



**EXECUTIVE COMMITTEE AGENDA**

Monday, June 10, 2013  
 Trimble Hall, University of Puget Sound  
 Tacoma, WA  
 9:00 A.M.

<b>1. Call to Order</b>	
<b>2. Approval of Minutes</b>	
a. Executive Committee Meeting Minutes of March 22, 2013 .....	1
<b>3. Treasurer’s Report</b>	
a. Account Summaries.....	8
<b>4. New Business</b>	
a. Job Description Update (Debbie B.) .....	20
b. Appointment of representative to NCI Committee (Debbie C.) .....	22
<b>5. Committee Business/Reports</b>	
a. Audit (Randy).....	none
b. Awards (Sandy).....	none
c. Budget (Diana).....	none
d. Bylaws (Christy) .....	24
e. Conference Planning (Paula) .....	none
f. Education (Diana) .....	25
g. Fundraising (Debbie B.) .....	none
h. Historical (Jill) .....	27
i. Legislative (Sandy).....	28
j. Membership (Jill).....	none
k. Newsletter (Bobbie) .....	30
l. Scholarship (Gina).....	none
m. Webmaster (Bobbie) .....	32
<b>6. Other Business</b>	
a. Archives Oversight Committee (All) .....	33
<b>7. Next Meeting</b>	
a. October 4, 2013 Red Lion Hotel, Pasco, WA .....	37
<b>8. Adjournment</b>	

**DRAFT**



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Friday, March 22, 2013, 12:30 p.m.  
Cavallino Room, Tacoma, WA

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**CALL TO ORDER:**

President Passey called the meeting to order at 12:41 p.m.

**ROLL CALL:**

President Scott Passey, President-Elect Diana Quinn, Vice President Debbie Burke, Secretary Virginia Olsen, Treasurer Gina Anderson, Past President Sandy Paul, and Boardmembers Jill Boltz, Debbie Clark, Randy Hinchliffe, Christy O'Flaherty, Paula Swisher, and Bobbie Usselman.

President Passey introduced new Boardmember Jill Boltz.

**APPROVAL OF MINUTES:**

Past President Paul **MOVED**, seconded by Boardmember Hinchliffe, to approve the Executive Committee meeting minutes for January 18, 2013. The motion **PASSED** unanimously 12/0.

**TREASURER'S REPORT:**

Treasurer Anderson stated the Treasurer's Report was provided at the Annual Business meeting.

**NEW BUSINESS:**

Conference and Academy Refunds

Treasurer Anderson said she received an email from Judy Thomas asking for a conference refund due to a family emergency. She added that another individual had a relative pass away and could not attend the conference. There was consensus to remain with the current policy of no refunds beyond the specified date.

Job Description Updates

President Passey stated his job description was the only one that needed amending. Vice President Burke stated she had some updates to the Boardmember job description so she would bring them next time.

Boardmember Hinchliffe **MOVED**, seconded by Boardmember Swisher, to approve the job description update. The motion **PASSED** unanimously 12/0.

AWC Conference Participation (June 25-28, Tri Cities)

Boardmember Hinchliffe stated that he would be at the conference and could attend a chunk of the time. Boardmember Clark stated that she could spend some time there. Secretary Olsen and

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Past President Paul offered to attend as well. President Passey asked that the representatives commit to staffing the booth.

Secretary Olsen noted that standard exhibitor price increased to \$2,000 this year and Boardmember Hinchliffe noted that there is only one day for vendors this year. Secretary Olsen stated that another option would be attending as a member. There was discussion about paying for two conference registrations and travel in lieu of the vendor fee.

Boardmember Swisher **MOVED**, seconded by Boardmember O'Flaherty, to authorize two paid conference registrations and hotel and travel as needed for Boardmembers Hinchliffe and Clark. The motion **PASSED** unanimously 12/0.

### Request for Credit Card for President-Elect Quinn

There was discussion about approving a credit card for the current President-Elect. Secretary Olsen stated she fronted a lot of her own money as Chair of the Education Committee, particularly for food and supplies for fall academy and some for conference supplies. She suggested the Executive Committee also make a practice of providing a credit card to the Education Committee Chair.

Past President Paul stated that this change might trigger a financial policy update.

Vice President Burke **MOVED**, seconded by Boardmember Usselman, to update Financial Policy, 1.1 Distribution, to add the Education Committee Chair as a recipient of a WMCA credit card. The motion **PASSED** unanimously 12/0.

### Region IX Director Agreement

President Passey said there was a suggested change proposed to section F1 of the agreement regarding the criteria for serving as a Region IX Director at the last meeting. The proposal would add "have served on or chaired an IIMC Committee or served a full term on the State Association's Executive Committee".

Past President Paul said that there was a requirement to have served as a state President to be a Region IX Director and she did not want to change that. Secretary Olsen inquired about where that policy was memorialized because she could not find an adopted policy to that effect. She stated to her knowledge, being a state President was not a requirement for serving as a Region IX Director and she had checked on this since the January meeting. Further discussion ensued and it was noted that this requirement would have been included in the criteria within the agreement.

It was clarified that all four state associations within Region IX would need to approve this document.

Boardmember Swisher **MOVED**, seconded by President-Elect Quinn, to approve the Region IX Director Agreement including the amendment.

Boardmember Swisher amended her motion to approve the agreement and remove the F1 criteria, seconded by President-Elect Quinn. The motion **PASSED** unanimously 12/0.

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There was discussion about developing WMCA's own criteria for the Region IX Director. There was consensus to create a policy and post it on the website with the financial policies along with the memo memorializing the process. Vice President Burke and Past President Paul volunteered to draft the criteria for review at the June meeting.

## 2015 Conference Hotel Contract

President-Elect Quinn thanked Boardmember Swisher for negotiating with the Vancouver Hilton Hotel contact. Boardmember Swisher updated the Executive Committee about the changes to the contract that were negotiated including better room rates, keeping the conference in the same area of the hotel, free parking, removing the clause that our organization could be moved to other space within the contract, and reduced number of room nights. She added that she was pleased with the service the hotel offered and the concessions that were made to attract WMCA to their facility.

Boardmember Swisher **MOVED**, seconded by Boardmember Clark, to approve the contract with the Vancouver Hilton. The motion **PASSED** unanimously 12/0.

The meeting recessed for lunch at 1:43 p.m. and reconvened at 2:06 p.m.

## **COMMITTEE REPORTS:**

### Audit Committee

The report was provided at the Annual Business Meeting.

### Awards Committee

Past President Paul spoke about her process for selecting the Clerk of the Year.

### Budget

There was no report.

### Bylaws Committee

There was discussion about whether there is a need to clarify the role of the Bylaws Committee because of confusion following the proposed amendment that was discussed at the Annual Business Meeting. Boardmember O'Flaherty spoke about how the Bylaws Committee has taken proposed amendments from the Executive Committee and worked through the language to implement a proposed amendment. She provided an example of how the Elections Officer and Elections Auditor bylaws amendment turned out to be better than what was originally proposed.

President Passey stated he would contact the Bylaws Committee Chair with the Committee description with the new roster.

### Conference Planning Committee

Boardmember Swisher said there were a number of issues with the hotel and from a behind the scenes perspective, the conference did not go well. She and Secretary Olsen provided examples of the mishaps that occurred for the Conference Planning and Education Committees.

Boardmember Swisher said there were four no-shows who were guests of the Clerk of the Year and asked if the Executive Committee wanted to seek reimbursement. Vice President Burke

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stated that two of the four guests offered to pay for their dinner. There was consensus to ask for reimbursement and there was consensus to limit future Clerk of the Year guests that are paid for by WMCA to four.

Boardmember Swisher asked the Executive Committee to inform her of any more issues with the hotel so she and Alice Attwood could address them with the Hotel Murano when submitting final payment.

Boardmember Swisher said she was asked to bring up the issue of vendors sponsoring an academy if they had the opportunity to speak there. There was consensus to keep the current practice of not permitting exhibitor presentations at conference.

