided to each Executive Committee member following his/her election or to any member upon request.

ARTICLE VII - MEETINGS

Section 1. **Rules of Order:** The most current edition of “Robert’s Rules of Order Newly Revised” shall apply at any meeting of the Association where parliamentary rules or procedures are involved.

Section 2. **Annual Meeting:** The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting.

Section 3. **Executive Committee Meetings:** Meetings of the Executive Committee shall be held from time to time by order of the President or upon written request by any five members of such committee, directed to the President. Notice of the time, place and purpose of the meeting shall be given by the President to each Executive Committee member at least seven days prior thereto. Seven members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. **Special Meetings:** Special meetings of the Association may be called by the President at any time or by twenty active members, provided those members make request to the President in writing stating the specific purpose for the meeting. The President shall honor the request within ten days. Written notice for special meetings shall be given by mail to all members no less than twenty days prior to the date of the meeting. The notice shall state the date, time, place, and purpose of the special meeting. Twenty active members shall constitute a quorum at a special meeting.

Section 5. **Committee Meetings:** Committees appointed by the President shall meet no less than one time per WMCA fiscal year. The committee chairperson shall be responsible for arranging all meetings. Committee meetings may be conducted via teleconferencing, via email, or in person. A quorum shall consist of a majority of the committee members. The Executive Committee liaison is not considered a committee member for purposes of a quorum or voting on committee recommendations. The Past President shall be the Chair of the Awards Committee and shall be considered a committee member for purposes of a quorum or voting. If the Past President is not able to serve as Chair of the Awards Committee, the President shall appoint a Chair and Executive Committee liaison for said committee.

ARTICLE VIII – VOTING

Section 1. All active members in good standing shall be eligible to vote. A “member in good standing is an active member whose dues are fully paid at the time of ballot distribution.”

ARTICLE IX - DUES

Section 1. Dues shall be payable within thirty (30) days of receipt of invoice or notification via electronic mail.

Section 2. Each year the Executive Committee will review the annual dues to determine sufficiency for the cost of operation of the Association. If a change in the annual dues amounts is determined necessary, the Executive Committee shall present such proposal at the annual meeting. No change in the annual dues amounts shall be made unless ratified by the membership.

ARTICLE X - BUDGET AND AUDIT

Section 1. **Budget:** The President-Elect, with the advice of the Executive Committee, shall prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year.

Section 2. **Audit:** The Executive Committee shall require two annual audits of the financial records and accounts of the Association, as well as an annual audit of the records required of a nonprofit corporation under the laws of the State of Washington as may be revised from time to time (currently RCW 24.03.135). The President shall appoint an Audit Committee, which shall audit the financial and corporate records of the Association.

The first audit of the financial records and accounts shall cover the period from May through December and shall be conducted as soon as practical after December 31. The Treasurer shall be present during the audit and present the financial records for the audit. The results of this audit shall be presented to the membership and approved at the annual meeting.

The second audit shall cover the period from January through April and shall be conducted as soon as practical after April 30. The outgoing and incoming Treasurers, as applicable shall be present during the audit and present the financial records for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members.

An annual audit of the Association’s corporate records shall also be conducted as soon as practical after April 30. The Secretary of the Association or designee shall transmit copies of the corporate records to the audit committee chair for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members, and may be combined with the first annual report on the audit of financial records and accounts.

Section 3. **Fiscal Powers:** The Executive Committee may authorize expenditures in addition to budgetary items approved by the members of the Association in a sum not to exceed

\$500 or in any event not to exceed available funds in the Association in any one fiscal year. In the absence of or inability of the Treasurer to sign checks, the President shall have the authority to sign. In the event of a temporary absence of or temporary inability of the Treasurer to perform the duties of the office, the designated backup Treasurer shall assume the duties of Treasurer.

ARTICLE XI - REPORTING

Section 1. **Committee Reports:** Chairpersons of standing and special committees shall present written and/or oral reports at the annual meeting. The written committee reports shall be filed with the Secretary and retained for reference.

Section 2. **Treasurer's Report:** An annual financial report of income and expenditures shall be presented at the annual meeting.

ARTICLE XII - FISCAL YEAR

Section 1. The fiscal year for said Association shall be May 1 to April 30.

ARTICLE XIII - AMENDMENT

Section 1. These bylaws may be amended by a two-thirds vote of the voting members at any annual meeting of the Association provided that notice of any proposed amendment setting forth the particular change or changes proposed shall have been given by email to the active members at least twenty days prior to the annual meeting at which the vote on such proposed amendment is to be taken.

Dates Amended:

3/21/96
3/19/98
3/18/99
3/15/00
3/20/02
3/19/03
3/22/06
3/13/07
3/20/08
3/19/09
3/18/10
3/24/11
3/15/12
3/20/14



- ☐ 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: Virginia Olsen & Joanna Sanders

COMMITTEE: Education Committee

DATE: January 12, 2017

SUMMARY OF ACTIVITIES: The Committee and membership provided great ideas for speakers and topics and we have lined up a great educational session for the 2017 conference. Coincidentally, one of the speakers lined up with the President's conference theme of "Live, Laugh, Love" without having planned it.

One of the committee members suggested checking back with Dave Johnson & Bob Wells aka "Chicken Lips" to see if they were still presenting due to Bob's declining health issues. They last presented to us as the spring academy and keynote speakers in 2012 in Chelan and they loved our group. Turns out they were available and since our Education Coordinator already had the Academy and Athenian speakers scheduled, we were able to get Chicken Lips to be our keynote, auction night entertainment and Friday closing speakers for a very good price.

