



EXECUTIVE COMMITTEE AGENDA

Friday, June 22, 2018 – Auburn City Hall, 25 W Main Street, Auburn, WA, 10:00 AM

1. Call to Order and Roll Call	
2. Approve Agenda and March 16, 2018 EC Meeting Minutes	1
3. Treasury’s Related Reports (Gina)	
a. Treasurer’s Report	6
b. World Points Update	19
4. Old Business	
a. Review 2021 Conference Contract (Paula)	20
b. Review Updated COTY Nomination Form (Virginia)	23
c. Region IX Dinner Update (Deb and Shawn)	N/A
5. New Business	
a. WMCA Pins (Virginia)	N/A
b. Education Coordinator & Region IX Director Travel (Virginia)	N/A
c. Discuss Promoting Other Organizations’ Trainings/Conferences (Virginia & Paula)	N/A
6. Committee Business/Reports	
a. Audit (Gina)	26
b. Awards (None)	N/A
c. Budget (None)	N/A
d. Bylaws (Deb)	28
e. Conference Planning (None)	N/A
f. Education (None)	N/A
g. Fundraising (Susan)	29
h. Historical (Jill)	31
i. Legislative (Kay)	34
j. Membership (Shawn)	36
k. Newsletter (Melissa)	44
l. Scholarship (Lisa)	46
m. Webmaster (Jill)	49
7. Other Business	
a. Email Ratifications (Kay)	51
8. Good of the Order	
9. Adjournment	



EXECUTIVE COMMITTEE MINUTES

Friday, March 16, 2018, 1:00 p.m.
Red Lion Hotel, Pasco, WA

1. Call to Order and Roll Call

Ms. Virginia Olsen, WMCA President, called the meeting to order at approximately 1:00 p.m. 2017-18 WMCA Executive Committee members present included: President Olsen, President-Elect Paula Swisher, Vice President Debbie Jermann, Secretary Kay Kammer, Treasurer Gina Anderson, Board members Jill Boltz, Shawn Campbell, Susan Duncan, Melissa Collins, Don Ross, Lisa Neissl, and Immediate Past President Dee Roberts.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of January 26, 2018

President Olsen called for any corrections to the January 26, 2018, Executive Committee Meeting minutes; none were noted.

Motion: Board member Boltz moved to approve minutes from January 26, 2018.

Second: Treasurer Anderson.

Vote: Motion carried (12-0).

3. Update from Conference Planning Committee Chairs

Chair Swisher will present the update during the Committee Business / Reports.

4. Appoint Annual Parliamentarian and Back Up Treasurer

Shannon Corin has volunteered to serve as the parliamentarian and Kay Kammer as the back-up treasurer.

Consensus of board to accept volunteers.

5. Treasury-Related Reports

a. Treasurer Report

February financial update presented by Treasurer Anderson. An explanation of profit shown and bills from the conference had not yet been received.

6. Old Business

a. Discuss 2021 Conference Site and Rotation

Discussion included that the membership who responded were not in favor of holding two east side conferences to one west side and prefer that it continue with every other year.

A site visit to Ocean Shores is being conducted in April for the 2021 conference. A report on findings will be presented at the June board meeting. Information was also presented regarding rising costs, room guarantees, space needs with break out rooms, resorts versus conference centers and tribal lands. Also discussed was how contracts with hotels are negotiated and what hotels are willing to do. Increase to registration of \$25 for a total of \$400 is scheduled for the 2019 conference.

b. Review updated Historical Committee Description

Member Boltz presented information regarding updates to the committee job description.

Motion: Vice President Jermann moved to approve the updated committee description.

Second: Board member Duncan.

Vote: Motion carried (12-0).

1:43 p.m.

c. Discuss Ad Hoc Committee to Commemorate WMCA's 50th Year/Conference

Member Boltz presented information regarding that the Historical Committee work on the 50-year anniversary.

Also discussed was to have committee members scan in documents to comply with records retention.

d. Discuss Recognition of COTY Nominees and Improving Nomination Process

Discussion included update to nomination form, tips for completing the form, and examples. Also discussed whether to recognize all nominees. Consensus was not to recognize all nominees in the newsletter or on the website and to follow up directly with nominees with a letter and copy of nomination.

2:00 p.m.

7. New Business

a. Future Board Meetings and Dates

President Olsen presented information with meeting dates and locations proposed, discussed, and agreed upon.

b. Region IX Dinner in 2019

Information was presented on possible locations, costs, and discussion ensued regarding comparable and previous dinners.

c. Region IX Director Recruitment

Information was presented on the Region IX Director position and the rotation schedule. Consensus was to seek applications with a deadline the end of May and approval in June.

d. Education Coordinator Job Description/Term

Education Coordinator Ali Spietz tendered her resignation and information was presented regarding proposed updates to the job description and checklist. Board consensus was to run the recruitment at the same time as the Region IX Director.

8. Committee Business/Reports

a. Audit Committee

No report.

b. Awards Committee

Immediate Past President Roberts noted the report included in the agenda packet materials. IPP Roberts to review and update committee description. Vice President Jermann will obtain the description from the Oregon Association of Municipal Recorders (OAMR).

c. Budget Committee

No report.

d. Bylaws Committee

No report.

e. Education Committee

President Olsen noted the report included in the agenda packet materials.

f. Fundraising Committee

2:55 P.M.

Board member Duncan discussed possible new ideas for fundraising and assigning a task to a scholarship recipient.

g. Historical Committee

No report.

h. Legislative Committee

Secretary Kammer noted the report included in the agenda packet materials.

i. Membership Committee

No report.

j. Newsletter

Board member Collins noted the report included in the agenda packet materials.

k. Scholarship Committee

Board member Campbell noted the report included in the agenda packet materials.

l. Webmaster

Discussed need for a backup webmaster and Board member Ross volunteered. Will produce a timeline of when items/articles are due to be posted to the web.

9. Other Business

a. Email Ratifications

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

- February 16, 2018 – approval of President Roberts to attend the IIMC conference and assume the duties of Education Coordinator at this conference.
- February 22, 2018 – approve Artistic Portraits as the 2018 conference photographer.

Motion: Board member Boltz moved to ratify emails as presented.

Second: Board member Duncan.

Abstention: IPP Roberts abstained from the vote on the email from February 16, 2018.

Vote: Motion carried.

2-16-18 vote 11-0 1 abstention

2-22-18 vote 12-0

b. Distribute EC Contact List

List was distributed of current board members, committee chairs, and liaisons.

10. Good of the Order

Board member Boltz announced that she sits on the Archive Oversight Committee and the grant funding available.

Treasurer Anderson announced that she received a refund request from a clerk who could not attend after the cutoff date. Request was denied as per policy.

AWC Annual conference attendance in WMCA booth discussed. President Olsen to look into registration for the conference.

President Olsen thanked all for efforts on behalf of WMCA.

9. Next Meeting

President Olsen noted the next WMCA Executive Committee meeting would be held Friday, June 22, 2018, in Auburn, Washington, beginning at 10:00 a.m.

11. Adjournment

There being no further business, President Olsen adjourned the meeting at 3:29 p.m.

Minutes approved at the WMCA Executive Committee Meeting of June 22, 2018.



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: June 7, 2018

Attached are the following reports as of May 31, 2018:

- Balance Sheet
- Profit & Loss (condensed)
- Checking Bank Reconciliation for May 2108
- Checking Register for May 2018
- Savings Bank Reconciliation for May 2018
- Savings Register for May 2018

Dues for the 2018- 2019 fiscal year have been paid by 298 active members, 4 affiliate members and 2 associate members.

