



EXECUTIVE COMMITTEE MINUTES
Friday, June 3, 2016, 10:30 a.m.
Mayor's Conference Room, City of Bremerton, City Hall

1. Call to Order and Roll Call

Ms. Shannon Corin, WMCA President, called the meeting to order at approximately 10:30 a.m. 2016-17 WMCA Executive Committee members present included: President Corin, 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. Resignation of President-Elect Christy O'Flaherty

President Corin noted the resignation of President-Elect Christy O'Flaherty and the forthcoming special election to fill the vacancy; there will be a two week application period and three week election, per WMCA Election Procedures.

General discussion ensued regarding potential applicants, including Boardmember Roberts; and a potential second election to fill a vacant board member seat, should the need arise.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of March 18, 2016

President Corin called for any corrections to the March 18, 2016, Executive Committee Meeting minutes; corrections on pages three and six were noted.

Vice President Olsen moved to approve the minutes of the Executive Committee Meeting of March 18, 2016, as amended; the motion was seconded by Boardmember Swisher. On vote,

Motion carried (11-0).

3. Treasury-Related Reports

a. Treasurer Report

Treasurer Anderson reported on the following topics: 2016-17 Membership Dues, Balance Sheet, Profit and Loss Budget vs. Actual Report, Checking Register, Savings Register, and Scholarship Register.

General discussion ensued regarding annual conference costs, scholarship expenses, the budget committee, and reporting.

b. World Points

President Corin noted the reports included in the packet regarding the WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting; no questions were noted.

c. Lost Receipt

President Corin noted the Affidavit of Lost or Destroyed Receipt included in the packet.

Boardmember Boltz moved to approve the Affidavit of Lost or Destroyed Receipt; the motion was seconded by Vice President Olsen. On vote,

Motion carried (10-0);
Treasurer Anderson abstained.

4. Old Business

a. Finance Policy Update

President Corin reviewed the proposed amendments to the Finance Policy. General discussion ensued regarding lost receipts, the gift allocation for outgoing Washington State Region IX Directors, purchase of alcohol, future conference site deposits, and scholarships funding. Corrections were noted on item 6.5 and the footer (to be updated).

Vice President Olsen moved to approve the Financial Policies as amended; the motion was seconded by Past President Burke. On vote,

Motion carried (11-0).

4. New Business

b. IIMC Foundation

President Corin noted the IIMC Foundation memorandum regarding Restricted Endowments included in the packet and provided background information on the endowment program.

General discussion ensued regarding the restricted endowment program, including: interest usage and rates, minimum amount (one thousand dollars), annual administrative charges (none), start up fees (three percent), scholarship funding, potential to create a WMCA restricted endowment program, and CDs.

5. Committee Business/Reports

a. Audit Committee

Past President Burke noted the written report included in the meeting agenda packet; and will notify the Audit Committee regarding the approval of the lost receipt affidavit.

b. Awards Committee

Past President Burke presented proposed amendments to the Awards Committee Description, as discussed at the March Executive Committee Meeting. General discussion ensued regarding continuing to send reminder postcards; section C.3 was amended accordingly.

Vice President Olsen moved to approve the Awards Committee Description as amended; the motion was seconded by Boardmember Swisher. On vote,
Motion carried (11-0).

c. Budget Committee

President Corin noted the Budget Committee will be meeting between October 2016 and January 2017 to work on the 2017-2018 Budget. General discussion ensued regarding committee membership, format, and budget requests.

d. Bylaws Committee

Boardmember Jermann noted the Bylaws Committee will be performing a cross check/review of the bylaws, job descriptions, and policies.

e. Conference Planning Committee

Boardmember Swisher provided an update on conference planning, including: an upcoming site visit to Alderbrook; assistance of Ms. Keri MacDonald, City of Cheney; and request to award free membership to Ms. Heidi Napalitano, Town of Woodway, for all of her assistance with the creation of the conference booklet.

Boardmember Roberts moved to give Heidi Napalitano of Woodway a free membership for the 2016-2017 renewal year; the motion was seconded by Boardmember Kammer.

General discussion ensued regarding Ms. Napalitano's work and assistance with conference materials (booklets, signs, etc.) over the past eight years.

On vote, Motion carried (11-0).

General discussion ensued regarding posting the 2017 Annual Conference schedule online, creation of a conference app, 2019 and 2020 conference sites, and usage of credit card for fuel.

Boardmember Roberts moved to approve Boardmember Swisher's usage of the WMCA credit card for fuel; the motion was seconded by Boardmember Duncan. On vote,

Motion carried (10-0);
Boardmember Swisher abstained.

f. Education Committee

Vice President Olsen reported on the following topics: 2016 Annual Conference evaluations, collection of topics/speakers suggestions for 2017, Fall Academy location/topic/speaker, and registration numbers/budgeting for the Northwest Clerks Institute (NCI).

