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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

Shannon Corin, CMC



Happy New Year! I hope all of you enjoyed your family and friends this holiday season. I certainly did. With the New Year comes changes and resolutions. What have you decided to improve this year? Why? How will you reach your goal? When will you reach your goal? And the most important question of all, how will you stay focused on this goal? I think this is the one question we seem to fail at, at least I do. If you can answer that question, I know you will achieve all your resolutions this year.

Candidates are in and the election of new board members and officers will soon begin. I urge all of you to vote even if there is only one candidate for a position. Your vote demonstrates your support of the candidate. By voting, you have a say on who leads the membership. By voting, you say, "I believe this person will be a good steward of our bylaws and funds." I thank each and every one of you for voting in this year's election.

If you have not already registered, I urge you to do so for our Annual Conference. It will be held at the Alderbrook Resort in Union, Washington on the Hood Canal in the Olympic Peninsula. I am so excited to see everyone and welcome new faces. Our Conference Planning Committee has been hard at work to put together an awesome conference. Our Education Committee has put together a great program. And our Education Coordinator, Ali Spietz, has put together another exciting Athenian Dialogue. This year, the Athenian Dialogue will be on Tuesday concurrent to the Academy session. Our CMC and MMC members have a choice this year on which to attend. Look for the separate sign-up coming January 11, 2017 for the Athenian Dialogue.



The theme this year, or flavor, of the conference is Steampunk. Some of you may never have heard of Steampunk, but I think you may have seen it before. If you ever watched *Sherlock Holmes*, *League of Extraordinary Gentlemen*, or *The Great and Powerful Oz*, you have seen Steampunk. It is a combination of steam engines, clock parts and Victorian fashion.

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PRESIDENT'S MESSAGE CONT.



Unique top hats and mini top hats are a signature of Steampunk. I invite all of you to wear your top hat to Banquet night. Buy it or make it yourself. It can be simple, mini or complex. Let your imagination run wild! Welcome to the world of Steampunk.

And remember to....

Live to achieve your resolutions.

Laugh when you have a setback.

Love when you achieve your goal.



Shannon

CMC CERTIFICATION

Attention Current and Future CMC Applicants!

The IIMC Board of Directors have approved a fee increase for the CMC certification that will be implemented on January 1, 2017. Currently, the total cost of the CMC certification is \$100.00, excluding the price of the optional plaque. As of January 1, 2017, the price of the CMC certification will increase from \$100.00 to \$125.00. Any applicant that has not paid their CMC balance in full by December 31, 2016 will be subject to the new increased fee. This will include applicants that have already submitted partial fees as well as those that have yet to submit any certification fees.



If you have already submitted the Application for Admission and paid part of your certification fees, you are encouraged to pay your final balance and lock in the current cost of \$100.00 by using the [Education Payment Form](#).

If you are brand new applicant that has not submitted any fees toward your CMC, you are encouraged to pay your fees and lock in the current \$100.00 cost by submitting the [Application for Admission](#) and opting to pay the \$100.00 amount.

Please note that no fee changes will apply to the MMC program. Please contact the IIMC Education Department if you have any questions about your specific balance due.

FEATURED CLERK



Meet Tamara Gunter, the Deputy City Clerk for the City of Battle Ground. Battle Ground is a city of approximately 19,640 people located in the heart of Clark County in Southwest Washington. The City was incorporated in 1951, has a Council-Manager form of government and currently has 78 employees. Ironically, Battle Ground was named for a battle that never even took place, but that is a story for another time...

Originally, Tamara attended the International Air Academy to study Air Hospitality and to become a flight attendant. After graduating with honors, Tamara decided that the life of a flight attendant wasn't really compatible with the family life that she wanted, so she began working as a corporate travel agent in Phoenix, AZ. After working as a travel agent, Tamara obtained employment in the Human Resources field for Hilton and Macy's before starting a HR job for the City of Battle Ground in 2008.



