



EXECUTIVE COMMITTEE MINUTES

Friday, January 27, 2017, 10 a.m.
Bremerton City Hall, Bremerton, WA

1. Call to Order and Roll Call

Ms. Shannon Corin, WMCA President, called the meeting to order at approximately 10:05 a.m. 2016-17 WMCA Executive Committee members present included: President Corin, President-Elect Dee Roberts, Vice President Virginia Olsen¹, Secretary Elizabeth Adkisson, Treasurer Gina Anderson, Boardmembers Jill Boltz, Susan Duncan², Deborah Estrada, Kay Kammer, and Paula Swisher, and Immediate Past President Debbie Burke.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of October 14, 2016

President Corin called for any corrections to the October 14, 2016, Executive Committee Meeting minutes; none were noted.

President-Elect Roberts moved to approve the January 27, 2017, agenda and October 14, 2016, minutes; the motion was seconded by Boardmember Kammer. On vote,

Motion carried (11-0).

General discussion ensued regarding format for finalizing and posting minutes to the website.

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 December, Savings Register, Savings Reconciliation for December, Scholarship Register, and Scholarship Reconciliation for December.

General discussion ensued regarding updating the budget to include additional scholarship funds approved at the October Executive Committee Meeting; Treasurer Anderson stated she will verify the budget has been updated accordingly.

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 and conference planning/education committee purchases.

¹ SECRETARY'S NOTE: Vice President Olsen participated in the meeting via teleconference.

² SECRETARY'S NOTE: Boardmember Duncan arrived at approximately 10:10 a.m. during the Treasurer's Report.

4. Old Business

a. Conference Yearbook

Boardmember Boltz, WMCA webmaster, reported on the website ability and capacity to upload pictures to membership profiles and the difficulties in creating a 'conference yearbook.'

General discussion ensued regarding contacting the membership to upload profile pictures to their membership profiles in the 'Members Only' section of the website; and the potential for a slideshow on the front page of the website.

5. New Business

a. Scholarship Foundation

President Corin and Treasurer Anderson reported on information gathered regarding the creation of a WMCA scholarship foundation, including: certificates of deposit, mutual funds, rates/terms, and providers.

President-Elect Roberts moved to authorize Treasurer Anderson to look into a vehicle for investing \$50,000 based on her knowledge of scholarship foundation options; the motion was seconded by Boardmember Swisher.

General discussion ensued regarding providers, funds, and the potential for Treasurer Anderson to negotiate and bring back a final proposal to the Executive Committee for approval.

President-Elect Roberts moved to amend the main motion to add that any final transaction will come back to the Executive Committee for final approval; the motion was seconded by Boardmember Swisher. On vote,

Motion carried (11-0).

MAIN MOTION, AS AMENDED: To authorize Treasurer Anderson to look into a vehicle for investing \$50,000 based on her knowledge of scholarship foundation options; and that any final transaction will come back to the Executive Committee for final approval.

On vote,

Main Motion, as amended, carried (11-0).

6. Committee Business/Reports

a. Audit Committee

Treasurer Anderson noted the written report included in the meeting agenda packet.

Boardmember Swisher moved to approve the Audit Report as presented; the motion was seconded by Boardmember Kammer. On vote,

Motion carried (11-0).

b. Awards Committee

Immediate Past President Burke noted five nominations have been received by the Awards Committee for consideration of the Clerk of the Year Award and President's Award of Distinction. General discussion ensued regarding the average number of nominations received.

c. Budget Committee

President-Elect Roberts reviewed the draft 2017-2018 WMCA Budget. General discussion ensued regarding appropriate edits to the following items: revenues – money market savings interest and NCI Director lodging; expenditures – fall academy, annual conference (audio visual, meals, printing/postage, supplies), and NCI Director travel; additional typographical errors to be corrected; and the potential to budget for website upgrades in the 2018-2019 Budget.

d. Bylaws Committee

President Corin noted the Bylaws Committee Report in the meeting materials, and three proposed amendments to the WMCA Bylaws regarding: 1. the addition of a new membership classification 'Honorary Retiree Members;' 2. 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 3. designating the Elections Officer and Elections Auditor as a co-chair of their respective committees.

General discussion ensued regarding the proposed amendments, adjusting the Honorary Retiree Member criteria to be more subjective, and minor adjustments to the co-chair amendment. During discussion -- President Corin stated the meeting would recess for lunch.

NOTE: The meeting recessed at 11:54 a.m. and reconvened at approximately 12:26 p.m.

After discussion, the recommended language for the proposed amendments reads as follows:

-- Amendment #1 – Article 3, Section 1 - ADD - **Honorary Retiree Members: Retiring members that have maintained at least ten years of membership, and at least one of the following: obtained their Certified Municipal Clerk (CMC) designation, served on the WMCA Executive Committee, served as a WMCA Committee Chairperson, or received the Clerk of the Year Award/President's Award of Distinction, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership.**

-- Amendment #2 – Article 4, Section 6 - ADD - **If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.**

--Amendment #3 – Article 5, Section 1 - AMEND - Elections Officer and Elections Auditor. Each year the Membership Committee Chair shall select, from among the committee members, an Elections Officer. **The Elections Officer shall be designated a co-chair of the Membership Committee.** Additionally, each year the Audit Committee Chair shall select, from the committee members, an Elections Auditor. **The Elections Auditor shall be designated a co-chair of the Audit Committee.** The Elections Auditor shall not be a member

of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.

