



EXECUTIVE COMMITTEE AGENDA

Friday, March 20, 2015
Vancouver Hilton, Vancouver
12:30 PM

- 1. Call to Order**
(Appoint Annual Parliamentarian)
- 2. Approval of Minutes** – Executive Committee Meeting Minutes of January 23, 2015.....2
- 3. Treasury Related Reports**
 - a. Request Credit Card for President-Elect Corin (Debbie B) none
 - b. Credit Card World Points (Gina/Debbie) 10
- 4. New Business**
 - a. IIMC Conference update (Debbie B)..... verbal
 - b. AWC Conference (Debbie B)..... 11
 - c. Ad Hoc Committee Certificates (Jill) verbal
- 5. Committee Business/Reports**
 - a. Audit (Diana) 15
 - b. Awards (Diana)..... 16
 - c. Budget (Shannon) none
 - d. Bylaws (Christy)..... 17
 - e. Conference Planning (Paula)..... verbal
 - f. Education (Shannon)..... 18
 - g. Education Coordinator (Debbie B)..... 20
 - h. Fundraising (Debbie J)..... 22
 - i. Historical (Jill)..... 24
 - j. Legislative (Christy)..... 25
 - k. Membership (Kay)..... 27
 - l. Newsletter (Virginia)..... 30
 - m. Scholarship (Dee) 31
 - n. Webmaster (Bobbie)..... 34
 - o. Archives Oversight (Jill) none
 - p. Handbook (Jill) none
- 6. Other Business**
 - a. Email Ratification (Debbie) 35
 - b. Job Descriptions (Shannon/Christy)..... none
- 7. Good of the Order**
- 8. Next Meeting** - Friday, June 12, 2015 - Normandy Park City Hall at 10:00 AM
- 9. Adjournment**

DRAFT



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING**

Friday, January 23, 2015, 10:00 a.m.
Algona City Hall, Algona, WA

CALL TO ORDER:

President Quinn called the meeting to order at 10:09 a.m.

ROLL CALL:

President Diana Quinn, President-Elect Debbie Burke, Vice President Shannon Corin, Secretary Virginia Olsen, Treasurer Gina Anderson, and Boardmembers Jill Boltz, Randy Hinchliffe, Christy O'Flaherty, Paula Swisher, and Bobbie Usselman

Boardmember Dee Roberts and Immediate Past President Scott Passey were absent.

APPROVAL OF MINUTES:

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to approve the Executive Committee meeting minutes for October 17, 2014. The motion **PASSED** 10/0.

TREASURER'S REPORT:

Treasurer Anderson reported that WMCA continues to have a healthy cash balance. She noted that membership dues is the largest revenue source through December 2014 and interest is the smallest. Treasurer Anderson added that the largest expenditure was scholarships for the Northwest Clerks Institute (NCI). She stated the year-end balance was over \$109,000. She said revenues and expenditures will kick in soon for conference.

NEW BUSINESS:

Bank of America Point System:

Boardmember Swisher stated that points are accumulated with credit cards and she uses those to purchase conference items. It was noted that Immediate Past President Scott Passey had several points accumulated that we will need to use before they expire. Boardmember Swisher stated you can log in and look at the options and if gift cards are purchased, it would extend the timeline.

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Boardmember Boltz suggested adding a policy for the cardholders so they are used appropriately. Treasurer Anderson stated that it could go with the credit card policy and it could be included in the audit.

President-Elect Burke stated she could make a form so there is documentation for the Audit Committee and the expenditures could be noted and reviewed at the quarterly board meeting. President-Elect Burke said she would add a cardholder policy to the financial policies and draft a form for future distribution.

Conference Venues:

Boardmember Swisher stated that the “Murano Clause” was added to the Vancouver Hilton contract so the hotel could not change our block of rooms without talking to the Conference Planning Committee Chair. Boardmember Swisher said the Hilton double booked the hotel the week we are there and they called to try and take rooms away, but this clause protected WMCA.

