



EXECUTIVE COMMITTEE AGENDA

Friday, June 19, 2020 – 10:00 a.m. – Zoom Conference

Join Zoom Meeting

<https://zoom.us/j/91077552946>

Meeting ID: 910 7755 2946

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	<ul style="list-style-type: none"> k. Membership (Liz) – <i>Action Requested</i> <ul style="list-style-type: none"> i. Election Procedure Amendments l. Newsletter (Shawn) – <i>No Report</i> m. Scholarship (Lisa) – <i>Action Requested</i> <ul style="list-style-type: none"> i. Honor scholarships awarded in 2020 for the Annual Conference in 2021 n. Webmaster o. Education Coordinator 	<p>51</p> <p>59</p>
7.	<p>Other Business</p> <ul style="list-style-type: none"> a. E-Mail Ratifications <ul style="list-style-type: none"> i. Small Cities Scholarship Line item additional funds for dues ii. Extend dues scholarship deadline to May 15, 2020 iii. Authorize 2021 IIMC Conference costs for Debbie Jermann iv. Cancellation of 2020 NW Clerks Institute costs in the amount of \$8,426.76 v. Award of seven (7) dues scholarships vi. Extension of deadline to pay dues without late fee to June 30, 2020 	<p>64</p> <p>65</p> <p>66</p> <p>67</p> <p>68</p> <p>69</p>
8.	Good of the Order	
9.	Adjournment	



EXECUTIVE COMMITTEE MINUTES

Friday, March 20, 2020
Virtual Meeting via ZOOM

OATHS OF OFFICE:

Due to new coronavirus crisis that shut down Washington State in early March 2020 and delayed the 2020 WMCA Annual Conference, 2019-2020 President Swisher installed the 2020-2021 WMCA Officers virtually prior to the start of the Executive Committee meeting. The officers included new President Debbie Jermann, President-Elect Susan Duncan, Vice President Shawn Campbell, Secretary Debby Barham and Board members Melody Valiant and Terri Wright.

1. Call to Order and Roll Call

President Jermann called the virtual meeting (via Zoom) to order at 10:33 a.m.

WMCA Executive Committee members present included President Debbie Jermann, President-Elect Susan Duncan, Vice President Shawn Campbell, Secretary Debby Barham, Treasurer Gina Anderson, Board Members Don Ross, Lisa Neissl, Elizabeth Adkisson, Terri Wright, Melody Valiant, and Deb Estrada (arrived at 11:13 a.m.) and Immediate Past President (IPP) Paula Swisher.

2. Approve Agenda and January 24, 2020 EC Meeting Minutes

President Jermann called for any corrections to the January 24, 2020 Executive Committee meeting minutes; none noted.

Motion: Treasurer Anderson moved to approve the January 2020 minutes as presented and amend the agenda to include the topic of the Backup Treasurer.

Second: Board Member Neissl.

Vote: Motion carried unanimously.

3. Treasury's Related Reports

Treasurer Report: Treasurer Anderson provided brief overview regarding the financial position, as well as the review of WMCA dues application form. The application form needs to be reviewed annually at the January Executive Committee meeting per the WMCA Bylaws.

4. Old Business

There was no old business to discuss.

5. New Business

- a. Reappointment of Alice Atwood or Recruitment for the October 2020 to October 2022 Term for Education Coordinator

Motion: Vice President Campbell moved to reappoint Alice Atwood as the Education Coordinator from October 1, 2020 through September 30, 2022.

Second: President-Elect Duncan.

Vote: Motion carried unanimously.

- b. Rescheduling of 2020 WMCA Annual Conference

Past President Swisher provided a report on the cancellation of the March 2020 WMCA Conference due to the COVID-19 crisis and Governor Inslee's "Stay Safe – Stay Home" mandate shutting down all personal and professional gatherings. By waiting to cancel the Conference until after the closure of Washington State, WMCA saved thousands of dollars that would have been lost due to the cancelation of contracts. The conference site has an opening in early August if the Executive Committee decides to move the conference to August. Ms. Swisher and the Conference Committee weighed the pros and cons and the best way to protect WMCA from a large financial hit.

The Executive Committee discussion ensued regarding the options for the 2020 WMCA Annual Conference, as well as the 2020 Fall Academy and options for additional academies and/or Athenian Dialog during or before/after the Annual Conference.

Deb Estrada joined the meeting at 11:13 a.m.

Motion: Board Member Neissl moved to reschedule the 2020 WMCA Annual Conference from March 2020 to August 3-7, 2020, to the conference fees for those individuals that have already paid to the August Conference, giving the attendee the opportunity to transfer their registration to another attendee. The Conference Committee will send an update to the membership after the amended conference contract is executed.

Second: Vice President Campbell.

Vote: Motion carried unanimously.

Motion: Board Member Wright moved to add an Athenian Dialog during the August Annual conference (Wednesday or Thursday).

Second: President-Elect Duncan.

Vote: Motion failed unanimously.

Motion: President-Elect Duncan moved to place the Athenian Dialog on Tuesday of the Annual conference and individuals an option to attend the one-day academy or the Athenian Dialog.

Second: Past President Swisher.

Vote: Motion failed unanimously.

- c. Membership Approval of 2020-2021 budget and proposed Bylaw amendment, using election software or WMCA Website

Motion: Past President Swisher moved to have the 2020-2021 WMCA Budget approved by its membership through WMCA website.

Second: Vice President Campbell.

Vote: Motion carried unanimously.

6. Committee Business/Reports

- a. Audit Committee

No discussion.

- b. Awards Committee

No discussion.

- c. Budget Committee

No discussion.

- d. Bylaws Committee

No discussion.

- e. Conference Planning

Past President Swisher moved to approve the use of an app for registering for meals online for the 2020 WMCA Conference. The suggestion was approved by consensus.

- f. Education

No discussion.

g. Fundraising Committee

Board Member Estrada recommended that the Fundraising Committee offer the auction items online for some of the weekend packages.

h. Historical Committee

No discussion.

i. Legislative Committee

No discussion.

j. Membership Committee.

No discussion.

k. Newsletter

No discussion.

l. Scholarship

No discussion.

m. Webmaster

No discussion.

n. Education Coordinator

No discussion.

7. Other Business

a. 2020-2021 Executive Committee Meeting Schedule

President Jermann provided an updated Executive Committee Meeting Schedule because of the statewide issues with the COVID-19 pandemic.

b. E-Votes Ratifications

The email votes conducted between January 28, 2020 and March 19, 2020 included:

1. 01.28.20 E-VOTE Job Descriptions – President/Immediate Past President
2. 02.04.20 E-VOTE Conference Scholarship Lodging Cost

Motion: Past President Swisher moved to ratify emails as presented.

Second: Vice President Campbell.

Vote: Motion carried unanimously.

8. Good of the Order

a. Need for a Backup Treasurer

Treasurer Anderson expressed concern that there is no one to back her up as Treasurer and is recommending another Executive Board member to act as the Backup Treasurer if she became unable to perform the duties of Treasurer.

Motion: Treasurer Anderson moved to appoint Donald Ross as Backup Treasurer.

Second: Board Member Neissl.

Vote: Motion carried unanimously.

Board Member Estrada recommended that the WMCA website post COVID-19 information as a way to assist all of the WMCA members. This was approved by consensus and Ms. Estrada will work with the WMCA webmaster to set up and maintain a COVID-19 webpage.

9. Adjournment

There being no further business, President Jermann adjourned the meeting at p.m. 1:05 p.m.

Debby Barham
WMCA Secretary

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



www.wmcaclerks.org

TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: June 3, 2020

Attached are the following reports as of April 30, 2020 and April 30, 2019:

Balance Sheet
Profit & Loss (condensed)
Profit & Loss

WMCA ended the year with a profit of \$30,971.04 as there was no conference.

Expenditures are mostly under budget. The expenditures with no brackets are under budget as there was no conference, no spring academy, reduced officer board travel and no IIMC conference. The board authorized payment of all unpaid travel expense by the Region IX director, Scott Passey from the City of Edmonds. The credit card processing fees are up but that is good! It proves more people are using credit cards to pay.