### Education Committee

Secretary Olsen said that during the Annual Business meeting, a member suggested opening up additional PD 1 scholarships for those who just learned about NCI and the certification program. Past President Paul asked how many Washington clerks go to PD I and how much it would cost to automatically pay for PD I. Secretary Olsen said she would check with NCI Director Dema Harris and follow up.

Boardmember Swisher **MOVED**, seconded by Boardmember Clark, to advertise the additional PD 1 scholarships from March 25 until April 15. The motion **PASSED** unanimously 12/0.

Secretary Olsen asked for feedback on the Friday split session compared to having one three-hour workshop on the last day. She stated that it may be cost prohibitive to do this at more remote conference sites due to travel expenses. Several members expressed preference for a split session.

### Fundraising Committee

President Passey stated that an update was provided at the Annual Business Meeting. President-Elect Quinn stated that over \$4,300 was raised from the auction and raffles. Boardmember Usselman stated that OAMR holds their silent auction during the banquet night cocktail party and they make a lot of money. It was clarified that the practice was discontinued so Fundraising Committee members could enjoy the banquet.

### Legislative Committee

Past President Paul said there was not much to add to the written report.

Boardmember Boltz encouraged clerks to track their time on public records requests and talk to the media about how much time an agency spends on records requests. She said it would be nice to create a positive campaign throughout the state and send the message that we are not trying to stifle transparency but get accurate information out to the public. There was discussion about sharing information and perhaps hiring a lobbyist.

Boardmember O'Flaherty shared that the City of Tukwila created an accounting code for public records requests. She said at least \$50,000 was spent by the City of Tukwila in 2012 to process records requests.

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Boardmember Boltz suggested that our membership compile data to share with AWC and see if they could do an article on this issue. She suggested breaking down the requests into commercial and citizen requests.

Boardmember O'Flaherty said she would share the data and Legislative Committee Chair Paul would take it back to the Committee.

## Membership Committee

President Passey stated that the Membership Committee had some debate on whether to include Chapter 7 regarding human resources information in the handbook. He said it was included in the handbook unedited.

Boardmember Boltz and Vice President Burke said Pat Mason of MRSC offered to review the document and they spoke about the process for updating the handbook.

Past President Paul recommended some wordsmithing in Section 1.10.060 to use more active language and less passive voice.

There was consensus to refer the handbook to Pat Mason for legal review before approving it at a later date in case there were recommended changes.

Secretary Olsen asked if the Executive Committee could send a thank you letter to the 2012-13 Membership Committee for their hard work on this project. Vice President Burke reminded the Executive Committee that Ali Spietz began the overhaul of the handbook and she should be included in the credits section. The Executive Committee agreed. Past President Paul stated she would send a thank you letter.

## Newsletter Committee

Vice President Burke shared a draft document and timeline to keep the newsletter production on schedule and which items to include in each issue. There was discussion about photos taken at the banquet for the newsletter and website.

## Scholarship Committee

President Paul stated that some of the applications were still below standard. There was discussion about the requirement for those receiving a scholarship serving on Conference Planning, Education, and Fundraising Committees.

The meeting recessed at 3:43 p.m. and reconvened at 3:48 p.m.

Additional discussion took place about the criteria and questions that do not relate to those applying for PD I because it skews the point total in comparison to the other applications. Boardmember Swisher suggested a separate scoring sheet for PD I applicants because they are the ones who need the training the most.

Boardmember Swisher stated there needs to be a class for scholarship applicants. Further discussion ensued about removing names from the applications and removing the supervisor letter provision on the ratings sheet.

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Boardmember Usselman suggested seeing if WMCA could see if WCIA's reimbursement program could be factored into the equation. Boardmember O'Flaherty suggested awarding a partial scholarship if they were not up to par.

Vice President Burke **MOVED**, seconded by President-Elect Quinn, to approve the 14 NCI applications including those with low scores for the last time. The 14 applicants were: Julie Basarab, Jodi Coggins, Shannon Corin, Kati Diehl, Laura Divis, Rhiannon Fernandez, Jenine Floyd, Tamara Gunter, Randy Hinchliffe, and Shannon O'Dell.

Treasurer Anderson asked if the Executive Committee should do that because the application did not say there was a minimum score necessary. Further discussion ensued. The motion **PASSED** 10/1 with Past President Paul voting no and Boardmember Hinchliffe abstaining.

Boardmember O'Flaherty **MOVED**, seconded by President-Elect Quinn, to create an anonymous process with instructions amended for greater clarity including a minimum score. Boardmembers Swisher and Usselman along with Treasurer Anderson volunteered to work on this process and revise the scoring sheet with assistance from Scholarship Committee Chair Dee Roberts. The Subcommittee was also asked to move up the timeline to allow for more review time.

The motion **PASSED** unanimously 12/0.

President Passey expressed the need to ratify the 2013 conference scholarships.

Boardmember Hinchliffe **MOVED**, seconded by Boardmember Swisher, to ratify the scholarships previously awarded to Debra Dearing, City of Roy (Registration), Rhiannon Fernandez, City of Port Orchard (Registration/Lodging), Audrey Grafton, City of Forks (Registration/Lodging), Cindy Marbut, City of Yacolt (Registration), Anja Mullin, City of Kirkland (Registration), Tes Ongoco, City of Lakewood (Registration), Gwen Robson, City of Orting (Registration), Gretchen Sagen, City of Raymond (Registration/Lodging), Sarah Scott, City of College Place (Registration/Lodging), and Linda Spier, City of Kennewick (Registration/Lodging).

The motion **PASSED** unanimously 12/0.

Past President Paul stated that 2013 Code Publishing scholarship was intended for PD and not for conference. Past President Paul told Code Publishing CEO Margaret Bustion that this issue would be straightened out for the 2014 scholarship and she would work with Scholarship Committee Chair Dee Roberts to correct the error. Past President Paul said Code Publishing also provided one scholarship each to the Alaska and Oregon State Associations.

Vice President Burke **MOVED**, seconded by Boardmember Swisher, to ratify the Code Publishing scholarship that was awarded to Brandy Rinearson. The motion **PASSED** unanimously 12/0.

Treasurer Anderson said she would invoice Code Publishing, per their request.

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## Webmaster Report

Boardmember Usselman stated that she would update the job description for President-Elect. She said her written report included the totals of how many WMCA emails are opened.

## **OTHER BUSINESS:**

Secretary Olsen said a member asked if there was a conference survey. She said Treva Percival had used Survey Monkey in the past. Boardmember Boltz said she would check to see if we could use a Survey Monkey account and Secretary Olsen said she would check with Treva on the questions that were asked.

President Passey stated that someone asked if attending the British Columbia and Idaho conferences were worthwhile and cost effective.

Secretary Olsen **MOVED**, seconded by Boardmember Usselman, to refrain from attending the Idaho conference. The motion **PASSED** unanimously 12/0. President Passey said the Executive Committee could discuss the merits of attending the BC conference at the June board meeting.

## Executive Committee Roster and Contact Information

This information was previously presented.

## Review Committee Chairs and Liaison Roster

This information was previously provided.

## Schedule of EC Meetings

President Passey spoke about a conflict with the proposed June board meeting date. Discussion ensued and it was decided to meet at 9:00 a.m. on June 10 at the University of Puget Sound prior to PD 4, pending availability of a room and permission from the University. Secretary Olsen stated she would check with Dema Harris about securing a room for the meeting.

## **NEXT MEETING:**

The next regular Executive Committee meeting is scheduled for June 10, 2013, 9:00 a.m., in Tacoma, WA.

Boardmember Swisher raised the issue of trust and there was discussion.

Boardmember Swisher said she would like to have a future discussion about looking into a third party to negotiate a conference venue since the incoming Vice Presidents do not have firsthand knowledge of some of the conference logistics.

Boardmember Usselman **MOVED**, seconded by Boardmember Boltz, to adjourn the meeting. The motion **PASSED** unanimously 12/0.