General discussion ensued throughout regarding Fall Academy locations and dates, Athenian Dialogue planning for the 2017 conference (to be held Tuesday concurrent with Spring Academy), and NCI outreach.

g. Fundraising Committee

Boardmember Duncan provided an update on fundraising events at the annual conference; the committee is currently looking into new ideas. General discussion ensued regarding potential fundraising activities, costs, and WMCA store items.

Vice President Olsen moved to approve funding of the Easter Egg Hunt Fundraiser in an amount up to five hundred dollars; the motion was seconded by Boardmember Roberts. On vote,

Motion carried (11-0).

Discussion continued regarding the donation of gifts to fill eggs and WMCA store items.

h. Historical Committee

Boardmember Boltz noted the report included in the meeting packet and the proposed online “yearbook” concept. General discussion ensued regarding the online “yearbook” concept, encouraging more photos to be uploaded to the web, Shutterfly, and Facebook page.

i. Legislative Committee

Boardmember Kammer noted an article in the last newsletter calling for input from WMCA Clerks regarding costs for advertising ordinances; and request for any other topics of interest to be sent to the Legislative Committee. General discussion ensued regarding potential items.

j. Membership Committee

Secretary Smoot reported on the following topics: 2016-2017 new members, annual conference ‘first time attendee’ events and feedback received, partnership program, elections, and proposed Fall Academy membership events.

Vice President Olsen moved to approve a budget of two hundred fifty dollars for fall academy membership events; the motion was seconded by Treasurer Anderson. On vote,

Motion carried (11-0).

k. Newsletter Committee

Boardmember Jermann noted the report included in the meeting agenda packet. General discussion ensued regarding new sections of the newsletter.

l. Scholarship Committee

Boardmember Roberts noted the report provided in the meeting agenda packet. General discussion ensued regarding potential reassignment of the committee liaison, adjusting NCI PD course scholarship deadlines to mid-April, and Scholarship Committee description amendments. One additional correction to the description was noted (spelling of "Dialogue" in Section B.5).

Boardmember Kammer moved to approve the Scholarship Committee Description, as amended; the motion was seconded by Vice President Olsen. On vote,

Motion carried (11-0).

NOTE: President Corin requested Vice President Olsen step out of the meeting for discussion on NCI PD course scholarships, as she is an applicant. Vice President Olsen exited the conference room for the discussion and vote on NCI PD Scholarships.

General discussion ensued regarding the NCI PD course scholarship applicants, awards, and proposed approval.

Boardmember Roberts moved to accept the scholarships as presented and ratified by email votes; the motion was seconded by Boardmember Boltz. On vote,

Motion carried (10-0).

NOTE: Vice President Olsen re-entered the room at the conclusion of the vote.

m. Webmaster

Boardmember Boltz noted the report included in the meeting packet and updated the Committee on pages updated. General discussion ensued regarding previous webmaster Bobbie Usselman, utilization of dropbox, and future web updates.

6. Other Business

a. IIMC Conference 2021 Letter of Support

President Corin reported on letters of support received/submitted regarding Spokane, Washington's bid to host the 2021 IIMC Conference, California's bid for 2021 Conference, and supporting all Region IX states submitting a bid for the conference.

Boardmember Swisher moved to send a letter of support for California's bid for the 2021 IIMC Conference, with California sending a letter of support for Spokane's bid for the same; the motion was seconded by Vice President Olsen. On vote,

Motion carried (11-0).

b. Email Ratifications

The following email decision was presented to the Executive Committee for their consideration of ratification:

May 16, 2016 – authorizing a gift to Alice Attwood, outgoing Region IX Director, from WMCA, in addition to the \$100 for the Region gift contribution in an amount not to exceed \$200 and have the financial policy updated to reflect this change for future continuity.

Vice President Olsen moved to ratify the May 16, 2016, email decision, as presented; the motion was seconded by Boardmember Roberts. On vote,

Motion carried (11-0).

Boardmember Swisher moved to authorize a gift to Dema Harris, outgoing NCI Director, in an amount not to exceed \$250; the motion was seconded by Past President Burke. On vote,

Motion carried (11-0).

7. Good of the Order

There were no items for the good of the order.

8. Next Meeting

The next WMCA Executive Committee meeting will be held Friday, October 14, 2016, at Alderbrook Resort in Union, Washington, at approximately 10:00 a.m.

9. Adjournment

There being no further business, President Corin adjourned the meeting at 2:10 p.m.

Minutes approved at the WMCA Executive Committee Meeting of October 14, 2016.