

WASHINGTON MUNICIPAL CLERKS ASSOCIATION NEWSLETTER

Number 83-1

August 1983

PRESIDENT'S MESSAGE

August, 1983
"REACH OUT"

The theme selected by your President for the year 1983-1984 is "Reach Out". Throughout the year, WMCA will provide you the opportunity to Reach Out for personal and professional improvement in a number of ways. Our Northwest Municipal Clerks' Institute seminars held at Central Washington University, Ellensburg, offer the opportunity to Reach Out for personal improvement, professional improvement and friendship. The educational requirements for award of the coveted Certified Municipal Clerk (CMC) designation by the International Institute of Municipal Clerks may be fulfilled by attending three sessions. Many of us have found that acquaintances made while attending Institute seminars grow into lasting friendships.

Our 1984 annual conference, which will be held in Yakima at the Holiday Inn, April 18, 19 and 20, offers the opportunity to Reach Out for information to assist in performing the duties of our office. An agenda is being planned which will provide information to keep Municipal Clerks abreast of changes necessary to serve the public efficiently, and become an integral part of our city management groups. The Share and Tell portion of the conference provides the opportunity to Reach Out for new ideas and solutions to problems. All Municipal Clerks, particularly those attending for the first time, are invited to bring ideas and procedures to share with the group. We welcome the opportunity to learn from you. We are interested in your concerns.

A two-day Academy Seminar will be held Monday and Tuesday prior to the 1984 conference. This session is open to anyone who has completed one Institute session, and will provide five points toward Academy entrance.

Our WMCA Newsletter provides a link between members, and will provide information on the activities of your Association. Please share items of interest with us.

We invite you to Reach Out for involvement. We look forward to a productive year of growth and challenge for WMCA. Your suggestions for improvement of your Association are most welcome.

We ask each of you to Reach Out to any new Municipal Clerks in your area to offer assistance and extend an invitation to become a member of the Washington Municipal Clerks' Association and the International Institute of Municipal Clerks.

I am proud to serve as WMCA President during the coming year. I look forward to working with our dedicated and enthusiastic officers and board members. With your help, this will be a great year.

1983 WMCA Conference, Bremerton, Washington

The 1983 WMCA Conference held at the Holiday Inn, Bremerton, with Delores Mead, Renton City Clerk (retired), presiding, and Kathy McCluskey, Bremerton City Clerk, hostess, set a record with over 100 registered delegates.

It was an honor having John Hunnewell, Executive Director, International Institute of Municipal Clerks as our guest on Wednesday. John spoke on the role of the Municipal Clerk today. This was a first for WMCA, and we thank John for taking time to be with us.

It was our pleasure to welcome David Morris, President, British Columbia Municipal Officer's Association, Coldstream, B.C.; Norman Cook, Administrator, Mission, British Columbia; and Kathleen Herold, President, Alaska Association of Municipal Clerks.

Other out-of-state delegates were Mary Carder, City Recorder, Beaverton, Oregon, and Mickie Miller, Borough Clerk, Kodiak, Alaska. Region IX was well represented.

Our thanks and appreciation to Kathy McCluskey for all her work in organizing a very successful conference.

1983 IIMC Conference, Minneapolis, Minnesota

The 1983 IIMC Conference was attended by Margery Price, WMCA President; Tim McGuire, Lacey, WMCA 1st Vice-President; Helen Stodden, Shelton; Marie O'Connell, Bellevue; Marie Jensen, Kent; and Marilyn Montgomery, Spokane.

Washington and Alaska had charge of the Region IX hospitality room, which was open for four nights. Each Region IX member paid a \$10.00 assessment to cover the cost of hospitality room supplies. After paying all expenses, \$84.00 was turned over to the Alaska delegation, who will have charge of the 1984 Region IX hospitality room.

There were over 704 registered delegates, and over 50 workshop sessions. During the business meeting, IIMC again unanimously adopted a resolution calling upon Congress to extend the General Revenue Sharing Program. IIMC had previously gone on record in 1976 and 1980 favoring this program when it was before Congress for renewal.

In other action, the IIMC membership opposed Federal legislation removing local government's basic regulatory control over cable television. A resolution was adopted supporting the restoration of full deduction of interest expenses by financial institutions in the purchase of municipal tax exempt bonds.