With Connie Poulsen already onsite for the Academy, we selected her to present a session on Gossip in the Workplace which was a topic recommended by the committee. We are taking advantage of the conference location being somewhat close to Olympia and utilizing speakers from the State Archives, Department of Licensing, and AWC to offer many of the topics desired by our committee and membership and avoid paying unnecessary travel costs and fees.

Additionally we have secured full or partial sponsorships from WCIA (Connie Poulsen) and AWC RMSA for (Dr. Robin Rose).

Attached are the Conference Schedule and Call to Conference documents.

NCI Committee Update: The Northwest Clerks Institute Committee approved the 2017 budget and following low enrollment and budgetary shortfall, the NCI from our three states decided to cancel PD 4 in 2017 and re-evaluate the following year. A newsletter article was written by the NCI Director to all three states for their newsletters to notify the members.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: Have fun at conference and learn a lot!

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

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

ANNUAL WMCA CONFERENCE

2017 PRE-CONFERENCE INFORMATION

"Live Laugh Love"

**Alderbrook Resort
Union, WA
March 22-24, 2017**



**Spring Academy &
Athenian Dialogue
March 21, 2017**

REGISTER EARLY AND SAVE!

Complete and return the registration form by February 20, 2017 and **save \$25 for the Spring Academy and \$50 for the annual conference.** Conference attendance earns 3 CMC "Experience" or 3 MMC "Professional Contributions" points. Pre-registration ensures that meals are ordered for you and that conference materials are ready. Go to www.wmcaclerks.org for a registration form now! **Refunds must be requested no later than February 21.** Registration closes on March 3.

LODGING RESERVATIONS

Make your reservations now! Rooms are blocked until February 20 at \$95/night. Call 1-360-898-2145 & don't forget to say you are with WMCA. **Cottage reservations are only allowed for two clerks or more.** Cottages that do not have two clerks listed will be moved to a regular room in the hotel. Rooms are limited & our attendance has grown since we booked this site so please share a room with a friend if possible. **Room cancellations must be made 7 days in advance of arrival date.**

SPRING ACADEMY & ATHENIAN DIALOGUE

Don't forget to register for the Spring Academy or Athenian Dialogue on Tuesday, March 21! **Connie Poulsen** will present our **2017 Spring Academy** on *Managing Across Generations and Conducting Difficult Conversations*. For completing this IIMC-sanctioned 6-hour class, you will earn 3 CMC or 3 MMC "Education" points after submitting a written assessment.

CMCs or MMCs seeking advanced learning opportunities can attend the **2017 Athenian Dialogue** on *The Sound of Wings: The Story of Amelia Earhart* facilitated again this year by IIMC Past President **Mary Lynne Stratta, MMC.** See the December WMCA newsletter for more info & deadlines – registration is limited to 35 people. 3 MMC "Education" points are offered after submitting a written assessment.

Continental breakfast and lunch are included in the registration fees that are **\$125 (Academy)** and **\$150 (Athenian).** Please note on the registration form if you have dietary needs.

CONFERENCE MEALS

Meals are included in the full conference registration fee. This year we will provide the following meals:

Wednesday: breakfast, lunch and dinner

Thursday: breakfast, lunch and dinner

Friday: breakfast only

Please indicate on the registration form if you have special dietary needs. Guest(s) may join you for conference meals but must be ordered in advance. Please select those meals under "Guest Registration" on the registration form & be sure to include your payment.

PRESIDENT'S RECEPTION

Tuesday night features a welcome reception with appetizers hosted by **WMCA President Shannon Corin.**

CONFERENCE ATTIRE

Conference & event attire are business casual. For the Annual Banquet (Thursday night), you can dress semi-formal, business casual, or in-between. **President Corin** has a *"Steampunk"* theme that incorporates technology & aesthetic designs inspired by 19th century industrial steam-powered machinery. Search steampunk fashion or steampunk top hat for ideas about how you can dress for this theme. Mini or regular top hats (any color to match outfits) are encouraged and the conference colors are in the *"Live Laugh Love"* logo.

AUCTION NIGHT

Our keynote speakers, **Bob Wells & Dave Johnson** aka *"Chicken Lips,"* are providing a Comedy Show with fodder from our own membership as part of our fun-filled live auction on Wednesday night following dinner. Don't miss out! You will **laugh and love** their humor!

RAFFLES

We have three cash prizes of **\$500, \$750 & \$1000** in the \$5 raffle to give away at the banquet! \$1 raffle tickets are also available for **\$100 cash or a gift basket** donated by our regional clerks associations. All proceeds from the raffles & auction items are used for scholarships to attend the annual conference, professional development sessions & Spring Academy trainings.

