



**EXECUTIVE COMMITTEE AGENDA**

Friday, January 31, 2014  
 Brackett Room, Edmonds City Hall  
 9:00 A.M.

<b>1.</b>	<b>Call to Order</b>	
<b>2.</b>	<b>Approval of Minutes</b>	
	a. Executive Committee Meeting Minutes of October 4, 2013.....	1
<b>3.</b>	<b>Treasurer’s Report</b>	
	a. Account Summaries .....	10
<b>4.</b>	<b>New Business</b>	
	a. President Elect Job Description Update (Debbie B.) .....	19
	b. Ratifications (Debbie B.) .....	None
	c. 2014-2015 Membership Application (Gina) .....	20
	d. Ratify General Election Slate .....	21
<b>5.</b>	<b>Committee Business/Reports</b>	
	a. Audit (Randy) .....	none
	b. Awards (Sandy) .....	51
	c. Budget (Diana) .....	None
	d. Bylaws (Christy) .....	52
	e. Conference Planning (Paula) .....	53
	f. Education (Diana) .....	54
	g. Fundraising (Debbie B.).....	57
	h. Historical (Jill).....	None
	i. Legislative (Sandy) .....	67
	j. Membership (Jill) .....	21
	k. Newsletter (Bobbie).....	68
	l. Scholarship (Gina).....	69
	m. Webmaster (Bobbie).....	122
<b>6.</b>	<b>Other Business</b>	
	a. Archives Oversight Committee member (Jill/All) .....	None
	b. NCI (All) .....	None
<b>7.</b>	<b>Next Meeting</b>	
	a. Friday, March 21, 2014 Red Lion Hotel, Pasco, WA (12:00 pm).....	None
<b>8.</b>	<b>Adjournment</b>	

**DRAFT**



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Friday, October 4, 2013, 9:00 a.m.  
Red Lion Hotel, Pasco, WA

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**CALL TO ORDER:**

President Passey called the meeting to order at 9:53 a.m. The meeting began late because the room was not yet ready.

**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, Paula Swisher, and Bobbie Usselman.

**NOT PRESENT:** Boardmember Christy O'Flaherty

**APPROVAL OF MINUTES:**

Past President Paul **MOVED**, seconded by Boardmember Boltz, to approve the Executive Committee meeting minutes for June 10, 2013. The motion **PASSED** unanimously 11/0.

**TREASURER'S REPORT:**

Treasurer Anderson reviewed the written report noting that there is \$116,000 in the bank with the annual conference being the biggest expenditure. She said the tax return and the non-profit annual report were filed. President Passey expressed his appreciation for the work and interest that Gina Anderson provides to WMCA as its Treasurer. It was noted how much time and dedication this position requires.

**NEW BUSINESS:**

Vice President & Fundraising Committee Job Description Updates

Vice President Burke reviewed the updated Vice President and Fundraising Committee job descriptions. She said she made some recommended changes including deleting #8 (serve as a member of the Budget Committee) since the Vice President is not a member of that committee. President-Elect Quinn suggested leaving #8 in the job description and adding the Vice President to the Budget Committee, so this person can have more exposure to the budget before preparing it the following year.

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Vice President Burke **MOVED**, seconded by President-Elect Quinn, to approve the amended job description with the exception of not striking #8 (serve as a member of the Budget Committee). The motion **PASSED** unanimously 11/0.

Vice President Burke **MOVED**, seconded by Past President Paul, to add the Vice President position to the Budget Committee job description. The motion **PASSED** unanimously 11/0.

Vice President Burke said the Fundraising Committee proposed updates to their job description and she made some additional updates. The Executive Committee reviewed the proposed changes.

Boardmember Usselman proposed clarifying #5 under "Organization and Tasks" and it was suggested to change "solicit donations for the \$1 raffle" to "solicit donated prizes for the \$1 raffle".

Boardmember Swisher **MOVED**, seconded by Boardmember Clark to approve the job description with the proposed amendment to #5. The motion **PASSED** unanimously 11/0.

## Ratifications

Vice President Burke reviewed three email decisions that she said may require formal ratifications. She stated the first item did not really require ratification but she would like it noted in the minutes that President Passey sent a letter of support of Alaska/AAMC hosting the IIMC Conference in 2018.

Vice President Burke **MOVED**, seconded by Past President Paul to ratify the June 30 email vote regarding follow up from the Fundraising Committee's recommendation in their first quarter report:

- 1) Keep Grand Raffle Prize amounts (\$1,000, \$750, and \$500);
- 2) Offer up to 1,500 raffle tickets at \$5.00 each;
- 3) Offer a \$25 WMCA Store Credit to member who sells the most grand raffle tickets;
- 4) Continue \$1.00 raffle at conference with \$100 cash prize in addition to themed regional baskets;
- 5) Survey the members about new items for the WMCA store including desired price range and if items should be presold; and
- 6) Allow 50/50 Raffle at Fall Academy.

The motion **PASSED** unanimously 11/0.

Vice President Burke said there was email discussion on September 9 with a proposal to put forth a bylaws amendment to remove the two-term limit for the Secretary and Treasurer positions. She stated that there was a majority in favor of asking the Bylaws Committee to prepare a draft amendment for a membership vote.

Boardmember Swisher noted that there is a very limited pool of candidates who have the right experience, skills and time to take on the critical Treasurer position. She said if someone is

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willing to continue serving, it would be great if they had the ability to continue to run for office. She added that the membership still has the final say in the matter. Boardmember Swisher expressed concern that there may not always be a qualified candidate to serve as Treasurer and then WMCA would be left in the lurch.

Boardmember Boltz asked for clarification about the process for putting forth amendments and encouraged better communications to the Bylaws Committee why the Executive Committee feels the amendment is necessary. There was discussion and it was noted that telephone communication can be helpful in addition to email.

Boardmember Swisher said removing term limits does not take the final decision away from the membership – they still have the power to vote in the members. There was discussion about preparing pro and con statements for proposed amendments and how such a process may or may not work. Boardmember Boltz said it could be simpler to create a template or form about a proposed bylaws amendment with a summary of the Executive Committee's intent/reason for it.

Secretary Olsen asked why the Secretary position would also be included in the proposed amendment. She stated that those duties are more traditional clerk duties so there is a bigger pool of qualified candidates who could take on the position. Additional discussion took place about the Secretary position and how it has traditionally been difficult to recruit people to run for this position. Boardmember Swisher stated she feels it should be included because often times someone needs to be cajoled into running for Secretary. Past President Paul said if there are people with a passion to serve in these positions and not consistent interest from the general membership, why limit them to four years? It was noted again that the membership makes the final decision on who serves in the positions.

Further discussion ensued about communicating a recap of the meeting, particularly any proposed bylaws amendments. Boardmember Boltz spoke about better communication between the Bylaws Committee, the Chair, the Executive Committee Liaison and the Executive Committee so information does not get lost.

Boardmember Swisher said the Liaison should take a written explanation about the reason for the proposed amendment to the Bylaws Committee so the Executive Committee knows they understand the reasoning behind it.

It was suggested the Executive Committee also prepare an article about the reasons why the amendment is being proposed and encourage questions prior to the annual business meeting.

Boardmember Boltz volunteered to create a form for the Committee Liaison with the proposed Executive Committee's amendment and Secretary Olsen volunteer to draft a newsletter article explaining the proposal from the Executive Committee. There was consensus to move forward in drafting an article and a form with space for a summary explaining the reason for the proposed amendment for Executive Committee review and then it would be presented to the Bylaws Committee by their Liaison.

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## NCI Director Request for Qualifications

President Passey said there was a special guest attending for discussion on an item of New Business and he introduced Northwest Clerks Institute (NCI) Director Dema Harris. Director Harris said she planned to retire after the 2014 Institute and she proposed a plan about the future of her position and a process for finding her replacement.

Director Harris suggested that Mercer Island City Clerk and WMCA Past President Ali Spietz lead the process for the NCI Director recruitment. She stated they had met and worked on a proposed RFQ for the position.

Director Harris said the NCI Committee would be involved in the process and the RFQ would be issued at the beginning of 2014. She stated the timeline would be established so the new director could work with her at the 2014 Institute.

Director Harris provided some historical information on WSU's involvement in the process. She said their role is to handle registration, payment and putting together materials. Director Harris noted that after an audit about 18 months earlier, it was determined that the director could not be a WSU employee so an employment agreement was developed and approved by the three states (Alaska, Oregon, and Washington). She added that the current contract with WSU ends in December of 2015 and IIMC would like a four-year university to sponsor the Institute.

Director Harris expressed her concern about finances and noted the importance of getting enough people to attend the Institute each year. She said registration is the only financial contribution, so if registration is not high enough, the Institute runs a deficit.

## **COMMITTEE REPORTS:**

### Audit Committee

There was no report.

### Awards Committee

Past President Paul noted the upcoming deadline for Clerk of the Year nominations and spoke about the nomination and selection process.

### Budget

There was no report.

### Bylaws Committee

There were no additional remarks from the previous discussion.

### Conference Planning Committee

Boardmember Swisher asked for feedback from the Executive Committee regarding two items: 1) Conference locations and accommodations and 2) Conference meal expenses versus registration fee.

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Boardmember Swisher said there are hotels that do not have the minimum square footage (10,000) of banquet space needed to accommodate our current educational format, however there are several locations that could host our conference if there were fewer breakout sessions and more full conference attendee sessions.

Boardmember Swisher said new conference sites could accommodate the annual conference if the format were changed some years to have more complex topics and break them into two or three sessions with one speaker. She said the format would be similar to how Lue Rachelle Brim-Atkins spoke at a full conference general session following the keynote speech in 2013. Boardmember Swisher said new sites could accomplish the goal of making conference more affordable so the most people could attend.

Director Harris said Oregon rotates their conference through the seven regions and some locations can pose challenges. She said you could consider using some of the same locations that work as an alternative. There was discussion about how there are more challenges on the west side due to the cost of the venues and locating in a population center where clerks would commute and not stay at the host hotel and risk not meeting the room night guarantee in the contract.

Further discussion ensued about the members wanting more breakout sessions, 10,000 square feet being a requirement and perhaps focusing on returning to the same locations.

Boardmember Swisher stated that meal costs alone in 2013 totaled \$209 per attendee (not including break food and President's Reception food) and the current registration cost is \$300. She suggested discussing some of the following options: 1) Scale back on the meals included in the registration fee; 2) Raise the registration fee; 3) Remove the Wednesday night auction event; and 4) Continue the status quo and hope that sponsorships will help offset the costs.

Discussion followed, and the Executive Committee asked for a final accounting of the 2013 conference. Boardmember Swisher and Treasurer Anderson said they would work on that to see if the registration fee is sufficient.

## Education Committee

President Passey referred to the written report regarding the fall academy that took place on September 27 in Ellensburg. Education Committee Chair Carol Etgen's report noted there were 42 registrations received to date (written prior to September 27) and WCIA sponsored the speaker fee. President Passey said there was \$6,275 generated from registrations and less than \$1,356 expended due to the sponsorship with a net gain of \$4,918.

Director Harris said some of the possible reasons for the attendance drop were the topic description and conflicts with other trainings, particularly WAPRO who had 500 attendees at their conference.

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## Historical Committee

Boardmember Boltz said there was no activity in the second quarter but activity would pick up this quarter. She stated we need to figure out a way to store things for the future, utilize technology and not make it a burden. Boardmember Boltz stated she contacted Michael Saunders from Puget Sound Regional Archives who said he would look at a list of our records. She said she would like to scan some of the permanent records, purchase an external hard drive (which could be passed from person to person), and update the records retention list accordingly. Boardmember Boltz added that a policy could be created with how this could be accomplished. She said that Michael Saunders could then take some of the permanent records.

Boardmember Boltz asked for budget approval for a single rolling storage container, craft or luggage type, and an external hard drive for storage of records and photos. She said she thought the total would not exceed \$250. She said the Historical Committee Chair would be in the possession of the external hard drive. Boardmember Swisher stated that she would move for more money to provide flexibility.

Boardmember Swisher **MOVED**, seconded by Secretary Olsen to authorize the expenditure not to exceed \$500. The motion **PASSED** unanimously 11/0.

President Passey called a recess for lunch at 12:02 p.m. The meeting reconvened at 12:25 p.m.

## Fundraising Committee

Vice President Burke stated the Committee will continue to offer a cash prize for the grand raffle, maintaining the prize levels at \$1,000, \$750 and \$500. She added that they will sell up to 1,500 tickets at \$5.00 each. Vice President Burke said the \$1.00 raffle will continue with raffle baskets donated by regional groups and a \$100 prize.

Vice President Burke reviewed the results of feedback sought from the membership regarding what should be sold in the WMCA store. She said most members prefer items in the \$30-\$40 range and the most popular responses were short-sleeved t-shirts, ¾ sleeve baseball shirts with WMCA logos, can cozies, and mouse pads. Vice President Burke provided handouts of some sample items for review and discussion.

Vice President Burke said the 50/50 raffle conducted at fall academy raised \$200 with half going to the winner and half going toward WMCA scholarships.

It was unclear about the inventory on hand, so Vice President Burke stated she would check with the Committee. There was direction from the Executive Committee to get more information about denim shirts, t-shirts, thumb drive/wine and bottle openers and there was no interest in selling mouse pads or coolies.

## Legislative Committee

Past President Paul said she would like someone to take over as Chair of the AWC Legislative Committee next year.

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Past President Paul provided updates on the 26<sup>th</sup> District Senate race and the transportation revenue package.

## Membership Committee

There was no written report. Boardmember Boltz stated she was contacted by Pat Mason the day before and MRSC was nearly finished with their review of the handbook. She said the committee would look at the changes and the Executive Committee could approve it at the January board meeting.

## Newsletter Committee

Boardmember Usselman said the newsletter is going out in a timelier manner and the process is working well. There was discussion that it might be helpful to provide a maximum word count for those preparing the Featured Clerk articles to make it more uniform.

Boardmember Swisher asked if a regional group could be mentioned in the newsletter and there was consensus to list all of the regional groups in the WMCA newsletter.

## Scholarship Committee

It was noted that the newly drafted scholarship applications had only been provided to the Executive Committee Subcommittee and not the whole Executive Committee.

## Webmaster Report

Boardmember Usselman raised the issue of the website's capacity which is currently at 89%. She stated she removed some things that do not need to be kept. Boardmember Usselman recommended moving up to the next level which costs \$100 a year from \$50 a year. Secretary Olsen stated the money is well worth it when more information will be provided online in the future.

Secretary Olsen **MOVED**, seconded by Boardmember Swisher to upgrade the website's capacity. The motion **PASSED** unanimously 11/0.

Boardmember Usselman also asked if the meeting packets should be provided on the website for the membership and there was consensus to do so.

Treasurer Anderson suggested an article on the duties of the Executive Committee positions to help keep the membership better informed. There was consensus to do so.

## **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 Jill Boltz was selected to represent the Executive Committee. Boardmember Boltz said she heard interest from three applicants who wanted more information about the time commitment. Boardmember Boltz said she had recently been to a meeting and could provide that information to the applicants. Boardmember Boltz provided an update about the meeting she attended and said she would keep the Executive Committee informed about the value of participating on the committee.



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It was noted that one applicant's city was larger than 5,000 in population and the Executive Committee liked the idea of more involvement from clerks in Eastern Washington.

Boardmember Swisher **MOVED**, seconded by Boardmember Clark to appoint Jenna McDonald from Rosalia to represent cities under 5,000. The motion **PASSED** unanimously 11/0.

Secretary Olsen asked if any Executive Committee members were running for office in 2014. Boardmember Clark said she was unable to run for another term or higher office. Boardmember Swisher and Secretary Olsen stated they would run for re-election. Vice President Burke said she would run for President-Elect.

Boardmember Swisher stated she had recently read the January board meeting minutes, a meeting she had missed. She said there was a nominal amount approved for a vendor give-away at the vendor's conference and this practice should be discontinued because if you donate to one, you need to donate to all.

President-Elect Quinn said WMCA attended as a vendor and they allowed WMCA to provide membership and NCI information. She stated her city paid for her participation as a client of that vendor.

There was discussion about attending the AWC conference as a vendor. Past President Paul spoke about the benefits of talking to the elected officials at the AWC conference since they approve our members' training dollars. She suggested talking to AWC about the vendor registration fees since we don't market a product. Boardmember Swisher stated that she views AWC differently from other vendors because they sell products.

