



EXECUTIVE COMMITTEE MINUTES

Friday, October 14, 2016, 10 a.m.
Brothers Room, 3rd Floor, Alderbrook Resort & Spa,
Union, WA

1. Call to Order and Roll Call

Ms. Shannon Corin, WMCA President, called the meeting to order at approximately 10:03 a.m. 2016-17 WMCA Executive Committee members present included: President Corin, President-Elect Dee Roberts, Vice President Virginia Olsen, Secretary Elizabeth Smoot, Treasurer Gina Anderson, and Boardmembers Jill Boltz, Susan Duncan¹, Deborah Estrada, Debbie Jermann, Kay Kammer, and Paula Swisher, and Immediate Past President Debbie Burke.

a. Oath of Offices

President Corin administered the Oaths of Office for President-Elect Dee Roberts and Boardmember Deborah Estrada, elected through two Special Elections held the previous three months.

General discussion ensued regarding the upcoming general elections.

b. Updated Committee Pages

President Corin noted updates to the Committees pages for the Executive Committee handbooks.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of June 3, 2016

President Corin called for any corrections to the June 3, 2016, Executive Committee Meeting minutes; corrections on pages three and six were noted.

President Corin noted that, without objection, the Executive Committee Meeting Minutes of June 3, 2016, would be approved. No objections were noted. Minutes approved (11-0).

3. Treasury-Related Reports

a. Treasurer Report

Treasurer Anderson reported on the following topics: Balance Sheet, Profit and Loss Budget vs. Actual (condensed), Checking Register, Checking Reconciliation for September, Savings Register, Savings Reconciliation for September, Scholarship Register, and Scholarship Reconciliation for September.

¹ CLERK'S NOTE: Boardmember Duncan arrived at approximately 10:12 a.m. during the Treasurer's Report.

b. World Points

President Corin noted the reports included in the packet regarding the WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting. General discussion ensued regarding the use of points, conference planning purchases, and the 2017 WMCA conference theme.

4. Old Business

a. Vice President Job Description

Vice President Olsen reviewed the proposed amendments to the Vice President Job Description; to amend language regarding conference site visits to come into alignment with current practices, and to add Awards Committee duties. General discussion ensued regarding current site visit practices, site rotation, and opportunities for the President-Elect/Executive Committee to have site visits prior to conferences, as needed.

Boardmember Duncan moved to approve the Vice President Job Description as amended; the motion was seconded by Boardmember Boltz. On vote,
Motion carried (12-0).

b. IIMC Foundation

General discussion ensued regarding the potential to create a WMCA restricted endowment program, including: 'railroad' funds, CDs, and potentially contacting investment firms to seek out additional information on opportunities available to the WMCA.

c. Conference Yearbook

General discussion ensued regarding the potential to create a conference yearbook and/or add membership profile pictures to the Members Only section of the website, including: opportunities at conference to take profile photos (photo booth/registration desk/etc.) and the Historical Committee taking this on as a special project (collect pictures, edit, and upload online).

5. New Business

b. Public Disclosure Commission (PDC)

President Corin noted an email request received from the Public Disclosure Commission (PDC) regarding WMCA/Clerk assistance with local petitions filing/reporting to the PDC. General discussion ensued regarding the filing and verification of petitions, local Clerks as a pass-through to the County/Entity Elections Office(r), and recommendation for the PDC to contact local legislators regarding amendments to better the PDC enforce disclosure requirements for local ballot measures. President Corin will follow-up with the PDC accordingly.

