



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION**  
**EXECUTIVE COMMITTEE MEETING**  
Friday, June 26, 2009, 10:00 a.m.  
Tumwater Fire Station, Tumwater

**Call to Order:**

President Baker called the meeting to order at 10:13 a.m.

**Officers Present:** President Bob Baker, President-Elect Karen Kuznek-Reese, Past-President Ali Spietz, Vice-President Treva Percival and Secretary Cheryl Proffitt-Schmidt. Treasurer Sheryle Wyatt was excused.

**Board Members Present:** Virginia Olsen, Kammy Hill, Scott Passey, Debbie Clark and Alice Bush. Board Member Sandy Paul was excused.

Past-President Spietz **MOVED**, seconded by Board Member Hill to ratify the April 2009 appointment of Alice Bush to the Executive Committee. The motion **PASSED** with a unanimous vote.

**Approval of Minutes:**

Past-President Spietz **MOVED**, seconded by Board Member Clark to approve the Executive Committee Meeting Minutes of Friday, March 20, 2009, as presented. The motion **PASSED** with a unanimous vote.

**Treasurer's Report:**

The year to date financial reports for WMCA were briefly reviewed. Treasurer Wyatt's written report provided a summary of all accounts, a print out of the registers for each account, the final budget report for 2008-2009, and a report of the expenditures compared with the 2009-2010 budget as of June 18, 2009. Reports were provided of the conference and academy income and expenses, as well as scholarship income and expenses. There were currently 228 active members and Treasurer Wyatt would be sending out reminder emails in the near future.

**Education Report:**

Board member Debbie Clark, liaison to the Education Committee, discussed upcoming education plans with the Executive Committee. Ms. Clark reported that Academy sessions were scheduled with Dr. Michael Shadow on October 2<sup>nd</sup> in Wenatchee and on October 9<sup>th</sup> in DuPont. The working title was "Storytelling, A Communication Tool for Improving Your Organization's Image." Dr. Shadow's fee was \$3,000 (\$1,500 per session) plus travel expenses and WMCA would be well within budget. A block of rooms at each location would be reserved

for those who plan to stay overnight. The Education Committee had scheduled a kickoff meeting for July 17 with the Planning Committee to discuss and delegate tasks for the fall academies. The attendance figures for the Northwest Clerks Institute/MMC Academy had not been completed; however numbers were known to be good enough to meet WMCA target income. The NCI Committee would meet after the evaluations were in to discuss the Institute and also to make recommendations to the state associations regarding the renewal of the WSU contract. The contract issue would be on the agenda for the WMCA October Executive Committee Meeting and Institute Director Dema Harris had been invited to attend.

### **Region IX Update:**

Past President Spietz reported that Region IX had provided an explanation of the interim measures adopted by the IIMC Board of Directors in Chicago. This included a moratorium on the requirement to accumulate a minimum number of points annually toward MMC or recertification. This was now in effect and would be revisited at the midyear Board of Directors meeting. The Program Review and Certification Committee was meeting frequently on education issues and the midyear meeting of the IIMC Board in early November would focus on changes to the Education Guidelines.

A proposed IIMC Constitutional amendment regarding minimum qualifications for IIMC Regional Directors included a stipulation that Region X (Canada) candidates must have attended a minimum of two IIMC conferences (as opposed to three for all other regions). The idea to reduce this requirement for all Region Director candidates was discussed and there was consensus that anyone wanting to run for an IIMC Regional Director position should have attended a minimum of two (rather than three) IIMC conferences, including the conference at which they were sworn in.

Due to the 2010 IIMC Conference being held in Reno, there may be a conflict with the 2010 PD & Master Academy classes. This year's MMC Academy had 42 attendees and 35 were needed to break even. There was consensus to survey the membership to see which one of these educational opportunities they would be more likely to attend. Oregon and Alaska Associations would also be asked to survey their membership.

Board Member Clark agreed to forward the request to the Education Committee for development, and then bring back to President Baker and Institute Director Harris for review. It was planned to include presidents from both Alaska and Oregon in the development of the survey. The survey would then be sent by e-mail for Board review prior to sending to the membership; with results discussed at the October EC meeting.

### **Old Business:**

#### **2009 WMCA Clerks Conference Evaluation Results**

President Baker led a brief discussion on ideas to get a better response from Annual Conference attendees in filling out conference evaluations. The 2009 evaluations were positive overall with some good suggestions. It was noted that a change to how they were presented and additional incentives may be needed in the future. The consensus was to have the Conference Planning and Education Committees consider changes for the 2010 conference.

