



EXECUTIVE COMMITTEE AGENDA

Friday, October 4, 2013
 Red Lion Hotel, Pasco, WA
 9:00 A.M.

1.	Call to Order	
2.	Approval of Minutes	
	a. Executive Committee Meeting Minutes of June 10, 2013	1
3.	Treasurer’s Report	
	a. Account Summaries.....	7
4.	New Business	
	a. VP Job Description Update (Debbie B.).....	16
	b. Ratifications (Debbie B.).....	18
5.	Committee Business/Reports	
	a. Audit (Randy).....	none
	b. Awards (Sandy).....	none
	c. Budget (Diana).....	none
	d. Bylaws (Christy)	19
	e. Conference Planning (Paula)	20
	f. Education (Diana)	22
	g. Fundraising (Debbie B.)	none
	h. Historical (Jill)	23
	i. Legislative (Sandy).....	24
	j. Membership (Jill).....	none
	k. Newsletter (Bobbie)	none
	l. Scholarship (Gina).....	26
	m. Webmaster (Bobbie)	28
6.	Other Business	
	a. Archives Oversight Committee member (All)	29
	b. NCI (All).....	none
7.	Next Meeting	
	a. January 17, 2014 City of Edmonds, WA (10:00 am)	none
8.	Adjournment	

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**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING**

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

CALL TO ORDER:

President Passey called the meeting to order at 9:03 a.m.

ROLL CALL:

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

Not Present: President-Elect Diana Quinn and Treasurer Gina Anderson

APPROVAL OF MINUTES:

Past President Paul **MOVED**, seconded by Boardmember O'Flaherty, to approve the Executive Committee meeting minutes for March 22, 2013. The motion **PASSED** unanimously 10/0.

TREASURER'S REPORT:

President Passey referred to the written report.

NEW BUSINESS:

Job Description Updates

President Passey reviewed the updated Boardmember job description that was worked on by a subcommittee of the Executive Committee.

Secretary Olsen **MOVED**, seconded by Boardmember Clark, to approve the job description update. The motion **PASSED** unanimously 10/0.

Appointment of Representative to NCI Committee

Boardmember Clark stated that her second term on the NCI Committee expired in March, 2013. Boardmember Clark recommended current Education Committee Chair Carol Etgen replace her on the NCI Committee due to her interest and prior experience with the WMCA Education Committee.

Boardmember Usselman **MOVED**, seconded by Boardmember Clark, to appoint Carol Etgen to the NCI Committee. The motion **PASSED** unanimously 10/0.

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COMMITTEE REPORTS:

Audit Committee

There was no report, although it was noted that the committee had just recently met and there were no issues.

Awards Committee

There was no report.

Budget

There was no report.

Bylaws Committee

Boardmember O'Flaherty said there was nothing to report except that it was clarified for the committee that most of proposed bylaws changes are initiated by the Executive Committee. Boardmember O'Flaherty said the committee is not expected to review all of the bylaws each year, however if they notice something that needs to be addressed, they are encouraged to bring it to the Executive Committee's attention.

Conference Planning Committee

There was no report. Past President Paul asked if this committee was still taking people who sign up via the scholarship application. Boardmember Swisher suggested that people who are awarded a scholarship volunteer for Fundraising Committee instead of Conference Planning and Education Committee because there's not enough work for all of these people in addition to those who sign up and attend conference. She added that first-time attendees are really a little overwhelmed since they have not attended a conference before.

Secretary Olsen said it makes sense to have scholarship recipients serve on the Fundraising Committee to help replenish the fund. She stated people could sell raffle tickets and secure auction items.

It was suggested that serving on Conference Planning and Education Committees be removed from the scholarship applications for first-time conference attendees. There was direction to remove those committees and leave the Fundraising and Membership Committee options on the first-time attendee scholarship application. Past President Paul said she would follow up with Dee Roberts, Scholarship Committee Chair, who was updating these forms and the process for her master academy project.

Education Committee

Education Committee Chair Carol Etgen provided an email with education topics that were provided on the 2013 conference evaluations. Ms. Etgen asked for input on suggestions to fit with President Passey's theme.

Ms. Etgen stated she was working with Institute Director Dema Harris on plans for fall academy. Secretary Olsen said the academy would be held on Friday, September 27 at the Hal Holmes Center in Ellensburg. She stated the speaker would be Janet Corbin but the topic was still undecided.

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There was discussion about finding local speakers for the east and west side conferences and varying the topics and speakers.

Past President Paul spoke about another level of certification for continued higher learning after the Master Municipal Clerk (MMC) designation. She stated that WAPRO has a certification program and she would like to discuss this option at a later date. Past President Paul said the AWC CML program could translate to clerks as well. She remarked that AWC is willing to help if WMCA would pick up the ball and get things going.

There was discussion about a recertification program that applies only to Washington State clerks similar to what IIMC offered in the past. Past President Paul stated that she would like to do further work on this subject.

Fundraising Committee

Vice President Burke reported that the Fundraising Committee decided not to sell WMCA items at NCI this year. President Passey said he would like the Fundraising Committee to look into the feasibility of accepting credit cards at conference. Vice President Burke said she and Treasurer Anderson could look into it.