Attached are the following reports as of May 31, 2020 and May 31, 2019:

Balance Sheet
Profit & Loss (condensed)
Checking Bank Reconciliation for May 2020
Checking Register for May 2020
Savings Bank Reconciliation for May 2020
Savings Register for May 2020

Dues for the 2020 - 2021 fiscal year have been paid by 301 active members, 1 affiliate member and 3 associate members. For the same time in 2019, dues were paid by 297 active members, 1 affiliate member and 2 associate members.

WMCA
Balance Sheet
As of April 30, 2020

Assets

Current Assets

Checking	25,059.96
Savings	75,948.57
Western Annuity	50,000.00
Total Cash	<u>151,008.53</u>

Total Current Assets 151,008.53

Total Assets 151,008.53

Liabilities & Equity

Current Liabilities

Deferred Revenue 12,955.24

Total Current Liabilities 12,955.24

EQUITY

Opening Balance Equity 97,385.88

Retained Earnings 9,696.37

Net Income 30,971.04

Total Equity 138,053.29

Total Liabilities & Equity 151,008.53

WMCA
Profit & Loss Budget vs. Actual
April 30, 2020

	Actual May '19 - Apr '20	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	19,875.00	18,125.00	1,750.00	1.10
Conference	79,274.79	79,750.00	(475.21)	0.99
Dues	26,460.00	26,250.00	210.00	102.00
Savings Interest	16.81	20.00	(3.19)	0.84
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	586.19	10,000.00	(9,413.81)	0.06
Total Income	126,772.79	137,245.00	(10,472.21)	92.37%
Expense				
Academy Sessions	9,851.27	13,500.00	(3,648.73)	0.73
Annual Conference	45,097.98	80,900.00	(35,802.02)	0.56
Board Expenses	13,981.43	22,555.00	(8,573.57)	0.62
Communication Expenses	1,026.16	1,280.00	(253.84)	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	6,066.12	6,370.00	(303.88)	0.95
Scholarship Expenses	15,867.79	27,200.00	(11,332.21)	0.58
Total Expense	95,801.75	159,255.00	(63,453.25)	60.16%
Net Profit (Loss)	30,971.04	(22,010.00)	52,981.04	32.21%

WMCA
Profit Loss Budget vs. Actual
April 30, 2020

	Actual May '19 - Apr '20	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	8,775.00	7,500.00	1,275.00	117.00%
Total Advanced Academy	<u>19,875.00</u>	<u>18,125.00</u>	<u>1,750.00</u>	<u>109.66%</u>
Conference				
Donations	11,017.79	10,000.00	1,017.79	110.18%
Exhibitors	7,700.00	11,000.00	(3,300.00)	70.00%
Meals	6,157.00	3,500.00	2,657.00	175.91%
Registrations	54,400.00	55,250.00	(850.00)	98.46%
Total Conference	<u>79,274.79</u>	<u>79,750.00</u>	<u>(475.21)</u>	<u>99.40%</u>
Dues	26,460.00	26,250.00	210.00	100.80%
Money Market Savings Interest	16.81	20.00	(3.19)	84.05%
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	20.19	0.00	20.19	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>586.19</u>	<u>10,000.00</u>	<u>(9,413.81)</u>	<u>5.86%</u>
Total Income	<u>126,772.79</u>	<u>137,245.00</u>	<u>(10,472.21)</u>	<u>92.37%</u>
Total	<u>126,772.79</u>	<u>137,245.00</u>	<u>(10,472.21)</u>	92.37%
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	1,126.23	2,000.00	(873.77)	56.31%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	4,283.50	5,850.00	(1,566.50)	73.22%
Meals	31,743.61	45,000.00	(13,256.39)	70.54%
Printing/Postage	999.00	2,000.00	(1,001.00)	49.95%
Recognition Awards	666.34	750.00	(83.66)	88.85%

WMCA
Profit Loss Budget vs. Actual
April 30, 2020

	Actual May '19 - Apr '20	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	1,579.30	2,000.00	(420.70)	78.97%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	45,097.98	80,900.00	(35,802.02)	55.75%
Board Expenses				
Board Meetings	410.40	1,200.00	(789.60)	34.20%
Education Coordinator	1,564.29	2,645.00	(1,080.71)	59.14%
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	425.00	600.00	(175.00)	70.83%
Total NCI Director Travel	982.48	4,900.00	(3,917.52)	20.05%
Officer's Board Travel				
President				
Alaska Conference	1,130.88	1,425.00	(294.12)	79.36%
CA Conference	221.61	1,730.00	(1,508.39)	12.81%
IIMC Conference	2,385.85	2,745.00	(359.15)	86.92%
OR Conference	1,081.32	1,150.00	(68.68)	94.03%
WMCA Conference	425.00	425.00	0.00	100.00%
Total President	5,244.66	7,475.00	(2,230.34)	70.16%
President Elect				
IIMC Conference	2,342.20	2,685.00	(342.80)	87.23%
WMCA Conference	0.00	500.00	(500.00)	0.00%
Total President Elect	2,342.20	3,185.00	(842.80)	73.54%
Total Officer's Board Travel	7,586.86	10,660.00	(3,073.14)	71.17%
Total Board Expenses	12,673.62	22,555.00	(9,881.38)	56.19%
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	1,026.16	1,000.00	26.16	102.62%
Total Communication Expenses	1,026.16	1,280.00	(253.84)	80.17%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
April 30, 2020

	Actual	Budget	\$ Under/Over	
	May '19 - Apr '20	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	<u>3,911.00</u>	<u>2,450.00</u>	<u>1,461.00</u>	<u>159.63%</u>
Miscellaneous Expenses				
501C(3)	960.00	860.00	100.00	111.63%
Bank Charges	4.00	10.00	(6.00)	40.00%
Condolences	317.64	150.00	167.64	211.76%
Credit Card Fees (PayPal)	1,596.72	1,400.00	196.72	114.05%
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	618.35	500.00	118.35	123.67%
Other	760.00	825.00	(65.00)	92.12%
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	366.41	325.00	41.41	112.74%
Total Miscellaneous Expenses	<u>6,066.12</u>	<u>6,370.00</u>	<u>(303.88)</u>	<u>95.23%</u>
Scholarship Expenses				
Conference Scholarships	0.00	6,000.00	(6,000.00)	0.00%
Raffles	417.79	2,700.00	(2,282.21)	15.47%
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	<u>15,867.79</u>	<u>27,200.00</u>	<u>(11,332.21)</u>	<u>58.34%</u>
Total Expense	<u>95,801.75</u>	<u>159,255.00</u>	<u>(63,453.25)</u>	<u>60.16%</u>
Net Profit (Loss)	<u>30,971.04</u>	<u>(22,010.00)</u>	<u>52,981.04</u>	<u>-140.71%</u>

WMCA
Balance Sheet
As of April 30, 2019

Assets

Current Assets

Checking	37,165.16
Savings	35,931.76
Western Annuity	50,000.00
Total Cash	<u>123,096.92</u>

Accounts Receivable	<u>8.00</u>
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Total Current Assets	<u>123,104.92</u>
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Total Assets	<u><u>123,104.92</u></u>
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Liabilities & Equity

Current Liabilities

Deferred Revenue	<u>16,014.67</u>
Total Current Liabilities	<u>16,014.67</u>

Equity

Opening Balance Equity	97,385.88
Retained Earnings	7,541.29
Net Income	2,163.08
Total Equity	<u>107,090.25</u>

Total Liabilities & Equity	<u><u>123,104.92</u></u>
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WMCA
Profit & Loss Budget vs. Actual
April 30, 2019

