



President	Irene Varney Moran, CMC
1st Vice President	Leonard Brunelle
2nd Vice President	Shirley Kinney, CMC
Secretary	Dorothy Schauerman, CMC
Treasurer	Iris Litzenberger

Nov. 13, 1978

PRESIDENT'S MESSAGE FOR THE NEWSLETTER

Our 9th WMCA conference held in Centralia was our most well attended to date, and along with all of us hopefully having learned something we didn't previously know, I like to think everyone had a good time. That luncheon fashion show certainly was fun. Hostesses Nancy Grattias and her able assistant, Kathy Korpi, did an outstanding job -- working so hard and never losing their great sense of humor. It's people like that who make up our organization - all those "spokes in the wheel".

I hope all Clerks who have not yet joined the IIMC will take steps to do so. It is very worthwhile and they are ready and able to help you in so many ways. Many of our Washington Clerks have either become CMC's or are working toward certification.

We hope to put together a newsletter at least a couple of times this year, and ask that you please send in any news items you have, no matter how trivial it may seem to you. We are all interested in what each other is doing. Send to Gertrude Erickson, Ellensburg.

Plans for our 10th Anniversary conference at Kennewick in April 1979 are shaping up nicely. Your Board met on October 27 at the Red Lion at Sea Tac and were briefed on the agenda to date by Margery Price. She is hard at work to make this a memorable occasion for all of us.

In accordance with our By-Laws, I will be appointing an Auditing Committee and a Nominating Committee, since our 10th conference will also include election of officers.

I'm proud to be President of such a great Association, and thank all of you for making it so.

Irene
Irene Varney Moran, CMC
President

I.I.M.C. Memberships & Seminars

Through February 16, 1978, International Institute of Municipal Clerks recorded 84 members from the State of Washington, of which 11 have attained Certified Municipal Clerk status.

From IIMC (Editor's Note) "The International Institute of Municipal Clerks is devoted to advancing the professionalization of the Office of Municipal Clerk and improving the efficiency of government. It provides its 4,300 members with educational, conference, research, reference, and informational services designed to keep its members informed on the changes in the urban scene. It accredits its 25 educational institutes at universities in the United States and Canada and awards the prestigious Certified Municipal Clerk (CMC) designation for education, professionalism, and experience."

It is not too early to begin planning to attend one or more of the Seminars to be held at Central Washington University, Ellensburg during 1979. More information will be forthcoming soon after the first of the year on the Phases to be offered, tuition, etc.

IIMC - Phase V was held in Ellensburg August 27 through September 1 and dealt with the nature, source, affects and management of stress associated with the work setting
Attending were:

Mary J. Benson, Tumwater	Gertrude Erickson, Ellensburg
Mildred L. Berend, Bonney Lake	Sue Frix, Winslow
Margaret J. Bradley, Pacific	Margaret Grass, Algona
Donna J. Buxton, Entiat	Marie Jensen, Kent
Marguerite Cain, Colfax	Robert G. Lloyd, Port Orchard
Wilma Collins, Toledo	Linda Miller, Davenport
Alice Dalton, Buckley	Patricia Weber, Bellevue

Instructors: Dick Albertson, OD Center, CWU
Alan Omens, Student Counseling Center, WSU

ANNUAL CONFERENCE

Officers and Board members Irene Varney Moran, President; Shirley Kinney, 2nd Vice President; Dorothy Schauerman, Secretary; Del Mead, Marge Price, Gertrude Erickson, Marie Jensen, Marie Sovold and Margaret Bradley met October 27th, at Sea-Tac Motor Inn to discuss plans for the annual W.M.C.A. Conference to be held in Kennewick at the new Clover Island Motor Inn - April 25-27. Marge Price has again volunteered to host the Conference.

Suggested for inclusion on the Preliminary Agenda:

Steve Norman: "Today's Bond Market"

Jim Gay: L.I.D. laws and proposed changes to L.I.D. laws

Steve Harrington - From Association of Washington Cities

Mike Saunders: From Department of Archives will present a workshop on records retention with video tape presentation by Chief Examiner, Office of State Auditor and Jim Tuttle, Assistant Attorney General.

Share and Tell Workshop - Bring your questions and answers and any materials you would like to share.

Workshop on Minutes and Agendas - It would be appreciated and helpful if we could have as many samples as possible. For those Clerks who may not be able to attend, please share a copy of your minutes and agenda with us.