Boardmember Usselman stated that OAMR accepts credit cards and they let members run a tab through the conference.

Historical Committee

Boardmember Boltz stated that photos from the 2013 conference were uploaded to the Shutterfly account with only an announcement to the Executive Committee until editing could be done. She reviewed the goals for second quarter.

There was discussion about digitizing more historical items. Secretary Olsen said a vendor had donated digitizing services a few years ago but she did not recall what records were digitized. She stated she would check with those who were involved in that project.

Boardmember Boltz said she thought it would be nice to have a slideshow at our conference.

Legislative Committee

Past President Paul stated that education and transportation affect WMCA hugely. She said she had been following the State Legislature and they took funds out of the Public Works Trust Fund for education.

President Passey recessed the meeting at 10:07 a.m. The meeting reconvened at 10:15 a.m.

Membership Committee

There was no report. Vice President Burke asked about the status of the handbook. Boardmember Boltz said she would check with Pat Mason to see if he had reviewed the proposed handbook. Past President Paul stated she would send a thank you letter to the previous year's committee and Ali Spietz (previous committee chair) and provide a status update to them that approval of the handbook was pending legal review by Pat Mason.

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Newsletter Committee

Boardmember Usselman reported that the committee is working well in producing the monthly newsletters. Vice President Burke stated it would be nice to have more featured clerk articles if people would like to contribute. Boardmember Usselman said the committee was considering new ideas such as a Big Town/Tiny Town or Westside/Eastside feature of a City Clerk. Secretary Olsen volunteered to help Vice President Burke gather information and/or write monthly featured clerk articles.

Scholarship Committee

The written report noted that scholarship recipients were very appreciative. President Passey said the next scholarship opportunity is for fall academy and there was a subcommittee working on updating the Marge Price scholarship application.

Scholarship Committee Chair Dee Roberts reported that she planned to focus on the scholarship process for her Master Academy project management course assignment.

Webmaster Report

Boardmember Usselman stated that she updated the website with information for the new year. She asked that people let her know if anything needed updating.

OTHER BUSINESS:

Archives Oversight Committee

President Passey said he received an email that WMCA needed to designate two clerks to serve on the Archives Oversight Committee. He said a letter needs to be submitted by the end of August and the meetings would be quarterly. Boardmember Swisher stated the terms are 4-6 years in duration.

President Passey asked if the Executive Committee knew of anyone who would be interested in serving. Boardmember Boltz and Past President Paul expressed interest in serving. Secretary Olsen suggested asking the membership if anyone wanted to serve. The email said one representative should come from a small city and the other from a large city.

President Passey stated he would write an eblast and article for the July newsletter.

Vice President Burke **MOVED**, seconded by Boardmember Swisher, to appoint one Executive Committee member and one member from the general WMCA membership.

The motion **PASSED** unanimously 10/0. Boardmember Boltz volunteered to serve as the Executive Committee representative and the Executive Committee concurred.

Ratification

Boardmember Usselman **MOVED**, seconded by Vice President Burke, to ratify email decision for the \$100 gift expenditure for Region IX Director Kristie Smithers whose term was expiring. The motion **PASSED** unanimously 10/0.

Region IX Director Criteria and Selection Process

President Paul provided background information about selecting the Region IX Director and noted the process had not previously been memorialized by WMCA. She said with six years in

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between selections, the process is often forgotten so a timeline was developed and the process was written down for future reference.

Past President Paul distributed a copy of the original agreement from 2009, Exhibit B criteria that may or may not have been adopted, and IIMC criteria. She said the subcommittee consisting of Past President Paul, Vice President Burke, and Boardmember O'Flaherty met in May to discuss the scenario and discussions from the January and March board meetings. Past President Paul stated that since those meetings, the President's job description was updated accordingly and a timeline was discussed for the next time WMCA goes through this process.

There was discussion about the proposed criteria for WMCA's selection of a Region IX Director. Further discussion ensued about whether candidates should be required to have served as WMCA President, however concerns were raised that there may not be a Past President who applies, particularly with so many retirements.

It was decided that WMCA's criteria should give preference to a Past President, followed by past or present Executive Committee members who have served a full term with the final candidate decision being made by the Executive Committee.

Vice President Burke asked about deciding upon a timeline. It was determined that notice would be provided in June of the year prior to the appointment, submittals by September, discussion and decision by the Executive Committee at the October board meeting, and notification of WMCA's candidate to the other Region IX states following the board meeting.

Past President Paul said she would update the documents for President Passey's review and the proposed WMCA criteria, process, and timeline will be approved at the October board meeting.

It was also decided that a new tab called "Region IX" would be created for the WMCA website.

WMCA Public Records Request

President Passey said the requester, Arthur West, asked for records from a number of public records agencies. He stated that there was a ruling that AWC is a public agency, and the question is whether or not WMCA is subject to the Public Records Act as a public agency.

President Passey noted that WMCA work is often done on city equipment. He said his response letter stated that WMCA does not consider itself subject to the Public Records Act but nevertheless it would comply with Mr. West's records request.

President Passey reported about the records that were provided to the individual and what was forthcoming and he stated Mr. West seemed satisfied with WMCA's response to date.