Boardmember Swisher reiterated her desire to discontinue the practice of spending any membership money at vendor conferences to be fair to all of them. President Passey said if it comes up again to refer it to the Executive Committee. There was general agreement about not donating membership money for this purpose.

Past President Paul said she called AWC to speak to them about the huge increase in their conference registration fee and was told to call next year and present our case since we are not selling a product.

## Next Board Meeting

Boardmember Hinchliffe asked if it was possible to change next board meeting from January 17 to January 31 since he would be on the west side of the state attending the AWC Legislative Conference. President Passey said he would check on the facility and get back to the Executive Committee.

## **NEXT MEETING:**

The next regular Executive Committee meeting is tentatively scheduled for January 17, 2014 at 10:00 a.m., in Edmonds, WA.

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**ADJOURNMENT:**

President Passey adjourned the meeting at 1:36 p.m.

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Virginia V. Olsen, CMC, Secretary



TO: WMCA Membership  
FROM: Gina Anderson, Treasurer  
DATE: January 23, 2014

Attached are the following reports for the period ending December 30, 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 of \$111,196.16. Our largest revenue source through December 2013 is dues, \$25,540.00 and our smallest revenue source through December 2013 is interest, \$3.15. Our largest expenditure through December 2013 is NCI Scholarships, \$15,950.00 and our smallest expenditure through December 2013 is postage, \$36.80.

Our miscellaneous costs are at 42.35% of budget. In the next four months our miscellaneous costs will increase as we incur more PayPal fees as members register and pay online for conference and spring academy, purchase more office supplies and renew our gambling license.

**WMCA**  
**Balance Sheet**  
**As of December 31, 2013**

**Assets**

**Current Assets**

Checking	15,533.75
Savings	86,195.51
Scholarship	9,466.90
Total Cash	<u>111,196.16</u>

**Total Current Assets** 111,196.16

**Total Assets** 111,196.16

**Liabilities & Equity**

**EQUITY**

Opening Balance Equity	97,385.88
Retained Earnings	13,574.03
Net Income	236.25
<b>Total Equity</b>	<u>111,196.16</u>

**Total Liabilities & Equity** 111,196.16

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

	Actual May '13 - Dec '13	Budget May '13 - Apr '14	\$ Under/Over Budget	% of Total
<b>Income</b>				
<b>ADVANCED ACADEMY</b>				
Fall	6,400.00	7,250.00	(850.00)	88.28%
Spring	0.00	7,250.00	(7,250.00)	0.00%
<b>Total ADVANCED ACADEMY</b>	<u>6,400.00</u>	<u>14,500.00</u>	<u>(8,100.00)</u>	<u>44.14%</u>
<b>CONFERENCE</b>				
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%
<b>Total CONFERENCE</b>	<u>0.00</u>	<u>47,800.00</u>	<u>(47,800.00)</u>	<u>0.00%</u>
Dues	25,540.00	23,625.00	1,915.00	108.11%
Money Market Savings Interest	80.05	180.00	(99.95)	44.47%
<b>Scholarship Income</b>				
Auction	0.00	5,000.00	(5,000.00)	0.00%
Donations	0.00	0.00	0.00	0.00%
Interest	3.15	0.00	3.15	
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%
<b>Total Scholarship Income</b>	<u>3.15</u>	<u>12,000.00</u>	<u>(11,996.85)</u>	<u>0.03%</u>
<b>Total Income</b>	<u><u>32,023.20</u></u>	<u><u>98,105.00</u></u>	<u><u>(66,081.80)</u></u>	<u><u>32.64%</u></u>
<b>Transfers (Non-Revenue)</b>				
Savings to Scholarship	0.00	6,250.00	(6,250.00)	0.00%
Savings to Checking	0.00	0.00	0.00	0.00%
<b>Total Transfers</b>	<u><u>0.00</u></u>	<u><u>6,250.00</u></u>	<u><u>(6,250.00)</u></u>	<u><u>0.00%</u></u>
<b>Expense</b>				
<b>ACADEMY SESSIONS</b>				
Fall	1,765.81	6,000.00	(4,234.19)	29.43%
Refunds	0.00	250.00	(250.00)	0.00%
Spring	0.00	6,000.00	(6,000.00)	0.00%
<b>Total ACADEMY SESSIONS</b>	<u>1,765.81</u>	<u>12,250.00</u>	<u>(10,484.19)</u>	<u>14.41%</u>
<b>ANNUAL CONFERENCE</b>				
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 December 2013**

	Actual	Budget	\$ Under/Over	%
	May '13 - Dec '13	May '13 - Apr '14	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%
<b>Total ANNUAL CONFERENCE</b>	<b>0.00</b>	<b>63,675.00</b>	<b>(63,675.00)</b>	<b>0.00%</b>
<b>Board Expenses</b>				
Board Meetings	789.43	500.00	289.43	157.89%
Executive Committee Travel				
AWC Conference	1,060.10	1,670.00	(609.90)	63.48%
<b>Total Executive Committee Travel</b>	<b>1,060.10</b>	<b>1,670.00</b>	<b>(609.90)</b>	<b>63.48%</b>
NCI Director Travel				
IIMC Conference	497.69	500.00	(2.31)	99.54%
WMCA Conference	0.00	700.00	(700.00)	0.00%
<b>Total NCI Director Travel</b>	<b>497.69</b>	<b>1,200.00</b>	<b>(702.31)</b>	<b>41.47%</b>
Officer's Board Travel				
President				
Alaska Conference	1,358.13	1,575.00	(216.87)	86.23%
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	349.00	1,110.00	(761.00)	31.44%
WMCA Conference	0.00	300.00	(300.00)	0.00%
<b>Total President</b>	<b>4,038.17</b>	<b>6,806.14</b>	<b>(2,767.97)</b>	<b>59.33%</b>
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%
<b>Total President Elect</b>	<b>2,026.84</b>	<b>3,088.00</b>	<b>(1,061.16)</b>	<b>65.64%</b>
<b>Total Officer's Board Travel</b>	<b>6,065.01</b>	<b>9,894.14</b>	<b>(3,829.13)</b>	<b>61.30%</b>
<b>Total Board Expenses</b>	<b>8,412.23</b>	<b>13,264.14</b>	<b>(4,851.91)</b>	<b>63.42%</b>
<b>Communication Expenses</b>				
Survey	0.00	200.00	(200.00)	
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	1,127.39	600.00	527.39	187.90%
<b>Total Communication Expenses</b>	<b>1,127.39</b>	<b>880.00</b>	<b>247.39</b>	<b>128.11%</b>
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 December 2013**

	Actual May '13 - Dec '13	Budget May '13 - Apr '14	\$ 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%
<b>Total IIMC</b>	<b>1,770.00</b>	<b>1,375.00</b>	<b>395.00</b>	<b>128.73%</b>
Miscellaneous Expenses				
501C(3)	755.00	750.00	5.00	100.67%
Bank Charges	83.63	0.00	83.63	0.00%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	196.24	550.00	(353.76)	35.68%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Gifts	0.00	0.00	0.00	0.00%
Insurance	1,366.00	1,400.00	(34.00)	97.57%
Office Supplies	82.12	1,500.00	(1,417.88)	5.47%
Other	0.00	500.00	(500.00)	0.00%
Postage	36.80	300.00	(263.20)	12.27%
Support for AWC Basic Training	0.00	500.00	(500.00)	0.00%
<b>Total Miscellaneous Expenses</b>	<b>2,519.79</b>	<b>5,950.00</b>	<b>(3,430.21)</b>	<b>42.35%</b>
Scholarship Expenses				
Conference Scholarships	0.00	3,500.00	(3,500.00)	0.00%
Grand Raffle	241.73	0.00	241.73	
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%
<b>Total Scholarship Expenses</b>	<b>16,191.73</b>	<b>17,750.00</b>	<b>(1,558.27)</b>	<b>91.22%</b>
<b>Total Expense</b>	<b>31,786.95</b>	<b>120,644.14</b>	<b>(88,857.19)</b>	<b>26.35%</b>
<b>Net Profit (Loss)</b>	<b>236.25</b>	<b>(22,539.14)</b>	<b>22,775.39</b>	<b>-1.05%</b>

Register: Chase Checking

From 05/01/2013 through 12/31/2013

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

1/23/2014 7:53 AM

Register: Chase Checking

From 05/01/2013 through 12/31/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
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	X		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		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
09/09/2013			-split-	Deposit		X	750.00	21,215.62
09/14/2013			-split-	Deposit		X	525.00	21,740.62
09/16/2013			-split-	Deposit		X	610.05	22,350.67
10/02/2013			-split-	Deposit		X	450.00	22,800.67
10/25/2013		Bank Of America	-split-	Gina Anderson	283.86	X		22,516.81
10/25/2013		Bank Of America	ACADEMY SESSION...	Carol Etgen	1,076.12	X		21,440.69
10/25/2013		Bank Of America	-split-	Scott Passey	1,661.65	X		19,779.04
10/25/2013	888	Carol Etgen	ACADEMY SESSION...		13.98	X		19,765.06
10/25/2013	889	David T Saathoff	Miscellaneous Expense...	2012 Federal F...	745.00	X		19,020.06
10/25/2013	890	Dema Harris	-split-	Reimbursement	643.62	X		18,376.44
11/08/2013	891	Bannon, Carlson & ...	Miscellaneous Expense...		1,053.00	X		17,323.44
11/08/2013	892	City of Monroe	Dues 2013		25.00	X		17,298.44
11/08/2013	893	Community Transit	Dues 2013	Overpypayment ...	10.00	X		17,288.44
11/12/2013			-split-	Deposit		X	375.00	17,663.44
12/04/2013	894	Liberty Mutual Insur...	Miscellaneous Expense...	625-2930-739-01	313.00	X		17,350.44
12/16/2013		Bank Of America	-split-	Gina Anderson	1,178.89	X		16,171.55
12/16/2013		Bank Of America	Miscellaneous Expense...	Sandy Paul	36.80	X		16,134.75
12/16/2013		Bank Of America	Board Expenses:Office...	Scott Passey	601.00	X		15,533.75

WMCA

1/23/2014 7:54 AM

Register: Chase Savings

From 05/01/2013 through 12/31/2013

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
09/30/2013			Money Market Savings...	Interest		X	10.95	86,169.50
10/31/2013			Money Market Savings...	Interest		X	10.95	86,180.45
11/30/2013			Money Market Savings...	Interest		X	7.53	86,187.98
12/31/2013			Money Market Savings...	Interest		X	7.53	86,195.51

WMCA

1/23/2014 7:54 AM

Register: Chase Scholarship

From 05/01/2013 through 12/31/2013

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
09/30/2013			Scholarship Income:Sc...	Interest		X	0.40	9,465.72
10/31/2013			Scholarship Income:Sc...	Interest		X	0.40	9,466.12
11/30/2013			Scholarship Income:Sc...	Interest		X	0.37	9,466.49
12/31/2013			Scholarship Income:Sc...	Interest		X	0.41	9,466.90

**From:** [Debbie Burke](#)  
**To:** [Passey, Scott](#); [Diana Quinn](#)  
**Subject:** 2013 President-Elect job desc 2014 final  
**Date:** Monday, January 06, 2014 10:12:14 AM  
**Attachments:** [2013 President-Elect job desc 2014 final.doc](#)

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I have a recommended a change for the timetable – regarding December newsletter article (dropped the word Chair) this really shouldn't be a solicited position, it should be a recommendation from the existing chair especially if we want a little cross training and continuity.....Carol has been nice enough to acknowledge she would like to train a replacement for her chair position after serving again for Diana's term and frankly, this should be written into the bylaws or job description for all committee chairs!! Don't ya think?

## President-Elect

### The duties of the President-Elect shall be:

#### 1. Attend WMCA Annual Spring Conference

- 1.3. Perform the duties of the President in his/her absence. The President-Elect proceeds to the office of President automatically without vote on the expiration of the term of the current President. The President-Elect assumes the office of President should that office become vacated per WMCA by-laws.
- 2.4 Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
- 3.5 Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
- 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;
  - Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
  - Assuming the responsibilities of the Chair in his/her absence;
  - If the Chair resigns, serve in that position until the President appoints a new chair
  - Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
  - Ensure Committee Chair prepares certificates for committee members.
- 4.10. In coordination with the President, prepare VIP itinerary for the conference and have this delivered to the rooms of VIP guests (state presidents, IIMC representative). Also arrange for any special transportation needs of the out-of-state ~~guests and purchase gifts (not to exceed \$25.00) for presentation to these guests at the Annual Conference.~~ President-Elect is responsible to meet the needs of the out-of-state guests during the conference.
- 5.8. ~~Prior to the Annual Conference, lead the Budget Committee in preparing a budget for the upcoming year.~~ This budget is presented to the Executive Committee at its January meeting. Present to the general membership for a vote at the Annual Business meeting. The President-Elect should include the Audit Committee's recommendations in his/her budget, if appropriate.
- 6.9. Appoint Committee Chairs prior to the Annual Conference. Conduct the orientation meeting of incoming Committee Chairs at the Annual Conference. Include past Committee Chairs as well to facilitate transfer of records and information.
- 7.6. Attend the IIMC and Idaho ICCTFOA Conferences as a representative of WMCA. Transportation, lodging and meals are paid for per the WMCA travel policy.
- 8.11. Purchase and present the gift from the Executive Committee to the President (Committee members contribute personal funds as this is not a WMCA expense.)

- | ~~9-14.~~ Assume office of the President and proceed with the closing of the Annual Conference, including a president's message to the membership for the upcoming year.
- | ~~10-12.~~ Purchase an appropriate gift to commemorate the outgoing President's year of service which will be presented on behalf of the membership at the annual banquet.
- | ~~11-13.~~ Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
- | ~~12-2.~~ Maintain knowledge of WMCA by-laws, policies and procedures.
- | ~~13-15.~~ Serve as a member of the Northwest Clerks Institute (NCI) Committee.
- | ~~14-7.~~ Serve as the chair of the Budget Committee. Prior to the Annual Conference, lead the Budget Committee in preparing a budget for the upcoming year.
- | ~~15.~~ ~~Serve as liaison to the Education Committee.~~
- | ~~16.~~ ~~The President-Elect should include the Audit Committee's recommendations in his/her budget, if appropriate.~~ Move to new #8.

Timetable: see final draft.

Summary of changes from 2006 draft: deleted old #15 – Serve as Education Committee Liaison, Reorder all items, add – Attend WMCA Conference, add – timetable, combine/reorganize – Budget Committee Chair, add attend Idaho Conference and strike duplicate language of gifts for out of state guests.

## President-Elect

### The duties of the President-Elect shall be:

1. Attend WMCA Annual Spring Conference.
2. Maintain knowledge of WMCA by-laws, policies and procedures.
3. Perform the duties of the President in his/her absence. The President-Elect proceeds to the office of President automatically without vote on the expiration of the term of the current President. The President-Elect assumes the office of President should that office become vacated per WMCA by-laws.
4. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
5. 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.
6. Attend the IIMC and Idaho ICCTFOA Conferences as a representative of WMCA. Transportation, lodging and meals are paid for per the WMCA travel policy.
7. Serve as the chair of the Budget Committee. Prior to the Annual Conference, lead the Budget Committee in preparing a budget for the upcoming year.
8. This budget is presented to the Executive Committee at its January meeting. Present to the general membership for a vote at the Annual Business meeting. The President-Elect should include the Audit Committee's recommendations in his/her budget, if appropriate.
9. Appoint Committee Chairs prior to the Annual Conference. Conduct the orientation meeting of incoming Committee Chairs at the Annual Conference. Include past Committee Chairs as well to facilitate transfer of records and information.
10. In coordination with the President, prepare VIP itinerary for the conference and have this delivered to the rooms of VIP guests (state presidents, IIMC representative). Also arrange for any special transportation needs of the out-of-state guests. President-Elect is responsible to meet the needs of the out-of-state guests during the conference.

11. Purchase and present the gift from the Executive Committee to the President (Committee members contribute personal funds as this is not a WMCA expense.)
12. Purchase an appropriate gift to commemorate the outgoing President's year of service which will be presented on behalf of the membership at the annual banquet.
13. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
14. Assume office of the President and proceed with the closing of the Annual Conference, including a president's message to the membership for the upcoming year.
15. Serve as a member of the Northwest Clerks Institute (NCI) Committee.