IIMC delegates adopted a resolution for the removal of a sunset provision affecting small issue industrial development bonds. Federal legislation now permits their issuance only until December 31, 1983. The IIMC statement pointed out that "this restriction would adversely affect smaller municipalities from supporting and developing the growth of local industry and business".

1983 British Columbia Municipal Officers'
Association Conference, Prince George, B.C.

It was a pleasure to represent WMCA at the British Columbia Municipal Officers' Association in Prince George, B.C., May 31-June 2, 1983, as a guest of the British Columbia Municipal Officers' Association. Much of the conference agenda would have been appropriate for a WMCA conference. I particularly enjoyed attending sessions of "Managing Innovation: Terrorism and Trust" by Dr. David Cawood; and "Environmental Design and Public Buildings" given by Gary Harkness, Assistant Deputy Minister of Municipal Affairs with Sgt. Jack Hest, Royal Canadian Mounted Police and Dr. Patricia Brentingham, Simon Fraser University. This was a panel discussion on how buildings can be designed to minimize vandalism and discourage other criminal activities.

It was not a surprise to see that Cracker Barrel Sessions were conducted by Municipal Clerks Lockie Miles and Harry Ellens, who have attended Institute sessions at Ellensburg.

I was pleased to have the opportunity to meet Joan Stephens, with whom I have worked for the past three years on scholarship awards. We anticipate the number of British Columbia Clerks attending our Institute sessions will continue to grow, as it has over the past four years.

Also attending the B.C. conference were Harry Kinzer, Walla Walla, representing the Washington Municipal Finance Officers' Association; Gary Holliday, Albany, Oregon; and Kent South, San Jose, California, representing their respective State Municipal Officers' Associations.

The hospitality of the British Columbia Clerks was unsurpassed. I feel this exchange between our two Associations is of tremendous benefit, and should be continued. Attending a conference as this outside the United States, makes one realize that the office of City Clerk is, indeed, universal.

Marge Price, CMC
WMCA President
Kennewick, WA

FIRST VICE PRESIDENT'S REPORT
IIMC 1983 Conference

My experience in attending my first IIMC Conference in Minneapolis was certainly one I won't forget. As you all know much planning is necessary for a conference--your family, work and many other items need to be taken care of. I went back a day early to visit many of my relatives whom I hadn't seen for many years. It's interesting to note their idea of what a mountain is -- I can see where the phrase "making a mountain out of a mole hill" comes from.

I arrived at the conference Sunday afternoon and attend the opening session but began to feel ill, which really hit Monday and was with me for six plus weeks. I did, however, attend as many meetings as was possible and found them all to be worthwhile. All the clerks I met were so friendly and hospitable. I wish there was more time to meet and visit with all of them as we have so much in common, but with over 1,000 in attendance that's impossible.

Though I was ill, I met many new friends, the conference was great, I am looking forward to San Diego, and am hoping more of Washington Clerks will be able to attend.

Tim McGuire
WMCA First Vice President
Lacey, WA

1983 CERTIFICATION SEMINARS
FOR NORTHWEST MUNICIPAL CLERKS

The first of our 1983 Certification Seminars (Professional Development I) was held at Central Washington University, June 13-17, 1983. Of the 28 Municipal Clerks who attended, 20 were from Washington, 3 from Idaho, 1 from Oregon, and 4 from British Columbia. Nine scholarships were given by WMCA.

Two Professional Development II Certification Seminars were also held this summer at CWU. The first PD II session was held June 27-July 1 and had an enrollment of 24 Clerks. Of those attending, 12 were from Washington, 9 from British Columbia, 2 from Oregon, and 1 from Idaho. One scholarship was given by WMCA. Four of the Clerks who attended this session completed their educational requirements for Certification. The "graduates" are:

Harry Ellens, Fraser Lake, B.C.
May Fedric, Colville, WA
Robert Wilson, Langley, B.C.
Gary Williams, Fort St. James, B.C.

