



EXECUTIVE COMMITTEE AGENDA

Friday, January 25, 2019 – Auburn City Hall, 25 W Main Street, Auburn, WA, 10:00 AM

1. **Call to Order and Roll Call**
2. **Approve Agenda and October 18, 2018 EC Meeting Minutes** 1
3. **Treasury’s Related Reports (Gina)**
 - a. Treasurer’s Report 6
 - b. World Points Update..... 25
4. **Old Business**
 - a. Approve Updated Financial Policies (Paula) 29
5. **New Business**
 - a. President-Elect’s Job Description/NCI Committee Composition..... 36
 - b. Select Conference Photographer for EC Headshots/Banquet Night 40
6. **Committee Business/Reports**
 - a. Audit (Gina) 46
 - b. Awards (Dee) 47
 - c. Budget (Paula)..... 49
 - d. Bylaws (Deb) 53
 - e. Conference Planning (Paula) 54
 - f. Education (Donald) 56
 - g. Fundraising (Susan)..... 61
 - h. Historical (Jill) 63
 - i. Legislative (Kay) 64
 - j. Membership (Shawn) 66
 - k. Newsletter (None) N/A
 - l. Scholarship (Lisa) 73
 - m. Webmaster (None) N/A
7. **Other Business**
 - a. Email Ratifications (Kay) 81
8. **Good of the Order**
9. **Adjournment**

Next Meeting – March 15, 2019 at 12:30 PM, Board Room, Semiahmoo Resort, Blaine, WA



EXECUTIVE COMMITTEE MINUTES

Friday, October 19, 2018, 10:00 a.m.
Snohomish PUD Training Center, Everett, WA

1. Call to Order and Roll Call

Virginia Olsen, WMCA President, called the meeting to order at approximately 10:00 a.m.

WMCA Executive Committee members present included: President Olsen, President-Elect Paula Swisher, Vice President Debbie Jermann (via phone), Secretary Kay Kammer, Treasurer Gina Anderson, Board members Jill Boltz, Shawn Campbell, Susan Duncan, Don Ross, Lisa Neissl, Melissa Collins, and Immediate Past President (IPP) Dee Roberts.

2. Approve Agenda and June 22, 2018 EC Meeting Minutes

President Olsen noted an additional item under Other Business to include Region IX Dinner.

President Olsen called for any corrections to the June 22, 2018, Executive Committee Meeting minutes; correction to date for conference contract to 2021.

Motion: Board member Boltz moved to approve minutes from June 22, 2018 as amended.

Second: Board member Campbell.

Vote: Motion carried.

3. Treasury's Related Reports

Treasurer Anderson provided an overview and information regarding the financial reports and world points available.

4. Old Business

a. Approve Updated Financial Policies

Update includes: if Region IX Director is from Washington to pay for IIMC conference expenses if no other funding is available, Education Coordinator travel expenses for Fall Academy and Spring Academy and conference, name change from VIP Dinner to Executive Committee and Out of State Guest Dinner.

Motion: IPP Roberts moved to change the name to Executive Committee and Honored Guest Appreciation Dinner.

Second: Treasurer Anderson.

Vote: Motion carried.

Delete "annual" from Section 3. WMCA Annual Conference Expenses

Policy to be updated and placed on the January Executive Committee Board agenda.

- b. WMCA Pins
Graphic design of pin to be sent to President Elect. Pricing is \$1.36 per pin for 500.

5. New Business

- a. New Parliamentarian

Board member Don Ross was selected as Parliamentarian.

- b. AmazonSmile

Treasurer Anderson provided information on AmazonSmile and the benefits. Information will be provided to the newsletter committee for distribution to the membership.

6. Committee Business/Reports

- a. Audit Committee

No report.

- b. Awards Committee

No report.

- c. Budget Committee

No report.

- d. Bylaws Committee

No report.

- e. Conference Planning

Options for funding presented to increase registration costs, not paying for breakfast for Tuesday or Friday mornings due to lack of participation.

Motion: Board member Boltz moved to increase registration for the 2020 conference to \$425.

Second: IPP Roberts.

Vote: Motion fails as not voted on.

Motion: Board member Boltz moved to amend her motion to increase registration for the 2020 conference to \$425 and the 2021 conference to \$450.

Second: IPP Roberts.

Vote: Motion carried.

Semiahmoo Resort has a mini movie theater that seats approximately 50 people. No additional cost for movie only if popcorn, etc. is provided.

Motion: Board member Campbell moved to authorize an amount not to exceed \$500 for movie night.

Second: Board member Duncan.

Vote: Motion carried.

f. Education

Options for maximizing learning sessions presented.

Consensus of the board was not to combine the New Clerks Roundtable and the CMC/MMC sessions.

Board member Boltz offered to look into the capabilities of the current website for survey and tracking features.

President Olsen announced a break from 12:10 to 12:30.

President Olsen reconvened the meeting at 12:33 P.M.

g. Education Coordinator

Report available in the packet. Information presented on Fall Academy and the Athenian Dialogue.

Evaluations from institutes were reviewed and the NCI committee reviewed draft agreements for WSU management for another three years.

h. Fundraising Committee

\$700 was raised at the Fall Academy. Focus this year at conference will be on larger live auction items and will forego the Grand Raffle.

i. Historical Committee

Report available in the packet. Information presented on the work plan that has been developed for the 50th anniversary celebration. Plans and expenditures for the 2020 conference will be presented in the proposed 2019-2020 budget.

j. Legislative Committee

Report available in the packet. Information presented regarding the annual clerk visit to Olympia be done during the AWC City's Action Days, newsletter articles submitted, legislative priorities, and Candace Bock has replaced retiring AWC Director Dave Williams.

Information regarding committee request that the AWC Legislative Update during the business meeting at the conference be allowed to be conducted through Skype. Suggested that the presentation be recorded and shown during the Annual Business meeting and that it be no longer than 10 - 15 minutes.

Invitation presented for the Executive Board members to join committee members at the AWC Action Days in February.

k. Membership Committee

Report presented at meeting. To date there are 341 current members.

l. Newsletter

Report provided in packet. Information was presented proposing a new look for the website.

Board expressed interest in a refreshed look and offered suggestions of a newsletter-naming contest. Requested a link on Facebook to the newsletter.

m. Scholarship

Report provided in packet. Information presented regarding a proposal for mandatory committee participation requirements and attendance tracking for scholarship recipients.

Motion: Board member Boltz moved to change scholarship funding to reimbursable starting in the fiscal 2019-2020 year.

Second: Board member Collins.

Vote: Motion carried.

Motion: Board member Boltz moved to change scholarship recipients to be ineligible for a scholarship for three years if classes are not attended or do not participate on the fundraising committee.

Second: Board member Neissl.

Vote: Motion carried.

IPP Roberts offered to look into costs for the Tap and Go system. System able to track classes, meals and print certificates of attendance.

n. Webmaster

Report provide in packet. Information presented regarding the online membership application and past Quill/Newsletters are in the process of being uploaded to website.

7. Other Business

a. Executive Committee Attendance Policy

Report provided in packet. Information presented regarding attendance requirement.

Motion: Board member Boltz moved to have an amendment prepared to the by-laws memorializing the board decision to allow one telephonic attendance per meeting and no more than two telephonic attendance per year/per member.

Second: Board member Campbell.

Board member Boltz withdrew motion and Board member Campbell withdrew second.

b. Email Ratifications

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

- 8-23-18 Education Coordinator room charges paid for Fall Conference
- 9-06-18 Margery Price Scholarship increase

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

Second: Board member Boltz.

Vote: Motion carried.

8. Good of the Order

Region IX Director Process

Support letters have been received from AAMC and OAMR. Letter forthcoming from CCAC to move forward with Scott Passey as WMCA's candidate for approval by IIMC.

Region IX Dinner

Information was presented regarding meal costs and location.

Motion: Board member Duncan moved to charge \$40 per person for the dinner and authorize a WMCA budget of \$1,000 to cover any additional expenses.

Second: Board member Collins.

Vote: Motion carried.

9. Adjournment

There being no further business, President Olsen adjourned the meeting at 3:16 p.m.

Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Executive Committee Meeting of January 25, 2019.



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: January 10, 2019

Attached are the following reports for the period ending December 31, 2018:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Profit & Loss Budget vs. Actual (expanded)
- Checking Register, May through December
- Checking Reconciliation for December
- Savings Register, May through December
- Savings Reconciliation for December

There is a profit of \$ 10,578.94. Revenues are about where expected as of December with the exception of the NCI surplus, \$13,463.39. This has not happened in the last 10 years, possibly never, hence the profit!

The fall academy is over budget as a little bit more was paid for the speaker. Annual conference decorations are over budget as there are two conferences on that line item, 2019 and 2020. The executive committee travel – other are site visits to the last two possible conference sites. The executive committee approved the expenditure but it was not budgeted this year as it was expected to be complete by the end of last fiscal year. The website M&O is over budget as Wild Apricot raised their prices. The price increase did not affect WMCA until 2018 as it is paid yearly. Bank charges are over budget as the November credit card charges were not paid on time due to an unexpected death in my family. Gifts are over budget as WMCA bought the outgoing education coordinator/past president/board member/clerk extraordinaire a farewell gift. Office supplies are over budget as the 2015 QuickBooks was no longer supported and 2018 QuickBooks was purchased. Margery A. Price scholarships are over budget as an additional scholarship was given.