2017 WMCA CONFERENCE SCHEDULE

TUESDAY, MARCH 21

7:30 am – 8:30 am	Continental Breakfast <i>Location: Olympic East</i>	
8:30 am – 12:00 pm	Advanced Academy Topic: Managing Across Generations and Conducting Difficult Conversations Speaker: Connie Poulsen <i>Location: Olympic West</i>	Athenian Dialogue Topic: <i>The Sound of Wings: The Story of Amelia Earhart</i> Speaker: Mary Lynne Stratta <i>Location: Mt Washington-A</i>
12:00 pm – 1:00 pm	Lunch <i>Location: Olympic East</i>	
1:00 pm – 4:00 pm	Advanced Academy Continued Topic: Managing Across Generations and Conducting Difficult Conversations Speaker: Connie Poulsen <i>Location: Olympic West</i>	Athenian Dialogue Continued Topic: <i>The Sound of Wings: The Story of Amelia Earhart</i> Speaker: Mary Lynne Stratta <i>Location: Mt Washington-A</i>
5:00 pm – 5:30 pm	Meet and Greet First Time Attendees <i>Location: Mt Washington-A</i>	
5:30 pm – 7:00 pm	President's Reception <i>Location: Hotel Lobby</i>	
	Dinner on your own	

WEDNESDAY, MARCH 22

8:00 am – 9:00 am	First Time Attendee/New Clerks Breakfast Session <i>Location: Mt Washington-A</i>		
8:00 am – 9:00 am	Breakfast <i>Location: Olympic West</i>		
9:00 am – 9:45 am	Opening Ceremony <i>Location: Olympic East</i>		
9:45 am – 10:00 am	Exhibitor Viewing & Break <i>Location: Mt WA Foyer</i>		
10:00 am – 12:00 pm	General Session/Keynote Address Topic: "The History of Gratitude" Speaker: Bob Wells & Dave Johnson "Chicken Lips" <i>Location: Olympic Ballroom</i>		
12:00 pm – 1:30 pm	Lunch – Region IX Meeting & VIP Comments (Silent Auction Opens at Noon, Mt. Washington – B) <i>Location: Olympic Ballroom</i>		
1:30 pm – 3:00 pm	(Smaller) Class: New Clerks Session Speaker: Ali Spietz & NCI Director Joann Tilton <i>Location: Twanoh Room</i>	Class: Introduction to Archives & Records Management Services Speakers: Debbie Bahn & Russell Wood, WA State Archives <i>Location: Mt Washington-A</i>	Class: Dealing with Gossip in the Workplace Speaker: Connie Poulsen <i>Location: Mt Washington-C</i>
3:00 pm – 3:30 pm	Exhibitor Viewing & Break <i>Location: Mt WA Foyer</i>		
3:30 pm – 5:00pm	(Smaller) Class: CMC & MMC Questions Speaker: Ali Spietz & NCI Director Joann Tilton <i>Location: Twanoh Room</i>	Class: Introduction to Archives & Records Management Services Speakers: Debbie Bahn & Russell Wood, WA State Archives <i>Location: Mt Washington-A</i>	Class: Dealing with Gossip in the Workplace Speaker: Connie Poulsen <i>Location: Mt Washington-C</i>
5:00 pm – 5:30 pm	WMCA Incoming & Outgoing Committee Chairs Meeting <i>Location: Twanoh Room</i>		
5:45 pm – 9:00 pm	Dinner and LIVE Auction – Comedy Show with "Chicken Lips" <i>Location: Olympic Ballroom</i>		

2017 WMCA CONFERENCE SCHEDULE

THURSDAY, MARCH 23

8:00 am – 9:00 am	Breakfast <i>Location: Olympic Ballroom</i>		
9:00 am – 10:00 am	Annual Business Meeting <i>Location: Olympic Ballroom</i>		
10:15 am – 10:15 am	Exhibitor Viewing & Break <i>Location: Mt WA Foyer</i>		
10:15 am – 11:45 am	Roundtable: Small Cities “Many Hats” Speaker: Alice Attwood <i>Location: Twanoh Room</i>	Class: Notary Do’s & Don’ts Speakers: Dee Sharp/Shelly Noyes, WA State Department of Licensing <i>Location: Mt Washington-A</i>	Roundtable: PRA Performance Audit, Tips to Manage & Proposed Legislation Speakers: SAO, MRSC Flannary Collins, Alice Bush, Karen Kuznek-Reese, Tisha Gieser <i>Location: Mt Washington-C</i>
11:45 am – 1:00 pm	Lunch (Silent Auction Closes at 1 pm) <i>Location: Olympic Ballroom</i>		
1:00 pm – 2:30 pm	(Smaller) Class: Managing Stress and Preventing Burnout Speaker: Dr. Robin Rose <i>Location: Twanoh Room</i>	Class: How To Engage With Your State Legislature Speaker: Candice Bock, AWC <i>Location: Mt Washington-A</i>	Class: Social Media & Open Government Laws Speaker: Nancy Krier & Michael Young, Attorney General’s Office <i>Location: Mt Washington-C</i>
2:30 pm – 3:00 pm	Exhibitor Viewing & Break <i>Location: Mt WA Foyer</i>		
3:00 pm – 4:30 pm	(Smaller) Class: Managing Stress and Preventing Burnout Speaker: Dr. Robin Rose <i>Location: Twanoh Room</i>	Class: Electronic Records Management 101 Speaker: Russell Wood, WA State Archives <i>Location: Mt Washington-A</i>	Class: Social Media & Open Government Laws Speaker: Nancy Krier & Michael Young, Attorney General’s Office <i>Location: Mt Washington-C</i>
6:00 pm – 7:00 pm	Vendors/Exhibitors Reception Social <i>Location: Mt WA Foyer</i>		
7:00 pm – 12:00 am	Annual Banquet (DJ and dancing afterwards) & Grand Raffle <i>Location: Olympic Ballroom</i>		

