



EXECUTIVE COMMITTEE MINUTES

Friday, March 24, 2017, 12:30 p.m.

Alderbrook Resort & Spa, Union, WA

1. Call to Order and Roll Call

Ms. Dee Roberts, WMCA President, called the meeting to order at approximately 12:27 p.m. 2017-18 WMCA Executive Committee members present included: President Roberts, President-Elect Virginia Olsen, Vice President Paula Swisher¹, Secretary Elizabeth M. Adkisson, Treasurer Gina Anderson, Boardmembers Jill Boltz, Shawn Campbell, Melissa Collins, Susan Duncan, Debbie Jermann, Kay Kammer, and Immediate Past President Shannon Corin.

a. Welcome to Shawn and Melissa

President Roberts welcomed new Boardmembers Campbell and Collins.

b. Appoint Annual Parliamentarian

President Roberts nominated Immediate Past President Corin to serve as Parliamentarian; Immediate Past President Corin accepted.

President Roberts moved to appoint Immediate Past President Corin as 2017-18 Parliamentarian; the motion was seconded by Boardmember Boltz. On vote,
Motion carried (11-0).

c. Updated Binder Handouts

President Roberts noted the updated Executive Committee (EC) binder handouts, and additional changes needed (Boardmembers Duncan and Campbell – CMCs); updated versions will be emailed to the EC.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of January 27, 2017

President Roberts called for any corrections to the January 27, 2017, Executive Committee Meeting minutes; none were noted.

President Roberts noted that, without objection, the Executive Committee Meeting Minutes of January 27, 2017, would be approved. No objections were noted. Minutes approved (11-0).

¹ SECRETARY'S NOTE: Vice President Swisher attended portions of the meeting via teleconference; and was present when noted in the minutes/voting/etc.

3. Treasury-Related Reports

a. World Points

President Roberts 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/transfer of points and issuing a card for the Education Coordinator.

Immediate Past President Corin moved to issue a card to the WMCA Education Coordinator (as opposed to the Education Committee Chairperson); the motion was seconded by President-Elect Olsen. On vote,

Motion carried (11-0).

b. Appoint a Back-Up Treasurer

President Roberts queried those who would be interested in serving as 2017-18 Back-Up Treasurer. Boardmember Kammer offered to serve in the position.

President-Elect Olsen moved to appoint Boardmember Kammer as 2017-18 Back-Up Treasurer; the motion was seconded by Boardmember Duncan. On vote,

Motion carried (11-0).

4. New Business²

a. Executive Committee – Eastern State Representation

Discussion ensued regarding representation on the EC from the east side of the state, difficulty in physical participation/travel/costs, and the possibility to amend the Bylaws/EC Job Descriptions to allow for attendance via teleconference (example – up to two meetings may be attended by teleconference, with presidential approval). President Roberts noted she will look into these proposed amendments and bring back for further discussion at the June EC Meeting.

President Roberts stated the meeting would recess for lunch.

NOTE: The meeting recessed at 12:56 p.m. and reconvened at approximately 1:24 p.m.

b. Scholarship Accounting

Treasurer Anderson noted the current procedure for the accounting of scholarships awarded and requested to alter the accounting procedures for efficiency.

² SECRETARY'S NOTE: All New Business Items were added at the time of the meeting.

Boardmember Kammer moved to allow Treasurer Anderson to alter the accounting procedures for the award of scholarships; the motion was seconded by President-Elect Olsen. On vote,

Motion carried (11-0).

a. Executive Committee – Districting of Boardmember Positions

Discussion ensued regarding the potential to set up districts for the EC Boardmember positions, nearby state clerk associations that do so, representation on the EC from the eastern side of the state, regional clerk groups in Washington, and the potential to assign a board liaison to regions/districts. President Roberts noted she will look into districting, assigning regional board liaisons, and regional clerk groups; and bring back for further discussion at the June EC Meeting.

5. Old Business

a. Scholarship Foundation Update

Treasurer Anderson presented information regarding an Annuity Application Packet with Manhattan Life Group (Western United Life/Manhattan Life) for the formation of the WMCA Scholarship Foundation; including: ownership details, agreement terms, investment of fifty thousand dollars (\$50,000), and the draft agreement.

Boardmember Duncan moved to accept the draft agreement; the motion was seconded by Boardmember Kammer. On vote,

Motion carried (11-0).

6. Committee Business/Reports

President Roberts noted the new EC Liaison for the Newsletter Committee – Boardmember Collins and new Education Committee Co-Chair – Ms. Terri Wright, Kennewick.

a. Audit Committee

Immediate Past President Corin noted the written report included in the meeting agenda packet; and the continuation of Ms. Cindy Marbut, Yacolt, as Chairperson.

b. Awards Committee

No report given at the time of the meeting.

c. Budget Committee

No report given at the time of the meeting.

d. Bylaws Committee

The Executive Committee offered their appreciation to the 2016-17 Bylaws Committee for their work on the amendments approved at the 47th Annual Business Meeting; Boardmember Jermann, Committee Liaison, recognized Ms. Jodee Schwinn, Committee Chairperson, for her excellent work with the Committee on the amendments and presentation to the membership thereof.

e. Conference Planning Committee

Vice President Swisher noted the Conference Planning Report included in the meeting materials; the appointment of Sub-Committee Chairpersons – Ms. Keri MacDonald, Cheney, and Ms. Jodi Wycoff, Duvall; reported on the continued search for 2019 annual conference locations; and provided feedback on the 2017 conference/location.