Boardmember Swisher said there were discussions about moving to the Heathman Hotel, but the Hilton did not want us to leave.

Boardmember Swisher stated that having our conference at a conference center is a problem because we are not a large enough group to get the service we need and desire. She stated we end up getting treated poorly when there are other groups staying there and she recommended choosing two eastside and two westside locations and alternating the conference between them.

Discussion ensued.

Boardmember Boltz **MOVED**, seconded by President-Elect Burke, for Boardmember Swisher to make a list of rotating hotels for consideration at a future meeting.

There was discussion about communicating the reasons to the membership, advantages of doing this, high cost of conference venues on the west side, hidden costs such as parking, coffee, insurance, and shuttle service to and from the closest airport.

The motion **PASSED** 10/0.

President-Elect Burke **MOVED**, seconded by Boardmember Swisher, to authorize a \$16 shuttle for each out of state guest to return to the airport on Friday, March 20.

It was clarified that the Executive Committee was in their quarterly board meeting and could not provide rides to the out of state dignitaries at that time.

The motion **PASSED** 10/0.

There was discussion about speaking to the Vancouver Red Lion for possible overflow since the rooms at the Hilton were nearly all booked.

Possible Sister City

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President Quinn stated she met Debora Sarson from England at an IIMC conference and they discussed having a sister association arrangement where WMCA would pay for airfare only. She ??? the Clerk of the Year and perhaps call it a “Clerk Education Exchange”.

Boardmember Boltz asked what the recipient would do in return for WMCA such as write a newsletter article or provide a report at conference. There was direction for President-Elect Burke to get more information for further discussion.

Job Descriptions

Vice President Corin reviewed the President’s job description and noted that B2 under immediate duties was duplicated in the President-Elect’s job description. It was decided to move it under D1 under “Responsibilities at Annual Conference” in the President-Elect’s job description.

Vice President Corin stated that attending the British Columbia conference was removed from section C3 and C11.

Vice President Corin referred to the President-Elect job description and noted that Idaho conference attendance was removed under item 6 and changed to any conference delegated by the President and item 15, serving as a member of NCI Committee was removed along with the associated items in the timeline.

Vice President Corin stated that #11 (prepare VIP invitation and itinerary for President’s signature) in the President’s job description should be moved to the President-Elect’s job description.

Boardmember O’Flaherty **MOVED**, seconded by Boardmember Usselman, to approve the President and President-Elect job descriptions. Vice President Corin stated she would make the updates and send them out to the Executive Committee.

COMMITTEE REPORTS:

Audit Committee

Boardmember O’Flaherty stated the Audit Committee would like Mapquest or something similar to be attached for mileage reimbursement instead of using an odometer reading. Treasurer Anderson said this practice is usually done for speakers and she always double checks anyway.

Boardmember O’Flaherty stated the Committee would also like a back up Treasurer and it was noted that Boardmember Hinchliffe was already the backup Treasurer but he would need to be replaced when his term expired. It was clarified that this job is in the Executive Committee job descriptions.

Vice President Corin suggested that the backup Treasurer should be the Audit Committee Liaison and there was consensus to do so.

President-Elect Burke **MOVED**, seconded by Boardmember Swisher, to name President Quinn as the next backup Treasurer for one year.

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Boardmember O'Flaherty noted that the Committee would put everything on a thumb drive to pass along to the next year's chair and committee.

President-Elect Burke said suggested adding another policy (3.5.4) under 3.5 "Speakers" of the Financial Policies to say "Mileage reimbursement must include mileage verification such as Mapquest."

Awards Committee

Immediate Past President Passey's written report noted that Clerk of the Year letters were mailed and seven nominations were received. President Quinn said the Awards committee graded the nominations and she had chosen the person and notified the Conference Planning Committee Chair and will notify Awards Committee Chair Passey when he returns from vacation.

