



# The Quill

Nov 1993

FALL  
1993

A NEWSLETTER FROM THE WASHINGTON MUNICIPAL CLERKS ASSOCIATION

## PRESIDENT'S MESSAGE



*Roland Signett, CMC  
WMCA President*

The past three months have been active ones for myself, your Board of Directors and the WMCA Committees. At the end of September, I had the privilege and pleasure of representing WMCA at the Annual Conference of the Oregon Municipal Recorders. The conference was held at Eagle Crest Resort in eastern Oregon near Bend and Redmond, the so called, "High Desert". The two and one half day conference was preceded by an Academy Session on Public Speaking. The presenter, Marion Woodall, turned it into a session on effective communication, not only through the spoken word, but the written word, as well. I thought I had a relatively good grasp of the concepts of public speaking when the session started, but I left at the end of the session feeling that I had really learned something that I could come home and use on an everyday basis. The entire conference was well planned, well organized and fun. For a

State Association that is only eleven years old, OAMR has made great strides, thanks in large part, I think, to its initial organizer, Margery Price of Kennewick, Washington.

I have never been surrounded by a more dedicated, enthusiastic and energetic group of people than I have this year with those people serving as your Officers, Board, and Committee members. The Board of Directors met in Leavenworth on the 10th and 11th of September. The discussions were lively and ideas flowed freely as to how we could make WMCA an organization that better fulfilled the needs and aspirations of the members. Planning is proceeding rapidly for next year's Annual Conference and discussions are ensuing pertaining to the possibility of offering a scholarship to a graduating senior who is the child of a WMCA member. In addition, the Board is examining the possibility of accepting advertising in our newsletter in order to offset costs and be able to print a newsletter that continues to expand upon providing useful and timely information to all of the WMCA members.

I'm sitting here writing this after having just returned from a trip to SeaTac in which I attended a

work session on "Effective Meeting Techniques". This workshop was another brain-child of your Board which drew forty participants, not only from the Clerk's profession, but from members of City Councils and even an attorney. As presented by Margery Price, a Registered Parliamentarian, what could otherwise have been a rather

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*'94 PD III graduating class*

## 1993 Northwest Municipal Clerks Institutes

### Professional Development Certification Seminars

*By: Dr. Ernie Miller  
Director of PD Classes  
University of Washington*

There were 80 Clerks/Recorders (and various other titles!) from around the Northwest who attended one or more of the three Professional Development Certification Seminars held at the University of Washington in July and August, 1993. The group of participants consisted of: two County Clerks; 51 Washingtonians; 16 Oregonians; 11 British Columbians; and two Alaskans. Congratulations to the 33 participants who completed all of their education requirements this year. For most Clerks it usually take three summers to

fulfill the education requirement, but this year two Clerks from B.C. took two seminars (II & III) this year to complete their requirements sooner.

Nearly all of the work sessions were received with great enthusiasm, but the highest ratings went to Patt Schwab for her two sessions on, "Dealing with Difficult People", and "Creativity". Also high on the scales were, "Personnel Growth and Professional Development" by Sheila Connor, and "Oral Presentation Skills" by Michele Ish-Shalom.

*("President's Message" Continued  
from page 1)*

dry subject, was infused with anecdotes and humor to keep everyone's attention throughout the entire day. I just hope that I can convince my entire Council to attend this workshop the next time it is available! It is expected that this workshop is just the beginning of an ongoing effort to make useful educational opportunities available to the membership throughout this year and into the future. If you have thoughts about what you would like to see presented in workshops and seminars, please give me a call or drop me a note. It is always a pleasure to hear from those who make this the organization that it is.

In closing, I would like to thank those who have updated me on changes in memberships for their Cities and request that if you haven't already done so, please do. As this is the last newsletter prior to the beginning of the holiday season, I want to wish all the happiest of holidays and the best for the coming year.

*Roland Signett*

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### Just a Thought....

We support that which we help to create...

## Welcomes/Goodbyes

### Gone, But Not Forgotten!

After 25 years of municipal work, Nacelle Heuslein-Torrence is



retiring. She has worked for the Cities of Mountlake Terrace and Marysville and most recently helped begin cityhood for newly incorporated SeaTac. She has served the Board of WMCA in all capacities, culminating her several years of service as President in 1991 and 1992. She is currently Chair of the Ad Hoc Committee on the Professional Image of the Municipal Clerk and serves as Chair of the Nominations Committee. Nacelle is First Vice-President of Soroptimist Seattle South and was a charter member of

Soroptimist International of Marysville. Nacelle's last day with the City of SeaTac will be November 30, 1993. However, she will still be around, only in another role, working as a Sales Associate for Code Publishing. Her territory will encompass the states of Washington, Oregon, California, Idaho and Alaska. Nacelle's 25 years of municipal government knowledge, not to mention her special candor which makes work a joy, will be greatly missed. If you have any questions regarding her farewell get-together, (set for November 19, 1993, 4:00p.m. to 7:00p.m. in SeaTac) give Judith Cary, Deputy City Clerk (206-878-9100) a call. Nacelle would love to have her WMCA friends and associates there!