	<u>Actual</u> <u>May'18 - Apr'19</u>	<u>Budget</u> <u>May '18-April '19</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	19,675.00	16,875.00	2,800.00	1.17
Conference	72,607.93	62,500.00	10,107.93	1.16
Dues	25,865.00	24,000.00	1,865.00	102.00
Money Market Savings Interest	17.82	36.00	(18.18)	0.50
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	1,720.00	900.00	820.00	1.91
Scholarship Income	11,284.50	10,005.00	1,279.50	1.13
Total Income	144,633.64	115,916.00	28,717.64	124.77%
Transfer to Savings	0.00	0.00	0.00	
Expense				
Academy Sessions	12,334.77	12,250.00	84.77	1.01
Annual Conference	83,767.90	82,100.00	1,667.90	1.02
Board Expenses	16,907.76	21,460.00	(4,552.24)	0.79
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	600.00	1,800.00	(1,200.00)	111.00
Miscellaneous Expenses	6,073.67	6,050.00	23.67	1.00
Scholarship Expenses	19,760.30	27,200.00	(7,439.70)	0.73
Total Expense	142,470.56	154,440.00	(11,969.44)	92.25%
Net Profit (Loss)	2,163.08	(38,524.00)	40,687.08	32.52%

WMCA
Profit Loss Budget vs. Actual
April 30, 2019

	Actual May '18 - Apr'19	Budget May '18 - Apr '19	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	4,425.00	4,375.00	50.00	101.14%
Fall	6,800.00	6,250.00	550.00	108.80%
Spring	8,450.00	6,250.00	2,200.00	135.20%
Total Advanced Academy	<u>19,675.00</u>	<u>16,875.00</u>	<u>2,800.00</u>	<u>116.59%</u>
Conference				
Donations	10,331.93	7,500.00	2,831.93	137.76%
Exhibitors	9,900.00	7,500.00	2,400.00	132.00%
Meals	5,826.00	3,500.00	2,326.00	166.46%
Registrations	46,550.00	44,000.00	2,550.00	105.80%
Total Conference	<u>72,607.93</u>	<u>62,500.00</u>	<u>10,107.93</u>	<u>116.17%</u>
Dues	25,865.00	24,000.00	1,865.00	107.77%
Money Market Savings Interest	17.82	36.00	(18.18)	49.50%
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	1,720.00	900.00	820.00	191.11%
Scholarship Income				
Auction	5,658.50	4,500.00	1,158.50	125.74%
Donations	9.00	0.00	9.00	0.00%
Interest	0.00	5.00	(5.00)	0.00%
Product Sales	4,222.00	1,000.00	3,222.00	422.20%
Raffle	1,395.00	4,500.00	(3,105.00)	31.00%
Total Scholarship Income	<u>11,284.50</u>	<u>10,005.00</u>	<u>1,279.50</u>	<u>112.79%</u>
Total Income	<u>144,633.64</u>	<u>115,916.00</u>	<u>28,717.64</u>	<u>124.77%</u>
Total Revenue	<u>144,633.64</u>	<u>115,916.00</u>	<u>28,717.64</u>	<u>124.77%</u>
Expense				
Academy Sessions				
Athenian Dialogue	1,725.96	2,000.00	(274.04)	86.30%
Fall	7,433.81	5,250.00	2,183.81	141.60%
Spring	3,175.00	5,000.00	(1,825.00)	63.50%
Total Academy Sessions	<u>12,334.77</u>	<u>12,250.00</u>	<u>84.77</u>	<u>100.69%</u>
Annual Conference				
Audio Visual	11,131.03	6,000.00	5,131.03	185.52%
Conference Photographer	550.00	600.00	(50.00)	91.67%
Decorations	3,208.68	2,000.00	1,208.68	160.43%
Drawings/Door Prizes	200.00	200.00	0.00	100.00%
Hospitality Expenses (WMCA)	2,751.62	5,050.00	(2,298.38)	54.49%

WMCA
Profit Loss Budget vs. Actual
April 30, 2019

	Actual May '18 - Apr'19	Budget May '18 - Apr '19	\$ Under/Over Budget	% of Total
Meals	52,544.71	50,000.00	2,544.71	105.09%
Printing/Postage	166.48	2,000.00	(1,833.52)	8.32%
Recognition Awards	534.40	750.00	(215.60)	71.25%
Speakers	10,439.63	12,000.00	(1,560.37)	87.00%
Special Entertainment	100.00	1,000.00	(900.00)	10.00%
Supplies	1,753.92	2,000.00	(246.08)	87.70%
Supplies - First Time Attendees	387.43	500.00	(112.57)	77.49%
Total Annual Conference	83,767.90	82,100.00	1,667.90	102.03%
Board Expenses				
Board Meetings	721.90	1,000.00	(278.10)	72.19%
Education Coordinator	1,179.00	2,645.00	(1,466.00)	44.57%
Executive Committee Travel				
AWC Conference	2,692.51	2,800.00	(107.49)	96.16%
Exec Committee Travel-Other	102.60	0.00	102.60	
Total Executive Committee Travel	2,795.11	2,800.00	(4.89)	99.83%
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	565.02	575.00	(9.98)	98.26%
Total NCI Director Travel	1,091.88	4,875.00	(3,783.12)	22.40%
Officer's Board Travel				
President				
Alaska Conference	1,082.05	1,325.00	(242.95)	81.66%
CA Conference	2,389.71	1,680.00	709.71	142.24%
IIMC Conference	2,765.06	2,645.00	120.06	104.54%
OR Conference	884.68	945.00	(60.32)	93.62%
WMCA Conference	400.00	400.00	0.00	100.00%
Total President	7,521.50	6,995.00	526.50	107.53%
President Elect				
IIMC Conference	1,976.65	2,645.00	(668.35)	74.73%
WMCA Conference	459.72	500.00	(40.28)	91.94%
Total President Elect	2,436.37	3,145.00	(708.63)	77.47%
Total Officer's Board Travel	9,957.87	10,140.00	(182.13)	98.20%
Region IX Director Travel	1,162.00	0.00	1,162.00	
Total Board Expenses	16,907.76	21,460.00	(4,552.24)	78.79%
Communication Expenses				
Survey	0.00	200.00	(200.00)	0.00%
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	1,026.16	800.00	226.16	128.27%
Total Communication Expenses	1,026.16	1,080.00	(53.84)	95.01%

WMCA
Profit Loss Budget vs. Actual
April 30, 2019

	Actual May '18 - Apr'19	Budget May '18 - Apr '19	\$ Under/Over Budget	% of Total
Contingency	0.00	500.00	(500.00)	0.00%
Future Conference Site Deposit	2,000.00	0.00	2,000.00	
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	100.00	100.00	0.00	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	600.00	1,800.00	(1,200.00)	33.33%
Miscellaneous Expenses				
501C(3)	910.00	850.00	60.00	107.06%
Bank Charges	225.23	0.00	225.23	
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	1,693.08	1,100.00	593.08	153.92%
Gambling/Alcohol License	65.00	300.00	(235.00)	21.67%
Gifts	80.54	0.00	80.54	
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	883.40	500.00	383.40	176.68%
Other	635.00	825.00	(190.00)	76.97%
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	278.42	325.00	(46.58)	85.67%
Total Miscellaneous Expenses	6,073.67	6,050.00	23.67	100.39%
Scholarship Expenses				
Conference Scholarships	3,434.37	6,000.00	(2,565.63)	57.24%
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	681.93	2,000.00	(1,318.07)	34.10%
Total Scholarship Expenses	19,760.30	27,200.00	(7,439.70)	72.65%
Total Expense	142,470.56	152,440.00	(9,969.44)	93.46%
Net Profit (Loss)	2,163.08	(36,524.00)	38,687.08	-5.92%

WMCA
Balance Sheet
As of May 31, 2020

Assets

Current Assets

Checking	29,738.50
Savings	75,949.76
Western Annuity	50,000.00
Total Cash	<u>155,688.26</u>

Total Current Assets 155,688.26

Total Assets 155,688.26

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	40,667.41
Net Income	17,634.97
Total Equity	<u>155,688.26</u>

