



50th Annual Business Meeting Agenda

Friday, March 19, 2021 – Via Zoom

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10:00 A.M. to 11:00 A.M.

- 1. Call to Order
- 2. Acceptance of Agenda
- 3. Approve Meeting Minutes *49th Annual Business Meeting, March 14, 2019*..... 3
- 4. Treasurer’s Report *Treasurer Anderson* 5
- 5. Audit Committee Report *Co-Chair Cody* 31
- 6. Budget Committee Report *President-Elect Duncan*..... 32
- 7. Bylaw Amendments *Co-Chair Jodee Schwinn*.....46
- 8. Elections Report *Elections Officer Napolitano* 51
- 9. Committee Recognition
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 - b. Clerks Handbook Update 53
 - c. Conference Planning..... 55
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 - g. Legislative 63
 - h. Membership.....
 - i. Newsletter.....
 - j. Scholarship.....
- 10. Executive Committee Recognition
 - a. 2019-2020 *Immediate Past President Swisher*
 - b. 2020-2021 *President Jermann*

11. Recognition of Certifications and Retirements

- a. **2019-2020** *Immediate Past President Swisher*
- b. **2020-2021** *President Jermann*

12. Recognition of Committee Chairs

- a. **2019-2020** *Immediate Past President Swisher*
- b. **2020-2021** *President Jermann*

13. VIP Comments

- a. Lana McPherson, MMC, IIMC Immediate Past President
- b. Dawn Abrahamson and Scott Passey, IIMC Region IX Directors
- c. Jamie Heinz, CMC, Alaska Association of Municipal Clerks
- d. Anthony Mejia, MMC, City Clerks Association of California
- e. Angie Lanter, MMC, Oregon Association of Municipal Recorders
- f. Joann Tilton, Northwest Clerks Institute Director

14. Good of the Order

15. Adjournment

At the conclusion of the Business Meeting, please stay logged into the Zoom meeting for the Oath of Office of your 2021-2022 Officers, recognition of the 2020 award recipients, presentation of the 2021 Clerk of the Year and President's Award of Distinction, and the passing of the gavel.



ANNUAL BOARD MEETING MINUTES

Thursday, March 14, 2019, 9:00 a.m.
Orcas Room, Semiahmoo Resort, Blaine, WA

1. Call to Order and Roll Call

President Virginia Olsen called the meeting to order at 9:00 a.m.

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

President Olsen announced that Board Member Ross would serve as Parliamentarian and introduced the Executive Committee members.

2. Acceptance of Agenda

President Olsen called for any modifications to the agenda. No modifications or objections were noted; the agenda was approved as presented.

3. Resolution of Appreciation

President Olsen read the Resolution of Appreciation recognizing the staff at the Semiahmoo Resort as well as the WMCA members who planned and coordinated the conference.

MOTION: IPP Roberts moved to approve the Resolution of Appreciation as presented.

SECOND: Town of Woodway Clerk/Treasurer Heidi Napolitino.

VOTE: Motion carried.

4. Approve Meeting Minutes 48th Annual Business Meeting, March 15, 2018

President Olsen called for corrections or discussion of the minutes. No corrections noted; minutes stand approved.

5. Treasury's Related Reports

Treasurer Anderson provided an overview and information regarding the financial reports, items not budgeted, and the NCI surplus.

6. Audit Committee Report

Chair Melody Valiant presented information regarding the audit; records were accurate, and audited in May and January.

MOTION: President-Elect Swisher moved to accept the Audit Committee Report as presented.

SECOND: Board member Boltz.

VOTE: Motion carried.

Election Results

President Elect: Debbie Jermann

Vice President: Susan Duncan

Treasurer: Gina Anderson

Board members: Liz Adkisson and Deb Estrada

Paula Swisher will be sworn in as President during the banquet.

President Olsen thanked Chairs Molly Towslee and Leana Kinley for their efforts on the Elections Committee.

7. Budget Committee Report

President-Elect Swisher presented information regarding 2019-2020 budget, noted revenue adjustment due to attendance at Spring Academy and Yakima conference vendor increase and to expenses regarding price increases for food at conference.

MOTION: President-Elect Swisher moved to accept the 2019-2020 budget as presented.

SECOND: Treasurer Anderson.

VOTE: Motion carried.

8. Legislative Committee Report

Chairs Tisha Geiser and Debbie Burke presented information and status updates of a variety of pending legislation and will continue to provide updates to the membership through the WMCA newsletter.

9. Committee Recognition

President Olsen presented Certificates of Recognition to Committee Chairs.

10. Executive Committee Recognition

President Olsen presented Certificates of Recognition to the Executive Committee members.

11. Good of the Order

Darla Reese: Encouraged first time attendees to come to banquet

Virginia Olsen: Announced that the silent auction closes at 1:00 p.m.

Paula Swisher: Announced that the Vendor cards are due by 5:00 p.m.

Jill Boltz: Encouraged all to use the mobile app for ratings and to add pictures

12. Adjournment

There being no further business, President Olsen adjourned the meeting at 9:42 a.m.

Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Annual Board Meeting on March 19, 2020.



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: March 9, 2021

Attached are the following reports for the period ending February 28, 2021 and February 29, 2020:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Profit & Loss Budget vs. Actual (expanded)
- Checking Register, May 2020 through February 2021
- Checking Reconciliation for February 2021
- Savings Register, May 2020 through February 2021
- Savings Reconciliation for February 2021

Currently we show a loss of \$18,809.10. This is due to all the refunds. The revenue is high due to the return of the cost of meals. It has been an interesting year!

Thank you for the privilege of serving as the Treasurer of WMCA! It has truly been an honor.

WMCA
Balance Sheet
As of February 28, 2021

Assets

Current Assets

Checking	6,433.67
Savings	62,960.52
Western Annuity	50,000.00
Total Cash	<u>119,394.19</u>

Total Current Assets 119,394.19

Total Assets 119,394.19

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Other Current Liabilities	
Deferred Revenue	150.00
Retained Earnings	40,667.41
Net Income	<u>(18,809.10)</u>
Total Equity	<u>119,394.19</u>

Total Liabilities & Equity 119,394.19

WMCA
Balance Sheet
As of February 29, 2020

Assets

Current Assets

Checking	33,969.59
Savings	35,946.63
Western Annuity	50,000.00
Total Cash	<u>119,916.22</u>

Total Current Assets 119,916.22

Total Assets 119,916.22

Liabilities & Equity

Current Liabilities

Deferred Revenue 150.00

Total Current Liabilities 150.00

EQUITY

Opening Balance Equity 97,385.88

Retained Earnings 9,696.37

Net Income 12,683.97

Total Equity 119,766.22

Total Liabilities & Equity 119,916.22

WMCA
Profit & Loss Budget vs. Actual
February 28, 2021

	Actual (YTD) May '20 - Feb '21	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	1,800.00	18,125.00	(16,325.00)	9.93%
Conference	31,743.61	80,250.00	(48,506.39)	39.56%
Dues	24,765.00	26,700.00	(1,935.00)	92.75%
Savings Interest	11.95	0.00	11.95	
Scholarship Income	3,513.80	11,500.00	(7,986.20)	30.55%
Total Income	61,834.36	136,575.00	(74,740.64)	45.28%
Transfer to Savings			0.00	
Expense				
Academy Sessions	8,725.00	12,600.00	(3,875.00)	69.25%
Annual Conference	59,104.85	92,240.00	(33,135.15)	64.08%
Board Expenses	8,390.66	26,121.00	(17,730.34)	32.12%
Communication Expenses	1,421.30	1,280.00	141.30	111.04%
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	2,801.65	6,600.00	(3,798.35)	42.45%
Scholarship Expenses	200.00	26,500.00	(26,300.00)	0.75%
Total Expense	80,643.46	172,908.00	(92,264.54)	46.64%
Net Profit (Loss)	(18,809.10)	(36,333.00)	17,523.90	-1.36%

WMCA
Profit & Loss Budget vs. Actual
February 29, 2020

	Actual	Budget	\$ Under/Over	%
	May '19 - Feb '20	May '19 - Apr '20	Budget	of Total
Income				
Advanced Academy	19,700.00	18,125.00	1,575.00	1.09
Conference	56,830.00	79,750.00	(22,920.00)	0.71
Dues	25,910.00	26,250.00	(340.00)	102.00
Savings Interest	14.87	20.00	(5.13)	0.74
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	103,601.06	137,245.00	(33,643.94)	75.49%
Transfer to Savings			0.00	
Expense				
Academy Sessions	9,851.27	13,500.00	(3,648.73)	0.73
Annual Conference	43,007.22	80,900.00	(37,892.78)	0.53
Board Expenses	11,982.92	22,555.00	(10,572.08)	0.53
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	5,688.52	6,370.00	(681.48)	0.89
Scholarship Expenses	15,450.00	27,200.00	(11,750.00)	0.57
Total Expense	90,917.09	159,255.00	(68,337.91)	57.09%
Net Profit (Loss)	12,683.97	(22,010.00)	34,693.97	18.40%

WMCA
Profit Loss Budget vs. Actual
February 28, 2021

	Actual (YTD) May '20 - Feb '21	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	562.50	4,375.00	(3,812.50)	12.86%
Fall	0.00	6,250.00	(6,250.00)	0.00%
Spring	1,237.50	7,500.00	(6,262.50)	16.50%
Total Advanced Academy	<u>1,800.00</u>	<u>18,125.00</u>	<u>(16,325.00)</u>	<u>9.93%</u>
Conference				
Donations	0.00	10,000.00	(10,000.00)	0.00%
Exhibitors	0.00	8,250.00	(8,250.00)	0.00%
Meals	31,743.61	3,500.00	28,243.61	906.96%
Registrations	0.00	58,500.00	(58,500.00)	0.00%
Total Conference	<u>31,743.61</u>	<u>80,250.00</u>	<u>(48,506.39)</u>	<u>39.56%</u>
Dues	24,765.00	26,700.00	(1,935.00)	92.75%
Money Market Savings Interest	11.95	0.00	11.95	
Scholarship Income				
Auction	288.80	5,000.00	(4,711.20)	5.78%
Donations	3,225.00	0.00	3,225.00	0.00%
Product Sales	0.00	1,500.00	(1,500.00)	0.00%
Raffle/Miscellaneous Fundraising	0.00	5,000.00	(5,000.00)	0.00%
Total Scholarship Income	<u>3,513.80</u>	<u>11,500.00</u>	<u>(7,986.20)</u>	<u>30.55%</u>
Total Income	<u>61,834.36</u>	<u>136,575.00</u>	<u>(74,740.64)</u>	<u>45.28%</u>
Total	<u>61,834.36</u>	<u>136,575.00</u>	<u>(74,740.64)</u>	<u>45.28%</u>
Expense				
Academy Sessions				
Athenian Dialogue	0.00	2,500.00	(2,500.00)	0.00%
Fall	0.00	5,100.00	(5,100.00)	0.00%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Refunds (2020)	8,725.00	0.00	8,725.00	
Total Academy Sessions	<u>8,725.00</u>	<u>12,600.00</u>	<u>(3,875.00)</u>	<u>69.25%</u>
Annual Conference				
Audio Visual	0.00	7,500.00	(7,500.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	735.22	2,000.00	(1,264.78)	36.76%
Donations Refunds (2020)	2,000.00	0.00	2,000.00	
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Exhibitor Refunds (2020)	3,000.00	0.00	3,000.00	
Hospitality Expenses (WMCA)	0.00	6,190.00	(6,190.00)	0.00%
Meals	0.00	55,000.00	(55,000.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
February 28, 2021

