



President	Leonard Brunelle
1st Vice President	Helen Stodden
2nd Vice President	Dorothy Schauerman
Secretary	Bernard Parker
Treasurer	Margery Price

JULY - 1979

From President Leonard 'Duke' Brunelle:

President Brunelle reported he and six others from Washington attended the I.I.M.C Conference in Bal Harbour, Florida; that it was an interesting program and that he came back with some ideas he will be presenting to W.M.C.A.

Relative to the Board meeting called for August 10th, at which planning will get underway for the 1980 Annual Conference, he asked for suggestions for ways to improve our meetings and for subjects of interest, etc. for inclusion in the program agenda.

Please send your suggestions, before August 10th, to:

Leonard Brunelle, President
 Washington Municipal Clerks Association
 830 Fifth Street
 Clarkston, Washington 99403

From 1st Vice President Helen Stodden:

Helen advised the delegates attending the International Conference represented Spokane, Kent, Clarkston, Bellevue and Shelton.

Stated she and 'Duke' attended the meeting for Presidents and Vice Presidents, was amazed at the full workshops scheduled but found time to meet many interesting people and had some enlightening conversations.

Reported the weather beautiful, but hot and humid, so they were glad to get back to Washington.

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NEWS RELEASE - From IIMC

At the 33rd IIMC Annual Conference, Bal Harbour, Florida, three resolutions were adopted by the 4,800 member association of city, village, and town clerks, as follows:

- 1 - Support for postage free absentee ballot material and urging the Federal government to join in with this trend.

Federal implementation to allow postage free absentee ballot material would demonstrate that it too supports increasing voter participation in all primary and general elections. The greater use of absentee ballots would also conserve vital petroleum supplies while at the same time facilitate broader participation in the election process.

2. IIMC urges the Administration and Congress to support the records preservation program of the National Historical Publications and Records Commission (NHPRC).

The Administration has recommended a 25 percent reduction in the NHPRC budget for the next three years for grants in aid to state and local governments, universities and historical societies to identify, maintain, and preserve historical documents, and archival items of historical value. IIMC feels that the program should be fully funded because it provides the incentive and assistance that encourages the continued identification and preservation of the historical heritage of this nation. (continued on Page 2)

- 3. Urging state legislatures to follow the Federal government's example and remove all mandatory retirement age requirements for public employees and officials.

IIMC declares that mandated retirement is an artificial and arbitrary law which in many cases forces trained, skilled, dedicated, and efficient governmental personnel to terminate their service to the public permanently.

The resolution endorses the concept of full utilization of human resources. It points out that older and more experienced people are able to make significant contributions in the public service regardless of any age factor.

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AMENDMENT TO W.M.C.A. BY-LAWS: (In case you missed it in the minutes.)

At the 1979 Conference Article II of our by-laws was amended to reduce the term of office for our Officers from two years to one year, and Board Members will serve three years instead of six with two elected each year. It was felt a one year term will provide an opportunity for more members to actively participate in the administration of our Association.

Officers and Board members elected for 1979, as follows:

- President- - - - - Leonard 'Duke' Brunelle
- 1st Vice President - - - - Helen Stodden
- 2nd Vice President - - - - Dorothy Schauerman
- Secretary- - - - - Bernard Parker
- Treasurer- - - - - Margery Price

- Board Members- - - - - Tim McGuire
- Linda Ruhle

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Excerpt from IIMC - Technical Bulletin No. 10, MUNICIPAL CLERKS: *The Roll and the Profession.*

Pro-Active

Re-Active

- | | |
|---|---|
| <p>You manage your time.</p> <p>You prioritize your work.</p> <p>You decide, on the basis of your philosophy, what you will and won't do.</p> <p>You manage your staff.</p> <p>You are concerned about citizen complaints but you remain stoic.</p> <p>You are available to others but set aside time for the most important activities.</p> <p>You can empathize with others and understand the positions others are in, what their world is like.</p> <p>You plan ahead, set goals.</p> | <p>You take everything as it comes.</p> <p>Others prioritize your time.</p> <p>You do what you're told, even if you think it's the wrong thing to do.</p> <p>Your staff manages you.</p> <p>You get upset by citizen complaints.</p> <p>You let anyone interrupt up at anytime.</p> <p>You can't see how other people and their situations are any different from yours.</p> <p>Planning impossible since you have no time.</p> |
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REVISED ELECTION LAWS:

Did you note in a recent bulletin that candidate filing fees collected by the County Auditor may be applied against a city's share of election costs.

AWC CONVENTION:

Shirlee Kinney, Clerk-Treasurer of Fife, reports two City Clerks were recognized at the Thursday luncheon during the A.W.C. Convention in Spokane. President Leonard Brunelle and Diane Jenks, Clerk-Treasurer of Chelan, were seated at the head table with other distinguished persons. Diane was representing a Board Member of Washington Finance Officers.

JOB OPPORTUNITY

CHEHALIS: (Population 6,000) Salary \$1,428-\$1,737/mo. Responsible administrative position involving finance, accounting and clerical responsibilities. Requires graduation from high school supplemented by college-level course work in accounting and public or business administration. Municipal experience preferred. Send resume to City Manager's Office, City of Chehalis, P.O. Box 871, Chehalis, Washington, 98532. Closing date August 15, 1979.

