

Editor, Bonnie Wilkins, City of Des Moines



President's Message

Diana Quinn, MMC

The air is defiantly ☺....I mean definitely cooler now, and soon we'll see little ghouls and goblins racing around the neighborhoods, gleaning candy from those of us that just can't get enough of those cute little ones, with those wide smiles on their faces! I truly love this time of year.

October is the month when we can all be a little adventurous, step out of ourselves and become something mythical, magical, and even inspirational. I'm sure many of you dress up in your offices, trying to outdo each other, with your creative juices flowing. Halloween is a time when we can all feel like kids again! (candy included!)



I attended the Oregon Association of Municipal Records Conference this past month in lovely Bend Oregon. It was a great experience, with many familiar faces from PD classes. I would like to give many of you a big "HELLO" and hug from your PD friends in Oregon!!! So many of the attendees came up to me asking for me to convey messages back to those of you who built strong and lasting relationships through NCI. The education we received in those classes was so valuable to all of us, but let's just be real, the networking and bonds we forged with our fellow classmates brings a smile to our faces just thinking about it. Like myself, I'm sure many of you have been able to reflect back upon those days and remember the sharing, caring and support we both gave and received. ☺

Back to the conference; OAMR offered valuable educational classes, speakers, and of course, the banquet honoring outgoing Madam President Norma Alley was fabulous! Norma's a shoe freak so they decorated in a shoe theme with stiletto heels galore, including a zebra patterned couch in the shape of a shoe for photo ops!

One of the perks for the president is observing how different states run their associations, all the way from elections to conferences. Norma was telling me they have recently taken a hard look at the structure of their conference and made changes they feel are more in line with today's culture, job demands, and municipality's financial situations. It's becoming more difficult for clerks to be absent from their positions with the reduced work forces, added workloads, and mandatory regulations. She had a very positive outlook though. Norma is a "glass half full" kinda gal, and decided to question some of the long standing traditions of her association, brain storm with her board members and find ways to update, while keeping the professional tone they have worked so hard to build. Although the changes she was able to accomplish were what she would refer to as "baby steps", those steps are working in the right direction. As they say, "Rome wasn't built in a day!" OAMR has been very fortunate to have such a dedicated and forward thinking president this past year.

Change can be hard for some of us, but without change, we get stagnate and stop growing. Without the movement change triggers, we don't experience those things that build character, strength, opportunity, and the knowledge we can make a difference. After all, if we hadn't moved through the 70's, grown and evolved, we could still be wearing polyester leisure suits, and granny dresses! And sorry John Travolta, Disco!....that was a very unfortunate era.

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Vice President

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Gina Anderson

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Visit our Website:

www.WMCAClerks.org

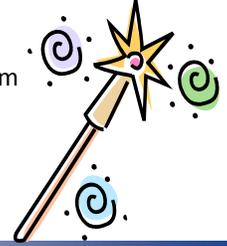
Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington.

President's Message, Continued

Having said that, in this issue the Election Committee has issued the "Call for Candidates". This is your opportunity to fill the upcoming open positions within our organization. I would encourage each of you to look within yourself, find that small spark of desire to serve, and step out on a limb, take a leap of faith, accept that personal challenge and RUN FOR OFFICE! I promise you, you won't be sorry. You will experience and gain so much. And remember, don't be afraid to falter, you have an entire association who will lift you up, dust you off, and stand beside you!

So, my point is, let's all try to look at change as an opportunity to better ourselves, experience growth, evolve from the caterpillar we are, to the beautiful butterfly we will be!

Magic is in the air! Get out there and "*work it!*"



ASSOCIATION OF WASHINGTON CITIES ~ REQUESTING YOUR ASSISTANCE ~

BY: CAROL ETGEN, MMC, EDUCATION COMMITTEE CHAIR



The Association of Washington Cities is interested in hearing about your *positive* experiences with public disclosure. They will be meeting with Legislators within the next couple of months and working to bring forward legislation for next year; however, AWC also wants to present a balanced picture, proving to the Legislators that we provide an incredible service as Public Records Officers to our public, and how much it's appreciated.

Please send your "*great*" public disclosure stories to Serena Dolly at AWC at serenad@awcnet.org ~ she is looking forward to sharing them!

WMCA ANNUAL CONFERENCE

This year's conference will be held in Vancouver from March 18 - 22, 2015. Scholarship applications will be available on the WMCA website very soon and will be due on **December 5, 2014**.

Questions on this scholarship opportunity may be directed to Melissa Collins, Snohomish County PUD at MACollins@SNOPUD.com

WMCA Spring Academy Scholarship Opportunity – March 17, 2015

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. Applications will also be due **December 5, 2014**. For more information, please contact Melissa Collins, Snohomish County PUD at MACollins@SNOPUD.com



Congratulations JoAnne Trudel, City of Lake Forest Park: Recipient of a Margery Price Scholarship for the Fall Academy in Ellensburg, WA!