Timetable:

All Year	Optional – Write articles for Monthly Newsletter or FB Posts
As Called	(15) Attend NCI Committee meetings
March	(1) Attend conference and take oath of office;
	(4) EC Meeting, Friday afternoon after conference
March	Register for IIMC Conference and book hotel/transportation
May	(7) Attend IIMC conference
June	Optional – register and attend NWCI
June	(4, 5) EC Meeting and Committee Liaison
September	(6) purchase gifts and attend Idaho Conference
October	Optional – register and attend WMCA Fall Academy
October	(4, 5) EC Meeting
Oct - Dec	(8) Call Budget Committee meeting
December	Prepare newsletter article to solicit Committee positions
January	(4, 5, 8) EC Meeting – present Budget
January	Register for WMCA Conference and book hotel room
January	(10) Prepare out-of-state guests itineraries
Jan - Mar	(11, 12) Coordinate gift purchases and distribution
Feb - Mar	(9) Appoint Committee Chairs for the next fiscal year
March	(5)(f) Ensure Education Committee Chair prepares certificates
March	(President) Prep & Distrib EC Meeting Packet for March meeting
March	(9) Facilitate Committee transfer of records
March	President's Oath, (15) Closing Message at Conference





**WASHINGTON MUNICIPAL  
CLERKS ASSOCIATION**

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

**2014 WMCA Membership Application  
May 1, 2014 – April 30, 2015**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CMC  MMC

Renewal?  New Member?  Replacing a clerk?  Who? \_\_\_\_\_

Jurisdiction Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Jurisdiction website address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Please mark any committees you are interested in joining (if not already signed up):**

- |                                     |                                      |                                      |                                              |
|-------------------------------------|--------------------------------------|--------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Audit      | <input type="checkbox"/> Awards      | <input type="checkbox"/> Bylaws      | <input type="checkbox"/> Conference Planning |
| <input type="checkbox"/> Education  | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Historical  | <input type="checkbox"/> Legislative         |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Membership  | <input type="checkbox"/> Scholarship |                                              |

**IMPORTANT! If you do not want to have your name listed on the WMCA website membership page, please check this box.**

Please mail your completed application along with a check made payable to WMCA to:

**Gina Anderson  
PO Box 9  
Woodland, WA 98674**

Questions: (360) 225-8281 or  
andersong@ci.woodland.wa.us

**2014 DUES:**

<b>Active Member</b>	<b>\$75</b>
Affiliate Member	\$105*
Associate Member	\$15*
Honorary Member	\$0*

\*these membership categories are not eligible to vote.

**A \$25 late fee will be assessed for all dues postmarked after May 30<sup>th</sup>**

**Affiliate Members:** Any business representative (such as attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA (no voting privileges).

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

**Honorary Members:** Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington.



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

**TO:** WMCA President and Executive Committee

**FROM:** Elizabeth M. Adkisson Smoot

**DATE:** January 31, 2014

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**GENERAL ELECTIONS UPDATE:**

The Elections Officer, Leana Johnson (White Salmon), and Elections Auditor, Molly Towslee (Gig Harbor), have announced, compiled, audited, and I have confirmed, the 2014 Slate of Candidates and Candidate Packets for the annual general election. Please find them attached with this report for your January meeting. Candidates:

Debbie Burke-President Elect	Dee Roberts-Board Member
Shannon Corin-Vice President	Kay Kammer-Board Member
Shawn Campbell-Secretary	Paula Swisher-Board Member
Virginia Olsen-Secretary	

The WMCA Election will run January 31, through February 21, 2014.

**HANDBOOK PROJECT UPDATE:**

The WMCA Handbook has been reviewed by Pat Mason/MRSC, and returned to the Handbook Sub-Committee (Jill Boltz, Darla Reese, Debbie Burke, Elizabeth Smoot) for final review/edits.

**NEW MEMBER UPDATE:**

We have a total of THIRTY ONE (31) new WMCA members:

<b>Aimee Kellerman</b>	City of Medina	<b>Karen Semerad</b>	BIAS Software
<b>Alicia Dugan</b>	City of Rock Island	<b>Karin Roberts</b>	City of Mercer Island
<b>Carolyn Avery</b>	Jefferson County	<b>Kristin McKenna</b>	City of Medina
<b>Charmaine Arredondo</b>	City of Bellevue	<b>Kylie Purves</b>	City of Poulsbo
<b>Connie Cobb</b>	City of Olympia	<b>Laura Smedley</b>	Jefferson Transit
<b>Deana Dean</b>	City of Arlington Fire Department	<b>LeeAnne Schirato</b>	City of Seattle
<b>Debbie Karber</b>	City of Lynnwood	<b>Leslye O'Shaughnessy</b>	Whatcom Council of Governments
<b>Gail McNutt</b>	Community Transit	<b>Lisa Keely</b>	City of Fircrest
<b>Heather Neff</b>	Black Mountain Software	<b>Maria DeGoede Kerley</b>	Town of La Conner
<b>Jessica Simulcik Smith</b>	City of Shoreline	<b>Michelle Converse</b>	City of Sumner
<b>Rebecca Perez-Ozuna</b>	City of Othello	<b>Terri Wright</b>	City of Kennewick

<b>Robin Schaefer</b>	City of Bothell	<b>Tiah N Patterson</b>	City of Snoqualmie
<b>Susan Duncan</b>	City of Ferndale	<b>Vernie McDaniel</b>	City of Tonasket
<b>Susan Kollet</b>	San Juan County	<b>Yoland Pena</b>	City of Mabton
<b>Tanya Craig</b>	Okanogan County	<b>Zenetta N Young</b>	City of SeaTac
<b>Tanya Robacker</b>	Central Pierce Fire & Rescue		

At the present time, the Washington Municipal Clerks Association is comprised of **344 members**; 333 active members, 7 associate members and 4 affiliate members.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** N/A

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** NONE



**To: WMCA Executive Board**

**From: Molly Towslee, Elections Auditor**

**Re: 2014 WMCA Executive Committee Board Member Election Audit Report**

**Date: January 10, 2014**

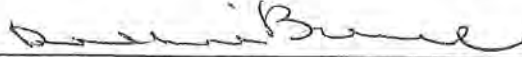
On January 9, 2014, Leana Johnson forwarded information for seven members who have submitted their Candidacy Statements for consideration for Board vacancies. I reviewed each application to ensure they meet the criteria for candidacy.

Each of the candidates listed is a member in good standing and their packets included a declaration of candidacy, a candidate statement, a photo, and a letter of support from the candidate's Mayor, City Manager, City/County Administrator, or CEO. The application packets were all received by the published deadline.

- Debbie Burke-President Elect
- Dee Roberts-Board Member
- Kay Kammer-Board Member
- Paula Swisher-Board Member
- Shannon Corin-Vice President
- Shawn Campbell-Secretary
- Virginia Olsen-Secretary

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

*"I declare myself as a candidate for the office of President-Elect. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my City Manager, with a photo and candidate statement which I authorize for use in the election process."*



Debbie Burke, MMC  
City of Normandy Park City Clerk

#### Candidacy Statement – President-Elect 2014

My government experience started in 1997 with the tiny Town of Almira located in eastern Washington. I moved back to King County in 2005 when I was hired to be the City Clerk for Normandy Park. I have enjoyed my current duty of WMCA Vice President as well as the term served as WMCA Board Member. I also enjoy participation on the WMCA Historical, Newsletter, and Membership Committees, and on IIMC's Public Relations & Marketing Committee. I also served as Secretary, Co-Chair and Chair for the King County Municipal Clerk's Association 2007 to 2011.

Since being elected to the WMCA Executive Committee, I have carried out all responsibilities and assignments. I would like to use the knowledge and experience gained in this capacity to advance to the President-Elect position. I truly cherish the camaraderie and networking with the clerk's in all aspects of our Association.

If elected to serve as President-Elect, I can commit to continuing my passion for WMCA and have the time required for this responsibility. I appreciate and support the membership's enthusiasm to have a transparent organization. I am also proud of our profession and it would be an honor to be WMCA President-Elect.



November 1, 2013

Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
142 E. Jewett Blvd.  
PO Box 2139  
White Salmon, WA 98672  
[leanaj@ci.white-salmon.wa.us](mailto:leanaj@ci.white-salmon.wa.us)

Re: letter of support

Dear Ms. Johnson:

Please accept this letter as my support for our City Clerk, Debbie Burke, to pursue candidacy for WMCA President-Elect. Involvement in associations and professional development continue to be important to the City of Normandy Park. As the new City Manager it is my belief that these involvements not only support personal professional growth but impact our city in everyday and long term ways. I also believe Debbie would be an asset to your organization in a leadership role as she is here for the Normandy Park.

If she is elected, we can ensure that she will receive appropriate time to work with your organization as required for the following three years.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Glenn Akramoff".

Glenn Akramoff  
City Manager



## DECLARATION OF CANDIDACY

I declare myself as a candidate for the office of Vice President. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my mayor, with a photo and candidate statement which I authorize for use in the election process.

A handwritten signature in black ink, appearing to read 'Shannon L. Corin', written over a horizontal line.

Shannon L. Corin, City Clerk  
City of Bremerton



## Candidate Statement

Shannon L. Corin  
City Clerk  
City of Bremerton

I am seeking the office of Vice President. We have a great association. I am excited at the prospect of continuing the strong and welcoming association we are. Currently, I am serving on four committees: Audit, Newsletter, Conference Planning and Bylaws. I am involved in my regional clerks association, ORMCA. Previously, I served ORMCA as the Recorder and recently I have been elected Treasurer.

I have experience in association boards and understand each group is unique. I am quite familiar with laws, rules and protocols governing associations. I have served as President for BNI group Olympic Business Exchange. I have served on local PTA boards as President, Vice President, Treasurer, Secretary and Board member. In high school, I was the student government Rally Commissioner and President of Students Reaching Out which was part of Nancy Reagan's *Just Say No to Drugs* campaign (I think I just dated myself).

My greatest strengths are exuberance, collaboration and courage (with a little humor thrown in for fun). I would be honored to serve WMCA as your Vice President. I have just one question to ask... would you please vote for me?



DEC 18 2013

*Handwritten mark, possibly initials or a signature.*



Mayor Patty Lent

mayor@ci.bremerton.wa.us  
Tel 360-473-5266  
Fax 360-473-5888  
345 6th Street, Suite 600  
Bremerton, WA 98337-1873

December 11, 2013

Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
PO Box 2139  
White Salmon, WA 98672

**RE: Letter of Support for Shannon Corin**

Dear Washington Municipal Clerks Association:

I am writing you in support of Shannon Corin running for the office of Vice President of the WMCA in this next election cycle. I understand there will be an increased commitment from her to fulfill the duties of the office she desires. This is a great time for Shannon to run for office as I have been re-elected to the City of Bremerton for another four years as Mayor. She has my full support in continuing through to the offices of President-Elect, President and Immediate Past President.

Shannon has been a great asset to our City and I am sure you will find she will be one for you as well.

Best Regards,

Patty Lent  
Mayor

PL/slc

December 9, 2013

Leana Johnson - WMCA Elections Officer  
City of White Salmon  
PO Box 2139  
White Salmon, WA 98672

RE: Declaration of Candidacy for WMCA Secretary

Dear Leana –

I would like to declare my candidacy for WMCA Secretary. I have attached my Declaration of Candidacy, Statement of Support from my Mayor, my Candidacy Statement, and a 2x2 photo. Please let me know if any of the items are not acceptable. I will mail the hard copies of all the documents to you today. Thank you for your help.

I am going out on medical leave starting December 16<sup>th</sup> and will be returning mid-January. Please send any correspondence to my personal email at shawnkaycamp@aol.com or you can contact me at 206-852-4929. Thank you very much



Shawn Campbell, CMC  
Deputy City Clerk  
City of Auburn  
25 West Main Street  
Auburn, WA 98002  
(253) 931-3039

I declare myself as a candidate for the office of Secretary. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my mayor, with a photo and candidate statement which I authorize for use in the election process.

A handwritten signature in black ink, appearing to read "Shawn Campbell". The signature is written in a cursive style with a prominent loop at the end.

Shawn Campbell, CMC

My name is Shawn Campbell, Deputy City Clerk for the City of Auburn. I would like to take this opportunity to introduce myself and pledge my candidacy for the position of Secretary for the Washington Municipal Clerk's Association, serving in 2014-2015.

I have been a member of WMCA for 3 years, and the pleasure of serving the Conference Planning Committee these past three years. I have also served the Pierce County Clerk and Finance Officers Association as President for three years.

The education and experience I have gained over the years with the direction of WMCA, have afforded me the knowledge and skills I need to serve in this prestigious position of Secretary to the Board.

I have worked vigorously, taking classes and attending NCI educational courses, to expand my knowledge in the profession we all share so proudly. I received my Certified Municipal Clerk's credentials in Oct. 2010 and am currently working on my Master Municipal Clerk's certificate. I hope to achieve this goal in the near future.

If elected and given this opportunity, I will serve my fellow WMCA members with the dedication, professionalism and commitment we as an association have been accustomed to.

November 19, 2013

Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
PO Box 2139  
White Salmon, WA 98672

**Re: Letter of Support for Shawn Campbell**

Please accept this statement of support and highest recommendation for Shawn Campbell's interest in serving as Secretary on the Washington Municipal Clerks Association Board. Her increased involvement is both supported and encouraged.

Sincerely,



Pete Lewis  
Mayor



**DEC 30 2013**

December 16, 2013

Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
142 E. Jewett Blvd.  
PO Box 2139  
White Salmon, WA 98672

RE: Candidacy for WMCA Secretary

Dear Leana:

Please find enclosed my Declaration of Candidacy, Statement of Interest and letter of support from Interim City Manager Scott Hugill regarding the upcoming WMCA election. I have also emailed the documents including my picture. Please let me know if you need anything else – thank you for serving as Elections Officer.

Sincerely,

Virginia V. Olsen, CMC  
[volsen@ci.mlt.wa.us](mailto:volsen@ci.mlt.wa.us)  
(425) 744-6206



December 16, 2013

**DECLARATION OF CANDIDACY  
FOR WMCA SECRETARY**

I declare myself as a candidate for the office of WMCA Secretary. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my City Manager with a photo and candidate statement which I authorize for use in the election process.



---

Virginia Y. Olsen, CMC  
City Clerk/Community Relations Director  
City of Mountlake Terrace

## **Candidate Statement**

Thank you for electing me as WMCA Secretary two years ago. I enjoy serving our membership and I hope you will re-elect me for this position. My youngest child just started high school, so I will be ready to move up and run for Vice President in two more years.

WMCA service has been very rewarding and I have been fortunate to work side by side with people who have inspired and mentored me. Some of the best things about WMCA are the learning opportunities, sharing of information, and getting to know many of you!

I have held leadership positions on several WMCA committees and I offer over five years experience on the Executive Committee as Boardmember and Secretary. In addition, I'm currently serving on the NCI Education Committee and have been involved in the process to recruit a new Institute Director. I'm a strong supporter of the education that WMCA and NCI offer to help us manage the curve balls we are thrown each day.

WMCA has some big challenges ahead. I believe my experience and leadership will help this organization continue to grow and prosper.

Virginia Olsen, CMC  
City Clerk/Community Relations Director  
City of Mountlake Terrace



**MOUNTLAKE  
TERRACE**

City of Mountlake Terrace  
6100 – 219<sup>th</sup> Street SW, Suite 200  
Mountlake Terrace, WA 98043-2222  
425.776.1161  
www.cityofmilt.com

December 16, 2013

Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
142 E. Jewett Blvd.  
PO Box 2139  
White Salmon, WA 98672

RE: Letter of Support for Virginia Olsen

Dear Ms. Johnson:

I am writing to express my support of Virginia Olsen's candidacy for WMCA Secretary. While I understand that this position will require time and travel away from the office, I believe these commitments are outweighed by the professional development of our managers to better serve our communities.

Virginia serves as the City Clerk and Community Relations Director for the City of Mountlake Terrace. Virginia has been an active member of WMCA for many years and her service has supported by the past two City Managers as well as the City Council.