FRIDAY, MARCH 24

7:30 am – 8:30 am	Breakfast <i>Location: Olympic Ballroom</i>
8:30 am – 10:00 am	Class: Chicken Lips’ Customer Service Training Speaker: Bob Wells & Dave Johnson “Chicken Lips” <i>Location: Olympic Ballroom</i>
10:00 am – 10:30 am	Break
10:30 am – 12:00 pm	Class: Chicken Lips’ Customer Service Training Speaker: Bob Wells & Dave Johnson “Chicken Lips” <i>Location: Olympic Ballroom</i>
12:00 pm	Conference Adjourns / Fundraising Committee \$1 Raffle
12:30 pm – 5:00 pm	Executive Committee Board Meeting <i>Location: Wine Room</i>

Updated 1/18/17



- ☐ 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: Ali Spietz, WMCA Education Coordinator

COMMITTEE: n/a

DATE: 1/20/2017

SUMMARY OF ACTIVITIES:

SPRING 2017 ACADEMY

For the Spring 2017 Academy, Connie Poulsen will be teaching two 3-hour sessions on Tuesday, March 21, 2017, titled "Managing Across Generations and Conducting Difficult Conversations."

Managing Across Generations

One of the biggest challenges in the workplace today is working with generations of workers who have very different perspectives. Each generation, from the Baby Boomers, to Generation X, to the Millennials arrives with different values and expectations. Managing Across Generations is a workshop designed to explore the differences in generational attitudes and values towards work, and to help both managers and employees develop a more productive and inclusive work environment.

Conducting Difficult Conversations

Do you find yourself dreading an upcoming conversation about a difficult issue? Have you postponed it? Difficult conversations are necessary conversations that provoke emotions on both sides and often result in hurt feelings or nonproductive behavior. The Conducting Difficult Conversations Workshop walks participants through a process, both logically and emotionally to deal with topics that are tough to discuss. The session covers topics such as gossip, hygiene, lack of follow up, lack of accountability, and disrespectful behavior.

We are very fortunate to have WCIA cover Ms. Poulsen's speaker fee! WMCA will cover all reasonable travel expenses, including two-nights lodging, mileage reimbursement and meals (reimbursement only for those not provided during the conference). As of January 20, 2017, we have 16 members registered for the Academy.

2017 ATHENIAN DIALOGUE

President Shannon Corin has chosen *The Sound of Wings: The Story of Amelia Earhart*, by Mary S. Lovell (the 2009 edition), as the Dialogue book and we are honored to have Mary Lynne Strata, MMC (City of Bryan, TX) again as the facilitator. The Dialogue will be held on Tuesday, March 21, 2017 (at the same time as the Spring Academy).

Mrs. Strata has been gracious once again to waive her fee for this Dialogue. WMCA will cover her airfare, transportation to and from the Alderbrook Resort & Spa, one-night of lodging, and conference meals. As of January 20, 2017, we have 18 members registered for the Dialogue.

NCI UPDATE

Earlier this month, Institute Director Joann Tilton sent an NCI Update to the members of WMCA, OAMR and AAMC discussing the changes to the 2017 Institute and inviting members to register. The two biggest changes are that the NCI Education Committee decided not to offer PD IV in 2017 and the registration cost increased. Please see the email blast sent to WMCA members on 1/13/2017 for more information.

If you have any questions about any of these topics or issues or have additional direction or feedback, please do not hesitate to contact me. Thank you for this opportunity to serve WMCA and our members.



- ☐ 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: Susan Duncan, Chair

COMMITTEE: Fundraising

DATE: January 18, 2017

SUMMARY OF ACTIVITIES: The Grand Raffle Tickets are being distributed for sale by the membership. Debby Barham and Deborah Estrada are co-chairing the Grand Raffle. Debby Barham will not be at the WMCA Conference in March 2017, so she is handling the pre-sales. She will continue to contact people prior to Conference to see if they want some ticket books to pre-sell. As of January 17, 25 books have been distributed. Deb Estrada will handle the 50/50 raffle during the Conference.

Store inventory: We still have a number tee-shirts left over from last year to sell. The fundraising committee was polled for ideas/suggestions for store inventory items. Based on that feedback, new inventory items for the store include wine/bottle openers (with the WMCA logo) and beaded lanyards for holding name badges. Charm bracelets/charms were offered on a pre-sale basis only.

During conference, we will have the drawing for \$100 cash; tickets are \$1/each; Drawing at the conclusion of conference at noon on Friday, March 24, 2017.

We will conduct the live auction during the Wednesday evening event, and the silent auction during conference. We are excited to have "Chicken Lips" helping us out with the live auction.

We will be taking donations for 3 "Big Kahuna" themed baskets that will be sold at either the silent or live auction.

We are giving Heads or Tails a break this year, and plan to bring it back in 2018.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
Raffles	\$	\$ 224
Store Sales	\$ 2,000	\$
Expenditures:	Budgeted Amount	Amount encumbered & expended
Grand Raffle	\$ 2,500	\$ 214.29
	\$	\$
	\$	\$



- ☐ 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: Historical

DATE: 01/20/2017

SUMMARY OF ACTIVITIES: I reported back to the Historical Committee with the suggestions and comments made by the EC at the last meeting. The Committee is working on ideas to get conference attendees to take and more importantly share pictures. The Committee will also begin recruitment for a professional photographer, if there are any suggested changes to how this has been handled in the past, please let me know.

