



## EXECUTIVE COMMITTEE AGENDA

Friday, October 18, 2019 – Yakima Red Lion, 10:00 AM

<b>1. Call to Order and Roll Call</b>	
<b>2. Approve Agenda and June 21, 2019 EC Meeting Minutes</b>	1
<b>3. Treasury’s Related Reports (Gina)</b>	
a. Treasurer’s Report	5
Square processing rates, Amazon Smile, Treasurer’s job description	
b. World Points Update	6
<b>4. Old Business</b>	
<b>5. New Business</b>	
<b>6. Committee Business/Reports</b>	
a. Audit (Gina)	N/A
b. Awards (Virginia)	30
c. Budget (Debbie)	N/A
d. Bylaws (Susan)	35
e. Conference Planning (Debbie)	37
f. Education (Donald)	41
g. Fundraising (Deb E)	47
h. Historical (Shawn)	49
i. Legislative (Kay)	50
j. Membership (Liz)	52
k. Newsletter (Melissa)	59
l. Scholarship (Lisa)	60
m. Webmaster (Shawn)	67
n. Education Coordinator	68
<b>7. Other Business</b>	
a. Email Ratifications (Kay)	69
<b>8. Good of the Order</b>	
<b>9. Adjournment</b>	

Next Meeting – January 24, 2019 at 10:00 AM, Woodland City Hall, Woodland, WA



## EXECUTIVE COMMITTEE MINUTES

Friday, June 21, 2019

Brier City Hall

### 1. Call to Order and Roll Call

President Paula Swisher called the meeting to order at approximately 10:10 a.m.

WMCA Executive Committee members present included President-Elect Debbie Jermann, Vice President Susan Duncan, Secretary Kay Kammer, Treasurer Gina Anderson, Board members Shawn Campbell, Lisa Neissl, Melissa Collins, Deb Estrada, Liz Adkisson, and Immediate Past President (IPP) Virginia Olsen. Absent was Board member Don Ross.

### 2. Approve Agenda and January 25, 2019 EC Meeting Minutes

President Swisher called for any corrections to the March 15, 2019 Executive Committee Meeting minutes; none noted. Minutes and agenda were accepted as presented.

### 3. Approve Annual Business Meeting Minutes, March 14, 2019

President Swisher called for any corrections to the March 14, 2019 Annual Business Meeting minutes; none noted. Minutes were accepted as presented.

### 4. Treasury's Related Reports

- a. Treasurer Report: Treasurer Anderson provided an overview and information regarding travel expenses booked in same fiscal year and the Region IX event at IIMC Annual Conference.
- b. Wild Apricot update: payment processing service fee.  
Motion: Vice President Duncan moved to go forward with a 2 year prepaid plan and have our Webmaster explore other options.  
Second: President-Elect Jermann.  
Vote: Motion carried.
- c. Amazon Smiles: A user donated to account.
- d. Annuity contract: Update provided on account.
- e. World Points update: Information was provided.

### 5. Old Business

No old business brought forward.

### 6. New Business

- a. Discuss amending Secretary job description: Secretary Kammer to send updated language to Vice President Duncan.

- b. Discuss Small Cities Connectors – AWC brochure offer: consensus of EC to move forward with AWC offer to update brochure and include Membership Recruitment Committee.
- c. Vendor Participation – ABC Forms: consensus of EC was to update vendor expectations and add consequences should they not adhere to expectations. Ask Anja Mullin to provide a policy for the October meeting. President Swisher to contact vendors regarding expectations.
- d. Spokane Bid for IIMC 2025 Conference: Board members Estrada and Campbell volunteered to explore with Visit Spokane bid for IIMC conference in 2025; get fact sheet of what they contribute and sponsorships; provide information on WMCA capacity for assistance and financing; add criteria to RFP and incentives; and find out what was in the RFP to IIMC. President Swisher to email Visit Spokane representative to introduce Board members. President-elect Jermann to send out to EC information from OARM regarding RPF packet information and costs when Portland hosted. Past President Olsen to contact Clerk Terry Pfister and to coordinate with Sheri Pierce to talk with IIMC Board members.

## 6. Committee Business/Reports

### a. Audit Committee

Report in packet. No action required.

### b. Awards Committee

Report in packet. Action requested to separate the Clerk of the Year (COTY) nominations from that of the President's Award of Distinction (PAOD). Guidelines to be drafted by Past President Olsen. The President will review the PAOD nominations and make the selection.

Motion: Board member Campbell moved to amend and separate the Awards and allow for members in good standing to be nominated by fellow clerks for the President's Award of Distinction.

Second: Board member Neissl.

Vote: Motion carried.

### c. Budget Committee

No report. No action required.

### d. Bylaws Committee

Report in packet. No action required.

### e. Conference Planning

Report in packet. Add value (\$550) to Sponsorship Levels.

f. Education

Report in packet. No action required.

g. Fundraising Committee

Report in packet. Taking a break from raffles; Envelope board to be tweaked and used again; focus on baskets and may have an award for "Best Basket"; fleece jackets to be pre-sold and will add to registration for conference forms.

President Swisher announced a break at 12:10

President Swisher reconvened the meeting at 12:50

h. Historical Committee

Report in packet. Action requested for printing and commemorative gifts. Linda Alavar to be asked coordinate for retired clerks/past presidents and consensus was to provide SWAG bags. President Swisher to inquire about a block of rooms. Board member Campbell to inquire of length and cost for the printing of historical timeline and to contact Scott Passey regarding taking photos.

i. Legislative Committee

Report in packet. No action required.

j. Membership Committee.

Report in packet. No action required.

k. Newsletter

Report in packet. No action required.

l. Scholarship

Report in packet. Action requested for updating language to clarify pursuing CMC and/or currently have MMC designation; scoring criteria; and application for which event to be clarified. Board member Neissl to contact Chair Gunter about language proposed for guidelines/application.

m. Webmaster

No report. No action required.

n. Education Coordinator

No report. No action required.

## **7. Other Business**

### **a. Email Ratifications**

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

- 3-25-19 Correct president awards
- 4-2-19 Scholarship budget authority
- 5-10-19 Approval of scholarship missed
- 5-21-19 Scholarship reimbursement form update
- 6-6-19 Approval of scholarship to change week attended for PD

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

Second: Past President Olsen.

Vote: Motion carried.

## **8. Good of the Order**

No additional items brought up.

## **9. Adjournment**

There being no further business, President Swisher adjourned the meeting at 3:41 p.m.

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Kay Kammer, MMC  
WMCA Secretary

*Minutes approved at the WMCA Executive Committee Meeting on October 18, 2019.*



[www.wmclerks.org](http://www.wmclerks.org)

TO: WMCA Executive Committee  
FROM: Gina Anderson, Treasurer  
DATE: October 2, 2019

Attached are the following reports for the period ending September 30, 2019:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Profit & Loss Budget vs. Actual
- Checking Register, May 2019 through September 2019
- Savings Register, May 2019 through September 2019

We show a profit of \$6,738,47. Our fall advanced academy revenue and Athenian dialogue are slightly higher than projected. In comparing to last year it looks a little better due to the timing of the events. Dues are lower than projected but will get higher as more members join our great organization! We have received 25.7% of our revenues.

There are a few expenditures that are over budget. The IIMC Region IX dinner was in the 2018-2019 budget. The money was collected in 2018-2019 but mostly spent in 2019-2020. The miscellaneous 501c(3) line item is over \$90.00 due to an increase in the accountant's fee. We have only spent 17.9% of our expenditures

**WMCA**  
**Balance Sheet**  
**As of September 30, 2019**

**Assets**

**Current Assets**

Checking	27,881.48
Savings	35,939.24
Western Annuity	50,000.00
<b>Total Cash</b>	<u>113,820.72</u>

<b>Total Current Assets</b>	<u>113,820.72</u>
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<b>Total Assets</b>	<u><u>113,820.72</u></u>
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**Liabilities & Equity**

**EQUITY**

Opening Balance Equity	97,385.88
Retained Earnings	9,696.37
Net Income	6,738.47
<b>Total Equity</b>	<u>113,820.72</u>

<b>Total Liabilities &amp; Equity</b>	<u><u>113,820.72</u></u>
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**WMCA**  
**Profit & Loss Budget vs. Actual**  
**September 30, 2019**

	Actual	Budget	\$ Under/Over	
	May '19 - Aug '19	May '19 - Apr '20	Budget	% of Total
<b>Income</b>				
Advanced Academy	11,100.00	18,125.00	(7,025.00)	0.61
Conference	0.00	79,750.00	(79,750.00)	0.00
Dues	23,585.00	26,250.00	(2,665.00)	102.00
Savings Interest	7.48	20.00	(12.52)	0.37
NCI Lodging	0.00	1,600.00	(1,600.00)	0.00
Region IX Dinner	560.00	1,500.00	(940.00)	0.37
Scholarship Income	13.43	10,000.00	(9,986.57)	0.00
<b>Total Income</b>	<b>35,265.91</b>	<b>137,245.00</b>	<b>(101,979.09)</b>	<b>25.70%</b>
<b>Transfer to Savings</b>			0.00	
<b>Expense</b>				
Academy Sessions	500.00	13,500.00	(13,000.00)	0.04
Annual Conference	212.54	80,900.00	(80,687.46)	0.00
Board Expenses	7,303.97	22,555.00	(15,251.03)	0.32
Communication Expenses	25.00	1,280.00	(1,255.00)	151.00
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00
IIMC	3,911.00	2,450.00	1,461.00	111.00
Miscellaneous Expenses	1,749.93	6,370.00	(4,620.07)	0.27
Scholarship Expenses	14,825.00	27,200.00	(12,375.00)	0.55
<b>Total Expense</b>	<b>28,527.44</b>	<b>159,255.00</b>	<b>(130,727.56)</b>	<b>17.91%</b>
<b>Net Profit (Loss)</b>	<b>6,738.47</b>	<b>(22,010.00)</b>	<b>28,748.47</b>	<b>7.78%</b>



**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2019**

	Actual May '19 - Sep '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
<b>Income</b>				
Advanced Academy				
Athenian Dialogue	4,175.00	4,375.00	(200.00)	95.43%
Fall	6,925.00	6,250.00	675.00	110.80%
Spring	0.00	7,500.00	(7,500.00)	0.00%
Total Advanced Academy	<u>11,100.00</u>	<u>18,125.00</u>	<u>(7,025.00)</u>	<u>61.24%</u>
Conference				
Donations	0.00	10,000.00	(10,000.00)	0.00%
Exhibitors	0.00	11,000.00	(11,000.00)	0.00%
Meals	0.00	3,500.00	(3,500.00)	0.00%
Registrations	0.00	55,250.00	(55,250.00)	0.00%
Total Conference	<u>0.00</u>	<u>79,750.00</u>	<u>(79,750.00)</u>	<u>0.00%</u>
Dues	23,585.00	26,250.00	(2,665.00)	89.85%
Money Market Savings Interest	7.48	20.00	(12.52)	37.40%
NCI Director Lodging	0.00	1,600.00	(1,600.00)	0.00%
Region IX Dinner	560.00	1,500.00	(940.00)	37.33%
Scholarship Income				
Auction	0.00	3,500.00	(3,500.00)	0.00%
Donations	5.43	0.00	5.43	0.00%
Product Sales	8.00	2,000.00	(1,992.00)	0.40%
Raffle	0.00	4,500.00	(4,500.00)	0.00%
Total Scholarship Income	<u>13.43</u>	<u>10,000.00</u>	<u>(9,986.57)</u>	<u>0.13%</u>
<b>Total Income</b>	<b><u>35,265.91</u></b>	<b><u>137,245.00</u></b>	<b><u>(101,979.09)</u></b>	<b><u>25.70%</u></b>
<b>Total</b>	<b><u>35,265.91</u></b>	<b><u>137,245.00</u></b>	<b><u>(101,979.09)</u></b>	<b>25.70%</b>
<b>Expense</b>				
Academy Sessions				
Athenian Dialogue	0.00	2,500.00	(2,500.00)	0.00%
Fall	500.00	5,000.00	(4,500.00)	10.00%
Spring	0.00	6,000.00	(6,000.00)	0.00%
Total Academy Sessions	<u>500.00</u>	<u>13,500.00</u>	<u>(13,000.00)</u>	<u>3.70%</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	0.00	2,000.00	(2,000.00)	0.00%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	0.00	5,850.00	(5,850.00)	0.00%
Meals	0.00	45,000.00	(45,000.00)	0.00%
Printing/Postage	0.00	2,000.00	(2,000.00)	0.00%
Recognition Awards	262.54	750.00	(487.46)	35.01%

