



EXECUTIVE COMMITTEE MINUTES

Friday, October 6, 2017, 10:00 a.m.

Red Lion Hotel, Pasco, WA

1. Call to Order and Roll Call

Ms. Dee Roberts, WMCA President, called the meeting to order at approximately 10:05 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 June 2, 2017

President Roberts called for any corrections to the June 2, 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 Budget vs. Actual, Checking Register, Savings Register, Scholarship Register, and the Membership Reconciliation for 2017-18.

b. World Points

President Roberts called for any questions regarding the reports included in the agenda packet; and general discussion ensued regarding online access and reporting.

4. Old Business

a. AWC Legislative Representatives

President Roberts noted Boardmember Kammer has verified the WMCA representatives to the AWC Legislative Committee (Debbie Burke, Normandy Park, and Tisha Gieser, Issaquah).

5. New Business

a. IIMC *Don't be a Shellfish/Santa Claws* Fundraiser

President Roberts noted IIMC fundraising materials included in the agenda packet for the IIMC Foundation Santa Claws Raffle.

b. IIMC Vice President Campaign – Anne E. Uecker

President Roberts noted the letter received from Ms. Anne E. Uecker, MMC/WCPC, City Clerk/Treasurer for the City of St. Francis, WI, included in the agenda packet; and queried whether the Executive Committee/WMCA has supported candidates for IIMC Vice President in the past. General discussion ensued regarding providing candidate received materials to the WMCA membership via newsletters, e-blasts, conference materials, etc.; and allowing candidates time to speak at the annual conference, if in attendance.

c. Positions up for Election

President Roberts reviewed the terms of office ending in March 2018 and positions to be included in the 2018 General Elections. Discussion ensued regarding terms and additional positions with potential terms ending in the near future (IIMC Regional IX representatives; the NCI Committee; etc.). President Roberts noted she will add terms to the EC contact list and re-distribute.

6. Committee Business/Reports

a. Audit Committee

Immediate Past President Corin noted the report included in the agenda packet materials; and completion of the annual audit report.

b. Awards Committee

Immediate Past President Corin noted the report included in the agenda packet materials; and noted submission documentation will be posted on the WMCA website, with a deadline of January 15, 2018. General discussion ensued regarding forms and submission format.

c. Budget Committee

President-Elect Olsen noted the 2018-19 Budget discussions will be scheduled in the next few months.

d. Bylaws Committee

Boardmember Jermann noted the report included in the agenda packet materials; and new committee members.

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, including cost comparisons for five potential locations.

Discussion ensued regarding potential locations (Hotel RL Olympia, Semiahmoo, Heathman Vancouver, Hilton Vancouver, and Clearwater Resort); east and west state options and cost/attendance differentiation; switching to a three year rotation (two years east; one year west) as opposed to every other year; and a potential survey of the membership on this matter. In general, the Executive Committee agreed in selecting a 2019 site and then surveying the membership on a continuing conference location strategy.

President-Elect Olsen moved to pursue Semiahmoo as the 2019 Conference Site; the motion was seconded by Immediate Past President Corin. On vote,
Motion carried (12-0).

Discussion ensued regarding Conference VIP duties, what other local states do, and the potential to re-distribute the duties and amend the President-Elect job description.

President-Elect Olsen moved to strike the VIP duties from the President-Elect job description; the motion was seconded by Immediate Past President Corin. On vote,
Motion carried (12-0).

Vice President Swisher noted she will collect the data requested (past six conferences cost/attendance differentiation) for a continued discussion regarding a conference location/rotation strategy and membership survey.

f. Education Committee

President-Elect Olsen noted the report included in the agenda packet materials and reported on education planning for the 2018 annual conference and potential topics; and the need to issue advanced payment to the proposed keynote speaker. Discussion ensued regarding potential speakers/topics.

