



EXECUTIVE COMMITTEE AGENDA

Friday, January 24, 2020 – Woodland City Hall, 10 AM

1. Call to Order and Roll Call	
2. Approve Agenda and October 18, 2019 EC Meeting Minutes	1
3. Treasury’s Related Reports (Gina)	
a. Treasurer’s Report	6
b. World Points and Amazon Smile Update	31
4. Old Business	
a. Job descriptions: Secretary, Treasurer, Awards Committee, Scholarship Committee	37
5. New Business	
a. Discuss re-appointment of Alice Attwood as Education Coordinator	N/A
b. Dropbox Administration Procedures	48
6. Committee Business/Reports	
a. Audit (Gina)	N/A
b. Awards (Virginia)	50
c. Budget (Debbie)	51
d. Bylaws (Susan)	63
e. Conference Planning (Debbie)	74
f. Education (Donald)	75
g. Fundraising (Deb E)	77
h. Historical (Shawn)	N/A
i. Legislative (Kay)	78
j. Membership (Liz)	N/A
k. Newsletter (Melissa)	79
l. Scholarship (Lisa)	80
m. Webmaster (Shawn)	N/A
n. Education Coordinator	81
7. Other Business	
a. Email Ratifications (Kay)	84
8. Good of the Order – October Meeting Follow ups	
9. Adjournment	



EXECUTIVE COMMITTEE MINUTES

Friday, October 18, 2019
Yakima Red Lion

1. Call to Order and Roll Call

President Paula Swisher called the meeting to order at approximately 10:02 a.m.

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

2. Approve Agenda and June 21, 2019 EC Meeting Minutes

President Swisher called for any corrections to the June 21, 2019 Executive Committee Meeting minutes; none noted.

Motion: Board member Campbell moved to approve the minutes as presented.

Second: Board member Neissl.

Vote: Motion carried.

3. Treasury's Related Reports

- a. Treasurer Report: Treasurer Anderson provided an overview and information regarding the fiscal year and how revenues and expenses are booked. Also discussed credit card fees and vendors, Amazon Smile, and the Treasurer's job description. Board member Ross to contact merchant service providers for options.
- b. World Points update: Information was provided.

4. Old Business

Conference vendor policy. Consensus was to add clarifying information to vendor letter. President-Elect Jermann to follow up with committee chair.

5. New Business

Social media policy creation. Review of membership descriptions and have one (1) member of the Executive Committee serve as one of the Facebook Administrators. Board member Estrada and IPP Olsen to bring a draft policy to the March meeting.

6. Committee Business/Reports

a. Audit Committee

No report or action required.

b. Awards Committee

Report in packet. Action requested to approve or provide direction on the President's Award of Distinction (PAOD) guidelines and nomination form.

Change the recognition date from banquet night at the president's discretion (ie., annual business meeting or auction night), the award to include a complimentary registration to a future WMCA academy session or Athenian Dialogue, and clarify "active" member to mean fully paid member in good standing.

President is able to choose the award/plaque or provide final approval before order for the award is placed. Board members Estrada and Campbell to update policy.

c. Budget Committee

No report or action required.

d. Bylaws Committee

Report in packet. Action requested to add language to clarify that the President be allowed to vote on Executive Committee business as provided for by Robert's Rules of Order.

Motion: President-Elect Jermann moved to direct the By-Laws Committee to bring forward to the annual conference the change to add the sentence to Section 3. Executive Committee: The Officers and 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.

Second: Board member Campbell.

Vote: Motion carried.

e. Conference Planning

Report in packet. Action requested to approve or provide direction on Sponsorship Opportunities.

Motion: Board member Estrada moved to approve the Sponsorship Opportunities as amended to increase the vendor exhibitor cost to \$600.

Second: Vice President Duncan.

Vote: Motion carried.

Motion: Board member Estrada moved to not provide a special gift for retirees at the banquet.

Second: President-Elect Jermann.

Vote: Motion carried.

Motion: Vice President Duncan moved to increase the one (1) day registration cost proportionate to a full registration.

Second: IPP Olsen.

Vote: Motion carried.

Break for lunch 12:30 to 12:55

f. Education

Report in packet. Action requested to approve or provide direction on Keynote, breakout and Closing sessions speakers.

Direction from EC was to have committee review list presented to committee members and find alternatives for Keynote and Closing speakers. EC noted that committee is on the right track for sessions and topics.

Discussion regarding third-party trainings and they should not take away from WMCA trainings.

Board member Ross to follow up with committee chair(s).

g. Fundraising Committee

Report in packet. Action requested on recommendations for fundraising ideas including, themed baskets, 100 envelopes, dessert auction, 50th Anniversary memorabilia and Facebook fundraising.

Consensus of the EC was to accept the proposed fundraising outlined and provide a long-stemmed rose for retirees in attendance during the banquet.

h. Historical Committee

Report in packet. Direction was requested on the professional photographer.

Board member Campbell to follow up with Scott Passey regarding taking EC group and individual headshots before the annual business meeting.

i. Legislative Committee

Report in packet. No action required.

j. Membership Committee.

Report in packet.

Motion: Board member Campbell moved to increase the Fall Academy budget from \$250 to \$350.

Second: IPP Olsen.

Vote: Motion carried.

President-Elect Jermann, Vice President Duncan and Board member Estrada to work on text, photos, and quotes to update the WMCA brochure.

k. Newsletter

Report in packet. No action required.

l. Scholarship

Report in packet. Action requested for approval of the scholarship guidelines and application.

Motion: President Swisher moved to approve the guidelines and application as presented by the Scholarship Committee.

Second: President-Elect Jermann.

Vote: Motion carried.

Board member Neissl to follow up with committee chair to add to the committee job description a procedure on tracking attendance.

Board member Ross to follow up with NCI Director to obtain attendance numbers for the last few years for PD 1, 2 & 3. PD 2 & 3 may be able to obtain registration cost from AWC or WCIA and WMCA to potential cover housing instead of registration.

m. Webmaster

No report. Action requested to continue with PayPal and pay an additional fee or move to the Wild Apricot payment processing.

Motion: Vice President Duncan moved to continue with PayPal, pay to Wild Apricot service fee and review options in 2020.

Second: Board member Neissl.

Vote: Motion carried.

- 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:

- 07-08-19 Room block reserved for retirees for conference
- 10-10-19 Flower for retiring clerk-past president

Motion: Vice President Duncan moved to ratify emails as presented.

Second: IPP Olsen

Vote: Motion carried.

8. Good of the Order

Spokane bid for IIMC Conference. Consensus of WMCA was to not support the bid due to the financial and staffing resources burden on WMCA.

9. Adjournment

There being no further business, President Swisher adjourned the meeting at 4:12 p.m.

Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Executive Committee Meeting on January 24, 2020.



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

TO: WMCA President and Executive Committee

FROM: Susan Duncan, Vice President

COMMITTEE:

DATE: 12/31/2019

SUMMARY OF ACTIVITIES: The job descriptions for the offices of Secretary and Treasurer have been revised by the individuals currently serving in those positions to better reflect their current procedures.

The Awards Committee job description was revised slightly to reflect the change in the process for the President's Award of Distinction. WMCA membership now nominates candidates for this award, rather than having the President choose a recipient from among the nominees for Clerk of the Year.

The Scholarship Committee job description was already approved (via email vote) in order to have it available on the website in time for people to apply for Annual Conference scholarships. It is included in this report for reference only.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approval of amended job and committee descriptions.

ALTERNATIVES:

FISCAL IMPACT: N/A

Revenues:	Budgeted Amount	Revenues Generated
<u>Raffles</u>	\$ _____	\$ _____
<u>Store Sales</u>	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Secretary

The duties of the Secretary 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. 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. Keep an accurate record of the minutes of the WMCA Annual Business and Executive Committee meetings and email the minutes to the Executive Committee within 45 days after the meeting for approval. Upon approval of the minutes submit to the Webmaster.
4. Provide copies of the prior year's Annual Business meeting minutes to the President for inclusion in the annual business meeting packet.
5. Send a roster of officers to IIMC, Region IX Directors, WFOA, WMTA and to the presidents of other state associations within Region IX.
6. Make arrangements for the meetings of the Executive Committee (e.g., location, meeting room, meals, and lodging options) if assigned to do so by the President. Mail notices to the Executive Committee at least seven (7) days prior to their next scheduled meeting. Notices may be mailed electronically.
7. Send all approved and signed minutes of the Annual Business meeting to the Historical Committee Chair to be included as part of the historical record of WMCA.
8. Keep WMCA by-laws current. Make available to all members upon request and assure the current version is on the WMCA website.
9. Prepare resolutions as requested by the Executive Committee or the membership. Submit approved resolutions to the Webmaster to be published on the website.
10. Conduct WMCA correspondence as necessary.
11. Send a notice of the Annual Business meeting to each member and Webmaster no less than twenty (20) days prior to the date of the meeting.

Deleted: but only if the Secretary confirms all Executive Committee Members have received it (per WMCA by-laws)....

- 12. The Association shall keep at the regular business office of its Secretary and/or Treasurer, at a minimum, the following documents in the form of a record (corporate records);
 - a. Current articles and bylaws;
 - b. A list of the current officers' and directors' names and addresses;
 - c. Minutes for the proceedings of the members, if any, the board, and any official minutes which may be maintained by committees of the board.
- 13. Secretary or designee shall maintain copies of the corporate records and provide to the Audit Committee as requested.
- 14. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
- 15. Retain electronic copies of WMCA policies, Executive Committee job descriptions and Committee job descriptions.

Deleted: <#>A list of members, including names, addresses, and classes of membership, for the last five years (Treasurer currently maintains these records);¶
<#>Correct and adequate statements of accounts and finances (Treasurer currently maintains these records);¶

Formatted: Highlight

Deleted: transmit

Formatted: Not Highlight

Deleted: to the Audit Committee Chair for the annual audit of the Association's corporate records which shall occur each year as soon as practical after April 30.

Formatted: Not Highlight

Deleted:

Deleted:

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 and 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 accounts. Invest funds as deemed appropriate upon approval of the President.
8. Keep the Conference Planning Committee Chairs and Education Committee Chair(s) advised of the number of registrations so the Chairs can coordinate Conference logistics.
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 and NCI Director of payment of dues by new clerks.

Deleted: regarding accounts payable

Deleted: ,

Deleted: and scholarship

Formatted: Indent: Left: 0.1", Line spacing: single

Deleted: ¶

Deleted: Committee

Deleted: provide adequate facilities.

	Deleted: 13.
<p><u>13.</u> Send out a reminder email to <u>Webmaster to eblast members</u> that the annual dues statements will be posted on the WMCA website and are due and payable to the WMCA Treasurer by May <u>30th</u> for the upcoming year.</p>	Deleted: Prior to Annual Conference, coordinate a beginning inventory of all merchandise and after conference, an ending inventory.
	Deleted: 14
<p><u>14.</u> Maintain the database of current members and the current mailing list.</p>	Deleted: members
	Deleted: 1st
<p><u>15.</u> Serve as custodian of Treasurer records, laptop, printer and software.</p>	Deleted: 15
<p><u>16.</u> Complete or provide for a third party to prepare yearly Federal and State required reports including but not limited to:</p> <ul style="list-style-type: none"> • 501 C (3) Form 990 and Accompany Schedules • Non-profit Corporation Annual Report 	Deleted: Provide mailing labels as requested by WMCA committees....
	Deleted: 16
	Deleted: 17
<p><u>17.</u> Monitor and track credit card issuance account numbers and credit limits. Request and/or cancel cards as required.</p>	Deleted: • Quarterly Federal Tax Return Form 941¶
	Deleted: 18
<p><u>18.</u> Maintain historical list of all Treasury records retained/destroyed (per the State of Washington Local Government Retention Schedules).</p>	Deleted: 19
<p><u>19.</u> Monies generated at the Annual Conference will be handled in accordance with Treasurer established procedures with all funds submitted on a daily basis.</p>	Deleted: 20
<p><u>20.</u> Maintain and follow Treasurer's Procedures Manual in consultation with the Audit Committee.</p>	Deleted: 21
<p><u>21.</u> Serve as a member of the Budget Committee.</p>	Deleted: 22
<p><u>22.</u> Serve as Registered Agent for the Association.</p>	Deleted: 23
<p><u>23.</u> Annually renew license/permit with the Washington State Gambling Commission <u>and the Washington State Liquor Control Board.</u></p>	Deleted: 24
<p><u>24.</u> Perform such other duties and responsibilities as the President or Executive Committee may prescribe.</p>	Deleted: 25

AWARDS COMMITTEE

A. General Responsibilities:

The Awards Committee solicits and evaluates nominations for the Clerk of the Year Award. The committee ensures that nominations meet all criteria and determines the nominees' areas of expertise. The committee chair presents the accepted nominations to the President for final selection of the "Clerk of the Year Award."

B. Members:

The Immediate Past President will serve as the Committee Chair. The President, President-Elect, and Vice President will serve as committee members.

