



# Washington

## Municipal Clerks Association



DECEMBER, 1981 NEWSLETTER



PRESIDENT'S MESSAGE  
Dorothy Schauerman, CMC

### 1982 Conference

Start planning today to attend!! Our Conference Agenda is the best ever, and our hostesses, Pat Weber and Marie O'Connell, Bellevue, have done a fantastic job, and with the help of Del Mead, Renton, they have obtained a variety of speakers and panel members that will provide a program both interesting and informative for all of us.

Our Conference theory is "All work and no play could prove to be BORING!!" So you better believe that we have planned a fun time for everyone.

Every effort has been made to keep the expense at a minimum and still bring you a Conference with lots of "extras".

### Certification Seminars

If you need financial help in order to attend the Seminars, contact Del Mead or Marge Price regarding requirement guidelines and application forms. The Seminar cost of only \$245 is certainly a bargain for an educational program of this caliber for Municipal Clerks. So, if you haven't already obtained Certification, there is no time like the present... Start now to build up the credits required for Certification.

AWC LEGISLATIVE CONFERENCE - GOVERNOR HOUSE  
OLYMPIA - NOVEMBER 1981

We were welcomed by Mayor Lyle Watson, Olympia, and the Program included messages from Phyllis Shrauger, President, A.W.C., Karen Rahm, Director, A.W.C., and last but certainly not least, Governor Spellman who took time out from his very busy schedule to address the group.

The Governor was most sympathetic with our efforts to persuade the Legislators to support an additional local sales tax authority and proved his interest by making the measure an Executive Request.

At the Conference Luncheon, House Majority Leader, Gary Nelson gave his support to the bill and stated that he agreed that the cities must be given more revenues.

The Conference delegates then left for "the hill" to meet with their own Legislators to urge the passage of this bill and the other legislation affecting cities and towns.

As you know we lost our bid for the additional tax authority at the Special Session, but it will be considered again at the 1982 Regular Session so I urge you to support this Bill and contact your local Legislators regarding this and other important pieces of legislation affecting cities and towns. Best wishes for the Holiday Season!

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CONGRATULATIONS, RETIREES

ANNABEL JENSEN, Kirkland Deputy-Clerk, retired October 31, 1981 after 23 years.

CLARA NEAL, Omak City Clerk-Finance Director, will retire December 31, 1981. Clara was City Clerk for 32 years, since November, 1949.

JOSEPHINE POINDEXTER, Connell Clerk-Treasurer, retired September 30, 1981 after 17 years with the City of Connell. Jo and her husband have moved to Wenatchee to spend their retirement.

MARIE SOVOLD, Des Moines City Clerk, will retire December 31, 1981 after 15 1/2 years.

WELCOME NEW CITY CLERKS

NANCY MCKAIN of Omak. Nancy, who was formerly Okanogan Resident Examiner, State Auditor's Office, will resume her official duties on January 1, 1982, when Clara Neal retires. Nancy and her family moved to Omak two years ago, since they wanted to reside in a small community of which they could become a part. We welcome Nancy as a new Clerk, and invite her and all new clerks to become a part of WMCA.

MELINDA EVERSOLE has resumed the duties of Clerk-Treasurer of Connell. Welcome Melinda. Any WMCA member will be happy to assist you with any questions. If we may be of help, just call.

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NEWS FROM WFOA  
CASH MANAGEMENT SEMINAR  
Linda B. Miller

WFOA will sponsor a two-day seminar on Public Cash Management, February 17-18, at the SeaTac Red Lion. The seminar is endorsed by MFOA and will be conducted by Robert Gross of Deloitte, Haskins & Sells covering General Investment Economics, Cash Flow Forecasting, Investment Alternatives, The Banking System, and Contracts for Banking Services.

The program is much improved and will be a definite benefit to all who attend. The concepts and practices are the same whether the entity is large or small, no matter how much or how little we have, if our money is managed well, everyone will benefit.

Registration forms will be mailed in December -Watch for them!

