



NEWS AROUND THE STATE

The Washington Municipal Clerks Association announces the candidacy of Margery Price, CMC/AAE, City Clerk of Kennewick, for Second Vice President of the International Institute of Municipal Clerks.

At the IIMC Convention in Spokane, May 22-26, 1988, IIMC will elect a Second Vice President for the first time in four years, due to changes made in the IIMC Constitution reducing the number of vice presidents from five to two.

Marge Price is well qualified to hold the office, having served on the IIMC Board representing Region IX (Washington, Oregon, California, Alaska, and Hawaii), from 1982 to 1985. Among her accomplishments as an IIMC Board member was the organization of the Oregon Association of Municipal Recorders, resulting in a large increase in IIMC membership in Oregon.

As IIMC Director, Marge visited all Region IX states (except Hawaii), promoting IIMC membership and educational programs. She established the exchange of Region IX state association presidents at annual state conferences, and published the first Region IX Newsletter.

Marge has held all offices in WMCA, serving as President in 1983-1984. She held the office of WMCA Education Chairman for six years, during which time,

the Northwest Municipal Clerks Institute more than quadrupled in attendance. By promotion of the Institute, she involved municipal clerks from surrounding states, including Idaho, Oregon, and British Columbia.

Presently, Marge is serving her second term as IIMC Education Committee Chairman. She has served on the Municipal Clerks Education Foundation Scholarship Committee for the past two years. She served on the planning committee for the Colloquium of IIMC Institute Directors and participated in the Colloquium as a moderator.

Marge is a leader in her community, holding offices in International Training in Communication (ITC, formally Toastmistress), the Association of Records Managers & Administrators (ARMA), the National Management Association, Advisory Board Member of the Retired Senior Volunteer Program, and the National Association of Parliamentarians, serving as the local unit president. She is parliamentarian of the Kennewick City Council, the Association of Washington Cities, and other organizations.

Please take advantage of the opportunity to attend the IIMC Convention in Spokane. It will be an experience helpful to you in your profession as a Municipal Clerk in many areas, as well as in your personal development. It will give you an opportunity to help elect a qualified City Clerk from the

Pacific Northwest who has the ability to lead IIMC to greater heights.

Marie Jensen, Kent's City Clerk, breathed a sigh of relief last summer when a local newspaper reporter printed a very tongue-in-cheek article portraying a public hearing before the Kent City Council. Mayor, Councilmembers, and other Staff were lampooned at length, and she commented, "Thank goodness he (the reporter) didn't go for a description of the City Clerk!"

Milton's City Clerk, Gayla Gjertsen, was "splashed" (pardon the pun you're going to understand in a minute) all over the Tacoma News Tribune recently. Wearing a Gay '90s bathing costume, Gayla was dunked into a tankful of cold water by her friends who raised almost \$1,000 buying chances to drop her into the drink. Gayla's stunt was a part of Milton's 80th birthday celebration. She adds, "This shows how City Clerks will do almost anything to raise money!"

Issaquah businessman, Bob Catterall, has nominated City Clerk, Linda Ruehle, to their local chapter of Kiwanis. He invited her to join the service club at a recent meeting commenting, "She would be a dynamic and contributing member of our group." Linda says she will join because she feels "it is the ultimate in service clubs."

In May 1987, the City of Issaquah had a mail-in ballot election, the "first" in King County. The proposition was two-part: (1) formation of a Parks and Recreation Service Area, and (2) a \$5.2 million bond issue to purchase the "Skyport" property to save it from development and continue the recreational airfield operation.

Proposition #1 (formation of the P & RSA) passed. Proposition #2 (the bond issue) failed. There was a 80% return of ballots--which is almost unheard of! Needless to say, the validation requirements were met. This type of election is easy for the voters since they don't have to make a trip to their polling place--they just punch their paper ballot and return it by mail, or drop it off at City Hall or County Election Department. (Yes, the voter must pay the 22 cents postage, if the ballot is mailed.)

A mail-in election can only be used for propositions (not for candidates for political office), and only for special elections (not for Primary or General elections).