In 2010, restructuring within the City created the Deputy City Clerk position to which Tamara was appointed in January 2011. Tamara credits both of the City Clerks under which she has worked, Claire Lider and Kay Kammer, with encouraging her development and training as a Deputy Clerk. When asked what her favorite part of her job was, Tamara responded that she loves the variety of tasks such as clerk duties, HR duties, records management, benefit administration, labor negotiations, and agenda preparation. And the most challenging part of her job is working within the limited resources, especially unfunded mandates.

Tamara has been a member of WMCA since 2011, and she has served on the Scholarship, Awards, Conference Planning, and Fundraising Committees. She attended PD I, II, and III at Northwest Clerks Institute and received her CMC in October 2014. Tamara said the most important thing that she received from attending PD was the relationships that she formed with other clerks. After initially being nervous about attending PD I, Tamara made great connections with the people that she met, and she looked forward to attending the other sessions. She said that by attending PD, she networked with people that she could call with questions or when she needed advice, which is invaluable.



Tamara met her husband Jeff during their Junior year of high school. They have been together for 22 years and married for 17 years. Jeff has a "boring" job as he works for a directional boring company. Tamara and Jeff have one son, Landon, who is 13 years old. Her family also has a chocolate lab named Roxy, who they call their "Chocolate Moose."

Tamara was born in Maine, and her family moved to the Northwest when she was 2 ½ years old. She grew up in the Vancouver area, but her family often traveled to the East Coast to visit family. So while Tamara is a huge sports fan, her heart belongs to the Boston Red Sox and the New England Patriots. She says that her family is divided as her husband is a Northwest sports fan, and he got to their son too soon. :)

FEATURED CLERK CONT.



Tamara loves outdoor activities. She enjoys hiking, clam digging, and camping in her travel trailer in Washington and Oregon. She enjoys camping in the mountains and at the beach and likes to find new locations rather than returning to the same spots. Her other pastimes include listening to music, especially Country music, dancing, and Zumba classes. As a music lover, she also loves attending concerts.

Tamara is passionate about breast cancer awareness and finding a cure. She has participated in the Race for the Cure in Portland for over 12 years, and she is the captain of the Hoola Hooters team. The event took on new meaning for her when a close friend passed in 2012 after fighting breast cancer for 8 years. Tamara and her team proudly don grass skirts and leis and run to remember their friend and find a cure.



Another way that Tamara gives back to her community is by volunteering at Doernbecher Children's Hospital in Portland. This cause is also close to her heart as she has a friend whose son has been positively impacted by care there. Tamara says she helps the hospital in any way that she can.



As Tamara reaches the start of her seventh year as the Deputy City Clerk, she shares this advice with new clerks: "Don't put too much pressure on yourself. You don't have to know everything." She encourages new clerks to utilize the resources that are available for clerks, especially WMCA and MRSC. She also encourages clerks to attend the Annual WMCA Conference and the Professional Development classes and to "seek out the opportunities to better yourself." Tamara emphasized that scholarships are available for these trainings, and she hopes that clerks who want to attend training will apply.

Thank you Tamara for your membership in and contributions to WMCA.



Thank You!

WMCA EDUCATION OPPORTUNITIES

In addition to the upcoming 2017 conference sessions, we have both a Spring Academy AND an Athenian Dialogue scheduled on Tuesday, March 21, 2017 (8:30 am - 4:00 pm) at the Alderbrook Resort, the day before the conference starts (please note that you will not be able to attend both). Here is your chance to get points for your CMC or MMC and continue your professional development!

SPRING ACADEMY | March 21, 2017



Connie Poulsen will be teaching two 3-hour sessions on Tuesday, March 21, 2017, titled "Managing Across Generations and Conducting Difficult Conversations."

Managing Across Generations

One of the biggest challenges in the workplace today is working with generations of workers who have very different perspectives. Each generation, from the Baby Boomers, to Generation X, to the Millennials arrives with different values and expectations. Managing Across Generations is a workshop designed to explore the differences in generational attitudes and values towards work, and to help both managers and employees develop a more productive and inclusive work environment.