The second Professional Development II session was held July 25-29 and had an enrollment of 16 Clerks. Of those attending, 13 were from Washington, 1 from British Columbia, 1 from Oregon, and 1 from Idaho. Two scholarships were awarded. All but four who attended this PD II session graduated. They are:

Laura Amundson, Blaine, WA
Dennis Back, Powell River, B.C.
Linda Belsel, Warden, WA
Mary Carder, Beaverton, OR
Molly Counts, Toledo, WA
Elizabeth Davidson, Spokane, WA
JoAnn Hakola, Chehalis, WA
Loretta Haugen, Harrington, WA
Willia Jackson, Lynnwood, WA
Rex Mather, Ephrata, WA
Tanya Nolte, Shelton, WA
Christine Pappas, Post Falls, ID

1983 IIMC ADVANCED ACADEMY SEMINARS

The first of our 1983 IIMC Advanced Academy Seminars was held April 17-18, 1983, at the Holiday Inn, Bremerton, WA. The session on "Managing Management Time", conducted by Steven Cato, Ph.D., Central Washington University, was attended by 24 Municipal Clerks. Twenty-one (21) of the Clerks were from Washington, 1 from Oregon, 1 from British Columbia, and 1 from Alaska.

The Seminar was excellent. Those attending learned a lot about MONKEYS...getting them off their backs, that is! (And only those who attended this seminar have a deep appreciation and understanding of monkeys, molecules, and The Golden Rule!)

A second Advanced Academy session was held July 20-22, 1983. This 2 1/2 day session on "Self Esteem and Public Speaking" was attended by 11 Clerks from Washington, and was held at CWU in Ellensburg. Three \$75 scholarships were given by WMCA. Again, the Seminar was outstanding, according to those who attended.

For information on any of our seminars or scholarships, please contact Helen Stodden, WMCA Education Committee Chairman, 2nd & Franklin, Shelton WA 98584 (206) 426-4991.

Dr. Steven Cato has resigned from Central Washington University to form his own private consulting firm. We all send Steve best wishes for the success of his new venture, and express appreciation for his effort in making our Northwest Municipal Clerk's Institute one of the best in IIMC. Information on 1984 seminars will be provided in our WMCA Newsletter as soon as it is available.

EDUCATION COMMITTEE REPORT

Helen W. Stodden, Education Committee Chairman, visited the Professional Development Seminar at CWU on Monday, June 27th. She had lunch with the class, visited a two hour class of Alma Spittal's and audited about an hour of Dr. Ernie Miller's class. Dr. Ernie Miller is the Director of Continuing Education at the University of Washington.

WMCA is studying the possibility of holding its Institutes at the University of Washington. Helen and Marge Price visited with Dr. Miller and his associates June 16th and discussed the WMCA Institutes and Academy Seminars. Dr. Miller was very enthusiastic about our programs.

There are some advantages to changing to the University of Washington. Seattle will be more convenient for Clerks of the Westside, give Eastern Clerks an opportunity to visit Seattle, and is easier to reach by air. Also, the U of W is more convenient for the British Columbia, Oregon and Alaska Clerks. We really need their support to continue our education programs; therefore it is to our advantage to accommodate them. Also, it will be more prestigious to have attended the U of W for our continuing education programs, and have the opportunity to visit Seattle for the week and enjoy their many "big city" attractions.

Helen met Tom Riffe of Longview at a WFOA workshop in Kent and was pleased to hear his report that the class of June 27th gave Dr. Ernie Miller a standing ovation at the end of his sessions. This is certainly encouraging.

At its board meeting in Bellevue on June 14, the WMCA Board of Directors approved of changing the educational programs to the U of W. Much discussion and study will be given to this important decision.

REGION IX NEWS

The Northern California City Clerks' Association business meeting and luncheon was held on July 13, 1983, at the Concord Inn, Concord, California, Bernedette Carroll, City Clerk, hostess. Program speaker was Marie McKechnie of Records Systems Associates, Inc. (former City Clerk, City of Millbrae).

The newly organized Oregon City Recorders' Association will meet October 2 and 3, 1983, at the Valley River Inn, Eugene, Oregon. Election of officers is scheduled. Guest speakers include Norma Paulus, Secretary of State, and Dave Frohnmayer, Attorney General. To date, 64 have registered. Best wishes to Oregon City Recorders for a successful meeting.

Region IX 1984 meeting is scheduled for October 31, 1983, at Juneau, Alaska. Details will be available later. If possible, please plan to attend to represent WMCA.

