



53rd Annual Business Meeting Agenda

Thursday, March 21, 2024 – Yakima Convention & Event Center
10 North 8th Street, Yakima, WA
9:00 A.M. – 10:00 A.M.

- 1. Call to Order
- 2. Approval of Agenda
- 3. Resolution of Appreciation.....2
- 4. Approve Meeting Minutes 52nd Annual Business Meeting, March 16, 2023.....3
- 5. Treasurer’s Report, Treasurer Anderson.....7
- 6. Audit Committee Report, Chair Agfalvi.....30
- 7. Budget Committee Report, President-Elect Adkisson.....31
- 8. Elections Report, Membership Chair McCain.....45
- 9. Bylaws Amendment, Chair Brown.....47
- 10. Committee Recognition
 - a. Awards.....No report
 - b. Clerk’s Resource.....58
 - c. Conference Planning.....60
 - d. Education.....62
 - e. Fundraising.....64
 - f. Historical/Webmaster.....67
 - g. Membership.....68
 - h. Newsletter.....70
 - i. Scholarship.....72
 - j. Education Coordinator.....73
- 11. President’s Charity - Fred Hutch Cancer Center Stem Cell Transplant Program.....74
- 12. Good of the Order
- 13. Conclusion

“Life Begins at the end of your Comfort Zone”

2024 WMCA Spring Conference

RESOLUTION OF APPRECIATION

WHEREAS, the many dedicated members of the 2023-2024 WMCA Conference Planning Committee, co-chaired by Keri MacDonald and Jodi Wycoff; the Education Committee, co-chaired by Tisha Gieser and Jessica Simulcik Smith; the Fundraising Committee, Chair Andrea Larson and Co-Chair Debbie Jermann; and the Membership Committee, Chair Melissa McCain have worked countless hours over the past year to plan a conference that is both educational and enjoyable; and

WHEREAS, the WMCA Conference has been successful in providing quality educational sessions and social events aimed towards networking and sharing knowledge with our peers; and

WHEREAS, the Red Lion Hotel Yakima Center’s General Manager Maria Nunez, Sales Manager Mandy Levasseur, Banquets Manager Sergio Martinez, and Chef Carlos Leija, as well as the Yakima Convention & Event Center’s General Manager Connie Upton, Sales Manager Kelly Darbyson, and Catering Sales Manager Nicole Cour, have made major contributions to the success of the 52nd Washington Municipal Clerks Association Conference through their organization and attention to detail; and

WHEREAS, Host City Clerk Rosalinda Ibarra with the City of Yakima, assisted in many ways to provide a warm and welcoming venue for the conference.

NOW THEREFORE, BE IT RESOLVED by the Washington Municipal Clerks Association that the membership extends its gratitude and appreciation to all those individuals who gave unselfishly of their time, energy, and talents to organize and present a wonderful conference, The WMCA Committees, Red Lion Hotel, Yakima Convention & Event Center, and the Host City Clerk are to be commended, for their outstanding arrangements and hospitality during this conference.

ADOPTED by a majority vote of the voting members of the Washington Municipal Clerks Association this 21st day of March, 2024.

Lisa Neissl, WMCA President

ATTEST:

Debra Barham, WMCA Secretary





ANNUAL BOARD MEETING MINUTES

Thursday, March 16, 2023
Skamania Lodge, Stevenson, WA

1. Call to Order and Roll Call

President Shawn Campbell called the meeting to order at 9:03 AM.

WMCA Executive Committee members present included: President Shawn Campbell, President-Elect Lisa Neissl, Vice President Elizabeth Adkisson, Treasurer Gina Anderson, Board Members, Deb Estrada, Peri Gallucci, Stephanie Haug, Gretchen Sagen, Melody Valiant, Terri Wright, Immediate Past President (IPP) Susan Duncan, and Secretary Debby Barham.

President Campbell announced that WMCA member Treva Percival with the City of Buckley, WA would serve as Parliamentarian; then she introduced the Executive Committee members.

2. Acceptance of Agenda

President Campbell called for any modifications to the agenda. No modifications or objections were noted: the agenda was approved as presented.

3. Resolution of Appreciation

President Campbell presented a Resolution of Appreciation for the 2023 WMCA Spring Conference to 2022-2023 WMCA Conference Planning Committee, co-chaired by Keri MacDonald and Jodi Wycoff; the Education Committee, co-chaired by Tammy Stanger and Heidi Napolitano; the Fundraising Committee, co-chaired by Deborah Estrada, Debbie Jermann, and Heidi Riojas; and the Membership Committee co-chaired by Melissa McCain and Darla Reese; the Skamania Lodge's Executive Chef Zac Janssen, Catering Manager Michelle Gallanger, Director of Rooms Ian Pastoor, Director of Conference Kristin Waymire and General Manager Kara Owen; and the Host Clerk- City Administrator Leana Kinley of the City of Stevenson.

Motion: Andrea Larson moved to adopt the Resolution of Appreciation.

Second: Paula Swisher.

Vote: Motion carried unanimously.

4. Approval of 51st Annual Business Meeting Minutes Held March 17, 2022

President Campbell called for corrections or discussion of the minutes. No corrections noted; minutes stand approved.

5. Treasury Related Reports

Treasurer Anderson provided an overview and information regarding the financial reports and noted the \$10,000 contribution to the IIMC Endowment Fund for future WMCA member scholarships.

6. Audit Committee Report

Audit Committee Chair Kody was unable to attend the meeting and President Campbell referred to the report presented in the agenda packet.

Motion: Heidi Napolitino moved to adopt the 2022 Audit Report.

Second: Debbie Jermann.

Vote: Motion carried unanimously.

7. Ratify Board Action on the Annual Dues Increase

President-Elect Neissl presented WMCA dues increase report.

Motion: Lisa Neissl moved to ratify the WMCA Executive Committee to increase the annual members dues to \$100 beginning with the May 2023 fiscal year.

Second: Paula Swisher.

Vote: Motion carried unanimously.

8. Budget Committee Report

President-Elect Neissl presented the 2023-2024 WMCA Budget.

Motion: Ms. Neissl moved to approve the 2023-2024 Budget as presented.

Second: Alice Attwood.

Vote: Motion carried unanimously.

9. Elections Report

Elections Officer Gallucci presented the results of the 2023 WMCA Officers Elections, which included:

President Elect - Elizabeth Adkisson Jira, MMC

Vice-President – Heidi Napolitino, MMC

Treasurer – Gina Anderson, MMC

Board Member – Kathy Linnemeyer, CMC

President Campbell noted that vacant board position vacancy, due to a recent withdrawal from the candidate slate, and a special election will be posted shortly.

10. Bylaws Amendment

Bylaws Co-Chair Brown presented the Bylaw Amendment, in Article IV, Section 1 Officers and Terms, to clarify the process on how the President-Elect assumes the office of President.

Motion: Christine Brown moved to approve the Bylaws amendment as presented.

Second: Susan Duncan.

Vote: Motion carried unanimously.

11. Committee Recognition

President Campbell acknowledged and expressed appreciation to the WMCA 2022-2023 Committee Chairs and Co-Chairs:

Audit Committee Co-Chairs Kaylee Cody and Jennifer Schober
 Awards Committee Chair Susan Duncan
 Budget Committee Chair Lisa Neissl
 Bylaws Committee Co-Chairs Christine Brown and Melody Valiant
 Clerks' Resource Committee Chair Susan Haigh
 Conference Planning Co-Chairs Keri MacDonald and Jodi Wycoff
 Education Committee Co-Chairs Tammy Stanger and Heidi Napolitino
 Education Coordinator Alice Attwood
 Fundraising Committee Co-Chairs Deb Estrada, Heidi Riojas, and Debbie Jermann
 Historical Committee Co-Chairs Stephanie Haug
 Membership Committee Co-Chairs Melissa McCain and Darla Reese and Elections Officer Heidi Napolitino and Peri Gallucci
 Newsletter Committee Co-Chairs Cheryl Xanthos and Rachel Shaw
 Scholarship Committee Co-Chairs Kassi Mackie and Donald Ross
 Webmasters Jill Boltz, Terri Wright, and Stephanie Haug

12. Skamania County Council on Domestic Violence and Sexual Assault

President Campbell thanked everyone who contributed to the Skamania County Council on Domestic Violence and Sexual Assault (SCCDVSA) charity. She also expressed thanks to Lisa Alexander, SCCDVSA Executive Director who leads this important and needed organization.

13. Good of the Order

President Campbell called on Alice Attwood who announced the WMCA Fall Education Days scheduled for September 21 and 22, 2023 in Wenatchee, WA.

President Campbell also announced that the silent auction will close at 12:50 PM.

14. Adjournment

There being no further business, President Campbell adjourned the meeting at 9:40 AM.

Debby Barham
WMCA Secretary

Minutes approved at the WMCA 2024 Annual Meeting on _____, 2024.



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: February 23, 2024

Attached are the following reports for the period ending January 31, 2024 and January 31, 2023:

- Balance Sheet January 31, 2024 and 2023
- Profit & Loss Budget vs. Actual (condensed) for 2024 and 2023
- Profit & Loss Budget vs. Actual (expanded) for 2024 and 2023
- Checking Register, May 2023 through January 2024
- Checking Reconciliation for January 2024
- Savings Register, May 2023 through January 2024
- Savings Reconciliation for January 2024

Currently, we show a profit of \$13,168.00. Revenues and expenditures will increase with conference next month. Our largest revenue is conference registration, \$36,550. Our largest expenditure is conference meals, \$34,372.

Thank you for the privilege of serving as the Treasurer of WMCA! It has truly been an honor.

WMCA
Balance Sheet
January 31, 2024

Assets

Current Assets

Checking	28,212.22
Savings	25,984.05
Western Annuity	75,000.00
Total Cash	<u>129,196.27</u>

Total Current Assets 129,196.27

Total Assets 129,196.27

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	18,642.39
Net Income	13,168.00
Total Equity	<u>129,196.27</u>

Total Liabilities & Equity 129,196.27

WMCA
Balance Sheet
January 31, 2023

Assets

Current Assets

Checking	40,030.85
Savings	25,980.66
Western Annuity	75,000.00
Total Cash	<u>141,011.51</u>

Total Current Assets 141,011.51

Total Assets 141,011.51

Liabilities & Equity

Liabilities

Current Liabilities

Deferred Revenue	319.06
Total Current Liabilities	<u>319.06</u>

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	23,389.73
Net Income	19,916.84
Total Equity	<u>140,692.45</u>

Total Liabilities & Equity 141,011.51

WMCA
Profit & Loss Budget vs. Actual
January 31, 2024

	Actual May '23 - Jan '24	Budget May '23 - Apr '24	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	23,925.00	34,125.00	(10,200.00)	70.11%
Conference	37,084.00	70,900.00	(33,816.00)	52.30%
Dues	34,605.00	32,000.00	2,605.00	108.14%
Region IX Dinner	70.00	1,500.00	(1,430.00)	4.67%
Savings Interest	2.18	0.00	2.18	0.00%
Scholarship Income	4,880.31	11,500.00	(6,619.69)	42.44%
Total Income	100,566.49	150,025.00	(49,458.51)	67.03%
Transfer from Savings			0.00	
Expense				
Academy Sessions	12,450.44	24,500.00	(12,049.56)	50.82%
Annual Conference	38,497.04	100,600.00	(62,102.96)	38.27%
Board Expenses	9,748.20	22,081.50	(12,333.30)	44.15%
Communication Expenses	1,839.40	1,500.00	339.40	122.63%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC	2,043.48	5,625.00	(3,581.52)	36.33%
Miscellaneous Expenses	5,384.95	6,150.00	(765.05)	87.56%
Scholarship Expenses	17,434.98	29,000.00	(11,565.02)	60.12%
Total Expense	87,398.49	194,456.50	(107,058.01)	44.95%
Net Profit (Loss)	13,168.00	(44,431.50)	57,599.50	22.09%

WMCA
Profit & Loss Budget vs. Actual
January 31, 2023

	Actual May '22 - Jan '23	Budget May '22 - Apr '23	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	17,238.18	20,875.00	(3,636.82)	82.58%
Conference	31,047.00	65,100.00	(34,053.00)	47.69%
Dues	25,170.00	27,450.00	(2,280.00)	91.69%
NCI Director Lodging	0.00	1,500.00	(1,500.00)	0.00%
Region IX Dinner	0.00	1,500.00	(1,500.00)	0.00%
Savings Interest	5.11	0.00	5.11	0.00%
Scholarship Income	2,884.62	11,500.00	(8,615.38)	25.08%
Total Income	76,344.91	127,925.00	(51,580.09)	59.68%
Transfer from Savings	7,000.00	48,104.00	(41,104.00)	
Expense				
Academy Sessions	9,193.38	20,000.00	(10,806.62)	45.97%
Annual Conference	3,965.05	93,010.00	(89,044.95)	4.26%
Board Expenses	11,666.60	28,144.00	(16,477.40)	41.45%
Communication Expenses	1,425.60	1,500.00	(74.40)	95.04%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC	1,385.00	2,275.00	(890.00)	60.88%
Miscellaneous Expenses	5,750.54	7,000.00	(1,249.46)	82.15%
Scholarship Expenses	23,041.90	26,500.00	(3,458.10)	86.95%
Total Expense	63,428.07	183,429.00	(120,000.93)	34.58%
Net Profit (Loss)	19,916.84	(7,400.00)	68,420.84	25.10%

WMCA
Profit Loss Budget vs. Actual
January 31, 2024

	Actual May '23 - Jan '24	Budget May '23 - Apr '24	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue - Fall	5,950.00	6,125.00	(175.00)	97.14%
Athenian Dialogue - Spring	3,600.00	8,750.00	(5,150.00)	41.14%
Fall	10,325.00	8,750.00	1,575.00	118.00%
Spring	4,050.00	10,500.00	(6,450.00)	38.57%
Total Advanced Academy	<u>23,925.00</u>	<u>34,125.00</u>	<u>(10,200.00)</u>	<u>70.11%</u>
Conference				
Donations	265.00	10,000.00	(9,735.00)	2.65%
Exhibitors	0.00	9,900.00	(9,900.00)	0.00%
Meals	269.00	3,500.00	(3,231.00)	7.69%
Registrations	36,550.00	47,500.00	(10,950.00)	76.95%
Total Conference	<u>37,084.00</u>	<u>70,900.00</u>	<u>(33,816.00)</u>	<u>52.30%</u>
Dues	34,605.00	32,000.00	2,605.00	108.14%
Savings Interest	2.18	0.00	2.18	0.00%
Region IX Dinner	70.00	1,500.00	(1,430.00)	4.67%
Scholarship Income				
Auction	262.00	5,000.00	(4,738.00)	5.24%
Donations	3,003.31	0.00	3,003.31	0.00%
Product Sales	0.00	1,500.00	(1,500.00)	0.00%
Raffle/Miscellaneous Fundraising	1,615.00	5,000.00	(3,385.00)	32.30%
Total Scholarship Income	<u>4,880.31</u>	<u>11,500.00</u>	<u>(6,619.69)</u>	<u>42.44%</u>
Total Income	<u>100,566.49</u>	<u>150,025.00</u>	<u>(49,458.51)</u>	<u>67.03%</u>
Total	<u>100,566.49</u>	<u>150,025.00</u>	<u>(49,458.51)</u>	67.03%
Transfer from Savings		0.00	0.00	0.00%
Expense				
Academy Sessions				
Athenian Dialogue - Fall	2,991.48	6,000.00	(3,008.52)	49.86%
Athenian Dialogue - Spring	54.28	3,000.00	(2,945.72)	1.81%
Fall	9,044.08	9,000.00	44.08	100.49%
Spring	54.26	6,000.00	(5,945.74)	0.90%
Membership Event	306.34	500.00	(193.66)	61.27%
Total Academy Sessions	<u>12,450.44</u>	<u>24,500.00</u>	<u>(12,049.56)</u>	<u>50.82%</u>
Annual Conference				
Audio Visual	0.00	15,000.00	(15,000.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	0.00	2,000.00	(2,000.00)	0.00%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	0.00	6,950.00	(6,950.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
January 31, 2024