Total Liabilities & Equity 155,688.26

WMCA
Profit & Loss Budget vs. Actual
May 31, 2020

	Actual May '20 - Jun '20	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	(100.00)	18,125.00	(18,225.00)	-0.55%
Conference	(1,715.00)	80,250.00	(81,965.00)	-2.14%
Dues	21,375.00	26,700.00	(5,325.00)	80.06%
Savings Interest	1.19	0.00	1.19	
Scholarship Income	9.33	11,500.00	(11,490.67)	0.08%
Total Income	19,570.52	136,575.00	(117,004.48)	14.33%
Transfer to Savings			0.00	
Expense				
Academy Sessions	0.00	12,600.00	(12,600.00)	0.00%
Annual Conference	1,130.44	92,240.00	(91,109.56)	1.23%
Board Expenses	375.60	26,121.00	(25,745.40)	1.44%
Communication Expenses	0.00	1,280.00	(1,280.00)	0.00%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC	0.00	2,567.00	(2,567.00)	0.00%
Miscellaneous Expenses	429.51	6,600.00	(6,170.49)	6.51%
Scholarship Expenses	0.00	26,500.00	(26,500.00)	0.00%
Total Expense	1,935.55	172,908.00	(170,972.45)	1.12%
Net Profit (Loss)	17,634.97	(36,333.00)	53,967.97	13.21%

WMCA
Balance Sheet
As of May 31, 2019

Assets

Current Assets

Checking	42,775.37
Savings	35,933.27
Western Annuity	50,000.00
Total Cash	<u>128,708.64</u>

Total Current Assets 128,708.64

Total Assets 128,708.64

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	9,704.37
Net Income	21,618.39
Total Equity	<u>128,708.64</u>

Total Liabilities & Equity 128,708.64

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

	Actual May '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	0.00	18,125.00	(18,125.00)	0.00
Conference	0.00	79,750.00	(79,750.00)	0.00
Dues	21,660.00	26,250.00	(4,590.00)	102.00
Savings Interest	1.51	20.00	(18.49)	0.08
NCI Lodging	0.00	0.00	0.00	#DIV/0!
Region IX Dinner	320.00	1,500.00	(1,180.00)	0.21
Scholarship Income	5.43	10,000.00	(9,994.57)	0.00
Total Income	21,986.94	135,645.00	(113,658.06)	16.21%
Transfer to Savings			0.00	
Expense				
Academy Sessions	0.00	12,500.00	(12,500.00)	0.00
Annual Conference	(50.00)	80,600.00	(80,650.00)	(0.00)
Board Expenses	(54.72)	22,015.00	(22,069.72)	(0.00)
Communication Expenses	0.00	1,280.00	(1,280.00)	151.00
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00
IIMC	0.00	2,380.00	(2,380.00)	111.00
Miscellaneous Expenses	473.27	6,370.00	(5,896.73)	0.07
Scholarship Expenses	0.00	21,800.00	(21,800.00)	0.00
Total Expense	368.55	151,945.00	(151,576.45)	0.24%
Net Profit (Loss)	21,618.39	(16,300.00)	37,918.39	15.97%



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

May 01, 2020 through May 29, 2020
 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**

00113205 DRE 702 210 15120 NNNNNNNNNN 1 000000000 61 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100



We updated the Funds Availability Policy in the Deposit Account Agreement

We increased the minimum amount of funds that we make available to you the next business day when you deposit a check. For more information, please see the Funds Availability Policy in the Deposit Account Agreement at chase.com/disclosures.

Please call the number on your statement if you have questions. We accept operator relay calls.

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$25,134.96
Deposits and Additions	8	6,631.47
Checks Paid	1	-440.00
Electronic Withdrawals	5	-1,587.93
Ending Balance	14	\$29,738.50

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

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/01	Paypal Transfer PPD ID: Paypalsd11	\$919.80
05/04	Paypal Transfer PPD ID: Paypalsd11	803.55
05/06	Paypal Transfer PPD ID: Paypalsd11	1,753.20
05/08	Deposit	1,350.00
05/12	Paypal Transfer PPD ID: Paypalsd11	744.87
05/18	Deposit	525.00
05/20	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:200519 CO Entry Descr:Transfer Sec:PPD Trace#:091000011086306 Eed:200520 Ind ID: Ind Name:Washington Municipal C Trn: 1411086306Tc	525.72
05/20	Orig CO Name:Amznwl744F2G Orig ID:9215319235 Desc Date:200520 CO Entry Descr:Amazonsmilsec:CCD Trace#:091000016537312 Eed:200520 Ind ID:1Nta7Cq5Ey1DC8R Ind Name:Wmca Payments.Amazon.Com ID#1Nta7Cq5Ey1D C8R	9.33
Total Deposits and Additions		\$6,631.47

23



CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1259 ^		05/06	\$440.00
Total Checks Paid			\$440.00

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

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

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
05/08	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	\$735.22
05/08	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	381.96
05/08	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	375.60
05/08	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	81.89
05/08	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	13.26
Total Electronic Withdrawals		\$1,587.93

DAILY ENDING BALANCE

DATE	AMOUNT
05/01	\$26,054.76
05/04	26,858.31
05/06	28,171.51
05/08	27,933.58
05/12	28,678.45
05/18	29,203.45
05/20	29,738.50

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 \$28,545.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$104,335.00. 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	6
Deposits / Credits	8
Deposited Items	18
Transaction Total	32

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

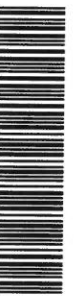
24

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

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

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

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



JPMorgan Chase Bank, N.A. Member FDIC

9:52 AM

06/03/20

WMCA
Reconciliation Summary
Chase Checking, Period Ending 05/31/2020

	<u>May 31, 20</u>
Beginning Balance	25,134.96
Cleared Transactions	
Checks and Payments - 6 items	-2,027.93
Deposits and Credits - 24 items	6,631.47
Total Cleared Transactions	<u>4,603.54</u>
Cleared Balance	<u><u>29,738.50</u></u>
Register Balance as of 05/31/2020	29,738.50
New Transactions	
Deposits and Credits - 1 item	300.00
Total New Transactions	<u>300.00</u>
Ending Balance	<u><u>30,038.50</u></u>

WMCA
Reconciliation Detail
 Chase Checking, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,134.96
Cleared Transactions						
Checks and Payments - 6 items						
Check	05/04/2020	1259	Town of Eatonville	X	-440.00	-440.00
Check	05/08/2020		Bank Of America	X	-735.22	-1,175.22
Check	05/08/2020		Bank Of America	X	-381.96	-1,557.18
Check	05/08/2020		Bank Of America	X	-375.60	-1,932.78
Check	05/08/2020		Bank Of America	X	-81.89	-2,014.67
Check	05/08/2020		Bank Of America	X	-13.26	-2,027.93
Total Checks and Payments					-2,027.93	-2,027.93
Deposits and Credits - 24 items						
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	0.00	0.00
Deposit	05/01/2020			X	919.80	919.80
Deposit	05/04/2020			X	803.55	1,723.35
Deposit	05/06/2020			X	1,753.20	3,476.55
Deposit	05/08/2020			X	1,350.00	4,826.55
Deposit	05/12/2020			X	744.87	5,571.42
Deposit	05/16/2020			X	525.00	6,096.42
Deposit	05/20/2020		Amazon Smiles	X	9.33	6,105.75
Deposit	05/20/2020			X	525.72	6,631.47
Total Deposits and Credits					6,631.47	6,631.47
Total Cleared Transactions					4,603.54	4,603.54
Cleared Balance					4,603.54	29,738.50
Register Balance as of 05/31/2020					4,603.54	29,738.50
New Transactions						
Deposits and Credits - 1 item						
Deposit	06/06/2020			*	300.00	300.00
Total Deposits and Credits					300.00	300.00
Total New Transactions					300.00	300.00
Ending Balance					4,903.54	30,038.50

WMCA

6/3/2020 4:06 PM

Register: Chase Checking

From 05/08/2020 through 05/31/2020

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/08/2020			-split-	Deposit		X	1,350.00	29,521.51
05/08/2020		Bank Of America	-split-	Jodi Wycoff	735.22	X		28,786.29
05/08/2020		Bank Of America	Board Expenses:Educa...	Alice Attwood	375.60	X		28,410.69
05/08/2020		Bank Of America	ANNUAL CONFERE...	Paula Swisher	13.26	X		28,397.43
05/08/2020		Bank Of America	Miscellaneous Expense...	Gina Anderson	81.89	X		28,315.54
05/08/2020		Bank Of America	ANNUAL CONFERE...	Elizabeth M A...	381.96	X		27,933.58
05/12/2020			-split-	PayPal		X	744.87	28,678.45
05/16/2020			-split-	Deposit		X	525.00	29,203.45
05/20/2020			-split-	PayPal		X	525.72	29,729.17
05/20/2020		Amazon Smiles	Scholarship Income:Do...	Deposit		X	9.33	29,738.50



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

May 01, 2020 through May 29, 2020
 Account Number: **000003366074280**

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**

00044684 DRE 702 210 15120 NNNNNNNNNNN 1 000000000 60 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100



We updated the Funds Availability Policy in the Deposit Account Agreement

We increased the minimum amount of funds that we make available to you the next business day when you deposit a check. For more information, please see the Funds Availability Policy in the Deposit Account Agreement at chase.com/disclosures.

