

WASHINGTON MUNICIPAL CLERKS ASSOCIATION NEWSLETTER

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PRESIDENT'S MESSAGE

Margery Price, CMC

Greetings! This January edition of the WMCA Newsletter brings you information on the educational programs offered by WMCA in 1984, and we invite you to participate.

In keeping with our theme, we offer you the opportunity to "Reach Out" for personal and professional development by joining us at the Holiday Inn, Yakima, April 18-20 for our 15th annual conference. A program has been scheduled to address the educational needs of Washington Municipal Clerks to assist in our daily operations. An Advanced Academy Session is offered April 16-17, for those Clerks working toward entrance into the IIMC Academy for Advanced Education. Any Clerk who has completed one Certification Institute Seminar may register.

If you have not yet begun working toward certification, please plan to do so. You will find in this issue information on the three sessions being offered at the University of Washington this summer to fulfill the educational requirements. We invite you to begin work toward achievement of the prestigious Certified Municipal Clerk (CMC) award.

Your Officers and Board of Directors will continue to improve your educational program. We welcome your suggestions.

WMCA expresses sincere appreciation to the Association of Washington Cities (AWC) and the Municipal Research and Services Center (MRSC) for printing and mailing our Newsletters, beginning with this issue. Arrangements have been made with AWC to print, fold and label the Newsletter, with MRSC handling postage and mailing. Linda Ruehle, CMC, 2nd Vice President, Newsletter Editor, reports the Newsletter will be published three times a year: January, June and September. THANKS to Linda for an excellent job!

The United States Senate has adopted SJR 92, declaring the second week in May "Municipal Clerks' Week." The State of Washington was one of six states having 100% participation in the adoption of the Resolution, with

all 8 Representatives signing the Bill. THANKS to Nacelle Heueslein, CMC, Marysville, Committee Chairman, and all other Washington Clerks who wrote their Representatives. As Municipal Clerks, we are experts at arranging for the limelight to shine on others. The adoption of this Resolution, and its signing by President Reagan, gives deserved recognition to our profession.

My best wishes for good health and happiness for you in 1984!

EDUCATION NEWS

● CERTIFIED MUNICIPAL CLERK (CMC)... WHAT DOES IT MEAN?

Those of us who have been Municipal Clerks for several years and have attained Certification may be taking it for granted that all of you out there know what becoming a Certified Municipal Clerk is all about. We're sure there are some Clerks (who read our Newsletters) who are not members of the International Institute of Municipal Clerks (IIMC) or any State organization and who really don't know what "Certification" means.

In ten words or less...the prestigious CMC designation signifies educational growth and professionalism...and is awarded to Municipal Clerks by IIMC upon completion of certain requirements.

In October 1971, IIMC started the Certification Program and established the requirements which must be fulfilled in order to become a Certified Municipal Clerk. Basically, IIMC requires the attainment of 100 points derived from a combination of experience and education (50 points are required for each). In addition, each candidate must:

1. be a Municipal Clerk;
2. be a member of IIMC for 3 years;
3. be at least 18 years of age;

4. believe in and practice the IIMC Code of Ethics;
5. submit an approved IIMC application form with appropriate documentation and the required fee; and
6. furnish a letter from a fellow clerk as a sponsor.

The various methods of achieving the Education and Experience points are explained in detail in literature available from IIMC, 160 North Altadena Dr., Pasadena, CA 91107.

WMCA offers Certification Seminars for Northwest Municipal Clerks each summer. From 1975 through 1983, the sessions were held at Central Washington University in Ellensburg, WA. Beginning July 1984, the seminars will be held at the University of Washington, Seattle. (See WMCA Education Committee Report on page 3 for further information.)

Completion of three (3) one-week Certification seminars (Professional Development I, II and III), earns 50 points and thereby satisfies the "educational" requirements.

Since 1975, more than 400 Municipal Clerks and Deputy Clerks from Washington, Oregon, Idaho, Montana and British Columbia have participated in the Certification institutes.

