



49th Annual Business Meeting Agenda

Thursday, March 14, 2019 – Orcas Room, Semiahmoo Resort, Blaine, WA
9:00 A.M. – 10:00 A.M.

1. Call to Order	
2. Acceptance of Agenda	
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4. Approve Meeting Minutes <i>48th Annual Business Meeting, March 15, 2018</i>	3
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11. Executive Committee Recognition	
12. Good of the Order	
13. Adjournment	



ANNUAL BUSINESS MEETING NOTICE

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Annual Business Meeting
Semiahmoo Resort, Blaine, WA
Thursday, March 14, 2019, 9:00 a.m.**

The annual business meeting of the Washington Municipal Clerks Association will be held on Thursday, March 14, 2019, beginning at 9:00 a.m. at Semiahmoo Resort, Orcas Room, 9565 Semiahmoo Pkwy, Blaine, WA 98230.

Dated this 22nd day of February, 2019
Kay Kammer, MMC
Secretary, Washington Municipal Clerks Association



RESOLUTION OF APPRECIATION



WHEREAS, the many dedicated members of the 2018-2019 WMCA Conference Planning Committee, chaired by Paula Swisher and co-chaired by Keri MacDonald and Jodi Wycoff, and the Education Committee, chaired by Joanna Sanders and co-chaired by Terri Wright, have worked countless hours over the past year to plan a conference that is both educational and enjoyable; and

WHEREAS, the WMCA Conference has been successful in providing quality educational sessions and social events aimed towards networking and sharing knowledge with our peers; and

WHEREAS, Semiahmoo Resort's Banquet Director Juli Wavada, Banquet Chef Jenny Barro, Director of Catering and Conference Services Desi Buchanan, Director of Rooms Micah Muller and General Manager Nicole Newton, have made major contributions to the success of the 49th Annual Washington Municipal Clerks Association Conference through their organization and attention to detail; and

WHEREAS, Host Clerk Pam Brown of the City of Lynden, assisted in many ways to provide a welcoming venue for the conference.

NOW THEREFORE, BE IT RESOLVED by the Washington Municipal Clerks Association that the membership extends its gratitude and appreciation to all of those individuals who gave unselfishly of their time, energy, and talents to organize and present a wonderful conference; and the Conference Planning and Education Committees, Semiahmoo Resort, and the Host Clerk are commended for their outstanding arrangements and hospitality during this conference.

ADOPTED by a majority vote of the voting members of the Washington Municipal Clerks Association this 14th day of March, 2019.

ATTEST:

Kay Kammer, WMCA Secretary

Virginia V. Olsen, WMCA President

Don't Sit Out The Dance!





WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Annual Business Meeting

Thursday, March 15, 2018, 9:00 a.m.

Red Lion Hotel, Pasco, WA

MINUTES

1. Call to Order

President Dee Roberts called the 48th Annual Business Meeting of the Washington Municipal Clerks Association to order at 9 a.m.; and recognized Mr. Donald Ross, Deputy Clerk-Treasurer, City of Westport, serving as Parliamentarian.

2. Executive Committee Introductions

President Roberts introduced the Executive Committee: Immediate Past President Shannon Corin, President-Elect Virginia Olsen, Vice President Paula Swisher, Secretary Elizabeth Adkisson, Treasurer Gina Anderson, and Board Members Jill Boltz, Shawn Campbell, Melissa Collins, Susan Duncan, Debbie Jermann, and Kay Kammer.

3. Acceptance of Agenda

President Roberts called for any modifications to the agenda; no amendments or objections were noted and the agenda was approved as presented.

4. Resolution of Appreciation

President Roberts read a Resolution of Appreciation recognizing the staff at the Red Lion Hotel Pasco as well as the WMCA members who planned and coordinated the conference.

Immediate Past President Corin **MOVED**, seconded by President-Elect Swisher, to adopt the Resolution of Appreciation. The motion **PASSED** unanimously.

4. Approve Meeting Minutes

The minutes of the 47th Annual Business Meeting held on March 23, 2017, were provided in the meeting packet. Hearing no objection, President Roberts dispensed with the reading of the minutes and called for any modifications to the minutes. No amendments or objections were noted; and the minutes were approved as presented.

5. Treasurer's Report

Treasurer Anderson noted the report included in the annual meeting materials, and reported on the following topics: NCI Director lodging; scholarships; and conference revenues.

Treasurer Anderson asked if there were questions and there were none. President Roberts noted the Treasurer's report will be kept on file.

6. Audit Committee Report

Audit Committee Chair Melody Valiant presented the Audit Committee Report. She stated the committee met in September 2017 and January 2018, to review the WMCA financial and corporate records for 2017. Chair Valiant thanked the Audit Committee and Treasurer Anderson for their work on the Annual Audit.

Chair Valiant **MOVED**, seconded by WMCA Member John Millard, to accept the Audit Report. The motion **PASSED** unanimously.

President Roberts thanked the Audit Committee for their work.

7. Election Results

President Roberts reviewed the results of the 2018 WMCA General Election, recognized and congratulated the newly elected, and thanked Elections Officer Leana Johnson and Elections Auditor Molly Towslee.

8. Budget Committee Report

President-Elect Olsen thanked members of the Budget Committee, briefly reviewed the process and proposed 2018-2019 Budget, and spoke about some of the highlights including: total revenues and expenditures, conference costs, Region IX assessment, and communications.

President-Elect Olsen **MOVED**, seconded by Vice President Swisher, to approve the 2018-2019 Budget. The motion **PASSED** unanimously.

9. Legislative Priorities/Report

Legislative Committee Chairs Debbie Burke and Tisha Gieser presented the Legislative Committee Report and draft WMCA Legislative Priorities. General discussion ensued regarding the draft priorities (strengthen the public records act; streamline government processes; and maintain and increase resources to cities, towns, and government entities).

Chair Burke **MOVED**, seconded by Immediate Past President Corin, to approve the WMCA Legislative Priorities. The motion **PASSED** unanimously.

10. Other Committee Reports

President Roberts noted the additional Committee Reports included in the Annual Business Meeting materials (Awards, Bylaws Committee Report, Conference Planning, Education, Elections, Fundraising, Membership, Newsletter, and Scholarship); and recognized all those members serving on WMCA committees in the past year.

11. Victoria Lincoln, Legislative & Policy Advocate, AWC

Ms. Lincoln provided an update on the 2018 Washington State Legislative Session, including: AWC 2018 Priorities; bills passed/failed; AWC work groups; and items in the works/to watch.

12. Good of the Order

President Roberts called for any additional items from the floor for the good of the order; hearing none, President Roberts thanked all members in attendance at the annual business meeting.

12. Adjournment

There being no further business to come before the membership, President Roberts declared the 48th Annual Business Meeting adjourned at 9:52 a.m.

*Minutes approved at the WMCA 49th Annual Business Meeting of Thursday, March 14, 2019;
Semiahmoo, Blaine, WA.*



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: March 14, 2019

Attached are the following reports as of February 28, 2019:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Profit & Loss Budget vs. Actual (3 pages)
- Checking Register (3 pages)
- Savings Register

WMCA continues to have healthy cash balance of \$171,668.07 in the bank. Overall revenues have currently exceeded expectations and we do not even have scholarship income yet! Scholarship income will increase from the live auction, silent auction, raffle and product sales during conference.

