



EXECUTIVE COMMITTEE AGENDA

Friday, March 16, 2018 – Pasco Red Lion Hotel, 2525 N 20th Avenue – 12:30 PM

1. **Call to Order and Roll Call** (Welcome to Don and Lisa)
(Photo of Immediate President Dee Roberts with her feet up!)
2. **Approve Agenda and January 26, 2018 EC Meeting Minutes** 1
3. **Update From Conference Planning Committee Chairs** (Paula/Jodi/Keri) 6
4. **Appoint Annual Parliamentarian and Back Up Treasurer for 2018-19** (Virginia)..... 8
5. **Treasurer’s Report & World Points Update** (Gina) 9
6. **Old Business**
 - a. Discuss 2021 Conference Site & Rotation (Paula & Dee)
 - b. Review Updated Historical Committee Description (Jill)..... 26
 - c. Discuss Ad Hoc Committee to Commemorate WMCA’s 50th Year/Conference (Jill) 29
 - d. Discuss Recognition of COTY Nominees and Improving Nomination Process (V)..... 30
7. **New Business**
 - a. Future Board Meeting Dates & Locations (Virginia)..... 34
 - b. Region IX Dinner in 2019 (Virginia) 36
 - c. Region IX Director Recruitment (Virginia) 39
 - d. Education Coordinator Job Description/Term (Virginia) 43
8. **Committee Business/Reports**
 - a. Audit (No Report) N/A
 - b. Awards (Dee) 54
 - c. Budget (No Report)..... N/A
 - d. Bylaws (No Report) N/A
 - e. Education (Virginia)..... 56
 - f. Fundraising (Susan)..... 60
 - g. Historical (No Additional Report) N/A
 - h. Legislative (Kay) 62
 - i. Membership (No Report) N/A
 - j. Newsletter (Melissa) 67
 - k. Scholarship (Shawn) 69
 - l. Webmaster (No Report) N/A
9. **Other Business**
 - a. Email Ratifications (Virginia)..... 71
 - b. Distribute EC Contact List (Virginia)..... 76
10. **Good of the Order**
11. **Adjournment - Next Meeting** – Scheduled for June 22, 2018 at 10:00 AM, Location TBD



EXECUTIVE COMMITTEE MINUTES

Friday, January 26, 2018, 10:00 a.m.
City of South Bend, City Hall, South Bend, WA

1. Call to Order and Roll Call

Ms. Dee Roberts, WMCA President, called the meeting to order at approximately 10:20 a.m. 2017-18 WMCA Executive Committee members present included: President Roberts, President-Elect Virginia Olsen, Vice President Paula Swisher¹, Secretary Elizabeth M. Adkisson, Treasurer Gina Anderson, Boardmembers Jill Boltz, Shawn Campbell, Susan Duncan, Debbie Jermann, Kay Kammer, and Immediate Past President Shannon Corin. Boardmember Melissa Collins was not in attendance, and excused without objection.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of October 6, 2017

President Roberts called for any corrections to the October 6, 2017, Executive Committee Meeting minutes; none were noted.

Vice President Olsen moved to approve the October 6, 2017, Executive Committee Meeting minutes; the motion was seconded by Immediate Past President Shannon Corin. On vote,

Motion carried (10-0).

3. Treasury-Related Reports

a. Treasurer Report

Treasurer Anderson reported on the following topics: Balance Sheet, Profit & Loss Budget vs. Actual (condensed and expanded), Checking Register (May through December), Checking Reconciliation (December 2017), Savings Register (May through December 2017), and Savings Reconciliation (December 2017).

Discussion ensued regarding the executive committee/ board members travel budget, altering travel costs throughout the year, NCI director costs, and the future conference site deposit (Semiahmoo).

b. World Points

Treasurer Anderson noted the transferring of points to Vice President Swisher and the Education Committee for use at the Annual Conference. Discussion ensued regarding point usage.

¹ SECRETARY'S NOTE: Vice President Swisher attended portions of the meeting via teleconference; and was present when noted in the minutes/voting/etc.

4. Old Business

a. October 6, 2017, Follow-Up Notes

President Roberts noted the October 6, 2017, Executive Committee Follow-Up Notes included in the meeting materials.

5. New Business – NONE.

6. Committee Business/Reports

a. Audit Committee

Immediate Past President Corin noted the report included in the agenda packet materials; the Committee met January 22, 2018, and conducted an audit of the financial records for May through December 2017 and recommends approval.

Discussion ensued regarding the 2018-19 Audit Committee Chair position.

Boardmember Duncan moved to approve the Audit Report; the motion was seconded by Boardmember Kammer. On vote,

Motion carried (10-0).

b. Awards Committee

Immediate Past President Corin noted the report included in the agenda packet materials; five nominations were received and forwarded to President Roberts for selection of a Clerk of the Year and potential President's Award(s) of Distinction to be presented at the Annual Conference Banquet.

Discussion ensued regarding the awards application process, recognition of nominees – potentially in the May newsletter, encouraging clerks to nominate clerks, and providing a sample application as a reference.

c. Budget Committee

President-Elect Olsen noted the report and budget included in the agenda packet materials. Discussion ensued regarding fall and spring conference, mailing fees, and potentially purchasing or finding a sponsor for a conference app (in addition/in lieu of a conference booklet).

d. Bylaws Committee

President Roberts noted the report included in the agenda packet; no verbal report was given.

e. Conference Planning Committee

Vice President Swisher noted the Conference Planning Report included in the meeting materials. Discussion ensued regarding conference locations (east/west-side cost comparisons and disbursement), historical conference data (fees/attendance/etc.), and features of preferred locations. Vice President Swisher also noted entertainment for the annual conference will be provided by Mr. Scott Passey, City Clerk, City of Edmonds.

Immediate Past President Corin moved to cover Scott Passey's registration fees (academy/conference) in exchange for DJ/entertainment service at the annual conference; the motion was seconded by Boardmember Kammer. On vote,
Motion carried (11-0).

Vice President Swisher noted proposed changes to the Vice President Job Description relating to annual conference "VIPs;" including travel arrangements to be provided by the attending VIP.

President-Elect Olsen moved to amend the Vice President Job Description as presented; the motion was seconded by Boardmember Kammer. On vote,
Motion carried (11-0).

Discussion continued regarding future conference dates, locations, and prices; and posting this information on the WMCA website.

f. Education Committee

President-Elect Olsen noted the report included in the agenda packet materials and the conference schedule. Discussion ensued regarding the array of speakers/topics.

g. Education Coordinator

President-Elect Olsen noted the report included in the agenda packet materials and reported on spring academy registration, fall mini-conference, and NCI/PD. Discussion ensued regarding dates/locations for fall 2018 mini-conference and potential academy subjects/speakers.

h. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: raffle ticket sales, items for the WMCA store, auction items, and fundraising events at the annual conference. Discussion ensued throughout regarding items for the WMCA store, heads or tails fundraiser, auctioneer, and basket themes for the live auction.

President Roberts stated the meeting would recess for lunch.

NOTE: The meeting recessed at 12:13p.m. and reconvened at approximately 12:47 p.m.

i. Historical Committee

Boardmember Boltz noted the report included in the meeting materials and reported on the forthcoming selection of a conference photographer. Discussion ensued regarding the Historical Committee display at conference; creating a sub-committee for 50th annual conference; a YouTube account to post videos; and a new name (legacy committee)/committee description.

j. Legislative Committee

Boardmember Kammer noted the report included in the meeting materials and a request for Victoria Lincoln to provide a legislative update at the annual conference. Discussion ensued regarding timing for a legislative report, creating an annual WMCA legislative priorities process, and providing other legislative tools to WMCA membership.

k. Membership Committee

Secretary Adkisson noted the report included in the packet and provided an update on the following topics: membership numbers and subcommittees: welcoming, partnership, and elections. Discussion ensued regarding the upcoming general elections and creating an elections pamphlet, encouraging voting, and items/funding for conference first time attendees events/items.

l. Newsletter Committee

President Roberts noted the report included in the agenda packet; no verbal report was given.

m. Scholarship Committee

Boardmember Campbell noted the report included in the packet and request by Chairperson Megan Gregor for a co-chair. Discussion ensued regarding a co-chair, looking into the committee description regarding accountability and an appeals process, and scholarships for spring academy/conference and fall mini-conference.

n. Webmaster

Boardmember Boltz noted the report included in the meeting materials and the potential to consolidate the historical and webmaster into one committee.

7. Other Business

a. Email Ratifications

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

- January 10, 2018 – WMCA Endorsement of Dawn Abrahamson, MMC, for IIMC Region IX Director.

President-Elect Olsen moved to ratify the January 10, 2018, email decision, as presented; the motion was seconded by Boardmember Campbell. On vote,
Motion carried (10-0).

8. Good of the Order - NONE

Discussion ensued regarding Executive Committee presence at the annual conference, spanning out to meet new people, and potential karaoke performance on auction night.

9. Next Meeting

President Roberts noted the next WMCA Executive Committee meeting will be held Friday, March 16, 2018, at the Red Lion, Pasco, Washington, at approximately 12:30 p.m.

10. Adjournment

There being no further business, President-Elect Olsen moved to adjourn the meeting; the motion was seconded by Treasurer Anderson. On vote,
Motion carried (10-0).

The meeting was adjourned at approximately 2:21 p.m.

Minutes approved at the WMCA Executive Committee Meeting of March 16, 2018.



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Conference Planning Committee Update

Prior to VP Paula Swisher serving as both Conference Planning Committee Chair and as a Boardmember, one of the first orders of business at the March meeting was to get an update from the Conference Planning Chairs prior to their departure from the hotel.

It was a good opportunity to discuss what went well and what did not while it was fresh in our minds. Although Paula is still doing both, I talked to her about bringing back this practice since Keri MacDonald and Jodi Wycoff will be taking over next year.

Paula, Keri and Jodi will provide a verbal update and we can discuss how the conference went (I'm sure it will be awesome). Also Paula has provided the vendor subcommittee report (attached) to show the donations and sponsorships that came in this year.

One thing I'd like to discuss at the next meeting is potentially updating our sponsorship program to better recognize the speaker sponsorships since they are asking for time at conference and they don't always want/need a vendor booth. How can we better recognize their contributions without letting them do a commercial?