## **ADJOURNMENT:**

President Passey adjourned the meeting at 5:18 PM.

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Virginia V. Olsen, CMC, Secretary





TO: WMCA Membership  
FROM: Gina Anderson, Treasurer  
DATE: June 3, 2013

Attached are the following reports for the fiscal year ending April 30, 2013:

Balance Sheet  
Profit & Loss Budget vs. Actual  
Checking Register  
Savings Register  
Scholarship Register

Dues for the 2013-2014 fiscal year are coming in fast and furious!

As of June 3, 2012, our bank accounts show a total of \$ 102,939.87:

\$ 7,349.31	Checking
\$ 86,126.41	Savings
\$ 9,464.15	Scholarship

**WMCA**  
**Balance Sheet**  
**As of April 30, 2013**

**Assets**

**Current Assets**

Checking	15,380.70
Savings	86,115.46
Scholarship	9,463.75
Total Cash	<u>110,959.91</u>

**Total Current Assets** 110,959.91

**Total Assets** 110,959.91

**Liabilities & Equity**

**EQUITY**

Opening Balance Equity	97,385.88
Retained Earnings	23,360.09
Net Income	(9,786.06)
<b>Total Equity</b>	<u>110,959.91</u>

**Total Liabilities & Equity** 110,959.91

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2012 through April 2013**

	Actual May '12 - Apr '13	Budget May '12 - Apr '13	\$ Under/Over Budget	% of Total
<b>Income</b>				
ADVANCED ACADEMY				
Fall	7,575.00	7,500.00	75.00	101.00%
Spring	8,225.00	7,500.00	725.00	109.67%
Total ADVANCED ACADEMY	<u>15,800.00</u>	<u>15,000.00</u>	<u>800.00</u>	<u>105.33%</u>
CONFERENCE				
Donations	3,767.40	3,500.00	267.40	107.64%
Exhibitors	10,000.00	7,500.00	2,500.00	133.33%
Meals	3,665.27	825.00	2,840.27	444.28%
Registrations	36,850.00	36,000.00	850.00	102.36%
Total CONFERENCE	<u>54,282.67</u>	<u>47,825.00</u>	<u>6,457.67</u>	<u>113.50%</u>
Dues	25,725.00	18,750.00	6,975.00	137.20%
Money Market Savings Interest	230.58	200.00	30.58	115.29%
Scholarship Income				
Auction	4,541.00	5,000.00	(459.00)	90.82%
Donations	875.00	0.00	875.00	
Interest	1.47	0.00	1.47	
Product Sales	2,344.00	1,000.00	1,344.00	234.40%
50/50 & \$1.00 Raffle	691.00	0.00	691.00	0.00%
Raffle	4,470.00	5,000.00	(530.00)	89.40%
Total Scholarship Income	<u>12,922.47</u>	<u>11,000.00</u>	<u>1,922.47</u>	<u>117.48%</u>
<b>Total Income</b>	<b><u>108,960.72</u></b>	<b><u>92,775.00</u></b>	<b><u>16,185.72</u></b>	<b><u>117.45%</u></b>
<b>Transfers</b>				
Savings to Scholarship	6,750.00	6,750.00	0.00	100.00%
Savings to Checking	9,376.00	9,376.00	0.00	100.00%
<b>Total Transfers</b>	<b><u>16,126.00</u></b>	<b><u>16,126.00</u></b>	<b><u>0.00</u></b>	<b><u>100.00%</u></b>
<b>Expense</b>				
ACADEMY SESSIONS				
Fall	3,830.55	8,000.00	(4,169.45)	47.88%
Refunds	0.00	200.00	(200.00)	0.00%
Spring	1,850.00	8,000.00	(6,150.00)	23.13%
Total ACADEMY SESSIONS	<u>5,680.55</u>	<u>16,200.00</u>	<u>(10,519.45)</u>	<u>35.07%</u>
ANNUAL CONFERENCE				
Audio Visual	6,302.26	2,500.00	3,802.26	252.09%
Decorations	2,034.80	2,000.00	34.80	101.74%
Drawings/Door Prizes	200.00	750.00	(550.00)	26.67%
Hospitality Expenses (WMCA)	3,828.20	4,161.00	(332.80)	92.00%
Meals	39,963.92	26,000.00	13,963.92	153.71%
Printing/Postage	2,749.90	1,600.00	1,149.90	171.87%
Recognition Awards	639.81	700.00	(60.19)	91.40%

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2012 through April 2013**

	Actual May '12 - Apr '13	Budget May '12 - Apr '13	\$ Under/Over Budget	% of Total
Refunds	0.00	375.00	(375.00)	0.00%
Speakers	3,445.30	15,000.00	(11,554.70)	22.97%
Special Entertainment	350.00	1,410.00	(1,060.00)	24.82%
Supplies	811.88	1,100.00	(288.12)	73.81%
<b>Total ANNUAL CONFERENCE</b>	<b>60,326.07</b>	<b>55,596.00</b>	<b>4,730.07</b>	<b>108.51%</b>
<b>Board Expenses</b>				
Board Meetings	617.14	1,250.00	(632.86)	49.37%
Executive Committee Travel				
AWC Conference	2,061.84	1,670.00	391.84	123.46%
<b>Total Executive Committee Travel</b>	<b>2,061.84</b>	<b>1,670.00</b>	<b>391.84</b>	<b>123.46%</b>
NCI Director Travel				
IIMC Conference	403.00	500.00	(97.00)	80.60%
WMCA Conference	631.17	736.00	(104.83)	85.76%
<b>Total NCI Director Travel</b>	<b>1,034.17</b>	<b>1,236.00</b>	<b>(201.83)</b>	<b>83.67%</b>
Officer's Board Travel				
President				
Alaska Conference	1,393.74	1,525.00	(131.26)	91.39%
BC Conference	1,169.84	450.00	719.84	259.96%
CA Conference	1,009.93	1,100.00	(90.07)	91.81%
IIMC Conference	1,245.67	2,295.00	(1,049.33)	54.28%
OR Conference	317.12	760.00	(442.88)	41.73%
WMCA Conference	403.24	300.00	103.24	134.41%
<b>Total President</b>	<b>5,539.54</b>	<b>6,430.00</b>	<b>(890.46)</b>	<b>86.15%</b>
President Elect				
BC Conference	863.57	0.00	863.57	
ICCTFOA Conference	0.00	1,075.00	(1,075.00)	0.00%
IIMC Conference	3,022.98	1,900.00	1,122.98	159.10%
WMCA Conference	411.33	436.00	(24.67)	94.34%
<b>Total President Elect</b>	<b>4,297.88</b>	<b>3,411.00</b>	<b>886.88</b>	<b>126.00%</b>
<b>Total Officer's Board Travel</b>	<b>9,837.42</b>	<b>9,841.00</b>	<b>(3.58)</b>	<b>99.96%</b>
<b>Total Board Expenses</b>	<b>13,550.57</b>	<b>13,997.00</b>	<b>(446.43)</b>	<b>96.81%</b>
<b>Communication Expenses</b>				
Survey	200.00	0.00	200.00	
Voting Software	159.90	200.00	(40.10)	79.95%
Website M&O	566.19	525.00	41.19	107.85%
<b>Total Communication Expenses</b>	<b>926.09</b>	<b>725.00</b>	<b>201.09</b>	<b>127.74%</b>
Contingency	0.00	450.00	(450.00)	0.00%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2012 through April 2013**