I have worked with Virginia as a member of the Executive Leadership Team since 2004. I'm currently serving as Interim City Manager and have been Assistant City Manager for the past several years.

On the management side, Virginia has a very strong work ethic and proven leadership ability. She has strong communication skills, she's trustworthy, and she demonstrates a deep sense of responsibility to serve the public.

On the personal side, one of Virginia's biggest strengths is her ability to build and maintain relationships which has served our organization and our community well. Virginia's upbeat personality and sense of humor make other people feel at ease, which aids in others looking to her as an effective vocal leader and a leader by example.

I believe Virginia's demonstrated leadership with WMCA and at the City of Mountlake Terrace make her a worthwhile candidate, and I fully support and recommend her in her desire to continue serving WMCA as Secretary. Please feel free to contact me at (425) 744-6208 if you have any questions or if you would like additional information.

Sincerely,

Scott Hugill  
Interim City Manager

**Declaration of Candidacy:**

*"I declare myself as a candidate for the office of Board Member. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my Mayor, with a photo and candidate statement which I authorize for use in the election process."*

  
\_\_\_\_\_

Dee Roberts

Hi, my name is Dee Roberts. I am the Clerk/Treasurer for the City of South Bend. I have held this position since 2006. I have worked for the city for 15 years.

I have chaired the Scholarship Committee for two years and I feel that I am ready to step up to a board position. I recently received my Master Municipal Clerks certification so now I am ready for my next challenge! It took me a few years to feel like I had the experience and knowledge to become active in WMCA, but once I did I have had the time of my life. The support and networking has been amazing and I hope that I can further that experience as a board member. I have the full support of my staff and Mayor as I look to the future within WMCA.

I am committed to do the best job possible and will always be willing to listen and help anyway that I can and I will do that with an open mind and heart with a touch a humor thrown in for good measure.

12/23/13

Dee-WMCA.jpg





Office of the Mayor  
P.O. Drawer 9  
South Bend, WA 98586  
Phone: 360-875-5571  
FAX: 360-875-4009  
TDD: 1-800-833-6388  
E-mail: [kirk.church@southbend-wa.gov](mailto:kirk.church@southbend-wa.gov)  
Website: [www.southbend-wa.gov](http://www.southbend-wa.gov)

*Received by*  
**DEC 23 2013**

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December 19, 2013

Washington Municipal Clerks Association  
Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
P.O. Box 2139  
White Salmon, WA 98672

Dear Leana Johnson – WMCA Elections Officer:

As Mayor of the City of South Bend I wholeheartedly support Clerk/Treasurer Dee Roberts as a candidate for a board member position for WMCA.

The city understands that this board position would require an increased involvement in WMCA and some additional time away from work, but we know that she is more than capable of handling the additional responsibilities.

She has my vote!

Respectfully,

Kirk C. Church  
Mayor



DEC 18 2013  
DEC 18 2013

# City of Battle Ground

City Hall • Executive Department

109 S.W. 1st Street, Suite 221 • Battle Ground, WA 98604 • (360) 342-5000 • Fax (360) 342-5050

December 16, 2013

Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
142 E. Jewett Blvd.  
PO Box 2139  
White Salmon, WA 98672

Dear Ms. Johnson,

Please accept the enclosed documents for inclusion in the 2014 Executive Board election:

Declaration of Candidacy  
Candidate Statement  
Photo  
Letter of support

I will also provide the documents by email for your convenience.

Should you require anything else, please let me know.

Thank you,

A handwritten signature in cursive script that reads "Kay Kammer".

Kay Kammer  
City Clerk  
City of Battle Ground



**Candidate Statement**

**Kay Kammer**

My name is Kay Kammer, MMC, City Clerk for the City of Battle Ground. Let me first say that WMCA is a premier organization that I have been proud to be a part of. WMCA provided me the necessary knowledge and skills to perform my duties as City Clerk, but also provided me with personal growth through the interactions and mentoring received from my fellow clerks.

I have been a member of WMCA since 2002 and have served on various committees over the years; Awards, Scholarships, Planning and Fundraising and I had the opportunity to serve as a chairperson for the Fundraising committee in 2012. I have enjoyed each committee I served on and appreciate the efforts put forth by all the clerks to make each conference and academy a success as well as promoting professionalism in the Clerk profession.

I ask for your support and hope that as one of your board members I can help keep the tradition of excellence in this organization and support our ever changing world as clerks for our communities.

A handwritten signature in black ink that reads "Kay Kammer". The signature is written in a cursive style with a large, stylized 'K' at the beginning.

**Declaration of Candidacy**  
**Kay Kammer**

*I Kay, Kammer, declare myself as a candidate for the office of Board Member. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my City Manager with a photo and candidate statement which I authorize for use in the election process.*

A handwritten signature in black ink that reads "Kay Kammer". The signature is written in a cursive style with a large initial 'K' and 'K'.



# City of Battle Ground

City Hall • Executive Department

109 S.W. 1st Street, Suite 221 • Battle Ground, WA 98604 • (360) 342-5000 • Fax (360) 342-5050

December 16, 2013

Ms. Leana Johnson  
City of White Salmon  
PO Box 2139  
White Salmon, WA 98672

*Subject: Letter of support for Kay Kammer  
Washington Municipal Clerks Association (WMCA) Board member*

Dear Ms. Johnson and members of the Executive Committee;

Please accept this letter as my support of the City of Battle Ground's City Clerk, Kay Kammer, to serve as on the Executive Board for WMCA.

I am aware of the commitment that this involvement will take and authorize Ms. Kammer to serve in this capacity.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Williams", with a long horizontal flourish extending to the right.

John M. Williams  
City Manager

"I declare myself as a candidate for the office of **Board Member**. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my Mayor, with a photo and candidate statement which I authorize for use in the election process."



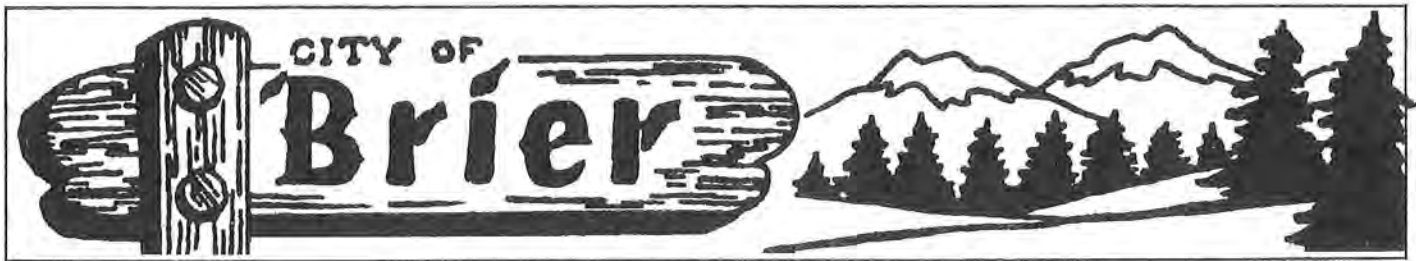
Paula Swisher, City Clerk-Treasurer, CMC

Paula Swisher, City Clerk-Treasurer, CMC, City of Brier

I have enjoyed serving on the board for the past 3 years along with my participation as the Conference Planning Chair for several years and the various other committees I have served on. I have served on the Snohomish County Clerks & Finance Officers Association board for the past 5 years and feel I have valuable leadership skills to offer WMCA.

I am reaffirming my commitment to WMCA to help foster the great education and networking opportunities that help shape this organization for future clerks.

I will work to continue the high level of standards that I and my predecessors have set. I would continue to make myself available to the members to hear out their ideas and concerns and represent their requests to the best of my abilities. Being on the board has been and would continue to be a privilege and honor. I hope you will give me the opportunity to serve you for the next 3 years.



City Hall  
2901 228th STREET S.W.  
BRIER, WASHINGTON 98036

PHONE: 425-775-5440  
FAX: 425-672-9025

Leana Johnson  
WMCA Elections Officer  
City of White Salmon  
142 E. Jewett Blvd.  
PO Box 2139  
White Salmon, WA 98672

RE: Paula Swisher's Candidacy for WMCA Board member

To Whom It May Concern:

I continue to support Paula's involvement in the Washington Municipal Clerks Association and her quest to serve another term as board member.

I believe Paula to be an asset to your organization and the leadership skills and enthusiasm that she shows for your group will be an asset into the future.

I wish Paula luck in the election and hope that she maintains her position on your board.

Sincerely,

A handwritten signature in cursive script that reads 'Bob Colinas'.

Bob Colinas  
Mayor

CITY OF BRIER  
CITY HALL  
2901 228TH ST. S.W.  
BRIER, WASHINGTON 98036-8399

NOV 18 2013



Keana Johnson  
USMGA Elections Officer  
City of White Salmon  
142 E. Jewett Blvd.  
PO Box 2139  
White Salmon, WA 98672

9867232139

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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:** Sandy Paul MMC

**COMMITTEE:** Awards Committee

**DATE:** January 15, 2014

**SUMMARY OF ACTIVITIES:** Several articles requesting nominations for Clerk of the Year/President's Award were placed in the monthly newsletter. Letters and post cards were mailed via the postal service to each city of our members' employment (350 letters followed by 350 post cards). Seven nominations were received for Clerk of the Year. The committee has vetted them and assigned them points based on criteria and a point system established by past Boards. Those criteria remain relevant today and for the foreseeable future: 1) leadership, organization, administration and communications; 2) legislative and governing body procedures, records management and public relations; 3) outstanding service to WMCA (time/length of service; service on WMCA Committees; 4) attendance at State conferences; involvement in regional groups and/or IIMC committees) and commitment to the Clerk profession; special projects; community activities and volunteerism.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** For informaton only. The final decision is up to President Scott. He has some talented, skilled, accomplished and beloved contenders to choose from, with perhaps one to three strong first choices.

**ALTERNATIVES:**

**FISCAL IMPACT:** Approximately \$75 for postage; many committee members were able to post letters and post cards on the mail metering machines in their cities.

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

Expenditures:	Budgeted Amount	Amount encumbered &
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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. Hart, MMC

**COMMITTEE:** Bylaws Committee

**DATE:** January 3, 2014

**SUMMARY OF ACTIVITIES:** The Bylaws Committee has completed its work related to the formulation of an amendment. The amendment was requested by the Executive Committee. The focus of the amendment is to remove the consecutive term limits for the positions of Treasurer and Secretary. The amendment has been submitted to the Association President for further presentation to the Executive Committee, and subsequent presentation for the Membership's consideration at its March 2014 meeting.

Many thanks to the members of the Bylaws Committee for their time, assistance, and invaluable input in crafting the amendment.

**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, Chair

**COMMITTEE:** Conference Planning

**DATE:** 1/21/14

**SUMMARY OF ACTIVITIES:** All the supplies have been purchased; the menu has been selected; the meeting rooms have been assigned; Ron Moore has agreed to DJ again for us; we have arranged to do charitable donations to the troops who are deployed this year. Decorations will be put together near the end of February and flowers will be order then as well.

We already have several vendors signed up to participate and several have sponsored either with cash donations or with speaker fees. I was able to get a vendor to provide bags again this year. We have asked for a sponsor for thumbdrives to put the Clerk Handbook on but as of the writing of this report no one has been willing to do so.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** We have taken care of Ron Moore's registration fee in exchange for him bringing all of his equipment and Djing after our banquet and again this year I would ask that we do that.

**ALTERNATIVES:**

**FISCAL IMPACT: \$300**

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Expenditures:</b>	<b>Budgeted Amount</b>	<b>Amount encumbered &amp; expended</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- 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 Committee

**DATE:** January 3, 2014

**SUMMARY OF ACTIVITIES:** The Education Committee has been hard at work in finalizing contracts with speakers for the 2014 Conference and working with the Conference Planning Committee Chairs to coordinate the registration information which we will be releasing to members sometime after mid-January.

I've provided a copy of the information about the speakers and classes for your information which will also be provided to membership with registration.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

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

## 2014 WMCA Conference – Educational Sessions

The WMCA Education Committee is excited about this year's conference – we believe we have put together classes which will provide you with new information to improve your technical skills, increase your confidence, and nourish your spirit.

In alignment with our esteemed President's Conference Theme, we are providing you with great opportunities to **seek** out and obtain new information, connect with old friends and make new ones, and gain a fresh perspective – **and destroy** outdated and inefficient methods which no longer serve you as a Municipal Clerk.

Here are some brief descriptions of the classes you have to look forward to:

**Brian Luke Seaward, Ph.D.** – *Great Stress Management Strategies for Happier Workplaces*

Stress has become ever more present in national workplace today, with techno-stress and social networking media adding to this sense of being overwhelmed. There is no doubt that when workers are stressed, they are not happy (SO LET'S SEEK OUT AND DESTROY STRESS). This presentation takes a look at the nature of worksite stress (burnout), the stress emotions: anger and fear, effective coping and relaxation techniques for personal health and happiness and tips for effective wellness programming.

Brian Luke Seaward will also host two break-out sessions: *A Good Night's Sleep: Stress & Insomnia* and *The Low Stress Diet: Stress, Nutrition, and the Immune System*

**Elizabeth Alba** – *Beginning Governmental Accounting – Parts I & II*

If you are a new Clerk/Treasurer, a Municipal Clerk or a Deputy Municipal Clerk, Elizabeth's class will provide a great foundation for you in the world of governmental accounting. Elizabeth is a City Clerk *and* teaches accounting at Yakima Valley College, who will lead you through debits, credits, journals and ledgers and trial balances. A strong knowledge of governmental accounting will help you with your budget and understanding all aspects of your entity's overall budget.

**Jeffrey S. Myers and Mike Connelly** – *Public Disclosure – Handling Difficult Requests*

This class will address challenging public records requests, search requirements, documenting your responses, dealing with difficult requesters and frequent fliers, and provide a forum for group discussion and questions concerning common challenging records requests.

**Rick Martinez** – *Living Life on Purpose*

Have you ever felt lost in life? Not sure what direction to head in? Looking for more for your life? This session will describe a method for regaining a footing and creating a more meaningful life. Warning: This session may cause disruption in your current life.

**Pat Mason (MRSC) – Legislative Update & Hot Topics**

Pat Mason will once again provide us with information on recent legislative activity as it impacts you as a City Clerk, and tell us about the most interesting inquiries MRSC has received over the last year.

**Joann Tilton – Ethical Dilemmas**

As a strong ethical leader in the public sector, you must first understand your own worldview, values, and behavioral responses before creating a work environment that fosters ethics and credibility. This session will allow you to gain insight into your worldview, values, and responses. You will also gain an understanding of why others respond the way they do, and how the behavior of others influences your own. You will explore ways to confront ethical dilemmas and deal with them in a thoughtful and meaningful way.

**Round Tables!**

Our Round Table breakouts will be back at conference this year. We have three incredible clerks facilitating the themed round tables so you can participate in discussions about best practices and ask the “how do you” questions of other Municipal Clerks.

---

**Our Academy Class on Tuesday**

**Jan Dwyer Bang - SPEAKEASY: How to Speak with Ease and Confidence**

Did you know that your ability to communicate and present in public is a key determinant in your professional image and career success? This session will focus on how you can increase your effectiveness in speaking. If you would like to better persuade people with your ideas, speak with confidence and credibility, overcome your nervousness, and handle challenging audience situations, this session is for you!



- 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 Jermann

**COMMITTEE:** Fundraising

**DATE:** January 9, 2014

---

**SUMMARY OF ACTIVITIES:**

1. At the Executive Committees request, I sought samples of clothing articles for possible sale in the WMCA Store during conference and/or pre-sale items. I was able to receive a sample of the baseball style (3/4 sleeve; 2 tone) shirt. The other two items (long sleeve denim and front zip jacket) are higher priced items and I was not able to obtain a sample. PDF information on the items is included for your consideration. All items/pricing is from 4Imprint, who has provided great customer service and quality products in recent years.
2. An inventory of current items with cost, most recent sale price, and recommended "fire sale" price included.
3. As of the writing of this report, 390 Grand Raffle Tickets (39 books) have been distributed for sale. See below for sales to date.
4. Articles asking for volunteers to sell raffle tickets and keep an eye out for silent and live auction items have been included in the majority of monthly WMCA newsletters.
5. Worked with the Chair of the Conference Planning Committee to set start/end times for silent auction, and secured the auctioneer for the live auction.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

Provide the WMCA Fundraising Committee with direction on the following:

1. Direction on new items for store inventory, including pricing for new items be set, and what items, if any, will be presale
2. Set pricing for old stock and new stock for the WMCA Conference. As the cost of new store inventory is currently unknown, I suggest that the EC direct that the pricing be set by percentage of markup. As an example, an item that would cost us \$15.00 each, plus sales tax and shipping, ends up at \$17.00 each - EC could direct a 25% markup so the price could be set at \$21.25 or round up to \$22.