Please call the number on your statement if you have questions. We accept operator relay calls.

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$75,948.57
Deposits and Additions	1	1.19
Ending Balance	1	\$75,949.76
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.19
Interest Paid Year-to-Date		\$6.02

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$75,948.57
05/29	Interest Payment	1.19	75,949.76
	Ending Balance		\$75,949.76

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

9:46 AM

06/03/20

WMCA
Reconciliation Summary
Chase Savings, Period Ending 05/31/2020

	<u>May 31, 20</u>
Beginning Balance	75,948.57
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.19</u>
Total Cleared Transactions	<u>1.19</u>
Cleared Balance	<u>75,949.76</u>
Register Balance as of 05/31/2020	75,949.76
Ending Balance	75,949.76

WMCA
Reconciliation Detail
 Chase Savings, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						75,948.57
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2020			X	1.19	1.19
Total Deposits and Credits					1.19	1.19
Total Cleared Transactions					1.19	1.19
Cleared Balance					1.19	75,949.76
Register Balance as of 05/31/2020					1.19	75,949.76
Ending Balance					1.19	75,949.76

Register: Chase Savings

From 05/01/2020 through 05/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
05/31/2020			Savings Interest	Interest	X	1.19	75,949.76

Your AmazonSmile donation

1 message

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

Mon, Jun 1, 2020 at 7:01 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 \$9.33 donation from the AmazonSmile Foundation as a result of AmazonSmile program activity between January 1 and March 31, 2020. The donation was deposited to your organization's bank account around May 20. It may take several days for the donation to appear in the account.

You can increase donations for Washington Municipal Clerks Association by reminding your supporters to do their Amazon shopping at smile.amazon.com. The next major shopping holiday is Father's Day, on June 21.

With the below copy and banners, let your supporters know that they can donate items directly to Washington Municipal Clerks Association by purchasing from your Charity List. To create your first Charity List, review your list, or add items, sign in to org.amazon.com.

We made an AmazonSmile Charity List of products we need donated. Please help us stock our shelves!

[1200x627 Facebook banner](#)

[1012x506 Twitter banner](#)

[600x200 Email banner](#)

[300x250 Web banner](#)

[728x90 Web banner](#)

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/>.

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: Elizabeth Adkisson
 Position: Membership Committee Chair
 Period: March - May 2020

Beginning Points Balance			0.00
Date/Desc/Points Earned	1st Month	March 10, 2020	0.00
	2nd Month	April 10, 2020	381.96
	3rd Month	May 10, 2020	0.00
Subtotal Points Earned			381.96
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			381.96

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Name: Gina Anderson
 Position: Treasurer 2019-2021
 Period: March - May 2020

Beginning Points Balance			32,558.69
Date/Desc/Points Earned	1st Month	March 10, 2020	0.00
	2nd Month	April 10, 2020	81.89
	Transferred from Virginia Olsen		3,230.62
	3rd Month	May 10, 2020	0.00
Subtotal Points Earned			35,871.20
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			35,871.20

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Name: SUSAN DUNCAN
 Position: PRESIDENT ELECT
 Period: May 10, 2020 – June 11, 2020

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

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Name: DEBBIE JERMANN
 Position: PRESIDENT
 Period: March 2020 through June 2020

Beginning Points Balance			4728.93
Date/Desc/Points Earned			147.28
Subtotal Point Earned			4876.21
Date/Desc/Points Used			
Subtotal Point Used			0
Balance of Points			4876.21

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: PAULA SWISHER
 Position: PAST-PRESIDENT
 Period: March 2020 thru June 2020

		Beginning Points Balance	2956.05
Date/Desc/Points Earned			
	March 2020		155.02
		Subtotal Point Earned	155.02
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	3111.07

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: JODI WYCOFF
 Position: CONFERENCE PLANNING CO-CHAIR
 Period: March – May 2020

			Beginning Points Balance	1340.50
Date/Desc/Points Earned				
	March 2020	Conference Planning	1428.19	
	April 2020	Conference Planning	735.22	
			Subtotal Point Earned	2163.41
Date/Desc/Points Used				
			Subtotal Point Used	0
			Balance of Points	3503.91

Audit Committee

General Responsibilities:

The Audit Committee reviews WMCA financial records to confirm that funds have been properly received and expended. Committee members are expected to travel to participate in the onsite audit.

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 committee members as necessary to accomplish the tasks of the Audit Committee.
2. Two audits of financial records and accounts of the Association are required per year, as well as an annual audit of the records required of a non-profit corporation under the laws of the State of Washington as may be revised from time to time (currently RCW 24.03.135). Additional audits may be requested by the Executive Committee. The Treasurer shall be in attendance during audits and present the financial records for the audit to Committee members.
 - a. The first audit of the financial records and accounts shall cover the period of May through December and be conducted as soon as practical after December 31. The Audit Committee Chair shall submit an audit report for this period to the WMCA President. The Audit Committee Chair shall also present an oral report to the membership at the WMCA Annual Meeting after which a motion will be required to accept the Audit Committee's findings.
 - b. The second audit shall cover the period of January through April and be conducted as soon as practical after April 30. When WMCA financial records are being audited prior to being transferred to a new Treasurer, both outgoing and incoming Treasurers should be present during the audit. The Audit Committee Chair shall submit a written audit report to the WMCA President for review at the June Executive Committee meeting after which a motion will be required to accept the Audit Committee's findings.
 - c. 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.
3. The Audit Committee Chair will send a meeting agenda to the Treasurer prior to the audit meeting, so the Treasurer can have all necessary documents available for review. Committee members are expected to travel to participate in the onsite audit. The Committee will meet at the Treasurer's City Hall or at a location suggested by the Treasurer.
4. The Committee examines receipts, checks, bank statements, etc. to determine current balances and to assess the overall state of WMCA financial records.
5. The President-Elect should include the committee's recommendations in his/her budget.

if appropriate.

6. All committees, groups or individual members that are responsible for collecting monies shall send an activity statement including the date, amount, name of payer and purpose for the collection to the WMCA Treasurer upon transfer of monies.
7. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
8. The Committee Chair shall 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.
9. 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.



- 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: Kaylee Cody, Longview City Clerk

COMMITTEE: Audit Committee

DATE: 5/26/2020

SUMMARY OF ACTIVITIES: Though the Audit Committee usually meets in May of each year to conduct an audit of the financial records for the period of January-April as part of first quarter reporting, due to COVID-19 related closures and travel restrictions, the Audit Committee meeting is currently postponed. My understanding is that government agencies may be able to reopen during Phase 3 of the state reopening plan. Cowlitz County, where the audit is to take place, is currently in Phase 2 of reopening. Once we reach Phase 3 and have a better understanding of the guidelines, I will confer with Treasurer Gina Anderson and the committee members to reschedule the meeting.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



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

TO: WMCA President and Executive Committee

FROM: Co-Chairs Jodee Schwinn/Melody Valiant

COMMITTEE: Bylaws Committee

DATE: 5/27/20

SUMMARY OF ACTIVITIES: The Bylaws Committee currently has 11 members for this year. The current 2020-2021 Bylaws Committee Roster is included with this 1st Quarter Report. A copy of the Roster and this Report will also be sent to all Committee Members.