One of the suggestions from the last meeting was to have a photo presentation of historical pictures/past conferences. The thought was to share these pictures in the background during banquet. While nothing has been decided, there was discussion by the Committee to have an actual presentation. The question is whether banquet would be the appropriate time and whether or not time would allow.

Stephanie Haug, Chair of the Historical Committee will be on maternity leave during conference and is looking to one of her members to Co-Chair and assist with coordinating during conference.

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: Karen Kuznek-Reese

COMMITTEE: Legislative

DATE: January 20, 2017

SUMMARY OF ACTIVITIES: Prior to the opening of the legislative session, many cities shared their legislative agendas with their representatives. Many cities have shared that a reform of the Public Records Act is needed. The City of Sequim invited our legislators to attend a workshop with our City Council where we discussed PRA and public notice issues and more.

Proposed legislation for the PRA includes alternative dispute resolution, fees for electronic copies, and re-establishing local grants for small cities. The first cutoff date for bills is February 17. Many bills will die after this first cutoff. It is still unclear which bills will proceed.

Last year a few of us went to Olympia during the legislative session. We were able to meet with Victoria Lincoln and other lobbyists from the Association of Washington Cities. They were very helpful in guiding us around the buildings and helping in contact with some of our legislators. Another trip is planned for this session on February 22 to meet with our legislators. As soon as you know you will be attending, it is suggested you make an appointment with your legislators. You will need to have a short list (one to three items) that you are prepared to speak to your legislators about. More than that and your message will be too diluted. They hear from people all day long, every day, and you want them to remember what is most important to you.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Discuss how we should respond in the event a question comes up during our roundtable discussion regarding WMCA's position on a certain topic. Additionally, let me know if you are interested in attending the February 22 visit to Olympia.

ALTERNATIVES:

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

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

Expenditures:

Budgeted Amount

Amount encumbered &
expended

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



- ☐ First Quarter Report (June Meeting)
- ☐ Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- ☐ Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson Smoot, Chair/EC Liaison
Darla Reese, Co-Chair

DATE: January 19, 2017

2016-17 MEMBERSHIP UPDATE:

We have a total of TWENTY EIGHT (28) new WMCA members:

Dianne Allen	Town of Darrington	Kim Komoto	City of Kent
Kristol Bias	Pierce Transit	Joanna Lee	City of Mill Creek
Angie Bronson	City of Seattle	Cheryl Loeffler	Town of Fairfield
Darryl Brooks	City of Seattle	Diane MaKaeli	King County Fire District No. 20
Kristy Cochrane	Town of Rockford	Yesenia Medlock	City of Mabton
Samuel Crawford	City of Blaine	John C. Millard	City of Tenino
Chad Daggett	Chelan-Douglas Transportation Council	Rita L. Moore	City of Seattle
Jaci Dahlvang	City of Seattle	Teresa Ongoco	City of Dupont
Michaela Dimas	Ben Franklin Transit	Aimee Pearson	City of Puyallup
Shantelle Garcia	City of Seattle	Janet Polata	City of Seattle
Nadezhda George	City of Mabton	Jacqueline Renteria	City of Sunnyside
Marie Guernsey	Pacific County	Joshua Roberson	City of Mabton
Korinne Henry	North Kitsap School District	Karin Roberts	City of Bellevue
Raelynn Jones	Town of Darrington	Kathi Swanson	City of Cle Elum

As of January 18, 2017, the Washington Municipal Clerks Association is comprised of **351 members**; 339 active members, 1 affiliate member, 1 associate member, and 10 honorary members.

WELCOMING SUB-COMMITTEE UPDATE

The 2016-17 Welcoming Committee is at work – currently drafting neighboring clerks notices for the new members listed above; in addition to the Membership Committee Chair sending out the official new member packet, welcome letter, and noticing new members in the newsletter.

- Neighboring clerks notice – a mini directory of three to six surrounding WMCA member clerks specific to the new member (a single sheet with the contact information of WMCA members within the same community), including information on local regional clerk's

groups is created and sent to the new clerk; as well as a letter/email to the neighboring contacts and regional group contact.

Many thanks to the 2016-17 Welcoming Sub-Committee: Tiah Branson and Peri Galucci!!

PARTNERSHIP SUB-COMMITTEE UPDATE

The Partnership Program Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Keri MacDonald, Trisha Summers, and Megan Gregor, continue to be active in facilitating the WMCA Partnership Program, and utilizing the partnering criteria to find the best matches possible. Three pairings have been made, and one new request is pending!

- Raelynn Jones (Darrington) partnered with Randy Reed (Snohomish County Council).
- Dianne Allen (Darrington) partnered with Paula Swisher (Brier).
- Bernie Bacon (Camas) partnered with Tamara Gunter (Battle Ground).
- Chad Daggett (Chelan-Douglas Transportation Council) – **partnership pending!**

Thank you to our Partnership Program participants; and thank you to Darla, Keri, Trisha, and Megan!!!

ELECTIONS SUB-COMMITTEE UPDATE

The Elections Sub-Committee, comprised of Elections Officer Leana Johnson, and Elections Officer Assistant Laurie Cassell, has been hard at work in preparation for the 2017 General Election!