6. Committee Business/Reports

a. Audit Committee

Past President Burke noted the written report included in the meeting agenda packet; and the return of Ms. Cindy Marbut as Chairperson.

b. Awards Committee

Past President Burke noted the Awards process is on schedule; the Clerk of the Year award nominations has been noticed in the newsletter and advertisements are in preparation to be distributed to supervisors.

c. Budget Committee

President-Elect Roberts noted the Budget Committee will be meeting December 9, 2016, 10 a.m., in Tumwater, Washington, to work on the 2017-2018 Budget.

d. Bylaws Committee

Boardmember Jermann noted the Bylaws Committee Report in the meeting materials, the preparation of a proposed amendment to the WMCA Bylaws regarding filling a vacancy on the WMCA Executive Committee when only one nomination is received to fill the position (and eliminating the need to conduct a full special election), and the recommendation of the committee for no action.

General discussion ensued regarding the proposed amendment and recommendation, process for filling a vacancy, special election timeframe/costs/voter turnout/etc., efficiencies to be gained with the proposed amendment, and alternative amendment language regarding validation by the Executive Committee as opposed to automatic appointment.

Boardmember Jermann will notify the Bylaws Committee of the request for alternative language, and the request to present the proposed amendment to the full membership at the annual business meeting in March 2017.

President Corin stated the meeting would recess for a site tour and lunch.

NOTE: The meeting recessed at 11:17 a.m. and reconvened at approximately 12:19 p.m.

e. Conference Planning Committee

Boardmember Swisher noted the Conference Planning Report included in the meeting materials; reported on rising conference costs and that registration fees have not been increased for over ten years; and provided recommendations to the Executive Committee to

address the issue, including: scaling back on meals provided, raising registration fees, eliminating auction night, and taking no action.

General discussion ensued regarding meal packages, recommendation options, and increasing registration fees on a regular basis.

Boardmember Roberts moved to increase the registration fee for 2017 to \$400 for early bird and \$450 for late registration; the motion was seconded by Boardmember Jermann.

General discussion ensued regarding increasing registration fees on a regular basis to keep up with inflation, adjusting meal packages, and notifying the membership of increases well in advance for budgeting purposes.

Boardmember Boltz moved to amend the main motion to increase the registration fee for 2017 to \$375 for early bird and \$425 for late registration, and increase the registration fee for 2018 to \$400 for early bird and \$450 for late registration; the motion was seconded by Boardmember Estrada.

General discussion ensued regarding the tiered increases, scholarships, sponsorships, and providing for regular increases every two years.

On vote, Motion to amend failed (0-12).

Boardmember Boltz moved to amend the main motion to increase the registration fee for 2017 to \$375 for early bird and \$425 for late registration; the motion was seconded by Boardmember Duncan.

On vote, Motion to amend carried (12-0).

General discussion ensued regarding higher rates on the west side of the state and potential to increase/assess conference fees every two years or make incremental increases.

Boardmember Burke moved to further amend the main motion to increase the registration fee for 2019 to \$400 for early bird and \$450 for late registration; the motion was seconded by Boardmember Boltz.

General discussion ensued regarding timeline for increasing registration fees and allowing time for the membership to budget accordingly.

On vote, Motion to amend carried (12-0).

MAIN MOTION, AS AMENDED: To increase the registration fees for 2017 and 2018 to \$375 for early bird and \$425 for late registration; and to increase the registration fee for 2019 to \$400 for early bird and \$450 for late registration.

On vote,

Main Motion, as amended, carried (12-0).

Boardmember Swisher continued her report on Conference Planning by reviewing potential sites for the 2019 and 2020 conferences. General discussion ensued regarding potential sites for 2020 including: Spokane, Wenatchee, and Yakima.

Secretary Smoot moved to direct Conference Planning Chair Swisher to begin negotiations with the Yakima Red Lion and the Yakima Convention Center for the 2020 conference; the motion was seconded by Vice President Olsen.

On vote,

Motion carried (12-0).

f. Education Committee

Vice President Olsen reported on the following topics: new 2016 Co-Chair/2017 Chair Joanna Sanders, 2017 topics/speakers, 2017 Auction Night ideas, the draft 2017 Conference schedule, and report from the WMCA Education Coordinator – Ali Spietz (including 2016 Fall Academy, 2017 Spring Academy, and 2017 Athenian Dialogue).