Budget Committee

President-Elect Burke said she had five changes to the 2015-16 budget:

1. Add revenue of \$1,250 received from the other state organizations for the IIMC Conference President's Reception, in line item 57, in the 2014-15 budget. She stated there is already a \$1,000 expenditure there from WMCA's contribution.
2. The Vista Print postcard was a \$210 mailing including printing and postage in 2014 to advertise the conference. President-Elect Burke asked how much to budget for 2015-16 budget for postcard mailings (Clerk of the Year), fall academy and conference. There was consensus for \$750.
3. The Membership Committee borrows items such as mugs and tumblers from the Fundraising Committee for first-time attendee conference welcome bags, so money needed to be put into the budget. A \$500 line item was added to the expenditure side because there have been a large number of first-time attendees.
4. There was discussion about budget for a future Athenian Dialogue and how the expense depends on the cost of travel and accommodations for the facilitator. There was consensus to get an experienced Athenian for the first Athenian Dialogue hosted by WMCA to ensure it is well done, so \$3,000 was added to expenditures.

President Quinn recessed the meeting at 12:01 p.m. for a working lunch. The meeting reconvened at 12: 25 p.m.

5. In the Region IX agreement and in the Financial Policies, WMCA is responsible to pay for the Region IX Directors' hotel at our state conference but it was not in the budget. President-Elect Burke stated she added that line item under expenditures. Treasurer Anderson noted that it was already included in the whole conference master bill under hospitality expenses. President-Elect Burke said she would add a line item on page 7 of the budget in between registration and welcoming gift. She said the amount was to be determined after they look at the contract.

President Quinn stated that the budget would be approved at the Annual Business meeting in March.

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President-Elect Burke noted that two changes were needed to the financial policies, as noted above, as well as leaving in policy 3.2.2 for the Region IX Director's lodging (if they are the WMCA Region IX representative).

Treasurer Anderson **MOVED**, seconded by Boardmember O'Flaherty, to approve the amended financial policies. The motion **PASSED** 10/0.

Boardmember Boltz asked a question about Policy 2.1, WMCA representatives attending the IIMC conference, and the addition of the Education Coordinator position. President Quinn explained that we need representation at the Education Colloquium and the expenses for the President, President-Elect and Education Coordinator (or other designee) were included in the budget.

Boardmember Usselman noted that the word "coordinating" was misspelled in Policy 2.1.8.

Policy 3.4.3 was updated to eliminate corsages or boutonnieres for incoming Executive Committee members and out of state guests. It was noted that these were in appreciation for those who had served the previous year. The incoming members would get them the following year.

Treasurer Anderson **MOVED**, seconded by Boardmember O'Flaherty, to approve the Financial Policies with these two new amendments. The motion **PASSED** 10/0.

Bylaws Committee

There was no report.

Conference Planning Committee

Boardmember Swisher reported that everything was coming along now that she has worked out some contractual issues with the hotel. She asked members to encourage people to share rooms since they were limited due to the hotel booking another group.

Boardmember Swisher noted the expense of coffee for breaks so she said members would need to buy their own coffee during breaks. She added that there is coffee in the rooms and an espresso stand in the lobby.

Boardmember Swisher said Wednesday's auction night was at a place called Big Al's. She said Vision Municipal Services was sponsoring busses and bags.

Boardmember O'Flaherty left the meeting at 12:44 p.m.

Education Committee

President-Elect Burke reported the conference education schedule was posted online with the Call to Conference.

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Secretary Olsen shared a timeline for the NCI Director recruitment, noting that the new Director should be selected by February 20.

Fundraising Committee

Secretary Olsen referred to the written report regarding sweatshirt presales and raffle ticket sales. Boardmember Boltz suggested identifying the ticket sellers better at conference.

Historical Committee

Boardmember Boltz said the committee is looking for a local photographer to work on banquet night. Vice President Corin asked about the Shutterfly site and it was noted although the Shutterfly site is a bit outdated, it served as a good depository for WMCA photos.

Legislative Committee

There was no report. Boardmember Hinchliffe said Past President Sandy Paul's report was in the newsletter.

Membership Committee

President Quinn said the meet and greet for first-time attendees did not flow well the previous year so she stated she would like a reception line for the Executive Committee and conference buddies.