	Actual (YTD) May '20 - Feb '21	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
Meals Refunds (2020)	1,292.00	0.00	1,292.00	
Printing/Postage	0.00	1,750.00	(1,750.00)	0.00%
Recognition Awards	355.67	750.00	(394.33)	47.42%
Registration Refunds (2020)	51,340.00	0.00	51,340.00	
Speakers	0.00	15,000.00	(15,000.00)	0.00%
Special Entertainment	0.00	750.00	(750.00)	0.00%
Supplies	0.00	2,000.00	(2,000.00)	0.00%
Supplies - First Time Attendees	381.96	500.00	(118.04)	76.39%
Total Annual Conference	59,104.85	92,240.00	(33,135.15)	64.08%
Board Expenses				
Board Meetings	0.00	1,200.00	(1,200.00)	0.00%
Education Coordinator	(224.40)	2,850.00	(3,074.40)	-7.87%
Executive Committee Travel				
AWC Conference	300.00	2,600.00	(2,300.00)	11.54%
Exec Committee Travel-Other	57.32	0.00	57.32	0.00%
Total Executive Committee Travel	357.32	2,600.00	(2,242.68)	13.74%
NCI Director Travel				
IIMC Conference	0.00	900.00	(900.00)	0.00%
Northwest Clerks Institute	8,257.74	3,400.00	4,857.74	242.87%
WMCA Conference	0.00	575.00	(575.00)	0.00%
Total NCI Director Travel	8,257.74	4,875.00	3,382.74	169.39%
Region IX Director Travel				
IIMC Conference	0.00	2,900.00	(2,900.00)	0.00%
WMCA Conference	0.00	710.00	(710.00)	0.00%
Total Region IX Director Travel	0.00	3,610.00	(3,610.00)	0.00%
Officer's Board Travel				
President				
Alaska Conference	0.00	1,357.00	(1,357.00)	0.00%
CA Conference	0.00	1,880.00	(1,880.00)	0.00%
IIMC Conference	0.00	2,844.00	(2,844.00)	0.00%
OR Conference	0.00	995.00	(995.00)	0.00%
WMCA Conference	0.00	450.00	(450.00)	0.00%
Total President	0.00	7,526.00	(7,526.00)	0.00%
President Elect				
IIMC Conference	0.00	2,900.00	(2,900.00)	0.00%
WMCA Conference	0.00	560.00	(560.00)	0.00%
Total President Elect	0.00	3,460.00	(3,460.00)	0.00%
Total Officer's Board Travel	0.00	10,986.00	(10,986.00)	0.00%
Total Board Expenses	8,390.66	26,121.00	(17,730.34)	32.12%
Communication Expenses				
Survey	0.00	0.00	0.00	

WMCA
Profit Loss Budget vs. Actual
February 28, 2021

	Actual (YTD) May '20 - Feb '21	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
Dropbox	0.00	300.00	(300.00)	0.00%
Voting Software	159.90	80.00	79.90	199.88%
Website M&O	1,261.40	1,200.00	61.40	105.12%
Total Communication Expenses	1,421.30	1,580.00	(158.70)	89.96%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	0.00	0.00	0.00	
Region IX Assessment	0.00	2,492.00	(2,492.00)	0.00%
Total IIMC	0.00	2,567.00	(2,567.00)	0.00%
Miscellaneous Expenses				
501C(3)	10.00	950.00	(940.00)	1.05%
Bank Charges	0.00	50.00	(50.00)	0.00%
Condolences	0.00	0.00	0.00	
Credit Card Fees (PayPal)	526.48	1,500.00	(973.52)	35.10%
Gambling/Alcohol License	109.00	200.00	(91.00)	54.50%
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	303.42	500.00	(196.58)	60.68%
Other	525.00	500.00	25.00	105.00%
Post Cards Vistaprint	0.00	1,000.00	(1,000.00)	0.00%
Postage	24.75	500.00	(475.25)	4.95%
Total Miscellaneous Expenses	2,801.65	6,600.00	(3,798.35)	42.45%
Scholarship Expenses				
Conference Scholarships	200.00	5,000.00	(4,800.00)	4.00%
Margery A. Price Scholarship	0.00	2,000.00	(2,000.00)	0.00%
NCI Scholarships	0.00	15,000.00	(15,000.00)	0.00%
Raffle & Auction	0.00	2,500.00	(2,500.00)	0.00%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
Total Scholarship Expenses	200.00	26,500.00	(26,300.00)	0.75%
Total Expense	80,643.46	173,208.00	(92,564.54)	46.56%
Net Profit (Loss)	(18,809.10)	(36,633.00)	17,823.90	51.34%

WMCA
Profit Loss Budget vs. Actual
February 29, 2020

	Actual May '19 - Feb '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	8,600.00	7,500.00	1,100.00	114.67%
Total Advanced Academy	<u>19,700.00</u>	<u>18,125.00</u>	<u>1,575.00</u>	<u>108.69%</u>
Conference				
Donations	2,500.00	10,000.00	(7,500.00)	25.00%
Exhibitors	500.00	11,000.00	(10,500.00)	4.55%
Meals	2,280.00	3,500.00	(1,220.00)	65.14%
Registrations	51,550.00	55,250.00	(3,700.00)	93.30%
Total Conference	<u>56,830.00</u>	<u>79,750.00</u>	<u>(22,920.00)</u>	<u>71.26%</u>
Dues	25,910.00	26,250.00	(340.00)	98.70%
Money Market Savings Interest	14.87	20.00	(5.13)	74.35%
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>103,601.06</u>	<u>137,245.00</u>	<u>(33,643.94)</u>	<u>75.49%</u>
Total	<u>103,601.06</u>	<u>137,245.00</u>	<u>(33,643.94)</u>	75.49%
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	794.44	2,000.00	(1,205.56)	39.72%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	4,146.00	5,850.00	(1,704.00)	70.87%
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	419.84	750.00	(330.16)	55.98%

WMCA
Profit Loss Budget vs. Actual
February 29, 2020

	Actual May '19 - Feb '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	204.33	2,000.00	(1,795.67)	10.22%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	43,007.22	80,900.00	(37,892.78)	53.16%
Board Expenses				
Board Meetings	208.43	1,200.00	(991.57)	17.37%
Education Coordinator	934.15	2,645.00	(1,710.85)	35.32%
Executive Committee Travel				
AWC Conference	2,129.59	2,800.00	(670.41)	76.06%
Exec Committee Travel-Other	0.00	350.00	(350.00)	
Total Executive Committee Travel	2,129.59	3,150.00	(1,020.41)	67.61%
NCI Director Travel				
IIMC Conference	557.48	900.00	(342.52)	61.94%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	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	1,175.80	2,685.00	(1,509.20)	43.79%
WMCA Conference	0.00	500.00	(500.00)	0.00%
Total President Elect	1,175.80	3,185.00	(2,009.20)	36.92%
Total Officer's Board Travel	6,420.46	10,660.00	(4,239.54)	60.23%
Total Board Expenses	10,675.11	22,555.00	(11,879.89)	47.33%
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
February 29, 2020

	Actual	Budget	\$ Under/Over	
	May '19 - Feb '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	3,911.00	2,450.00	1,461.00	159.63%
Miscellaneous Expenses				
501C(3)	960.00	860.00	100.00	111.63%
Bank Charges	0.00	10.00	(10.00)	0.00%
Condolences	167.64	150.00	17.64	111.76%
Credit Card Fees (PayPal)	1,545.52	1,400.00	145.52	110.39%
Gambling/Alcohol License	65.00	300.00	(235.00)	21.67%
Gifts	75.00	0.00	75.00	
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	466.90	500.00	(33.10)	93.38%
Other	760.00	825.00	(65.00)	92.12%
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	345.46	325.00	20.46	106.30%
Total Miscellaneous Expenses	5,688.52	6,370.00	(681.48)	89.30%
Scholarship Expenses				
Conference Scholarships	0.00	6,000.00	(6,000.00)	0.00%
Raffles	0.00	2,700.00	(2,700.00)	0.00%
Margery A. Price Scholarship	0.00	1,500.00	(1,500.00)	0.00%
NCI Scholarships	15,450.00	15,000.00	450.00	103.00%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
Total Scholarship Expenses	15,450.00	27,200.00	(11,750.00)	56.80%
Total Expense	90,917.09	159,255.00	(69,645.72)	57.09%
Net Profit (Loss)	12,683.97	(22,010.00)	36,001.78	-57.63%

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Register: Chase Checking

From 05/01/2020 through 02/28/2021

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2020			-split-	PayPal		X	919.80	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	The Square - R...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	The Square - R...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/04/2020	1259	Town of Eatonville	-split-	Registration Re...	440.00	X		25,614.76
05/04/2020			-split-	PayPal		X	803.55	26,418.31
05/06/2020			-split-	PayPal		X	1,753.20	28,171.51
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
06/05/2020	1260	Donald Ross		ANNUAL CONFERE...		114.00	X	29,624.50
06/06/2020			-split-	Deposit		X	375.00	29,999.50
06/10/2020			-split-	PayPal		X	696.57	30,696.07
06/11/2020	1261	City of Ocean Shores		Dues 2020		25.00	X	30,671.07
06/11/2020	1262	City of Toppenish		Dues 2020		25.00	X	30,646.07
06/11/2020	1263	City Of Lynnwood	-split-	VOID:		X		30,646.07
06/11/2020	1264	City Of Lynnwood	-split-			25.00	X	30,621.07
06/11/2020	1265	City of Issaquah	-split-			25.00	X	30,596.07
06/11/2020	1266	City of Tukwila	-split-			25.00	X	30,571.07
06/12/2020			-split-	Deposit		X	200.00	30,771.07

