

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MONTHLY REPORT**

**NOVEMBER 2008**

Terri Pfister, Vice-President

**TRAINING SCHOLARSHIPS AVAILABLE**

**Margery Price Scholarships Available**

Have you obtained your CMC status and are now working towards your MMC? The Margery Price Scholarships are awarded to qualifying members for job-related courses, WMCA-sponsored Advanced Academies (including PD IV), or \$500 towards registration at the IIMC Annual Conference. Please look at the Margery Price Scholarship guidelines on the WMCA website to see if you qualify, and apply. Contact Claire Lider, Scholarship Committee Chairperson at [claire.lider@ci.battle-ground.wa.us](mailto:claire.lider@ci.battle-ground.wa.us) or (360) 342-5008 if you have any questions.

**Scholarship Committee News**

New applications for scholarships are now available online. You can find information about the three types of WMCA scholarships at WMCA's website [www.wmcaclerks.org](http://www.wmcaclerks.org). We are currently accepting scholarship applications for the Northwest Clerks Institute. The Margery Price Scholarship can be applied for at any time.

Our Committee is always looking for new members, so if you want to join a fun committee, please feel free to contact Claire Lider at (360) 342-5008 or via email at [Claire.lider@ci.battle-ground.wa.us](mailto:Claire.lider@ci.battle-ground.wa.us). This committee is a great way to interact and get to know your fellow clerks better!

**December 19 – Save the Date! WMCA Conference Scholarship Applications Due!**

Ocean Shores is the place to be this March for the Washington Municipal Clerk's Association's Annual Conference. So, don't miss out on your opportunity to apply for a WMCA Conference Scholarship! Scholarships are available online at <http://www.wmcaclerks.org/Scholarships/2008%20Scholarship%20-%20Conf%20App.pdf>.

**CALL FOR CANDIDATES**

By this notice, the Elections Committee announces the annual call for candidates to fill officer and board positions on the WMCA Executive Committee. The positions available for election and their terms are as follows: President-Elect - 1

yr; Vice President - 1 yr; Treasurer - 2 yrs.; two Board Members - 3 yrs. Job Descriptions for these positions can be found on the WMCA Homepage under the Executive Committee tab on the sidebar.

Service in these positions is a wonderful way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning and advocacy activities of the Washington Municipal Clerks Association. If you would like to participate and stand for election to one of these positions, please submit the following items:

(1) Complete the attached **Declaration of Candidacy**. If you wish to create your own form, it must have the following language—" I declare myself as a candidate for the office of \_\_\_\_\_ . I also declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city or county administrator, or city manager), with a candidate photo and candidate statement which I authorize for use in the election process." A declaration with original signature is required.

(2) Prepare and transmit a **Candidate Statement**. The statement must be no more than 200 words in length including the candidate's name, title, place of employment and a statement of why election to office is sought. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word. A statement in MS Word or via email is encouraged.

(3) Provide a **Candidate Photo**. A (2"x2") black and white or color photo of the candidate must be provided. Digital photos are encouraged. Photos will not be returned, but will be forwarded to the Communications Committee for use in the April edition of the Executive Committee Monthly Report introducing the new Executive Committee.

(4) Send a signed **Letter of Support**. A letter to the Association signed by the candidate's mayor, city or county administrator or manager supporting the candidacy and the candidate's increased involvement in WMCA. A letter of support with original signature is required.

**The above application materials must be received by the Elections Committee no later than Wednesday, December 31, 2008.** An electronic copy of all the above is welcome, however, *signed originals of the Declaration of Candidacy and the Letter of Support must be provided in hard copy and received by Wednesday, December 31, 2008.* Submit the candidate packet to the following: Treva Percival, Clerk of the Board, Pierce Transit, P.O. Box 99070, Lakewood, WA 98496-0070. Email address: [tpercival@piercetransit.org](mailto:tpercival@piercetransit.org). Phone: (253) 581-8066.