	Actual	Budget	\$ Under/Over	
	May '23 - Jan '24	May '23 - Apr '24	Budget	% of Total
Meals	34,372.04	55,000.00	(20,627.96)	62.49%
Printing/Postage	0.00	1,750.00	(1,750.00)	0.00%
Recognition Awards	0.00	850.00	(850.00)	0.00%
Speakers	4,125.00	15,000.00	(10,875.00)	27.50%
Special Entertainment	0.00	750.00	(750.00)	0.00%
Supplies	0.00	2,000.00	(2,000.00)	0.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	38,497.04	100,600.00	(62,102.96)	38.27%
Board Expenses				
Board Meetings	333.62	1,200.00	(866.38)	27.80%
Education Coordinator	0.00	2,558.00	(2,558.00)	0.00%
Executive Committee Travel				
AWC Conference	2,983.98	2,700.00	283.98	110.52%
Exec Committee Travel-Other	348.16	1,000.00	(651.84)	0.00%
Total Executive Committee Travel	3,332.14	3,700.00	(367.86)	90.06%
NCI Director Travel				
IIMC Conference	0.00	3,400.00	(3,400.00)	0.00%
Northwest Clerks Institute	0.00	900.00	(900.00)	0.00%
WMCA Conference	0.00	600.00	(600.00)	0.00%
Total NCI Director Travel	0.00	4,900.00	(4,900.00)	0.00%
Officer's Board Travel				
President				
Alaska Conference	1,734.30	1,285.00	449.30	134.96%
CA Conference	930.34	1,225.00	(294.66)	75.95%
IIMC Conference	1,124.28	2,418.00	(1,293.72)	46.50%
OR Conference	1,053.61	1,202.50	(148.89)	87.62%
WMCA Conference	0.00	475.00	(475.00)	0.00%
Total President	4,842.53	6,605.50	(1,762.97)	73.31%
President Elect				
IIMC Conference	1,239.91	2,558.00	(1,318.09)	48.47%
WMCA Conference	0.00	560.00	(560.00)	0.00%
Total President Elect	1,239.91	3,118.00	(1,878.09)	39.77%
Total Officer's Board Travel	6,082.44	9,723.50	(3,641.06)	62.55%
Total Board Expenses	9,748.20	22,081.50	(12,333.30)	1.80
Communication Expenses				
Dropbox	0.00	300.00	(300.00)	0.00%
Website M&O	1,839.40	1,200.00	639.40	153.28%
Total Communication Expenses	1,839.40	1,500.00	339.40	122.63%
Future Conference Site Deposit	0.00		0.00	

WMCA
Profit Loss Budget vs. Actual
January 31, 2024

	Actual	Budget	\$ Under/Over	
	May '23 - Jan '24	May '23 - Apr '24	Budget	% of Total
IIMC				
MCEF Donation	75.00	75.00	0.00	100.00%
Outgoing Region IX Dir Gift	0.00	0.00	0.00	0.00%
Region IX Assessment	0.00	1,850.00	(1,850.00)	0.00%
Region IX Dinner	1,968.48	3,700.00	(1,731.52)	53.20%
Total IIMC	<u>2,043.48</u>	<u>5,625.00</u>	<u>(3,581.52)</u>	<u>36.33%</u>
Miscellaneous Expenses				
501C(3)	975.00	950.00	25.00	102.63%
Bank Charges	0.00	50.00	(50.00)	0.00%
Condolences	0.00	0.00	0.00	0.00%
Credit Card Fees (PayPal)	1,856.48	1,500.00	356.48	123.77%
Gambling/Alcohol License	88.00	200.00	(112.00)	44.00%
Gifts	0.00	700.00	(700.00)	0.00%
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	336.25	500.00	(163.75)	67.25%
Other	826.22	500.00	326.22	165.24%
Postage	0.00	350.00	(350.00)	0.00%
Total Miscellaneous Expenses	<u>5,384.95</u>	<u>6,150.00</u>	<u>(765.05)</u>	<u>87.56%</u>
Scholarship Expenses				
Conference Scholarships	0.00	5,000.00	(5,000.00)	0.00%
Margery A. Price Scholarship	500.00	2,000.00	(1,500.00)	25.00%
NCI Scholarships	16,200.00	15,000.00	1,200.00	108.00%
Pink Walk	246.98	0.00	0.00	
Raffle & Auction	488.00	2,500.00	(2,012.00)	19.52%
Restricted IIMC Endowment	0.00	2,500.00	(2,500.00)	0.00%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
Total Scholarship Expenses	<u>17,434.98</u>	<u>29,000.00</u>	<u>(11,565.02)</u>	<u>60.12%</u>
Total Expense	<u>87,398.49</u>	<u>189,456.50</u>	<u>(102,058.01)</u>	<u>5.76</u>
Net Profit (Loss)	<u>13,168.00</u>	<u>(39,431.50)</u>	<u>52,599.50</u>	<u>-33.39%</u>

WMCA
Profit Loss Budget vs. Actual
January 31, 2023

	Actual May '22 - Jan '23	Budget May '22 - Apr '23	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	4,938.18	4,375.00	563.18	112.87%
Fall	8,400.00	7,500.00	900.00	112.00%
Spring	3,900.00	9,000.00	(5,100.00)	43.33%
Total Advanced Academy	<u>17,238.18</u>	<u>20,875.00</u>	<u>(3,636.82)</u>	<u>82.58%</u>
Conference				
Donations	0.00	10,000.00	(10,000.00)	0.00%
Exhibitors	0.00	6,600.00	(6,600.00)	0.00%
Meals	922.00	3,500.00	(2,578.00)	26.34%
Registrations	30,125.00	45,000.00	(14,875.00)	66.94%
Total Conference	<u>31,047.00</u>	<u>65,100.00</u>	<u>(34,053.00)</u>	<u>47.69%</u>
Dues	25,170.00	27,450.00	(2,280.00)	91.69%
Money Market Savings Interest	5.11	0.00	5.11	
NCI Director Lodging	0.00	1,500.00	(1,500.00)	0.00%
Region IX Dinner	0.00	1,500.00	(1,500.00)	0.00%
Scholarship Income				
Auction	0.00	5,000.00	(5,000.00)	0.00%
Donations	1,484.62	0.00	1,484.62	0.00%
Product Sales	110.00	1,500.00	(1,390.00)	7.33%
Raffle/Miscellaneous Fundraising	1,290.00	5,000.00	(3,710.00)	25.80%
Total Scholarship Income	<u>2,884.62</u>	<u>11,500.00</u>	<u>(8,615.38)</u>	<u>25.08%</u>
Total Income	<u>76,344.91</u>	<u>127,925.00</u>	<u>(51,580.09)</u>	<u>59.68%</u>
Total	<u>76,344.91</u>	<u>127,925.00</u>	<u>(51,580.09)</u>	59.68%
Transfer from Savings	12,000.00	48,104.00	(36,104.00)	24.95%
Expense				
Academy Sessions				
Athenian Dialogue	1,012.69	2,500.00	(1,487.31)	40.51%
Fall	8,180.69	12,500.00	(4,319.31)	65.45%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Total Academy Sessions	<u>9,193.38</u>	<u>20,000.00</u>	<u>(10,806.62)</u>	<u>45.97%</u>
Annual Conference				
Audio Visual	0.00	7,500.00	(7,500.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	115.83	2,000.00	(1,884.17)	5.79%
Donations Refund	0.00	0.00	0.00	
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Exhibitor Refund	0.00	0.00	0.00	

WMCA
Profit Loss Budget vs. Actual
January 31, 2023

	Actual	Budget	\$ Under/Over	
	May '22 - Jan '23	May '22 - Apr '23	Budget	% of Total
Hospitality Expenses (WMCA)	0.00	6,960.00	(6,960.00)	0.00%
Meals	0.00	55,000.00	(55,000.00)	0.00%
Meals Refund	(1,100.00)	0.00	(1,100.00)	
Printing/Postage	0.00	1,750.00	(1,750.00)	0.00%
Recognition Awards	149.47	750.00	(600.53)	19.93%
Speakers	3,799.75	15,000.00	(11,200.25)	25.33%
Special Entertainment	0.00	750.00	(750.00)	0.00%
Supplies	1,000.00	2,000.00	(1,000.00)	50.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	3,965.05	93,010.00	(89,044.95)	4.26%
Board Expenses				
Board Meetings	532.51	1,200.00	(667.49)	44.38%
Education Coordinator	1,460.24	2,458.00	(997.76)	59.41%
Executive Committee Travel				
AWC Conference	2,808.26	2,600.00	208.26	108.01%
Exec Committee Travel-Other	75.46	200.00	(124.54)	0.00%
Total Executive Committee Travel	2,883.72	2,800.00	83.72	102.99%
NCI Director Travel				
IIMC Conference	627.18	900.00	(272.82)	69.69%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	0.00	600.00	(600.00)	0.00%
Total NCI Director Travel	627.18	4,900.00	(4,272.82)	12.80%
Immediate Past President				
IIMC Conference	1,525.84	0.00	1,525.84	
Total Immediate Past President	1,525.84	0.00	1,525.84	
Region IX Director Travel				
IIMC Conference	0.00	2,718.00	(2,718.00)	0.00%
WMCA Conference	0.00	1,108.00	(1,108.00)	0.00%
Total Region IX Director Travel	0.00	3,826.00	(3,826.00)	0.00%
Officer's Board Travel				
President				
Alaska Conference	1,097.90	1,425.00	(327.10)	77.05%
CA Conference	866.81	1,880.00	(1,013.19)	46.11%
IIMC Conference	757.81	2,368.00	(1,610.19)	32.00%
OR Conference	879.39	1,101.00	(221.61)	79.87%
WMCA Conference	0.00	450.00	(450.00)	0.00%
Total President	3,601.91	7,224.00	(3,622.09)	49.86%
President Elect				
IIMC Conference	1,035.20	2,458.00	(1,422.80)	42.12%
WMCA Conference	0.00	560.00	(560.00)	0.00%
Total President Elect	1,035.20	3,018.00	(1,982.80)	34.30%
Immediate Past President				

WMCA
Profit Loss Budget vs. Actual
January 31, 2023

	Actual May '22 - Jan '23	Budget May '22 - Apr '23	\$ Under/Over Budget	% of Total
IIMC Conference	0.00	2,718.00	0.00	
Total Officer's Board Travel	4,637.11	12,960.00	(8,322.89)	35.78%
Total Board Expenses	11,666.60	28,144.00	(16,477.40)	41.45%
Communication Expenses				
Dropbox	0.00	300.00	(300.00)	0.00%
Voting Software	0.00	0.00	0.00	
Website M&O	1,425.60	1,200.00	225.60	118.80%
Total Communication Expenses	1,425.60	1,500.00	(74.40)	95.04%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	(200.00)	100.00	(300.00)	-200.00%
Region IX Assessment	1,585.00	2,100.00	(515.00)	75.48%
Total IIMC	1,385.00	2,275.00	(890.00)	60.88%
Miscellaneous Expenses				
501C(3)	970.00	950.00	20.00	102.11%
Bank Charges	0.00	50.00	(50.00)	0.00%
Condolences	0.00	200.00	(200.00)	0.00%
Credit Card Fees (PayPal)	1,492.09	1,500.00	(7.91)	99.47%
Gambling/Alcohol License	206.00	200.00	6.00	103.00%
Gifts	0.00	200.00	(200.00)	0.00%
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	354.95	500.00	(145.05)	70.99%
Other	1,424.50	500.00	924.50	284.90%
Post Cards Vistaprint	0.00	1,000.00	(1,000.00)	0.00%
Postage	0.00	500.00	(500.00)	0.00%
Total Miscellaneous Expenses	5,750.54	7,000.00	(1,249.46)	82.15%
Scholarship Expenses				
Conference Scholarships	1,050.00	5,000.00	(3,950.00)	21.00%
Margery A. Price Scholarship	500.00	2,000.00	(1,500.00)	25.00%
NCI Scholarships	8,890.00	15,000.00	(6,110.00)	59.27%
Raffle & Auction	842.28	2,500.00	(1,657.72)	33.69%
Restricted IIMC Endowment	10,000.00	0.00	10,000.00	
Scholarship Items for Sale	1,759.62	2,000.00	(240.38)	87.98%
Total Scholarship Expenses	23,041.90	26,500.00	(3,458.10)	86.95%
Total Expense	56,428.07	183,429.00	(127,000.93)	30.76%
Net Profit (Loss)	19,916.84	(7,400.00)	75,420.84	-269.15%

WMCA

2/23/2024 4:14 PM

Register: Chase Checking

From 05/01/2023 through 01/31/2024

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2023			-split-	DR Reversal 1		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 2		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 3		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 4		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 5		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 6		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 7		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 8		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 9		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 10		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 11		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 12		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 13		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 14		X	0.00	38,954.10
05/01/2023			-split-	DR Reversal 15		X	0.00	38,954.10
05/02/2023	1520	Lisa Neissl	Board Expenses:Office...		100.00	X		38,854.10
05/02/2023	1521	Association of Wash...	Board Expenses:Execu...	Associate Mem...	300.00	X		38,554.10
05/02/2023			-split-	PayPal		X	2,436.52	40,990.62
05/03/2023			Scholarship Income:Do...	Deposit ACH		X	10.21	41,000.83
05/04/2023			-split-	PayPal		X	423.89	41,424.72
05/05/2023			-split-	Deposit		X	200.00	41,624.72
05/08/2023		Bank Of America	-split-	Alice Attwood	108.54	X		41,516.18
05/08/2023		Bank Of America	Miscellaneous Expense...	Gina Anderson	252.76	X		41,263.42
05/08/2023		Bank Of America	Scholarship Expenses:...	Shawn Campbell	488.00	X		40,775.42
05/16/2023			-split-	PayPal		X	618.93	41,394.35
05/17/2023			-split-	Deposit		X	400.00	41,794.35
05/19/2023			-split-	PayPal		X	195.04	41,989.39
05/19/2023			Scholarship Income:Do...	ACH		X	18.40	42,007.79
05/26/2023			-split-	Deposit		X	97.52	42,105.31
05/27/2023			-split-	Deposit		X	200.00	42,305.31
06/05/2023	1522	Terri Wright	Scholarship Expenses:...		500.00	X		41,805.31
06/05/2023			-split-	PayPal		X	976.16	42,781.47
06/06/2023		Bank Of America	-split-	Lisa R Neissl	1,636.56	X		41,144.91
06/06/2023		Bank Of America	Board Expenses:Execu...	Shawn Campbell	1,100.00	X		40,044.91
06/13/2023	1523	Live It Forward LLC	ACADEMY SESSION...		2,750.00	X		37,294.91
06/14/2023			-split-	Deposit		X	1,650.00	38,944.91
06/16/2023			-split-	PayPal		X	317.06	39,261.97
06/28/2023			-split-	PayPal		X	136.23	39,398.20
06/29/2023			-split-	Deposit		X	364.49	39,762.69
07/05/2023	1524	Town Of La Conner	Scholarship Expenses:...		650.00	X		39,112.69