**ALTERNATIVES:**



WMCA STORE INVENTORY - 2013/2014

**Beaded Lanyards**

**Suggested Sale Price: \$5.00**

	12	
TOTAL	12	12

**Coffee Mugs**

**Suggested Sale Price: \$2.00**

	58	
TOTAL	58	58

**Water Tumblers**

**Suggested Sale Price: \$1.00**

	120	
TOTAL	120	120

Small    Medium    Large    X-Large    XXL    3XL

**1/4 zip sweatshirts**

**Suggested Sale Price: \$15**

Black		1		2	4	1	
Gray		1	4	5	4		
TOTAL	0	2	4	7	8	1	22

**Fleece jackets**

**Suggested Sale Price: \$15**

Black	2	3	3	4		
Gray	3	3	3	4		
Royal Blue		2		3		
TOTAL	5	8	6	11	0	30



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Other Views



**Need Help?**



**1 choose color**

Shirt

<="" trimID="244" trimID="50" baseID="244"baseID="50">



Selected Color : Shirt

min qty	6	12	24	48	72	144	288
<b>Your price</b>	<b>\$28.75</b>	<b>\$23.25</b>	<b>\$20.75</b>	<b>\$18.25</b>	<b>\$16.95</b>	<b>\$15.25</b>	<b>\$14.50</b>



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**product details**

- Wear your favorite jeans up on top too!
- This chambray-like denim shirt is made with stonewashed, softened fabric that already feels broken in.
- Long sleeves adjust well to changing weather patterns.
- Stash pens and personal items in the chest utility patch pocket.
- Button-down collar, adjustable cuffs with button sleeve placket, and double back yoke with pleats give the casual shirt a fine-tuned finish.
- Made with stonewashed 7-oz 100% cotton.
- For the short-sleeved version of this denim shirt, see item #344-SS-L.
- For the coordinating men's denim shirt, see item #344-M.
- Sizes: S-4XL.
- No charge for upsizing!
- Your price includes embroidery on the left chest.
- Additional imprint colors/locations available for an extra charge.
- One-time tape charge: add \$35 on less than 24 pieces; FREE on 24 or more!
- Maximum number of imprint colors: 12
- Ready to ship in : 7 business days \*.

\* Excludes art preparation time, applies only to orders of 48 items or fewer.

Main Categories:

[Dress Shirts](#)

Other Categories:

[Embroidered](#)

[Long Sleeve](#)

[Pocket](#)

[Womens](#)

[Twill](#)

[Cotton](#)

[Denim](#)

[Womens - sizing up to 3XL](#)

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- **FREE tape charge** on 24 pieces or more; **one-time \$35 tape charge** for fewer than 24 pieces. Use the same embroidery on future orders and **never pay a tape charge again!**
- **Mix and match colors and men's and ladies' styles** and get the price break for the total quantity ordered.

Want more? [View all of our qualifying items now.](#)

## related items



[Blue Generation Denim Shirt - Men's](#)

\$14.50 to \$28.75



[Blue Generation Short Sleeve Denim Shirt - Men's](#)

\$14.25 to \$28.50



[Blue Generation Short Sleeve Denim Shirt - Ladies'](#)

\$14.25 to \$28.50

## verified customer reviews

Read reviews from our customers who have purchased this item. [Learn more](#)

### Overall Rating

**4.7**

based on 41 ratings



71%



27%



2%



0%



0%

**Holly from Fairfield** October 2013



The shirts are a great quality and they came out perfectly

Did you find this review helpful?

Yes No

**Holly from Fairfield** October 2013

The shirts are a great quality and they came out perfectly.

Did you find this review helpful?



Yes No

**Vicki from Monroe** May 2013

Nice shirts, nice quality for the price.

Did you find this review helpful?

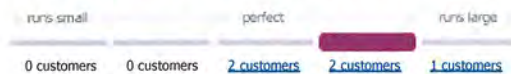


Yes No

[Read all reviews for the Blue Generation Denim Shirt - Ladies'](#)

## customer fit rating

This item fits **SLIGHTLY LARGE** based on 5 total customer fit ratings



Latest fit comments about this item from our customers

**Holly from Fairfield**

Both women sizes were too big - even though we ordered the size they "normally" wear.

**Linda from Saint Augustine**








soft and comfy prewashed denim-excellent construction and good sleeve length




### similar items

				
<a href="#">Ultra-Soft Cotton Vest - Ladies'</a>	<a href="#">Ultra-Soft Cotton Vest - Ladies' - 24 hr</a>	<a href="#">Ultra-Soft Cotton Vest - Men's - 24 hr</a>	<a href="#">Tropical Print Camp Shirt</a>	<a href="#">Easy Care 3/4 Sleeve Stretch Poplin Blouse - Ladies'</a>
\$35.95 to \$19.95	\$35.95 to \$23.95	\$35.95 to \$23.95	\$35.50 to \$18.95	\$35.50 to \$18.95






### more upscale

				
<a href="#">Columbia Tamiami II Roll Sleeve Shirt - Ladies'</a>	<a href="#">Columbia Tamiami II Roll Sleeve Shirt - Men's</a>	<a href="#">Columbia Bonehead Long Sleeve Shirt</a>	<a href="#">Eddie Bauer Lightweight Travel Shirt</a>	<a href="#">Eddie Bauer LS Moisture Wicking Fishing Shirt</a>
\$64.25 to \$39.95	\$64.25 to \$39.95	\$60.95 to \$36.95	\$59.95 to \$36.25	\$59.95 to \$36.25

### lower price

				
<a href="#">Blue Generation Short Sleeve Denim Shirt - Men's</a>	<a href="#">Blue Generation Short Sleeve Denim Shirt - Ladies'</a>	<a href="#">Broadcloth Value Shirt - Men's</a>	<a href="#">Broadcloth Value Shirt - Men's - 24 hr</a>	<a href="#">Broadcloth Value Shirt - Ladies' - 24 hr</a>
\$28.50 to \$14.25	\$28.50 to \$14.25	\$27.95 to \$14.50	\$27.95 to \$17.75	\$27.95 to \$17.75

### faster

				
<a href="#">Easy Care Short Sleeve Dress Shirt - Ladies' - Closeout</a>	<a href="#">Easy Care 3/4 Sleeve Dress Shirt - Ladies' - Closeout</a>	<a href="#">Easy Care Long Sleeve Dress Shirt - Ladies' - Closeout</a>	<a href="#">Varna Full Zip V-Neck Sweater - Ladies' - Closeout</a>	<a href="#">Varna Full Zip Sweater - Men's - Closeout</a>
<b>\$17.05 to \$9.15</b>	<b>\$18.79 to \$10.29</b>	<b>\$19.45 to \$11.35</b>	<b>\$26.99 to \$19.99</b>	<b>\$26.99 to \$19.99</b>
Ready to ship in : 6 business days.*	Ready to ship in : 6 business days.*	Ready to ship in : 6 business days.*	Ready to ship in : 5 business days.*	Ready to ship in : 5 business days.*

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**1 choose color**

Jacket

<="" trimID="2" baseID="2"> <="" trimID="499" baseID="499"> <="" trimID="30" baseID="30">



Black True Red Maroon

Selected Color True Royal  
■ : Jacket

min qty	6	12	24	48	72	144	288
Your price	\$36.25	\$30.50	\$27.25	\$24.25	\$22.95	\$21.25	\$19.75

**next**  
(You'll set up your imprint next)

[add to wishlist](#)

**product details**

- Block out the wind during team practice sessions and other outdoor sports in this full-zip wind jacket.
- While the polyester fabric is designed to block wind, the jersey lining and mesh insets provide breathability.
- Drawcord hem provides an additional barrier against the wind.
- Set-in sleeves, articulated elbows and half-elastic cuffs allow you to move around in comfort.
- Warm hands or stash car keys in the open side pockets.
- This Sport-Tek® windbreaker is made with quiet 100% polyester fabric.
- Sizes: XS-6XL.
- No charge for upsizing!
- Your price includes embroidery on the left chest.
- One-time tape charge: add \$35 on less than 24 pieces; FREE on 24 or more!
- Maximum number of imprint colors: 12
- Ready to ship in : 6 business days \*.

\* Excludes art preparation time, applies only to orders of 48 items or fewer.

Main Categories:

[Outerwear](#)

Other Categories:

[Embroidered](#) [Windshirts](#) [Lightweight](#) [Mens](#) [Athletic](#) [Mens - sizing up to 3XL](#) [Mens - sizing up to 5XL](#) [Mens - sizing up to 6XL](#)

## embroidery is easy

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- **FREE tape charge** on 24 pieces or more; **one-time \$35 tape charge** for fewer than 24 pieces. Use the same embroidery on future orders and **never pay a tape charge again!**
- **Mix and match colors and men's and ladies' styles** and get the price break for the total quantity ordered.

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## verified customer reviews

Read reviews from our customers who have purchased this item. [Learn more](#)

**Overall Rating**

**5.0** based on 1 rating

★ ★ ★ ★ ★

★ ★ ★ ★ ★	100%
★ ★ ★ ★	0%
★ ★ ★	0%
★ ★	0%
★	0%

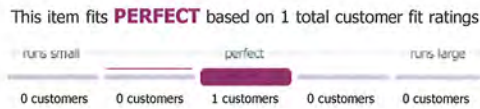
**Kathy from Nashville** August 2013

★★★★★

Awesome - everyone loved them!

Did you find this review helpful?

## customer fit rating



## similar items

<a href="#">North End Microfleece Vest - Ladies'</a> \$45.75 to \$24.25	<a href="#">North End Microfleece Vest - Men's</a> \$45.75 to \$24.25	<a href="#">North End Interactive Fleece Vest - Ladies'</a> \$43.75 to \$24.75	<a href="#">MICRO Plus Mid-Length Jacket - Ladies'</a> \$44.50 to \$24.50	<a href="#">Lightweight Recycled Polyester Jacket - Ladies'</a> \$43.50 to \$24.75

## more upscale

<a href="#">Burk's Bay Lambskin Classic Coat - Men's</a> \$198.95 to \$131.50	<a href="#">Columbia Fager Air 3-in-1 Parka</a> \$178.95 to \$114.95	<a href="#">Ventilate Insulated Hooded Jacket - Men's</a> \$178.95 to \$115.95	<a href="#">Ventilate Insulated Hooded Jacket - Ladies'</a> \$178.95 to \$115.95	<a href="#">Burk's Bay Vintage Leather Jacket</a> \$177.25 to \$113.50

## lower price



[Vansport Lightweight Waffle 1/4 Zip Fleece - Ladies' - Closeout](#)  
\$36.15 to \$16.19

[Techno Lite Active Wear Vest - Men's](#)  
\$34.95 to \$19.50

[Techno Lite Active Wear Vest - Ladies'](#)  
\$34.95 to \$19.50

[Harriton Full Zip Fleece - Ladies'](#)  
\$33.25 to \$18.95

[Harriton Full Zip Fleece - Men's](#)  
\$33.25 to \$18.95

lower minimum quantity



[Vansport Lightweight Waffle 1/4 Zip Fleece - Ladies' - Closeout](#)  
\$36.15 to \$16.19  
Min qty: 3

[Soho Button Front Microfiber Jacket - Ladies' - Closeout](#)  
\$40.15 to \$18.95  
Min qty: 3

[Gambela Microfleece Jacket - Ladies' - 24 hr](#)  
\$44.25 to \$25.75  
Min qty: 4

[Gambela Microfleece Jacket - Ladies'](#)  
\$44.25 to \$25.75  
Min qty: 4

[Gambela Microfleece Jacket - Men's](#)  
\$44.25 to \$25.75  
Min qty: 4

faster



[Pronto Rain Poncho - Sport Balls - Closeout](#)  
99¢ to 75¢  
Ready to ship in : 5 business days.\*

[Rally Disposable Poncho](#)  
\$1.39 to 83¢  
Ready to ship in : 2 business days.\*

[Pronto Poncho](#)  
\$1.49 to 79¢  
Ready to ship in : 5 business days.\*

[Fold-N-Go Ponchopack](#)  
\$1.99 to \$1.15  
Ready to ship in : 3 business days.\*

[Ponch-O](#)  
\$3.79 to \$2.25  
Ready to ship in : 4 business days.\*

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## The Latest on the Legislative Scene

by Sandy Paul MMC

**Marijuana Business Licensing** - One year after the voters approved the ground-breaking legalization of marijuana, Washington began accepting applications from prospective marijuana businesses on November 18. While the State approved legalization of Marijuana, it remains illegal in federal law. The US Department of Justice memo released in August provided little clarity on what exactly the Feds would do. The memo indicates they won't take preemptive action if the State establishes and enforces a tightly regulated industry.

In addition to tracking what is happening with implementation of legalized marijuana, seeking a share of marijuana revenue is a priority in the 2014 legislative session.

**WA Cities Continue to Show Support for Statewide Transportation Revenue Package** - The Senate Transportation Committee held a public hearing on Thursday, November 21. Cities showed up in force, with 28 city officials testifying in favor of transportation revenue. Negotiations between the House and Senate continue. There are considerable disagreements on details, however, so it is unclear whether there will be a package passed before the end of 2013.

Legislators diverted most of the revenue sources funding 66 loans for the next six years from the Public Works Assistance Account (formerly called Trust Fund). The program will lose \$1 billion in loans and there is no current plan to replace them or address what happens absent these important funds.

When the state's Public Works Trust Fund was created in 1985, there were 2.2 million people living in Washington's cities. Today there are over 4.4 million people living in cities – a 103% increase. The state's population is forecast to grow by another 767,000 people over the next 10 years and the large majority will live in cities.

**Local Government Public Records Requests** - The 2013–15 Washington State Operating Budget, directed the "collaboration with representatives of the public, the media, and local governments regarding public records requests made to local government" and requested a "report to the appropriate committees of the Legislature." The report is to include recommendations related to balancing the need for open public records with concerns of local governments over abusive requests.

While the final report will not be submitted to the Legislature until mid-December, the following summarizes several initial findings:

- Universal support for the intent of the Public Records Act.
- Widespread acknowledgement that while some abusive requestors are impacting several small local governments across the state, the majority of records requests are reasonable.
- Differences between parties about how local governments are impacted by requests and who benefits from the current system of legal penalties and monetary awards.
- Recommendations for local governments to document records requests and the time spent fulfilling them, improved records management systems, and a collaborative effort between interested parties.

**2014 Legislative priorities** - The Association of Washington Cities Board of Directors adopted a focused set of four priorities for the upcoming 2014 session. They reflect a concern that the state is retreating from sharing revenue with cities.

During the 2014 legislative session, AWC will ask the Legislature and Governor to reshape our partnership in the following four ways:

- **Restore local liquor revenue sharing to the historic revenue sharing formulas** –We need this so we can better fund public safety and other local impacts of liquor consumption.
  - The enhanced public safety funding promised in the 2011 liquor privatization initiative hasn't been kept – in fact funding has been cut by legislative action and diverted to other uses.
- **Fund transportation needs now, including providing new local transportation options** – Transportation is critical for our economic health so we must have the resources at both the state and local levels to maintain and improve our vital transportation systems.
  - Needs vary by region and so too must the array of options.
- **Refrain from raiding infrastructure funds like the Public Works Trust Fund and Model Toxics Control Accounts and build them back to health** – Our infrastructure is aging and we can't keep up with demands and regulatory requirements.
  - Great cities don't just happen – we need planned and sustained investments in order for Washington to thrive.
- **Share new marijuana revenue** – The new recreational marijuana industry is subject to up to a 75% state excise tax, but none of this potential revenue is directed to locals to address public safety needs and other local impacts.
  - Cities and counties must enforce marijuana laws and need shared revenue to do this.





