



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING**

Friday, October 17, 2014, 10:00 a.m.
Vancouver Hilton Hotel, Vancouver, WA

CALL TO ORDER:

President Quinn called the meeting to order at 10:00 a.m.

ROLL CALL:

President Diana Quinn, President-Elect Debbie Burke, Vice President Shannon Corin, Secretary Virginia Olsen, Treasurer Gina Anderson, Past President Scott Passey, and Boardmembers Jill Boltz, Randy Hinchliffe, Christy O'Flaherty, Dee Roberts, Paula Swisher, and Bobbie Usselman

APPROVAL OF MINUTES:

President-Elect Burke **MOVED**, seconded by Boardmember O'Flaherty, to approve the Executive Committee meeting minutes for June 6, 2014. The motion **PASSED** 12/0.

TREASURER'S REPORT:

Treasurer Anderson reported that WMCA continues to have a healthy cash balance. She said there are currently 316 active members, 2 affiliate members, 3 associate members and 7 honorary members for a total of 328. Treasurer Anderson noted that dues revenue was \$525.00 over budget.

She stated we did not purchase new stress ball gavels for the AWC Conference because the order was not ready in time so the expenditures for the AWC conference were under budget.

NEW BUSINESS:

Regional Clerk Associations:

President Quinn stated that PCCFOA holds trainings and they asked WCIA to sponsor a training that was granted while they denied a sponsorship to WMCA because both organizations support City Clerks. There was discussion about regional organizations competing with the state organization and how we can support each other.

Boardmember Swisher suggested having a conversation with WCIA about sponsoring the statewide association that provides training for all clerks.

Vice President Corin and Past President Passey encouraged WMCA to market ourselves better. Further discussion ensued about the scholarship and sponsorship opportunities offered by the insurance carriers and Boardmember Usselman stated they are posted on the website and she

could send them to new members. Secretary Olsen stated she would talk to WCIA, President Quinn would speak to AWC RMSA, and Treasurer Anderson would get information from CIAW.

Boardmember Roberts stated she would talk to Scholarship Chair Melissa Collins about putting ideas together to inform people about the various scholarships.

NCI Committee:

President-Elect Burke stated that there was no NCI Committee job description so she worked on it with Ali Spietz. She said terms would be added once those were obtained and established.

Vice President Corin **MOVED**, seconded by Boardmember Roberts, to approve the job description for the NCI Committee. The motion **PASSED** 12/0.

Education Coordinator & Committee:

President-Elect Burke said there is a change to the Education Committee job description. She explained that the Executive Committee previously removed the Education Coordinator position but Interim NCI Director Dema Harris felt it was important to add this position back. President-Elect Burke explained that Dema has played a major role in helping the Education Committee obtain speakers and with a new Director coming on board, the Education Coordinator could help both the Education Committee and the NCI Director during the transition.

President-Elect Burke stated the NCI Committee recently had a meeting and discussed having a regional survey. Secretary Olsen added that Education Chair Carol Etgen was trying to learn why the fall academy attendance was lower than usual.

Secretary Olsen explained that the Peggy Flynn had resigned as NCI Director and Dema Harris was appointed the Interim NCI Director. She said Dema Harris said she had enough time to coordinate the 2015 Institute. Secretary Olsen said the RFQ was reviewed by the NCI Committee and updated. She added that one of the areas that needed to be improved was advertising the RFQ.

Secretary Olsen stated that each of the states was asking if their membership would pay \$132 for a 30 day ad on Linked In that totaled \$395. She provided a letter from Tracy Davis, Chair of the NCI Committee.

Treasurer Anderson **MOVED**, seconded by Boardmember Boltz, to approve the amendments to Education Committee Job Description. The motion **PASSED** 12/0.

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to approve the changes to the Education Coordinator job description. The motion **PASSED** 12/0.

Vice President Corin **MOVED**, seconded by Boardmember Swisher, to approve \$132 for a LinkedIn Ad and WMCA would be reimbursed by AAMC and OAMR for their shares. The motion **PASSED** 12/0.