## **New Business:**

### **Discussion – Treasurer/Webmaster Positions**

President Baker reported that Treasurer Wyatt had announced her plans to retire from her position with the City of Tumwater at the end of July 2009. It was discussed that per the bylaws an officer who retires or resigns may maintain their position on the WMCA Executive Committee until the next regular election. Ms. Wyatt's term would not be up until March of 2011. Ms. Wyatt had indicated her willingness to continue in the elected position of Treasurer through March 2010, and would then be willing to train a newly elected Treasurer to fill the remainder of her term. This would eliminate the need for an interim appointment and the position could be advertised as a one year unexpired term to be filled during the March 2010 election process. Ms. Wyatt also expressed her interest in continuing in the appointed position of WMCA webmaster. Due to Ms. Wyatt's considerable knowledge and expertise in both areas it was the Board's desire for her to remain Treasurer through March 2010, and to continue in the appointed position of WMCA webmaster.

Past-President Spietz **MOVED**, seconded by Board Member Olsen to retain Ms. Wyatt as WMCA Treasurer through March 2010, pursuant to WMCA Bylaw Article IV, Section 5, and to request that she provide training to the newly elected Treasurer. The motion **PASSED** with a unanimous vote.

### **Approval of Revisions to Secretary's Job Description**

At the March 20<sup>th</sup> Executive Committee meeting, Terri Pfister was asked to prepare a draft update to the secretary job description to correspond with a newly adopted by-law requiring the secretary to transmit copies of the corporate records to the Audit Committee. Ms. Pfister submitted the job description with the following language added; "Secretary or designee shall transmit copies of the corporate records to the Audit Committee Chair for the annual audit of the Association's corporate records which shall occur each year as soon as practical after April 30<sup>th</sup>".

Board Member Bush **MOVED**, seconded by Board Member Clark to approve the amendment to the secretary job description as presented. The motion **PASSED** with a unanimous vote.

### **Proposed Scholarship Policy & Application Revisions**

Members of the Scholarship Ad Hoc Committee had met several times to develop more meaningful criteria and application forms for the various scholarship programs. They distributed drafts of their proposed changes to the Northwest Clerks Institute (NCI) scholarship guidelines and application; Annual Conference scholarship guidelines and application; and the Marge Price scholarship guidelines and application.

Each scholarship guideline and application was reviewed and following some minor edits to the Committee's recommendations, there was consensus to have the Scholarship Ad Hoc Committee finalize the new forms and provide to the Scholarship Committee in time to implement them for this year's round of scholarships. The July Executive Committee Newsletter

would contain information with links to the new guidelines and forms; highlighting that applications for the Fall Academy were available.

Currently it was planned to provide eight scholarships for fall & spring academies totaling \$1000 (four to each academy at \$125 each), four scholarships totaling \$2000 available for NCI & Master Academies, and two scholarships totaling \$1000 with a cap of \$500 to an individual for an IIMC Academy or Conference. Deadlines for scholarships would be the end of July for Fall Academy, mid December for the Spring Academy, and mid February for all other scholarships.

It was noted that this year's Scholarship Committee Chair would be tasked with tracking scholarship recipients in a database in order to assure compliance with guidelines pertaining to the number of lifetime scholarships to an individual or entity. Following each event where scholarships had been awarded the database would need to be reviewed and updated. Each year the database would need to be forwarded to the new Scholarship Committee Chair.

#### Request for the Purchase of Software

Treasurer Wyatt had submitted a request to purchase Microsoft Access for tracking membership data on the Treasurer's laptop computer. She had been using a version on her personal computer and needed a licensed version to install on the WMCA laptop.

Board Member Hill **MOVED**, seconded by President-Elect Kuznek-Reese to approve the purchase of Microsoft Access for the Treasurer's laptop in an amount not to exceed \$250.00. The motion **PASSED** with a unanimous vote.

#### Update – Status of Forming Public Records Officers Association

Board Member Bush reported that the effort to form a Public Records Officers Association had received 64 responses, of which 97% of the respondents said they would like to join, and 35 said they would be willing to serve in a leadership role. The mission of the group would be to provide a common voice, monitoring of litigation, a help-line, and a newsletter. The next step would be to form as a 501-C3 nonprofit organization and to develop bylaws and articles of incorporation. They would next meet in July. Ms. Bush would provide an update in the WMCA newsletter.

