



## WASHINGTON MUNICIPAL CLERKS ASSOCIATION

### Annual Business Meeting

Thursday, March 15, 2018, 9:00 a.m.

Red Lion Hotel, Pasco, WA

## MINUTES

### 1. Call to Order

President Dee Roberts called the 48th Annual Business Meeting of the Washington Municipal Clerks Association to order at 9 a.m.; and recognized Mr. Donald Ross, Deputy Clerk-Treasurer, City of Westport, serving as Parliamentarian.

### 2. Executive Committee Introductions

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

### 3. Acceptance of Agenda

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

### 4. Resolution of Appreciation

President Roberts read a Resolution of Appreciation recognizing the staff at the Red Lion Hotel Pasco as well as the WMCA members who planned and coordinated the conference.

Immediate Past President Corin **MOVED**, seconded by President-Elect Swisher, to adopt the Resolution of Appreciation. The motion **PASSED** unanimously.

### 4. Approve Meeting Minutes

The minutes of the 47th Annual Business Meeting held on March 23, 2017, were provided in the meeting packet. Hearing no objection, President Roberts dispensed with the reading of the minutes and called for any modifications 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: NCI Director lodging; scholarships; and conference revenues.

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

## 6. Audit Committee Report

Audit Committee Chair Melody Valiant presented the Audit Committee Report. She stated the committee met in September 2017 and January 2018, to review the WMCA financial and corporate records for 2017. Chair Valiant thanked the Audit Committee and Treasurer Anderson for their work on the Annual Audit.

Chair Valiant **MOVED**, seconded by WMCA Member John Millard, to accept the Audit Report. The motion **PASSED** unanimously.

President Roberts thanked the Audit Committee for their work.

## 7. Election Results

President Roberts reviewed the results of the 2018 WMCA General Election, recognized and congratulated the newly elected, and thanked Elections Officer Leana Johnson and Elections Auditor Molly Towslee.

## 8. Budget Committee Report

President-Elect Olsen thanked members of the Budget Committee, briefly reviewed the process and proposed 2018-2019 Budget, and spoke about some of the highlights including: total revenues and expenditures, conference costs, Region IX assessment, and communications.

President-Elect Olsen **MOVED**, seconded by Vice President Swisher, to approve the 2018-2019 Budget. The motion **PASSED** unanimously.

## 9. Legislative Priorities/Report

Legislative Committee Chairs Debbie Burke and Tisha Gieser presented the Legislative Committee Report and draft WMCA Legislative Priorities. General discussion ensued regarding the draft priorities (strengthen the public records act; streamline government processes; and maintain and increase resources to cities, towns, and government entities).

Chair Burke **MOVED**, seconded by Immediate Past President Corin, to approve the WMCA Legislative Priorities. The motion **PASSED** unanimously.

## 10. Other Committee Reports

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

**11. Victoria Lincoln, Legislative & Policy Advocate, AWC**

Ms. Lincoln provided an update on the 2018 Washington State Legislative Session, including: AWC 2018 Priorities; bills passed/failed; AWC work groups; and items in the works/to watch.

**12. Good of the Order**

President Roberts called for any additional items from the floor for the good of the order; hearing none, President Roberts thanked all members in attendance at the annual business meeting.

**12. Adjournment**

There being no further business to come before the membership, President Roberts declared the 48th Annual Business Meeting adjourned at 9:52 a.m.

*Minutes approved at the WMCA 49<sup>th</sup> Annual Business Meeting of Thursday, March 14, 2019;  
Semiahmoo, Blaine, WA.*