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/12/2020			-split-	Deposit - COV...		X	0.00	30,771.07
06/16/2020	1268	City of Lacey	-split-	VOID:		X		30,771.07
06/17/2020	1267	City of Lacey	-split-		25.00	X		30,746.07
06/20/2020			-split-	Deposit		X	325.00	31,071.07
06/26/2020			CONFERENCE:Meals	Deposit		X	31,743.61	62,814.68
06/29/2020			-split-	PayPal		X	365.25	63,179.93
07/01/2020			-split-	The Square		X	72.22	63,252.15
07/10/2020	1269	Treva Percival	ANNUAL CONFERE...		114.00	X		63,138.15
07/10/2020	1270	City of Federal Way	ANNUAL CONFERE...		425.00	X		62,713.15
07/10/2020	1271	City of Mukilteo	ANNUAL CONFERE...		425.00	X		62,288.15
07/10/2020	1272	Link Transit	ANNUAL CONFERE...		425.00	X		61,863.15
07/10/2020	1273	City of Bridgeport	-split-		550.00	X		61,313.15
07/10/2020	1274	City of Omak	ANNUAL CONFERE...		425.00	X		60,888.15
07/10/2020	1275	C-Tran	ANNUAL CONFERE...		425.00	X		60,463.15
07/10/2020	1276	City on Longview	-split-		550.00	X		59,913.15
07/10/2020	1277	City Of Poulsbo	-split-		550.00	X		59,363.15
07/10/2020	1278	City of Colfax	-split-		950.00	X		58,413.15
07/10/2020	1279	City of CleElum	-split-		550.00	X		57,863.15
07/10/2020	1280	Franklin County	ACADEMY SESSION...		125.00	X		57,738.15
07/10/2020	1281	Clear Risk Solutions	ANNUAL CONFERE...		1,000.00	X		56,738.15
07/10/2020	1282	City of Stanwood	ANNUAL CONFERE...		425.00	X		56,313.15
07/10/2020	1283	Snohomish County P...	-split-		975.00	X		55,338.15
07/10/2020	1284	City of Tumwater	-split-		550.00	X		54,788.15
07/10/2020			-split-	PayPal		X	146.10	54,934.25
07/13/2020	1285	City of Waitsburg	ANNUAL CONFERE...		425.00	X		54,509.25
07/13/2020	1286	City of Lacey	-split-		550.00	X		53,959.25
07/13/2020	1287	City of Bellevue	ANNUAL CONFERE...		425.00	X		53,534.25
07/13/2020	1288	City of Toppenish	-split-		1,525.00	X		52,009.25
07/13/2020	1289	City of Bainbridge Is...	-split-		550.00	X		51,459.25
07/13/2020	1290	Karen Smith	ANNUAL CONFERE...		57.00	X		51,402.25
07/13/2020	1291	City of Pasco	-split-		850.00	X		50,552.25
07/13/2020	1292	City of Sammamish	-split-		425.00	X		50,127.25
07/14/2020	1293	Island Transit	-split-		650.00	X		49,477.25
07/14/2020	1294	City of Lake Stevens	-split-		1,100.00	X		48,377.25
07/20/2020	1295	City Of Prosser	-split-		1,100.00	X		47,277.25
07/20/2020	1296	City of Monroe	ANNUAL CONFERE...		425.00	X		46,852.25
07/21/2020	1297	NextRequest	-split-		836.00	X		46,016.25
07/22/2020	1298	City of Seattle	-split-		1,100.00	X		44,916.25
07/23/2020	1299	City Of Kennewick	-split-		550.00	X		44,366.25
07/24/2020			-split-	PayPal		X	73.05	44,439.30

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/25/2020			-split-	Deposit		X	150.00	44,589.30
07/28/2020	1300	City of Stevenson	ANNUAL CONFERE...		475.00	X		44,114.30
07/28/2020	1301	Washington State Un...	Board Expenses:NCI D...		8,257.74	X		35,856.56
08/06/2020		Bank Of America	ANNUAL CONFERE...	Debra Jermann	46.60	X		35,809.96
08/06/2020		Bank Of America	Communication Expen...		60.00	X		35,749.96
09/03/2020	1302	City Of Spokane	ANNUAL CONFERE...		425.00	X		35,324.96
09/03/2020	1303	City of Pullman	-split-		550.00	X		34,774.96
09/03/2020	1304	Walz Group	-split-		1,600.00	X		33,174.96
09/03/2020	1305	City Of Poulsbo	-split-		550.00	X		32,624.96
09/03/2020	1306	City Of Woodinville	ANNUAL CONFERE...		425.00	X		32,199.96
09/04/2020	1307	Modus Technology	ANNUAL CONFERE...		600.00	X		31,599.96
09/04/2020	1308	CDI	-split-		1,114.00	X		30,485.96
09/04/2020	1309	MCCi	-split-		857.00	X		29,628.96
09/06/2020		Bank Of America	-split-		295.81	X		29,333.15
09/12/2020			Board Expenses:Educa...	Deposit		X	600.00	29,933.15
09/21/2020			-split-	Deposit		X	1,217.70	31,150.85
09/25/2020			-split-	Deposit		X	412.95	31,563.80
10/05/2020			-split-	PayPal		X	508.95	32,072.75
10/08/2020	1310	Leavitt Group North...	Miscellaneous Expense...		1,053.00	X		31,019.75
10/08/2020		Bank Of America	Miscellaneous Expense...	Gina Anderson	62.21	X		30,957.54
10/08/2020		Bank Of America	Board Expenses:Execu...	Paula Swisher	57.32	X		30,900.22
10/12/2020			-split-	PayPal		X	145.20	31,045.42
10/14/2020			Scholarship Income:Pi...	Deposit		X	100.00	31,145.42
10/16/2020			-split-	Deposit		X	875.40	32,020.82
10/27/2020	1311	City of Prescott	ANNUAL CONFERE...		475.00	X		31,545.82
11/02/2020	1312	Void	Miscellaneous Expense...			X		31,545.82
11/03/2020	1313	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		31,295.82
11/06/2020		Bank Of America	-split-		34.75	X		31,261.07
11/10/2020			Scholarship Income:Do...	Deposit: Amazon		X	13.03	31,274.10
11/20/2020			-split-	PayPal		X	170.55	31,444.65
11/23/2020			Dues 2021	Deposit		X	75.00	31,519.65
12/03/2020			Miscellaneous Expense...	Deposit		X	76.83	31,596.48
12/07/2020		Bank Of America	Miscellaneous Expense...	Gina Anderson	159.32	X		31,437.16
12/07/2020		Bank Of America	Miscellaneous Expense...	Paula Swisher	76.83	X		31,360.33
12/16/2020	1314	City of Woodland	-split-		550.00	X		30,810.33
12/16/2020	1315	City of Okanogan	ANNUAL CONFERE...	Late Conferenc...	475.00	X		30,335.33
12/16/2020	1316	City Of Tonasket	-split-		975.00	X		29,360.33
12/16/2020	1317	City of Clarkston	ANNUAL CONFERE...	Conference Re...	425.00	X		28,935.33
12/16/2020	1318	City of Redmond	-split-	Conference Re...	1,200.00	X		27,735.33
12/16/2020	1319	City of Union Gap	-split-	Conference Re...	550.00	X		27,185.33

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12/16/2020	1320	City of Moses Lake	-split-	Conference Re...	550.00	X		26,635.33
12/16/2020	1321	City of Enumclaw	ANNUAL CONFERE...	Conference Re...	425.00	X		26,210.33
12/16/2020	1322	City Of Auburn	-split-	Conference Ref...	975.00	X		25,235.33
12/16/2020	1323	City of Mesa	ANNUAL CONFERE...	Conference Re...	425.00	X		24,810.33
12/16/2020	1324	City of Pacific	-split-	Conference Ref...	975.00	X		23,835.33
12/16/2020	1325	City of Harrington	ANNUAL CONFERE...	Conference Re...	425.00	X		23,410.33
12/16/2020	1326	City of Yakima	ANNUAL CONFERE...	Conference Re...	425.00	X		22,985.33
12/16/2020	1327	City Of Port Townsend	-split-	Conference Re...	550.00	X		22,435.33
12/16/2020	1328	City of Ocean Shores	-split-	Conference Re...	550.00	X		21,885.33
12/16/2020	1329	City of Entiat	-split-	Comference Re...	550.00	X		21,335.33
12/16/2020	1330	Skagit PUD	ANNUAL CONFERE...	Conference Re...	425.00	X		20,910.33
12/16/2020	1331	Town of Eatonville	-split-	VOID: Confere...		X		20,910.33
12/16/2020	1332	City of Ferndale	ANNUAL CONFERE...	Conference Re...	425.00	X		20,485.33
12/16/2020	1333	City of Kirkland	-split-	Conference & ...	1,100.00	X		19,385.33
12/17/2020	1334	City of Port Orchard	-split-		550.00	X		18,835.33
12/17/2020	1335	City of Lacey	-split-	VOID: GJE, R...		X		18,835.33
12/17/2020	1336	San Juan County	-split-		550.00	X		18,285.33
12/17/2020	1337	Jefferson County	-split-		550.00	X		17,735.33
12/17/2020	1338	City of Chelan	-split-		550.00	X		17,185.33
12/17/2020	1339	City of Issaquah	-split-		950.00	X		16,235.33
12/17/2020	1340	Okanogan CountyTra...	ANNUAL CONFERE...		525.00	X		15,710.33
12/17/2020	1341	City of Lake Forest P...	-split-		600.00	X		15,110.33
12/17/2020	1342	City of Renton	-split-		550.00	X		14,560.33
12/17/2020	1343	City of Walla Walla	ANNUAL CONFERE...	VOID:		X		14,560.33
12/17/2020	1344	City of College Place	-split-		1,100.00	X		13,460.33
12/17/2020	1345	City of East Wenatchee	-split-		550.00	X		12,910.33
12/17/2020	1346	City of Battle Ground	ANNUAL CONFERE...		425.00	X		12,485.33
12/17/2020	1347	City of Des Moines	-split-		1,200.00	X		11,285.33
12/17/2020	1348	City of Colfax	-split-	VOID:		X		11,285.33
12/17/2020	1349	City of Mercer Island	-split-		600.00	X		10,685.33
12/17/2020	1350	City of Ellensburg	-split-		550.00	X		10,135.33
12/17/2020	1351	City of Ephrata	-split-		1,100.00	X		9,035.33
12/17/2020	1352	City of Yelm	-split-		550.00	X		8,485.33
12/17/2020	1353	City of Cheney	-split-		550.00	X		7,935.33
12/18/2020	1354	Benton PUD	ANNUAL CONFERE...		425.00	X		7,510.33
12/18/2020	1355	City of Cheney	-split-			X		7,510.33
12/18/2020	1356	City of Kalama	ANNUAL CONFERE...		425.00	X		7,085.33
12/18/2020	1357	City of Tumwater	-split-			X		7,085.33
12/18/2020	1358	City of Chelan	-split-		550.00	X		6,535.33
12/18/2020	1359	Town of Woodway	-split-		550.00	X		5,985.33

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12/18/2020	1360	City of Shelton	-split-		550.00	X		5,435.33
12/21/2020			-split-	Deposit		X	219.15	5,654.48
12/21/2020	1361	City of Bellingham	ANNUAL CONFERE...		425.00	X		5,229.48
12/21/2020	1362	City of Mountlake Te...	ANNUAL CONFERE...		425.00	X		4,804.48
12/21/2020	1364	City of Connell	-split-	VOID:		X		4,804.48
12/21/2020	1365	City of Buckley	ANNUAL CONFERE...		425.00	X		4,379.48
12/21/2020	1366	City of Sultan	-split-		550.00	X		3,829.48
12/21/2020	1367	City of Granite Falls	-split-		550.00	X		3,279.48
12/21/2020	1368	City of Sunnyside	ANNUAL CONFERE...		425.00	X		2,854.48
12/21/2020	1369	Washington State Tr...	-split-		550.00	X		2,304.48
12/21/2020	1363	City of Connell	-split-		550.00	X		1,754.48
12/22/2020	1370	City of South Bend	ANNUAL CONFERE...		425.00	X		1,329.48
12/22/2020	1371	City of Richland	-split-		550.00	X		779.48
12/22/2020	1372	City of Westport	ANNUAL CONFERE...		425.00	X		354.48
12/22/2020	1373	City of Raymond	ANNUAL CONFERE...		425.00	X		-70.52
12/22/2020	1374	City of Napavine	ANNUAL CONFERE...		475.00	X		-545.52
12/22/2020	1375	City of Mabton	-split-		550.00	X		-1,095.52
12/22/2020	1376	City of Renton	ANNUAL CONFERE...		425.00	X		-1,520.52
12/22/2020	1377	Island County	-split-		650.00	X		-2,170.52
12/22/2020	1378	City Of Tacoma	ANNUAL CONFERE...		425.00	X		-2,595.52
12/22/2020	1379	City of Wenatchee	-split-		550.00	X		-3,145.52
12/22/2020	1380	City of Yakima	-split-		425.00	X		-3,570.52
12/22/2020	1381	City of Tumwater	-split-		550.00	X		-4,120.52
12/22/2020	1382	Grant County	-split-		550.00	X		-4,670.52
12/22/2020	1383	City of Normandy Park	-split-		550.00	X		-5,220.52
12/22/2020	1384	City of Snoqualmie	ANNUAL CONFERE...		425.00	X		-5,645.52
12/22/2020	1385	City Of Duvall	-split-		550.00	X		-6,195.52
12/22/2020	1386	City Of Rock Island	-split-		550.00	X		-6,745.52
12/22/2020	1387	City of CleElum	Scholarship Expenses:...		100.00	X		-6,845.52
12/22/2020	1388	Association of Wash...	Board Expenses:Execu...		300.00	X		-7,145.52
12/28/2020		Transf from Savings	Transfer to Checking	Deposit		X	13,000.00	5,854.48
01/06/2021		Wa State Gambling ...	Miscellaneous Expense...	Annual Fee	65.00	X		5,789.48
01/07/2021		Bank Of America	Communication Expen...	Gina Anderson	1,201.40	X		4,588.08
01/22/2021			-split-	Deposit		X	150.00	4,738.08
01/26/2021		Wa State Gambling ...	Miscellaneous Expense...	4Q20 Pink Walk	44.00	X		4,694.08
02/04/2021	1389	City of Kirkland	Scholarship Expenses:...		100.00	X		4,594.08
02/08/2021	1390	Heidi Napolitino	-split-	VOID:		X		4,594.08
02/09/2021	1391	Heidi Napolitino	-split-		159.90			4,434.18
02/11/2021			-split-	PayPal		X	1,633.05	6,067.23
02/11/2021			Deferred Revenue	Deposit		X	75.00	6,142.23