The 2017 General Elections Call for Candidates was published in the October, November, and December 2016 WMCA Newsletters; with candidate submissions due on December 31, 2016. Upon review by the Elections Officer and Elections Auditor (Molly Towslee), the 2017 General Election Slate of Candidates was presented to the Executive Committee, comprised of:

President Elect (1-year term)

- Candidate Virginia Olsen, CMC, City Clerk/ Community Relations Director – City of Mountlake Terrace

Vice-President (1-year term)

- Candidate Paula Swisher, City Clerk-Treasurer, CMC – City of Brier

Treasurer (2-year term)

- Candidate Gina Anderson, Deputy Clerk/Treasurer – City of Woodland

Two Board Member Positions (3-year term)

- Candidate Shawn Campbell, Deputy City Clerk – City of Auburn
- Candidate Deborah Estrada, City Clerk, CMC – City of Sunnyside
- Candidate Melissa Collins, Senior Manager / Clerk of the Board, MMC – Snohomish County PUD

The electronic ballot is currently under preparation; and the 2017 General Election will be held from January 27, through February 17, 2017, through electronic voting software; and the membership will be notified through email.

ATTACHMENTS:

1. 2017 General Election Call for Candidates; and
2. 2017 WMCA General Election Slate of Candidates – Audit Report

2017 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

The 2017 WMCA Annual Conference is just around the corner, and the membership Committee will begin finalizing the First Time Attendee (FTA) Events with President Corin, and taking into account the feedback received from last year's conference. These events include:

Conference buddies:

- Continue program of pairing one Membership Committee member with up to two first time attendees as buddies; including an effort will be made to pair clerks from similar regions/populations (if possible).
- MC members will introduce FTAs to each other, and provide an opportunity for contact/discussion prior to and at conference (if desired).

First Time Attendee Meet & Greet Event (held prior to the President's reception):

- Invite list: MC and FTAs (EC optional, unless also a MC member).
- Location: Mt. Washington-A.
- Concept: meet 15-20 minutes prior to the President's Reception for a quick meet and greet and then all go to the reception together.

First Time Attendees Breakfast

- Invite list: EC, MC, FTAs, NCI Director, and VIPs.
- Seating chart: conference buddies and a mix of MC/EC members and NCI Director at each table. VIPs at own table.
- Presentations: WMCA President, NCI Director, and Conference Planning Chair (with helpful tips/locations/events/vendor cards).
- Ice Breaker (trivia or other competition); mini-gifts provided for the winning table (example: pouch of chocolate for each; other?).
- Raffle: have a few items to give out to FTAs through a raffle (*example: WMCA Store swag? Gift cards? Other? TBD.*)

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.
- Same concept/items in the kit; MC to review and update items for conference/to tie into theme.
- (*Note: this also included a certificate for WMCA store swag. MC Chair to check with Fundraising Chair as to what can be offered this year - money and/or item(s). The MC Chair currently has a number of WMCA stemless wine glasses to include as giveaways to the FTAs.*)

Any additional feedback/direction in this regard from the Executive Committee is welcome; we are looking forward to making the FTA events better and better!

ACTION REQUESTED: ☐ YES

☒ NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

2017 WMCA General Elections Call for Candidates!

-Candidate Packet Deadline: December 31, 2016-



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

The election will be held from January 27, through February 17, 2017, through electronic voting software. The following positions are available in this election:

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

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

Candidate Packets must be received by the Elections Officer (Leana Johnson, City of White Salmon) no later than Saturday, December 31, 2016. They can be submitted electronically or by hard copy, but must be **received** by the December 31st deadline.

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

1. **Declaration of Candidacy:** This is a signed, written document containing the following:

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

Send your **complete** Candidate Packet to:

Via email to: leanaj@ci.white-salmon.wa.us AND laurieu@algonawa.gov

Via mail to: Leana Johnson
WMCA Elections Officer
City of White Salmon
142 E. Jewett Blvd.
PO Box 2139
White Salmon, WA 98672
509-493-1133 x205

**All submittals must
be received by
December 31, 2016**



To: WMCA Executive Committee, and Elections Officer

From: Molly Towslee, Elections Auditor

Re: 2017 WMCA Executive Committee Board Candidates - Audit Report

Date: December 30, 2016

I was forwarded information for six members who have submitted their Candidacy Statements for consideration for the Executive Committee positions. I reviewed each application to ensure they meet the criteria for candidacy.

Each of the candidates listed is a member in good standing and their packets included a declaration of candidacy, a candidate statement, a photo, and a letter of support from the candidate's Mayor, City Manager, City/County Administrator, or CEO. The application packets were all received by the published deadline.

President Elect (1-year term)

- Virginia Olsen, CMC, City Clerk/Community Relations Director – City of Mountlake Terrace

Vice-President (1-year term)

- Paula Swisher, City Clerk-Treasurer, CMC – City of Brier

Treasurer (2-year term)

- Gina Anderson, Deputy Clerk/Treasurer – City of Woodland

Two Board Member positions (3-year term)

- Shawn Campbell, Deputy City Clerk – City of Auburn
- Deborah Estrada, City Clerk, CMC – City of Sunnyside
- Melissa Collins, Senior Manager / Clerk of the Board, MMC – Snohomish County PUD

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



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

TO: WMCA President and Executive Committee

FROM: Melody Valiant, Chair, Newsletter Committee

COMMITTEE: Newsletter Committee

DATE: 01/17/2017

SUMMARY OF ACTIVITIES: Not much to report for the Newsletter Committee. We are of course busy each month with a different member of the committee compiling all the articles, three more members doing articles in each issue (Clerk of the Month, Grammar Corner & LOL Page) and producing the monthly newsletter for the membership which is great to have so much help. If you have any ideas or new things to incorporate into the newsletter, please send it our way.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



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

TO: WMCA President and Executive Committee

FROM: Megan Gregor, Chair

COMMITTEE: Scholarship Committee

DATE: January 23, 2017

SUMMARY OF ACTIVITIES:

This year the Scholarship Committee provided an extended deadline for WMCA Annual Conference applications. The extended deadline (Friday, January 20, 2017) was intended to provide ample time for people to apply, especially considering that I have received complaints from people who worked for entities that did not pass their budgets until after the early December deadline. Because we have changed the way we approve scholarships, we had the flexibility to provide a longer deadline, and I can happily report that this was clearly a good decision! 13 of the 17 applications were received after December 20, 2016.

