



EXECUTIVE COMMITTEE MINUTES

Friday, March 18, 2016, 12:30 p.m.
Red Lion Inn at the Park, Spokane WA

1. Call to Order and Roll Call

Ms. Shannon Corin, WMCA President, called the meeting to order at approximately 12:41 p.m. 2016-17 WMCA Executive Committee members present included: President Corin, President-Elect Christy O'Flaherty, Vice President Virginia Olsen, Secretary Elizabeth Smoot, Treasurer Gina Anderson, and Boardmembers Jill Boltz, Susan Duncan, Debbie Jermann, Kay Kammer, Dee Roberts, and Paula Swisher, and Immediate Past President Debbie Burke.

a. Welcome Liz and Susan

President Corin and the Executive Committee welcomed new members – Secretary Smoot and Boardmember Duncan.

b. Appoint Annual Parliamentarian

President Corin queried who would like to be appointed as the annual parliamentarian. General discussion ensued regarding duties/roll, annual appointment, and necessity. By general consensus, no parliamentarian will be appointed for 2016-17.

c. Updated Binder Handouts

Committee members reviewed the updated materials and noted additional edits. President Corin requested any additional edits be emailed to Incoming Webmaster Jill Boltz and Outgoing Webmaster Bobbie Usselman for the webpage.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of January 22, 2016

President Corin called for any corrections to the January 22, 2016, Executive Committee Meeting minutes; none were noted.

Boardmember Boltz moved to approve the minutes of the Executive Committee Meeting of January 22, 2016; the motion was seconded by Boardmember Jermann. On vote,

Motion carried (12-0).

3. Treasury-Related Reports

a. Appoint Back-Up Treasurer

President Corin called for any members that would like to be appointed as the Back-Up Treasurer. Boardmember Roberts and Immediate Past President Burke volunteered to serve in this position.

Immediate Past President Burke moved to appoint Boardmember Dee Roberts as the Back-Up Treasurer for 2016-17; the motion was seconded by Vice President Olsen. On vote,

Motion carried (12-0).

4. New Business

a. Finance Policy Update

President Corin reviewed proposed amendments to the Finance Policy. General discussion ensued regarding lost receipts, purchase of alcohol, scholarships, and future conference site deposits. President Corin requested any additional proposed amendments to the Finance Policy be emailed to her no later than Friday, April 1, 2016; and stated she will email out a final red-line version of the policies by Friday, April 8, 2016, for consideration of the Executive Committee.

b. Awards Committee Description Update

Immediate Past President Burke reviewed proposed amendments to the Awards Committee Description. General discussion ensued regarding newsletter announcements, committee members, nominations, eligibility, applications, and criteria/weighting. President Corin and Past President Burke will email out a final red-line version of the Awards Committee Description for consideration of the Executive Committee.

c. Webmaster Job Description Update

General discussion ensued regarding the transition from Outgoing Webmaster Usselman to Incoming Webmaster Boltz, proposed amendments to the webmaster job description, potential updates to the webpage, and potential to tie the webmaster position with the Historical Committee.

NOTE: The meeting recessed at 1:39 p.m. and reconvened at approximately 1:48 p.m.

d. Scholarship Committee Description Update *(added at the time of the meeting)*

Boardmember Roberts reviewed proposed amendments to the Scholarship Committee Description. General discussion ensued regarding applications, addition of Athenian Dialogues, and responsibilities of committee chairperson.

Vice President Olsen moved to approve the proposed amendments to the Scholarship Committee Description; the motion was seconded by Boardmember Boltz.

Discussion ensued regarding lodging and addition of language regarding the inclusion of 'three nights lodging at host hotel.'

On vote,

Motion carried (12-0).

5. Committee Business/Reports

a. Audit Committee

No verbal report was given; a written report was included in the meeting agenda packet.

b. Awards Committee

No report was given.

c. Budget Committee

President Corin commented on the approval of the 2016-17 Budget at the WMCA Annual Business Meeting held Thursday, March 17, 2016.

d. Bylaws Committee

No report was given. General discussion ensued regarding commonality of WMCA Bylaws and Committee Descriptions, and legal review of WMCA Policies and Bylaws. By general consensus, the Executive Committee requested the Bylaws Committee coordinate with the other WMCA Committees to review the Bylaws with Committee Descriptions for any proposed amendments needed to reflect current practices, and to seek out free legal review of the WMCA Bylaws and Policies.