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Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/23/2021			Scholarship Income:Do...	Deposit - Ama...	X		16.44	6,158.67
02/24/2021			-split-	Deposit	X		275.00	6,433.67



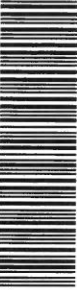
JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

January 30, 2021 through February 26, 2021
 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**

00111170 DRE 702 210 05821 NNNNNNNNNN 1 000000000 61 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674



We updated the way we post certain transactions to your account

Knowing the order in which we apply deposits and withdrawals can help you better manage your account and help you avoid possible fees and overdrafts.

What's staying the same:

We will continue to add deposits to your account first before subtracting withdrawals. Any fees are assessed last.

What's changing:

During our nightly processing, we now subtract the following withdrawals from your account based on the date and time of when the transaction was authorized or shows as pending, instead of subtracting from highest to lowest dollar order:

- Automatic payments from your account, also can be referred to as ACH payments
- Checks drawn on your account, and
- Recurring debit card transactions (e.g. movie subscriptions or gym memberships)

This is how we already subtract everyday debit card transactions (e.g. groceries, gasoline or dining out), online banking transactions and ATM withdrawals.

For more information, please see the Posting Order section in the Deposit Account Agreement at chase.com/business-deposit-disclosures. For information about overdrafts and our overdraft services, please visit chase.com/overdraft.

If you have questions, please call us at the number on your statement. We accept operator relay calls.

Our courtesy practice related to refunds

We may have provided you with a discretionary fee refund at your request or on our own in the past. Please keep in mind that while we did this as a courtesy, we are not required to process similar requests in the future.

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$5,119.08
Deposits and Additions	4	1,999.49
Checks Paid	2	-525.00
Ending Balance	6	\$6,593.57

22

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



January 30, 2021 through February 26, 2021
 Account Number: **000001851443431**

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
02/10	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:210210 CO Entry Descr:Transfer Sec:PPD Trace#:021000028921517 Eed:210210 Ind ID: Ind Name:Washington Municipal C Trn: 0418921517Tc	\$1,633.05
02/16	Deposit	75.00
02/22	Orig CO Name:Amzn66Wqk00I Orig ID:9215319235 Desc Date:210222 CO Entry Descr:Amazonsmilsec:CCD Trace#:091000016618968 Eed:210222 Ind ID:29P3O2L2F0Dpkru Ind Name:Wmca Payments.Amazon.Com ID#29P3O2L2F0Dp Kru	16.44
02/25	Deposit	275.00
Total Deposits and Additions		\$1,999.49

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1361 ^		02/05	\$425.00
1389 * ^		02/23	100.00
Total Checks Paid			\$525.00

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.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

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

DAILY ENDING BALANCE

DATE	AMOUNT
02/05	\$4,694.08
02/10	6,327.13
02/16	6,402.13
02/22	6,418.57
02/23	6,318.57
02/25	6,593.57

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 \$5,814.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$68,721.00. 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

Checks Paid / Debits
 Deposits / Credits
 Deposited Items
Transaction Total

NUMBER OF TRANSACTIONS

2
4

23
9

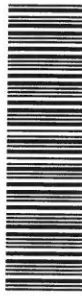
SERVICE FEE CALCULATION

Service Fee

AMOUNT
 \$15.00

SERVICE CHARGE SUMMARY *(continued)*

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



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

3:20 PM

03/09/21

WMCA
Reconciliation Summary
Chase Checking, Period Ending 02/28/2021

	<u>Feb 28, 21</u>
Beginning Balance	5,119.08
Cleared Transactions	
Checks and Payments - 2 items	-525.00
Deposits and Credits - 5 items	1,999.49
	<u>1,474.49</u>
Total Cleared Transactions	<u>1,474.49</u>
Cleared Balance	<u><u>6,593.57</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-159.90
	<u>-159.90</u>
Total Uncleared Transactions	<u>-159.90</u>
Register Balance as of 02/28/2021	<u><u>6,433.67</u></u>
Ending Balance	6,433.67

WMCA
Reconciliation Detail
Chase Checking, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,119.08
Cleared Transactions						
Checks and Payments - 2 items						
Check	12/21/2020	1361	City of Bellingham	X	-425.00	-425.00
Check	02/04/2021	1389	City of Kirkland	X	-100.00	-525.00
Total Checks and Payments					-525.00	-525.00
Deposits and Credits - 5 items						
Check	02/08/2021	1390	Heidi Napolitino	X	0.00	0.00
Deposit	02/11/2021			X	75.00	75.00
Deposit	02/11/2021			X	1,633.05	1,708.05
Deposit	02/23/2021			X	16.44	1,724.49
Deposit	02/24/2021			X	275.00	1,999.49
Total Deposits and Credits					1,999.49	1,999.49
Total Cleared Transactions					1,474.49	1,474.49
Cleared Balance					1,474.49	6,593.57
Uncleared Transactions						
Checks and Payments - 1 item						
Check	02/09/2021	1391	Heidi Napolitino		-159.90	-159.90
Total Checks and Payments					-159.90	-159.90
Total Uncleared Transactions					-159.90	-159.90
Register Balance as of 02/28/2021					1,314.59	6,433.67
Ending Balance					1,314.59	6,433.67

Register: Chase Checking

From 02/01/2021 through 02/28/2021

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/04/2021	1389	City of Kirkland	Scholarship Expenses:...		100.00	X		4,594.08
02/08/2021	1390	Heidi Napolitino	-split-	VOID:		X		4,594.08
02/09/2021	1391	Heidi Napolitino	-split-		159.90			4,434.18
02/11/2021			-split-	PayPal		X	1,633.05	6,067.23
02/11/2021			Deferred Revenue	Deposit		X	75.00	6,142.23
02/23/2021			Scholarship Income:Do...	Deposit - Ama...		X	16.44	6,158.67
02/24/2021			-split-	Deposit		X	275.00	6,433.67



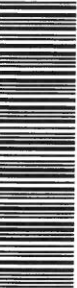
JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

January 30, 2021 through February 26, 2021

Account Number: **000003366074280**

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 Para Espanol: 1-888-622-4273
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00043814 DRE 702 210 05821 NNNNNNNNNN 1 000000000 60 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674

We updated the way we post certain transactions to your account

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Our courtesy practice related to refunds

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SAVINGS SUMMARY		Chase Business Select High Yield Savings
	INSTANCES	AMOUNT
Beginning Balance		\$62,959.57
Deposits and Additions	1	0.95
Ending Balance	1	\$62,960.52
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$0.95
Interest Paid Year-to-Date		\$1.94

28

3:21 PM

03/09/21

WMCA
Reconciliation Summary
Chase Savings, Period Ending 02/28/2021

	<u>Feb 28, 21</u>
Beginning Balance	62,959.57
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.95</u>
Total Cleared Transactions	<u>0.95</u>
Cleared Balance	<u>62,960.52</u>
Register Balance as of 02/28/2021	62,960.52
Ending Balance	62,960.52

3:21 PM

03/09/21

WMCA
Reconciliation Detail
Chase Savings, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						62,959.57
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2021			X	0.95	0.95
Total Deposits and Credits					0.95	0.95
Total Cleared Transactions					0.95	0.95
Cleared Balance					0.95	62,960.52
Register Balance as of 02/28/2021					0.95	62,960.52
Ending Balance					0.95	62,960.52



- 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, Chair

COMMITTEE: Audit Committee

DATE: 3/1/2021

SUMMARY OF ACTIVITIES:

The Committee met virtually twice over the past year to conduct an audit of the financial records of WMCA. Our first meeting was held virtually on October 6th, to conduct an audit for the period of January 1, 2020 through April 30, 2020. Our second meeting was held virtually on February 8th, 2021, to conduct an audit for the period of May 1, 2020 through December 31, 2020. During both reviews, we found that both financial and corporate records accurately reflect the activity for each time period. Spending appears to be well within the adopted appropriations for the time period. The audit included a review and balance verification of the WMCA Checking and Savings accounts, support documentation and verification of the appropriateness of payments.

The committee would like to thank our leaders and dedicated volunteers for the work that they perform in such an outstanding manner. The committee cannot commend enough WMCA Treasurer, Gina Anderson, for her attention to detail in keeping the financial records for our Association.

We will present our report at the virtual March business meeting.

ACTION REQUESTED: YES NO

RECOMMENDATION: None

FISCAL IMPACT:



TO: EXECUTIVE COMMITTEE & WMCA MEMBERSHIP
FROM: SUSAN DUNCAN, BUDGET COMMITTEE CHAIR
DATE: MARCH 19, 2021 ANNUAL BUSINESS MEETING

Thank you to the Budget Committee members President Debbie Jermann, Immediate Past President Paula Swisher, Vice President Shawn Campbell, and Treasurer Gina Anderson for their assistance with the preparation of this budget. Special thanks to Gina Anderson, not only for her work on this budget, but for her hard work throughout the year to maintain WMCA's books. We are so appreciative of everything Gina does for WMCA!

SUMMARY OF ACTIVITIES:

The Budget Committee met in early December to draft the 2021 – 2022 budget. There were no major changes to the previous year's budget.

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

For 2021 only, the Executive Committee approved additional expenditures for the Immediate Past President Debbie Jermann to attend the IIMC Conference in Grand Rapids, due to the cancellation of all Region IX Conferences as well as the IIMC Conference in 2020 - 2021. Since Ms. Jermann received a credit for her 2020 conference registration as well as her airfare, the additional expenses for lodging and other minor travel expenses are nominal.

Total expenditures are approximately \$12,000 less than what was budgeted in 2020 – 2021; this decrease is typically seen in years when the annual conference is held on the east side of the state.

RECOMMENDATION:

Move to adopt the 2021 – 2022 WMCA Annual Budget.