President Quinn suggested first-time attendees wear something like a tiara or have a magic wand but there was discussion that some people would not be comfortable with that. Boardmember Swisher said their nametags were made to stand out from the others and some of them do not wear the "first time attendee" ribbon on their nametag.

President Quinn said she would like to purchase some items for survival kits for first-time attendees.

President Quinn spoke about the first-time attendee breakfast program and she reminded the Executive Committee that the VIPs do not need to attend this event. President Quinn said she would like the NCI Director to speak and an introduction to AWC and MRSC representatives with direction to speak to those representatives at their vendor booths. She added that their contact information would be included in their survival kit.

President Quinn referred to a memorandum from Molly Towslee, the WMCA Elections Auditor, with a list of the 2015 candidates for the Executive Committee as well as their application packets. It was noted that the election was upcoming.

Newsletter Committee

President Quinn stated that the Newsletter Committee would like to have a consistent way to schedule the Clerk of the Month. Secretary Olsen said she would follow up with Newsletter Committee Chair Melody Valiant on a process and schedule.

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President-Elect Burke suggested the Newsletter Committee use Constant Contacts so multiple people could serve on this committee without the need or knowledge of Publisher software and she noted that Constant Contacts has survey capability.

Scholarship Committee

President Quinn said the minimum required score for the scholarship application was eight, and all of the applicants met that threshold.

Boardmember Hinchliffe **MOVED**, seconded by Vice President Corin, to approve all the scholarship applicants for conference. The motion **PASSED** 10/0.

WMCA Conference scholarships were awarded to Susan Duncan, Maria Holman, Hanna Miles, Gwen Robson, Gretchen Sagen, Robin Schaefer, and Jodi Wycoff. President-Elect Burke stated she would let Chair Melissa Collins and Boardmember Roberts know that these were approved so they could follow up.

Webmaster Report

There was no written report.

Archives Oversight Committee

There was no written report. Boardmember Boltz stated that Jodi Stephens from Yakima was chosen previously to serve on this committee. She said she had been in contact with Jodi.

Handbook Committee

Boardmember Boltz distributed a disk with the handbook. She asked for final review so she could save them on thumb drives before conference.

Boardmember Boltz recommended having some chapters reviewed each year such as legislative and others perhaps on a three-year rotation.

OTHER BUSINESS:

Liaisons

President-Elect Burke discussed ideas for 2015-16 liaisons. She said Fundraising Committee Liaison would be Deb Jermann and Membership Committee Liaison would be Kay Kammer since they were coming onto the board (running unopposed). Secretary Olsen volunteered to serve on the Newsletter Committee since she was working on the committee anyway.

Ratifications

Boardmember Swisher **MOVED**, seconded by Treasurer Anderson, to ratify the _____, 2014 decision to pay the conference registration fee for Scott Passey for the 2015 conference in exchange for DJ services at the annual banquet event. The motion **PASSED** 10/0.

Vice President Corin **MOVED**, seconded by Treasurer Anderson, to ratify the November 4, 2014 decision to appoint Jodi Stephens as the Large City (over 5,000 population) representative for the Archives Oversight Committee. The motion **PASSED** 10/0.

DRAFT

Vice President Corin **MOVED**, seconded by Boardmember Swisher, to ratify the November 3, 2014 decision to approve the Alderbrook contract for the WMCA 2017 Conference and the Alderbrook contract for the October 2016 Board meeting. The motion **PASSED** 10/0.

Boardmember Swisher **MOVED**, seconded by Boardmember Boltz, to ratify the October 22, 2014 decision to approve the price point of \$32 plus \$5 for shipping for presale of a full zip, hooded sweatshirt for conference. The motion **PASSED** 10/0.

NEXT MEETING:

The next regular Executive Committee meeting is tentatively scheduled for March 20, 2015 at 12:30 p.m., in Vancouver, WA.

Treasurer Anderson stated that she received a \$100 donation for the ice bucket challenge from WMCA member Leana Johnson.