Gene Myers: Time Management

An Hawaiian buffet is planned for Wednesday evening. (Start planning your costume now!) The hotel will furnish leis and poi and will give two free weekends for 2 persons; lodging only at Clover Island. One for the prettiest costume and one for the most unusual costume.)

TENTH ANNIVERSARY

A meeting to organize the Washington Municipal Clerks Association was held September 1969 at the Library in Bellevue.

Meetings have since been held at Yakima (1970), Ellensburg (1971), Pasco (1972), Ocean Shores (1973), Ellensburg (1974), Yakima (1975), Tukwilla (1976), Richland (1977) and Centralia (1978).

To help celebrate this anniversary it is hoped that all past officers will be able to attend and participate in the activities.

We hope to build a scrapbook of memories and would appreciate receiving pictures of past officers and any other pictures you may have taken at a Conference and which you would like to share. Please mail these to Dorothy Schauerman, City Clerk, P.O. Box 218, Odessa, Washington, as soon as possible.

We would like to hear from those cities whose clerks were active in the organization and who have retired since 1969. This information may also be sent to Dorothy so that an announcement of the Conference may be sent to them.

A woman called the Animal Control Dept. to report a skunk in her cellar and was advised: "Make a trail of bread crumbs from the basement to the yard and wait for the skunk to follow it outside."

A little later the woman called back: "I did what you told me. Now I've got two skunks in my cellar."

Clerk to MAYOR: "Normally I wouldn't dream of opening a letter addressed to you, but this one was marked 'private.'"

Mayor to Clerk: "Have you noticed how much brighter than people machinery seems to be getting?"

APPOINTMENTS:

Leonard Brunelle, City Clerk, Clarkston, Washington and W.M.C.A.'s 1st Vice President, has been appointed to serve on the Constitution Committee of the International Institute of Municipal Clerks.

IIMC President Rex E. Layton, CMC, City Clerk of Los Angeles, California, stated he appointed "Leonard Brunelle because he has the experience and knowledge of the association in recommending changes in its organizational structure." He further stated he will call upon Leonard "to review any proposals submitted by IIMC members to amend the association's constitution."

President Layton appointed Dorothy Schauerman, City Clerk, Odessa, Washington and W.M.C.A.'s Secretary, to serve as a State Membership Chairman for 1978-79. As a State Membership Chairman, Dorothy will keep the IIMC headquarters informed on newly appointed clerks, promote membership at state conventions, and advise and assist on state-wide membership promotion. You may expect to hear from Dorothy if you are not yet a member of IIMC.

Items of Interest:

Dorothy Schauerman, City Clerk, Odessa, reports the Inland Empire Finance Officers Association has been holding regional meetings to discuss items of interest. The last meeting was held October 6 at which time there was an election of officers and the agenda included Municipal Bond Issues discussed by Jack McLaughlin of Foster & Marshall, B.A.R.S. update by Harold Hardt, State Examinary. There was an open discussion of Budgetary Problems.

Similar meetings are being held in Yakima for members from Kittitas, Yakima and Klickitat Counties.

We understand other group meetings are being held throughout the state. If you are interested in a regional group meeting contact the Clerks in your immediate area and get something going.

APPRECIATION: From I.I.M.C.

Ms. Dorothy Schauerman
City Clerk
P.O. Box 218
Odessa, Washington 99159

Dear Dorothy,

Your participation in the workshop on "Learn to Communicate" really made it an interesting session. Everytime that I looked in someone was speaking to the group -- describing a program or putting forth an idea on the subject. We wanted to stimulate discussion and keep things moving and that's what happened at your workshop. Thanks to your presentation.

On behalf of President Joseph V. Valenti, the members of our Executive Committee and myself, I would like to thank you personally for making this our finest Conference.

Sincerely yours,

s/ John J. Hunnewell
Executive Director, IIMC

JJH/orj

For the benefit of those attending the Board meeting.

Confusion: One woman plus one left turn.

Excitement: Two women plus one secret.

Bedlam: Three women plus one bargain.

Chaos: Four women plus one luncheon check.

Frustrated recreation instructor to pupil coming a cropper: "You just don't seem to get the hang of it Joe. Now you've broken a ski instead of a leg."

I understand one city has gone from parallel parking to angle parking after hearing one driver explain to another: "You back up until you run into the car behind, then you go forward until you run into the car ahead."

