



Executive Committee Report

Compiled by Virginia Olsen, layout by Traci Herman, City of Mountlake Terrace.

October 2010 Edition

Executive Committee

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Vice President

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at:

[Washington Municipal Clerks Association \(WMCA\)](http://www.wmca.org)

President's Message

Karen Kuznek-Reese, MMC

President

Happy Fall! I just love this time of year. The leaves are turning and there is a crispness in the air!!! Unfortunately, it also means that winter is right around the corner.

This year has just flown by! I can't believe I've only got one more trip on behalf of WMCA. I'll travel to Juneau in November for the AAMC annual conference. In the meantime, I'm enjoying the experience of being President. I highly recommend it to everyone!!!!

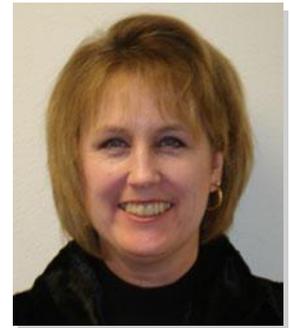
September 14 through 18 I attended the Oregon Association of Municipal Records annual conference. It was an awesome time! It's always great seeing old friends and making new ones.

The conference started out a bit rough with the City Hall of Mill City, Oregon burning down just the day before conference. The City's Finance Clerk, Joy Cronin, suffered burns in the fire. Stacie Cook, the Mill City Recorder and OAMR Second Vice President, is learning the hard way all about disaster recovery.

Mark Towers was the Academy Session and keynote speaker. It is always a pleasure, as well as

entertaining, to attend Mark's sessions. The VIP dinner was held at Caruso's Italian Café where I am sure I gained 10 pounds at least! A general session was held at the state archives building. It was a very interesting session on social networking. The President's Reception and All-Conference Event started with a tour of an old building in Independence, Oregon that is said to be inhabited by ghosts, followed by a western barbecue and live country music in a large barn in Independence. The conference ended with the annual banquet and silent auction. OAMR raised a significant amount of money for their scholarship fund through their raffles and silent and live auctions. Almost \$70 was raised just to have Colleen Nicol yodel. (She's already agreed to do this at the WMCA conference in March so save your dollar bills!) The OAMR auctions raised \$3,542 and \$5 raffle raised \$2791. Their grand total with all their raffles, auctions, store sales, etc. was \$11,928. Great job!

Ruth Post announced Nancy Ide, CMC, with Oregon City as Recorder of the Year and Nancy Batchelder, MMC, with the City of Yachats received the President's Award of Distinction.



Congratulations! Several individuals have received their certifications in the past few months. It takes many hours of training as well as a contribution of time to earn these certifications:

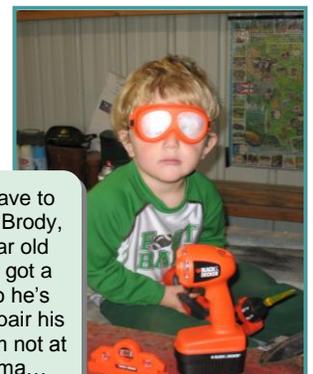
Chris Bainbridge, MMC, Spokane Valley • Jodi Warren, MMC, Snoqualmie • Jill Boltz, CMC, Poulsbo • Craig Attwood, CMC, Okanogan • Michelle Brooks, CMC, Leavenworth • Kelly Collins, CMC, Royal City • Melissa Collins CMC, Stanwood • Tes Ongoco, CMC, Lakewood • Denise Johnson, CMC • Pierce County; Marla Nevill, CMC, South Prairie.

New Website

WMCA will soon have a new website. It is a time-consuming and slow process but it will be well worth the wait. It will certainly make our Treasurer's job a lot easier!!! We hope to have it up and running by the end of the year. Stay tuned...

Regional News

What's happening in your region? We'd love to hear about your activities? If your region has any special activities or news to report, please submit the information to any member of the Executive Committee.



And, of course, I have to include a picture of Brody, my almost two-year old grandson! He just got a new set of tools so he's helping Grandpa repair his little, red wagon. I'm not at all a proud Grandma...

ICCTFOA CONFERENCE

By Vice President Sandy Paul



The Idaho City Clerks, Treasurers and Finance Officers Association (ICCTFOA) convened their 2010 Conference on September 15 at the Shilo Inn and Conference

Center in Idaho Falls, Idaho. Idaho Falls is located in southeastern Idaho, a short drive from Yellowstone National Park and Jackson Hole, Wyoming, and not too far from Sun Valley.