- 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:** Melody Valiant, Chair, Newsletter Committee

**COMMITTEE:** Newsletter Committee

**DATE:** 01/09/2013

**SUMMARY OF ACTIVITIES:** Not much to report for the Newsletter Committee. We are of course busy each month with a different member of the committee compiling all the articles and producing the monthly newsletter for the membership. We have tried to be consistent this past year and have the newsletter come out every month no later than the 10<sup>th</sup> of that month. If you have any ideas or new things to incorporate into the newsletter, please send it our way.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**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:** Dee Roberts, Chair

**COMMITTEE:** Scholarship Committee

**DATE:** January 21, 2014

**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 WMCA Annual Conference and the Margery Price Scholarship for the WMCA Spring Academy. Both scholarship opportunities closed on December 6, 2013. The eight applications were recently reviewed and ranked by the scholarship committee and sent to the Executive Committee for review.

The next scholarship opportunity will be the Professional Development Institute (PD I June 1-6, PD II June 8-13, PD III June 15-20 and PD IV June 9-12). First time Institute scholarship applicants are eligible for award of both registration and lodging if needed. PD II and PD III scholarship awards are for registration only. Margery Price scholarships are available for PD IV.

Code Publishing is offering one scholarship to the Professional Development Institute also. This scholarship is for registration only.

Deadline for all applications is February 7, 2014. I have already received two Code Publishing applications, two for PD I, one for PD II and four for PD III.

**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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_



Name/Avg Ranking	Comments
Susan Duncan (R/L)	Thoughtful and passionate response to questions-very refreshing, good organized responses, Nice job on responses, like her comparison to bike spokes, good answers, answers seemed more like duties than meaning of being a clerk, more clerk courses recommended, loved her bike analogy, spot on regarding diverse and challenging roles of clerk, answers very descriptive and well thought out, descriptive and thoughtful answers-ready to serve!, loved her answer to question #1, thoughtful and thorough responses, very well written-excellent thoughts, long term goes need to be clarified, great analogy, comparing a clerk to a spoke-very accurate!

Cindy Hicks (R)	Develop a clear dialog on what a clerk means to her, answers to questions lacked depth, short & long term goals not defined, goals not defined, answers need more detail, no goals listed- need more specifics, answers were short and not answered very well, very minimal information, did not provide any detail for goals on question #2, did not describe long and short term goals very well, Concise and thoughtful answers, more info and better goals, did not provide complete answers to questions, very short response-just enough to get by, more career goals, question #1 was quite succinct but #2 not really responsive, very short answers
-----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Questions neither specific nor passionate, did not tie goals to job-no practical application, nicely written, answers were "ok", did not really answer question #2, nice responses and working towards an achievable goal, could have expanded a bit, good job on question #1 but more detail on question #2, seems like short and long term goals are the same, thoughtful and honest answers-good goals, not enough detail on short and long term goals, more what she does instead of what it means to be a clerk and answers were brief, well done-nice commentary, neat and to the point, more short and long term goals, more focused on short term goals not long term goals, good grammar and responses

Deniece Miller (R )

Thoughtful responses, willing to serve and good elaboration reality vs. perception, answers were thorough and detailed, very passionate-loved it!, Good WMCA involvement, nice answers and writing skills, great answers and nice to read that she is serious about requirements, captured her goals, liked the way she presented being professional means to her, more a job description than being a clerk, great job on questions!, some punctuation and grammar errors but overall very good, very well written-unique and insightful, more social than informational sharing, great effort, thought and details, long term goals not mentioned, amazing detail to her questions-very engaged and excited to attend conference

Lisa Neissl (R )

Needs Passion!, answers lack specific project goals, short & long term goals not really identified, very thorough app, Good WMCA involvement, didn't really answer the questions, nice writing skills and can tell she is excited to learn more, honest answers to questions but a little more info on #2 would have been nice, nice job answering questions, answers to questions were very good, very willing to serve, did not provide complete answers, maybe a bit short but well stated, vague at best on goals, great effort, not very responsive to educational goals, kind of skirted around the questions but never really answered them

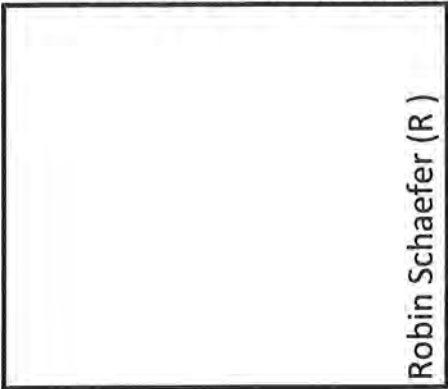
Gwen Robson (R )

Answers were unacceptable, odd grammar structure and too brief, lacked specifics and too brief, questions not detailed, questions answered poorly, answers need to be developed and be in complete sentences!, not impressed with answers-"once she earns her CMC she has put in her time"-find that offensive, minimal answers at best, did not answer questions-poor sentence structure and punctuation, only looking for the title and not focusing on the profession, willing to serve, too vague, put little effort into answers, the profession is much more than earning points for designation-couldn't justify awarding any points for questions!, needs to expand on goals, lacked details and interest in profession, did not put any effort into questions, could have put more thought and effort into the questions

Sherrie Rodriguez (R/L)

Well deserving of scholarship, good mention of record retention, great goals, great responses, good answers, a few grammar issues, very professional and thought out answers, good information provided, good job answering both questions, networking important to her, wonderful well thought out answers, grammar and sentence structure, much thought and effort spent-very nice!, pretty good defined goals, more on short term goals, exactly what I want to see for a clerk!, great answers

Gretchen Sagen (R )



Robin Schaefer (R )

Elaborate on long and short term goals, more specific things you hope to learn, good answers, more specific goals, more detailed response to #1, answered the questions and made her goals clear, good bones to the answer, understands the importance of networking, paying forward two different answers, good goals, could elaborated a bit more, focused exactly on what was asked-thoughtful and well structured sentences, this is the type of application that these scholarships were created for-love the enthusiasm!, good job tying professional development, growth and goals, more goals not centered on taking classes, long term goals doesn't mention MMC, great responses, good grammar and punctuation



**Susan**

**Duncan**



WMCA 2014 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Susan Duncan
EMPLOYER: City of Ferndale POPULATION: 12,000
MAILING ADDRESS: P.O. Box 936
CITY: Ferndale STATE WA ZIP 98248
PHONE: 360-685-2354 FAX: 360-384-1163
E-MAIL ADDRESS: susanduncan@cityofferndale.org
CURRENT POSITION/TITLE: Deputy City Clerk
DATE CURRENT POSITION ASSUMED: 04/16/2013

How long have you been a member of WMCA? 2 months
How long have you been in the Clerk Profession? 7 months (years/months)
Applicant is pursuing Certified Municipal Clerk (CMC) Designation? [X] YES [ ] NO

Please list all involvement on a WMCA Committee(s):
Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? [ ] YES [ ] NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference? [ ] YES [X] NO
If no, do you need and are you applying for the lodging stipend? [X] YES [ ] NO

Have you previously been awarded a scholarship from WMCA? [ ] YES [X] NO
If yes, how many scholarships have you been awarded?

**On a separate sheet of paper please answer the following questions.** Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee’s that you might consider volunteering on:
  - Audit
  - Awards
  - Education
  - Bylaws
  - Historical
  - Legislative
  - Membership
  - Scholarship
  - Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included?  YES  NO

Applications must be received no later than December 6, 2013. **Incomplete or late applications will not be considered.** Submit application to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

- 7
1. What does being a professional Municipal Clerk mean to you?

Being a professional Municipal Clerk means being the heart of municipal government. An image that comes to my mind is that of a bicycle tire, with the clerk being the center and the spokes extending from the center are the many different areas the clerk serves.

The center supports and anchors the "spokes" by providing service to many entities, one of which is the public. Responding to records requests, providing public notices, verbal and written communication with citizens are just a few of the services of which this "spoke" is comprised.

There are many other components of municipal government for which the clerk is the keystone, such as the Mayor, the City Council, and the City Administrator.

Management of all official documents, records, and history of the City is another crucial element of being a professional Municipal Clerk.

The diverse and challenging roles of the Municipal Clerk are essential to ensure an effective municipal organization.

- 8
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

In terms of distinguishing between short-term and long term goals, I consider short-term goals as being those that I plan to achieve in less than three years.

My first short-term educational goal is to earn my CMC designation. To that end, I have already taken several FEMA courses to earn some of the required education points, and I am also currently enrolled in a grant-writing class.

Attendance at the WMCA Annual Conference will not only help me achieve my short-term goal by awarding experience points, but meeting clerks from other jurisdictions and developing relationships with them will also be a valuable experience. I intend to use the time at the Annual Conference to learn more about serving on committees, to compare

methods and strategies used in different jurisdictions, and return to the city with new knowledge and information that will bring my job performance to a higher level.

My second short-term educational goal involves records management. I have attended two Records Management workshops presented by Washington State Archivists to learn more about records management in general, and specifically about electronic records management. In 2014 the City of Ferndale will be purchasing new electronic records management software, and my goal is to have the skills and knowledge to implement this new software to convert our current records management system to an all-digital system.

A long-term educational goal is, in short, to be a lifelong learner in the field of municipal government. Technology and job requirements are constantly changing, and current expertise in one's field is essential to ensure quality work performance.

Professionally, my short-term goal is to network with my peers through the WMCA Annual Conference. I am also taking advantage of the International Institute of Municipal Clerks' mentoring program. I look forward to gaining insight from more seasoned professionals and learning from their experience.

My long-term professional goal is to utilize my skills, education and collaborative experience with other municipal professionals to advance to the position of City Clerk.

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee.....

I would be more than happy to serve on the Fundraising Committee. Other committees that interest me are Education, Historical, and Newsletter.



City Of Ferndale  
2095 Main St.  
P.O. Box 936  
(360) 384-4302

November 19, 2013

To Whom it May Concern:

This letter is intended to provide support for City of Ferndale Deputy City Clerk Susan Duncan's scholarship application for the 2014 WMCA Annual Conference.

Susan has now started down the path of obtaining her designation as a Certified Municipal Clerk and I'm so proud of her commitment to that process and what it means for the City Clerk's Office here in Ferndale.

Unfortunately Ferndale is still struggling after the Great Recession. Our 2014 budget is going to be balanced with just \$1,000 in the black, something that is stressful to staff. Without support from WMCA, we cannot fully fund the cost of her attendance at the conference and she would not be able to attend.

I am fully committed to providing Susan with the necessary time off to attend this conference. Personally, I also received a scholarship to attendance my first conference and it was crucial to helping me forge important, lasting relationships with my fellow clerks and got me involved in the profession in so many ways. I say it all the time to my City Administrator: The WMCA Annual Conference is the best conference I've ever been to and it consistently has amazing educational programming that we can immediately put to use at work every single day.

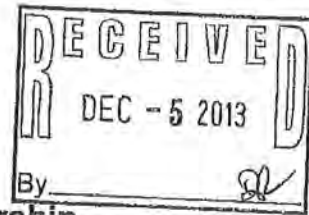
I want Susan so very badly to have this same experience and I thank you for helping support her opportunity to do that.

Sincerely,

Sam Taylor, CMC  
City Clerk & Community Information Officer  
City of Ferndale

**Cindy**

**Hicks**



WMCA 2014 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Cindy L. Hicks
EMPLOYER: Town of Winthrop POPULATION: 405
MAILING ADDRESS: PO Box 459
CITY: Winthrop STATE WA ZIP 98862
PHONE: 509-996-2320 FAX: 509-996-9221
E-MAIL ADDRESS: deputyclerk@townofwinthrop.com
CURRENT POSITION/TITLE: Deputy Clerk
DATE CURRENT POSITION ASSUMED: 04-01-2011

How long have you been a member of WMCA? 2+ (years/months)
How long have you been in the Clerk Profession? 2+ (years/months)
Applicant is pursuing Certified Municipal Clerk (CMC) Designation? [ ] YES [X] NO

Please list all involvement on a WMCA Committee(s):
Committee Name and year served:
Describe the work you performed on behalf of this Committee:
Committee Name and year served:
Describe the work you performed on behalf of this Committee:
Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? [ ] YES [X] NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:
Have you previously attended a WMCA Annual Conference? [X] YES [ ] NO
If no, do you need and are you applying for the lodging stipend? [ ] YES [ ] NO
Have you previously been awarded a scholarship from WMCA? [ ] YES [X] NO
If yes, how many scholarships have you been awarded?
WMCA Annual Conference

Last Updated 09/12/2013



**On a separate sheet of paper please answer the following questions.** Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
  - Audit
  - Awards
  - Education
  - Bylaws
  - Historical
  - Legislative
  - Membership
  - Scholarship
  - Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included?  YES  NO

Applications must be received no later than December 6, 2013. **Incomplete or late applications will not be considered.** Submit application to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

**1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?**

Being a professional Municipal Clerk means being an informed, educated and responsible part of the Municipality I'm working for. As in any small town with tourism, we wear many hats and have to be able to give the community the best possible service. I learn a great deal from our Clerk, but the interaction with clerks from other towns and cities only broadens the pool of information one can use in our own working careers.

**2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.**

Budgeting plays a big part in any of my professional development goals, short-term or long-term. I intend to apply for scholarships, in the future, for the Professional Development courses that are held. We are very small so unless the clerk retires or moves on, I intend on being in my current position for a long time. This of course does not mean that I can't further my education as a Municipal Clerk, it just has to be done mostly by scholarships at this time.

Thank you for your consideration.

Cindy Hicks  
Deputy Clerk  
Town of Winthrop



Post Office Box 459  
Winthrop, WA 98862

## TOWN OF WINTHROP

Phone (509) 996-2320  
Fax (509) 996-9221

December 5, 2013

WMCA Scholarship Committee  
c/o Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586

RE: Scholarship Request for Cindy Hicks

Dear Scholarship Committee:

I wholeheartedly support Cindy Hicks' scholarship request to attend the 2014 WMCA Annual Conference in Pasco March 19 - 21, 2014.

The 2014 training budget for Town employees is very tight. The Town of Winthrop cannot fully fund the cost to send Cindy to the 2014 Conference.

If approved for the scholarship, Cindy will receive the necessary time off from her regular duties to attend the training.

Thank you for your consideration.

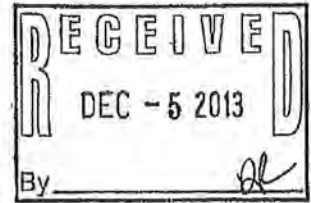
Sincerely,

*Michelle Gaines*

Michelle Gaines, MMC  
Clerk/Treasurer

**Deniece**

**Miller**



WMCA 2014 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Deniece Miller
EMPLOYER: City of Tonasket POPULATION: 1,025
MAILING ADDRESS: PO Box 487
CITY: Tonasket STATE WA ZIP 98855
PHONE: (509) 486-2132 FAX: (509) 486-1831
E-MAIL ADDRESS: Deniece.tonasket@nvinet.com
CURRENT POSITION/TITLE: Deputy Clerk/Treasurer
DATE CURRENT POSITION ASSUMED: 2010

How long have you been a member of WMCA? 4(years/months)

How long have you been in the Clerk Profession? 8 (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? X YES NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Scholarship Committee 2011-2012
Describe the work you performed on behalf of this Committee: Reviewed scholarship applications

Committee Name and year served: Scholarship Committee 2011-2012
Describe the work you performed on behalf of this Committee: Reviewed scholarship applications

Committee Name and year served: Fundraising Committee 2013
Describe the work you performed on behalf of this Committee: Raise money to fund scholarships for Conferences and PD classes

Have you chaired a WMCA Committee? YES NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference? YES NO
If no, do you need and are you applying for the lodging stipend? YES NO

Have you previously been awarded a scholarship from WMCA? YES NO

WMCA Annual Conference

Last Updated 09/12/2013

If yes, how many scholarships have you been awarded? 3

**On a separate sheet of paper please answer the following questions.** Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
  - Audit
  - Awards
  - Education
  - Bylaws
  - Historical
  - Legislative
  - Membership
  - Scholarship
  - Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included?  YES  NO

Applications must be received no later than December 6, 2013. **Incomplete or late applications will not be considered.** Submit application to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)



## City of Tonasket

P.O. Box 487 ♦ Tonasket, WA 98855

509 / 486-2132 ♦ Fax 486-1831  
E-Mail: tonasket@nvinet.com

December 5, 2013

Dee Roberts  
City Clerk  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586

Dear Dee:

I am in full support of my Deputy Clerk-Treasurer, Deniece Miller, attending the WMCA Annual Conference to be held in Pasco, WA in 2014.