THINK AHEAD—NOMINATE SOMEONE FOR CLERK OF THE YEAR

BY: SCOTT PASSEY, AWARDS COMMITTEE CHAIR



Perhaps the most prestigious award a Clerk can receive is that of “Clerk of the Year” – 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 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:

- Nominees must be an Active member of WMCA (as defined in WMCA’s Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice President, and Past President are not eligible for nomination.
- 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:
 - Leadership, organization, administration and communications.
 - Legislative and governing body procedures, records management & public relations.
 - Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) & contribution to the clerk profession.
 - 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, 2014**. More details to come in the November newsletter. Please send your completed nomination packets to:

Scott Passey, MMC
City of Edmonds
121 – 5th Ave North
Edmonds, WA 98020



OCTOBER LEGISLATIVE REPORT

BY: SANDY PAUL, MMC, LEGISLATIVE COMMITTEE CHAIR

Clerks, here is your opportunity: You are not only a City Clerk/Clerk of the Board, but you are a voter. As a Clerk, the interests of our cities are of prime importance to you, as well as your city/county/district.

Campaign season is in full swing, and since all House seats and many Senate seats are up for reelection, you rarely have better access to legislators and legislative candidates. There will not be enough money to do what legislators and the Governor want to do, compounded by the fact that the State Supreme Court just found the Legislature in contempt for failing to adequately fund K-12 education. The Legislature must somehow respond to the Court's findings.

Here are some suggested questions you, AND your cities, can ask your legislators about crucial decisions they will likely face in the upcoming session:

- Even though liquor revenues are less now than they were in the past, they still constitute the single largest state revenue shared with all cities and towns. Can my city count on continuing to receive liquor revenues as we build our budget?
- If my town allows, or is going to allow, a recreational marijuana business, will any of the revenue from the 75% state excise tax be shared with my town?
- My city has been selected for a Public Works Trust Fund loan. Should we count on getting this critical infrastructure investment? Should my city spend the precious resources to continue to apply for these loans, or will legislators sweep the loan repayments again?
- With the Legislature's failure to pass a transportation package, gaps are developing in the state transportation budget. Will the state cut the highly successful Transportation Improvement Board (TIB) program to fill those gaps?

We've seen the drill: Legislators looking under every rock to find efficiencies and funds that they can redirect or sweep. All of us support efficiencies. AWC is concerned that ALL of the state revenues shared with cities are vulnerable – especially in a “no new revenue” scenario. The Governor proposes a “no new revenue” budget in December as required by law. While that scenario looms as very scary, it is also not the budget that he wants to see adopted.

AWC is preparing for the upcoming session in many ways, and they need your help like never before if cities are going to be successful - your help as a Clerk, as a voter, and as a city employee and supporter:

- AWC's Legislative Priorities are being crafted with various inputs, most notably through consultation with the Legislative Committee. They met in Spokane in June, via conference call in August, and in SeaTac on September 16. Representatives Reuven Carlyle (D-Seattle), Terry Nealy (R-Dayton), Hans Dunshee (D-Snohomish), and David Schumacher, the Governor's Budget Director, participated. All are key fiscal leaders.
- Legislative Committee recommendations are being finalized, and will be presented to the AWC Board on October 3rd when they will meet to discuss and adopt the 2015 priorities. Expect the priorities to closely mirror the preliminary priorities identified earlier this summer by the Committee.
- Once adopted, legislative priorities will be shared with and distributed to AWC members, other interests, and the media.
- The priorities will also be the subject of discussions during upcoming AWC Regional Meetings which you are encouraged to attend. Please note that for those unable to attend a Regional Meeting in person, you can register to listen to the Yakima or Olympia meeting via webinar.
- AWC Leaders will share adopted priorities in person with the Governor when they meet with him in Olympia on October 16.

Please talk to legislators. Then vote!

Where did I leave my phone?



Joke of the Month

A Minnesota couple decided to vacation in Florida during the winter. They planned to stay at the very same hotel where they spent their honeymoon 20 years earlier. Because of hectic schedules, it was difficult to coordinate their travel schedules. So, the husband left Minnesota and flew to Florida on Thursday. His wife would fly down the following day.

The husband checked into the hotel. There was a computer in his room, so he decided to send an e-mail to his wife. However, he accidentally left out one letter in her e-mail address, and without realizing his error, he sent the e-mail.

Meanwhile.....somewhere in Houston, a widow had just returned home from her husband's funeral. He was a minister of many years who was called home to glory following a sudden heart attack. The widow decided to check her e-mail, expecting messages from relatives and friends. After reading the first message, she fainted.

