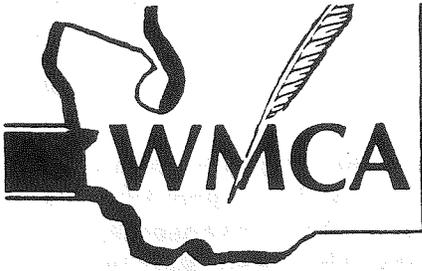


Feb 1990



Washington Municipal Clerks Association

PRESIDENT'S MESSAGE

Greeting to friends and colleagues across the state!

Yes, the calendar only says February, but it's not too soon to mark out the week of April 23 - 27 for our annual Academy for Advanced Education and WMCA Conference.

As I hope you already know, our 1990 Conference is being held in Kennewick. Margery Price will be our host for all conference related activities, being held at Cavanaugh's Hotel.

First Vice-President Marie O'Connell has planned an exciting program. Her theme is "Municipal Clerks: A Profession in Motion". With the speakers and presentations she has planned, you're sure to be kept "in motion" for all three days of the conference.

This edition of our newsletter is full of more information that will help you plan for Academy, Conference, and beyond. Scholarship applications for summer Professional Development sessions are now available from Education Committee Chairman, Robin Wohlhueter of Auburn. Awards will be made following our April conference, with the number and dollar amount dependent on the success of our fund raising efforts during the conference. Plan to give generously to support our Scholarship Fund. This year you can either bring an item for Wednesday evening's auction, or you may make a cash donation to the WMCA Scholarship Fund if you prefer.

Watch for your Call to Conference materials--due to be mailed February 23rd. Be sure to --review the nominations and bylaws reports in preparation for decisions to be made at our annual business meeting.

One item of interest is the WMCA Board's recommendation to change the time of our annual conference from late April to late March. The purpose of the recommended change is to avoid conflicts with annual meetings of other professional associations, including our own IIMC Conference that now follows shortly on the heels of our WMCA Conference. This item, along with others, will be put before a vote of the membership on April 26th.

Your Board met in Ellensburg on January 12th. The meeting was dominated by preparations for Academy and Conference. In the interest of improved communications with the membership, you'll have copies of WMCA committee reports in your conference packets when you arrive in Kennewick.

We have a number of new members, all of whom I hope to meet in Kennewick. See you there!



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MUNICIPAL CLERKS: A PROFESSION IN MOTION

PREVIEW OF COMING ATTRACTIONS

by Marie O'Connell
WMCA First Vice President

The past few months have been very busy preparing for our annual WMCA conference to be held on April 25 - 27 at Cavanaugh's Motor Inn in Kennewick, Washington.

The Advanced Academy Session will be held on Monday and Tuesday, April 23 and 24. The Education Committee has scheduled a fine program focusing on human relations skills, decision-making, power attributes in the workplace, and leadership styles. The cost for this two-day session is \$100, which includes lunch on both days.

On Tuesday evening, April 24 at 5:00 p.m., there will be an optional tour of the Hogue Cellars Winery in Prosser, Washington. The cost will be \$20 for dinner and tour, with part of the proceeds benefiting the IIMC President's reception. The WMCA President's Reception will start at Cavanaugh's Tuesday evening at 7:30 p.m.

On Wednesday morning there will be a breakfast for all New Clerks and their mentors, welcoming them to our WMCA organization.

We are pleased to announce that our IIMC President, Terry Tripp, will be with us for our Opening Session on Wednesday morning, April 25. The keynote address will be "Winning Attitude: Your Personal Key to Success," given by Joann Naiche. Another highlight will be "Reflections on Hanford," describing the research conducted in the nuclear area and advances in science, and how these affect our region, our cities, and each of us individually.

We will also have an opportunity to hear our Academy speakers, Margaret Kaus, Ed.D. and Joan Nieman, Ph.D., at a general session on leadership strategies for the new information age. There will be a New Clerks' training session informing those new to our profession where to go for help in performing their day-to-day duties.