**WMCA BUDGET
P&L Combined**

	Actual May '18 - Apr '19	Actual May '19- Apr '20	YTD May '20 - Feb '21	Proposed May '21 - Apr '22
Income				
Advanced Academy				
Athenian Dialogue	4,425.00	4,175.00	562.50	4,375.00
Fall	6,800.00	6,925.00	0.00	6,250.00
Spring	8,450.00	8,775.00	1,237.50	7,500.00
<i>Total Advanced Academy</i>	19,675.00	19,875.00	1,800.00	18,125.00
Conference				
Donations	10,331.93	11,017.79	0.00	10,000.00
Exhibitors (15)	9,900.00	7,700.00	0.00	9,900.00
Meals	5,826.00	6,157.00	31,743.61	3,500.00
Registrations	46,550.00	54,400.00	0.00	45,000.00
<i>Total Conference</i>	72,607.93	79,274.79	31,743.61	68,400.00
Dues	25,865.00	26,460.00	24,765.00	27,450.00
Savings Interest	17.82	16.81	11.95	0.00
NCI Director Lodging	0.00	0.00	0.00	0.00
NCI Surplus	13,463.39	0.00	0.00	0.00
Region IX Dinner	1,720.00	560.00	0.00	0.00
Scholarship Income				
Auctions	5,658.50	0.00	0.00	5,000.00
Donations	9.00	20.19	288.80	0.00
Product Sales	4,222.00	8.00	0.00	1,500.00
Fundraising	1,395.00	558.00	3,225.00	5,000.00
<i>Total Scholarship Income</i>	11,284.50	586.19	3,513.80	11,500.00
Total Income	144,633.64	126,772.79	61,834.36	125,475.00
Expense				
Academy Sessions				
Athenian Dialogue	1,725.96	2,693.22	0.00	2,500.00
Fall	7,433.81	7,158.05	0.00	5,100.00
Spring	3,175.00	0.00	0.00	5,000.00
Refunds (2020)	0.00	0.00	8,725.00	0.00
<i>Total Academy Sessions</i>	12,334.77	9,851.27	8,725.00	12,600.00

WMCA BUDGET P&L Combined

	Actual May '18 - Apr '19	Actual May '19- Apr '20	YTD May '20 - Feb '21	Proposed May '21 - Apr '22
<u>Annual Conference</u>	Semi-Ah-Moo	Yakima	Ocean Shores	Pasco
Audio Visual	11,131.03	0.00	0.00	7,500.00
Conference Photographer	550.00	0.00	0.00	600.00
Decorations	3,208.68	1,126.23	735.22	2,000.00
Donations (2020)	0.00	0.00	2,000.00	0.00
Drawings/Door Prizes	200.00	0.00	0.00	200.00
Exhibitor Refunds (2020)	0.00	0.00	3,000.00	0.00
Hospitality Expenses (WMCA)	2,751.62	4,283.50	0.00	6,400.00
Meals	52,544.71	31,743.61	0.00	42,000.00
Meal Refunds (2020)	0.00	0.00	1,292.00	0.00
Printing/Postage	166.48	999.00	0.00	1,750.00
Recognition Awards	534.40	666.34	355.67	750.00
Registration Refunds (2020)	0.00	0.00	51,340.00	0.00
Speakers	10,439.63	4,750.00	0.00	15,000.00
Special Entertainment	100.00	(50.00)	0.00	750.00
Supplies	1,753.92	1,579.30	0.00	2,000.00
Supplies - 1st Time Attendees	387.43	0.00	381.96	500.00
Total Annual Conference	83,767.90	45,097.98	59,104.85	79,450.00
<u>Board Expenses</u>				
Board Meetings	721.90	410.40	0.00	1,000.00
Education Coordinator	1,179.00	1,564.29	(224.40)	2,850.00
Executive Committee Travel				
AWC Conference	2,692.51	2,129.59	300.00	2,600.00
Other - Site Visits	102.60	0.00	57.32	750.00
Total Executive Committee Travel	2,795.11	2,129.59	357.32	3,350.00
NCI Director Travel				
Northwest Clerks Institute	0.00	0.00	8,257.74	3,400.00
IIMC Conference	526.86	557.48	0.00	900.00
WMCA Conference	565.02	425.00	0.00	575.00
Total NCI Director Travel	1,091.88	982.48	8,257.74	4,875.00
Officer's Board Travel				
President				
Alaska Conference	1,082.05	1,130.88	0.00	1,335.00
CA Conference	2,389.71	221.61	0.00	1,880.00
IIMC Conference	2,765.06	2,385.85	0.00	2,860.00

WMCA BUDGET P&L Combined

	Actual May '18 - Apr '19	Actual May '19- Apr '20	YTD May '20 - Feb '21	Proposed May '21 - Apr '22	
OR Conference	884.68	1,081.32	0.00	1,331.00	
WMCA Conference	400.00	425.00	0.00	450.00	<i>Registration Only</i>
Total President	7,521.50	5,244.66	0.00	7,856.00	
President Elect					
IIMC Conference	1,976.65	2,342.20	0.00	2,900.00	
WMCA Conference	459.72	0.00	0.00	560.00	<i>Room Only</i>
Total President Elect	2,436.37	2,342.20	0.00	3,460.00	
Immediate Past President					
IIMC Conference	0.00	0.00	0.00	1,650.00	
Total Immediate Past President	0.00	0.00	0.00	1,650.00	
Region IX Director Travel	1,162.00	1,307.81	0.00	3,460.00	
Total Officer's Board Travel	11,049.75	8,569.34	8,257.74	16,191.00	
Total Board Expenses	16,907.76	13,981.43	8,390.66	28,501.00	
Communication Expenses					
Voting Software	0.00	0.00	159.90	80.00	
DropBox	0.00	0.00	0.00	300.00	
Survey	0.00	0.00	0.00	0.00	
Website M&O	1,026.16	1,026.16	1,261.40	1,200.00	
Total Communication Expenses	1,026.16	1,026.16	1,421.30	1,580.00	
Future Conference Site Deposit	2,000.00	0.00	0.00	5,000.00	
Contingency	0.00	0.00	0.00	0.00	
IIMC					
MCEF Donation	0.00	0.00	0.00	75.00	
Outgoing Reg IX Dir Gift	100.00	0.00	0.00	100.00	
Reg IX Assessment	0.00	1,685.00	0.00	2,100.00	
Region IX Dinner	500.00	2,226.00	0.00	0.00	
Total IIMC	600.00	3,911.00	0.00	2,275.00	
Miscellaneous Expenses					
501C(3)	910.00	960.00	10.00	950.00	
Bank Charges	225.23	4.00	0.00	50.00	
Condolences	0.00	317.64	0.00	0.00	
Credit Card Fees (PayPal)	1,693.08	1,596.72	526.48	1,800.00	

**WMCA BUDGET
P&L Combined**

	Actual	Actual	YTD	Proposed
	May '18 - Apr '19	May '19- Apr '20	May '20 - Feb '21	May '21 - Apr '22
Gambling/Alcohol License	65.00	65.00	109.00	200.00
Gifts	80.54	75.00	0.00	0.00
Insurance	1,303.00	1,303.00	1,303.00	1,400.00
Office Supplies	883.40	618.35	303.42	500.00
Other	635.00	760.00	525.00	500.00
Post Cards Vistaprint	0.00	0.00	0.00	1,000.00
Postage	278.42	366.41	24.75	500.00
<i>Total Miscellaneous Expenses</i>	6,073.67	6,066.12	2,801.65	6,900.00
<u>Scholarship Expenses</u>				
Conference Scholarships	3,434.37	0.00	200.00	5,000.00
Margery A. Price Scholarship	1,700.00	0.00	0.00	2,000.00
NCI Scholarships	13,775.00	15,450.00	0.00	15,000.00
Raffle - Auction	169.00	417.79	0.00	1,500.00
Store Items	681.93	0.00	0.00	2,000.00
<i>Total Scholarship Expenses</i>	19,760.30	15,867.79	200.00	25,500.00
Total Expense	142,470.56	95,801.75	80,643.46	161,806.00
Net Profit (Loss)	2,163.08	30,971.04	(18,809.10)	(36,331.00)

WMCA BUDGET Revenue

	Actual May '18 - Apr '19	Actual May '19- Apr '20	YTD May '20 - Feb '21	Budget May '20 - Apr '21	Proposed May '21 - Apr ' 22	Comments
Income						
Advanced Academy						
Athenian Dialogue	4,425.00	4,175.00	562.50	4,375.00	4,375.00	35 @ \$125 Registration
Fall	6,800.00	6,925.00	0.00	6,250.00	6,250.00	50 @ \$125 Registration
Spring	8,450.00	8,775.00	1,237.50	7,500.00	7,500.00	60 @ \$125 Registration
<i>Total Advanced Academy</i>	<u>19,675.00</u>	<u>19,875.00</u>	<u>1,800.00</u>	<u>18,125.00</u>	<u>18,125.00</u>	
Conference						
Donations	10,331.93	11,017.79	0.00	10,000.00	10,000.00	Vendor Sponsorships
Exhibitors	9,900.00	7,700.00	0.00	8,250.00	9,900.00	18 Vendors @ \$550
Meals	5,826.00	6,157.00	31,743.61	3,500.00	3,500.00	Guest Meals (Vendors, Spouses)
Registrations	46,550.00	54,400.00	0.00	58,500.00	45,000.00	100 @ \$450 Registration
<i>Total Conference</i>	<u>72,607.93</u>	<u>79,274.79</u>	<u>31,743.61</u>	<u>80,250.00</u>	<u>68,400.00</u>	
Dues	25,865.00	26,460.00	24,765.00	26,700.00	27,450.00	366 @ \$75
Savings Interest	17.82	16.81	11.95	0.00	0.00	
NCI Director Lodging	0.00	0.00	0.00	0.00	0.00	2/3 from OR/AK + any overages/share cost of Air bnb in Tacoma
NCI Surplus	13,463.39	0.00	0.00	0.00	0.00	
Region IX Dinner (Birmingham, AL)	1,720.00	560.00	0.00	0.00	0.00	WMCA Hosts in 2023
Scholarship Income						
Auctions	5,658.50	0.00	0.00	5,000.00	5,000.00	
Donations	9.00	20.19	288.80	0.00	0.00	Amazon Smiles & Other
Product Sales	4,222.00	8.00	0.00	1,500.00	1,500.00	
Fundraising	1,395.00	558.00	3,225.00	5,000.00	5,000.00	
<i>Total Scholarship Income</i>	<u>11,284.50</u>	<u>586.19</u>	<u>3,513.80</u>	<u>11,500.00</u>	<u>11,500.00</u>	
Transfer from Savings	0.00	0.00	13,000.00	36,633.00	36,331.00	
Total Income	<u>144,633.64</u>	<u>126,772.79</u>	<u>74,834.36</u>	<u>173,208.00</u>	<u>161,806.00</u>	