**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2019**

	Actual May '19 - Sep '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
Speakers	0.00	15,000.00	(15,000.00)	0.00%
Special Entertainment	(50.00)	1,000.00	(1,050.00)	-5.00%
Supplies	0.00	2,000.00	(2,000.00)	0.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
<b>Total Annual Conference</b>	<b>212.54</b>	<b>80,900.00</b>	<b>(80,687.46)</b>	<b>0.26%</b>
<b>Board Expenses</b>				
Board Meetings	208.43	1,200.00	(991.57)	17.37%
Education Coordinator	934.15	2,645.00	(1,710.85)	35.32%
Executive Committee Travel				
AWC Conference	1,829.59	2,800.00	(970.41)	65.34%
Exec Committee Travel-Other	0.00	350.00	(350.00)	
<b>Total Executive Committee Travel</b>	<b>1,829.59</b>	<b>3,150.00</b>	<b>(1,320.41)</b>	<b>58.08%</b>
NCI Director Travel				
IIMC Conference	557.48	900.00	(342.52)	61.94%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	0.00	600.00	(600.00)	0.00%
<b>Total NCI Director Travel</b>	<b>557.48</b>	<b>4,900.00</b>	<b>(4,342.52)</b>	<b>11.38%</b>
Officer's Board Travel				
President				
Alaska Conference	0.00	1,425.00	(1,425.00)	0.00%
CA Conference	0.00	1,730.00	(1,730.00)	0.00%
IIMC Conference	1,290.71	2,745.00	(1,454.29)	47.02%
OR Conference	0.00	1,150.00	(1,150.00)	0.00%
WMCA Conference	0.00	425.00	(425.00)	0.00%
<b>Total President</b>	<b>1,290.71</b>	<b>7,475.00</b>	<b>(6,184.29)</b>	<b>17.27%</b>
President Elect				
IIMC Conference	1,175.80	2,685.00	(1,509.20)	43.79%
WMCA Conference	0.00	500.00	(500.00)	0.00%
<b>Total President Elect</b>	<b>1,175.80</b>	<b>3,185.00</b>	<b>(2,009.20)</b>	<b>36.92%</b>
<b>Total Officer's Board Travel</b>	<b>2,466.51</b>	<b>10,660.00</b>	<b>(8,193.49)</b>	<b>23.14%</b>
<b>Total Board Expenses</b>	<b>5,996.16</b>	<b>22,555.00</b>	<b>(16,558.84)</b>	<b>26.58%</b>
Region IX Director Travel	1,307.81	0.00	1,307.81	
<b>Communication Expenses</b>				
Survey	0.00	80.00	(80.00)	0.00%
Voting Software	0.00	200.00	(200.00)	0.00%
Website M&O	25.00	1,000.00	(975.00)	2.50%
<b>Total Communication Expenses</b>	<b>25.00</b>	<b>1,280.00</b>	<b>(1,255.00)</b>	<b>1.95%</b>
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%

**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2019**

	Actual	Budget	\$ Under/Over	
	May '19 - Sep '19	May '19 - Apr '20	Budget	% of Total
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	1,685.00	2,275.00	(590.00)	74.07%
Region IX Dinner	2,226.00	0.00	2,226.00	
<b>Total IIMC</b>	<b>3,911.00</b>	<b>2,450.00</b>	<b>1,461.00</b>	<b>159.63%</b>
Miscellaneous Expenses				
501C(3)	950.00	860.00	90.00	110.47%
Bank Charges	0.00	10.00	(10.00)	0.00%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	579.26	1,400.00	(820.74)	41.38%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Insurance	0.00	1,400.00	(1,400.00)	0.00%
Office Supplies	195.91	500.00	(304.09)	39.18%
Other	0.00	825.00	(825.00)	0.00%
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	24.46	325.00	(300.54)	7.53%
<b>Total Miscellaneous Expenses</b>	<b>1,749.63</b>	<b>6,370.00</b>	<b>(4,620.37)</b>	<b>27.47%</b>
Scholarship Expenses				
Conference Scholarships	0.00	6,000.00	(6,000.00)	0.00%
Raffles	0.00	2,700.00	(2,700.00)	0.00%
Margery A. Price Scholarship	0.00	1,500.00	(1,500.00)	0.00%
NCI Scholarships	14,825.00	15,000.00	(175.00)	98.83%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
<b>Total Scholarship Expenses</b>	<b>14,825.00</b>	<b>27,200.00</b>	<b>(12,375.00)</b>	<b>54.50%</b>
<b>Total Expense</b>	<b>28,527.14</b>	<b>159,255.00</b>	<b>(132,035.67)</b>	<b>17.91%</b>
<b>Net Profit (Loss)</b>	<b>6,738.77</b>	<b>(22,010.00)</b>	<b>30,056.58</b>	<b>-30.62%</b>



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

August 31, 2019 through September 30, 2019

Account Number: **000001851443431**

00114640 DRE 702 210 27419 NNNNNNNNNNN 1 000000000 61 0000  
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
 PO BOX 9  
 WOODLAND WA 98674-0100

**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: **1-713-262-1879**



**Good news! We're making it easier to get a replacement account number if your account is compromised.**

Starting November 17, 2019, if your account is compromised, we can simply issue you a replacement account number without the hassle of closing your existing account and opening a new one. This will allow you to continue using your existing debit card.

We've updated our Deposit Account Agreement to explain this change:

*We can assign and transfer your account information and documentation to a replacement account number at our discretion. We may make this assignment when your account is reported compromised by you or any signer. If we issue you a replacement account number, this Deposit Account Agreement governing you and your account will continue to apply, without interruption, as if you retained the discontinued account number.*

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

<b>CHECKING SUMMARY</b>		Chase BusinessSelect Checking	
	INSTANCES		AMOUNT
<b>Beginning Balance</b>			<b>\$24,673.96</b>
Deposits and Additions	3		3,207.80
Electronic Withdrawals	1		-0.28
<b>Ending Balance</b>	<b>4</b>		<b>\$27,881.48</b>

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

<b>DEPOSITS AND ADDITIONS</b>			
DATE	DESCRIPTION		AMOUNT
09/06	Deposit		\$900.00
09/27	Deposit		650.00
09/27	Paypal Transfer	PPD ID: Paypalsd11	1,657.80
<b>Total Deposits and Additions</b>			<b>\$3,207.80</b>



August 31, 2019 through September 30, 2019

Account Number: 000001851443431

**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
09/03	Merch Svc Bkcrd Fees 899000003891163 CCD ID: 1246827607	\$0.28
<b>Total Electronic Withdrawals</b>		<b>\$0.28</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT
09/03	\$24,673.68
09/06	25,573.68
09/27	27,881.48

**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 \$25,897.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$61,531.00. 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	1
Deposits / Credits	3
Deposited Items	8
<b>Transaction Total</b>	<b>12</b>

**SERVICE FEE CALCULATION**

**AMOUNT**

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

**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

2:58 PM

10/02/19

**WMCA**  
**Reconciliation Summary**  
**Chase Checking, Period Ending 09/30/2019**

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	<u>Sep 30, 19</u>
<b>Beginning Balance</b>	24,673.96
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-0.28
Deposits and Credits - 3 items	3,207.80
	<hr/>
<b>Total Cleared Transactions</b>	3,207.52
	<hr/>
<b>Cleared Balance</b>	<b>27,881.48</b>
	<hr/> <hr/>
<b>Register Balance as of 09/30/2019</b>	27,881.48
<b>Ending Balance</b>	27,881.48

2:58 PM

10/02/19

**WMCA**  
**Reconciliation Detail**  
Chase Checking, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						24,673.96
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	09/03/2019		Merchant Services	X	-0.28	-0.28
Total Checks and Payments					-0.28	-0.28
<b>Deposits and Credits - 3 items</b>						
Deposit	09/06/2019			X	900.00	900.00
Deposit	09/27/2019			X	650.00	1,550.00
Deposit	09/27/2019			X	1,657.80	3,207.80
Total Deposits and Credits					3,207.80	3,207.80
Total Cleared Transactions					3,207.52	3,207.52
Cleared Balance					3,207.52	27,881.48
Register Balance as of 09/30/2019					3,207.52	27,881.48
<b>Ending Balance</b>					<b>3,207.52</b>	<b>27,881.48</b>

Register: Chase Checking

From 05/01/2019 through 09/30/2019

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2019			-split-	The Square	X		38.45	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	The Square	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	Deposit- Rever...	X		0.00	37,203.61
05/01/2019			-split-	ACH - Reverse...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	Deposit - Rever...	X		0.00	37,203.61
05/01/2019			-split-	Deposit - Rever...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	ACH - Reverse...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	PayPal - Rever...	X		0.00	37,203.61
05/01/2019			-split-	Deposit - Rever...	X		0.00	37,203.61
05/04/2019			-split-	Deposit	X		675.00	37,878.61
05/06/2019			-split-	PayPal	X		842.37	38,720.98
05/07/2019			-split-	PayPal	X		735.09	39,456.07
05/09/2019		Amazon Smiles	Scholarship Income:Do...	Amazon Smiles	X		5.43	39,461.50
05/10/2019			-split-	Deposit	X		833.00	40,294.50
05/13/2019			-split-	PayPal	X		447.78	40,742.28
05/20/2019			-split-	PayPal	X		404.07	41,146.35
05/21/2019			-split-	Deposit	X		915.00	42,061.35
05/22/2019	1217	City of Woodland	-split-		139.60	X		41,921.75
05/23/2019		Void #1150 to Miss ...	ANNUAL CONFERE...	Void check #1...	X		50.00	41,971.75
05/23/2019			-split-	The Square	X		72.22	42,043.97
05/31/2019			-split-	Deposit	X		429.72	42,473.69
05/31/2019			-split-	PayPal	X		301.68	42,775.37
06/04/2019	1218	Shawn Campbell	-split-		133.31	X		42,642.06
06/04/2019	1219	City Clerk's Associati...	IIMC:Reg IX Assessm...		1,685.00	X		40,957.06
06/05/2019	1220	Scott Passey	Board Expenses:Regio...		1,307.81	X		39,649.25
06/06/2019		Bank Of America	-split-	Virginia Olsen	1,359.74	X		38,289.51
06/06/2019		Bank Of America	-split-	Paula Swisher	88.73	X		38,200.78
06/06/2019		Bank Of America	ACADEMY SESSION...	Alice Attwood	500.00	X		37,700.78
06/07/2019			-split-	PayPal	X		331.02	38,031.80