WMCA also offers a limited number of scholarships each year. Contact Helen Stodden, CMC, City of Shelton, 2nd & Franklin, Shelton, WA 98584, for scholarship applications.

● A MESSAGE FROM DR. STEVE CATO

"This (past) summer's Certification institutes and the Advanced Academy session were quite successful as evidenced by both the number of participants as well as their verbal and written evaluations. A great deal of the credit for the outstanding track record of the institute goes to Marge Price (WMCA President) for continuously insisting upon and supporting a high quality program. Marge, in particular, has been a steady advocate of the institute and has worked hard to see it grow.

I am still working on leaving Ellensburg; one of the biggest blocks has been selling our home. (If you know of anyone moving here and wanting to buy a house, have them call me!) When I know where I'm going to be, I'll let Marge know and ask her to relay it on to you.

The gift certificates that I received from this year's

classes are very much appreciated. Thank you. Lynn and I celebrated her completion of her masters degree with the McCullough's certificate. I'm still on the lookout for the right piece of art at the gallery. The best gift of all has been having the chance to spend the past four summers with you. It's comforting to know there are so many caring, growing professional people sprinkled around the northwest.

Take care,

Steve"

(Ed. Note: Dr. Steve Cato has been the primary instructor for our Certification seminars during the past four years.)

● GREETINGS FROM THE UNIVERSITY OF WASHINGTON

"Dear Washington Municipal Clerks:

I am very pleased and enthusiastic about your State Board's decision to have the University of Washington become the host institution for your annual Certification Seminars beginning summer 1984. Steve Cato and I share similar views and approaches in designing educational activities, and I plan to continue the program in the same spirit and style. There will be new faces, but I'm going to invite Steve and Alma to continue to participate.

As director of Continuing Education in the School of Public Affairs, I have conducted and participated in many professional education programs for local government officers and administrators and I look forward to making your experience with us both valuable and enjoyable as you pursue your certification. I believe strongly that the University of Washington is an excellent "home" for your Seminars. Am I biased? Of course!

Ruth Olson, a very capable and friendly person on the Office of Conferences and Institutes staff, will be working with us on arrangements for registration, housing, and meals. She and I share the view that all aspects of your experience here are important to the furthering of your professional growth. It is true that we cannot control the weather, but we'll work on that, too! In any case, to those of you who are thinking about beginning the Seminar series, as well as those who are continuing, we are planning a quality and cordial experience for you.

Ernie Miller
Associate Professor and Director of
Continuing Education
Graduate School of Public Affairs"

● REPORT FROM HELEN W. STODDEN, CMC -
 WMCA EDUCATION COMMITTEE CHAIRMAN

Four seminars are planned for the coming year. An Advanced Academy Seminar will be held April 16 and 17, 1984, two days prior to our annual WMCA Conference, at the Holiday Inn, Yakima, under the direction of Dr. Alma Spithill and Dr. Jim Eubanks of Central Washington University.

Alma will conduct a six-hour session entitled "From Achievement Motivation to Goal Setting and Self-Management", followed by a six-hour session on "Leadership in Effective Organizations" by Dr. Eubanks.

Anyone who has completed one Certification institute seminar may register. The fee for the two-day seminar is \$75.00. This session will provide five points toward either Academy entrance or CMC educational requirements.

The Northwest Municipal Clerks Certification Seminars, which will be held at the University of Washington, are scheduled as follows:

- Professional Development I July 8-13
- Professional Development II July 22-27
- Professional Development III July 29-Aug 3

Fees for each one-week session are:

Registration	\$175.00
Board and Room	140.00
(double occupancy)	
WMCA Administration Fee	10.00
	\$325.00

The sessions are being planned by Dr. Ernie Miller, and will follow the curriculum required by the International Institute of Municipal Clerks for award of the Certified Municipal Clerk (CMC) designation.