WMCA

2/23/2024 4:14 PM

Register: Chase Checking

From 05/01/2023 through 01/31/2024

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/06/2023		Bank Of America	-split-	Elizabeth M A...	3,186.41	X		35,926.28
07/07/2023			-split-	PayPal		X	3,520.98	39,447.26
07/07/2023		Bank Of America	-split-	Lisa R Neissl	1,585.75	X		37,861.51
07/11/2023	1525	City of Seattle	Scholarship Expenses:...		1,400.00	X		36,461.51
07/11/2023	1526	City of North Bend	Scholarship Expenses:...		1,400.00	X		35,061.51
07/11/2023	1527	OlyPen Inc	Communication Expen...	Cit	25.00	X		35,036.51
07/11/2023	1528	Shawn Campbell	Board Expenses:Execu...		193.56	X		34,842.95
07/12/2023	1529	City of Ferndale	Scholarship Expenses:...		1,400.00	X		33,442.95
07/13/2023			-split-	PayPal		X	5,748.23	39,191.18
07/13/2023	1530	City of Rainier	Scholarship Expenses:...		1,400.00	X		37,791.18
08/01/2023			-split-	Deposit		X	4,010.05	41,801.23
08/03/2023	1531	City of Okanogan	Scholarship Expenses:...		1,400.00	X		40,401.23
08/03/2023	1532	Douglas County	Scholarship Expenses:...		650.00	X		39,751.23
08/03/2023	1533	City of Liberty Lake	Scholarship Expenses:...		650.00	X		39,101.23
08/03/2023	1534	City Of Dupont	Scholarship Expenses:...		750.00	X		38,351.23
08/03/2023	1535	Clty of Kalama	Scholarship Expenses:...		750.00	X		37,601.23
08/03/2023	1536	Town of South Prairie	Scholarship Expenses:...		1,400.00	X		36,201.23
08/03/2023	1537	City Of Tonasket	Scholarship Expenses:...		1,400.00	X		34,801.23
08/03/2023	1538	City of Stevenson	Scholarship Expenses:...		750.00	X		34,051.23
08/03/2023	1539	Pend Oreille County	Scholarship Expenses:...		750.00	X		33,301.23
08/03/2023	1540	AM Speaking & Con...	ANNUAL CONFERE...		3,250.00	X		30,051.23
08/04/2023			-split-	Deposit		X	875.00	30,926.23
08/04/2023	1541	City of Kasaan	Scholarship Expenses:...		725.00	X		30,201.23
08/04/2023	1542	City of Creswell	Scholarship Expenses:...		725.00	X		29,476.23
08/07/2023		Bank Of America	Board Expenses:Board ...	Lisa R Neissl	212.97	X		29,263.26
08/07/2023		Bank Of America	Board Expenses:Execu...	Shawn Campbell	1,090.42	X		28,172.84
08/07/2023		Bank Of America	Miscellaneous Expense...	Gina Anderson	83.49	X		28,089.35
08/08/2023	1543	Vici Communication...	ANNUAL CONFERE...		875.00	X		27,214.35
08/11/2023			-split-	Deposit		X	700.00	27,914.35
08/11/2023			-split-	PayPal		X	927.67	28,842.02
08/18/2023			ADVANCED ACADE...	Deposit		X	175.00	29,017.02
09/05/2023	1544	Stephanie Haug	ACADEMY SESSION...		75.00	X		28,942.02
09/06/2023		Bank Of America	-split-	Lisa Neissl	1,215.80	X		27,726.22
09/08/2023			-split-	PayPal		X	2,122.41	29,848.63
09/09/2023			-split-	Deposit		X	275.00	30,123.63
09/11/2023	1545	Live It Forward LLC	ACADEMY SESSION...		2,750.00	X		27,373.63
09/18/2023	1546	Leavitt Group North...	Miscellaneous Expense...		1,053.00	X		26,320.63
09/19/2023			ADVANCED ACADE...	Deposit		X	175.00	26,495.63
09/25/2023			-split-	Deposit		X	978.08	27,473.71
09/29/2023			-split-	Deposit		X	275.00	27,748.71

WMCA

2/23/2024 4:14 PM

Register: Chase Checking

From 05/01/2023 through 01/31/2024

Sorted by: Date and Order Entered

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/13/2023	1547	Mary Lynne Stratta	ACADEMY SESSION...		488.41	X		27,260.30
10/13/2023	1548	Paula Swisher	Board Expenses:Execu...		162.78	X		27,097.52
10/13/2023	1549	Lisa R Neissl	Board Expenses:Office...		403.48	X		26,694.04
10/23/2023			-split-	The Square		X	96.35	26,790.39
11/02/2023			-split-	PayPal		X	1,243.21	28,033.60
11/02/2023			-split-	PayPal		X	170.04	28,203.64
11/02/2023		Wa State Gambling ...	Miscellaneous Expense...	2023-3	18.00	X		28,185.64
11/06/2023	1550	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		27,935.64
11/06/2023			-split-	PayPal		X	426.34	28,361.98
11/06/2023		Business Card	-split-	Alice Attwood	6,001.15	X		22,360.83
11/06/2023		Business Card	-split-	Melissa McCain	306.34	X		22,054.49
11/06/2023		Business Card	-split-	Lisa Neissl	453.98	X		21,600.51
11/07/2023			-split-	Deposit		X	294.00	21,894.51
12/01/2023			-split-	PayPal		X	5,213.63	27,108.14
12/05/2023			-split-	PayPal		X	5,269.00	32,377.14
12/07/2023		Business Card	Miscellaneous Expense...	WA Secretary ...	20.00	X		32,357.14
12/20/2023	1551	Deb Estrada	Scholarship Expenses:...		246.98	X		32,110.16
12/20/2023			-split-	PayPal		X	6,431.41	38,541.57
12/21/2023		Wa State Gambling ...	Miscellaneous Expense...	Annual Renewal	70.00	X		38,471.57
12/27/2023			-split-	PayPal		X	2,545.81	41,017.38
12/29/2023			-split-	Deposit		X	2,250.00	43,267.38
01/04/2024	1552	AWC	Board Expenses:Execu...		300.00	X		42,967.38
01/04/2024		Business Card	-split-	Lisa R Neissl	835.30	X		42,132.08
01/04/2024		Business Card	Communication Expen...	Gina Anderson	1,814.40	X		40,317.68
01/04/2024		Business Card	-split-	Paula Swisher	185.38	X		40,132.30
01/05/2024			-split-	PayPal		X	5,996.23	46,128.53
01/12/2024			-split-	PayPal		X	6,211.36	52,339.89
01/17/2024			-split-	PayPal		X	7,319.37	59,659.26
01/18/2024	1553	Centerplate Catering	ANNUAL CONFERE...		34,372.04			25,287.22
01/19/2024			-split-	Deposit		X	3,900.00	29,187.22
01/19/2024	1554	David T Saathoff	Miscellaneous Expense...		975.00			28,212.22



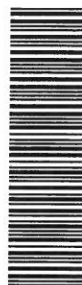
JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

December 30, 2023 through January 31, 2024
 Account Number: **000001851443431**

00096249 DRE 702 210 03224 NNNNNNNNNN 1 000000000 61 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
 Service Center: **1-800-242-7338**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**
 We accept operator relay calls



CHECKING SUMMARY

Chase Business Complete Checking

	INSTANCES	AMOUNT
Beginning Balance		\$43,514.36
Deposits and Additions	4	23,426.96
Checks Paid	2	-546.98
Electronic Withdrawals	3	-2,835.08
Ending Balance	9	\$63,559.26

Your account ending in 4280 is linked to this account for overdraft protection.

Congratulations, we waived the \$15 Monthly Service Fee for this statement period, based on your qualifying activity.

How to Avoid the Monthly Service Fee (MSF)

If you meet any of the following qualifying activities for this Chase Business Complete CheckingSM account in a statement period, we will waive the \$15 MSF.

Here's the business activity we used to determine if you qualified for the MSF waiver:

- \$2,000 Minimum Daily Ending Balance: Your lowest daily ending balance was \$43,514.36.
- \$2,000 Chase Payment SolutionsSM Activity: \$0.00 was deposited into this account.
- \$2,000 Chase Ink[®] Business Card Activity: \$0.00 was your total Ink activity.

You can also avoid the MSF if you:

- Maintain a linked Chase Private Client CheckingSM account OR
- Meet Chase Military Banking requirements

For complete details on all requirements to avoid the MSF, please review the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures or visit a Chase branch.



December 30, 2023 through January 31, 2024

Account Number: **00001851443431**

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
01/05	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:240105 CO Entry Descr:Transfer Sec:PPD Trace#:021000023044357 Eed:240105 Ind ID:1031742762694 Ind Name:Washington Municipal C 240105Ppz0X9 Trn: 0053044357Tc	\$5,996.23
01/12	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:240112 CO Entry Descr:Transfer Sec:PPD Trace#:021000028034991 Eed:240112 Ind ID:1031882328822 Ind Name:Washington Municipal C 240112Ppz0Hu Trn: 0128034991Tc	6,211.36
01/17	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:240117 CO Entry Descr:Transfer Sec:PPD Trace#:021000027965846 Eed:240117 Ind ID:1031975295761 Ind Name:Washington Municipal C 240117Ppz8Z6 Trn: 0177965846Tc	7,319.37
01/19	Deposit	3,900.00
Total Deposits and Additions		\$23,426.96

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1551 ^		01/08	\$246.98
1552 ^		01/16	300.00
Total Checks Paid			\$546.98

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
01/05	Orig CO Name:Bk of Amer VI/Mc Orig ID:9500000000 Desc Date:240105 CO Entry Descr:Online Pmtsec:CCD Trace#:121141289814073 Eed:240105 Ind ID:Ckf510751661POS Ind Name:Washington Mun Clerks Trn: 0049814073Tc	\$1,814.40
01/05	Orig CO Name:Bk of Amer VI/Mc Orig ID:9500000000 Desc Date:240105 CO Entry Descr:Online Pmtsec:CCD Trace#:121141289814072 Eed:240105 Ind ID:Ckf510751661POS Ind Name:Washington Mun Clerks Trn: 0049814072Tc	835.30
01/05	Orig CO Name:Bk of Amer VI/Mc Orig ID:9500000000 Desc Date:240105 CO Entry Descr:Online Pmtsec:CCD Trace#:121141289814074 Eed:240105 Ind ID:Ckf510751661POS Ind Name:Washington Mun Clerks Trn: 0049814074Tc	185.38
Total Electronic Withdrawals		\$2,835.08

DAILY ENDING BALANCE

DATE	AMOUNT
01/05	\$46,675.51
01/08	46,428.53
01/12	52,639.89
01/16	52,339.89
01/17	59,659.26
01/19	63,559.26

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

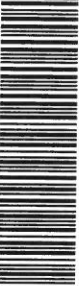
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



6:56 PM

02/12/24

WMCA
Reconciliation Summary
Chase Checking, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	43,514.36
Cleared Transactions	
Checks and Payments - 5 items	-3,382.06
Deposits and Credits - 4 items	<u>23,426.96</u>
Total Cleared Transactions	<u>20,044.90</u>
Cleared Balance	<u><u>63,559.26</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-35,347.04</u>
Total Uncleared Transactions	<u>-35,347.04</u>
Register Balance as of 01/31/2024	<u><u>28,212.22</u></u>
Ending Balance	28,212.22

6:56 PM

02/12/24

WMCA
Reconciliation Detail
 Chase Checking, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						43,514.36
Cleared Transactions						
Checks and Payments - 5 items						
Check	12/20/2023	1551	Deb Estrada	X	-246.98	-246.98
Check	01/04/2024		Business Card	X	-1,814.40	-2,061.38
Check	01/04/2024		Business Card	X	-835.30	-2,896.68
Check	01/04/2024	1552	AWC	X	-300.00	-3,196.68
Check	01/04/2024		Business Card	X	-185.38	-3,382.06
Total Checks and Payments					-3,382.06	-3,382.06
Deposits and Credits - 4 items						
Deposit	01/05/2024			X	5,996.23	5,996.23
Deposit	01/12/2024			X	6,211.36	12,207.59
Deposit	01/17/2024			X	7,319.37	19,526.96
Deposit	01/19/2024			X	3,900.00	23,426.96
Total Deposits and Credits					23,426.96	23,426.96
Total Cleared Transactions					20,044.90	20,044.90
Cleared Balance					20,044.90	63,559.26
Uncleared Transactions						
Checks and Payments - 2 items						
Check	01/18/2024	1553	Centerplate Catering		-34,372.04	-34,372.04
Check	01/19/2024	1554	David T Saathoff		-975.00	-35,347.04
Total Checks and Payments					-35,347.04	-35,347.04
Total Uncleared Transactions					-35,347.04	-35,347.04
Register Balance as of 01/31/2024					-15,302.14	28,212.22
Ending Balance					-15,302.14	28,212.22

WMCA

Register: Chase Savings
 From 05/01/2023 through 01/31/2024
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2023			Savings Interest	Interest	X		0.46	25,982.33
06/30/2023			Savings Interest	Interest	X		0.22	25,982.55
07/31/2023			Savings Interest	Interest	X		0.22	25,982.77
08/31/2023			Savings Interest	Interest	X		0.22	25,982.99
09/30/2023			Savings Interest	Interest	X		0.20	25,983.19
10/31/2023			Savings Interest	Interest	X		0.22	25,983.41
11/30/2023			Savings Interest	Interest	X		0.21	25,983.62
12/31/2023			Savings Interest	Interest	X		0.20	25,983.82
01/31/2024			Savings Interest	Interest	X		0.23	25,984.05



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

December 30, 2023 through January 31, 2024

Account Number: **000003366074280**

00037919 DRE 702 210 03224 NNNNNNNNNN 1 00000000 60 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
 Service Center: **1-800-242-7338**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**
 We accept operator relay calls



SAVINGS SUMMARY

Chase Business Total Savings

	INSTANCES	AMOUNT
Beginning Balance		\$25,983.82
Deposits and Additions	1	0.23
Ending Balance	1	\$25,984.05
Annual Percentage Yield Earned This Period		0.01%
Interest Paid This Period		\$0.23
Interest Paid Year-to-Date		\$0.23

Interest paid in 2023 for account 000003366074280 was \$3.61.

Your monthly service fee was waived because you maintained an average savings balance of \$1,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$25,983.82
01/31	Interest Payment	0.23	25,984.05
	Ending Balance		\$25,984.05

15 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.

6:57 PM

02/12/24

WMCA
Reconciliation Summary
Chase Savings, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	25,983.82
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.23</u>
Total Cleared Transactions	<u>0.23</u>
Cleared Balance	<u>25,984.05</u>
Register Balance as of 01/31/2024	25,984.05
Ending Balance	25,984.05

6:57 PM

02/12/24

WMCA
Reconciliation Detail
 Chase Savings, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,983.82
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2024			X	0.23	0.23
Total Deposits and Credits					0.23	0.23
Total Cleared Transactions					0.23	0.23
Cleared Balance					0.23	25,984.05
Register Balance as of 01/31/2024					0.23	25,984.05
Ending Balance					0.23	25,984.05



TO: WMCA Members

FROM: Kim Agfalvi, Audit Committee Co-Chair
Jennifer Schober, Audit Committee Co-Chair

COMMITTEE: Audit Committee

DATE: February 22, 2024

We would like to extend a big THANK YOU to & recognize the 2 audit committee members and 2 co-chairs who volunteered to serve on our committee this past year. Their thoughtful input and participation was greatly appreciated!

- ❖ **Danielle Charchenko, City of Orting**
- ❖ **Kathy Linnemeyer, City of Yelm**

And a big thanks to Gretchen Sagen, our Executive Committee Liaison as well!

Highlights from the 2023-2024 fiscal year (May 1, 2023 – April 30, 2024) include:

- The audit committee met on August 17th, 2023 and conducted an audit of the WMCA financial records for the months of January – April, 2023.
- The audit committee met on February 22nd, 2024 and conducted an audit of the WMCA financial records for May - December, 2023.
- The audit committee audited the Bank of America world points accounts for May 2023 – December 2023
- The audit committee met both times at Woodland City Hall and during the review, the committee found that the financial records accurately reflect the activity for each time period. The audit included a review and balance verification of the checking and savings accounts, Bank of America World Points account, support documentation, and verification of payments received.

We have enjoyed our time on the audit committee and hope all of you enjoy the conference!



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)
- Annual Business Meeting

TO: WMCA Executive Committee and Membership

FROM: Elizabeth Adkisson, President-Elect, Budget Committee Chair

DATE: March 21, 2024

WMCA 2023-2024 BUDGET COMMITTEE

Thank you to the 2023-2024 WMCA Budget Committee, comprised of President Lisa Neissl, Immediate Past President Shawn Campbell, Vice President Heidi Napolitano, and Treasurer Gina Anderson, for their support and thoughtful preparation of the Proposed 2024-2025 WMCA Budget. A special thank you to Gina Anderson for her many years of excellence serving as WMCA Treasurer; her diligence in keeping the WMCA accounts in order, and providing historical and contextual information, is invaluable.

SUMMARY OF ACTIVITIES:

In accordance with WMCA Bylaws (Article X, Section 1), and the WMCA Budget Committee Description, the Committee met on November 11, 2023, to review the proposed budget prepared by President-Elect Adkisson. Items on the agenda included: a review of the WMCA Budget Committee Description and Financial Policies for proposed revisions, a review of WMCA Annual Dues and Fees (Financial Policies – Sections 6.7 & 6.8), and a review of the Proposed 2024-2025 Budget.

The Budget Committee's recommendations on these topics were presented to the WMCA Executive Committee on January 12, 2024¹. In addition, the Executive Committee reviewed historical budget to actual data for the past 15 years, and discussed budget trends and ongoing increases in expenses due to inflation and hospitality market rate increases (specifically related to speaker fees and the annual conference).

At this time, the WMCA Executive Committee took the following actions:

- Approved amendments to the Budget Committee Description and Financial Policies;
- Approved an increase to the conference registration fee (from \$450 to \$495) effective for the March 2025 conference; and
- Approved the Proposed 2024-2025 Budget, for presentation to the full membership at the Annual Business Meeting.