It would be most beneficial financially for Deniece to receive a scholarship for registration for the conference. Our funding, like most cities, is currently very slim and any assistance we can get to stretch our training budget is appreciated.

Deniece has my support to take the time from work to attend the conference. I believe training is of the utmost importance in being a competent City Clerk.

Thank you for considering Deniece Miller's application for a conference scholarship.

Sincerely,

Alice J. Attwood, CMC  
City Clerk-Treasurer

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?

Being a professional municipal clerk to me is multi-faceted. As Deputy Clerk/Treasurer, I take pride in doing my job to the best of my ability and representing my city honorably and effectively. We have to be able to interact with the citizens, council, mayor and the rest of our staff with patience, understanding and knowledge. Everyday is a new discovery in learning what it takes to operate a small city and learning the laws and regulations.

When I first started this job I was so overwhelmed with the responsibility and wondered if I would ever get better at it. My Clerk/Treasurer has taught me to take on each project with confidence and not be afraid of stepping out of my box. I have such a variety of different jobs that my job is never boring and I am no longer afraid of doing it wrong. I think we all have to be wise enough to know when to ask for help, when to take a leap of faith, and when to be proud of a job well done.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

My short-term goal is to attend the WMCA Conference and take advantage of the classes that are offered. I have always come away from conference with a wealth of knowledge and it is always enjoyable to be able to catch up with fellow clerks.

My long-term goal is to hopefully obtain my CMC this summer. And of course to continue attending as many conferences and classes as possible. The learning is never over and I always look forward to furthering my education.

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:

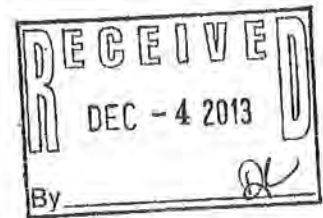
- Audit
- Awards
- Education
- Bylaws
- Historical (second choice)
- Legislative
- Membership
- Scholarship
- Newsletter

I have been on 3 committees so far and I think I would like to join the conference committee this next year. If not that committee, either the fundraising or the historical.



**Lisa**

**Neissl**



WMCA 2014 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Lisa Neissl
EMPLOYER: City of College Place POPULATION: 8780
MAILING ADDRESS: 625 S College Ave
CITY: College Place STATE WA ZIP 99324
PHONE: 509-529-1200 FAX: 509-525-5352
E-MAIL ADDRESS: lneissl@ci.college-place.wa.us
CURRENT POSITION/TITLE: Accounting Clerk III
DATE CURRENT POSITION ASSUMED: November 2003

How long have you been a member of WMCA? 7yrs 6mo (since May 2006)
How long have you been in the Clerk Profession? 10yrs 8mo in Clerk / Finance Department
Applicant is pursuing Certified Municipal Clerk (CMC) Designation? X YES [ ] NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Membership Committee - 1yr - served March 2010-2011
Describe the work you performed on behalf of this Committee:
I assisted with the new clerk's breakfast at conference as well as coordinating with Kammy to get some materials to conference as she was unable to attend that year.

Committee Name and year served: Conference Planning Committee - 4yrs - March 2010 - Present
Describe the work you performed on behalf of this Committee:
Over the past four years serving on this committee I have been involved with a large variety of tasks. During the week of conference I worked several shifts each year on the registration desk and meal ticket collecting as it is the expectation that each member of this committee assist with those duties at a minimum. In addition to those basic required duties, prior to conference each year I attend a planning meeting (except this year as it fell on a day that we were short staffed in the office). However; I was still able to touch base by phone to discuss a special project. I also attend a work day each year in which we do as much of the preparation "crafting" of the decorations, prizes, goodies, etc. as possible. We also print and mount the signs and pretty much do anything that can be taken care of ahead of time. For two years I assisted in the creation of the session and directional signage for the conference, and for the

past three years I have created special "Reserved" table tents for the VIP banquet tables. This year I will also be working on a special project in my spare time prior to conference. In addition to the pre-conference work, each year I have assisted with room preparation for various evening events throughout the week.

As I am sure is the case with most of you, my regular job duties completely fill my regular work day, so these tasks are typically done on my own personal time. I volunteer for these special pre-conference projects for a couple of reasons. I truly enjoy the connections that I have made with other members of this committee and like to take every opportunity to interact with them as possible. Also, I need to be sure to honor the commitment that I made when I signed up for the committee. Being from a small city with a very tight budget, I am never sure that I will be able to actually attend the conference. By taking my own time to work on these projects I know that I am contributing to the duties of the group even if I am unfortunate and cannot attend the conference.

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee?  YES  NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference?  YES  NO

If no, do you need and are you applying for the lodging stipend?  YES  NO

Have you previously been awarded a scholarship from WMCA?  YES  NO

If yes, how many scholarships have you been awarded?

**On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
  - Audit
  - Awards
  - Education
  - Bylaws
  - Historical
  - Legislative
  - Membership

- Scholarship
- Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included?  YES  NO

Applications must be received no later than December 6, 2013. **Incomplete or late applications will not be considered.** Submit application to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

## WMCA Scholarship Application Questions – Lisa Neissl, City of College Place

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?

Working in the City Clerk's Office may not be the most glamorous job in the world, but it fits very well with my personality and comfort zone. I enjoy working with the details of things while not being forced to stand in the spotlight. As with many small Municipalities, our Clerks and Finance Offices are one and the same. Our City Clerk, Ms. Scott, is more in the newsworthy public eye, while the rest of us are the people who work in the background, who deal with the day to day customers. We are the people that the "Average Joe" will potentially base their whole opinion of City Hall on. We are quite frequently the only point of contact that our citizens have with their government. Every time a citizen walks in that door, we have an opportunity to influence the way they feel about our City. Be it actual reality or not, a person's perceptions are *their* reality. We have an opportunity to make that a good perception or a bad perception every time they walk through that door or call on the phone.

As far as internal customer service, we are the people who review everything and pay attention to those tiny details. Everything from large project contracts, ordinances, resolutions, and the dreaded public records request, to something as small as a residential utility bill filters through our office. We work with each department in the City to make sure that each of these items are accurate and complete before becoming official. It is the responsibility of the Clerk to communicate with the Executive and Legislative personnel to be sure all legal requirements with regards to our public meetings are upheld.

To me, working in the Clerk's Office means it is our job to handle all those details throughout all parts of the City business to make sure nothing is overlooked and all runs smoothly. We are the "behind the scenes" part of the machine that, when we do our job well, make our City shine and prosper.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

My short and long term goals have one major component in common; continued personal growth. I absolutely love the Walla Walla Valley and I very much enjoy working in a small rural community such as College Place. However; it does make attendance at professional development opportunities difficult. When most training opportunities are not close in proximity, travel expenses become as much an issue as the cost of class registrations. Having the WMCA Conference as close as Pasco this year is a rare and appreciated opportunity.

Our City has big plans for 2014 that includes a major road reconstruction and infrastructure replacement project. This project will squeeze every department budget very tight, and every penny spent will have to be a necessity rather than a desire in the mind of our City Administrator.

With all this in mind, my short term goals are to continue to seek opportunities with WMCA, WFOA, and the State Auditor's Office to learn, and to connect with others. I want to continue to develop networking relationships with other City Clerk and Finance Officers around the state and maintain and grow the relationships that I have developed through my connections with WMCA. I want to show both my City Administrator and Mayor that there is true value to our City and other staff members through the knowledge I can gain from both the education and networking opportunities I attend. Every chance I

have to use information gathered from the conference classes and experiences of other Clerks to help in my own office, when unusual or difficult situations arise, moves me closer to this goal. I would like them to see that there is a benefit to the City, from me having the letters CMC appear after my name and being actively involved in WMCA. In the short term, conference attendance and training related travel will only be possible with scholarship dollars and/or free, nearby training opportunities.

Change is the only constant. That is something that has become very apparent over the past couple of years in College Place. We have had multiple staff members retire or leave for various reasons without being replaced. This provides more funds for the other areas of the budget, yet at the same time it places a high priority on the ability of the remaining staff to streamline and "do more with less". Our City Clerk / Finance Director of many years retired in 2012 and his replacement has spent a busy year learning about the role of the City Clerk, as well as the differences between private sector accounting and Washington State governmental accounting. As for my own personal and professional long term goals, I want to be able to continue to adapt to the ever changing environment in which I work. My City is looking at even more structural changes in the coming year as we strive to provide our citizens with the best possible service at the least possible expense. It is my long term goal to make sure that I am a valued, contributing member of our city staff in whatever capacity I am working in. I intend to find ways to improve myself and push myself to step occasionally out of my comfort zone. I have learned at least one important thing with all the changes that we have had; that even though the unknown can be scary and intimidating, in the end, it can also be a good thing. Continual growth and continual learning regardless of circumstance would be the best way to sum up my long term goals. In making myself a better more adaptable person, I make myself a better employee and better servant to my community.

Being involved with WMCA and attending conference and academy sessions has provided me with many tools to accomplish this. Whenever I begin to feel discouraged, I know all I need to do is to reference a past academy class, conference session, or conversation with another Clerk to feel inspired. Many sessions I've attended in recent years dealt with adapting to change and becoming more self aware of our expectations and assumptions. I refer back to these sessions frequently. No one except other City Clerks and Finance Officers really understand what we each do and deal with on a daily basis. Each time I attend a WMCA event I come away feeling refreshed and renewed. The encouragement that members provide to each other has been unmatched in any other aspect of my professional life.

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment.

If I am awarded a scholarship I would most definitely be willing to be an active member of the Fundraising Committee. I have sold raffle tickets in the past and definitely spent my share at the store during conference. It is my hope that they would choose to use my strengths rather than my weakness in whatever tasks I am assigned. I am very uncomfortable at directly asking people for money. However; I am glad to bring items for the auction and work shifts in the store during Conference. My cash handling and balancing experience is what I would consider my strength in this area.

# City of College Place

625 S. College Avenue  
College Place, Washington 99324  
(509) 529-1200  
FAX: (509) 525-5352

December 4, 2013

WMCA Scholarship Committee  
Attn: Dee Roberts  
City of South Bend  
PO Box 9  
South Bend, WA 98586

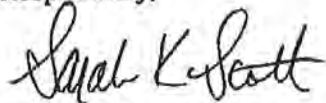
Dear Committee Members:

This letter is written in appreciation of your scholarship program and the opportunities it presents for members to attend professional development classes. These classes not only educate the attendees on specific professional topics, but instill confidence and build lasting professional relationships that continue throughout ones career.

The City of College Place has an extraordinary need for assistance in order to obtain this training for Ms. Neissl in 2014. We have a major arterial road reconstruction project that is going to utilize every available dollar to complete. This project will reconstruct the entire length of two of our major arterial roads, replace aging water, sewer and storm utilities, and provide pedestrian and bicycle enhancements. This obligates and restricts the city's budget and training and travel budgets have been slashed. Without scholarship funding it is unlikely that Ms. Neissl will be able to attend any training in the near future.

I support her application for a scholarship from WMCA and will allow her the time to attend the conference should she be awarded with the funding. Thank you for your consideration in this matter. Ms. Neissl and I look forward to hearing from you regarding this scholarship.

Respectfully,

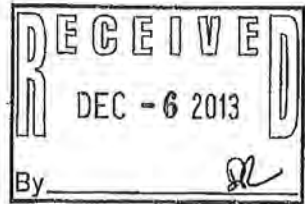


Sarah K. Scott, CPA  
Finance Director / City Clerk

**Gwen**

**Robson**





**WMCA 2014 Annual Conference Scholarship Application**

(Please print or fill in form fields)

NAME: Gwen Robson

EMPLOYER: City of Orting POPULATION: 6973

MAILING ADDRESS: PO Box 489

CITY: Orting STATE WA ZIP 98360

PHONE: 360.893.2219 FAX: 360.893.6809

E-MAIL ADDRESS: grobson@CityofOrting.org

CURRENT POSITION/TITLE: Executive Assistant

DATE CURRENT POSITION ASSUMED: 10/3/11

How long have you been a member of WMCA? 2 years (years/months)

How long have you been in the Clerk Profession? 2 years (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation?  YES  NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Conference Planning, 2012-2013, 2013-2014  
 Describe the work you performed on behalf of this Committee: Participated in meetings to discuss ideas for upcoming conferences and arrived early at last conference to assist with setup. I have volunteered to make a quilt in honor of Dema Harris' upcoming retirement, to be presented to her at the 2014 conference. I also served the committee by covering the registration desk and collecting meal tickets.

Committee Name and year served: Awards Committee, 2012-2013, 2013-2014  
 Describe the work you performed on behalf of this Committee: Assisted with mailings to members soliciting nominations for the Clerk of the Year award. Reviewed and rated nominees and provided input for the selection process.

Committee Name and year served: Audit, 2013  
 Describe the work you performed on behalf of this Committee: Unfortunately I was unable to attend the first meeting, but I am able and willing to serve when this committee meets in January 2014.

Committee Name and year served: Membership, 2012-2013

Describe the work you performed on behalf of this Committee: Served the Handbook Committee by proofreading the revised handbook. I also assisted with the First Attendees Breakfast Committee. It's very rewarding to have been a member of WMCA for only a short time, but be able to help newcomers feel at home. I remember my first conference so well, and I remember having a friendly face (Erin Larsen) to look for in the crowd. It made my experience so much more enjoyable.

Have you chaired a WMCA Committee?  YES  NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference?  YES  NO

If no, do you need and are you applying for the lodging stipend?  YES  NO

Have you previously been awarded a scholarship from WMCA?  YES  NO

If yes, how many scholarships have you been awarded? Two

**On a separate sheet of paper please answer the following questions.** Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. **Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.**

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
  - Audit
  - Awards
  - Conference Planning
  - Education
  - Bylaws
  - Historical
  - Legislative
  - Membership
  - Scholarship
  - Newsletter



CITY OF ORTING

110 TRAIN ST SE, PO BOX 489, ORTING WA 98360  
Phone: (360) 893-5200 • FAX: (360) 893-6809  
[www.cityoforting.org](http://www.cityoforting.org)

December 6, 2013

Dee Roberts  
City of South Bend  
PO Box 9  
South Bend, WA 98586

Dear Ms. Roberts:

Our Executive Assistant, Gwen Robson is very excited about the opportunity to attend the WMCA Annual Conference in 2014. Unfortunately, due to budget constraints we are unable to fund any training at this time. A scholarship would enable Ms. Robson to attend the conference. She feels that attendance at the conference is so important to her professional growth, that she is willing to personally cover any additional costs.

Ms. Robson has expressed a desire to become a Certified Municipal Clerk, and this training would further her progression toward that goal. She is aggressively pursuing education to improve her knowledge of the functions of the City Clerk. This training would be extremely beneficial to her in her current capacity, as well as looking forward. She has been with the City for two years and there are few training opportunities. This would be a perfect opportunity for her to further her education, enabling her efforts toward the goal of becoming City Clerk of Orting.

The City of Orting is short staffed, as are most cities at this time, and staff members each wear many hats. With appropriate training, Ms. Robson will be able to take on many duties, enabling us to provide the best service possible to the public.

We are committed to supporting Ms. Robson by granting time to attend the conference in its entirety and appreciate your consideration.

Sincerely,

Mark Bethune  
City Administrator

Gwen Robson

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?

Although my title is Executive Assistant, I was hired with the understanding that I would work toward being the City Clerk. Many of my duties are "clerk" duties. I had no experience with a municipality, and there is so much to learn and so much to do. I am enjoying the discovery process, while placing a priority on learning the procedures and laws set forth for each issue. A Municipal Clerk is expected to be knowledgeable in many areas, and to have the resources to address issues they are not familiar with. I hope to absorb as much knowledge as possible so I can provide the most informed assistance and best possible service to the citizens of Orting. Conferences and training provide that knowledge, as well as the ability to form relationships for those times when you need a little help.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

It is my intent to assume the duties of City Clerk. While my varied background experience helps in many ways, this is a new field for me, and I'm learning how important the position is. My goals are to familiarize myself with the workings of a City, how and why things are done, and learn how to insure that rules and regulations are followed. I have already begun to see areas where we can use improvement and as I see issues, I try to determine who might best help me obtain the information needed to meet my goals. There are many intricate details to each issue, and I would like to broaden my knowledge in all areas. The relationships built at conference enable me to gain as much knowledge from my peers as possible, as well as helping me build self-confidence. Knowing that I have the information needed to make well informed decisions is invaluable. If I don't know the answer, there are many clerks who do!