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WMCA
Balance Sheet
As of December 31, 2018

Assets

Current Assets

Checking	29,580.21
Savings	35,925.90
Western Annuity	50,000.00
Total Cash	<u>115,506.11</u>

Total Current Assets 115,506.11

Total Assets 115,506.11

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	7,541.29
Net Income	10,578.94
Total Equity	<u>115,506.11</u>

Total Liabilities & Equity 115,506.11

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

	Actual May - Dec '18	Budget May '18-April '19	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	11,600.00	16,875.00	(5,275.00)	0.69
Conference	1,200.00	62,500.00	(61,300.00)	0.02
Dues	24,465.00	24,000.00	465.00	102.00
Money Market Savings Interest	11.96	36.00	(24.04)	0.33
NCI Lodging	0.00	1,600.00	(1,600.00)	0.00
NCI Surplus	13,463.39	0.00	13,463.39	
Region IX Dinner	0.00	900.00	(900.00)	0.00
Scholarship Income	877.00	10,005.00	(9,128.00)	0.09
Total Income	51,617.35	115,916.00	(64,298.65)	44.53%
Transfer to Savings			0.00	
Expense				
Academy Sessions	9,159.77	12,250.00	(3,090.23)	0.75
Annual Conference	2,020.42	82,100.00	(80,079.58)	0.02
Board Expenses	7,912.87	21,460.00	(13,547.13)	0.37
Communication Expenses	1,026.16	1,080.00	(53.84)	151.00
Contingency	0.00	500.00	(500.00)	0.00
Future Conference Site Deposit	2,000.00	2,000.00	0.00	1.00
IIMC	500.00	1,800.00	(1,300.00)	111.00
Miscellaneous Expenses	2,775.19	6,050.00	(3,274.81)	0.46
Scholarship Expenses	15,644.00	27,200.00	(11,556.00)	0.58
Total Expense	41,038.41	154,440.00	(113,401.59)	26.57%
Net Profit (Loss)	10,578.94	(38,524.00)	49,102.94	17.96%

WMCA
Profit Loss Budget vs. Actual
December 31, 2018

	Actual May - Dec '18	Budget May '18 - Apr '19	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	4,425.00	4,375.00	50.00	101.14%
Fall	6,800.00	6,250.00	550.00	108.80%
Spring	375.00	6,250.00	(5,875.00)	6.00%
Total Advanced Academy	<u>11,600.00</u>	<u>16,875.00</u>	<u>(5,275.00)</u>	<u>68.74%</u>
Conference				
Donations	0.00	7,500.00	(7,500.00)	0.00%
Exhibitors	0.00	7,500.00	(7,500.00)	0.00%
Meals	0.00	3,500.00	(3,500.00)	0.00%
Registrations	1,200.00	44,000.00	(42,800.00)	2.73%
Total Conference	<u>1,200.00</u>	<u>62,500.00</u>	<u>(61,300.00)</u>	<u>1.92%</u>
Dues	24,465.00	24,000.00	465.00	101.94%
Money Market Savings Interest	11.96	36.00	(24.04)	33.22%
NCI Director Lodging	0.00	1,600.00	(1,600.00)	0.00%
NCI Surplus	13,463.39	0.00	13,463.39	
Region IX Dinner	0.00	900.00	(900.00)	0.00%
Scholarship Income				
Auction	0.00	4,500.00	(4,500.00)	0.00%
Donations	0.00	0.00	0.00	0.00%
Interest	0.00	5.00	(5.00)	0.00%
Product Sales	0.00	1,000.00	(1,000.00)	0.00%
Raffle	877.00	4,500.00	(3,623.00)	19.49%
Total Scholarship Income	<u>877.00</u>	<u>10,005.00</u>	<u>(9,128.00)</u>	<u>8.77%</u>
Total Income	<u>51,617.35</u>	<u>115,916.00</u>	<u>(64,298.65)</u>	<u>44.53%</u>
Total Revenue	<u>51,617.35</u>	<u>115,916.00</u>	<u>(64,298.65)</u>	<u>44.53%</u>
Expense				
Academy Sessions				
Athenian Dialogue	1,725.96	2,000.00	(274.04)	86.30%
Fall	7,433.81	5,250.00	2,183.81	141.60%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Total Academy Sessions	<u>9,159.77</u>	<u>12,250.00</u>	<u>(3,090.23)</u>	<u>74.77%</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	2,020.42	2,000.00	20.42	101.02%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	0.00	5,050.00	(5,050.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
December 31, 2018

	Actual May - Dec '18	Budget May '18 - Apr '19	\$ Under/Over Budget	% of Total
Meals	0.00	50,000.00	(50,000.00)	0.00%
Printing/Postage	0.00	2,000.00	(2,000.00)	0.00%
Recognition Awards	0.00	750.00	(750.00)	0.00%
Speakers	0.00	12,000.00	(12,000.00)	0.00%
Special Entertainment	0.00	1,000.00	(1,000.00)	0.00%
Supplies	0.00	2,000.00	(2,000.00)	0.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	2,020.42	82,100.00	(80,079.58)	2.46%
Board Expenses				
Board Meetings	268.23	1,000.00	(731.77)	26.82%
Education Coordinator	0.00	2,645.00	(2,645.00)	0.00%
Executive Committee Travel				
AWC Conference	2,392.51	2,800.00	(407.49)	85.45%
Exec Committee Travel-Other	102.60	0.00	102.60	
Total Executive Committee Travel	2,495.11	2,800.00	(304.89)	89.11%
NCI Director Travel				
IIMC Conference	526.86	900.00	(373.14)	58.54%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	0.00	575.00	(575.00)	0.00%
Total NCI Director Travel	526.86	4,875.00	(4,348.14)	10.81%
Officer's Board Travel				
President				
Alaska Conference	479.91	1,325.00	(845.09)	36.22%
CA Conference	904.88	1,680.00	(775.12)	53.86%
IIMC Conference	1,542.55	2,645.00	(1,102.45)	58.32%
OR Conference	884.68	945.00	(60.32)	93.62%
WMCA Conference	0.00	400.00	(400.00)	0.00%
Total President	3,812.02	6,995.00	(3,182.98)	54.50%
President Elect				
IIMC Conference	810.65	2,645.00	(1,834.35)	30.65%
WMCA Conference	0.00	500.00	(500.00)	0.00%
Total President Elect	810.65	3,145.00	(2,334.35)	25.78%
Total Officer's Board Travel	4,622.67	10,140.00	(5,517.33)	45.59%
Total Board Expenses	7,912.87	21,460.00	(13,547.13)	36.87%
Communication Expenses				
Survey	0.00	200.00	(200.00)	0.00%
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	1,026.16	800.00	226.16	128.27%
Total Communication Expenses	1,026.16	1,080.00	(53.84)	95.01%
Contingency	0.00	500.00	(500.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
December 31, 2018

	Actual May - Dec '18	Budget May '18 - Apr '19	\$ Under/Over Budget	% of Total
Future Conference Site Deposit	2,000.00	0.00	2,000.00	
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	0.00	100.00	(100.00)	
Region IX Assessment	0.00	1,625.00	(1,625.00)	0.00%
Region IX Dinner	500.00	0.00	500.00	
Total IIMC	500.00	1,800.00	(1,300.00)	27.78%
Miscellaneous Expenses				
501C(3)	10.00	850.00	(840.00)	1.18%
Bank Charges	159.93	0.00	159.93	
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	532.53	1,100.00	(567.47)	48.41%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Gifts	80.54	0.00	80.54	
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	539.27	500.00	39.27	107.85%
Other	0.00	825.00	(825.00)	
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	149.92	325.00	(175.08)	46.13%
Supplies for Conference Booth	0.00	0.00	0.00	
Total Miscellaneous Expenses	2,775.19	6,050.00	(3,274.81)	45.87%
Scholarship Expenses				
Conference Scholarships	0.00	6,000.00	(6,000.00)	0.00%
Raffles	169.00	2,700.00	(2,531.00)	6.26%
Margery A. Price Scholarship	1,700.00	1,500.00	200.00	113.33%
NCI Scholarships	13,775.00	15,000.00	(1,225.00)	91.83%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
Total Scholarship Expenses	15,644.00	27,200.00	(11,556.00)	57.51%
Total Expense	41,038.41	152,440.00	(111,401.59)	26.92%
Net Profit (Loss)	10,578.94	(36,524.00)	47,102.94	-28.96%

Register: Chase Checking

From 05/01/2018 through 12/31/2018

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2018			-split-	Deposit		X	0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...		X	0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...		X	0.00	32,472.73
05/01/2018			-split-	Deposit		X	0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...		X	0.00	32,472.73
05/01/2018			-split-	Deposit - DR R...		X	0.00	32,472.73
05/01/2018			-split-	Deposit - DR R...		X	0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...		X	0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...		X	0.00	32,472.73
05/01/2018			-split-	The Square Re...		X	0.00	32,472.73
05/01/2018			-split-	Deposit Revers...		X	0.00	32,472.73
05/01/2018			-split-	Deposit Revers...		X	0.00	32,472.73
05/01/2018			-split-	Deposit Revers...		X	0.00	32,472.73
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	1170	WSU - Conference ...	-split-		14,825.00	X		20,137.81
05/24/2018			-split-	Deposit		X	375.00	20,512.81
05/24/2018			-split-	PayPal		X	1,314.90	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
06/03/2018	1171	City of Richland	-split-		500.00	X		23,048.30
06/03/2018	1172	Pinnacle Promotions	Board Expenses:Execu...		606.00	X		22,442.30
06/07/2018	1173	Dee Roberts	Board Expenses:Office...		257.13	X		22,185.17
06/11/2018			-split-	PayPal		X	719.15	22,904.32
06/13/2018			-split-	Deposit		X	90.00	22,994.32
06/18/2018	1174	Virginia Olsen	-split-		90.16	X		22,904.16
06/26/2018		Bank Of America	-split-		344.08	X		22,560.08
06/26/2018		Bank Of America	Board Expenses:Office...		237.58	X		22,322.50
06/26/2018		Bank Of America	-split-		957.68	X		21,364.82
06/26/2018	1175	Shawn Campbell	Board Expenses:Execu...		68.90	X		21,295.92
06/26/2018			-split-	Deposit		X	175.00	21,470.92
07/02/2018			-split-	Deposit		X	146.10	21,617.02
07/06/2018	1176	Debbie Jermann	-split-		65.97	X		21,551.05
07/06/2018	1177	Joann Tilton	Board Expenses:NCI D...	VOID:		X		21,551.05
07/06/2018	1178	Joann Tilton	Board Expenses:NCI D...		1,580.58	X		19,970.47

Register: Chase Checking

From 05/01/2018 through 12/31/2018

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/06/2018			-split-	Deposit		X	300.00	20,270.47
07/10/2018	1179	OlyPen Inc	Communication Expen...		25.00	X		20,245.47
07/10/2018			-split-	Deposit		X	72.22	20,317.69
07/16/2018	1180	Shilo Inn Ocean Shor...	FUTURE CONFEREN...		2,000.00	X		18,317.69
07/24/2018			-split-	Deposit		X	96.35	18,414.04
07/25/2018			-split-	Deposit		X	676.86	19,090.90
08/01/2018			-split-	Deposit		X	601.86	19,692.76
08/06/2018		Bank Of America	Board Expenses:Board ...	Virginia Olsen	146.02	X		19,546.74
08/06/2018		Bank Of America	Board Expenses:Execu...	Dee Roberts	246.30	X		19,300.44
08/08/2018			-split-	PayPal		X	3,174.00	22,474.44
08/09/2018			-split-	The Square		X	96.35	22,570.79
08/17/2018			-split-	PayPal		X	1,977.15	24,547.94
08/18/2018			-split-	Deposit		X	500.00	25,047.94
08/31/2018			-split-	Deposit		X	1,450.00	26,497.94
08/31/2018			-split-	PayPal		X	1,610.40	28,108.34
09/05/2018		Bank Of America	Miscellaneous Expense...	Gina Anderson	377.60	X		27,730.74
09/05/2018		Bank Of America	Board Expenses:Office...	Paula Swisher	537.11	X		27,193.63
09/10/2018	1181	City of Sequim	-split-	VOID:		X		27,193.63
09/10/2018	1182	Virginia Olsen	Board Expenses:Office...		365.10	X		26,828.53
09/14/2018			-split-	Scholarships		X	0.00	26,828.53
09/18/2018			-split-	Deposit		X	575.00	27,403.53
09/24/2018	1183	City of Westport	ADVANCED ACADE...		125.00	X		27,278.53
09/25/2018			-split-	PayPal		X	1,025.10	28,303.63
09/26/2018			Dues 2019	Deposit		X	75.00	28,378.63
10/04/2018			-split-	PayPal		X	268.35	28,646.98
10/04/2018	1184	Leavitt Group North...	Miscellaneous Expense...		1,053.00	X		27,593.98
10/04/2018	1185	Virginia V Olsen	-split-		214.63	X		27,379.35
10/05/2018			ADVANCED ACADE...	Deposit		X	175.00	27,554.35
10/06/2018		Bank Of America	Miscellaneous Expense...	Gina Anderson	10.00	X		27,544.35
10/06/2018		Bank Of America	-split-	Paula Swisher	305.25	X		27,239.10
10/06/2018		Bank Of America	Board Expenses:Office...	Virginia Olsen	32.80	X		27,206.30
10/14/2018			-split-	The Square		X	19.15	27,225.45
10/15/2018	1186	Boundless Results	ACADEMY SESSION...		4,441.00	X		22,784.45
10/16/2018			-split-	PayPal		X	170.85	22,955.30
10/16/2018			-split-	Deposit		X	763.00	23,718.30
10/18/2018			-split-	Deposit		X	170.85	23,889.15
10/24/2018			-split-	PayPal		X	73.05	23,962.20
10/24/2018	1187	Mary Lynne Strada	ACADEMY SESSION...		343.40	X		23,618.80
10/31/2018	1188	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		23,368.80
11/06/2018		Bank Of America	-split-	Paula Swisher	1,147.67	X		22,221.13