Idaho Senator Brent Hill presented the opening key-note on Collaboration: The Key to Success and the theme of the 2010 Conference. The tone was set. Everything about the entire Conference said collaboration even when the word was not used. It was a collaboration of ICCTFOA, Association of Idaho Cities (AIC), the Idaho Counties Risk Management Program (ICRMP), professors from Idaho State University and Brigham Young University, a myriad of powerful sponsors and vendors who have supported Idaho government and the work it does for many years, and the dedicated Clerks, Treasurers and Finance Officers of the State of Idaho.

In a short speech I was invited to give, I compared my attendance at the Idaho Clerks

Conference to the book by Greg Mortenson, *Three Cups of Tea*, in which he describes going to Pakistan/Afghanistan to climb a mountain, failing, and getting lost on his descent from the mountain. Rescued by villagers in a remote mountain village, he was told that when sharing a first cup of tea you were a stranger; at the second cup of tea you were a friend; and by the third cup of tea, you were family. And that is exactly how I felt, too. The Idaho groups were very welcoming. Note to self: I need to extend my great customer service skills to embrace guests better at OUR conferences. Feeling included really does make all the difference.

The first day, I was way out of my comfort zone, so I attended a workshop on Clerks & Treasurers 101, not because I needed to learn about how to be a City Clerk but because I needed to learn how City Clerks work in the state of Idaho. By the end of the class, I was well on my way to friend! Because the largest city in Idaho is about 60,000 population, most cities, then, are relatively small. Some are smaller than small with 2, 3, or 4 employees total! Therefore, Idaho Clerks do a lot of varied jobs, just like Clerks and Clerk/Treasurers in Washington.

Conference staff and volunteers had little computer scanner things that scanned a barcode on each attendees' name badge upon entry to a meal and/or workshop. I would like to look into those for Washington Conferences of all kinds. Those devices would allow us to eliminate tickets. We would need to recruit an attendee from each class to do some scanning.

Most of the scanning was done by AIC staff, who had a much larger presence at this conference than AWC does at ours.

But there was another reason to scan each attendee's name badge. If someone did not attend a workshop or seminar no credit for being there was given. There is no fooling a computer! In addition, at registration, each participant was given a booklet called the 'questionnaire.' It was required that those 'tests' be filled out and turned in for each session attended. The booklets would then be matched up with the scanned barcodes and the certificate mailed to each participant would reflect exactly which workshops and seminars attended, each of which was given a point value by IIMC. I especially liked the additional accountability required of attendees. If they wished to get the credit, the work had to be done. Were the answers actually checked? I doubt it, but the questions did generate discussion in the sessions and among individuals later.



In closing, I was humbled to have the opportunity to represent WMCA in Idaho and to make so many new friends. Thank you so much to President Karen for asking if I could fill in for President-Elect Treva. All clerks in Washington cities and counties can be proud of their 'team' as we represent WMCA around the region.

West Side Academy

The west side academy featured "recovering" attorney, Jim Webber, out of Kirkland, WA who spoke about performance management. With an audience of 40, Jim's energetic and humorous presentation of a very important topic made the day fly by. Jim coached clerks on how to evaluate performance throughout the year including proper documentation of good and bad performance, setting and communicating expectations, conducting a counseling or "coaching" session, and preparing an action plan and/or disciplinary plan. Thanks to Jim for a very informative academy!



SAY CHEESE

The Historical Committee, under the leadership of Rebecca Dover, Deputy City Clerk in Othello, has made great strides in moving WMCA into the 21st Century. One of the improvements is making WMCA photos available to our members. Now you can share your photos of conferences, academies, and NCI with your friends and family.

Click <http://wmca1.shutterfly.com/> & become a member to view or add WMCA event photos. It's free!



LGMA E-Learning Series

The Local Government Management Association (LGMA) of British Columbia offers reasonably priced two-day webinars that WMCA members can take part in. Upcoming webinars include topics such as "Respectful Coaching", "Communications Planning", "Strategic Planning and Management", "Media Relations", "Dynamic Communication" and "Customer Service in the Public Sector". E-learning webinars allow you to participate via either the internet and audio or audio only. You may ask questions or comment via a voice or chat feature. The price per two-day webinar is \$150 plus tax per person. For more information, click [here](http://www.lgma.ca/EN/main/programs/programs/webinars.html) or type <http://www.lgma.ca/EN/main/programs/programs/webinars.html> into your browser.