Other

Boardmember Boltz asked for ideas to better inform members about what the Executive Committee does and actions that are taken. Discussion ensued and it was suggested that an email or newsletter recap be provided following each board meeting. President Passey said he could do so after the meeting with the draft minutes.

DRAFT

Secretary Olsen also suggested a short video clip of the President reading a short recap and putting it on a WMCA YouTube Channel. She added that videos could also be posted on the WMCA website.

Boardmember Usselman suggested posting the Executive Committee packet on the website for members to view. There was discussion followed by consensus to do so.

NEXT MEETING:

The next regular Executive Committee meeting is scheduled for October 4, 2013 at 10:00 a.m., in Pasco, WA.

ADJOURNMENT:

President Passey adjourned the meeting at 11:21 a.m.

Virginia V. Olsen, CMC, Secretary



TO: Executive Committee
FROM: Gina Anderson, Treasurer
DATE: September 24, 2013

Attached are the following reports as of August 31, 2013:

- Balance Sheet
- Profit & Loss Budget vs. Actual (3 pages)
- Checking Register (2 pages)
- Savings Register
- Scholarship Register

WMCA continues to have a healthy cash balance. Our largest expenditure, \$15,950.00, continues to be PD scholarships. Our smallest expenditure, \$82.12, was made for office supplies.

The smallest deposit, \$.36, continues to be scholarship interest. The largest deposit of \$2,007.06 was in the checking account for Fall Academy registrations, dues and a reimbursement.

We have 325 active members, 4 affiliate members and 5 associate members for a total of 334 members. We refunded \$75.00 to a City who was so eager to pay dues that they paid twice! We have another eager City who has already paid their 2014-2015 dues.

Our 2012 U.S. Form 990, Return of Organization Exempt from Income Tax, for the fiscal year ending April 30, 2013 due on September 15, 2013, has been electronically filed with the Internal Revenue Service.

Our Nonprofit Corporation Annual Report that is due on or before October 31, 2013 has been filed with the Office of the Secretary of State.

WMCA
Balance Sheet
As of August 31, 2013

Assets

Current Assets

Checking	20,465.62
Savings	86,158.55
Scholarship	9,465.32
Total Cash	<u>116,089.49</u>

Total Current Assets 116,089.49

Total Assets 116,089.49

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	13,574.03
Net Income	5,129.58
Total Equity	<u>116,089.49</u>

Total Liabilities & Equity 116,089.49

WMCA
Profit & Loss Budget vs. Actual
May 2013 through August 2013

	Actual May '13 - Aug '13	Budget May '13 - Aug '13	\$ Under/Over Budget	% of Total
Income				
ADVANCED ACADEMY				
Fall	4,250.00	7,250.00	(3,000.00)	58.62%
Spring	0.00	7,250.00	(7,250.00)	0.00%
Total ADVANCED ACADEMY	<u>4,250.00</u>	<u>14,500.00</u>	<u>(10,250.00)</u>	<u>29.31%</u>
CONFERENCE				
Donations	0.00	5,300.00	(5,300.00)	0.00%
Exhibitors	0.00	7,500.00	(7,500.00)	0.00%
Meals	0.00	2,000.00	(2,000.00)	0.00%
Registrations	0.00	33,000.00	(33,000.00)	0.00%
Total CONFERENCE	<u>0.00</u>	<u>47,800.00</u>	<u>(47,800.00)</u>	<u>0.00%</u>
Dues	25,000.00	23,625.00	1,375.00	105.82%
Money Market Savings Interest	43.09	180.00	(136.91)	23.94%
Scholarship Income				
Auction	0.00	5,000.00	(5,000.00)	0.00%
Donations	0.00	0.00	0.00	0.00%
Interest	1.57	0.00	1.57	
Product Sales	0.00	2,000.00	(2,000.00)	0.00%
50/50 & \$1.00 Raffle	0.00	0.00	0.00	0.00%
Raffle	0.00	5,000.00	(5,000.00)	0.00%
Total Scholarship Income	<u>1.57</u>	<u>12,000.00</u>	<u>(11,998.43)</u>	<u>0.01%</u>
Total Income	<u>29,294.66</u>	<u>98,105.00</u>	<u>(68,810.34)</u>	<u>29.86%</u>
Transfers (Non-Revenue)				
Savings to Scholarship	0.00	6,250.00	(6,250.00)	0.00%
Savings to Checking	0.00	0.00	0.00	0.00%
Total Transfers	<u>0.00</u>	<u>6,250.00</u>	<u>(6,250.00)</u>	<u>0.00%</u>
Expense				
ACADEMY SESSIONS				
Fall	266.00	6,000.00	(5,734.00)	4.43%
Refunds	0.00	250.00	(250.00)	0.00%
Spring	0.00	6,000.00	(6,000.00)	0.00%
Total ACADEMY SESSIONS	<u>266.00</u>	<u>12,250.00</u>	<u>(11,984.00)</u>	<u>2.17%</u>
ANNUAL CONFERENCE				
Audio Visual	0.00	2,500.00	(2,500.00)	0.00%
Decorations	0.00	2,000.00	(2,000.00)	0.00%
Drawings/Door Prizes	0.00	750.00	(750.00)	0.00%
Hospitality Expenses (WMCA)	0.00	4,250.00	(4,250.00)	0.00%
Meals	0.00	32,000.00	(32,000.00)	0.00%
Printing/Postage	0.00	2,500.00	(2,500.00)	0.00%
Recognition Awards	0.00	800.00	(800.00)	0.00%