WMCA
Balance Sheet
As of May 31, 2018

Assets

Current Assets

Checking	23,548.30
Savings	35,915.45
Western Annuity	50,000.00
Total Cash	<u>109,463.75</u>

Total Current Assets 109,463.75

Total Assets 109,463.75

Liabilities & Equity

EQUITY

Opening Balance Equity	97,625.88
Retained Earnings	7,301.29
Net Income	4,536.58
Total Equity	<u>109,463.75</u>

Total Liabilities & Equity 109,463.75

WMCA
Profit & Loss Budget vs. Actual
May 31, 2018

	<u>Actual</u> <u>May '18</u>	<u>Budget</u> <u>May '18-April '18</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	0.00	16,875.00	(16,875.00)	0.00
Conference	0.00	62,500.00	(62,500.00)	0.00
Dues	22,200.00	24,000.00	(1,800.00)	102.00
Money Market Savings Interest	1.51	36.00	(34.49)	0.04
NCI Lodging	0.00	1,600.00	(1,600.00)	0.00
Region IX Dinner	0.00	900.00	(900.00)	0.00
Scholarship Income	0.00	10,005.00	(10,005.00)	0.00
Total Income	22,201.51	115,916.00	(93,714.49)	19.15%
Transfer to Savings			0.00	
Expense				
Academy Sessions	0.00	12,250.00	(12,250.00)	0.00
Annual Conference	0.00	82,100.00	(82,100.00)	0.00
Board Expenses	1,959.64	21,460.00	(19,500.36)	0.09
Communication Expenses	0.00	1,080.00	(1,080.00)	151.00
Contingency	0.00	500.00	(500.00)	0.00
IIMC	0.00	1,800.00	(1,800.00)	111.00
Miscellaneous Expenses	880.29	6,050.00	(5,169.71)	0.15
Scholarship Expenses	14,825.00	27,200.00	(12,375.00)	0.55
Total Expense	17,664.93	152,440.00	(134,775.07)	11.59%
Net Profit (Loss)	4,536.58	(36,524.00)	41,060.58	7.56%



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

May 01, 2018 through May 31, 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**

00122981 DRE 702 210 15218 NNNNNNNNNN 1 000000000 61 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100



We updated our Deposit Account & Wire Agreements

The following changes were made May 20, 2018:

- We published an updated version of our Deposit Account Agreement. You can get the latest agreement at a branch or by request when you call us. Here are some important changes:
 - Effective August 1, we will notify you in advance of any changes to the Deposit Account Agreement that would adversely affect you, unless the change is necessary to comply with a legal requirement. (General Account Terms, Section I, Changes to the agreement)
 - We clarified the language that explains when we may charge a Non-Chase ATM fee for balance inquiries and transfers when you use a non-Chase ATM. (Electronic Funds Transfer Service Terms, Section A, Types of EFT Services)
- We consolidated all of our Chase wire agreements, except for the Online Wire Agreement. In addition to making sure the terms and definitions of the Wire Transfer Agreement are consistent, we made the following changes:
 - When we amend the agreement, we will send you notice of the change and may refer you to a branch or your banker for the updated agreement.
 - When you send a wire, we will send you an email notification on the status of your wire if you have provided your email address.

Please call us at the number on this statement if you have any questions.

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$36,077.73
Deposits and Additions	8	8,478.65
Checks Paid	2	-3,604.92
Electronic Withdrawals	2	-2,428.16
Ending Balance	12	\$38,523.30

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



May 01, 2018 through May 31, 2018
 Account Number: **000001851443431**

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/10	County Council Payment 180510Wmca - WA ID: 9916001359	\$375.00
05/21	Deposit	1,425.00
05/21	Deposit	1,215.00
05/24	Paypal Transfer PPD ID: Paypalsd11	1,314.90
05/25	Paypal Transfer PPD ID: Paypalsd11	1,636.44
05/29	Deposit	1,284.20
05/29	Deposit	600.00
05/31	Paypal Transfer PPD ID: Paypalsd11	628.11
Total Deposits and Additions		\$8,478.65

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1166 ^		05/10	\$3,455.00
1169 * ^		05/25	149.92
Total Checks Paid			\$3,604.92

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.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

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

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
05/30	Bk of Amer VI/Mc Online Pmt Ck510751661POS CCD ID: 9500000000	\$2,373.40
05/30	Bk of Amer VI/Mc Online Pmt Ck510751661POS CCD ID: 9500000000	54.76
Total Electronic Withdrawals		\$2,428.16

DAILY ENDING BALANCE

DATE	AMOUNT
05/10	\$32,997.73
05/21	35,637.73
05/24	36,952.63
05/25	38,439.15
05/29	40,323.35
05/30	37,895.19
05/31	38,523.30

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 \$35,549.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$71,384.00. 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.



May 01, 2018 through May 31, 2018
 Account Number: **000001851443431**

SERVICE CHARGE SUMMARY (continued)

TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANSACTIONS
Checks Paid / Debits	4
Deposits / Credits	8
Deposited Items	47
Transaction Total	59

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



IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call 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

4:03 PM

06/03/18

WMCA
Reconciliation Summary
Chase Checking, Period Ending 05/31/2018

	<u>May 31, 18</u>
Beginning Balance	36,077.73
Cleared Transactions	
Checks and Payments - 4 Items	-6,033.08
Deposits and Credits - 8 Items	8,478.65
Total Cleared Transactions	<u>2,445.57</u>
Cleared Balance	<u><u>38,523.30</u></u>
Uncleared Transactions	
Checks and Payments - 3 Items	-14,975.00
Total Uncleared Transactions	<u>-14,975.00</u>
Register Balance as of 05/31/2018	<u><u>23,548.30</u></u>
Ending Balance	23,548.30

WMCA
Reconciliation Detail
Chase Checking, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						36,077.73
Cleared Transactions						
Checks and Payments - 4 Items						
Check	04/24/2018	1166	City Clerk's Associat...	X	-3,455.00	-3,455.00
Check	05/19/2018	1169	City of Monroe	X	-149.92	-3,604.92
Check	05/29/2018		Bank Of America	X	-2,373.40	-5,978.32
Check	05/29/2018		Bank Of America	X	-54.75	-6,033.08
Total Checks and Payments					-6,033.08	-6,033.08
Deposits and Credits - 8 Items						
Deposit	05/21/2018			X	1,215.00	1,215.00
Deposit	05/21/2018			X	1,425.00	2,640.00
Deposit	05/24/2018			X	375.00	3,015.00
Deposit	05/24/2018			X	1,314.90	4,329.90
Deposit	05/25/2018			X	600.00	4,929.90
Deposit	05/25/2018			X	1,284.20	6,214.10
Deposit	05/25/2018			X	1,636.44	7,850.54
Deposit	05/31/2018			X	628.11	8,478.65
Total Deposits and Credits					8,478.65	8,478.65
Total Cleared Transactions					2,445.57	2,445.57
Cleared Balance					2,445.57	38,523.30
Uncleared Transactions						
Checks and Payments - 3 items						
Check	03/10/2018	1150	Miss Tri Cities		-50.00	-50.00
Check	04/24/2018	1167	Region IX Fund		-100.00	-150.00
Check	05/24/2018	1170	WSU - Conference ...		-14,825.00	-14,975.00
Total Checks and Payments					-14,975.00	-14,975.00
Total Uncleared Transactions					-14,975.00	-14,975.00
Register Balance as of 05/31/2018					-12,529.43	23,548.30
Ending Balance					-12,529.43	23,548.30

WMCA

6/3/2018 4:10 PM

Register: Chase Checking

From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/19/2018	1169	City of Monroe	Miscellaneous Expense...	Invoice #00422...	149.92	X		32,322.81
05/21/2018			-split-	Deposit		X	1,215.00	33,537.81
05/21/2018			-split-	Deposit		X	1,425.00	34,962.81
05/24/2018			-split-	Deposit		X	375.00	35,337.81
05/24/2018			-split-	PayPal		X	1,314.90	36,652.71
05/24/2018	1170	WSU - Conference ...	-split-		14,825.00			21,827.71
05/25/2018			-split-	Deposit		X	1,284.20	23,111.91
05/25/2018			-split-	Deposit		X	600.00	23,711.91
05/25/2018			-split-	PayPal		X	1,636.44	25,348.35
05/29/2018		Bank Of America	-split-		54.76	X		25,293.59
05/29/2018		Bank Of America	-split-		2,373.40	X		22,920.19
05/31/2018			-split-	PayPal		X	628.11	23,548.30



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

May 01, 2018 through May 31, 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**

00048080 DRE 702 210 16218 NNNNNNNNNN 1 000000000 60 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100



We updated our Deposit Account & Wire Agreements

The following changes were made May 20, 2018:

- We published an updated version of our Deposit Account Agreement. You can get the latest agreement at a branch or by request when you call us. Here are some important changes:
 - Effective August 1, we will notify you in advance of any changes to the Deposit Account Agreement that would adversely affect you, unless the change is necessary to comply with a legal requirement. (General Account Terms, Section I, Changes to the agreement)
 - We clarified the language that explains when we may charge a Non-Chase ATM fee for balance inquiries and transfers when you use a non-Chase ATM. (Electronic Funds Transfer Service Terms, Section A, Types of EFT Services)
- We consolidated all of our Chase wire agreements, except for the Online Wire Agreement. In addition to making sure the terms and definitions of the Wire Transfer Agreement are consistent, we made the following changes:
 - When we amend the agreement, we will send you notice of the change and may refer you to a branch or your banker for the updated agreement.
 - When you send a wire, we will send you an email notification on the status of your wire if you have provided your email address.