¹ See the January 12, 2024, EC Meeting Packet - <https://wmcaclerks.wildapricot.org/resources/Documents/EC%20Agenda%20Packets/2024-01-12%20EC%20Meeting%20Agenda.pdf>

PROPOSED 2024-2025 WMCA BUDGET

The Proposed 2024-2025 WMCA Budget includes the following highlights: fully funding the WMCA Financial Policies, updating the budget format to include references to guiding documentation (including Financial Policies, Agreements, etc.), and increasing the budget for mission critical items (education and scholarships) as well as future conference site planning (deposits and site visits).

Expenditure Notes:

- Costs for the 2025 conference to be held on the west-side of the state are estimated based on the 2023 Annual Conference.
- The Conference Planning Committee recommended increasing the following item: Future Conference Site Deposit (Deposits for 2025 and 2026) – increase to \$10,000.
- The Education Committee recommended increasing the following item: Annual Conference Speakers (speaker fees and expenses) – increase from \$15,000 to \$20,000.
- The Education Coordinator recommended increasing the following item: Advance Academy – Spring (speaker, meals, room rental) – increase from \$3,000 to \$5,000.
- Both the Region IX and NCI Director Agreements were recently amended; expenses have been updated as appropriate to meet the terms of the agreements, including an increase to the Region IX Assessment fee from \$5 to \$7 per active WMCA member.
- WMCA will select the next Region IX Director (for the term beginning May 2025); this budget includes travel fees for that individual to attend the 2025 IIMC Conference, per the Region IX Agreement.

Per the WMCA Bylaws, the Proposed 2024-2025 WMCA Budget has been reviewed and approved by the Executive Committee and is presented to the WMCA Membership at the Annual Business Meeting in March 2024 for adoption. (Attachment 1)

ACTION REQUESTED: YES NO

RECOMMENDATION: Move to adopt the 2024-2025 WMCA Budget, as presented.

ALTERNATIVES: Adopt with amendments, to be determined, or refer to the committee for further discussion.

FISCAL IMPACT: This budget proposes funding expenditures in an amount of \$216,565.18 and anticipates revenues in an amount of \$156,895.00. This represents a ~38 percent difference (\$59,670.18). Historically, WMCA Budgets have been approved with a difference up to 42 percent; however, budget to actual data indicates the difference levels have balanced out collectively, over the past fifteen years. The Executive Committee will continue to monitor overarching trends for fiscal impacts.

ATTACHMENTS: 1. Proposed 2024-2025 WMCA Budget

WMCA BUDGET P&L Combined

	Actual May '21 - Apr '22	Actual May '22- Apr '23	YTD May '23 - Jan '24	Proposed May '24 - Apr '25
Income				
Advanced Education Sessions				
Athenian Dialogue - Fall	3,850.00	9,050.00	5,950.00	6,125.00
Advanced Academy - Fall	5,350.00	8,400.00	10,325.00	10,500.00
Athenian Dialogue - Spring	0.00	0.00	3,600.00	6,125.00
Advanced Academy - Spring	6,700.00	6,925.00	4,050.00	10,500.00
<i>Total Advanced Education</i>	<u>15,900.00</u>	<u>24,375.00</u>	<u>23,925.00</u>	<u>33,250.00</u>
Conference				
Donations/Sponsorships	3,000.00	9,360.95	265.00	10,000.00
Exhibitors (15)	4,600.00	5,965.07	0.00	6,600.00
Meals	721.00	717.00	269.00	1,000.00
Registrations	40,875.00	60,400.00	36,550.00	61,875.00
<i>Total Conference</i>	<u>49,196.00</u>	<u>76,443.02</u>	<u>37,084.00</u>	<u>79,475.00</u>
Dues	25,750.00	26,395.00	34,605.00	32,670.00
Savings Interest	12.15	6.32	2.18	0.00
NCI Director Lodging	0.00	0.00	0.00	0.00
NCI Surplus	0.00	0.00	0.00	0.00
Region IX Dinner	0.00	1,855.00	70.00	0.00
Scholarship Income				
Auctions	7,746.00	9,118.00	262.00	5,000.00
Donations	94.43	2,881.80	3,003.31	0.00
Product Sales	2,220.00	2,380.00	0.00	1,500.00
Fundraising	4,096.00	4,336.00	1,615.00	5,000.00
<i>Total Scholarship Income</i>	<u>14,156.43</u>	<u>18,715.80</u>	<u>4,880.31</u>	<u>11,500.00</u>
Total Income	<u>105,014.58</u>	<u>147,790.14</u>	<u>100,566.49</u>	<u>156,895.00</u>
Expense				
Advanced Education Sessions				
Athenian Dialogue - Fall	2,248.50	2,937.39	2,991.48	6,000.00
Advanced Academy - Fall	4,279.45	10,483.93	9,044.08	9,000.00
Athenian Dialogue - Spring	0.00	0.00	54.28	6,000.00
Advanced Academy - Spring	2,432.11	4,547.78	54.26	5,000.00
Membership Event	0.00	0.00	306.34	500.00
<i>Total Academy Sessions</i>	<u>8,960.06</u>	<u>17,969.10</u>	<u>12,450.44</u>	<u>26,500.00</u>
Annual Conference				
	Pasco	Skamania	Yakima	TBD
Audio Visual	5,326.90	17,571.67	0.00	18,000.00
Conference Photographer	0.00	0.00	0.00	600.00
Decorations	1,681.85	2,703.71	0.00	2,500.00
Drawings/Door Prizes	200.00	100.00	0.00	200.00
Future Conference Site Deposit	1,123.00	1,743.28	0.00	10,000.00
Hospitality Expenses (WMCA)	4,402.18	4,656.72	0.00	8,565.00
Meals	29,395.59	42,177.92	34,372.04	55,000.00
Printing/Postage	0.00	0.00	0.00	1,750.00
Recognition Awards	232.83	709.94	0.00	850.00
Speakers	6,064.78	12,907.66	4,125.00	20,000.00
Special Entertainment	100.00	50.00	0.00	750.00
Supplies	2,115.90	1,079.77	0.00	2,000.00
Supplies - 1st Time Attendees	503.09	464.18	0.00	500.00
<i>Total Annual Conference</i>	<u>51,146.12</u>	<u>84,164.85</u>	<u>38,497.04</u>	<u>120,715.00</u>
Board Expenses				
Board Meetings	424.97	1,213.45	333.62	1,200.00
Education Coordinator	3,135.79	1,460.24	0.00	2,739.00
Executive Committee Travel				4,481.00
AWC Conference			2,983.98	500.00
Other - Site Visits	141.97	75.46	348.16	1,000.00
<i>Total Executive Committee Travel</i>	<u>141.97</u>	<u>75.46</u>	<u>3,332.14</u>	<u>9,920.00</u>
NCI Director Travel				3,400.00
Northwest Clerks Institute	0.00	0.00	0.00	3,400.00
IIMC Conference	0.00	627.18	0.00	750.00
WMCA Conference	1,167.56	469.09	0.00	1,266.00
WMCA Fall Education Days				350.00
<i>Total NCI Director Travel</i>	<u>1,167.56</u>	<u>1,096.27</u>	<u>0.00</u>	<u>5,766.00</u>
Region IX Director Travel				1,100.00
IIMC Conference	0.00	0.00	0.00	1,100.00
WMCA Conference	0.00	0.00	0.00	0.00
<i>Total Region IX Director Travel</i>				<u>1,100.00</u>
Officer's Board Travel				

WMCA BUDGET P&L Combined

	Actual May '21 - Apr '22	Actual May '22- Apr '23	YTD May '23 - Jan '24	Proposed May '24 - Apr '25
President				
Alaska Conference	1,104.13	1,097.90	1,734.30	1,703.00
CA Conference	408.34	1,601.20	930.34	1,905.00
IIMC Conference	3,540.05	757.81	1,124.28	2,739.00
OR Conference	90.60	879.39	1,053.61	1,178.18
WMCA Conference	1,275.00	450.00	0.00	0.00
<i>Total President</i>	6,418.12	4,786.30	4,842.53	7,525.18
President Elect				
IIMC Conference	3,558.05	3,774.79	1,239.91	2,739.00
WMCA Conference	238.26	0.00	0.00	500.00
<i>Total President Elect</i>	3,796.31	3,774.79	1,239.91	3,239.00
Immediate Past President				
IIMC Conference	1,235.16	1,525.84	0.00	0.00
<i>Total Immediate Past President</i>	1,235.16	0.00	0.00	0.00
Region IX Director Travel	476.52	0.00	0.00	1,100.00
<i>Total Officer's Board Travel</i>	13,093.67	9,657.36	6,082.44	17,630.18
Total Board Expenses	16,796.40	13,932.35	9,748.20	27,550.18
Communication Expenses				
Voting Software	0.00	0.00	0.00	0.00
DropBox	174.72	214.72	0.00	300.00
Survey	0.00	0.00	0.00	0.00
Website M&O	1,468.37	1,425.60	1,839.40	1,400.00
Total Communication Expenses	1,643.09	1,640.32	1,839.40	1,700.00
Contingency	0.00	0.00	0.00	0.00
IIMC				
MCEF Donation	42.69	0.00	75.00	75.00
Outgoing Reg IX Dir Gift	588.25	(200.00)	0.00	100.00
Reg IX Assessment	1,525.00	1,585.00	0.00	2,275.00
Region IX Dinner	0.00	277.50	1,968.48	0.00
Total IIMC	2,155.94	1,662.50	2,043.48	2,450.00
Miscellaneous Expenses				
501C(3)	885.00	970.00	975.00	950.00
Bank Charges	(1.81)	0.00	0.00	50.00
Condolences	0.00	0.00	0.00	0.00
Credit Card Fees (PayPal)	1,675.53	2,352.19	1,856.48	1,500.00
Gambling/Alcohol License	65.00	243.00	88.00	200.00
Gifts	0.00	0.00	0.00	700.00
Insurance	1,303.00	1,303.00	1,303.00	1,400.00
Office Supplies	260.74	544.14	336.25	500.00
Other	0.00	1,424.50	826.22	0.00
Post Cards Vistaprint	0.00	0.00	0.00	0.00
Postage	22.74	38.10	0.00	350.00
Total Miscellaneous Expenses	4,210.20	6,874.93	5,384.95	5,650.00
Scholarship Expenses				
General Scholarships	2,239.78	6,200.00	0.00	8,000.00
Margery A. Price Scholarship	0.00	500.00	500.00	2,000.00
NCI Scholarships	4,200.00	8,890.00	16,200.00	15,000.00
IIMC Endowment Contribution	0.00	10,000.00	0.00	2,500.00
Raffle - Auction/Pink Walk	1,123.00	1,743.28	734.98	2,500.00
Store Items	635.38	1,895.17	0.00	2,000.00
Total Scholarship Expenses	8,198.16	29,228.45	17,434.98	32,000.00
Total Expense	93,109.97	155,472.50	87,398.49	216,565.18
Net Profit (Loss)	11,904.61	(7,682.36)	13,168.00	(59,670.18)

WMCA BUDGET Revenue

	Actual May '21 - Apr '22	Actual May '22- Apr '23	YTD May '23 - Jan '24	Budget May '23 - Apr '24	Proposed May '24 - Apr '25	Comments
Income						
Advanced Education Sessions						
Athenian Dialogue - Fall	3,850.00	9,050.00	5,950.00	6,125.00	6,125.00	35 @ \$175 Registration
Advanced Academy - Fall	5,350.00	8,400.00	10,325.00	8,750.00	10,500.00	60 @ \$175 Registration
Athenian Dialogue - Spring	0.00	0.00	3,600.00	8,750.00	6,125.00	35 @ \$175 Registration
Advanced Academy - Spring	6,700.00	6,925.00	4,050.00	10,500.00	10,500.00	60 @ \$175 Registration
Total Advanced Academy	15,900.00	24,375.00	23,925.00	34,125.00	33,250.00	
Conference						
Donations/Sponsorships	3,000.00	9,360.95	265.00	10,000.00	10,000.00	Vendor Sponsorships
Exhibitors	4,600.00	5,965.07	0.00	9,900.00	6,600.00	12+ Vendors @ \$550 - TBD
Meals	721.00	717.00	269.00	3,500.00	1,000.00	Guest Meals (Vendors, Spouses)
Registrations	40,875.00	60,400.00	36,550.00	47,500.00	61,875.00	125 @ \$495 Registration
Total Conference	49,196.00	76,443.02	37,084.00	70,900.00	79,475.00	
Dues - Active	25,750.00	26,395.00	34,605.00	32,000.00	32,500.00	325 @ \$100 - Estimated Active Membership Dues
Dues - Affilliate					45.00	3 @ \$15 - Estimated Associate Membership Dues
Dues - Associate					125.00	1 @ \$125 - Estimated Affiliate Membership Dues
Total Dues	25,750.00	26,395.00	34,605.00	32,000.00	32,670.00	
Savings Interest	12.15	6.32	2.18	0.00	0.00	
NCI Director Lodging	0.00	0.00	0.00	0.00	0.00	2/3 from OR/AK + any overages/share cost of Air bnb in Tacoma
NCI Surplus	0.00	0.00	0.00	0.00	0.00	
Region IX Dinner (Minneapolis)	0.00	1,855.00	70.00	1,500.00	0.00	WMCA Does not host in 2024 or 2025
Scholarship Income						
Auctions	7,746.00	9,118.00	262.00	5,000.00	5,000.00	monies collected from successful auction item bids
Donations	94.43	2,881.80	3,003.31	0.00	0.00	monies collected from regional groups and money given by individu:
Product Sales	2,220.00	2,380.00	0.00	1,500.00	1,500.00	WMCA Store
Fundraising	4,096.00	4,336.00	1,615.00	5,000.00	5,000.00	all monies raised by the fundraising committee that are not from the
Total Scholarship Income	14,156.43	18,715.80	4,880.31	11,500.00	11,500.00	
Transfer from Savings	0.00	0.00	0.00	0.00	0.00	
Total Income	105,014.58	147,790.14	100,566.49	150,025.00	156,895.00	

WMCA BUDGET Expenditures

	Actual	Actual	YTD	Budget	Proposed	
	May '21 - Apr '22	May '22- Apr '23	May '23 - Jan '24	May '23 - Apr '24	May '24 - Apr '25	Comments
Advanced Education Sessions						
Athenian Dialogue - Fall	2,248.50	2,937.39	2,991.48	6,000.00	6,000.00	Speaker, lodging, airfare
Advanced Academy - Fall	4,279.45	10,483.93	9,044.08	9,000.00	9,000.00	Speaker, member meals, room rental
Athenian Dialogue - Spring	0.00	0.00	54.28	6,000.00	6,000.00	Speaker, lodging, airfare
Advanced Academy - Spring	2,432.11	4,547.78	54.26	3,000.00	5,000.00	Speaker, member meals, room rental
Membership Event	0.00	0.00	306.34	500.00	500.00	Membership Event held - Membership Committee
Total Advanced Education Sessions	8,960.06	17,969.10	12,450.44	24,500.00	26,500.00	
	Pasco	Skamania	Yakima	Yakima	TBD	
Annual Conference						
Audio Visual	5,326.90	17,571.67	0.00	15,000.00	18,000.00	
Conference Photographer	0.00	0.00	0.00	600.00	600.00	Banquet Night; EC Headshots and Group Photo for webpage
Decorations	1,681.85	2,703.71	0.00	2,000.00	2,500.00	
Drawings/Door Prizes	200.00	100.00	0.00	200.00	200.00	Vendor & Friday Drawings; \$100 x 2
Future Conference Site Deposit	1,123.00	1,743.28	0.00	0.00	10,000.00	Deposits for 2025 and 2026
Hospitality Expenses (WMCA)	4,402.18	4,656.72	0.00	6,950.00	8,565.00	see worksheet
Meals	29,395.59	42,177.92	34,372.04	55,000.00	55,000.00	Includes President's Reception & Honored Guest Dinner (FP 3.6) ; COTY Toast (FP 3.1)
Printing/Postage	0.00	0.00	0.00	1,750.00	1,750.00	Meal Tickets, Annual Business Meeting Packets (30), Conference Programs
Recognition Awards	232.83	709.94	0.00	850.00	850.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	6,064.78	12,907.66	4,125.00	15,000.00	20,000.00	Speaker Fees & Expenses (Including gift cards for unpaid speakers, per Committee Description)
Special Entertainment	100.00	50.00	0.00	750.00	750.00	Honor Guard, Local or Theme, Invocation
Supplies	2,115.90	1,079.77	0.00	2,000.00	2,000.00	
Supplies for 1st Time Attendees	503.09	464.18	0.00	500.00	500.00	FTA Events/Activities - Membership Committee
Total Annual Conference	51,146.12	84,164.85	38,497.04	100,600.00	120,715.00	