WMCA
Profit & Loss Budget vs. Actual
May 2013 through August 2013

	Actual	Budget	\$ Under/Over	%
	May '13 - Aug '13	May '13 - Aug '13	Budget	of Total
Refunds	0.00	375.00	(375.00)	0.00%
Speakers	0.00	15,000.00	(15,000.00)	0.00%
Special Entertainment	0.00	2,000.00	(2,000.00)	0.00%
Supplies	0.00	1,500.00	(1,500.00)	0.00%
Total ANNUAL CONFERENCE	<u>0.00</u>	<u>63,675.00</u>	<u>(63,675.00)</u>	<u>0.00%</u>
Board Expenses				
Board Meetings	0.00	500.00	(500.00)	0.00%
Executive Committee Travel				
AWC Conference	1,060.10	1,670.00	(609.90)	63.48%
Total Executive Committee Travel	<u>1,060.10</u>	<u>1,670.00</u>	<u>(609.90)</u>	<u>63.48%</u>
NCI Director Travel				
IIMC Conference	497.69	500.00	(2.31)	99.54%
WMCA Conference	0.00	700.00	(700.00)	0.00%
Total NCI Director Travel	<u>497.69</u>	<u>1,200.00</u>	<u>(702.31)</u>	<u>41.47%</u>
Officer's Board Travel				
President				
Alaska Conference	0.00	1,575.00	(1,575.00)	0.00%
BC Conference	798.79	700.00	98.79	114.11%
CA Conference	917.45	1,279.84	(362.39)	71.68%
IIMC Conference	614.80	1,841.30	(1,226.50)	33.39%
OR Conference	0.00	1,110.00	(1,110.00)	0.00%
WMCA Conference	0.00	300.00	(300.00)	0.00%
Total President	<u>2,331.04</u>	<u>6,806.14</u>	<u>(4,475.10)</u>	<u>34.25%</u>
President Elect				
BC Conference	0.00	0.00	0.00	
ICCTFOA Conference	0.00	925.00	(925.00)	0.00%
IIMC Conference	2,026.84	1,813.00	213.84	111.79%
WMCA Conference	0.00	350.00	(350.00)	0.00%
Total President Elect	<u>2,026.84</u>	<u>3,088.00</u>	<u>(1,061.16)</u>	<u>65.64%</u>
Total Officer's Board Travel	<u>4,357.88</u>	<u>9,894.14</u>	<u>(5,536.26)</u>	<u>44.05%</u>
Total Board Expenses	<u>5,915.67</u>	<u>13,264.14</u>	<u>(7,348.47)</u>	<u>44.60%</u>
Communication Expenses				
Survey	0.00	200.00	(200.00)	
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	0.00	600.00	(600.00)	0.00%
Total Communication Expenses	<u>0.00</u>	<u>880.00</u>	<u>(880.00)</u>	<u>0.00%</u>
Contingency	0.00	500.00	(500.00)	0.00%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%

WMCA
Profit & Loss Budget vs. Actual
May 2013 through August 2013

	Actual May '13 - Aug '13	Budget May '13 - Aug '13	\$ Under/Over Budget	% of Total
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Reg IX Dir Gift	100.00	0.00	100.00	
Reg IX Assessment	1,670.00	1,300.00	370.00	128.46%
Total IIMC	1,770.00	1,375.00	395.00	128.73%
Miscellaneous Expenses				
501C(3)	0.00	750.00	(750.00)	0.00%
Bank Charges	0.00	0.00	0.00	0.00%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	181.29	550.00	(368.71)	32.96%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Gifts	0.00	0.00	0.00	0.00%
Insurance	0.00	1,400.00	(1,400.00)	0.00%
Office Supplies	82.12	1,500.00	(1,417.88)	5.47%
Other	0.00	500.00	(500.00)	0.00%
Postage	0.00	300.00	(300.00)	0.00%
Support for AWC Basic Training	0.00	500.00	(500.00)	0.00%
Total Miscellaneous Expenses	263.41	5,950.00	(5,686.59)	4.43%
Scholarship Expenses				
Conference Scholarships	0.00	3,500.00	(3,500.00)	0.00%
Margery A. Price Scholarship	0.00	2,000.00	(2,000.00)	0.00%
NCI Scholarships	15,950.00	10,000.00	5,950.00	159.50%
Raffle - Auction	0.00	2,250.00	(2,250.00)	0.00%
Total Scholarship Expenses	15,950.00	17,750.00	(1,800.00)	89.86%
Total Expense	24,165.08	120,644.14	-96,479.06	20.03%
Net Profit (Loss)	5,129.58	(22,539.14)	27,668.72	-22.76%