### New Deputy City Clerk for the City of Renton

Brenda Fritsvold has joined the City of Renton as Deputy City Clerk. Brenda previously worked as Administrative Clerk in Bellevue's City Clerk Office for four years. She is a graduate of the University of Washington and has completed the Professional Development classes of the Northwest Municipal Clerks Institute towards earning her CMC. Brenda is married and has one "very spoiled" dog. She and her husband are working on remodeling their first house. In her spare time, she enjoys reading, writing, biking, and in-line skating. Brenda is looking forward to working for her hometown of Renton, where she was born, raised, and married! Congratulations, Brenda.

## '94 PD Class Scholarships Available

*Pam Olsen, CMC/AAE  
Immediate Past President*

Planning for the 1994 Certification Seminars for Northwest Municipal Clerks at the University of Washington is currently underway. 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. The approximate registration cost is

\$255. This does not include room and board.

WMCA offers scholarships for registration and sometimes full scholarships are given for registration, room and board. Each year there may be a few full scholarships given to cities/towns that are under severe budget restraints. Awards of scholarships are first and foremost based on NEED. Preference in selection will be shown to those applicants seeking

scholarship support to attend a first year institute. Applicants for second and third year institutes than will be considered for scholarships.

An application for scholarship is included in this issue of the new *letter*. The deadline for submitting applications is **January 7, 1994**. Awards of scholarships will be at the 1994 Annual WMCA Conference in Leavenworth, March 16th - 18th, 1994.

## Parliamentary Procedures Q & A

*Margery Price,  
CMC, AAE  
Registered Parliamentarian  
City Clerk, City of Kennewick*

### Voting

**Q:** When is a member allowed to abstain, and is an abstention the same as a "no" vote?

**A:** It is the duty of every member to vote; however, a member may abstain, since he cannot be compelled to vote. A member must abstain on a question of direct personal or pecuniary interest not common to the other members.

To abstain is to not vote at all. The member who does not wish to vote, answers the roll call by saying "abstain" or "present".  
RONR90 402

**Q:** Can a member explain his vote during the roll call?

**A:** A member has no right to "explain his vote" during the voting, which would be the same as debate at such time. RONR90 403

Answers to questions in this column are taken from Robert's Rules of Order Newly Revised 1990 Edition and are for information, only. Please keep in mind that Federal, State, and local laws and the rules of procedure of your organization take precedence over the parliamentary authority.

Questions on parliamentary procedures will be answered in upcoming newsletters and may be addressed to:

Margery Price  
CMC/AAE  
City Clerk - Kennewick  
Parliamentary Procedures  
Q & A Corner  
PO Box 6108  
Kennewick, WA 99336

## Something Funny...

After 14 years, our daughter-in-law decided to retire from her position as City Clerk. She said she had spent more than enough time recording the proceedings of City Council meetings. At her retirement party, she received a T-shirt that read, "Retired City Clerk. I could take the hours, but those \*!#\*@\*!! minutes!"

## 1994 WMCA Conference Scholarship Available



Each year WMCA gives two scholarships for registration to Clerks who may not otherwise be able to attend the Annual Conference. The purpose of the Conference Scholarship Program is to provide those Clerks from smaller communities, which may have limited resources, an opportunity to attend. Additional consideration is given to those applicants who have not attended a WMCA Conference in the past.

Anyone interested in applying may use the application form in this newsletter or contact Pam Olsen, CMC/AAE, Scholarship Committee Chairperson at (509)689-3464 for additional information or questions. The **deadline** for submitting applications is **January 7, 1994**.

## Meditation for World Peace...

In my thoughts for peace, I include those who make major decisions that will affect people throughout the world. As I bless world leaders in prayer, I know that they can and will be guided by God's love and wisdom for all humankind. The decisions that they make will influence people today and for generations to come.

I, too, can make a difference concerning world peace by

establishing it in my immediate surroundings. As I interact with others, I listen to the spirit of God within me, guiding me to the right words to say, and the right actions to take.

I am filled with peace, and this peace flows from me to others. Peace spread from person to person until the entire world is enveloped in an atmosphere of harmony and goodwill.

