



WASHINGTON MUNICIPAL CLERKS ASSOCIATION
46th ANNUAL BUSINESS MEETING
Thursday, March 17, 2016, 8:18 a.m.
Red Lion at the Park, Spokane, WA

CALL TO ORDER:

President Debbie Burke called the 46th Annual Business Meeting of the Washington Municipal Clerks Association to order at 8:18 a.m.

President Burke introduced Ms. Carol Etgen, City Clerk, City of Fife, who served as Parliamentarian.

INTRODUCTION OF THE EXECUTIVE COMMITTEE:

President Burke introduced the Executive Committee: Immediate Past President Diana Quinn, President-Elect Shannon Corin, Vice President Christy O'Flaherty, Secretary Virginia Olsen, Treasurer Gina Anderson, and Board Members Jill Boltz, Debbie Jermann, Kay Kammer, Dee Roberts, Paula Swisher, and Bobbie Usselman.

President Burke stated that Immediate Past President Quinn sent her regrets for being unable to attend the conference.

RESOLUTION OF APPRECIATION:

President Burke read a Resolution of Appreciation recognizing the staff at the Red Lion at the Park Hotel as well as the WMCA members who planned and coordinated the conference.

Vice President O'Flaherty **MOVED**, seconded by Boardmember Roberts, to adopt the Resolution of Appreciation. The motion **PASSED** unanimously.

APPROVAL OF MINUTES:

The minutes of the 45th Annual Business Meeting held on March 19, 2015, were provided in the meeting packet. Hearing no objection, President Burke dispensed with the reading of the minutes and she declared them approved.

TREASURER'S REPORT:

Treasurer Anderson provided the Treasurer's Report and the information provided to the membership. A report was provided to the members in the packet. She reported that WMCA has a healthy cash balance with revenues but conference expenditures would be reflected soon. Treasurer Anderson said the profit and loss statement was also provided and the annual conference is the largest expense that will be reflected as the end of March and the expenditures were under budget.

Treasurer Anderson asked if there were questions and there were none. President Burke said the Treasurer's report will be kept on file.

NEW BUSINESS:

Audit Report

Audit Committee Member and Past President Sandy Paul presented the Audit Committee Report. She stated the committee met on February 3, 2016, to review the financial and corporate records for the period of May through December 2015.

Past President Paul reported that the committee found the financial statements to accurately reflect the activity for the time period. She stated a full report was provided to the Board and she asked each committee member to stand and be recognized. Past President Paul gave a special thank you to Ms. Cindy Marbut who was unable to finish the year as Chair due to unpreventable circumstances and she said she hopes she will chair again in the future.

Past President Paul thanked Treasurer Anderson for her great work as WMCA Treasurer and making the work easy and fun for the committee. She commended Ms. Anderson for being such a great asset to WMCA.

Past President Paul **MOVED**, seconded by Boardmember Usselman, to accept the Audit Report. The motion **PASSED** unanimously.

President Burke thanked the Audit Committee for their important work over the past year.

Election Results

President Burke congratulated President-Elect Corin who would be sworn in as WMCA's next President that evening.

President Burke recognized the newly elected members of the Executive Committee: Christy O'Flaherty (President-Elect), Virginia Olsen (Vice President), Elizabeth Smoot (Secretary), Jill Boltz (Boardmember), and Susan Duncan (Boardmember). She said since the elections were uncontested, she would not read the results but they were in the packets on the tables. She thanked Elections Auditor Molly Towslee, Elections Officer Leana Johnson, and Membership Chair Elizabeth Smoot.

Bylaws Committee Report

President Burke stated that WMCA Bylaws may be amended by at least a two-thirds majority vote of the voting members at any annual business meeting of the association. She said there were no proposed amendments this fiscal year and she thanked Bylaws Committee Chair Ms. Jodee Schwinn and the Bylaws Committee for making themselves available if called upon.

2016-2017 BUDGET:

President-Elect Corin briefly reviewed the proposed 2016-2017 Budget and spoke about some of the highlights including total revenues and expenditures.