Boardmember Swisher moved to accept all amendments as discussed, and request the proposed amendments to the WMCA Bylaws be presented to the full membership at the WMCA Annual Business Meeting in March for a vote; the motion was seconded by Treasurer Anderson. On vote,

Motion carried (11-0).

e. Conference Planning Committee

Boardmember Swisher provided a report on Conference Planning, including: lodging/food/registration numbers for the upcoming conference and locations for the 2019 and 2021 conferences.

General discussion ensued regarding the 2017 conference, including: local activities for free evenings, including a 'conference essentials' piece in the March newsletter, and the banquet night toast; and the potential to go 'paperless' for the 2018 conference with the purchase of a conference mobile app.

f. Education Committee

Vice President Olsen noted the Education Committee report in the meeting materials, which includes the draft conference schedule and call to conference; queried the Executive Committee regarding WMCA's position regarding proposed PRA legislation; and noted that Education Committee Co-Chair Joanna Sanders will be taking over the Chair position for the 2017-2018 year.

General discussion ensued regarding deferring to the membership regarding positions on legislation.

g. Education Coordinator

Vice President Olsen noted the Education Coordinator report in the meeting materials from Ms. Ali Spietz; including information on the 2017 Spring Academy, 2017 Athenian Dialogue, and an update on the Northwest Clerk's Institute (NCI) – cancellation of Professional Development (PD) IV in 2017 and increase in registration costs.

General discussion ensued regarding academy and Athenian dialogue attendance, the future of PD IV (NCI may alternate years offered), and additional educational opportunities for certification points.

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 new charm bracelets, lanyards, and corkscrews; and collection of items for the auction.

General discussion ensued regarding auction items, fundraising events, and the potential for a new WMCA membership pin design.

h. Historical Committee

Boardmember Boltz noted the report included in the meeting packet and provided an update on a picture contest idea for the 2017 conference and committee planning for the 2020 conference.

i. Legislative Committee

Boardmember Kammer noted the Legislative Committee report in the meeting materials, plan for the Committee to attend the 2017 Legislative Session on January 22, 2017, and search for a new committee chairperson for 2017-2018.

General discussion ensued regarding the process to solicit chair volunteers.

j. Membership Committee

Secretary Adkisson reported on the following topics: 2016-2017 new members, membership information on the website/forms, Welcoming Sub-Committee, Partnership Program, Elections, and first time attendee events at the 2017 Conference.

General discussion ensued throughout the report regarding updating the membership forms in 2017, elections and voting, creation of a voter's pamphlet, and first time attendee events at conference.

k. Newsletter Committee

President Corin noted the report included in the meeting agenda packet. General discussion ensued regarding limiting the featured clerk article to one page, featuring new board members in future editions, reports from the eastern regional clerk groups, sending an Executive Committee member to attend eastside regional meetings and reporting on activities of interest, and switching off between featuring a west side and eastside clerk in the featured clerk section.

l. Scholarship Committee

Boardmember Estrada noted the report provided in the meeting agenda packet, and reviewed scholarship applications received to-date that are still in review for finalization and award.

m. Webmaster

Boardmember Boltz noted the report included in the meeting materials; and request to allocate budgetary funds in 2017-2018 for research and development of a new website.

7. Other Business

General discussion ensued regarding additional training opportunities for IIMC certification and potential scholarships thereto.

a. Email Ratifications

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

1. November 23, 2016 – setting April 15, 2017, as the 2017 Northwest Clerk’s Institute scholarship application deadline.
2. November 27, 2016 – approving up to an \$800.00 contribution to the NCI Director’s lodging accommodations during the 2017 institute.

Vice President Olsen moved to ratify the November 23, 2016, and November 27, 2016, email decisions, as presented; the motion was seconded by Boardmember Duncan. On vote,

Motion carried (11-0).

8. Good of the Order

Vice President Olsen thanked Boardmember Estrada for her time on the Executive Committee, as she was not running for another term; and President Corin noted that it was also Immediate Past President Burke’s final board meeting.

Boardmember Swisher stated she may miss the March 24, 2017, Executive Committee Meeting, as she will be travelling that day. General discussion ensued regarding setting up conference call equipment for Boardmember Swisher to call in for the meeting.

9. Next Meeting

The next WMCA Executive Committee meeting will be held Friday, March 24, 2017, at the Alderbrook Resort & Spa in Union, Washington, at approximately 12:30 p.m.

9. Adjournment

There being no further business, Immediate Past President Burke moved to adjourn the meeting; no objections were noted, and President Corin adjourned the meeting at 2:26 p.m.

Minutes approved at the WMCA Executive Committee Meeting of March 24, 2017.