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DECEASED

Dan Litzenberger, husband of Iris Litzenberger, City Clerk of Yakima, passed away recently while visiting in Seattle.

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VISITATIONS: Helen Stodden, City Clerk of Shelton reports -

The group of Clerks - Poulsbo, Winslow, Lynnwood, Burlington, Oak Harbor and Shelton have completed their visitation schedules and reported to Dr. Pettit.

Since Shelton is the only city in Mason County Helen has been attending the meetings in bordering counties - the Thurston County Clerk's monthly luncheon meeting held June 28th and the Grays Harbor Clerks meeting held July 19th.

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CERTIFICATION SEMINARS:

A note from Marie Jensen, City Clerk, Kent, reporting the Education Committee had met, reviewed applications for WMCA scholarship funds for the Clerks Seminars at C.W.U.

Applications were reviewed and approved for the following:

- Patricia Leitner, South Prairie - - - - - Phase I
- Karen Giesen, Black Diamond - - - - - Phase I
- Jennie Rafford, Warden- - - - - Phase II

Del Mead, Chairman of the Education Committee, is preparing an application for a grant for next year and it is intended that surplus funds from this year will be used for matching purposes. They feel there will be more applications next year as they will be able to give notice in advance.

(Ed. Note - It is my understanding that Phase I was cancelled due to lack of sufficient enrollment.)

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1980 CONFERENCE:

Helen Stodden, City Clerk of Shelton, will be hosting the 1980 Conference to be held at Alderbrook in April. She, like Duke, would like suggestions for workshops, or whatever, to use in planning the program.

Hope to have more information about the Conference in the November Newsletter.

There were a number of first time attendees at the 1979 Conference. Hope there will be more in 1980.

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FOR SALE:

BURROUGHS L-5000 - Faithfully performed the following services for the City of Oak Harbor:

- Payroll & W-2
- 941 reports
- Utility Billing
- Vendor Ledgers
- Warrant Registers
- General Ledgers
- Revenue & Budget Reports

Equipment was retired to make room for Burroughs L-9000. Lots of good years left. If interested call Rosemary Morrison, City of Oak Harbor 206-675-0751.

MUNICIPAL CLERKS WEEK -

Throughout the state, several of the City Clerks were featured during Municipal Clerks' Week - May 13-19.

Newspaper clippings were received from Dorothy Schauerman, City Clerk of Odessa; from Marie Jensen, City Clerk, Kent; and Gertrude Erickson, City Clerk/Treasurer, Ellensburg.

From the article on Dorothy, it is noted she became clerk in April, 1962, and listed many of the accomplishments and changes in Odessa she has seen and been involved with during the time she has served as clerk.

In addition to her duties as Municipal Clerk Dorothy has served as secretary to WMCA, from 1977-1979, and was elected second vice president in April 1979. After attending the required certification seminar, she received state certification in 1975 and attained IIMC certification in 1977. She served on the IIMC Public Relations Committee and is currently serving as co-chairman of IIMC membership committee for Washington State and is a member of Washington Officers Association.

The Kent News-Journal, in its article on Marie Jensen gave interesting account of her many duties following her employment in 1962 as Secretary to the then Clerk-Fire Chief Charles "Brick" Bridges in the old Kent City Hall. In addition to her regular duties as Secretary she had to pull the cord to open the fire department doors so the fire truck could get out and she learned to wield a screwdriver to keep the old city hall furnace operating.

When Chief Bridges retired in 1965, Ms. Jensen became City Clerk and since has worked with a firm contracted to research all the city records and set up a cross-indexing system for the city as one of her many accomplishments.

Marie has been a member of the Municipal Clerks Association since it was chartered in 1969 and worked on the committee that set up the first certification seminar for City Clerks at Central Washington University. She took the course and was certified by the IIMC in 1974, the seventh City Clerk in the state to be certified. She has served on the education committee of IIMC, is a past president of WMCA and was president of the Kent Soroptimist Club in 1967.

In a separate article the paper reported - **ON JUNE 1, MARIE JENSEN WAS HONORED AT THE MUNICIPAL LEAGUE CIVIC AWARDS BANQUET IN SEATTLE AS OUTSTANDING PUBLIC EMPLOYEE OF THE YEAR. SENATOR HENRY M. JACKSON WAS THE GUEST SPEAKER.**

The Ellensburg Dailey Record's article on Gertrude Erickson reported her employment by the City as billing clerk on Jan. 16, 1946. She was appointed City Clerk Jan. 1, 1953 by Fire Chief Jack Caldwell who was acting City Manager at the time, and in July 1975, when the City Clerk/Treasurer duties were combined, she was appointed to that position by City Manager Lee Kraft. By their computation, the newspaper reported the City Clerk has spent 675 Monday nights in the Council Chamber taking minutes. They also reported she is now working with the second generation of city employees and that for several years (prior to 1938) her father was employed by the City's Light Department.