C. Clerk of the Year Tasks & Process

1. The Committee Chair will prepare information to be included in the October, November, and December editions of the Executive Committee Monthly Reports, with the call for nominations, guidelines and criteria. Also included shall be the nomination form and deadline date (usually mid-January) for the return of nomination forms to the committee chair.
2. All members are encouraged to announce the availability of applications at the local level, e.g., regional meetings.
3. The Chair shall send letters and nomination forms to the elected and/or appointed official(s) and direct supervisors of all WMCA members in early November seeking nominations. A follow-up reminder postcard shall be sent in early December.
4. Once nominations are received, the Chair will verify the eligibility of the nominees. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member in good standing (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.
5. The Chair will then send copies of the nominations to committee members for review and ranking by following the Review and Rating of Nominations Guidelines. The committee will keep all nominations confidential.
6. Once the rankings have been received from the committee members, the Chair will forward the recommendations to the President by mid-February. The President will make the final decision for the Clerk of the Year Award based on the ratings from the committee.
7. The President will choose the recipient for the Clerk of the Year award and communicate the decision to the Chair. The decision of the President is final.
8. The Chair will have the award plaque prepared and will notify the selected Clerk of the Year's municipality and guests to provide the necessary information should they wish to attend the annual conference banquet.
9. The Chair shall coordinate with the Conference Planning Committee Chair(s) the number of hotel rooms to reserve for the Clerk of the Year's guests and for the banquet dinner per the Conference Planning Schedule.
10. The President will make the presentation of the award at the WMCA annual conference banquet.
11. Following the conference, when the President's decision has been announced, the new Chair will send a letter to the nominees not selected for the Clerk of the Year

award, including a copy of their nomination, describing how much their contribution and services are valued.

- 12. The past Chair will remind the outgoing President to prepare a press release announcing the Clerk of the Year immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

D. President's Award of Distinction Tasks & Process

- 1. The President shall also select a recipient(s) for the President's Award of Distinction from among the nominations received for the award by WMCA membership.
- 2. The Chair will have an award plaque prepared for any recipients of the President's Award of Distinction.
- 3. The President will make the presentation of the award(s) at the WMCA annual conference banquet.

Deleted: may

Deleted: s

Deleted: field of eligible Clerk of the Year nominations or other members in good standing.

E. Additional Chair Responsibilities

- 1. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet (quarterly).
- 2. Prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
- 3. Forwarded all invoices for WMCA expenses to the President for review and sign-off prior to being sent to the WMCA Treasurer.

F. Clerk of the Year Award Policy

- 1. **Purpose**
The WMCA Clerk of the Year Award was developed to focus attention on the important role that Municipal Clerks have in our communities and to honor their achievements and accomplishments.
- 2. **Nominating a Member**
Any Active WMCA member (as defined in WMCA's Bylaws) in good standing (fully paid dues) may submit a confidential nomination postmarked no later than the stated deadline. It is encouraged that such nominations be submitted in collaboration with the nominee's elected and/or appointed official(s) and/or supervisor. Nominations may also be made by elected and/or appointed officials and/or supervisors and are also encouraged to be submitted in collaboration with nominees colleague(s) . Nominations must be submitted to the Immediate Past President of WMCA, Chair of the Awards Committee, by the stated deadline. In the appearance of fairness, the Awards Committee members are not eligible to nominate or support members for this award.
- 3. **Criteria for Selection**
 - a. **Eligibility:**
The nominee must be an Active member of WMCA (as defined in WMCA's Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice President, and Immediate Past President are not eligible for nomination.
 - b. **Contributions:**
The nominee must have made significant contributions or performed

outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:

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

In general, it is not sufficient that a nominee perform his or her duties well. "Outstanding" is for individual performance over and above the job description.

4. Recipient Benefits

- a. The Clerk of the Year recipient will receive a plaque or comparable award recognizing their receipt of the award.
- b. The Clerk of the Year recipient will receive a complimentary registration to the WMCA Annual Conference for the following year. The complimentary registration is not transferable.
- c. A press release announcing the Clerk of the Year recipient will be sent to the local newspaper where the recipient works and to IIMC's News Digest immediately following the Annual Conference.

G. General Award Policies

1. There will be only one Clerk of the Year Award given in any one year, based on the nominations received. The nomination for this individual must exceed all other nominations.
2. There may be more than one President's Award of Distinction given in any one year.
3. Nominations shall not be carried over from one year to the next.
4. If no nominations are received by the deadline, no award will be given.
5. There may be no award presented during years in which there is no outstanding nominee.
6. Receiving an award will restrict future COTY Award, but not nominations of the recipient for an Award of Distinction.

H. Review and Rating of Nominations Guidelines

The committee members will use the following guidelines when reviewing and rating each contribution described on the nomination application and letter(s) of support.

1. A maximum of 100 points may be awarded to each nominee.
2. When reviewing the nominations, the following criteria should be considered:
 - a. Did this Clerk's contribution improve the quality of life in his/her community?
 - b. If a specific project is referenced, what was the scope and impact of the project and what special circumstances had to be overcome to complete it?
 - c. How did productivity or efficiency in the organization improve as a result of this Clerk's accomplishment?
 - d. In what specific ways did this Clerk's contribution or performance exceed daily work duties?

Combined and Revised: 1/2010, 6/2014, 6/2016

Page 3

- Awards Committee Description Revised: 6/2000, 10/2002, 6/2004, 10/2006, 1/2007, 7/2008, 12/2019
- Clerk of the Year Policy Revised: 6/2003, 1/2007, 7/2008

- e. How did this activity benefit WMCA?
 - f. How did this individual demonstrate their commitment to continuing professional development through education?
 - g. What significant contribution or outstanding service did this individual perform to benefit WMCA?
 - h. How did the individual demonstrate leadership in the office of municipal clerk and their community?
 - i. How did the individual demonstrate their involvement at annual conferences, regional groups and/or IIMC?
3. The Chair will send out a rating form along with the nominations. The Committee members will submit their ratings to the Chair by the deadline requested.
 4. The Committee Chair will calculate the ratings and will send the Committee's recommendations and all the candidate ratings to the President for selection.

Timeline

March after Conf	Outgoing President	Press release for COTY award
March after Conf	Outgoing President	Letters to all nominees
March after Conf	Outgoing President	Newsletter Articles for both awards
October to December	Past President	Newsletter Article
November	Past President	Letters to jurisdictions
December	Past President	Postcards to jurisdictions
January	Past President	Committee Ratings to Pres
February	President	Contact Conf Cmte and Award City
February	Past President	Order awards for conference
March	President	Announce awards

Scholarship Committee

A. General Responsibilities:

The Scholarship Committee administers the application and granting process for scholarships offered by WMCA.

B. Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison, and as many WMCA members as necessary to accomplish the tasks of the committee.
2. The committee will begin its work following the Annual Conference, coordinating and discussing its goals and objectives for the year as needed.
3. **WMCA General Scholarships:** The committee will coordinate the number of available scholarships with the WMCA Executive Committee Liaison per the current year budget. The Chair will verify eligibility, completeness of submitted applications and will follow up with applicants if necessary. If funding is limited, and as long as applicants meet all the requirements, scholarships will be awarded on a first-come/first-served basis. The Chair will communicate with the scholarship recipients upon receipt of application as well as on whether or not they have been awarded a scholarship.
4. **Northwest Clerks Institute/Professional Development Scholarships:** The committee will coordinate the number of available scholarships with the WMCA Executive Committee Liaison per the current year budget. The Chair will verify eligibility, completeness of submitted applications and will follow up with applicants if necessary. If funding is limited, and as long as applicants meet all the requirements, scholarships will be awarded on a first-come/first-served basis. The Chair will communicate with the scholarship recipients upon receipt of application as well as on whether or not they have been awarded a scholarship.
5. **WMCA Margery Price Scholarship Program:** The committee will coordinate the number of available scholarships with the WMCA Executive Committee Liaison per the current year budget. The scholarships are intended to help pay relevant program costs for members working towards achieving or maintaining their MMC status through continuing education. Margery Price Scholarships are available for WMCA or IIMC Athenian Dialogues, Professional Development IV and IIMC's Advanced Academy or Annual Conference. The Chair will verify eligibility, completeness of submitted applications and will follow up with applicants if necessary. If funding is limited, and as long as applicants meet all the requirements, scholarships will be awarded on a first-come/first-served basis. The Chair will communicate with the scholarship recipients upon receipt of application as well as on whether or not they have been awarded a scholarship.
6. Members will contribute by assisting the committee chair with updating processes and procedures as needed, member outreach (i.e. creating emails, flyers, news blasts, and/or articles for the WMCA monthly newsletter).
7. Members will help coordinate and execute tracking of attendance of scholarship recipients at the events they were awarded a scholarship for through session sign-in sheets. Assigned committee members shall collect sign-in sheets at the end of each conference session and forward to the committee chair. Verification of attendance shall be done via the sign-in sheets by the committee chair following the event.

Deleted: early in the year

Deleted: Conference

Deleted: WMCA

Deleted: Spring Academy, Fall Academy,

Deleted: ,

Deleted: and/or

Deleted: Designing and submitting information for the WMCA monthly newsletter.

Deleted: H

Deleted: and monitoring

Deleted: and

- 8. ~~Members will~~ assist in evaluating applicant eligibility as needed or as assigned by the committee chair.
- 9. The committee ~~recaps the~~ scholarship ~~program~~, as part of its report to the general membership at the Annual Conference.
- 10. At the President's request, the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
- 11. The Committee Chair shall prepare certificates for all committee members ~~who have been active participants on the committee. The certificates shall~~ show the member's name, the committee and the year ~~served~~ (i.e. 2015-2016) ~~and will be distributed~~ to the committee members via email following the Annual Conference.
- 12. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

- Deleted:** 7
- Deleted:** recognizes
- Deleted:** recipients
- Deleted:** 8
- Deleted:** 9
- Deleted:** , which
- Deleted:** for
- Deleted:**
- Deleted:** ion
- Deleted:** 10

C. Responsibilities of the Chair:

- 1. Coordinate the receipt of scholarship applications and verify all scholarship criteria is met in accordance with the scholarship guidelines.
- 2. Chair must verify membership is current and active before awarding the scholarship.
- 3. Prepare newsletter articles ~~which~~ may include the announcement of scholarship recipients, ~~the~~ availability of application forms for the various scholarships ~~available~~, including professional development sessions, conference, ~~IIMC annual conference~~ and academy sessions.
- 4. Prepare and deliver quarterly reports to the Executive Committee. The WMCA President will outline the report(s) the Chair will give during the Annual Conference.
- 5. Maintain the master scholarship log which includes scholarships awarded by person, entity, year awarded, etc. including a column for tracking attendance at the event (fully attended or non-attendance, etc.).
- 6. ~~Provide name of scholarship recipients to the WMCA President and Fundraising Committee Chair, and verify~~ required participation of scholarship recipients on the fundraising committee. ~~Chair will note participation or non-participation on the master scholarship log.~~

- Deleted:** for the February and April editions that
- Deleted:** Articles for the October, November, December and January editions should
- Deleted:** announce
- Deleted:** available
- Deleted:** for the next year
- Deleted:** The January edition would also include the announcement of the availability of the application form for the IIMC's Annual Conference.
- Deleted:** and the membership
- Deleted:** v



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: January 8, 2020

Attached are the following reports for the period ending December 31, 2019 and December 31, 2018:

- Balance Sheet December 31, 2019 and 2018
- Profit & Loss Budget vs. Actual (condensed) for 2019 and 2018
- Profit & Loss Budget vs. Actual (expanded) for 2019 and 2018
- Checking Register, May through December 2019
- Checking Reconciliation for December 2019
- Savings Register, May through December 2019
- Savings Reconciliation for December 2019

We show a loss of \$3,316.09. A couple of conference speakers have requested deposits hence the loss.

Looking at the condensed profit and loss all our revenues and all but one of our expenditures are under budget. The IIMC line item is over budget due to it was not budgeted in the fiscal year 2019-2020 but only in the fiscal year 2018-2019.