Register: Chase Checking  
 From 05/01/2019 through 09/30/2019  
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/07/2019			Board Expenses:Office...	Deposit		X	42.48	38,074.28
06/21/2019			-split-	PayPal		X	73.05	38,147.33
07/07/2019		Bank Of America	Board Expenses:Educa...	Alice Aftwood	934.15	X		37,213.18
07/07/2019		Bank Of America	-split-	Debra Jermann	1,109.15	X		36,104.03
07/07/2019		Bank Of America	Miscellaneous Expense...	Gina Anderson	80.77	X		36,023.26
07/07/2019		Bank Of America	-split-	Paula Swisher	3,361.32	X		32,661.94
07/08/2019	1221	Joann Tilton	Board Expenses:NCI D...		1,672.42	X		30,989.52
07/08/2019	1222	OlyPen Inc	Communication Expen...		25.00	X		30,964.52
07/08/2019	1223	City of Raymond	Scholarship Expenses:...	Gretchen Sagen	575.00	X		30,389.52
07/09/2019			-split-	Deposit		X	270.00	30,659.52
07/10/2019	1224	City of College Place	Scholarship Expenses:...	DaShari Cinna...	1,150.00	X		29,509.52
07/10/2019	1225	City of Lynden	Scholarship Expenses:...	Pam Brown	525.00	X		28,984.52
07/12/2019	1226	City of Colville	Scholarship Expenses:...	Cathlin Kroiss	1,150.00	X		27,834.52
07/12/2019	1227	City of Seattle	Scholarship Expenses:...	Jaci Dahlvang	1,150.00	X		26,684.52
07/12/2019	1228	City of Toppenish	Scholarship Expenses:...	Liliana Torres	625.00	X		26,059.52
07/12/2019	1229	City of Okanogan	Scholarship Expenses:...	Michelle Sklyst...	525.00	X		25,534.52
07/12/2019			-split-	Deposit		X	38.45	25,572.97
07/12/2019	1230	Deb Estrada	Board Expenses:Execu...		829.59	X		24,743.38
07/12/2019	1231	City of Seattle	Scholarship Expenses:...	Rita Moore	1,150.00	X		23,593.38
07/13/2019			Board Expenses:NCI D...	Deposit		X	557.47	24,150.85
07/23/2019	1232	City of Omak	-split-	Amber Scott &...	1,150.00	X		23,000.85
07/23/2019	1233	Town Of LaConner	Scholarship Expenses:...	Andrea Moore	625.00	X		22,375.85
07/23/2019	1234	City Of Puyallup	Scholarship Expenses:...	Tulika Makharia	775.00	X		21,600.85
07/23/2019	1235	City of Entiat	Scholarship Expenses:...	Deborah de la ...	1,150.00	X		20,450.85
07/23/2019	1236	City of Toppenish	Scholarship Expenses:...	Faviola Gil	625.00	X		19,825.85
07/23/2019	1237	City of Rainier	Scholarship Expenses:...	Tami Justice	625.00	X		19,200.85
07/25/2019	1238	Town of Skykomish	Scholarship Expenses:...	Desirae Bearden	1,150.00	X		18,050.85
07/25/2019			-split-	Deposit		X	125.00	18,175.85
07/26/2019			-split-	PayPal		X	292.20	18,468.05
07/26/2019	1239	David T Saathoff	Miscellaneous Expense...		950.00	X		17,518.05
08/05/2019	1240	Mason Transit Autho...	Scholarship Expenses:...	Tracy Becht	1,150.00	X		16,368.05
08/05/2019	1241	City of North Bonne...	Scholarship Expenses:...	Deanna Adams	775.00	X		15,593.05
08/06/2019			Board Expenses:NCI D...	Deposit		X	557.47	16,150.52
08/06/2019		Bank Of America	Board Expenses:Board ...	Paula Swisher	208.43	X		15,942.09
08/09/2019			-split-	PayPal		X	4,614.45	20,556.54
08/13/2019			-split-	Deposit		X	1,150.00	21,706.54
08/13/2019			-split-	PayPal		X	2,064.87	23,771.41
08/28/2019			-split-	PayPal		X	902.55	24,673.96
09/03/2019		Merchant Services	Miscellaneous Expense...	Bankcard Fees	0.28	X		24,673.68
09/06/2019			-split-	Deposit		X	900.00	25,573.68

Register: Chase Checking

From 05/01/2019 through 09/30/2019

Sorted by: Date and Order Entered

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment C</b>	<b>Deposit</b>	<b>Balance</b>
09/27/2019			-split-	Deposit	X	650.00	26,223.68
09/27/2019			-split-	PayPal	X	1,657.80	27,881.48



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

August 31, 2019 through September 30, 2019

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**

00046075 DRE 702 210 27419 NNNNNNNNNN 1 000000000 60 0000  
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
 PO BOX 9  
 WOODLAND WA 98674-0100



**Good news! We're making it easier to get a replacement account number if your account is compromised.**

Starting November 17, 2019, if your account is compromised, we can simply issue you a replacement account number without the hassle of closing your existing account and opening a new one. This will allow you to continue using your existing debit card.

We've updated our Deposit Account Agreement to explain this change:

*We can assign and transfer your account information and documentation to a replacement account number at our discretion. We may make this assignment when your account is reported compromised by you or any signer. If we issue you a replacement account number, this Deposit Account Agreement governing you and your account will continue to apply, without interruption, as if you retained the discontinued account number.*

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

<b>SAVINGS SUMMARY</b>		Chase Business Select High Yield Savings	
	INSTANCES	AMOUNT	
<b>Beginning Balance</b>		<b>\$35,937.72</b>	
Deposits and Additions	1	1.52	
<b>Ending Balance</b>	<b>1</b>	<b>\$35,939.24</b>	
Annual Percentage Yield Earned This Period		0.05%	
Interest Paid This Period		\$1.52	
Interest Paid Year-to-Date		\$13.34	

<b>TRANSACTION DETAIL</b>			
DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$35,937.72</b>
09/30	Interest Payment	1.52	35,939.24
	<b>Ending Balance</b>		<b>\$35,939.24</b>

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.

2:59 PM

10/02/19

**WMCA**  
**Reconciliation Summary**  
**Chase Savings, Period Ending 09/30/2019**

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	<u>Sep 30, 19</u>
Beginning Balance	35,937.72
Cleared Transactions	
Deposits and Credits - 1 Item	1.52
Total Cleared Transactions	<u>1.52</u>
Cleared Balance	<u><b>35,939.24</b></u>
Register Balance as of 09/30/2019	35,939.24
Ending Balance	35,939.24

WMCA

10/2/2019 5:27 PM

Register: Chase Savings

From 05/01/2019 through 09/30/2019

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/31/2019			Money Market Savings...	Interest		X	1.51	35,933.27
06/30/2019			Money Market Savings...	Interest		X	1.37	35,934.64
07/31/2019			Money Market Savings...	Interest		X	1.61	35,936.25
08/31/2019			Money Market Savings...	Interest		X	1.47	35,937.72
09/30/2019			Money Market Savings...	Interest		X	1.52	35,939.24



Gina Anderson &lt;wmcatreasurer@gmail.com&gt;

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**A change to our tap, dip, and swipe rate**

1 message

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**Square** <noreply@legal.squareup.com>  
Reply-To: noreply@legal.squareup.com  
To: Gina Anderson <wmcatreasurer@gmail.com>

Thu, Sep 26, 2019 at 7:38 AM



## Our new rate will be 2.6% + 10¢.

Square is changing the 2.75% rate for tapped, dipped, and swiped transactions to 2.6% + 10¢. We're happy to share that based on your sales history over the last year, we estimate that you're likely to be **charged less in processing fees** with this rate. This change will come into effect for you on **November 1**. We know a pricing change can feel complicated so we want to make sure you have enough time and information to understand this change.

For every payment Square processes for you, Square has to pay a set of fees that are both a percentage of the transaction and a fixed fee. The original 2.75% rate doesn't always match these costs, which is why Square is moving to a lower rate of 2.6% plus a fixed fee of 10¢ per tap, dip, and swipe.

To give you an idea of how much you could save, **if we applied the new rate to your tapped, dipped, and swiped sales over the last 12 months (from 9/1/2018 to 8/31/2019), it would result in an average fee decrease of \$0.06 per month.** This is an estimate only—your actual fees may vary based on the dollar size of each sale, the number of sales, and the mix of tapped, dipped, swiped, and keyed-in card payments. We encourage you to use our **new pricing comparison tool**, which lets you select different time periods of your sales history per location to see the fee difference, and to read our **Pricing FAQ**.

**With this new, lower rate, you'll still enjoy all the same benefits, including:**

- ✓ One rate for all major cards
- ✓ No startup fees, statement fees, refund fees, PCI-compliance fees, chargeback fees, or business card fees
- ✓ End-to-end encrypted payments
- ✓ 24/7 fraud prevention
- ✓ Payment dispute management
- ✓ Fast deposits and real-time access to your funds with Square Card

See your fee difference

© 2019 Square, Inc.



Gina Anderson &lt;wmcatreasurer@gmail.com&gt;

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**Your AmazonSmile donation**

1 message

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**Amazon.com** <store\_news@amazon.com>  
To: wmcatreasurer@gmail.com

Thu, Aug 15, 2019 at 11:00 AM

[Information regarding your organization's donation](#)**Dear Charity Administrator,**

We have just completed AmazonSmile donation disbursements for the 2019 Q2 disbursement cycle to organizations that generated the \$5 minimum disbursement amount or more.

Washington Municipal Clerks Association (EIN: 91-2168397) will not be receiving a donation this quarter from the AmazonSmile Foundation because your donation balance was less than the \$5 minimum disbursement amount. Don't worry - we will hold your donation and add it to a disbursement in a future quarter. For more details, visit <http://org.amazon.com> and click on the Receive Donations tab.

Drive more donations to your organization with these two tips:

**1. Make AmazonSmile Charity Lists to share with your supporters**

Your supporters can donate items directly to Washington Municipal Clerks Association by purchasing from your Charity Lists. To make a Charity List, sign in to <http://org.amazon.com> and click "Get Started" in the "Create your first Charity List" section.

**2. Engage your supporters during major shopping holidays**

Many of your supporters do their holiday shopping at Amazon, so it's a great time to remind them to go to [smile.amazon.com](http://smile.amazon.com) to generate donations for Washington Municipal Clerks Association. Take advantage of the current and next shopping holidays: back to school season and Halloween. You can use the message and back to school banners linked below to spread the word.

*Stocking up for back to school? Shop at <http://smile.amazon.com/ch/91-2168397> and AmazonSmile donates to Washington Municipal Clerks Association!*

Facebook banner, Twitter banner, Email banner,  
300x250 Web banner, 728x90 Web banner



## Treasurer

### The duties of the Treasurer shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee, if needed. Liaison responsibilities include:
  - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
  - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
  - c. Assuming the responsibilities of the Chair in his/her absence;
  - d. If the Chair resigns, serve in that position until the President appoints a new chair
  - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
  - f. Ensure Committee Chair prepares certificates for committee members.
3. Accept all monies made payable to WMCA including, but not limited to, membership dues, conference registrations, academy registrations, donations, and vendor fees.
4. Promptly deposit all such funds into the appropriate WMCA bank account.
5. Prepare monthly reports of balance sheet, profit & loss, check registers and bank reconciliations and submit to the President and the Back-up Treasurer.
6. Pay all claims upon appropriate approval and charge against the appropriate accounts. Retain all supporting documents.
7. Promptly reconcile monthly bank statements for checking and savings and scholarship DELETE accounts. Invest funds as deemed appropriate upon approval of the President.
8. Keep the Conference Planning Committee advised of the number of registrations so the Committee can provide adequate facilities.
9. Meet with the Audit Committee twice per year – after December 31 closing and prior to Annual Conference; and, after April 30 fiscal closing – for the purpose of conducting audits of the accounts.
10. Prepare a financial report for each Executive Committee meeting and for the Annual Business meeting.
11. Transfer all records to the newly elected Treasurer as appropriate. The outgoing Treasurer shall provide training for the new Treasurer at time of records transfer and shall be available for on-call assistance.
12. Inform the Membership Committee Chair, Webmaster & NCI Director of payment of dues by new clerks.