Register: Chase Checking

From 05/01/2018 through 12/31/2018

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/06/2018		Bank Of America	-split-	Virginia Olsen	744.94	X		21,476.19
11/08/2018			NCI Surplus	Deposit		X	23,885.06	45,361.25
11/16/2018	1189	AAMC	NCI Surplus		5,335.50	X		40,025.75
12/15/2018	1190	OAMR	NCI Surplus		5,086.17	X		34,939.58
12/15/2018		Bank Of America	-split-	Paula Swisher	1,175.39	X		33,764.19
12/15/2018		Bank Of America	-split-	Virginia Olsen	472.84	X		33,291.35
12/15/2018		Bank Of America	-split-	Gina Anderson	5,250.59	X		28,040.76
12/20/2018			-split-	PayPal		X	1,539.45	29,580.21



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

December 01, 2018 through December 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**

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 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100



We are clarifying the fee for incoming wires

On March 17, 2019, we're updating the document explaining our Additional Banking Services and Fees to clarify that the fee for an incoming wire is \$0 if it is sent from another Chase account with the help of a Chase banker or through chase.com or the Chase Mobile® app.

As a reminder, our standard fee to receive a wire is \$15, however, some of our products do not charge this fee.

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

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$45,411.25
Deposits and Additions	1	1,539.45
Checks Paid	2	-10,421.67
Electronic Withdrawals	3	-6,898.82
Ending Balance	6	\$29,630.21

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

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	PPD ID: Paypalsd11	AMOUNT
12/21	Paypal Transfer		\$1,539.45
Total Deposits and Additions			\$1,539.45



December 01, 2018 through December 31, 2018

Account Number: 000001851443431

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1189 ^		12/26	\$5,335.50
1190 ^		12/27	5,086.17
Total Checks Paid			\$10,421.67

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

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

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/17	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	\$5,250.59
12/17	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	1,175.39
12/17	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	472.84
Total Electronic Withdrawals		\$6,898.82

DAILY ENDING BALANCE

DATE	AMOUNT
12/17	\$38,512.43
12/21	40,051.88
12/26	34,716.38
12/27	29,630.21

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 \$40,766.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$77,199.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. Your Premier Plus personal checking account is linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$0.00.

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

TRANSACTIONS FOR SERVICE FEE CALCULATION

	NUMBER OF TRANSACTIONS
Checks Paid / Debits	5
Deposits / Credits	1
Deposited Items	0
Transaction Total	6

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



December 01, 2018 through December 31, 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



9:50 AM

01/03/19

WMCA
Reconciliation Summary
Chase Checking, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	45,411.25
Cleared Transactions	
Checks and Payments - 5 items	-17,320.49
Deposits and Credits - 1 item	1,539.45
Total Cleared Transactions	<u>-15,781.04</u>
Cleared Balance	<u><u>29,630.21</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-50.00</u>
Total Uncleared Transactions	<u>-50.00</u>
Register Balance as of 12/31/2018	<u><u>29,580.21</u></u>
Ending Balance	29,580.21

9:50 AM

01/03/19

WMCA
Reconciliation Detail
Chase Checking, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,411.25
Cleared Transactions						
Checks and Payments - 5 items						
Check	11/16/2018	1189	AAMC	X	-5,335.50	-5,335.50
Check	12/15/2018		Bank Of America	X	-5,250.59	-10,586.09
Check	12/15/2018	1190	OAMR	X	-5,086.17	-15,672.26
Check	12/15/2018		Bank Of America	X	-1,175.39	-16,847.65
Check	12/15/2018		Bank Of America	X	-472.84	-17,320.49
Total Checks and Payments					-17,320.49	-17,320.49
Deposits and Credits - 1 item						
Deposit	12/20/2018			X	1,539.45	1,539.45
Total Deposits and Credits					1,539.45	1,539.45
Total Cleared Transactions					-15,781.04	-15,781.04
Cleared Balance					-15,781.04	29,630.21
Uncleared Transactions						
Checks and Payments - 1 item						
Check	03/10/2018	1150	Miss Tri Cities		-50.00	-50.00
Total Checks and Payments					-50.00	-50.00
Total Uncleared Transactions					-50.00	-50.00
Register Balance as of 12/31/2018					-15,831.04	29,580.21
Ending Balance					-15,831.04	29,580.21

Register: Chase Savings

From 05/01/2018 through 12/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2018			Money Market Savings...	Interest	X		1.51	35,915.45
06/30/2018			Money Market Savings...	Interest	X		1.42	35,916.87
07/31/2018			Money Market Savings...	Interest	X		1.56	35,918.43
08/31/2018			Money Market Savings...	Interest	X		1.51	35,919.94
09/30/2018			Money Market Savings...	Interest	X		1.37	35,921.31
10/31/2018			Money Market Savings...	Interest	X		1.61	35,922.92
11/30/2018			Money Market Savings...	Interest	X		1.47	35,924.39
12/31/2018			Money Market Savings...	Interest	X		1.51	35,925.90



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

December 01, 2018 through December 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**

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 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100



We are clarifying the fee for incoming wires

On March 17, 2019, we're updating the document explaining our Additional Banking Services and Fees to clarify that the fee for an incoming wire is \$0 if it is sent from another Chase account with the help of a Chase banker or through chase.com or the Chase Mobile® app.

As a reminder, our standard fee to receive a wire is \$15, however, some of our products do not charge this fee.

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

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$35,924.39
Deposits and Additions	1	1.51
Ending Balance	1	\$35,925.90
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$1.51
Interest Paid Year-to-Date		\$17.92

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$35,924.39
12/31	Interest Payment	1.51	35,925.90
	Ending Balance		\$35,925.90

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.

9:55 AM

01/03/19

WMCA
Reconciliation Summary
Chase Savings, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	35,924.39
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.51</u>
Total Cleared Transactions	<u>1.51</u>
Cleared Balance	<u>35,925.90</u>
Register Balance as of 12/31/2018	35,925.90
Ending Balance	35,925.90

WMCA
Reconciliation Detail
Chase Savings, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,924.39
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2018			X	1.51	1.51
Total Deposits and Credits					1.51	1.51
Total Cleared Transactions					1.51	1.51
Cleared Balance					1.51	35,925.90
Register Balance as of 12/31/2018					1.51	35,925.90
Ending Balance					1.51	35,925.90

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: Dee Roberts

Position: Immediate Past President 2018-2019

Period: Dec-18

Beginning Points Balance			8,080
Date/Desc/Points Earned		September 1, 2018	-
		October, 2018	-
		November, 2018	-
			-
Subtotal Points Earned			8,080
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			8,080

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Virginia Olsen
 Position: President 2018-2019
 Period: Oct-Dec 2018

Beginning Points Balance			27,006.67
Date/Desc/Points Earned	1st Month	October 10, 2018	744.94
	2nd Month	November 10, 2018	472.84
	3rd Month	December 10, 2018	602.14
Subtotal Points Earned			1,819.92
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			28,826.59

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: PAULA SWISHER
 Position: CONFERENCE PLANNING CHAIR
 Period: October thru December 2018

		Beginning Points Balance	20694.04
Date/Desc/Points Earned	October		967.79
	November		1029.58
	December		275.64
		Subtotal Point Earned	
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	22967.05

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: October 10 , 2018 - January 10, 2019

Beginning Points Balance			17,093.82
Date/Desc/Points Earned	1st Month	October 10, 2018	10.00
	2nd Month	November 10, 2018	4,139.55
	3rd Month	December 10, 2018	972.00
	4th Month	January 10, 2019	0.00
Subtotal Points Earned			22,215.37
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			22,215.37

Financial Policies

1. CREDIT CARDS

1.1 Distribution

WMCA credit cards shall be issued in the names of the current President, President-Elect, Treasurer, Immediate Past President, Education Committee Chair, and Conference Planning Committee Chair and shall remain in their possession during their tenure. Each cardholder shall sign a statement that they have read, understand and will adhere to the expense policies of WMCA.

1.2 Authorized Purchases

WMCA credit cards are to be used for:

- Travel expenses as outlined in the Executive Committee Travel section. Actual fuel purchase is allowed provided it does not exceed the WA state mileage rate.
- Purchase of only those items which are pre-approved by the President or President-Elect as reimbursable.
- Conference-related expenditures approved by the Executive Committee liaison to the Conference Planning Committee.

When in doubt, the cardholder should not use the WMCA Credit card and instead request reimbursement from WMCA.

1.3 Submittal of Receipts

Both credit card and itemized receipts for each charge to the credit card, with the purpose of the expense clearly indicated, must be submitted to the Treasurer within ten (10) working days of the purchase or return from travel (scanned copies, emailed to the Treasurer, are acceptable). Further backup documentation must be submitted for travel charges; the agenda or registration form for the conference the cardholder attended showing conference dates, meals provided and events. The Treasurer should have the receipts before the credit card billing is due and payable.

1.4 Payment of Credit Card Bills

The Treasurer shall pay the credit card bills on time, but only with all necessary receipts and backup documentation. If the cardholder has not submitted all necessary receipts and backup documentation and the bill cannot be paid on time, the cardholder will be responsible for reimbursing WMCA for all late fees and finance charges incurred. If the cardholder is unable to produce a receipt for any charge to the credit card, the cardholder will be responsible for reimbursing WMCA the full amount of that charge within 30 days of being notified by the Treasurer.