	Actual	Budget	\$ Under/Over	
	May '12 - Apr '13	May '12 - Apr '13	Budget	% of Total
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Reg IX Hospitality	120.00	0.00	120.00	
Reg IX Assessment	1,300.00	1,000.00	300.00	130.00%
Total IIMC	<u>1,420.00</u>	<u>1,075.00</u>	<u>345.00</u>	<u>132.09%</u>
Miscellaneous Expenses				
501C(3)	745.00	710.00	35.00	104.93%
Bank Charges	39.00	100.00	(61.00)	39.00%
Condolences	0.00	250.00	(250.00)	0.00%
Credit Card Fees (PayPal)	594.91	540.00	54.91	110.17%
Gambling/Alcohol License	210.00	300.00	(90.00)	70.00%
Gifts	50.00	0.00	50.00	
Insurance	1,366.00	1,400.00	(34.00)	97.57%
Office Supplies	1,100.89	2,000.00	(899.11)	55.04%
Other	5,236.50	0.00	5,236.50	
Postage	170.80	300.00	(129.20)	56.93%
Support for AWC Basic Training	0.00	500.00	(500.00)	0.00%
Total Miscellaneous Expenses	<u>9,513.10</u>	<u>6,100.00</u>	<u>3,413.10</u>	<u>155.95%</u>
Scholarship Expenses				
Conference Scholarships	3,848.16	3,500.00	348.16	109.95%
Margery A. Price Scholarship	2,470.05	3,500.00	(1,029.95)	70.57%
NCI Scholarships	17,475.00	8,000.00	9,475.00	218.44%
Raffle - Auction	0.00	2,250.00	(2,250.00)	0.00%
Raffle - 50/50	112.84	0.00	112.84	
Scholarship Items for Sale	3,424.35	0.00	3,424.35	
Total Scholarship Expenses	<u>27,330.40</u>	<u>17,250.00</u>	<u>10,080.40</u>	<u>158.44%</u>
<b>Total Expense</b>	<b><u>118,746.78</u></b>	<b><u>116,393.00</u></b>	<b><u>2,353.78</u></b>	<b><u>102.02%</u></b>
<b>Net Profit (Loss)</b>	<b><u>(9,786.06)</u></b>	<b><u>(23,618.00)</u></b>	<b><u>13,831.94</u></b>	<b><u>41.43%</u></b>

Register: Chase Checking

From 05/01/2012 through 04/30/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2012			-split-	Deposit		X	1,350.00	17,377.81
05/01/2012			-split-	Deposit		X	975.00	18,352.81
05/01/2012			-split-	Deposit		X	1,275.00	19,627.81
05/01/2012			-split-	Deposit		X	1,350.00	20,977.81
05/01/2012			-split-	Deposit		X	1,350.00	22,327.81
05/01/2012			-split-	Deposit		X	1,350.00	23,677.81
05/01/2012			-split-	Deposit		X	1,350.00	25,027.81
05/01/2012			-split-	Deposit		X	1,350.00	26,377.81
05/01/2012			-split-	Deposit		X	1,200.00	27,577.81
05/01/2012			-split-	Deposit		X	657.45	28,235.26
05/03/2012			-split-	Deposit		X	876.90	29,112.16
05/04/2012			-split-	Deposit		X	876.60	29,988.76
05/05/2012			-split-	Deposit		X	1,350.00	31,338.76
05/07/2012			-split-	Deposit		X	817.92	32,156.68
05/07/2012			-split-	Deposit		X	817.62	32,974.30
05/15/2012			-split-	Deposit		X	1,350.00	34,324.30
05/16/2012			-split-	Deposit		X	675.00	34,999.30
05/16/2012			-split-	Deposit		X	1,350.00	36,349.30
05/18/2012			-split-	Deposit		X	1,320.00	37,669.30
05/21/2012			-split-	Deposit		X	219.15	37,888.45
05/29/2012			-split-	Deposit		X	840.00	38,728.45
05/30/2012	796	WSU - Conference ...	Scholarship Expenses:...		16,450.00	X		22,278.45
05/30/2012	797	Peggy Hawker	Miscellaneous Expense...	Flowers for Pre...	35.00	X		22,243.45
05/30/2012	798	Joan Tilton	IIMC:Reg IX Assessm...	Region IX Ass...	1,300.00	X		20,943.45
05/30/2012	799	City of Okanogan	Scholarship Expenses:...	Reimburse for ...	1,025.00	X		19,918.45
06/05/2012		Bank Of America	Communication Expen...	Gina Anderson	79.95	X		19,838.50
06/05/2012		Bank Of America	Communication Expen...	Treva Percival	200.00	X		19,638.50
06/05/2012		Bank Of America	-split-		4,854.63	X		14,783.87
06/05/2012	800	Scott Passey	Board Expenses:Office...	2012 IIMC Co...	1,853.68	X		12,930.19
06/05/2012	801	Dema Harris	Board Expenses:NCI D...	2012 IIMC Co...	403.00	X		12,527.19
06/08/2012			-split-	Deposit		X	240.00	12,767.19
06/21/2012	802	Diana Quinn	Board Expenses:Board ...	Board Meeting ...	65.45	X		12,701.74
06/21/2012	803	Bank Of America	-split-	Sandy Paul	2,452.50	X		10,249.24
07/18/2012	804	Sandy Paul	Board Expenses:Office...			X		10,249.24
07/18/2012	805	Sandy Paul	Board Expenses:Office...		12.00	X		10,237.24
07/18/2012	806	AAMC	IIMC Expenses:Reg IX...		120.00	X		10,117.24
07/18/2012	807	Yakima Valley Muse...	ACADEMY SESSION...		250.00	X		9,867.24
07/18/2012	808	Virginia Olsen	Board Expenses:Execu...		51.76	X		9,815.48
07/18/2012	809	Bank Of America	-split-	Sandy Paul	1,241.46	X		8,574.02
07/19/2012			-split-	Deposit		X	225.00	8,799.02

## WMCA

6/3/2013 1:24 PM

Register: Chase Checking

From 05/01/2012 through 04/30/2013

Sorted by: Date, Type, Number/Ref

<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>
07/20/2012			-split-	Deposit		X	73.05	8,872.07
07/25/2012	810	Edmonds Communit...	Miscellaneous Expense...	WMCA Promo...	2,340.00	X		6,532.07
08/17/2012			-split-	Deposit		X	1,317.60	7,849.67
08/21/2012	811	Printing Expressly F...	Scholarship Expenses:...	Raffle Tickets	220.05	X		7,629.62
08/21/2012	812	Bank Of America	Board Expenses:Office...	Sandy Paul	199.60	X		7,430.02
08/23/2012			-split-	Deposit		X	2,140.00	9,570.02
08/23/2012			-split-	Deposit		X	292.80	9,862.82
08/29/2012			-split-	Deposit		X	805.00	10,667.82
09/07/2012			-split-	Deposit		X	292.80	10,960.62
09/12/2012			-split-	Deposit		X	475.00	11,435.62
09/19/2012			-split-	Deposit		X	439.20	11,874.82
09/22/2012			-split-	Deposit		X	525.00	12,399.82
09/27/2012			-split-	Deposit		X	1,269.00	13,668.82
09/28/2012	813	David T Saathoff	Miscellaneous Expense...	2011 Federal F...	735.00	X		12,933.82
09/28/2012	814	Sandy Paul	Board Expenses:Office...	Alaska Airfare ...	410.82	X		12,523.00
09/28/2012	815	Scott Passey	Board Expenses:Office...	Mileage to Ida...	360.00	X		12,163.00
10/01/2012			ADVANCED ACADE...	Deposit		X	150.00	12,313.00
10/04/2012	816	Jordan Peabody	-split-	2012 Fall Acad...	2,450.00	X		9,863.00
10/09/2012			-split-	Deposit		X	195.30	10,058.30
10/12/2012			ADVANCED ACADE...	Deposit		X	175.00	10,233.30
10/23/2012			-split-	Deposit		X	0.00	10,233.30
10/23/2012	817	Bank Of America	-split-		503.57	X		9,729.73
10/23/2012	818	Bank Of America	-split-	Sandy Paul	457.84	X		9,271.89
10/23/2012	819	Virginia Olsen	ACADEMY SESSION...		380.58	X		8,891.31
10/23/2012	820	Debbie Clark	ACADEMY SESSION...	Fall Academy	75.62	X		8,815.69
10/23/2012	821	Dema Harris	-split-	Fall Academy	344.65	X		8,471.04
10/23/2012	822	Peabody Communica...	ACADEMY SESSION...	Mileage	230.88	X		8,240.16
10/23/2012	823	City of Woodland	-split-		305.23	X		7,934.93
10/25/2012			-split-	Deposit		X	337.50	8,272.43
11/03/2012	824	Liberty NW	Miscellaneous Expense...	625-2930-739-01	313.00	X		7,959.43
11/03/2012	825	Hotel Murano	Board Expenses:Board ...	EC Meeting 10...	219.66	X		7,739.77
11/13/2012	826	Bannon, Carlson & ...	Miscellaneous Expense...		1,053.00	X		6,686.77
11/16/2012			-split-	Deposit		X	275.00	6,961.77
12/05/2012		Bank Of America	Board Expenses:Office...	Sandy Paul	733.42	X		6,228.35
12/05/2012		Bank Of America	-split-	Gina Anderson	566.20	X		5,662.15
12/05/2012		Bank Of America	ANNUAL CONFERE...	Paula Swisher	29.45	X		5,632.70
12/14/2012			-split-	Deposit		X	325.00	5,957.70
12/21/2012	827	Seattle Bookings	ANNUAL CONFERE...		900.00	X		5,057.70
12/22/2012			Dues 2012	Deposit		X	75.00	5,132.70
01/11/2013			-split-	Deposit		X	775.00	5,907.70