**Washington Municipal Clerks Association
2018 Annual Conference
Red Lion Hotel - Pasco, WA**

**VENDOR SUBCOMITTEE REPORT
02/27/18**

Written Confirmation & Payment Received

Company	Sponsor	Vendor	Meals
1. Modus Technology - \$550.00 check rec'd 12/15/17		\$550.00	No meals
2. BIAS Software - \$588.00 check rec'd 12/18/17		\$550.00	\$38.00
3. YCCS - \$738.00 check rec'd 12/18/17		\$550.00	\$188.00
4. Cities Digital - \$926.00 check rec'd 12/19/17		\$550.00	\$376.00
5. AWC Employee Benefit Trust - \$2,636.00 check rec'd 12/20/17	\$2,500.00	Waived	\$136.00
6. MCC Innovations - \$738.00 check rec'd 12/22/17		\$550.00	\$188.00
7. Armada - \$750.00 check rec'd 12/26/17		\$550.00	\$200.00
8. Code Publishing - \$1,876.00 check rec'd 12/27/17 (returned) – corrected amount \$1,210.26 check rec'd 02/16/18	\$1,000.00 -\$665.74 credit for bags	\$550.00	\$326.00
9. ABC Forms - \$594.00 check rec'd 01/05/18		\$550.00	\$44.00
10. Vision Municipal Solutions - \$1,224.00 check rec'd 01/12/18	\$2,500.00 -\$1,600.03 credit for padfolios	Waived	\$324.00
11. AWC Risk Management Service Agency - \$2,704.00 check rec'd 01/17/18	\$2,500.00	Waived	\$204.00
12. Municode - \$1,926.00 check rec'd 1/26/18	\$1,000.00	\$550.00	\$376.00
13. AIRLIFT Software - \$686.00 check rec'd 02/05/18		\$550.00	\$136.00
14. CIAW - \$1,550.00 check rec'd 02/05/18	\$1,000.00	\$550.00	No meals
15. NextRequest - \$1,678.00 check rec'd 02/07/18 & \$48.00 check rec'd 02/16/18	\$1,000.00	\$550.00	\$176.00
16. MRSC - \$598.00 check rec'd 2/15/18		\$550.00	\$48.00
17. FreeDoc - \$738.00 check rec'd 2/15/18		\$550.00	\$188.00
18. JCG Technologies - \$646.00 check rec'd 2/15/18		\$550.00	\$96.00
19. LTC – ACSIA Partners - \$774.00 check rec'd 02/27/18		\$550.00	\$224.00
Other Sponsorships/Contributions			
KCMCA \$500.00 check rec'd 02/27/18	\$500.00		
AWC Trust – speaker sponsor	\$2,000.00		
WCIA – speaker sponsor	\$1,500.00		
TOTAL 2017-2018 REVENUES TO DATE	\$15,500.00	\$8,800.00	\$3,268.00
2017-2018 Revenue Budget	\$ 5,000.00	\$7,500.00	
2016-2018 Actual	\$15,250.00	\$4,950.00	N/A



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Appoint Annual Parliamentarian & Back Up Treasurer for 2018-19

Parliamentarian (Currently Shannon Corin)

Section 4 of the Bylaws states that the President shall appoint a Parliamentarian. Their role is to serve as Parliamentarian at the Annual Business Meeting, however they cannot participate in the discussion or vote.

Back-Up Treasurer (Currently Kay Kammer)

The duties of the Back-Up Treasurer shall be:

1. Review the monthly reports sent to them by the Treasurer.
2. Be prepared to perform the duties of Treasurer in the event the Treasurer is unable to perform their regular duties (due to illness, emergency, resignation, etc) until the Treasurer is able to resume the duties or a new Treasurer is appointed.
3. Meet with the Audit Committee twice per year along with the Treasurer (after Dec 31 closing and prior to Annual Conference; and after April 30 fiscal closing).
4. Assist the Treasurer at the Annual Conference, if needed.
5. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.



TO: WMCA President
FROM: Gina Anderson, Treasurer
DATE: March 8, 2018

Attached are the following reports for the fiscal year ending February 28, 2018:

Balance Sheet
Profit & Loss (condensed)
Profit & Loss Budget vs. Actual
Checking Register for February 2018
Checking Reconciliation for February 2018
Savings Register for February 2018
Savings Reconciliation for February 2018

We currently show a profit of \$25,147.33. The profit is nice to see but conference bills will be coming in March!

WMCA
Balance Sheet
As of February 28, 2018

Assets

Current Assets

Checking	39,907.00
Savings	35,910.96
Western Annuity	50,000.00
Total Cash	<u>125,817.96</u>

Total Current Assets 125,817.96

Total Assets 125,817.96

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	3,284.75
Net Income	25,147.33
Total Equity	<u>125,817.96</u>

Total Liabilities & Equity 125,817.96

WMCA
Profit & Loss Budget vs. Actual
February 28, 2018

	<u>Actual</u> <u>May '17- Feb '18</u>	<u>Budget</u> <u>May '17-April '18</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	16,350.00	19,000.00	(2,650.00)	0.86
Conference	41,185.10	55,500.00	(14,314.90)	0.74
Dues	26,065.00	24,000.00	2,065.00	102.00
Money Market Savings Interest	17.96	36.00	(18.04)	0.50
NCI Lodging	1,455.42	1,600.00	(144.58)	
Scholarship Income	1,243.00	11,005.00	(9,762.00)	0.11
Total Income	<u>86,316.48</u>	<u>111,141.00</u>	<u>(24,824.52)</u>	<u>77.66%</u>
Transfer to Savings	0.02		0.02	
Expense				
Academy Sessions	5,764.82	12,250.00	(6,485.18)	0.47
Annual Conference	11,167.80	78,900.00	(67,732.20)	0.14
Board Expenses	13,955.13	21,593.60	(7,638.47)	0.65
Communication Expenses	803.68	1,080.00	(276.32)	151.00
Contingency	0.00	500.00	(500.00)	0.00
Future Conference Site Deposit	8,125.00			
IIMC	0.00	1,575.00	(1,575.00)	111.00
Miscellaneous Expenses	3,688.18	6,145.00	(2,456.82)	0.60
Scholarship Expenses	17,664.52	29,700.00	(12,035.48)	0.59
Total Expense	<u>61,169.15</u>	<u>151,743.60</u>	<u>(90,574.45)</u>	<u>40.31%</u>
Net Profit (Loss)	<u>25,147.33</u>	<u>(40,602.60)</u>	<u>65,749.93</u>	<u>37.35%</u>

WMCA
Profit Loss Budget vs. Actual
February 28, 2018

	Actual May '17 - Feb '18	Budget May '17 - Apr '18	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	4,500.00	5,250.00	(750.00)	85.71%
Fall	5,600.00	7,500.00	(1,900.00)	74.67%
Spring	6,250.00	6,250.00	0.00	100.00%
Total Advanced Academy	<u>16,350.00</u>	<u>19,000.00</u>	<u>(2,650.00)</u>	<u>86.05%</u>
Conference				
Donations	0.00	500.00	(500.00)	0.00%
Exhibitors	0.00	7,500.00	(7,500.00)	0.00%
Meals	326.00	3,500.00	(3,174.00)	9.31%
Registrations	40,859.10	44,000.00	(3,140.90)	92.86%
Total Conference	<u>41,185.10</u>	<u>55,500.00</u>	<u>(14,314.90)</u>	<u>74.21%</u>
Dues	26,065.00	24,000.00	2,065.00	108.60%
Money Market Savings Interest	17.96	36.00	(18.04)	49.89%
NCI Director Lodging	1,455.42	1,600.00	(144.58)	
Scholarship Income				
Auction	0.00	4,500.00	(4,500.00)	0.00%
Donations	250.00	0.00	250.00	0.00%
Interest	0.00	5.00	(5.00)	0.00%
Product Sales	535.00	2,000.00	(1,465.00)	26.75%
Raffle	458.00	4,500.00	(4,042.00)	10.18%
Total Scholarship Income	<u>1,243.00</u>	<u>11,005.00</u>	<u>(9,762.00)</u>	<u>11.29%</u>
Total Income	<u>86,316.48</u>	<u>111,141.00</u>	<u>(24,824.52)</u>	<u>77.66%</u>
Transfer from Savings	0.00	0.00	0.00	#DIV/0!
Total	<u>86,316.48</u>	<u>111,141.00</u>	<u>(24,824.52)</u>	<u>77.66%</u>
Expense				
Academy Sessions				
Athenian Dialogue	2,558.21	2,000.00	558.21	127.91%
Fall	3,206.61	5,250.00	(2,043.39)	61.08%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Total Academy Sessions	<u>5,764.82</u>	<u>12,250.00</u>	<u>(6,485.18)</u>	<u>47.06%</u>
Annual Conference				
Audio Visual	0.00	6,000.00	(6,000.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	593.69	2,000.00	(1,406.31)	29.68%
Drawings/Door Prizes	0.00	500.00	(500.00)	0.00%
Hospitality Expenses (WMCA)	3,625.00	5,050.00	(1,425.00)	71.78%
Meals	0.00	45,000.00	(45,000.00)	0.00%
Printing/Postage	0.00	2,500.00	(2,500.00)	0.00%
Recognition Awards	0.00	750.00	(750.00)	0.00%
Speakers	6,050.00	12,000.00	(5,950.00)	50.42%

WMCA
Profit Loss Budget vs. Actual
February 28, 2018

	Actual May '17 - Feb '18	Budget May '17 - Apr '18	\$ Under/Over Budget	% of Total
Special Entertainment	500.00	2,000.00	(1,500.00)	25.00%
Supplies	399.11	2,000.00	(1,600.89)	19.96%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	11,167.80	78,900.00	(67,732.20)	14.15%
Board Expenses				
Board Meetings	1,000.92	900.00	100.92	111.21%
Education Coordinator	1,283.04	2,685.05	(1,402.01)	47.78%
Executive Committee Travel				
AWC Conference	1,866.42	2,800.00	(933.58)	66.66%
Exec Committee Travel-Other	164.61	0.00	164.61	
Total Executive Committee Travel	2,031.03	2,800.00	(768.97)	72.54%
NCI Director Travel				
IIMC Conference	0.00	800.00	(800.00)	0.00%
Northwest Clerks Institute	2,183.12	3,400.00	(1,216.88)	64.21%
WMCA Conference	0.00	575.00	(575.00)	0.00%
Total NCI Director Travel	2,183.12	4,775.00	(2,591.88)	45.72%
Officer's Board Travel				
President				
Alaska Conference	1,246.54	1,325.00	(78.46)	94.08%
CA Conference	876.11	1,409.00	(532.89)	62.18%
IIMC Conference	2,061.11	2,920.00	(858.89)	70.59%
OR Conference	888.81	1,082.51	(193.70)	82.11%
WMCA Conference	0.00	400.00	(400.00)	0.00%
Total President	5,072.57	7,136.51	(2,063.94)	71.08%
President Elect				
IIMC Conference	2,244.41	2,797.04	(552.63)	80.24%
WMCA Conference	140.04	500.00	(359.96)	28.01%
Total President Elect	2,384.45	3,297.04	(912.59)	72.32%
Total Officer's Board Travel	7,457.02	10,433.55	(2,976.53)	71.47%
Total Board Expenses	13,955.13	21,593.60	(7,638.47)	64.63%
Communication Expenses				
Survey	0.00	200.00	(200.00)	0.00%
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	803.68	800.00	3.68	100.46%
Total Communication Expenses	803.68	1,080.00	(276.32)	74.41%
Contingency	0.00	500.00	(500.00)	0.00%
Future Conference Site Deposit	8,125.00	0.00	8,125.00	
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
February 28, 2018