The widow's son rushed into the room, found his mother on the floor, and saw the computer screen which read:

To: My Loving Wife
 Subject: I've Arrived
 Date: 16 May 2003

I know you're surprised to hear from me. They have computers here now and you are allowed to send e-mails to your loved ones. I've just arrived and have been checked in. I see that everything has been prepared for your arrival tomorrow. Looking forward to seeing you then! Hope your journey is not as uneventful as mine was.

P.S. Sure is hot down here.

More Sign Humor



Do you have a funny story, joke or cartoon you would like to share? Please submit them to Shannon.Corin@ci.bremerton.wa.us.

REGION IX DIRECTOR'S UPDATE



Alice and I had the pleasure of representing Region IX at the Annual Conference of the Oregon Association of Municipal Records (OAMR) September 17-19. The Conference was held at the Riverfront Hotel and Conference Center in beautiful Bend, Oregon. The program covered topics such as health and ergonomics, strategic planning for records, parliamentary procedures, and ethics. The academy session brought "The Leadership Lessons of Dr. Seuss, led by Kathie Novak. Kathie also facilitated the Athenian Dialogue: "Failure is Not an Option." Outgoing President Norma Alley of Tigard passed the gavel to Amy Sowa of Springfield. President Sowa took the oath of office at the banquet held on the last day of conference. If you have the opportunity, thank both Norma and Amy for the work they are doing on behalf of OAMR and the profession. Thank you OAMR for the hospitality!

Just prior to leaving for Oregon, Alice and I participated in an IIMC Board meeting via teleconference. Here are the highlights from the Board meeting held September 15, 2014:

- The Board approved a \$10 membership dues increase for Regions I-X, effective January 1, 2015.
- The Board received a report from the Executive Director noting two of the four Education Resource Group (ERG) members have retired. The Board concurred with the Director's recommendation to send out a Request for Proposals to the current Institute Directors to fill only one of the vacancies. In lieu of the Education Director's position at IIMC, the ERG has served as an advisor to staff on a variety of issues relating to education programs, institutes and certification.
- The Board received a report from the Executive Director and approved a contract with Jane Long to serve as an independent contractor in the position of Professional Development Director for IIMC. The one-year contract is effective January 1 – December 31, 2015.
- The Professional Development Director will act as a facilitator between IIMC Institutes and members regarding the consistency and growth of the education programs and the development of new programs; identify new opportunities to cultivate existing Institutes and develop new partnerships; develop marketing methods to grow certification programs; assess education guideline progress and impact, making recommendations to improve programs; identify existing resources to assist in the creation of new delivery methods for educational programs; develop online IIMC professional development courses; and, other objectives that may arise under IIMC's Education Department.
- The Board also received an update on the 69th Annual IIMC Conference to be held May 17-20, 2015 in Hartford, Connecticut. This will be the first four day rather than 5 day conference for IIMC. The conference will still provide 16 education hours for a possible total of 8 education points for attendees. There will be two general sessions; 35 concurrent education sessions; and the Saturday and Sunday Academies remain unchanged. There will be two additional Athenian Dialogues offered, for a total of four.

We are pleased to announce two online courses are now available on the IIMC Website, under the education tab. Each course is two-hours and you will earn 1 CMC/MMC point toward certification. The price is \$105 per course. The courses are: "Problem Solving and Finding the Second Right Answer" and "The Ethical Clerk in the 21st Century." We look forward to your feedback on the new courses.

In other news, the 2015 IIMC Committee applications are now available online. Serving on a committee is a great way to get involved with the organization and to earn points toward your certification! If you are unsure about time commitment please contact Alice or me and we will help you better understand what it takes to serve.

Alice and I look forward to hearing from you – ideas, thoughts, questions, concerns regarding our chosen profession and the organization to which we all belong - IIMC. Share your successes with us, so that we may share them with others in Region IX. Until next time, be well!

Alice Attwood, MMC
Tonasket@nvinet.com
(509) 486-2132

Joann Tilton, MMC
jtilton@ci.manteca.ca.us
(209) 456-8011

CALL FOR CANDIDATES!

-Candidate Packet Deadline: December 31, 2014-



By this notice, the Elections Officer and the Membership Committee announces the annual call for candidates to fill board positions on the WMCA Executive Committee. Service in these positions is a great 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.

The election will be held from January 30, through February 20, 2015, through electronic voting software. The following positions are available in this election:

President Elect (1-year term)	Vice-President (1-year term)
Treasurer (2-year term)	2 Board Member positions (3-year term)

Job descriptions for the position can be found at www.wmcaclerks.org/ecpositions (under the Executive Committee tab) as well as complete instructions for declaring your candidacy.