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MFOA CAREER DEVELOPMENT

Linda Miller attended a meeting in Chicago at MFOA Executive Offices on October 22nd. Linda reports it was a real thrill and exciting experience to attend. Several state representatives discussed the MFOA Career Development Center training programs, the potential resources for Governmental Finance Training among state associations, the possibility of shared training programs and the responsibility of MFOA and the State Associations for training. MFOA does provide a multitude of varied programs and we should take advantage of this wealth of professional information.

MARIE JENSEN NAMED MEMBER OF IIMC ACADEMY  
FOR ADVANCED EDUCATION

Marie Jensen, CMC, Kent City Clerk, has been accepted into the Academy for Advanced Education of the International Institute of Municipal Clerks. Marie was appointed City Clerk of Kent in August, 1965, the first woman to hold that post. She is a charter member and past president of WMCA (1976 and 1977), and held the offices of First Vice-President, Second-Vice President and served on its Board of Directors. CONGRATULATIONS MARIE!!

The IIMC Academy for Advanced Education officially came into being January, 1981. In order to become a member of the Academy, a person must attain IIMC Certification (CMC), attend a minimum of 36 hours of graduate courses at an IIMC-recognized Municipal Clerks Institute, (the Advanced Academy Seminar held two days prior to our annual WMCA conference), or complete similar educational programs relating to the responsibilities of the municipal clerk's office. Specific professional participation must be achieved, such as leadership in national and state professional organizations. For further information, contact IIMC, 160 N. Altadena Drive, Pasadena, CA 91107, or your WMCA officers.

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WHAT'S HAPPENING

JIM NEHER, Okanogan Clerk-Treasurer, reports a regional meeting of City Clerks for the Okanogan area will be held at the Okanogan City Hall on Friday, December 18th at 1:00 p.m. All Okanogan area Clerks are welcome!

A Christmas party is planned for the KING COUNTY MUNICIPAL CLERKS ASSOCIATION'S December meeting at noon, December 16, 1981, at Chapter 11 at Factoria. All King County Municipal Clerks are invited to their monthly meetings.

THANKS, GLASH SALESMEN

Glash sales are brisk this Christmas Season. For only \$3 or \$4 you may select a gift that will become a conversation piece. Proceeds pay for scholarships. Contact Karen Giesen, Black Diamond; Del Mead, Renton; Marge Price, Kennewick; Helen Stodden, Shelton; Jim Neher, Okanogan; Dean Mowall, Tumwater; or Dorothy Schauerman, Odessa. If you'd like to sell Glash, please contact Del Mead.

EASTERN WASHINGTON FINANCE OFFICERS ASSOCIATION

The Eastern Washington Finance Officers Association met at the Gateway Hotel in Spokane on October 23rd. Thirty-three Clerks and Treasurers attended the meeting representing twenty-six cities and towns in the Inland Empire.

President Pat Thebodeaux, Colville, gave a presentation on investing, and Linda Miller, Davenport and Georgette Wendt, Medical Lake, brought us up to date on the latest in Budgeting and Annual Report preparation. Jim McCampbell, State Auditor's Office, was on hand to answer questions regarding audit procedures.

Dorothy Schauerman, President, WMCA, gave a brief report on the activities of the WMCA and displayed the Glash jewelry and Nail Magic nail care the Clerks are selling to benefit the Scholarship Fund.

We were pleasantly surprised to have Roy Foss, City Clerk Cheney Retired, join us. About fifteen years ago Roy and Mark Cook (Olympia), realized the need for City Clerks and Treasurers in the area to meet and exchange ideas and discuss mutual problems. From these informal gatherings our Eastern Washington Finance Officers Association was formed, and we now meet on a regular basis for a full day with a planned agenda. We pay \$5 annual dues and our Officers this year are, Pat Theboeaux, Colville, President, Pat Anderson, Spangle, Vice President, and Dorothy Stumpf, Chewelah, Secretary/Treasurer.

This year we contributed \$225 to the WMCA Scholarship Fund for the benefit of one of our members to attend the Certification Seminar in Ellensburg.