13. Prior to Annual Conference, coordinate a beginning inventory of all merchandise and after conference, an ending inventory. DELETE
14. Send out a reminder email to Webmaster to eblast members that the annual dues statements will be posted on the WMCA website and are due and payable to the WMCA Treasurer by May 1st for the upcoming year.
15. Maintain the database of current members and the current mailing list. Provide mailing labels as requested by WMCA committees. DELETE
16. Serve as custodian of Treasurer records, laptop, printer and software.
17. Complete or provide for a third party to prepare yearly Federal and State required reports including but not limited to:
  - Quarterly Federal Tax Return Form 941 - DELETE
  - 501 C (3) Form 990 and Accompany Schedules
  - Non-profit Corporation Annual Report
18. Monitor and track credit card issuance account numbers and credit limits. Request and/or cancel cards as required.
19. Maintain historical list of all Treasury records retained/destroyed (per the State of Washington Local Government Retention Schedules).
20. Monies generated at the Annual Conference will be handled in accordance with Treasurer established procedures with all funds submitted on a daily basis.
21. Maintain and follow Treasurer's Procedures Manual in consultation with the Audit Committee.
22. Serve as a member of the Budget Committee.
23. Serve as Registered Agent for the Association.
24. Annually renew license/permit with the Washington State Gambling Commission.
25. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.

## 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](http://www.bankofamerica.com/worldpoints) as well as a summary of the points activity. Please submit a reconciliation of your redeemed points each quarter for the EC Meeting Packet. Effective January 23, 2015 all points reporting will be included in documents reviewed by the Audit Committee for accountability and transparency. Points can be used for anything already in your budget (supplies, speaker gift cards, VIP gifts, etc). EC approval will be required to spend points toward a WMCA auction item or an item not in the budget.

Name: PAULA SWISHER

Position: PRESIDENT

Period: June thru August 2019

		Beginning Points Balance	29849.15
Date/Desc/Points Earned	June		3361.32
	July		208.43
	August		0
		Subtotal Point Earned	3569.75
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	33418.90

**WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting**

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Name: DEBBIE JERMANN  
 Position: PRESIDENT ELECT  
 Period: June thru September 2019

		Beginning Points Balance	0
Date/Desc/Points Earned	May-June 2019		1109.15
		Subtotal Point Earned	
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	1109.15

**WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting**

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Name: Gina Anderson  
 Position: Treasurer 2019-2021  
 Period: June - September 2019

<b>Beginning Points Balance</b>			<b>31,206.44</b>
<b>Date/Desc/Points Earned</b>	<b>1st Month</b>	<b>June 10, 2019</b>	<b>0.00</b>
	<b>2nd Month</b>	<b>July 10, 2019</b>	<b>80.77</b>
	<b>3rd Month</b>	<b>August 10, 2019</b>	<b>0.00</b>
	<b>4th Month</b>	<b>September 10, 2019</b>	<b>0.00</b>
<b>Subtotal Points Earned</b>			<b>31,287.21</b>
<b>Date/Desc/Points Used</b>			
<b>Subtotal Points Used</b>			<b>0.00</b>
<b>Balance of Points</b>			<b>31,287.21</b>

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](http://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: Virginia Olsen  
 Position: IPP 2019-2020  
 Period: June-Aug

Beginning Points Balance			2,484.13
Date/Desc/Points Earned	1st Month	June 10, 2019	0.00
	2nd Month	July 10, 2019	0.00
	3rd Month	August 10, 2019	0.00
	4th Month	September 10, 2019	0.00
Subtotal Points Earned			0.00
Date/Desc/Points Used			
*Subtotal Points Used			0.00
Balance of Points			2,484.13



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

**TO:** WMCA President and Executive Committee

**FROM:** Virginia Olsen, Awards Committee Chair

**COMMITTEE:** Awards Committee

**DATE:** October 2, 2019

**SUMMARY OF ACTIVITIES:** In June of 2019, the Executive Committee discussed separating the Clerk of the Year (COTY) Award and the President's Award of Distinction (PAOD) into two award nominations with guidelines.

The EC provided direction to draft guidelines and a nomination form for the PAOD based upon the documents used by OAMR. There was also direction to have the WMCA membership nominate PAOD Award candidates and the winner selected by the President. The direction was to award the PAOD recipient with a plaque and conference registration for the following year or a \$250 credit toward a WMCA or Northwest Clerks Institute educational offering. The new PAOD application with guidelines and criteria (based upon the OAMR model) is attached for review along with the OAMR documents.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Please review and approve or provide direction if changes are desired.

**ALTERNATIVES:** Status quo - leaving PAOD as currently selected with no nominations accepted

**FISCAL IMPACT:** Conference registration for PAOD recipient would need to be added to the budget

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Expenditures:</b>	<b>Budgeted Amount</b>	<b>Amount encumbered &amp; expended</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



## PRESIDENT'S AWARD OF DISTINCTION

### NOMINATION FORM

**Nomination Deadline – Friday, January 17, 2020**

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Areas of Expertise (Circle all that apply):

- Leadership
- WMCA Committee Work
- Lifetime Achievement
- WMCA Programs or Educational Development
- Other (please describe): \_\_\_\_\_

On a separate sheet of paper, describe in detail the area of expertise, the project and the general basis for your nomination. Please also provide your contact information.

Submitted by: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

Submit nomination to:

Paula Swisher, CMC, WMCA President  
City of Brier  
pswisher@ci.brier.wa.us  
425.775.5440



## **PRESIDENT'S AWARD OF DISTINCTION AWARD GUIDELINES & CRITERIA**

Municipal Clerks are the hub of local government and play a critical role in their communities yet often times, we look "outside" ourselves for acknowledgement and recognition. Mayors and City Managers/Administrators may not fully understand the work that municipal clerks do or the challenges we face each day. They also do not know the contributions we make to our professional association as well as we do.

Therefore, WMCA asks you to look within our peer group and within our membership and nominate a municipal clerk who you know deserves recognition.

The President's Award of Distinction is awarded to a WMCA member who has performed exceptionally in the workplace, made significant contributions as a WMCA committee member or performed exceptional work for WMCA. Nominations for this award are accepted only from WMCA active members.

### **Guidelines:**

1. Any WMCA member or board member may submit a confidential nomination to the President.
2. The President shall select a recipient for the "Award of Distinction" from the membership of WMCA. There may be years in which there are no outstanding nominees. The decision of the President is final.
3. Recognition will be at the annual conference and will include presentation of a plaque and complimentary registration at the following year's annual WMCA conference or a \$250 credit toward a WMCA or Northwest Clerks Institute educational offering in the following year. The registration is not transferable, and can only be used by the award winner.

### **Criteria:**

1. Any WMCA member in good standing is eligible, with the exception the President, President Elect, Vice President, and Immediate Past President. Member in good standing means a fully paid member.
2. The nominee must have made an outstanding contribution to their organization or performed outstanding service to WMCA during the association's current fiscal year (May 1 through April 30) unless submitting for the Lifetime Achievement category.
3. Areas of nomination may include but are not limited to the following categories:
  - Leadership
  - WMCA Committee Work
  - Lifetime Achievement
  - WMCA Programs or Education Development
  - Other (Please describe)

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS**

**PRESIDENT'S AWARD OF DISTINCTION**

**NOMINATION FORM**



**Nomination Deadline –Friday, August 2, 2019**

**Name of Nominee:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**City or Jurisdiction:** \_\_\_\_\_

**Areas of Expertise (Circle all that apply):**

- Leadership
- OAMR Committee Work
- Lifetime Achievement
- OAMR Programs or Educational Development
- Other: \_\_\_\_\_

**On a separate sheet of paper, describe in detail the area of expertise, the project and the general basis for your nomination.**

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit nomination to:** **Nicole Morris, MMC, OAMR President**  
**City of Tualatin**  
[nmorris@tualatin.gov](mailto:nmorris@tualatin.gov)  
**503.691.3011**

## **OAMR PRESIDENT'S AWARD OF DISTINCTION AWARD GUIDELINES**

As Municipal Recorders, we are at the center of municipal government and play an important role in city government, as well as in the structure of our communities as a whole. Often, however, we look "outside" ourselves for acknowledgement and recognition. We are asking you to "look within" yourselves and our organization. Look at what you and other Recorders have accomplished this year.

The President's Award of Distinction is awarded to an OAMR member who has contributed greatly to a committee of OAMR or has performed exceptional work for OAMR. Nominations for this award are accepted only from OAMR members.

### **Guidelines:**

1. Any individual member or board member may submit a confidential nomination to the President.
2. The President shall select a recipient for the "Award of Distinction" from the membership of OAMR. There may be years in which there are no outstanding nominees. The decision of the President is final.
3. Recognition will be at the annual conference and will include presentation of a plaque and complimentary registration at the following year's annual OAMR conference. The registration is not transferable, and can only be used by the award winner.
4. Criteria for selection are as follows:
  - a. Any OAMR member in good standing is eligible, with the exception of the President, First Vice President, and Second Vice President. Member in good standing means a fully paid member.
  - b. The nominee must have made an outstanding contribution or performed outstanding service to OAMR during the association fiscal year.
  - c. Areas of nomination may include but are not limited to the following categories:
    - Leadership
    - OAMR Committee Work
    - Lifetime Achievement
    - OAMR Programs or Education Development
    - Other: \_\_\_\_\_



- 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:** September 27, 2019

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**SUMMARY OF ACTIVITIES:** The Bylaws Committee was asked to take up consideration of amending the WMCA Bylaws to include language related to voting rights of the President on Executive Committee items. After review of the current Bylaws, and review of Robert's Rules of Order Newly Revised, the Bylaws Committee has determined the following:

Based on Robert's Rules of Order and the WMCA Bylaws, the WMCA President is an ex-officio member of the Executive Committee. Therefore, the President does have an obligation to vote on the business of the Executive Committee.

The sections of Robert's Rules of Order Newly Revised pertaining to Executive Committees, Boards, and Ex-Officio members and voting rights are referenced below.

Robert's Rules – PG. 483:

25- Frequently boards include ex-officio members – that is, person who are members of the board by virtue of an office or committee chairmanship held in the society. In the executive board of a society, if the ex-officio member of the board is under the authority of the society (that is, if he is a member, an employee, or an elected or appointed officer of the society), there is no distinction between him and the other board members. If the ex-officio member is not under the authority of the society, he has all the privileges of board membership, including the right to make motions and to vote, but none of the obligations. The latter class of ex-officio board member, who has no obligation to participate, should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. Whenever an ex-officio board member is also ex officio an officer of the board, he of course has the obligation to serve as a regular working member.

Robert's Rules – PG. 484

20- In ordinary societies having executive boards, the president and the secretary of the society serve in the same capacities within the board (and the executive committee, if there is one), unless the bylaws provide otherwise.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** If the WMCA Executive Committee prefers further clarification regarding this addressed in the WMCA Bylaws, we recommend that a sentence be added to the end of the WMCA Bylaws, Article IV, Section 3. Executive Committee; as shown in ALL CAPS below:

Section 3. Executive Committee: The Officers and the Board of Directors together shall be known as the Executive Committee. ALL MEMBERS OF THE EXECUTIVE COMMITTEE ARE ENTITLED TO VOTE ON ALL EXECUTIVE COMMITTEE MATTERS.

**ALTERNATIVES:** Keep the current WMCA Bylaws as they currently are, knowing that Robert's Rules of Order Newly Revised standards determine the rule.

**FISCAL IMPACT:** n/a

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:** Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair  
**COMMITTEE:** Conference Planning  
**DATE:** October 1, 2019

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**SUMMARY OF ACTIVITIES:** 2020 Conference Planning is in full swing.

We are excited to plan President Swisher's "Life's A B.E.A.C.H." conference which will be held at the Yakima Red Lion March 18-20 (Advanced Academy March 17). President Swisher accompanied co-chairs MacDonald and Wycoff on the site visit in July and assisted with the site planning and menu selection.