Linda reports there is a lot of coordination between the Clerk's Office and the County during such an election. The only polling place in the city (where ballots could be hand delivered rather than mailed) was established in the Clerk's Office. The County picked up the canvass ballot pouches twice a day, and security was tight!

Ballots were mailed to voters by King County Elections 20 days before the special election date. The majority of the ballots were returned within the first week. Activity on the actual "election day" was minimal. The Election Department began counting ballots at 2:00 pm on election day; therefore, results were known shortly after 8:00 pm that evening.

Linda adds, "If your city is interested in such a mail-in election, contact your local County Elections Department for information. The State statute that authorizes such elections is RCW 29.36.120.



WELCOME NEW MEMBERS

The City of Bothell has a new City Clerk. Terry Brisco's first day, and a very exciting day she noted, was September 1st.

Terry is from Pismo Beach, California, which is about one-half the way between Los Angeles and San Francisco. She worked 7 years at Pismo Beach, four of which were as their City Clerk. The Pismo Beach City Council appoints the City Clerk.

Terry and her husband have relocated to Washington (she had never set foot in Washington before July 4th when her job interview in Bothell coincided with her vacation). She immediately fell in love with the country and is very happy to be here.

Terry has a B.A. in Psychology from the University of California at Santa Barbara where she graduated in 1979. She is looking forward to the IIMC Conference in Spokane next spring. Terry has attended one other IIMC Conference and found it rewarding. She says hello to Washington clerks and is eager to participate in WMCA.

FOOD FOR THOUGHT

How to Beat the Monday Blues

For many people, Monday is simply the worst day of the week. Even persons who love their jobs may feel listless on Monday and wish they had just one more day to be at home. Monday morning depression is perfectly normal, reports recent research, and it strikes millions of us each week.

To make Mondays a little less depressing, you can:

- Plan ahead and save enjoyable tasks for Monday mornings.
- Try getting a good start on a project you enjoy on Friday, then pick it up again on Monday.
- Plan to have something you especially like for lunch or

dinner on Monday.

- Avoid overindulging on alcohol or tobacco over the weekend.
- Relax your standards at home on the weekend. If you're easier on yourself about household chores, you're more likely to feel rested on Monday.
- Begin a new project at work just for you, such as adding something appealing to your work area.
- Try to have something enjoyable planned for the following weekend so you have something to look forward to.

REGIONAL MEETINGS

Pam Olsen of Brewster writes that the City Clerk/Treasurers in North Central Washington got together in July to discuss the formation of a new association for their area. They meet at Bridgeport City Hall and represented were Clerk/Treasurers from Conconully, Brewster, Bridgeport, Waterville, Entiat, Cashmere, and Leavenworth. For an organizational meeting it was a good turn out.

They plan to hold meetings at Bridgeport starting at noon at the Steak House restaurant, after which they will move on to city hall for the main meeting. Meetings will be held the third Thursday of every even numbered month starting with August.

The group feels their meetings will provide a good opportunity for new (first time Clerks) and veterans alike to get together and share ideas. They invite all City Clerk/Treasurers in

North Central Washington to attend. For more information, call Pat Gordon at (509) 686-4041 or Pam Olsen at (509) 689-2727. A big thanks to Bridgeport Clerk/Treasurer, Pat Gordon for getting the ball rolling.

IIMC Region IX announces our annual regional meeting to be held November 8 - 10 in Anchorage, Alaska. The first two days will consist of an IIMC approved Advanced Academy session on topics including "Initiative, Referendum and Recall", "Public Access to Records", "Dealing with the Public", and "Dealing with the Press". The final day will be our Region's formal business meeting. Alaska has waived the registration fee for out of state clerks; however, interested travelers must register their attendance prior to October 30th. For more information, contact Reggie Williams of Union Gap (WMCA's First Vice President) who will be attending.



INSPIRATIONS

"We who laugh, last!"

"When we blame others, we give up the power to change."

"The way to win is to make it ok to lose."



EDUCATION NEWS

Congratulations to May Fedric, City Clerk of Colville, who has been accepted into the IIMC Academy for Advanced Education. Kudos also go to Maribeth Lilley, County Clerk of Stevens County who recently received her CMC.