Our next meeting will be in March 1982, primarily to discuss the Annual Report preparation.

TENTATIVE PRELIMINARY AGENDA WMCA 1982 CONFERENCE

RED LION MOTOR INN  
BELLEVUE, WASHINGTON

April 13 - 15, 1982

TUESDAY, APRIL 13, 1982

7:00 p.m. REGISTRATION  
WELCOMING RECEPTION - (President's  
Suite) (Courtesy of Foster &  
Marshall)

WEDNESDAY, APRIL 14, 1982

8:00 a.m. REGISTRATION  
CONTINENTAL BREAKFAST - (President's  
Suite)

9:00 a.m. OPENING GENERAL SESSION  
Dorothy Schauerman, President WMCA  
Presiding

10:30 a.m. GETTING YOUR MESSAGE ACROSS -  
REFLECTING A POSITIVE IMAGE  
Michael Shadow, University of  
Washington  
- Presenting Yourself in Public  
- Arguing Effectively  
- Restoring Productivity from Former  
Conflict

12:00 noon LUNCHEON  
CHALLENGE OF THE 80'S  
Andrea Beatty, Bellevue City Manager

1:30 p.m. KEEPING OUT OF TROUBLE  
James Allendoerfer, Marysville City  
Attorney  
Daniel Kellogg, Renton Assistant  
City Attorney  
Jim Gay, Roberts & Shefelman  
Larry Warren, Renton City Attorney

2:45 p.m. REFRESHMENT BREAK

3:00 p.m. BUSINESS MEETING AND ELECTION OF  
OFFICERS

5:30 p.m. AUCTION AND ATTITUDE ADJUSTMENT HOUR  
(Courtesy of Seattle-Northwest  
Securities) (Robinswood Park - Lang  
Estate)

7:00 p.m. BARBECUE DINNER  
Entertainment by Barbershop Quartet  
(Robinswood Park - Lang Estate)  
Dress: Informal-Western Style Theme

THURSDAY, APRIL 15, 1982

8:00 a.m. REGISTRATION  
CONTINENTAL BREAKFAST - (President's  
Suite)

9:00 a.m. DEALING EFFECTIVELY WITH PERSONNEL  
MATTERS  
John McFarland, City of Renton  
- Recruitment, Selection and Placement  
of Employees  
- The Problem Employee  
- What's New in Affirmative Action  
- Equal Opportunity Practices

10:00 a.m. CONCURRENT SESSIONS  
I. WHAT MUNICIPAL CLERKS SHOULD KNOW  
ABOUT RECORDS  
  
MANAGEMENT AND MICROGRAPHICS  
Katherine Aschner & Bill Brayer  
  
II. PUBLIC EMPLOYEES RETIREMENT SYSTEM  
Ray Rogers, Supervisor of Audits, PER.

11:00 a.m. WHAT'S NEW IN THE BOND MARKET -  
INDUSTRIAL REVENUE BONDING FINANCING  
Jim Gay, Robert Campbell, George Mack of  
Roberts & Shefelman  
Bob Yeasting of Foster & Marshall

12:00 noon LUNCHEON  
TIME MANAGEMENT AND THE CLEAN DESK  
CLUB  
Mary Lou LaPierre-University of  
Washington  
- Setting Goals  
- Learning to Delegate  
- Eliminating Time Waste

1:30 p.m.

CONCURRENT SESSIONS

I. CASH BASIS BOOKKEEPING FOR SMALL CITIES AND TOWNS SYSTEMS REVIEW-MEETING REPORTING REQUIREMENTS

Linda Miller, Davenport, and Reg Eaton, Supervising Examiner - State Auditor's Office

II. GENERAL FIXED ASSETS - DEVELOPING AN INVENTORY CONTROL

Edward Olson, Grants Accountant  
Pierce County Public Works  
Kent Hayden, Assistant Director  
Pierce County Public Works  
Keith A. Lowry, Controller  
State Retirement Systems

2:45 p.m.

