

# WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MONTHLY REPORT



**FEBRUARY 2010**

By: Alice M. Bush, Board Member



## **APPLAUSE PLEASE!**

Congratulations to Michelle Gains, City of Winthrop and Myrna Basich, City of Bellevue for receiving their MMC. Kudos also to Sandra Atchison from City of Nespalem for receiving her CMC! Way to go Michelle, Myrna and Sandra!

## **IIMC RECERTIFICATION**

At its 2009 Mid-Year Board Meeting, IIMC's Board of Directors voted to eliminate IIMC's Recertification Program as of January 1, 2010. The decision was made in support of those growing numbers of members who have opted out of Recertification in lieu for the more prestigious Master Municipal Clerk (MMC) program, and to further support our clerks who are contented remaining Certified Municipal Clerks (CMC).

**For those who hold a CMC designation, the only thing needed to maintain this designation is current IIMC membership.** Once a CMC designation is reached, the Certified Municipal Clerk will own that title for the duration of their membership with IIMC. *There is no need to recertify.* For those who have a CMC certificate with an expiration date, please contact CMC Specialist Marilyn Sanzo ([Marilyn@iimc.com](mailto:Marilyn@iimc.com)) in late January/ early February to obtain a certificate without an expiration date. For further information, or if you have any questions or concerns, please feel free to contact the IIMC Education Department.

For those who have been working towards CMC Recertification, please take note that Advanced Education work that would have been applicable towards Recertification can be applied to the MMC program. Additionally, if you have already completed Recertification, please note that each completed Recertification can earn 20 points of Advanced Education towards the MMC program, if so desired. Keep in mind that there is no time limit to complete the Master Municipal Clerk Designation. You may simply gather your points as you earn them, and submit them once or twice yearly. For MMC questions or concerns, please feel free to contact Emily Maggard ([Emily@iimc.com](mailto:Emily@iimc.com)) at any time.

## **CAN YOU BELIEVE IT? 2010 CONFERENCE IS JUST A MONTH AWAY!**



The program is set, the speakers are ready, meals have been selected, and auction items are rolling in, as are the vendors & sponsors! The only thing left to do is register and join us for a fun, educational conference.

Don't forget the deadline for early registration for the 40<sup>th</sup> annual conference is February 12, 2010. Conference begins on Wednesday, March 17 – 19, 2010. Master Academy is on March 16, 2010. You can go online to register today at [www.wmcaclerks.org](http://www.wmcaclerks.org).

Award winning speaker Mark Towers will be speaking on “Becoming a BLT – How to Stand Out and Make a Difference” and “Making Yourself an Indispensable Public Servant.” His 6-hour class will earn you 3 CMC “Experience” points or 3 MMC “Educational” points by completing this IIMC-sanctioned session.

On Friday, March 19, from 9:00 am – noon, the conference will include another Institute/IIMC approved advanced education session featuring De Hicks. The topic is “The Right Things; The Right Way: Conquering Chaos at Work Strategies for Dealing with Disorganization and the People Who Thrive on it.” Those who sign in and attend the complete three hour session will earn 1.5 points toward MMC education or CMC experience. Separate certificates will be issued for each Academy session. Conference attendance (Wednesday and Thursday sessions) will earn 1.5 MMC social/professional or CMC experience points.

Make your room reservations early! Room rates are \$92 and \$10/person per night for each person after the first two guests (taxes not included). Call 1-866-584-4674 to make your reservations and say you are with WMCA to get the conference rates. The Spokane airport is nearby and the hotel has a shuttle for \$30 round trip. There is no charge for on-site parking of hotel guests at the Mirabeau Park Hotel.

The Planning Committee would like to remind everyone that it is still chilly in March, so you may want to bring along a jacket to guard against the cold. Also, there will be no conference bags provided this year, so you may want to bring your own conference bag/book for your own use.

## **WINERY TOUR & DINNER WEDNESDAY, MARCH 17, 6-10 PM**



President Karen Kuznek-Reese has provided a unique opportunity for the free night – Wednesday Winery Tour and Dinner! Washington is the second largest wine producing state in the country and on this tour, you'll have the opportunity to sample some of the state's award winning wines.