Please call us at the number on this statement if you have any questions.

SAVINGS SUMMARY		Chase Business Select High Yield Savings	
	INSTANCES	AMOUNT	
Beginning Balance		\$35,913.94	
Deposits and Additions	1	1.51	
Ending Balance	1	\$35,915.45	
Annual Percentage Yield Earned This Period		0.05%	
Interest Paid This Period		\$1.51	
Interest Paid Year-to-Date		\$7.47	

4:10 PM

06/03/18

WMCA
Reconciliation Summary
Chase Savings, Period Ending 05/31/2018

	<u>May 31, 18</u>
Beginning Balance	35,913.94
Cleared Transactions	
Deposits and Credits - 1 Item	<u>1.51</u>
Total Cleared Transactions	<u>1.51</u>
Cleared Balance	<u>35,915.45</u>
Register Balance as of 05/31/2018	35,915.45
Ending Balance	35,915.45

WMCA
Reconciliation Detail
 Chase Savings, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,913.94
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	05/31/2018			X	1.51	1.51
Total Deposits and Credits					1.51	1.51
Total Cleared Transactions					1.51	1.51
Cleared Balance					1.51	35,915.45
Register Balance as of 05/31/2018					1.51	35,915.45
Ending Balance					1.51	35,915.45

WMCA

6/3/2018 4:10 PM

Register: Chase Savings

From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/31/2018			Money Market Savings...	Interest		X	1.51	35,915.45

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: PAULA SWISHER
 Position: CONFERENCE PLANNING CHAIR
 Period: February 2018 thru June 2018

		Beginning Points Balance	13684.30
Date/Desc/Points Earned	February		1959.39
	March		3592.63
	April		194.46
	May		76.82
			344.08
		Subtotal Point Earned	6167.38
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	19851.68



GROUP GUESTROOM RATE & BOOKING AGREEMENT

DATE: 8 June 2018

NEW RETURNING

OFFICE USE ONLY	
GROUP PROFILE CODE	
ASSN CORP GOVT	
SCHOOL SOCIAL	
SPORT TOUR WED	

Shilo Inn Suites Oceanfront Hotel Ocean Shores

707 Ocean Shores Blvd NW Ocean Shores WA 98569

Jody Cadle Hotel Direct 360-289-4600 360-289-0355

jody.cadle@shiloinns.com Jody Direct 360-289-6260

E-MAIL ADDRESS ALTERNATE TELEPHONE #

AGREEMENT MADE WITH

GROUP NAME: WMCA Washington Municipal Clerks Association	GROUP/TOUR NO:
PERSON(S) IN CHARGE: Paula Swisher	TITLE(S):
ADDRESS: 2901 228 th St SW	CITY: Brier STATE: WA ZIP: 98036
BUSINESS TELEPHONE: 425.775.5440 AFTER HOURS:	EMAIL/FAX: pswisher@ci.brier.wa.us
CHECK IN DATE: 3/15/21 ARRIVAL TIME: 4:00PM	DEPARTURE DATE: 3/19/21 CHECK OUT TIME: 11:00AM
<input type="checkbox"/> ROOMING LIST DUE:	<input checked="" type="checkbox"/> INDIVIDUAL RESERVATIONS DUE BY (Room Block Release Date)
FOOD/BEVERAGE CONTRACT <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	ROOM BLOCK RELEASE: 2/23/21

BILLING INSTRUCTIONS

BILL TO MASTER ACCOUNT	GUEST PAYS AT CHECKOUT	METHOD OF PAYMENT
<input type="checkbox"/> GUESTROOM/TAX	<input checked="" type="checkbox"/> GUESTROOM/TAX	<input type="checkbox"/> PREPAID
<input type="checkbox"/> MISC. ROOM CHARGES	<input checked="" type="checkbox"/> MISC. ROOM CHARGES	<input checked="" type="checkbox"/> DEPOSIT AMOUNT \$ 500 due 10/1/20
<input type="checkbox"/> INDIVIDUAL RESTAURANT CHARGES	<input checked="" type="checkbox"/> INDIVIDUAL RESTAURANT CHARGES	BALANCE DUE AT:
<input type="checkbox"/> INDIVIDUAL LOUNGE CHARGES	<input checked="" type="checkbox"/> INDIVIDUAL LOUNGE CHARGES	<input type="checkbox"/> CHECKOUT
<input checked="" type="checkbox"/> FOOD/BEVERAGE CONTRACT	<input checked="" type="checkbox"/> ROOM TELEPHONE CHARGES	<input checked="" type="checkbox"/> DIRECTBILL / INVOICE (Approved credit application must be on file)
<input type="checkbox"/> BAGGAGE HANDLING	<input type="checkbox"/> BAGGAGE HANDLING	
\$ _____ PER PERSON IN & OUT	\$ _____ PER PERSON IN & OUT	
<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	

GUESTROOM COMMITMENT

GUESTROOM TYPE	GUEST PER ROOM	Mon 15 Mar 2021	Tue 16 Mar 2021	Wed 17 Mar 2021	Thu 18 Mar 2021	Fri 19 Mar 2021			RATE PER ROOM TYPE	ROOM TOTALS	
Ocean View Jr Suite Two Queens	1-2	45	75	75	75	c/o			*	75	
Ocean View Jr Suite One King	1-2	13	26	26	26	c/o			*	26	
Ocean View Jr Suite Two Queens Jettied Tub	1-2	6	6	6	6	c/o			*	6	
Ocean View Jr Suite One King Jettied Tub	1-2	6	6	6	6	c/o			*	6	
EXTRA PERSON CHARGE \$ 25.00 Per Night		ROLL-AWAYCHARGE \$ 25.00 Per Night				TPA NA		ROOM TAX 11.8 %			

Room rates are net, non-commissionable, plus tax, payable in U.S. funds.
 Please note any special requests: *Actual rate will be determined 1 June 2020, at the rate of 2020 Per Diem rate + 5%, or current per diem rate on the date of check in, whichever is lower.

- Conference rate will be available to attendees for one day prior and one day following the conference, subject to availability.
- Complimentary King Suite for WMCA President will be provided for 4 nights.
- 1 complimentary room night per 35 paid room nights will be provided, contingent upon 80% occupancy of the room block booked by 2/23/21. These must be used during the conference.
- Complimentary delivery of President's Gifts.
- Meeting Room Rental of \$ 12,150 for five days will be waived with a minimum of \$ 24,000 in food & non-alcoholic beverage purchase (excluding tax and gratuity).
- Changes to meeting space assignments must be authorized in writing by WMCA.
- Complimentary one night stay for Conference Planning Chairman for site visit prior to conference.
- Complimentary meeting space for WMCA Committee Meeting with site visit prior to conference.

TOTAL # ROOMS 113

TOTAL ROOM NIGHTS 409

CUSTOMER ACCEPTANCE

DATE

HOTEL ACCEPTANCE

*Lodging Tax is set by County/City authorities and may change without notice.

Room rates, availability of guestrooms, and all terms of this agreement are subject to the agreement being accepted, signed by the person responsible for the Group, and returned to the issuing Shilo Inn by 6/30/18.

A deposit amount of \$ 500 is due by 10/1/2020. Total payment is due via Direct Bill (pending approval). A service charge of 1.5% per month (or the state's legal limit if less) will be paid by the undersigned if final payment is not received by the payment due date (if no payment due date is specified, then within 30 days of the guest stay). Guestrooms committed to this agreement are reserved until 30 days prior to check-in date. Cancellation of guestrooms is subject to the cancellation policy, Item 8, on the reverse side (or 2nd page) of this agreement.

The undersigned acknowledges that they have read, understand and acknowledge all terms and conditions of this agreement, including Items 1 through 9 on the reverse side, and approve by signing the customer acceptance line.