Candidate Packets must be received by the Elections Officer (Leana Johnson, City of White Salmon) no later than Tuesday, December 31, 2014. An electronic copy of the application materials is welcome; however, the signed originals of the Declaration of Candidacy and the Letter of Support must be provided in hard copy and **received** by the December 31st deadline.

Candidate Packets **must** include the four following pieces of information:

1. **Declaration of Candidacy:** This is a signed, written document containing the following:

"I declare myself as a candidate for the office of _____. I 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 manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."

2. **Candidate Statement:** This statement must be no more than 200 words in length, including your name, title, place of employment and a statement of why election to office is sought and must be submitted with your Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
3. **Photo:** A (2" x 2") black and white or color digital photo of you must be submitted with your Candidate Packet.
4. **Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.



Send your **complete** Candidate Packet to:

Leana Johnson
WMCA Elections Officer
City of White Salmon
142 E. Jewett Blvd.
PO Box 2139
White Salmon, WA 98672
leanaj@ci.white-salmon.wa.us
509-493-1133 x205

All submittals must be received by December 31, 2014

WHAT DID THE TREASURER DO IN SEPTEMBER, 2014?!?!

BY: GINA ANDERSON, CITY OF WOODLAND

For those of you who have wondered what the Treasurer does, here is a list of September activities:

- Input 36 Fall Academy registrations in Access
- Monitor Gmail for Fall Academy registrations
- Monitor PayPal for Fall Academy registrations
- Move PayPal funds to bank account
- Post accounts receivable payments
- Deposit checks for Fall Academy & New Members
- Reconcile Fall Academy revenue
- Input new members in Access
- Issue check for Fall Academy Speaker and refund overpayment of Fall Academy
- Reconcile Checking Account, Savings Account and Scholarship Account in QuickBooks
- Email new member applications to Membership Chair, Webmaster and NCI Director
- Email Credit card statements to Executive Committee Cardholders
- Match supporting documentation to credit cards
- Create monthly file for WMCA accounting records
- Create Treasurer's Report for October Executive Committee Meeting
- Review draft budget for 2015-2016
- Attend Budget Committee meeting in Algona
- Reconcile membership numbers on Website, in Access and QuickBooks
- Nonprofit Corporation Annual Report filed
- Fill out credit application for the 2015 Conference at the Hilton in Vancouver
- Fill out the Renewal Application for Business and Management (BAM), Indemnity Insurance, Non-Profit Organizations
- Respond to W-9 requests
- Email weekly registration numbers to the Education Chair



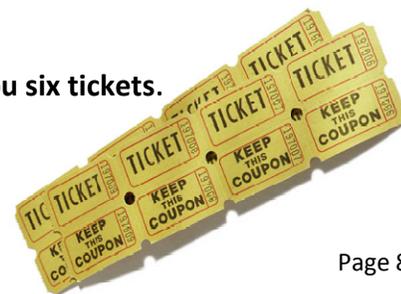
IT'S FIFTY-FIFTY!

During the WMCA Fall Academy scheduled for Friday, October 10, 2014, 8:30 AM to 4:30 PM in Ellensburg, WA, the Fundraising Committee is going to offer a "50-50" raffle to the WMCA members.

What is a "50-50" Raffle?

It is an opportunity for you to help support the WMCA Scholarship Fund, as well as enter the raffle where one lucky member will win half the raffle pot! The other half (or 50 percent) will go to into the scholarship fund. The tickets will be for sale before the training and during the breaks.

The "50-50" raffle tickets are a \$1.00 for one or \$5.00 will buy you six tickets.



MEMBERSHIP NEWS

WMCA and our Membership Committee would like to welcome our newest members:

Kristin Memovich, City of Buckley, Deputy City Clerk
Angela Wood, Pierce Transit
Jennifer Veneklasen, City of Port Angeles
Jennifer Gorsuch, City of Camas
Kerrie McNally, Town of Cathlamet

Congratulations to our newest Certified Municipal Clerks:

Julie Kjorsvik, CMC, County of Kittitas
Jane Montgomery, CMC, City of Edgewood

CMC

LOOKING AHEAD – 2015 CONFERENCE

BY: CAROL ETGEN, MMC, EDUCATION COMMITTEE CHAIR

We have had some budget inquiries, by clerks, about the costs for the 2015 Conference. Dates and fees have been posted on the WMCA website at <http://www.wmcaclerks.org/2015-Training-Opportunities> if you need them for planning purposes! (Can't believe it's only six months away!)



Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the next edition of the WMCA Newsletter, be sure to email them to Melody Valiant at mvaliant@ci.tumwater.wa.us & Rachel Shaw at rshaw@cityofprosser.com