	Actual	Budget	\$ Under/Over	
	May '17 - Feb '18	May '17 - Apr '18	Budget	% of Total
Outgoing Region IX Dir Gift	0.00	0.00	0.00	
Region IX Assessment	0.00	1,500.00	(1,500.00)	0.00%
Total IIMC	0.00	1,575.00	(1,575.00)	0.00%
Miscellaneous Expenses				
501C(3)	860.00	800.00	60.00	107.50%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	1,006.77	1,000.00	6.77	100.68%
Gambling/Alcohol License	163.00	300.00	(137.00)	54.33%
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	205.41	500.00	(294.59)	41.08%
Other	150.00	825.00	(675.00)	
Post Cards Vistaprint	0.00	750.00	(750.00)	0.00%
Postage	0.00	420.00	(420.00)	0.00%
Total Miscellaneous Expenses	3,688.18	6,145.00	(2,456.82)	60.02%
Scholarship Expenses				
Conference Scholarships	3,000.00	8,500.00	(5,500.00)	35.29%
Grand Raffle	187.50	2,700.00	(2,512.50)	6.94%
Margery A. Price Scholarship	1,400.00	1,500.00	(100.00)	93.33%
NCI Scholarships	12,625.00	15,000.00	(2,375.00)	84.17%
Scholarship Items for Sale	452.02	2,000.00	(1,547.98)	22.60%
Total Scholarship Expenses	17,664.52	29,700.00	(12,035.48)	59.48%
Total Expense	61,169.13	151,743.60	(90,574.47)	40.31%
Transfer to Savings	0.02	0.00	0.02	
Net Profit (Loss)	25,147.33	(40,602.60)	65,749.93	-61.94%

Register: Chase Checking

From 02/01/2018 through 02/28/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/02/2018			-split-	Deposit		X	144.60	24,229.41
02/05/2018			-split-	PayPal		X	3,957.90	28,187.31
02/07/2018	1146	City of Mercer Island	-split-	Hooman, Ellie	500.00	X		27,687.31
02/09/2018			-split-	Deposit		X	3,101.00	30,788.31
02/09/2018			-split-	Deposit		X	2,302.71	33,091.02
02/09/2018			-split-	Deposit		X	4,153.20	37,244.22
02/12/2018			-split-	The Square		X	101.17	37,345.39
02/15/2018			-split-	Deposit		X	2,075.00	39,420.39
02/15/2018			-split-	Deposit		X	800.00	40,220.39
02/15/2018		Bank Of America	Board Expenses:Board ...	Dee Roberts	132.85	X		40,087.54
02/16/2018			-split-	PayPal		X	2,393.70	42,481.24
02/17/2018			-split-	Deposit		X	96.35	42,577.59
02/28/2018		Bank Of America	Board Expenses:Office...	Virginia Olsen	744.99			41,832.60
02/28/2018		Bank Of America	Miscellaneous Expense...	Gina Anderson	116.48			41,716.12
02/28/2018		Bank Of America	-split-	Paula Swisher	1,809.12			39,907.00



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

February 01, 2018 through February 28, 2018
 Account Number: **000001851443431**

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**

00124845 DRE 702 210 06018 NNNNNNNNNNN 1 000000000 61 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-100



We clarified when we charge the Returned Item fee for Overdraft in our Additional Banking Services and Fees disclosure

- We **won't charge** a Returned Item fee for Overdraft for any item that is \$5 or less, even if your account balance at the end of the business day is overdrawn
- We **will charge** a Returned Item fee for Overdraft for any item that is more than \$5, even if your account balance at the end of the business day is overdrawn

You can see these updates in the Additional Banking Services and Fees by signing in to chase.com You can also call us or visit a branch with any questions.

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$24,084.81
Deposits and Additions	10	19,125.63
Checks Paid	1	-500.00
Electronic Withdrawals	1	-132.85
Ending Balance	12	\$42,577.59

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

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	PPD ID	AMOUNT
02/02	Square Inc 180202P2	PPD ID: 9424300002	\$144.60
02/05	Paypal Transfer	PPD ID: Paypalsd11	3,957.90
02/09	Paypal Transfer	PPD ID: Paypalsd11	4,153.20
02/12	Deposit		3,101.00
02/12	Deposit		2,302.71
02/12	Square Inc 180212P2	PPD ID: 9424300002	101.17
02/15	Deposit		2,075.00
02/15	Deposit		800.00
02/20	Paypal Transfer	PPD ID: Paypalsd11	2,393.70
02/20	Square Inc 180219P2	PPD ID: 9424300002	96.35
Total Deposits and Additions			\$19,125.63



February 01, 2018 through February 28, 2018

Account Number: **000001851443431**

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1146 ^		02/16	\$500.00
Total Checks Paid			\$500.00

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
02/20	Bk of Amer VIMc Online Pmt Ckf510751661POS CCD ID: 9500000000	\$132.85
Total Electronic Withdrawals		\$132.85

DAILY ENDING BALANCE

DATE	AMOUNT
02/02	\$24,229.41
02/05	28,187.31
02/09	32,340.51
02/12	37,845.39
02/15	40,720.39
02/16	40,220.39
02/20	42,577.59

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 \$35,888.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$71,137.00. 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	2
Deposits / Credits	10
Deposited Items	20
Transaction Total	32

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



February 01, 2018 through February 28, 2018

Account Number: **000001851443431**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: 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. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

4:55 PM

03/08/18

WMCA
Reconciliation Summary
Chase Checking, Period Ending 02/28/2018

	<u>Feb 28, 18</u>
Beginning Balance	24,084.81
Cleared Transactions	
Checks and Payments - 2 items	-632.85
Deposits and Credits - 10 items	19,125.63
Total Cleared Transactions	<u>18,492.78</u>
Cleared Balance	<u><u>42,577.59</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-2,670.59
Total Uncleared Transactions	<u>-2,670.59</u>
Register Balance as of 02/28/2018	<u><u>39,907.00</u></u>
Ending Balance	39,907.00

WMCA
Reconciliation Detail
Chase Checking, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,084.81
Cleared Transactions						
Checks and Payments - 2 items						
Check	02/07/2018	1146	City of Mercer Island	X	-500.00	-500.00
Check	02/15/2018		Bank Of America	X	-132.85	-632.85
Total Checks and Payments					-632.85	-632.85
Deposits and Credits - 10 items						
Deposit	02/02/2018			X	144.60	144.60
Deposit	02/05/2018			X	3,957.90	4,102.50
Deposit	02/09/2018			X	2,302.71	6,405.21
Deposit	02/09/2018			X	3,101.00	9,506.21
Deposit	02/09/2018			X	4,153.20	13,659.41
Deposit	02/12/2018			X	101.17	13,760.58
Deposit	02/15/2018			X	800.00	14,560.58
Deposit	02/15/2018			X	2,075.00	16,635.58
Deposit	02/16/2018			X	2,393.70	19,029.28
Deposit	02/17/2018			X	96.35	19,125.63
Total Deposits and Credits					19,125.63	19,125.63
Total Cleared Transactions					18,492.78	18,492.78
Cleared Balance					18,492.78	42,577.59
Uncleared Transactions						
Checks and Payments - 3 items						
Check	02/28/2018		Bank Of America		-1,809.12	-1,809.12
Check	02/28/2018		Bank Of America		-744.99	-2,554.11
Check	02/28/2018		Bank Of America		-116.48	-2,670.59
Total Checks and Payments					-2,670.59	-2,670.59
Total Uncleared Transactions					-2,670.59	-2,670.59
Register Balance as of 02/28/2018					15,822.19	39,907.00
Ending Balance					15,822.19	39,907.00

WMCA

3/8/2018 5:49 PM

Register: Chase Savings

From 02/01/2018 through 02/28/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/28/2018			Money Market Savings...	Interest		X	1.37	35,910.96



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

February 01, 2018 through February 28, 2018
 Account Number: **000003366074280**

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**

00048674 DRE 702 210 06018 NNNNNNNNNNNN 1 000000000 60 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-100



We clarified when we charge the Returned Item fee for Overdraft in our Additional Banking Services and Fees disclosure

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SAVINGS SUMMARY		Chase Business Select High Yield Savings	
	INSTANCES	AMOUNT	
Beginning Balance		\$35,909.59	
Deposits and Additions	1	1.37	
Ending Balance	1	\$35,910.96	
Annual Percentage Yield Earned This Period		0.05%	
Interest Paid This Period		\$1.37	
Interest Paid Year-to-Date		\$2.98	

Interest paid in 2017 for account 000003366074280 was \$28.51.

TRANSACTION DETAIL			
DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$35,909.59
02/28	Interest Payment	1.37	35,910.96
	Ending Balance		\$35,910.96

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.

4:56 PM

03/08/18

WMCA
Reconciliation Summary
Chase Savings, Period Ending 02/28/2018

	<u>Feb 28, 18</u>
Beginning Balance	35,909.59
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.37</u>
Total Cleared Transactions	<u>1.37</u>
Cleared Balance	<u>35,910.96</u>
Register Balance as of 02/28/2018	35,910.96
Ending Balance	35,910.96

WMCA
Reconciliation Detail
Chase Savings, Period Ending 02/28/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						35,909.59
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	02/28/2018			X	1.37	1.37
Total Deposits and Credits					1.37	1.37
Total Cleared Transactions					1.37	1.37
Cleared Balance					1.37	35,910.96
Register Balance as of 02/28/2018					1.37	35,910.96
Ending Balance					1.37	35,910.96

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 2017-2019
 Period: 10-Feb-18

Beginning Points Balance			11,233.37
Date/Desc/Points Earned	1st Month	February 28, 2018	116.48
	2nd Month		
	3rd Month		
	4th Month		
Subtotal Points Earned			11,349.85
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			11,349.85



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Update Historical Committee Description

Boardmember Jill Boltz has updated the Historical Committee's description in follow up to our January 2018 board meeting discussion.

At that meeting, there was also discussion about updating the name of the committee to better reflect their purpose. The Legacy Committee was one of the names suggested.

Actions:

1. Review the proposed committee description.
2. Discuss and provide direction on whether or not to change the committee's name.

Historical Committee

General Responsibilities:

The Historical Committee maintains an updated record of all WMCA activities.

Organization and Tasks:

1. The President of WMCA will appoint: a Committee Chair; the Webmaster will act as the committee's Co-Chair, a member of the Executive Committee to act as a liaison; and as many committee members as necessary to accomplish the tasks of the committee.
2. The committee will strive work in coordination with the Webmaster to maintain an ongoing record of WMCA activities. ~~The committee will collect a copy of the minutes of the Annual Business Meeting and the Annual Budget which are adopted by the membership at the Annual Conference. The Annual Treasurer's Report may also be included.~~ The prior year's Chair will submit the complete historical record to the new Chair at the beginning of the WMCA year.
3. Annually, approximately 90 days prior to the Annual Conference the committee will send a proposal letter soliciting professional photographers from the neighboring communities of the conference venue. A recommendation from the committee shall be forwarded to the liaison for distribution to the Executive Committee for approval. The committee chair is responsible for verifying the budgeted amount.
4. The committee will include photos from the Annual Conference and various other WMCA events in the most current paper and/or online photo albums. The committee ~~will try to provide or designate a photographer for each event~~ is encouraged to take candid photos at each WMCA event and encourage other participants to share favorite photos.
 - a. Upload/Tag/identify people and events on the Shutterfly site.
 - b. Contact Institute Director at the completion of Professional Development get copies of group pictures (upload to Shutterfly, tag/identify attendees)
- 3.5. The committee will strive to gather information and photos from previous years to fill in periods of WMCA history that is not currently on record by providing one article each year to the newsletter committee requesting the missing information. Anyone may submit such information and photos.
- 4.7. The committee will obtain and ~~include the following in the most current history album~~ provide to the webmaster: a short biography and photo of the Clerk of the Year, recipient of the President's Award of Distinction and the President, in addition to the Annual Conference brochure.