TERMS AND CONDITIONS OF BOOKING CONTRACT

1. **The Term "Hotel":** The term "hotel", where appropriate, applies only to the Shilo Inn that issued the contract, its management, employees, or representatives. It is not intended to refer to any particular room or building within the hotel complex unless specifically stated within the contract.
2. **Guestroom Rates:** Rates quoted are subject to the occupancy of ten (10) or more rooms per night. Organizations/groups who occupy less than ten rooms per night are subject to regular or standard rates per each applicable night. Room rates or terms and conditions stated on Page 1 (or reverse side) of this contract cannot be changed without a written, mutually agreed-upon addendum to this contract.
3. **Deposit/Payment Terms:** Terms and conditions related to deposits and payments are specified on the front of this contract. All deposits and payments are acceptable only in United States currency in the form of cash, check or approved credit card. Where hotel charges are to be billed directly, prior credit approval must be obtained from the hotel for this contract to be binding.
4. **Extra Guests, Roll-away, and Cribs:** Guestroom charges are based on one (1) or two (2) occupants per room, unless otherwise noted on contract. More than two (2) people per room, not to exceed five (5), are subject to an additional per person charge applicable to the hotel. Children ages seventeen (17) and under are free when occupancy is in the same room with parents or legal guardian. Rollaway beds are subject to additional charges applicable to the hotel.
5. **Hotel Check-In and Check-out Times:** Group check-in and check-out times noted on the contract may vary depending upon seasonal demands. It is not possible to guarantee that all rooms will be available at any given time during high occupancy periods. Every effort will be made by the hotel to place Guests in rooms as selected in this contract. We reserve the right to substitute room types where a particular room type is unavailable at check in, subject to conditions beyond our control. Should such conditions exist; the hotel will upgrade the room type if possible and/or make the room available when conditions permit.
6. **Portage:** Baggage handling rates are stated on this contract. Baggage is defined as personal suitcases, cosmetic or duffel-type bags. It does not include displays, trunks, or other large items designed to carry articles other than personal clothing and sundry items. Special handling of large items not defined as baggage is subject to additional charges.
7. **Organization/Group Guest Conduct:** The hotel requires organization/group conduct that is considerate of all the hotel's Guests in all locations of the facility, (guestrooms, lobby, courtyard, pool(s), meeting rooms, etc.). This conduct includes conducting oneself as to maintain publicly accepted behavioral standards, not instigating unauthorized parties, or instigating actions of misconduct or mischief. To be fully responsible and liable for any and all negligent, wrongful, or harmful actions that causes damage to hotel's real or personal property as well as third party's personal property or personal injury. Such damage to real or personal property will be assessed at replacement value and the organization/group will be responsible for assisting in collection of damages, including any collection agency or attorney fees, if applicable.
8. **Cancellation policy:** Cancellation of this contract or any part thereof, requires a written cancellation notice. The hotel must receive cancellation, in writing, thirty (30) days prior to the check in date stated on this contract. Refund of a deposit or prepayment will be issued from Shilo Inns Executive Office in Portland, Oregon. Should cancellation of this contract occur less than thirty (30) days from check in, the deposit or prepayment is forfeited.
9. **Excused Nonperformance.** The Hotel will not be liable for any inability to provide the number, type or location of guestrooms reserved under this agreement should nonperformance be caused by or related to any event which prevents or interferes with Hotel's ability to perform as provided for in this agreement, including without limitation: inclement or unusual weather, earthquakes, forest fires, floods, tsunamis or other acts of god; utility disruptions or outages; physical damage to the hotel, renovations or mechanical failures which reduce or eliminate rooms available for service; labor disputes or strikes, whether of hotel employees or of employees of key suppliers or contractors; or governmental orders, moratoriums, quarantines and the like. In the event Hotel no longer operates within the Shilo franchise system at the time of the designated guest check-in date, Hotel cannot guarantee the guestroom commitment made under this agreement.

GROUP GUESTROOM RATE & BOOKING AGREEMENT

Meeting Space Requirements (subject to change as per WMCA agenda)

Date	Time	Description	Setup	Room Rental
Monday		Registration Area	8' Tables	Lobby
		Store/Auction Room (To remain throughout the week)	8' Tables	Dolphin A \$ 150
Tuesday		Academy	Classroom	Dolphin BC \$ 600
	Set by 7PM	Vendors	8' Tables	Ballroom Lobby
		Lunch	Rounds	Ballroom \$ 1800
		First Time Conference	Classroom	Dolphin BC
		President's Reception	Cocktail/Rounds	Olympia
Wednesday		Breakfast (2 rooms)	Rounds	Dolphin BC Whale BC
	9AM- 12PM	Opening Session	Theater	Olympia
		Afternoon Breakouts (3)	Classroom	Dolphin Whale Chinook \$ 1800
		Vendors	8' Tables	Ballroom Lobby
		Lunch	Rounds	St Helens/Rainier/Pacific \$ 1800
		Dinner	Rounds	St Helens/Rainier/Pacific
Thursday		Business Meeting Breakfast	Rounds	St Helens/Rainier/Pacific \$ 1500
		Vendors	8' Tables	Ballroom Lobby
		Breakouts (3)	Classroom	Dolphin BC Whale Chinook \$ 1800
		Lunch	Rounds	St Helens/Rainier/Pacific
		Dinner	Rounds	Ballroom
		Vendors Reception		Hospitality Area
Friday		Breakfast	Rounds	Rainier/Pacific \$ 1800
		Keynote Session	Classroom	Olympia/St Helens
		Lunch Board Meeting 12 attendees	Hollow Square	Chinook BC

Room Rental of \$ 11,250 for five days will be waived with a minimum of \$ 22,500 in Food & Non-Alcoholic Beverage Purchase (excluding tax and gratuity), Should less food and beverage be purchased the difference will be charged as room rental. A one-time set up fee of \$ 300 will be required.

AV Equipment is available for rental.

Vendor Tables if required @ \$35.00+ ea.

Catering - The Current Catering Menu presents the various meal offerings available to your attendees, prepared and served by our professional Banquet Staff. Please anticipate a price increase of 8%-10% per year. Snacks and Coffee Service are available for service in each of your meeting rooms or to the entire Conference. Actual food charges will be dependent upon entrees selected.



**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.



CLERK OF THE YEAR AWARD NOMINATION FORM

INTRODUCTION: WMCA's Clerk of the Year Award is a competitive process in which City Administrators, City Managers, Mayors, staffmembers or Municipal Clerk peers nominate a candidate who stands heads and shoulders above the rest. The nominations are reviewed and scored by WMCA's Executive Committee officers and the winner is ultimately selected by the WMCA President.

The best nominations are often include a collaborative effort in which the nominator gathers specific information about the areas of accomplishment listed below. It is usually helpful to check with other staffmembers who may have specific knowledge about the municipal clerk nominee, agency co-workers, municipal clerk peers in neighboring communities, and WMCA members who may know about their volunteer service. *Please note: This award is awarded as a surprise at our annual conference so please do not ask the municipal clerk nominee about their accomplishments or ask them to prepare the nomination!*

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, optional letters of support and/or work samples must be received by email no later than **Friday, January 18, 2019**.

RETURN TO: Awards Committee Chair, Dee Roberts at dee.roberts@southbend-wa.gov. Please contact Dee if you have any questions about this process.

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.



- 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: Audit Committee

DATE: June 8, 2018

SUMMARY OF ACTIVITIES: The Committee met on May 30, 2018 in Woodland to conduct an audit of the financial records for the period of January 2018 through April 2018 as part of the first quarter reporting. The committee conducted a complete review of the financial and corporate records for that period.