Most expenditures are under budget. Scholarships, at this time, are our largest expenditure. WMCA supports education and it shows! At the end of our fiscal year, April 30, 2019, our largest expenditure will be, as always, the annual conference.

Thank you for the privilege to serve as the Treasurer of this great organization! It is truly an honor.

WMCA
Balance Sheet
As of February 28, 2019

Assets

Current Assets

Checking	85,739.29
Savings	35,928.78
Western Annuity	50,000.00
Total Cash	<u>171,668.07</u>

Total Current Assets	<u>171,668.07</u>
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Total Assets	<u><u>171,668.07</u></u>
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Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	7,541.29
Net Income	66,740.90
Total Equity	<u>171,668.07</u>

Total Liabilities & Equity	<u><u>171,668.07</u></u>
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WMCA
Profit & Loss Budget vs. Actual
February 28, 2019

	<u>Actual</u> <u>May - Feb '19</u>	<u>Budget</u> <u>May '18-April '19</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	18,750.00	16,875.00	1,875.00	1.11
Conference	65,154.00	62,500.00	2,654.00	1.04
Dues	25,365.00	24,000.00	1,365.00	102.00
Money Market Savings Interest	14.84	36.00	(21.16)	0.41
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	800.00	900.00	(100.00)	0.89
Scholarship Income	877.00	10,005.00	(9,128.00)	0.09
Total Income	124,424.23	115,916.00	8,508.23	107.34%
Transfer to Savings	0.00	0.00	0.00	
Expense				
Academy Sessions	12,334.77	12,250.00	84.77	1.01
Annual Conference	6,627.02	82,100.00	(75,472.98)	0.08
Board Expenses	13,333.93	21,460.00	(8,126.07)	0.62
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	4,617.45	6,050.00	(1,432.55)	0.76
Scholarship Expenses	17,244.00	27,200.00	(9,956.00)	0.63
Total Expense	57,683.33	154,440.00	(96,756.67)	37.35%
Net Profit (Loss)	66,740.90	(38,524.00)	105,264.90	69.99%

WMCA
Profit Loss Budget vs. Actual
February 28, 2019

	Actual May '18 - Feb '19	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	7,525.00	6,250.00	1,275.00	120.40%
Total Advanced Academy	<u>18,750.00</u>	<u>16,875.00</u>	<u>1,875.00</u>	<u>111.11%</u>
Conference				
Donations	9,000.00	7,500.00	1,500.00	120.00%
Exhibitors	9,350.00	7,500.00	1,850.00	124.67%
Meals	4,454.00	3,500.00	954.00	127.26%
Registrations	42,350.00	44,000.00	(1,650.00)	96.25%
Total Conference	<u>65,154.00</u>	<u>62,500.00</u>	<u>2,654.00</u>	<u>104.25%</u>
Dues	25,365.00	24,000.00	1,365.00	105.69%
Money Market Savings Interest	14.84	36.00	(21.16)	41.22%
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	800.00	900.00	(100.00)	88.89%
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>124,424.23</u>	<u>115,916.00</u>	<u>8,508.23</u>	<u>107.34%</u>
Total Revenue	<u>124,424.23</u>	<u>115,916.00</u>	<u>8,508.23</u>	<u>107.34%</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	3,175.00	5,000.00	(1,825.00)	63.50%
Total Academy Sessions	<u>12,334.77</u>	<u>12,250.00</u>	<u>84.77</u>	<u>100.69%</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	2,752.16	2,000.00	752.16	137.61%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	1,200.00	5,050.00	(3,850.00)	23.76%

WMCA
Profit Loss Budget vs. Actual
February 28, 2019

	Actual May '18 - Feb '19	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	2,000.00	12,000.00	(10,000.00)	16.67%
Special Entertainment	0.00	1,000.00	(1,000.00)	0.00%
Supplies	1,074.86	2,000.00	(925.14)	53.74%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	7,027.02	82,100.00	(75,072.98)	8.56%
Board Expenses				
Board Meetings	394.03	1,000.00	(605.97)	39.40%
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	525.00	575.00	(50.00)	91.30%
Total NCI Director Travel	1,051.86	4,875.00	(3,823.14)	21.58%
Officer's Board Travel				
President				
Alaska Conference	1,082.05	1,325.00	(242.95)	81.66%
CA Conference	1,294.49	1,680.00	(385.51)	77.05%
IIMC Conference	2,755.06	2,645.00	110.06	104.16%
OR Conference	884.68	945.00	(60.32)	93.62%
WMCA Conference	400.00	400.00	0.00	100.00%
Total President	6,416.28	6,995.00	(578.72)	91.73%
President Elect				
IIMC Conference	1,976.65	2,645.00	(668.35)	74.73%
WMCA Conference	0.00	500.00	(500.00)	0.00%
Total President Elect	1,976.65	3,145.00	(1,168.35)	62.85%
Total Officer's Board Travel	8,392.93	10,140.00	(1,747.07)	82.77%
Region IX Director Travel	600.00	0.00	600.00	
Total Board Expenses	12,933.93	21,460.00	(8,526.07)	60.27%
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%

WMCA
Profit Loss Budget vs. Actual
February 28, 2019

	Actual May '18 - Feb '19	Budget May '18 - Apr '19	\$ Under/Over Budget	% of Total
Contingency	0.00	500.00	(500.00)	0.00%
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)	0.00%
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)	910.00	850.00	60.00	107.06%
Bank Charges	233.23	0.00	233.23	
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	1,336.49	1,100.00	236.49	121.50%
Gambling/Alcohol License	65.00	300.00	(235.00)	21.67%
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)	0.00%
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	149.92	325.00	(175.08)	46.13%
Total Miscellaneous Expenses	4,617.45	6,050.00	(1,432.55)	76.32%
Scholarship Expenses				
Conference Scholarships	1,600.00	6,000.00	(4,400.00)	26.67%
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	17,244.00	27,200.00	(9,956.00)	63.40%
Total Expense	57,683.33	152,440.00	(94,756.67)	37.84%
Net Profit (Loss)	66,740.90	(36,524.00)	103,264.90	-182.73%