## DECLARATION OF CANDIDACY

I, \_\_\_\_\_, declare myself a candidate for the

(Your Name)

\_\_\_\_\_ Position.

(President-Elect, Vice-President, Treasurer, or Board Member)

I also declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a *Letter of Support* from my (circle one) mayor, city or county administrator, or city manager; with a *Candidate Photo* and *Candidate Statement* which I authorize for use in the election process.

\_\_\_\_\_  
(Candidate Signature)

\_\_\_\_\_  
(Date)

Send Declaration of Candidacy with original signature and other required materials to:

Treva Percival, Clerk of the Board  
Pierce Transit  
PO Box 99070  
Lakewood, WA 98496-0070

**MUST BE RECEIVED BY DECEMBER 31, 2008!!**

2008 – 2009 WMCA Elections Committee

### **FALL ACADEMY SESSIONS**

The first 2008 WMCA Fall Master Academy session was held on Friday, October 17 at the Best Western Lakefront hotel in Moses Lake. Michael Buschmohle's presentation on "Managing Meetings and Handling Tough Communication Situations" was very well received by the 30 attendees. The participants represented a cross section of our membership, with city, county, transit and special districts all represented. We even had three visitors who drove across the state line from Idaho for the session.

Valerie Loffler and Debby Barham manned a fundraising table and sold WMCA merchandise and raffle tickets to the group for the benefit of the WMCA scholarship fund. Thanks to everyone who supported this effort!

At this time, 50 people are signed up for the west side session in Bremerton.

So far the feedback on splitting the academy between east and west has been positive in terms of access for members and also because of the learning advantage of having a smaller group for each session.

### **LAST REMINDER FOR THE CLERK OF THE YEAR AWARD NOMINATIONS!!**

Remember to make your nominations for Clerk of the Year! Nominations for the Clerk of the Year recipients are being accepted and must be postmarked by December 29, 2008. 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](http://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.

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.

Again, 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.

### **NOTES FROM THE FUNDRAISING COMMITTEE**

Check out the WMCA Store on the WMCA website. **New inventory has been added to the WMCA clothing sale**, including fleece vests, sweat pants, shorts, and gym bags – all with the WMCA logo. Also on sale are denim shirts, clip boards, and lunch bags. Beautiful laptop bags are available for only \$22.00.

When the current inventory is cleared out, your Fundraising Committee will be purchasing new and different items for you to buy during the conference. **If you have any ideas or suggestions for merchandise, please contact Valerie Loffler or Debby Barham.**

Please help the Fundraising Committee achieve our goal to sell all 1,000 tickets before the conference next March. **We need to distribute 40 more books of raffle tickets!** You don't need to be a Fundraising Committee member to sell them. Order ticket books from Valerie Loffler by contacting her at [valerie-loffler@ci.kennewick.wa.us](mailto:valerie-loffler@ci.kennewick.wa.us) or (509) 585-4273. The tickets are in books of 10. Each \$5 ticket is good for two chances to win. Two prizes will be awarded during the 2009 WMCA Conference of \$1,000 each!

### **2009 AUCTION**

Another way to support the scholarship fund is to provide items for the auction during the 2009 WMCA conference. Examples of past auction items include: gift baskets, jewelry, overnight or weekend trips, and handmade specialties.

Start contacting businesses, hotels, and services in your area now for auction items. There are two WMCA letter templates available to you - one is a "request for donation" letter and the other is a follow-up "thank you for your support" letter. Please contact Debby Barham at [dbarham@ci.richland.wa.us](mailto:dbarham@ci.richland.wa.us) or (509) 942.7389 if you want the templates.

### **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. We are also 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](http://www.wmcaclerks.org/fall_academy_08.htm)

### **IIMC CERTIFICATION PROCESS**

Your Region IX representatives are continuing to work with staff at IIMC to improve the certification application process. Recently there have been changes and additions to the staff, and we are sharing information with them about any concerns and difficulties with the process you have brought to our attention.