#### Discussion – Executive Committee Candidate Pool

Past-President Spietz noted that many positions during past elections had run unopposed, yet when there was a vacancy and an appointment process was announced they had gotten as many as six applications. Several ideas to increase the candidate pool were discussed. There was consensus to task the Election Committee to work to ensure a minimum of two candidates for every position. In addition, in each month's newsletter positions that would be open during the upcoming election would be listed as well as highlighting access to job descriptions on the website and encouraging those interested to contact current officers with questions.

### Requests from Jurassic Parliament

Jurassic Parliament had sent a letter inviting WMCA to partner with them to offer one of their online courses. In addition they were in the process of preparing a short publication explaining the benefits of “action minutes” and wished to survey WMCA members about which type of minutes were used in their constituency. They were requesting the Executive Committee approval of an email sent out to invite WMCA members to participate in the survey.

It was the consensus of the board to not approve the requests. There was concern expressed that by partnering with or authorizing an email by a for profit organization, it could open the door to other requests for endorsements from other businesses and the board was not willing to do that at this time. It was mentioned that the WMCA membership information was available to anyone to gather on the WMCA website. President Baker agreed to respond with a letter explaining WMCA’s position.

### Committee Reports:

#### Audit

The Audit Committee conducted an audit of the corporate records and financial records for the period of January 1, 2009 to April 30, 2009. The Committee found the corporate records to be complete and in order per the requirements of RCW 24.03.135 and the by-laws of WMCA. The financial records were in good order and fairly represented the financial position of WMCA. The Committee found that the Association exceeded budgeted revenue and stayed well within the budget set forth for the year.

#### Conference Planning

Board Member Olsen reported the Conference Planning Committee met with President Baker and Education Committee Chair Barbara Price at the Mirabeau Park Hotel in May for a site visit. The Committee toured the facility to understand the logistics of the site in order to determine how to best utilize the space at the hotel. The guest rooms were very comfortable and the facility would have plenty of room for the education and exhibitors requirements.

Currently WMCA’s vendor fee was \$500 and the Mirabeau charges a one-time exhibit fee of \$35 per exhibit, as stated in the contract. The Committee recommended that this cost be passed along to the vendors or to take it out of the exhibitor fee already received. There was plenty of space for vendors with at least 25 spaces available and possibly more. The board expressed their desire to not raise the vendor fees for the 2009 conference.

Board Member Bush **MOVED**, seconded by Board Member Olsen for WMCA to absorb the additional \$35 fee per vendor space. The motion **PASSED** with a unanimous vote.

#### Education Committee

The Committee had discussed various options for the location of the two fall academy sessions with suggestions including Richland, Kennewick, Pasco, Wenatchee, University Place, DuPont, and Federal Way. The goal was to provide a central location on both the east and west side of

the mountains, with cost being a factor but not the main driver. The recommended locations for this year were DuPont City Hall and the Wenatchee Convention Center. DuPont had graciously offered the use of their state of the art council chambers in their new city hall at no charge. Wenatchee was a central location with lots of parking, good food, and the room rental was \$275. Announcements of the advanced academy sessions were expected to be complete and in the mail sometime in July.

Board Member Hill **MOVED**, seconded by Board Member Olsen to approve as presented the Education Committee's report and locations for Fall Academies. The motion **PASSED** with a unanimous vote.

#### Fundraising & Special Projects

The committee had met via email on a variety of topics, including the big ticket raffle, conduct of auctions and store inventory. The committee recommended providing three prizes of \$1000, \$750, and \$500; and to increase the number of tickets to be sold to 1500. If all of the tickets were sold, WMCA would generate revenue in the amount of \$5250 less printing costs. In addition they recommended \$100 in cash be offered in the \$1 raffle.

Board Member Bush **MOVED**, seconded by Vice-President Percival to authorize \$2250 in prize money for the 2010 big ticket raffle and \$100 in cash to be offered as a prize in the \$1 raffle.

Past President Spietz **MOVED**, seconded by President Baker to amend the motion to include setting aside a number of raffle tickets which would not be presold, but would be available for sale at the conference. The motion **PASSED** with a unanimous vote.

The main motion then **PASSED** as amended with a unanimous vote.

Past President Spietz requested that committee chairs be reminded to use the standard committee form when submitting their reports.

#### Next Meeting:

President Baker announced the next regular Executive Committee meeting would be held October 23, 2009, 10:00 a.m. at the Mirabeau Park Hotel in Spokane Valley.

#### Adjournment:

The meeting adjourned at 2:15 pm.

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Cheryl Proffitt-Schmidt, Secretary