She said there hasn't been a time when she wished she'd done something else, but that may be because she'd done so much before taking the city job. Like working in a local confectionary store, the bus depot, Kittitas County P.U.D., Ellensburg Credit Bureau, for Selective Service System and an insurance company in Seattle.

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I'm sure there must have been many more newspaper stories on Clerks around the State, and I will be glad to include them if you will send them to me.

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SERVICE

J. C. McCabe advised his father, C. A. McCabe, served as City Clerk of the City of Pomeroy from June, 1920 to June, 1958, a total of 38 years. He is now 90 years old, and retired three years ago after 64 years of practice as an attorney.

J. C. McCabe has been City Clerk of Pomeroy since February, 1966, so a McCabe has been clerk there for 51 years.

So, now we have a new record.

FROM Dorothy Schauerman's summary of the Wednesday Luncheon Birthday Party at WMCA Conference I have extracted from and summarized the item, as follows:

"At the Conference the Wednesday luncheon was the time for the Birthday Party noting the 10th Anniversary of W.M.C.A.

From materials supplied each person fashioned his own birthday hat. These were judged and prizes awarded to Hazel Gallinger and Bob Yeasting for the best and most original and to Clarissa Walrath for the funniest.

Then in a brief moment of seriousness, it was noted that the purpose of organizing was for professionalizing the position of City Clerk through education and the sharing of ideas and mutual problems.

The first officers chosen for the new organization were:

President: George Carson
Vice President: Jack Fuller
Secretary: Pat Weber
Treasurer: Helmie Nelson

Charter Committee: Lucille Person, Margaret McChord, Betty Ricketts and Myrtle Minear.

It was further noted that Mr. Frank Dotseth, Director of IIMC, spoke to the group that day (9-5-69) on the importance of organization at the local level, and also urged the members to belong to IIMC.

Elmer Lewis, City Clerk, Everett, told of the filing system he is setting up.

We then looked back to 1969, the year that Neil Armstrong made his "giant step" for mankind, Richard Nixon and Associates were preparing to take their "giant step" toward early retirement, and George Carson took a "giant step" in our behalf when he assembled a small group of City Clerks in the Library of the Bellevue City Hall, and the idea of the Washington Municipal Clerks Association was conceived."

Then the fun began -

"Honest Abe (Allen) Brown gave the 'Citiesburg Address':

"One-half score - - minus five months ago, our fore-Clerks brought forth upon this State a new organization, conceived in a Library and dedicated to the proposition that all Clerks shall be treated equal.

Often we must engage in a great Civil War, testing whether the Council, or the Clerks, so consecrated, and so dedicated, can long endure.

Each year we meet on the Great Battlefield for our salaries. Then we must dedicate a large portion of that salary to the IRS final RESTING place so that we might live here. It is altogether fitting and proper that we do this. . .but, in a larger sense, we cannot dedicate. . .we cannot consecrate ALL our hallowed salary. The Feds little note, nor long remember, how much we send there. . .but they ALWAYS remember what we DON'T send there.

So, it is for us, the working, rather to be dedicated to the ideals that from those honored members we take increased devotion to that cause for which they gave their time and efforts. . .that we here highly resolve that those efforts shall not have been in vain. . .and that the Washington Municipal Clerks Association shall have renewed vigor, and that this organization, of the Clerks, for the Clerks, and by the Clerks, shall not perish, but continue to grow and serve one another."

Part of the program included distribution of the contents of a "time capsule", supposedly buried September 5, 1969, to those at the organizational meeting, such as:

- Pat Weber's swim suit - (A Barbie Doll suit)
- Bob Yeasting's "Shrinking Dollar"
- For "Art" - A study in Grease - (Can of Crisco)
- Boneparte - (Two small bones, separated)
- Charcoal sketch - Ph-D - Ph-D (Called Paradox)
- and more- - - - -

Taking part in two musical numbers, both of which must have set the music world back at least twenty years, were Linda Miller, Georgette Schultz, Donna Buxton, Jim Nehr, Sue Marsh, Nancy Gratiias, Bernie Parker, David Grove, Tim McGuire, Jane Steenis, Sue Frix and Helen Stodden.

AWARD:

Six cities and one state municipal clerks association received recognition for outstanding reports which advanced the office of municipal clerk and displayed innovative techniques in good reporting and presentation. The announcement came at the Sixth Annual Report Award Program held in conjunction with the 33rd Annual Conference of the International Institute of Municipal Clerks.

A winner from the State of Washington:

Population Category -- 25,000 to 100,000

First Place - Renton, Washington - for its policies and procedures manual for the city clerk's office.

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ITEMS OF INTEREST

The July issue of Personnel News from Washington Local Government Personnel Institute contains several items of interest ie LEOFF Eliminates Minimum Medical & Health Standards For New Members, Sick Leave Payments No Longer Subject to Social Security, etc.

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DON'T FORGET - I'LL BE NEEDING ITEMS FOR INCLUSION IN THE NEXT ISSUE OF THE NEWSLETTER WHICH I PLAN TO PUBLISH IN NOVEMBER. OK!!

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



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ODESSA, WA 99159