There are some things you can do to make your application more "user-friendly" to IIMC staff:

- 1) Submit everything single sided (and keep a complete copy of the package for your own files in case anything is misplaced).
- 2) In addition to sending the application form and your supporting materials, consider making a cover spreadsheet which lists all of your submissions separately with columns for the estimated number of points you are claiming. We will have a sample spreadsheet posted on the WMCA website in the next couple of weeks (and thanks to OAMR for this idea).
- 3) When you are updating your application (which should be done annually) send only the new certificates, not those which are already on file.

Please don't hesitate to call the IIMC education staff when you have questions or if you need to check up on an application you have submitted. If you would like to have Dema Harris or Pam Kolacy review your application materials prior to submittal or have questions regarding certification, please contact either of them at [demah@wsu.edu](mailto:demah@wsu.edu) or [pkolacy@cityofpt.us](mailto:pkolacy@cityofpt.us).

## **CONGRATULATIONS ARE IN ORDER**

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

Bobbie Usselman, Deputy City Clerk, City of Sequim  
Cindy Dunn, Senior Administrative Assistant, City of Fife

Congratulations also to Sara McMillion who is the newly appointed Clerk-Treasurer for the Town of Yarrow Point.

## **JOB OPENINGS**

If you are looking for a change in positions or know someone who is, visit the following websites: <http://www.wmcaclerks.org/jobopenings.htm> or <http://www.awcnet.org/portal/StudioNew.asp?webid=1&mode=B1>.

## **PARLIAMENTARY PETE Q & A**

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

Dear Parliamentary Pete:

I'm Councilmember Ned Notso-Sharp and I come from Yachats. It was 8:00 p.m., last night, during our Council meeting when I made a motion to purchase a small, 71-foot yacht for the City Clerk to show appreciation for all her hard work. She works hard and deserves recognition. Our Mayor could purchase this little gem for only \$2.1 million. Sadly, the motion failed 1-6. The City Clerk was crestfallen.

I waited politely to make the motion again. At 10:00 p.m., we were done with all the business on the agenda so I thought it would be a great time to make the motion again. Thinking Councilmembers were tired and would agree to anything, I said,

"Your Honor."

The Mayor said, "Yes, Councilor Notso-Sharp"?

I said, "I move that we purchase a 71-foot yacht for \$2.1 million."

The Mayor was so rude. He hates me. I just know it because he said, "Your motion is out of order."

That really frosted my flakes. What gives?

Signed,



*Yacht-less in Yachats*

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Dear Yacht-less:

You are so right. City Clerks deserve praise, recognition and honor for the work that goes on in front of the world and behind the scenes. The tasks they handle are too numerous to count. Sadly, however, your Mayor was right in his decision that *your motion was out of order* – as it was presented substantially in the same form as your original motion. No changes were made in the price or the size of the yacht.

You see, Yacht-less, a main motion that is defeated usually cannot be made again at the same meeting (unless someone who voted on the prevailing side moves to reconsider the vote or the motion is changed by time, content or circumstance). However it can be brought up again at another meeting. This is called *renewing the motion*.

I hope this information on renewing the motion is easy enough to follow. Please let me know if it's not.

*Parliamentary Pete*

### **AWC OPEN GOVERNMENT WORKSHOPS**

In case you are interested, the Association of Washington Cities will be holding workshops on the following dates and locations relating to "Open Government:



What Local Government Officials Need to Know About WA's Public Records Act and Open Public Meetings Act." The cost is \$75.

November 17, 2008 - Pasco  
November 18, 2008 - Spokane  
December 2, 2008 - Lakewood  
December 3, 2008 - Mount Vernon

For registration and more information, visit [www.awcnet.org/opengov](http://www.awcnet.org/opengov).