Jim Justin, from the Association of Washington Cities, will provide a legislative update and the consequences of the decisions made by the 1990 Washington State legislature. Wednesday evening our traditional dinner and auction for the Scholarship Fund will be held. Thursday morning, April 26, there will be a three-mile fun run and walkathon for those who want to keep physically fit. Thursday will be devoted to roundtable discussions, with ten participants at each table. This will give both new and experienced Clerks the opportunity to discuss in-depth some of the challenges that we will face as we advance into the 1990s. Topics will include legal responsibilities of the City Clerk, the latest advances in computer technology (including optical discs for records, electronic messaging, and computerized legislative history indexing), personnel issues - and last but not least, every question you wanted to ask addressed and discussed. We will need your help on this. Please make a list of questions or issues you would like discussed and send to me by March 31, 1990:

Marie O'Connell, CMC
City of Bellevue
P.O. Box 90012
Bellevue, WA 98009-9012.

We will make every effort to include all questions received in the roundtable discussion portion.

Our closing speaker on Friday morning will be Allen Johnson, Ph.D. The title of his speech is "Way of Being." Dr. Johnson is a well-known writer possessing wisdom sprinkled with humor.

We believe this will be an outstanding conference. The cost of the three-day conference is \$100. Plan to do something for your personal and professional growth, as well as for your city. Come to Kennewick in April to enjoy the wonderful sunshine and to experience the beauty of apple blossom time in this great part of our State. You won't regret it!

**REPORT OF IIMC
1ST VICE PRESIDENT
MARGERY PRICE, CMC/AAE**

During the past six months, I have represented IIMC members at the following meetings:

1. The Kentucky Municipal Clerks Institute, Lexington, Kentucky, in August. The Institute holds two sessions each summer and is sponsored by the University of Kentucky; Paul Combs is director. I gave four hours of instruction on "Doing the Council's Business--The Meeting Will Come to Order." The banquet was held at Spindeltop Hall, a southern mansion.
2. The Oregon Association of Municipal Recorders' annual conference held in Newport, Oregon, in September. The conference was their most well-attended to date. The Oregon Association is very active. There are now ten Oregon CMCs.
3. The Association of District Secretaries' annual conference at Stratford-Upon-Avon in England in October. IIMC President Terry Tripp (and wife Billie), led the delegation, which also included IIMC International Committee Chairman Bruce Smith (and wife Mary) from Dartmouth, Nova Scotia. We attended the Shakespearean Theater, toured Warwick Castle, the Litchfield Cathedral, the Black Country Museum and the Stuart Crystal plant, to mention a few of the events which had been planned for our delegation.

In the Netherlands, we were guests of the City of Enschede, visited the Urenco Nuclear plant, a flag factory, and

lands. A highlight was a classical music piano concert in the Enschede opera house.

As guests of the City of Wormer, we were greeted by City Manager-City Clerk Thea Fierens, who is one of seven women from the 700 municipalities in Holland who hold that position.

The City of Haarlem hosted our delegation at the Carlton Square Hotel, an American hotel which was completed in July, 1989. We visited the Frans Hals Art Museum, and toured the city.

In The Hague, we attended a conference on managing enterprise, and toured the parliament buildings. One day was spent in Amsterdam where we toured the canals and met with a delegation of Dutch IIMC members.

The trip was an unforgettable experience. I wish each of you could have been with us.

4. The annual mid-year IIMC Board of Directors meeting at Fort Collins, Colorado, which is being reported upon by Director Marie O'Connell.

I thank you for your confidence in electing me to represent you as an IIMC officer. Next May in Little Rock I will take the oath of office as IIMC President. This is a humbling thought, and I shall need your continued support. Please plan to attend the Little Rock convention. If you have never attended an IIMC conference, please make this one your first.

