



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

April 5, 1979

CERTIFICATION SEMINAR

From Dick Albertson, Organizational Development Center, Central Washington University:

"Three Seminars will be held in June on the campus of Central Washington University. Phase I, the initial phase of the four-phase program, will be held June 3-8, Phase II, with emphasis on the development of management skills will be held June 17-22, and Phase V, a specially designed seminar for already certified clerks dealing with the identification and management of stress, will be held on June 10-15. Interested persons should contact Dr. William Benson, Off-Campus Programs, Central Washington University, Ellensburg, Washington 98926.

To date, over fifty people have completed their four phases."

NOTE - The information brochures have been sent out from the University. If you are interested in the program but did not receive the application form, please contact Dr. Benson.

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FROM I.I.M.C.

A memo from I.I.M.C. announced Delores Mead, City Clerk of Renton, Washington, has been awarded the designation of CERTIFIED MUNICIPAL CLERK.

The memorandum listed a number of her accomplishments including implementing a five part Records Management Program, authoring a Uniform Municipal File Manual, a Policies and Procedures Manual, and a Records Retention and Disposition Manual. She has instituted a Micrographics Program and is currently working on an Archives Records Division and a Municipal File Storage Center, and given numerous presentations to professional organizations on Records Management and related fields.

Del is on the Board of Directors of the Washington Municipal Clerks' Association, is a member of the Association of Records Managers and Administrators and the International Institute of Municipal Clerks.

Active in community affairs she is Immediate Past President and a member of the board of trustees of the Soroptimist International of Renton and a member of the Order of the Eastern Star.

She and her husband, John, have five grown children.

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FIND THE PROVERBS !!

Desist from enumerating your fowl prior to their emergence from the shell.

It is within the realm of possibility to entice an equine member of the animal kingdom to a source of oxidized hydrogen; however, it is not possible to force him to imbibe.

Persons deficient in the faculty of determining values move with impetuosity into places which purely spiritual being view with trepidation.

THE RECORDS MANAGER'S PLIGHT

A SUMMARY

This is the problem we have to face:
A continuing race
Between paper and space.

AWARDS COMMITTEE

Geraldine Youmans, Finance Director, Hoquiam, advised she is Chairman of the Washington Municipal Finance Officers' Awards Committee this year and has received only one inquiry to date.

If you are interested in sending in your Annual Financial Report for judging, five copies are required and should be mailed to Gerry Youmans, Finance Director, City of Hoquiam, Zip 98550, no later than June 15.

If you have any questions do not hesitate to call or write Ms. Youmans.

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INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

The 33rd IIMC Annual Conference will be held May 20-24, at the Americana Hotel, Val Harbour, Florida.

Their brochure indicated a number of post conference tours may be arranged. An ideal time of year to add on that spring vacation I'm sure we could all use. How about a 5-day tour to South America, a 3-day cruise to Nassau, a 7-day cruise to the Caribbean or 4 days at Disney World.

For more information about the Conference contact International Institute of Municipal Clerks, 160 North Altadena Drive, Pasadena, California 91107.

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THE BEST VALUES

Greatest handicap. Fear
Best day Today
Greatest mistake Giving up
Greatest stumbling
block. Ego
Easiest to do. Find fault
Top comfort. Work well done
Greatest need. Common sense
Best gift. Forgiveness
Greatest knowledge God

--by RIIPPI

Don't count your chickens before they're hatched.

RECUPERATING

Glad to hear Marie Jensen, City Clerk, Kent, is making a satisfactory recovery and she reports having had a great week in Hawaii and got very tan.

Received a card from Del Mead, City Clerk, Renton, advising she is recovering, "impatiently", from knee surgery and expressed her thanks to WMCA for the plant arrangement she received and for the many cards and notes.

We understand she is to be off work for several months so we're sure she would appreciate more letters.

SCRAPBOOK

What happened!!?? Dorothy Schauerman, Clerk/Treasurer, Odessa, is still waiting for information from cities whose clerks or clerk/treasurers have resigned, and for pictures of past and present officers and board members of W.M.C.A. for inclusion in the scrapbook she volunteered to put together.

CORRECTION

Donna Buxton, Clerk/Treasurer of Entiat, a member of the Board of W.M.C.A., attended the board meeting held October 27.

RETIRED

Harriet Preshe Shaw retired from Springdale after 35 years. That must be a record. Has anyone served longer?

You can lead a horse to water but you can't make him drink.

SUGGESTION

From Shirley Kinney, Fife - That W.M.C.A. have some bumper stickers printed and available for our Conference in April. They should read "CITY CLERKS DO IT IN MINUTES". She feels this would be great PR for all of us.

TO DO - Don't forget to bring copies of your Council minutes and agenda to Conference for the Share and Tell portion of the meeting. Also, any questions you may have or information or ideas you may wish to share.

