



## EXECUTIVE COMMITTEE MINUTES

Friday, January 26, 2018, 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 10:20 a.m. 2017-18 WMCA Executive Committee members present included: President Roberts, President-Elect Virginia Olsen, Vice President Paula Swisher<sup>1</sup>, Secretary Elizabeth M. Adkisson, Treasurer Gina Anderson, Boardmembers Jill Boltz, Shawn Campbell, Susan Duncan, Debbie Jermann, Kay Kammer, and Immediate Past President Shannon Corin. Boardmember Melissa Collins was not in attendance, and excused without objection.

### 2. Approve Agenda and Meeting Minutes

#### a. Executive Committee Meeting of October 6, 2017

President Roberts called for any corrections to the October 6, 2017, Executive Committee Meeting minutes; none were noted.

Vice President Olsen moved to approve the October 6, 2017, Executive Committee Meeting minutes; the motion was seconded by Immediate Past President Shannon Corin. On vote,

Motion carried (10-0).

### 3. Treasury-Related Reports

#### a. Treasurer Report

Treasurer Anderson reported on the following topics: Balance Sheet, Profit & Loss Budget vs. Actual (condensed and expanded), Checking Register (May through December), Checking Reconciliation (December 2017), Savings Register (May through December 2017), and Savings Reconciliation (December 2017).

Discussion ensued regarding the executive committee/ board members travel budget, altering travel costs throughout the year, NCI director costs, and the future conference site deposit (Semiahmoo).

#### b. World Points

Treasurer Anderson noted the transferring of points to Vice President Swisher and the Education Committee for use at the Annual Conference. Discussion ensued regarding point usage.

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

4. Old Business

a. October 6, 2017, Follow-Up Notes

President Roberts noted the October 6, 2017, Executive Committee Follow-Up Notes included in the meeting materials.

5. New Business – NONE.

6. Committee Business/Reports

a. Audit Committee

Immediate Past President Corin noted the report included in the agenda packet materials; the Committee met January 22, 2018, and conducted an audit of the financial records for May through December 2017 and recommends approval.

Discussion ensued regarding the 2018-19 Audit Committee Chair position.

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

Motion carried (10-0).

b. Awards Committee

Immediate Past President Corin noted the report included in the agenda packet materials; five nominations were received and forwarded to President Roberts for selection of a Clerk of the Year and potential President's Award(s) of Distinction to be presented at the Annual Conference Banquet.

Discussion ensued regarding the awards application process, recognition of nominees – potentially in the May newsletter, encouraging clerks to nominate clerks, and providing a sample application as a reference.

c. Budget Committee

President-Elect Olsen noted the report and budget included in the agenda packet materials. Discussion ensued regarding fall and spring conference, mailing fees, and potentially purchasing or finding a sponsor for a conference app (in addition/in lieu of a conference booklet).

d. Bylaws Committee

President Roberts noted the report included in the agenda packet; no verbal report was given.

e. Conference Planning Committee

Vice President Swisher noted the Conference Planning Report included in the meeting materials. Discussion ensued regarding conference locations (east/west-side cost comparisons and disbursement), historical conference data (fees/attendance/etc.), and features of preferred locations. Vice President Swisher also noted entertainment for the annual conference will be provided by Mr. Scott Passey, City Clerk, City of Edmonds.

Immediate Past President Corin moved to cover Scott Passey's registration fees (academy/conference) in exchange for DJ/entertainment service at the annual conference; the motion was seconded by Boardmember Kammer. On vote,  
Motion carried (11-0).

Vice President Swisher noted proposed changes to the Vice President Job Description relating to annual conference "VIPs;" including travel arrangements to be provided by the attending VIP.

President-Elect Olsen moved to amend the Vice President Job Description as presented; the motion was seconded by Boardmember Kammer. On vote,  
Motion carried (11-0).

Discussion continued regarding future conference dates, locations, and prices; and posting this information on the WMCA website.

f. Education Committee

President-Elect Olsen noted the report included in the agenda packet materials and the conference schedule. Discussion ensued regarding the array of speakers/topics.

g. Education Coordinator

President-Elect Olsen noted the report included in the agenda packet materials and reported on spring academy registration, fall mini-conference, and NCI/PD. Discussion ensued regarding dates/locations for fall 2018 mini-conference and potential academy subjects/speakers.

h. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: raffle ticket sales, items for the WMCA store, auction items, and fundraising events at the annual conference. Discussion ensued throughout regarding items for the WMCA store, heads or tails fundraiser, auctioneer, and basket themes for the live auction.

President Roberts stated the meeting would recess for lunch.

*NOTE: The meeting recessed at 12:13p.m. and reconvened at approximately 12:47 p.m.*

i. Historical Committee

Boardmember Boltz noted the report included in the meeting materials and reported on the forthcoming selection of a conference photographer. Discussion ensued regarding the Historical Committee display at conference; creating a sub-committee for 50<sup>th</sup> annual conference; a YouTube account to post videos; and a new name (legacy committee)/committee description.

j. Legislative Committee

Boardmember Kammer noted the report included in the meeting materials and a request for Victoria Lincoln to provide a legislative update at the annual conference. Discussion ensued regarding timing for a legislative report, creating an annual WMCA legislative priorities process, and providing other legislative tools to WMCA membership.

k. Membership Committee

Secretary Adkisson noted the report included in the packet and provided an update on the following topics: membership numbers and subcommittees: welcoming, partnership, and elections. Discussion ensued regarding the upcoming general elections and creating an elections pamphlet, encouraging voting, and items/funding for conference first time attendees events/items.

l. Newsletter Committee

President Roberts noted the report included in the agenda packet; no verbal report was given.

m. Scholarship Committee

Boardmember Campbell noted the report included in the packet and request by Chairperson Megan Gregor for a co-chair. Discussion ensued regarding a co-chair, looking into the committee description regarding accountability and an appeals process, and scholarships for spring academy/conference and fall mini-conference.

n. Webmaster

Boardmember Boltz noted the report included in the meeting materials and the potential to consolidate the historical and webmaster into one committee.

7. Other Business

a. Email Ratifications

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

- January 10, 2018 – WMCA Endorsement of Dawn Abrahamson, MMC, for IIMC Region IX Director.

President-Elect Olsen moved to ratify the January 10, 2018, email decision, as presented; the motion was seconded by Boardmember Campbell. On vote,  
Motion carried (10-0).

8. Good of the Order - NONE

Discussion ensued regarding Executive Committee presence at the annual conference, spanning out to meet new people, and potential karaoke performance on auction night.

9. Next Meeting

President Roberts noted the next WMCA Executive Committee meeting will be held Friday, March 16, 2018, at the Red Lion, Pasco, Washington, at approximately 12:30 p.m.

10. Adjournment

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

Motion carried (10-0).

The meeting was adjourned at approximately 2:21 p.m.

*Minutes approved at the WMCA Executive Committee Meeting of March 16, 2018.*