Register: Chase Checking

From 05/01/2012 through 04/30/2013

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<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>
01/14/2013			-split-	Deposit		X	2,076.75	7,984.45
01/28/2013			-split-	Deposit		X	1,832.25	9,816.70
01/29/2013			-split-	Deposit		X	3,700.00	13,516.70
01/30/2013			-split-	Deposit		X	3,650.00	17,166.70
01/31/2013			-split-	Deposit		X	1,440.00	18,606.70
02/04/2013			-split-	Deposit		X	1,587.75	20,194.45
02/04/2013		Bank Of America	Communication Expen...	Gina Anderson	9.99	X		20,184.46
02/04/2013		Bank Of America	ANNUAL CONFERE...	Paula Swisher	30.95	X		20,153.51
02/05/2013			-split-	Deposit		X	1,750.00	21,903.51
02/11/2013			-split-	Deposit		X	2,169.00	24,072.51
02/11/2013			-split-	Deposit		X	2,222.85	26,295.36
02/13/2013			-split-	Deposit		X	1,225.00	27,520.36
02/13/2013			-split-	Deposit		X	1,783.35	29,303.71
02/16/2013			-split-	Deposit		X	1,964.00	31,267.71
02/19/2013			-split-	Deposit		X	1,155.00	32,422.71
02/19/2013			-split-	Deposit		X	2,369.85	34,792.56
02/26/2013	828	Washington State Ga...	Miscellaneous Expense...	2013	185.00	X		34,607.56
02/26/2013	829	Washington State Li...	Miscellaneous Expense...	2013 Permit to ...	25.00	X		34,582.56
02/28/2013			-split-	Deposit		X	1,514.40	36,096.96
03/01/2013			-split-	Deposit		X	3,480.00	39,576.96
03/06/2013			-split-	Deposit		X	2,384.00	41,960.96
03/07/2013		Bank Of America	-split-	Gina Anderson	376.97	X		41,583.99
03/07/2013		Bank Of America	-split-		1,430.10	X		40,153.89
03/07/2013		Bank Of America	-split-		1,650.95	X		38,502.94
03/09/2013			-split-	Deposit		X	970.00	39,472.94
03/12/2013			-split-	Deposit		X	7,360.00	46,832.94
03/13/2013			-split-	Deposit		X	7,493.00	54,325.94
03/13/2013			-split-	Deposit		X	2,268.00	56,593.94
03/15/2013	830	Cash	-split-		600.00	X		55,993.94
03/19/2013	831	Hotel Murano	ANNUAL CONFERE...	Printed Incorre...		X		55,993.94
03/19/2013	832	Hotel Murano	ANNUAL CONFERE...		22,000.00	X		33,993.94
03/19/2013	833	Sandy Paul	Board Expenses:Office...	Reimbursement	28.00	X		33,965.94
03/19/2013	834	City Of Kennewick	CONFERENCE:Regist...		300.00	X		33,665.94
03/19/2013	835	City of Raymond	CONFERENCE:Regist...	Refund	300.00	X		33,365.94
03/19/2013	836	Linnae Orth	ANNUAL CONFERE...	National Anthem	50.00	X		33,315.94
03/19/2013	837	Timothy Hardy	ANNUAL CONFERE...	No Show		X		33,315.94
03/19/2013	838	Bobbie Usselman	ANNUAL CONFERE...	Trophy - Clerk ...	196.75	X		33,119.19
03/19/2013	839	Kathie Novak	ACADEMY SESSION...	Academy Spea...	1,850.00	X		31,269.19
03/19/2013	840	Seattle Bookings	ANNUAL CONFERE...	LueRachelle Br...	900.00	X		30,369.19
03/19/2013	841	Peace Enforcement L...	ANNUAL CONFERE...	Workplace Bul...	500.00	X		29,869.19



Register: Chase Checking

From 05/01/2012 through 04/30/2013

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<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>
03/19/2013	842	Ann G. Macfarlane	ANNUAL CONFERE...	Minutes and W...	400.00	X		29,469.19
03/19/2013	843	Bates Tehcnical Coll...	ANNUAL CONFERE...	Lee Williams	300.00	X		29,169.19
03/19/2013	844	Virginia Olsen	-split-	Reimbursement	58.93	X		29,110.26
03/19/2013	845	Bank Of America	Scholarship Expenses:...	Gina Anderson	3,319.35	X		25,790.91
03/19/2013	846	Bank Of America	-split-	Paula Swisher	451.15	X		25,339.76
03/19/2013	847	City of Centralia	CONFERENCE:Regist...	Conference Ov...	50.00	X		25,289.76
03/19/2013	848	Debbie Clark	ANNUAL CONFERE...	Reimbursement	150.00	X		25,139.76
03/19/2013	849	Diana Quinn	Miscellaneous Expense...	Reimbursement	50.00	X		25,089.76
03/19/2013	850	Darrell M Westmorel...	ANNUAL CONFERE...	Photographer	500.00	X		24,589.76
03/19/2013	851	Kay Kammer	Scholarship Expenses:...	Reimbursement	35.34	X		24,554.42
03/20/2013	852	Debbie Jermann	ANNUAL CONFERE...	Business Card ...	118.13	X		24,436.29
03/22/2013	854	Doug Hanson	Scholarship Expenses:...	Grand Raffle ...	1,000.00	X		23,436.29
03/25/2013			-split-	Deposit		X	1,280.00	24,716.29
03/25/2013			-split-	Deposit		X	125.00	24,841.29
03/25/2013			-split-	Deposit		X	525.00	25,366.29
03/25/2013			-split-	Deposit		X	220.00	25,586.29
03/25/2013			-split-	Deposit		X	1,353.00	26,939.29
03/25/2013			-split-	Deposit		X	1,824.00	28,763.29
03/25/2013			-split-	Deposit		X	1,385.00	30,148.29
03/25/2013			-split-	Deposit		X	983.27	31,131.56
03/26/2013			-split-	Deposit		X	1,516.00	32,647.56
03/27/2013			-split-	Deposit		X	1,210.00	33,857.56
03/27/2013			-split-	Deposit		X	1,333.00	35,190.56
03/28/2013			-split-	Deposit		X	233.00	35,423.56
03/29/2013			-split-	Deposit		X	433.00	35,856.56
04/02/2013	855	Hotel Murano	-split-			X		35,856.56
04/02/2013	856	City of Stanwood	CONFERENCE:Regist...	Conference Ov...	25.00	X		35,831.56
04/02/2013	857	City of Mercer Island	ANNUAL CONFERE...	Conference Bo...	2,740.74	X		33,090.82
04/02/2013	858	Bank Of America	-split-	Sandy Paul	767.91	X		32,322.91
04/02/2013	859	OAMR	Board Expenses:Office...		41.00	X		32,281.91
04/02/2013	860	Kay Kammer	ANNUAL CONFERE...		9.16	X		32,272.75
04/03/2013			-split-	Deposit		X	1,025.00	33,297.75
04/03/2013	861	Hotel Murano	-split-		24,315.44	X		8,982.31
04/03/2013	862	City of Shoreline	Board Expenses:Office...	Hotel Reimbur...	411.33	X		8,570.98
04/03/2013	863	City of Raymond	Scholarship Expenses:...	Lodging Reimb...	362.04	X		8,208.94
04/03/2013	864	City of Forks	Scholarship Expenses:...	Lodgin Reimbu...	362.04	X		7,846.90
04/03/2013	865	Dema Harris	Board Expenses:NCI D...	Institute Direct...	631.17	X		7,215.73
04/04/2013			-split-	Deposit		X	1,752.50	8,968.23
04/04/2013	866	Linda B Mead	Scholarship Expenses:...	Raffle Ticket #...	500.00	X		8,468.23
04/04/2013	867	Debbie Clark	-split-	Raffle Ticket #...	375.00	X		8,093.23

