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**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Friday, March 20, 2015, 12:30 p.m.  
Hilton Hotel, Vancouver, WA

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**CALL TO ORDER:**

President Burke called the meeting to order at 12:40 p.m.

**ROLL CALL:**

President Debbie Burke, President-Elect Shannon Corin, Vice President Christy O'Flaherty (via telephone), Secretary Virginia Olsen, Treasurer Gina Anderson, and Boardmembers Jill Boltz, Debbie Jermann, Kay Kammer, Dee Roberts, Paula Swisher, and Bobbie Usselman, and Immediate Past President Diana Quinn.

President Burke welcomed Kay Kammer and Debbie Jermann to the Executive Committee and congratulated the newly elected members.

President Burke appointed Dee Roberts as Parliamentarian.

**APPROVAL OF MINUTES:**

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to approve the Executive Committee meeting minutes for January 23, 2015. The motion **PASSED** 12/0.

**TREASURER'S REPORT:**

Treasurer Anderson provided a new WMCA credit card to President-Elect Shannon Corin.

Treasurer Anderson distributed a credit card report with the Bank of America points. There was discussion about uses for expiring points including gift cards that could be used for speakers, conference supplies, etc.

President-Elect Corin **MOVED**, seconded by Boardmember Swisher, to approve Treasurer Anderson moving forward in taking the points from Past President Passey's card and purchasing gift cards for WMCA expenses. The motion **PASSED** 12/0.

**NEW BUSINESS:**

IIMC Conference Update

President Burke distributed a flyer that was drafted to advertise the Region IX Reception at the IIMC Conference and asked for feedback. There was also discussion about how to collect payments for this event.

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President Burke reported that the other states provided a combined \$1,250 and WMCA contributed \$1,000 toward the reception. She reviewed the expenses for this event.

Immediate Past President **MOVED**, seconded by President-Elect Corin, to approve the second down payment of \$2,250 for this event. The motion **PASSED** 12/0.

### AWC Conference

President Burke stated that the AWC Conference would be June 23-26 in Wenatchee. Secretary Olsen and Boardmember Usselman expressed interest in attending. Immediate Past President Quinn said she would attend as a City Administrator. It was noted that Past President Karen Kuznek-Reese was also attending and may be able to help.

Secretary Olsen was asked to register and order 150 stress ball gavels for the booth give-way item.

Boardmember Boltz suggested a “Wordle” poster in front of the table. Boardmember Swisher suggested new colors and there was consensus to use the colors in our logo. Boardmember Boltz volunteered to work on this project.

President Burke also said there is an opportunity to present a session at the AWC Conference and there was consensus to look into it.

President Burke recessed the meeting for lunch at 1:07 p.m. The meeting reconvened at 1:28 p.m.

### Ad Hoc Committee Certificates

Boardmember Boltz stated that she had asked if a certificate could be awarded for serving on an adhoc committee.

There was consensus to award certificates to the leaders of the handbook project and any other significant contributions such as the NCI Committee.

## **COMMITTEE REPORTS:**

### Audit Committee

President Burke referred to the written report. Immediate Past President Quinn inquired about the term for the backup Treasurer. President Burke noted that we will need to appoint the backup Treasurer at next January board meeting as Immediate Past President Quinn would be rotating off of the Executive Committee.

### Awards Committee

President Burke asked who would write the newsletter articles on Clerk of the Year and Boardmember Boltz said she would get the photos. Secretary Olsen volunteered to write the articles.

### Budget Committee

There was no report.

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### Bylaws Committee

There was no report. It was confirmed that Jody Schwinn is the new Chair of this committee.

### Conference Planning Committee

Boardmember Swisher reported that everything went really well regarding the hotel and staff at the conference. She noted that there were problems that occurred before the conference especially related to another group being favored over WMCA. She noted that the hotel booked up due to this double booking. Boardmember Swisher reiterated that she recommends not having conference center locations in the future because WMCA is not treated as well as other larger groups.

Boardmember Swisher stated she received input on possible locations from the membership. She said one new site has a casino that may be a good fit. Boardmember Swisher said it was separated from the conference facility and it only had a small smoking area. Boardmember Swisher asked if the Executive Committee had any concerns about a conference venue at a casino since they do not pay taxes.

There was direction to look into all locations that will meet WMCA's needs and then vet each of the locations based upon our criteria.