WMCA

9/24/2013 11:55 AM

Register: Chase Checking

From 05/01/2013 through 08/31/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2013			-split-	Deposit		X	915.00	16,295.70
05/02/2013			-split-	Deposit - PayPal		X	511.35	16,807.05
05/09/2013			-split-	Deposit		X	750.00	17,557.05
05/13/2013			-split-	Deposit - PayPal		X	978.99	18,536.04
05/17/2013			-split-	Deposit		X	1,230.00	19,766.04
05/20/2013			-split-	Deposit - PayPal		X	949.65	20,715.69
05/21/2013			-split-	Deposit		X	1,290.00	22,005.69
05/21/2013			-split-	Deposit		X	1,350.00	23,355.69
05/23/2013			-split-	Deposit		X	855.00	24,210.69
05/23/2013			-split-	Deposit - PayPal		X	1,183.47	25,394.16
05/24/2013			-split-	Deposit		X	1,230.00	26,624.16
05/24/2013	874	Joan Tilton	IIMC:Reg IX Assessm...	Region IX Ass...	1,670.00	X		24,954.16
05/24/2013	875	Bank Of America	Board Expenses:Office...	Scott Passey	479.85	X		24,474.31
05/24/2013	876	WSU - Conference ...	Scholarship Expenses:...	PD I, II, III & I...	12,600.00	X		11,874.31
05/24/2013	877	City of Port Orchard	Scholarship Expenses:...	Scholarship Re...	600.00	X		11,274.31
05/24/2013	878	City of Westport	Scholarship Expenses:...	Scholarship Re...	600.00	X		10,674.31
05/24/2013	879	City of College Place	Scholarship Expenses:...	Scholarship Re...	1,075.00	X		9,599.31
05/24/2013	880	City of Kent	Scholarship Expenses:...	Scholarship Re...	600.00	X		8,999.31
05/24/2013	881	City Of Kennewick	Scholarship Expenses:...	Scholarship Re...	1,075.00	X		7,924.31
05/24/2013	882	City of Roy	Scholarship Expenses:...	Scholarship Re...	475.00	X		7,449.31
05/24/2013	883	Joan Tilton	IIMC:Outgoing Reg I...	Region IX Out...	100.00	X		7,349.31
06/03/2013			-split-	Deposit		X	1,350.00	8,699.31
06/03/2013			-split-	Deposit		X	1,125.00	9,824.31
06/03/2013			-split-	Deposit		X	1,365.00	11,189.31
06/03/2013			-split-	Deposit		X	1,290.00	12,479.31
06/03/2013			-split-	Deposit		X	1,350.00	13,829.31
06/03/2013			-split-	Deposit - PayPal		X	511.35	14,340.66
06/04/2013			-split-	Deposit		X	1,350.00	15,690.66
06/08/2013			-split-	Deposit		X	1,675.00	17,365.66
06/10/2013			-split-	Deposit - PayPal		X	949.65	18,315.31
06/14/2013			-split-	Deposit - PayPal		X	365.25	18,680.56
06/19/2013			-split-	Deposit		X	1,425.00	20,105.56
06/19/2013			-split-	Deposit		X	375.00	20,480.56
06/19/2013	884	Dema Harris	Board Expenses:NCI D...	2013 IIMC Co...	497.69	X		19,982.87
06/19/2013	885	City of Bonney Lake	Dues 2013	Dues Overpay...	75.00	X		19,907.87
06/27/2013		Bank Of America	Board Expenses:Execu...	Sandy Paul	625.00	X		19,282.87
06/27/2013		Bank Of America	Board Expenses:Office...	Scott Passey	614.80	X		18,668.07
07/05/2013			-split-	Deposit		X	350.00	19,018.07
07/05/2013		Bank Of America	Board Expenses:Office...	Diana Quinn	532.29	X		18,485.78
07/10/2013	886	City Of Algona	-split-	IIMC Conferen...	1,104.80	X		17,380.98

WMCA

9/24/2013 11:55 AM

Register: Chase Checking

From 05/01/2013 through 08/31/2013

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>
07/11/2013			-split-	Deposit		X	175.00	17,555.98
07/17/2013		Bank Of America	ACADEMY SESSION...	Carol Etgen	266.00	X		17,289.98
07/17/2013		Bank Of America	-split-	Scott Passey	1,063.76	X		16,226.22
07/17/2013		Bank Of America	Board Expenses:Execu...	Sandy Paul	435.10	X		15,791.12
07/17/2013		Bank Of America	Board Expenses:Office...	Diana Quinn	414.75	X		15,376.37
08/16/2013	887	Scott Passey	Board Expenses:Office...	Reimbursement	199.69			15,176.68
08/17/2013			-split-	Deposit		X	2,007.06	17,183.74
08/17/2013			-split-	Deposit		X	1,250.00	18,433.74
08/19/2013			-split-	Deposit		X	878.40	19,312.14
08/19/2013	888	Bank Of America	Miscellaneous Expense...	Gina Anderson	82.12	X		19,230.02
08/29/2013			-split-	Deposit		X	650.00	19,880.02
08/29/2013			-split-	Deposit		X	585.60	20,465.62

Register: Chase Savings

From 05/01/2013 through 08/31/2013

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>
05/31/2013			Money Market Savings...	Interest		X	10.95	86,126.41
06/30/2013			Money Market Savings...	Interest		X	9.89	86,136.30
07/31/2013			Money Market Savings...	Interest		X	11.65	86,147.95
08/31/2013			Money Market Savings...	Interest		X	10.60	86,158.55