WMCA BUDGET Expenditures

	Actual May '21 - Apr '22	Actual May '22- Apr '23	YTD May '23 - Jan '24	Budget May '23 - Apr '24	Proposed May '24 - Apr '25	Comments
Board Expenses						
Board Meetings	424.97	1,213.45	333.62	1,200.00	1,200.00	<i>FP 2.3; Room Rental, Food (4 Meetings)</i>
Education Coordinator	3,135.79	1,460.24	0.00	2,558.00	2,739.00	<i>see Travel worksheet</i>
Executive Committee Travel	0.00	2,808.26	2,983.98	2,700.00	4,481.00	<i>see Travel worksheet</i>
Other - Site Visits	141.97	75.46	348.16	1,000.00	1,000.00	<i>Future Conference site visits - Add to FP 2.5</i>
Total Executive Committee Travel	3,702.73	5,557.41	3,332.14	7,458.00	9,420.00	
NCI Director Travel						
Northwest Clerks Institute	0.00	0.00	0.00	3,400.00	3,400.00	<i>Per NCI Director Agreement - 1/3 Lodging + any overages</i>
IIMC Conference	0.00	627.18	0.00	900.00	750.00	<i>see Travel worksheet</i>
WMCA Conference	1,167.56	469.09	0.00	600.00	1,266.00	<i>see Travel worksheet</i>
WMCA Fall Education Days					350.00	<i>see Travel worksheet</i>
Total NCI Director Travel	1,167.56	1,096.27	0.00	4,900.00	5,766.00	
Region IX Director Travel						
IIMC Conference	0.00	0.00	0.00	0.00	1,100.00	<i>see Travel worksheet</i>
WMCA Conference	476.52	0.00	0.00	0.00	0.00	<i>see Travel worksheet</i>
Total Region IX Director	476.52	0.00	0.00	0.00	1,100.00	
Officer's Board Travel						
President						
Alaska Conference	1,104.13	1,097.90	1,734.30	1,285.00	1,703.00	<i>Anchorage - see Travel worksheet</i>
CA Conference	408.34	1,601.20	930.34	1,225.00	1,905.00	<i>San Diego - see Travel worksheet</i>
IIMC Conference	3,540.05	757.81	1,124.28	2,418.00	2,739.00	<i>Calgary & St Louis - see Travel worksheet</i>
OR Conference	90.60	879.39	1,053.61	1,202.50	1,178.18	<i>Pendelton - see Travel worksheet</i>
WMCA Conference	1,275.00	450.00	0.00	475.00	0.00	<i>Lodging - see Travel worksheet</i>
Region IX Meeting	0.00	0.00	0.00	0.00	0.00	<i>If Needed - see Travel worksheet</i>
Total President	6,418.12	4,786.30	4,842.53	6,605.50	7,525.18	
President Elect						
IIMC Conference	3,558.05	3,774.79	1,239.91	2,558.00	2,739.00	<i>Calgary & St Louis - see Travel worksheet</i>
WMCA Conference	238.26	0.00	0.00	560.00	500.00	<i>Lodging - see Travel worksheet</i>
Total President Elect	3,796.31	3,774.79	1,239.91	3,118.00	3,239.00	

WMCA BUDGET Expenditures

	Actual May '21 - Apr '22	Actual May '22- Apr '23	YTD May '23 - Jan '24	Budget May '23 - Apr '24	Proposed May '24 - Apr '25	Comments
Immediate Past President						
IIMC Conference	1,235.16	1,525.84	0.00	0.00	0.00	
Total Immediate Past President	1,235.16	1,525.84	0.00	0.00	0.00	
Total Officer's Board Travel	13,093.67	11,183.20	6,082.44	9,723.50	10,764.18	
Total Board Expenses	20,357.16	19,414.30	9,748.20	25,839.50	27,050.18	
Communication Expenses						
Voting Software	0.00	0.00	0.00	0.00	0.00	
Electronic Document Storage (e.g.: DropBox, etc.)	174.72	214.72	0.00	300.00	300.00	<i>Eliminated use of DropBox in 2023; new product in review</i>
Survey	0.00	0.00	0.00	0.00	0.00	
Website M&O	1,468.37	1,425.60	1,839.40	1,200.00	1,400.00	
Total Communication Expenses	1,643.09	1,640.32	1,839.40	1,500.00	1,700.00	
IIMC						
IIMC President Travel (to WMCA Conf)					500.00	<i>see Travel worksheet</i>
IIMC Education Foundation	42.69	0.00	75.00	75.00	75.00	<i>Financial Policies 6.5</i>
Outgoing Reg IX Dir Gift	588.25	-200.00	0.00	0.00	100.00	<i>Financial Policies 6.6</i>
Region IX Assessment	1,525.00	1,585.00	0.00	1,850.00	2,275.00	<i>325 Active Members x \$7</i>
Region IX Dinner	0.00	277.50	1,968.48	3,700.00	0.00	<i>WMCA does not host in 2024 or 2025</i>
Total IIMC	2,155.94	1,662.50	2,043.48	5,625.00	2,950.00	
Miscellaneous Expenses						
501(c)3	885.00	970.00	975.00	950.00	950.00	<i>Accountant</i>
Bank Charges	(1.81)	0.00	0.00	50.00	50.00	
Condolences	0.00	0.00	0.00	0.00	0.00	
Credit Card Fees (PayPal)	1,675.53	2,352.19	1,856.48	1,500.00	1,500.00	
Gambling/Alcohol License	65.00	243.00	88.00	200.00	200.00	
Gifts	0.00	0.00	0.00	700.00	700.00	<i>Lapel pins for IIMC & other conferences</i>
Insurance	1,303.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	260.74	544.14	336.25	500.00	500.00	<i>McAfee</i>
Other	0.00	1,424.50	826.22	500.00	0.00	<i>Small cities scholarships for WMCA dues - Has not been offered in past few years.</i>
Post Cards Vistaprint	0.00	0.00	0.00	0.00	0.00	
Postage	22.74	38.10	0.00	350.00	350.00	<i>New members and Treasurer mailings</i>
Total Miscellaneous Expenses	4,210.20	6,874.93	5,384.95	6,150.00	5,650.00	

WMCA BUDGET Expenditures

	Actual May '21 - Apr '22	Actual May '22- Apr '23	YTD May '23 - Jan '24	Budget May '23 - Apr '24	Proposed May '24 - Apr '25	Comments
Scholarship Expenses						
General Scholarships	2,239.78	6,200.00	0.00	5,000.00	8,000.00	
Margery A. Price Scholarship	0.00	500.00	500.00	2,000.00	2,000.00	
NCI Scholarships	4,200.00	8,890.00	16,200.00	15,000.00	15,000.00	
IIMC Endowment Contribution	0.00	10,000.00	0.00	2,500.00	2,500.00	<i>Board approved annual contribution (MCEF) - Add to FP.</i>
Raffle - Auction	1,123.00	1,743.28	734.98	2,500.00	2,500.00	<i>Supplies for raffle and auction</i>
Store Items	635.38	1,895.17	0.00	2,000.00	2,000.00	<i>Buying products to sell</i>
Total Scholarship Expenses	8,198.16	29,228.45	17,434.98	29,000.00	32,000.00	
Total Expense	\$ 96,670.73	\$ 160,954.45	\$ 87,398.49	\$ 193,214.50	\$ 216,565.18	

**WMCA BUDGET
Travel**

Conference	Dates	Description	Budget	Proposed	WMCA Financial Policies (FP)	NOTES
			May '23 - Apr '24	May '24 - Apr '25		
EDUCATION COORDINATOR TRAVEL						
2025 IIMC - St Louis, Missouri	05/18-21/2025	Registration/Early	750.00	750.00	2.1.4 (Conf only)	2024 Conference Reg and Air is paid out of 2023 Budget; this budget covers 2025
2025 IIMC - St Louis, Missouri	05/18-21/2025	Airline	600.00	350.00	2.1.1 (Coach Class Air)	RT SEA-STL (includes baggage fees)
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Lodging	768.00	832.00	2.1.3 (Host Hotel)	219.00 CAD/night (160.00 USD/night) x 5 nights plus 4% Alberta Tourism Levy
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Ground Transportation	50.00	100.00	2.1.2	To/From Airport to Host Hotel (19km)
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Parking	140.00	222.00	2.1.2	SeaTac Airport Parking (37.00/day) x 6 days
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Meals	250.00	485.00	2.1.6 (Location Per Diem)	Per Diem: 132 CAD/day (97.00 USD) x 5 days; some meals included in registration
		Total Education Coordinator Travel	2,558.00	2,739.00		
EXECUTIVE COMMITTEE TRAVEL						
2024 AWC - Vancouver, WA	06/18-21/2024	Vendor Registration/Membership	1,400.00	1,400.00	Add to FP.	Per IPP Job Description Section 1(c) -- attend as a vendor on behalf of WMCA; Registration typically includes booth and most meals for 2 days. 2024-25 IPP: Lisa Niessl, Walla Walla. Current FPs apply to President or designee.
2024 AWC - Vancouver, WA	06/18-21/2024	Airline (or Mileage)	300.00	655.00	2.2.1 (Coach Class Air)	Air: RT ALW-PDX OR Mileage: Round trip Walla Walla, WA to Vancouver, WA ~500 miles @.655 per mile
2024 AWC - Vancouver, WA	06/18-21/2024	Lodging	500.00	1,456.00	2.2.3 (Host Hotel)	Up to 4 nights at government rate (\$182) plus local lodging fees
2024 AWC - Vancouver, WA	06/18-21/2024	Ground Transportation		100.00	2.2.2	To/From Airport to Host Hotel (If needed)
2024 AWC - Vancouver, WA	06/18-21/2024	Meals		370.00	2.2.4 (Location Per Diem)	Per Diem: \$74/day x 5 days; some meals included in registration
2024 AWC - Vancouver, WA	06/18-21/2024	Supplies	500.00	500.00	Add to FP.	Give aways, presentation supplies, brochures
		Total Executive Committee Travel	2,700.00	4,481.00		
NCI DIRECTOR TRAVEL						
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	1/3 Shared Cost w/AK & OR	900.00	750.00	2.1	NCI Agreement (up to \$750.00/entity)
2024 WMCA Fall Education Days - Wenatchee, WA	TBD	Registration		350.00	3.1	NCI Agreement & FP (A complimentary registration for the Spring and Fall IIMC Certification Academies will also be provided to the NCI Director).
2025 WMCA - TBD, WA	03/18-21/2025	Airline (or Mileage)	600.00	300.00	Add to FP.	NCI Agreement 2019-2021 (Travel expenses (mileage, airfare, parking, meals outside of conference) shall be reimbursed upon receipt of adequate documentation and proof of payment(receipts) to the Treasurer within 30 days of the event); Airfare: RT SFO>SEA
2025 WMCA - TBD, WA	03/18-21/2025	Lodging		500.00	3.2.3	Up to 4 nights lodging at government rate plus local lodging fees
2025 WMCA - TBD, WA	03/18-21/2025	Ground Transportation		50.00	3.3	To/From Airport to Host Hotel (If needed)
2025 WMCA - TBD, WA	03/18-21/2025	Parking		120.00	Add to FP.	NCI Agreement 2019-2021 (Travel expenses (mileage, airfare, parking, meals outside of conference) shall be reimbursed upon receipt of adequate documentation and proof of payment(receipts) to the Treasurer within 30 days of the event); SFO Airport Parking (30.00/day) x 4 days

WMCA BUDGET
Travel

2025 WMCA - TBD, WA	03/18-21/2025	Meals		296.00	Add to FP.	NCI Agreement 2019-2021 (Travel expenses (mileage, airfare, parking, meals outside of conference) shall be reimbursed upon receipt of adequate documentation and proof of payment(receipts) to the Treasurer within 30 days of the event); Per Diem: \$74/day x 4 days; some meals included in registration
		Total NCI Director Travel	1,500.00	2,366.00		
PRESIDENT TRAVEL						
2024 AAMC - Anchorage AK	TBD	Registration/Early			2.2	AAMC Pays Registration (Typically two days; 5 meals); Advanced Education is Extra
2024 AAMC - Anchorage AK	TBD	Airline or Mileage	500.00	400.00	2.2.1 (Coach Class Air)	RT SEA-ANC (includes baggage fees)
2024 AAMC - Anchorage AK	TBD	Lodging	460.00	687.00	2.2.3 (Host Hotel)	Up to 3 nights at government rate (\$229) plus local lodging fees - Captain Cook Hotel or Other
2024 AAMC - Anchorage AK	TBD	Ground Transportation	75.00	50.00	2.2.2	To/From Airport to Host Hotel (If needed)
2024 AAMC - Anchorage AK	TBD	Parking	-	148.00	2.2.2	SeaTac Airport Parking (37.00/day) x 4 days
2024 AAMC - Anchorage AK	TBD	Meals	100.00	268.00	2.2.4 (Location Per Diem)	Per Diem: \$67/day x up to 4 days; some meals included in registration
2024 AAMC - Anchorage AK	TBD	Hospitality Gifts	100.00	100.00	2.2.6	\$50x2 for Incoming&Outgoing President
2024 AAMC - Anchorage AK	TBD	Auction Item	50.00	50.00	2.2.7	
		Total AAMC Conference	1,285.00	1,703.00		
2024 CCAC - San Diego, CA	04/03-04/05/2024	Registration/Early			2.2	CCAC Pays Registration; Advanced Education is Extra
2024 CCAC - San Diego, CA	04/03-04/05/2024	Airline or Mileage	300.00	500.00	2.2.1 (Coach Class Air)	RT SEA-SAN (includes baggage fees)
2024 CCAC - San Diego, CA	04/03-04/05/2024	Lodging	600.00	724.00	2.2.3 (Host Hotel)	Up to 4 nights at government rate (\$181) plus local lodging fees - Hard Rock Hotel, San Diego, CA
2024 CCAC - San Diego, CA	04/03-04/05/2024	Ground Transportation	75.00	50.00	2.2.2	To/From Airport to Host Hotel (If needed)
2024 CCAC - San Diego, CA	04/03-04/05/2024	Parking	-	185.00	2.2.2	SeaTac Airport Parking (37.00/day) x 5 days
2024 CCAC - San Diego, CA	04/03-04/05/2024	Meals	100.00	296.00	2.2.4 (Location Per Diem)	Per Diem: \$74/day x up to 4 days; some meals included in registration
2024 CCAC - San Diego, CA	04/03-04/05/2024	Hospitality Gifts	100.00	100.00	2.2.6	\$50x2 for Incoming&Outgoing President
2024 CCAC - San Diego, CA	04/03-04/05/2024	Auction Item	50.00	50.00	2.2.7	
		Total CCAC Conference	1,225.00	1,905.00		
2025 IIMC - St Louis, Missouri	05/18-21/2025	Registration/Early	750.00	750.00	2.1.4 (Conf only)	2024 Conference Reg and Air is paid out of 2023 Budget; this budget covers 2025
2025 IIMC - St Louis, Missouri	05/18-21/2025	Airline	600.00	350.00	2.1.1 (Coach Class Air)	RT SEA-STL (includes baggage fees)
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Lodging	768.00	832.00	2.1.3 (Host Hotel)	219.00 CAD/night (160.00 USD/night) x 5 nights plus 4% Alberta Tourism Levy
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Ground Transportation	50.00	100.00	2.1.2	To/From Airport to Host Hotel (19km)
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Parking	-	222.00	2.1.2	SeaTac Airport Parking (37.00/day) x 6 days
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Meals	250.00	485.00	2.1.6 (Location Per Diem)	Per Diem: 132 CAD/day (97.00 USD) x 5 days; some meals included in registration
		Total IIMC Conference	2,418.00	2,739.00		