REFRESHMENT BREAK

3:00 p.m.

CODE REGULATIONS-LEGISLATIVE PROCESS  
Stephen L. Jones, Code Revisor's Office

- How Laws are Passed, Action Necessary for Bill to Become Law
- How to Interpret the RCW

4:00 p.m.

1982 LEGISLATIVE UPDATE  
Stan Finkelstein, Assistant Director, Association of Washington Cities

5:00 p.m.

HOSPITALITY HOUR (Courtesy of Terry Thompson)

6:00 p.m.

NO HOST RECEPTION  
Strolling minstrel playing international favorites

7:00 p.m.

BANQUET  
- Entertainment by "Bellaires"  
Bellevue High School Jazz Choir

FRIDAY, APRIL 15, 1982

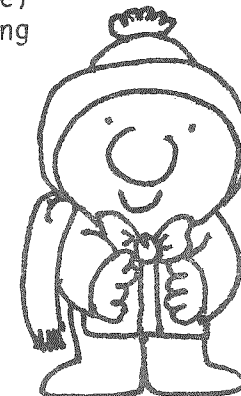
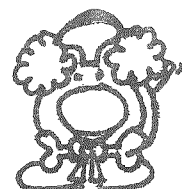
9:30 a.m.

SHARE & TELL WORKSHOP

- Automation of the Clerk's Records for all Size Cities (Debbie Simmons-Mercer Island)
- Legal Publication by Title & Records (Virginia Miller-Seattle)
- Agendas and Minute Taking Techniques (Linda Ruehle-Issaquah; Betty Keeney-Bothell)

12:00 noon

LUNCHEON - Adjournment



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SCHOLARSHIP COMMITTEE REPORT  
Delores Mead, CMC

The scholarship committee is pleased that continuing education funds will be available for 1982 scholarships. In addition to allocation from the general fund scholarships have been funded through the seminar fee, contribution by Dr. Cato, glass sales and auctions conducted at the annual conference.

Ten Basic Skills scholarships and five Professional Development scholarships were granted in 1981. The scholarship fund was established in 1979 to provide opportunity for attendance not otherwise financially possible to many small cities and towns unable to afford the costs.

Costs this year will be \$145.20 for registration and \$99.80 for board, a total of \$245.00. This is a 20% increase over last year. Early sign up for classes is recommended as enrollment is limited to 25. The Scholarship Committee is hopeful that applications can be in and processed prior to the annual conference. Please spread the word to new clerks and deputies and to others who have not commenced the Certification Program that scholarships are available and to call Del Mead, 200 Mill Avenue South, Renton, WA., Phone (206) 235-2500.

EDUCATION COMMITTEE REPORT  
Margery Price, CMC, Chairman

Plans are underway for three seminars for Northwest Municipal Clerks to be conducted by Dr. Steven Cato of Central Washington University during 1982.

APRIL 12-13 Advanced Academy Seminar, Red Lion Motor Inn, Bellevue, WA., a two-day seminar on Stress Management, open to anyone who has completed a Basic Skills Seminar. Registration fee \$50.

JUNE 14-18 Basic Skills Seminar, Central Washington University, Ellensburg, WA. Fee for five-day session \$245 includes board, room and registration.

JULY 12-16 Professional Development II Seminar, Central Washington University, Ellensburg, WA., open to anyone who has completed a Basic Skills Seminar. Fee for five-day session \$245, includes board, room and registration.

All sessions will be limited to 25 participants. Please send your \$25 deposit promptly to ensure your place in the seminar of your choice. Forms are contained in this Newsletter. Brochures will be mailed by CWU early in 1982.

Your WMCA Education Committee encourages you to begin work on your CMC, a prestigious, internationally-recognized honor for Municipal Clerks. If you have attended one or more sessions, we urge you to continue with the WMCA seminars, all of which meet the exacting criteria of IIMC for international certification. If you have never attended a session, you will find that in addition to being a valuable learning experience, it's lots of fun. Comments from a few of last year's participants are:

"It was a fantastic week of new friendships and information. I'm really looking forward to next year, cheerleaders and all!"

