

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MONTHLY REPORT

SEPTEMBER 2008

JoAnne Giesbrecht, Board Member

FALL MASTER ACADEMY SESSIONS SCHEDULED

WMCA will sponsor a master academy session in two locations this October. Please mark your calendars. The presentation, by popular speaker Michael Buschmohle, is titled "Managing Meetings and Handling Tough Situations." Attendance at the full six hour session will earn 3 MMC educational points or 3 CMC experience points.

October 17, 2008 - The "east" session will be held in Moses Lake at the Best Western Lake Front Hotel on Friday, October 17. Call 509-765-9211 for reservations. Rates will be \$70 plus tax for one person and \$80 plus tax for two people. Please register before September 26 when the block of rooms will be released. The web site for the Best Western is:

www.bestwesternwashington.com/hotels/best-western-lake-front-hotel.

October 31, 2008 - The "west" session will be held at the Kitsap Conference Center at the Bremerton Harborside on Friday, October 31 -. This beautiful new facility is right on the water and just steps from the Seattle-Bremerton ferry. A block of rooms has been reserved at the Hampton Inn (360-405-0200), which is just across from the Convention Center. Tell them you are with the Washington Municipal Clerks Association to receive the government per diem rate. The rates change each October, but the hotel estimates the cost will be about \$85.00 for a single. Rates are also good for Friday evening and include breakfast. Check out the facility at www.hamptoninn.com. Deadline for hotel registration is October 15, 2008, but the block is small so please call early if you want to have a relaxing night on the waterfront before or after the session.

Both sessions will begin at 9:00 a.m. and conclude at 4:30 p.m. The \$125 member registration fee includes morning and afternoon breaks with snacks, lunch, and parking.

WMCA 2009 CONFERENCE

Quinault Beach Resort and Casino. Ocean Shores, WA

Advanced Academy – Tuesday, March 17, 2009

Conference – March 18-20, 2009

X MARKS THE SPOT ... X-PERIENCE and X-CELLENCE

Our annual conference will be held March 17-20, 2009, at the beautiful Quinault Beach Resort and Casino in Ocean Shores. The conference will begin with an Advanced Academy on Tuesday, March 17, and will be

followed by two and a half days of general and concurrent educational sessions. Our Education Committee is hard at work gathering speakers to make this a great conference. This year we will have a "free night" on Wednesday and on Thursday evening we will have our annual banquet, which will include the silent and live auctions, as well as the awards and swearing-in ceremonies. It will be a busy night, but we heard that many of you wanted a night off again so we'll try it out this year and see what happens!

Room Reservations: The block of rooms for our conference is now open. Room rates are as follows: Wetland View: \$89.95/night and Ocean View: \$99.95/night (taxes not included). Please call 1-888-461-2214 to make your reservations and make sure you say that you are with the Washington Municipal Clerks Association for the conference rates. Also we are asking that members double-up and share rooms this year as there are only 156 sleeping rooms available. We'd like to make it possible for all of our members to stay at the resort. Please contact your Professional Development or conference buddies to see if they'd like to share a room! Don't forget you'd also be saving money by sharing!

All the information is now on the website at: http://www.wmcaclerks.org/fall_academy_08.htm

BIG RAFFLE PRIZE!

Due to your generosity and the success of previous fundraising efforts, the Executive Committee has approved \$2,000 for the Big Raffle item at the 2009 conference. Purchasing one \$5 raffle ticket will provide two chances to win a \$1,000 VISA card.

Also, the raffle tickets are at the printers! Our goal is to sell all the \$5.00 raffle tickets before the conference. That means we need YOU (all WMCA members) to pledge to sell one or more books of tickets in your community. We'll send out an announcement when the raffle tickets are ready.

Your Fundraising Committee is committed to selling all 1,000 tickets this year. We encourage you to sell one or two books of raffle tickets to your friends, neighbors, and co-workers. Contact Valerie Loffler (Valerie-loffler@ci.kennewick.wa.us) or Debby Barham (dbarham@ci.richland.wa.us) to order your ticket books. Tickets will also be available for sale during the Fall Academy.