WMCA
Balance Sheet
As of December 31, 2019

Assets

Current Assets

Checking	17,822.42
Savings	35,943.74
Western Annuity	50,000.00
Total Cash	<u>103,766.16</u>

Total Current Assets	<u>103,766.16</u>
-----------------------------	-------------------

Total Assets	<u><u>103,766.16</u></u>
---------------------	--------------------------

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	9,696.37
Net Income	<u>(3,316.09)</u>
Total Equity	<u>103,766.16</u>

Total Liabilities & Equity	<u><u>103,766.16</u></u>
---------------------------------------	--------------------------

WMCA
Balance Sheet
As of December 31, 2018

Assets

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

Liabilities & Equity

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

WMCA
Profit & Loss Budget vs. Actual
December 31, 2019

	Actual May '19 - Dec '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	12,600.00	18,125.00	(5,525.00)	0.70
Conference	6,800.00	79,750.00	(72,950.00)	0.09
Dues	24,485.00	26,250.00	(1,765.00)	102.00
Savings Interest	11.98	20.00	(8.02)	0.60
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	579.61	10,000.00	(9,420.39)	0.06
Total Income	45,036.59	137,245.00	(92,208.41)	32.81%
Transfer to Savings			0.00	
Expense				
Academy Sessions	9,726.27	13,500.00	(3,773.73)	0.72
Annual Conference	5,304.90	80,900.00	(75,595.10)	0.07
Board Expenses	9,172.59	22,555.00	(13,382.41)	0.41
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	4,762.92	6,370.00	(1,607.08)	0.75
Scholarship Expenses	15,450.00	27,200.00	(11,750.00)	0.57
Total Expense	48,352.68	159,255.00	(110,902.32)	30.36%
Net Profit (Loss)	(3,316.09)	(22,010.00)	18,693.91	2.45%

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

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

WMCA
Profit Loss Budget vs. Actual
December 31, 2019

	Actual May '19 - Dec '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
Income				
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	1,625.00	7,500.00	(5,875.00)	21.67%
Total Advanced Academy	<u>12,725.00</u>	<u>18,125.00</u>	<u>(5,400.00)</u>	<u>70.21%</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	6,800.00	55,250.00	(48,450.00)	12.31%
Total Conference	<u>6,800.00</u>	<u>79,750.00</u>	<u>(72,950.00)</u>	<u>8.53%</u>
Dues	24,485.00	26,250.00	(1,765.00)	93.28%
Money Market Savings Interest	11.98	20.00	(8.02)	59.90%
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	13.61	0.00	13.61	0.00%
Product Sales	8.00	2,000.00	(1,992.00)	0.40%
Raffle	558.00	4,500.00	(3,942.00)	12.40%
Total Scholarship Income	<u>579.61</u>	<u>10,000.00</u>	<u>(9,420.39)</u>	<u>5.80%</u>
Total Income	<u>45,161.59</u>	<u>137,245.00</u>	<u>(92,083.41)</u>	<u>32.91%</u>
Total	<u>45,161.59</u>	<u>137,245.00</u>	<u>(92,083.41)</u>	32.91%
Expense				
Academy Sessions				
Athenian Dialogue	2,693.22	2,500.00	193.22	107.73%
Fall	7,158.05	5,000.00	2,158.05	143.16%
Spring	0.00	6,000.00	(6,000.00)	0.00%
Total Academy Sessions	<u>9,851.27</u>	<u>13,500.00</u>	<u>(3,648.73)</u>	<u>72.97%</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	342.36	2,000.00	(1,657.64)	17.12%
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
December 31, 2019

	Actual May '19 - Dec '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
Speakers	4,750.00	15,000.00	(10,250.00)	31.67%
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%
Total Annual Conference	5,304.90	80,900.00	(75,595.10)	6.56%
Board Expenses				
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	2,129.59	2,800.00	(670.41)	76.06%
Exec Committee Travel-Other	0.00	350.00	(350.00)	
Total Executive Committee Travel	2,129.59	3,150.00	(1,020.41)	67.61%
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%
Total NCI Director Travel	557.48	4,900.00	(4,342.52)	11.38%
Officer's Board Travel				
President				
Alaska Conference	487.30	1,425.00	(937.70)	34.20%
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	1,081.32	1,150.00	(68.68)	94.03%
WMCA Conference	0.00	425.00	(425.00)	0.00%
Total President	2,859.33	7,475.00	(4,615.67)	38.25%
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%
Total President Elect	1,175.80	3,185.00	(2,009.20)	36.92%
Total Officer's Board Travel	4,035.13	10,660.00	(6,624.87)	37.85%
Total Board Expenses	7,864.78	22,555.00	(14,690.22)	34.87%
Region IX Director Travel	1,307.81	0.00	1,307.81	
Communication Expenses				
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%
Total Communication Expenses	25.00	1,280.00	(1,255.00)	1.95%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
December 31, 2019

	Actual	Budget	\$ Under/Over	
	May '19 - Dec '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	
Total IIMC	3,911.00	2,450.00	1,461.00	159.63%
Miscellaneous Expenses				
501C(3)	960.00	860.00	100.00	111.63%
Bank Charges	0.28	10.00	(9.72)	2.80%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	787.28	1,400.00	(612.72)	56.23%
Gambling/Alcohol License	65.00	300.00	(235.00)	21.67%
Gifts	75.00	0.00	75.00	
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	466.90	500.00	(33.10)	93.38%
Other	760.00	825.00	(65.00)	92.12%
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	345.46	325.00	20.46	106.30%
Total Miscellaneous Expenses	4,762.92	6,370.00	(1,607.08)	74.77%
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	15,450.00	15,000.00	450.00	103.00%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
Total Scholarship Expenses	15,450.00	27,200.00	(11,750.00)	56.80%
Total Expense	48,477.68	159,255.00	(112,085.13)	30.44%
Net Profit (Loss)	(3,316.09)	(22,010.00)	20,001.72	15.07%

WMCA
Profit Loss Budget vs. Actual
December 31, 2018

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

WMCA
Profit Loss Budget vs. Actual
December 31, 2018

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

WMCA
Profit Loss Budget vs. Actual
December 31, 2018

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

Register: Chase Checking

From 05/01/2019 through 12/31/2019

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-	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 12/31/2019

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 Attwood	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 Skylst...	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 12/31/2019

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/27/2019			-split-	Deposit		X	650.00	26,223.68
09/27/2019			-split-	PayPal		X	1,657.80	27,881.48
10/02/2019	1242	Maureen A Kane & ...	ACADEMY SESSION...		4,500.00	X		23,381.48
10/02/2019	1243	Paula Swisher	Board Expenses:Office...		446.60	X		22,934.88
10/07/2019		Bank Of America	Miscellaneous Expense...	Virginia Olsen	118.46	X		22,816.42
10/11/2019	1244	Leavitt Group North...	Miscellaneous Expense...		1,053.00	X		21,763.42
10/11/2019	1245	Anne B Uecker	ACADEMY SESSION...		897.64	X		20,865.78
10/12/2019			Scholarship Income:Ra...	Deposit		X	558.00	21,423.78
11/07/2019		Bank Of America	-split-		132.46	X		21,291.32
11/07/2019		Bank Of America	ANNUAL CONFERE...	Jodi Wycoff	114.08	X		21,177.24
11/07/2019		Bank Of America	-split-	Paula Swisher	634.72	X		20,542.52
11/07/2019		Bank Of America	ACADEMY SESSION...	Debra Jermann	200.00	X		20,342.52
11/07/2019		Bank Of America	Miscellaneous Expense...	Gina Anderson	10.00	X		20,332.52
11/12/2019			Scholarship Income:Do...	Deposit		X	8.18	20,340.70
11/18/2019	1246	Keri MacDonald	ACADEMY SESSION...		30.00	X		20,310.70
11/18/2019	1247	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		20,060.70
11/18/2019	1248	Frank Kitchen Enterp...	ANNUAL CONFERE...		1,750.00	X		18,310.70
11/19/2019			-split-	Deposit		X	238.39	18,549.09
11/20/2019			-split-	PayPal		X	219.15	18,768.24
12/04/2019		Bank Of America	Miscellaneous Expense...	Debra Jermann ...	760.00	X		18,008.24
12/04/2019		Bank Of America	-split-	Alice Attwood	3,591.17	X		14,417.07
12/04/2019		Bank Of America	-split-	Paula Swisher	554.09	X		13,862.98
12/04/2019		Bank Of America	ANNUAL CONFERE...	Jodi Wycoff	228.28	X		13,634.70
12/10/2019			-split-	PayPal		X	219.15	13,853.85
12/12/2019	1249	AWC	Board Expenses:Execu...		300.00	X		13,553.85
12/12/2019	1250	Aurora Pointe LLC	ANNUAL CONFERE...		3,000.00	X		10,553.85
12/12/2019	1251	Paula Swisher	Board Expenses:Office...		21.60	X		10,532.25
12/12/2019	1252	Virginia Shaddy	Scholarship Expenses:...		625.00	X		9,907.25
12/12/2019	1253	City of Mountlake Te...	-split-		473.53	X		9,433.72
12/16/2019		Wa State Gambling ...	Miscellaneous Expense...		65.00	X		9,368.72
12/18/2019			-split-	PayPal		X	5,082.30	14,451.02
12/31/2019			-split-	PayPal		X	3,371.40	17,822.42



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

November 30, 2019 through December 31, 2019

Account Number: **000001851443431**

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
 Service Center: **1-800-242-7338**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**



00113362 DRE 702 210 00120 NNNNNNNNNN 1 000000000 61 0000

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

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$18,768.24
Deposits and Additions	3	8,672.85
Checks Paid	5	-4,420.13
Electronic Withdrawals	5	-5,198.54
Ending Balance	13	\$17,822.42

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

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	PPD ID	AMOUNT
12/10	Paypal Transfer	PPD ID: Paypalsd11	\$219.15
12/18	Paypal Transfer	PPD ID: Paypalsd11	5,082.30
12/31	Paypal Transfer	PPD ID: Paypalsd11	3,371.40
Total Deposits and Additions			\$8,672.85

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1249 ^		12/16	\$300.00
1250 ^		12/18	3,000.00
1251 ^		12/31	21.60
1252 ^		12/31	625.00
1253 ^		12/19	473.53
Total Checks Paid			\$4,420.13

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

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



November 30, 2019 through December 31, 2019

Account Number: 000001851443431

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/05	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	\$3,591.17
12/05	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	760.00
12/05	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	554.09
12/05	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	228.28
12/16	Gambling Comm Licensefee 41023 CCD ID: 1911004770	65.00
Total Electronic Withdrawals		\$5,198.54

DAILY ENDING BALANCE

DATE	AMOUNT
12/05	\$13,634.70
12/10	13,853.85
12/16	13,488.85
12/18	15,571.15
12/19	15,097.62
12/31	17,822.42

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 \$15,208.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$51,180.00. 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	10
Deposits / Credits	3
Deposited Items	0
Transaction Total	13

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



November 30, 2019 through December 31, 2019

Account Number: **000001851443431**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt. For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

10:33 AM

01/03/20

WMCA
Reconciliation Summary
Chase Checking, Period Ending 12/31/2019

	<u>Dec 31, 19</u>
Beginning Balance	18,768.24
Cleared Transactions	
Checks and Payments - 10 items	-9,618.67
Deposits and Credits - 3 items	8,672.85
	<u>-945.82</u>
Total Cleared Transactions	
Cleared Balance	<u><u>17,822.42</u></u>
Register Balance as of 12/31/2019	17,822.42
Ending Balance	17,822.42

WMCA
Reconciliation Detail
 Chase Checking, Period Ending 12/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,768.24
Cleared Transactions						
Checks and Payments - 10 items						
Check	12/04/2019		Bank Of America	X	-3,591.17	-3,591.17
Check	12/04/2019		Bank Of America	X	-760.00	-4,351.17
Check	12/04/2019		Bank Of America	X	-554.09	-4,905.26
Check	12/04/2019		Bank Of America	X	-228.28	-5,133.54
Check	12/12/2019	1250	Aurora Pointe LLC	X	-3,000.00	-8,133.54
Check	12/12/2019	1252	Virginia Shaddy	X	-625.00	-8,758.54
Check	12/12/2019	1253	City of Mountlake Te...	X	-473.53	-9,232.07
Check	12/12/2019	1249	AWC	X	-300.00	-9,532.07
Check	12/12/2019	1251	Paula Swisher	X	-21.60	-9,553.67
Check	12/16/2019		Wa State Gambling ...	X	-65.00	-9,618.67
Total Checks and Payments					-9,618.67	-9,618.67
Deposits and Credits - 3 items						
Deposit	12/10/2019			X	219.15	219.15
Deposit	12/31/2019			X	3,371.40	3,590.55
Deposit	01/18/2020			X	5,082.30	8,672.85
Total Deposits and Credits					8,672.85	8,672.85
Total Cleared Transactions					-945.82	-945.82
Cleared Balance					-945.82	17,822.42
Register Balance as of 12/31/2019					-945.82	17,822.42
Ending Balance					-945.82	17,822.42

WMCA

1/3/2020 10:58 AM

Register: Chase Checking

From 12/01/2019 through 12/31/2019

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/04/2019		Bank Of America	Miscellaneous Expense...	Debra Jermann ...	760.00	X		18,008.24
12/04/2019		Bank Of America	-split-	Alice Attwood	3,591.17	X		14,417.07
12/04/2019		Bank Of America	-split-	Paula Swisher	554.09	X		13,862.98
12/04/2019		Bank Of America	ANNUAL CONFERE...	Jodi Wycoff	228.28	X		13,634.70
12/10/2019			-split-	PayPal		X	219.15	13,853.85
12/12/2019	1249	AWC	Board Expenses:Execu...		300.00	X		13,553.85
12/12/2019	1250	Aurora Pointe LLC	ANNUAL CONFERE...		3,000.00	X		10,553.85
12/12/2019	1251	Paula Swisher	Board Expenses:Office...		21.60	X		10,532.25
12/12/2019	1252	Virginia Shaddy	Scholarship Expenses:...		625.00	X		9,907.25
12/12/2019	1253	City of Mountlake Te...	-split-		473.53	X		9,433.72
12/16/2019		Wa State Gambling ...	Miscellaneous Expense...		65.00	X		9,368.72
12/18/2019			-split-	PayPal		X	5,082.30	14,451.02
12/31/2019			-split-	PayPal		X	3,371.40	17,822.42

Register: Chase Savings

From 05/01/2019 through 12/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
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
10/31/2019			Money Market Savings...	Interest	X		1.52	35,940.76
11/30/2019			Money Market Savings...	Interest	X		1.42	35,942.18
12/31/2019			Money Market Savings...	Interest	X		1.56	35,943.74



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

November 30, 2019 through December 31, 2019

Account Number: **000003366074280**

00044692 DRE 702 210 00120 NNNNNNNNNNN 1 000000000 60 0000

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

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
 Service Center: **1-800-242-7338**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**



SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$35,942.18
Deposits and Additions	1	1.56
Ending Balance	1	\$35,943.74
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$1.56
Interest Paid Year-to-Date		\$17.84

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$35,942.18
12/31	Interest Payment	1.56	35,943.74
	Ending Balance		\$35,943.74

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.