"On the whole the seminar was a complete success, very enjoyable and very valuable learning experience. I'm definitely looking forward to next year."

"Will be highly recommended at every opportunity."

"I had no idea I would gain so much and have such a good time going back to school."

In February, 1975, Central Washington University Certification Program for Municipal Clerks was awarded full accreditation by IIMC. Since then, certification seminars have been held annually. More than 350 municipal clerks from Washington, Oregon, Idaho, Montana and British Columbia have participated.

Your Education Committee wishes to recognize those Washington Clerks who have achieved the coveted CMC designation:

Mary J. Benson, CMC	Bellevue
Arthur Bond, CMC	South Bend
H. B. Bond, CMC	Tacoma
Leonard Brunelle, CMC	Clarkston
George Carson, CMC (Retired)	Vancouver
Marie Donelson, CMC	Yakima
Gordon Hopkins, CMC	Fife
Marie Jensen, CMC	Kent
Shirlee Kinney, CMC	Fife
Elmer Lewis, CMC (Deceased)	Everett
Margaret McChord, CMC	Chehalis
Delores Mead, CMC	Renton
Myrtle Menear, CMC (Retired)	Newport
Irene Varney Moran, CMC	Edmonds
Elaine Moschilli, CMC	Everett
Dena Mowell, APMC	Tumwater
Marie O'Connell, APMC	Bellevue
Bernard Parker, CMC	Poulsbo
Margery Price, CMC	Kennewick
Dorothy Schauerman, CMC	Odessa
Helen Stodden, CMC	Shelton
Sidney Walden, CMC (Retired)	Colville
Patricia Weber, CMC	Bellevue

Of the 350 persons who have participated in one or more seminars, only 23 Washington Clerks have become IIMC certified. We urge you to continue with the program and apply for your certification. A recent IIMC News Bulletin discloses the certification fee will be raised from \$40 to \$65 beginning in 1982. However, Lois Anderson of IIMC advises applications will be accepted at the \$40 fee for the remainder of 1981, even though the applicant may have

another year's seminar to complete. Please feel free to file your application and take advantage of the savings! You may find you are closer to achieving the required 100 points than you think. Lois will advise you after your application is received. To obtain an application, call or write IIMC, 160 N. Altadena Drive, Pasadena, CA 91107, Telephone (213) 795-6153. It will be sent by return mail. Any of your Education Committee will be happy to assist. Committee members are:

Margery Price, Co-Chairman, P.O. Box 6108  
Kennewick, WA 99336  
(509) 586-4181

Delores Mead, Co-Chairman, 200 Mill Ave. S.  
Renton, WA 98055  
(206) 235-2500

Gertrude Erickson, 420 N. Pearl St.  
Ellensburg, WA 98926  
(509) 962-9863

Marie Jensen, P.O. Box 310, Kent, WA 98031  
(206) 872-3300

Nadine Cook, 3000 Hunts Point Road  
Bellevue, WA 98004

Coralee McConnehey, 25 W. Main, Auburn, WA 98002  
(206) 931-3000

Scholarship funds are available for City Clerks whose cities are unable to provide funding for attendance at WMCA Certification Seminars. For further information, contact Del Mead at her address shown above. Please keep in mind the three-year IIMC membership requirement for certification.

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REGION IX ORGANIZATIONAL MEETING  
Margery Price, CMC

At the 1981 International Institute of Municipal Clerks Conference, Region IX was reorganized to include the States of Alaska, California, Hawaii, Oregon and Washington. On October 3, 1981, an organizational meeting was held at the Hyatt Inn, Seattle. In attendance from the State of California were: John J. Hunnewell, Executive Director, IIMC, Pasadena; Edythe Campbell, Region IX Trustee, Berkeley; Shirley Davey, Region IX Trustee, Avalon; Ernie Marriner, President, City Clerks' Association of California, Lafayette; and Pam Swift, President, Southern California City Clerks' Association, Pasadena.

