



## EXECUTIVE COMMITTEE MINUTES

Friday, March 15, 2019

Board Room, Semiahmoo Resort, Blaine, WA

### 1. Call to Order and Roll Call

President Paula Swisher called the meeting to order at approximately 1:05 p.m.

WMCA Executive Committee members present included President-Elect Debbie Jermann, Vice President Susan Duncan, Secretary Kay Kammer, Treasurer Gina Anderson, Board members Shawn Campbell, Don Ross, Lisa Neissl, Melissa Collins, Deb Estrada, Liz Adkisson, and Immediate Past President (IPP) Virginia Olsen.

### 2. Approve Agenda and January 25, 2019 EC Meeting Minutes

President Swisher called for any corrections to the January 25, 2019 Executive Committee Meeting minutes; none noted.

Motion: Board member Campbell moved to approve minutes from January 25, 2019.

Second: Board member Neissl.

Vote: Motion carried.

### 3. Treasury's Related Reports

Treasurer Anderson provided an overview and information regarding the income from the live and silent auctions at \$3,440 and \$2,218 respectively. Auction items and fundraising approaches were discussed.

### 4. Old Business

#### a. NCI Committee Composition

Board member Ross confirmed his appointment availability.

Motion: Member Adkisson moved to confirm appointment of Member Ross as presented.

Second: Vice President Duncan.

Vote: Motion carried.

#### b. President and President-Elect job description changes

Changes included removing the member of the Northwest Clerks Institute (NCI) Committee responsibility from the President-Elect. The composition of the NCI committee to be the Education Coordinator, Education Chair and the Education liaison member of the EC Board.

Motion: Member Campbell moved to approve the job descriptions as presented.

Second: Board member Collins.

Vote: Motion carried.

## 5. New Business

### a. Financial Policy changes

Changes included updates to 1.1 change to Education Coordinator instead of Education Committee Chair, 2.2 Region IX State and Annual Conferences adding the cost of wrapping/card/container, and 3.4 gift to outgoing president adding the same costs.

Motion: IPP Olsen moved to approve the policy changes as amended.

Second: Vice President Duncan.

Vote: Motion carried.

## 6. Committee Business/Reports

### a. Audit Committee

Report in packet. President Swisher thanked Treasurer Anderson for her efforts.

### b. Awards Committee

No report.

### c. Budget Committee

No report. Budget approved by membership at the annual business meeting.

### d. Bylaws Committee

Report in packet.

### e. Conference Planning

Encourage membership in newsletters or call to conference to remember to dress in layers if cold.

### f. Education

Report in packet. Education sessions discussed.

### g. Fundraising Committee

Report in packet. Items discussed for auction, sale and clothing presale.

h. Historical Committee

Report in packet.

i. Legislative Committee

Report in packet. EC consensus to continue with the legislative report as presented at the annual business meeting.

j. Membership Committee

Report in packet. Discussion regarding possible changes to registration noting "is this your first spring conference".

k. Newsletter

Report in packet. Discussion regarding featured clerk article (ie., 5 fun facts, new clerks or 1<sup>st</sup> time attendees at conference).

l. Scholarship

Report in packet. Discussion on tracking recipients at education sessions (ie., check in with convener or committee members at session)

m. Webmaster

Update registration for first time attendees to note if first spring conference.

n. Education Coordinator

Report in packet.

**7. Other Business**

a. Email Ratifications

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

- 2-21-19 Scholarship committee responsibilities

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

Second: Board member Campbell.

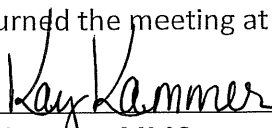
Vote: Motion carried.

**8. Good of the Order**

No additional items brought up.

**9. Adjournment**

There being no further business, President Swisher adjourned the meeting at 2:58 p.m.



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Kay Kammer, MMC  
WMCA Secretary

*Minutes approved at the WMCA Executive Committee Meeting on June 21, 2019.*