General discussion ensued throughout regarding auction night options, education topics, and Education Coordinator recommendations for the 2017 Athenian Dialogue.

President-Elect Roberts moved to accept the Education Coordinator's recommendations for the 2017 Athenian Dialogue: 1. that the 2017 Dialogue will be open to CMCs and MMCs first, then open to all members if all of the spots are not filled by early February; 2. of a registration fee of \$150; and 3. that the EC agrees to the registration process, cancellation date, and cancellation fee, as proposed; the motion was seconded by Past President Burke.

On vote,

Motion carried (11-0)².

g. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: fundraising events at the annual conference; WMCA store items, including the new charm bracelets; and collection of items for the auction.

General discussion ensued regarding auction items and WMCA store items.

h. Historical Committee

Boardmember Boltz noted the report included in the meeting packet and opened discussion for future Historical Committee projects.

² SECRETARY'S NOTE: President Corin was absent from the Meeting Room during the vote on the Education Coordinator's recommendations for the 2017 Athenian Dialogue.

General discussion ensued regarding planning for the 50th Annual Conference in 2020, querying the committee members for potential projects, adding a regular Historical Committee newsletter article/feature, and ideas for Committee activities at the annual conferences.

i. Legislative Committee

Boardmember Kammer noted the Legislative Committee report in the meeting materials, plan for the Committee to attend the 2017 Legislative Session, correspondence and coordination with AWC, 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, 2016 Fall Academy membership event, Partnership Program, and Elections.

General discussion ensued throughout the report regarding continuing the Fall Academy event and looking into making elections officers committee co-chairs.

k. Newsletter Committee

Boardmember Jermann noted the report included in the meeting agenda packet.

l. Scholarship Committee

President Corin noted the newly selected Committee Liaison – Boardmember Estrada.

President-Elect Roberts, former liaison, noted the report provided in the meeting agenda packet, reviewed scholarships awarded for Fall Academy, and noted deadlines for the 2017 WMCA Conference Scholarships. General discussion ensued regarding amending the budget to provide for additional scholarships.

Boardmember Swisher moved to increase the conference scholarships budget by an additional five thousand dollars and to amend the 2016-2017 Budget accordingly; the motion was seconded by Boardmember Boltz.

Discussion ensued regarding number of scholarships awarded and potential further amendments increasing the scholarships budget, as needed.

On vote,

Motion carried (10-0)³.

³ SECRETARY'S NOTE: President Corin and Boardmember Swisher were absent from the Meeting Room during the vote on increasing the 2016-2017 Scholarships Budget.

m. Webmaster

Boardmember Boltz reported on website improvements, regular updates, job opportunities, and membership classifications. General discussion ensued regarding membership classifications. By consensus, the Executive Committee requested the Bylaws Committee look into the classifications and criteria.

7. Other Business

a. Email Ratifications

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

July 15, 2016 – requesting the Bylaws Committee prepare an amendment related to vacancies and special elections, specifically Article IV, Section 6, to add something to the effect that if only one candidate is nominated, then they shall be declared elected and no election will be held.

Boardmember Kammer moved to ratify the July 15, 2016, email decision, as presented; the motion was seconded by Boardmember Duncan. On vote,
Motion carried (12-0).

7. Good of the Order

a. Archives Oversight Committee (AOC) *(added at the time of the meeting)*

Boardmember Boltz provided a report on the Archives Oversight Committee (AOC), appointment of two City representatives to the AOC, and upcoming AOC activities.

8. Next Meeting

The next WMCA Executive Committee meeting will be held Friday, January 27, 2017, in Bremerton, Washington, at approximately 10:00 a.m.

9. Adjournment

There being no further business, President Corin adjourned the meeting at 2:34 p.m.

Minutes approved at the WMCA Executive Committee Meeting of January 27, 2017.