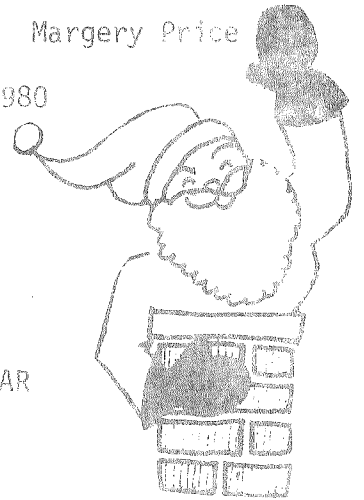


President	Helen Stodden
1st Vice President	Dorothy Schauerman
2nd Vice President	Delores Mead
Secretary	Bernard Parker
Treasurer	Margery Price

December 22, 1980



A JOYOUS CHRISTMAS AND A HAPPY AND PROSPEROUS NEW YEAR

Let's make 1981 a prosperous and productive year for WMCA, in spite of the bleak financial outlook for our cities. Self-improvement seminars through the WMCA Certification Program and the newly formed Academy Program are being developed to enhance our professional expertise, as outlined below.

Exciting plans are underway for the 1981 WMCA Conference to be held in Spokane at The Sheraton April 22, 23 and 24, 1981. You will find the tentative agenda in this Newsletter.

An Advanced Education Seminar for Academy credit will be held April 20 and 21, 1981 at The Sheraton, Spokane, prior to the WMCA Conference. Space is available for 25 participants. We urge you to make reservations early by sending a deposit of \$25.00 to Margery Price, Treasurer, to assure your attendance. Marge advises that reservations are coming in already, so don't delay too long. A form is provided herein.

Reservations may also be made for the Certification Seminars by mailing a deposit of \$25.00 to the Conference Center at Ellensburg. You will find a form for your convenience in this Newsletter.

A handbook for WMCA Conference Planning is being prepared and will be available at the 1981 Conference. Also, a handbook outlining the duties of the Clerk-Treasurer is being prepared to aid new Clerks. Any input will be appreciated. Please send me your suggestions.

Serving as your President during the past year has been a most rewarding and gratifying experience. I wish to take this opportunity to thank all members of WMCA, our officers and committee members for your outstanding cooperation and hard work for our Association. I wish each of you every happiness this Holiday Season and throughout the coming year.

HELEN STODDEN, President, WMCA



REPORT OF DELORES MEAD, RENTON CHAIRMAN, WMCA  
SCHOLARSHIP COMMITTEE

The WMCA Certification Scholarship Program has been a tremendous success. Eleven full scholarships have been granted to date for Phase I, one for Phase II and one for Phase III. New events, however, will have significant effect upon the future scholarship program, lack of funds always of course, a major concern.

The Education Committee has been working with Dr. Cato of Central Washington University to streamline and improve the Certification program to eliminate inequities of certification delay when classes do not fill or otherwise as regards conflicts with class scheduling.

In reference to improving the program, classes will be limited to 25 persons and a \$25 deposit will be accepted by CWU, which will guarantee a place in the class. Balance of the course fee must be paid at least two weeks prior to the scheduled class, (\$225 total fee includes registration, room and board - with double occupancy). Brochures will be distributed soon by CWU.

The 1981 classes have been tentatively formulated as follows:

June 15-19, 1981, "BASIC SKILLS SEMINAR", at CWU, Ellensburg. This is the beginning session required prior to enrollment in any other class. Cost is \$225.

July 13-17, 1981, "PROFESSIONAL DEVELOPMENT SEMINAR", at CWU, Ellensburg. Open to all persons having completed the Basic Skills Seminar. Concurrent sessions will be run based upon enrollment demand. Cost is \$225.

April 20 & 21, 1981, "ADVANCED PROFESSIONAL DEVELOPMENT SEMINAR", at The Sheraton, Spokane. Twelve hour course to be held prior to and in conjunction with the annual State WMCA Conference at Spokane, April 22, 23 & 24th. This seminar is open to all who have completed the Basic Skills Seminar or any of the Phases held in prior years. Attendance will count 5 points towards IIMC Academy requirements,

following certification, or as credit for IIMC Certification (as education course related to the Clerk's position). Cost is \$50.

The scholarship program was discussed briefly at the WMCA Executive Board meeting in September and in depth at the Scholarship Committee meeting held in October. Suggestions included granting scholarships based on need to: 1) Basic Skills applicants only, or 2) Funding registration only, candidates to pay room and board, or 3) Allocate a specific dollar amount for scholarships and divide funds equally among all applicants. The matter will be continued to be studied and recommendations will be made at the annual conference in Spokane.

The association has provided the scholarship program in order that all clerks might have the opportunity to attend the certification seminars; the cost often being beyond that which many small cities and towns can afford. The scholarship committee will accept requests for scholarship applications along with the name of any clerk who might be a prospective scholarship candidate, however, it would be our recommendation that applications be requested ONLY in the event attendance would not otherwise be financially possible.

We wish to commend the clerks responding to the scholarship program, thereby expressing interest in increasing professional competency, enhancing skills, and abilities as municipal officials and subsequently providing local society with quality government services.

If you should have questions or if we can be of help in any way, please write or give us a call at (206) 235-2500.

SCHOLARSHIP COMMITTEE:

- Delores Mead, Renton, (206) 235-2500
- Nadine Cook, Hunts Point, (205) 455-1834
- Marie Jensen, Kent, (206) 872-3300
- Elaine Moschelli, Everett, (206) 259-8755
- Coralee McConnehey, Auburn, (206) 931-3000

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I.I.M.C. News Release

*A Master Filing System (Decimal), Written by Robert N. Vernon, AMCT, CMC, Regional Clerk, Regional Municipality of York, Ontario, is available at \$3.00 a copy (free to IIMC members) from I.I.M.C., 160 N. Altadena Drive, Pasadena, Calif. 91107.*

*Two basic phases are covered in the eight page guide. Phase I calls for a detail inventory of the present program. This involves a review of the current operating system, the file classification system, records retention, inactive records storage, policies and procedures, security, and equipment and supplies.*

*The heart of the Master Filing System is a subject classification system which groups related records by major subject functions in accordance with functional responsibility. Each of these groups can be divided into primary, secondary, and tertiary subjects by using a numerical (decimal) code.*

*Phase II calls for a Master Filing System Implementation Procedure. This covers an introductory session, inventory and analysis, file plan, plan approval, file coding, file plan expansion, coding and plan approval, new folders preparation, file conversion, file retirement, and operating procedure. It calls for the preparation of a records management program to govern the handling of all paper-work from creation to destruction.*