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

10:34 AM

01/03/20

WMCA
Reconciliation Summary
Chase Savings, Period Ending 12/31/2019

	<u>Dec 31, 19</u>
Beginning Balance	35,942.18
Cleared Transactions	
Deposits and Credits - 1 Item	<u>1.56</u>
Total Cleared Transactions	<u>1.56</u>
Cleared Balance	<u>35,943.74</u>
Register Balance as of 12/31/2019	35,943.74
Ending Balance	35,943.74

10:34 AM

01/03/20

WMCA
Reconciliation Detail
Chase Savings, Period Ending 12/31/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						35,942.18
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2019			X	1.56	1.56
Total Deposits and Credits					1.56	1.56
Total Cleared Transactions					1.56	1.56
Cleared Balance					1.56	35,943.74
Register Balance as of 12/31/2019					1.56	35,943.74
Ending Balance					1.56	35,943.74

WMCA

1/3/2020 10:36 AM

Register: Chase Savings

From 12/01/2019 through 12/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2019			Money Market Savings...	Interest		X	1.56	35,943.74

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

Name: PAULA SWISHER
 Position: PRESIDENT
 Period: October 2019 thru December 2019

		Beginning Points Balance	33418.90
Date/Desc/Points Earned	October		634.72
	November		554.09
	December		811.22
		Subtotal Point Earned	2000.03
Date/Desc/Points Used			
		Subtotal Point Used	
		Balance of Points	35418.93

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

On the bottom of your statement, there is a link to the website:

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

Name: DEBBIE JERMANN

Position: PRESIDENT ELECT

Period: June through December 2019

		Beginning Points Balance	2069.15
Date/Desc/Points Earned			1095.14
		Subtotal Point Earned	3164.29
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	3164.29

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

Name: Virginia Olsen
 Position: IPP 2019-2020
 Period: Sept-Dec 2019

Beginning Points Balance			2,484.13
Date/Desc/Points Earned	1st Month	October 10, 2019	118.46
	2nd Month	November 10, 2019	0.00
	3rd Month	December 10, 2019	204.33
Subtotal Points Earned			322.79
Date/Desc/Points Used			
*Subtotal Points Used			0.00
Balance of Points			2,806.92

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

Name: JODI WYCOFF
 Position: CONFERENCE PLANNING CO-CHAIR
 Period: October - December 2019

		Beginning Points Balance	456.52
Date/Desc/Points Earned			
	October 2019	Conference Planning	114.08
	November 2019	Conference Planning	228.28
	December 2019	Conference Planning	155.87
		Subtotal Point Earned	498.23
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	954.75

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

On the bottom of your statement, there is a link to the website:

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

Name: Gina Anderson
 Position: Treasurer 2019-2021
 Period: October - December 2019

Beginning Points Balance			31,287.21
Date/Desc/Points Earned	1st Month	October 10, 2019	10.00
	2nd Month	November 10, 2019	0.00
	3rd Month	December 10, 2019	972.00
Subtotal Points Earned			32,269.21
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			32,269.21



Gina Anderson <wmcatreasurer@gmail.com>

Your AmazonSmile donation

1 message

Amazon.com <store_news@amazon.com>
To: wmcatreasurer@gmail.com

Wed, Nov 20, 2019 at 11:15 AM

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

This email is to notify you that Washington Municipal Clerks Association (EIN: 91-2168397) has been issued a \$8.18 donation from the AmazonSmile Foundation as a result of AmazonSmile program activity between July 1 and Sept 30, 2019. The donation was deposited to your organization's bank account on or before November 14, 2019. It may take several days for the donation to appear in the account.

This holiday season, drive more donations to your organization by engaging your supporters with these two tips:

1. Make and share AmazonSmile Charity Lists

During the holidays, encourage your supporters to donate items directly to Washington Municipal Clerks Association by purchasing from your Charity Lists. To make or edit a Charity List, sign in to <http://org.amazon.com>.

2. Send reminders leading up to major shopping days

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 to generate donations for Washington Municipal Clerks Association. Take advantage of the upcoming shopping holidays: Black Friday on Nov 29 and Cyber Monday on Dec 2.

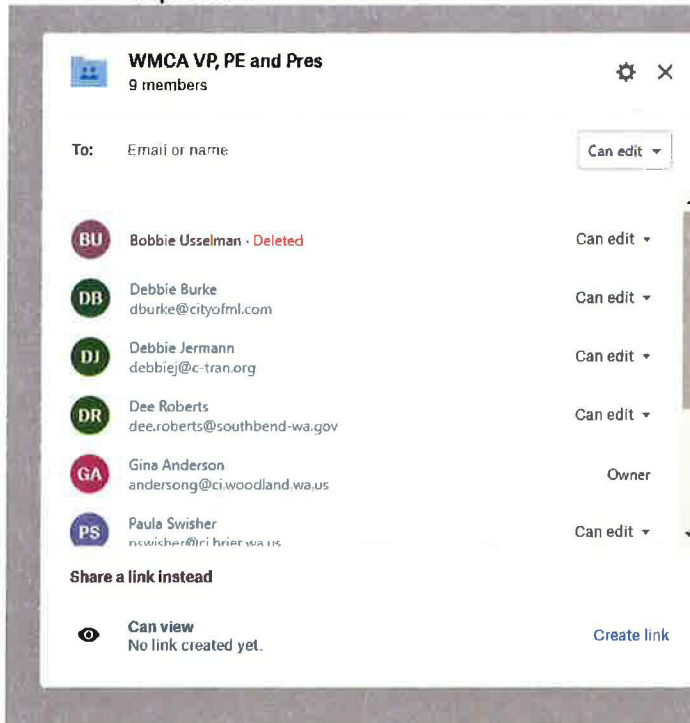
Go to org.amazon.com

You received this e-mail because you are the registered contact of an organization enrolled in AmazonSmile. If you would like to view or change your organization's AmazonSmile account, please visit: <https://org.amazon.com/>.

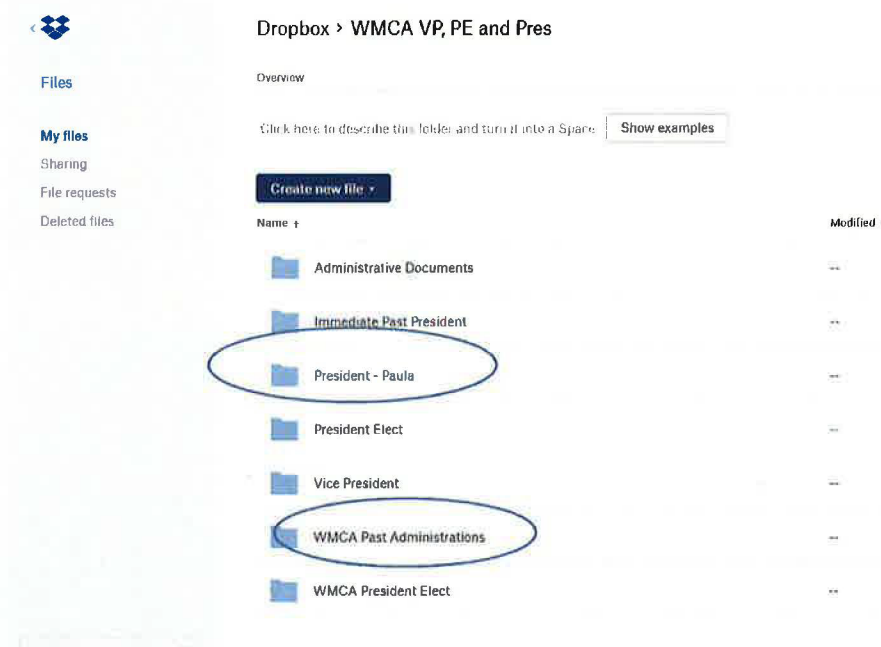
© 2019 Amazon.com, Inc. or its affiliates. All rights reserved. Amazon, Amazon.com, the Amazon.com logo, Prime, and 1-Click are registered trademarks of Amazon.com, Inc. or its affiliates. Amazon.com, 410 Terry Avenue N., Seattle, WA 98109-5210. Reference: 452638670

WMCA DROPBOX ADMINISTRATION

1. Each year, the Immediate Past President (IPP) shall add the new Vice President to this Dropbox and remove the former IPP.



2. The IPP should take their former "President" folder and add it to the Past Administrations folder. Then create a new folder for the new WMCA President.



- Each year, the IPP should be the new Admin of the folder and assign it to the next IPP when leaving office.

Here are the instructions to do this if you want to save it for future reference:
<https://help.dropbox.com/files-folders/share/change-shared-folder-owner>

Make sure all updates from the previous year are added to Administrative Documents/Native Policies and Job Descriptions folder. Likewise for any other important documents such as our three state agreement for NCI, etc.

Dropbox > WMCA VP, PE and Pres > Administrative Documents

Overview

[Click here to describe this folder and turn it into a Space](#)

Show examples

Create new file

Name

Modified



Native Policies and Job Desc

--



NCI

--



Vista Print

--



Gambling Commission Application_2019.pdf

10/24/2019 12:41 pm



WMCA BOA World Points_Sample.xlsx

5/19/2017 10:32 am



- 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: December 16, 2019

SUMMARY OF ACTIVITIES: Following the October board meeting, the nomination form and criteria were updated to provide for a separate process for the President's Award of Distinction (PAOD). Two articles were written for the newsletter -- one for the new award process and one about the Clerk of the Year (COTY) Award and the forms were posted on the WMCA website.

Letters for both were sent in two separate mailings in November. The COTY letter and form is sent to supervisors and the PAOD letter and form to members. Since the turnaround time on the Vista Print postcards was so long, I checked with President Swisher and we decided to do the reminders via newsletter and social media. Those updates are in progress.

The deadline for COTY and PAOD nominations is January 17, so I am prepared to finish up work in sending out those materials to the Awards Committee and then select the awards for the President to present at conference.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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

WMCA BUDGET P&L Combined

	Actual May '17 - Apr '18	Actual May '18- Apr '19	Actual May '19 - Dec '19	Proposed May '20 - Apr '21
Income				
Advanced Academy				
Athenian Dialogue	4,500.00	4,425.00	4,175.00	4,375.00
Fall	5,600.00	6,800.00	6,925.00	6,250.00
Spring	7,300.00	8,450.00	1,625.00	7,500.00
<i>Total Advanced Academy</i>	<u>17,400.00</u>	<u>19,675.00</u>	<u>12,725.00</u>	<u>18,125.00</u>
Conference				
Donations	9,900.00	10,331.93	0.00	10,000.00
Exhibitors (15)	9,134.26	9,900.00	0.00	8,250.00
Meals	3,644.00	5,826.00	0.00	3,500.00
Registrations	46,925.00	46,550.00	6,800.00	58,500.00
<i>Total Conference</i>	<u>69,603.26</u>	<u>72,607.93</u>	<u>6,800.00</u>	<u>80,250.00</u>
Dues	26,365.00	25,865.00	24,485.00	26,700.00
Region IX Dinner	0.00	1,720.00	560.00	0.00
NCI Director Lodging	1,455.42	0.00	0.00	0.00
NCI Surplus	0.00	13,463.39	0.00	0.00
Money Market Savings Interest	20.94	17.82	11.98	0.00
Scholarship Income				
Auctions	2,589.00	5,658.50	0.00	5,000.00
Donations	415.00	9.00	13.61	0.00
Interest	0.00	0.00	0.00	0.00
Product Sales	3,671.00	4,222.00	8.00	1,500.00
Raffle	4,601.00	1,395.00	558.00	5,000.00
<i>Total Scholarship Income</i>	<u>11,276.00</u>	<u>11,284.50</u>	<u>579.61</u>	<u>11,500.00</u>
Total Income	<u>126,120.62</u>	<u>144,633.64</u>	<u>45,161.59</u>	<u>136,575.00</u>
Expense				
Academy Sessions				
Athenian Dialogue	2,558.21	1,725.96	2,693.22	2,500.00
Fall	3,206.61	7,433.81	7,158.05	5,100.00
Spring	3,385.61	3,175.00	0.00	5,000.00
<i>Total Academy Sessions</i>	<u>9,150.43</u>	<u>12,334.77</u>	<u>9,851.27</u>	<u>12,600.00</u>