Conducting Difficult Conversations

Do you find yourself dreading an upcoming conversation about a difficult issue? Have you postponed it? Difficult conversations are necessary conversations that provoke emotions on both sides and often result in hurt feelings or nonproductive behavior. The Conducting Difficult Conversations Workshop walks participants through a process, both logically and emotionally to deal with topics that are tough to discuss. The session covers topics such as gossip, hygiene, lack of follow up, lack of accountability, and disrespectful behavior.

This class has been approved for three CMC or MMC educational points with the completion of an assessment (KTAP). Anyone can attend the Spring Academy! The registration fee for Members is \$125 before February 20, \$150 after; Non-Members registration fee is \$150 before February 20, \$175 after (registration fee includes lunch).

ATHENIAN DIALOGUE | March 21, 2017

President Shannon Corin has chosen *The Sound of Wings: The Story of Amelia Earhart*, by Mary S. Lovell (the 2009 edition), as the Dialogue book and we are honored to have Mary Lynne Strata, MMC (City of Bryan, TX) again as the facilitator.



This Dialogue has been approved for three MMC educational points with the completion of an assessment. The book must be purchased by the attendee and read before the session begins.

Registration:

There is a \$125 registration fee for the 2017 Athenian Dialogue; \$150 after February 20 (registration fee includes lunch). Attendees must have their CMC or MMC.

Online registration for the Athenian Dialogue will be available on Wednesday, January 11, 2017 at www.wmcaclerks.org/event-2411875. There are only 35 spots available on a first come-first served basis, so don't delay! Didn't get a spot? Email ali.spietz@mercergov.org to be put on the waiting list.

Cancellation Policy: The cancellation date is one month in advance of the Dialogue (February 21, 2017). It is the attendee's responsibility to cancel by this date. If an attendee cancels after this date OR they do not attend the dialogue, their registration fee will not be refunded. Questions? Contact Education Coordinator Ali Spietz at ali.spietz@mercergov.org or 206.275.7793

FUNDRAISING

WMCA FUNDRAISING - WHAT'S HAPPENING!

2017 WMCA Annual Conference Auctions



Have you taken advantage of the great post-holiday clearance sales? This is the perfect time to stock up on items for the silent and live auctions. Remember, all proceeds from the auctions support our Scholarship Fund, making it possible for more clerks to benefit from the many great educational opportunities offered by WMCA and NCI.

If you don't want to put together a full basket on your own, consider donating a single item (or two!) to our "Big Kahuna" baskets. We will have several different themed baskets (i.e. Coffee & Chocolate, Wine, Gourmet Cooking, etc.) Everyone's

contributions will be added to the baskets, which will be sold at either the silent or live auction. We welcome your suggestions for basket themes. Please email your ideas to Susan at susanduncan@cityofferndale.org.



Bracelets and Charms

The deadline to pre-order charm bracelets and/or charms is January 17! Email your order to susanduncan@cityofferndale.org. Payment and pick-up will be at Annual Conference.

Bracelets are \$15 each, and Charms are \$8 each. Please email your order by January 17 to Susan Duncan at susanduncan@cityofferndale.org.



Charm #1



Bracelet #1



Bracelet #2



Charm #2



Grand Raffle Tickets are available for sale, with cash prizes of \$1,000, \$750, and \$500. Only 1,500 tickets will be sold at \$5/each or 5 for \$20. If you would like to get some tickets to sell to co-workers, friends, and family, and to purchase yourself, contact Debby Barham at dbarham@ci.richland.wa.us.

2017 NORTHWEST CLERK INSTITUTE UPDATE



Happy New Year! As I say at the start of each new year – where does the time go? It is mind boggling to me that it has been nearly a year since I stepped into the role of Director for the Northwest Clerks Institute (NCI). 2016's Institute and Master Academy are officially in the books and the finishing touches are nearing completion for 2017's sessions. **We have a few changes to the 2017 so please be sure to read on.** Decide to make a difference in your organization, career and future and join us at the 2017 Northwest Clerks Institute. I'm available to answer any questions you may have regarding the NCI. I can be reached at joann.tilton@wsu.edu or (209) 456-7855.

Best wishes for an exciting and rewarding 2017!