President Burke asked if someone would prepare a newsletter article and Secretary Olsen was asked to do this for an upcoming issue.

There was discussion about charging extra for spring academy since breakfast was included. It was noted there were 67 spring academy attendees.

Treasurer Anderson stated that the Education Coordinator wanted an accounting of fall and spring academies. There was direction provided to get an accounting of both fall and spring academies from the Education Committee Chair to see if costs were being covered. It was noted that it is a cleaner process to include breakfast so any onsite restaurant is not overloaded causing attendees to be late to the academy.

Boardmember Swisher asked the Executive Committee if her cost of fuel could be reimbursed when visiting potential conference sites.

Boardmember Usselman **MOVED**, seconded by Boardmember Boltz, to reimburse Boardmember Swisher for her fuel receipts to visit conference sites. The motion **PASSED** 12/0.

Immediate Past President Diana Quinn reported that her charity, Vida's Ark, had received \$100 in cash donations plus a number of very useful items. She said the organization was very pleased with our contributions. It was noted that some of the old clothes inventory from the WMCA store was donated.

Immediate Past President Quinn noted that member Debbie Kurdna had asked for refund due to a death in the family. President Burke stated the Executive Committee said there is a zero refund policy because we have to pay the hotel regardless. Immediate Past President Quinn stated she spoke to Debbie and she understood.

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Secretary Olsen said she was very pleased that attendance was the highest since the recession hit. Boardmember Swisher said she should look at the room blocks in place with the next two conference locations to ensure there are enough rooms. Immediate Past President Quinn said that she believes the postcard mailing helped attendance.

### Education Committee

President-Elect Corin said she would follow up with accountings of the academies. President Burke stated there was discussion about the roles of the new Education Coordinator and Education Committee Chair and stated that Vice President O'Flaherty would follow up with this task.

President Burke said that Education Coordinator Ali Spietz was working on an Education Committee survey with the NCI Committee.

### Fundraising Committee

Boardmember Jermann stated that a member who is interested in chairing the committee will be shadowing her. She distributed a t-shirt that says "Clerk only because SuperWoman isn't an actual job title." Boardmember Jermann will be looking into having a contest for future t-shirt designs.

Boardmember Kammer said she would check with the 4Imprint about additional sweatshirt orders because there was more interest in the sweatshirts sold this year. Boardmember Jermann added that the Fundraising Committee would brainstorm new ideas for next year's store.

There was discussion about the offsite event and its impact on the live auction. Boardmember Jermann said that not everyone attended the event so we need to make sure everyone knows when it is being held. Further discussion ensued about the timing of the live auction.

### Historical Committee

Boardmember Boltz said the disk from the photographer was received. She said she wanted to look at the Historical Committee job description and since a lot of the information is now on the website, it may need to be updated.

Boardmember Boltz said some of the old information including the Quill newsletters were scanned and transferred to the state archives, Puget Sound Region, and she's down to one tub and one tote.

Boardmember Boltz stated she is looking into digital scrapbooks. She said Shutterfly has them and you can take the photos directly. Secretary Olsen was asked to follow up and put the Facebook and Shutterfly information into the newsletter. Boardmember Usselman stated she would put buttons on the website and make these more prominent.

### Legislative Committee

Vice President O'Flaherty said Past President Sandy Paul would Chair this committee next year. President Burke said she is working on a capitol tour for Committee members as well as the membership.

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### Membership Committee

Boardmember Kammer said she would work as a liaison with Chair Smoot. Secretary Olsen asked how the Executive Committee thought the first-time attendee breakfast went.

There was discussion about the receiving line at the meet and greet, nametags, adding CMC and MMC nametags, corrupted nametag files, introduction of first-time attendees at the breakfast, having the NCI Director speak at the breakfast, survival bags, assigned seating and trivia.

Boardmember Swisher said that Chair Smoot had very positive feedback on the survival bags.

Boardmember Roberts said the room for the meet and greet on Tuesday night was very stark with water glasses and nothing else. She suggested having some cheese and crackers and making the room more welcoming. It was also suggested that the welcome bags be provided at this time. President Burke reminded the Executive Committee that outside food could not be brought in and must be ordered from the hotel.

President Burke stated that Chair Smoot would like to do something for new members at the fall academy. She asked Boardmember Kammer to follow up with Chair Smoot.

