

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

DECEMBER - 1979

From President Leonard 'Duke' Brunelle:

He will be inviting the Presidents or their representatives from Idaho, Oregon and British Columbia to the 1980 Conference. He is interested in showing them how Washington's Association operates and to provide them with information on the schooling program at C.W.U. so they can take this information back to their groups and possibly get some new "out-of-state" enrollments for certification.

He recommends our State organization provide their meals and hopes this will meet with the approval of the membership.

Last year Clarkson attempted to get the Stadium/Convention Center tax proposal through the Legislature to permit them and smaller cities to use the excise tax acquired under RCW 67.28.180 (hotel-motel tax), to be used for the purpose of paying all or any part of the acquisition, construction or maintenance of capital facilities, public parks.

They are suggesting that R.C.W. 67.28.210 be amended to allow cities under 50,000 population to use the monies for park purposes as outlined above.

If your city supports this proposal, the City of Clarkson would appreciate knowing of your support and urge that the City Council send a letter to their respective legislators to this effect.

President Brunelle also reports that he has received a bid from the Sheraton Hotel in Spokane for our 1981 Conference. He plans to meet with them in January and with Marilyn Montgomery of Spokane and Linda Miller from Davenport to see if they would be willing to host the Conference.

A report on the bid will be presented at the Conference in April for a decision from the membership whether or not to accept the bid and hold the 1981 Conference in Spokane.

From 1st Vice President Helen Stodden:

Helen, City Clerk/Treasurer of Shelton, will be hosting the 1980 Conference to be held April 9, 10 and 11 at Alderbrook Inn, Union, - Hood Canal.

She reported the program will be somewhat as follows:

Wednesday, April 9 - Larry Warren, speaking on case study of Municipal Clerk's position or job.

Jim Gay of Roberts, Shefelman, Lawrence, Gay & Moch, Bond Counselors on Sidewalk Construction and Funding.

Pat Weber on attaining I.I.M.C. Certification.

Procedures Manuals.

Thursday, April 10 - Basic knowledge of computer systems and electronic data processing.

Micrographics.

Earl Trivett, Office of State Auditor - Question and answer period on BARS, budgets and annual reports.

Friday, April 11 - Share and Tell Workshop

At the Wednesday Luncheon the Mayor of Shelton will be introduced and entertainment will follow.

Free time is being provided to allow for a boat ride on Wednesday and Thursday afternoons and entertainment will follow both the Wednesday and Thursday dinners.

So-o-o-o- it's not too early to start making plans. A Dues Statement and Pre-Registration forms are included with this newsletter for your convenience.

I.I.M.C. Annual Conference - The 34th Annual Conference of the International Institute of Municipal Clerks will be held on May 19-23, 1980, at the Sheraton Centre Hotel, Toronto, Ontario.

The theme of the five-day meeting will be "The Municipal Clerk: An International Professional." There will be sessions on management development, public communications, staff training, use of minicomputers, word processing, and clerk's expanding responsibility. In addition there will be practical workshops on records management, agenda preparation, parliamentary procedure and recording of minutes.

For more information, contact I.I.M.C., 160 N. Altadena Drive, Pasadena, Ca. 91107

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WHERE DO YOU FIT IN THE ANATOMY OF GOVERNMENT? (From I.I.M.C. News)

Betty Nolan from ?, submitted the following which may help you get a better hold on how important your position is in the scheme of things.

"If one were to draw an analogy between Municipal Government and human anatomy, the Municipal Clerk's Office would probably not occupy a position of glamour. The Office of the Mayor could probably be associated with the brain, giving direction and impetus to administrative programming, while the Council would correspond to the heart, the life force and traditional symbol of Municipal Government. Further down the anatomical hierarchy would come the Municipal Clerk, as the seldom heralded stomach. Like the Clerk's Office, the stomach has been unfairly slighted when it comes to the general recognition of its attributes. After all, one seldom hears of putting one's hand over one's stomach to salute the flag, and if one used the expression "he's got a stomach of gold." or "he's got a good stomach in his abdomen," one would probably encounter a few stares, or perhaps raise serious doubts of one's mental hygiene. Yet the stomach is vital to the functioning of the body, as the Clerk is to the functioning of a Municipality. The Clerk, like the stomach, gathers the unrefined, raw material of Government, digests, organizes, and processes it into units of energy needed to operate the Municipality. In this and every sense, the Clerk's function is indispensable."

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OPPORTUNITY IN DISGUISE

Be thankful for the troubles of your job. They provide about half your income. Because if it were not for the things that go wrong, the difficult people you have to deal with, and the problems and unpleasantnesses of your working day, someone could be found to handle your job for half of what you are being paid.

It takes intelligence, resourcefulness, patience, tact, and courage to meet the troubles of any job. That is why you hold your present job. And it may be the reason you aren't holding down an even bigger one.

If all of us would start to look for more troubles, and learn to handle them cheerfully and with good judgement, as opportunities rather than irritations, we would find ourselves getting ahead at a surprising rate. For it is a fact that there are plenty of big jobs waiting for men and women who aren't afraid of the troubles connected with them.

--Robert R. Updegraff.