## WMCA

6/3/2013 1:24 PM

Register: Chase Checking

From 05/01/2012 through 04/30/2013

Sorted by: Date, Type, Number/Ref

<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>
04/04/2013	868	City Of Kennewick	Scholarship Expenses:...	Conference Lo...	362.04	X		7,731.19
04/12/2013	869	City of College Place	Scholarship Expenses:...	Lodging Reimb...	362.04	X		7,369.15
04/12/2013	870	Bank Of America	-split-	Scott Passey	562.53	X		6,806.62
04/12/2013	871	Bank Of America	-split-	Sandy Paul	1,119.20	X		5,687.42
04/12/2013	872	Virginia Olsen	ANNUAL CONFERE...		42.67			5,644.75
04/13/2013			-split-	Deposit		X	353.77	5,998.52
04/16/2013		Transf from Savings	Transfer Savings to Ch...	Deposit		X	9,376.00	15,374.52
04/30/2013		Void	CONFERENCE:Donat...	Void Check #7...		X	17.40	15,391.92
04/30/2013	873	City of Woodland	Miscellaneous Expense...		11.22	X		15,380.70

WMCA

6/3/2013 1:25 PM

Register: Chase Savings

From 05/01/2012 through 04/30/2013

Sorted by: Date, Type, Number/Ref

<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>
05/31/2012			Money Market Savings...	Interest		X	21.63	102,032.51
06/30/2012			Money Market Savings...	Interest		X	20.24	102,052.75
07/31/2012			Money Market Savings...	Interest		X	22.34	102,075.09
08/31/2012			Money Market Savings...	Interest		X	21.64	102,096.73
09/30/2012			Money Market Savings...	Interest		X	19.55	102,116.28
10/31/2012			Money Market Savings...	Interest		X	23.05	102,139.33
11/30/2012			Money Market Savings...	Interest		X	20.82	102,160.15
12/31/2012			Money Market Savings...	Interest		X	17.32	102,177.47
01/31/2013			Money Market Savings...	Interest		X	17.33	102,194.80
02/28/2013			Money Market Savings...	Interest		X	15.65	102,210.45
03/31/2013			Money Market Savings...	Interest		X	16.21	102,226.66
04/16/2013		Transfer To General ...	Transfer to Checking		9,376.00	X		92,850.66
04/16/2013		Transfer To Scholars...	Non-Expenditure		6,750.00	X		86,100.66
04/30/2013			Money Market Savings...	Interest		X	14.80	86,115.46

Register: Chase Scholarship

From 05/01/2012 through 04/30/2013

Sorted by: Date, Type, Number/Ref

<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>
05/31/2012			Scholarship Income:Sc...	Interest		X	0.11	2,712.39
06/30/2012			Scholarship Income:Sc...	Interest		X	0.11	2,712.50
07/31/2012			Scholarship Income:Sc...	Interest		X	0.12	2,712.62
08/31/2012			Scholarship Income:Sc...	Interest		X	0.11	2,712.73
09/30/2012			Scholarship Income:Sc...	Interest		X	0.10	2,712.83
10/31/2012			Scholarship Income:Sc...	Interest		X	0.12	2,712.95
11/30/2012			Scholarship Income:Sc...	Interest		X	0.11	2,713.06
12/31/2012			Scholarship Income:Sc...	Interest		X	0.11	2,713.17
01/31/2013			Scholarship Income:Sc...	Interest		X	0.11	2,713.28
02/28/2013			Scholarship Income:Sc...	Interest		X	0.10	2,713.38
03/31/2013			Scholarship Income:Sc...	Interest		X	0.11	2,713.49
04/16/2013		Transf to Scholarship	Scholarship Income:Tr...			X	6,750.00	9,463.49
04/30/2013			Scholarship Income:Sc...	Interest		X	0.26	9,463.75

**From:** [Debbie Burke](#)  
**To:** [Scott Passey](#)  
**Subject:** EC packet  
**Date:** Saturday, May 11, 2013 9:46:20 AM  
**Attachments:** [WMCA Board Member Duties.doc](#)

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Hi Scott,

Here is the draft changes put together by Paula, Randy, Bobbie, Christie and Myself following the January meeting.

Debbie Burke, MMC

City Clerk

Phone: 206.248.8248  
[www.normandyparkwa.gov](http://www.normandyparkwa.gov)



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## Executive Committee Board Member

### The duties of the Executive Committee Board Member shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
  - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
  - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
  - c. Assuming the responsibilities of the Chair in his/her absence;
  - d. If the Chair resigns, serve in that position until the President appoints a new chair;
  - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment;
  - f. Ensure Committee Chair prepares certificates for committee members.
3. Attend the ~~First Time Attendees Event and session at the~~ Annual Conference [events and sessions](#) as requested by the President ~~or Membership Committee~~.
4. Acquire and maintain knowledge of the WMCA By-Laws, policies, and procedures.
5. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.

### Timetable:

March, 1 <sup>st</sup> year	Attend conference and take oath of office; (1) EC Meeting, Friday afternoon after conference
April	
May	
June	(1) EC Meeting
July	
August	
September	
October	(1) EC Meeting
November	
December	
January	(1) EC Meeting
February	Register for Conference and book hotel room
March, other yrs	(2)(f) Ensure Committee Chair prepares certificates; (3) Conference, itinerary provided by President prior to conference; (1) EC Meeting, Friday afternoon after conference



- 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:** Debbie Clark

**COMMITTEE:** NCI Committee Representative

**DATE:** May 31, 2013

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**SUMMARY OF ACTIVITIES:** The NCI Committee is a 10-member committee with three representatives each from the Alaska, Oregon and Washington State Associations. The NCI Committee works very closely with Dema Harris, Institute Director in providing IIMC approved education and speakers for the Northwest Clerks Institute Professional Development Classes held each year in Tacoma.

The NCI Committee works in conjunction with Dema Harris, Northwest Clerks Institute Director in providing IIMC approved education and speakers for the Institute. The same responsibility is carried by the WMCA Education Chair working in conjunction with Dema Harris.

Debbie Clark has been a committee member with the NCI Committee since 2006. My second term on the NCI Committee has expired as of March 2013. It is the responsibility of WMCA to appoint a representative.

The present WMCA Education Chair is Carol Etgen. Due to Carol's prior work experience with WMCA Education Committee both as Chair and committee member - Carol provides the history and working ability to uphold the education quality required by both IIMC and WMCA. Carol has shared her interest in serving on the NCI Committee - if appointed by the WMCA Executive Committee.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Appoint Carol Etgen as WMCA Representative to the NCI Committee.