**1990 - 1991 WMCA
COMMITTEE APPOINTMENTS**

by Marie O'Connell
WMCA 1st Vice President

WMCA will be making assignments for various committees for 1990 - 1991 in April. This is an opportunity for you to become involved in our organization in a meaningful way, work with City Clerks all over the State, and share your ideas and expertise.

Committee assignments will be for one year. We hope that asking for volunteers will encourage WMCA members to take an active interest in our organization and foster rotation and replacement of committee members and chairmanships to allow for a flow of new ideas and programs. During the time that a person serves on a committee, he/she should be prepared to be a working committee member. The chairperson shall by letter and/or telephone communicate to the committee members the committee's plan for action, special assignments, and progress reports throughout the year. Committee members will be expected to respond to requests by the chairperson within a set time period.

The Chairperson of the committee will prepare a written report to the President 20 days prior to the annual business meeting.

WMCA has ten committees:

AUDIT - reviews receipts and deposits to ensure funds have been deposited in an expeditious manner. Determines the adequacy of accounting records to certify that reports are accurate and complete.

BY-LAWS & RESOLUTIONS - drafts resolutions and suggests changes to By-Laws as requested by the membership. All By-Laws changes and adoption of Resolutions are voted on by the entire membership at the annual WMCA conference.

CLERK OF THE YEAR - Solicits and evaluates nominations for Clerk of the Year. Ensures that nominations meet all criteria for selection and determines which area of expertise the nomination competes in. Presents accepted nominations to the President for selection of recipients.

CONFERENCE SITES - actively solicits bids from City Clerks to host an annual WMCA conference, alternating sites on the east and west sides of the State. Explains the host Clerk's duties and answers questions on Conference Guide Handbook. Presents recommendations to WMCA Board.

EDUCATION & SCHOLARSHIP - completes a needs survey of members to establish where the association can best help to encourage personal development and education. Administers the application and granting process for scholarships from the association. Promotes fundraising activities and solicits donations for use in providing scholarships. Schedules an Advanced Academy Training session promoting continuing education. This is a two-day session held prior to the annual WMCA conference.

HANDBOOK - compiles, edits and drafts a handbook of policies and procedures of the legal, legislative and technical duties of the municipal clerk for presentation to new Clerks as they enter our profession.

LEGISLATIVE - studies proposed legislation and reports to association members. Recommends legislation to be sponsored by the association. Corresponds with the legislature and presents testimony at hearings when necessary.

MEMBERSHIP - encourages all city clerks and deputies to become members of WMCA. Develops promotional material to convince prospective members they have something to gain from WMCA membership. Distributes a New Clerks information packet. Sends a welcome letter to all new members.

NEW CLERKS TRAINING - Identifies new City Clerks and provides a practical training program. Promotes use of mentors to assist in performing the day-to-day responsibilities of the municipal clerk.

NOMINATIONS - Presents and places in nomination a slate of candidates for office for the ensuing year. Publishes a list of available offices in the WMCA Newsletter requesting nominations and establishing a deadline. Prepares ballots of election, assists in the distribution, collection and counting of ballots, and prepares a report of election results.

Anyone wishing to be a committee member in the forthcoming year, even if you are presently on a committee, should complete the application form and return it to:

Marie O'Connell
City of Bellevue
P.O. Box 90012
Bellevue, WA 98009

by March 30, 1990. Only active members of the WMCA in good standing are eligible to serve on committees. I can assure you that this will be a very rewarding experience.



Following the application for the WMCA Committee application form are guidelines for the President's Award of Distinction and nomination form. Please send in your entry for this very important and prestigious award.