- ~~5. The committee will strive to gather information and photos from previous years to fill in periods of WMCA history that is not currently on record by providing one article each year to the newsletter committee requesting the missing information. Anyone may submit such information and photos.~~
- ~~8. The committee will recommend to the Board appropriate intervals for archiving WMCA's historical documents with the State Archives; whether in electronic or paper format.~~
- ~~9. The committee will provide a historical display at the Annual Conference.~~
~~6.a. In years, of significance, i.e. 50th Annual Conference, the committee will work with the President to coordinate displays and presentation materials with the conference theme.~~
- ~~10. The committee will act as an auditor of the website and in coordination with the Webmaster to ensure all information on the website is current and relevant.~~
- ~~7.11.~~ At the President's request, the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
- ~~8.12.~~ The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006~~18~~-2007~~19~~) for distribution to the committee members at the Annual Conference.
- ~~9.13.~~ All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Ad Hoc Committee to Commemorate WMCA's 50th Year & Conference

At the January 2018 board meeting, there was discussion about establishing an Ad Hoc Committee to work on special events and/or displays and information to celebrate WMCA's 50th year and conference (2019-2020).

It was discussed that this committee could brainstorm ideas and perhaps work in conjunction with the Historical Committee and Conference Planning Committee over the next 1-2 years.

Is there direction to form this committee and if so

- How should we advertise it?
- Term through March 2020 (through the conference?)
- Prepare job description?
- Who's chairing? Liaison to EC?
- Budget?



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Clerk of the Year (COTY) Nominee Recognition and Improving Nomination Process

Nominee Recognition

At the January 2018 board meeting, there was momentum for recognizing the nominees not chosen for COTY in the May newsletter. The COTY and President's Award of Distinction Recipient(s) are recognized in the April newsletter.

Action: Would the EC like to move forward and have the Newsletter Committee work on this assignment in conjunction with IPP Dee Roberts?

There was also discussion about continuing to encourage members to nominate other members and/or work with City Managers/Mayors to prepare better nominations. We started doing this through the newsletter and word of mouth last year.

Action: Add to May newsletter article?

Improvement of Nominations:

- Bolster the nomination form with an introductory paragraph and include link to webpage?
- Update Clerk of the Year webpage with tips for improving your nomination?
- Other ideas?

COTY Webpage

CLERK OF THE YEAR NOMINATION

It's that time again! Nominate that awesome clerk for Clerk of the Year! Nomination forms and information on the process can be found at www.wmcaclerks.org/coty. You can also find a list of past Clerk of the Year Award recipients, as well as those honored with the President's Award of Distinction.

The criteria for the Clerk of the Year nomination include:

- Nominees must be an Active member of WMCA (as defined in WMCA's Bylaws).
- In good standing (fully paid dues) for the preceding five consecutive years.
- Anyone can make the nomination (elected official, supervisor, colleague, co-worker)
- Members currently holding the office of President, President-Elect, Vice President, and Immediate Past President are not eligible for nomination.

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

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

COTY Webpage

Nominations should be submitted in a confidential manner and in collaboration with the nominee's elected officials, appointed officials, supervisor, or colleagues by including letter(s) of support.

The only WMCA members not eligible to be considered for nomination are those holding the office of President, President-Elect, Vice President and Past President. Don't let this opportunity to recognize one of your peers pass you by!

Completed [nominations forms](#) must be received or postmarked by Monday, January 15, 2018. Please send your completed nomination packets via mail or email:

Shannon Corin | City of Bremerton | 345 6th Street; Suite 100 | Bremerton, WA 98337
or Shannon.corin@ci.bremerton.wa.us.

The WMCA President selects the Clerk of the Year. The person who nominated the Clerk of the Year will be notified to determine how the recipients jurisdiction, as well as family/guest(s), will be provided the necessary information should they wish to attend the annual banquet.

[Nomination Form](#)



CLERK OF THE YEAR AWARD NOMINATION FORM

NAME OF NOMINEE: _____

TITLE OF NOMINEE _____

JURISDICTION: _____

DATE APPOINTED: _____

AREAS OF ACCOMPLISHMENT:

Please identify specific instances within each area where the Clerk has performed outstanding service. Describe in detail on additional sheets and attach to this nomination form.

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

The nomination form and optional letters of support must be received by email no later than **Monday, January 22, 2018.**

RETURN TO: Awards Committee Chair, Shannon Corin at Shannon.corin@ci.bremerton.wa.us

SUBMITTED BY: _____ **DATE:** _____

TITLE: _____

PRESS RELEASE INFORMATION:

Please list the names and addresses of newspapers, radio stations, public officials, etc., to whom the announcement of this nomination and/or award should be sent. Attach additional pages if necessary.



Tentative Executive Committee Meeting Schedule 2018-2019

<u>Location</u>	<u>Chair Reports Due</u>	<u>EC Packet Distribution</u>	<u>Meeting Date</u>	<u>Time</u>
Brier City Hall	June 4	June 18	Jun 22	10:00 AM
Semiahmoo/TBD?	Oct 5	Oct 12	Oct 19	10:00 AM
TBD?	Jan 11	Jan 18	Jan 25	10:00 AM
Semiahmoo Resort	Mar 1	Mar 14	Mar 14	9:00 AM
Semiahmoo Resort	*Mar 1	*Mar 8	Mar 15	12:30 PM

Reminder email will be sent to Chairs and EC as follows:

Friday, May 14

Friday, September 14

Friday, December 21

Tuesday, February 19

Important Dates:

IIMC Conference:

May 19-24

PD 1-4:

June 3-22

AWC Conference in Yakima:

June 26-29

OAMR and WAPELRA conferences:

Sept 19-21

WMCA Fall Mini Conference:

Likely Sept. 27-28, October 4-5, October 11-12

WAPRO Conference:

October 25

*TBD by President-Elect Swisher



Smart-Traveler.Info® Road Map of Washington



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Region IX Dinner (2019)

It's Washington's turn to plan and host the 2019 Region IX Dinner at the IIMC Conference in Birmingham, AL.

I've asked Deb Jermann and Shawn Campbell who typically attend the conference to work on finding a location and they have a hold on The Southern Bar and Grill (menu attached). They recommend the roof top area, weather permitting.

Date: Holding Monday and Tuesday, May 20-21, 2019, schedule pending

Shawn has some preliminary budget info:

Food Minimum:	\$750.00
Dinner	\$29.00 per person
Dessert	\$13.00 per person
Set Up charge:	\$100.00
10% Sales tax:	\$85.00
20% gratuity:	\$170.00

Not including spreading out the room set up charge I get ticket prices at \$53.30.

Action: Move to approve this venue and determine timeline for advertising, etc.

THE SOUTHERN

K I T C H E N  B A R

EVENT MENU

Food Options

ALL FOOD ITEMS ARE SERVED BUFFET STYLE

LIGHT APPETIZERS | PICK TWO \$15/PER PERSON

PLANTATION PIMENTO CHEESE DIP

a blend of sharp cheddar cheeses. made in house. served with warm pita chips.

CHARLESTON CHEESE DIP

house spiced turnip greens in cheese sauce. served with warm flat bread chips.

FRESH FRUIT MEDLEY

variety of seasonal fresh fruit.

EASY CAPRESE

roma tomatoes slices. topped with mozzarella. fresh basil. olive oil. drizzled with balsamic vinaigrette.

CHICKEN SALAD DIP

homemade lemon rosemary chicken salad. mayonnaise based. served with warm pita chips.

SAVANNAH SALAD

baby spinach. strawberries. candied pecans. feta cheese. choice of dressing.

HEAVY APPETIZERS | PICK FOUR \$20/PER PERSON

CAJUN ANGELS

blackened bacon wrapped Gulf shrimp. served with a New Orleans style bbq sauce.

PLANTATION PIMENTO CHEESE DIP

a blend of sharp cheddar cheeses. made in house. served with warm pita chips.

PORK BELLY SLIDERS

pork belly slider. blackberry BBQ sauce. goat cheese. arugula. served on a brioche bun.

CHARLESTON CHEESE DIP

house spiced turnip greens in cheese sauce. served with warm flat bread chips.

EASY CAPRESE

roma tomatoes slices. topped with mozzarella. fresh basil. olive oil. drizzled with balsamic vinaigrette.

SMOKED TURKEY CHEF SALAD

fresh mixed greens. smoked turkey. grape tomatoes. cucumbers. red onions. hard boiled eggs. cheddar cheese.

SANDWICHES | PICK TWO SANDWICHES & TWO SIDES \$22/PER PERSON

JACKSON BURGER

black angus beef. piled high with smoked bacon. lettuce. tomato. red onion. pimento cheese. on a brioche bun.

PESTO CHICKEN CLUB

grilled chicken breast. smoked turkey. bacon. arugula. pesto mayonnaise. on a brioche bun.

SOUTHERN BLT

wheat toast. smoked bacon. lettuce. tomato. mayonnaise. cheddar cheese.

ROTISSERIE CHICKEN SALAD SANDWICH

lemon rosemary mayonnaise based chicken salad. mixed greens. tomatoes. on wheat bread.

Sides: potato chips, fresh fruit, mac & cheese and smoked Gouda grits.

EVENT MENU

DINNER | PICK TWO ENTREES \$29/PER PERSON
ADD SALAD +5/PER PERSON

SOUTHERN STIR FRY

grilled chicken or blackened shrimp. sauteed conecuh sausage. fresh okra. grape tomatoes. corn red onions.

LEMON THYME CHICKEN

thinly fried chicken. lemon thyme butter sauce. whole roasted carrots. roasted garlic mashed potatoes.

RIBEYE MAC & CHEESE

blackened ribeye slices. conecuh sausage. smoked gouda mac & cheese. green tomato relish

THE JEFFERSON

fried rotisserie chicken or blackened shrimp. over spiced turnip greens. stone ground smoked gouda grits. cajun hot sauce.

DESSERT | \$9/PER PERSON FOR 1
\$12 FOR ALL 3

CHOCOLATE CHIP BREAD PUDDING KEY LIME PIE

WARM APPLE CRISP

Drink Options

OPEN BAR | \$36/PER PERSON

Full service open bar served with premium liquors, domestic and import beers, all wines. Unfortunately shots are not included. Service time is **two hours**.

OPEN TAB | MENU PRICE

Bar is open to all drinks, shots, beers, etc. Everything served at menu price. Tab will be settled at the conclusion of the event. Maximum tab limit may be set by host.

BEER & WINE | MENU PRICE

Only beer and wine will be served. Any liquor requested will be the responsibility of that guest.

DRINK TICKETS | MENU PRICE

Event host will purchase a specified number of drink tickets to be shared with guest attendees. After are tickets are redeemed all purchases are the responsibility of the guest.