Thank you.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

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



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

TO: WMCA President and Executive Committee

FROM: Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair

COMMITTEE: Conference Planning

DATE: June 2, 2020

SUMMARY OF ACTIVITIES:

Unfortunately, due to the COVID-19 pandemic and the fact that Yakima County will likely not be in phase four by August, (Past) President Swisher's "Life's A B.E.A.C.H." conference has been cancelled. This is disappointing to say the least as we were looking forward to honoring Paula and her years of planning amazing conferences for so many past presidents. Now it is time to move on and we are excited to plan President Jermann's "Our Future's So Bright...We Need to Wear Shades!" conference.

We are in the beginning stages of planning the 2021 Conference in Ocean Shores scheduled for March 17-19, 2021 (Academy March 16). We will work w/ our EC liaison, Paula Swisher, to assist with the site visit and menu planning (and let's face it, some of the decorations and fun stuff too!).

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: Conference Planning will view all aspects of the conference through the lens of being fiscally responsible. Some items purchased for the 2020 conference may be able to be used for future conferences. No funds have been spent so far for the 2021 conference.

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



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

TO: WMCA President and Executive Committee

FROM: Heidi K. S. Napolitano, Town of Woodway and Tammy Stanger, City of Wenatchee

COMMITTEE: Education Committee

DATE: June 5, 2020

SUMMARY OF ACTIVITIES:

In this continually evolving good news/bad news world we are currently inhabiting, the Education committee is in pretty good shape.

Tina Eggers, City of Issaquah, our former co-chair, had to step down due to her increased work load related to COVID-19. I am so happy to say that she will continue to be a committee member and we are glad to have her. Tammy Stanger, City of Wenatchee, stepped into the vacant co-chair role. Thank you, Tammy!

We have begun the work of contacting speakers and moving them to the 2021 conference in Ocean Shores. Our Keynote/Breakout Session speaker, Steven Iwersen, and our Closing Session speaker, Frank Kitchen, are both available for next year's conference and have moved our deposits to 2021.

Steven offered to do a free virtual session that would provide "a fun morale-booster message". This would be a live short-form (15-20 minutes) exclusive session to be offered to the membership in the next month or so as a way to offset the disappointment of not having our conference this year. If you're interested in offering this session to our members, we will work with Steven to set it up.

Frank suggested options for ways to include members who may be unable to attend next year's conference: a recorded version of the closing session with or without a live q&a, or a self-guided learning experience in an app with the closing session content broken into four or five mini sessions. He could also do a live q&a a few weeks later for attendees and those who have done the self-guided learning. The session would recap the program and leave time for discussion/q&a. These options would be available for approximately \$10-30/person.

Considering the reduced travel/training budget for many entities, a virtual option seems like a great low-cost way to include those members who are unable to attend in person. It would be wonderful to include other virtual options, if possible.

We have asked Donald Ross, our EC liaison, for help updating the speaker contract. While we were updating the contracts with the August conference date, we realized that our contract is lacking basic

contract terms, like what to do in the event of a cancellation, when and how payment will be made, and more. It doesn't need to be complicated, but it certainly needs to be more robust to protect us and the speakers.

Our work plan for the next few months includes:

- Working with our EC liaison to update the speaker contract
- Completing contracts with our two main speakers
- Contacting the concurrent session speakers to find out if they will be available in the spring and sending them new contracts
- Creating a new class schedule based on the speakers' schedules and our anticipated number of attendees

ACTION REQUESTED: YES NO

RECOMMENDATION: Please consider the following recommendations and notify the Education Committee if you would like to proceed: 1. Offer our membership a free virtual session with Steven Iwersen this summer. 2. Add a virtual component with Frank Kitchen to the 2021 conference for members unable to attend the conference.

Please confirm the budget for the Education Committee for the 2020-2021 year.

ALTERNATIVES: n/a

FISCAL IMPACT: see below

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>\$10 to \$30 per attendee</u>	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- 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: Deborah Estrada & Heidi Riojas, Co-Chairs

COMMITTEE: Fundraising

DATE: June 2, 2020

SUMMARY OF ACTIVITIES: No significant activities to report at this time.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
Product Sales _____	\$ _____	\$ _____
Live & Silent Auction _____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- First Quarter Report (June Mtg)
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- Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Gretchen Sagen and Terri Wright

COMMITTEE: Historical Committee

DATE: 05/21/2020

SUMMARY OF ACTIVITIES: We lost quite a few members and up until a couple of weeks ago the committee was made up of the co-chairs and our WMCA president. We welcomed two new members and hope to get more sign up at our annual conference in August. We will put our heads together and come up with something to attract more members.

ACTION REQUESTED: YES NO

RECOMMENDATION: NA

ALTERNATIVES: NA

FISCAL IMPACT: None

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



- First Quarter Report (June Mtg)
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- Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Melissa McCain, City of Renton and Kay Kammer, City of Battle Ground

COMMITTEE: Legislative

DATE: May 26, 2020

SUMMARY OF ACTIVITIES: The Legislative Committee Co-Chairs sent an email welcoming the 2020-21 Committee Members.

Co-Chair Melissa McCain exchanged communications with AWC Director of Government Relations Candice Brock on the status of the AWC Legislative Priorities Committee. Ms. Brock stated AWC is in process of restructuring the committee by moving away from having all affiliate associations participate on the committee. Ms. Brock said she would provide additional information once the restructure has been finalized.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: None

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



TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson, Chair
Darla Reese, Co-Chair
Heidi Napolitano, Co-Chair, Elections

DATE: June 3, 2020

2020-21 MEMBERSHIP UPDATE:

As of June 2019, we have a total of Two (2) new WMCA members:

Jessica Clark	City of Buckley	Catherine Konzal	City of Chewelah
---------------	-----------------	------------------	------------------

As of June 3, 2020, the Washington Municipal Clerks Association is comprised of **341 members**: **296** active members, **1** affiliate member, **3** associate members, **15** honorary members, and **26** honorary retiree members.

MEMBERSHIP COMMITTEE - SUB-COMMITTEES UPDATE

The 2020-21 Membership Committee members have been confirmed and will be asked to volunteer to serve on at least one sub-committee; descriptions and members are as follows:

- Welcoming Sub-Committee (Elizabeth) -- Welcome new members to WMCA and send a Neighboring Clerks/Regional Groups Letter (templates prepared) (which is in addition to the MC Chair sending out the official new member packet, welcome letter, noticing new members in the newsletter, and facilitating the 'new member spotlight' section of the newsletter). **ALL members were requested to serve on this sub-committee and assigned ONE month of the year to provide these letters to new members.**
- Recruitment Sub-Committee (Darla) -- Recruit new members, research unrepresented agencies in Washington, and reach out to those persons that are not yet members; this year, the sub-committee will continue to focus on special purpose district clerk's recruitment; **volunteers – pending.**
- Elections Sub-Committee (Heidi) -- Facilitate general and special elections; **Elections Officer Heidi Napolitano (Woodway) and Elections Officer Assistant Peri Gallucci (Chelan).**
- Partnership Program Sub-Committee (Darla) -- Promote and facilitate the Partnership Program; **volunteers – pending.**

- Fall Mini-Conference Membership Events Sub-Committee (Elizabeth) -- Plan/facilitate the proposed fall 'mini-conference' events for the entire membership (Thursday evening) and new attendees (mini conference buddies, etc.); *volunteers – pending.*
- Annual Conference First Time Attendees Events (Elizabeth/Darla) - *ALL committee members (unless otherwise arranged with the Chair)* will assist with the planning/preparation of Annual Conference First Time Attendees Events items; and to attend and assist with these items at the conference.