General discussion ensued regarding the 2017 conference (what worked well and challenges encountered) and potential sites for the 2019 conference (Clearwater Casino – Suquamish; Hotel RL – Olympia; Great Wolf Lodge – Centralia; and Semiahmoo – Blaine). By EC consensus, the Conference Planning Committee will continue to pursue the options of Clearwater Casino, Hotel RL Olympia, and Semiahmoo.

f. Education Committee

President Roberts noted the 2017-18 Committee Chair – Ms. Joanna Sanders, Port Townsend, and Co-Chair – Ms. Terri Wright, Kennewick.

President-Elect Olsen reported on the following topics: 2018 Fall Academy/Athenian Dialogue sessions and potential speakers/topics for the 2018 conference (HR/Treasurer topics, HR roundtables, PRA exemptions/redactions class)

General discussion ensued regarding speakers and topics for the 2018 conference (public records panel, HR, performance reviews/evaluations/job descriptions/etc., notary class, contextual leadership).

g. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: new Committee Co-Chair – Ms. Deborah Estrada, Sunnyside; and charm bracelet sales.

General discussion ensued regarding the charm bracelets (Boardmember Jermann volunteered to look into another vendor for next year's conference); fundraising ideas for the 2018 conference/theme; and proceeds from the 2017 live auction (\$2975).

h. Historical Committee

Boardmember Boltz noted the report included in the meeting packet; the continuation of Committee Chairperson - Ms. Stephanie Haug, Benton City; photographer for 2018 conference; and transfer of historical 'Quills' to Washington State Archives.

i. Legislative Committee

President Roberts noted the 2017-18 Legislative Committee Co-Chairs: Past President Debbie Burke, Normandy Park, and Ms. Tisha Gieser, Issaquah. Boardmember Kammer, Committee Liaison, noted the excitement of the new chairs and ideas for the 2017-18 committee. General discussion ensued regarding the WMCA representative to the AWC Legislative Committee.

j. Membership Committee

Secretary Adkisson noted the report included in the packet, and provided an update on the following topics: 2016-2017 new members; subcommittees - welcoming, partnership program, recruitment, and elections; and 2017 Annual Conference First Time Attendees (FTA) events.

General discussion ensued regarding 2018 Conference FTA events, opening registration earlier (Monday night), and potential to beta test a conference app.

k. Newsletter Committee

President Roberts noted the 2017-18 Newsletter Committee Co-Chairs: Ms. Melody Valiant, Tumwater, and Ms. Rachel Carl, Ocean Shores. General discussion ensued regarding newsletter format and regular sections; getting rid of the 'LOL' and 'grammar corner' sections; adding advertisements/vendors (the EC requested the Committee to look into this concept); items for the April newsletter (Clerk of the Year/Presidents Award of Distinction article, information on scholarships deadlines, and NCI Professional Development registration); and limiting the 'Featured Clerk' article to one page.

l. Scholarship Committee

President Roberts noted the continuation of Committee Chairperson – Ms. Megan Gregor, Renton. General discussion ensued regarding scholarship criteria, scoring, assessment, and award procedures. The EC requested the Committee look into the creation of specific criteria for scholarship application, assessment, and award; and, in the interim, requested all questionable applications to be submitted to the EC for assessment and potential award.

m. Webmaster

Boardmember Boltz reported on website improvements, potential for a new website design, and assistance of the Historical Committee to determine what information should be included on the new website.

7. Other Business

a. Email Ratifications

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

1. February 28, 2017 – requesting the Bylaws Committee prepare an amendment related to attendance required at the Annual Business Meeting, specifically Article VII, Meetings, Section 2, Annual Meeting, to add “50 active members shall constitute a quorum at the annual meeting.”
2. March 8, 2017 – approving the photographer for the 2017 Annual Conference at a rate of \$725 and amending the budget accordingly.

Immediate Past President Corin moved to ratify the February 28, and March 8, 2017, email decisions, as presented; the motion was seconded by President-Elect Olsen. On vote,

Motion carried (11-0).

8. Good of the Order

There were no items ‘for the good of the order.’

8. Next Meeting

President Roberts reviewed the 2017-18 EC meeting schedule; and noted the next WMCA Executive Committee meeting will be held Friday, June 2, 2017, at the City of South Bend, in South Bend, Washington, at approximately 10:00 a.m.

9. Adjournment

There being no further business, Boardmember Duncan moved to adjourn the meeting; the motion was seconded by Treasurer Anderson. On vote,

Motion carried (11-0).

Minutes approved at the WMCA Executive Committee Meeting of June 2, 2017.