SEPARATE TAB ARRANGEMENTS

All attendees will be responsible for their own alcohol purchases. A credit card will be required to open a tab.

Additional Notes

All events are subject to the following food and beverage minimums:

Monday- Wednesday \$750

Thursday and Sunday \$1000

Friday and Saturday \$1500

Setup- breakdown fee of \$100 applies to all events

All tabs are subject to 10% tax and 20% service charge
Final head count must be received 5 days prior to day of event.\$500
Non-Refundable deposit required to hold date

PRIVATE EVENTS ONLY: no "for profit events".

For more information or to book your next event, please contact events@thesouthernbirmingham.com

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To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Region IX Director Recruitment

It's Washington's turn to nominate a candidate for Region IX Director with a term beginning in May of 2019 (three year term).

Qualifications as outlined by IIMC:

1. Served at least three years as a Municipal Clerk
2. Been a member of IIMC for at least three years
3. Attended at least three annual IIMC conferences
4. Be a full or additional full member of IIMC and if elected remain a full or additional full member during the term of office
5. Provide written endorsement of candidacy from the candidate's governing body
6. In addition to the IIMC criteria, the representative must:
 - a. Have served on or chaired an IIMC Committee
 - b. Possess the CMC or MMC designation
 - c. Meet any further criteria established by their individual state association

Actions:

- Recruitment period?
- Newsletter, E-Blast, Social Media, Word of Mouth
- Approve Candidate at June or October 2018 Board Meeting
- Notify AAMC, CCAC, OAMR of our recommended candidate
- Prepare Letter of Support to IIMC Board of Directors (by Jan 2019)



International Institute of Municipal Clerks Region IX Director Agreement

Purpose:

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

Policy:

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

Rotation repeats beginning with a) above:

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

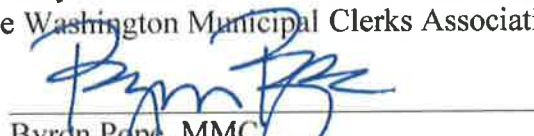
- d. Be a full or additional full member of IIMC and if elected remain a full or additional full member during the term of office;
 - e. Provide written endorsement of candidacy from the candidate's governing body.
 - f. In addition to the IIMC criteria, the representative must:
 1. Have served on or chaired an IIMC Committee;
 2. Possess the CMC or MMC designation; and
 3. Meet any further criteria established by their individual state association.
4. Each Region IX State Association will select a single nominee through its selection process. Each state's selection of a nominee will occur with sufficient time to forward the name of the nominee to each of the other Region IX states for confirmation at least ninety (90) days prior to the deadline for it being submitted to IIMC.
 5. In the event that a state association has no eligible candidate for the Region IX Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.
 6. Each Region IX State Association shall annually contribute no more than \$5.00 per member, beginning with the May 2013 billing invoices, into an assessment pool for travel costs for the Region IX Directors. Travel funds may be used by the Region IX Directors for:
 - Coach airline travel made at least 21-days in advance.
 - Hotel room and tax charges during the conference only.
 - Reasonable, actual meal expenses.
 - Mileage and parking.
 - Gifts not to exceed \$35 each. (i.e., incoming and outgoing presidents and one raffle or silent auction item)
 - No travel funds shall be used for IIMC conferences.
 - No travel funds shall be used for conference expenses held in the state that the Region IX Director is from, except for gifts.
 7. The City Clerks Association of California (CCAC), through its Treasurer, agrees to maintain and administer the Region IX Director Travel Fund (outlined in Article 6) beginning with the May 2015 billing invoices. The CCAC Treasurer shall:
 - Contact Region IX State President's in April of each year to determine each State's voting membership;
 - Prepare and send an invoice to each State President in May of each year;
 - Establish and maintain funds collected in a clearly identified account line;
 - Establish a reimbursement protocol with the Region IX Directors using the criteria set forth in Article 6 as a guide (Sample reimbursement form attached)

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

This agreement is adopted the 20th day of March 2015, by agreement of the Presidents of the Alaska Association of Municipal Clerks, the City Clerks Association of California, the Oregon Association of Municipal Recorders, and the Washington Municipal Clerks Association.



Lonnie R. McKechnie, CMC
AAMC President



Byron Pope, MMC
CCAC President



Amy Sowa, MMC
OAMR President



Diana Quinn, MMC
WMCA President

Originally adopted: 01.12.2009
Revised: 11.27.2012
Revised: 10.2014
Revised: 03.2015
Signed: Electronically
Next revision: 2016*

*Shall be reviewed every three (3) years.

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



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: March 16, 2018
RE: Education Coordinator Job Description/Term

The agenda is intentionally vague because current Education Coordinator Ali Spietz has accepted a new position within her organization and will be leaving WMCA, effective April 13. The news will be made public during our conference in Pasco, so please do not share this news yet.

Attached is her resignation email, her suggested revision to the Education Coordinator job description and checklist for Academy and Athenian Dialogue duties.

Appointment/Qualifications:

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

Actions:

1. I will prepare a newsletter article for April and begin the recruitment process.
2. The EC should pick a date and location to pursue for fall academy and decide next steps for selecting a speaker should we not get a new Education Coordinator on board soon.
3. Revise the Education Coordinator job description.
4. I will recommend a candidate from the pool for the interim term ending in August of 2020 for Executive Committee approval.
5. Once an Education Coordinator is selected, order a WMCA credit card for them and help with transition.

Virginia Olsen

From: Ali Spietz <Ali.Spietz@mercergov.org>
Sent: Wednesday, March 07, 2018 8:02 PM
To: Virginia Olsen
Subject: WMCA Education Coordinator
Attachments: Education Coordinator March 2018.pdf

Dear President-Elect Olsen and the WMCA Executive Committee,

It is with a heavy heart that I submit my resignation as WMCA Education Coordinator effective April 13, 2018. I will be starting a new position with the City of Mercer Island in June and will no longer hold the City Clerk title.

I am very sad to be leaving the "clerkdom" that I have come to love and cherish over the past 16 years, but it is time to move up and on. I know that there is never a good time for change, but I promise to be available as a resource and sounding board to whoever steps into this position.

I have proposed edits to the Education Coordinator job description to reflect additional duties that have been added and revised others that are no longer applicable. I have also provided my checklists for both Academy Sessions and Athenian Dialogues, which walk through all the necessary steps for each of these advanced education opportunities. I will also provide a copy of all my files to the next Education Coordinator, so s/he does not need to reinvent the wheel.

In addition, a few of you knew that I was looking to apply to be Region IX Director and, of course, that will not be possible now. I would be more than happy to work with President-Elect Olsen to help recommend eligible members for both the Education Coordinator and Region IX Director positions.

I look forward to seeing many of you in Pasco next week and making my last conference a great one. Thank you for all that you do for our profession and our membership.

Sincerely,
Ali

Allison (Ali) Spietz, MMC | City Clerk / Public Records Officer
City of Mercer Island | ali.spietz@mercergov.org | 206.275.7793

NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

Education Coordinator

~~The duties of the~~ Education Coordinator Duties shall:

1. Serve as liaison between the WMCA Executive Committee, the Education Committee, and the Northwest Clerks Institute Director to review and coordinate educational programs in accordance with IIMC's Education Guidelines.
2. Work closely with the NCI Director to determine speaker and course content for the Spring and Fall Academy sessions. See the WMCA Academy Session Checklist for detailed instructions for Academy Sessions.
 - a. ~~Inform the Education Committee Chair of the speaker and course content and work together on logistics (meeting room, food, etc) for the Academy sessions.~~
 - b. ~~Promote the Academy sessions through the WMCA Newsletter and email blasts.~~
 - c. ~~Prepare sign in sheets for Academy sessions.~~
 - d. ~~Prepare IIMC approved certificates of completion for all Academy attendees for the NCI Director to sign.~~
 - e. ~~Prepare and collect Academy evaluation forms, tabulating the responses and forwarding the evaluations and results to the NCI Director and Education Committee Chair.~~
3. Work closely with the Executive Committee to determine ~~if and~~ when an Athenian Dialogue will be held and follow IIMC's Athenian Leadership Society Dialogue Policy. See the WMCA Athenian Dialogue Checklist for detailed instructions for Athenian Dialogues:
 - a. ~~Procure a facilitator~~
 - b. ~~Require each participant to purchase his or her own book~~
 - c. ~~Schedule the Dialogue for 6.0 hours in length (excluding any breaks)~~
 - d. ~~Seek pre-approval from IIMC for the facilitator and book (if facilitator or book is not on IIMC approved list)~~
 - e. ~~If the Dialogue will be held during, before or after the annual conference, work with the Education Committee Chair and Conference Planning Committee on logistics.~~
 - f. ~~Prepare assessment form for each attendee and require completion of the form to earn IIMC education points~~
 - g. ~~Prepare IIMC approved certificates of completion of the Dialogue, signed by the facilitator or association president and distribute certificates once the assessment forms have been submitted~~
 - h. ~~Ensure that facilitator has send copies of Dialogue agenda and assessment to IIMC~~
4. Work closely with the Chair(s) of the Education Committee on all aspects of WMCA education.
5. Serve as a member of the Northwest Clerks Institute (NCI) Committee as outlined in the NCI Education Committee description and attend all teleconference meetings.
6. Keep current on educational issues/changes from IIMC and work with the WMCA Executive Committee to distribute information to the membership Association.

- ~~7.~~ Congratulate WMCA members when he/she receives the CMC or MMC certification (IIMC should be informed to send certification notifications to the Education Coordinator) and post a congratulatory message on WMCA's Facebook page, tagging the member when possible.
- ~~78.~~ Provide quarterly reports to the WMCA Executive Committee at their ~~quarterly~~ meetings regarding Academy Sessions, Athenian Dialogues, NCI Education Committee updates, and IIMC education or certification changes.
- ~~89.~~ Attend the annual IIMC Conference in May, including the ~~and~~ Education Colloquium held in advance of the conference, on behalf of WMCA. Expenses are paid for by WMCA.
- ~~910.~~ Attend WMCA Executive Committee meetings and special meetings as requested by the President.
- ~~1011.~~ Perform such other duties and responsibilities as the President may prescribe.

Appointment:

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

Education Coordinator

Education Coordinator Duties:

1. Serve as liaison between the WMCA Executive Committee, the Education Committee, and the Northwest Clerks Institute Director to review and coordinate educational programs in accordance with IIMC's Education Guidelines.
2. Work closely with the NCI Director to determine speaker and course content for the Spring and Fall Academy sessions. See the WMCA Academy Session Checklist for detailed instructions for Academy Sessions.
3. Work closely with the Executive Committee to determine when an Athenian Dialogue will be held and follow IIMC's Athenian Leadership Society Dialogue Policy. See the WMCA Athenian Dialogue Checklist for detailed instructions for Athenian Dialogues
4. Work closely with the Chair(s) of the Education Committee on all aspects of WMCA education.
5. Serve as a member of the Northwest Clerks Institute (NCI) Committee as outlined in the NCI Education Committee description and attend all teleconference meetings.
6. Keep current on educational issues/changes from IIMC and work with the WMCA Executive Committee to distribute information to the membership.
7. Congratulate WMCA members when he/she receives the CMC or MMC certification (IIMC should be informed to send certification notifications to the Education Coordinator) and post a congratulatory message on WMCA's Facebook page, tagging the member when possible.
8. Provide quarterly reports to the WMCA Executive Committee at their meetings regarding Academy Sessions, Athenian Dialogues, NCI Education Committee updates, and IIMC education or certification changes.
9. Attend the annual IIMC Conference in May, including the Education Colloquium held in advance of the conference, on behalf of WMCA. Expenses are paid for by WMCA.
10. Attend WMCA Executive Committee meetings and special meetings as requested by the President.
11. Perform such other duties and responsibilities as the President may prescribe.