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

BYLAWS & ELECTIONS PROCEDURES – POTENTIAL AMENDMENTS

At the January 24, 2020, WMCA Executive Committee Meeting, members discussed the 2020 General Elections process and potential amendments to those procedures and related bylaws regarding:

- Adding a requirement to include a letter of support from the candidate's direct supervisors as well as the candidate's mayor, city manager or city/county administrator, or CEO, unless they are one and the same. Guidelines -- Can be one letter with both names and signatures of the approving individuals. *(This would require an amendment to both WMCA Bylaws and Election Procedures – see attachments 1 & 2.)*
- Provide the ability/direction for the Elections Officer to review each candidate packet as received, notify candidates of any discrepancies from the requirements, and request any changes to be submitted prior to the deadline for submissions. Question - What about after the deadline? *(Potential amendment to WMCA Bylaws& Elections Procedures – see attachments 1 & 2.)*

This is time set aside for the EC to review current Elections Procedures/Bylaws for any additional potential amendments. These requests will then be sent to the Bylaws Committee and Elections Officer and Elections Officer Assistant for review and to draft proposed amendments for the EC to consider/take action on at the October Meeting; and refer to the Annual Business Meeting in March 2021 (for Bylaws amendments).

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

ATTACHMENTS: 1. Bylaws Excerpt; 2. Elections Procedures

Exhibit A

Elections Procedures

(As required by the WMCA Bylaws, Article V – Elections to and Nominations for Office)

A. Policy Statement

Elections for the member-elected WMCA Executive Committee shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.

B. Definitions

1. **General Election:** Annual election to fill vacant positions of the WMCA Executive Committee occurring from the expiration of office terms; regularly scheduled for February of the initiating term year.
2. **Special Election:** An election called to fill a position which has become vacant between general elections.

C. Nomination Procedures

1. The Elections Officer shall confirm the positions open for election with the President.
2. The Elections Officer shall place a Call for Candidates, including requirements for the Candidate Packet (see Section E), in the October, November and December editions of the WMCA Newsletter for the general election; and the next available edition of the WMCA Newsletter for special elections. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates.
3. Complete Candidate Packets must be received by the Elections Officer by December 31 for general elections; and by a day specified prior to the opening of special elections.
4. In the event that there are open positions for election for which no candidate has filed by the deadlines stated above in Section C(3), the Elections Officer shall immediately notify the President. The President shall appoint an ad hoc Nominations Committee pursuant to Article V, Section 2 of the WMCA By-laws.
5. The Elections Officer shall prepare a slate of candidates, and forward the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process.
6. After review by the Elections Auditor, the Elections Officer will submit the slate of proposed candidates to the Membership Committee Chair who will distribute the slate to the Executive Committee via e-mail once the Call for Candidates has closed. Only those candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws, shall be submitted.

7. Once the Executive Committee has been notified of the slate of proposed candidates, the Elections Officer will notify the Webmaster to post the candidate statements and photos to the WMCA website.

D. Election Administration Procedures

1. The Elections Officer obtains a list of active members in good standing as of the date of the general election or the special election from the Treasurer. The Elections Officer also obtains a list of active members shown in the WMCA website from the Webmaster.
2. The Elections Officer then compares the lists from the Treasurer and the Webmaster to create a master list that contains only Active Members, including their Member ID from the WMCA website. Only active Members are allowed to vote and will need their Member ID in order to vote.
3. The Elections Officer prepares electronic voting software to include:

- a. **Candidate Statements and Photos:** The Elections Officer will format each submitted statement and photo in the electronic voting software. Candidates will be listed in alphabetical order per each office being sought to avoid an appearance of favoritism.

- b. **Electronic Voting Instructions:** Shall contain at least the following:

If you are an active member of the Washington Municipals Clerks Association, you are eligible to participate in elections.

To vote, complete the electronic ballot by checking the candidate of your choice, or writing in the name of a candidate in the field provided. When finished, click on the certification button and read the certification that states, "I certify that I am an active member in good standing of the Washington Municipal Clerks Association, and am eligible to vote in the current election."

Enter your name, city, email address and date in the certification fields, and click on the "Submit My Vote" button.

4. By the Friday before the first business day in February for general elections, and a date agreed upon by the Executive Committee for special elections, the Elections Officer will email ballot information, voting instructions, and the link to the electronic voting software (online) to each active member in good standing from the master list of Active Members (see Section D(2) above), via the Webmaster. The email shall contain the words "WMCA Ballot Information - Time Sensitive" in the subject line of the email. The ballot information shall contain only the items listed above in this Subsection.
5. Members receiving ballot information emails will access the ballot through the electronic voting software and mark their ballots electronically.

6. Voting must be completed no later than 4:00 pm the third Friday in February for general elections, and no later than 4:00 pm at the conclusion of three weeks from the opening of special elections. At that time the electronic voting mechanism will be disabled. Each member is allowed one vote; duplicate voting will disqualify the member from voting. If electronic voting is not possible, paper ballots will be available by requesting same in writing to the Elections Officer.
7. Write-in candidates will be allowed. If a write-in candidate is elected to any position and indicates a willingness to serve, the Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, city manager, city/county administrator or CEO within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be filled by the candidate with the next highest votes counted.
8. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.
9. On the next business day following the close of the election, the Elections Officer will run the required report from the electronic voting software to create the list of members who voted and to tally the votes.
10. The Elections Officer will give the results of the election to the Elections Auditor, who will provide an independent review of the process and results of the election. The Elections Auditor will provide a written summary of the election results (including the names and votes counts for all candidates for each position) to the Executive Committee, the Elections Officer and the Membership Committee Chair.
11. The President shall inform each candidate of the results of the election.
12. The President will announce the election results to the general membership via eblast as soon as possible, but only after all of the candidates have been notified. The announcement shall contain the names of all candidates for each position and the total number of votes received from the membership.
13. Immediately following the announcement by the President, the Elections Officer will arrange for the election results to be published:
 - a. On the WMCA website; and
 - b. In the next WMCA newsletter.
14. Any concerns about the electoral process should be referred to the President for consideration by the Executive Committee and possible referral to the Membership Committee the following year.

E. Candidate Packets

1. Pursuant to Article V, Section 4 of the WMCA Bylaws, candidate packets must be received by the Elections Officer by December 31 for general elections, and the date determined

by the President and Elections Officer for a special election; and **must** include the four following pieces of information:

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

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

- b. **Candidate Statement:** This statement must be no more than 200 words in length, including the candidate's name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.

- c. **Photo:** A (2" x 2") black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be forwarded to the Elections Officer for use in the electronic voting mechanism and to the President-Elect to forward to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.

- d. **Letter of Support:** A letter addressed to WMCA and signed by the candidate's mayor, city manager, city/county administrator or CEO supporting the candidacy, and the candidate's increased involvement in WMCA, must be submitted with the Candidate Packet.

- 2. The candidate packet may be submitted to the Elections Officer electronically or by hard copy.

F. Election Timeline

<u>Action</u>	<u>General Election</u>	<u>Special Election</u>
Call for Candidates – publication in the WMCA Newsletter	October, November, December editions	Ensuing edition
Candidate Packet Deadline	December 31 st	A date determined prior to election opening date
Slate of Candidates to Executive Committee <i>(via Membership Committee Chair)</i>	Emailed after Call for Candidates closure date	
Webmaster posts Candidate Statements and Photos to WMCA Website	After Executive Committee notified	

Election Officer Confirms Eligible Voters	Active Members in Good Standing as of the date of the election	
Elections Officer Prepares Electronic Voting Software	Prior to the opening of the election	
Elections Open	Friday before the first business day in February	Date agreed upon by Executive Committee
Elections Close	4pm - third Friday in February	4 pm at the conclusion of three weeks from the election opening date
Elections Officer Tallies the Votes	The next business day following the close of election	
Elections Auditor reviews and reports on election results to Executive Committee, Elections Officer and Membership Committee Chair	After results are received from Elections Officer	
President announces results	Via email as soon as results are available	
Election Officer arranges to publish results in the WMCA Newsletter and WMCA website	Ensuing edition following Presidential announcement	

Revised: 6/2002, 6/2004, 10/2006, 12/2010, 3/2012, 10/2015

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.