1.5 Use and Reporting of Points

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

1.6 Statements

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

1.7 Unauthorized or Accidental Charges

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

1.8 Lost Receipts

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

1.9 Cash Advances

Cash advances are prohibited.

1.10 Chain of Command

The Treasurer shall notify the President, Back-Up Treasurer and Audit Committee Chair to determine a course of action for recovering the funds if a cardholder has not:

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

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

2. EXECUTIVE COMMITTEE TRAVEL**2.1 IIMC Annual Conference**

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

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

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

2.2 Region IX State and other Annual Conferences

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

- Alaska Association of Municipal Clerks Annual Conference
- City Clerk Association of California Annual Conference
- Oregon Association of Municipal Recorders Annual Conference

- Association of Washington Cities, alternating years with City Manager Association Annual Conferences.
- Annual Region IX Board Meeting when such is held separately from a regularly scheduled State conference.

Paid expenses shall include the following:

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

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

2.3 Executive Committee Meetings

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

2.4 Region IX Director Travel Expenses

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

- 2.4.1 Coach class air transportation (other common carrier or vehicle may be used and paid at State current mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.4.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at State rate, parking fees, and shuttle costs.
- 2.4.3 All regular meals which are not part of the scheduled conference activities, not to exceed the State per diem and upon presentation of a receipt. Alcoholic beverages will not be paid for or reimbursed.
- 2.4.4 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the director.
- 2.4.5 Gifts, approximately \$50.00 in value each, for the incoming and outgoing President of each State Association.
- 2.4.6 If an IIMC Region Director is from Washington, WMCA will pay for registration, travel, and lodging to the IIMC Conference if no other funding is available.

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

2.5 Committee Travel Expenses

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

2.6 Submittal of Receipts

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

2.7 Lost Receipts

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

3. WMCA ~~ANNUAL~~ CONFERENCE EXPENSES

3.1 Conference Registration

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

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

Complimentary academy and conference registration (including offered meals):

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

Miscellaneous:

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

3.2 Lodging Accommodations

WMCA will provide the following:

- 3.2.1 Lodging accommodations at the conference, including the period of the spring academy session for the WMCA President and WMCA President-Elect.
- 3.2.2 Up to four (4) nights lodging for a WMCA member serving as a Region IX Director of IIMC.
- 3.2.3 Up to four (4) nights lodging for the NCI Director.
- 3.2.4 Up to four (4) nights lodging for the IIMC President or designee.

3.3 Travel

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

3.4 Gifts

- 3.4.1. The President-Elect is responsible for purchasing a gift, approximately \$50.00 in value, for the following individuals:
- President or designee of the Alaska Association of Municipal Clerks
 - President or designee of the City Clerk Association of California
 - President or designee of the Oregon Association of Municipal Recorders
 - Two Region IX Directors (or one, if one is outgoing, see 3.4.2)
 - Northwest Clerks Institute (NCI) Director
 - IIMC President, President-Elect, and Director or designee(s)
- 3.4.2 The President-Elect is responsible for purchasing a gift, approximately \$100 in value, for the following individual:
- Outgoing Region IX Director
- 3.4.3. The Conference Planning Committee will have corsages or boutonnieres for the Annual Banquet for all current and out-going Executive Committee members.

3.5 Speakers

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

3.6 ~~VIP Dinner~~ Executive Committee and Out of State Guests Dinner

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

4. MISCELLANEOUS EXPENSES

4.1 Condolences:

4.1.1. The WMCA Treasurer will send flowers on behalf of WMCA upon the death of:

- A past president, or
- A current executive committee member or their spouse, partner or child.

4.1.2 Upon the death of any other WMCA member a card will be sent.

4.1.3 Flowers will also be sent to any Executive Committee member who is hospitalized.

4.2 Committee Chair Travel Expenses:

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

4.3 Meal Tips:

4.3.1 Meal tips shall not exceed 20%.

5. REFUNDS

5.1 Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.

5.2 If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by WMCA as a result of this transfer shall be paid by the registrant.

5.3 To receive a refund less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the WMCA Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.

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

6. BUDGET POLICIES

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

6.1 Future Conference Site Deposits

An amount shall be included for a deposit for a future conference site if needed. The President-Elect will work with the Vice-President to determine the amount needed.

6.2 Scholarship Safety Net

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

6.3 Savings Safety Net

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

6.4 NCI Contingency Funds

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

6.5 Municipal Clerks Education Fund (MCEF) Donation

Appropriate \$75 annually for the purchase of an item to donate to the MCEF auction at the IIMC Conference or a straight cash donation to MCEF

6.6 Outgoing Region IX Director Gift

Appropriate \$100 annually toward a gift for an outgoing Region IX Director.

7. WMCA SCHOLARSHIP FUNDING POLICIES

- 7.1** The number of scholarships to be offered in any given year is left to the discretion of the President. During the preparation of the next year's budget by the President-Elect, scholarships for the WMCA Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professionals Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference shall be included. The proposed budget is reviewed by the Executive Committee and subsequently presented to the general membership at the Annual Business Meeting for adoption.
- 7.2** Should the number of scholarships as budgeted exceed the available Scholarship Fund, the Executive Committee shall determine if the difference is to be made up from the General Fund or Savings Account.
- 7.3** Eligibility for scholarship award shall include a check list for the applicant's city's financial commitment/participation and the applicant's list of his/her involvement with WMCA.
- 7.4** Scholarships are for registration costs only, unless the applicant is a first-time attendee for the WMCA Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 7.5** Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately. Time permitting, scholarship funds will be awarded to the next eligible applicant.



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: January 25, 2019
RE: President-Elect Job Description/NCI Committee Appointments

Earlier this year, Paula Swisher noticed that the President-Elect's job description says they are a member of the Northwest Clerks Institute (NCI) Committee (page 2, #15).

NCI Committee Description:

The role of the NCI Committee is to review and make recommendations concerning issues regarding Institute course content, budget and schedule, as well as new program materials and guidelines adopted by IIMC (NCI 3-State Agreement).

Responsibilities:

Traditionally, we've had a kickoff meeting or two in August or September. Then we have 2-3 telephone conferences in October and November to work on the budget and the institute curriculum. They generally run about 90 minutes to two hours not including prep time. We have had more meetings and emails in the years when we update the NCI 3-State Agreement and the WSU Agreement for conference management. We also meet more as things come up such as the RFP and interviews for the Institute Director which makes it much work of a time commitment.

There is a rotating agreement to Chair this committee and the minutes responsibility rotates among the states each year too. The Chair must work with the Director to draft the agenda, schedule the meetings, discuss the agenda, and facilitate the conference calls.

Current Composition:

Currently, there are three WMCA members who serve on the NCI Committee with three members each from AAMC and OAMR per the aforementioned agreement: the Education Coordinator (in their job description), the Education Committee Chair (in their job description) and an at-large appointment (no job description, only referenced in the NCI 3-State Agreement). The current members are Alice Attwood, Joanna Sanders and myself (at-large appointment). Per the 3-State Agreement, "At-large members will be appointed by their respective state presidents, in accordance with state policies. The candidate should have education experience and be familiar with the Northwest Clerks Institute."

History:

Former Education Coordinator Ali Spietz and NCI Director Dema Harris worked on the Education Coordinator reinstatement project in 2014 when Diana Quinn was President. The Education Coordinator job description was approved in August of that year and Ali Spietz was appointed by President Quinn as recommended by Dema. Ali told me this fall that the intent was to remove this from the President-Elect's job description when the Education Coordinator position was reinstated in 2014. Ali recommends removing it from that job description.

Prior to 2014, I'm not certain who was "formally" supposed to serve on the NCI Committee. I began serving in 2012 when I was Education Committee Chair and I served with Ali Spietz and Debbie Clark who served as my Education Committee Co-Chair. I replaced Pam Kolacy and I'm not sure who Debbie replaced.

When Carol Etgen took over as Education Committee Chair (2013-14), Dema asked me to serve in the at-Large position where I have served since. Carol stayed on when Debbie Clark retired as either she or I served as Education Committee Chair during that time. Joanna Sanders took Carol's place when she retired. Ali remained on the committee until spring 2018 when Alice Attwood replaced her as Education Coordinator.

OAMR has Ruth Post and Peggy Hawker who have served for a long time with tons of education experience. Karin Johnson replaced Tracy Davis after she served for at least a decade. All three have a lot of education and institute knowledge.

AAMR also has two education-oriented people and the third person is their Immediate Past President. Having served on this committee for 7 years, I can say that this person is never up to speed and doesn't participate unless they were involved in education which has been about one year out of seven. Often times they have not participated on the call.

The NCI Committee composition is referenced in the NCI 3-State Agreement which was recently updated and approved in December. When the NCI Committee spoke about this matter in November, Director Joann Tilton emphasized the importance of appointing someone familiar with the Institute and education when she drafted the updated agreement.

Recommendation:

I recommend the Executive Committee formalize the three appointments annually. In addition, I recommend these participants receive a certificate for serving on this committee. I also recommend deleting this duty from the President-Elect's job description and consider one of the following options.

Some points to consider when discussing:

- The EC Liaison to the Education Committee could fill the "at-large" role AND have that person be a boardmember (in lieu of the President-Elect) so they can fill that role for three years to provide continuity.
- If there is a boardmember with education experience, that works great. If they do not have education experience, it does not jibe with the requirements in the NCI 3-State Agreement.
- Donald Ross is the current Education Committee Liaison so he has one year under his belt as a liaison and he is a boardmember with two years remaining on his term.
- If there are two Education Committee Chairs, the co-chair could also serve in the "at-large" position because they usually become the primary chair when the first appointed person steps down. Currently, that person would be Terri Wright. The chair(s) is/are someone who

has served on the Education Committee and taken more of a leadership role. Then the co-chair would move into the "chair" appointment and the EC would appoint the at-large member from either the EC or the Education Committee (depending on today's direction.)

- If the President-Elect (as currently written but not practiced), Vice-President, Immediate Past President, Treasurer or Secretary becomes the "at-large" member, it will change out every 1-2 years. This person may or may not have education and institute knowledge.
- Although I am the current "at-large" member, I will not be continuing after my term as WMCA President ends so we will need to replace the at-large member this year (unless you make it the IPP).
- If a change is made and the job description is updated, the new person could step in with the other new people in March. That gives the EC time to draw up a new job description for approval in March.



Dec. 12th, 2018

Hello Washington Municipal Clerks Association Board Members,

On behalf of Sweeney's Portraits, I want to share my excitement for the opportunity to capture the highlights, camaraderie and levity of your annual conference on March 14th, 2019.

As a full-service photography business, Sweeney's Portraits has worked a number of conferences, gatherings, fundraisers and social events including the Pipeline Safety Trust Annual Convention, the Ferndale Chamber of Commerce Awards Dinner, the Washington State Democrats Annual Convention and a slew of other private fundraisers, weddings and portrait opportunities.