President-Elect Corin asked if there were any questions about revenues. There were none. The membership reviewed the expenditures and there were no questions.

President-Elect Corin **MOVED**, seconded by Treasurer Anderson, to approve the 2016-2017 Budget. The motion **PASSED** unanimously.

OTHER BUSINESS:

IIMC Conference Application Letter of Support

President Burke stated that 'Visit Spokane' expressed interest about hosting the 2021 IIMC Annual Conference and asked for support from WMCA. She explained that while 2021 is five years away, the bid will be let in March 2016 and will require 'Visit Spokane' to collect all of the required letters of support to ensure a viable conference.

President Burke stated that following a recent WMCA newsletter article, there was not much support expressed by the membership so the Executive Committee asked to bring forth the issue for discussion at the annual business meeting.

Boardmember Usselman asked about the commitment and expectations of WMCA members.

President Burke said that if awarded, the role of host association is a huge commitment and the WMCA Executive Committee will have many decisions including the effect on our own state conference that year. She said one of the advantages of hosting the conference would be providing an opportunity for WMCA to experience an international conference that they might otherwise not be able to do.

President Burke stated that 'Visit Spokane,' the City of Spokane, and neighboring cities will shoulder a great deal of the effort to make this event happen, so WMCA is reaching out to the membership for general support and consideration to share the members' time, talent, and treasures as volunteers.

IIMC President and Seattle City Clerk Monica Simmons said she helped work on an IIMC Conference in Nevada and she spoke about the role of IIMC and the role of the host city and state.

President Burke asked the members to stand if they supported preparing a letter of support. Several members stood in support of hosting the conference in Spokane.

Secretary Olsen expressed concerns about having enough help from Eastern Washington members for this big of a commitment. She stated she would like to, but it would be a challenge for her and other west-side members. Secretary Olsen noted that another concern the Executive Committee had was the probability of cancelling our state conference that year and how that would play out in terms of the things that are done each year at conference (swear in officers, bylaws amendments, Clerk of the Year announcement). She said the Executive Committee of

2016 did not necessarily want to make a decision about the 2021 Conference for the Executive Committee and membership of five years from now.

Secretary Olsen said she would feel more comfortable if there was a strong core group of Eastern Washington clerks willing to take a leadership role and the west side clerks could play a support role. President Burke added that we plan our state conference locations years in advance.

President Burke responded to a comment that we could get assistance from other Region IX members and not just members from Washington.

President Burke stated that WMCA would not be bidding but just supporting 'Visit Spokane' in their application. It was decided that if Spokane was awarded the conference, we could start a sign-up sheet to serve on the committee.

Miscellaneous

President Burke asked if any members had new business.

Past President Ali Spietz asked if the Executive Committee would consider opening up additional scholarships for the Northwest Clerk's Institute Professional Development (PD) I since new members attending the conference had just learned about it.

Boardmember Roberts asked if that was for all four sessions and it was clarified that the application period would be opened for PD I through IV.

Past President Spietz **MOVED**, seconded by Boardmember Swisher, to open up all NCI scholarships for a short period. The motion **PASSED** unanimously.

President Burke said they could discuss it further at the March 18, 2016, Executive Committee meeting.

President Burke stated that the "Blessings for the Bridge" charity had a donation jar at the registration desk and you could donate items there as well. She thanked everyone for their donations.

President-Elect Corin encouraged the membership to sign up for committees. She introduced the 2016-17 Committee Chairs and Education Coordinator and urged members to talk to them if you needed more information. President-Elect Corin stated that most of the committees do not meet in person and do their work via email.

Boardmember Swisher asked if there was interest in doing the heads or tails fundraiser again that day and there was consensus to do so at the banquet to earn more money for scholarships. She thanked the vendors and sponsors who participated in the conference. Boardmember Swisher encouraged the members to visit the vendors and support them as they have supported WMCA.

There was no other new business.

ADJOURNMENT:

There being no further business to come before the membership, President Burke declared the 46th Annual Business Meeting adjourned at 8:47 a.m.

Minutes approved at the WMCA 47th Annual Business Meeting of March 23, 2017.