



## WASHINGTON MUNICIPAL CLERKS ASSOCIATION

47th ANNUAL BUSINESS MEETING

Thursday, March 23, 2017, 9 a.m.

Alderbrook Resort & Spa, Union, WA

### MINUTES

#### 1. Greetings

President Shannon Corin called the 47th Annual Business Meeting of the Washington Municipal Clerks Association to order at 9 a.m.

#### 2. Executive Committee Introductions

President Corin introduced the Executive Committee: Immediate Past President Debbie Burke, President-Elect Dee Roberts, Vice President Virginia Olsen, Secretary Elizabeth Adkisson, Treasurer Gina Anderson, and Board Members Jill Boltz, Susan Duncan, Deb Estrada, Debbie Jermann, Kay Kammer, and Paula Swisher.

President Corin called for any changes to the agenda; no amendments or objections were noted and the agenda was approved as presented.

#### 3. Resolution of Appreciation

President Corin read a Resolution of Appreciation recognizing the staff at the Alderbrook Resort & Spa as well as the WMCA members who planned and coordinated the conference.

Vice President Virginia Olsen **MOVED**, seconded by President-Elect Roberts, to adopt the Resolution of Appreciation. The motion **PASSED** unanimously.

#### 4. Approve Meeting Minutes

The minutes of the 46th Annual Business Meeting held on March 17, 2016, were provided in the meeting packet. Hearing no objection, President Corin dispensed with the reading of the minutes and called for any changes to the minutes. No amendments or objections were noted; and the minutes were approved as presented.

#### 5. Treasurer's Report

Treasurer Anderson noted the report included in the annual meeting materials, and reported on the following topics: expenditures and revenues, WMCA website, voting software, paypal, gifts, and miscellaneous charges.

Treasurer Anderson asked if there were questions and there were none. President Corin noted the Treasurer's report will be kept on file.

## 6. Audit Committee Report

Audit Committee Chair Cindy Marbut presented the Audit Committee Report. She stated the committee met on May 25, 2016, and January 18, 2017, to review the WMCA financial and corporate records for 2016. Chair Marbut thanked the Audit Committee and Treasurer Anderson for their work on the Annual Audit.

Chair Marbut **MOVED**, seconded by Vice President Olsen, to accept the Audit Report. The motion **PASSED** unanimously.

President Corin thanked the Audit Committee for their work.

## 7. Election Results

President Corin reviewed the results of the 2017 WMCA General Election, recognized and congratulated the newly elected, and thanked Elections Officer Leana Johnson and Elections Auditor Molly Towslee.

## 8. Bylaws Committee Report

President Corin noted the proposed amendments to the WMCA Bylaws included in the Annual Meeting materials. Bylaws Committee Chair Jodee Schwinn reviewed each proposal and thanked the Bylaws Committee for their work on these items.

Chair Schwinn **MOVED**, seconded by Member Mari Ripp, to approve amendments 1A (amending Article 3, Section 1, by adding a new Membership Class E. Honorary Retiree Member) and 1B (amending Article 3, Section 2, by adding a new Member Class Definition E. Honorary Retiree Member). The motion **PASSED** unanimously.

Chair Schwinn **MOVED**, seconded by Boardmember Swisher, to approve amendment 2 (amending Article 4, Section 6, by adding "If, after the Candidate Application 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.").

Discussion ensued regarding reasoning behind the proposed amendment (low voter turnout, timing, special elections procedures, cost savings), current procedures, and candidate qualification review through the elections audit.

The motion **PASSED** unanimously.

Chair Schwinn **MOVED**, seconded by Member Heidi Napolitano, to approve amendment 3 (amending Article 5, Section 1, by substituting "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.”).

Discussion ensued regarding the intent of the proposed amendment – to award certification points for the extended work of the Elections Officer and Auditor.

The motion **PASSED** unanimously.

Chair Schwinn **MOVED**, seconded by Treasurer Anderson, to approve amendment 4 (amending Article 7, Section 2, to add that 50 active members shall constitute a quorum at the annual meeting).

Discussion ensued regarding noticing/vetting through the Bylaws Committee, reasoning behind the proposed amendment (defining a quorum, low member turnout), and choosing a number rather than a percentage

The motion **PASSED**, with three members in opposition.

Chair Schwinn recognized the Bylaws Committee.

## **9. Budget Committee Report**

President-Elect Roberts briefly reviewed the proposed 2017-2018 Budget and spoke about some of the highlights including total revenues and expenditures.

Discussion ensued regarding increasing conference costs/expenditures, budgeting for/scheduling an Athenian Dialogue in 2017, and interest in holding a two-day fall “mini-conference” with Academy and Athenian Dialogue sessions.

President-Elect Roberts **MOVED**, seconded by Treasurer Anderson, to approve the 2017-2018 Budget. The motion **PASSED** unanimously.

## **10. Other Committee Reports**

President Corin noted the additional Committee Reports included in the Annual Business Meeting materials (Awards, Conference Planning, Education, Fundraising, Membership, Newsletter, and Scholarship); and recognized all those members serving on WMCA committees in the past year.

## **11. Good of the Order**

Members Alice Attwood and Ali Spietz requested a review of the scholarship criteria. Discussion ensued regarding current criteria and the application/award process. President-Elect Roberts noted the program has evolved and the criteria should be reviewed; and the Executive Committee will discuss the matter at their next meeting.

Member Spietz noted the Northwest Clerks Institute scholarships applications are open until April 17, 2017; and Vice President Olsen noted Professional Development IV will not be offered in 2017, and will return in 2018.

President-Elect Roberts noted an ailing Clerk and a notebook provided for comments of encouragement, should members like to contribute.

## **12. Adjournment**

There being no further business to come before the membership, President Corin declared the 47th Annual Business Meeting adjourned at 9:48 a.m.

*Minutes approved at the WMCA 48<sup>th</sup> Annual Business Meeting of March 15, 2018.*

### **Next Meeting**

*48<sup>th</sup> Annual Business Meeting – Thursday, March 14, 2018 - Red Lion, Pasco, Washington*