Register: Chase Scholarship

From 05/01/2013 through 08/31/2013

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>
05/31/2013			Scholarship Income:Sc...	Interest		X	0.40	9,464.15
06/30/2013			Scholarship Income:Sc...	Interest		X	0.36	9,464.51
07/31/2013			Scholarship Income:Sc...	Interest		X	0.42	9,464.93
08/31/2013			Scholarship Income:Sc...	Interest		X	0.39	9,465.32

Vice-President

The duties of the Vice-President shall be:

1. Fill in for the President or President-Elect as needed.
2. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
- ~~3. Attend the Annual Conference events and sessions as requested by the President.~~
- ~~4. Serve as Board Liaison to the Special Projects/Fundraising Committee 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.
- ~~45. Seek the site for the Annual Conference for the year in which he/she may be President (in two years) by soliciting and evaluating bids from hotels and Visitor Convention Bureaus. The Annual Conference is rotated from east to west sides of the State. The recommendation for action is made at the October or January meeting of the Executive Committee.~~
- ~~65. Update the Executive Committee and Committee job descriptions and the WMCA policies as needed per the direction of the Executive Committee. Send approved documents to the webmaster.~~
- ~~6. Update the WMCA Handbook as needed per the direction of the Executive Committee.~~
- ~~7. Serve as liaison to the Special Projects/Fundraising Committee.~~
- ~~8. Serve as a member of the Budget Committee.~~
- ~~79. Acquire and maintain knowledge of WMCA by-laws, policies and procedures.~~
- ~~810. Perform such other duties and responsibilities as the President or Executive Committee may assign.~~

Timetable:

March Attend conference and take oath of office;
(2) EC Meeting, Friday afternoon after conference

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As needed (6) Assess and update Committee and EC job descriptions and policies
April - June (5) Conduct site visits of potential conference locations
June (2) EC Meeting – (4) Fundraising Cmte liaison
July-Sept (5) Continue site visits and present contract to EC at October or January meeting
October (2) EC Meeting – (4) Fundraising Cmte liaison
December Election Filing for position of President Elect
January (2) EC Meeting – (4) Fundraising Cmte liaison
February Register for Conference and book hotel room
March, end yr (4)(f) Ensure Committee Chair prepares certificates;
(3) Conference, itinerary provided by President prior to conference

From: [Debbie Burke](#)
To: [Scott Passey](#)
Subject: RE: EC meeting packet
Date: Sunday, September 22, 2013 12:05:55 PM

Scott,

After reviewing minutes again and my chicken scratch notes since the last meeting, I can recall the following for this packet:

Review and approve updated VP job description

3 Ratifications: AK IIMC Conf letter of support, Leg Cmte eliminating 2 year term limits, Fundraising Committee quarterly report requests.

I think that is it for me!

Happy Monday and let me know if you need help with anything. – Debbie B.

From: Scott Passey [mailto:spassey@shorelinewa.gov]
Sent: Thursday, September 12, 2013 8:37 AM
To: Bobbie Usselman; Christy O'Flaherty; Debbie Burke; Debbie Clark; Diana Quinn; andersong@ci.woodland.wa.us; Jill Boltz; pswisher@ci.brier.wa.us; Randy Hinchliffe; Sandy Paul - Des Moines Pool ; Virginia Olsen
Subject: EC meeting packet

Hello EC members,

Just a quick reminder that I need any agenda items or reports from your committees for the EC meeting packet by September 25th so I can produce the packet by Sept. 27th for the Oct. 4 meeting.

Thanks,
Scott



- 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. Hart, MMC

COMMITTEE: Bylaws Committee

DATE: September 23, 2013

SUMMARY OF ACTIVITIES: The Bylaws Committee has been contacted by the Executive Committee and tasked with preparing an amendment; the focus of which is to remove the consecutive term limits of two terms for the positions of Treasurer and Secretary. The Committee is in the process of discussing the proposal and crafting the amendment for presentation to the membership at its March 2014 meeting.

ACTION REQUESTED: YES NO

RECOMMENDATION: For Information Only.

ALTERNATIVES:

FISCAL IMPACT: None.

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



- 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: Paula Swisher, Conference Planning Chair

COMMITTEE: Conference Planning

DATE: September 26, 2013

SUMMARY OF ACTIVITIES: A site visit was made in July and some of the details sorted out with the hotel. A committee meeting is to be held October 18th.

ACTION REQUESTED: YES NO

RECOMMENDATION: After discussing options with Alice Attwood, Conference Planning Hotel coordinator and some discussion with Carol Etgen, Education Chair, I have a couple of items that I would like to discuss with the Board regarding future sites and costs.

1. We would like to see how the Board feels about the idea of using hotels that do not have the minimum square footage of banquet space (10,000 sq. ft.) and instead we would change our education format to have less speakers on those occasions and they would speak to the entire group instead of the multiple breakout sessions that we currently do.

We are missing out on some fantastic parts of our state and some interesting hotels and locations that we could utilize and in some cases save costs for not only the association but the members for room rates due to the slow season in those locales.