WMCA BUDGET P&L Combined

	Actual May '17 - Apr '18	Actual May '18- Apr '19	Actual May '19 - Dec '19	Proposed May '20 - Apr '21
	RL - Pasco	Semi-Ah-Moo	Yakima	Ocean Shores
<u>Annual Conference</u>				
Audio Visual	3,740.00	11,131.03	0.00	7,500.00
Conference Photographer	534.60	550.00	0.00	600.00
Decorations	1,433.67	3,208.68	342.36	2,000.00
Drawings/Door Prizes	200.00	200.00	0.00	200.00
Hospitality Expenses (WMCA)	3,698.93	2,751.62	0.00	6,190.00
Meals	31,399.22	52,544.71	0.00	55,000.00
Printing/Postage	1,487.99	166.48	0.00	1,750.00
Recognition Awards	449.26	534.40	262.54	750.00
Speakers	10,114.27	10,439.63	4,750.00	15,000.00
Special Entertainment	600.00	100.00	(50.00)	750.00
Supplies	852.06	1,753.92	0.00	2,000.00
Supplies - 1st Time Attendees	461.08	387.43	0.00	500.00
Total Annual Conference	54,971.08	83,767.90	5,304.90	92,240.00
<u>Board Expenses</u>				
Board Meetings	1,314.96	721.90	208.43	1,200.00
Education Coordinator	1,250.29	1,179.00	934.15	2,850.00
Executive Committee Travel				0.00
AWC Conference	1,866.42	2,692.51	2,129.59	2,600.00
Other - Site Visits	271.74	102.60	0.00	0.00
Total Executive Committee Travel	2,138.16	2,795.11	2,129.59	2,600.00
NCI Director Travel				
Northwest Clerks Institute	2,183.12	0.00	0.00	3,400.00
IIMC Conference	0.00	526.86	557.48	900.00
WMCA Conference	553.75	565.02	0.00	575.00
Total NCI Director Travel	2,736.87	1,091.88	557.48	4,875.00
Officer's Board Travel				
President				
Alaska Conference	1,246.54	1,082.05	487.30	1,357.00
CA Conference	1,060.71	2,389.71	0.00	1,880.00
IIMC Conference	3,482.10	2,765.06	1,290.71	2,844.00
OR Conference	888.81	884.68	1,081.32	995.00
WMCA Conference	375.00	400.00	0.00	450.00 <i>Registration Only</i>

WMCA BUDGET P&L Combined

	Actual May '17 - Apr '18	Actual May '18- Apr '19	Actual May '19 - Dec '19	Proposed May '20 - Apr '21
<i>Total President</i>	7,053.16	7,521.50	2,859.33	7,526.00
President Elect				
IIMC Conference	2,844.41	1,976.65	1,175.80	2,900.00
WMCA Conference	140.04	459.72	0.00	560.00 <i>Room Only</i>
<i>Total President Elect</i>	2,984.45	2,436.37	1,175.80	3,460.00
Region IX Director Travel	0.00	1,162.00	1,307.81	3,610.00
<i>Total Officer's Board Travel</i>	12,774.48	11,049.75	4,592.61	15,861.00
<i>Total Board Expenses</i>	17,477.89	16,907.76	9,172.59	26,121.00
<u>Communication Expenses</u>				
Voting Software	0.00	0.00	0.00	80.00
Survey	0.00	0.00	0.00	0.00
Website M&O	803.68	1,026.16	25.00	1,200.00
<i>Total Communication Expenses</i>	803.68	1,026.16	25.00	1,280.00
Future Conference Site Deposit	8,125.00	2,000.00	0.00	5,000.00
<u>Contingency</u>	0.00	0.00	0.00	0.00
<u>IIMC</u>				
MCEF Donation	0.00	0.00	0.00	75.00
Outgoing Reg IX Dir Gift	100.00	100.00	0.00	0.00
Reg IX Assessment	3,455.00	0.00	1,685.00	2,492.00
Region IX Dinner	0.00	500.00	2,226.00	0.00
<i>Total IIMC</i>	3,555.00	600.00	3,911.00	2,567.00
<u>Miscellaneous Expenses</u>				
501C(3)	860.00	910.00	960.00	950.00
Bank Charges	4.00	225.23	0.28	50.00
Condolences	0.00	0.00	0.00	0.00
Credit Card Fees (PayPal)	1,243.54	1,693.08	787.28	1,500.00
Gambling/Alcohol License	163.00	65.00	65.00	200.00
Gifts	0.00	80.54	75.00	0.00
Insurance	1,303.00	1,303.00	1,303.00	1,400.00
Office Supplies	424.58	883.40	466.90	500.00
Other	150.00	635.00	760.00	500.00
Post Cards Vistaprint	0	0.00	0.00	1,000.00

**WMCA BUDGET
P&L Combined**

	Actual	Actual	Actual	Proposed
	May '17 - Apr '18	May '18- Apr '19	May '19 - Dec '19	May '20 - Apr '21
Postage	0.00	278.42	345.46	500.00
Total Miscellaneous Expenses	4,148.12	6,073.67	4,762.92	6,600.00
Scholarship Expenses				
Conference Scholarships	4,399.08	3,434.37	0.00	5,000.00
Margery A. Price Scholarship	1,400.00	1,700.00	0.00	2,000.00
NCI Scholarships	12,625.00	13,775.00	15,450.00	15,000.00
Raffle - Auction	2,905.50	169.00	0.00	2,500.00
Store Items	2,303.28	681.93	0.00	2,000.00
Total Scholarship Expenses	23,632.86	19,760.30	15,450.00	26,500.00
Total Expense	121,864.06	142,470.56	48,477.68	172,908.00
Net Profit (Loss)	4,256.56	2,163.08	(3,316.09)	(36,333.00)

WMCA BUDGET Revenue

	Actual May '17 - Apr '18	Actual May '18- Apr '19	Actual May '19 - Dec '19	Budget May '19 - Apr '20	Proposed May '20 - Apr '21	Comments
Income						
Advanced Academy						
Athenian Dialogue	4,500.00	4,425.00	4,175.00	4,375.00	4,375.00	35 @ \$125 Registration
Fall	5,600.00	6,800.00	6,925.00	6,250.00	6,250.00	50 @ \$125 Registration
Spring	7,300.00	8,450.00	1,625.00	7,500.00	7,500.00	60 @ \$125 Registration
<i>Total Advanced Academy</i>	<u>17,400.00</u>	<u>19,675.00</u>	<u>12,725.00</u>	<u>18,125.00</u>	<u>18,125.00</u>	
Conference						
Donations	9,900.00	10,331.93	0.00	10,000.00	10,000.00	
Exhibitors	9,134.26	9,900.00	0.00	11,000.00	8,250.00	15 Vendors @ \$550
Meals	3,644.00	5,826.00	0.00	3,500.00	3,500.00	Guest Meals
Registrations	46,925.00	46,550.00	6,800.00	55,250.00	58,500.00	130 @ \$450 Registration
<i>Total Conference</i>	<u>69,603.26</u>	<u>72,607.93</u>	<u>6,800.00</u>	<u>79,750.00</u>	<u>80,250.00</u>	
Dues	26,365.00	25,865.00	24,485.00	26,250.00	26,700.00	356 @ \$75
Money Market Savings Interest	20.94	17.82	11.98	20.00	0.00	
						2/3 from OR/AK + any overages/share cost of Air bnb in Tacoma
NCI Director Lodging	1,455.42	0.00	0.00	1,600.00	0.00	
NCI Surplus	0.00	13,463.39	0.00	0.00	0.00	
Region IX Dinner (Birmingham, AL	0.00	1,720.00	560.00	1,500.00	0.00	WMCA Hosts in 2023
Scholarship Income						
Auctions	2,589.00	5,658.50	0.00	3,500.00	5,000.00	
Donations	415.00	9.00	13.61	0.00	0.00	
Interest	0.00	0.00	0.00	0.00	0.00	
Product Sales	3,671.00	4,222.00	8.00	2,000.00	1,500.00	
Raffle/Misc. Fundraising	4,601.00	1,395.00	558.00	4,500.00	5,000.00	
<i>Total Scholarship Income</i>	<u>11,276.00</u>	<u>11,284.50</u>	<u>579.61</u>	<u>10,000.00</u>	<u>11,500.00</u>	
Transfer from Savings	0.00	0.00	0.00	22,010.00	36,333.00	
Total Income	<u>126,120.62</u>	<u>144,633.64</u>	<u>45,161.59</u>	<u>159,255.00</u>	<u>172,908.00</u>	

WMCA BUDGET Expenditures

	Actual May '17 - Apr '18	Actual May '18- Apr '19	Actual May '19 - Dec '19	Budget May '19 - Apr '20	Proposed May '20 - Apr ' 21	Comments
Academy Sessions						
Athenian Dialogue	2,558.21	1,725.96	2,693.22	2,500.00	2,500.00	Speaker, lodging, airfare
Fall	3,206.61	7,433.81	7,158.05	5,000.00	5,100.00	Speaker, member meals, room rental, 1st time attendees - \$100 increase for 1st time attendees event for a total of \$450
Spring	3,385.61	3,175.00	0.00	6,000.00	5,000.00	Speaker, member meals, room rental
Total Academy Sessions	9,150.43	12,334.77	9,851.27	13,500.00	12,600.00	
	Alderbrook	RL - Pasco	Semi-Ah-Moo	Yakima	Ocean Shores	
Annual Conference						
Audio Visual	3,740.00	11,131.03	0.00	6,000.00	7,500.00	
Conference Photographer	534.60	550.00	0.00	600.00	600.00	
Decorations	1,433.67	3,208.68	342.36	2,000.00	2,000.00	
Drawings/Door Prizes	200.00	200.00	0.00	200.00	200.00	Vendor & Friday Drawings; \$100 x 2
Hospitality Expenses (WMCA)	3,698.93	2,751.62	0.00	5,850.00	6,190.00	WMCA Expense Policy
Meals	31,399.22	52,544.71	0.00	45,000.00	55,000.00	Includes President's Reception & Executive Committee Dinner
Printing/Postage	1,487.99	166.48	0.00	2,000.00	1,750.00	Meal Tickets, Annual Business Meeting Packets (30), Conference App - The \$999 App cost replaces the \$1200 previously budgeted for conf. programs
Recognition Awards	449.26	534.40	262.54	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	10,114.27	10,439.63	4,750.00	15,000.00	15,000.00	Speaker Fees & Expenses
Special Entertainment	600.00	100.00	-50.00	1,000.00	750.00	Honor Guard, Local or Theme, Invocation
Supplies	852.06	1,753.92	0.00	2,000.00	2,000.00	
Supplies for 1st Time Attendees	461.08	387.43	0.00	500.00	500.00	
Total Annual Conference	54,971.08	83,767.90	5,304.90	80,900.00	92,240.00	
Board Expenses						
Board Meetings	1,314.96	721.90	208.43	1,200.00	1,200.00	Room Rental, Food (4 Meetings)
Education Coordinator	1,250.29	1,179.00	934.15	2,645.00	2,850.00	Exec Comm Travel Policy
Executive Committee Travel						
AWC Conference	1,866.42	2,692.51	2,129.59	2,800.00	2,600.00	Vendor registration at AWC Conference (incl travel, supplies, giveaways in Yakima)
Other	271.74	102.60	0.00	350.00	0.00	
Total Executive Committee Travel	2,138.16	2,795.11	2,129.59	3,150.00	2,600.00	
NCI Director Travel						