*Author unknown*

*News From Around The State*

**King County Clerks Association**

*Reported by: Judith Cary,  
Deputy City Clerk  
SeaTac*

King County Clerks Association (KCCA) met September 15th with Linda Ruehle, City Clerk, City of Issaquah, making a presentation on, "Televising of City Council Meetings". The presentation included a video of one of Issaquah's Council Meetings showing do's and don't of televising such proceedings.

The October 20th meeting was dedicated to Records Retention with Janice Perry, City Clerk, Kirkland, giving a talk on various concerns and needs relating to this important facet of the Clerk's Office. She attended ARMA's Annual Exposition on Records Management in October and shared the information.

1993 KCCA programs for the remainder of year:

Nov: Disaster Preparedness  
Dec: Christmas Party/Planning Meeting for 1994

Anyone interested in more information on KCCA, feel free to contact me at (206)878-9100.

**North Central Washington Clerks Meeting**

*Reported by: Jackie Moriarty, Deputy City Clerk, City of Brewster*

Pat Mason from Municipal Research Service Center attended the North Central Washington Clerks (NCW) meeting September 9, 1993 to discuss the following issues: Sign Regulations (policital signs); Civil Service laws covering the Police Department employees; On Line service provided by MRSC; Hotel/Motel Tax (can now be used for public restrooms and pins, buttons, pens, T-shirst etc. that advertise your City); Elections (Police Reserves and Fire Department Volunteers can now serve on Council with a 2/3 vote by Council); and Criminal Justice Funds were discussed.

Reggie Williams also attended our meeting to discuss her new business, Muncipal Services of Washington. She specializes in

small City government. Reggie is the former City Clerk/Finance Director for the City of Union Gap, she has over 19 years of experience. Help and assistance is available but not limited to the following: Records Management Systems; Records Retention; Annual Report Preparation; Budget Preparation; Council Meeting and Retreat Organization; Internal Controls; and Governmental Accounting (BARS).

For more information about Municipal Services of Washington, call or write:

Municipal Services of  
Washington  
PO Box 2628  
Yakima WA 98907  
(509) 453-4995

**Snohomish County Clerks & Finance Officers**

*Reported by: Chris Boughman, Deputy Clerk, City of Mukilteo*

SCCFO Meetings:

August: Managing Personal Finances was the topic with a financial planner giving a presentation outlining practical guidelines on evaluating financial goals and ways of implementing a personal financial plan.

September: City of Everett Assistant Finance Director Mike Bailey, CPA, discussed budgeting techniques and distributed

an informative handbook he has developed for AWC and WFOA for use in their annual budgeting workshops.

October: A WCIA discussion on Cities' liability relating to Clerks & Finance Officers.

(Please refer to WMCA Newsletter - Summer Edition for the remainder of 1993 SCCFOA schedule of events.)

## Committee Reports

### Ad Hoc Professionalism Committee

*Sharon Park, Committee Member, Deputy Clerk, City of Lynnwood*

The Ad Hoc Committee on Professionalism met September 24th amidst the pristine surroundings of the Snoqualmie Falls Salish Lodge. The Committee worked on establishing a mission statement that will express the importance and value of professionalism to the WMCA membership. They discussed how to collect and organize resource materials that members would have easy access to, possibly as a Volume III of the WMCA Handbook. Various goals and resources were examined. The members all left with added enthusiasm for our project and were looking forward to the next meeting.

### Historical Committee

*Karen Pfau, Chair City Clerk/Treasurer Benton City*

Reminder...The Historical Committee collects historical data and information in order to continue to expand the WMCA historical book, "Years in Review" and would appreciate any contribution you may have. If you have any articles or photographs of conferences or special events, please mail to Karen Pfau, Chair, City Clerk/Treasurer, City of Benton City, PO Box 70, Benton City, WA 99320-0070.

### Education Committee

*Sheryle Wyatt, Chair Deputy City Clerk City of Tumwater*

The 1994 Annual WMCA Conference in Leavenworth is going to be an exciting one! The

*(Education Committee Report Continued)*

scheduled dates are March 14 & 15th for the Advanced Academy and March 16, 17, & 18th for the Annual Conference. Roundtable discussions will be returning and some excellent speakers have been secured. Topics will include Records Management, Agenda and Minute Preparation, Relationships with your Mayor/Council, Dealing with Difficult People, and many more informative subjects.

The **deadline** for reserving your rooms at the hotel in Leavenworth will be **February 14, 1994**. After that date, all available rooms will be released to the general public. So, when you receive your registration forms in the January issue of the Quill, be sure to fill them out and register early to reserve your room. See you in Leavenworth!