The attached quote includes four hours of event photography, including a portrait session for relevant VIPs and candid photos throughout the event. Post production work would be completed, and photos emailed to Jill Boltz by March 28th, 2019. In addition, two CD's with the release paperwork would also be mailed to the appropriate designee.

Attached to this quote are samples of my work however you can find more on our facebook page (<https://www.facebook.com/Sweeneys.Portraits/>) or website (<https://sweeneysportraits.wordpress.com/>). Please don't hesitate to call or email with any follow-up questions.

Sincerely,

Bryna Sweeney

360-441-3539

BrynaSweeney@gmail.com

Sweeney's Portraits



Sweeney's Portraits
 200 E. Pole Rd.
 Lynden, WA 98248
 Phone 360-441-3539
 brynasweeney@gmail.com

TO Susan Duncan
 WMCA Board of Directors
 2095 Main St.
 Ferndale, WA 98248

Photographer	Event	Delivery Date	Payment Terms	Due Date
Bryna Sweeney	WMCA Conference	3/14/19	Due on receipt	3/28/19

Type	Description	Unit Price	Discount	Line total
Event Photography	Banquet, Oaths of Office, Clerk of the Year, Vendor Reception, Facilities, Decorations, Candid	325		\$325.00
Portrait Photography	Vendors, Board Members, Group and Individual Posed Shots	75		\$75.00
Total				\$400.00

Make all payments to "Bryna Sweeney"



Sweeney's Portraits



WHATCOM COUNTY DEMOCRATS

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

TO: WMCA President and Executive Committee

FROM: Melody Valiant, Chair

COMMITTEE: Audit Committee

DATE: 01/10/2019

SUMMARY OF ACTIVITIES:

The Committee plans to meet on Thursday, January 31, 2019, in Woodland to conduct an audit of the Financial Records for the period of May 1, 2018 through December 31, 2018. The committee already conducted a complete review of the financial and corporate records for the period beginning January 1, 2018, and ending on April 30, 2018, on May 30, 2018. During that review, we found that 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.

We will present our report from the May through December 2018 period at the March business meeting during the conference at Semiahmoo Resort.

ACTION REQUESTED: YES NO

RECOMMENDATION: None

FISCAL IMPACT:



- 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: Dee Roberts MMC - WMCA Immediate Past President

COMMITTEE: Awards Committee

DATE: 01/19/18

SUMMARY OF ACTIVITIES: We have received 3 nominations for the Clerk of the Year Award. A news blast went out on January 14th asking for nominations. All nominations will be checked for eligibility. Those eligible will be moved forward to the whole committee for garding in four categories:

- *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 will also choose awardee for the President's Award of Distinction.

The awards will be ordered for presentation on banquet night at the WMCA Conference.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT:

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

Recognition Award _____

\$ 500 _____

expended

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Dec '18	Proposed May '19 - Apr '20
Income				
Advanced Academy				
Athenian Dialogue	2,375.00	4,500.00	4,425.00	4,375.00
Fall	9,250.00	5,600.00	6,800.00	6,250.00
Spring	6,075.00	7,300.00	375.00	7,500.00
<i>Total Advanced Academy</i>	<u>17,700.00</u>	<u>17,400.00</u>	<u>11,600.00</u>	<u>18,125.00</u>
Conference				
Donations	11,869.50	9,900.00	0.00	10,000.00
Exhibitors (15)	4,950.00	9,134.26	0.00	11,000.00
Meals	3,925.90	3,644.00	0.00	3,500.00
Registrations	47,100.00	46,925.00	1,200.00	55,250.00
<i>Total Conference</i>	<u>67,845.40</u>	<u>69,603.26</u>	<u>1,200.00</u>	<u>79,750.00</u>
Dues	26,710.00	26,365.00	24,465.00	26,250.00
IIMC President's Reception	0.00	0.00	0.00	
Region IX Dinner	0.00	0.00	0.00	1,500.00
NCI Director Lodging	1,600.00	1,455.42	0.00	1,600.00
NCI Surplus	0.00	0.00	13,463.39	0.00
Money Market Savings Interest	42.32	20.94	11.96	20.00
Scholarship Income				
Auctions	5,010.00	2,589.00	0.00	3,500.00
Donations	247.00	415.00	0.00	
Interest	2.63	0.00	0.00	
Product Sales	1,034.00	3,431.00	0.00	2,000.00
Raffle	4,585.00	4,601.00	877.00	4,500.00
<i>Total Scholarship Income</i>	<u>10,878.63</u>	<u>11,036.00</u>	<u>877.00</u>	<u>10,000.00</u>
Total Income	<u>124,776.35</u>	<u>125,880.62</u>	<u>51,617.35</u>	<u>137,245.00</u>
Expense				
Academy Sessions				
Athenian Dialogue	2,320.02	2,558.21	1,725.96	2,500.00
Fall	4,760.20	3,206.61	7,433.81	5,000.00
Spring	4,813.22	3,385.61	0.00	6,000.00

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Dec '18	Proposed May '19 - Apr '20
Total Academy Sessions	11,893.44	9,150.43	9,159.77	13,500.00
Annual Conference	Alderbrook	RL - Pasco	Semi-Ah-Moo	Yakima
Audio Visual	0.00	3,740.00	0.00	6,000.00
Conference Photographer	750.00	534.60	0.00	600.00
Decorations	1,421.29	1,433.67	2,020.42	2,000.00
Drawings/Door Prizes	200.00	200.00	0.00	200.00
Hospitality Expenses (WMCA)	3,075.91	3,698.93	0.00	5,850.00
Meals	50,632.01	31,399.22	0.00	45,000.00
Printing/Postage	1,705.96	1,487.99	0.00	2,000.00
Recognition Awards	471.30	449.26	0.00	750.00
Speakers	8,776.63	10,114.27	0.00	12,000.00
Special Entertainment	525.00	600.00	0.00	1,000.00
Supplies	984.59	852.06	0.00	2,000.00
Supplies - 1st Time Attendees	199.31	461.08	0.00	500.00
Total Annual Conference	68,742.00	54,971.08	2,020.42	77,900.00
Board Expenses				
Board Meetings	1,059.37	1,314.96	268.23	1,200.00
Education Coordinator	2,315.77	1,250.29	0.00	2,645.00
Executive Committee Travel				
AWC Conference	2,034.74	1,866.42	2,392.51	2,800.00
Other - Site Visits	354.64	271.74	102.60	350.00
Total Executive Committee Travel	2,389.38	2,138.16	2,495.11	2,800.00
NCI Director Travel				
Northwest Clerks Institute	2,286.00	2,183.12	0.00	3,400.00
IIMC Conference	545.07	0.00	526.86	900.00
WMCA Conference	875.45	553.75	0.00	600.00
Total NCI Director Travel	3,706.52	2,736.87	526.86	4,900.00
Officer's Board Travel				
President				
Alaska Conference	1,049.46	1,246.54	479.91	1,425.00
CA Conference	1,270.34	1,060.71	904.88	1,730.00
IIMC Conference	2,627.43	3,482.10	1,542.55	2,745.00
OR Conference	1,417.79	888.81	884.68	1,150.00
WMCA Conference	794.92	375.00	0.00	425.00 <i>Registration Only</i>

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Dec '18	Proposed May '19 - Apr '20	
<i>Total President</i>	7,159.94	7,053.16	3,812.02	7,475.00	
President Elect					
IIMC Conference	2,109.79	2,844.41	810.65	2,685.00	
WMCA Conference	280.08	140.04	0.00	500.00	<i>Room Only</i>
<i>Total President Elect</i>	2,389.87	2,984.45	810.65	3,185.00	
<i>Total Officer's Board Travel</i>	13,256.33	12,774.48	5,149.53	10,660.00	
<i>Total Board Expenses</i>	19,020.85	17,477.89	7,912.87	22,205.00	
<u>Communication Expenses</u>					
Voting Software	159.90	0.00	0.00	80.00	
Survey	0.00	0.00	0.00	200.00	
Website M&O	803.68	803.68	1,026.16	800.00	
<i>Total Communication Expenses</i>	963.58	803.68	1,026.16	1,080.00	
Future Conference Site Deposit	0.00	8,125.00	2,000.00	5,000.00	
<u>Contingency</u>	0.00	0.00	0.00		
<u>IIMC</u>					
MCEF Donation	81.52	0.00	0.00	75.00	<i>Auction Item</i>
Outgoing Reg IX Dir Gift	258.73	100.00	0.00	100.00	<i>Sheri Pierce 2019/Dawn Abrahamson</i>
Reg IX Assessment	1,630.00	3,455.00	0.00	1,800.00	<i>325 Members x \$5</i>
Region IX Dinner	0.00	0.00	500.00	0.00	
<i>Total IIMC</i>	1,970.25	3,555.00	500.00	1,975.00	
<u>Miscellaneous Expenses</u>					
501C(3)	838.46	860.00	10.00	860.00	
Bank Charges	4.00	4.00	159.93	10.00	
Condolences	0.00	0.00	0.00	150.00	
Credit Card Fees (PayPal)	1,106.02	1,243.54	532.53	1,400.00	
Gambling/Alcohol License	196.00	163.00	0.00	300.00	
Gifts	250.00	0.00	80.54		<i>One Time Event</i>
Insurance	1,303.00	1,303.00	1,303.00	1,400.00	
Office Supplies	551.15	424.58	539.27	500.00	<i>McAfee</i>
Other	845.00	150.00	0.00	825.00	<i>Small City Membership Scholarship/Other</i>
Post Cards Vistaprint	439.74	0.00	0.00	600.00	<i>Fall/Spring Academy, Conference/COTY</i>
Postage	275.58	0.00	149.92	325.00	

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Dec '18	Proposed May '19 - Apr '20	
Total Miscellaneous Expenses	5,808.95	4,148.12	2,775.19	6,370.00	
Scholarship Expenses					
Conference Scholarships	6,722.42	4,399.08	0.00	6,000.00	
Margery A. Price Scholarship	1,175.00	1,400.00	1,700.00	1,500.00	<i>Fall/Spring Academy/IIMC/PDIV</i>
NCI Scholarships	14,300.00	12,625.00	13,775.00	15,000.00	
Raffle - Auction	2,464.29	2,905.50	169.00	2,700.00	<i>Large Raffle Item, Printing Costs, Auctioneer</i>
Store Items	918.45	2,303.28	0.00	2,000.00	
Total Scholarship Expenses	25,580.16	23,632.86	15,644.00	27,200.00	
Total Expense	133,979.23	121,864.06	41,038.41	150,230.00	
Net Profit (Loss)	(9,202.88)	4,016.56	10,578.94	(12,985.00)	



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

TO: WMCA President and Executive Committee

FROM: Jodee Schwinn

COMMITTEE: Bylaws Committee

DATE: January 10, 2019

SUMMARY OF ACTIVITIES: The Bylaws Committee has nothing to report at this time. Happy New Year!!!