The majority of the event ideas are set and the committee will begin work on the member & exhibitor call-to-conferences and have them ready to go out by the first week of December.

With the transition from a paper program to an app, there was a need to revisit the sponsorship program. Thank you to Anja Mullin of Kirkland for her work on coming up with a proposed program to take advantage of options within the app for the various levels of sponsorship. Attached is the proposed program. We request EC review and either approve as-is or provide a list of changes they'd like to see.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Review attached "Sponsorship Opportunities" document and provide approval or list of changes.

**ALTERNATIVES:**

**FISCAL IMPACT:** Conference Planning will view all aspects of the conference through the lens of being fiscally responsible. We anticipate that this venue will offer meals and services at a much lower rate than venues on the west side. Very little funds have been spent as of this report; however, we are getting to the time that purchases are ramping up as we gather items for the various events.

Revenues:	Budgeted Amount	Revenues Generated
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## WMCA 2020 ANNUAL CONFERENCE SPONSORSHIP OPPORTUNITIES

Washington Municipal Clerks Association offers opportunities for your company to tap into new and exciting markets, expand your client base, and strengthen relations with current clients. Over 125 city, county and transit agency clerks are expected at our annual conference in March.

You may also make your presence known by providing delegates' bags or lanyards this year. Contact Anja Mullin for details (contact info on next page).

	Diamond \$2,500	Platinum \$1,000	Bronze \$500
Recognition as a Sponsor in the Attendify App	X	X	X
Link to your company website in the Attendify App	X	X	X
Link to your company brochure in the Attendify App	X	X	X
Link to your company social media accounts	X	X	X
Include logo in sponsor profile on app	X	X	X
Welcome notification to conference goes through the Attendify App before the beginning of the conference	X	X	X
Verbal recognition at the opening session	X	X	
Poster signage at the Vendor/Exhibitor Reception event	X	X	
Sponsored post – can be an ad, photo, message, whatever they would like	2/day	1/day	
Group notification through the Attendify App in the break before the vendor/exhibitor reception event	X	X	
Link on the WMCA website sponsor page for one year following the conference (April – March)	X	X	
Link on the WMCA website homepage for one year following the conference (April – March)	X		
Priority booth location (based upon the order in which the paid registration is received)	X		
Early set-up option on Tuesday night following the President's Reception	X		
Complimentary vendor booth in the exhibit area	X		
Sponsor feature page – a separate page for the sponsor that can include anything they want – documents, attachments, photos, etc.	X		

**Additional Information:**

In addition to a financial contribution, sponsors will be given the opportunity to donate item(s) for the silent auction.

For more information, check out our website at [www.wmcaclerks.org](http://www.wmcaclerks.org) or call Anja Mullin at 425-587-3191.

Please see the sponsor/exhibitor registration form to complete the sponsorship process.

- ⓘ All contributions received prior to February 12, 2020 will be acknowledged in the Attendify app.
- ⓘ All brochures must be received by March 1<sup>st</sup> in order to be included in the delegate bags. Ship brochures to: Jodi Wycoff, City of Duvall, PO Box 1300, Duvall, WA 98019.



**Washington Municipal Clerks Association**  
c/o Anja Mullin  
City of Kirkland  
123 Fifth Avenue  
Kirkland, WA 98033

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January 2020

Dear Exhibitor/Sponsor:

WMCA invites you to participate in the Washington Municipal Clerks Association (WMCA) 2020 Annual Conference at the Red Lion Yakima Center in Yakima, Washington, March 18-20, 2020. We are excited about this outstanding opportunity for exhibitors and sponsors with over 125 municipal clerks, county clerks, single-purpose district clerks, and clerk-treasurers from the Northwest expected to attend.

Exhibitors play a key role in our Annual Conference. Not only do you provide support to our Conference, your attendance allows your business the opportunity to meet one on one with attendees to demonstrate your latest technology. As you know, clerks are always looking for more efficient ways to serve in their organizations and communities.

The exhibitor fee is \$550 per eight-foot (8') table. In addition to exhibiting at the conference, you may choose to participate further through sponsorship opportunities. Exhibitor tables are on a first-come, first-serve basis, taking into consideration the level of sponsorship. This year, 20 exhibitor registrations will be allowed in the spaces available in the main exhibitor area. Additional information about our sponsorship programs is attached.

This year, the Exhibitor Reception will be held on Thursday night, March 19<sup>th</sup> from 6:00 p.m. – 7:00 p.m. prior to our annual banquet. There will be an Exhibitor door prize drawing during the reception. If you are having a gift drawing at your individual booth, we ask that you do your drawing during the reception when we do ours. Attendees must be present to win. The first Exhibitor viewing and break is scheduled for Wednesday morning at 9:45 a.m. and we have continued the extended 30-minute break on Wednesday afternoon. Refreshments for breaks will be located in the exhibitor area.

Accommodations for exhibitors: Rooms for exhibitors are at a rate of \$91 for a single room; and \$111 for a double room plus tax. The reservation block is open until February 18, 2020. Businesses exhibiting at the conference must book in the **vendor** block with the host hotel. A special link has been created for you to go directly to the Semiahmoo reservation page: [WA Municipal Clerks – Vendors](#)

**We have 20 spaces available this year, and exhibitors are limited to an 8-foot display, so early registration is encouraged to secure your space and participation.** You are encouraged to pre-pay for meal tickets with your registration, tickets will not be available for purchase at conference. Please mail the attached registration forms to Anja Mullin, City of Kirkland, 123 Fifth Avenue, Kirkland, WA 98033, by **February 10, 2020. Payment is due in full with your registration forms.** Your registration form will become a contract upon acceptance by Anja Mullin of the Conference Planning Committee. Receipt of your registration will be confirmed via email.

In addition, please see the enclosed information regarding our Diamond and Platinum level sponsorship program to receive special recognition for your business. If you are unable to participate in the program this year, please consider budgeting for a sponsorship at next year's conference in Ocean Shores at the Shilo Inn Suites Ocean Shores and at future WMCA conferences.

If you have any questions, please contact **Anja Mullin** at **425-587-3191**; **AMullin@kirklandwa.gov**. If you are not the appropriate person to receive this information, please forward it to the right person. Thank you for your consideration and support of WMCA.

Sincerely,

**Anja Mullin**

WMCA Conference Planning Committee



*Please return this form if you would like to make a donation or participate as a Sponsor,  
or add your donation to your exhibitor registration form.*

This letter is to **acknowledge** our willingness to support the WMCA Conference with funds or products designated for:

**General Conference Fund Donation** Amount \$ \_\_\_\_\_

**Specific Sponsorship (see attached)** Diamond \_\_\_\_\_ Platinum \_\_\_\_\_

**Items or product to be donated to the conference:**

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*Can be items for silent auction or door prizes - proceeds used for scholarships for the conference attendees.*

**Sponsorship Guidelines:**

- All contributions received prior to February 10, 2020 will be acknowledged in the conference program.
- Persons or organizations participating as a Diamond or Platinum level sponsor will receive additional recognition through announcements on signs and programs, etc. Please see enclosed program information.

Please send donations/contributions to:

WMCA  
c/o Anja Mullin  
City of Kirkland  
123 Fifth Avenue  
Kirkland, WA 98033

Phone: Anja – 425-587-3191  
Email: AMullin@kirklandwa.gov

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



- 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:** Tina Eggers, City of Issaquah, and Heidi K. S. Napolitano, Town of Woodway

**COMMITTEE:** Education Committee

**DATE:** October 3, 2019

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**SUMMARY OF ACTIVITIES:**

Since the last report:

- Committee membership has been solidified.
- Potential keynote/closing speaker list was reduced to a 'recommended' list of 30.
- Conducted further research of 'recommended' list. Committee members rated this list, resulting in a top 5 for further consideration by the Board. All have work/experience with municipal government, clerks and finance officers.
- Reviewed feedback/evaluations sheets and brainstormed various session ideas. Created list of over 35 potential topics. Committee members rated this list, resulting in a top 10 for further consideration. {attach on schedule?}

Next steps:

- Determine desires of the Board.
- Negotiate keynote and closing speaker contracts (including all signatures, a/v needs, travel expenses, etc.)
- Selecting additional session speakers and preparing contracts.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** attached

**ALTERNATIVES:** attached

**FISCAL IMPACT:** noted on the attached

Revenues:	Budgeted Amount	Revenues Generated
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## Keynote/Breakout and Closing Sessions

### Top 5 Overview

Rating Order	Speaker	Topic	Cost Range
1	Galen Emanuele <a href="http://shiftyes.com">shiftyes.com</a>	Communication, engagement, & team culture	\$15,000+ travel
2	Jeff Havens <a href="http://jeffhavens.com">jeffhavens.com</a>	Communication, change management	\$20,000 + travel (may be able to reduce to \$15,000 since we are a non-profit)
3	Andy Masters <a href="http://andy-masters.com">andy-masters.com</a>	a) Leadership Lessons from Hollywood b) Master of prioritization, time delegation, and work/life balance	One session, \$3500 + travel exp. OR a half-day program (or 2 separate topics) for \$5,000 which includes all travel expenses.
4	Haydee Antezana <a href="http://haydeeantezana.com">haydeeantezana.com</a>	empowerment, customer service, leadership	No range provided. However, expressed willingness to work within available budget.
5	Jeff Butler <a href="http://jeffbutler.com">jeffbutler.com</a>	multi-generational work places	\$3000 + travel

#### Recommendation:

- Keynote & Breakout session: Galen Emanuele
- Closing Session: Andy Masters or Jeff Havens

#### Alternatives:

- Keynote & Breakout session: Jeff Butler

#### Comments:

The Education Committee Co-Chairs asked the committee to rank their choices for both the Keynote/Breakout and Closing sessions and the concurrent sessions. The committee was not given information on who had recommended the speaker or how other members ranked the choices. After reviewing the top 5 choices for the Keynote/Breakout and Closing sessions, we recommend the people listed below.

If we remove cost from the analysis, Galen Emanuele is the preferred speaker for the opening day. He is dynamic, engaging, and has a very positive message. His keynote presentation uses improv techniques (but no embarrassing public speaking or on-stage audience participation) to promote his message of saying Yes when you can and, when you have to say no, saying no to the idea while still saying yes to the person. He would focus the breakout session on action-based conversations, building teams, and sharing resources with participants. (Heidi has been to two of his presentations).

For the Closing session, we were looking for someone with energy who can keep the audience engaged on the last morning and send them out with a positive message. Two candidates seemed like they would both be a good fit. Paula recommended Jeff Havens and his session, "Uncrapify Your Life". He seems very dynamic, using humor to share his message of improving communication and making positive changes. He comes across as a bit more polished than Andy Masters, who also would be a good closing session speaker. Andy speaks about leadership and prioritization/time management/life balance. The committee seemed enthusiastic about Andy, although I am unsure if anyone has seen his presentation in person.

Jeff Butler would also be a cost-effective choice for the Keynote & Breakout session. As far as I know, no one from our organization has been to one of his sessions, so we can't make any personal recommendations. For the keynote, Jeff would recommend focusing on building a multi-generational cohesive workplace and, for a possible breakout topic, addressing generational challenges, including younger managers supervising older workers and engaging younger workers in a meaningful way.

Many of the committee members were excited about Haydee Antezana. She was recommended by Paula after a conversation with Haydee. She is willing to work within our budget and make sure that her presentation is tailored as much as possible to the work of the clerk. We are not including her in our top recommendation only because of some concerns that she may be more high-maintenance than some of the other choices. If she is your top choice, we will, of course do all we can to ensure she is hired.

We urge you to watch videos of each of the top choices on their websites to help your decision process.