There are also venues that have odd set ups that can accommodate us but not in one building. Should we consider these venues in the future?

2. We would also like to get feedback about the costs associated with meals and our current registration fees. In 2013, the cost for meals for the conference alone (not academy) were \$209 per person (this did not include break food or receptions).

We have several options to consider if any action needs to be taken:

Scale back on the meals included in registration fees. (Maybe remove breakfast on Wednesday morning if there are restaurants available; OAMR does it this way as did IIMC.)

Raises registration fees to help cover the costs associated with the total cost of conference.

We could consider permanently getting rid of a Wednesday evening auction night.

Do nothing hoping that the added revenue from Vendors and Sponsors will continue to help off set the costs.

ALTERNATIVES: The suggestion has been made that we run our tabs for our members but mail (or email) out invoices after the conference. This is how it is done at OAMR and that way they hold their live auction on banquet night but the treasurer and fund raising committees do not have to spend the end of their evening working. They do the work after conference or collect money on Friday either in the morning before the last session or in the afternoon when the conference has concluded. This would allow us to give everyone the free night on Wednesday, still maximize the money made on the live auction because people are whooping it up and enjoying themselves and still allow everyone to enjoy the night's festivities.

I look forward to our discussion and your thoughts and ideas on these topics.

FISCAL IMPACT:

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



- 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, MMC

COMMITTEE: Education

DATE: September 25, 2013

SUMMARY OF ACTIVITIES: Fall Academy is scheduled for Friday, September 27, 2013. We have 42 members registered. WCIA is picking up the speaker fees, so we should be well below budget even with a lower attendee number. Dema and I are unsure why we have the lower attendance number.

The Committee has been actively involved in reviewing potential speakers for the 2014 Conference and Dema Harris and I will be meeting at Fall Academy to try to nail down a potential Spring Academy Speaker. We have decided to maintain the same scheduling format used in 2013.

**Please note - I included revenues based on Gina's spreadsheet showing payment - I am assuming there were no scholarships awarded for Fall Academy. I also had one last-minute registration Gina has not received yet for \$175, and that amount is not included in the revenue amount. Expenditures have been \$330.50 for the room, set-up and coffee service; \$6.29 for nametags; \$866.59 for morning/afternoon snacks, drinks and lunch.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
6,225	\$ 7,250	\$ 6225
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
336.79	\$ 6000	\$ 1,263.38
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- 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: September 25, 2013

SUMMARY OF ACTIVITIES: No activity. However, 3rd quarter will hopefully prove to be productive with goals for electronic record keeping and having State Archives appraise "permanent" records for archive value (with EC approval). This will provide our membership with access and secure the records for the future. I am requesting budget approval for a single rolling storage container, craft or luggage type (not a plastic tub) and an external hard drive for storage of records and photos.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve expenditure of amount not to exceed \$250.00 for the purchase of a rolling storage container and external hard drive.

ALTERNATIVES: Continue status quo with paper documents and transfer between committee chairs.

FISCAL IMPACT: \$250.00

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



- 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: Sandy Paul, MMC

COMMITTEE: Legislative Committee

DATE: October 4, 2013

SUMMARY OF ACTIVITIES: AWC is retooling priorities for the 2014 legislative session

There's a chance legislators will be back at the Capitol in late November to address new transportation revenue for state and local projects, but we know for certain they'll be back in early January for what's hoped to be a short 60-day session.

As a reminder, the current AWC legislative agenda was adopted by the Board late last fall for both the 2013 and 2014 legislative sessions. The 76-member Legislative Committee met August 20 in SeaTac to start considering what issues remain or are new. Next, they'll reconvene on September 13 to prepare recommendations to the Board on what, if any, changes to our two-year priority agenda are needed. On September 27, the Board will review and adopt an update, and it will be shared with cities across the state during AWC's Regional Meetings in writing and other forums.

The priority agenda is designed to focus our attention, but isn't the full set of issues of cities. There are dozens of other issues on the current agenda and as a result of the recent request asking cities for new issues, more have been submitted for review and consideration. The Legislative Committee will continue to review them and develop updated positions to recommend for final Board approval in late November.

Legislative Committee meeting highlights:

There was a large and engaged attendance at the kick-off Legislative Committee meeting on August 20 as well as those who called in for the subcommittee meetings in the afternoon.

Committee members also appreciated hearing from and conversing with guest speakers:

- Senator Steve Litzow and Representative Chris Hurst who shared some straight talk on budget and I-502 (marijuana legalization) realities;
- Washington Roundtable Vice President Neil Strege, Roundtable lobbyist Mike Groesch, and Transportation Improvement Board Executive Director Steve Gorcester who helped outline transportation needs around the state;
- City lobbyist panelists Briahna Taylor, Doug Levy and Mark Brown for more straight talk and insights about how best to prepare for the 2014 session, and;

Committee members John Caulfield, Sean Guard and Derek Young for reporting on the work of the Ad-Hoc Committee on Municipal Finance – a group looking at possible short and longer term “fixes” to how cities raise and spend revenue.