WMCA's summer professional development programs were well attended according to Institute Director, Ernie Miller. Twenty-eight attended PD I, 23 attended PD II, and PD III was a large class of 37! Good work all of you students.

IIMC has announced the Municipal Clerks' Education Foundation will, for the second year in a row, give 90 scholarships to clerks and deputies to attend the first year of an IIMC-recognized education institute. Ten \$200 scholarships will be available in our Region IX. Scholarship applications are due January 31st, 1988, and awards will be based upon need and merit. For further information and scholarship application, write to: Foundation Scholarship Program, IIMC, 160 North Altadena Drive, Pasadena, CA 91107.

A SPECIAL "THANK YOU"

I wish to thank all of you who contributed to the baseball plaque in memory of my son, Jeff, who died last year in a motorcycle accident. The Jeff Ruehle "Most Improved Player Award" was presented to me in January by Marie O'Connell. It is just beautiful! It was done in the Issaquah High School colors (purple and gold) on a walnut plaque, and beautifully engraved. There are two columns of 10 brass plates (to be engraved each year) for the players who win the award for Varsity and Junior Varsity. The plaque was presented at the annual high school baseball banquet, and the winners recognized. The plaque will be displayed in the high school trophy case for at least the next ten years.

I am truly grateful and touched by such a "special" memorial to my son. With all my heart, I thank you.

Linda Ruehle
Issaquah City Clerk

IIMC NEWS

Our Marilyn Montgomery and her committee are moving ahead with plans and arrangements to host us and hundreds of other Clerks from across the nation and around the world at the 1988 IIMC Conference in Spokane. Remember, Washington Clerks are urged to purchase or make a lilac colored blazer to distinguish ourselves as host State Clerks. If you wish to make your own blazer, news has it that the proper fabric is available at Pacific Fabrics (we know there are stores on the west side) at \$4.49 per yard. Otherwise, get your order to Peggy Reinbold a.s.a.p. so that your blazer can be made for you.

1987/88 IIMC RECORDS MANAGEMENT COMMITTEE SURVEY MUNICIPAL RECORDS MANAGEMENT PROGRAMS

To All Fellow Clerks: 1987/88 UPDATE!

The purpose of this survey is to verify, gather and collect information on municipal records management programs. The information will be used to edit, update and expand the first edition of the IIMC's *Records Management Resources: An Annotated Bibliography for Local Governments*. Please take a few minutes to respond even if you participated in the 1986/87 survey.

Municipality _____ State/Province _____

Population _____ Name _____

Title _____ Telephone _____

Address _____ Zip Code _____

1. Does your city operate a records management program? _____

2. If so, what department operates the program and how many staff members are assigned to it? _____

3. Does your city have any of the following records management resources which you could make available to other clerks if so requested:

- | | | |
|---|--|---|
| <input type="checkbox"/> Vital Records Program Procedures | <input type="checkbox"/> Retention & Disposition Schedules | <input type="checkbox"/> Archives Guide |
| <input type="checkbox"/> Micrographics Standards | <input type="checkbox"/> City Clerk Indexing Procedures | <input type="checkbox"/> Disaster Plan |
| <input type="checkbox"/> Records Center Procedures | <input type="checkbox"/> Records Ordinance | <input type="checkbox"/> File Plans |
| <input type="checkbox"/> Policy Statements or Directives | <input type="checkbox"/> Records Manual | |

3a For those items checked yes, are up-to-date versions currently listed in *Records Management Resources*?

3b If not, may we have a copy of each to review for inclusion in the next edition? _____

4. Does your city operate a municipal archives and/or records center? _____

5. If you have used published records manuals from other cities or from your state or provincial government, please list title of those you have found helpful: _____

6. Do you have any suggestions for improving the next edition of the records management bibliography?

Do you feel that this bibliography is a worthwhile project which should be maintained and updated periodically? _____

Are there any other projects you would like the records management committee to undertake in the future? _____

Please forward this form and any sample materials before November 1, 1987 to: Laura McGee, IIMC Bibliography Project, City Secretary's Office, City Hall, 1500 Marilla, Dallas, Texas 75201.

WMCA NEWSLETTER
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