Athenian Dialogue:

President Quinn stated that AAMC is doing their first Athenian Dialogue, CCAC has done many and OAMR just did one on the first day of their conference. President Quinn said WMCA was the only one in the region not hosting one. President Quinn said it is six seat hours and she found it very educational and a wonderful experience. President-Elect Burke said Past President Sandy Paul prepared a white paper on Athenian Dialogues. President-Elect Burke added you become an Athenian if you attend 10 sessions. President Quinn noted that it is another educational opportunity for those who already hold MMC designations as well as for others who are interested.

Discussion focused on holding an Athenian Dialogue at conference but not in competition with academy. President Quinn stated it could potentially bolster conference attendance by adding something new. Boardmember Swisher stated it is really hard to find venues that are big enough and cost effective to have another room. She said it may not be cost effective, because we usually use all the space available.

Boardmember Boltz remarked that it is not just the money to go to conference but the time away from the office and it may not be good to hold it at the conference.

Secretary Olsen suggested perhaps we consider having it another time of year and asked about facilitator costs.

Boardmember Usselman suggested working it into the Thursday and Friday schedule as a choice for attendees. It was recommended we survey our members to explain what an Athenian Dialogue was and if there was interest.

There was discussion about seeing if it was possible to add a dialogue into the 2015 conference schedule on Thursday afternoon/Friday morning or offering the Athenian as a standalone item for registration similar to the spring academy.

Boardmember Swisher and Secretary Olsen said they would see if this was feasible to have at the 2015 conference. President-Elect Burke added that she would find out more information about the costs.

IIMC Region IX Director Agreement

President Quinn stated the Region IX Director Agreement was updated to make it the same for all the Region IX states and standardize the process with a timeline. She said the gift amounts for incoming and outgoing Presidents was increased from \$25 to \$35 and language was added to include one raffle or silent auction item. President Quinn added that the agreement was amended to acknowledge Hawaii to participate if and when they have dues paying members.

Boardmember Roberts **MOVED**, seconded by Treasurer Anderson, to authorize President Quinn to sign the agreement. The motion **PASSED** 12/0.

OAMR Endorsement of Tracy Davis

President Quinn provided a letter from OAMR endorsing Tracy Davis as their candidate as the next Region IX Director.

Boardmember Usselman **MOVED**, seconded by Boardmember Roberts, to support Tracy Davis as the next Region IX Director. The motion **PASSED** 12/0.

President Quinn recessed the meeting for lunch at 12:04 p.m. The meeting reconvened at 12:37 p.m.

Conference Vendors:

Boardmember Swisher stated that she is finding that hotels are charging more for vendors by limiting tables, charging for power, etc. She asked how much, if any, WMCA should subsidize the vendors at conference. Boardmember Swisher recommended not subsidizing the vendors to attend.

Boardmember Swisher stated she was preparing the registration information to send out to vendors.

Vice President Corin **MOVED**, seconded by Boardmember O'Flaherty, to increase the vendor registration fee to \$550. The motion **PASSED** 12/0.

COMMITTEE REPORTS:

Audit Committee

There was no report. Cindy Marbut was named the new chair of the Audit Committee.

Awards Committee

Past President Passey stated that Clerk of the Year letters were mailed out and follow up post cards were going out soon.

Budget Committee

President-Elect Burke stated that the financial policies were not updated because she had more changes to discuss.

It was noted that the budget revenue should be updated to reflect the new vendor registration fee of \$550. President-Elect Burke asked about the number of vendors to include in the budget. Boardmember Swisher recommended budgeting for 12 in most years but she knew the next conference venue could hold 15. There was consensus to have 15 in this budget.

President-Elect Burke noted that WMCA provides a gift to the outgoing Region IX Director at our conference so that was added into the 2015-16 budget.

There was some discussion about who pays for Clerk of the Year guest dinners and Boardmember Swisher stated it is now limited to 4 guests.