WMCA BUDGET Expenditures

	Actual May '18 - Apr '19	Actual May '19- Apr '20	YTD May '20 - Feb '21	Budget May '20 - Apr '21	Proposed May '21 - Apr ' 22	Comments
Academy Sessions						
Athenian Dialogue	1,725.96	2,693.22	0.00	2,500.00	2,500.00	Speaker, lodging, airfare
Fall	7,433.81	7,158.05	0.00	5,100.00	5,100.00	Speaker, member meals, room rental, 1st time attendees - \$100 increase for 1st time attendees event for a total of \$450
Spring	3,175.00	0.00	0.00	5,000.00	5,000.00	Speaker, member meals, room rental
Refunds (2020)	0.00	0.00	8,725.00	0.00	0.00	
Total Academy Sessions	12,334.77	9,851.27	8,725.00	12,600.00	12,600.00	
	Semi-Ah-Moo	Yakima	Ocean Shores		Red Lion - Pasco	
Annual Conference						
Audio Visual	11,131.03	0.00	0.00	7,500.00	7,500.00	
Conference Photographer	550.00	0.00	0.00	600.00	600.00	
Decorations	3,208.68	1,126.23	735.22	2,000.00	2,000.00	
Donation Refunds (2020)	0.00	0.00	2,000.00	0.00	0.00	
Drawings/Door Prizes	200.00	0.00	0.00	200.00	200.00	Vendor & Friday Drawings; \$100 x 2
Exhibitor Refunds (2020)	0.00	0.00	3,000.00	0.00	0.00	
Hospitality Expenses (WMCA)	2,751.62	4,283.50	0.00	6,190.00	6,400.00	WMCA Expense Policy
Meals	52,544.71	31,743.61	0.00	55,000.00	42,000.00	Includes President's Reception & Executive Committee Dinner
Meals Refunds (2020)	0.00	0.00	1,292.00	0.00	0.00	
Printing/Postage	166.48	999.00	0.00	1,750.00	1,750.00	Meal Tickets, Annual Business Meeting Packets (30), Conference App - The \$999 App cost replaces the \$1200 previously budgeted for conf. programs
Recognition Awards	534.40	666.34	355.67	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Registration Refunds (2020)	0.00	0.00	51,340.00	0.00	0.00	
Speakers	10,439.63	4,750.00	0.00	15,000.00	15,000.00	Speaker Fees & Expenses
Special Entertainment	100.00	-50.00	0.00	750.00	750.00	Honor Guard, Local or Theme, Invocation
Supplies	1,753.92	1,579.30	0.00	2,000.00	2,000.00	
Supplies for 1st Time Attendees	387.43	0.00	381.96	500.00	500.00	
Total Annual Conference	83,767.90	45,097.98	59,104.85	92,240.00	79,450.00	
Board Expenses						
Board Meetings	721.90	410.40	0.00	1,200.00	1,000.00	Room Rental, Food (4 Meetings)
Education Coordinator	1,179.00	1,564.29	(224.40)	2,850.00	2,850.00	Exec Comm Travel Policy
Executive Committee Travel						

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WMCA BUDGET Expenditures

	Actual May '18 - Apr '19	Actual May '19- Apr '20	YTD May '20 - Feb '21	Budget May '20 - Apr '21	Proposed May '21 - Apr ' 22	Comments
AWC Conference	2,692.51	2,129.59	300.00	2,600.00	2,600.00	Vendor registration at AWC Conference (incl travel, supplies, giveaways in Yakima)
Other	102.60	0.00	57.32	0.00	750.00	Future Conference site visits
Total Executive Committee Travel	2,795.11	2,129.59	357.32	2,600.00	3,350.00	
NCI Director Travel						
						Per Director Agreement - 1/3 Lodging + any overages
Northwest Clerks Institute	0.00	0.00	8,257.74	3,400.00	3,400.00	
IIMC Conference	526.86	557.48	0.00	900.00	900.00	1/3 Cost Share
WMCA Conference	565.02	425.00	0.00	575.00	575.00	
Total NCI Director Travel	1,091.88	982.48	8,257.74	4,875.00	4,875.00	
Region IX Director Travel						
IIMC Conference	1,162.00	1,307.81	0.00	2,900.00	2,900.00	Airfare, hotel, ground trans, parking. Grand Rapids, MI
WMCA Conference	0.00	0.00	0.00	710.00	560.00	Registration and Lodging
Total Region IX Director	1,162.00	1,307.81	0.00	3,610.00	3,460.00	
Officer's Board Travel						
President						
Alaska Conference	1,082.05	1,130.88	0.00	1,357.00	1,335.00	Anchorage per the usual
CA Conference	2,389.71	221.61	0.00	1,880.00	1,880.00	2021 San Francisco CA - Cancelled
IIMC Conference	2,765.06	2,385.85	0.00	2,844.00	2,860.00	Airfare, hotel, ground trans, parking Grand Rapids, MI
OR Conference	884.68	1,081.32	0.00	995.00	1,331.00	Newport OR mileage, hotel, parking
WMCA Conference	400.00	425.00	0.00	450.00	450.00	Registration Only
Total President	7,521.50	5,244.66	0.00	7,526.00	7,856.00	
President Elect						
IIMC Conference	1,976.65	2,342.20	0.00	2,900.00	2,900.00	
WMCA Conference	459.72	0.00	0.00	560.00	560.00	Lodging Only - \$125/night x 4 plus 11.8% tax
Total President Elect	2,436.37	2,342.20	0.00	3,460.00	3,460.00	
Immediate Past President						
IIMC Conference	0.00	0.00	0.00	0.00	1,650.00	Only in 2021-2022 due to COVID-19
Total Immediate Past President	0.00	0.00	0.00	0.00	1,650.00	
Total Officer's Board Travel	12,211.75	9,877.15	8,257.74	10,986.00	11,316.00	
Total Board Expenses	16,907.76	13,981.43	8,390.66	26,121.00	28,501.00	

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WMCA BUDGET Expenditures

	Actual May '18 - Apr '19	Actual May '19- Apr '20	YTD May '20 - Feb '21	Budget May '20 - Apr '21	Proposed May '21 - Apr ' 22	Comments
Communication Expenses						
Voting Software	0.00	0.00	159.90	80.00	80.00	<i>\$80 per voting event</i>
DropBox	0.00	0.00	0.00	300.00	300.00	
Survey	0.00	0.00	0.00	0.00	0.00	
Website M&O	1,026.16	1,026.16	1,261.40	1,200.00	1,200.00	
Total Communication Expenses	1,026.16	1,026.16	1,421.30	1,580.00	1,580.00	
Future Conference Site Deposit	2,000.00	0.00	0.00	5,000.00	5,000.00	
IIMC						
IIMC Education Foundation	0.00	0.00	0.00	75.00	75.00	<i>Auction Item</i>
Outgoing Reg IX Dir Gift	100.00	0.00	0.00	0.00	100.00	<i>Dawn Abrahamson 2021; Scott Passey 2022</i>
Region IX Assessment	0.00	1,685.00	0.00	2,492.00	2,100.00	<i>300 Active Members x \$7</i>
Region IX Dinner	500.00	2,226.00	0.00	0.00	0.00	<i>WMCA does not host until 2023</i>
Total IIMC	600.00	3,911.00	0.00	2,567.00	2,275.00	
Miscellaneous Expenses						
501(c)3	910.00	960.00	10.00	950.00	950.00	<i>Accountant</i>
Bank Charges	225.23	4.00	0.00	50.00	50.00	
Condolences	0.00	317.64	0.00	0.00	0.00	
Credit Card Fees (PayPal)	1,693.08	1,596.72	526.48	1,500.00	1,800.00	
Gambling/Alcohol License	65.00	65.00	109.00	200.00	200.00	
Gifts	80.54	75.00	0.00	0.00	0.00	
Insurance	1,303.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	883.40	618.35	303.42	500.00	500.00	<i>McAfee</i>
Other	635.00	760.00	525.00	500.00	500.00	<i>Small cities scholarships for WMCA dues</i>
Post Cards Vistaprint	0.00	0.00	0.00	1,000.00	1,000.00	<i>Fall/Spring Academy, Conference/COTY - Increased to accommodate mailings for separate awards (Clerk of the Year and President's Award of Distinction)</i>
Postage	278.42	366.41	24.75	500.00	500.00	<i>Increase due to additonal award mailing (see above)</i>
Total Miscellaneous Expenses	6,073.67	6,066.12	2,801.65	6,600.00	6,900.00	
Scholarship Expenses						

WMCA BUDGET Expenditures

	Actual	Actual	YTD	Budget	Proposed	Comments
	May '18 - Apr '19	May '19- Apr '20	May '20 - Feb '21	May '20 - Apr '21	May '21 - Apr ' 22	
Conference Scholarships	3,434.37	0.00	200.00	5,000.00	5,000.00	
Margery A. Price Scholarship	1,700.00	0.00	0.00	2,000.00	2,000.00	<i>Fall/Spring/IIMC/PDIV</i>
NCI Scholarships	13,775.00	15,450.00	0.00	15,000.00	15,000.00	<i>2020 actual 0. NCI cancelled</i>
Raffle - Auction	169.00	417.79	0.00	2,500.00	1,500.00	
Store Items	681.93	0.00	0.00	2,000.00	2,000.00	<i>Buying products to sell</i>
Total Scholarship Expenses	19,760.30	15,867.79	200.00	26,500.00	25,500.00	
Total Expense	\$ 142,470.56	\$ 95,801.75	\$ 80,643.46	\$ 173,208.00	\$ 161,806.00	

WMCA BUDGET Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May '20 - Apr '21	May '21 - Apr '22	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Grand Rapids, MI	5/9- 5/13/ 2021	Registration/Early	650.00	650.00	<i>2021 Conference Reg and Air is paid out of 2020 Budget; this budget covers 2022</i>
Grand Rapids, MI - 2021		Airline	600.00	600.00	<i>Grand Rapids, MI (includes baggage fees)</i>
Little Rock , Arkansas - 2022		Lodging	1,160.00	1,160.00	<i>164.00/night x 6 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary</i>
		Ground Transportation	50.00	50.00	
		Parking	140.00	140.00	<i>Sea Tac</i>
		Meals	250.00	250.00	<i>250</i>
		Total Education Coordinator Travel	2,850.00	2,850.00	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference	June 2021	Vendor Registration/Membership	1,300.00	1,300.00	<i>Includes booth and most meals for 2 days</i>
June 22-25, 2021 - Spokane WA		Lodging	500.00	500.00	
		Mileage	300.00	300.00	
		Supplies	500.00	500.00	<i>Give aways, presentation supplies, brochures</i>
		Total Executive Committee Travel	2,600.00	2,600.00	
NCI DIRECTOR TRAVEL					
IIMC Conference - Grand Rapids, MI	5/9-13/2021	1/3 Shared Cost w/AK & OR	900.00	900.00	<i>Director Agreement</i>
WMCA Conf - Red Lion, Pasco WA	3/15-17/2022	Transportation/Mileage	575.00	575.00	<i>Airline (from Manteca/Sac CA to PSC)</i>
		Total NCI Director Travel	1,475.00	1,475.00	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	Nov-21	Airline or Mileage	500.00	500.00	
Hotel Captain Cook		Lodging	460.00	460.00	<i>\$115 x 3 incl taxes</i>
		Ground Transportation	75.00	75.00	<i>To/Fr Airport</i>
		Parking	72.00	50.00	<i>Bellingham</i>
		Meals	100.00	100.00	<i>1 breakfast, 2 dinner</i>
		Hospitality Gifts	100.00	100.00	<i>\$50x2 for President/President Elect</i>
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,357.00	1,335.00	
CCAC Conf - 2021 San Francisco	21-Apr	Airline or Mileage	450.00	450.00	<i>2021 Conference Cancelled</i>
		Lodging	1,000.00	1,000.00	

