



EXECUTIVE COMMITTEE MINUTES

Friday, June 22, 2018, 10:00 a.m.
Auburn City Hall, Auburn, WA

1. Call to Order and Roll Call

Virginia Olsen, WMCA President, called the meeting to order at approximately 10:00 a.m. WMCA Executive Committee members present included: President Olsen, President-Elect Paula Swisher, Vice President Debbie Jermann, Secretary Kay Kammer, Treasurer Gina Anderson, Board members Jill Boltz, Shawn Campbell, Susan Duncan, Don Ross (via phone), Lisa Neissl (via phone), and Immediate Past President Dee Roberts. Board member Melissa Collins was absent.

2. Approve Agenda and March 16, 2018 EC Meeting Minutes

President Olsen called for any corrections to the March 16, 2018, Executive Committee Meeting minutes; none were noted.

Motion: Board member Campbell moved to approve minutes from January 26, 2018.

Second: Treasurer Anderson.

Vote: Motion carried (11-0).

3. Treasury's Related Reports

Treasurer Anderson provided an overview regarding the financial position and world points available.

4. Old Business

a. Review 2021 Conference Contract

Motion: President-Elect Swisher moved to approve the 2021 contract with Ocean Shores Shilo and authorize a deposit of \$2,000.00.

Second: Secretary Kammer.

Vote: Motion carried (11-0).

b. Review updated COTY Nomination Forms

Discussion and consensus was to:

- Capitalize all titles
- First paragraph change to "Award is a competitive process in which City Administrators"
- Second paragraph change to "The best nominations ~~are often~~ include"
- Second paragraph change to "It is ~~usually~~ helpful to check with other staff members who ~~may~~ have specific knowledge"
- Separate line, bold, and change to "This award is ~~awarded as~~ a surprise at our annual conference"

Motion: President-Elect Swisher moved to approve the form as amended.

Second: Board member Boltz.

Vote: Motion carried (11-0).

c. Region IX Dinner update

Update was provided regarding the restaurant and location. Pricing and menu to be brought forward at next meeting.

5. New Business

a. WMCA Pins

Discussion regarding purchasing pins for 50th anniversary and conferences. Style to be chosen by President-Elect and pricing to be brought back to October meeting.

b. Education Coordinator & Region IX Director Travel

Discussion regarding personal expenses and to add to budget similar to how OAMR and Alaska budget for expenses for Region IX Director. Follow up information to be brought forward at the October meeting.

c. Discuss promoting other organizations' trainings/conferences

Discussion and consensus was that WMCA would not provide formal promotion of other organizations that may take away from training offered by WMCA.

President-Elect Swisher asked that item 5d be added to discuss membership dues.

d. Membership time line

Discussion ensued about the feasibility of changing the timeline for membership due to the calendar year. Consensus was to keep the current timeline and add to the membership application that dues are not prorated.

President Olsen announced a break from 11:44 a.m. to 12:00 p.m.

6. Committee Business/Reports

a. Audit Committee

Audit was completed 5-30-18 and no findings noted.

b. Awards Committee

IPP Roberts and VP Jermann to bring information about President's Award of Distinction to discuss at October board meeting.

c. Budget Committee

No report.

d. Bylaws Committee

Report available in the packet.

e. Conference Planning

No report.

f. Education Committee

Alice Attwood is in full swing as the Education Coordinator.

Contract being finalized for the fall mini conference. A budget amendment may be necessary due to renting facilities for the two-day conference that includes an Athenian Dialogue.

g. Fundraising Committee

Discussion surrounded new ideas for fundraising. Forgo the grand raffle for 2019.

h. Historical Committee

Discussion regarding potential involvement of retired clerks for the 50th anniversary.

Commitment of committee members to take photos during conference but hire professional photographer for the President's Reception and Annual Banquet.

i. Legislative Committee

Request AWC representative to focus on legislation pertaining to clerks.

j. Membership Committee

Report provided in packet.

k. Newsletter

Report provided in packet.

l. Scholarship

Consensus to change deadline of applications for NCI from April 11 to last day of March to provide ample time for registration.

Consensus to change deadline of applications for the fall mini conference from August 27 to August 31 to provide ample time for registration.

Any NCI reimbursements necessary are completed by WSU and not WMCA.

Request committee to bring back recommendation for mandatory participation on the Fundraising Committee, how to monitor participation, tracking for up to three years, obtain a list of tasks for fundraising.

m. Webmaster

Update online applications and provide logo on all forms.

7. Other Business

a. Email Ratifications

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

- 3-21-18 Notification to scholarship recipients
- 3-22-18 Education Coordinator job description and duties
- 4-10-18 Support of Palm Springs, CA bid for IIMC Conference site
- 4-23-18 Scholarship approval
 - 4-23-18 Amendment to motion
- 5-18-18 Award of scholarship to Tami Justice
- 5-30-18 Support San Diego, California bid for IIMC Conference site
- 5-31-18 Honoring Ali Spietz's WMCA service
- 6-5-18 Alice Attwood as Education Coordinator
- 6-5-18 Scott Passey as Region IX Director candidate

Motion: Board member Duncan moved to ratify emails as presented.

Second: President-Elect Swisher.

Vote: Motion carried (11-0).

8. Good of the Order

Conference discussion:

- VIP dinner is to welcome our out of state guests and introduce them to the Executive Committee
- Annual business meeting recognition of committee chairs and members
- Conference App

Treasurer Anderson needs new software as it is not maintained by Quickbooks.

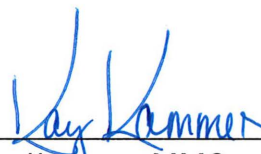
Motion: Board member Boltz authorized the purchase of new software.

Second: President-Elect Swisher.

Vote: Motion carried (11-0).

9. Adjournment

There being no further business, President Olsen adjourned the meeting at 2:44 p.m.



Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Executive Committee Meeting of October 19, 2018.