DOES A CLERK YOU KNOW DESERVE RECOGNITION?

NOMINATE THEM FOR CLERK OF THE YEAR!

By Past President Ali Spietz

Perhaps the most prestigious award a Clerk can receive is that of "Clerk of the Year" and - it's not too early to start thinking about who you will nominate for this award. That's right - Clerks can nominate each other! Past nominees will tell you that just being nominated for this award is an honor in and of itself.

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 <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.



2010 Clerk Of The Year
Pam Kolacy with Dema Harris

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.

Please note that it is encouraged that nominations be submitted in collaboration with the nominee's elected and/or appointed officials and/or supervisor. Letters will be sent to all members' elected and/or appointed officials in a few weeks. The only WMCA members not eligible to be considered for nomination are those holding the office of President, President-Elect, Vice President and Past President.



Don't let this opportunity to recognize one of your peers pass you by! Nominations must be **postmarked by December 31, 2010**, and submitted to Past President Ali Spietz (City of Mercer Island, 9611 SE 36th Street, Mercer Island, WA 98040).

Scholarships Available for the WMCA Annual Conference!

By Board Member Claire Lider

You will not want to miss out on the educational and networking opportunities that are provided to Clerks at the WMCA Annual Conference! And you definitely won't want to miss out on a scholarship opportunity to attend the conference!

This year's conference will be held at the beautiful Heathman Lodge in Vancouver, Washington from March 22 – 25, 2011. Scholarship applications can be found on the WMCA website and are due on **December 6, 2010**.

Questions on this scholarship opportunity may be directed to Claire Lider, CMC, City of Battle Ground, at Claire.lider@ci.battle-ground.wa.us.

WMCA Spring Academy Scholarship Opportunity!

Have you obtained your CMC status and are now working towards your MMC? If so, you may be eligible for a Margery Price Scholarship. Please look at the Margery Price Scholarship guidelines on the WMCA website at <http://www.wmcaclerks.org/WMCA%20Scholarships.htm>.

The Scholarship Committee is now accepting Margery Price scholarship applications for the WMCA Spring Academy. Don't delay – applications are due **December 6, 2010**. For more information, please contact Claire Lider, CMC, City of Battle Ground at Claire.lider@ci.battle-ground.wa.us.

Getting to Know You

Sandy Paul, Vice President

I asked Sandy to tell WMCA a little about herself so she queried her family & friends and came up with these *Twelve Fun Facts about Sandy Paul, WMCA Vice President*:



1. She used to wear a yellow crocheted hat that incorporated aluminum beer can faces. It had a big button on it that said *Tonight My Name is Gilda*. Wasn't camping without it! Paired it with a NASCAR jacket.

2. Change is good. If things don't change, she'll shake them up. Change is a great opportunity.

3. She always sends valentines.



4. She drove a school bus for ten years, then a dump truck before working for a City and moonlighting as a Starbucks barista.



5. She always has a garden, no matter how little her yard.

6. She has a grown son and daughter. Her five grandchildren believe she walks on water. She's thinking their faith

and confidence in her will come to an end soon, but it's working so far.

7. She has done the Breast Cancer 3-Day and a Triathlon.



8. Color –she loves color. Her faves for work are combinations of pink and black. At home she painted her walls red, adobe, orange and three different yellows and bought red leather furniture.

9. Travel is in her genes and more than four months without a 'trip' will make her skin itch. She once won a cruise to the Mexican Riviera. It was the worst vacation of her life.

10. She likes to cook and entertain; concerts, plays and Pacific Northwest Ballet; movies; photography; sewing (quilting, specifically); most all music but especially jazz and country; wine touring; kayaking; bicycling; golf; skiing; and reading (staying awake is the challenge). It's the best when family can share.

11. She has been an avid recycler since the early 70's, long before it was the thing to do and there were regular recycling pick-ups.

12. She starts playing Christmas music November 1 and the outside lights are up (not turned on yet) before Thanksgiving.



Note from Sandy: Thanks to my friends and family for giving me such a fun list to pick from!