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:

- Audit
- Awards
- Conference Planning
- Education
- Bylaws
- Historical
- Legislative
- Membership
- Scholarship
- Newsletter

**Sherrie**

**Rodriguez**



### WMCA 2014 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Sherrie Rodriguez

EMPLOYER: City of Royal City POPULATION: 2140

MAILING ADDRESS: PO Box 1239

CITY: Royal City STATE WA ZIP 99357

PHONE: 509-346-2263 FAX: 509-346-2040

E-MAIL ADDRESS: sherrie@royalcitywa.org

CURRENT POSITION/TITLE: Deputy Clerk

DATE CURRENT POSITION ASSUMED: 04/08

How long have you been a member of WMCA? 5 yrs (years/months)

How long have you been in the Clerk Profession? 5 1/2 yrs (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation?  YES  NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:  
Describe the work you performed on behalf of this Committee:

Committee Name and year served:  
Describe the work you performed on behalf of this Committee:

Committee Name and year served:  
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee?  YES  NO  
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference?  YES  NO  
If no, do you need and are you applying for the lodging stipend?  YES  NO

Have you previously been awarded a scholarship from WMCA?  YES  NO  
If yes, how many scholarships have you been awarded? 2  
WMCA Annual Conference

Last Updated 09/12/2013

**1. What does being a professional Municipal Clerk mean to you?**

Extra education. Once I'm a certified Municipal Clerk I will know I've put in all of my earned time, education and dedication.

**2. Describe in detail your short-term and long term professional development/education goal and how the scholarship may help you to attain these goals.**

Short term goal is to get my CMC. I have been to PDI, PDII and will be attending PD III in June of 2014. With the help of extra education this short term goal should happen within the next 2-3 years.

Long term goal. Change my job title name, have more responsibilities as a CMC. And more education.

***On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.***

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
  - Audit
  - Awards
  - Education
  - Bylaws
  - Historical
  - Legislative
  - Membership
  - Scholarship
  - Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included?  YES  NO

Applications must be received no later than December 6, 2013. **Incomplete or late applications will not be considered.** Submit application to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)





# ROYAL CITY

445 Camelia St. NE/PO Box 1239  
Royal City, WA 99357-1239

Phone: 509-346-2263 Fax 509-346-2040

December 6, 2013

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586

Dear Ms. Roberts:

This letter is to request scholarship assistance for Deputy Clerk, Sherrie Rodriguez, to attend the 2014 WMCA Conference in Pasco on March 18-21. I fully support Sherrie in attending this conference and she will be granted the time off to attend. Sherrie is working towards her CMC and has not yet attended a WMCA Conference.

The City of Royal City has a very tight budget and a low tax base and any scholarship funds would be a great help in furthering the education of the city's deputy clerk. This position is vitally important and training and networking is crucial to ensure Sherrie is able to keep up with changes in procedures and regulations.

Thank you for your consideration.

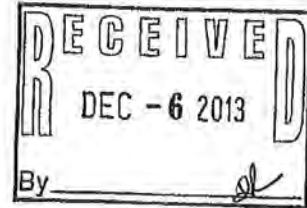
Sincerely,

A handwritten signature in cursive script that reads "Kelly Collins".

Kelly Collins  
Finance Director

# Gretchen

# Sagen



WMCA 2014 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Gretchen Sagen
EMPLOYER: City of Raymond POPULATION: 3,000
MAILING ADDRESS: 230-2nd Street
CITY: Raymond STATE WA ZIP 98577
PHONE: (360) 942-4105 FAX: (360) 942-4137
E-MAIL ADDRESS: g\_sagen.raymond@willapabay.org
CURRENT POSITION/TITLE: Deputy Clerk
DATE CURRENT POSITION ASSUMED: June 2009

How long have you been a member of WMCA? 2 years

How long have you been in the Clerk Profession? Deputy Clerk for 4 years

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? X YES [ ] NO

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Scholarship Committee - 2013
Describe the work you performed on behalf of this Committee: Review of scholarships and rating their applications on a scale.

Committee Name and year served: Education Committee - 2013
Describe the work you performed on behalf of this Committee: Communication with Chair of Committee via e-mail. Recently I have been assigned to help organize and coordinate with one of the speakers for the 2014 Conference in Pasco. Helping the facilitator with their needs etc.

Committee Name and year served: N/A
Describe the work you performed on behalf of this Committee: N/A

Have you chaired a WMCA Committee? [ ] YES X [ ] NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference? X [ ] YES [ ] NO
If no, do you need and are you applying for the lodging stipend? [ ] YES [ ] NO

WMCA Annual Conference

Last Updated 09/12/2013

Have you previously been awarded a scholarship from WMCA? X  YES  NO  
If yes, how many scholarships have you been awarded? 2

***On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.***

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:
  - Audit
  - Awards
  - X  Education
  - Bylaws
  - Historical
  - Legislative
  - Membership
  - X  Scholarship
  - Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included? X  YES  NO

Applications must be received no later than December 6, 2013. **Incomplete or late applications will not be considered.** Submit application to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

WMCA Annual Conference

Last Updated 09/12/2013

- Total points possible = 14-18

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.

Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. **Incomplete applications and applications received after the deadline will not be considered.**

**Deadline for applications is December 6, 2013.**

Submit applications to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

**1) What does being a professional Municipal Clerk mean to you? In my case, What does working within a municipality mean to you?**

I started work for the City of Raymond in August of 1998, as an Administrative Assistant. I have worked for over 15 years and have learned a great deal working for the City of Raymond. Because we are a small City, one has to wear many different hats and be eager to learn knowledge of building permits, planning, water/sewer billing, court information, payroll, budget, Public Disclosure Laws and business licensing. Basically a Municipal Clerk and he/she staff are the "Historians" of the City. Currently, my position is Deputy Clerk/Treasurer, in which I was promoted to four and a half years ago.

When people hear the word community or municipality, they may think neighborhood, city or town. A municipality provides services to residents and people, who live in the community, encourage them to make local decisions together, build positive relationships and learn from each other.

Working for a municipality one must have great communication skills to listen, speak, and serve the citizens and elected officials promptly. One has to be an active listener and stay neutral when working with Council, city staff and customers. Being able to solve problems using different strategies on conflict management is very important both in written and oral expression. Being honest, reliable, trustworthy and dependable is very important and it also requires being pleasant and displaying a good-natured attitude. If you have a positive attitude it makes for a better work environment, both for the co-workers/employees and customers.

Working for a municipality, an employee must be a team player and do whatever it takes to get the job done. A municipality's primary revenue comes from income tax, local tax and real property tax. We work for the people of our city and is seen in the community as a distinguished employee who strives to meet the customer's every need.

Most of the day an employee activities can vary anywhere from working directly with the public, documenting/recording information, processing and interacting with computers, observing and receiving information and evaluating the information to determine whether is complies with laws, regulations or standards.

To me, networking with other clerks and building new found relationships is very important as a role of an employee of a municipality. I have worked under two Municipal Clerk's and have learned a great deal from each one of them. I am very happy to continue my training and education so that I can be a Municipal Clerk one day. I am attending the Northwest Clerks Institute Professional Development II class in June and will continue working towards my CMC.

# City of Raymond

230 2nd Street  
Raymond, Washington 98577  
December 5, 2013

Incorporated 1907

FAX (360) 942-4137  
Telephone (360) 942-4100

Washington Municipal Clerks Association  
Scholarship Committee

Dear Mrs. Roberts and Committee Members:

I would like to recommend my Deputy City Clerk, Gretchen Sagen, for a scholarship to attend the 2014 WMCA Annual Conference in March. Having been a City Clerk Treasurer and a member of WMCA for many years, I appreciate the educational programs provided by the organization. This is particularly true of the Annual Conferences and the Professional Development Courses. Not only do the conferences and the courses provide necessary on-going education, teambuilding and training, they also provide an excellent opportunity to network with others in the Clerk profession.

Although my Mayor and I encourage my staff to participate in seminars and conferences as they become available, the City can't always provide the funds necessary to pay all of the expenses involved. This is especially true for 2014. Due to current budget constraints and the unknown status of the economy in our area, we have a truly "bare-bones" budget this coming year. The City has provided Gretchen with necessary time to contribute to the Education and Scholarship Committee's she has participated in.

In closing, as my retirement looms closer and closer, I have been training Gretchen in many of the duties associated with the Clerk-Treasurer's profession. This WMCA Conference will provide an excellent opportunity for more exposure to areas and issues that many Clerks face on a regular basis that I have not yet had time to discuss with her. She will also attend The Northwest Clerks Institute Professional Development II class in June of 2014. This will help her continue to learn the legal issues, parliamentary procedures, ethics and help her with writing minutes and understanding roles of a Clerk/Treasurer to become a CMC.

Thank you for your consideration.

Sincerely,



Hester Gilleland, Clerk/Treasurer  
City of Raymond

**2) Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.**

My short-term goals include starting the on-going process for being certified as a CMC and PFO. I attended the 2013 WMCA Conference in March and loved meeting new Clerk's. I would like to continue my knowledge of being a Municipal Clerk so I can further my education. But, without this scholarship, I won't be able to attend because it is not budgeted in 2014 for 2 members to attend the conference from our City. However, the city is willing to pick up the cost difference that the scholarship will not pay for. I plan on also continuing my Professional Development II class in June 2014 so I can continue my journey in becoming a great Municipal Clerk.

My long-term goals include taking Professional Development II, III, and IV classes and becoming certified in the next 3 years. I would like to attend more conferences and training seminars every year. Education and hands on training is going to be a very big part of my journey and am looking forward to it immensely.

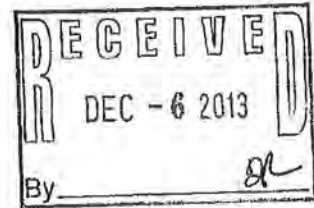
Another long-term goal is to get a records retention policy under control in the City of Raymond in the next 5 years. We are getting more and more public records request from citizens and we need to compile folders and files together from other departments within the city so we don't have duplications of paperwork.

My last long-term goal is to get more involved with WMCA. I have been a member for 2 years now and have seen what a great Association it is and the wonderful people who put their time and efforts in to make it so successful. Once I am a Clerk, I would like to be an active member on the Executive Committee.



**Robin**

**Schaefer**



WMCA 2014 Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: Robin B. Schaefer
EMPLOYER: City of Bothell POPULATION: 40 K as of 2/28/14
MAILING ADDRESS: 18305 101st Ave NE
CITY: Bothell STATE WA ZIP 98011
PHONE: 425-486-3256 FAX: 425-487-1204
E-MAIL ADDRESS: robin.schaefer@ci.bothell.wa.us
CURRENT POSITION/TITLE: Senior office Assistant
DATE CURRENT POSITION ASSUMED: 09/2012

How long have you been a member of WMCA? 6 mos. (years/months)

How long have you been in the Clerk Profession? 1 yr. (years/months)

Applicant is pursuing Certified Municipal Clerk (CMC) Designation? [X] YES [ ] NO

Please list all involvement on a WMCA Committee(s): NONE

Committee Name and year served: Describe the work you performed on behalf of this Committee:

Committee Name and year served: Describe the work you performed on behalf of this Committee:

Committee Name and year served: Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? [ ] YES [X] NO If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a WMCA Annual Conference? [ ] YES [X] NO If no, do you need and are you applying for the lodging stipend? [X] YES [ ] NO

Have you previously been awarded a scholarship from WMCA? [ ] YES [X] NO

If yes, how many scholarships have you been awarded? *NA*

***On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 4) will be assigned to each response. Your responses to these questions are heavily weighted in the evaluation process. The Committee highly recommends you place adequate importance on composing your responses for a successful application.***

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
3. If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee’s that you might consider volunteering on:
  - Audit
  - Awards
  - Education
  - Bylaws
  - Historical
  - Legislative
  - Membership
  - Scholarship
  - Newsletter

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the conference and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.

Letter from Supervisor demonstrating financial need included?  YES  NO

Applications must be received no later than December 6, 2013. **Incomplete or late applications will not be considered.** Submit application to:

Dee Roberts  
City of South Bend  
P.O. Box 9  
South Bend, WA 98586  
Phone (360) 875-5571  
Fax (360) 875-4009  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

December 6, 2013  
Robin Schaefer, City of Bothell

1. What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This **DOES NOT** mean your job description)?

**Although I am not currently a Municipal City Clerk, I was given the opportunity to perform many of the duties required of the position this past year. Not only have I gained a new knowledge base, but I have also gained an increased respect and admiration for the position that has sparked my desire to pursue it as a career path. Working within a Municipality means I have the opportunity to learn about areas of government that go beyond my previous 11 years at the county level, in areas such as the Public Records Act, Washington State RCW's, and Municipal code. It also means I work with an extraordinary group of people, who share a common interest in serving their community and staff. I've enjoyed every minute of my experience at Bothell and I am looking forward to learning about others' experiences at the conference.**

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

**My short-term goal is to continue my professional growth in the City Clerk's office at the City of Bothell, particularly in the area of public records and records management. I plan to attend as many trainings and conferences as I can to continue my knowledge base in these areas, as well as assist my City Clerk in developing new policies and procedures related to these topics.**

**My long-term professional development/education goal is to attend training and obtain Certified Municipal Clerk status in 2014, followed by obtaining a Deputy City Clerk or City Clerk position in the Puget Sound area. There is currently no training money budgeted in the City Clerk's office at the City of Bothell. Being able to attend this conference will not only increase my education, but it will also give me the opportunity to network with other Clerks and learn more about the position.**

3. If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering on the Fundraising Committee which directly impacts scholarship funding during the upcoming year. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you will be ineligible for a scholarship for 3 years following the end of your Committee assignment. The following are other committee's that you might consider volunteering on:

- Audit
- Awards
- Education
- Bylaws
- Historical
- Legislative
- Membership
- Scholarship
- Newsletter



City of Bothell™

December 6, 2013

Dee Roberts  
City of South Bend  
PO Box 9  
South Bend, WA 98586  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)

RE: WMCA 2014 Annual Conference Scholarship Application

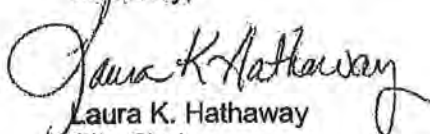
Dear Ms. Roberts & the WMCA Executive Committee,

My name is Laura Hathaway and I am the newly hired City Clerk for the City of Bothell. This letter is a request to consider Robin Schaefer as a recipient of the scholarship to attend the WMCA 2014 Annual Conference in Pasco, WA, on March 19-21, 2014.

Robin has been working for this office for the past three years. In 2 years' time she has progressed from reception desk Office Assistant to Senior Office Assistant, gaining responsibilities in areas such as public records requests, contracts and cemetery record management. In the past year, she has fulfilled many of the City Clerk's duties (during the previous City Clerk's extended absences) as an Administrative Assistant. This past year has shown a large amount of growth for Robin, and I strongly support her interest in pursuing the CMC status and career path.

Currently, the City Clerk's office has no training dollars for the biennial budget years 2013/14. Without a scholarship, Robin would not be able to attend. I feel strongly about the WMCA organization and the benefits it provides to its members. If Robin is selected for a scholarship, I will ensure that she is able fulfill her commitment and attend the conference.

Sincerely,

  
Laura K. Hathaway  
City Clerk

Enclosure  
Cc: Robin Schaefer

18305 101<sup>st</sup> Ave. NE  
Bothell, WA 98011  
425.486.3256  
[www.ci.bothell.wa.us](http://www.ci.bothell.wa.us)





- 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:** Bobbie Usselman

**COMMITTEE:** Webmaster

**DATE:** January 10, 2014

**SUMMARY OF ACTIVITIES:** There is nothing new to report at this time.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** None

**ALTERNATIVES:**

**FISCAL IMPACT:**

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