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WMCA BUDGET
Travel

		Ground Transportation	125.00	125.00	To/Fr Airport
		Parking	80.00	80.00	
		Meals	75.00	75.00	
		Hospitality Gifts	100.00	100.00	
		Auction Item	50.00	50.00	
		Total CCAC Conference	1,880.00	1,880.00	
IIMC Conference - Grand Rapids, MI	5/9-13, 2021	Registration/Early	650.00	650.00	2021 Registration is paid out of 2020 budget; this covers 2022 registration cost
		Airline	600.00	600.00	
		Lodging	1,160.00	1,160.00	165.00/night x 5 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary
		Ground Transportation	100.00	100.00	
		Parking	84.00	100.00	
		Meals	250.00	250.00	Not covered by registration
		Total IIMC Conference	2,844.00	2,860.00	
OAMR Conference - Best Western Newport	09/29-10/1/2021	Airline or Mileage	151.00	466.00	Round trip Ferndale to Newport 804 miles @.58 per mile
		Lodging	619.00	640.00	\$160 (includes tax) x 4 nights max
OAMR covers registration		Ground Transportation	-	-	To/Fr Airport
Academy is extra		Parking	-	-	
		Meals	75.00	75.00	2 breakfasts/2 dinner; per diem is \$61/day
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total OAMR Conference	995.00	1,331.00	
		Total President Travel	7,076.00	7,406.00	
IMMEDIATE PAST PRESIDENT TRAVEL					
IIMC Conference - Grand Rapids, MI	5/9-13/2021	Registration/Early		-	2021 only per EC. Reg.& airfare pd w/credit from 2020
		Airline		-	
		Lodging		1,160.00	165.00/night x 5 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary
		Ground Transportation		100.00	
		Parking		140.00	Sea Tac Parking

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WMCA BUDGET
Travel

		Meals		250.00	<i>Per Diem is \$66/day; some meals provided</i>
		Total Immdidate Past President Travel	-	1,650.00	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Grand Rapids, MI	5/9-13/2021	Registration/Early	650.00	650.00	<i>2021 Registration and Air is paid out of 2020 budget; this covers 2022 registration cost</i>
		Airline	600.00	600.00	
		Lodging	1,160.00	1,160.00	<i>165.00/night x 5 nights plus 17% tax; 2021 Conference Extended one day due to 75th Anniversary</i>
		Ground Transportation	100.00	100.00	
		Parking	140.00	140.00	<i>Sea Tac Parking</i>
		Meals	250.00	250.00	<i>Per Diem is \$66/day; some meals provided</i>
		Total President-Elect Travel	2,900.00	2,900.00	
REGION IX DIRECTOR - WMCA REPRESENTATIVE					
IIMC Conference - Grand Rapids, MI	5/9 - 13, 2021	Registration/Early	650.00	650.00	<i>Covered in 2021 only; prior to Passey swearing in</i>
		Airline	600.00	600.00	
		Lodging	1,160.00	1,160.00	
		Ground Transportation	100.00	100.00	
		Parking	140.00	140.00	
		Meals	250.00	250.00	
		Total IIMC Conference	2,900.00	2,900.00	
WMCA Conference - Ocean Shores, WA	Mar-21	Airline or Mileage	266.00		
<i>New Expense Based on update to Financial Policy to cover costs of IIMC Travel when WMCA Representative, when travel is not covered by IIMC or jurisdiction</i>		Lodging	560.00	560.00	<i>\$125/night x 4 plus 11.8% tax</i>
		Ground Transportation		-	<i>N/A</i>
		Parking		-	<i>N/A</i>
		Meals	75.00		<i>Not covered by registration</i>
		Total WMCA Conference	901.00	560.00	
		Total WMCA Region IX Director	3,801.00	3,460.00	

WMCA BUDGET Conference Hospitality

Position	Description	Budget	Proposed	Policy
		May '20 - Apr '21	May '21 - Apr '22	
2020 Clerk of the Year	Registration/Early	450.00	450.00	
AAMC President	Registration/Early	450.00	450.00	
Jamie Heinz	Welcoming Gift	60.00	60.00	
CCAC President	Registration/Early	450.00	450.00	
Anthony Mejia	Welcoming Gift	60.00	60.00	
IIMC Executive Director	Registration/Early	450.00	450.00	
Chris Shalby	Welcoming Gift	60.00	60.00	
IIMC President	Registration/Early	450.00	450.00	
Sherry Pierce, Valdez AK	Lodging	560.00	560.00	
Sherry Pierce, Valdez AK	Transportation/Mileage	600.00	800.00	<i>Fly to Pasco</i>
Sherry Pierce, Valdez AK	Welcoming Gift	60.00	60.00	
IIMC President-Elect	Registration/Early	450.00	450.00	
Pamela Smith, Sanibel FL	Welcoming Gift	60.00	60.00	
OAMR President	Registration/Early	450.00	450.00	
Angie Lanter	Welcoming Gift	60.00	60.00	
NCI Director	Registration/Early	450.00	450.00	
Joann Tilton	Welcoming Gift	60.00	60.00	
Region IX Director	Registration/Early	450.00	450.00	
CA - Dawn Abrahamson	Welcoming Gift	60.00	60.00	
Region IX Director	Registration/Early	450.00	450.00	
WA - Scott Passey	Lodging	-		<i>Incl. in Travel when WMCA Representative</i>
	Welcoming Gift	50.00	60.00	
	Total Hospitality	6,190.00	6,400.00	



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

TO: WMCA President and Executive Committee

FROM: Co-Chairs Jodee Schwinn/Melody Valiant

COMMITTEE: Bylaws Committee

DATE: 2/24/21

SUMMARY OF ACTIVITIES: This year the Bylaws Committee worked on three proposed amendments at the request of the WMCA Executive Committee. These amendments have been finalized and will be presented at the 2021 Annual Business Meeting for a vote by the membership. The amendments are attached to this report and will be included in the 2021 Annual Business Meeting Packet.

The proposed amendments have been presented to and reviewed by the Executive Committee. They were included in the the January 2021 WMCA Newsletter, and notification was emailed out to the entire membership at least 20 days prior to the meeting WMCA Bylaws Article XIII, Section 1.

ACTION REQUESTED: YES NO

RECOMMENDATION: Present the proposed Amendments to the WMCA Membership for a vote at the 2021 Annual WMCA Conference.

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

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

Proposed Bylaws Amendments

Each proposed amendment is presented in a formal manner and also in a three-column format. The first column shows the text as is currently appears (Current Wording). The middle column shows the changes to be made (Proposed Amendment) by showing words to be removed with ~~strike through~~ and words to be inserted or added with underline. The third column shows the text that will appear if the proposed amendment is adopted (If Adopted Will Read).

The Executive Committee recommends the consideration of Amendments 1 through 3.

AMENDMENT 1 - Article IV, Section 3. Executive Committee

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

Article IV, Section 3. Executive Committee. The Officers and Board of Directors together shall be known as the Executive Committee. All members of the Executive Committee are entitled to vote on all Executive Committee matters.

RATIONALE: To provide clarification that the President of WMCA, as an Officer of the Executive Committee, is entitled to vote on all Executive Committee matters.

MOTION: Move to Amend Article IV, Section 3, by adding the following sentence “All members of the Executive Committee are entitled to vote on all Executive Committee matters,” after the first sentence.

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

AMENDMENT 2 - Article V, Section 4. Acceptance of Candidates

Amend Article V, Section 4, by adding the following to the end of the first sentence as shown in the strike through and underlined language below:

Article V, 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 supervisor,~~ as well as the individual with the budget authority, (unless they are the same person), for example but not limited to – a mayor, city manager or city/county

administrator, or CEO stating their support of the candidacy, and the candidate’s increased involvement in WMCA, 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.

RATIONALE: To ensure the candidate has the support of their agency, and immediate supervisor with Budget authority, to fully participate as an Officer or Board Member of WMCA.

MOTION: Move to Amend Article V, Section 4, by striking the words “mayor, city manager or city/county administrator, or CEO,” and adding the words “as well as the individual with the budget authority, (unless they are the same person), for example but not limited to – a mayor, city manager or city/county administrator, or CEO stating their support of the candidacy, and the candidate’s increased involvement in WMCA.”

Current Wording	Proposed Amendment	If Adopted Will Read
<p>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.</p>	<p>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 supervisor, <u>as well as the individual with the budget authority, (unless they are the same person), for example but not limited to – a mayor, city manager or city/county administrator, or CEO stating their support of the candidacy, and the candidate’s increased involvement in WMCA.</u> 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.</p>	<p>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 supervisor, as well as the individual with the budget authority, (unless they are the same person), for example but not limited to – a mayor, city manager or city/county administrator, or CEO stating their support of the candidacy, and the candidate’s increased involvement in WMCA. 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.</p>

AMENDMENT 3 - Article IV, Section 6. Vacancy

Article IV, Section 6. Vacancy. Amend Article IV, Section 6, by amending the first paragraph as shown in the strike through and underlined language below:

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

RATIONALE: To amend the language in Article IV, Section 6, to be consistent with the amended language in Article V, Section 4.

MOTION: Move to Amend Article IV, Section 6, by striking the words in the first paragraph, “mayor, city manager or city/county administrator, or CEO,” and replacing with the words “supervisor, as well as the individual with budget authority (unless they are the same person), for example but not limited to – a mayor, city manager or city/county administrator, or CEO stating their support of the candidacy, and the candidate’s increased involvement in WMCA.”

Current Wording	Proposed Amendment	If Adopted Will Read
<p>Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:</p> <p>The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and</p>	<p>Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:</p> <p>The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and</p>	<p>Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:</p> <p>The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and</p>

<p>setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's mayor, city manager, city/county administrator, or CEO. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description. If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.</p>	<p>setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's mayor, city manager, city/county administrator, or CEO <u>supervisor, as well as the individual with budget authority (unless they are the same person), for example but not limited to – a mayor, city manager or city/county administrator, or CEO stating their support of the candidacy, and the candidate's increased involvement in WMCA.</u> If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description. If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.</p>	<p>setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's supervisor, as well as the individual with budget authority (unless they are the same person), for example but not limited to – a mayor, city manager or city/county administrator, or CEO stating their support of the candidacy, and the candidate's increased involvement in WMCA. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description. If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.</p>
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2021 WMCA GENERAL ELECTIONS

On January 14, 2021, a certification of candidate report was issued for the 2021 WMCA General Election. On January 20, 2021, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 19, 2021, and the results were forwarded to Michelle Whitten, Elections Auditor, by the Elections Officer, Heidi K. S. Napolitano, on February 24, 2021.

An independent review of the elections results was completed, and the Elections Auditor found the election process and results to be sound. Out of 326 active members, 73 ballots were cast with the following results sorted high to low:

CANDIDATE	TOTAL VOTES	PERCENTAGE
<u>President Elect (1-year term)</u> Shawn Campbell, MMC City Clerk, City of Auburn	71	100%
<u>Vice-President (1-year term)</u> Lisa Neissl, CMC City Clerk, City of College Place	70	100%
<u>Treasurer (2-year term)</u> Georgina Anderson, MMC Deputy Clerk/Treasurer, City of Woodland	72	100%
<u>One Board Member position (3-year term)</u> Jessica Marshall, CMC Supervisor of Executive Administration/Clerk of the Board, Benton PUD	72	100%

Thank you to our Candidates for their willingness to serve WMCA; thank you to the Elections Officer and Elections Auditor for their facilitation of the general election; and CONGRATULATIONS to the newly elected WMCA Executive Committee 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: Debbie Burke, Chair

COMMITTEE: Clerk's Handbook Update

DATE: March 10, 2021

SUMMARY OF ACTIVITIES: The Committee has been corresponding in email since our January online meeting and have completed the final draft of our new Chapter 6 – Management of Hazards and Emergencies. We have framed a timeline for the review and update of the remaining Chapters through October of this year.