WMCA BUDGET
Travel

2024 OAMR - Pendelton, OR	TBD	Registration/Early			2.2	OAMR Pays Registration (Typically three days; 2B/2D meals); Advanced Education is Extra
2024 OAMR - Pendelton, OR	TBD	Airline or Mileage	377.50	364.18	2.2.1 (Coach Class Air)	Round trip Duvall to Pendelton, OR 278 miles @.655 per mile
2024 OAMR - Pendelton, OR	TBD	Lodging	600.00	428.00	2.2.3 (Host Hotel)	Up to 3 nights at government rate (\$107) plus local lodging fees - Wildhorse Resort & Casino, Pendelton, OR
2024 OAMR - Pendelton, OR	TBD	Ground Transportation	-		2.2.2	To/From Airport to Host Hotel
2024 OAMR - Pendelton, OR	TBD	Parking	-		2.2.2	Free Parking at Host Hotel
2024 OAMR - Pendelton, OR	TBD	Meals	75.00	236.00	2.2.4 (Location Per Diem)	Per Diem: \$59/day x up to 4 days; some meals included in registration
2024 OAMR - Pendelton, OR	TBD	Hospitality Gifts	100.00	100.00	2.2.6	\$50x2 for Incoming&Outgoing President
2024 OAMR - Pendelton, OR	TBD	Auction Item	50.00	50.00	2.2.7	
		Total OAMR Conference	1,202.50	1,178.18		
2025 WMCA - TBD, WA	03/18-21/2025	Registration/Early	-	-	3.1	Included in Hospitality
2025 WMCA -TBD, WA	03/18-21/2025	Lodging	-	-	3.2.1	Lodging accommodations at the conference, including the period of the spring academy session; typically comped by the hotel per conference contract
		Ground Transportation	-	-	3.3	arrangements to/from airport
		Total WMCA Conference	-	-		
Annual Region IX Board Meeting	If Needed	Airline or Mileage	-	-	2.2.1 (Coach Class Air)	
		Lodging	-	-	2.2.3 (Host Hotel)	
		Ground Transportation	-	-	2.2.2	
		Parking	-	-	2.2.2	
		Meals	-	-	2.2.4 (Location Per Diem)	
		Total Region IX Meeting	-	-		
		Total President Travel	6,130.50	7,525.18		
PRESIDENT-ELECT TRAVEL						
2025 IIMC - St Louis, Missouri	05/18-21/2025	Registration/Early	750.00	750.00	2.1.4 (Conf only)	2024 Conference Reg and Air is paid out of 2023 Budget; this budget covers 2025
2025 IIMC - St Louis, Missouri	05/18-21/2025	Airline	600.00	350.00	2.1.1 (Coach Class Air)	RT SEA-STL (includes baggage fees)
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Lodging	768.00	832.00	2.1.3 (Host Hotel)	219.00 CAD/night (160.00 USD/night) x 5 nights plus 4% Alberta Tourism Levy
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Ground Transportation	50.00	100.00	2.1.2	To/From Airport to Host Hotel (19km)
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Parking	140.00	222.00	2.1.2	SeaTac Airport Parking (37.00/day) x 6 days
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Meals	250.00	485.00	2.1.6 (Location Per Diem)	Per Diem: 132 CAD/day (97.00 USD) x 5 days; some meals included in registration
		Total IIMC Conference	2,558.00	2,739.00		
2025 WMCA - TBD, WA	03/18-21/2025	Registration/Early	-	-	3.1	Included in Hospitality
2025 WMCA - TBD, WA	03/18-21/2025	Lodging	-	500.00	3.2.1	Lodging accommodations at the conference, including the period of the spring academy session
		Ground Transportation	-	-	3.3	Make arrangementsfor ground transportation (to/from airport); typically a shuttle or pick-up.
		Total WMCA Conference	-	500.00		
		Total President-Elect Travel	2,558.00	3,239.00		

WMCA BUDGET
Travel

REGION IX DIRECTOR - WMCA REPRESENTATIVE						<i>IIMC Region IX Director Agreement (June 2023) - Provides for travel costs of incoming Region IX Directors (up to two nights lodging for attendance prior to conference)</i>
2025 IIMC - St Louis, Missouri	05/18-21/2025	Registration/Early	-	750.00	Add to FP.	For WA Rep Sworn In at 2025 Conference (Selected in 2024)
2025 IIMC - St Louis, Missouri	05/18-21/2025	Airline	-	350.00	Add to FP.	For WA Rep Sworn In at 2025 Conference (Selected in 2024); RT SEA-STL (includes baggage fees)
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Lodging	-	-	Add to FP.	No WA Rep until May 2025
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Ground Transportation	-	-	Add to FP.	No WA Rep until May 2025
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Parking	-	-	Add to FP.	No WA Rep until May 2025
2024 IIMC - Calgary, Alberta, Canada	05/19-22/2024	Meals	-	-	Add to FP.	No WA Rep until May 2025
		Total IIMC Conference	-	1,100.00		
						<i>IIMC Region IX Director Agreement (June 2023) - Does not provide for travel funds for conference expenses held in the state the Region IX Director is from, except for gifts.</i>
2025 WMCA - TBD, WA	03/18-21/2025	Registration/Early	-	-	Add to FP.	
2025 WMCA - TBD, WA	03/18-21/2025	Airline or Mileage	-	-	Add to FP.	No WA Rep until May 2025
2025 WMCA - TBD, WA	03/18-21/2025	Lodging	-	-	3.2.2	No WA Rep until May 2025
2025 WMCA - TBD, WA	03/18-21/2025	Ground Transportation	-	-	3.3	No WA Rep until May 2025
2025 WMCA - TBD, WA	03/18-21/2025	Parking	-	-	Add to FP.	No WA Rep until May 2025
2025 WMCA - TBD, WA	03/18-21/2025	Meals	-	-	Add to FP.	No WA Rep until May 2025
		Total WMCA Conference	-	-		
		Total WMCA Region IX Director	-	1,100.00		
IIMC PRESIDENT (OR DESIGNEE)						
2030 WMCA - TBD, WA	03/18-21/2025	Lodging		500.00	3.2.4	Up to 4 nights lodging at government rate plus local lodging fees
		Ground Transportation		-	3.3	Make arrangements for ground transportation (to/from airport); typically a shuttle or pick-up.
		Total WMCA Conference	-	500.00		
		Total IIMC President	-	500.00		

WMCA BUDGET WMCA Conference Hospitality

Position in March 2025	Description	Budget	Proposed	Financial Policies
		May '23 - Apr '24	May '24 - Apr '25	
WMCA President	Registration/Early	-	495.00	3.1
	Gift	-	150.00	3.4.2
WMCA President - Elect	Registration/Early	-	495.00	3.1
Region IX Director (CA)	Registration/Early	475.00	495.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
Region IX Director (AK)	Registration/Early	475.00	495.00	3.1
	Welcoming Gift	80.00	75.00	3.4.1
NCI Director	Registration/Early	475.00	495.00	3.1
	Advanced Academy/Athenian Dialogue	-	175.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
IIMC President (or Designee)	Registration/Early	475.00	495.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
IIMC President-Elect (or Designee)	Registration/Early	475.00	495.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
IIMC Executive Director (or Designee)	Registration/Early	475.00	495.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
WMCA Clerk of the Year (2024)	Registration/Early	475.00	495.00	3.1
AAMC President	Registration/Early	475.00	495.00	3.1
	Advanced Academy/Athenian Dialogue		175.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
CCAC President	Registration/Early	475.00	495.00	3.1
	Advanced Academy/Athenian Dialogue	-	175.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
OAMR President	Registration/Early	475.00	495.00	3.1
	Advanced Academy/Athenian Dialogue	-	175.00	3.1
	Welcoming Gift	70.00	75.00	3.4.1
WMCA Clerk of the Year (2025)	Banquet Tickets (4)	-	300.00	3.1
	Toast	-	-	3.1
Miscellaneous	Corsages/Boutonnieres	-	500.00	3.4.3
	Ground Transportation (General)	-	300.00	3.1
	Total Hospitality	5,390.00	8,565.00	



To: WMCA Executive Committee, Elections Officer, and Membership Committee Chair
From: Jennifer Schober, Elections Auditor
Re: 2024-2025 WMCA Executive Committee Officers
Date: February 21, 2024

On December 21, 2023 I issued a certification of candidate report for the 2024-2025 WMCA Executive Committee Officers. On January 26, 2024, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 16th, and the results were forwarded to me by the Elections Officer, Tami Pevey on February 20th.

I have completed an independent review of the elections results and find the election process and results to be sound. Out of active members, 116 ballots were cast with the following results sorted high to low:

<u>Candidate</u>	<u>Total Votes</u>	<u>Percentage</u>
<u>President Elect (1-Year Term)</u>		
Heidi Napolitano, MMC Clerk-Treasurer, Town of Woodway	107	92%
<u>Vice President (1-Year Term)</u>		
Deb Estrada, MMC Administrative Coordinator/Dep. City Clerk, City of Mercer Island	110	95%
<u>Secretary (2-Year Term)</u>		
Sadie Schaneman, CMC City Clerk, City of Bonney Lake	96	100%
<u>WMCA Board Member (3-Year Term)</u>		
Peri Gallucci, MMC City Clerk/Public Records Officer, City of Chelan	79	68%
Anastasiya Warhol City Clerk, City of Kenmore	68	59%
Gretchen Sagen, MMC	66	57%

Chief Financial Officer/City Clerk, City of
Montesano

Donald Ross

1

1%

Thank you for the opportunity to assist in the election process.



- First Quarter Report (June Mtg)
- Second Quarter Report (Oct Mtg)
- Third Quarter Report (Jan Mtg)
- Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Christine Brown, City of Bainbridge Island

COMMITTEE: Bylaws Committee

DATE: February 22, 2024

SUMMARY OF ACTIVITIES: First, I would like to recognize and thank the Bylaws Committee members for their work this year:

Kim Komoto, City of Kent
 Jodi Wycoff, City of Monroe
 Jodee Schwinn, City of Seattle
 Jennifer Joki, City of Montlake Terrace
 Debbie Jermann, C-Tran

The Bylaws Committee received the following requests from the Executive Committee to update the Bylaws:

1. Add "(Immediate)" before "Past President" in Section 1 of Article IV, Officers/Board of Directors/Terms to provide clarification.
2. Remove the quorum requirement for committees from Section 5 of Article VII, Meetings. The quorum requirement will be added to the committee descriptions for committees that may have need of a quorum for voting purposes.
3. Add a provision to Article VII, Meetings, that allows remote/virtual attendance at the discretion of the person calling the meeting.
4. Align Article IX, Dues, with current practice.
5. Review Bylaws for housekeeping changes, including alignment with the International Institute of Municipal Clerks' (IIMC's) Constitution.

The proposed amendments were presented to the Executive Committee for review and approval on February 21, 2024.

Notification and the amended Bylaws will be emailed to the entire membership at least 20 days prior to the Annual Meeting. The amendments will be presented at the 2024 Annual Business Meeting for a vote

by the membership. The amended Bylaws are attached to this report for inclusion in the 2024 Annual Business Meeting Packet.

ACTION REQUESTED: YES NO

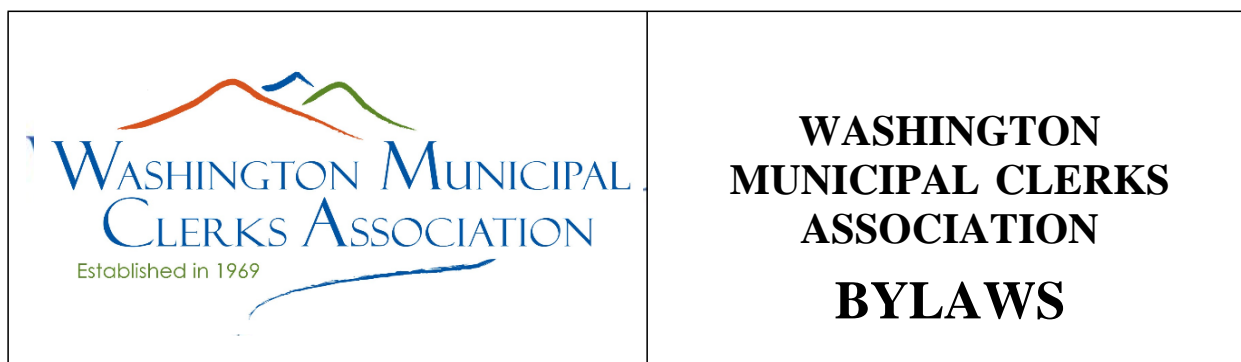
RECOMMENDATION: Present the proposed Bylaw amendments to the WMCA Membership for a vote at the 2024 Annual WMCA Conference.

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



ARTICLE I - NAME

Section 1. The Association shall be known as the “WASHINGTON MUNICIPAL CLERKS ASSOCIATION” and hereinafter will be referred to as the “Association” or “WMCA.” WMCA is a Washington non-profit organization.

Section 2. Any reference to “Municipal Clerk” shall include Clerk, Clerk/Treasurer, Finance Officer, and/or any such other title as may be assigned to the person performing the customary duties of the Municipal, Special Purpose District, or County Clerk.

ARTICLE II - PURPOSE

The purpose of this organization shall be to promote professional and educational standards for Municipal Clerks in various local governments of the State of Washington; to provide improved local governmental services in the State; and to promote the purposes defined in the Constitution of the International Institute of Municipal Clerks.

ARTICLE III - MEMBERSHIP

Section 1. **Membership Classes:** The following membership classes are hereby established:

- A. Active Member
- B. Affiliate Member
- C. Associate Member
- D. Honorary Member
- E. Honorary Retiree Member

Section 2. **Membership classes defined:**

A. **Active Members:** Active members are Municipal Clerks, City Secretaries, Recorders, Local Government Clerks, Responsible Financial Officers, Legislative Administrators, Directors of Corporate Business or Administrative Services, and/or ~~other individuals within an agency~~ those with similar titles who serve a ~~Legislative~~ legislative Government government Body body in an administrative capacity with management responsibilities and whose duties include at least four of the following:

- General ~~Management~~management;
- Meeting ~~Administration~~administration;
- Financial ~~Management~~management;
- Management of by-laws, articles of incorporation, ordinances, resolutions or other legal instruments;
- Custody of the ~~Official-official Seal~~seal and execution of ~~Official-official~~ documents;
- Records ~~Management~~management;
- Human ~~R~~esources ~~Management~~;
- Election Administration ~~administration~~of elections

Active members in good standing (annual dues paid) shall have full voting privileges.

B. Affiliate Members: Any business representative (such as attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA may, upon payment of annual dues, be an affiliate member without voting privileges.

C. Associate Members: Any former active member, upon payment of annual dues, may be an associate member without voting privileges.

D. Honorary Members: Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington. No annual dues shall be required for honorary membership. The President shall announce names of honorary members to the membership at the annual meeting.

E. Honorary Retiree Members: Retiring members that have maintained at least ten years of membership, and at least one of the following: obtained their Certified Municipal Clerk (CMC) designation, served on the WMCA Executive Committee, served as a WMCA Committee Chairperson, or received the Clerk of the Year Award/President's Award of Distinction, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership.

Section 3. Determination of Membership Classification: The Executive Committee shall have the power to determine any classification of membership.

Section 4. Transferability of Membership:

A. Whenever an Active Member becomes disassociated from the Municipality which funded the position which qualified him/her for Active Membership in WMCA, the Active Membership in WMCA shall remain with the Municipality and be transferred to a successor. However, the disassociated member may request another membership classification as provided herein.

B. In the event the Active Membership was paid for by the individual member and not by the Municipality, the Transferability of Membership question shall be determined by the Executive Committee.

ARTICLE IV - OFFICERS/BOARD OF DIRECTORS/TERMS

Section 1. **Officers and Terms:** The officers of WMCA shall be President, (Immediate) Past President, President-Elect, Vice President, Secretary, and Treasurer. The Office of President and (Immediate) Past President shall serve one-year terms and shall not be subject to election. The President-Elect and Vice-President shall serve one-year terms and shall be elected annually by a majority vote of the active members voting. The President-Elect shall assume the Office of President after the certification of the general election and the administration of the oath of office, or immediately following the position becoming vacant. The outgoing President shall assume the Office of (Immediate) Past President for a period of one year. If the Office of (Immediate) Past President is vacated, the Executive Committee may appoint a past President who has served on the Executive Committee within the previous five years to fill the position. The Secretary and Treasurer shall each serve a two-year term. The Treasurer shall be elected every odd-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting. ~~Effective 2008, t~~The Secretary shall be elected every even-numbered calendar year during the regular annual election of that year, by a majority vote of the active members present.

Section 2. **Board of Directors and Terms:** The Board of Directors shall consist of six members, each of whom shall serve a ~~three~~three-year term, with two of the Board Members being elected each year during the regular annual election by a majority vote of the active members voting. There is a two consecutive term limit for Board Members. A partial term vacancy filled by a member prior to a regularly elected term shall not be considered as part of the term limit. Members who have previously served as Board Members for two consecutive terms may again stand for election to a vacancy on the Board of Directors once there has been a ~~12~~twelve consecutive month period when they have not served on the Board.

Section 3. **Executive Committee:** The Officers and the Board of Directors together shall be known as the Executive Committee. All members of the Executive Committee are entitled to vote on all Executive Committee matters.