### **REQUESTS FOR PROPOSALS – 2011 ANNUAL CONFERENCE SITE**

Each year WMCA solicits proposals for conference locations. The Annual Conference is rotated from east to west sides of the State. WMCA is making plans for its 2011 location which will be held on the west side of the State. To those on the west side, if your city is interested in hosting the 2011 Annual Conference, please provide information to match the requirements. For additional information, or to submit proposals, contact:

Terri L. Pfister, MMC  
Spokane City Clerk  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3342  
(509) 625-6354  
(509) 625-6217 (fax)  
[tpfister@spokanecity.org](mailto:tpfister@spokanecity.org)

### **ROOM BLOCK**

- Distance from closest airport in miles and time
- Do you have a method of transportation to/from airport? If so, please provide applicable charges.
- Group rate to be available one day prior to and following the conference (majority of delegates to arrive by Tuesday evening)
- Prefer to house all attendees under one roof.
- Estimated rooms by night:  
DAYS:    Mon    Tue    Wed    Thu  
DATES:  3/21/11 3/22/11 3/23/11 3/24/11  
ROOMS:  70     115     115     115

### **MEETING REQUIREMENTS**

- Tuesday: Minimum of 1 session room for 80 classroom style with AV
- Wednesday & Thursday: Minimum of 1 session rooms for 120 classroom style with AV and head table for 14
- Wednesday & Thursday: Minimum of 4 session rooms for 40 at classroom style with AV

- Friday: Minimum of 4 session rooms for 40 at classroom style with AV
- Monday – Friday: Secured area for registration and store. Registration two 6' tables, store four 6' tables.

### **EXHIBIT SPACE**

- Exhibitor Move-In: Tuesday evening
- Exhibit Hall Open: Wednesday and Thursday
- Move-Out: Thursday afternoon
- Minimum of 12 8' tables required.
- Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks

### **FOOD & BEVERAGE REQUIREMENTS** (subject to change)

- Tuesday lunch for 80
- Tuesday reception: standup and casual seating for 100-120
- Wednesday & Thursday breakfast & lunch for 100-120
- Wednesday banquet dinner for 120 plus, rounds of 8 (or 10)
- Thursday reception: standup and casual seating for 100-120
- Thursday banquet dinner for 120 plus, rounds of 8 (or 10)

### **HOTEL TO PROVIDE**

- One Presidential suite to be provided comp for 4 nights (Monday check-in, Friday check-out)
- Complimentary accommodations for one night for President-Elect for the pre-qualification site inspection.
- Complimentary meeting space for WMCA Executive Committee Meeting and site visit (usually in October before conference)
- Quote current year group rate and government rate for single, double
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- Quote projected group rate for the year 2011.
- Room blocks must be held until 21 days prior to opening of conference (a four week cut-off date will be published to the attendees).
- Please respond in writing and include a floor plan with location of all facilities.

## TENTATIVE CONFERENCE OVERVIEW

<u>ACTIVITY</u>	<u>NUMBER OF PEOPLE</u>
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### **MONDAY**

Registration area move-in & set-up	20
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### **TUESDAY**

Academy Session	75
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Academy Lunch	75
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Registration open	Flow
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President's Reception	100
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### **WEDNESDAY**

Breakfast	100
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Opening Ceremony	100
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Concurrent Educational Sessions	40/room
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Exhibitors open	Flow
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Lunch	120
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Concurrent Educational Sessions	40/room
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Exhibitor Reception	Flow
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Dinner	120
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### **THURSDAY**

Business meeting breakfast	100
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Exhibits open	Flow
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Concurrent Educational Sessions	40/room
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Refreshment break with exhibitors	Flow
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Lunch	120
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Concurrent Educational Sessions	40/room
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Reception	120
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Annual Banquet	120
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### **FRIDAY**

Breakfast	100
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Concurrent Educational Sessions	40 each
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Lunch/Board Meeting	15
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## HAPPY THANKSGIVING!