WASHINGTON MUNICIPAL CLERKS ASSOCIATION COMMITTEE APPLICATION FORM

NAME _____ TITLE _____

MUNICIPALITY _____ PHONE () _____

ADDRESS _____

CITY _____ POSTAL/ZIP CODE _____

YEARS AS A MUNICIPAL CLERK _____ YEARS AS AN WMCA MEMBER _____

AREA OF INTEREST (that would benefit membership on committee)

I FEEL THAT I AM QUALIFIED TO SERVE ON THIS COMMITTEE BECAUSE:

I WOULD LIKE TO SERVE ON THE FOLLOWING COMMITTEE * (preference of order):

1. _____
2. _____
3. _____
4. _____

THIS FORM MUST BE RETURNED TO:

Marie O'Connell, CMC/AAE
City of Bellevue
P.O. Box 90012
Bellevue, WA 98009-9012

Member's signature

NO LATER THAN MARCH 30, 1990.

**PRESIDENT'S AWARD OF DISTINCTION
NOMINATION GUIDELINES**

PURPOSE:

As Municipal Clerks, we most often perform our tasks quietly and behind the scenes, knowing that by doing our jobs well, we make others look better. We serve our boards, councils, and communities with dedication and pride.

These special awards have been developed to focus attention on the important role Municipal Clerks play in our communities and to honor their achievements and accomplishments.

GUIDELINES:

1. Any Municipal Clerk who is a member in good standing of the WMCA may submit confidential nominations to the President no later than March 15 of each year.
2. Criteria for selection include:
 - A. The nominee must be a member of WMCA in good standing (fully paid dues) not holding the office of President, 1st Vice President, or 2nd Vice President.
 - B. The nominee must have made an outstanding contribution or performed outstanding service during the fiscal association year (April through March).

In general, it is not sufficient that a nominee perform his/her duties well: "Outstanding" is for individual performance over and above the job description. This service could be to WMCA, the profession of Municipal Clerk, or to the nominee's community in one or more of the following areas of expertise:

- 1) Public Relations (e.g. Work with the press, preparation of a public information pamphlet, etc).
 - 2) Organization and Administration (e.g. Development of an indexing system, organization restructuring, etc).
 - 3) Legislative and City Council Procedures (e.g. Enhancements to citizen participation, hearing process, etc).
 - 4) Records Management (e.g. Records Retention and Disposition System instituted, etc).
 - 5) Special Projects (e.g. Cost or time savings contributions, work in other professional or community organizations, etc).
3. Receipt of an award does not restrict future nominations of the recipient.
 4. The President shall select the recipients of the award for each area of expertise if qualified nominations are submitted. There may be an area where no award is presented during years in which there is no outstanding nominee. The decision of the President is final.
 5. One of the recipients may be designated "Outstanding Municipal Clerk of the Year".
 6. Recognition will be given at the Annual Conference.

NOMINATION FORM
1990 WMCA PRESIDENT'S AWARD OF DISTINCTION

1. Name Of Nominee:
2. City:
3. Title:
4. Area Of Expertise: (Mark Only One)
 - Public Relations
 - Organization and Administration
 - Legislative and City Council Procedures
 - Records Management
 - Special Projects
5. Describe in detail the area of expertise, the project, and the general basis for your nomination: (Please use additional sheet if necessary.)

Date: _____ Submitted By: _____
(Person submitting Nomination may remain anonymous if so desired)

When completed return to: Debra Symmonds, CMC, City Clerk
WMCA President
City of Mercer Island
P. O. Box 1440
Mercer Island, WA 98040-1440

The WMCA Board announces its 1990 Advanced Academy for Washington Municipal Clerks. The advanced academy is scheduled for Monday, April 23rd, and Tuesday, April 24th, 1990 at Cavanaugh's Motor Inn, Kennewick, WA. prior to the 1990 WMCA Annual Conference scheduled for Wednesday, April 25th, 26th, and 27th, 1990. The conference theme is "Municipal Clerk, A Profession in Motion".

Following closely with the theme of the conference, the WMCA Board is pleased to present Margaret Kaus, ED.D., and Joan Niemann, Ph.D who will present an intensive program focusing on "Leadership Strategies for the Information Age". Participants will have a chance to analyze their leadership styles, and focus on strategies for maximizing the potential of self and members of their organization.