Register: Chase Checking

From 05/01/2018 through 02/28/2019

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

WMCA

3/4/2019 9:30 AM

Register: Chase Checking
 From 05/01/2018 through 02/28/2019
 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 02/28/2019
 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
01/07/2019	1192	Bank Of America	-split-		653.88	X		28,926.33
01/08/2019		Wa State Gambling ...	Miscellaneous Expense...	Annual License	65.00	X		28,861.33
01/08/2019			-split-	PayPal		X	1,948.11	30,809.44
01/10/2019			-split-	PayPal		X	6,695.10	37,504.54
01/11/2019			-split-	Deposit		X	506.00	38,010.54
01/11/2019			-split-	PayPal		X	7,148.97	45,159.51
01/15/2019	1191	Bethanne Kronick	ACADEMY SESSION...		3,175.00	X		41,984.51
01/15/2019			-split-	PayPal		X	3,052.65	45,037.16
01/16/2019			-split-	Deposit		X	575.00	45,612.16
01/19/2019			-split-	Deposit		X	2,625.00	48,237.16
01/22/2019			-split-	PayPal		X	3,776.67	52,013.83
01/25/2019			-split-	Deposit		X	2,150.00	54,163.83
02/01/2019			-split-	PayPal		X	2,394.30	56,558.13
02/05/2019			-split-	PayPal		X	1,797.72	58,355.85
02/05/2019		Bank Of America	Miscellaneous Expense...	Virginia Ol;sen	1.26	X		58,354.59
02/05/2019		Bank Of America	Miscellaneous Expense...	Gina Anderson	6.88	X		58,347.71
02/05/2019		Bank Of America	Miscellaneous Expense...	Paula Swisher	1.42	X		58,346.29
02/07/2019	1192	City of Renton	CONFERENCE:Regist...		50.00	X		58,296.29
02/07/2019	1193	City of Granite Falls	CONFERENCE:Regist...		50.00	X		58,246.29
02/07/2019	1194	David T Saathoff	Miscellaneous Expense...		900.00	X		57,346.29
02/08/2019			-split-	Deposit		X	2,766.00	60,112.29
02/12/2019			-split-	PayPal		X	4,235.43	64,347.72
02/13/2019		NSF	Dues 2018	City of Dayton	25.00	X		64,322.72
02/13/2019		Chase	Miscellaneous Expense...	NSF Fee	12.00	X		64,310.72
02/15/2019			-split-	Deposit		X	120.00	64,430.72
02/19/2019		Bank Of America	-split-	Paula Swisher	4,772.52	X		59,658.20
02/21/2019			-split-	PayPal		X	3,327.09	62,985.29
02/22/2019	1195	C-Tran	Board Expenses:Office...		566.00	X		62,419.29
02/22/2019	1196	Brenda J. Viola	ANNUAL CONFERE...		2,000.00			60,419.29
02/23/2019			-split-	Deposit		X	3,775.00	64,194.29
02/23/2019			-split-	Deposit		X	11,233.00	75,427.29
02/23/2019			-split-	Deposit		X	10,312.00	85,739.29

Register: Chase Savings

From 05/01/2018 through 02/28/2019

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
01/31/2019			Money Market Savings...	Interest		X	1.51	35,927.41
02/28/2019			Money Market Savings...	Interest		X	1.37	35,928.78



- 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: 02/21/2019

SUMMARY OF ACTIVITIES:

The Committee met on January 31, 2019 in Woodland to conduct an audit of the Financial Records for the period of May - December, 2018. The committee conducted a complete review of the financial and corporate records for the period beginning May 1, 2018, and ending on December 31, 2018.

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

I would like to take this time to also thank all of my wonderful committee members and co-chair who took the time to help conduct audits twice in the past year and/or offered their time to help. Here are those committee members: Molly Towslee (co-chair & elections auditor), Kaylee Cody, Maureen Burwell, Hanna Miles, and John Millard. Lastly, I would also like to thank my Board Liaison and our WMCA Treasurer, Gina Anderson. She keeps our books so well organized that it makes our jobs very easy.

ACTION REQUESTED: YES NO

RECOMMENDATION: None

FISCAL IMPACT:



TO: EXECUTIVE COMMITTEE & WMCA MEMBERSHIP

FROM: PAULA SWISHER, BUDGET COMMITTEE CHAIR

DATE: MARCH 14, 2019 ANNUAL BUSINESS MEETING

Thank you to the Budget Committee members President Virginia Olsen, Immediate Past President Dee Roberts, Vice President Debbie Jermann and Treasurer Gina Anderson for helping me prepare this budget. We cannot thank Treasurer Gina Anderson enough for her hard work and efforts each year to maintain WMCA's books!

SUMMARY OF ACTIVITIES:

The Budget Committee met in early December to draft the 2019-20 Budget. There were no major changes, mostly just minor adjustments to travel and conference expenditures based upon locations and other known information.

Notations were made in the margins to provide additional information to the members as well as historical perspective for those preparing future budgets. The fiscal year ends on April 30.

In Expenditures under travel, the WMCA and CCAC conferences (as well as registration for the IIMC conference) fall in the currently adopted fiscal year budget (2018-19) and the remainder (AAMC, IIMC and OAMR) are in the proposed budget for 2018-19. California has not determined their 2020 conference location so we have used placeholder numbers.

ITEMS OF NOTE:

A. Revenue

- 1) On the revenue side, Spring Academy attendance has been strong so we adjusted registrations for the academy from 50 to 60.
- 2) We have more room for Conference exhibitor's at the Yakima location so we increased the number from 15 to 20 exhibitors for an increase of \$3,500.00.

B. Expenditures

- 1) Our conference continues to be our largest expenditure. The only significant change is under "Annual Conference", Conference Meals, (page 1 of 2 - Expenditures) where there is a decrease of \$5,000 (\$50,000 to \$45,000) due to the cost of meals is usually lower at venues east of the mountains.
- 2) Under expenditures, "IIMC" section (page 2 of 3 - Expenditures), the Region IX assessment was increased from to \$7 per member as IIMC increasing the rate so the line item increases from \$1,625 to \$2,275.

Overall, total expenditures are \$153,555 which is an increase of \$1,115.00 over the 2018-19 budget.

RECOMMENDATION: Move to adopt the 2019-2020 WMCA Annual Budget.

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	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	7,525.00	7,500.00
<i>Total Advanced Academy</i>	<u>17,700.00</u>	<u>17,400.00</u>	<u>18,750.00</u>	<u>18,125.00</u>
Conference				
Donations	11,869.50	9,900.00	9,000.00	10,000.00
Exhibitors (15)	4,950.00	9,134.26	9,350.00	11,000.00
Meals	3,925.90	3,644.00	4,454.00	3,500.00
Registrations	47,100.00	46,925.00	42,350.00	55,250.00
<i>Total Conference</i>	<u>67,845.40</u>	<u>69,603.26</u>	<u>65,154.00</u>	<u>79,750.00</u>
Dues	26,710.00	26,365.00	25,365.00	26,250.00
IIMC President's Reception	0.00	0.00	0.00	0.00
Region IX Dinner	0.00	0.00	800.00	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	14.84	20.00
Scholarship Income				
Auctions	5,010.00	2,589.00	0.00	3,500.00
Donations	247.00	415.00	0.00	0.00
Interest	2.63	0.00	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>124,424.23</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	3,175.00	6,000.00

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	Proposed May '19 - Apr '20
Total Academy Sessions	11,893.44	9,150.43	12,334.77	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	2,752.16	2,000.00
Drawings/Door Prizes	200.00	200.00	0.00	200.00
Hospitality Expenses (WMCA)	3,075.91	3,698.93	1,200.00	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	2,000.00	15,000.00
Special Entertainment	525.00	600.00	0.00	1,000.00
Supplies	984.59	852.06	1,074.86	2,000.00
Supplies - 1st Time Attendees	199.31	461.08	0.00	500.00
Total Annual Conference	68,742.00	54,971.08	7,027.02	80,900.00
Board Expenses				
Board Meetings	1,059.37	1,314.96	394.03	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	3,150.00
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	525.00	600.00
Total NCI Director Travel	3,706.52	2,736.87	1,051.86	4,900.00
Officer's Board Travel				
President				
Alaska Conference	1,049.46	1,246.54	1,082.05	1,425.00
CA Conference	1,270.34	1,060.71	1,294.49	1,730.00
IIMC Conference	2,627.43	3,482.10	2,755.06	2,745.00
OR Conference	1,417.79	888.81	884.68	1,150.00
WMCA Conference	794.92	375.00	400.00	425.00 <i>Registration Only</i>