2009 AUCTION

With summer coming to an end and fall fast approaching, the 2009 WMCA Annual Auction and Raffle will be here before you know it!

The Fundraising Committee appreciates your contributions supporting the auction and the raffle. It is the bedrock of WMCA's annual campaign to raise scholarship funds. Every dollar made goes directly into scholarships.

Please remember to pick up that unique auction or raffle item during your travels through your community.

If you have auction items, great ideas or want to participate in this year's auction set-up, please contact Claire Lider, CMC, at the City of Battle Ground, 109 SW 1st Street, Suite 221, Battle Ground, WA 98604 (360-342-5008).

SCHOLARSHIPS FOR 2009

There May Be Money Waiting for You: The Scholarship Committee announces 2009 Scholarships!

Across the state, budgets are being cut and money issues are more of a concern than ever. Usually, training budgets are the first to get cut and that is where WMCA can help! Each year, the Scholarship Committee awards hundreds of dollars in scholarships for various trainings. The Scholarship Committee is pleased to announce that applications for -scholarships for the upcoming year are posted to our website, www.wmcaclerks.org. Simply visit our website and click on the link to "scholarships" on the left hand side of the home page. You will find all the information you need to apply.

Scholarships awarded in 2009 will include:

- WMCA Annual Conference - DEADLINE TO APPLY December 19, 2008.
- Northwest Clerks Institute - DEADLINE TO APPLY February 13, 2009.
- Margery Price Scholarship - Apply Today! Awards granted on a first-come, first-serve basis.

Mark your calendars - or better yet, send your application in today! You won't want to miss out on any of these educational and fun events! For more information contact Claire Lider, CMC, at the City of Battleground, 109 SW 1st Street, Suite 221, Battle Ground, WA 98604 (360-342-5008).

CLERK OF THE YEAR NOMINATIONS

CLERK OF THE YEAR AWARD

It's not too early to start thinking about who you will nominate for the Clerk of the Year Award. Nomination forms and information on the process can be

found under the Clerk of the Year Policy and Awards Committee description on our website at www.wmcaclerks.org. You can also see a list of past Clerk of the Year Award recipients, as well as those honored with the President's Award of Distinction.

The criteria for the Clerk of the Year nomination include:

- Eligible nominees shall be active WMCA members (fully paid dues) for the preceding five consecutive years.
- The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:
 - 1) Leadership, organization, administration and communications.
 - 2) Legislative and governing body procedures, records management and public relations.
 - 3) Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.
 - 4) Special projects and community activities and volunteerism.

It is encouraged that nominations be submitted in collaboration with the nominee's elected and/or appointed officials and/or supervisor.

The Executive Committee recently approved changes to the make-up of the Awards Committee. This will eliminate all members of the Executive Committee from serving on the Awards Committee, except for the Past President, who shall serve as the Chair of the Awards Committee.

All Executive Committee Board members with the exception of the Executive Committee members holding the office of President, President-Elect, Vice President and Past President are eligible to be considered for nomination.

Begin thinking about nominating an eligible member for this prestigious award. Nominations must be **postmarked by December 29, 2008**, and submitted to Past President Alice Bush at the City of Lakewood, 6000 Main Street SW, Lakewood, WA 98499.

PARLIAMENTARY PETE Q & A

Bob Baker, CMC, City Clerk of the City of Newcastle
President Elect, WMCA

Dear Parliamentary Pete:

I'm a Council member for the City of TV Lovers and our Council met last night. We had a jammin' regular meeting and everything was fine – until 8:00 p.m. Even though we had remaining agenda items, I wanted to go home and see the Live Eviction on Big Brother (I hope Ima Whiner wins!) At 8:45 p.m. I made a **motion to adjourn** in hopes of being home by 9:00 p.m. Nobody seconded my motion and it died for a lack of a second. The Mayor hates Big Brother and made us keep working. **RUDE!!!**

What other motion could I have made to get out on time? I gotta see the Live Evictions!

Signed,
Ura Losin' Whiner

Dear Ura Whiner:

I notice the similarity between your name and that of the houseguest. Coincidence? While TV can provide entertainment, you may want to consider TIVO or a VCR. All is not lost and there is a way to continue agenda items to another time and place – if you can get the Council to go along with you.