Joann Tilton
Director, Northwest Clerks Institute

2017 Northwest Clerks Institute Location: University of Puget Sound - Tacoma, Washington

Dates: Professional Development I June 4-9, 2017
Professional Development II June 11-16, 2017
Professional Development III June 18-23, 2017



Changes to the 2017 Institute

Professional Development IV (Master Academy) will *not* be held in 2017. The 2016 Master Academy attendance was low which caused the program to run at a deficit. Fortunately, the NCI reserve fund was able to cover the associated costs for the top-notch program that was delivered. The NCI Education Committee is charged with the Institute's fiscal responsibility and good business practices and is currently evaluating the program costs and efficacy as an annual program. PD IV may become a biennial event following further review by the Committee.

Your input regarding what you need in a Master Academy is critical so that we may continue to provide learning opportunities at an affordable price and of practical value to you as a City Clerk/City Recorder. Please send your comments to NCI Director Joann Tilton at joann.tilton@wsu.edu and/or NCI Education Committee Chair Virginia Olsen (Mountlake Terrace, WA) at VOlsen@ci.mlt.wa.us. They will be shared with the entire Committee.

Registration fee increase.

The NCI Education Committee determined a modest registration fee increase was needed to insure all related costs for the Institute would be covered. Registration is \$625 if postmarked by May 1, 2017 and \$675 if postmarked after May 1. The lodging and meal package remains at \$525. The commuter meal package remains at \$150.

Registration for NCI is Open!

Go to <https://cm.wsu.edu/ehome/clerks/52984/> to register today and view course content for PD I, PD II, and PD III.

Scholarships

Scholarships are available through:

AAMC at www.alaskaclerks.org/general/page/scholarship-information

OAMR at oamr.org/scholarships

WMCA at wmcaclerks.org/scholarships

IIMC at www.iimc.com/index.aspx?nid=114

Take the time to research your scholarship opportunities in order to help offset the costs of attendance.



2017 NORTHWEST CLERK INSTITUTE UPDATE CONT.

Invest in Your Future—Attend the 2017 Northwest Clerks Institute

All successful professionals sharpen their skills on a regular basis. Your job is multi-faceted and changing. New citizen demands, legal changes in procedures and new information technologies have increased the pace of your work and require you to plan and expedite many different tasks at once. You are the citizen's first point of contact in your local jurisdiction, and your elected officials count on you to make sure that your public meetings, records, elections and other special projects operate smoothly.



The job of Clerk is not getting any easier and you know the importance of keeping abreast of the latest issues and trends. The best way to do just that is by investing in continuing education and obtaining certification as a CMC and MMC. The Northwest Clerks Institute provides a comprehensive curriculum in public administration management, technical skills and professional/personal development.

The Institute experience is a unique combination of state-of-the-art classroom training, high impact networking, and one-on-one mentoring with municipal leaders and instructors. The professional friendships you will develop at the Northwest Clerks Institute will prove invaluable over the course of your career.

The Value of the Institute

Strong curriculum builds your management skills:

- Leadership development classes help you manage more effectively

- Practical courses target areas such as financial management, records management, legal issues, and other topics critical to your success

Learn from Professional Faculty:

- Local government leaders share their expertise

- Small class sizes enhance the interactive experience

- Dynamic speakers, trainers and consultants facilitate sessions and class discussions

Peer relationships are fostered:

- Participants make new connections and renew old ones, creating a strong professional support system

- Best practices and proven solutions are shared among participants and faculty.

The 2017 Institute focuses on issues critical to maintaining effectiveness in the public sector and the professional Clerk's role in those processes. Sessions will provide both overviews and in-depth examinations of issues in public administration, interpersonal communications, and special topics related to Clerk operations.

The Week at the Northwest Clerks Institute - PD I, PD II, and PD III

The program begins on Sunday afternoon at 1:00 pm with an Institute orientation, a learning session and time to get acquainted with other Institute participants and leaders. Learn the lay of the campus and how to get the most out of your time at the Institute. An opening reception will be held on Sunday evening. The Institute ends on Friday at noon.

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@ci.prosser.wa.us