There was discussion about the low election turnout and the reasons why. Boardmember Usselman suggested the website login be changed to our phone numbers instead of a membership ID number since people know their phone number. The Executive Committee agreed and Boardmember Usselman stated she would look into other ways to improve this process.

It was noted that the postcard mailing was \$125 including postage and it is done via online mail merge. There was discussion about doing an election reminder via postcard because emails are often deleted and sometimes end up in spam or email filtered out.

### Newsletter Committee

President Burke said she would send a link to her city's constant contact template and Secretary Olsen would follow up with Chair Melody Valiant and the Newsletter Committee about using it to create the monthly newsletter. President-Elect Corin said she would continue to do the LOL page.

### Scholarship Committee

Boardmember Roberts asked what the goal of scholarships is and the overwhelming response was member education. Boardmember Roberts stated that she believes the scholarship process is complicated and convoluted the way it is done now. She spoke about the process of critiquing the answers on the scholarship application.

Boardmember Roberts said we have gotten to the point where we are stifling people so they do not apply for scholarships and we need to make the process more comfortable and clean. She reviewed her recommendation on how the process should work including an accountability piece for follow up afterwards. It was clarified that if the follow up piece was not done, the scholarship would not be reimbursed.

There was support for Boardmember Roberts' ideas including the follow up items.

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Immediate Past President Quinn **MOVED**, seconded by Boardmember Swisher, to approve the proposed PD scholarship applications. The motion **PASSED** 12/0.

Boardmember Swisher **MOVED**, seconded by Immediate Past President Quinn, to reopen PD scholarships that were received. The motion **PASSED** 12/0.

The following scholarships were approved:

Chelsea Anthony, City of Montesano (PD I)  
Susan Haigh, City of Bonney Lake (PD I)  
Trish Summers, Town of Wilkeson (PD I)

Patricia Phillips, Adams County (PD II)

Renee Cameron, City of Bonney Lake (PD III)  
Laura Divis, City of Okanogan (PD III)  
Gretchen Sagen, City of Raymond (PD III) [Reimbursed by Code Publishing]  
Ashlee Sund, City of Montesano (PD III)

Gwen Robson, City of Orting (PD IV)

It was noted the deadline would be Friday, April 17 and there would be an eblast sent along with a newsletter article prepared by Boardmember Roberts.

Boardmember Roberts said she would prepare a process and plan to present at the June board meeting.

Webmaster Report

Boardmember Usselman stated she has a hard time keeping the committee sheets updated throughout the year with changes made. She asked that committee chairs send her the changes whenever they are made.

President Burke stated that Boardmember Usselman put the Executive Committee official guide online.

President Burke said that Past President Sandy Paul had retired and the bylaws do not address if an honorary member could chair a committee. It was suggested that she let someone shadow her if there was an interested member.

Archives Oversight Committee

There was no report.

Handbook Committee

There was no report.

**OTHER BUSINESS:**

Email Ratification

Boardmember Usselman **MOVED**, seconded by Boardmember Swisher, to ratify the March 4, 2015 vote to approve the agreement for the Region IX Director and authorize WMCA President to execute the agreement. The motion **PASSED** 10/0. (Boardmember Kammer momentarily left the room and Boardmember O'Flaherty left the telephone call at 3:35 p.m.)

Job Descriptions

President-Elect Corin stated she would ensure all the updated job descriptions were sent to the Webmaster. President Burke stated the President-Elect would keep the updated paper versions.

President Burke stated the Vice President job description includes the NCI committee so that needs to be updated. President-Elect Corin said she would send that to Vice President O'Flaherty to update if it had not already been done.

President Burke said she was able to go to the Region IX conferences this year and she attended the AAMC conference last November in Immediate Past President Quinn's place. She asked if the Executive Committee approved of Treasurer Anderson attending the AAMC conference in her place this year and the Executive Committee responded affirmatively.

President Burke suggested forming a Past President Committee to track retirements and things of that nature. She said further discussion would happen at next meeting.

**NEXT MEETING:**

It was suggested the next Executive Committee meeting be held at 9:00 a.m. on Monday, June 8 at University of Puget Sound (UPS) due to members attending the Master Academy at NCI. President Burke stated she would check with NCI Director Dema Harris to see if we could get permission from UPS or an alternate site.

**ADJOURNMENT:**

President Burke adjourned the meeting at 4:04 p.m.

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Virginia V. Olsen, CMC, Secretary