FIX THE TIME TO WHICH TO ADJOURN

If a member wants to go home, yet important business is still pending (and might "die" if the meeting adjourned because of a time element) then you may make a motion to **FIX THE TIME TO WHICH TO ADJOURN**. In stating your motion, you must include a date, time and place for the adjourned meeting.

Seek and gain recognition from the Mayor, and then your motion might sound something like this:

"I move to fix the time to which to adjourn for April 7, 2011, 7:00 p.m. in TV Lovers Council Chambers. Further, I move we immediately adjourn this meeting." If the motion is seconded and carries, the meeting you are attending is immediately adjourned."

At the adjourned meeting on April 7, 2011, business is to be taken up exactly where it left off.

So, while this is a valid motion and can be made, watching a TV show is probably not a good reason behind the motion. Good luck in the future meeting and let me know how it works out.

Parliamentary Pete

P.S. Ima Whiner doesn't stand a chance this year! My pick is Telly Too Tall

VACANT POSITION ON THE WMCA EXECUTIVE COMMITTEE,

As a result of Irene Mock's resignation, there is a vacancy on the WMCA Executive Committee.

In accordance with our Bylaws, the Executive Committee invites members to apply for appointment to the vacated board member position for the balance of the term (March 2009). To apply, please prepare the following:

- Letter of Interest (include your name, title, place of employment, and a statement of why you feel you should be appointed).
- A signed Declaration of Candidacy as follows:

"I declare myself as a candidate for the position of Board Member. I declare that I am an active WMCA member in good standing. I request that my name be considered by the Executive Committee for appointment to the position of Board Member for the duration of the unexpired term, through March 2009."

- Letter of support from your Mayor, City or County Administrator or Manager supporting your candidacy and increased involvement in WMCA.

Please keep in mind that travel costs associated with attending quarterly Executive Committee meetings are your responsibility and are not covered by WMCA.

It is the Executive Committee's desire to have the new Board Member appointed in time for our October 24, 2008 meeting. Please mail your packet, postmarked no later than **Monday, September 22, 2008** to Ali Spietz, CMC, WMCA President, City of Mercer Island, 9611 SE 36th Street, Mercer Island, WA 98040.

Because we need **original signatures** on the Declaration of Candidacy and the Letter of Support, these documents must be submitted in hard copy.

The Executive Committee looks forward to reviewing your packet and thanks you for your interest in becoming a member of our team.

CONGRATULATIONS ARE IN ORDER

Congratulations to the following Washington Clerks that recently received their Certified Municipal Clerk (CMC) status:

Dayna Prewitt, CMC Clerk of the Board for Douglas County
Marcia Rugg, CMC Deputy City Clerk for the City of SeaTac
Rebecca Dover, CMC Deputy City Clerk for the City of Othello
Bobbie Usselman, CMC Deputy City Clerk for the City of Sequim

And double congratulations to the following Washington Clerks that recently received their Master Municipal Clerk (MMC) status:

Becky Upton, MMC City Clerk for the City of Port Angeles
Terri Pfister, MMC City Clerk for the City of Spokane

Way to go, ladies!

Congratulations to Peggy Hagan, City Clerk from the City of Tekoa, on her recent retirement after 25 years! Thank you for being a dedicated member of WMCA. We will miss you!!!

The WMCA Executive Committee has accepted the resignation of Board Member Irene Mock. After 14 years at the City of Lynnwood, Irene has taken a Department Administrative Coordinator position with the City of Redmond, where she will be working under her old boss again, Mike Bailey. We wish her well!

In addition, the Deputy City Clerk for the City of Newcastle, Carol McNeilly, has accepted a promotion and was named City Clerk/Records Administrator for the City of Federal Way. She has served the citizens, commission, council and staff of Newcastle for the past eight years. Her personality, smile, laugh and wicked sense of humor will be missed. However, Carol will now be able to attend future WMCA Conferences, Advanced Academies and more. Congratulations Carol!

Also, Katrin Smith, Deputy Clerk/Court Administrator for the City of Medical Lake and WMCA member, retired on August 21, 2008, and plans on spending more time with her husband. Best wishes to her!