**ALTERNATIVES:**

**FISCAL IMPACT:** None

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- 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:** Michelle M. (McGehee) Hart, MMC

**COMMITTEE:** Bylaws Committee

**DATE:** June 3, 2013

**SUMMARY OF ACTIVITIES:** The Bylaws Committee has just been established for 2013. The Chair of the Committee has sent welcome correspondence to all members. Further to that, as of this time, there is nothing to report.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

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- 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:** Carol Etgen

**COMMITTEE:** Education

**DATE:** June 10, 2013

**SUMMARY OF ACTIVITIES:** We have the firm date/location/speaker for the Fall Academy. We are waiting to hear from Janice Corbin with a description of her topic. Dema and I spoke with her about what we'd like the topic to be. Academy will be held on September 27th at the Hal Holmes Community Center in Ellensburg. Committee members have been working on finding three hotels our members can choose from if they wish to stay. More information will be given as it is received.

I'll be working with the committee on the 2014 conference education classes towards the end of this month. I've been in contact with speakers who have found us and want us to consider them, so working on getting background (via committee members) on those also.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

Revenues:	Budgeted Amount	Revenues Generated
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**From:** [Carol Etgen](#)  
**To:** [Scott Passey](#)  
**Subject:** Education Topics for Conference  
**Date:** Monday, April 15, 2013 11:03:48 AM  
**Attachments:** [image001.png](#)

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Scott,

I'm wanting to stay on top of things (Education-wise) with the conference for you – I'm focused on the fall academy with Dema right now (will be getting an e-mail out to the committee this week), but I wanted to check in with you and get you started thinking about education topics you would like to particularly see at your conference. I know (and love) your theme, and will work that into topics easily in most cases.

Let me know if there are topics you feel passionately about. Looking at the evaluations was helpful to a degree – here's how it kind of broke down with the generic "topics" from the comments:

Minutes/meetings – 3 requests (by 2 responders)

Records management (electronic & e-mail especially) – 3 requests

Public Disclosure – 1 request

Bidding/PW – 1 request

Leadership topics (courage/communication/manager tools/succession planning) – 4 requests

Self-help (?) – 1 request

Speakers requested (3 known – 2 others can't find on goggle so not sure!)

Joann Tilton

Monica Dixon

LueRachelle Brim-Atkins

Brad Worthy

Miolelle Majors

Will be interested in your input....I don't expect an immediate answer – just some

input over time as we begin to pull things together. Thank you!

Carol

Carol Etgen, MMC

City Clerk

Executive Department

Phone: (253) 896-8613

Fife City Hall, 5411 23rd Street East, Fife, WA 98424



[www.cityoffife.org](http://www.cityoffife.org)





- 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:** Jill Boltz, Chair

**COMMITTEE:** Historical Committee

**DATE:** May 31, 2013

**SUMMARY OF ACTIVITIES:** Photographs were received from Darrell Westmoreland the professional photographer hired for the 2013 Annual Banquet. Photos were uploaded to the Shutterfly account with only an announcement to the Executive Committee until editing could be accomplished. Second quarter goals will include: review/editing of Shutterfly and personal photos taken at conference, inventory of current supplies, scanning/archiving past "Quill" newsletters and recommendations and approval for new projects.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** N/A

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

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- First Quarter Report (June Mtg)
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**TO:** WMCA President and Executive Committee

**FROM:** Sandy Paul MMC

**COMMITTEE:** Legislative Committee

**DATE:** 05.31.2013

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**SUMMARY OF ACTIVITIES:** The Washington State Legislature recessed soon after the last WMCA Legislative Report was submitted. Prior to that, WMCA and AWC had made a valiant attempt to convince legislators that some kind of relief was needed for commercial requests for public records. That doesn't include those individuals who would submit requests for records simply as a means to stop the government vehicle on a dime and expect change back. Those efforts will again be tackled in the next session.

Much more bothersome is that there is no funded Education or Transportation packages and the legislature has been in Special Session for weekkw. Should a mediocre plan for either, or worse, none at all be offered forth, nothing will change in 2014, either, an election year. Let's effect change right now.

The WMCA Legislative Committee urges all WMCA members to contact their legislative delegations to express their concerns over the negative repercussions of failing to make hard decisions now before our roads deteriorate further, before freight mobility is stalled and more and shippers seek other places to import to, which means less economy to our cities, towns and counties. Consider how such an occurrence would effect our jobs, the cities we work in, love and support, and which support us.

Consider what inaction on funding the Columbia Crossing means to the entire Pacific Rim, not just Washington and Oregon. Is the I-5 bridge over the Columbia River the next one to collapse? Tell your legislators to take action. While you are at it, perhaps a thought should also be given to the I-5 bridge over the Skagit River near Mt. Vernon.

A transportation package is an equal opportunity for both east and west sides of the Cascades. It would include much needed improvements to not only the freight corridors of Highways 509 and 167 in King and Pierce Counties but to I-405 in East King County, to I-90 on Snoqualmie Pass and to improvements to highway corridors in Spokane. There is much to go around and all citizens of Washington benefit.

Education not important and too expensive? The Courts will take care of it? Think of it like this: we are a quickly aging society. Do we not want a trained workforce to follow in our footsteps, to make wise and informed decisions in the interests of all people? How about that worker in the nursing home where you might end up? Shouldn't they be well trained and seriously want to care for you?

These are mighty and meaty issues not to be taken lightly, nor are they inexpensive for taxpayers. Hence, the difficult decisions that must be made by our legislature. Remind your representatives that these issues should not be about politics nor are they about career politicians with aspirations for higher office. If the hardest choice costs their elected position, then perhaps the cost of making no decision should be the same, or worse.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** The Legislative Committee urges all WMCA members to contact their legislative delegations and ask that they stop passing the hard decisions to future legislatures.

**ALTERNATIVES:** None

**FISCAL IMPACT:** Likely, if measures are approved and projects go forward, taxes will increase correspondingly. Clerks will lose their jobs and those tasks will be performed by inexperienced and overworked lower paid employees as cities cut even more out of their budgets.

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- First Quarter Report (June Mtg)
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**TO:** WMCA President and Executive Committee

**FROM:** Melody Valiant, Chair, Newsletter Committee

**COMMITTEE:** Newsletter Committee

**DATE:** 05/31/2013

**SUMMARY OF ACTIVITIES:** Well in the first quarter of our new Newsletter Committee we've been pretty busy. Our committee doesn't meet in person, we just correspond by email and assign one member each month the task of compiling all the information for the newsletter. It's not a small task and we greatly appreciate our committee members for their commitment. Last year one of our Committee members discovered that doing back to back issues seemed to really work for them as they were already in the "editor" mode and ready to do another issue. So back in April, we had our members sign up to do issues and most selected doing two issues back to back. It's nice to have more help this year and to be able to spread the work out more evenly. We are working on some ideas for future newsletters to make it more interesting for the membership. It includes possibly featuring two clerks each month rather than one and we would differentiate them by having them be Big Town/Tiny Town, Seasoned Clerk/New Clerk OR Eastside/Westside. We are still working on this and hope to have it in place by Fall. We also know that the Executive Committee is interested in having a more structured way of selecting the fairs/festivals that are featured on the back page and that the plan is to implement that in 2014. If you have any feedback on anything you would like included that you don't currently see, please send it our way.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

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- First Quarter Report (June Meeting)
- Second Quarter Report (Oct Meeting)
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- Year-End Report (Mar Meeting)

**TO:** WMCA President and Executive Committee

**FROM:** Dee Roberts, Chair

**COMMITTEE:** Scholarship Committee

**DATE:** June 6, 2012

**SUMMARY OF ACTIVITIES:**

Seven PD I scholarships were awarded during the second round of scholarships for a total of \$5,850.00. Three recipients only requested a partial scholarship because they received either housing or tuition from another organization. I received many positive, appreciative comments from the scholarship recipients.

The next scholarship opportunity is the Marge Price scholarship for Fall Academy.