e. Conference Planning Committee

Boardmember Swisher, Conference Planning Chairperson, provided an update on the annual conference, including: criteria for the 'non-member' conference registration rate, recognition/reporting of the auction, and upcoming annual conference sites. General discussion ensued regarding non-member rates and criteria to qualify as a non-member, vendor/sponsor

rates and criteria, and locations for the 2020 conference. By general consensus, the Executive Committee requested Boardmember Swisher bring back proposed language addressing the registration criteria and fees for the 'non-member' rates and look into additional location options for the 2020 Conference.

f. Education Committee

No verbal report was given; a written report was included in the meeting agenda packet. General discussion ensued regarding Athenian Dialogues, communication between the Education and Conference Planning Committee on speaker requests, and keynote speaker follow-up sessions. By general consensus, the Executive Committee requested the Education Committee survey the membership regarding the best date(s) to hold Athenian Dialogues in the future, at conference and potentially in the fall; and contact WCIA to request inclusion of Athenian Dialogues on their training reimbursement list.

g. Fundraising Committee

Boardmembers Duncan and Jermann, Fundraising Committee Chair and Liaison, provided an update on fundraising events at the annual conference. General discussion ensued regarding the raffle event (administration/tickets/prizes), heads or tails fundraiser, and potential for new fundraising events. The Executive Committee requested Boardmember Duncan research fundraising options (raffles/etc.) and marketing strategies; and bring ideas and recommendations to a future meeting.

h. Historical Committee

No verbal report was given; a written report was included in the meeting agenda packet.

i. Legislative Committee

Immediate Past President Burke noted the written report included in the meeting agenda packet; and reported on the tour of Olympia with Victoria Lincoln, AWC, during the 2016 Legislative Session, the hopes to make this an annual event for the committee, and to expand the event by making appointments with local legislators to speak towards clerk-related items.

j. Membership Committee

Secretary Smoot, Membership Committee Chairperson, noted the report provided in the meeting agenda packet, reported on annual conference 'first time attendee' events, and noted 2016-17 projects. The Executive Committee requested the Membership Committee look into potential amendments to the membership registration form; continue the recruitment effort and pilot program offering free membership to small cities and towns through 2017; and look into election ballot options and surveying the membership on elections participation.

k. Newsletter Committee

No verbal report was given; a written report was included in the meeting agenda packet.

l. Scholarship Committee

Boardmember Roberts noted the report provided in the meeting agenda packet and reviewed edits to the scholarship application. General discussion ensued regarding additional edits to the scholarship application, Professional Development scholarships, and save-the-date postcards.

m. Webmaster

No report was given.

6. Other Business

a. IIMC Conference 2021 Letter of Support

General discussion ensued regarding writing a letter of support in regards to Spokane, Washington's bid to host the 2021 IIMC Conference, including: details of letter, support of membership, application by 'Visit Spokane,' and proposed timeline for action/assistance of WMCA membership. By general consensus, the Executive Committee will discuss this topic further via email/at a future meeting.

b. Email Ratifications

The following email decisions were presented to the Executive Committee for their consideration of ratification:

1. January 25, 2016 – amendment to the proposed 2016-17 WMCA Budget, Product Sales Income line item, to provide for the following: Expenses - \$2,000 and Revenues - \$2,500.
2. February 11, 2016 – approval of Immediate Past President Debbie Burke's attendance at the 2016 IIMC Annual Conference in Omaha, NE, in place of President-Elect Christy O'Flaherty.
3. February 15, 2016 – approval of Letter regarding HB2576.
4. February 22, 2016 – award of IIMC scholarship.
5. February 23, 2016 – approval to send support of AAMC's nomination of Sheri Pierce, MMC, as IIMC Region IX Representative for the term of 2016-2019.

Boardmember Kammer moved to ratify email decision nos. one through five, as presented; the motion was seconded by Boardmember Boltz. On vote,
Motion carried (12-0).

c. EC Meeting Dates

The Executive Committee reviewed the proposed 2016-17 Executive Committee Meeting Schedule. By general consensus, it was decided to reschedule the Friday, June 10, 2016, Meeting to Friday, June 3, 2016.

7. Good of the Order

President Corin stated Executive Committee representation at the AWC Conference (as vendors) would be discussed via email.

Vice President Olsen requested feedback/ideas be sent to her for the Executive Committee gift for Ms. Dema Harris, Outgoing NCI Director.

By general consensus, Vice President Olsen will look into the creation of a WMCA Instagram account.

8. Next Meeting

The next WMCA Executive Committee meeting will be held Friday, June 3, 2016, in Bremerton, Washington, at approximately 10:00 a.m.

9. Adjournment

There being no further business, President Corin adjourned the meeting at 3:44 p.m.

Minutes approved at the WMCA Executive Committee Meeting of June 3, 2016.