Section 4. **Parliamentarian:** The President shall appoint a Parliamentarian.

Section 5. **Eligibility for Office:** Only active members of the Association in good standing shall be eligible to hold office ~~therein~~.

Section 6. **Vacancy:** EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:

The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's supervisor, as well as the individual with budget authority (unless they are the same person), for example but not limited to – a mayor, agency manager, ~~or~~ agency administrator, or CEO stating their support of the candidacy, and the candidate's increased involvement in WMCA. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description. If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said

individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.

Section 7. **Removal from Office – Executive Committee:**

A. **Removal:** Members of the Executive Committee, as defined in Article IV, Section 3 of these Bylaws, may be removed from office by a two-thirds majority vote of the Executive Committee at a regular or special meeting for the following reasons:

- i. Any violation of the WMCA Code, Oath of Office, or Bylaws;
- ii. Failure to disclose information on matters of organization business;
- iii. Misrepresentation to outside parties of WMCA and its officers;
- iv. Unauthorized expenditure, misuse of organization funds or failure to provide expenditure support documentation in a timely manner;
- v. Two or more unexcused absences from regular Executive Committee meetings during his or her term of office.

An Executive Committee member who wishes to be excused from a meeting will provide the basis for non-attendance to the President prior to the meeting. The member will be excused from the meeting based on a majority vote of those Executive Committee members in attendance at the meeting. Members finding themselves unable to attend regular meetings, perform their prescribed duties, and/or carry out their assigned responsibilities are expected to tender their resignations.

B. **Use of Form:** The WMCA Executive Committee will make available a form on which a formal complaint may be registered to request that an officer or director of the Executive Committee be removed from office. The form will include the date of the complaint, name of the complainant, date(s) of the incident(s) in question, description of the incident(s), and other pertinent information. The form will be made available to any WMCA member in good standing, as defined by Article III of these Bylaws, upon request. Formal complaints will be submitted to the President or President-Elect, and that officer will present the complaint to the Executive Committee for consideration at the next regularly scheduled Executive Committee meeting, or a special meeting.

C. **Process:**

- i. ~~Executive Committee notification by President or President-Elect.~~ The President or President-Elect shall notify Executive Committee members that an allegation has been made and shall forward background information provided. The Executive Committee will then determine by conference call or e-mail vote if a special Executive Committee meeting should be scheduled.
- ii. If the Executive Committee determines a vote is required, the Executive Committee shall schedule the matter for discussion at a regularly scheduled or special WMCA Executive Committee meeting.
- iii. The President or President-Elect shall notify the WMCA officer or director whose conduct is at issue of the fact and name the allegations, as well as the officer's/director's opportunity to provide the Executive Committee additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The

officer/director may provide the Executive Committee information orally at the meeting, or in writing four days prior to the meeting, or both.

- iv. After considering all of the information received, the Executive Committee may, by majority vote, do the following:
 - a. Find that no violation occurred and continue the membership in good standing
 - b. Depending on the severity of the violation(s), the Executive Committee may take the following actions:
 - 1. Suspend the membership for a specified period, and/or
 - 2. ~~Immediate removal~~Remove of the Executive Committee member immediately.

D. **Vacancy:** Should an officer of the Executive Committee be removed from office, that vacancy shall be filled according to Article IV, Section 6 of these Bylaws.

ARTICLE V - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1. **Elections Officer and Elections Auditor:** Each year the Membership Committee Chair shall select, from among the committee members, an Elections Officer. The Elections Officer shall be designated a co-chair of the Membership Committee. Additionally, each year the Audit Committee Chair shall select, from the committee members, an Elections Auditor. The Elections Auditor shall be designated a co-chair of the Audit Committee. The Elections Auditor shall not be a member of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.

Section 2. **Call for Candidates:** In the fall, the Elections Officer shall circulate to the membership a call for candidates to fill any upcoming vacant positions for Board Member or Officer in the fall or as needed. After review by the Elections Auditor, a list of all individuals who apply for a vacant Board or Officer Position shall be submitted to the Executive Committee by the Elections Officer at the January Executive Committee meeting.

Section 3. **Ad hoc Nominations Committee:** In the event that there are open positions for election in which no candidates have filed, the President shall appoint an ad hoc Nominations Committee for the purpose of obtaining interested and eligible candidates for the open positions. Candidates identified by this method shall meet the requirements for candidacy as set forth in the Elections Procedures.

Section 4. **Acceptance of Candidates:** Each person declaring candidacy shall be an active member in good standing and shall present the Elections Officer with a Candidate Packet which includes: a Declaration of Candidacy, a candidate statement, a photo, and a letter of support from the candidate's supervisor, as well as the individual with budget authority (unless they are the same person), for example but not limited to – a mayor, agency manager, ~~or~~ agency administrator, or CEO stating their support of the candidacy, and the candidate's increased involvement in WMCA, by the published deadline. If the submitted Candidate Packet is not complete or the candidate is not an active member in good standing, the candidate's name shall not be included in the list of proposed candidates and shall not be

placed on the election ballot.

Section 5. **Election of WMCA Officers and Board Members:**

A. WMCA elections shall be administered in such a manner as to ensure openness, fairness, and to encourage the broadest possible participation by active members.

B. The Elections Officer shall administer the election, in accordance with the Elections Procedures as outlined in the Membership Committee Description, a copy of which is on file with the WMCA Secretary. The Audit Committee Chair and Elections Auditor will provide an independent review of the process and results of the election and provide a written summary for the next Executive Committee meeting.

C. Any write-in candidate elected by the membership-at-large as a write-in on the ballot shall present the Elections Officer with a letter of support from the candidate's supervisor, as well as the individual with budget authority (unless they are the same person), for example but not limited to – a mayor, agency manager, ~~or~~ agency administrator, or CEO stating their support of the candidacy, and the candidate's increased involvement in WMCA, within two weeks following the certification of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.

D. After written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.

ARTICLE VI - DUTIES OF OFFICERS

Duties of the officers shall be performed as prescribed in "THE OFFICIAL GUIDE FOR WASHINGTON MUNICIPAL CLERKS ASSOCIATION OFFICERS", as adopted by the Executive Committee, a copy of which shall be provided to each Executive Committee member following his/her election or to any member upon request.

ARTICLE VII - MEETINGS

Section 1. **Rules of Order:** The most current edition of "Robert's Rules of Order Newly Revised" shall apply at any meeting of the Association where parliamentary rules or procedures are involved.

Section 2. **Annual Meeting:** The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting. ~~50~~ Fifty active members shall constitute a quorum at the annual meeting.

Section 3. **Executive Committee Meetings:** Meetings of the Executive Committee shall be held from time to time by order of the President or upon written request by any five members of such committee, directed to the President. Notice of the time, place and purpose of the meeting shall be given by the President to each Executive Committee member at least seven days prior ~~to the meeting thereto~~. Seven members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. **Special Meetings:** Special meetings of the Association may be called by the President at any time or by twenty active members, provided those members make request to the President in writing stating the specific purpose for the meeting. The President shall honor the request within ten days. Written notice for special meetings shall be given by email to all members no less than twenty days prior to the date of the meeting. The notice shall state the date, time, place, and purpose of the special meeting. Twenty active members shall constitute a quorum at a special meeting.

Section 5. **Committee Meetings:** Committees ~~appointed by the President~~ shall meet no less than one time per WMCA fiscal year. The committee chairperson shall be responsible for arranging all meetings. Committee meetings may be conducted via teleconferencing, via email, or in person. ~~A quorum shall consist of a majority of the committee members. The Executive Committee liaison is not considered a committee member for purposes of a quorum or voting on committee recommendations. The Past President shall be the Chair of the Awards Committee and shall be considered a committee member for purposes of a quorum or voting. If the Past President is not able to serve as Chair of the Awards Committee, the President shall appoint a Chair and Executive Committee liaison for said committee.~~

Section 6. **Remote/Virtual Attendance:** At the discretion of the person calling the meeting, remote/virtual attendance may be allowed.

ARTICLE VIII – VOTING

Section 1. **Voting:** All active members in good standing shall be eligible to vote. A “member in good standing is an active member whose dues are fully paid at the time of ballot distribution.”

ARTICLE IX - DUES

Section 1. **Dues:** Dues shall be payable ~~within thirty (30) days of receipt of invoice or notification via electronic mail~~ by the beginning of the fiscal year.

Section 2. **Review of Annual Dues:** Each year the Executive Committee will review the annual dues to determine sufficiency for the cost of operation of the Association. If a change in the annual dues amounts is determined necessary, the Executive Committee shall present such proposal at the annual meeting. No change in the annual dues amounts shall be made unless ratified by the membership.

ARTICLE X - BUDGET AND AUDIT

Section 1. **Budget:** The President-Elect, with the advice of the Executive Committee, shall prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year.

Section 2. **Audit:** The Executive Committee shall require two annual audits of the financial records and accounts of the Association, as well as an annual audit of the records required of a nonprofit corporation under the laws of the State of Washington as may be revised from time to time ~~(currently RCW 24.03.135)~~. The President shall appoint an Audit Committee,

which shall audit the financial and corporate records of the Association.

The first audit of the financial records and accounts shall cover the period from May through December and shall be conducted as soon as practical after December 31. The Treasurer shall be present during the audit and present the financial records for the audit. The results of this audit shall be presented to the membership and approved at the annual meeting.

The second audit shall cover the period from January through April and shall be conducted as soon as practical after April 30. The outgoing and incoming Treasurers, as applicable shall be present during the audit and present the financial records for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members.

An annual audit of the Association's corporate records shall also be conducted as soon as practical after April 30. The Secretary of the Association or designee shall transmit copies of the corporate records to the audit committee chair for the audit. The results of this audit shall be reviewed and approved by the Executive Committee at its June meeting, and reported on the WMCA website or another WMCA general publication distributed or accessible to all members, and may be combined with the first annual report on the audit of financial records and accounts.

Section 3. **Fiscal Powers:** The Executive Committee may authorize expenditures in addition to budgetary items approved by the members of the Association in a sum not to exceed \$500 or in any event not to exceed available funds in the Association in any one fiscal year. In the absence of or inability of the Treasurer to sign checks, the President shall have the authority to sign. In the event of a temporary absence of or temporary inability of the Treasurer to perform the duties of the office, the designated backup Treasurer shall assume the duties of Treasurer.

ARTICLE XI - REPORTING

Section 1. **Committee Reports:** Chairpersons of standing and special committees shall present written and/or oral reports at the annual meeting. The written committee reports shall be filed with the Secretary and retained for reference.

Section 2. **Treasurer's Report:** An annual financial report of income and expenditures shall be presented at the annual meeting.

ARTICLE XII - FISCAL YEAR

Section 1. **Fiscal Year:** The fiscal year for ~~said the~~ Association ~~is shall be~~ May 1 to April 30.

ARTICLE XIII - AMENDMENT

Section 1. **Amendment:** These bylaws may be amended by a two-thirds vote of the voting members at any annual meeting of the Association provided that notice of any proposed amendment setting forth the particular change or changes proposed shall have been given by email to the active members at least twenty days prior to the annual meeting at which the vote on such proposed amendment is to be taken.

Dates Amended:

3/19/98
3/18/99
3/15/00
3/20/02
3/19/03
3/22/06
3/13/07
3/20/08
3/19/09
3/18/10
3/24/11
3/15/12
3/20/14
3/23/17
3/19/21
3/19/21 (effective 7/1/21)
3/17/22
3/16/23



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)
- Annual Business Meeting (March)

TO: WMCA President and Executive Committee
FROM: Jessica Rose Chair, Clerks' Resource Committee
DATE: February 28, 2024

SUMMARY OF ACTIVITIES:

The Clerks' Resource Committee (CRC) met virtually during this past year working on updates to the WMCA Clerks Handbook. The CRC submitted its first revisions to the Handbook to the WMCA Executive Committee (WMCA EC) in October 2023. After completing requested revisions to it from the WMCA EC, it was resubmitted for approval in January 2024. Additional questions came to light, and it was suggested that a legal review of the Handbook be done, by a City Attorney or a staff member from MRSC before finalizing the updates to the Handbook and obtaining approval from the WMCA EC. These updates to the WMCA Clerks Handbook will continue into 2024.

Once final approval of the updated Handbook is given the CRC will publish the updated Clerks Handbook located on the WMCA website.

Members of the CRC have been following State Legislation throughout the year and have provided updates in the WMCA monthly newsletter. Most recently, the CRC drafted a letter with the help of the EC to the Washington State Legislators related to HB 2307. The letter stated WMCA's support for this bill. A copy of the letter is attached for all WMCA members to view.

I would like to take this opportunity to express my thanks to the CRC members for their time and talents working on this committee. The CRC members include: Debbie Burke, Susan Haigh, John Botero, Katy McKee, Krystle Shanks, Lisa Neissl, and Scheereen Dedman. An additional thanks goes to our EC Liaison, Debby Barham.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:



January 25, 2024

Bill Ramos, Chair
State Government & Tribal Relations Committee
325 John L. O'Brien Building
Olympia, WA 98504

Honorable Chair and Committee Members:

The Washington Municipal Clerks Association (WMCA) represents 381 members and strongly supports HB 2307.

Our organization works closely with its membership to understand public records demands while regularly providing legislative updates and education to improve understanding and awareness. As evidenced by annual JLARC reporting, Washington agencies spend thousands of dollars responding to records requests. On top of the time and resource commitment required, staff spend additional time training to respond to public records requests in accordance with state law and constantly changing case law.

Approving HB 2307 will not impede the public records process. On the contrary, it will give cities the necessary time to thoroughly review requests before litigation is needed. Cities recognize that responding to records requests is an unfunded mandate with little to no return on the staff and resource investment expended. For this reason, responders understand how important it is to complete records requests accurately the first time to avoid spending the additional time required to conduct an administrative review. Furthermore, more time to review records will add an extra layer of protection to ensure the process was completed correctly the first time, thereby reducing thousands of taxpayers' dollars spent. This is particularly important for small agencies that have less staff and resources to process records requests.

Additionally, HB 2307 will help limit requests made by serial requestors that have learned they can submit an unlimited number of records requests to government agencies. Excessive requestors make the responders job very challenging. Their requests are often intended to be confusing and time-consuming, increasing the chances that something will be missed, and the abusive requestor will receive a settlement, which is less costly for the agency than litigation. In the end, it is the taxpayer that pays the price.

WMCA urges you to support HB 2307. Please let us know if we can provide you with any additional information in your efforts to advance this bill.

Thank you,

Lisa Neissl, MMC
WMCA President

2023-2024 BOARD OF DIRECTORS

LISA NEISSL, MMC

President
City of Walla Walla

ELIZABETH ADKISSON, MMC

President-Elect
City of Seattle

HEIDI K.S. NAPOLITINO, MMC

Vice-President
Town of Woodway

DEBBY BARHAM, CMC

Secretary
City of Pasco

GINA ANDERSON, MMC

Treasurer
City of Woodland

SHAWN CAMPBELL, MMC

Immediate Past-President
City of Auburn

PERI GALLUCCI, MMC

Board Member
City of Chelan

GRETCHEN SAGEN, MMC

Board Member
City of Montesano

DEBORAH ESTRADA, MMC

Board Member
City of Mercer Island

STEPHANIE HAUG, MMC

Board Member
City of West Richland

KATHY LINNEMEYER, CMC

Board Member
City of Yelm



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair, Paula Swisher, Venue Liaison, Conference Planning Committee

DATE: February 26, 2024

SUMMARY OF ACTIVITIES:

Thank you to the following Conference Planning Committee members for their assistance in making the 2024 WMCA Conference a success:

Co-chair – Keri MacDonald; Co-chair – Jodi Wycoff; Venue Liaison - Paula Swisher; EC Liaison - Peri Gallucci

Members:

Anders Sorestad
 Andrea Larson
 Athen Reid
 Cailey Couch
 Debbie Jermann
 Heidi Napolitino
 Kayla Macintosh
 Matt McClean
 Meagan Olds
 Melissa Hart McCain
 Shawn Campbell
 Sindy Quitugua
 Stephanie Haug
 Stephanie Porter
 Tami Pevey
 Treva Percival

It was an honor to plan this conference for President (and long-standing Conference Planning member) Lisa Neissl. The Committee enjoyed bringing President Neissl's "Life Begins at the End of Your Comfort Zone" conference theme to life. We sincerely hope that everyone leaves this year's conference with some new tips and tricks, feeling more confident in their jobs, rejuvenated, and more connected with their fellow clerks!