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

The committee would like to thank our leaders and dedicated volunteers for the work that they perform in such an outstanding manner. The committee cannot commend enough WMCA Treasurer, Gina Anderson for her attention to detail in keeping the financial records for our Association and making our work that much easier when we do an Audit.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

\$ _____
\$ _____
\$ _____

expended
\$ _____
\$ _____
\$ _____



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

TO: WMCA President and Executive Committee

FROM: Jodee Schwinn

COMMITTEE: Bylaws Committee

DATE: June 6, 2018

SUMMARY OF ACTIVITIES: We have 10 members including Debbie Jermann as the Board Liaison. Two members that were not able to sign up at the WMCA Conference have been added to the Roster for this year. The 2018-2019 Bylaws Committee Roster is included in this email report. I will be forwarding a copy of this First Quarter Report and the Roster to the Bylaw Committee Members. Thank you.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



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

TO: WMCA President and Executive Committee

FROM: Susan Duncan & Deb Estrada, Co-Chairs

COMMITTEE: Fundraising

DATE: June 22, 2018

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

We are recommending a break from the Grand Raffle for 2019. This event is extremely labor intensive in tracking the sale of tickets & reconciling the final numbers. Also, pre-sale of tickets has not been very productive the last few years, so the bulk of ticket selling happens at conference.

We are looking at new ways to solicit donations for items for the live auction. The goal is to increase the value of those baskets by getting more donations like Seahawks/Mariner tickets, overnight stays at hotels/spas, etc - more "big ticket" items donated, rather than relying on the WMCA membership to donate such items.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

Store Inventory _____

\$ 2,000 _____

\$ _____

Raffle Tickets _____

\$ _____

\$ _____

\$ _____

\$ _____



- 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: John Millard
COMMITTEE: Historical
DATE: June 7, 2018

SUMMARY OF ACTIVITIES: The Historical Committee has been moving slowly this first quarter as the new Chair settles in. Co-Chair Jill Boltz has kindly updated the Historical Committee Job Description after input was solicited from all committee members and after EC approval. We have received several hundred photographs from March's Annual Meeting, all of which have been re-named to better facilitate retrieval by year and event. Several attempts to upload all of these pictures to the Shutterfly site have been unsuccessful, most likely due to the volume and size of the files. Co-Chair and Webmaster Jill Boltz, along with former Chair Stephanie Haug have made several suggestions that I will follow-up on in an effort to make the photos available ASAP. All photos are currently stored on both the Committee Chair's desktop computer, with an archive copy on a 32gb SD Card.

I am working to obtain the bio for both the Clerk of The Year, and the recipient of the President's Award of Distinction for inclusion on the website.

Several Committee members will be present at the Association of Washington Cities Annual Conference in Yakima from the 26th through the 29th of this month and it is our intent to collaborate on ideas for the 2019 Annual Conference commemorating the founding of our organization in 1969 and leading into our 50th Conference Celebration in 2020.

The Committee will reach out to retired members of WMCA. The thought is to potentially create a "Legacy" Ad Hoc Committee depending on the interest. Ideas include inviting retirees to attend the 50th Conference in some capacity i.e. special "reunion" type gathering and/or invitation to the Annual Banquet. This will be a decision point for the 2020 President and potential inclusion in the budget and conference preparation.

ACTION REQUESTED: YES NO

RECOMMENDATION: The Historical Committee recommends the creation of an Ad Hoc Committee to be comprised of retired Clerks to assist with photo collection, newsletter articles and other projects

related to celebrating the 50th Conference. It is anticipated this Ad Hoc Committee would be in effect until the conclusion of the 2020 Conference.

ALTERNATIVES: Open for discussion

FISCAL IMPACT: TBD

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

2018-19 Historical Committee June 8, 2018 Phone Conference

Direction from Executive Committee:

Goal is to prepare for WMCA's 50th anniversary of our establishment (1969) and work toward celebrating that in our 50th year (2019-2020) culminating at our 50th conference in 2020 (Yakima).

Tasks for Historical Committee:

- Brainstorm ideas for celebrating our history and put together a workplan with specific milestones
 - Newsletter articles/features about retired members (where are they now and/or what they contributed to WMCA, etc)
 - Develop database of retired members
 - Contact retirees for photos, stories, interviews, historical documents
 - Create a slideshow for 2020 Annual Banquet
- Subcommittee of retired members to help (Linda Alvar [Former long-time Conference Planning Chair and Boardmember] is willing)
- Paula Swisher suggested inviting retirees to our 2020 banquet (pending Executive Committee approval)



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

TO: WMCA President and Executive Committee

FROM: Debbie Burke, City of Moses Lake and Tisha Gieser, City of Issaquah

COMMITTEE: Legislative

DATE: 06-07-2018

SUMMARY OF ACTIVITIES:

The Legislative Committee conducted a meeting by teleconference on May 3, 2018. The Committee discussed tying the WMCA visit to Olympia with the AWC City Action Days occurring Feb. 13-14, 2018. This would allow WMCA to utilize the programming organized by AWC. The Committee expressed interest in this approach, and suggested adding some events specific to Clerks such as a tour of the Archives and a meeting with the Chairs (or members) of the Senate or House Local Government Committees.

Co-Chair Tisha Gieser represented WMCA at the AWC Legislative Priorities Committee meeting in SeaTac on May 30, 2018. Tisha will serve on the "Public Safety, Personnel and Open Government" subcommittee. The subcommittee will recommend items for possible inclusion in the 2019 AWC Legislative Priorities. The full Committee will then present a draft of these Priorities to the AWC Executive Committee in September for approval.

The Legislative Committee submitted an article for the June edition of the WMCA newsletter summarizing the WAPRO spring conference. Committee members have signed up for future articles on content for the recent legislation passed regarding WA Voter's Rights Act, Business License Payments, and Public Notary.

Committee member Kay Kammer (Battle Ground) reached out to the Committee Co-Chairs with an issue that her city is facing on the disclosure of personal information contained in traffic accident records. Kay attempted to get assistance from the new AGO consulting program and only received a comment back that this is an issue with other cities and that there is a pending case out of Spokane challenging the release of records like these. The Committee Co-Chairs are following up by reaching out to one of the AWC Lobbyists to see if we can help with proposing a new exemption on this PRA issue.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES:

FISCAL IMPACT: none

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



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

TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson, Chair
 Darla Reese, Co-Chair
 Leana Johnson, Co-Chair, Elections

DATE: June 4, 2018

2018-19 MEMBERSHIP UPDATE:

As of March 2018, we have a total of FOURTEEN (14) new WMCA members:

Kory Atcuson	City of Mountlake Terrace	Chris Galbraith	City of Seattle
Nannette Barira	City of North Bonneville	Taria Keane	City of Des Moines
Tracy Becht	Mason Transit Authority	Jennifer Lee	Town of Cusick
Melissa Blankenship	South County Fire	Carrie Lnenicka	City of Ephrata
Gayle Carrasco	City of Mesa	Deborah del al Mora	City of Entiat
Joni Cartwright	City of Entiat	Tammy Mueller	City of Sammamish
Angela Folkers	City of Ocean Shores	Brandy Rhodes	City of Rainier

As of June 1, 2018, the Washington Municipal Clerks Association is comprised of **319 members: 298 active members, 3 affiliate member, 1 associate members, 11 honorary members, and 6 honorary retiree members.**

NOTE: This is a thirteen percent reduction in membership from the last report in March with 366 members; however, Treasurer Anderson assures me this is a normal fluctuation in numbers. ☺

WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS/FEEDBACK

There were TWENTY-FOUR (24) 'First Time Attendees' at the 2018 WMCA Annual Conference. In an effort to gather information to improve upon the first-timer events held (Tuesday night meet and greet and Wednesday morning breakfast) and the 'Conference Buddies' and 'Survival Kit' concepts, Membership Committee members and First Time Attendees were asked to provide feedback to the following questions:

- Conference buddies – Did you enjoy having a conference buddy? Do you have any suggestions for the Membership Committee regarding this concept?

- First Time Attendee Meet & Greet (prior to the President's reception) – Did you have a chance to attend? How did you like the format of the event? Any suggestions for improving this event?
- First Time Attendees Breakfast -- Did you have a chance to attend? How did you like the format of the event (seating/agenda/etc.)? Any suggestions for improving this event?
- Survival Kits – Do you like this feature? Are there other items you believe to be worthwhile to provide to First Time Attendees?

Please see the attachment for responses received. Feedback received on all items is largely positive. Also included are comments received on the conference in general; and some suggestions for future events. The Membership Committee will utilize this information to assist in the planning of the 2019 events; along with President Olsen. Any additional feedback/direction in this regard from the Executive Committee is welcome!