CONGRATULATIONS

The following Clerks have been awarded the designation of CERTIFIED MUNICIPAL CLERK:

Margaret Bradley, Pacific, WA
Evelyn Fischer, Burlington, WA
May Fedric, Colville, WA

Marie O'Connell, City Clerk, Bellevue, and Margery Price, City Clerk, Kennewick, have been accepted into the ACADEMY FOR ADVANCED EDUCATION of the IIMC.

Nacelle Green, Marysville, is planning to be married August 14th. Our best wishes to Nacelle!

Diane Jenks (formerly of Chelan) has accepted the Clerk/Treasurer position at Bonney Lake.

Linda Miller (formerly of Davenport) is moving to Mukilteo as Clerk/Treasurer.

WELCOME BACK

Donna McLean, Clerk-Treasurer, Fairfield, after extensive surgery, is back at work.

Marilyn Montgomery, City Clerk, Spokane, underwent surgery recently and is now back at work. Marilyn extends a special thanks to the Clerks who sent flowers and cards during her recovery.

MINUTE TAKING TECHNIQUES

Did you know that...according to the definition of Minutes under "Parliamentary Procedure" in the World Book Encyclopedia, "...Minutes do not summarize the discussions that take place during the meeting. They simply state the actions proposed, and what the organization decided to do about each one." Debate and discussion need not be noted. The only additional comments necessary other than the action taken are (a) references to historical development of an issue; (b) clarification of intent; (c) brief rationale for positions taken, if so expressed by members; and/or (d) additional direction or suggestions made regarding implementation of the action taken.

NEWS...NEWS...NEWS

As WMCA 2nd Vice President, I am responsible for the WMCA Newsletter. I wish to thank Coralee McConnehey, City Clerk, Auburn, WA., for her assistance in putting the Newsletter on her Word Processor, preparing labels, and handling the mailings. We hope you like the new format!

Please send any news items you may have to: Linda Ruehle, City Clerk, City of Issaquah, P. O. Box M, Issaquah, WA 98027. We are also interested in any informational "tidbits", job changes, achievements, announcements, etc. that you would like to share with us. In order to successfully publish a Newsletter, we need your help....so, send us your NEWS!

Linda Ruehle, CMC
WMCA 2nd Vice President
Issaquah, WA

ANNUAL DUES STATEMENT
Washington Municipal Clerks Association
April 1, 1983 to 1984

Please make check payable
to WMCA, and remit to:

City Clerk or Deputy Clerk - \$15.00

Jim Neher
WMCA Treasurer
P. O. Box 752
Okanogan, WA 98840

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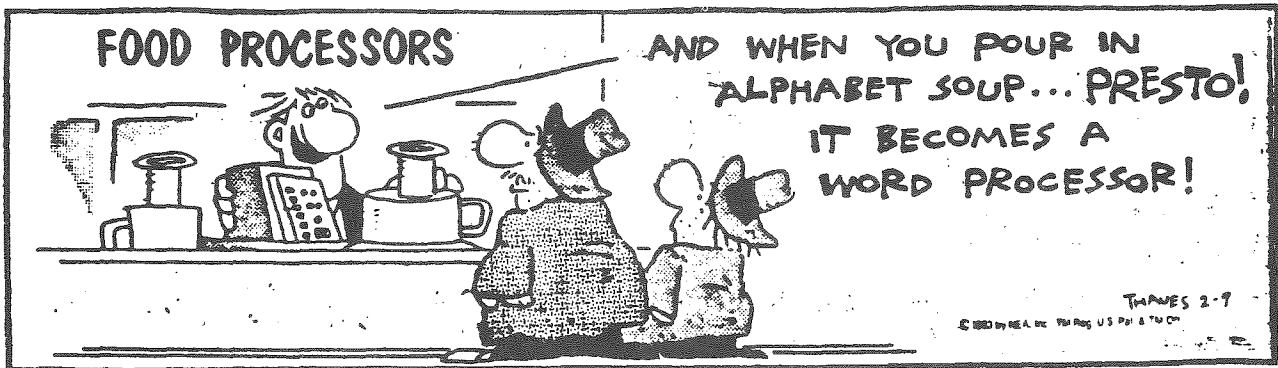
Phone #

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Phone #

If you haven't paid your WMCA dues for 1983-1984, we would appreciate hearing from you. The fee helps pay for the postage and printing of this newsletter. Also, if you are considering applying for a scholarship to a WMCA seminar, dues must be paid to qualify.



Washington Municipal Clerks Assn.
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