First stop is [Latah Creek Winery](#) and Gift Shop, heralded by *Wine Spectator Magazine* as one of the top producers of Merlot in Washington State. Next stop is [Arbor Crest Wine Cellars](#). At this national historic landmark, perched on a rock 450 feet above the Spokane River, taste their wines and tour the grounds.

Dinner will be at [Ambrosia Bistro and Wine Bar](#), where you will be presented a mini-menu which includes a choice of grilled salmon, chicken picatta, or top sirloin with a red wine demi- glaze sauce; green salad, seasonal vegetables, risotto or potatoes, and chocolate mousse or apple cobbler with warm caramel sauce for dessert.

The cost including tour guide, tastings at two wineries and dinner as outlined above, and motorcoach transportation (no drinking and driving) is only

\$62.00 per person. There is a minimum of 30 spaces to confirm this event and a maximum of 53 attendees. You can sign up on a first come, first served basis. Please **prepay** and send your check made payable to WMCA to Alice Attwood to reserve your space now (City of Tonasket, PO BOX 487, Tonasket, WA 98855). If we do not get 30 participants before the conference, the trip will be cancelled and refunds issued. Don't miss out on this chance to celebrate with your clerk colleagues! Contact Alice Attwood for more information at (509) 486-2132 or [tonasket@nvinet.com](mailto:tonasket@nvinet.com)

## **WELCOME** FIRST TIME CONFERENCE ATTENDEES

Do you remember your first conference? Walking into a room of 150 people, not knowing anyone, worrying that you may not "fit" in? Remember what it felt like to ask a total stranger if there is room for one more person at their table? We each remember what it was like, so we'd like to take this moment to remind everyone to reach out to first-time attendees. Ask someone you don't know to sit at your table and join the fun. Show the new clerks that WMCA is one of the best organizations around. Help make them feel welcome, even if it's just to shake their hand, welcoming them into the fold, letting them know that we really are here to help each other.

### **AUCTION ITEMS NEEDED FOR THE WMCA ANNUAL CONFERENCE**



***AUCTION ITEM SUGGESTIONS... GIFT BASKETS, GARDEN ART, GIFT CERTIFICATES (LODGING, DINING, OR EVENTS), JEWELRY, HOME DÉCOR, CLOTHING, WINE, ART, AND MANY MORE - USE YOUR IMAGINATION! WE ALSO HAD REQUESTS TO PROMOTE DONATION OF AUCTION ITEMS THAT WOULD APPEAL TO OUR MALE SHOPPERS OR WOULD BE A GREAT GIFT FOR A HUSBAND OR SOMEONE SPECIAL!***

Each year, WMCA members support each other by donating items for the Auctions held during the Annual Conference. Over the years, those donations have helped us provide financial assistance to hundreds of clerks, allowing them to achieve their education goals. This year is no exception and we are asking each WMCA member to provide at least one item for the auction. If you have any questions, need a suggestion, or need help getting your donation to conference, please contact Debbie Jermann, MMC, at 360-906-7303 or [debbiej@c-tran.org](mailto:debbiej@c-tran.org).

## GRAND RAFFLE TICKETS!!!

We still have tickets left to send to WMCA members to sell. You DON'T need to be a Fundraising Committee member to join in on all the fun! Order your ticket books by contacting Rebecca Dover at [rdover@othellowashington.us](mailto:rdover@othellowashington.us) or by calling 509-488-5686. The tickets are in books of 10. Each \$5 ticket is good for 3 chances to win. Three prizes will be awarded during the 2010 WMCA Conference: one of each \$500, \$750 and \$1,000! Please help the Fundraising Committee achieve our goal to sell all 1,250 tickets. If you are already selling tickets, please start sending your money and ticket stubs back to: **Rebecca Dover, City of Othello, 500 E. Main Street, Othello WA 99344**. Please write a personal check or a cashier's check that covers your raffle ticket "cash" sales. Checks should be made out to WMCA.

**It's easier than you think to sell (or buy) JUST 10 tickets!**



### WMCA STORE – BIG HAPPENINGS!

During the 2010 Annual WMCA Conference, we are having a BIG SALE on all existing stock – the mark downs will be extreme. Save your dollars and don't miss out! We have laptop bags, t-shirts, denim shirts, and much more!