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



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

TO: WMCA President and Executive Committee

FROM: Paula Swisher, Conference Planning Chair; Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair

COMMITTEE: Conference Planning

DATE: December 17, 2018

SUMMARY OF ACTIVITIES: Exhibitior (vendor)/Sponsorship duties are being re-assigned from Jodi Wycoff of Duvall to Ana Campbell and Anja Mullin of Kirkland. Call to Conference for exhibitors/sponsors should occur by year-end.

We are planning a Movie Night to the first 50 people able to attend Monday night. We are playing a dance related movie. We originally requested funds to rent the resort's popcorn machine, but have since discovered that they no longer have it. We are looking at options to provide other snacks for Movie Night.

Lastly, we negotiated a 50% discount on the per night resort fee. The fee is normally \$20 so our members will only be paying \$10/night resort fee. The reservation website will still show the \$20 fee and the discount will be given at check out.

Due to the high cost of food at this venue, there will be no breakfast provided on Tuesday or Friday. There is a restaurant at the resort.

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: Joanna Sanders and Terri Wright

COMMITTEE: Education Committee

DATE: January 11, 2019

SUMMARY OF ACTIVITIES: Final contracts are in place for our speakers for our 2019 Spring Conference educational sessions.

Our academy speaker recently presented at Oregon Association of Municipal Recordors (OAMR). We are maximizing this speaker, Bethanne Kronick, to do a breakout session following the Tuesday Academy. We think her breakout will be popular: "Take Control of Your Email: Outlook & Email Management Best Practices." She has published a book titled "Simplify! One Day at a Time" that will be available for sale.

Concurrent with the email session, we modified the topic of the breakout from our keynote speaker Brenda Viola. Instead of presenting "How to Fertilize Your Life," she will address "Mastering the Media." Given our President Virginia Olsen's role and expertise as Community Relations Director, we felt this would be a glimpse into how Clerks can look at our relationships with the press.

One or possibly two clerk roundtables are planned for Wednesday afternoon (Clerks Successes and Challenges and Brainstorming Process Improvements Focused on Technology). Having these roundtables will flow nicely into Thursday's topics which are: MRSC session on JLARC learnings and MRSC's new Public Records Technology Guide and State Archives session on Transferring Digital Files. Jayne Freeman of Keating Bucklin McCormick will also present Best Practices in Employment IRisk Management. Toni Nelson of MRSC will present Hot Topics and Attorney Notary Supply will do a followup on the Notary Law that went into effect in July of 2018.

For Friday, we have confirmed Karin Peabody for the morning on the topic of Self-Talk and Mindfulness.

Following up from our recommendations in our last report, we have kept the New Clerks session separate from the CMC/MMC certification. Also, we have not yet found a good solution for electronic conference evaluation systems to accompany or replace the paper system. We are curious whether steps to automate this year's conference brochure might be able to be expanded in any way to add the evaluations.

Attached is the current Conference Schedule and draft budget. We anticipate having a balance of about \$4,000 after speaker fees and expenses. Our hotel room budget is higher than expected due to the

location, but we are thrilled to see Semiahmoo! Since our last report, an article was produced for the October and December newsletter promoting the academies and the annual conference.

ACTION REQUESTED: YES NO

RECOMMENDATION: Continue to provide input to us. It helps us improve as we learn and grow.

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

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

2019 WMCA CONFERENCE SCHEDULE

(Updated 1/14/19)

TUESDAY, MARCH 12

7:30 – 8:30 am	Breakfast on your own
8:30 am – 12:00 pm	Advanced Academy Topic: Simplified Solutions – Organizing and Productivity Strategies for the Workplace Speaker: Bethanne Kronick Location: <i>Victoria Room</i>
12:00 pm – 1:00 pm	Lunch Location: <i>Victoria Room</i>
1:00 pm – 4:00 pm	Advanced Academy Continued Topic: Simplified Solutions – Organizing and Productivity Strategies for the Workplace Speaker: Bethanne Kronick Location: <i>Victoria Room</i>
5:00 pm – 5:30 pm	Meet and Greet First Time Attendees Location: <i>Seaview Lobby</i>
5:30 pm – 7:00 pm	President’s Reception Location: <i>Stars Room</i>
	Dinner on your own

WEDNESDAY, MARCH 13

8:00 am – 9:00 am	First Time Attendee/New Clerks Breakfast Session Location: <i>Victoria Room</i>	
8:00 am – 9:00 am	Breakfast for all other attendees Location: <i>Orcas Room</i>	
9:00 am – 9:45 am	Opening Ceremony Location: <i>Blakeley/Cypress Rooms</i>	
9:45 am – 10:00 am	Exhibitor Viewing & Break Location: <i>Pre-function Area</i>	
10:00 am – 11:30 pm	General Session/Keynote Address Topic: Going the Extra Mile (When you’re Running on Empty) Speaker: Brenda Viola Location: <i>Blakeley/Cypress Rooms</i>	
Break 11:30 – 12:00	Exhibit Viewing & Break Location: <i>Pre-function Area</i>	
12:00 pm – 1:30 pm	Lunch – Region IX Meeting & Honored Guest Comments (Silent Auction Opens at Noon) Location: <i>Orcas Room</i>	
1:30 pm – 3:00 pm	Class: Mastering the Media – Communication Tips for the City Clerk Speaker: Brenda Viola Location: <i>Victoria Room</i>	Class: Take Control of Your Email: Outlook & Email Management Best Practices Speaker: Bethanne Kronick Location: <i>Lopez/Pender Rooms</i>
3:00 pm – 3:30 pm	Exhibitor Viewing & Break Location: <i>Pre-function Area</i>	
3:30 pm – 5:00pm	Class: New Clerks Speaker: Alice Attwood Location: <i>Victoria Room</i>	Class: Clerk Roundtable Successes and Challenges... Brainstorm Topics and Process Improvements Focused on Technology Speaker: Liz Adkisson, Christine Brown and Tisha Geiser Location: <i>Lopez/Pender Rooms</i>
5:00 pm – 5:30 pm	WMCA Incoming & Outgoing Committee Chairs Meeting Location: <i>Victoria Room</i>	
5:45 pm – 9:00 pm	Dinner and LIVE Auction Location: <i>Orcas Room</i>	

2019 WMCA CONFERENCE SCHEDULE THURSDAY, MARCH 14

8:00 am – 9:00 am	Breakfast Location: <i>Orcas Room</i>		
9:00 am – 10:00 am	Annual Business Meeting Location: <i>Orcas Room</i>		
10:15 am – 10:15 am	Exhibitor Viewing & Break Location: <i>Pre-function Area</i>		
10:15 am – 11:45 am	Class: JLARC Lessons Learned from 2018? and Public Records Technology Guidance Speaker: Oskar Rey MRSC and Morgan Damerow Attorney General's Office Location: <i>Victoria Room</i>	Class: Digital Archive Transfers and Organizing Files for Transfers Speaker: Frank Oesterheld Cheney Location: <i>Lopez/Pender Rooms</i>	Class: Best Practices in Employment Risk Management Speaker: Jayne Freeman, Keating, Bucklin & McCormack Location: <i>Saltspring/Satura Rooms</i>
11:45 am – 1:00 pm	Lunch (Silent Auction Closes at 1 pm) Location: <i>Orcas Room</i>		
1:00 pm – 2:30 pm	Class: JLARC Lessons Learned from 2017 and Public Records Technology Guidance Speaker: Oskar Rey MRSC Location: <i>Victoria Room</i>	Class: Digital Archive Transfers and Organizing Files for Transfers Speaker: State Archives – Frank Oesterheld Cheney Location: <i>Lopez/Pender Rooms</i>	Class: Best Practices in Employment Risk Management Speaker: Location: <i>Saltspring/Satura Rooms</i>
2:30 pm – 3:00 pm	Exhibitor Viewing & Break Location: <i>Pre-function Area</i>		
3:00 pm – 4:30 pm	Class: Hot Topics Speaker: MRSC, Toni Nelson Location: <i>Victoria Room</i>	Class: CMC/MMC Certification Q/A Speakers: Joann Tilton/Alice Attwood Location: <i>Lopez/Pender Rooms</i>	Class: <i>Notary Law after July 2018 Implementation</i> Speaker: Rebecca Jacob, Attorney and Notary Supply Location: <i>Saltspring/Satura Rooms</i>
6:00 pm – 7:00 pm	Vendors/Exhibitors Reception Social Location: <i>Pre-function Area</i>		
7:00 pm – 12:00 am	Annual Banquet (DJ and dancing afterwards) <i>Clerk of the Year, Swearing in of WMCA Officers, Large Raffle and Grand Raffle</i> Location: <i>Orcas/Cypress Rooms</i>		

FRIDAY, MARCH 15

7:30 – 8:30 am	Breakfast on your own
8:30 am – 10:00 am	Class: Self Talk and Mindfulness: Changing your Work Narrative Speaker: Karin Peabody Location: Blakely Room
10:00 am – 10:30 am	Break
10:30 am – 12:00 pm	Class: Self Talk and Mindfulness: Changing your Work Narrative (continuation) Speaker: Karin Peabody Location: Blakely Room
12:00 pm	Conference Adjourns / Fundraising Committee \$1 raffle
12:30 pm – 5:00 pm	Executive Committee Board Meeting Location: Board Room



- 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: January 25, 2019

SUMMARY OF ACTIVITIES: Fundraising at the Fall Mini-Conference was very successful, raising over \$800 during the 2-day event. A 50/50 dollar raffle was held each day, as well as a \$5 basket raffle, also done each day.

Committee members are currently being asked to commit to donating/soliciting items for the live auction, to be held Wednesday, January 13 at Annual Conference. Basket themes include: Weekend Getaway, Game Night, Camping Basket, Nacho Night, Coffee Lovers, Soap/Candles, Movie Night.

Members are also encouraged to bring a basket/item for the silent auction.

A new fundraising event this year during Annual Conference is the 100 envelope fundraiser. 100 envelopes, numbered from 1 to 100, will be placed on a wall or bulletin board in the WMCA store. People simply pick an envelope (or more than one!) and place the corresponding amount of money in it. If all 100 envelopes are filled, over \$5,000 will be raised!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
Raffles _____	\$ _____	\$ _____
Store Sales _____	\$ _____	\$ _____

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: John Millard

COMMITTEE: Historical

DATE: December 26, 2018

SUMMARY OF ACTIVITIES: The Historical Committee continues to present historical articles for publication in each month's newsletter in preparation for the 50th Anniversary Conference in 2020. Both Linda Alvar and Linda Carl have, at a low level, been contacting former Clerk/members in a "save the date" kind of fashion, so we are making an attempt to leave the door open for those members to attend in some way, shape, or fashion depending upon the level of financing the Executive Committee decides upon this next year. Again, at a low level of effort, progress continues to be made on the historical timeline and we will have a more evolved draft of the one that Stephanie Haug made available during the 2018 Conference in the Tri-Cities.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: TBD

Revenues:	Budgeted Amount	Revenues Generated
0 _____	\$ 0 _____	\$ 0 _____
0 _____	\$ 00 _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
0 _____	\$ 0 _____	\$ 0 _____
0 _____	\$ 0 _____	\$ 0 _____
0 _____	\$ 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: Debbie Burke, City of Moses Lake and Tisha Gieser, City of Issaquah

COMMITTEE: Legislative

DATE: 1/10/2019

SUMMARY OF ACTIVITIES:

The Legislative Committee has submitted newsletter articles on: the State Voting Rights Act legislation adopted last year, the Legislative Task Force on Public Records report out, and the AWC City Action Days. A future article will be written re: 2019 Legislative Session dates.