From the State of Washington were: Dorothy Schauerman, WMCA President, Odessa; Delores Mead, WMCA First Vice President, Renton, Margery Price, WMCA Secretary, Kennewick; Helen Stodden, WMCA Immediate Past President, Shelton; Dave Grove, Port Townsend; Tim McGuire, Lacey; Marilyn Montgomery, Spokane; Jim Neher, Okanogan; Alice Dalton, Buckley; Shirley Kinney, Fife; Phyllis Murphy, Creston; and Pat Weber, Bellevue.

Region IX is entitled to two seats on the IIMC Executive Board. Our current representatives are Shirley Davy, Avalon, California, and Edythe Campbell, Berkeley, California, whose terms expire in May, 1982. It was the consensus of the representatives at the meeting that all states of the Region are entitled to equal representation on the basis of IIMC membership on a strict rotation basis. Therefore, California and Washington would occupy the first two elected positions. Thereafter, selection would rotate in accordance with the greatest number of members.

It was determined for 1982, Region IX would support one nominee for fifth Vice President, with one contingency Director, selected by the California Associations, to be nominated from the floor if the Region's nominee for Fifth Vice President is unsuccessful.

Shirley Davy announced her intention to run for Fifth Vice President. WMCA supported Margery Price for Director from Washington.

It was recommended a fund be established for regional support of a candidate for Fifth Vice President on the basis of IIMC membership, with annual contributions to be used for campaign expenses. It was suggested the sum of \$4.00 per IIMC member be contributed to a Region IX fund annually by each state.

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MERRY CHRISTMAS and HAPPY NEW YEAR

PRE-REGISTRATION - ADVANCED ACADEMY SEMINAR  
Red Lion Motor Inn, Bellevue, WA-April 12-13, 1982

Send to:  
Margery Price  
P.O. Box 6108  
Kennewick, WA 99336

Enclosed is \$25.00 Deposit  \$50 Registration

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Last WICA Seminar I attended was \_\_\_\_\_

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PRE-REGISTRATION - BASIC SKILLS SEMINAR  
Central Washington University, Ellensburg, WA-June 14-15, 1982

Send to:  
Margery Price  
P.O. Box 6108  
Kennewick, WA 99336  
Registration fee \$245

Enclosed is \$25 Deposit

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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PRE-REGISTRATION - PROFESSIONAL DEVELOPMENT SEMINAR  
Central Washington University, Ellensburg, WA-July 12-16, 1982

Send to:  
Margery Price  
P.O. Box 6108  
Kennewick, WA 99336  
Last WICA Seminar I attended was \_\_\_\_\_

Enclosed is \$25.00 Deposit  Registration fee \$245

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

REGISTRATION  
1982 WICA CONFERENCE  
Red Lion Motor Inn, Bellevue, WA  
April 14-16, 1982

Send to: \$60 Registration Fee  
Gertrude Erickson Per Person  
420 N. Pearl  
Ellensburg, WA 98926

Enclosed is \$\_\_\_\_\_ to cover the registration(s) for the  
1982 WICA Conference for \_\_\_\_\_ person(s).

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Hotel room reservation cards will be mailed at a later date.  
For information, please call the Red Lion Motor Inn, Bellevue  
(206) 455-1300 (Sharon Gallagher)

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ANNUAL DUES STATEMENT  
Washington Municipal Clerks Association

Municipal Clerks Association Membership -- 4/1/81 to 4/1/82  
1st Member (City Clerk)-\$15 2nd Member - \$10

Send to:  
Gertrude Erickson  
420 N. Pearl St.  
Ellensburg, WA 98926

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_ City/Zip Code \_\_\_\_\_



M. A. PRICE, City Clerk  
P. O. Box 6108  
Kennewick WA 99335

NON-PROFIT ORG.  
U. S. POSTAGE  
**PAID**  
KENNEWICK, WA. 99336  
PERMIT NO. 182

CITY CLERK  
TOWN HALL 218  
P. O. BOX 99159  
ODESSA, WA