We also recognize that two of our recommendations are very expensive. Since the committee had no cost information, their rankings and our recommendations are based solely on who we believe would be the best speakers. After you review the websites and if you have any questions for the speakers, we leave it to you, the Executive Committee, to choose how to allocate funds for speakers. If you feel connected to a certain speaker and are able to increase our budget, we would be thrilled. If it is not possible to increase the budget, we understand and will work with the speakers who fall within our current range.

Thank you for your work and consideration of our recommendations.

Concurrent Sessions Recommended topics/speakers

Rating Order	Topic	Possible Speaker	Company	Website	Comments
1	Social media archiving & regulations	Anil Chalwa	ArchiveSocial	bit.ly/smpublicrecords	This is a hot topic – we may need to find another speaker depending on the policy of vendors presenting. Heidi saw a webinar by this presenter on this topic and she was very good about keeping it general and not ArchiveSocial specific. We would have to research if she were even available, if that was a direction you want to go.
1	Parliamentary procedure	Ann MacFarlane or Sheri Pierce of Alaska Clerks' Association	Jurassic Parliament	<a href="https://jurassicparliament.com/">https://jurassicparliament.com/</a>	It was suggested that people could submit sticky questions ahead of time to make it a more advanced session.
1	Roundtables				
1	Public Records Redactions and new case law and how it affects what we do	Steve Gross	City of Auburn		Steve has already agreed to do a session!
1	Violence in the workplace - active shooter			<a href="https://www.alicetraining.com/training-options/">https://www.alicetraining.com/training-options/</a>	Not sure if we want this so soon after the Academy, but many more people attend the conference than the academy, so there would likely be an audience for it. ALICE training was recommended by Elizabeth Adkisson.
1	Presentation skills - Training and Onboarding elected officials				
1	Outlook tools best practices for public records requests				

2	Contracts, purchasing, procurement		WA Dept. of Enterprise Services	<a href="https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development/training-program-contract-procurement-professionals">https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development/training-program-contract-procurement-professionals</a>	
2	Records management: <ul style="list-style-type: none"> <li>- Take questions in advance and discuss what a mature records mgmt program looks like.</li> <li>- Best practices and next steps for the evolution of programs</li> <li>- Assessing your records management program for both electronic and paper records</li> <li>- State Archives &amp; Legislation (classes on retention/specific groups of records)</li> </ul>				
3	SAO lean/process improvements	Jeremy Hutton		<a href="https://des.wa.gov/training/category/87/lean">https://des.wa.gov/training/category/87/lean;</a> <a href="https://www.pointb.com/people/jeremy-hutton">https://www.pointb.com/people/jeremy-hutton</a>	
3	Supervisory classes	WCIA			
3	Technology time savers (Filing, clerk processes, tips and tricks excel, creating templates in outlook)				
3	JLARC staff; reporting/legislative updates				

**Concurrent Sessions Comments:**

The Education Committee Co-Chairs asked the committee to rank their choices for both the Keynote/Breakout and Closing sessions and the concurrent sessions. The committee was not given information on who had recommended the speaker/topic or how other members ranked the choices. The matrix above is a list of the top-ranked choices.

What is ultimately included will be a function of whether we can find someone to present, how much interest the Board has in presenting certain topics and how high a topic is on the ranking list. We welcome your feedback on topics or speakers.



- 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:** Deb Estrada & Heidi Riojas, Co-Chairs  
**COMMITTEE:** Fundraising  
**DATE:** October 1, 2019

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**SUMMARY OF ACTIVITIES:**

**Fall Education Days** - Fundraising was very successful, raising \$558 during the 2-day event. Thursday's Athenian class raised \$156 and then enjoyed an afternoon dessert of Red Velvet Cake infused with Hazelnut Espresso Vodka. By mid-day Friday, another \$402 was raised and three Pumpkin Spice mini baskets were raffled off.

**2020 Annual Conference:**

**50<sup>th</sup> Anniversary Goal - \$15,000**

- **Themed Baskets** - Last year's themed baskets were very successful and the Committee is hoping to build on that momentum for 2020. Committee members have been tasked to donate/solicit items for the live auction. Members are also encouraged to bring a basket/item for the silent auction.
- **100 Envelopes** - We intend to try the 100 envelope fundraiser again. You may recall, 100 envelopes, numbered from 1 to 100, were placed on a bulletin board with a tempting prize basket as a lure. People simply picked an envelope (or more than one!) and placed the corresponding amount of money in it. This fundraiser was especially popular among our seasoned Clerks that just wanted to donate. We learned some lessons last year and plan to make improvements. Again, if all 100 envelopes are filled, over \$5,000 will be raised!

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

- **Dessert Auction** - With the Board's blessing, we would like to organize a dessert auction for the 2020 banquet this year. Well made, beautiful desserts usually raise from \$50 on the low end to \$250 dollars, sometimes more. It is recommended that this be limited to 10 to 12 desserts so as not to take up too much time that evening.
- **50<sup>th</sup> Anniversary Memorabilia** - With the Board's approval, we would like to order 50<sup>th</sup> Anniversary Bling for sale in the store, including, but not limited to: Wine glasses, Beer Mugs, and fleece jackets engraved with a 50<sup>th</sup> Anniversary logo. Mercer Island has a very talented individual that would likely be willing to build a one-time logo to capture this WMCA milestone.



- Facebook Fundraising Page** - With the Board's permission, I would like to tap into the generosity of our WMCA social network with Fundraise on Facebook, where current and past clerks can donate directly to our scholarship fundraising efforts. There are always many clerks that cannot attend - a fundraising page will give them a way to still contribute. Also, we can look at fundraising specific items in advance....I am proposing a Weekend in Wine Country for Red Wine and Chocolates scheduled for February 14-17, 2020.

**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:** Jill Boltz & Stephanie Haug, Co-Chairs  
**COMMITTEE:** Historical  
**DATE:** 10/02/2019

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**SUMMARY OF ACTIVITIES:** The Historical Committee continues to provide articles for the Newsletter with information and fun facts from the past and leading up to the 50<sup>th</sup> Annual Conference.

Virginia has continued to work on collecting the names and contact information of retired clerks. To date there are approximately 30 clerks on the list.

Additional ideas for the retired clerks include:

- \* Flowers: corsage/boutonniere or single long-stem rose (for example)
- \* Ensure photos are taken of all the Past Presidents and all the retired clerks who attend.
- \* Request each retired clerk answer a short questionnaire i.e. career history, favorite conference/WMCA memory and current info.
- \* Call for historic pictures from retired clerks
- \* Act as support for other activities that may be proposed by retired clerk's (on their own)

\*Creation of a Presentation/Slideshow for Conference

It is requested that if the EC including the President have any special requests of the Historical Committee to please let us know as soon as possible.

We need clear direction on the Professional Photographer. Scott Passey has been contacted and he is willing to take pictures. I will reiterate that we will need to find an alternate solution for head shots. Headshots was one of the primary reasons we went to a professional photographer but there are always issues. Allowing the EC to provide their own photo creates an unprofessional/non-uniform look on our website.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**



- 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:** Tisha Gieser, City of Issaquah and Stephanie Boorman, City of Quincy

**COMMITTEE:** Legislative

**DATE:** Oct. 1, 2019

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**SUMMARY OF ACTIVITIES:**

Co-Chair Tisha Gieser represented WMCA at the AWC Legislative Priorities Committee. This was the second year of a two-year commitment. The primary purpose of the committee is to recommend AWC Leg. Priorities to the AWC Exec. Committee.

The Committee approved draft recommendations for the 2020 AWC Leg. Priorities on Sept. 5, which are attached to this report. As you'll see, there is significant focus on securing additional funding tools for cities.

The AWC Exec. Committee was expected to vote on the Leg. Priorities on Sept. 27, but the outcome has not been announced.

A few notes from the Sept. 5 AWC Leg. Priorities Committee meeting that may be of interest:

All of the Washington State House will be up for election in 2020; ½ of Senate.  
The impending elections will impact which issues are brought up and addressed during the 2020 session. The 2020 session is a short, non-budget session of 60 days.

There was some discussion by the AWC Legislative Priorities Committee re: public records:

The Washington Supreme Court decision on the case between the legislature and news organizations regarding whether the PRA applies to the legislature is expected in the next 6 months (may be issued prior to legislative session).

There was discussion among AWC committee members and staff that stakeholders should come together to consider amending the PRA to address vexatious requestors. Also a desire to ensure parity between local government and state government re: the PRA. However, the decision was to not include any of these issues in the 2020 Leg. Priorities recommendations awaiting the outcome of the Supreme Court decision.

There are no further updates from the WMCA Leg. Committee.

- Pursue a comprehensive city transportation bill that provides new resources and options**
  - Maintain existing and create new transportation-specific revenue options for cities
  - Provide policy improvements to existing programs and resources
  - Engage in long-term efforts to enact a new transportation revenue package that increases resources for cities
- Pursue full funding for the Public Works Trust Fund**
- Pursue the creation of a tax increment financing option for cities**
  - This may include amending the state constitution to allow the option of a property tax based TIF
  - This could also include pursuing additional sales-tax based programs like Local Revitalization Funding (LRF)
- Preserve city fiscal health with secure funding sources.**
  - Cities need sufficient revenue authority and flexibility to meet the growing and evolving needs of their communities. Cities need revenue options and authority that meet the needs of our residents and reflect both local and state-wide priorities.
  - Cities need consistent state investment in the form of shared revenues and other programs that support key programs and services.
  - Cities seek to restore and increase shared revenues between cities and the state.
- Behavioral Health – Support statewide medication assisted treatment (MAT) services in city and regional jails if fully funded by the state and feasible in local jurisdictions**
  - Advocate for funding and resources (i.e. trained medical personnel) to provide our already overburdened jails with the full costs associated with additional staff, medications, transportation and contracting with medical providers to provide medication assisted treatment (MAT) in city and regional jails
  - Defend against mandates that do not provide full funding, necessary resources and flexibility for city jails
  - Educate legislators on the unique challenges faced by law enforcement due to the underfunded mental health and jail systems and lack of trained medical personnel in many part of the state (i.e. service deserts)
- Continue to advance a watershed-based approach and strategic plan to address local fish-blocking culverts along with state culverts, and provide significant local funding**
- Continue to pursue new resources and policies to increase affordable housing both at the state and local level. Examples include:**
  - Focus on ways to proactively support voluntary adoption of more effective ADU ordinances, such as through amendment to the incentive in **HB 1923** from 2019
  - Support changes to the multifamily tax exemption program to allow eligibility for smaller cities, to extend the tax exemption for continued affordability, and to expand the ability to preserve existing affordable housing
  - Join stakeholder efforts around a proposal to allow for councilmanic sales tax authority for housing (such as **HB 1590** from 2019) and add other potential local options, such as local REET for housing



- 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  
 Heidi Napolitano, Co-Chair, Elections

**DATE:** October 18, 2019

**2019-20 MEMBERSHIP UPDATE:**

We have a total of THIRTY TWO (32) new WMCA members:

<b>Jeffrey Ballentine</b>	City of Granite Falls	<b>Edward Johnston</b>	City of Airway Heights
<b>Braedi Brown</b>	Port of Port Angeles	<b>Susan Junnikkala</b>	City of Kalama
<b>DaShari Cinnamon</b>	City of College Place	<b>Sean Krier</b>	City of Olympia
<b>Pam Clark</b>	Ben Franklin Transit	<b>Cathlin Kroiss</b>	City of Colville
<b>Sarah Clark</b>	Town of Cathlamet	<b>Leslie Lavoie</b>	City of Mountlake Terrace
<b>Mary Corey</b>	City of Stevenson	<b>Beth Leader</b>	City of Ellensburg
<b>Barb Cox</b>	Clallam Transit System	<b>Amanda Link</b>	City of Colfax
<b>Andrew Dacuag</b>	City of Maple Valley	<b>Gina Monger</b>	Clallam Transit System
<b>Dustin Davison</b>	City of Ellensburg	<b>Carol Moore</b>	City of Mukilteo
<b>Sherry DeJong</b>	City of Ferndale	<b>Linda Moschetti-Newing</b>	City of Renton
<b>Miranda Doll</b>	Town of Eatonville	<b>Donna Nault</b>	City of Shelton
<b>Amy Dressler</b>	Port of Seattle	<b>Melissa Paul</b>	Board of Yakima County Commissioners
<b>Cerena Ellison</b>	City of Fife	<b>Stephanie Porter</b>	City of White Salmon
<b>JamieLynn Estell</b>	City of Kirkland	<b>Janeth Rangel</b>	City of Sunnyside
<b>Jennifer Garnica</b>	City of Algona	<b>Sara Robinson</b>	City of Stanwood
<b>Katherine Hanke</b>	City of Woodinville	<b>Zoe Sowa</b>	City of South Bend

As of October 2, 2019, the Washington Municipal Clerks Association is comprised of **360 members**; 318 active members, 4 affiliate members, 5 associate members, 13 honorary members, and 20 honorary retiree members.