President-Elect Olsen moved to authorize the treasurer to issue payment of the \$5,000 speaker fee in advance, with the remaining \$500 in travel expenses following the conference; the motion was seconded by Vice President Swisher. On vote,

Motion carried (12-0).

Discussion continued regarding potential topics and speakers.

g. Education Coordinator

President-Elect Olsen noted the report included in the agenda packet materials and reported on the 2017 Spring Academy and Athenian dialogue, the 2017 Fall Mini Conference (Athenian Dialogue/Academy), 2018 Spring Academy, 2018 Athenian Dialogue, and an NCI Update. Discussion ensued regarding holding a 2018 Fall Mini Conference.

Immediate Past President Corin moved to hold a Athenian Dialogue and Academy Session two-day fall mini-conference in 2018; the motion was seconded by Vice President Swisher. On vote,

Motion carried (12-0).

Discussion ensued regarding Athenian sessions and locations/dates for the 2018 Fall Mini Conference. The EC confirmed opening up registration to all members for the Athenian Dialogue, and the pricing structure (\$150 per day; \$250 for 2 days; and a \$50 cancellation fee if within a month of the conference).

h. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: WMCA sweatshirt pre-ordering, raffle ticket sales, and potential raffle sponsorships. General discussion ensued regarding raffle sponsorships.

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

President Roberts stated the meeting would recess for lunch.

NOTE: The meeting recessed at 11:53 a.m. and reconvened at approximately 12:49 p.m.

j. Legislative Committee

Boardmember Kammer noted the report included in the meeting materials and reported on the upcoming committee meeting – October 21, 2017, at North Bend City Hall. Potential 2018 legislative priorities are to be emailed to Boardmember Kammer for the Committee's consideration.

k. Membership Committee

Secretary Adkisson noted the report included in the packet and provided an update on the following topics: the 2017 Fall Mini Conference membership event; special purpose district clerk recruitment; offering the small cities scholarship for qualifying first time members; and the upcoming 2018 General Elections. Discussion ensued throughout regarding the mini-conference event, recruitment, and an elections pamphlet for the 2018 General Election.

l. Newsletter Committee

Boardmember Collins noted the report included in the agenda packet materials and reported on the upcoming featured clerks' line-up and new format. Discussion ensued regarding including helpful parliamentary procedure information and newsletter reading statistics.

m. Scholarship Committee

Boardmember Campbell noted the report included in the packet; noted the most recent scholarships cycle went well; and that Scholarship Committee Chairperson Gregor will be bringing back proposed language regarding the accountability portion of receiving a scholarship, as well as an appeals process for a denied scholarship, for EC consideration. Discussion ensued regarding accountability, contribution to WMCA committees, potential solutions for tracking accountability, communication between the Scholarship and Conference Planning Committees regarding those receiving a rooming scholarship for annual conference, and the potential to limit numbers of members to the Scholarship Committee.

n. Webmaster

Boardmember Boltz noted the continued effort to update the current website and make it more 'user friendly;' as well as continuing to look into the possibility of a complete website redesign.

7. Other Business

a. Email Ratifications

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

- June 13, 2017 – allowing the Conference Planning Committee Chair (Boardmember Swisher) to sign the necessary documents for the Fall Mini Academy at the Red Lion in Pasco, Washington.

Boardmember Duncan moved to ratify the June 13, 2017, email decision, as presented; the motion was seconded by President-Elect Olsen. On vote,
Motion carried (12-0).

8. Good of the Order

Discussion ensued regarding the following topics: flowers for Hester and her scheduled celebration of life event; Call for 2018-19 Committee Chairs to be advertised via email/newsletter; and Annual Conference VIP events.

9. Next Meeting

President Roberts noted the next WMCA Executive Committee meeting will be held Friday, January 26, 2018, at South Bend City Hall, South Bend, Washington, at approximately 10 a.m.

10. Adjournment

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

Motion carried (12-0).

The meeting was adjourned at approximately 2:13 p.m.

Minutes approved at the WMCA Executive Committee Meeting of January 26, 2018.