WMCA BUDGET Expenditures

	Actual May '17 - Apr '18	Actual May '18- Apr '19	Actual May '19 - Dec '19	Budget May '19 - Apr '20	Proposed May '20 - Apr ' 21	Comments
Northwest Clerks Institute	2,183.12	0.00	0.00	3,400.00	3,400.00	Per Director Agreement - 1/3 Lodging + any overages
IIMC Conference	0.00	526.86	557.48	900.00	900.00	1/3 Cost Share
WMCA Conference	553.75	565.02	0.00	600.00	575.00	
Total NCI Director Travel	2,736.87	1,091.88	557.48	4,900.00	4,875.00	
Region IX Director Travel						
IIMC Conference	0.00	1,162.00	1,307.81	0.00	2,900.00	Airfare, hotel, ground trans, parking. St. Louis MO
WMCA Conference	0.00	0.00	0.00	0.00	710.00	Registration and Lodging
Total Region IX Director	0.00	1,162.00	1,307.81	0.00	3,610.00	
Officer's Board Travel						
President						
Alaska Conference	1,246.54	1,082.05	487.30	1,425.00	1,357.00	Anchorage per the usual
CA Conference	1,060.71	2,389.71	0.00	1,730.00	1,880.00	2020 San Francisco CA
IIMC Conference	3,482.10	2,765.06	1,290.71	2,745.00	2,844.00	Airfare, hotel, ground trans, parking. St. Louis MO
OR Conference	888.81	884.68	1,081.32	1,150.00	995.00	Eugene OR mileage, hotel, parking
WMCA Conference	375.00	400.00	0.00	425.00	450.00	Registration Only
Total President	7,053.16	7,521.50	2,859.33	7,475.00	7,526.00	
President Elect						
IIMC Conference	2,844.41	1,976.65	1,175.80	2,685.00	2,900.00	
WMCA Conference	140.04	459.72	0.00	500.00	560.00	Lodging Only - \$125/night x 4 plus 11.8% tax
Total President Elect	2,984.45	2,436.37	1,175.80	3,185.00	3,460.00	
Total Officer's Board Travel	12,774.48	12,211.75	4,592.61	10,660.00	10,986.00	
Total Board Expenses	17,477.89	16,907.76	9,172.59	22,555.00	26,121.00	
Communication Expenses						
Voting Software	0.00	0.00	0.00	80.00	80.00	\$80 per voting event
Survey	0.00	0.00	0.00	200.00	0.00	
Website M&O	803.68	1,026.16	25.00	1,000.00	1,200.00	
Total Communication Expenses	803.68	1,026.16	25.00	1,280.00	1,280.00	
Future Conference Site Deposit	8,125.00	2,000.00	0.00	5,000.00	5,000.00	
IIMC						
MCEF Donation	0.00	0.00	0.00	75.00	75.00	Auction Item
Outgoing Reg IX Dir Gift	100.00	100.00	0.00	100.00	0.00	Dawn Abrahamson 2021; Scott Passey 2022

WMCA BUDGET Expenditures

	Actual May '17 - Apr '18	Actual May '18- Apr '19	Actual May '19 - Dec '19	Budget May '19 - Apr '20	Proposed May '20 - Apr ' 21	Comments
Region IX Assessment	3,455.00	0.00	1,685.00	2,275.00	2,492.00	356 Active Members x \$7 (as of 9/25/19)
Region IX Dinner	0.00	500.00	2,226.00	0.00	0.00	WMCA does not host until 2023
Total IIMC	3,555.00	600.00	3,911.00	2,450.00	2,567.00	
Miscellaneous Expenses						
501(c)3	860.00	910.00	960.00	860.00	950.00	Accountant
Bank Charges	4.00	225.23	0.28	10.00	50.00	
Condolences	0.00	0.00	0.00	150.00	0.00	
Credit Card Fees (PayPal)	1,243.54	1,693.08	787.28	1,400.00	1,500.00	
Gambling/Alcohol License	163.00	65.00	65.00	300.00	200.00	
Gifts	0.00	80.54	75.00	0.00	0.00	One Time Event
Insurance	1,303.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	424.58	883.40	466.90	500.00	500.00	McAfee
Other	150.00	635.00	760.00	825.00	500.00	Small cities scholarships for WMCA dues
Post Cards Vistaprint	0.00	0.00	0.00	600.00	1,000.00	Fall/Spring Academy, Conference/COTY - Increased to accommodate mailings for separate awards (Clerk of the Year and President's Award of Distinction)
Postage	0.00	278.42	345.46	325.00	500.00	Increase due to additonal award mailing (see above)
Total Miscellaneous Expenses	4,148.12	6,073.67	4,762.92	6,370.00	6,600.00	
Scholarship Expenses						
Conference Scholarships	4,399.08	3,434.37	0.00	6,000.00	5,000.00	2018 Actual \$3,600
Margery A. Price Scholarship	1,400.00	1,700.00	0.00	1,500.00	2,000.00	Fall/Spring/IIMC/PDIV
NCI Scholarships	12,625.00	13,775.00	15,450.00	15,000.00	15,000.00	2019 Actual \$18,000
Raffle - Auction	2,905.50	169.00	0.00	2,700.00	2,500.00	Large raffle item, printing costs, auctioneer
Store Items	2,303.28	681.93	0.00	2,000.00	2,000.00	Buying products to sell
Total Scholarship Expenses	23,632.86	19,760.30	15,450.00	27,200.00	26,500.00	
Total Expense	\$ 121,864.06	\$ 142,470.56	\$ 48,477.68	\$ 159,255.00	\$ 172,908.00	

WMCA BUDGET Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May '19 - Apr '20	May '20 - Apr '21	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - St. Louis, MO	5/17 - 5/20, 2020	Registration/Early	600.00	650.00	2020 Conference Reg and Air is paid out of 2019 Budget; this budget covers 2021
Grand Rapids, MI - 2021		Airline	700.00	600.00	St. Louis MO (includes baggage fees)
Little Rock , Arkansas - 2022		Lodging	875.00	1,160.00	165.00/night x 6 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary
		Ground Transportation	50.00	50.00	
		Parking	120.00	140.00	Sea Tac
		Meals	200.00	250.00	
		Total Education Coordinator Travel	2,545.00	2,850.00	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference	June 2020	Vendor Registration/Membership	1,300.00	1,300.00	Includes booth and most meals for 2 days
June 23-26, 2020 - Kennewick WA		Lodging	500.00	500.00	
		Mileage	300.00	300.00	
		Supplies	700.00	500.00	Give aways, presentation supplies, brochures
		Total Executive Committee Travel	2,800.00	2,600.00	
NCI DIRECTOR TRAVEL					
IIMC Conference - St. Louis, MO	5/17-20, 2020	1/3 Shared Cost w/AK & OR	900.00	900.00	Director Agreement
WMCA Conf - Shilo, Ocean Shores WA	3/16-20/20	Transportation/Mileage	575.00	575.00	Airline (from Manteca/Sac CA to PDX or Sea Tac)
		Total NCI Director Travel	1,475.00	1,475.00	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	Nov-20	Airline or Mileage	500.00	500.00	
Hotel Captain Cook		Lodging	460.00	460.00	\$115 x 3 incl taxes
		Ground Transportation	75.00	75.00	To/Fr Airport
		Parking	72.00	72.00	PDX
		Meals	55.00	100.00	1 breakfast, 2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,312.00	1,357.00	
CCAC Conf - 2020 San Francisco	4/15-17, 2020	Airline or Mileage	450.00	450.00	CCAC Covers Registration - Academy Extra
		Lodging	800.00	1,000.00	\$250 x 4 incl taxes
		Ground Transportation	125.00	125.00	To/Fr Airport
		Parking	80.00	80.00	Airport or Hotel
		Meals	75.00	75.00	Not covered by registration
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total CCAC Conference	1,680.00	1,880.00	

09

WMCA BUDGET
Travel

IIMC Conference - St. Louis, MO	5/17-20, 2020	Registration/Early	600.00	650.00	2020 Registration is paid out of 2019 budget; this covers 2021 registration cost
		Airline	700.00	600.00	
		Lodging	875.00	1,160.00	165.00/night x 5 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary
		Ground Transportation	100.00	100.00	
		Parking	72.00	84.00	PDX Parking
		Meals	200.00	250.00	Not covered by registration
		Total IIMC Conference	2,547.00	2,844.00	
OAMR Conference - Valley River Inn, Eugene, OR	09/16-18, 2020	Airline or Mileage	210.00	151.00	Vancouver to Eugene at 0.58/mile (260 miles)
2021 Conference in Newport OR		Lodging	510.00	619.00	\$154.71 (includes tax) x 4 nights max
OAMR covers registration		Ground Transportation	-	-	To/Fr Airport
Academy is extra		Parking	-	-	PDX
		Meals	75.00	75.00	2 breakfasts/2 dinner; per diem is \$61/day
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total OAMR Conference	945.00	995.00	
		Total President Travel	6,484.00	7,076.00	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - St. Louis, MO	5/17-20, 2020	Registration/Early	600.00	650.00	2020 Registration and Air is paid out of 2019 budget; this covers 2021 registration cost
		Airline	850.00	600.00	
		Lodging	875.00	1,160.00	165.00/night x 5 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary
		Ground Transportation	100.00	100.00	
		Parking	120.00	140.00	Sea Tac Parking
		Meals	100.00	250.00	Per Diem is \$66/day; some meals provided
		Total President-Elect Travel	2,645.00	2,900.00	
REGION IX DIRECTOR - WMCA REPRESENTATIVE (2020-2021 ONLY)					
IIMC Conference - St. Louis, MO	5/17-20, 2020	Registration/Early		650.00	2020 Registration and Air is paid out of 2019 budget; this covers 2021 registration cost
		Airline		600.00	
		Lodging		1,160.00	165.00/night x 5 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary
		Ground Transportation		100.00	
		Parking		140.00	Sea Tac Parking
		Meals		250.00	
		Total IIMC Conference		2,900.00	

WMCA BUDGET
Travel

WMCA Conference - Ocean Shores, WA	Mar-21	Airline or Mileage		75.00	Edmonds WA to Ocean Shores WA - mileage
<i>New Expense Based on update to Financial Policy to cover costs of IIMC Travel when WMCA Representative, when travel is not covered by IIMC or jurisdiction</i>					
		Lodging		560.00	\$125/night x 4 plus 11.8% tax
		Ground Transportation		-	N/A
		Parking		-	N/A
		Meals		75.00	Not covered by registration
		Total WMCA Conference		710.00	
		Total WMCA Region IX Director		3,610.00	

WMCA BUDGET Conference Hospitality

Position	Description	Budget	Proposed	Policy
		May '19 - Apr '20	May '20 - Apr '21	
2019 Clerk of the Year	Registration/Early	400.00	450.00	
AAMC President	Registration/Early	400.00	450.00	
Melissa Jacobsen	Welcoming Gift	50.00	60.00	
CCAC President	Registration/Early	400.00	450.00	
Patrice Olds	Welcoming Gift	50.00	60.00	
IIMC Executive Director	Registration/Early	400.00	450.00	
Chris Shalby	Welcoming Gift	50.00	60.00	
IIMC President	Registration/Early	400.00	450.00	
Mary Johnston, Westerville OH	Lodging	400.00	560.00	
Mary Johnston, Westerville OH	Transportation/Mileage	200.00	600.00	<i>Fly to Seatac; Transportation to Ocean Shores</i>
Mary Johnston, Westerville OH	Welcoming Gift	50.00	60.00	
IIMC President-Elect	Registration/Early	400.00	450.00	
Sheri Pierce, Valdez Alaska	Welcoming Gift	50.00	60.00	
OAMR President	Registration/Early	400.00	450.00	
Melissa Thompson-Kiefer	Welcoming Gift	50.00	60.00	
NCI Director	Registration/Early	400.00	450.00	
Joann Tilton	Welcoming Gift	50.00	60.00	
Region IX Director	Registration/Early	400.00	450.00	
CA - Dawn Abrahamson	Welcoming Gift	50.00	60.00	
Region IX Director	Registration/Early	400.00	450.00	
WA - Scott Passey	Lodging	-		<i>Incl. in Travel when WMCA Representative</i>
	Welcoming Gift	50.00	50.00	
	Total Hospitality	5,050.00	6,190.00	



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

TO: WMCA President and Executive Committee

FROM: Jodee Schwinn

COMMITTEE: Bylaws Committee

DATE: December 24, 2019

SUMMARY OF ACTIVITIES: This year the Washington Municipal Clerks Association (WMCA) Bylaws Committee received a request to look into a potential amendment of the Bylaws to provide clarification regarding the WMCA President's participation and voting rights on WMCA Executive Board matters.

Per the WMCA Bylaws, the Officers and the Board of Directors are ex-officio members of the Executive Committee. Per Roberts Rules of Order, ex-officio members of a Committee have an obligation to vote on the business of that Committee. Therefore, all Executive Committee Members, including the WMCA President, are entitled to vote.

This proposed amendment adds clarification to the Bylaws Article IV, Section 3. Executive Committee, by adding the following sentence as shown in the underlined language 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.

ACTION REQUESTED: YES NO

RECOMMENDATION: The Bylaws Committee proposes the amendment be brought forward to the WMCA general membership for consideration as requested by the Executive Committee.

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:

FISCAL IMPACT: n/a

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

**Amount encumbered &
expended**

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

WMCA PROPOSED BYLAW AMENDMENT – ARTICLE IV, SECTION 3. EXECUTIVE COMMITTEE

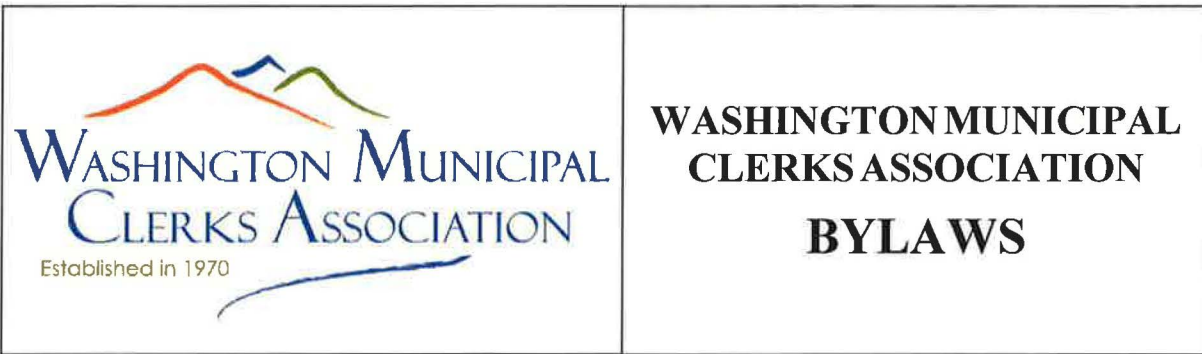
The Executive Committee recommends consideration of the Proposed Amendment to Article IV, Section 3.