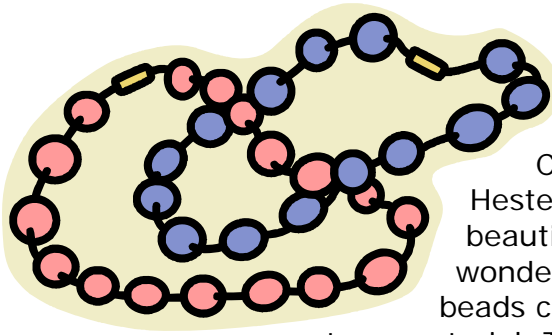
In recognition of WMCA's 40<sup>th</sup> Anniversary, commemorative sweatshirts will be sold by pre-order. Hooded with pockets, these sweatshirts are thick and a snuggly 12 oz. weight and are available in black with red lettering or red with black lettering (see flyer with mockup of sweatshirt included in this report). Sizes available are small, medium, large, x-large, xx-large, and xxx-large. On the left hand chest will be embroidered: WMCA (1<sup>st</sup> line), 40<sup>th</sup> Anniversary (2<sup>nd</sup> line) and 1970-2010 (3<sup>rd</sup> line). You can pre-order your sweatshirt(s) to pick up at conference. If you are unable to attend conference this year, you can make arrangements for someone to pick up for you, or you can have it shipped to you after conference for a nominal fee. The sweatshirts are \$30/each, and we ask for an additional \$5.00 to cover postage if we are shipping. We will also have a LIMITED supply available for sale at conference, but pre-ordering is strongly encouraged! If you wish to pre-order, please send your **NAME**, **COLOR**, and **SIZE** in an e-mail to Valerie Loffler ([Valerie.Loffler@ci.kennewick.wa.us](mailto:Valerie.Loffler@ci.kennewick.wa.us)) or call (509-585-4273) **PLEASE PLACE YOUR ORDER NO LATER THAN FEBRUARY 19**. Thank you for supporting WMCA!



**WMCA  
40<sup>th</sup> Anniversary  
1970 - 2010**

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- The hood of this one-piece sweatshirt has metal grommets and is double-needle stitched providing extra durability for the athletic wearers.
- The ribbed cuffs and waistband, pouch pocket, and two-ply hood with matching draw cord help keep them protected from the wind.
- Label-free option.
- Fruit of the Loom® sweatshirt is made with a heavyweight 12-oz 70/30 cotton/poly blend material.
- Sizes: S-3XL
- \$30.00 each (plus \$5 mailing if not picked up during Conference)
- Colors are True Red w/black printing (as shown) or Black w/red printing



### **BEADED LANYARDS FOR SALE AT CONFERENCE!**

On Saturday, January 25, Carol Etgen, Dee Reynolds, Julie Minsker, Hester Gilleland, and Margo Tackett met to create beautiful beaded lanyards. The group had a wonderful time visiting, eating, and “working”. The beads consist of nice quality multiple colored 'glass' type material. The letters "WMCA" letters are included within the lanyards. The group was able to create 43 lanyards, but plan to meet prior to conference to make more! The lanyards will be on sale for \$15.00 each. To see a photo of their wonderful creation, visit the WMCA website.



### **INTERESTED IN A BOOK SALE?**

*USArchive & Imaging Services (USAIS)* will be in attendance at our annual conference. Doug MacDonald has generously offered to host a “Book Sale” to raise money for our WMCA education scholarship fund. USAIS has sponsored book sales over the last two years at several Washington State County Conferences (County Clerks, Auditor Recording, WACO and WSAC Conferences) and they are proud to report that they raised over \$2,500 with 100% of the proceeds going to the scholarship fund.

**USAIS** will be donating a large supply of books and we would like you to take advantage of this opportunity to donate those once “must reads” to this cause and give back to our clerks. We’re looking for hardbacks, paperbacks, children’s books and even media (DVD’s and CD’s). There are three ways of getting books to Doug for collection and presentation at the conference:

- Ship to Doug MacDonald at USAIS, 15315 NE 90<sup>TH</sup> Street, Redmond, WA 98052
- Bring them to the WMCA Conference (or send them with a friend)
- Make them available to Doug in his travels around the state in the next few weeks.