MEMBERSHIP COMMITTEE - SUB-COMMITTEES UPDATE

The 2018-19 Membership Committee members were asked to volunteer to serve on at least one sub-committee; descriptions and members are as follows (*note - some appointments are pending!*):

- Welcoming Sub-Committee (Elizabeth) -- Welcome new members to WMCA and send a Neighboring Clerks/Regional Groups Letter (templates prepared) (which is in addition to the MC Chair sending out the official new member packet, welcome letter, noticing new members in the newsletter, and facilitating the 'new member spotlight' section of the newsletter). **ALL members were requested to serve on this sub-committee and assigned ONE month of the year to provide these letters to new members.**
- Recruitment Sub-Committee (Darla) -- Recruit new members, research unrepresented agencies in Washington, and reach out to those persons that are not yet members; this year, the sub-committee will continue to focus on special purpose district clerk's recruitment; *volunteers – Anna Alvarez (Wenatchee), Daniela Erickson (Pasco), and Angela Woods (Fife).*
- Elections Sub-Committee (Leana) -- Facilitate general and special elections; *Elections Officer Leana Johnson (Stevenson) and Elections Officer Assistant Ana Campbell (Kirkland).*
- Partnership Program Sub-Committee (Darla) -- Promote and facilitate the Partnership Program; *volunteers – Judy Brown (Bridgeport), Kay Kammer (Battleground), Keri MacDonald (Cheney), Mari Ripp (Woodland), and Tammy Stanger (Wenatchee).*
- Fall Mini-Conference Membership Events Sub-Committee (Elizabeth) -- Plan/facilitate the proposed fall 'mini-conference' events for the entire membership (Thursday evening) and new attendees (mini conference buddies, etc.); *volunteers – Ana Campbell (Kirkland), Shawn Campbell (Auburn), Stephanie Haug (Benton City), Maria Holman (E Wenatchee), and Heidi Napolitano (Woodway).*

- Annual Conference First Time Attendees Events (Elizabeth/Darla) - **ALL** committee members (unless otherwise arranged with the Chair) will assist with the planning/preparation of Annual Conference First Time Attendees Events items; and to attend and assist with these items at the conference.

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

PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE

Our Partnership Program Sub-Committees has already been hard at work -- In 2018 to-date, two Partnership Program request has been received and paired!

- Rachel Woods (Community Transit) with Jill Boltz (Kitsap Transit); and
- Jennifer Lee (Cusick) with Nickole North (Newport).

A HUGE thank you to our Program participants; and the sub-committee members: Darla, Judy, Kay, Keri, Mari, and Tammy!

FALL MINI-CONFERENCE MEMBERSHIP EVENTS SUB-COMMITTEE UPDATE

With the announcement of the 2018 Fall Mini-Conference “Save the Date” in the May WMCA newsletter (October 11-12, 2018, Campbell’s Resort, Chelan, WA) the sub-committee will now begin ramping up plans to host a membership event on Thursday evening, October 11th. At this time, there is a budget of \$250 for these purposes.

Preliminary discussion has been to host a similar event as last year, utilizing a common space at the resort (pool?) to host a get-together with hosted refreshments, games, music, and raffle giveaways (including WMCA swag!). More details to come... Any suggestions from the Executive Committee in this regard are welcome to inform the planning process!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

ATTACHMENTS: 2018 Conference Feedback

2018 WMCA Annual Conference Feedback Received

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

CONFERENCE BUDDIES

As a first time attendee, I really enjoyed having a conference buddy. Shawn was a great help, and made me feel very welcome. (FTA)

Yes, I did enjoy having a conference buddy. I might suggest scheduled one-on-one time with conference buddies to discuss their experience as a clerk and/or treasurer and share their insights with new clerks. (FTA)

Yes, I had a buddy and found it very useful. I even emailed her today for something! (FTA)

I absolutely loved having a conference buddy. My only feedback would be to keep the buddy program going. (FTA)

I loved the concept of having a conference buddy. My buddy was Keri MacDonald from the City of Cheney. She was very welcoming, friendly and offered her support should I have needed any. I was so busy at the conference itself, as was Keri, that I didn't get to speak to her much but I still think it is a great idea that should continue. She reached out to me prior to the conference and made sure that I was up to date on the new member breakfast and how the conference worked. And now, I have someone to reach out to in the future should I have any questions! (FTA)

It was nice to have a conference buddy, it was super nice to get her email prior to the conference and feel that acknowledgement. Honestly, what helped me a lot was being there with my clerk who has attended a number of other conferences and she walked me through the whole process. I think the concept of the buddy is cool but everyone is so busy with their own things they are doing that it was hard to connect with my buddy during classes or the rest of the conference. We would wave hi and that was basically it! And I understand everyone is SUPER BUSY!! I think that it might be a cool thing to do maybe find out if first time attendees are also going to be going alone, in that way they can have a buddy that kind of seats with them and has lunch with them, walks them through processes, maybe help them choose what sessions to choose? you know what I mean? So that new people don't feel lost or lonely. I think for the most part though people hung out with people they knew and that is great, but I think it would be beneficial to maybe do an activity where you have to have lunch with someone new today, or 10 minutes of get to know someone new and then at closing they have to write something to their new buddy, I don't know something for it to be more meaningful? I'm just rambling now so I'll go to the next question. Haha! (FTA)

What a great idea to have for first timers who don't know what to expect! Knowing ahead of time to dress comfortable, bring a sweater, ask questions-if any, being able to know who your person was during the conference was helpful also. (FTA)

I really did enjoy being a conference buddy and believe this should continue. I hope by reaching out to first time attendees and offering some suggestions and letting them know a little of what to expect eases their minds. I forwarded the response I received from Karin and she seemed to like it. (MC)

Love the buddy idea it works I think it helps them feel a bit more at ease if they don't know anyone. (MC)

I got feedback from my two Conference Buddies that it was a good program and they really appreciated having a contact person. It was good from my end; not too much work and I love meeting new people! (MC)

I did not receive any feedback from my conference buddies but I know with one of them, she did not know anyone so it was nice to recognize someone that was a friendly face. Also, maybe we can get the conference buddy list out to the members a week or so earlier. I had heard from another member that by the time they get it, they don't get through to their buddy and hope they get the message. Maybe we can also get yours and mine room numbers in advance of the conference and put on the flyer that we will be in those rooms if they want to come ask us questions, need someone to talk too? (MC)

I don't really have anything to add but I wanted to ask how you handle this situation...so I reached out to both of my "buddies" but only heard back from one. I looked for the other at the FTA Meet & Greet in hopes of putting a face to a

2018 WMCA Annual Conference Feedback Received

name but she did not attend. I believe she was at the breakfast but I still did not have an opportunity to even see who she was. I don't really feel bad but I know that occasionally we get comments like...my buddy didn't even make an effort..." Just throwing that out there. I think one year I had a "buddy" that was new to WMCA but she was one of our presenters, so obviously not a new clerk. (MC)

I still think this is good. I had one buddy that I saw a lot and one not as much. But I reached out to both and hopefully both felt welcome. (MC)

FIRST TIME ATTENDEE MEET & GREET

The conference was great! I was able to attend both (FTA) events, and it gave me an opportunity to connect with others in a smaller group setting. (FTA)

Yes, I attended. I liked the format - no suggestions. (FTA)

Great. Leave a little time for socializing after the introductions. I also was not sure who was "new" vs. a "mentor". Probably can skip the food since the reception afterwards has that covered. (FTA)

I thought it was nice to see how many other first timers there were, made me feel more comfortable getting to know some of them prior to the meat and potatoes of the conference. There is just something so comforting about being in a room full of people in the same situation as you and the ice breaker games were a wonderful touch. (FTA)

I was unable to attend this event, although I was aware of it. (FTA)

I went to a Zumba class that night and caught the meet and greet almost at the end, I was bummed. So I can't speak for it, I know the food was pretty good lol! Sorry I am addicted to Zumba so whenever I am out of town it's awesome because I get to go to a new class and meet new instructors! It's pretty cool! (FTA)

I was unable to attend. (FTA)

I did attend and think it is great to introduce yourself face-to-face and walk them over to the reception. I think the 1st timers appreciate also seeing others in the same first time. (MC)

I thought it went well. I don't have any change suggestions. (MC)

Wasn't well attended, which was a shame. Not sure how to increase participation, other than to give away prizes, because people always come when there are prizes. (MC)

I don't know how to improve on the meet and greet I think it works, but I think being able to sit with them at breakfast and have a real conversation is more beneficial. I didn't really get to know my buddies until breakfast. (MC)