Executive Committee

Amend Article IV, Section 3, by adding the following sentence after the first sentence, as shown below:

All members of the Executive Committee are entitled to vote on all Executive Committee matters.

Current Wording	Proposed Amendment	If Adopted Will Read
Section 3. Executive Committee: The Officers and Board of Directors together shall be known as the Executive Committee.	Section 3. Executive Committee: The Officers and Board of Directors together shall be known as the Executive Committee. <u>All members of the Executive Committee are entitled to vote on all Executive Committee matters.</u>	Section 3. Executive Committee: The Officers and 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.



ARTICLE I - NAME

Section 1. The Association shall be known as the “WASHINGTON MUNICIPAL CLERKS ASSOCIATION” and hereinafter will be referred to as the “Association” or “WMCA.”

Section 2. Any reference to “Municipal Clerk” shall include Clerk, Clerk/Treasurer, Finance Officer, and/or any such other title as may be assigned to the person performing the customary duties of the Municipal or County Clerk.

ARTICLE II - PURPOSE

The purpose of this organization shall be to promote professional and educational standards for Municipal Clerks in various local governments of the State of Washington; to provide improved local governmental services in the State; and to promote the purposes defined in the Constitution of the International Institute of Municipal Clerks.

ARTICLE III - MEMBERSHIP

Section 1. **Membership Classes:** The following membership classes are hereby established:

- A. Active Member
- B. Affiliate Member
- C. Associate Member
- D. Honorary Member
- E. Honorary Retiree Member

Section 2. **Membership classes defined.**

A. **Active Members:** Active members are Municipal Clerks, City Secretaries, Records, Legislative Administrators, Directors of Corporate Business or Administrative Services, and/or other individuals within an agency who serve a Legislative Government Body in an administrative capacity and whose duties include at least four of the following:

- General Management;
- Meeting Administration;
- Financial Management;

- Management of by-laws, articles of incorporation, ordinances or other legal instruments;
- Custody of the Official Seal and execution of Official documents;
- Records Management;
- Human Resources Management;
- Administration of elections

Active members in good standing (annual dues paid) shall have full voting privileges.

B. Affiliate Members: Any business representative (such as attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA may, upon payment of annual dues, be an affiliate member without voting privileges.

C. Associate Members: Any former active member, upon payment of annual dues, may be an associate member without voting privileges.

D. Honorary Members: Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington. No annual dues shall be required for honorary membership. The President shall announce names of honorary members to the membership at the annual meeting.

E. Honorary Retiree Members: Retiring members that have maintained at least ten years of membership, and at least one of the following: obtained their Certified Municipal Clerk (CMC) designation, served on the WMCA Executive Committee, served as a WMCA Committee Chairperson, or received the Clerk of the Year Award/President's Award of Distinction, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership.

Section 3. Determination of Membership Classification: The Executive Committee shall have the power to determine any classification of membership.

Section 4. Transferability of Membership:

A. Whenever an Active Member becomes disassociated from the Municipality which funded the position which qualified him/her for Active Membership in WMCA, the Active Membership in WMCA shall remain with the Municipality and be transferred to a successor. However, the disassociated member may request another membership classification as provided herein.

B. In the event the Active Membership was paid for by the individual member and not by the Municipality, the Transferability of Membership question shall be determined by the Executive Committee.

ARTICLE IV - OFFICERS/BOARD OF DIRECTORS/TERMS

Section 1. Officers and Terms: The officers of WMCA shall be President, Past President, President-Elect, Vice President, Secretary, and Treasurer. The President, Past President, President-Elect, and Vice-President shall serve one-year terms and shall be elected annually by a majority vote of the active members voting, EXCEPT THAT the office of

President and Past President shall not be subject to election. The President-Elect shall automatically assume the office of President at the next annual meeting following the election, or if there is a vacancy in the office of President prior to that time. Each outgoing President shall assume the office of Past President for a period of one year. If the Office of Past President is vacant, the Executive Committee may appoint a past President who has served on the Executive

Committee within the previous five years to fill the position. The Secretary and Treasurer shall each serve a two-year term. The Treasurer shall be elected every odd-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting. Effective 2008, the Secretary shall be elected every even-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting.

Section 2. Board of Directors and Terms: The Board of Directors shall consist of six members, each of whom shall serve a three year term, with two of the Board Members being elected each year during the regular annual election by a majority vote of the active members voting. There is a two consecutive term limit for Board Members. A partial term vacancy filled by a member prior to a regularly elected term shall not be considered as part of the term limit. Members who have previously served as Board Members for two consecutive terms may again stand for election to a vacancy on the Board of Directors once there has been a 12 consecutive month period when they have not served on the Board.

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.

Section 4. Parliamentarian: The President shall appoint a Parliamentarian.

Section 5. Eligibility for Office: Only active members of the Association in good standing shall be eligible to hold office therein.

Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:

The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's mayor, city manager, city/county administrator, or CEO. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description. If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.

Section 7. **Removal from Office – Executive Committee:**

A. **Removal:** Members of the Executive Committee, as defined in Article IV, Section 3 of these Bylaws, may be removed from office by a two-thirds majority vote of the Executive Committee at a regular or special meeting for the following reasons:

- i. Any violation of the WMCA Code, Oath of Office, or Bylaws;
- ii. Failure to disclose information on matters of organization business;
- iii. Misrepresentation to outside parties of WMCA and its officers;
- iv. Unauthorized expenditure, misuse of organization funds or failure to provide expenditure support documentation in a timely manner;
- v. Two or more unexcused absences from regular Executive Committee meetings during his or her term of office.

An Executive Committee member who wishes to be excused from a meeting will provide the basis for non-attendance to the President prior to the meeting. The member will be excused from the meeting based on a majority vote of those Executive Committee members in attendance at the meeting. Members finding themselves unable to attend regular meetings, perform their prescribed duties, and/or carry out their assigned responsibilities are expected to tender their resignations.

B. **Use of Form:** The WMCA Executive Committee will make available a form on which a formal complaint may be registered to request that an officer or director of the Executive Committee be removed from office. The form will include the date of the complaint, name of the complainant, date(s) of the incident(s) in question, description of the incident(s), and other pertinent information. The form will be made available to any WMCA member in good standing, as defined by Article III of these Bylaws, upon request. Formal complaints will be submitted to the President or President-Elect, and that officer will present the complaint to the Executive Committee for consideration at the next regularly scheduled Executive Committee meeting, or a special meeting.

C. **Process:**

- i. Executive Committee notification by President or President-Elect. The President or President-Elect shall notify Executive Committee members that an allegation has been made and shall forward background information provided. The Executive Committee will then determine by conference call or e-mail vote if a special Executive Committee meeting should be scheduled.
- ii. If the Executive Committee determines a vote is required, the Executive Committee shall schedule the matter for discussion at a regularly scheduled or special WMCA Executive Committee meeting.
- iii. The President or President-Elect shall notify the WMCA officer or director whose conduct is at issue of the fact and name the allegations, as well as the officer's/director's opportunity to provide the Executive Committee additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The officer/director may provide the Executive Committee information orally at the meeting, or in writing four days prior to the meeting, or both.

- iv. After considering all of the information received, the Executive Committee may, by majority vote, do the following:
 - a. Find that no violation occurred and continue the membership in good standing
 - b. Depending on the severity of the violation(s), the Executive Committee may take the following actions:
 - 1. Suspend the membership for a specified period, and/or
 - 2. Immediate removal of the Executive Committee member.

D. **Vacancy:** Should an officer of the Executive Committee be removed from office, that vacancy shall be filled according to Article IV, Section 6 of these Bylaws.

ARTICLE V - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1. Elections Officer and Elections Auditor. Each year the Membership Committee Chair shall select, from among the committee members, an Elections Officer. The Elections Officer shall be designated a co-chair of the Membership Committee. Additionally, each year the Audit Committee Chair shall select, from the committee members, an Elections Auditor. The Elections Auditor shall be designated a co-chair of the Audit Committee. The Elections Auditor shall not be a member of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.

Section 2. Call for Candidates: In the fall, the Elections Officer shall circulate to the membership a call for candidates to fill any upcoming vacant positions for Board Member or Officer in the fall or as needed. After review by the Elections Auditor, a list of all individuals who apply for a vacant Board or Officer Position shall be submitted to the Executive Committee by the Elections Officer at the January Executive Committee meeting.

Section 3. Ad hoc Nominations Committee: In the event that there are open positions for election in which no candidates have filed, the President shall appoint an ad hoc Nominations Committee for the purpose of obtaining interested and eligible candidates for the open positions. Candidates identified by this method shall meet the requirements for candidacy as set forth in the Elections Procedures.

Section 4. Acceptance of Candidates: Each person declaring candidacy shall be an active member in good standing and shall present the Elections Officer with a Candidate Packet which includes: a Declaration of Candidacy, a candidate statement, a photo, and a letter of support from the candidate's mayor, city manager or city/county administrator, or CEO by the published deadline. If the submitted Candidate Packet is not complete or the candidate is not an active member in good standing, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot.

Section 5. Election of WMCA Officers and Board Members:

A. WMCA elections shall be administered in such a manner as to ensure openness, fairness, and to encourage the broadest possible participation by active members.

B. The Elections Officer shall administer the election, in accordance with the Elections Procedures as outlined in the Membership Committee Description, a copy of which is on file with the WMCA Secretary. The Audit Committee Chair and Elections Auditor will provide an independent review of the process and results of the election and provide a written summary for the next Executive Committee meeting.

C. Any write-in candidate elected by the membership-at-large as a write-in on the ballot shall present the Elections Officer with a letter of support from the candidate's mayor, city manager, city/county administrator or CEO within two weeks following the certification of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.

D. After written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.

ARTICLE VI - DUTIES OF OFFICERS

Duties of the officers shall be performed as prescribed in "THE OFFICIAL GUIDE FOR WASHINGTON MUNICIPAL CLERKS ASSOCIATION OFFICERS", as adopted by the Executive Committee, a copy of which shall be provided to each Executive Committee member following his/her election or to any member upon request.

ARTICLE VII - MEETINGS

Section 1. **Rules of Order:** The most current edition of "Robert's Rules of Order Newly Revised" shall apply at any meeting of the Association where parliamentary rules or procedures are involved.

Section 2. **Annual Meeting:** The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting. 50 active members shall constitute a quorum at the annual meeting.

Section 3. **Executive Committee Meetings:** Meetings of the Executive Committee shall be held from time to time by order of the President or upon written request by any five members of such committee, directed to the President. Notice of the time, place and purpose of the meeting shall be given by the President to each Executive Committee member at least seven days prior thereto. Seven members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. **Special Meetings:** Special meetings of the Association may be called by the President at any time or by twenty active members, provided those members make request to the President in writing stating the specific purpose for the meeting. The President shall honor the request within ten days. Written notice for special meetings shall be given by mail to all members no less than twenty days prior to the date of the meeting. The notice shall state the date, time, place, and purpose of the special meeting. Twenty active members shall constitute a quorum at a special meeting.

Section 5. **Committee Meetings:** Committees appointed by the President shall meet no less than one time per WMCA fiscal year. The committee chairperson shall be responsible for

arranging all meetings. Committee meetings may be conducted via teleconferencing, via email, or in person. A quorum shall consist of a majority of the committee members. The Executive Committee liaison is not considered a committee member for purposes of a quorum or voting on committee recommendations. The Past President shall be the Chair of the Awards Committee and shall be considered a committee member for purposes of a quorum or voting. If the Past President is not able to serve as Chair of the Awards Committee, the President shall appoint a Chair and Executive Committee liaison for said committee.

ARTICLE VIII – VOTING

Section 1. All active members in good standing shall be eligible to vote. A “member in good standing is an active member whose dues are fully paid at the time of ballot distribution.”

ARTICLE IX - DUES

Section 1. Dues shall be payable within thirty (30) days of receipt of invoice or notification via electronic mail.

Section 2. Each year the Executive Committee will review the annual dues to determine sufficiency for the cost of operation of the Association. If a change in the annual dues amounts is determined necessary, the Executive Committee shall present such proposal at the annual meeting. No change in the annual dues amounts shall be made unless ratified by the membership.

ARTICLE X - BUDGET AND AUDIT

Section 1. **Budget:** The President-Elect, with the advice of the Executive Committee, shall prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year.