The Executive Committee thanked Boardmember Hinchliffe for his service since this was his last quarterly board meeting (and Immediate Past President Scott Passey who was not present).

ADJOURNMENT:

President Quinn adjourned the meeting at 2:25 p.m.

Virginia V. Olsen, CMC, Secretary

Bank of America World Points

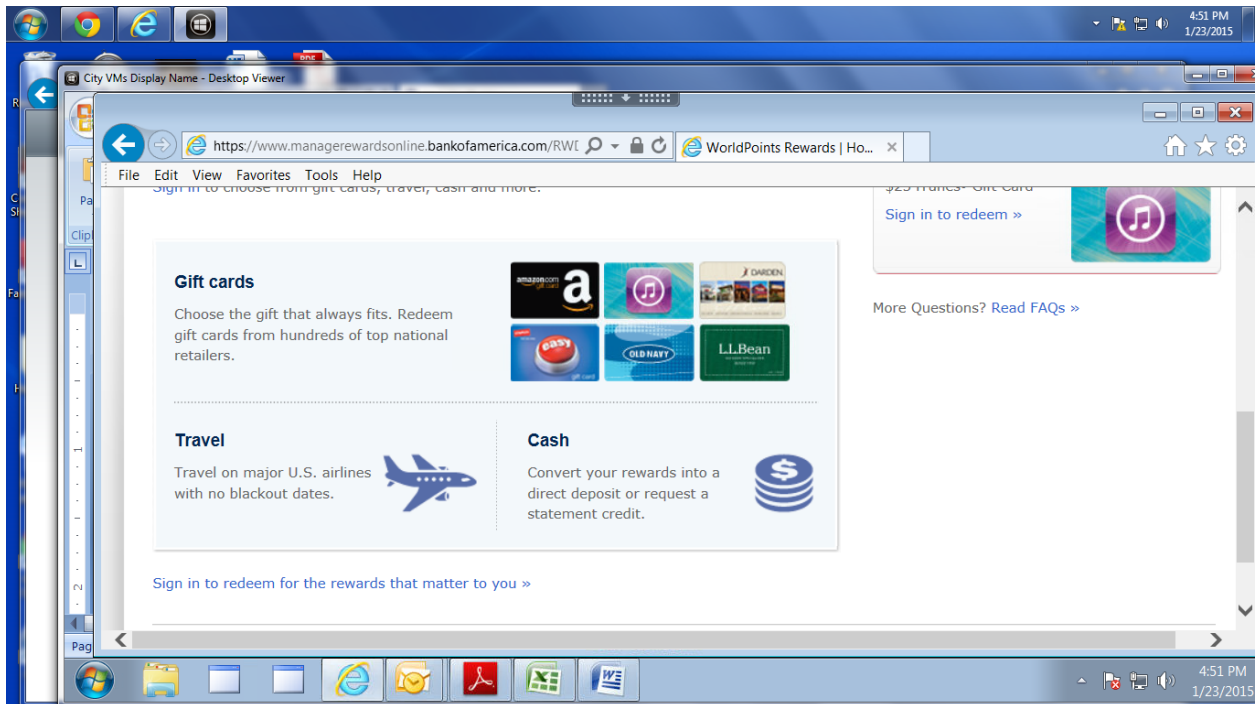
Rules:

Points expire five (5) years from the end of the Billing Cycle during which the Points were earned.

Points are available for redemption as long as your Account meets the following conditions:

a. (a) It must remain open. If we close the Account, all unused Points are immediately and irrevocably forfeited.

looks like we can take a cash credit on the credit card balance – website says \$12.50 for 12,500 points.



Gina 14,500
Scott
Diana 9,200
Debbie 4,700
Paula
Carol



Pinnacle Awards & Promotions Co.