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	Proposed May '19 - Apr '20
<i>Total President</i>	7,159.94	7,053.16	6,416.28	7,475.00
President Elect				
IIMC Conference	2,109.79	2,844.41	1,976.65	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	1,976.65	3,185.00
Region IX Director Travel	0.00	0.00	600.00	0.00
<i>Total Officer's Board Travel</i>	13,256.33	12,774.48	9,444.79	15,560.00
<i>Total Board Expenses</i>	19,020.85	17,477.89	12,933.93	22,555.00
<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	1,000.00
<i>Total Communication Expenses</i>	963.58	803.68	1,026.16	1,280.00
Future Conference Site Deposit	0.00	8,125.00	2,000.00	5,000.00
<u>Contingency</u>	0.00	0.00	0.00	0.00
<u>IIMC</u>				
MCEF Donation	81.52	0.00	0.00	75.00
Outgoing Reg IX Dir Gift	258.73	100.00	0.00	100.00
Reg IX Assessment	1,630.00	3,455.00	0.00	2,275.00
Region IX Dinner	0.00	0.00	500.00	0.00
<i>Total IIMC</i>	1,970.25	3,555.00	500.00	2,450.00
<u>Miscellaneous Expenses</u>				
501C(3)	838.46	860.00	910.00	860.00
Bank Charges	4.00	4.00	233.23	10.00
Condolences	0.00	0.00	0.00	150.00
Credit Card Fees (PayPal)	1,106.02	1,243.54	1,336.49	1,400.00
Gambling/Alcohol License	196.00	163.00	65.00	300.00
Gifts	250.00	0.00	80.54	0.00
Insurance	1,303.00	1,303.00	1,303.00	1,400.00
Office Supplies	551.15	424.58	539.27	500.00
Other	845.00	150.00	0.00	825.00
Post Cards Vistaprint	439.74	0.00	0.00	600.00

WMCA BUDGET P&L Combined

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	Proposed May '19 - Apr '20
Postage	275.58	0.00	149.92	325.00
Total Miscellaneous Expenses	5,808.95	4,148.12	4,617.45	6,370.00
Scholarship Expenses				
Conference Scholarships	6,722.42	4,399.08	1,600.00	6,000.00
Margery A. Price Scholarship	1,175.00	1,400.00	1,700.00	1,500.00
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
Store Items	918.45	2,303.28	0.00	2,000.00
Total Scholarship Expenses	25,580.16	23,632.86	17,244.00	27,200.00
Total Expense	133,979.23	121,864.06	57,683.33	159,255.00
Net Profit (Loss)	(9,202.88)	4,016.56	66,740.90	(22,010.00)

WMCA BUDGET Revenue

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	Budget May '18 - Apr '19	Proposed May '19 - Apr '20	Comments
Income						
Advanced Academy						
Athenian Dialogue	2,375.00	2,375.00	4,425.00	5,250.00	4,375.00	35 @ \$125 Registration
Fall	9,775.00	9,250.00	6,800.00	7,500.00	6,250.00	50 @ \$125 Registration
Spring	9,300.00	6,075.00	7,525.00	6,250.00	7,500.00	60 @ \$125 Registration
Total Advanced Academy	21,450.00	17,700.00	18,750.00	19,000.00	18,125.00	
Conference						
Donations	14,253.00	11,869.50	9,000.00	500.00	10,000.00	
Exhibitors	8,200.00	4,950.00	9,350.00	7,500.00	11,000.00	20 Vendors @ \$550
Meals	3,467.00	3,925.90	4,454.00	3,500.00	3,500.00	Guest Meals
Registrations	39,550.00	47,100.00	42,350.00	44,000.00	55,250.00	130 @ \$425 Registration
Total Conference	65,470.00	67,845.40	65,154.00	55,500.00	79,750.00	
Dues	25,415.00	26,710.00	25,365.00	24,000.00	26,250.00	350 @ \$75
IIMC President's Reception	0.00	0.00	0.00	0.00	0.00	One time revenue
Money Market Savings Interest	61.91	42.32	14.84	36.00	20.00	
						2/3 from OR/AK + any overages/share cost of Air bnb in Tacoma
NCI Director Lodging	0.00	1,600.00	0.00	1,600.00	1,600.00	
NCI Surplus			13,463.39			
Region IX Dinner (Birmingham, AL	885.00	0.00	0.00	1,500.00	1,500.00	Next Hosting 2019 Budget 1/2 in 2018
Scholarship Income			0.00			
Auctions	5,535.00	5,010.00	0.00	4,500.00	3,500.00	
Donations	691.00	247.00	0.00	0.00	0.00	
Interest	3.29	2.63	0.00	5.00	0.00	
Product Sales	1,641.00	1,034.00	0.00	2,000.00	2,000.00	
Raffle	4,543.00	4,585.00	877.00	4,500.00	4,500.00	
Total Scholarship Income	12,413.29	10,878.63	877.00	11,005.00	10,000.00	
Transfer from Savings	0.00	0.00	0.00	40,602.60	22,010.00	
Total Income	\$ 125,695.20	\$ 124,776.35	\$ 123,624.23	\$ 153,243.60	\$ 159,255.00	

WMCA BUDGET Expenditures

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	Budget May '18 - Apr '19	Proposed May '19 - Apr '20	Comments
Academy Sessions						
Athenian Dialogue	2,320.02	2,558.21	1,725.96	2,000.00	2,500.00	Speaker, lodging, airfare
Fall	4,760.20	3,206.61	7,433.81	5,250.00	5,000.00	Speaker, member meals, room rental, 1st time attendees
Spring	4,813.22	3,385.61	3,175.00	5,000.00	6,000.00	Speaker, member meals, room rental
Total Academy Sessions	11,893.44	9,150.43	12,334.77	12,250.00	13,500.00	
	Alderbrook	RL - Pasco	Semi-Ah-Moo		Yakima	
Annual Conference						
Audio Visual	0.00	3,740.00	0.00	6,000.00	6,000.00	Was Included in '17 contract, not in 2019
Conference Photographer	750.00	534.60	0.00	600.00	600.00	Pre-approve by EC/requests sent out in winter 2018/19
Decorations	1,421.29	1,433.67	2,752.16	2,000.00	2,000.00	
Drawings/Door Prizes	200.00	200.00	0.00	200.00	200.00	Vendor & Friday Drawings; \$100 x 2
Hospitality Expenses (WMCA)	3,075.91	3,698.93	1,200.00	5,050.00	5,850.00	WMCA Expense Policy
Meals	50,632.01	31,399.22	0.00	50,000.00	45,000.00	Includes President's Reception & Executive Committee Dinner at Semiahmoo Resort
Printing/Postage	1,705.96	1,487.99	0.00	2,000.00	2,000.00	Conference Programs, Meal Tickets, Annual Business Meeting Packets (30), etc.
Recognition Awards	471.30	449.26	0.00	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	8,776.63	10,114.27	2,000.00	12,000.00	15,000.00	Speaker Fees & Expenses
Special Entertainment	525.00	600.00	0.00	1,000.00	1,000.00	Honor Guard, Local or Theme, Invocation
Supplies	984.59	852.06	1,074.86	2,000.00	2,000.00	
Supplies for 1st Time Attendees	199.31	461.08	0.00	500.00	500.00	
Total Annual Conference	68,742.00	54,971.08	7,027.02	82,100.00	80,900.00	
Board Expenses						
Board Meetings	1,059.37	1,314.96	394.03	1,000.00	1,200.00	Room Rental, Food (4 Meetings)
Education Coordinator	2,315.77	1,250.29	0.00	2,645.00	2,645.00	Exec Comm Travel Policy
Executive Committee Travel						
AWC Conference	2,034.74	1,866.42	2,392.51	2,800.00	2,800.00	Vendor registration at AWC Conference (incl travel, supplies, giveaways in Yakima)
Other	354.64	271.74	102.60	0.00	350.00	
Total Executive Committee Travel	2,389.38	2,138.16	2,495.11	2,800.00	3,150.00	
NCI Director Travel						