## Effective Meeting Techniques Workshop a Success

*By: Judith Cary, Deputy City Clerk, SeaTac*

The "Effective Meeting Techniques" workshop conducted in SeaTac on October 7th, by Margery Price, City Clerk, Registered Parliamentarian, was very well received with forty attendees which included City and County Clerks, Councilmembers and Board of County Commissioners. Everyone had a great time, and were very enthusiastic about the program. The workshop was



*Workshop held in SeaTac*

filled with constructive and updated information which involved hands-on participation by attendees. A second workshop was held in Spokane on October 21st. "If interest continues as it appears to, more

workshops can be made available", Margery stated. Workshop proceeds go to the WMCA Scholarship Fund. Applause to Margery for her invaluable contribution to our organization.

(Committee Reports continued from page 6)

**New Clerks Program**

*By: Kathy Browning, Chair, City Clerk/Treasurer, City of Entiat*

WMCA understands the importance of aiding and nurturing new City Clerks. To address the needs of new members to our profession, WMCA conducts a New Clerks Training program through the WMCA New Clerks Committee.

Course sessions for new Clerks and a special new Clerks Breakfast, introducing attendees to several resources, are a part of the WMCA Annual Conference program.

For the year-round, ongoing needs of new City Clerks, the New Clerks Committee also coordinates a Mentor Program. The Mentor Program provides one-on-one assistance to new City Clerks from their own personal "on call" Advisor. An experienced Clerk, with duties similar to those of the new Clerk, is assigned as Personal Mentor.

If you are a new City Clerk, or a new City Clerk/Treasurer, and would like to be matched with an experienced Clerk from a City similar to yours (size, range of duties, form of government), please complete the questionnaire and return it to the address below.

The questionnaire also helps determine topics you wish to learn more about. Completing it, whether you wish to have a Mentor or not, will assist in planning topics for future educational presentations.

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**Interest Questionnaire and Request for Mentor**

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

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ City Population \_\_\_\_\_

How long have you been in this position? \_\_\_\_\_

Please check the subjects you would like to learn more about:

- |   |  |
|---|--|
| <input type="checkbox"/> Basic Accounting Practices             | <input type="checkbox"/> Council/Clerk Relations |
| <input type="checkbox"/> The BARS (State Accounting Procedures) | <input type="checkbox"/> Open Public Meetings    |
| <input type="checkbox"/> Developing a Budget                    | <input type="checkbox"/> Purchasing & Bid Laws   |
| <input type="checkbox"/> Reporting Requirements                 | <input type="checkbox"/> Clerk Responsibilities  |
| <input type="checkbox"/> Parliamentary Procedures               | <input type="checkbox"/> Writing Minutes         |
| <input type="checkbox"/> Preparing Ordinances                   | <input type="checkbox"/> Land Use & Zoning       |
| <input type="checkbox"/> Other _____                            | <input type="checkbox"/> Finding Help            |

Would you like to try having a Mentor?  Yes  No

Please return completed form to: Kathy Browning, CMC  
 City Clerk/Treasurer  
 PO Box 228  
 Entiat WA 98822

## State Pin Contest

*Roland Signett, WMCA President*

In the last newsletter, the Board of Directors announced a contest for the design of a new WMCA State Pin. This is your chance to put your creative and artistic skills to use and in the process, possibly win a free registration for the 1994 WMCA Annual Conference in Leavenworth. Color designs

need to be submitted no later than December 31, 1993. Note: you are allowed to have assistance, with this project. More submissions are needed, so take a few moments away from your regular Clerk work and you might surprise yourself with your creative abilities! All submissions will be reviewed

by the Board at its January 1994 Board Meeting and the winning design announced shortly thereafter. Mail your design to: Roland Signett, PO Box 936, Ferndale WA 98248. Once a new design is selected and manufactured, the new WMCA State Pin will be distributed to all members of WMCA.

### Washington Municipal Clerks Association

#### **1993-1994 Officers:**

Roland Signett, President, City of Ferndale  
Robin Wohlhueter, President-Elect, City of Auburn  
Bev Garvey, Vice President, City of Prosser  
Charlotte Taylor, Secretary, City of Lacey  
Steve Dubail, Treasurer, City of Friday Harbor  
Pam Olsen, Past President, City of Brewster

#### **1993-1994 Board Members:**

Judy Bear, City of Okanogan  
Sue Miller, City of Carnation  
Cathy Morigi, City of Hunts Point  
Janice Perry, City of Kirkland  
Karen Pfau, City of Benton City  
Diane Underwood, City of Cashmere

Washington Municipal Clerks Association  
c/o City of Ferndale  
P.O. Box 936  
Ferndale, WA 98248