Appointment:

1. The President will recommend a candidate to appoint as Education Coordinator to the WMCA Executive Committee for approval.
2. The Education Coordinator candidate must have served a minimum of three years on the WMCA Executive Committee or two years as Education Committee chair.

3. The Education Coordinator's term shall be three years and he/she may serve for two consecutive terms.

WMCA ACADEMY SESSION CHECKLIST:

SIX MONTHS IN ADVANCE

- Determine location
- Determine topic/course
- Work with Institute Director ("ID") to find speaker
- Get approval from ID for course and speaker
- Finalize contract with speaker

INFO NEEDED FROM SPEAKER:

- Fee
- Expenses
- Travel Expenses
- Contract
- Supplies
- Room setup
- Handouts: who will prepare?

THREE MONTHS IN ADVANCE

- Advertise academy in WMCA Newsletter, email blast and on WMCA website
 - Fall Academy: July, August & September newsletter
 - Spring Academy: December, January, February newsletter
 - Include information about available WMCA scholarships
 - Include information about WCIA/CIAW/AWC RMSA reimbursement/scholarship information
- Prepare the following:
 - Evaluations
 - KTAP
 - Certificates (use approved template to create individual certificates for each attendee and send all to ID)
 - Agendas (if needed)
- Work with Education Committee Chair to
 - find appropriate room in desired location
 - arrange for meal(s) for attendees
- Find hotel to contract with for reduced rate (per diem) for attendees

WEEK BEFORE ACADEMY:

- Notify Membership Chair of any new members attending Academy
- Send email to attendees containing:
 - Location & address
 - Start time
 - End time
 - KTAP basics
 - CMC or MMC points
 - Attire
 - Traffic/travel issues (passes, construction, etc)

BRING TO ACADEMY

- Morning sign-in sheet
- Afternoon sign-in sheet
- Roster
- Nametags
- Handouts (if speaker is not bringing)
- Speaker Bio
- Agendas (if needed)
- Evaluations
- KTAP
- Thank you note for speaker
- \$25 gift card (if no speaker fee is paid)

AFTER ACADEMY

- Determine attendees who attended BOTH morning and afternoon session (only they are eligible for points) and send list to ID
- Send email to eligible attendees:
 - KTAP and instructions to email to ID within two weeks
 - WCIA/CIAW/AWC RMSA reimbursement/scholarship information
- Send email to new members re IIMC certification/membership information
- Send email to non-members re WMCA membership and IIMC certification/membership information
- Compile evaluations and send to
 - ID and Education Committee Chair(s)
 - Speaker
- Fill out history of Academy expenses/revenue spreadsheet
 - Get amount paid by each attendees from Treasurer
 - Registered
 - Attended
 - No-shows
 - Speaker fee
 - Speaker expenses
 - Room rental fee
 - Food expenses
 - ID travel expenses
- Prepare academy information for report to EC:
 - Attendees
 - Basic evaluation results
 - Attach evaluation summary
 - Costs (example)

Revenue/Registrations	\$9,625 (57x\$125, 5x\$150, and 1x\$200, 5 no-shows)
Expenditures	\$4,975 est. (speaker fee, meals, room rental, etc)
Net Income	\$4,650 est.

Updated: March 7, 2018

WMCA ATHENIAN DIALOGUE CHECKLIST:

SIX MONTHS IN ADVANCE

- Determine location
- Determine date
- Determine book
 - Ask current President if they would like to choose, if not make a recommendation
 - If book is not on the IIMC-approved list, seek pre-approval from IIMC
- Determine facilitator (if facilitator is not IIMC-approved, seek pre-approval from IIMC)
- Finalize contract with facilitator

INFO NEEDED FROM FACILITATOR:

- Fee
- Expenses
- Travel Expenses
- Contract
- Supplies
- Room setup
- Handouts: who will prepare?

THREE MONTHS IN ADVANCE:

- Advertise Athenian in WMCA Newsletter, email blast and on WMCA website
 - July, August, September, & October newsletter (if held in the fall)
 - December, January, & February newsletter (if held in the spring)
- Information to Include in advertising:
 - Book title and facilitator
 - Date
 - Location
 - Each participant must purchase his/her own book
 - information about available WMCA scholarships
- Prepare the following:
 - Evaluations
 - Agendas (if needed)
- Find appropriate room in desired location
- Arrange for meal(s) for attendees
- Find hotel to contract with for reduced rate (per diem) for attendees sleeping rooms

WEEK BEFORE ATHENIAN:

- Check with facilitator regarding who will prepare and bring/distribute:
 - Assessment
 - Certificates
- Notify Membership Chair of any new members attending Athenian
- Send email to attendees containing:
 - Location & address
 - Start time
 - End time
 - Assessment information

- CMC or MMC points
- Attire
- Traffic/travel issues (passes, construction, etc)

BRING TO ATHENIAN

- Morning sign-in sheet
- Afternoon sign-in sheet
- Roster
- Nametags
- Handouts (if facilitator is not bringing)
- Speaker Bio
- Evaluations
- Assessment (if facilitator is not bringing)
- Thank you note for facilitator
- \$25 gift card (if no facilitator fee is paid)

AFTER ATHENIAN

- Determine attendees who attended BOTH morning and afternoon session (only they are eligible for points) and send list to facilitator
- Send email to eligible attendees regarding assessment instructions and facilitator contact information
- Send email to new members re IIMC certification/membership information
- Send email to non-members re WMCA membership and IIMC certification/membership information
- Compile evaluations and send facilitator
- Fill out history of Athenian expenses/revenue spreadsheet
 - Get amount paid by each attendees from Treasurer
 - Registered
 - Attended
 - No-shows
 - Facilitator fee
 - Facilitator expenses
 - Room rental fee
 - Food expenses
- Prepare Athenian information for report to EC:
 - Attendee numbers
 - Basic evaluation results
 - Attach evaluation summary
 - Costs (example)

Revenue/Registrations	\$9,625 (57x\$125, 5x\$150, and 1x\$200, 5 no-shows)
Expenditures	\$4,975 est. (speaker fee, meals, room rental, etc)
Net Income	\$4,650 est.

Updated: March 7, 2018



- 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: Shannon Corin CMC - WMCA Immediate Past President
COMMITTEE: Awards Committee
DATE: 3/5/18

SUMMARY OF ACTIVITIES: I updated all forms and everything was done electronically. The only cost has been for the awards.

Announcements were made in the November, December and January newsletters. A letter was sent via email to all supervisors of members and the website was updated with information for the 2018 Clerk of the Year Award.

We have received 5 nominations for the Clerk of the Year Award. All nominees were verified for eligibility. The committee then rated all nominees on the following:

- Leadership, organization, administration and communication.
- Legislative and governing body procedures, records management and public relations.
- Outstanding service to WMCA, commitment to professional development and contribution to the clerk profession.
- Special projects, community activities and volunteerism.

The President has selected the award winner. The person who nominated the winner has been notified and put in contact with Paula Swisher, Conference Planning Chair. An award has been purchased from Edco and will be presented to the winner during Banquet night.

The President also considered current and past nominees for the President's Award of Distinction. A winner was selected and the award has been purchased from Edco. The winner will be announced during Banquet night.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/Aa

FISCAL IMPACT: \$300.00

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

**Amount encumbered &
expended**

Recognition Awards
Postcards Vista Print
Postage

\$ 500
\$ 300
\$ 150

\$ 265.81
\$ 0
\$ 0



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

TO: WMCA President and Executive Committee

FROM: Joanna Sanders and Terri Wright

COMMITTEE: Education Committee

DATE: March 8, 2018

SUMMARY OF ACTIVITIES: The education committee is a large group. We have 23 of the 35 on the committee represented at the annual conference. Those who could not attend were engaged in pre-conference activities and assignments, including input into the conference schedule, preparing and eventually tallying evaluations, and other support. We extend our appreciation to those who participated, but were unable to be here.

Those attending and assisting at conference this week as follows: Elizabeth Adkisson, Alice Attwood, Craig Attwood, Christine Brown, Kaylee Cody, Melissa Collins, Tina Eggers, Tisha Geiser, Stephanie Haug, Maria Holman, Kay Kammer, Cindy Marbut, Brenda Martinez, Bonita Roznos, Gretchen Sagen, Jessica Simulcik, Ali Spietz, Tammy Stanger, Ann Swenson and Jennifer Veneklasen.

As co-chairs we relied on past education Chair Virginia Olsen for constant advice and support as well as Ali Spietz as the Education Coordinator for NCI, and the many duties involved in working with IIMC, the director of the Northwest Clerks Institute ensuring academies and educational credits are offered to our membership. When you see them, please express appreciation for the excellent work they do for you.

Sponsors receiving recognition are Association of Washington Cities Benefit Trust and Washington Cities Insurance Authority. It is with their support that we are able to provide you with quality educational sessions. Even though our speaker costs have gone up significantly, we stayed within our budget.

We hope you take with you from the conference energy, enthusiasm and information to support you in your good work.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

2018 WMCA CONFERENCE SCHEDULE

(updated 2/8/18)

TUESDAY, MARCH 13

7:30 – 8:30 am	Breakfast
8:30 am – 12:00 pm	Advanced Academy Topic: Public Speaking Speaker: Joann Tilton and Shalice Tilton Location: <i>Workshop Room</i>
12:00 pm – 1:00 pm	Lunch Location: <i>Workshop Room</i>
1:00 pm – 4:00 pm	Advanced Academy Continued Topic: Public Speaking Speaker: Joann Tilton and Shalice Tilton Location: <i>Workshop Room</i>
5:00 pm – 5:30 pm	Meet and Greet First Time Attendees Location: <i>Pine Room</i>
5:30 pm – 7:00 pm	President's Reception Location: <i>Olympic Ballroom</i>
	Dinner on your own