**WELCOMING SUB-COMMITTEE UPDATE**

The 2019-20 Welcoming Committee is hard at work and currently 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 2019-20 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!

### **FALL EDUCATION DAYS MEMBERSHIP EVENT SUB-COMMITTEE**

The Fall Mini Conference Membership Event Sub-Committee (comprised of Shawn Campbell, Peri Gallucci, Stephanie Haug, Meg Heppner, Keri MacDonald, and Heidi Napolitano) planned and facilitated a spectacular meet and greet event for the full membership at the Fall Education Days on Thursday, September 19, 2019, in Leavenworth, Washington. This year, the sub-committee advertised and arranged for a meet up at the host hotel, a local establishment to visit with hosted appetizers, and provided for free giveaways to attendees (necklaces and gift cards for first time attendees).

The Sub-Committee believes the event was a great success (once again)! There were approximately thirty attendees; most of whom continued on to additional spots in Leavenworth (and ending in the hot tub at The Enzian!). The Sub-Committee provided specific feedback on the sub-committee, event, budget, and inclusion of first time attendees. Recommendations for future Fall Education Days membership events include the following items:

- Continue to hold Fall Education Days in September/October to allow for good weather, and in a central state location where entertainment/food establishments are within walking distance.
- Include a representative from the Fundraising Committee for coordination of potential fundraising games at the membership event; and WMCA store giveaways.
- Increase budget to \$300 or \$350 to allow more flexibility with event details (food/tax/tip, giveaways, etc.).

Any feedback/questions in this regard from the Executive Committee is welcome; and thank you to the Sub-Committee for all your work and creativity!

### **PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE**

In 2019 to-date, three Partnership Program requests have been received and paired!

- Jennifer Garnica (Algona) with Laurie Cassel (Pacific);
- Tania Morelos (Othello) with Peri Galluci (Chelan); and
- Donna Nault (Shelton) with Melody Valiant (Tumwater).

The Sub-Committee is still working on a perfect pairing for Ms. Kari-Martinez-Bailey (Port Angeles), and hopes to have the match made within the month of October.

Thank you to our Program participants; and the sub-committee members: Darla Reese (lead), Bernie Bacon, Peri Gallucci, Taria Keane, Kathy Linnemeyer, Keri MacDonald, Gina Pfister, Mari Ripp, Bonnie Wilkens, and Mary Winter!

#### **ELECTIONS SUB-COMMITTEE UPDATE**

The Elections Sub-Committee, comprised of Membership Committee Co-Chair Heidi Napolitano (Elections Officer) and Peri Gallucci (Elections Officer Assistant), are already amidst preparations for the 2020 General Election! The 2020 General Elections Call for Candidates will be published in the October, November, and December WMCA Newsletters; with candidate submissions due no later than December 31, 2019. The 2020 General Election will be held from Thursday, January 30, through Friday, February 21, 2019, through electronic voting software.

A HUGE thank you to Heidi and Peri!!!!

#### **RECRUITMENT COMMITTEE – WMCA BROCHURE PROJECT**

The Recruitment Sub-Committee was assigned the specific task of looking into the complete revamp of the WMCA Brochure (last done in 2012). After an initial review and collection of general recommendations, members were divided into three groups to look into updating the text and pictures, as well as solicit quotes from current members regarding the value of WMCA Membership. An additional goal of the sub-committee was to consider the full representation of WMCA members for inclusion.

The recommendations of the sub-committee for the brochure update project are included as an attachment to this report. Next steps include review/editing by the Executive Committee and submission to AWC for a full redesign of the WMCA brochure for the 50<sup>th</sup> Anniversary!

Thank you to the Recruitment Sub-Committee for their thoughtful commentary and efforts for full WMCA representation! This sub-committee is led by Darla and comprised of – Judy Brown, Sonya Claar Tee, Meg Heppner, Maria Holman, Kathy Linnemeyer, Lisa Niessl, Heidi Riojas, Tammy Stanger, and Angela Woods.

- ATTACHMENTS:**
- 1) Fall Education Days Meet & Greet Flier
  - 2) Fall Education Days Sub-Committee Feedback/Recommendations
  - 3) 2020 WMCA General Election Call for Candidates
  - 4) WMCA Brochure Project Recommendations *(to be provided at the time of the Meeting)*

**ACTION REQUESTED:**  YES  NO      **RECOMMENDATION:** N/A      **FISCAL IMPACT:** NONE

WMCA Membership Committee Presents:

# Fall Education Days Meet & Greet

Hosted Appetizers

Giveaways

WMCA Clothing Encouraged!

## September 19, 2019

Meet at 5 pm in the hotel lobby

Can't join us until later?

Our first stop is der Hinterhof  
321 9<sup>th</sup> Street | Leavenworth

Call Elizabeth for questions: 425.345.2026

ATTACHMENT 1

## Planning to meet us there?

Walking directions from the Enzian Inn  
to der Hinterhof

321 9<sup>th</sup> Street | Leavenworth





**ATTACHMENT 2**  
**WMCA FALL EDUCATION DAYS MEMBERSHIP EVENT SUB-COMMITTEE FEEDBACK**

**Sub-Committee structure – please provide comments on how to improve this sub-committee (ex: number of individuals, structure of assignments, timeline for action, etc.).**

- *The sub-committee was comprised of 7 members from the Membership Committee; correspondence and planning took place via email and two conference calls, beginning the month prior to the event. Two members of the sub-committee were able to visit Leavenworth in the interim to check out potential sites and follow-up with proprietors. An official invitation was created, sent to all Fall Education Days attendees a week prior to the event, and hard copies were made available at the time of the training.*
- I would prefer to have fewer people on the sub-committee (3-4 instead of 6-7).
- I did not really do anything for the subcommittees but from the way the event turned out, it seems like the committees worked well.
- Conference calls worked well to get everything lined out. It was nice that we had people who could scope things out before we arrived. If possible, it would be nice to have everything figured out a few weeks in advance so we could spread the word more.
- I liked the size of the subcommittee. Everyone seemed to do their part to make the event a success.
- Perhaps including a member of the Fundraising Committee on the Fall ED Sub-Committee would be helpful for future events.

**Structure of event – please provide comments regarding the structure of the event itself (off-site/on-site; timing; type of location; activities; giveaways; food; etc.).**

- *Event was held at der Hinterhoff, which has a large outdoor open space; easily fit all attendees and did not require any fee/reservation (most other locations in Leavenworth requested a fee/minimum, or had limited seating). Flashing rings were purchased as favors to hand out to event attendees. Members were invited to meet at The Enzian lobby at 5pm and walk to the location as a group.*
- Large open space location; people seemed to like it; although I heard comments regarding the “sketchy” bathrooms. Rings were handed out to attendees which people wore; a headband/necklace might be easier in the future.
- I liked the structure of the event. For the membership event, it was nice to get away from the hotel and get together in a “casual” setting. Nice to be able to network and catch up (although most of my conversations initially were regarding Laserfiche...). The food was good and there was definitely enough. Shawn did a great job with the games, too!
- I like having the event offsite and this type of location seemed to work well. The timing worked well.
- I think the venue was a hit. We had great attendance and I think it helped people connect being away from the conference venue and in a more casual environment. I heard lots of compliments on the food selection and I don't think anyone missed playing the games. I think they enjoyed networking.

**Budget for event – please provide comments regarding the budget (currently - \$250; \$200 for food and \$50 for giveaways).**

- *Budget breakdown for event: \$200 for food/tax/tip; \$20 for light up rings for all attendees; and \$30 for two \$15 gift cards, awarded to winners of FTA game.*
- The food budget had to be below \$175 in order to cover tax/tip. The venue gave us a good deal on a menu of items within our budget to feed about 30 people (mix of appetizers). Would be nice to have a bit more money to allow for \$200 for food (and \$225+ with tax/tip) depending on a location. A budget of \$300-350 overall would allow for greater leeway in planning and providing giveaways/prizes to more members.
- I think this budget is fine.
- I think the budget is sufficient.
- The budget seems to be just the right amount.
- The budget is limited to the items and types of events offered in the past; might be time to increase to \$300+, especially as the event gains popularity.

**ATTACHMENT 2**  
**WMCA FALL EDUCATION DAYS MEMBERSHIP EVENT SUB-COMMITTEE FEEDBACK**

**First Time Attendees – please provide comments on recognition of FTAs at this event/fall education days:**

- *There were four FTAs; the sub-committee arranged for them to play a round of 'beer pong' with the winning team awarded two \$15 gift cards.*
- The game was off to the side of the main event area, and not too many people came to watch/engage in the activity.
- Unfortunately, I did not see or interact with any first time attendees. Tania was not there as she was on vacation and I arrived Thursday evening.
- I don't feel like many people were watching the competition with the FTAs and I feel like it took them out of the conversations that were going on around them. I think it would be nice if each FTA had a little something from us.
- I think they had a good time playing the game, but were happy to get back to networking. It seemed like they all had a buddy to connect with at the event and at the conference.

**General event feedback – please let me know if you have any ideas for future events!**

- I thought it was a great event. Well done, organized, and informative. This is a kind of off the wall idea but Leavenworth has what's called a "Panic Room" business. Basically, they put you in a room and you have to work together to solve how to get out of it. Always thought that would be a fun thing to do. Also helps with team building. I'm not sure of the cost but if we go back there again and you think it is a good idea, I could certainly check into it.
- No specific ideas. I think an informal gathering like this works well.
- This format seems to be well-liked and is doable for the committee! 😊
- After the event, groups spread out, hitting up other venues in Leavenworth, and eventually the pool/hot tub at The Enzian (a nice feature)!
- Fundraising committee was contacted in regards to potentially leading a round of heads or tails at the event; and regarding some WMCA swag to give away (however, neither came to fruition). Perhaps including a member of the Fundraising Committee on the Fall ED Sub-Committee would be helpful for future events.

**General Fall Education Days feedback:**

- The class was awesome – I learned a lot and will be making some changes here. The food there was also good.

**Recommendations for next year:**

- Continue to hold Fall Education Days in September/October to allow for good weather, and in a central state location where entertainment/food establishments are within walking distance.
- Begin work on membership event about six weeks ahead of time.
- Limit sub-committee to five individuals from the Membership Committee. Assign specific tasks and try to involve newer members with leadership of event.
- Include a representative from the Fundraising Committee for coordination of potential fundraising games at the membership event; and WMCA store giveaways.
- Increase budget to \$300 or \$350 to allow more flexibility with event details (food/tax/tip, giveaways, etc.).
- Continue to utilize conference calls for coordination; and individuals to scope location(s).