The registration fee is \$100.00 for the Advanced Academy. Please plan to attend this exciting two-day academy, and also receive five education points.

POSITION AVAILABLE: CITY CLERK, CITY OF FEDERAL WAY, POPULATION 58,000. ADMINISTERS CITY CLERK'S OFFICE. PROVIDES CLERICAL SUPPORT TO CITY COUNCIL AND COMMUNITY COUNCILS. MAINTAINS PUBLIC RECORDS. SERVES AS REGISTRAR OF VOTERS. TWO TO FOUR YEARS OF COLLEGE OF UNIVERSITY EDUCATION OR COMMENSURATE EXPERIENCE. PROFICIENT IN STATE AND MUNICIPAL LAW AND PARLIAMENTARY PROCEDURE. CMC DESIRED. SALARY: \$3,730 - \$4,250 PER MONTH. EOE. SEND RESUME AND COVER LETTER BY FEBRUARY 28, 1990 TO THE CITY OF FEDERAL WAY, 31132-28th AVENUE SOUTH, FEDERAL WAY, WA 98203

Planning for 1990 Certification Seminars for Northwest Municipal Clerks is currently underway at the University of Washington. According to funding, scholarships are awarded annually by the Washington Municipal Clerks Association to those who have expressed a desire to become a Certified Municipal Clerk.

The Certification Seminars are conducted by the Graduate School of Public Affairs as approved by the International Institute of Municipal Clerks. Upon completion of three required professional development programs, education requirements for certification are fulfilled. Professional Development I is scheduled for July 15th through 20th, Professional Development II is scheduled for August 5th through August 10th, and Professional Development III is scheduled for August 12th through August 17th. The approximate registration cost is \$230.00. This does not include housing. A program notice with detailed information regarding the Certification Program will be sent out late in March.

Please call either Gayle Butcher, or Robin Wohlhueter at (206)931-3039 if you would like to receive an application for a scholarship. The deadline for submitting applications is April 15, 1990.

CONGRATULATIONS are in order to Terri Briscoe for the birth of a wonderful baby girl.
Born: Dec. 27, 1989 - 8 lb 11 oz
Leanne Rebecca Briscoe



CONGRATULATIONS to Sheryl A. Rullie, Bonney Lake Deputy Clerk - Treasurer; Lonna L. Muirhead, Sequim Clerk/Treasurer; and Kathleen B. Morigi, Algona City Clerk/Treasurer.

All have been awarded the designation of "Certified Municipal Clerk" (CMC) from the International Institute of Municipal Clerks (IIMC) for achieving its high educational, experience, and service requirements.

Ms. Rullie has been Deputy Clerk/Treasurer of Bonney Lake, Washington, since 1984. She began her career with the City in 1976 as a Secretary, and in 1981 she was promoted to Court Clerk/Administrator, a position she held until she was appointed to her current position.

Ms. Muirhead has been Clerk - Treasurer of Sequim, Washington, since 1986. Previously she held finance positions in local government and private business.

Ms. Morigi has been City Clerk/Treasurer of Algona, Washington since 1984. Previously she held supervisory positions in both local government and private business.

THANKS TO ALL

This will probably be the last newsletter produced by this editor. I would like to say thank you to everyone who helped make my job easier. It has been much fun and very rewarding.
THANKS SO MUCH!

Nacelle J. Heuslein, CMC
2nd Vice President
Editor

PS. and thanks to my Elaine Burleigh for all of her help in typing.



GENELLE BIRK extends her appreciation to all who supported her recovery through cards, letters, and prayers.

WMCA Newsletter
Nacelle J. Heuslein, Editor
City of SeaTac
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Seattle, Washington 98188



RECEIVED

FEB 20 1990

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DEPUTY CLERK
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POULSBO WA 98370

CITY of POULSBO, WA