WMCA BUDGET Expenditures

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	Budget May '18 - Apr '19	Proposed May '19 - Apr '20	Comments
Northwest Clerks Institute	2,286.00	2,183.12	0.00	3,400.00	3,400.00	<i>Per Director Agreement - 1/3 Lodging + any overages</i>
IIMC Conference	545.07	0.00	526.86	900.00	900.00	<i>1/3 Cost Share</i>
WMCA Conference	875.45	553.75	525.00	575.00	600.00	
<i>Total NCI Director Travel</i>	<u>3,706.52</u>	<u>2,736.87</u>	<u>1,051.86</u>	<u>4,875.00</u>	<u>4,900.00</u>	
Officer's Board Travel						
President						
Alaska Conference	1,049.46	1,246.54	1,082.05	1,325.00	1,425.00	<i>Anchorage per the usual</i>
CA Conference	1,270.34	1,060.71	1,294.49	1,680.00	1,730.00	<i>2019 conf location unknown</i>
IIMC Conference	2,627.43	3,482.10	2,755.06	2,645.00	2,745.00	<i>Airfare, hotel, ground trans, parking.</i>
OR Conference	1,417.79	888.81	884.68	945.00	1,150.00	<i>Bend, OR mileage/airfare, hotel, parking</i>
WMCA Conference	794.92	375.00	400.00	400.00	425.00	<i>Registration Only</i>
<i>Total President</i>	<u>7,159.94</u>	<u>7,053.16</u>	<u>6,416.28</u>	<u>6,995.00</u>	<u>7,475.00</u>	
President Elect						
IIMC Conference	2,109.79	2,844.41	1,976.65	2,645.00	2,685.00	
WMCA Conference	280.08	140.04	0.00	500.00	500.00	<i>Room Only</i>
<i>Total President Elect</i>	<u>2,389.87</u>	<u>2,984.45</u>	<u>1,976.65</u>	<u>3,145.00</u>	<u>3,185.00</u>	
<i>Total Officer's Board Travel</i>	<u>13,256.33</u>	<u>12,774.48</u>	<u>9,444.79</u>	<u>10,140.00</u>	<u>15,560.00</u>	
Total Board Expenses	<u>19,020.85</u>	<u>17,477.89</u>	<u>12,333.93</u>	<u>21,460.00</u>	<u>22,555.00</u>	
Communication Expenses						
Voting Software	159.90	0.00	0.00	80.00	80.00	<i>\$80 per voting event</i>
Survey	0.00	0.00	0.00	200.00	200.00	
Website M&O	803.68	803.68	1,026.16	800.00	1,000.00	<i>Price increase in 2017</i>
Total Communication Expenses	<u>963.58</u>	<u>803.68</u>	<u>1,026.16</u>	<u>1,080.00</u>	<u>1,280.00</u>	
Future Conference Site Deposit	0.00	8,125.00	2,000.00	500.00	5,000.00	
IIMC						
MCEF Donation	81.52	0.00	0.00	75.00	75.00	<i>Auction Item</i>
Outgoing Reg IX Dir Gift	258.73	100.00	0.00	100.00	100.00	<i>Sheri Pierce 2019/Dawn Abrahamson 2021</i>
Region IX Assessment	1,630.00	3,455.00	0.00	1,625.00	2,275.00	<i>325 Active Members x \$7</i>
Region IX Dinner	0.00	0.00	500.00	0.00	0.00	
Total IIMC	<u>1,970.25</u>	<u>3,555.00</u>	<u>500.00</u>	<u>1,800.00</u>	<u>2,450.00</u>	
Miscellaneous Expenses						
501(c)3	838.46	860.00	910.00	850.00	860.00	<i>Accountant</i>
Bank Charges	4.00	4.00	233.23	0.00	10.00	
Condolences	0.00	0.00	0.00	150.00	150.00	

WMCA BUDGET Expenditures

	Actual May '16 - Apr '17	Actual May '17 - Apr '18	Actual May '18 - Feb '19	Budget May '18 - Apr '19	Proposed May '19 - Apr '20	Comments
Credit Card Fees (PayPal)	1,106.02	1,243.54	1,336.49	1,100.00	1,400.00	
Gambling/Alcohol License	196.00	163.00	65.00	300.00	300.00	
Gifts	250.00	0.00	80.54	0.00	0.00	<i>One Time Event</i>
Insurance	1,303.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	551.15	424.58	539.27	500.00	500.00	<i>McAfee</i>
Other	845.00	150.00	0.00	825.00	825.00	<i>Small cities scholarships for WMCA dues</i>
Post Cards Vistaprint	439.74	0.00	0.00	600.00	600.00	<i>Fall/Spring Academy, Conference/COTY</i>
Postage	275.58	0.00	149.92	325.00	325.00	
Total Miscellaneous Expenses	5,808.95	4,148.12	4,617.45	6,050.00	6,370.00	
Scholarship Expenses						
Conference Scholarships	6,722.42	4,399.08	1,600.00	6,000.00	6,000.00	
Margery A. Price Scholarship	1,175.00	1,400.00	1,700.00	1,500.00	1,500.00	<i>Fall/Spring/IIMC/PDIV</i>
NCI Scholarships	14,300.00	12,625.00	13,775.00	15,000.00	15,000.00	
Raffle - Auction	2,464.29	2,905.50	169.00	2,700.00	2,700.00	<i>Large raffle item, printing costs, auctioneer</i>
Store Items	918.45	2,303.28	0.00	2,000.00	2,000.00	<i>Buying products to sell</i>
Total Scholarship Expenses	25,580.16	23,632.86	17,244.00	27,200.00	27,200.00	
Total Expense	\$ 133,979.23	\$ 121,864.06	\$ 57,083.33	\$ 152,440.00	\$ 159,255.00	