My suggestion is to have more time, by the time we get everyone in there and talking it is time to go to the other President's reception. (MC)

I did attend. It is a nice time to just gather for a minute and meet someone so they are not walking in to the president's reception alone. Don't know that we need as heavy of snacks maybe just drinks and a cookie or something like that. (FTA)

FIRST TIME ATTENDEES BREAKFAST

Yes, I attended. I liked the format - no suggestions. (FTA)

Great. Could use a PPT presentation to help communicate some of the information shared from the podium. (FTA)

I had a wonderful time at the conference and really liked all the goodies and events that were arranged for first time attendees. I do not have any suggestions as I truly liked everything...the breakfast was great as we got a good overview of what to expect and was a good ice breaker. (FTA)

2018 WMCA Annual Conference Feedback Received

Another great event. Not sure how the seating arrangements worked besides conference buddies being near each other, but perhaps including a seating chart that encompasses buddies and other new clerks that are in similar regional proximity to each other (to the extent possible). (FTA)

This was actually one of my favorite events at the conference. I can be shy at first (however, it doesn't take long to get me to open up!) but this breakfast was very casual and helped me ease into the conference with fellow newcomers. I think without this breakfast the conference could have seemed overwhelming at first given the fact that everyone else there has been going to these conferences for years and have already built friendships and connections. It was a nice ice-breaker. (FTA)

The breakfast was really nice, I enjoyed the activities and even though I didn't win a prize I thought they were very cool and was happy for those who won! I liked the trivia to make it interactive and I liked the topics covered. Maybe this is the opportunity to do an activity with newbies? Talk amongst yourselves in the table and kind of be that person's buddy for the rest of the conference? (FTA)

A very nice ice breaker! I had such a great time at the breakfast. The seating and agenda were perfect! It's nice when you're forced out of your comfort zone and unable to sit with a co-worker or person you are possibly familiar with. (FTA)

I didn't like the assigned seating. I like it better if left open. (MC)

Yes, I attended. No suggestions. (MC)

The first time attendee's breakfast is great. (MC)

We should have numbers on the tables next year! I would also consider having fewer people per table...we were pretty crammed in and there was an empty table at the end of the room that would have eased it up just enough to be comfortable. (MC)

Nope also like this how it is. (MC)

I did attend. My first time people were impressed. Why do we not put a VIP at each table so the new people get a chance to talk to them? (MC)

SURVIVAL KITS

I thought the survival kits were a fun idea. Mine is still in my purse. I have no suggestions. (FTA)

Loved it all, it was so thoughtful! (FTA)

I was talking to Anja about how much these kits made me feel taken care of. Sounds silly, but the thought and time that went into that definitely made me feel wanted at the conference. It was like you wanted us to do well, succeed, and be comfortable amongst a huge group of new people. I don't think you should add nor take anything out of the kits at this time, if I think of anything I'll let you know. (FTA)

The survival kits were cute and welcoming. It made me feel like the members who have been a part of the organization for a while took time and effort to make us feel welcomed and tried to make us comfortable. All of the items were great! You can't go wrong with Chap Stick, mints, etc. Perhaps mini emery boards? (FTA)

I LOVED this. I think this was super thoughtful, helpful and it made my day! Definitely keep this. I would maybe add a bottle of wine? Kiddin' (FTA).

I LOVED this feature! Such a warm and inviting touch to provide to the first-times. (The door prize drawings were fun too.) (FTA)

The kits were awesome! Thank you! Great idea for first time attendees. (FTA)

The survival kits were a great addition. (MC)

2018 WMCA Annual Conference Feedback Received

Maybe add a couple of other items to the survival kits like a pen and note pad (if they are not already included can't remember) other than that this works well as formatted. (MC)

The attendees at my table really liked them. (MC)

Love this!! I don't have any ideas for other things to include. Maybe send out the list of items to the membership committee in January so we can brainstorm? (MC)

I love this and so do the first timers (MC)

FTA IDEAS

I like that we did trivia at the first timers breakfast, but maybe we could do that at the first time attendee meet & greet (time permitting) along with the other ice breaker games? I just felt like trivia at a huge round table was kind of tough. (FTA)

I don't know if this has been done before, but I was thinking, at this last event there were vendor cards that you had stamped if you went around and spoke to the vendors and ultimately you were entered into a raffle if you had all of the vendors stamp your card. This could be applied in a way for new members. You could have new members throughout the conference meet with so many other Senior Clerks/Members (or even members with special ribbons if you want to designate specific senior members/clerks who want to participate in this) and have the new members ask the senior members a set of questions and get the senior members to sign off or stamp the card after the new member speaks with them and at the end of the conference there could be a small raffle for that new member. (FTA)

I know not everyone likes to dance, but I heard some people that even though there was an exercising room, they wanted to do something more, like go on a walk or something. I would be willing if possible and if people are interested to teach a Zumba class a couple of the nights that we have free or the first night, I don't know. All I need is a sound system and people wanting to move. Something to consider and think about if you guys wanted I am willing! (FTA)

An explanation of the different committees to sign up for and what each of them entail (this may have been covered during the meet & greet, not sure.) Even if a little flyer is put in the survival kit about them would be helpful. (I'd appreciate having this information so I can sign up for one of the committees). (FTA)

I can't think of anything. You have done it all!! (MC)

I think we are pretty full of things for them. If we added something I think we would have to take away. And the program you have set up really seems to work well! (MC)

Different type of seating arrangements? Assign MC/EC, then all FTAs draw a table number as you walk in the door? (MC)

GENERAL CONFERENCE FEEDBACK

The new clerks session would be best placed closer to the beginning of the 1st full day, before the keynote speaker perhaps. Session furniture should also be set up in a big square layout so everyone can see each other.(FTA)

I look forward to the next conference! Thank you for all your hard work. (FTA)

I was impressed by the time and effort spent making the conference a welcoming experience for first time attendees. (FTA)

A list of conference attendees, emails and phone numbers would be helpful to receive in advance of the conference. Coffee available until noon. Not a huge fan of the hotel, seemed a bit run down and missed seeing the natural light. (FTA)

This may be too time consuming or expensive, but after leaving the conference I was thinking about all of the wonderful people that I met but then I had a hard time putting faces to names. I had business cards but many of those don't include faces so after time, I can see myself forgetting who that person is. Perhaps if there was a deadline for members

2018 WMCA Annual Conference Feedback Received

who sign up for the Annual Conference to submit/upload headshots that could be included in the program that could be helpful so that after the conference I could look through that program to job my memory. I know that some of that is already on the WMCA website in the member section but it would be easy having that to view in the program as well (for those members who wish to submit a headshot). (FTA)

The conference was great and I can't wait to attend in Semiahmoo! The education was amazing – especially Ann Macfarlane. She was one of my favorites. I also found the CMC/MMC Designation break-out session to be very helpful. (FTA)

I really enjoyed the conference the programs and classes were all great and loved the speakers. The only thing I disliked was lunch being provided by the hotel. It would have been nice to break away to have a little time away from the conference setting. Plus Sandwiches, soups and salads are not for me. 😊 Other than that I had a great first experience. (FTA)

I would liked to have been able to attend the meet and greet. Everything was very well coordinated. The classes and the speakers were all very helpful. The classes lasted an hour and a half, but the time flew by. My suggestion would be to possibly increase to class time by 15 minutes more or even make them two hours long. Thank you again for a great conference! (FTA)

Additional Feedback: The overall conference was a lot of fun and I learned a lot. My co-worker and I had to travel back and forth each day so we missed all the evening events. I did attend the CMC/MMC Q&A and was completely lost. Most of the people in the room had already started their PD classes. I'm not sure how you could split it up – maybe an Intro to PD Classes Q&A and a CMC/MMC Q&A class. (FTA)

Offering a walk of some sort: I've done this at an OAMR conference, and I think AWC has been in charge of one a few times. It's a great opportunity to move after a long day of class and you can have one-on-one conversations that are less intimidating because no one has to make eye contact =). (MC)

Asking the hotel to give out a simple one-page welcome sheet when the attendees check in. I know it's available on our website, but I would find it really helpful to have a short list of the first few activities - when is the registration table open to get our badges/bags, time for breakfast the first day, etc. (MC)

I like the walk idea. (MC)



- 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: Rachel Shaw, CMC
COMMITTEE: Newsletter Committee
DATE: June 5, 2018

SUMMARY OF ACTIVITIES: After six years, former Newsletter Committee Chair Melody Valiant stepped down to start a new committee and I took over as Chair. I have Co-Chaired the Committee with Melody for six years and was ready to step into this role. Thank you to the Executive Board for the opportunity to do so.