- 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, Committee Chair 

COMMITTEE: Scholarship Committee

DATE: May 21, 2020

SUMMARY OF ACTIVITIES:

Scholarships

The committee awarded seventeen scholarships (eight first time attendees) to the Northwest Clerks Institute (NCI) at an approximate cost of \$15,350 (\$14,800 in NCI & \$550 Margery Price). Shortly after making the award notifications we found out that NCI was being cancelled this year due to the COVID-19 pandemic. Scholarship recipients were notified accordingly.

A couple questions / items of business for the EC to discuss –

One question that remains for NCI scholarship recipients is whether or not we will honor the scholarships for next year or will we ask that the applicants reapply in 2021.

Note: the 2020 budget was \$15,000 for NCI (PD1-3) scholarships & \$1,500 for Margery Price (PD4). The proposed budget for 2021 is \$15,000 for NCI & \$2,000 for Margery Price. If we are going to honor the ones from this year, we will likely need to adjust the budget accordingly.

Do we want to consider opening another short application period for the annual conference in August? We originally awarded eight people a scholarship (however two withdrew due to travel restrictions put in place by their employers).

Note: the 2020 budget for conference scholarships was \$6,000 and we awarded \$4,900.

Future Scholarship Opportunity

At this time, the next opportunity to apply for scholarships will be in 2021 for the annual conference.

Fundraising Committee Participation Requirement

As you are aware, one of the requirements for scholarship recipients is that they participate on the fundraising committee for the coming year as a way to give back. This year there were a few people who did not meet that obligation. Please see the attached email string between myself, Deb Estrada & Lisa Neissl. We would like for the EC to discuss this requirement for scholarships moving forward, as there appears to be minimal need for participation outside of the annual conference.

ACTION REQUESTED: YES NO

RECOMMENDATION: I recommend that we honor the NCI scholarships that were awarded this year for those would like to attend in 2021.

ALTERNATIVES: N/A

FISCAL IMPACT: There is no fiscal impact at this time since the annual conference was rescheduled to August 2021 and NCI was cancelled.

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

Tamara Gunter

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Saturday, April 11, 2020 12:07 PM
To: Tamara Gunter
Subject: [External] -RE: [External] -RE: [External] -RE: [External] -RE: Fundraising committee participation

Yes please.

From: Tamara Gunter [mailto:tamara.gunter@cityofbg.org]
Sent: Friday, April 10, 2020 3:35 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: [External] -RE: [External] -RE: [External] -RE: Fundraising committee participation

STOP and VERIFY - This message came from **outside** of the City of College Place.

Sounds good to me. Should I go ahead & move forward with approving scholarships for NCI for those members then?

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, April 10, 2020 3:03 PM
To: Tamara Gunter <tamara.gunter@cityofbg.org>
Subject: [External] -RE: [External] -RE: [External] -RE: Fundraising committee participation

I think this COVID thing has messed up opportunities and it was not within their control. I don't believe it should impact them. We will expect them to participate in August, and then we will look at it again.

From: Tamara Gunter [mailto:tamara.gunter@cityofbg.org]
Sent: Friday, April 10, 2020 2:38 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: [External] -RE: [External] -RE: Fundraising committee participation

STOP and VERIFY - This message came from **outside** of the City of College Place.

Hi Lisa,

In follow up to my email below, several of the people listed technically wouldn't be eligible for a scholarship going forward since they didn't technically help or offer to help at conference. I don't know that seems right/fair. Thoughts?

From: Tamara Gunter
Sent: Friday, April 10, 2020 2:36 PM
To: Deborah Estrada <deb.estrada@mercergov.org>; heidi.riojas@cityoftoppenish.us
Cc: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: [External] -RE: [External] -RE: Fundraising committee participation

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Hmm...ok. If the only opportunity for them to contribute is at conference, I'm wondering if this should even be a requirement. I think the idea was that they would be able to help throughout the year possibly with tasks leading up to conference, etc.

Lisa – this might be something you'll want to discuss with the EC.

From: Deborah Estrada <deb.estrada@mercergov.org>
Sent: Friday, April 10, 2020 9:04 AM
To: Tamara Gunter <tamara.gunter@cityofbg.org>; heidi.riojas@cityoftoppenish.us
Cc: Lisa Neissl <Lneissl@cpwa.us>
Subject: [External] -RE: [External] -RE: Fundraising committee participation

Good Morning All

It's difficult to assess participation when much of what the Fundraising Committee does takes place during the actual conference. That said, of the following names, and after reviewing my donation list and volunteer list, I only heard from one individual willing to volunteer and/or contribute at the March conference – Gretchen Sagen

Gretchen Sagen - Yes

Andrea Moore - No
Deanna Adams - No
Cathlin Kroiss - No
Desirae Bearden - No
Maria DeGoede - No

Please let me know if you find a conflict and I will reassess at that time.

Enjoy the sunshine!
deb

Deborah Estrada, MMC | City Clerk
City of Mercer Island
206-275-7793 | www.mercergov.org

Notice: Emails and attachments may be subject to disclosure pursuant to the Public Records Act (chapter 42.56 RCW).

Due to the regional COVID-19 outbreak, many City of Mercer Island staff are now working remotely. Responses to emails and phone calls may take additional time as we have modified our operations. Thank you for your patience.

From: Tamara Gunter <tamara.gunter@cityofbg.org>
Sent: Wednesday, April 1, 2020 9:51 AM
To: Deborah Estrada <deb.estrada@mercergov.org>; heidi.riojas@cityoftoppenish.us
Cc: Lisa Neissl <Lneissl@cpwa.us>
Subject: Fundraising committee participation

Good morning ladies,

I hope this email finds you both doing well (all things considered). I'm beginning the review process of scholarship applications for NCI/PD. As you know, one of the requirements for scholarship recipients is that they must participate on the fundraising committee for the coming year. I have several applicants who received WMCA scholarships in 2019 that I need to verify their participation with you in order to determine their eligibility for a scholarship this year.

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They are:

Gretchen Sagen
Andrea Moore
Deanna Adams
Cathlin Kroiss
Desirae Bearden
Maria DeGoede

Thank you,

Tamara Gunter, CMC

Deputy City Clerk
Phone: (360) 342 – 5007



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**ROLL CALL – WMCA Executive Committee E-Mail Votes
For Ratification at Quarterly Meeting**

Date: _____ 03/31/2020 _____

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Action:

Move to allot an additional \$1730 dollars to the small cities scholarship line item with a deadline being set and review of all applications and only 1 member per entity eligible for the scholarship.

**ROLL CALL – WMCA Executive Committee E-Mail Votes
For Ratification at Quarterly Meeting**

Date: 04/29/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Action:

Move to extend the 2020-2021 Dues Scholarships to May 15, 2020, allotting an additional \$1730 dollars to the small cities scholarship line item and review of all applications with only 1 member per entity eligible for the scholarship.

**ROLL CALL – WMCA Executive Committee E-Mail Votes
For Ratification at Quarterly Meeting**

Date: 04/30/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Action:

A motion to authorize that Debbie Jermann have her IIMC registration carried over to next year and that we budget for her attendance at the 2021 IIMC conference.

NOTE: Debbie Jermann recused herself from voting.

**ROLL CALL – WMCA Executive Committee E-Mail Votes
For Ratification at Quarterly Meeting**

Date: _____ 05/05/2020 _____

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Action:

Motion: to pay the deficit for costs associated with the cancellation of the 2020 NW Clerks Institute in the amount of \$8,426.76.

**ROLL CALL – WMCA Executive Committee E-Mail Votes
For Ratification at Quarterly Meeting**

Date: 05/15/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action:

To approve seven (7) requests from members to provide grants to cover the 2020 WMCA membership dues.

**ROLL CALL – WMCA Executive Committee E-Mail Votes
For Ratification at Quarterly Meeting**

Date: 06/01/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Action:

Motion: To extend receipt of the WMCA Annual dues through June 30, 2020 without charging a late fee.
