



**EXECUTIVE COMMITTEE MINUTES**  
Friday, June 2, 2017, 10:00 a.m.  
City of South Bend, City Hall, South Bend, WA

1. Call to Order and Roll Call

Ms. Dee Roberts, WMCA President, called the meeting to order at approximately 10:19 a.m. 2017-18 WMCA Executive Committee members present included: President Roberts, President-Elect Virginia Olsen, Vice President Paula Swisher, 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.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of March 24, 2017

President Roberts called for any corrections to the March 24, 2017, Executive Committee Meeting minutes; there being none, the minutes were approved as presented.

3. Treasury-Related Reports

a. Treasurer Report

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

General discussion ensued regarding 2017 conference fees (budget vs. actual), varying conference fees based on location, and travel fees to the IIMC conference.

b. World Points -- *No report was given at the time of the meeting; written reports were included in the meeting materials.*

4. Old Business

a. East Side Representation

President Roberts reported on conversations with a number of clerks from the east side of the state in regards to representation on the Executive Committee and involvement in WMCA. In general, all positive feedback was received regarding current EC representation; clerks expressed hardships regarding work load/pressures, taking time off, records requests processing, and no back-up staffing; and regional clerk groups are rarely successful.

General discussion ensued regarding the possibility of attending Executive Committee meetings via skype/conference call; and looking further into Bylaw/job description amendments to allow for this type of participation.

b. AWC Legislative Committee Representatives<sup>1</sup> *(item added at the time of the meeting)*

President Roberts noted the new WMCA representatives to the AWC Legislative Committee (Debbie Burke, Normandy Park and Tisha Gieser, City of Issaquah). Discussion ensued regarding verification with AWC of the new representatives; Boardmember Kammer stated she will verify with AWC.

c. IIMC Education<sup>2</sup> *(item added at the time of the meeting)*

President Roberts noted that there was much discussion at the IIMC Annual Conference regarding online training opportunities and their effect on in-person trainings sessions and clerk institutes. Discussion ensued regarding certification points distribution, in-class training requirements, potential missed networking opportunities, different state struggles with in-class opportunities/funding/etc., the state specific certification option, and continuing education options.

5. New Business

a. IIMC New and Cancelled Members

President Roberts reported that WMCA is now receiving monthly notifications regarding IIMC new and cancelled members from Washington; and Secretary Adkisson noted these lists are being utilized to double check membership and contact those not yet members of WMCA. Discussion continued regarding recruitment of new members and promoting WMCA membership and training opportunities.

6. Committee Business/Reports

a. Audit Committee

Immediate Past President Corin noted the upcoming Audit Committee Meeting in October.

b. Awards Committee

Immediate Past President Corin noted the report included in the agenda packet materials; and reported on the 2018 Awards Committee activities (press release issued, awards to be noticed in upcoming newsletters, and letters to entities to be sent in the fall).

c. Budget Committee

President-Elect Olsen noted the 2018-19 Budget discussions will begin in the fall.

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<sup>1</sup> SECRETARY'S NOTE: Item addressed out of order at the time of the meeting.

<sup>2</sup> SECRETARY'S NOTE: Item addressed out of order at the time of the meeting.

d. Bylaws Committee

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

e. Conference Planning Committee

Vice President Swisher noted the Conference Planning Report included in the meeting materials; and reported on the continued search for 2019 and 2021 annual conference locations. Discussion ensued regarding location site visits and potential conference speakers (Matt Walker; etc.).

f. Education Committee

President-Elect Olsen noted the report included in the agenda packet materials and reported on feedback received regarding the 2017 Annual Conference education sessions. General discussion ensued regarding speakers and topics for the 2018 conference (in general - human resources, finance, notary, parliamentary procedure, public disclosure requests/new legislation, supervision, succession/transition planning, utilities, and risk management).

g. Education Coordinator

President-Elect Olsen provided an update on the fall mini conference – the Athenian dialogue is to be held Thursday and academy session is to be held Friday, location to be determined, and date sometime in September/October 2017. Discussion ensued regarding future Athenian sessions and fall academies/mini conferences.

h. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: items and forms for the WMCA store and sweatshirts. General discussion ensued regarding fundraising ideas for the annual conference, raffle items, sweatshirt presale/ordering, donations to the WMCA store, WMCA logo, bracelets/charms, and beaded name badge necklaces.

i. Historical Committee - *There was no report provided at the time of the meeting.*

j. Legislative Committee

Boardmember Kammer reported on the committee tour of the Washington State Capitol, bills passed in the 2017 session and article to be included in the next newsletter thereon, and requested any pressing legislative issues be forwarded as soon as possible (to be passed along to AWC).

k. Membership Committee

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

President Roberts stated the meeting would recess for lunch.

*NOTE: The meeting recessed at 12:10 p.m. and reconvened at approximately 12:44 p.m.*

General discussion ensued regarding 2018 Conference FTA events (conference buddies, breakfast, survival kit, and giveaways), VIP inclusion and welcome packet of information, potential amendments to Executive Committee Job Descriptions regarding VIP duties, and providing a one page conference info sheet to FTAs the week prior/clerks upon check-in to the hotel.

l. Newsletter Committee

Boardmember Collins noted the report included in the agenda packet materials and reported on the newsletter format/design and the LOL and grammar pages. Discussion ensued regarding the 'featured clerk' article length/title/list of those featured, adding 'fun' material and a new clerk spotlight, future newsletter assignments/article writing from committees, and potential redesign.

Immediate Past President Corin moved to authorize the redesign of the newsletter; the motion was seconded by Treasurer Anderson. On vote,  
Motion carried (12-0).

m. Scholarship Committee

President Roberts noted the report included in the packet and read comments from Chairperson Megan Gregor into the record. Discussion ensued regarding the criteria/ranking for awarding scholarships and potential minor amendments thereto.

President-Elect Olsen moved to approve the new application form and scoring criteria, as presented; the motion was seconded by Boardmember Jermann. On vote,  
Motion carried (12-0).

The Executive Committee expressed their appreciation to Chairperson Gregor, and the Committee, for their excellent work in facilitating the Scholarship Program.

Discussion ensued regarding Committee Liaison to Liaison communications.

n. Webmaster

Boardmember Boltz noted the report included in the agenda packet materials and reported on expanding website administrator rights to the Membership Committee Chairperson (approved with no objections) and the upcoming website redesign.

7. Other Business

a. Email Ratifications<sup>3</sup>

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

- April 25, 2017 – approving all scholarship applications for 2017 NCI professional development courses.

Boardmember Kammer moved to ratify the April 25 2017, email decision, as presented; the motion was seconded by Boardmember Boltz. On vote,  
Motion carried (12-0).

b. Updated Meeting Schedule

President Roberts noted the updated forms and meeting schedule included in the agenda packet materials

8. Good of the Order -- *There were no items 'for the good of the order.'*

9. Next Meeting

President Roberts noted the next WMCA Executive Committee meeting will be held Friday, October 6, 2017, at the Red Lion Hotel Pasco, in Pasco, Washington, at approximately 10 a.m.

10. Adjournment

There being no further business, Boardmember Jermann moved to adjourn the meeting; the motion was seconded by President-Elect Olsen. On vote,

Motion carried (12-0).

The meeting was adjourned at approximately 2:35 p.m.

*Minutes approved at the WMCA Executive Committee Meeting of October 6, 2017.*

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<sup>3</sup> SECRETARY'S NOTE: Item addressed out of order at the time of the meeting.