President-Elect Burke said WMCA is responsible for the Region IX dinner at the IIMC conference. She said that WMCA member and Seattle City Clerk Monica Simmons asked if WMCA would help with her President's Reception for the region at the IIMC conference in Hartford. President-Elect Burke stated that \$3,000 was budgeted for both events, \$2,000 for the Region IX dinner and \$1,000 for the President's Reception. She added that the reception was a

dessert reception and other state organizations had sponsored their member's President's Reception.

There was discussion about the event, Monica Simmons participation at WMCA and KCMCA events, and her serving as an example to others that a WMCA member can ascend to the top leadership position at IIMC.

Boardmember Boltz asked to memorialize the purpose of this contribution is to recognize that a Washington clerk has ascended to this position.

Boardmember Usselman **MOVED**, seconded by Boardmember Roberts, to add \$3,000 in the budget for these two events. The motion **PASSED** 11/1 with Boardmember Swisher dissenting.

President-Elect Burke said she would ask other Region IX presidents to see if they would be willing to contribute.

Bylaws Committee

There was no report.

Conference Planning Committee

Boardmember Swisher asked if President-Elect Burke was soliciting for committee chairs. President-Elect Burke said everyone wanted to return as a committee chair except for the newest people whom she believed also wanted to return. Boardmember Swisher stated that it is important to listen to the members when they express interest in serving as a chair and try to work out a mentorship so they can be ready to take over when the current chair steps down. She added that someone had approached her and said they were interested in chairing a committee.

Secretary Olsen shared her experience about being interested in chairing the Education Committee and Past President Kuznek-Reese asked her to shadow Chair Pam Kolacy so she would be ready when Pam stepped down as chair.

It was noted that WMCA would need someone to chair the Education Committee and Legislative Committees in the near future. Secretary Olsen asked if Boardmember Swisher knew which committee the person was interested in. Boardmember Swisher said she would find out and President-Elect Burke stated she would like to know.

It was noted that other than Treasurer Anderson's initial response, there was no formal response back to member Rachel Shaw about the Executive Committee's decision to not provide a conference refund after discussion at the last board meeting. President Quinn stated that she would write an apology letter.

Education Committee

President-Elect Burke reported that the fall academy had fewer attendees than usual and there was discussion about why that may have happened. She said that Education Chair Carol Etgen was asking members via Facebook and other means to find out why they did not attend. It was noted that there seemed to be a variety of reasons including budget, time away from the office, conflicting date with other events, competition of other trainings with limited training dollars available, and topic/speaker.

President-Elect Burke reviewed the draft conference education outline.

Fundraising Committee

Secretary Olsen referred to the written report and provided samples of sweatshirts.

Boardmember Boltz suggested it would be helpful to have the original price or cost on the inventory list and the Executive Committee agreed. Secretary Olsen said she would follow up. Boardmember Roberts said she would distribute grand raffle tickets.

Boardmember Boltz **MOVED**, seconded by Vice President Corin, to approve the proposed prices on inventory items. The motion **PASSED** 12/0.

The Executive Committee provided direction to pre-sell the hooded full zip blue sweatshirt and look at additional colors and determine the total price with tax and shipping.

Historical Committee

There was no report.

Legislative Committee

There was no report. Boardmember Hinchliffe stated that Legislative Committee Chair Sandy Paul's update was in the newsletter.

Membership Committee

Boardmember Boltz referred to the written report prepared by Chair Liz Smoot. Past President Passey asked about posting candidate filings on the website. Boardmember and Webmaster Usselman said she could do that.

Boardmember Boltz said that we need to provide better direction about the first-time attendee breakfast. Boardmember Swisher suggested making a flyer with a list of events for first-time attendees. There was direction to have the Membership Committee do so.

The Executive Committee asked the Membership Committee to make their nametags more identifiable and Boardmember/Conference Planning Chair Swisher said she would look for a good example.