As reported previously, the Committee had planned to coordinate a trip to Olympia in coordination with the AWC City Action Days. It was envisioned that a Clerk-specific tour or presentation could be provided to those attending; however, interest in attending has been low. IPP Dee Roberts (South Bend) is planning to attend the event, and a few other EC members have expressed the possibility of attending on Thursday. Due to the low level of attendance, the committee will digress from organizing an event specific to our members this year.

Committee member Kay Kammer (Battle Ground) reached out to the Legislative Committee Chairs regarding the RCW requirement to publish franchise agreements. Attorneys have different advice on whether they must be published in their entirety, or whether a summary is sufficient as it is for other ordinances. The cost of publishing an agreement in its entirety could prove very expensive. Tisha will be reaching out to AWC to determine if they are planning to take a legislative fix for this forward.

Of note, AWC lobbyist Victoria Lincoln has left AWC. She has been AWC's liaison to the WMCA due to her role covering general government. She had attended a Legislative Committee meeting, provided advice on visits to Olympia and most recently presented at the Annual Business meeting. She will be missed.

Brandon Anderson is the lobbyist who will be covering general government and OPMA. The Co-Chairs will reach out to him to make introductions and determine which lobbyist would be in the best position to provide a Legislative Update at this year's WMCA Business Meeting. As discussed previously, this will likely be done live by Skype, or recorded the day prior, due to the timing of the conference.

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 Kinley, Co-Chair/Elections Officer

DATE: January 11, 2019

2018-19 MEMBERSHIP UPDATE:

We have a total of THIRTY FIVE (35) new WMCA members:

Kory Atcuson	City of Mountlake Terrace	Kari Martinez-Bailey	City of Port Angeles
Darlene Baldwin	City of Langley	Deborah del al Mora	City of Entiat
Nannette Barira	City of North Bonneville	Teresa Mattingly	City of Auburn
Tracy Becht	Mason Transit Authority	Jane Montgomery	City of Orting
Melissa Blankenship	South County Fire	Allison Morrison	Snohomish County PUD No. 1
Gayle Carrasco	City of Mesa	Tammy Mueller	City of Sammamish
Joni Cartwright	City of Entiat	Dawn Nations	City of Medina
Adri Crim	City of Lake Stevens	Melanie Pedroza	King County
Melanie Dickinson	City of Everson	Leanne Peters	Columbia County
Rachael Fair	Cowlitz 911 Center	Brandy Rhodes	City of Rainier
Nickolas Falk	City of Edmonds	Amanda Rogers	City of Poulsbo
Angela Folkers	City of Ocean Shores	Jacinda Rublaitus	Chelan County Board of Commissioners
Chris Galbraith	City of Seattle	Sadie Schaneman	City of Bonney Lake
Taria Keane	City of Des Moines	Nicole Schunke	City of Pacific
Erin Keator	City of Arlington	Virginia Shaddy	Island County
Jennifer Lee	Town of Cusick	Brooks Wall	City of Normandy Park
Carrie Lnenicka	City of Ephrata	Austin Wilcox	Town of Yarrow Point.
Jessica Marshall	Benton PUD		

As of January 11, 2019, the Washington Municipal Clerks Association is comprised of **344 members**; 315 active members, 4 affiliate members, 5 associate members, 12 honorary members, and 7 honorary retiree member.

WELCOMING SUB-COMMITTEE UPDATE

The 2018-19 Welcoming Committee is hard at work and continually sending neighboring clerks' notices for the new members listed on the previous page; in addition to the Membership Committee Chair sending out the official new member packet, welcome letter, and noticing new members in the newsletter.

- Neighboring clerks notice – a mini directory of three to six surrounding WMCA member clerks specific to the new member (a single sheet with the contact information of WMCA members within the same community), including information on local regional clerk's groups is created and sent to the new clerk; as well as a letter/email to the neighboring contacts and regional group contact.

Many thanks to the 2018-19 Membership Committee; this year each member has been assigned a month (or two) for which they serve as the Welcoming Sub-Committee. This distribution seems to be working well, and an opportunity for increased engagement of committee members!

PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE

In 2018-19 to-date, one Partnership Program request has been received and paired!

- Jennifer Lee (Cusick) with Nickole North (Newport).

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

ELECTIONS SUB-COMMITTEE UPDATE

The Elections Sub-Committee, comprised of Elections Officer Leana Kinley, and Elections Officer Assistant Ana Campbell, has been hard at work in preparation for the 2019 General Election!

The 2018 General Elections Call for Candidates was published in the October, November, and December 2018 WMCA Newsletters (Attachment 1); with candidate submissions due on December 31, 2018. Upon review by the Elections Officer and Elections Auditor (Molly Towslee), the 2019 General Election Slate of Candidates was presented to the Executive Committee (via email), comprised of:

President Elect (1-year term)

- Candidate Debbie Jermann, MMC – Executive Assistant/Clerk of the Board, C-TRAN

Vice-President (1-year term)

- Candidate Susan Duncan, CMC – City Clerk, City of Ferndale

Treasurer (2-year term)

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

Two Board Member Positions (3-year term)

- Candidate Deb Estrada, MMC – City Clerk, City of Mercer Island
- Candidate Elizabeth Adkisson, MMC – City Clerk, City of Monroe

The electronic ballot is currently under preparation; and the 2019 General Election will be held from January 25, through February 15, 2019, through electronic voting software; and the membership will be notified through email.

A Voter's Pamphlet was created for the 2017 and 2018 General Elections (Attachment 2); ***the Membership Committee is seeking direction from the Executive Committee on whether to continue this practice for the 2019 General Election.*** If so, the Elections Officer and Assistant will prepare the pamphlet for distribution via e-blast, in addition to preparation of the ballot.

2019 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

The 2019 WMCA Annual Conference is just around the corner, and the membership Committee will begin finalizing the First Time Attendee (FTA) Events with President Olsen, and taking into account the feedback received from last year's conference. These events include:

Conference buddies:

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

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

- Invite list: MC and FTAs (EC/VIPs optional, unless also a MC member).
- Location: Seaview Lobby.
- Concept: meet 30 minutes prior to the President's Reception for a quick meet and greet (to include an ice breaker and *light* snacks) and then all go to the reception together.

First Time Attendees Breakfast (Wednesday morning):

- Invite list: EC, MC, FTAs, NCI Director, Education Coordinator; and VIPs.
- Location: Victoria Room.
- Seating chart: mix of attendees at each table (& paired up with conference buddies)
- Presentations: WMCA President, NCI Director, and Conference Planning Chair (with helpful tips/locations/events/vendor cards); and general announcements, as needed.
- Ice Breaker (WMCA & conference themed trivia); mini-gifts provided for the winning table (example: pouch of chocolate for each; other?).
- Raffle: have a few items to give out to FTAs through a raffle (*example: WMCA Store swag? Gift cards? Other? TBD.*)

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.
- Same concept/items in the kit; MC to review and update items for conference to tie into theme.
- Also to include a handout on WMCA Committees with specific descriptions; etc.
- (*Note: this also included a certificate for WMCA store swag. MC Chair to check with Fundraising Chair as to what can be offered this year - money and/or item(s).*)

NEW! First Time Attendees Meet your EC Game:

- To be included in Survival Kit.
- Similar concept to Vendor Card Competition, but only for FTAs – a sheet with fun facts about each unnamed EC member (to be collected and *screened!*) will be included; each FTA will need to meet EC members, figure out which statement applies to that member, and get their initial sign-off on the sheet; to be handed into the MC Chair by Thursday evening. One winner with all correct answers will be pulled via raffle on the final day of conference (Friday).
- ***Question – include only EC members? Current and future? Add Committee Chairpersons? NCI Director? Education Coordinator? What sort of prize should be awarded? New President pull the winner and award? Other? Your input is requested!***

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

ATTACHMENTS:

1. 2019 General Election Call for Candidates; and
2. 2018 Voter’s Pamphlet

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

2019 WMCA General Elections Call for Candidates!

Candidate Packet Deadline: December 31, 2018



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

The election will be held from January 25, through February 15, 2019, through electronic voting software. The following positions are available in this election:

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

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

Candidate Packets must be received by the Elections Officer (Leana Kinley, City of Stevenson) no later than Sunday, December 31, 2018. They can be submitted electronically or by hard copy, but must be **received** by the December 31st deadline.

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

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

"I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."

2. **Candidate Statement:** This statement must be no more than 200 words in length, including your name, title, place of employment and a statement of why election to office is sought and must be submitted with your Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
3. **Photo:** A (2" x 2") black and white or color digital photo of you must be submitted with your Candidate Packet.
4. **Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.

Send your **complete** Candidate Packet to:

Via email to: leana@ci.stevenson.wa.us **AND** acampbell@kirklandwa.gov

Via mail to: Leana Kinley
WMCA Elections Officer
City of Stevenson
7121 E Loop Rd/PO Box 371
Stevenson, WA 98648
509-427-5970

**All submittals must
be received by
December 31, 2018**



MEET YOUR 2018 WMCA GENERAL ELECTION EXECUTIVE COMMITTEE CANDIDATES!

In an effort to get to know the candidates (and encourage you to **VOTE!**), we asked them each to provide **FIVE FUN FACTS** about themselves. Here are their answers! (You never know, there might be a quiz on this in a future newsletter!)



PRESIDENT-ELECT CANDIDATE

PAULA SWISHER, CMC
CITY CLERK-TREASURER
CITY OF BRIER

1. I'm half way to the crazy cat lady starter kit with 3 cats.
2. I love to go to the car races.
3. I love pineapple and it is the sign of hospitality.
4. All my free time is dedicated to my volleyball playing daughter.
5. I love time with friends.