APPOINTMENTS continued

Bernie Parker, formerly of Quincy, has accepted the Clerk-Treasurer's position in Poulsbo, Washington. The position was vacated by Walt Heineman.

Items of Interest continued

Margaret Bradley of Pacific tells me Clerks from the north Pierce County - south King County area meet for lunch, monthly, to discuss items of interest.

In addition to Margaret other Clerks attending include Loretta Guerrini, Sumner; Shirley Kinney, Fife; Peggy Grass, Algona; Mary Pries, Carbonado; Mildred Berend, Bonney Lake; Karen Giesen, Black Diamond, Mary Dauer, Milton; Sharon Nilles, Orting; Julianna Berg, Fircrest; Pat Leitno, South Prairie and Alice Dalton, Buckley.

FROM I. I. M. C.

The International Institute of Municipal Clerks has initiated a Job Talent Bank for municipal governments and other agencies seeking qualified professionals to fill vacancies in the municipal clerk's office. Position announcements will be carried without charge in the monthly IIMC News Digest. (This courtesy is extended to non IIMC member cities and towns, as well.)

In addition, these position announcements will be filed in the IIMC Employment Referral Center and made available to persons seeking career development job changes.

The position announcements need not be restricted to municipal clerk vacancies. They can cover the variety of professional disciplines such as finance, treasury management, budget, general administration, and agency directorship which are often performed by municipal clerks. IIMC can draw upon the talent of 4,000 members competent in many varied areas of municipal administration.

Individuals seeking positions in the municipal clerk's field and persons currently in the profession may use the IIMC Employment Referral Service. Over 500 position vacancy announcements in local government are kept on file, and persons wanting to have their resume included in the IIMC Talent Bank may request an application to do so.

For further information about the IIMC Employment Referral Center, the Job Talent Bank or Advertising Position Announcement contact IIMC Employment Referral Center, 160 North Altadena Drive, Pasadena, Calif. 91107 or telephone (213) 795-6153.

PLEASE NOTE - I NEED YOUR HELP!

I volunteered to do the newsletter and it is fun, but I will need help from all of you to keep it going. Would like to put out another issue around the middle of January 1979, and again in March before the annual Conference in April.

Please send me information - about people ie appointments, job changes, retirements, who took a trip where, weddings, etc., etc.

What has your city or office done that might be of help to others?

Any article you come across that would be of interest.

Wanted to buy or items for sale. ETC., ETC.

Send to me: Gertrude H. Erickson, City Clerk
420 N. Pearl Street
Ellensburg, Washington 98926

With the cold and virus season coming on don't be surprised if you find the following sign tacked on your physician's door:

TO SAVE TIME, PLEASE BACK INTO THE OFFICE.

BUSINESS MEETING - The annual business meeting is tentatively scheduled on the Conference Agenda for early Thursday afternoon at which time there will be the election of officers and board members.

DUES ARE DUE AND CONFERENCE REGISTRATIONS WILL BE ACCEPTED

Following is the Annual Dues Statement and the Pre-Registration form for next year's Conference showing the amounts you may want to include in your 1979 Budget.

I'm sure Iris will appreciate receiving your payments early to avoid that last minute rush before the meeting.

Detach here

W M C A

ANNUAL DUES STATEMENT
MUNICIPAL CLERKS' ASSOCIATION
STATE OF WASHINGTON

Officers:

Irene Varney Moran, GMC - President
Leonard Brunelle - 1st Vice President
Shirley Kinney, GMC - 2nd Vice President
Dorothy Schauerman, GMC - Secretary
Iris Litzenberger - Treasurer

Date	Item	Fee
	Municipal Clerks' Association Membership - 4-1-79 to 4-1-80	\$10.00

Please tear off lower portion and return with remittance to:

Iris Litzenberger, Treasurer
Washington Municipal Clerks Association
129 North 2nd Street
Yakima, Washington 98901

Payment of annual dues of \$10.00 to cover membership for the period beginning April 1, 1979 and ending March 31, 1980 for:

_____	_____
Name	Title
_____	_____
Address	City or Town

PRE-REGISTRATION - Conference & Workshop

Enclosed is \$ _____ to cover the registration for _____ person(s) at \$40.00 each for the 1979 W.M.C.A. Conference to be held in Kennewick, Washington, on April 25, 26 and 27, 1979.

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Address	City or Town