Newsletter Committee

There was no report. The Executive Committee reported that the Committee is doing a great job.

Scholarship Committee

Boardmember Roberts asked if we can stop limiting fall academy scholarships to only those people who are working toward their CMC or MMC. She noted that people are not applying. It was clarified that the Marge Price scholarship is for spring and fall academies, PD IV and the IIMC conference.

Boardmember Roberts asked if it was a requirement for the Marge Price scholarship that they have CMC or MMC for continuing education. She said she could see keeping that requirement

for PD IV but not academies. Secretary Olsen and Boardmember Usselman said they would get some more information.

Treasurer Anderson suggested adding a line item for academy scholarships instead of limiting it to the Margery Price scholarships. It was decided to leave the budget at \$3,000.

Boardmember Swisher **MOVED**, seconded by Boardmember Boltz, to open up fall and spring academy to general scholarships for everyone with no new allocation. The motion **PASSED** 12/0.

Boardmember Roberts said she had spoken to Melissa Collins about chairing the Scholarship Committee once her daughter graduated. She stated that had recently happened and now Melissa is the Committee Chair and Dee was the liaison to that committee.

Boardmember Roberts said the conference dates in newsletter were incorrect and that needed to be updated and reposted on the website.

Webmaster Report

There was no report. Boardmember Usselman said to let her and Treasurer Anderson know when people change jobs, etc. so they can update WMCA records.

Archives Oversight Committee

Boardmember Boltz said she got three responses from representatives of large cities to serve on this committee: Tricia Myrdal, Alice Bush, and Jodi Stephens. She said she would email the applications for review.

Boardmember Boltz also noted that Peri Gallucci had withdrawn due to health issues. The Executive Committee asked her to speak to Peri and ask if she wanted to be replaced or give her time to deal with her health issues.

Handbook Committee

There was no written report.

Boardmember Boltz stated that Sandy Paul was reviewing the legislative section and each person was looking at their sections to finalize them. She said she would like to remove references that are not commonly used or irrelevant in the clerk's profession.

Boardmember Swisher **MOVED**, seconded by Boardmember Usselman, to severely edit sections 9.04 to 9.16 to remove the unnecessary abbreviations, definitions and gender references. The motion **PASSED** 12/0.

Boardmember Boltz said she was working with BIAS Software on thumb drives for the handbook.

OTHER BUSINESS:

Ratifications

Past President Passey **MOVED**, seconded by Vice President Corin, to ratify the September 8, 2014 decision to award a fall academy scholarship to Joanne Trudel. The motion **PASSED** 12/0.

Boardmember Boltz **MOVED**, seconded by Treasurer Anderson, to approve Ali Spietz as Education Coordinator. The motion **PASSED** 12/0.

It was noted that Ali Spietz had been appointed to the NCI Committee in August by President Quinn and that appointment was supported by the Executive Committee.

2015 Conference

President Quinn said Deb Jermann of C-Tran would be the host clerk of the 2015 conference in Vancouver because the new Vancouver City Clerk is not currently a member of WMCA.

President Quinn said she would like to make the meet and greet event for first-time attendees a sit down event with a survival kit. She said she wanted to make the event more personal where you can just sit down and say who you are. Boardmember Swisher said Liz Smoot suggested having a receiving line and then we mingle. President Quinn agreed.

President Quinn said she wanted to send postcards to remind everyone about the conference, where it is, etc. and her city would pay the postage. Vice President Corin and Secretary Olsen volunteered to work on it and President Quinn said the postcard would unveil her new logo. President Quinn noted that she would shoot for early November for the mailing since scholarship applications were due in early December.


Vice President Corin said she would like her conference to be held at Alderbrook on Hood Canal.

NEXT MEETING:

The next regular Executive Committee meeting is tentatively scheduled for January 23, 2015 at 10:00 a.m., in Algona, WA.

ADJOURNMENT:

President Quinn adjourned the meeting at 2:41 p.m.


Virginia V. Olsen, CMC, Secretary