VICE PRESIDENT CANDIDATE

DEBBIE JERMANN, MMC
EXECUTIVE ASSISTANT/CLERK OF THE BOARD
C-TRAN

1. I've completed the Portland to Coast Walk twice (the walking portion of the Hood to Coast Race), first in 2014 and the last time in 2017 – our team, the "Witchy Women Ride Again", will be back in 2018!
2. HUGE Harry Potter fan – have watched all of the movies – in succession – too many times to count!
3. Love to garden and my lab Murphy is my gardening buddy – I put the weeds in the wheelbarrow and he pulls them out and plays with them. Gardening is my therapy.
4. Spent my entire childhood growing up on Oregon State Fish Hatcheries – first Big Creek Hatchery in Knappa Oregon, and then Oxbow Fish Hatchery in Cascade Locks, Oregon, ending up at Bonneville Fish Hatchery in the Columbia River Gorge. We lived at Bonneville during the construction of the 2nd Powerhouse at Bonneville Dam.
5. The Finance Director at a previous municipality nicknamed me PITA – stands for Pain in the (you get it).



SECRETARY CANDIDATE

KAY KAMMER, MMC
ADMINISTRATIVE SERVICES MANAGER/CITY CLERK
CITY OF BATTLEGROUND

1. Married – 35 years to Jeff.
2. 2 adult children (no grandkids – YET but hopeful).
3. Love to travel, baseball, and dogs.
4. Checked off my bucket list: Costa Rica, Italy, hiked volcano for a mud bath, zip lining, snowboarded, and parasailed. Husband said he is tired of my list and shouldn't have to participate however, there are several more things to try.
5. I have a thing for shoes – my husband says they multiply without his knowledge. I have no idea what he is talking about – lol.



BOARD MEMBER CANDIDATE

LISA NEISSEL, CMC
CITY CLERK
CITY OF COLLEGE PLACE

1. I grew up in a very small town in Northeastern Oregon, and always thought that Walla Walla was the “Big City”.
2. I turned 21 while living on a tiny remote DRY island in Alaska. (No stores, no towns, and no alcohol allowed)
3. I have been married to my fabulous husband Dave for almost 15 years.
4. Between us we have four “children” all adults, seven grandchildren, and one very spoiled fur baby German Shepherd. (We would be empty nesters, except the fur baby is more demanding than any of the others!)
5. I love camping (Glamping) in our travel trailer. (I'm no longer a tent camping girl!) And, yes, the fur baby goes along too.



BOARD MEMBER CANDIDATE

DONALD ROSS, CMC
DEPUTY CLERK-TREASURER
CITY OF WESTPORT

1. Father of boy/girl twins
2. Likes to geocache
3. Likes to grill food.
4. Avid reader of Nora Roberts novels
5. Has an elephant collection at City Hall.



- 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: January 4, 2019

SUMMARY OF ACTIVITIES:

Happy New Year everyone!

The Committee Chair prepared and submitted to the newsletter committee an announcement for the January newsletter.

The Committee Chair posted to the WMCA Facebook page about the opportunity to apply for scholarships for the annual conference and spring academy session.

As of the date of this report, we have received four scholarship applications for the annual conference.

At the request of the EC following the last board meeting, I have revised the scholarship guidelines document to reflect the requested changes to the scholarship requirements. The changes include: mandatory attendance at sessions, mandatory participation on the fundraising committee, ineligibility for future scholarships for non-attendance or non-participation, 2019 fiscal year scholarships will be by reimbursement only, and some general clean-up of some mistakes, etc. A draft version and a clean copy are included with my report for your consideration.

ACTION REQUESTED: YES NO

RECOMMENDATION: Recommend approving changes to the scholarship guidelines to become effective at the start of the new WMCA fiscal year.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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



Washington Municipal Clerks Association Scholarship Guidelines

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 - Margery Price Scholarship Program – Page 2
 - NCI PD I, PD II, AND PD III Scholarship Program – Page 3
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GENERAL SCHOLARSHIP PROGRAM

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

WMCA IS PLEASED TO OFFER GENERAL SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- **WMCA Spring Academy**
- **WMCA Annual Conference**
- **IIMC Advanced Academy or IIMC Conference**
- **WMCA Fall Academy**

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.
- Scholarship recipients are expected to attend all sessions and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.

GENERAL SCHOLARSHIP GUIDELINES:

- ❖ Scholarships will be for **registration only**. First-time annual conference attendees are eligible for a lodging stipend of three nights at host hotel, in addition to conference registration, if noted on application form.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year.

- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarships shall be awarded within the limitation of available funds.
- ❖ Scholarships will be by reimbursement only beginning with the 2019 fiscal year (May-April). Attendees must register and pay for all applicable registration and/or lodging costs up front.

MARGERY PRICE SCHOLARSHIP PROGRAM

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage IIMC Certified Municipal Clerks to take advantage of continuing educational opportunities, a scholarship program was instituted in 1998. This scholarship program was renamed in 2001 to recognize the commitment and dedication of Margery Price to the education and professional development of clerks in Washington State and Region IX.

The scholarships are intended to help pay registration costs for members who have already achieved their CMC (Note: You are still eligible for this scholarship if you have achieved both your CMC and MMC).

WMCA IS PLEASED TO OFFER SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- ***WMCA or IIMC Athenian Dialogues***
- ***IIMC Advanced Academy or IIMC Conference***
- ***Northwest Clerks Institute Professional Development IV***

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association *and have achieved at least a Certified Municipal Clerk status*. A copy of your CMC or MMC Certification must be attached to the application.
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the training in its entirety.
- Scholarship recipients are expected to attend the full session, and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.

MARGERY PRICE SCHOLARSHIP GUIDELINES:

- ❖ Scholarships are for registration costs only.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarships shall be awarded within the limitation of available funds.
- ❖ Scholarships will be by reimbursement only beginning with the 2019 fiscal year (May-April). Attendees must register and pay for all applicable registration and/or lodging costs up front.

NORTHWEST CLERKS INSTITUTE PD I, II, AND III SCHOLARSHIP PROGRAM

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

WMCA IS PLEASED TO OFFER SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- ***Professional Development I***
- ***Professional Development II***
- ***Professional Development III***

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the NCI session in its entirety.
- Scholarship recipients are expected to attend all sessions and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.

NCI SCHOLARSHIP GUIDELINES:

- ❖ For NCI **Professional Development I** session attendees are eligible for a scholarship for registration and lodging.
- ❖ For NCI **Professional Development II and III** Scholarships will be for registration only for all applicants.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year and will be firmly monitored.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarships shall be awarded within the limitation of available funds.
- ❖ Scholarships will be by reimbursement only beginning with the 2019 fiscal year (May-April). Attendees must register and pay for all applicable registration and/or lodging costs up front.



Washington Municipal Clerks Association Scholarship GuidelinesApplications

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- Margery Price Scholarship Program – Page 2
- NCI PD I, PD II, AND PD III Scholarship [Programs](#) – Page 3

GENERAL SCHOLARSHIP PROGRAM

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

WMCA IS PLEASED TO OFFER GENERAL SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- [WMCA Spring Academy](#)
- [WMCA Annual Conference](#)
- [IIMC Advanced Academy or IIMC Conference](#)
- [WMCA Fall Academy](#)

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.
- ~~Scholarship recipients~~ Applicant are expected to attend all sessions and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.

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WMCA IS PLEASED TO OFFER GENERAL SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- ~~WMCA Spring Academy~~
- ~~WMCA Annual Conference~~
- ~~IIMC Advanced Academy or IIMC Conference~~
- ~~WMCA Fall Academy~~

GENERAL SCHOLARSHIP GUIDELINES:

- ❖ Scholarships will be for **registration only**. First-time annual conference attendees are eligible for a lodging stipend of three nights at host hotel, in addition to conference registration, if noted on application form.

❖ [WMCA Scholarships will be limited to two per entity per WMCA fiscal year.](#)

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

- ❖ Scholarships ~~shall awards will~~ be ~~awarded made by the~~ within the limitation of available funds.

❖ [Scholarships will be by reimbursement only beginning with the 2019 fiscal year \(May-April\). Attendees must register and pay for all applicable registration and/or lodging costs up front.](#)

MARGERIE PRICE SCHOLARSHIP PROGRAM

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage IIMC Certified Municipal Clerks to take advantage of continuing educational opportunities, a scholarship program was instituted in 1998. This scholarship program was renamed in 2001 to recognize the commitment and dedication of Margery Price to the education and professional development of clerks in Washington State and Region IX.

The scholarships are intended to help pay registration costs for members who have already achieved their CMC (Note: You are still eligible for this scholarship if you have achieved both your CMC and MMC). ~~WMCA is pleased to offer the following scholarships:~~

WMCA IS PLEASED TO OFFER SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- ~~Ocasional~~ **WMCA or IIMC Athenian Dialogues**
- **IIMC Advanced Academy or IIMC Conference**
- **Northwest Clerks Institute Professional Development IV**

SCHOLARSHIP APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association *and have achieved at least a Certified Municipal Clerk status*. A copy of your CMC or MMC Certification must be attached to the application.
- Applicant must have requested his/her government agency to financially underwrite costs and been ~~denied~~ funding.
- Applicant must submit a letter from their immediate supervisor that:
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the training in its entirety.
- Scholarship recipients are expected to attend the full session ~~! and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.~~

MARGERIE PRICE SCHOLARSHIP GUIDELINES:

- ❖ Scholarships are for registration costs only.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

❖ Scholarships shall awards will be awarded made by the WMCA Executive Committee within the limitation of available funds.

❖ Scholarships will be by reimbursement only beginning with the 2019 fiscal year (May-April). Attendees must register and pay for all applicable registration and/or lodging costs up front.

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NORTHWEST CLERKS INSTITUTE PD I, II, AND III SCHOLARSHIP PROGRAM

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

WMCA IS PLEASED TO OFFER SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- **Professional Development I**
- **Professional Development II**
- **Professional Development III**

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the NCI session in its entirety.
- ~~Scholarship recipients are expected to attend all sessions and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years. Applicants are required to attend all sessions.~~

NCI SCHOLARSHIP GUIDELINES:

- ❖ For NCI **Professional Development I** session attendees are eligible for a scholarship for registration and lodging.
- ❖ For NCI **Professional Development II and III** Scholarships will be for registration only for all applicants.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year and will be firmly monitored.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarships shall awards will be awarded made by the WMCA Executive Committee within the limitation of available funds.
- ❖ Scholarships will be by reimbursement only beginning with the 2019 fiscal year (May-April). Attendees must register and pay for all applicable registration and/or lodging costs up front.

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Date	Subject	Motion	Second	Olsen	Swisher	Jermann	Kammer	Anderson	Boltz	Campbell	Collins	Ross	Duncan	Neissl	Roberts
11/8/18	NCI Three State Agreement	Anderson	Roberts		Aye	Aye	Aye	Aye		Aye	Aye	Aye	Aye	Aye	Aye
11/8/18	WSU Conference Agreement	Duncan	Roberts		Aye	Aye	Aye	Aye		Aye	Aye	Aye	Aye	Aye	Aye
12/5/18	\$500 for Spring Acadmey	Swisher	Jermann		Aye	Aye	Aye		Aye	Aye		Aye	Aye		Aye