A brochure with registration forms will be mailed by the University of Washington after the first of the year.

Thus far, we have had 9 British Columbia Clerks write and inform us about their plans to attend one or more of our institutes for 1984. Isn't this wonderful that our neighbors to the north are joining us! The interaction with British Columbia Clerks enriches all of us that attend conferences with them.

There has been one scholarship application so far, and we will be expecting more after January 1st.

● 1984 WMCA CONFERENCE

The 1984 annual WMCA Conference will be held April 18, 19 and 20 at the Holiday Inn in Yakima, Washington. Conference materials, including registration form and WMCA membership dues statement, will be mailed in February.

The educational benefits derived, the exchange of information and new ideas among Clerks, and the friendships made during the annual conferences are invaluable. We hope you will plan to attend!

OTHER NEWS

Congratulations

Geraldine Youmans, City Clerk, Hoquim, Washington, is now Councilwoman Youmans! Gerry resigned as City Clerk on 9/30/83 and ran as an uncontested candidate for City Council. Good luck in your new role, Gerry.

The following Clerks have recently attained Certification and been awarded the designation of CERTIFIED MUNICIPAL CLERK by IIMC:

- James Neher, Okanogan, WA
- Tim McGuire, Lacey, WA
- Eileen Dotson, North Bend, WA
- Betty Keeney, Bothell, WA
- Mary Kohlschmidt, Snoqualmie, WA
- Debra E. Symmonds, Mercer Island, WA

(To date, Washington has 42 CMC's.)

Della Wyatt (formerly with the City of Mercer Island, WA) was hired as the new Clerk/Treasurer for the City of Medina, WA.

Retired

Virginia Anderson, City Clerk/Administrative Assistant, City of North Bend, WA, retired December 31, 1983, after 16 years with the City. Happy retirement, Virginia - you've earned it!

Gertrude Erickson, retired City Clerk of Ellensburg, has moved to Yakima, WA, and reported that the gals who have retired from the City of Yakima meet the first Friday of each month for lunch. How nice!

With Sympathy

Albertine F. Adair, 69, of Union Gap, WA, retired City Clerk, died 12/2/83. She was the City Clerk from 1969 until her retirement in 1979.

AWC Wants To Hear From You!

Carol Greene, AWC Olympia Office, would like to have suggestions from City Clerks for training sessions for small and medium size cities; and...the kind of sessions Clerks would like to have included in the AWC Convention program. Call Carol at 234-4137 (SCAN) or (206)753-4137 with your ideas!

"Attaboy"

Leslie A. Smith, City Clerk of Richland, WA, reports that in the 1982-83 City of Richland Special Report, the City Clerk's Office was given recognition for its efforts in elimination of legal-size paper and for the in-house publication of the Richland Municipal Code.

Wanted: More Newsletter News

Please send any news items you may have to: Linda Ruehle, City Clerk, City of Issaquah, P. O. Box 1307, Issaquah, WA 98027-1307.

IT'S A BOY: Reggie Williams, City Clerk of Union Gap, WA, gave birth to a baby boy December 18, 1983.

A RESOURCE BANK OF INFORMATION FOR WASHINGTON CLERKS

In an effort to establish a "resource bank" of information for Washington Municipal Clerks, and to centralize that network of information with the Municipal Research and Services Center (in cooperation with the Association of Washington Cities), an IMPORTANT QUESTIONNAIRE has recently been mailed to all City Clerks in Washington...and we urge you to respond to it. The questionnaire also includes a membership profile section for each Clerk.

This is a major undertaking and will be a tremendous benefit to Washington Clerks; but we can only be successful in establishing such a resource bank of information if you participate in completing and returning the questionnaire.

The objective of this undertaking will be explained more fully in the questionnaire. The resource bank and the role of Municipal Research and Services Center in networking the information will also be a topic on our program at the 1984 WMCA Conference in April.

Washington Municipal Clerks Assoc.
NEWSLETTER
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