I will be taking on the scholarship process during PD IV next week. The subject is "Project Leadership". So I am expecting to come back with some great new ideas and processes to make the scholarship program even more successful!

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Information only.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

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- First Quarter Report (June Mtg)
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**TO:** WMCA President and Executive Committee

**FROM:** Bobbie Usselman

**COMMITTEE:** Webmaster

**DATE:** May 28, 2013

**SUMMARY OF ACTIVITIES:** The website has been updated with new information for the new year, and continues to be updated adding new members and other information as provided to me.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

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**From:** [Pam Kolacy](#)  
**To:** [Scott Passey](#); [dianaq@cityofalgona.com](mailto:dianaq@cityofalgona.com); [debbieb@ci.normandy-park.wa.us](mailto:debbieb@ci.normandy-park.wa.us); [Virginia Olsen](#); [andersong@ci.woodland.wa.us](mailto:andersong@ci.woodland.wa.us)  
**Subject:** Appointments to Archives Oversight Committee - for WMCA Board  
**Date:** Tuesday, June 04, 2013 12:27:42 PM  
**Attachments:** [AOC Representation.docx](#)

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Greetings WMCA Executive Committee,

Victoria Lincoln of AWC called me yesterday regarding the e-mail below and the attachment. Bottom line is that two city clerks need to be appointed by WMCA (one from a "large" city and one from a "small" city although there isn't a definitive cut-off in population she was aware of) to the State Archives Oversight Committee. Our former reps were Sheryle Wyatt and Carol Shenk. (So at least one seat has been vacant a good long time.)

Anyway, I don't ever recall doing this in my tenure on WMCA Board so I think you all can figure out whatever appropriate means you want for designating the representatives. The attachment is an overview of what's involved in serving.

I know you all are meeting this coming week so wanted to get this off in case you are able to deal with it at next meeting.

Thanks and happy summer (for a week at least)!

Pam

*Pam Kolacy, MMC*

*City Clerk*

*250 Madison Street #2*

*Port Townsend WA*

*360-379-5045*

*pkolacy@cityofpt.us*

**From:** Victoria Lincoln [mailto:victorial@awcnet.org]  
**Sent:** Monday, June 03, 2013 2:38 PM  
**To:** Pam Kolacy  
**Subject:** FW: AOC Committee Representation Handout

**Victoria Lincoln**  
Government Relations Advocate  
  
Association of Washington Cities

*Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.*

**From:** Williams, Patrick [mailto:patrick.williams@sos.wa.gov]  
**Sent:** Thursday, May 23, 2013 10:15 AMa

During the meeting on Monday, it was requested that I send the Committee Representation handout describing the member expectations and position appointments. The handout is attached for your reference.

### **Position Selection**

A letter of appointment should be sent to the Office of the Secretary of State with a copy to the State Archivist.

- 2 Clerks appointed by the County Clerk's association (WSACC)
- 2 Auditors appointed by the County Auditor's association (WSACA)
- 2 Cities appointed by Municipal Clerks Association (WMCA)
- 3 Association representatives from AWC, WACO, and WSAC.

- 1 School representative appointed by WASBO
- 5 other special purpose district representatives will be appointed by the committee.

Please let me know if you have any further questions.

Kind Regards,

Patrick Williams

Grants and Contracts Coordinator

Washington State Archives

PO Box 40238

Olympia, WA 98504-0238

Phone: 360-586-0108

Fax: 360-586-0368





STATE OF WASHINGTON

ARCHIVES OVERSIGHT COMMITTEE

*Office of the Secretary of State – State Archives  
County Auditor's Association • County Clerk's Association  
Association of Washington Cities • Washington Association of County Officials  
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**Archives Oversight Committee Guidelines for Representation and Membership**

The Archives Oversight Committee represents local government entities as defined by RCW 40.14.027 (1996) and RCW 36.22.175 (2001)

- "The secretary of state shall, with local government representatives, establish a committee to advise the state archivist on the local government archives and records management program."**(40.14.027)**
- "The advisory committee established under RCW 40.14.027 shall review grant proposals and establish a prioritized list of projects to be considered for funding by January 1st of each even-numbered year, beginning in 2002. The evaluation of proposals and development of the prioritized list must be developed through open public meetings. Funding for projects shall be granted according to the ranking of each application on the prioritized list and projects will be funded only to the extent that funds are available. A grant award may have an effective date other than the date the project is placed on the prioritized list."**(36.22.175)**

**What are the expectations of a member?**

- ATTEND QUARTERLY MEETINGS, or as scheduled.
  - The State Archivist updates members on issues related to local government records management and the effects of legislation on the State Archives and its programs.
- LOCAL RECORDS GRANT PROGRAM. Members review and recommend awards to the State Archives and Secretary of State.
- MEMBERS ADVISE THE ARCHIVIST on any local government issues and legislation throughout the year.
- MEMBERS ARE INVITED TO ATTEND workshops, training and other Archives events.
- MEMBERS SERVE AS A CONDUIT of their interest group and other local governments in relation to public records, preservation and access.
- Alternate media conferencing is possible from the 5 Regional Archives Branches.

**What are the expectations of the State Archives?**

- State Archives will allot money for the grant program
- Will help WACO and committee members in their goal of preserving public records through training
- Will serve as the Committee Secretary
- Secretary of State shall officially award grants from the AOC recommendations.

**Position Selection**

A letter of appointment should be sent to the Office of the Secretary of State with a copy to the State Archivist.

- 2 Clerks appointed by the County Clerk's association (WSACC)
- 2 Auditors appointed by the County Auditor's association (WSACA)
- 2 Cities appointed by Municipal Clerks Association (WMCA)
- 3 Association representatives from AWC, WACO, and WSAC.
- 1 School representative appointed by WASBO
- 5 other special purpose district representatives will be appointed by the committee.

**Terms**

Associations are encouraged to rotate appointments every 4-6 years. Committee members will serve until a successor is appointed.

**From:** [Todd Gillard](#)  
**To:** [Scott Passey](#); [Maria Walle](#); [Paula Swisher](#)  
**Subject:** RE: Menu / AV Pricing\_WA Municipal Clerks Association  
**Date:** Tuesday, March 26, 2013 1:46:29 PM

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Scott,

Maria is currently in a conference call, I will confirm with her soon as she is available. We have another large convention on the week of the 26th as well, however Oct 4th will work just fine, the Ballroom will be available that day for viewing. It's blocked for another event that will be set up when you look at the room but the event does not start until 4:00pm on that day. In anticipation of setting that date I have blocked a meeting room for Oct 4th, and Maria will be able to secure sleeping rooms for the 3rd.

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From: Scott Passey [[spassey@shorelinewa.gov](mailto:spassey@shorelinewa.gov)]  
Sent: Tuesday, March 26, 2013 12:41 PM  
To: Maria Walle; Paula Swisher  
Cc: Todd Gillard  
Subject: RE: Menu / AV Pricing\_WA Municipal Clerks Association

Can you check October 4th and Oct 25th?

From: Maria Walle [<mailto:Maria.Walle@redlion.com>]  
Sent: Tuesday, March 26, 2013 12:38 PM  
To: Scott Passey; Paula Swisher  
Cc: Todd Gillard  
Subject: RE: Menu / AV Pricing\_WA Municipal Clerks Association

Dear All,

We were checking the dates and unfortunately the week of October 18th is not available. We have a big convention in that week, and they have all the space reserved. The following week is also full with a different convention, who has taken all the guestrooms and meeting space.

May we please have another set of dates J?

Thank you!  
Maria

From: Scott Passey [<mailto:spassey@shorelinewa.gov>]  
Sent: Tuesday, March 26, 2013 11:28 AM  
To: Paula Swisher; Maria Walle  
Cc: Todd Gillard  
Subject: RE: Menu / AV Pricing\_WA Municipal Clerks Association

Thanks for the clarification Maria and Paula. I also want to make sure our 12-member executive committee has a 3-hour meeting space at noon on Friday the 21st after the conference is over.