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

WMCA BUDGET Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May '18 - Apr '19	May '19 - Apr '20	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Birmingham, AL - 2019	05/20-05/24/18	Registration/Early	600.00	600.00	2019 Conference Reg is paid out of 2018/19 Budget
St Louis, MO - 2020		Airline	850.00	850.00	Norfolk, VA
Grand Rapids, MI - 2021		Lodging	875.00	875.00	\$175 x 5 nights
		Ground Transportation	100.00	100.00	
		Parking	120.00	120.00	
		Meals	100.00	100.00	
		Total Education Coordinator Travel	2,645.00	2,645.00	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference - Spokane, WA	June 2019	Vendor Registration/Membership	1,300.00	1,300.00	Includes booth and most meals for 2 days
Kennewick, WA - 2020		Lodging	500.00	500.00	
		Mileage	300.00	300.00	
		Supplies	700.00	700.00	Gavels/Table Cover/Table Displays
		Total Executive Committee Travel	2,800.00	2,800.00	
NCI DIRECTOR TRAVEL					
IIMC Conference - Birmingham, AL - 2019	5/19-23/19	1/3 Shared Cost w/AK & OR	900.00	900.00	Director Agreement
WMCA Conf - Yakima Red Lion	3/16-20/20	Transportation/Mileage	575.00	600.00	Airline (from Manteca/Sac CA to Yakima)
		Total NCI Director Travel	1,475.00	1,500.00	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	11/17-20/19	Airline or Mileage	500.00	500.00	
Hotel Captain Cook		Lodging	460.00	500.00	\$115 x 3 incl taxes
		Ground Transportation	75.00	75.00	To/Fr Airport
		Parking	85.00	100.00	Sea-Tac or Hotel
		Meals	55.00	100.00	1 breakfast, 2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,325.00	1,425.00	
CCAC Conf - 2019 Location Unknown	04/02-05/19	Airline or Mileage	450.00	450.00	CCAC Covers Registration - Academy Extra (2019)
2020 Conference in San Fransisco		Lodging	800.00	800.00	\$200 x 4 incl taxes
		Ground Transportation	125.00	125.00	To/Fr Airport
		Parking	80.00	80.00	Sea-Tac or Hotel
		Meals	75.00	125.00	
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total CCAC Conference	1,680.00	1,730.00	
IIMC Conference - Birmingham, AL - 2019	5/19-23/19	Registration/Early	600.00	600.00	2019 Conference is paid out of 2018 Budget

**WMCA BUDGET
Travel**

		Airline	850.00	950.00	
		Lodging	875.00	875.00	\$175 x 5 nights
		Ground Transportation	100.00	100.00	
		Parking	120.00	120.00	
		Meals	100.00	100.00	Note: MCEF Auction Item is separate expense
		Total IIMC Conference	2,645.00	2,745.00	
OAMR Conference - Bend, OR	09/17-20/19	Airline or Mileage	210.00	450.00	(Bend) 762 miles RT x .545
2020 in ??		Lodging	510.00	450.00	\$113 x 3 - need OAMR room rate
OAMR covers registration		Ground Transportation	-		To/Fr Airport
Academy is extra		Parking	-		Sea-Tac.
		Meals	75.00	100.00	2 breakfasts/2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total OAMR Conference	945.00	1,150.00	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Birmingham, AL - 2019	5/19-23/19	Registration/Early	600.00	600.00	2019 Conference is paid out of 2018 Budget
		Airline	850.00	950.00	
		Lodging	875.00	875.00	\$175 x 5 nights
		Ground Transportation	100.00	100.00	
		Parking	120.00	60.00	Deb J parking in PDX/ SeaTac w/b \$120
		Meals	100.00	100.00	
		Total President-Elect Travel	2,645.00	2,685.00	

WMCA BUDGET Conference Hospitality

Position	Description	Budget	Proposed	Policy
		May '18 - Apr '19	May '19 - Apr '20	
2019 Clerk of the Year	Registration/Early	400.00	425.00	
AAMC President	Registration/Early	400.00	425.00	
Melissa Jacobsen	Welcoming Gift	50.00	50.00	
CCAC President	Registration/Early	400.00	425.00	
Patrice Olds	Welcoming Gift	50.00	50.00	
IIMC Executive Director	Registration/Early	400.00	425.00	
Chris Shalby	Welcoming Gift	50.00	50.00	
IIMC President	Registration/Early	400.00	425.00	
Lana McPherson	Lodging	400.00	425.00	
Lana McPherson	Transportation/Mileage	200.00	300.00	
Lana McPherson	Welcoming Gift	50.00	50.00	
IIMC President-Elect	Registration/Early	400.00	425.00	
Mary Johnston	Welcoming Gift	50.00	50.00	
OAMR President	Registration/Early	400.00	425.00	
Melissa Thompson-Kiefer	Welcoming Gift	50.00	50.00	
NCI Director	Registration/Early	400.00	425.00	
Joann Tilton	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	400.00	425.00	
CA - Dawn Abrahamson	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	400.00	425.00	
WA - Scott Passey	Lodging	-	425.00	
	Welcoming Gift	50.00	50.00	
	Total Hospitality	5,050.00	5,850.00	



To: WMCA Executive Committee, Elections Officer, and Membership Committee Chair
From: Molly Towslee, Elections Auditor *mt*
Re: 2019-20 WMCA Executive Committee Election
Date: February 21, 2019

On January 3, 2019 I issued a certification of candidate report for the 2019-20 Executive Committee Election. On January 25, 2019, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 15th, and the results were forwarded to me by the Elections Officer, Leana Johnson on February 21st.

I have completed an independent review of the elections results and find the election process and results to be sound. Out of 354 active members, 65 ballots were cast with the following results sorted high to low:

Candidate	Total Votes	Percentage
<u>President Elect (1-year term)</u> Debbie Jermann, MMC Exec. Asst./Clerk of the Board, C-TRAN	62	98.4127%
Write-In: Maria Holman, CMC	1	1.5873%
<u>Vice-President (1-year term)</u> Susan Duncan, CMC, CPRO City Clerk, City of Ferndale	62	100.0000%
<u>Treasurer (2-year term)</u> Georgina Anderson, MMC Deputy Clerk/Treasurer, City of Woodland	61	100.0000%
<u>Two Board Member positions (3-year term)</u> Deb Estrada, MMC City Clerk, City of Mercer Island	51	79.6875%
Elizabeth Adkisson, MMC City Clerk, City of Monroe	56	87.5000%
Write-In: Tammy Stanger, CMC	1	1.5625%

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



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

TO: WMCA President and Executive Committee

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

COMMITTEE: Legislative

DATE: 2/14/2019

SUMMARY OF ACTIVITIES:

The Legislative Committee has submitted newsletter articles on the 2019 Legislative Session and periodic updates.

The prior plan to have an AWC lobbyist skype in during the business meeting was eliminated when we learned how expensive the equipment costs are from the conference venue. Instead, the Committee Co-Chairs will work with AWC the week prior to conference to draft content for a legislative update, and then deliver the report to the membership at the business meeting.

We would like to thank the EC for their support of this committee.