## 2020 WMCA General Elections Call for Candidates!

*Candidate Packet Deadline: December 31, 2019*



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 30 through February 21, 2020, through electronic voting software. The following positions are available in this election:

- President Elect (1-year term)
- Secretary (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](http://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 (Heidi Napolitano, Town of Woodway) no later than Tuesday, December 31, 2019.** They can be submitted electronically or by hard copy and must be **received** by the December 31<sup>st</sup> 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: [heidi@townofwoodway.com](mailto:heidi@townofwoodway.com)

Via mail to: Heidi K. S. Napolitano  
WMCA Elections Officer  
Town of Woodway  
23920 113<sup>th</sup> Place W.  
Woodway, WA 98020  
206.542.4443

**All submittals must  
be received by  
December 31, 2019**



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

**TO:** WMCA President and Executive Committee

**FROM:** Rachel Shaw, Chair

**COMMITTEE:** Newsletter Committee

**DATE:** September 30, 2019

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**SUMMARY OF ACTIVITIES:** During the 2<sup>nd</sup> quarter, the Newsletter Committee has been busy bringing the membership quality articles that we hope both educate the members as well as keep us all connected.

This quarter we have focused on implementing a change in how the Layout Subcommittee and Writer Subcommittee work together to draft the featured clerk article. This suggested change came at the recommendation of Executive Board to feature brand new WMCA members in more of a "getting to know you" article. This change has had great success in that we no longer struggle to identify a featured clerk, from month to month. Since this section of the newsletter has proven to be a favorite amongst the membership, it was important to identify how we could continue writing the articles when many clerks who were contacted, declined being interviewed. This change has been a huge success because we have had so many new members since 1<sup>st</sup> quarter and have been able to line out featured clerk articles through the end of the year and into next. As previously reported, the Writer Subcommittee is responsible for interviewing the new member for the featured clerk article and coordinating the insertion of the article with the scheduled editor on the Layout Subcommittee. The Layout Subcommittee editor is responsible for editing submitted articles and making all final edits on the newsletter for distribution.

A second change that has been implemented beginning with current WMCA President, Paula Swisher, is a History In Review section that highlights WMCAs history. In anticipation of WMCAs 50<sup>th</sup> anniversary and conference, the Historical Committee has done an incredible job providing fun facts of former years that features a trip down WMCA memory lane. This article has also been noted as a fan favorite with the readership.

A very big thank you to the Executive Board for the opportunity to continue as your Chair. We hope you enjoy the Newsletter!

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**



- 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:** September 26, 2019

**SUMMARY OF ACTIVITIES:**

**Scholarship Reimbursements**

This year's NCI was the first scholarship event that required recipients to submit a scholarship reimbursement request form and their certificate of attendance to receive their scholarship award reimbursement. An email reminder went out to all recipients after NCI was over reminding them to complete the reimbursement request form and submit it along with a copy of their certificate of attendance to Treasurer Gina Anderson. As of the date of this memo, all but two attendees have submitted their reimbursements.

**Fall Mini-Conference**

The scholarship committee did not receive any scholarship applications for the Fall Mini-Conference events by the deadline.

**Scholarship Application and Scholarship Guidelines**

In the committee's first quarter EC report we had made some suggestions for changes to the scholarship application and scholarship guidelines document. Attached you'll find a draft versions of each for consideration.

**Future Scholarship Opportunity**

The next scholarship opportunity will be for the Annual Conference in March. Scholarship materials for conference are due by 2/1/20.

**Scholarship Recipient Requirements**

As a reminder, scholarship recipients are required to serve on the Fundraising Committee for the coming year. If the recipients are not being responsive or are not serving as required, I ask that the EC liaison of the committee please let me know so I can flag that on our tracking log. As you recall, the EC passed a guideline that says in order to eligible for a future scholarship, the recipients must attend all sessions of their training and serve on the Fundraising Committee for the coming year. If not, they will be deemed ineligible for another scholarship for a period of three years.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Approval of recommended changes to the scholarship application and scholarship guidelines document.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

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



## Washington Municipal Clerks Association Scholarship Guidelines

- 
- General Scholarship Program – Page 1
  - Margery Price Scholarship Program – Page 2
  - NCI PD I, PD II, AND PD III Scholarship Program – 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
  - Expresses financial support needed, if applicable; 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 submit a letter from their immediate supervisor that:
  - Expresses support for the application; and
  - Expresses financial support needed, if applicable; 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.

**Deleted:** <#>Applicant must have requested his/her government agency to financially underwrite costs and been denied funding ¶

**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 submit a letter from their immediate supervisor that:
  - Expresses support for the application; and
  - Expresses financial support needed, if applicable; 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.

**Deleted:** <#>Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.¶

**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.



**SCHOLARSHIP APPLICATION**

*Please complete all sections of the application.  
Attach additional sheets if necessary.*

Name:  Mr.  Ms. \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Date Current Position Assumed: \_\_\_\_\_ How long in Clerk Profession? \_\_\_\_\_

WMCA Membership Class:  Active  Affiliate  Associate  None; Joining at time of app.  
*(Check One)*

If you are an Associate/Affiliate Member, are you currently employed by a legislative body? \_\_\_\_\_

Are you currently a member (in any capacity) of IIMC?:  Yes  No

Which event are you requesting a scholarship for?:  
*(Please only choose one)*

- |   |   |
|---|---|
| <input type="checkbox"/> WMCA Annual Conference (Registration ONLY)                       | <input type="checkbox"/> IIMC Advanced Academy (up to \$500)        |
| <input type="checkbox"/> First-Time WMCA Annual Conference (Registration & Lodging)       | <input type="checkbox"/> IIMC Conference Registration (up to \$500) |
| <input type="checkbox"/> Spring Academy ONLY (Registration)* Note: Must have CMC to apply | <input type="checkbox"/> NCI PD 1 (Registration & Lodging)          |
| <input type="checkbox"/> Fall Academy (Registration ONLY)                                 | <input type="checkbox"/> NCI PD 1 (Registration & Commuter Pkg)     |
| <input type="checkbox"/> Athenian Dialogue (Registration Only)* Note: Not always offered  | <input type="checkbox"/> NCI PD 2 (Registration ONLY)               |
| <input type="checkbox"/> Combined Fall Academy and Athenian Dialogue (Reg. ONLY)          | <input type="checkbox"/> NCI PD 3 (Registration ONLY)               |
|   | <input type="checkbox"/> NCI PD 4 (Registration ONLY)               |

What WMCA Committees are you currently serving on? \_\_\_\_\_

*\*Note: It is a requirement that if you are awarded a scholarship, you must serve on the Fundraising Committee for the coming year.*

Have you received your CMC designation?  Yes  No If no, are you pursuing your CMC?

Have you attended this same event before?  Yes  No

Have you ever previously received a scholarship from WMCA?  Yes  No

Have you included a letter of support from your supervisor, as required?  Yes  No

*I hereby attest the information submitted in this application is true and accurate to the best of my knowledge. I have included a letter of support that also demonstrates financial need, if applicable. I understand and agree to complete the requirements of the scholarship award regarding full attendance and committee participation.*

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**PLEASE SEE THE WMCA SCHOLARSHIPS PAGE FOR DEADLINE INFORMATION**

*Please submit the completed form and accompanying letter by mail or **email** (preferred) to:*

Tamara Gunter, Deputy City Clerk  
City of Battle Ground  
City Clerk's Office  
109 SW 1st Street, Suite 221  
Battle Ground, WA 98604  
tamara.gunter@cityofbg.org

For additional information, please call (360) 342-5007

## For Committee Use Only

### Scoring For Scholarship Application

Applicant is a Full Member of WMCA: (Choose)

Applicant is a member of IIMC: (Choose)

Applicant Pursuing CMC: (Choose)

Applicant Pursuing MMC: (Choose)

Applicant has not received a WMCA scholarship to this event before: (Choose)

Applicant has not received any other scholarships during the WMCA fiscal Year (May 1 – April 30): (Choose)

Applicant is currently serving on WMCA Committees (1 point per year, max of 5): (Choose # of Committees)

Exhibited Need: (Choose)

TOTAL SCORE:



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

**TO:** WMCA President and Executive Committee  
**FROM:** Jill Boltz & Stephanie Haug, Webmasters  
**COMMITTEE:** Webmaster  
**DATE:** 10/02/2019

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**SUMMARY OF ACTIVITIES:** Other than the Fall Conference, Webmaster duties remain fairly quiet but constant. Typical requests include: job postings, new member approvals and/or entry, newsletter e-blasts, etc.

We currently have one request to update a Committee Roster. This would be a great mid-point to ask all Committee Chairs to review their rosters, make changes and get them to us. As a reminder, the preference would be to make any and all changes only quarterly.

As we enter into the next quarter, things begin to pick up again. We ask that liaison's work with your committee chairs to keep the webmasters included in any updates or e-blasts that are time sensitive, i.e. elections, scholarships, etc.

A decision needs to be made about our payment processing. I have attached a brief description of what will occur if we do not switch to the Wild Apricot's (our web host) payment processing system. Gina will have to speak on the implications and work it will take to switch from PayPal from the Treasurer's perspective. To the best of our knowledge it is hard to define whether this is a benefit or detriment to receiving payments.

The choice is to continue with PayPal and pay the additional fee charged by Wild Apricot

or

Move to the Wild Apricot payment processing

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

## Payment System Servicing Fee

As of undefined, Wild Apricot will begin charging a Payment System Servicing Fee if you use an online payment system other than Wild Apricot Payments. Since you are using a different payment system, you are subject to this fee. When you next renew on undefined, a Payment System Servicing Fee of 20% will be applied to your billing plan price.

### What you can do about this?

#### 1 Avoid the fee by switching to Wild Apricot Payments

After you set up Wild Apricot Payments as your payment system in Wild Apricot, the Payment System Servicing Fee will no longer apply to you. You will save \$367.20 for each billing period.

Why do we recommend Wild Apricot Payments?

- + No setup or monthly fees
- + Recurring payments are supported
- + Your members and customers are not directed to a third party site to complete their payments
- + One-stop support for both Wild Apricot software and Wild Apricot Payments

[Learn how to switch](#)

#### 2 Do nothing and stay with your current payment system

You can continue to use your current payment system, but be aware that the Payment System Servicing Fee will be added to your billing plan price when you next renew.

At your renewal on , your new combined price will be:

OLD \$1,836.00 + Payment System Servicing Fee \$367.20 = NEW \$2,203.20.

For more information, [click here](#). If you have any questions, call 1-877-493-6090 or email [support@wildapricot.com](mailto:support@wildapricot.com)

October 2, 2019

TO: WMCA President Paula Swisher  
FROM: WMCA Education Coordinator Alice Attwood

The Fall Mini Conference, now called Fall Education Days, was completed on September 20<sup>th</sup>, at the Enzian Inn, Leavenworth, WA.

The Athenian Dialogue, facilitated by Anne Uecker, Clerk-Treasurer, St. Francis, Wisconsin, was well attended. The book *Hidden Figures* was the subject matter for the Dialogue. The evaluations have come in and the dialogue was received positively.

The class on Friday, *Recognizing/Understanding Threats and Potential Attacks & The Clerks Role in Emergency Crisis Management* was also well attended and was a big success. This class was facilitated by Maureen Kane and her daughter Dr. Maura Kane McAuliffe.

On the whole I would consider the Fall Education days a huge success!

I do not have the final billing from the Enzian yet to give you the final numbers for the cost of the conference. Hopefully I will be able to send that to you soon.

At this time I am researching subjects for the March Conference for the Academy and welcome input from you, President Swisher, and also members of the Board.

Respectfully submitted,

Alice Attwood, MMC  
Education Coordinator

Date	Subject	Motion	Second	Jermann	Duncan	Kammer	Anderson	Estrada	Campbell	Collins	Ross	Neissl	Adkisson	Olsen	Swisher
7/8/19	Room block-retirees for Conference	Jermann	Duncan	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye		Aye	
10/10/19	Flowers from retiring clerk	Jermann	Olsen	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	