CALL FOR CANDIDATES

Bobbie Usselman, CMC

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 in the 2011 election and their terms are as follows:

- President-Elect (1-year term)
- Vice President (1-year term)
- Treasurer (2-year term)
- Two board positions (3-year terms)

The job descriptions for each position can be found at: [Washington Municipal Clerks Association \(WMCA\)](#) under the Executive Committee tab as well as complete instructions for declaring your candidacy.

The application materials referenced below must be received by the Elections Committee no later than **Friday, December 31, 2010**. An electronic copy of the application materials is welcome; however, signed originals of the Declaration of Candidacy and the Letter of Support must be provided in hard copy and received by the December 31 deadline. Submit the candidate packet to the Elections Committee Chair, Bobbie Usselman, CMC, Deputy City Clerk, City of Sequim, 152 W. Cedar Street, Sequim WA 98382. Email address: busselman@ci.sequim.wa.us. Phone: 360/681-3432.

DECLARATION OF CANDIDACY

I, _____, declare myself a candidate for the office of
(Your Name)

_____. I also declare that I am an active WMCA
(State Elected Position Seeking)

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 (please check one) organization's top administrative official, chief executive officer, or immediate supervisor, 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:

Bobbie Usselman, CMC
Deputy City Clerk
City of Sequim
152 W. Cedar Street
Sequim WA 98382

**All submittals must be received
by December 31, 2010**

CLERK KUDOS



Huge kudos go out to Claire Linder who surprised the Executive Committee in September with a beautiful new layout of the monthly newsletter. Claire was also nominated in her community for the 2010 [General George C. Marshall Public Leadership Award](#). This Clark County award is based on demonstrated leadership ability, commitment to public service, academic achievement and potential for an ongoing active role in public service. Nominees must be 35 or under, Clark County resident and have completed a 4-year degree. The winner will be announced on November 3. Good luck, Claire!

With the newly designed newsletter came the challenge of keeping up with Claire's standard. Not having used Publisher before and our software not being fully compatible with the template, I needed help. Cue Traci Herman, Deputy City Clerk, in Mountlake Terrace. After I collected the articles and graphics

and planned the layout, Traci waived her magic wand and made it all fit and look great. THANK YOU, Traci, for going the extra mile. Have YOU thanked your Deputy today?

OAMR is Cooking!

The Oregon Association of Municipal Recordors (OAMR) is gearing up our fundraising efforts in anticipation of hosting the 2012 IIMC Conference in beautiful Portland, Oregon.

One of our main fundraising efforts will be to publish a cookbook showcasing the culinary talents of Region IX members, flyer [attached](#). We are asking for suggestions to name the cookbook with the winning entry receiving a \$50 VISA gift card. We are also asking for members to share recipes.

Our goal is to have the cookbook ready for sales at the 2011 IIMC in Nashville, TN. Please submit your ideas by **October 29, 2010**. Please feel free to contact me if you have any questions.

Debbie Jermann, MMC • Executive Assistant/Clerk of the Board •
C-TRAN • (360) 906-7303 • debbiej@c-tran.org



WMCA Grand Raffle Ticket for 2010-2011

The WMCA's annual Raffle Tickets are available for sale! Contact **Debby Barham** at dbarham@ci.richland.wa.us or (509) 942-7389 to get your book of tickets!

The fundraising goal is to sell 1,500 tickets by March 24, 2011.

By reaching this goal, the net proceeds of over \$5,000 will go into the WMCA scholarship fund to help fund WMCA members educational requirements.

This goal can only be reached with your help!

Please request a book or more to sell to your council members, co-workers, friends, and family.

There are three chances for one ticket to win either a \$500, \$750, or \$1,000 cash prize.

The tickets sell themselves! You just need to ask the question, "How many tickets do you want this year?"

50/50 Raffle



Holly Pannell won \$75.00 at the West Side Academy

Save The Date – Annual Conference

The WMCA Annual Conference for 2011 will be at the Heathman Lodge in Vancouver, Washington. Advanced Academy will be held Tuesday, March 22, 2011. Conference begins on Wednesday, March 23, 2011 and ends on Friday, March 25, 2011.

Make your reservations now! The block of rooms for our conference is now open. Room rates are \$110.00 and \$10.00 per person per night for each extra person (taxes not included). Business Level Guestrooms are \$125.00 Please call 1-888-475-3100 to make your reservation. Don't forget to say you're with the Washington Municipal Clerks Association for the conference rates.