As soon as the conference is over, the committee will hit the ground running to start planning for the 2025 conference at Semiahmoo Resort for President Adkisson. We are excited to hear what her theme will-be and look forward to working with her and the other committees to make it another amazing conference.

Thank you to everyone who assisted with making this year's conference a great one!

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: Budget impacts below do not reflect full amounts as the final bills for the venue do not get paid until after conference. Amounts listed are as of the date of the report.

Estimated Revenues:

Sponsors - \$10,000

Exhibitor Registrations - \$7,800

ATTACHMENTS: None



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)
- Year End Report (Annual Business Meeting)

TO: Kathy Linnemeyer, Executive Committee Liaison

FROM: Tisha Gieser and Jessica Simulcik Smith, Education Committee Co-Chairs

DATE: Feb. 16, 2024

SUMMARY OF ACTIVITIES:

The members of the 2023-24 Education Committee are:

2023-24 Education Committee Members	Agency
Tisha Gieser, Co-Chair	City of Issaquah
Jessica Simulcik Smith, Co-Chair	City of Shoreline
Kathy Linnemeyer	City of Yelm
Tammy McCord	City of Wenatchee
Heidi Napolitino	Town of Woodway
Shawn Campbell	City of Auburn
Susan Duncan	City of Ferndale
Stephanie Porter	City of White Salmon
Meagan Olds	Town of South Prairie
Peggy Nimb	City of Bainbridge Island

The Committee has been busy this year planning the education sessions for the 2024 WMCA Conference.

Donald Ross stepped down as Co-Chair mid-year and Committee member Jessica Simulcik Smith stepped in as Co-Chair.

The Education Committee met in October and helped develop and make initial contacts for a number of the sessions. This was a tremendous help to the Co-Chairs and has resulted in a thoughtful, robust and well-rounded program. In November the Committee met again to solidify the conference sessions and schedule.

The 2024 Conference includes 15 unique breakout sessions and two keynote sessions. Topics for these sessions were determined based on 2023 conference survey responses and input from the Education Committee.

Education Committee members will be serving as liaisons for the education sessions, introducing session speakers and reminding attendees to complete evaluations.

One of the things we are trying this year is a virtual session. On Wednesday afternoon the Microsoft Word and Excel Learning Lab will be taught virtually by a trainer. This format could open up training options in the future and the Committee looks forward to feedback on this session.

The Education Committee used the full budget of \$15,000 for this year's education sessions and anticipates going slightly over this amount by approximately \$200.

With the help of Executive Committee member Kathy Linnemeyer, sponsorship was received for the workbooks for the closing session, Be the Exception, with Annie Meehan, by the Association of Washington Cities.

The Education Committee asks that you fill out your evaluations to let us know how we can plan a strong conference again next year!

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

ATTACHMENTS: n/a



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

TO: Deborah Estrada, Executive Committee Liaison

FROM: Andrea Larson, Chair, Fundraising Committee

DATE: February 23, 2024

* A FUNdraising Year in Review *

SUMMARY OF ACTIVITIES:

Year End Summary of Revenues	
51st Annual Conference (2023)	\$ 15,303.00
Fall Education Days	\$ 262.00
Pink Walk	\$ 2,581.40
	\$ 18,146.40

Last year's **51st Annual WMCA Conference**, held in Stevenson, Washington, generated a whopping **\$15,303** for WMCA Scholarships.

The **Fall Education Days 50/50 Raffles** in Wenatchee, Washington, generated **\$262** for WMCA Scholarships.

WMCA PINK Walk - The [2nd WMCA Pink Walk](#), in memory of former WMCA President Karen Kuznek-Reese, returned in October and raised **\$2,581.40** for scholarships. Four weekly raffles and three grand prizes were awarded.

Weekly Raffles

BruMate Barbie Pink Water Bottle
 BruMate MargTini Glass
 BruMate Pink Wine Tumbler
 Halloween Starbucks Mug and Gift Card

Grand Prizes

Kate Spade Pink Purse
 Two Mountain Case of Rose Wine
 Scentsy Basket

Job Description - A draft Fundraising Committee job description was prepared and submitted to the Executive Committee for a first review at its October 6 meeting. Most notable was the addition of five subcommittees: Store, Silent Auction, Live Auction, Raffle, and Fall Education Days.

Newsletter Articles – Eight fun and colorful FUNdraising [newsletter articles](#) were published.

52nd Annual WMCA Conference Fundraising Planning (2024): The Committee is deep in preparation for all things fundraising - raffles, auctions, store inventory and WMCA clothing. Committee members are signing up for conference shifts to staff The Store, sell raffle tickets, work both the silent and live auctions and setup/tear down The Store.

- **Conference Messaging** – Newsletter messaging occurred in [December 2023](#), [January](#), [February](#), and March 2024. The Committee will continue messaging across WMCA’s Facebook page and via email up and through the conference.
- **WMCA Sweatshirts & More** – Executive Board Member Stephanie Haug researched and organized a second WMCA Logo Wear pre-sale for delivery at the 2024 Annual Conference.
- **The Store Inventory** – The Committee has worked hard to whittle down its old inventory and purchase fun stuff for this year’s conference. WMCA logo’ d and insulated 16-ounce tumblers will be available for purchase in The Store for a modest \$20.00. The Committee is also researching fun-themed clerk stickers to sell.
- **Conference Supplies** – In preparation for the 2024 Annual Conference, the bid and tab forms were remodeled and ordered for use in the silent and live auctions. Two new raffle tumblers are also on order. Existing fundraising supplies will be organized and tallied going into this year’s conference and the newly created Store Sub-committee will reconcile The Store inventory at the end of the conference.
- **2024 Annual Conference Messaging** – Newsletter messaging occurred in November 2023, January, February, and March 2024. The Committee will continue messaging across WMCA’s Facebook page and via email up and through the conference.
- **Silent and Live Auction** – The closing time for the silent auction was adjusted to 12:45pm, so that everyone can attend the end of the auction and still make it to the 1pm session on time. At the time of this report several creative small and BIG baskets are in the works for the auctions. Bigger items include:
 - ½ day White Salmon or Tieton River Rafting Trip for 6
 - 3-night stay at City Park – RV site
 - A Kate Spade handbag
 - A private doner contributed \$1,000 for the third year in a row!
- **Raffles** - There will be a cookie raffle with President Neissl’s cookies at the Athenian Dialog and Academy on Tuesday. A 50/50 raffle is scheduled for Wednesday and Thursday with the drawings being held after dinner on Thursday. The technology raffle is back, and the lucky winners will be drawn during Friday’s closing session.

Recognition of 2023-2024 Fundraising Committee Members:

Thank you, **FUN**draising Committee Members, for your spirit of giving! Your willingness to step up, lean in, and work hard to deliver big dividends for WMCA Scholarships is appreciated!

Deb Estrada, Liaison	Debbie De la Mora	Melanie Dickinson	Sindy Quitugua
Andrea Larson, Chair	Rachel Woods	Sheri St. Clair	Danielle Charchenko
Debbie Jermann, Co-Chair & Mentor	Marci Miess	Stephanie Porter	Donald Ross
Gretchen Sagen	Nicole Schunke	Terri Wright	John Marshall
Gini Ekoes	Michelle Williams	Joel Pilkinton	Andrea Moore
Jessica Rose	Kelsey Wright	Shelly Roth	Ann Baird
	Andres Sorestad	Kim Agfalvi	



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

FISCAL IMPACT: No allocation is needed; funds exist in the current budget to purchase the water tumblers and stickers.

ATTACHMENTS: In the spirit of all things sustainable, links to additional materials are included.



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Stephanie Porter, Historical Committee Co-Chair
Stephanie Haug, Historical Committee Co-Chair

DATE: 23 February 2024

SUMMARY OF ACTIVITIES:

Our committee is gearing up for this year's annual conference, preparing for the task of photographing important events and occasions throughout the week, including the award ceremonies, speeches, and presentations. We will also be capturing headshots of our Executive Committee for the website and creating a display table of historical WMCA photographs and documents.

Our committee also had the opportunity to review the association's retention schedule and will provide our recommendation to the Executive Committee for their next meeting. We do not recommend any major changes to the current policy.

Thank you to our wonderful committee members for their work this year:

Terri Wright, *City of Kennewick, Webmaster (now retired!)*
 Tami Pevey, *City of Sultan, Webmaster*
 Danielle Charchenko, *City of Orting*
 Deana Dean, *City of Snoqualmie*
 Kim Agfalvi, *City of Orting*
 Meagan Olds, *Town of South Prairie*
 Nicole Schunke, *City of Pacific*
 Sadie Schaneman, *City of Bonnie Lake*

We encourage anyone who has an interest in photography to join us on the Historical Committee!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Annual Business Meeting Report (March)
- Year End Report (March Meeting)

TO: WMCA President, Executive Committee, and Membership

FROM: Melissa McCain, Co-Chair
Tami Pevey, Co-Chair/Elections
Elizabeth Adkisson, EC Liaison

DATE: February 23, 2024

RECOGNITION OF 2023-24 MEMBERSHIP COMMITTEE MEMBERS:

Many thanks to the members of the 2023-24 Membership Committee; these WMCA members participated in such important work as welcoming new members, recruitment, first time attendee events at annual conference, membership events at fall education days, facilitation of the Partnership Program, and General and Special Elections!

Melissa McCain, Co-Chair	City of Renton
Tami Pevey, Co-Chair (Elections Officer)	City of Sultan
Elizabeth Adkisson, EC Liaison	City of Kirkland
Shawn Campbell	City of Auburn
Stephanie Haug	City of West Richland
Heidi Napolitano	Town of Woodway
Jessica Rose	City of Enumclaw
Nicholas Falk	City of Edmonds
Deana Dean	City of Snoqualmie
Susan Duncan	City of Ferndale
Matt McLean	City of Lake Forrest Park

ELECTIONS SUB-COMMITTEE UPDATE

2024 General Elections

Thanks to the Elections Officer Tami Pevey, the 2024 General Election was completed successfully.

Congratulations to those elected:

- ❖ President-Elect (1-year Term): Heidi Napolitano, MMC, Clerk-Treasurer, Town of Woodway
- ❖ Vice President (1-year Term): Deborah Estrada, MMC, Administrative Coordinator/Deputy City Clerk, City of Mercer Island
- ❖ Secretary (2-year Term): Sadie Schaneman, CMC, City Clerk, City of Bonney Lake
- ❖ Board Member (3-Year Term): Anastasiya Warhol, City Clerk, City of Kenmore
- ❖ Board Member (3-Year Term): Peri Gallucci, MMC, City Clerk, City of Chelan

The newly elected members were informed of the results by President Neissl and the membership informed via e-blast notice. The results will also be presented at the WMCA Annual Business Meeting and Oaths of Office administered at the Annual Conference Banquet. Due to the remaining board member vacancy, a special election will be held May 6, through May 27, 2024, to fill that vacancy.

Many thanks Tami (and Jennifer from the Audit Committee) for another successful year of Elections!!

NOTE: Please see Attachment 1 for the full Elections Report.

ATTACHMENTS: 1. WMCA Election Report to Board 02-21-24



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Rachel Shaw Chair, Newsletter Committee

DATE: March 8, 2024

SUMMARY OF ACTIVITIES:

The Newsletter Committee is comprised of 14 members, to include Chair, Rachel Shaw, Co-Chair Cheryl Xanthos and Executive Committee Liaison Stephanie Haug. Our Committee does not meet in person and conducts all correspondence and article coordination, via email.

Annually I assign members tasks consisting of both writing and editing articles for the newsletter each month. The assigned Layout and Writer Subcommittee coordinate an email addressed to the Executive Board, Committee Chairs and Region IX Directors and request articles for inclusion in the newsletter.

The Executive Board and Subcommittees do a great job getting articles submitted that consists of relevant topics to both educate the WMCA members as well as keep us all connected. While not much has changed for the Committee in terms of how we function over the last year, the additional of new Committee Members has resulted in a fresh modern look to the layout of the newsletter.

The Featured Clerk article, always a readership favorite, often time focuses on brand new WMCA members as a highlight and a welcome to the Association. As the Membership Committee makes me aware of new members, I send an email welcoming members to WMCA and send them a questionnaire to fill out and return if they'd like to participate. Throughout the last year, we have also featured many of our long-serving and retiring Clerks. It's been great to have a way to connect with both so many new members as well as to recognize those that have served their communities and the Association for so long.

A very big thank you to the Executive Board for the opportunity to continue to serve as your Chair, and to Co-Chair Cheryl Xanthos for her contributions and a huge shout out to all of our Newsletter Committee Members:

- April Cullwell, City of Pasco
- Athen Reid, City of College Place

- Chad Daggett, Chelan-Douglas Transportation Council
- Deb Jermann, C-TRAN
- Judy Brown, City of Bridgeport
- Kendall Murphey, City of Prosser
- Luke Lonie, City of Lynwood
- Megan Olds, Town of South Prairie
- Melanie Dickinson, City of Everson
- Nicole Schunke, City of Pacific
- Susan Duncan, City of Ferndale
- Taria Keane, City of Des Moines

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

ATTACHMENTS: N/A



TO: WMCA Members

FROM: Kim Agfalvi, Scholarship Committee Co-Chair
Donald Ross, Scholarship Committee Co-Chair

COMMITTEE: Scholarship Committee

DATE: February 23, 2024

We would like to extend a big THANK YOU to & recognize the 11 scholarship committee members who volunteered to serve on our committee this past year. Their thoughtful input and participation was greatly appreciated!

- ❖ Allison Morrison, Snohomish County PUD
- ❖ Brittany Lutz, Grant County
- ❖ Rachel Woods, Community Transit
- ❖ Andrew Dacuag, City of Maple Valley
- ❖ Katy McKee, City of Enumclaw
- ❖ Kayla Macintosh, City of Raymond
- ❖ Deana Dean, City of Snoqualmie
- ❖ Stephanie Boorman, City of Quincy
- ❖ Kala Lince, Douglas County
- ❖ Gretchen Sagen, City of Montesano
- ❖ Jenny Rich, Snohomish County PUD

And a big thanks to Gina Anderson our Executive Committee Liaison as well!

Highlights from the year include:

- For the 2023-2024 fiscal year (May 1, 2023 – present), the committee awarded **22 scholarships** to fellow members to support them in their professional development/educational goals. This included 16 Professional Development Scholarships, 4 General Scholarships and 2 Margery Price Scholarships awarded.

Enjoy the conference and don't forget- Professional Development scholarships are due March 31, 2024!



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Alice Attwood, Education Coordinator

DATE: March 11, 2024

SUMMARY OF ACTIVITIES:

Fall Education Days will be held October 3rd and 4th, 2024 in Wenatchee at the Hilton Garden Inn. At this time, I do not have the details of the Athenian and the Academy class to share.

That information should be available soon.

Registration details will become available later.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

ATTACHMENTS:



PRESIDENT LISA'S CHARITY

Each year the WMCA President chooses a charity that has a special meaning to them to support during the conference. This year, I have chosen the **Fred Hutch Cancer Center stem cell transplant program**. This program is very near and dear to my heart as it is the reason why I still have one of the people I respect most in this world.

In November of 2021 my sister-in-law, Donna, was diagnosed with Non-Hodgkin Lymphoma with follicular T cell lymphoma. This diagnosis was terrifying to our entire family. Donna is the tie that binds my family together since the loss of their mother in 2010. She is the only girl in a family of six children and everyone in the family adores and respects her. Luckily for us, she was referred to Fred Hutch Cancer Center in Seattle where a founding member, Dr. E. Donnall Thomas received the 1990 Nobel Prize in physiology or medicine for establishing bone marrow and blood stem cell transplantation as a lifesaving treatment for leukemia and other blood diseases. These transplants have boosted survival rates from nearly zero to up to 90% for some blood cancers.

Since receiving a blood stem cell transplant (my husband was the donor) in November 2022, she is doing great and at her last bone marrow test in December, there is zero percentage of cancer cells remaining in her bone marrow! The center supported her with so much care and compassion during these past couple of years of treatment. She spent multiple months living in an apartment building that they set up to allow for as normal a routine as possible while maintaining careful germ protocols while her immune system was so fragile during the transplant time. After seeing the care they gave to her, and hearing many stories of other transplant recipients, I could not think of a better place to support with my charity dollars. The staff at Fred Hutch set up a page for our donations and you can locate it here: <http://engage.fredhutch.org/goto/WMCA> or there is a QR code below. Thank you for helping me support their efforts to eliminate blood cancers. —Lisa Neissl MMC, WMCA President