As of today, we have not yet reviewed all the applications (as they were only due three days ago). However, I can report that we have received 17 applications – that is one more than the 16 we received last year! Five of the applications are First-Time Attendees; however, we still have not received letters of support from two of the First-Time attendee applicants. It is our hope that we will receive them in the next couple of days. Meanwhile, I am attaching a brief listing of the applicants for your information. Please feel free to contact me if you have any questions, Deborah Estrada has my contact information.

I am currently on Maternity Leave and will be until April 3, 2017, which means I am sad to say I will not be attending the Annual Conference. As mentioned in my last report, I plan to work with a committee member and colleague (Melissa Hart), to ensure everything at the conference is taken care of appropriately. Additionally, I will be emailing the scholarship letters to Deborah to print and send once they have been reviewed. It has been great working with Deborah, my new EC liaison, and I have appreciated her help and responsiveness while I am out of the office.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

Revenues:	Budgeted Amount	Revenues Generated
<hr/>	\$ <hr/>	\$ <hr/>
<hr/>	\$ <hr/>	\$ <hr/>
Expenditures:	Budgeted Amount	Amount encumbered & expended
<hr/>	\$ <hr/>	\$ <hr/>
<hr/>	\$ <hr/>	\$ <hr/>
<hr/>	\$ <hr/>	\$ <hr/>

Scholarship Applications for the 2017 WMCA Annual Conference

First Name	Last Name	Which event are you requesting a scholarship for?	Employer
Susan	Haigh	First-Time WMCA Annual Conference Attendee (Registration & Lodging)	City of Bonney Lake
Pamela	Brown	WMCA Annual Conference ONLY (Registration)	City of Lynden, WA
Shawna	Wise	WMCA Annual Conference ONLY (Registration)	City of Gig Harbor
Susan	Duncan	WMCA Annual Conference ONLY (Registration)	City of Ferndale
John	Millard	First-Time WMCA Annual Conference Attendee (Registration & Lodging)	City of Tenino
Korinne	Henry	First-Time WMCA Annual Conference Attendee (Registration & Lodging)	North Kitsap School District
Amber	Scott	WMCA Annual Conference ONLY (Registration)	City of Omak
Tami	Pevey	WMCA Annual Conference ONLY (Registration)	City of Sultan
Steve	Austin	First-Time WMCA Annual Conference Attendee (Registration & Lodging)	City of Clarkston
Lisa	Neissl	WMCA Annual Conference ONLY (Registration)	City of College Place
Renee	Cameron	First-Time WMCA Annual Conference Attendee (Registration & Lodging)	City of Bonney Lake
Donald	Ross	WMCA Annual Conference ONLY (Registration)	City of Westport
Teresa (Tes)	Ongoco	WMCA Annual Conference ONLY (Registration)	City of DuPont
Judy	Brown	WMCA Annual Conference ONLY (Registration)	City of Bridgeport
Tami	Justice	WMCA Annual Conference ONLY (Registration)	City of Rainier
Laura	Divis	WMCA Annual Conference ONLY (Registration)	City of Okanogan
Patricia	Phillips	WMCA Annual Conference ONLY (Registration)	Adams County

*Items highlighted in blue indicate First-Time Attendee

01/23/2017



- ☐ 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: 01/20/2017

SUMMARY OF ACTIVITIES: While slow, work continues on changes and minor modifications to the website. I am thankful for the help of Bobbie during the transition and finally feeling like I am rounding the corner on the learning curve. Ali also continues to be a huge help with technical issues. As most of you know, there have been a few little glitches. Most apparently was the wrong Newsletter attachment. While a simple link issue would seem like a user error, this in fact was a website glitch. The issues with the site vary and have me toggling between Internet Explorer and Chrome for the best options. A new site is still on the horizon; however, the venture may have been more ambitious than I originally anticipated. With some other recent site issues, I would like permission to explore a new hosting company, and perhaps even a sponsor for design. I have no gauge on whether we will experience similar issues with low cost, membership sites but I would at least like to explore the options before undertaking a remodel of the current site.

As of the date of this report there are 56 Conference Registrations and 18 Athenian Registrations. (This does not account for paid or unpaid nor does it cross reference between the types of registrations)

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Approve research and development of new website within the current budget, if possible. Further funding needs would be brought back to the Executive Committee.