Two of us have completed the preliminary draft for the MRSC Guest Blog with high hopes to analyze membership survey results for the final draft in the next few months.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

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

COMMITTEE: Conference Planning

DATE: March 5, 2021

SUMMARY OF ACTIVITIES: Unfortunately, due to the pandemic, the Conference Planning Committee was not very busy in 2020. The Executive Committee's decision to not hold an in-person conference was a tough one, but necessary. We are grateful that we are having a couple days of virtual education and our annual meeting this year.

We would like to recognize the Committee members who were ready and willing to help if needed.

Members:

Anders Sorestad
Anja Mullin
Debbie Burke
Desirae Bearden
Elizabeth Adkisson
Gina Pfister
Heidi Napolitano
Jodee Schwinn
Leanne Peters
Liliana "Lily" Pearson
Lisa Neissl
Melissa Hart-McCain
Nicole Schunke
Peri Gallucci
Patty Michajla
Sadie Schaneman
Shawn Campbell
Stephanie Haug
Treva Percival
Paula Swisher - EC Liaison

In lieu of an in-person conference in March 2021, there may be a Fall Education Days which could include a president's reception and banquet night. During these events, we will honor the two past

presidents who did not have an in-person conference - Paula Swisher and Debbie Jermann. A decision on holding this event should be made in June...stay tuned!

We look forward to planning for an in-person conference for 2022 in Pasco for President Susan Duncan!

ACTION REQUESTED: YES NO

RECOMMENDATION: Keep your fingers crossed that we can hold an in-person conference in 2022!

ALTERNATIVES:

FISCAL IMPACT: .

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

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)
- Annual Business Meeting Report (March)

TO: WMCA President and Executive Committee

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

COMMITTEE: Education Committee

DATE: March 5, 2021

RECOGNITION OF 2020-2021 EDUCATION COMMITTEE MEMBERS:

Thank you, committee members, for your willingness to serve this year. Because both the rescheduled 2020 conference and the 2021 conference were cancelled, there was not much for our committee to do this year. We look forward to planning for 2022!

Heidi Napolitano, Co-Chair	Town of Woodway
Tammy Stanger, Co-Chair	City of Wenatchee
Donald Ross, EC Liaison	City of Westport
Maria Holman	City of East Wenatchee
Brenda Martinez	City of Black Diamond
Mari Ripp	City of Woodland
Christine Brown	City of Bainbridge Island
Allison Taylor	City of Shoreline
Tina Eggers	City of Issaquah

SUMMARY OF 2020/2021 ACTIVITIES:

- Gathered speaker and topic suggestions from WMCA members.
- Worked with speakers to reschedule/cancel the 2020 & 2021 conferences. The Keynote and Closing Session speakers that we hired for the 2020 conference will be with us whenever we are able to reschedule. Many of the session presenters have expressed interest in returning, depending on availability. We have also scheduled one new session presenter.



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

TO: WMCA President and Executive Committee

FROM: Deb Estrada & Heidi Riojas, Co-Chairs

COMMITTEE: Fundraising

DATE: March 10, 2021

SUMMARY OF ACTIVITIES:

WMCA PINK Walk - With permission from the family of Karen Kuznek-Reese, the Fundraising Committee organized the first WMCA Pink Walk for the month of October 2020, also known as Breast Cancer Awareness Month. Each \$25 entrance fee, regardless whether the registrant walked, had an opportunity to win a Pink Kate Spade Laptop Purse. The first and second highest step count won either a Pink Scentsy Basket by Jacky Renteria of Sunnyside or 1/2 case of Pink Rose wine by Two Mountain Winery. All prizes were donated and 100% of the proceeds went to the Karen Kuznek-Reese scholarship fund. A total of \$3,225.00 was raised to support scholarships.

With Gina Anderson's help, WMCA's Gambling License was completed for 2021

ACTION REQUESTED: YES NO

RECOMMENDATION: /A

ALTERNATIVES:

FISCAL IMPACT: as of March 3, 2021:

Revenues:	Budgeted Amount	Revenues Generated
3,225.00 _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
 Expenditures:	 Budgeted Amount	 Amount encumbered & expended
0.0 _____	\$ _____	\$ _____

\$ _____
\$ _____

\$ _____
\$ _____



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

TO: WMCA President and Executive Committee

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

COMMITTEE: Legislative

DATE: February 24, 2020

SUMMARY OF ACTIVITIES: During the past year, the Committee monitored legislation relating to clerks, and provided articles with updates on emerging issues and/or legislation within the monthly newsletter.

Due to the COVID-19 Pandemic, the Legislative Committee was not able to visit Olympia at the beginning of the 2021 Legislative Session.

During this year, the Legislative Committee Co-Chairs welcomed one new member to the Committee.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: None

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



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Annual Business meeting Report (March)
- Year End Report (March Meeting)

TO: WMCA President, Executive Committee, and Membership

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

DATE: March 10, 2021

RECOGNITION OF 2020-21 MEMBERSHIP COMMITTEE MEMBERS:

Many thanks to the members of the 2020-21 Membership Committee; these WMCA members participated in such important work as welcoming new members, recruitment, facilitation of the Partnership Program, and General Elections!

Elizabeth Adkisson, Chair/EC Liaison	City of Seattle
Darla Reese, Co-Chair	City of Granite Falls
Heidi Napolitano, Co-Chair (Elections Officer)	Town of Woodway
Anna Alvarez	City of Wenatchee
Judy Brown	City of Bridgeport
Shawn Campbell	City of Auburn
Peri Gallucci	City of Chelan
Maria Holman	City of East Wenatchee
Taria Keane	City of Des Moines
Keri MacDonald	City of Cheney
Lisa Neissl	City of College Place
Mari Ripp	City of Woodland
Tammy Stanger	City of Wenatchee
Bonnie Wilkins	City of Des Moines
Mary Winter	City of Puyallup

ELECTIONS SUB-COMMITTEE UPDATE

2021 General Elections

Thanks to the Elections Sub-Committee, and Elections Officer Heidi Napolitano, the 2021 General Election was completed successfully. **Congratulations** to those elected:

- ❖ President-Elect Shawn Campbell, MMC – City Clerk, City of Auburn
- ❖ Vice President Lisa Neissl, CMC – City Clerk, City of College Place
- ❖ Treasurer Georgina Anderson, MMC – Deputy Clerk/Treasurer, City of Woodland
- ❖ Board Member Jessica Marshall, CMC – Executive Assistant, Benton PUD

The newly elected members were informed of the results by President Jermann and the membership informed via e-blast notice. The results will also be presented at the WMCA Annual Business Meeting and Oaths of Office administered at this time.

NOTE: Please see Attachment 1 for the full Elections Report.

2021 Special Election

Per the WMCA Elections Procedures, the Executive Committee took action to set the date of May 3, 2021, for the opening of a Special Election to fill a vacant board member position. The 2021 Special Election Call for Candidates was posted online and distributed to the membership via e-blast on March 5th; and published in the March 2021 WMCA Newsletter (*see Attachment 2*). Candidate submissions are due on March 26, 2021; and the election will be held May 3, through May 24, 2021.

Many thanks to Heidi (and Michelle from the Audit Committee) for another successful year of Elections!!

- ATTACHMENTS:**
1. WMCA Election Report to Board 03-02-21
 2. 2021 General Election Call for Candidates



To: WMCA Executive Committee, Elections Officer, and Membership Committee Chair
From: Michelle Whitten, Elections Auditor
Re: 2021-22 WMCA Executive Committee Election
Date: March 2, 2021

On January 14, 2021 I issued a certification of candidate report for the 2021-22 Executive Committee Election. On January 20, 2021, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 19th, and the results were forwarded to me by the Elections Officer, Heidi K. S. Napolitano on February 24th.

I have completed an independent review of the elections results and find the election process and results to be sound. Out of 326 active members, 73 ballots were cast with the following results sorted high to low:

Candidate	Total Votes	Percentage
<u>President Elect (1-year term)</u> Shawn Campbell, MMC, City Clerk City of Auburn	71	100%
<u>Vice-President (1-year term)</u> Lisa Neissl, CMC, City Clerk City of College Place	70	100%
<u>Treasurer (2-year term)</u> Georgina Anderson, MMC, Deputy Clerk/Treasurer City of Woodland	72	100%
<u>One Board Member positions (3-year term)</u> Jessica Marshall, CMC, Executive Assistant Benton PUD	72	100%

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

2021 WMCA Special Election Call for Candidates!

Candidate Packet Deadline: March 26, 2021



By this notice, the WMCA Elections Officer and the Membership Committee announce the Call for Candidates for a Special Election to fill a vacant board position on the WMCA Executive Committee. Service in this position is a great way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning, and advocacy activities of the Washington Municipal Clerks Association.

The Special Election will be held Monday, May 3, through Monday, May 24, 2021, through electronic voting software. The following position is available in this election:

- 1 Board Member position (3-year term)

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

Candidate Packets must be received by the Elections Officer (Heidi Napolitino, Town of Woodway) no later than Friday, March 26, 2021. They can be submitted electronically or by hard copy and must be **received** by the March 26th deadline.

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

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

"I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."
2. **Candidate Statement:** This statement must be no more than 200 words in length, including your name, title, place of employment and a statement of why election to office is sought and must be submitted with your Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
3. **Photo:** A (2" x 2") black and white or color digital photo of you must be submitted with your Candidate Packet.
4. **Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.

Send your **complete** Candidate Packet to:

Via email to: Heidi@townofwoodway.com

Via mail to: Heidi K. S. Napolitino
WMCA Elections Officer
Town of Woodway
23920 113th Place W.
Woodway, WA 98020
206.542.4443

**All submittals must
be received by
March 26, 2021**



TO: WMCA Members

FROM: Tamara Gunter, Scholarship Committee Co-Chair
Treva Percival, Scholarship Committee Co-Chair

COMMITTEE: Scholarship Committee

DATE: February 23, 2021

We would like to extend a big THANK YOU to & recognize the 14 scholarship committee members who volunteered to serve on our committee this past year.

- ❖ Donald Ross, City of Westport
- ❖ John Millard, City of Tenino
- ❖ Laura Divis, City of Okanogan
- ❖ Gretchen Sagen, City of Raymond
- ❖ Bonnie Wilkins, City of Des Moines
- ❖ Kendall Murphey, City of Prosser
- ❖ Korinne Henry, North Kitsap School District
- ❖ Amber Scott, City of Omak
- ❖ Virginia Shaddy, Island County
- ❖ Desirae Bearden, City of Skykomish
- ❖ Kassi Mackie, City of Longview
- ❖ Leanne Peters, Columbia County
- ❖ Allison Morrison, Snohomish County PUD No. 1
- ❖ Jodee Schwinn, City of Seattle

And a big thanks to Lisa Neissl our EC Liaison as well!

Highlights from the year include:

- For the 2020-2021 fiscal year (May 1, 2020 – present), the committee awarded **17 scholarships** to fellow members to support them in their professional development/educational goals. Due to the cancellation of in person trainings, those scholarships were approved to be honored/rolled over to the 2021 sessions.
- New scholarship opportunities were offered for the NCI virtual training sessions in the fall/winter, as well as for the virtual spring education days in March 2021.

- The Executive Committee approved revised versions of the following scholarship related documents: scholarship guidelines, scholarship application, and two new reimbursement request forms.

We look forward to seeing you all again in person someday!