There was a considerable amount of discussion and concern raised about the legislature continuing to retreat from helping support cities where most of the state’s residents and businesses live and flourish. Foremost in many members' minds was the legislature’s diversion of revenues away from funding any new infrastructure improvement loans through the once healthy Public Works Assistance Account. Also noted was the failure to restore full funding of shared liquor revenue with cities and the lack of attention to restoring the growth factor in liquor revenues which has been available for almost 80 years until eliminated in 2012. There was also a good initial discussion of the pros and cons of looking at changes in how cities are funded and the need to be sensitive to the wide variety of fiscal capacities of cities of all sizes around the state.

Stand by, WMCA. The real action begins in January unless Governor Inslee calls the legislature into special session which could happen after the election in November. NOTE: A very interesting race to watch is in the 26th District which includes the southeastern Kitsap Peninsula (Kitsap and Pierce counties) from Bremerton and Port Orchard in the north to Gig Harbor in the south. Appointed state senator Nathan Schlicher (D) and elected state representative Jan Angel (R-pos. 1) are facing each other in what could dramatically change the state senate, depending on the outcome.

ACTION REQUESTED: YES NO

RECOMMENDATION: This is for information only.

ALTERNATIVES:

FISCAL IMPACT: none

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



- 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: Dee Roberts, Chair

COMMITTEE: Scholarship Committee

DATE: September 23, 2013

SUMMARY OF ACTIVITIES:

Since the Scholarship Committee's last report to the Executive Committee (EC), the Committee prepared and submitted to the newsletter committee several announcements for the Margery Price Scholarship for the Fall Academy with a deadline of August 12, 2013. No applications were received.

A complete revision of the scholarship applications for PD I, II, III and IV, WMCA Annual Conference, Margery Price and Code Publishing have been submitted to the EC for review.

The next scholarship opportunity will be for the WMCA Annual Conference and the Margery Price Scholarship for the WMCA Spring Academy. Both scholarship opportunities will close on December 6, 2013.

ACTION REQUESTED: YES NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



- First Quarter Report (June Mtg)
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- Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Bobbie Usselman, Webmaster

COMMITTEE: Webmaster

DATE: September 25, 2013

SUMMARY OF ACTIVITIES: In the recent past it was suggested that membership be allowed to view the EC Packet. I feel transparency will be good for WMCA. That being said, the website is currently at 89% of capacity. We were at 93% of capacity but after a bit of back end clean-up, I was able to retrieve 4-5%. We currently pay \$50 per year for a "Community" membership which gives us 400 MB of space and up to 500 members (we are currently at 356 MB). As we approach 100% of capacity, we will need to continue to delete any old material we feel isn't necessary and/or upgrade to the next level which is 800 MB for \$100 per year.

ACTION REQUESTED: YES NO

RECOMMENDATION: I recommend the EC authorize the Webmaster to upgrade to the next level when we find it necessary, hopefully in the 2013-2014 fiscal year.

ALTERNATIVES:

FISCAL IMPACT: We currently pay \$50 per year for the website; upgrading to the next level will be \$100 per year. I believe the upgrade can wait until the 2013-2014 fiscal year and request that amount be included in the 2013-2014 budget.

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ 50 in 2012-2013	\$ _____
_____	\$ 100 in 2013-2014	\$ _____

Washington State Archives Oversight Committee (AOC)

The Executive Committee is seeking an interested clerk from a small city to serve with Jill Boltz, City of Poulsbo, on the Washington Archives Oversight Committee (AOC). Duties of AOC members include attending quarterly meetings, recommending awards, advising the archivist on local government issues, and serving as a conduit regarding public records, preservation and access. For more detailed information about the position and commitment, please contact Jill Boltz, jboltz@cityofpoulsbo.com.

From: [Jill A. Boltz](#)
To: [Scott Passey](#)
Subject: RE: Appointments to Archives Oversight Committee - for WMCA Board
Date: Thursday, September 26, 2013 12:34:25 PM

Scott;

Thanks for forwarding the e-mail thread, I did not have that information and I have had five inquiries this morning.

The attachment from SOS Office doesn't mention "small cities," so I did not have an answer for those questioning the threshold.

Jill A. Boltz, CMC | City Clerk

City of Poulsbo

200 NE Moe Street, Poulsbo, WA 98370-7347

main: 360.394.9880 ~ direct: 360.394.9710

jboltz@cityofpoulsbo.com | www.cityofpoulsbo.com

From: Scott Passey [mailto:spassey@shorelinewa.gov]
Sent: Thursday, September 26, 2013 12:18 PM
To: Jill A. Boltz
Subject: FW: Appointments to Archives Oversight Committee - for WMCA Board

Jill,

See email thread below about small city. Also, page 8 of the AWC publication in the link below discusses 5,000 or less, so I'm thinking it's 5k or less.

<http://www.awcnet.org/Portals/0/Documents/publications/SmallCityResourceManual11.pdf>

From: Pam Kolacy [mailto:pkolacy@cityofpt.us]
Sent: Tuesday, June 04, 2013 12:28 PM

To: Scott Passey; dianaq@cityofalgona.com; debbieb@ci.normandy-park.wa.us; Virginia Olsen; andersong@ci.woodland.wa.us
Subject: Appointments to Archives Oversight Committee - for WMCA Board

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