ALTERNATIVES: Continue with current website, status quo

FISCAL IMPACT: Unknown

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

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

From: [Virginia Olsen](#)
To: [Debbie Burke \(debbieb@ci.normandy-park.wa.us\)](#); [Debbie Jermann](#); ["Deborah Estrada"](#); [Dee Roberts](#); [Elizabeth Smoot](#); [Gina Anderson \(andersong@ci.woodland.wa.us\)](#); [Jill Boltz](#); [Kay Kammer](#); [Paula Swisher \(pswisher@ci.brier.wa.us\)](#); [Shannon Corin](#); [Susan Duncan](#); [Virginia Olsen](#)
Subject: NCI Conference Call - Action Needed
Date: Sunday, November 27, 2016 12:45:04 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Wednesday, we had another NCI Conference Call and the primary order of business was to review the 2017 budget. As you may or may not know, we have a three-year agreement with WSU for conference management for the institute (currently 2016-2018). Last year, Joann Tilton stayed in an Air BNB to both save money and be more comfortable than she could be during a three week stay in a hotel or dorm. Dema had stayed in her RV which saved the 3 states quite a bit of money.

Ali and Dema found this BNB just a few blocks from UPS and it was much cheaper than a hotel and way more comfortable for Joann. She could actually walk to campus. I visited it and the owners are wonderful and it made her stay very nice, particularly for such a long stay. The problem is that due to liability issues, WSU will not pay for an Air BNB but this past year, they reimbursed her and made a one-time exception.

Joann proposed that we remove the lodging line item from the NCI budget with WSU who administers it and instead ask all three states to contribute up to \$800 toward her housing. The total line item is \$2400 and Joann estimates that she saved at least a few hundred dollars (from this line item) by staying in the BNB. At the end of the three year contract, the three states either have a surplus (as we did at the end of the last contract) or we have to make up the shortfall. Taking this line item out of the budget administered by WSU provides flexibility for Joann to get the best deal and does not tie her to the dorm or hotel which is what WSU requires. It gives her a more suitable place to stay for an extended stay because the accommodations around UPS are not that nice.

There was a surplus at the end of the 3 year agreement that ended last year (2015) and we rolled it over to provide some flexibility in determining the expenses for the new director. The NCI Committee approved the proposed 2017 budget and we are taking the proposed lodging expenditure back to our respective boards. The NCI Committee hopes the boards will support this expenditure.

I'd like to move to approve up to an \$800 contribution to the NCI Director's lodging accommodations during the 2017 institute.

If you have questions, I might be slow to respond this week. I have FOUR Council meetings (3 special meetings) and a tree lighting event. Tomorrow's (Monday's) meeting is offsite at 5:30pm and I need to get them dinner so bear with me on responses because I won't be on email much.

Thanks and I hope everyone had a nice Thanksgiving!

Virginia Olsen, CMC
City Clerk/Community Relations Director

(425) 744-6206

www.cityofmlt.com



From: [Debbie Jermann](#)
To: ["Virginia Olsen"](#); [Debbie Burke \(debbieb@ci.normandy-park.wa.us\)](#); ["Deborah Estrada"](#); [Dee Roberts](#); [Elizabeth Smoot](#); [Gina Anderson \(andersong@ci.woodland.wa.us\)](#); [Jill Boltz](#); [Kay Kammer](#); [Paula Swisher \(pswisher@ci.brier.wa.us\)](#); [Shannon Corin](#); [Susan Duncan](#)
Subject: RE: Question on PD Scholarship Deadline
Date: Wednesday, November 23, 2016 1:53:15 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Yes! And if you need a motion, so moved.

From: Virginia Olsen [mailto:VOlsen@ci.mlt.wa.us]
Sent: Wednesday, November 23, 2016 1:44 PM
To: Debbie Burke (debbieb@ci.normandy-park.wa.us); Debbie Jermann; 'Deborah Estrada'; Dee Roberts; Elizabeth Smoot; Gina Anderson (andersong@ci.woodland.wa.us); Jill Boltz; Kay Kammer; Paula Swisher (pswisher@ci.brier.wa.us); Shannon Corin; Susan Duncan; Virginia Olsen
Subject: Question on PD Scholarship Deadline

The Scholarship Committee Chair asked me if the EC had decided on the deadline for PD scholarships. At our June meeting, I asked if they could just start with a deadline of April 15 since we had been reopening it after conference for the past several years. The rationale was that we find new people at conference every year who weren't able to budget for NCI because they didn't know about it or they are brand spanking new in their jobs.

The NCI Committee is meeting again today to approve our 2017 budget. I would like the NCI registration deadline to return to May 1 so it doesn't conflict with our scholarship deadline.

Here's what was in the June minutes but it's not clear on what was decided. My recollection is that everyone was okay moving it to April 15. Is everyone on board with that? Also, who is the Scholarship Chair while Megan is on maternity leave or is she still doing it? Thanks and Happy Thanksgiving to everyone!

Scholarship Committee

Boardmember Roberts noted the report provided in the meeting agenda packet. General discussion ensued regarding potential reassignment of the committee liaison, adjusting NCI PD course scholarship deadlines to mid-April, and Scholarship Committee description amendments. One additional correction to the description was noted (spelling of "Dialogue" in Section B.5).

Boardmember Kammer moved to approve the Scholarship Committee Description, as amended; the motion was seconded by Vice President Olsen.

On vote, Motion carried (11-0).

NOTE: President Corin requested Vice President Olsen step out of the meeting for discussion on NCI PD course scholarships, as she is an applicant. Vice President Olsen exited the conference room for the discussion and vote on NCI PD Scholarships.

General discussion ensued regarding the NCI PD course scholarship applicants, awards, and proposed approval.

Boardmember Roberts moved to accept the scholarships as presented and ratified by email votes; the motion was seconded by Boardmember Boltz. On vote, Motion carried (10-0).

NOTE: Vice President Olsen re-entered the room at the conclusion of the vote.

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