Please pass this message around your city offices and ask other employees to join in the crusade. Doug will follow up with an email letter and he will take any unsold books and donate them to the next book sale. Get a jump start on spring cleaning and go through your book shelves, closets and basements! The more books we sell, the more scholarships we can offer!!



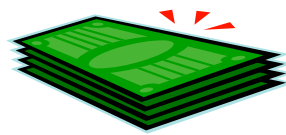
## **CLERK OF THE YEAR**



The Awards Committee recently completed its review of the nominations for the prestigious Clerk of the Year Award. Their recommendations were forwarded to President Karen Kuznek-Reese for her final decision.

Only one of the several nominations received will be selected for the coveted Clerk of the Year Award, but all nominees will be informed of their nomination. It's quite an honor to be nominated, and it's important that our members realize how much they're respected and valued by their community and WMCA.

The award(s) will be announced at the Annual Banquet on Thursday, March 18 in Spokane Valley.



## **SCHOLARSHIP COMMITTEE NEWS**

In January the Scholarship Committee sent a recommendation to the Executive Committee for the award of the 2010 Annual Conference and Margery Price scholarship applications. One Margery Price Scholarship for Spring Advanced Academy, and thirteen 2010 Annual Conference Scholarships, (six for first time attendees with lodging) were approved. The total of scholarship funding was \$5,825. Thank you to the Executive Committee and their continued commitment to member education.



Additional scholarship opportunities in 2010 include:

- **Northwest Clerks Institute (NCI), PD I, II, & III, deadline to apply is February 19, 2010.** (NCI Scholarship Application)
- **NCI Master Academy, PD IV, deadline to apply is February 19, 2010.** (Margery Price Scholarship Application)
- **IIMC Advanced Academy, deadline to apply is February 19, 2010.** (Margery Price Scholarship)

Please see the WMCA website for full guideline and application details on WMCA Scholarships.

Other scholarship sources include IIMC (International Institute of Municipal Clerks), WCIA (Washington Cities Insurance Authority), AWC (Association of Washington Cities), CIAW (Cities Insurance Association of Washington) and regional clerks associations.

## **WMCA 2010 CONFERENCE COMMITTEES**



Don't forget to think about what committee you would like to sign up for at this year's conference. Each of you has wonderful talents that need to be shared! Consider signing up for a committee: Audit, Awards, Bylaws, Conference Planning, Education, Elections, Fundraising, Historical, Legislative, Membership, Scholarship and the newly formed Handbook Committee.

For more information about the committees see the descriptions on the [WMCA website](#). Some of these committees work all year round while some are mostly busy around conference time. Sign up sheets will be at the annual conference in Spokane Valley.

## PROPOSED BYLAWS AMENDMENTS

The Bylaws Committee have prepared changes to Bylaws Articles IV – Officers/Board of Directors/Terms, relative to filling the Past-President position if he/she is unable to assume the office, and adding a new section regarding the process and removal of members of the Executive Committee. The Bylaws Amendment will be submitted to the membership prior to the vote at the Annual Business meeting on March 18.



## 2010 WMCA EXECUTIVE COMMITTEE ELECTION

The Elections Committee received declarations of candidacy and recommended a full slate of candidates to the Executive Committee. The Executive Committee at their January 22, 2010 meeting approved the slate of candidates and authorized the Elections Committee to prepare ballots for distribution to the membership. To be counted, ballots must be received no later than February 19, 2010. Happy voting!

### WMCA DATES TO REMEMBER

Northwest Clerk Institute (NCI) Scholarship Deadline: February 19, 2010

WMCA Spring Advanced Academy: March 16, 2010

**WMCA Annual Conference: March 16 – 19, 2010**

IIMC Annual Conference, Reno-Tahoe, NV May 23 – 27, 2010

Northwest Clerks Institute PD I: June 6 – 11, 2010

Northwest Clerks Institute PD II: June 13 – 18, 2010

Northwest Clerks Institute PD III: June 20 – 25, 2010

Northwest Clerks Institute PD IV: June 13 – 16, 2010



*See you at the 40<sup>th</sup> Annual WMCA Conference  
in Spokane Valley!*