NEW TECHNICAL BULLETIN

IIMC has prepared a technical bulletin (#14) on the basic steps in a Records Disposition Management program. It covers inventory, appraisal, retention periods, records schedule, records disposition, approval, and application of schedules. Included also are sample directives, a flow chart, and destruction authorization. A two-page bibliography lists useful references in the area.

The 12-page bulletin is available at no charge to members; \$3.00 charge to non-members. Address: I.I.M.C. 160 N. Altadena Dr. Pasadena, Cal. 91107

NOTE: A City & Town General Records Retention Schedule Review Committee has been meeting with Michael S. Saunders, Assistant State Archivist for Local Records. The last meeting on the final section was held in Ellensburg, Oct. 5 and it is my understanding that the Retention Schedule and Destruction Authorization will be distributed shortly after the first of the year.

PUBLIC RELATIONS COMMITTEE - From Edmonds Tribune

Irene Varney Moran, CMC, City Clerk, Edmonds, will serve as Chairman of the Public Relations Committee of the Internation Institute of Municipal Clerks.

IIMC President Louis S. Hudgins, CMC, City Clerk of Norfolk, Va., in announcing the appointment stated "I am very pleased that Mrs. Moran will be able to serve on this important committee, for I consider service on an IIMC committee the most important contribution that a member can make to the Municipal Clerk's profession."

Mrs. Moran has been city clerk since 1958. She has been a member of IIMC since 1961. Her other professional activities include immediate past president of Washington Municipal Clerks Association; member WFOA; member SFO; officer in Soroptimist internation of Sno-King; and member ARMA.

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BOARD MEETINGS

Officers and Board members met August 10 at Hyatt House, Sea Tac and again October 26 in Ellensburg for formulate the program for the 1980 Conference to be held in Alderbrook Inn, Union, - Hood Canal.

The Board heard a report from Del Mead on the Scholarship Program and from Pat Weber on the Certification Program.

Kent Swisher, from the Association of Washington Cities, was present at the August meeting to discuss ways to develop a better liason between the Clerks Association and the AWC.

Also discussed was the possibility of having some time set aside for Municipal Clerks at the Association of Washington Cities annual conference to be held in Olympia during the 3rd week of June 1980.

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QUESTIONNAIRE - Certification Program. - We hope each of you returned the questionnaire concerning the Certification Program held at Central Washington University to Patricia Weber, City Clerk, Bellevue.

Alt hough t he deadline is past, and you may not have returned the form, please do so as some of the information will still be helpful in planning for for the future.

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TEN COMMANDMENTS
OF
HUMAN RELATIONS

Speak to People. There is nothing as nice as a cheerful word of greeting.

Be Generous with Praise - Cautious with criticism.

Smile at People. It takes 72 muscles to frown, only 14 to smile.

Be Considerate with the feelings of others. There are usually three sides to a controversy; yours, the other fellow's and the right side.

Call People By Name. The sweetest music to anyone's ears is the sound of his own name.

Be Alert to Give Service. What counts most in life is what we do for others.

Be Friendly and Helpful. If you would have friends, be a friend.

Ad To This a good sense of humor, a big dose of patience and a dash of humility and you will be rewarded many-fold.

Be Cordial. Speak and act as if everything you do is a genuine pleasure.

Be Genuinely Interested in People. You can like almost everybody if you try.

--Author Unknown

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I hope to have the next newsletter in the mail sometime during March 1980. Would appreciate receiving items for inclusion at that time ie news, ads, comments, suggestions, etc. Please send to Gertrude Erickson, City Clerk/Treas., 420 N. Pearl St., Ellensburg, Wa. 98926

MISCELLANEOUS - General Information

Computer Design, Inc. is marketing computer programs for:

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|---------------------------|----------------------|
| Municipal Utility Billing | Budgetary Accounting |
| Payroll | Claims |
| General Ledger | |

These are currently in use on two micro computers, the smallest of which is the Radio Shack TRS-80 computer and the IBM 5110 computer.

The Radio Shack will handle 1200 Utility Billing Accounts (postcard billing). The IBM 5110 will handle in excess of 3000.

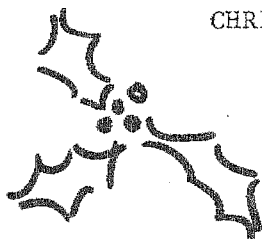
Additional information will be forthcoming in the I.I.M.C. News Digest or it may be obtained from Computer Systems Design, Inc., P.O. Box 735, Yakima, Wash. 98907

NEW TOWN HALL - Nadine Cook, Clerk/Treasurer for the Town of Hunts Point, advises she is now "tending to business" in a new Town Hall at Hunts Point Drive.

CERTIFIED - Bernard Parker of Poulsbo, is now a Certified Municipal Clerk.

Nadine also advised she and Marie O'Connell of Clyde Hill hosted a meeting of the Municipal Clerks of Snohomish and King County at a catered luncheon in Hunts Point with twenty five attending.

STATE MEMBERSHIP - It was noted in an article from International that memberships from the State of Washington has grown from 25 in 1973 to 110 in 1979.



CHRISTMAS - The Happiest Time of the Year.

A time of joy, a time of peace
A time of wishes, too
For all those very special things
That mean so much to you.



- - - HAPPY HOLIDAYS - - -

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