Member recognition during the Annual Business Meeting:

Jessica Marshall	Benton PUD
Kay Kammer, Liaison	City of Battle Ground
Judy Brown	City of Bridgeport
Scott Passey	City of Edmonds
Kathi Anderson	City of Kirkland
Elizabeth Adkisson	City of Monroe
Jennifer Veneklasen	City of Port Angeles
Stephanie Keller	City of Quincy
Rita Moore	City of Seattle
Jessica Simulcik Smith	City of Shoreline
Leanne Peters	Columbia County
Sandy Paul	Retired
Melissa Blankenship	South County Fire
Austen Wilcox	Town of Yarrow Point



- 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: 3/3/19

SUMMARY OF ACTIVITIES:

Announcements were made in the November, December and January newsletters. A letter was sent via US Mail to all supervisors of members and the website was updated with information for the 2019 Clerk of the Year Award.

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

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

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

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: \$392.16

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
Recognition Awards	\$ 500	\$ 392.16
Postcards Vista Print	\$ 300	\$ 0
Postage	\$ 150	\$ 0



Year-End Committee Report and Member Recognition

TO: WMCA President and Executive Committee

FROM: Jodee Schwinn, Chair

COMMITTEE: Bylaws Committee

DATE: March 1, 2019

BYLAWS COMMITTEE RECOGNITION: This year was a quiet year for the Bylaws Committee. I'd like to say a **SPECIAL THANK YOU** to all of the individuals that signed up to volunteer on the Bylaws Committee this year and stood ready to serve.

The 2018-2019 Bylaws Committee Members were:

Christine Brown	City of Bainbridge Island
Judy Brown	City of Bridgeport
Tes Ongoco	City of Dupont
Jodi Wycoff	City of Duvall
Amy Taylor	City of Friday Harbor
Pamela Brown	City of Lynden
Linda Carl	Snohomish Health District

Thank you to our Board Liaison DEBBIE JERMANN too!



- 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: February 27, 2019

SUMMARY OF ACTIVITIES: Thank you to the following Conference Planning Committee members for their assistance in making the 2019 WMCA Conference a success:
Chair – Paula Swisher; Co-chair – Keri MacDonald; Co-chair – Jodi Wycoff

Members:
Elizabeth Adkisson
Desirae Bearden
Jill Boltz
Shawn Campbell
Ana Campbell
Laurie Cassell
Shannon Corin
Deb Estrada
Peri Gallucci
Melissa Hart-McCain
Stephanie Haug
Deb Jermann
Stephanie Keller
Cindy Marbut
Anja Mullin
Heidi Napolitano
Lisa Neissl
Scott Passey
Gina Pfister
Darla Reese
Heidi Riojas
Dee Roberts
Tiana Rowland
Tammy Stanger
Mary Winter

This was an amazing conference to plan with a great theme “Don’t Sit Out the Dance!”. The Committee enjoyed bringing President Olsen’s vision to life including Movie Night, dance lessons and neon colors all around! This year our exhibitor coordinators, Anja Mullin and Ana Campbell committee recruited 18 exhibitors and \$11,000 in sponsorships! We sincerely hope that everyone leaves this year’s conference feeling more confident in their jobs, rejuvenated and more connected with their fellow clerks!

Conference Planning Committee Chair, Paula Swisher, will be sworn in as President for 2019-2020 which is WMCA’s 50th Anniversary. Co-chairs Keri & Jodi have been shadowing Paula for a couple years and are excited (and a little nervous, we must admit) to plan another great conference for the legendary conference planning guru Paula!

This year, the Executive Committee introduced using an app rather than the traditional conference booklet which was masterly put together by Jill Boltz & Heidi Napolitano. Thank you to everyone who assisted with making this year’s conference another amazing experience!

ACTION REQUESTED: YES NO

RECOMMENDATION: Have an amazing time at conference and Don't Sit Out The Dance!!

ALTERNATIVES:

FISCAL IMPACT: This venue was expensive where meals are concerned and AV was double what was budgeted.

Revenues:	Budgeted Amount	Revenues Generated
<u>Sponsors</u>	\$ _____	\$ <u>11,000</u>
<u>Exhibitor Registration & Meals</u>	\$ _____	\$ <u>14,783</u>
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: March 1, 2019

SUMMARY OF ACTIVITIES: As of March 1, we have 118 registered attendees. Education coordinator Alice Attwood will report on the Academy. We were pleased to leverage our academy speaker and keynote speaker for two additional breakout sessions. Two of the roundtable sessions are led by clerks Liz Adkisson, Christine Brown, and Tisha Gieser. Last year's speaker expenses were higher than usual, so we felt good underexpending our budget by roughly \$3,900 this year.

In response to a suggestion by Gretchen Sagen, Stephanie Haug did some exploration into using a telephone app for conference evaluations. The Conference Planning Committee exceeded these expectations by implementing Attendify that we are trying out for the conference program. We've got high hopes for this application bringing efficiencies and saving some trees. We'd appreciate everyone's support as we work through it the first time.

Along with Alice Attwood Education Coordinator, we participated in Education Committee meetings with Joann Tilton director of the Northwest Clerks Institute in her excellent work toward ensuring academies and educational credits are offered to our membership. When you see them, please express appreciation for the excellent work they do for you

Committee members contributing to our annual conference are Donald Ross, Board Liaison, City of Westport; Virginia Olsen, City of Mountlake Terrace; Gretchen Sagen, City of Raymond; Stephanie Haug, City of Benton City; Tiana Rowland, Douglas County; Tisha Gieser, City of Issaquah; Scott Passey, City of Edmonds; Mari Ripp, City of Woodland; Christine Brown, City of Bainbridge Island; Alice Attwood, City of Tonasket; Tammy Stanger, City of Wenatchee; Maria Holman, City of East Wenatchee; Kay Kammer, City of Battle Ground; Leanne Peters, Columbia County, Austen Wilcox, Town of Yarrow Point; Brenda Martinez, City of Black Diamond; Elizabeth Adkisson, City of Monroe; Jessica Simulcik Smith, City of Shoreline; and Tina Eggers, City of Issaquah. All but three are in attendance at Semiahmoo and even those not there in person help in a supportive role.

We are grateful to others contributing to a successful conference -- coming together for continuing education and networking.

ACTION REQUESTED: YES NO



To: Executive Committee

From: Susan Duncan & Deb Estrada, Fundraising Committee Chairs

Date: March 14, 2019

RE: Annual Business Meeting Report

Thank you to the Fundraising Committee for all their hard work this year. In addition to several fundraising events at Annual Conference, we were also busy at the Fall Mini-Conference with our \$1 50/50 raffle drawing and a gift basket raffle each day.

Several fundraising committee members volunteered to coordinate the themed baskets for the live auction. Many fun themes were included.

Bottles of wine with custom-made WMCA labels were available last year for sale at the WMCA store. We worked with Bonair Winery once again to produce more bottles with this year's theme - "Don't Sit Out The Dance."

In lieu of the Grand Raffle, a new event was introduced this year: One Hundred Envelopes! Envelopes numbered from 1 to 100 will be placed on a lighted bulletin board. People simply choose an envelope and place the corresponding amount of money in the envelope. If all envelopes are filled, it raises over \$5,000. There will be a raffle for \$100 for those who contribute to this fundraiser. For a donation of \$1 - 25, the contributor gets 1 raffle ticket; for a donation of \$26 - 50, 5 tickets; and for a donation of over \$50, 10 tickets.