Section 2. **Audit:** The Executive Committee shall require two annual audits of the financial records and accounts of the Association, as well as an annual audit of the records required of a nonprofit corporation under the laws of the State of Washington as may be revised from time to time (currently RCW 24.03.135). The President shall appoint an Audit Committee, which shall audit the financial and corporate records of the Association.

The first audit of the financial records and accounts shall cover the period from May through December and shall be conducted as soon as practical after December 31. The Treasurer shall be present during the audit and present the financial records for the audit. The results of this audit shall be presented to the membership and approved at the annual meeting.

The second audit shall cover the period from January through April and shall be conducted as soon as practical after April 30. The outgoing and incoming Treasurers, as applicable shall be present during the audit and present the financial records for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members.

An annual audit of the Association's corporate records shall also be conducted as soon as practical after April 30. The Secretary of the Association or designee shall transmit copies of the corporate records to the audit committee chair for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members, and may be combined with the first annual report on the audit of financial records and accounts.

Section 3. Fiscal Powers: The Executive Committee may authorize expenditures in addition to budgetary items approved by the members of the Association in a sum not to exceed \$500 or in any event not to exceed available funds in the Association in any one fiscal year. In the absence of or inability of the Treasurer to sign checks, the President shall have the authority to sign. In the event of a temporary absence of or temporary inability of the Treasurer to perform the duties of the office, the designated backup Treasurer shall assume the duties of Treasurer.

ARTICLE XI - REPORTING

Section 1. Committee Reports: Chairpersons of standing and special committees shall present written and/or oral reports at the annual meeting. The written committee reports shall be filed with the Secretary and retained for reference.

Section 2. Treasurer's Report: An annual financial report of income and expenditures shall be presented at the annual meeting.

ARTICLE XII - FISCAL YEAR

Section 1. The fiscal year for said Association shall be May 1 to April 30.

ARTICLE XIII - AMENDMENT

Section 1. These bylaws may be amended by a two-thirds vote of the voting members at any annual meeting of the Association provided that notice of any proposed amendment setting forth the particular change or changes proposed shall have been given by email to the active members at least twenty days prior to the annual meeting at which the vote on such proposed amendment is to be taken.

Dates Amended:

3/19/98
3/18/99
3/15/00
3/20/02
3/19/03
3/22/06
3/13/07
3/20/08
3/19/09
3/18/10
3/24/11
3/15/12
3/20/14
3/23/17
3/19/20



- 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: December 18, 2019

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 and the Yakima Convention Center March 18-20 (Advanced Academy March 17).

The majority of the event ideas are set and the member & exhibitor call-to-conferences have been sent. Thank you to Jill Boltz and Anja Mullin for all their work on getting them out.

The annual "craft and assembly party" is scheduled for February (exact date and location TBD) Keri and Jodi have been working on a lot of the behind-the-scenes details (with a little help from Paula we admit). The call for committee volunteers has gone out and many committee members are stepping up to assist where needed. This is definitely a group effort!

Upcoming activities include finishing the details for the various events and activities, coordinating with the hotel and convention center for conference needs and registrations, and coordinating volunteer efforts amongst the committee members.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: Conference Planning will view all aspects of the conference through the lens of being fiscally responsible. This venue offers meals and services at a much lower rate than venues on the west side. Only funds that have been sent as of this report are for supplies for the various events/activities.



- 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: January 7, 2020

SUMMARY OF ACTIVITIES:

In November and December, we finalized the lineup of speakers for the 2020 Annual Conference. As this was our first time going through this process, we learned a lot! A working copy of our budget worksheet is attached and demonstrates that we are well within our budget.

During the next few months, we will be busy preparing for the conference. In addition to the items listed in the "Education Chair Duties" document, we have several items we will be focusing on, including:

- Finalizing any remaining speaker contracts. The only ones left outstanding are for WMCA members who are volunteering their time to lead a session.
- Forwarding the hotel, meal, and a/v needs to the Conference Planning Committee.
- Forwarding copies of the contracts to the Treasurer for payment
- Assigning speakers to committee members. Each speaker will have a liaison from our committee who will be their contact point for the conference and convener for their session.
- Preparing feedback forms for each session.
- Giving all necessary information to the Conference App subcommittee.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

2020 Conference Speakers & Budget

speaker number	Date	time	Speaker	Session	cost	cost breakdown
	1/1/2020		Opening Balance		\$ 15,000	
			AWC Sponsorship		\$ 2,500	
1	3/20/2020	morning	Frank Kitchen	Closing Session	\$ (3,500)	Speaking fee - all travel expenses included
2	3/18/2020	keynote & breakout	Steven Iwersen	Keynote & Breakout Session	\$ (7,000)	Speaking fee: \$6,000 for both sessions - travel expenses extra (guesstimate), to be shared with other organization. We will pay one night hotel
3	3/18/2020	3:30-5:00 pm	Robin Aronson, WCIA	Contracts – What a City Clerk Should Know	\$ -	no fee!
3	3/19/2020	10:15-11:45 am	Robin Aronson, WCIA	The Clerk's Role in Risk Management	\$ -	no fee!
4	3/19/2020	10:15-11:45 am & 1:00-2:30 pm	Steve Gross, MRSC	Public Records: Redactions & New Case Law	\$ (200)	No speaking fee - one night hotel will be paid by WMCA - guesstimate
5	3/18/2020	3:30-5:00 pm	Darla Reese	roundtable	\$ -	thank you gift?
6	3/18/2020	3:30-5:00 pm	Tisha Gieser	roundtable	\$ -	thank you gift?
7	3/19/2020	10:15-11:45 am & 1:00-2:30 pm	Deb Estrada, City of Mercer Island	Traning and Onboarding Elected Officials	\$ -	thank you gift?
8	3/19/2020	1:00-2:30 pm & 3:00-4:30 pm	Eden Teachout, WA Dept. of Enterprise Services	SAO lean/process improvements	\$ (1,000)	travel expenses - guesstimate
9	3/18/2020	1:30-3:00 pm	Terri Patton, CIAW	Managing the Risks of Social Media	\$ -	no fee!
10	3/18/2020	3:30-5:00 pm	Millie Watkins, CIAW	Confidentiality in the workplace	\$ -	no fee!
11	3/19/2020	3:00-4:30 pm	Judy Isaac, MRSC	Procurement Essentials	\$ (200)	No speaking fee - one night hotel (3/18/2019) will be paid by WMCA - guesstimate
12	3/19/2020	3:00-4:30 pm	Joann Tilton	CMC/MMC q&a	\$ -	no fee!
Total					\$ 5,600	



- 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: December 17, 2019

SUMMARY OF ACTIVITIES:

Committee members are actively donating/soliciting items for the live auction, to be held at the Annual Conference in March.

Basket Themed items confirmed to date include:

- Life's A Beach, Conference Planning Committee
- Transit Commuter Survival Kit, Island Transit Clerks
- Soaps & Candles, City of Des Moines
- Live Life Light, Mason Transit Authority

BIG Ticket Live Auction includes:

- Stockton, California - Two Night Stay at Jose Jasso's beautiful home
- Zillah Wine Country - Two Night Stay at La Casa Estrada (dates to be determined)

50th Anniversary Memorabilia - The City of Mercer Island's marketing person is drafting two logos that should be ready for roll out within the week. Stay tuned!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
-----------	-----------------	--------------------



- 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: Jan. 7, 2020

SUMMARY OF ACTIVITIES: Articles were submitted for the Dec. and Jan. WMCA newsletter re: the 2020 session and the recent court decision re: the legislature and PRA.

By phone, the Co-Chairs discussed the viability of a WMCA trip to Olympia. There has not been an organized visit for two years. Interest has been low. There was an effort to coordinate a visit with the AWC Action Days last year, but it ultimately did not come together. Any guidance from the Exec. Committee would be welcome.

ACTION REQUESTED: YES NO

RECOMMENDATION:

1. Looking for guidance on trip to Olympia. It will take a fair amount of resources to organize. Does the Executive Committee feel this is an important priority for the Committee? Is there input on an ideal schedule - annually, long-session years only, as-needed?
2. The Leg. Committee Chairs are interested in providing a brief legislative update at the 2020 WMCA Annual Business meeting, similar to what was done last year. However, this one will likely be shorter as it is a short-session year. Is the Executive Committee agreeable?

ALTERNATIVES:

1. Forego an in-person visit, and instead continue to monitor legislation remotely on the legislative website, with regular updates provided in the WMCA monthly newsletter.
2. Arrange for an AWC Lobbyist to attend the conference and provide an update in lieu of the Committee Chairs, or forego the update.



- 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: Newseltter Committee

DATE: December 20, 2019

SUMMARY OF ACTIVITIES: During the 3rd quarter, the Newsletter Committee continued to draft articles that educate and connect the membership.

We continued with the roll out of the combined effort of the Layout Subcommittee and Writer Subcommittee that draft the Featured Clerk articles and edit/format the articles that are submitted by the Executive Board. The Featured Clerk section continues to be a favorite amongst readership and has been a great way to connect fellow clerks. Memberships has seen a huge increase in new members over the last year. New comers are invited to particiapte in interviews and scheduled months in advance to be featured.

Additionally, President Swisher has done a great job with her President's message keeping the everyone up to speed on topics that impact us at both the State and Regional level and reflecting on her travels as she represents our membership.

Lastly, the Historicial Committee continues to provide us great articles and pictures for the History In Review section that highlights WMCAs history which has also been a favorite of the readership.

As always, please feel free to send suggestions or recommended changes that you feel would improve the content of the Newsletter. Happy reading!

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: N/A



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

TO: WMCA President and Executive Committee

FROM: Tamara Gunter, Chair

COMMITTEE: Scholarship Committee

DATE: January 2, 2020

SUMMARY OF ACTIVITIES:

Happy New Year everyone!

Scholarship Reimbursements

In December we had one more NCI scholarship recipient submit for their scholarship reimbursement. This should be the final one, as the other one that was pending reimbursement is no longer working for the entity.

Marketing

The Committee Chair prepared and submitted to the newsletter committee an announcement for general scholarships for the December and January newsletters.

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

Annual Conference/Spring Academy Scholarships

Scholarship application materials are due by Friday, January 31, 2020.

As of the date of this report, we have received one scholarship application for the annual conference.

Scholarship Application, Scholarship Guidelines and Committee Responsibilities

The revised scholarship guidelines document, scholarship application and scholarship committee responsibilities documents are now finalized and available on our website.

January 8, 2020

TO: WMCA President Paula Swisher

FROM: WMCA Education Coordinator Alice Attwood

Happy 2020! Another year and another decade are upon us! I am looking forward to a successful WMCA Spring Academy and March Conference.

Joann Tilton, our NWCI director, will be facilitating the 2020 Spring Academy which will be ***Ethical Leadership: How Committed Are We To Our Values?*** I am sure this will be a very valuable class.

At this time I do not have any additional news to report.

Have a great Board meeting!

Respectfully submitted,

Alice Attwood, MMC
Education Coordinator

Paula Swisher

From: City of Tonasket <tonasket@nvinet.com>
Sent: Friday, October 25, 2019 3:32 PM
To: Paula Swisher
Cc: Gina Anderson
Subject: Fall/Spring

Paula,

Costs for Fall Education Days went over Budget:

	Athenian	Academy
Food	734.52	1082.10
Guest room	242.86	149.28
Ed coord rm	121.43	121.43
Conference rm	459.07	590.24
Event fee	243.52	346.72
Anne Uecker	897.64	Kanes 4500.00
Total	2699.04	6789.77
Budget	2500.00	5000.00
Over budget	199.04	1789.77

I was hoping it would be closer— the Kanes gave a great class and it was well received I think it was worth the extra money. (Gina—how much revenue did we bring in for the Fall Education?)

I will have to be very careful for the Spring Academy----I think Joann may be doing a class for the spring Academy and that will save us some dollars there.(In fact the balance will be a little over \$4000 for the Spring conference)

I am continuing to talk to AWC about the keynote speaker Steven Iwerson----will keep you posted.

Have a great weekend!

Alice J. Attwood
Clerk-Treasurer
City of Tonasket
P.O. Box 487
Tonasket, WA. 98855
P. 509-486-2132
F. 509-486-1831

**Academy Statistics
2015 - 2019**

<u>Spring</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Income	9,300.00	6,075.00	7,300.00	8,450.00
Attendance	74	48	58	67
Price	\$125.00	\$125.00	\$125.00	\$125.00

<u>Fall</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Income	9,775.00	9,250.00	5,600.00	6,800.00
Attendance	64	61	41	50
Price	\$150.00	\$150.00	\$125.00 Academy & 23* Athenian	\$125.00 Academy & 32* Athenian
			\$150.00 Academy 15*	\$150.00 Academy 14*

* Numbers included in attendance

Academy Stats 2015 to 2019

Date	Subject	Motion	Second	Jermann	Duncan	Kammer	Anderson	Estrada	Campbell	Collins	Aye	Neissl	Adkisson	Olsen	Swisher
11/26/19	Scholarship Committee job descp	Neissl	Jermann	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye		Aye	Aye