Shortly after first-time Co-Chair Rachel Carl agreed to co-chair with me, she was offered a position out of state and resigned before the first edition was written. However, despite a rough start, we were still able to get the newsletter out on time and recruit another Co-Chair Cheryl Xanthos.

With the new incoming President Virginia Olsen, we made some changes to how the newsletter is drafted each month. Rather than one editor being solely responsible for the entire newsletter, duties have been split between a Layout Subcommittee and a Writer Subcommittee. This makes it possible to increase the amount of committee members and better utilize those members' strengths whether it's writing or creating. The Committee is working great together, coordinating writing and layout schedules via email as we do not meet in person.

This year we tried something slightly different with the Featured Clerk articles - in the past, retired Clerk Carol Etgen interviewed and wrote the articles. With the creation of the Write Subcommittee, members are now responsible for those duties. Ideally I would like to have the Featured Clerk scheduled 6 - 12 months in advance so we can plan accordingly, however to date, we currently have clerks scheduled 3 months in advance. I placed an article in the June newsletter in hopes to get more Featured Clerks lined out as it is a popular feature to the newsletter. Please send us names and ideas of people to feature that have not yet been profiled as well as any other ideas focused on Clerk news/information.

We hope you enjoy the newsletter!

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



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

TO: WMCA President and Executive Committee

FROM: Tamara Gunter, Chair

COMMITTEE: Scholarship Committee

DATE: May 29, 2018

SUMMARY OF ACTIVITIES:

We awarded 19 scholarships for people to attend the Northwest Clerks Institute-Professional Development training. 5 scholarships went to members attending PD I, 9 for members attending PD II, 3 for members attending PD III, and 2 for members attending PD IV.

It should be noted, and I'm sure it will be discussed, that we did have to deny attendance to PD I for a few applicants due to high registration numbers. It's great that there is so much interest in NCI, but obviously not ideal that we had to turn people away. To help with that, we offered those applicants the option of attending one of the other PD sessions this year instead, or we told them they would have scholarship priority in 2019 if they chose to wait. We had one person choose to attend PD III this year, and the other 3 decided to wait until next year to attend them in order.

To help prevent future situations like this from happening, I am requesting the EC to consider a few things:

1. Approve the addition of information to the scholarship guidelines document and/or website that instructs members who have been approved to attend by their supervisors (and have the training funds available to pay for registration costs if a scholarship isn't awarded), to register online for NCI as soon as they have that approval, and to select the pay by check option. That way they secure themselves a spot while awaiting the scholarship review and approval process. The potential down side to doing this is if they are not a successful scholarship recipient, and decide to not attend, there is a \$50 cancellation charge until the date of May 19. If they cancel after that date, there is no refund.

2. Consider approving a change to the deadline for scholarship applications for NCI to an earlier date to allow more time between the scholarship deadline, and the registration deadline. This year the deadline was April 11, and the registration deadline was May 2. I would recommend moving it up by 10 days or so.
3. I am also requesting approval to add instructions about the payment of NCI registration fees to help minimize the need for WMCA to reimburse the agency for those fees. We had several scholarship recipients who had already paid for their registration costs at the time they signed up, and will now need to be reimbursed by WMCA. I would like to add something to the site that advises members to choose the pay by check option if they are applying for a scholarship.

Outgoing Chair Megan Gregor, had indicated that the EC had requested that the scholarship guidelines be updated to add language back in about mandatory participation on the fundraising committee if you are awarded a scholarship. Since fundraising efforts are directly related to the scholarship budget, I would be in favor of adding this back into the requirements if the EC is still in favor of doing so. I know in the past, people have commented that they "can't" be on the committee, or would be unable to "participate" because they won't actually be attending the next conference. In my opinion, even if someone is unable to attend the next annual conference, there are other ways they can contribute to the fundraising committee (i.e. advance raffle ticket sales, input/research on items for the store, etc.)

The Committee Chair prepared and submitted to the newsletter committee monthly announcements for the April and May newsletters. For future newsletters, I will assign committee members to create a newsletter article to submit throughout the year.

The next scholarship opportunity will be for the WMCA Fall Mini-Conference in Chelan on October 11-12. We had set a tentative scholarship application deadline of August 27 which was based on the conference potentially being in September. With the October dates confirmed, we can push the deadline would another week or so if that would be preferred.

Being new to the role of Chair this year, I welcome any suggestions, assignments and direction from the EC with regards to the scholarship committee, as well as the scholarship process and/or application itself.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES: N/A

FISCAL IMPACT: The total cost of NCI Scholarships is \$14,825. The total cost of Margery A. Price Scholarships is \$1,050. The 2018-2019 budget allocated \$15,000 for NCI Scholarships and \$1,500 for Margery A. Price Scholarships.

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
NCI Scholarships _____	\$ 15,000 _____	\$ 14,825 _____
Margery Price Scholarships (PDIV) _____	\$ 1,500 _____	\$ 1,050 _____
_____	\$ _____	\$ _____



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

TO: WMCA President and Executive Committee
FROM: Jill Boltz/Stephanie Haug
COMMITTEE: Webmaster
DATE: 06/11/2018

SUMMARY OF ACTIVITIES: The first quarter is quite busy for the webmaster updating all of the changes following conference, all things associated with our new year, and then membership renewals shortly thereafter. Thank you to everyone for their patience and gentle reminders when something is amiss. A test of a new online membership application was conducted using Debbie Burke and her change in membership from Normandy Park to Moses Lake. I have worked with the Membership Committee to identify additional fields they would like included before having it go live. Once completed and tested, this will provide an all online application process. It would not eliminate the ability to pay by check/mail but the goal would be to eliminate mailing in a paper application. This should eliminate a substantial amount of work for the Treasurer and Webmaster.

I have also been looking at the ability to create/enter discount codes into the website for Conference attendees on scholarships, as guests, etc. This would allow the attendees under special circumstances to enter a code and register online just as any other attendee.

In conjunction with the Historical Committee, all past Quill/Newsletters available to us are getting uploaded to the website in preparation for our 50th Annual Conference Celebration.

Wild Apricot our web hosting company has been pushing out additional features for the website. I have forwarded a couple of them to the Board and the various Committees: On-line Store, Polls, *Mobile App (iOS ONLY).

Just as a side note, job postings have been at an all time high since I have taken over as webmaster.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

Date	Subject	Motion	Second	Olsen	Swisher	Jermann	Kammer	Anderson	Boltz	Campbell	Collins	Ross	Duncan	Neissl	Roberts
3/21/18	notification to scholarship recipients	Neissl	Collins	Aye	Aye	Aye	Aye	Aye	Aye	Aye	aye	Aye	Aye	Aye	Aye
3/22/18	Education Coor job description/duties	Campbell	Duncan		Aye	Aye	Aye	Aye	Aye	Aye	Aye		Aye	Aye	
4/10/18	Support of Palm Springs, CA host city	Swisher	Collins		Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye
4/23/18	Scholarships (as amended)	Neissl	Ross		Aye	Aye	Aye	Aye	Abstain			Aye	Aye	Aye	Aye
4/23/18	Amendment to motion-Scholarships	Campbell	Jermann		Aye	Aye	Aye	Aye	Abstain	Aye	Aye	Aye		Aye	
5/18/18	Award Scholarship to Tami Justice				Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye
5/30/18	California bid for IIMC conference				Aye	Aye	Aye		Aye	Aye	Aye		Aye	Aye	Aye
5/31/18	Honoring Ali Spietz	Swisher	Jermann		Aye	Aye	Aye	Aye	Aye	Aye		Aye	Aye	Aye	Aye
6/5/18	Alice Atwood-Ed Coordinator	Jermann	Swisher		Aye	Aye	Aye	Aye	Aye	Aye		Aye	Aye	Aye	Aye
6/5/18	Scott Passey/Region IX Dir	Anderson	Jermann		Aye	Aye	Aye	Aye	Aye	Aye		Aye	Aye	Aye	Aye