WEDNESDAY, MARCH 14

8:00 am – 9:00 am	First Time Attendee/New Clerks Breakfast Session Location: <i>Silver Ballroom</i>		
8:00 am – 9:00 am	Breakfast Location: <i>Gold Ballroom</i>		
9:00 am – 9:45 am	Opening Ceremony Location: <i>Bronze Ballroom</i>		
9:45 am – 10:00 am	Exhibitor Viewing & Break Location: <i>Forest Foyer</i>		
10:00 am – 11:30 pm	General Session/Keynote Address Topic: Leadership, It Starts with Me Speaker: Michelle Ray Location: <i>Bronze Ballroom</i>		
Break 11:30 – 12:00	Exhibit Viewing & Break		
12:00 pm – 1:30 pm	Lunch – Region IX Meeting & VIP Comments (Silent Auction Opens at Noon) Location: <i>Gold/Silver Ballroom</i>		
1:30 pm – 3:00 pm	Class: No More Drama! Speaker: Michelle Ray Location: <i>Bronze Ballroom</i>		
3:00 pm – 3:30 pm	Exhibitor Viewing & Break Location: <i>Forest Foyer</i>		
3:30 pm – 5:00pm	Class: Essential Records – Disaster Response and Recovery Speaker: Scott Sackett State Archives (Ellensburg) Location: <i>Oak/Pine Room</i>	Class: New Clerks Speaker: Ali Spietz Location: <i>Workshop Room</i>	Class: Public Disclosure – Red Flags from Litigation and Public Records Act Exemptions Speaker: Quinn Plant (WCIA) Location: <i>Bronze Ballroom</i>
5:00 pm – 5:30 pm	WMCA Incoming & Outgoing Committee Chairs Meeting Location: <i>Oak/Pine Room</i>		
5:45 pm – 9:00 pm	Dinner and LIVE Auction Location: <i>Gold/Silver Ballroom</i>		

2018 WMCA CONFERENCE SCHEDULE

THURSDAY, MARCH 15

8:00 am – 9:00 am	Breakfast <i>Location: Gold/Silver Ballroom</i>		
9:00 am – 10:00 am	Annual Business Meeting <i>Location: Gold/Silver Ballroom</i>		
10:15 am – 10:15 am	Exhibitor Viewing & Break <i>Location: Forest Foyer</i>		
10:15 am – 11:45 am	Class: Running Effective Meetings Speaker: Ann Macfarlane <i>Location: Oak/Pine Room</i>	Class: Finance 101 – Small City Clerks/Treasurers Speakers: Toni Nelson of MRSC/Alice Attwood City of Tonasket <i>Location: Workshop Room</i>	Class: Succession Planning and Review of Personnel Sick Leave Laws Speaker: Corey Osborn, Kennewick HR Director <i>Location: Bronze Ballroom</i>
11:45 am – 1:00 pm	Lunch (Silent Auction Closes at 1 pm) <i>Location: Gold/Silver Ballroom</i>		
1:00 pm – 2:30 pm	Class: Prepping Minutes Speaker: Ann Macfarlane <i>Location: Oak/Pine Room</i>	Class: Finance 201 Speaker: Toni Nelson of MRSC/Alice Attwood City of Tonasket <i>Location: Workshop Room</i>	Class: Public Records Updates: Implementing 1594 and 1595 and Case Law Updates Speakers: Oskar Rey, MRSC <i>Location: Bronze Ballroom</i>
2:30 pm – 3:00 pm	Exhibitor Viewing & Break <i>Location: Forest Foyer</i>		
3:00 pm – 4:30 pm	Class: Prepping Minutes Speaker: Ann Macfarlane <i>Location: Oak/Pine Room</i>	Class: CMC/MMC Certification Q/A Speakers: Joann Tilton/Ali Spietz <i>Location: Workshop Room</i>	Class: Public Records Updates: Implementing 1594 and 1595 and Case Law Update Speakers: Oskar Rey, MRSC <i>Location: Bronze Ballroom</i>
6:00 pm – 7:00 pm	Vendors/Exhibitors Reception Social <i>Location: Forest Foyer</i>		
7:00 pm – 12:00 am	Annual Banquet (DJ and dancing afterwards) Clerk of the Year, Swearing in of WMCA Officers, Large Raffle and Grand Raffle <i>Location: Olympic/Gold Ballroom</i>		

FRIDAY, MARCH 16

7:30 – 8:30 am	<i>Breakfast</i>
8:30 am – 10:00 am	Class: Get a Move On Speaker: Laura Putnam <i>Location: Bronze Ballroom</i>
10:00 am – 10:30 am	Break
10:30 am – 12:00 pm	Class: Discover Your Happiness Speaker: Laura Putnam <i>Location: Bronze Ballroom</i>
12:00 pm	Conference Adjourns / Fundraising Committee \$1 raffle
12:30 pm – 5:00 pm	Executive Committee Board Meeting <i>Location: Oak Room</i>



- First Quarter Report (June Mtg)
- Second Quarter Report (Oct Mtg)
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- Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee
FROM: Susan Duncan & Deb Estrada, Co-Chairs
COMMITTEE: Fundraising
DATE: March 2, 2018

SUMMARY OF ACTIVITIES: Sweatshirt pre-sale: The pre-sales of WMCA sweatshirts was a great success, thanks to having samples available during the Fall Mini-Conference.

Several books of Grand Raffle tickets were purchased and/or checked out at the Fall Mini-Conference. No further pre-sales were made. This event relies heavily on ticket sales during the Annual Conference. Next year's goal: Brainstorm ways to increase pre-sales to relieve some of that pressure to sell Grand Raffle Tickets during the conference.

The following items were available at the WMCA Store during annual conference:

Bottles of wine with custom-made WMCA labels. Sold as a set with a WMCA wine opener: \$20
OR - sold as a set including 2 WMCA stemless wine tumblers: \$30

Beaded lanyards for name badge holders - \$10 each or two for \$18

"Behind Every Great Municipality is an Awesome Clerk" T-Shirts - \$8 each or two for \$15

Beads for Heads or Tails game - \$2 each

\$1 raffle tickets for \$100 cash, drawing to be held at the conclusion of the conference at noon on Friday, March 16.

Themes for the "Big Kahuna" basket live auction: Seattle Sports, Kids/Family Activities, Wine/Chocolate, and the "3-B Basket" - Beer, Barbeque, and Booze.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
Raffles _____	\$ 4,500 _____	\$ _____
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: Co-Chairs Debbie Burke and Tisha Gieser

COMMITTEE: Legislative Committee

DATE: 3/6/18

SUMMARY OF ACTIVITIES:

Over the past few months, the Legislative Committee has been working on a Legislative Priorities document. This document is intended to provide a solid basis for the Committee to focus on while the State Legislature is in session. It is also intended to be used as a tool for all WMCA members when engaging in the legislative process. The Priorities provide topics relevant to clerks, general information on the legislature, and tips for outreach. Outreach might include writing to elected officials in support or opposition of pending bills relating to the work of Clerks.

The Executive Committee has reviewed and provided input on the Legislative Priorities. Their suggestions were incorporated into the current version.

If approved, the Legislative Committee will ensure the Legislative Priorities are shared w/AWC and MRSC and posted on the WMCA website.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve the WMCA Legislative Priorities at the Annual Business Meeting.

ALTERNATIVES: n-a

FISCAL IMPACT: n-a

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

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



Legislative Priorities

It is the objective of the Washington Municipal Clerk's Association to provide improved local government services. Towards this effort, WMCA will support state legislation to:

Strengthen the Public Records Act in response to changing technology and burdensome requests so government entities can continue to provide open and transparent services. WMCA will support measures to:

- Increase cost-recovery options
- Provide an alternative dispute resolution system
- Simplify and create consistency among exemptions

Streamline government processes related to legal noticing, business licensing and government contracting.

Maintain and increase resources to cities, towns and government entities to assist them in meeting state requirements related to public records, records retention, legal noticing, business licensing and government contracting. WMCA will support measures to:

- Maintain funding for the Municipal Research Services Center
- Maintain funding for the Local Government Grant through the Washington State Archives

Approved by the WMCA membership at the Annual Business meeting of March 15, 2018.

Purpose

The Legislative Priorities are intended to guide the WMCA, and specifically the Legislative Committee, in outreach on legislative issues impacting the role of the Clerk. These priorities are not intended to replace the legislative priorities adopted by a member's agency or jurisdiction.

Legislative Essentials

Session: The legislature meets each year beginning in January. Odd year sessions are 105 days; even years are 60 days. Legislation remains active over the two-year period.

Membership: 98 House members; 49 Senate members

Districts: 49; find yours at <http://app.leg.wa.gov/DistrictFinder/>

Budget: Biennial budget cycle from June 30 to July 1 beginning in odd-numbered years:

- Operating budget – Funds state agency operations and K-12 education.
- Capital budget – Funds to acquire and maintain state buildings, public schools, public lands, parks, and other assets.
- Transportation budget – Funds transportation projects.

Tips for Engagement

- Consider reaching out to the WMCA President or Legislative Committee Chair(s) to coordinate input on proposed legislation.
- Use relationships with legislators from your district to provide input by calling, meeting in person, or emailing. See attached “Methods for Contacting Your Legislators” for contact options and information.
- If providing written communication, include your legislator's staff and bill sponsors as well as members of the Legislative Committee the bill is being heard in.
- Use the legislature's website at <http://leg.wa.gov/> to see the latest versions of legislation and where it is in the process. Contact the Association of

Washington Cities, the Legislative Information Center or the WMCA Leg. Committee Chairs with questions.

- When drafting communications:
 - **Be Concise:** Focus on three or fewer issues, and ask for clear commitments.
 - **Use Stories:** They are an effective and memorable way to demonstrate a point.
 - **Customize Emails:** Modify form letters or emails to make them your own.

- Use Association of Washington Cities Resources: The Legislative Bulletin and Action Alerts are helpful tools to stay up-to-date and informed on legislation impacting cities.



- 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, CMC

COMMITTEE: Newsletter Committee

DATE: March 7, 2018

SUMMARY OF ACTIVITIES: We've had a great year on the Newsletter committee. Our committee doesn't meet in person, we just correspond by email and assign members the task of compiling all the information for the newsletter for a month. This year we tried something slightly different with the Featured Clerk of the month - I scheduled them out for the entire year rather than try to find someone from month to month to feature. Everyone loves reading about fellow clerks and I'm glad we can keep it in the newsletter. We can always use more names and ideas of people to feature so please pass them along if you know of people we have not profiled yet. We did decide to get rid of the Grammar and LOL pages as it's a lot of work to maintain those columns and we decided it was better to simply focus on Clerk news/information. We hope you have enjoyed the newsletters this past year.

I am stepping down from the committee after this year - thanks for letting me start a new committee and chair the committee for the last 6 years. I am looking forward to reading it and I know your two incoming co-chairs (including current co-chair Rachel Shaw) will do a wonderful job.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

_____	\$ _____	expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- First Quarter Report (June Mtg)
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TO: WMCA President and Executive Committee
FROM: Megan Gregor, Committee Chair
COMMITTEE: Scholarship Committee
DATE: March 5, 2018

SUMMARY OF ACTIVITIES:

For the 2018 Annual Conference we have awarded a total of 10 scholarships (4 first time attendees – though only three will be staying at the hotel) for a total of \$4,775.

In the 2017-2018 fiscal year we spent a total of \$19,425 on scholarship awards bringing us in under budget this year, with our total budgeted amount toward scholarships being \$22,000.

I'm so excited for Tamara Gunter to be the new Scholarship Committee Chair. I think she will be a great fit and will have some great ideas to take the committee to the next level. Tamara and I have spoken regarding the transition of duties and have decided that it is best for me to step down as chair but stay on in a member capacity to help her however she needs during her first year.

I updated her on the following items being ones that I was unable to address but that the EC had requested of me:

- Rewrite the Guidelines to include mandatory participation in the Fundraising Committee.
- Find a way to hold scholarship recipients accountable for attendance.
- Develop more specific involvement guidelines for committee members.