SOCIAL EVENT

"How to Win Friends and Influence People" or
"Five Easy Ways to Get Yourself Fired" or
"The View From Here Has Bars In the Way."

The employees of the City of Fife decided to spice up the annual Christmas Party this past year with a skit. It was called "The Meeting Shall Come to Order - Order."

You guessed it; employees played the roll of Mayor, Council members, City Clerk, City Attorney and crazy citizen. A few highlights included:

The Mayor, not being able to state the motions correctly, would bang his gavel (an ax) and declare all votes unanimous, regardless of the outcome;

A call was made for the stamp of the official city seal whereby a woman dressed in a seal suit waddled to the council table and promptly stamped her flipper on the enacted document while all officials at the council table stood and saluted;

The City Attorney went by the name of Gordon Rubberstamp and stamped everything in sight, including the Mayor's hand if it got in the way, a Council member or two and occasionally a piece of paper;

An irate citizen, "Rosy Buns" demanded an answer to the question she posed. The Council huddled together in "executive session", whispered, sat down and proceeded to their next order of business, not answering or acknowledging the citizen at all;

The City Clerk could not get the voting straight, kept dropping papers and could not add 2 and 2 (but continued to try).

Other bits of craziness, too numerous to mention, were staged around the mock council meeting. Pink slips were expected by all players but tears of laughter and applause were received instead.

A tape recording was made of the occurrence. (It is presently selling on the black market for \$10.00 per copy!) If you would like to take a listen, write: Shirley Kinney, c/o Walla Walla State Penitentiary, Walla Walla, Washington.

Seriously - it was fun. The City Officials were very good sports! (But raises were small this year . . .)

Fools rush in where angels fear to tread.

MEETINGS AROUND THE STATE

Eastern Washington F.O.A.: At their January meeting Linda Miller of Davenport was elected Chairman and Georgette Schultz of Medical Lake as Secretary/Treasurer.

Kitsap/Jefferson Counties: Had their first meeting on November 16th with all of the clerks from Kitsap/Jefferson attending (Winslow, Poulsbo, Port Orchard, Bremerton, Sequim, Port Angeles and Port Townsend). Their meetings are held every two months on Thursday. They alternate cities with the host responsible for the program and arrangements.

They hope to form a group for utility clerks and receptionists to meet bi-monthly.

Yakima Valley Clerk/Treasurers: Instead of holding monthly meetings, it has been agreed the group will meet three times a year. The first meeting in 1979 was held March 22 with nine members present.

Various members of the group will be asked to prepare a five-minute presentation on a subject of general interest to the group, so mark your calendar and plan to attend, if possible.

The next luncheon meeting will be held June 21st, beginning at 11:30 A.M., at the Holiday Motor Hotel, 1300 N. 1st, Yakima.

APPOINTED

Shirley Kinney, Clerk-Treasurer of Fife, and W.M.C.A.'s 2nd Vice President, has been appointed to serve on the Publication Awards Committee of the International Institute of Municipal Clerks.

CITY & TOWN GENERAL RECORDS RETENTION SCHEDULE REVIEW

A committee of City and Town Clerks have been meeting with Michael S. Saunders, Assistant State Archivist for Local Records.

Meetings were held January 25 and February 14 for the purpose of considering revision of the General Schedule Form, the philosophy of the General Retention Schedule and its application.

Another meeting is scheduled for April 24th in Kennewick and the subject is included on the Conference agenda for Thursday, April 26.

DUES ARE DUE * * * * * ANNUAL CONFERENCE & TENTH ANNIVERSARY CELEBRATION

Membership dues became due April 1, and are being received by Treasurer Iris Litzenberger, City Clerk, City Hall, Yakima, along with Conference registrations. She has already received over 50 pre-registrations for the Conference that is being held this year in Kennewick, April 25, 26 and 27, at Clover Island Motor Inn. Annual dues are \$10.00 and registration for the Conference is \$40.00 per person.

Reservations should be made direct by calling collect, 1-509-586-0541, Ext. 426. Deposit of one night's lodging will be requested. Reservations will be honored until 6:00 P.M., unless late arrival request is made.

President Moran advises a "Hospitality Room" is being provided and will be open Tuesday evening for early arrivals - so stop in and get acquainted or renew old acquaintances.

A special invitation is being extended to all past officers and board members of WMCA responsible for getting the organization going. Dorothy Schauerman, Clerk/Treasurer of Odessa, would like the names and home addresses of all former Clerks and Clerk/Treasurers.

DON'T FORGET - For the Hawaiian Buffet on Wednesday evening, wear your prettiest, or most unusual costume. You could win a free weekend for two, lodging only, at Clover Island.

CITY CLERK-TREASURER
CITY HALL
5209 PACIFIC HWY E.
FIFE, WA 98424

Washington Municipal Clerks' Assoc.
City Clerk
420 N. Pearl Street
Ellensburg, Washington 98926