Thanks to the following Committee Members for a job well done!

Deb Jermann	Tiana Rowland
Gretchen Sagen	Dee Roberts
Laura Divis	Pam Brown
Rebecca Ozuna	Erin Lundgren
Stephanie Keller	Michelle Skylstad
Heidi Riojas	Flora Rogers
Terri Wright	Brandy Rhoes
Debby Barham	Tamy Pevy
Rachel Woods	Gayle Carrasco



To: Executive Committee

From: John Millard, Historical Committee Co-Chair

Date: March 14, 2019

RE: Annual Business Meeting Report

The Historical Committee, assisted by Retired Clerk Linda Alvar, began development of a Retired Member Data Base in preparation for our 50th Annual Conference Anniversary in 2020. Each committee member was responsible for the preparation of an historical article for submission to the Monthly Newsletter and was assigned responsibility to research a range of years in preparation for updating the Historical Timeline began by Stephanie Haug in 2017.

An effort was made to collect and organize digital photographs from previous years (beginning with 2018 and working backwards) and these photographs were provided to Co-Chair (and webmaster) Jill Boltz for uploading to Shutterfly.

Thanks to the 2018-19 committee members!

Linda Alvar (Retired; Lynnwood)
Bernie Bacon (Camas)
Jill Boltz (Kitsap Transit)
Linda Carl (Snohomish Health District)
Stephanie Haug (Benton City)
Sara McMillon (Newcastle)
Rita Moore (Seattle)
Virginia Olsen (Mountlake Terrace)
Sadie Schaneman (Bonnie Lake)
John Millard (Tenino)



TO: WMCA President, Executive Committee, and Membership

FROM: Elizabeth M. Adkisson, Chair
Darla Reese, Co-Chair & Leana Kinley, Co-Chair/Elections

DATE: March 14, 2019

RECOGNITION OF 2018-2019 MEMBERSHIP COMMITTEE MEMBERS:

Many thanks to the members of the 2018-19 Membership Committee; these WMCA members participated in such important work as welcoming new members, recruitment, facilitation of the Partnership Program, General Elections, and hosting membership events at the Fall Mini-Conference and Annual Conference!

Elizabeth Adkisson, Co-Chair	City of Monroe
Darla Reese, Co-Chair	City of Granite Falls
Leana Kinley, Co Chair (Elections Officer)	City of Stevenson
Shawn Campbell, Board Liaison	City of Auburn
Annagrisel (Anna) Alvarez	City of Wenatchee
Judy Brown	City of Bridgeport
Ana Campbell	City of Kirkland
Daniela Erickson	City of Pasco
Stephanie Haug	City of Benton City
Maria Holman	City of East Wenatchee
Kay Kammer	City of Battleground
Keri MacDonald	City of Cheney
Deniece Miller	City of Tonasket
Heidi Napolitano	Town of Woodway
Lisa Neissl	City of College Place
Heidi Riojas	City of Toppenish
Mari Ripp	City of Woodland
Tammy Stanger	City of Wenatchee
Angela Woods	City of Bremerton



To: Executive Committee

From: Rachel Shaw, Newsletter Committee Chair

Date: March 14, 2019

RE: Annual Business Meeting Report

A very big thank you to our 11 amazing Newsletter Committee Members who worked hard this year to produce a quality newsletter that was both aesthetically pleasing and informative. One aspect of the newsletter that you the readership have come to love is the Featured Clerk of the month articles which would not be a success without all of you. We are always looking for individuals who are willing to participate. If you would like to be featured or would like to nominate a fellow Clerk, please contact either myself or Co-Chair Cheryl Xanthos.

Thank you to the Executive Board for the opportunity to continue as your Chair. We hope you enjoy the Newsletter!

Rachel Shaw, Chair
Cheryl Xanthos, Co-Chair
Melissa Collins, Liaison
Donald Ross
Bonnie Wilkins
Kendall Murphey
Linda Carl
Deb Jermann
Susan Duncan
Hanna Miles
Tami Pevey
Jennifer Martin
Melissa Blankenship

City of Prosser
City of Redmond
Snohomish PUD
City of Westport
City of Des Moines
City of Prosser
Snohomish Co. Health District
C-TRAN
City of Ferndale
City of Tumwater
City of Sultan
City of Lake Forest Park
South County Fire



TO: WMCA Membership
FROM: Virginia Olsen, WMCA President
COMMITTEE: Northwest Clerks Institute (NCI) Committee
DATE: March 14, 2019

Thanks to the individuals who served on the NCI Committee. This past year, nine individuals from our three-state partnership served under the direction of Joann Tilton, Institute Director.

It was a busy year as we approved another three-year extension to the conference services agreement with Washington State University to continue to provide administration for the institute. In addition, we approved a three-year extension with Alaska and Oregon through 2021. These agreements allow us to continue to provide a local institute for professional development and continued learning since each of our organizations is not large enough to support a stand-alone institute. Thanks to AAMC and OAMR for partnering with us!

As part of our regular annual business, the NCI Committee reviewed the evaluations and recommendations from the 2018 Institute, reviewed and adopted the budget for 2019, and worked with Joann to select the PD IV speaker and topic.

Thanks to NCI Director Joann Tilton and the following Committee Members:

Alaska (AAMC)

Nova Javier, MMC
Kodiak Island Borough

Jamie Newman, MMC
City of Wasilla

Kacie Paxton, MMC
Ketchikan Gateway Borough

Oregon (OAMR)

Peggy Hawker, MMC
City of Newport

Karin Johnson, MMC
City of Independence

Ruth Post, MMC
City of Philomath

Washington (WMCA)

Alice Attwood, MMC
City of Tonasket

Joanna Sanders, MMC
City of Port Townsend

Virginia Olsen, MMC
City of Mountlake Terrace



TO: WMCA Members

FROM: Tamara Gunter, Scholarship Committee Chair

COMMITTEE: Scholarship Committee

DATE: March 14, 2019

I would like extend a big THANK YOU to & recognize the 17 scholarship committee members who volunteered to serve this past year.

- ❖ Donald Ross, City of Westport
- ❖ John Millard, City of Tenino
- ❖ Laura Divis, City of Okanogan
- ❖ Gretchen Sagen, City of Raymond
- ❖ Bonnie Wilkins, City of Des Moines
- ❖ Kendall Murphey, City of Prosser
- ❖ Korinne Henry, North Kitsap School District
- ❖ Stephanie Keller, City of Quincy
- ❖ Craig Atwood, City of Okanogan
- ❖ Nancy Mortensen, City of Granger
- ❖ Lynn Painter, Douglas County
- ❖ Tami Pevey, City of Sultan
- ❖ Flora Rogers, City of Omak
- ❖ Amber Scott, City of Omak
- ❖ Connie Thomas, City of Omak
- ❖ Leanne Peters, Columbia County
- ❖ Virginia Shaddy, Island County

Highlights from the year include:

- For the 2018-2019 fiscal year (May 1, 2018 – present), the committee awarded **28 scholarships** to fellow members to support them in their professional development/educational goals.
- The Executive Committee approved new scholarship guidelines in January. The new guidelines are on the scholarship page of the WMCA website and an article highlighting the changes was shared in the March newsletter.