Additionally, she and I were wondering if the EC would be open to discontinuing (snail) mailing award letters. We discussed that it would be less time consuming to just send one email to each recipient notifying them of receipt. Please let her know if that is something you would be open to considering.

Thank you all for your support and patience with me during my tenure as Chair. I wish you all the best of luck in your coming adventures and am excited to see how WMCA will continue to grow!

ACTION REQUESTED: YES NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

Ratifications:

2/16/18

President-Elect Olsen moved to approve Dee Roberts to attend the IIMC conference and assume the duties of the Education Coordinator at this conference. Second by Secretary Adkisson.

Aye, Olsen, Adkisson, Corin, Kammer, Campbell, Anderson, Collins, Jermann, Swisher, Duncan

2/22/18

Vice President Swisher moved to approve Artistic Portraits as the conference photographer in the amount of \$534.60. Second by Duncan.

Aye: Swisher, Duncan, Campbell, Jermann, Olsen, Adkisson, Kammer, Collins

No: Corin

Stephanie Haug

From: artisticportraits@charter.net
Sent: Wednesday, February 14, 2018 9:15 AM
To: Stephanie Haug
Subject: Photography Quote

Morning Stephanie,

Here is the quote for your Historical Committee of Washington Municipal Clerk's Association banquet on March 15th, 2018.

As per your requirements it will cost \$495.00 plus tax at 8 % because we are in the county.

I did this event a few years ago for the WMCA. So I went back and checked on the images I provided that time for a refresher. I had worked with Jill Boltz in 2014.

I would suggest that if you have a drop box account I can send the images that way and then they can be downloaded and shared without the CD's.

I can do what ever way you prefer but most of my clients like Drop Box more these days.

If you have any questions please do not hesitate to call or email me....

Thank you for your consideration and please get back to me as soon as a decision has been reached so I can secure the date for your banquet.

Sincerely,

Rob Di Piazza
Artistic Portraits



Quote for
**Historical Committee of Washington Municipal Clerk's
 Association**
 Thursday, January 25, 2018

Includes:

- One photographer
- Every photo fully edited
- Copyright Release
- Two data DVDs with full resolution photos
- Online download
- Online photo gallery

Service	Rate	Quantity	
Setup	One-time fee		Waived
Shooting Labor	\$195 / hour	4 hours	\$780.00
		Shooting Labor	\$780.00
Transportation fuel	\$0.54 / mile	20 miles	\$10.80
Transportation Labor	\$97 / hour	0.5 hours	\$48.50
Transportation Credit*	\$100 per \$1k	\$780.00 spent	-\$59.30
		Transportation	\$0.00
Editing Labor	\$85 / hour		Included
		Editing Labor	\$0.00

Subtotal	\$780.00
Tax (8.6%)	\$67.08
Total	\$847.08

Sonja Photography
 82505 E. Sagebrush Rd.
 Kennewick, WA 99338

Estimate

Date	Estimate #
1/29/2018	250

Name / Address

			Project
Description	Qty	Rate	Total
Commercial - hourly rate	4	350.00	1,400.00T
All Digital Images - High Resolution, Full Copyright Release		2,500.00	2,500.00T
		Subtotal	\$3,900.00
		Sales Tax (8.0%)	\$312.00
		Total	\$4,212.00

Photographers 2018 WMCA Conference

	Website	Phone	Email	Quote
Artistic Portraits	http://www.artisticportraitsbyrob.com/contact-artistic-portraits-photography/	509-628-0098	artisticportraits@charter.net	\$ 534.50
Breshears Professional Photography	http://breshearsphoto.com/	(509) 586-6695	breshearsphoto@charter.net	N/A
Firefly	https://www.firefly.photo/	509-430-5970	ryan@firefly.photo	\$ 847.08
Jones Custom Photography	jonescustomphoto.net	509521-3611	info@trictiesphotography.com	N/A
Manny Avila Photography	https://mannyavila.photography/contact			N/A
On Location Photography	https://onlocation-photography.photorefect.com/	509-554-1575 - cell 509-628-1659 - office	onlocationphoto@frontier.com	N/A
Realife	http://www.realifephoto.com/	509-582-3338	rick2@realifephoto.com	N/A
Resolute Photography		509-366-6986	info@resolutephotography.com	N/A
Sonja Photography	https://sonjaphoto.com/	509-302-9513	sonja@sonjaphoto.com	\$4,212.00



**2018-2019 EXECUTIVE COMMITTEE
ROSTER**

<p>PRESIDENT Virginia Olsen, CMC City of Mountlake Terrace 6100 219th Street SW, Suite 200 Mountlake Terrace WA 98043 425.744.6206 volsen@ci.mlt.wa.us 206.730.3410 cell</p>	<p>PRESIDENT ELECT Paula Swisher, CMC City of Brier 2901 228th Street SW Brier WA 98036 425.775.5440 pswisher@ci.brier.wa.us 425.760.4823 cell</p>	<p>VICE PRESIDENT Debbie Jermann, MMC C-Tran PO Box 2529 Vancouver WA 98668 360.906.7303 debbiej@c-tran.org 360.607.6403 cell</p>
<p>SECRETARY Kay Kammer, MMC City of Battle Ground 109 SW 1st Street, Suite 221 Battle Ground WA 98604 360.342.5008 Kay.kammer@cityofbg.org 360.624.6780 cell</p>	<p>TREASURER Gina Anderson, MMC City of Woodland PO Box 9 Woodland, WA 98674 360.225.8281 andersong@ci.woodland.wa.us 360.607.8194 cell</p>	<p>IMMEDIATE PAST PRESIDENT Dee Roberts, MMC City of South Bend PO Drawer 9 South Bend WA 98586 360.875.5571 Dee.roberts@southbend-wa.gov 360.589.9451 cell</p>
<p>BOARD MEMBER Jill Boltz, CMC Kitsap Transit 60 Washington Ave, Suite 200 Bremerton WA 98337 360.478.6230 jillb@kitsaptransit.com 360.731.6341 cell</p>	<p>BOARD MEMBER Susan Duncan, CMC City of Ferndale PO Box 936 Ferndale WA 98248 360.685.2354 SusanDuncan@cityofferndale.org 360.961.5393 cell</p>	<p>BOARD MEMBER Melissa Collins, MMC Snohomish County PUD 2320 California Avenue Everett, WA 98201 425.783.8616 MACollins@SNOPUD.com 425.210.4190 cell</p>
<p>BOARD MEMBER Lisa R. Neissl, CMC City of College Place 625 S College Ave College Place WA 99324 509.394.8511 lnessl@cpwa.us 509.301.7791 cell</p>	<p>BOARD MEMBER Donald Ross, CMC City of Westport PO Box 505 Westport, WA 98595 360.268.0131 deputy_clerk@ci.westport.wa.us 360.770.0412 cell</p>	<p>BOARD MEMBER Shawn Campbell, CMC City of Auburn 25 West Main Street Auburn, WA 98091 253.931.3055 scampbell@auburnwa.gov 206.852.4929 cell</p>



2018-2019 COMMITTEE CHAIRS, REPS & EXECUTIVE COMMITTEE LIAISONS

AUDIT

Co-Chair: Melody Valiant, Tumwater
MValiant@ci.tumwater.wa.us

Co-Chair/
Elections

Auditor: Molly Towslee, Gig Harbor
mollytowslee@cityofgigharbor.net

Liaison: Gina Anderson, Woodland
andersong@ci.woodland.wa.us

AWARDS *(Immediate Past President)*

Chair/Liaison: Dee Roberts, South Bend
dee.roberts@southbend-wa.gov

BUDGET *(President Elect)*

Chair/Liaison: Paula Swisher, Brier
pswisher@ci.brier.wa.us

BYLAWS

Chair: Jodee Schwinn, Seattle
Jodee.schwinn@seattle.gov

Liaison: Debbie Jermann, C-Tran
debbiej@c-tran.org

CONFERENCE PLANNING

Chair/Liaison: Paula Swisher, Brier
pswisher@ci.brier.wa.us

Sub-Committee: Keri MacDonald, Cheney
kmacdonald@cityofcheney.org

Sub-Committee: Jodi Wycoff, Duvall
Jodi.wycoff@duvallwa.gov

EDUCATION

Co-Chair: Joanna Sanders, Port Townsend
jsanders@cityofpt.us

Co-Chair: Terri Wright, Kennewick
terri.wright@ci.kennewick.wa.us

Liaison: Donald Ross, Westport
deputy_clerk@ci.westport.wa.us

FUNDRAISING

Chair/Liaison: Susan Duncan, Ferndale
susanduncan@cityofferndale.org

Co-Chair: Deb Estrada, Sunnyside
destrada@sunnyside-wa.gov

HISTORICAL

Chair: John Millard, Tenino
clerktreasurer@ci.tenino.wa.us

Liaison: Jill Boltz, Kitsap Transit
jillb@kitsaptransit.com

LEGISLATIVE *(AWC Legislative Committee Rep)*

Co-Chair: Tisha Gieser, Issaquah
tishag@issaquahwa.gov

Co-Chair: Debbie Burke, Moses Lake
dburke@cityofml.com

Liaison: Kay Kammer, Battleground
Kay.kammer@cityofbg.org

MEMBERSHIP

Chair/Liaison: Elizabeth Adkisson, Monroe
eadkisson@monroewa.gov

Co-Chair: Darla Reese, Granite Falls
Darla.reese@ci.granite-falls.wa.us

Liaison: Shawn Campbell, Auburn
scampbell@auburnwa.gov

NEWSLETTER

Chair: Rachel Carl, Ocean Shores
rcarl@osgov.com

Co-Chair: Rachel Shaw, Prosser
rshaw@cityofprosser.com

Liaison: Melissa Collins, Snohomish PUD
MACollins@SNOPUD.com

SCHOLARSHIP

Chair: Tamara Gunter
tamara.gunter@cityofbg.org

Liaison: Lisa Neissl, College Place
Lneissl@cpwa.us



EDUCATION COORDINATOR

Ali Spietz, Mercer Island
Originally appointed August 2014
2nd term ends August of 2020
(Two-term maximum)
Ali.spietz@mercergov.org

NCI COMMITTEE WMCA REPS

Education Chair: *Joanna Sanders, Port Townsend*
jsanders@cityofpt.us
Education Coordinator: *Ali Spietz, Mercer Island*
Ali.spietz@mercergov.org
At Large: *Virginia Olsen, Mountlake Terrace*
volsen@ci.mlt.wa.us
NCI Director: Joann Tilton
joann.tilton@wsu.edu

IIMC Region IX Directors

Tracy Davis, Keizer OR ends 2018
DavisT@keizer.org
Dawn Abrahamson, Vallejo, CA (Begins May 2018)
dawn.abrahamson@cityofvallejo.net
Sheri Pierce, Valdez, AK ends 2019
spierce@ci.valdez.ak.us

WA Appointee begins in May 2019

AWC LEGISLATIVE COMMITTEE

Debbie Burke, Moses Lake
dburke@cityofml.com
Tisha Gieser, Issaquah
tishag@issaquahwa.gov