4963 N. Pine Ave.
 Winter Park, FL 32792
 Main: 407-681-1111
 Fax: 407-671-0491

Credit Card Authorization

Date	Order #
6/9/2014	10608

Customer E-mail	Customer Phone	Customer Fax	P.O. No.	Ship Via	Order Due ...
debbieb@ci.normandy-park...	253-508-6043			UPS Ground	6/18/2014

Name / Address	Ship To
City Clerk Washington Municipal Clerks Association Debbie Burke 808 W Spokane Falls Blvd., Spokane, WA 99201	City Clerk Washington Municipal Clerks Association Debbie Burke 808 W Spokane Falls Blvd., Spokane, WA 99201

Item #	Qty	Description	Price	Amount
PPRPROMO	150	Item # YOIDH-DAZLM - Gavel Squeezies Stress Reliever This gavel shape stress reliever will do your company justice. A fun way for your clients to pass the time. They will love tossing, squishing, and even displaying this stress reliever. Great for advertising law offices and more. 5" L x 3.5" W Product Color: Brown with Silver Head	2.42	363.00
PARSETUP	1	Setup Charge: Following Straight Line text in Brown Color on Silver head (matching the handle brown color) Clerks Create Order www.wmcaclerks.org	40.00	40.00
FOB	1	Shipping Charge from Factory	26.89	26.89

I authorize payment of this order and any shipping charges. If order is sales tax exempt, I understand it is my responsibility to pay any taxes or duties according to local city, county, state/province or federal regulations. I understand I am responsible for payment of this order.

 Credit Card Number Exp Date

 Name on credit card CVS code

 Credit card billing address

 Credit card billing city, state,zip code

 Signature Date

Subtotal	\$429.89
Sales Tax (6.5%)	\$0.00
Total	\$429.89



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Call for presentations - AWC Annual Conference

AWC Annual Conference
June 23-26, 2015
Wenatchee Convention Center

AWC invites you to submit proposals to present at AWC's Annual Conference. The goal of AWC's training program is to help city leaders tackle difficult challenges through dynamic and relevant educational opportunities.

AWC's Annual Conference offers a wide variety of session topics pertaining to municipal leaders - both elected officials and professional staff. We are currently accepting proposals for educational and skill-building presentations that address emerging and critical issues while encouraging audience interaction and participation. We are particularly interested in proposed sessions that prepare our members and conference participants for the economic and organizational challenges that all public agencies will face in the coming years.

Topics of particular interest to our members might include (but are not limited to) sessions that tackle these questions:

- How can city assets be identified and leveraged for city planning and revitalization?
- What role can and should elected officials play in shaping the future of Washington cities?
- What opportunities and barriers exist in community and economic development?
- How can elected officials take advantage of their fiscal tools? How do they develop innovative budgeting strategies that reflect community priorities?
- What are some ways that cities can work with community partners to engage youth and others in civic involvement?
- How do cities plan for shifting demographics of age, race, and socioeconomic diversity, and what challenges do these shifts produce for service delivery?
- What can cities do now to prepare for a crisis or natural disaster?
- How do cities balance environmental regulations with fiscal realities?
- How do cities incorporate technology into their service mix?

The Annual Conference is an opportunity to learn, network, share ideas, and devise solutions. The conference goal is to craft a community of leaders that is supportive of each other and responsive to the changing needs and conditions of individual communities.

We invite policymakers, consultants, practitioners, associate members and scholars from a range of fields to submit proposals. The conference takes place at the Wenatchee Convention Center from Tuesday, June 23 through Friday, June 26, 2015, and features a mix of educational sessions, panel discussions and networking events.

The theme for the upcoming Annual Conference is: **Engaging Future City Leaders**. We strive to provide our members with a wide variety of viewpoints which can affect the selection and placement of presentations. AWC may choose to organize individual proposals into a single session of 2-3 speakers. Additionally, confirmed speakers may be asked to prepare a five minute summary that highlights the more important points of the presentation. These mini-session presentations will be professionally videotaped for future use by AWC.

Proposal guidelines

All proposals must be submitted via the link below. Please note you may not receive a copy of your submission. You may want to create and save your responses in another application (e.g. Microsoft Word) before completing the survey template. [Click here to access the link.](#)

All of the following information must be included:

- Name, contact information (address, email, phone, website address if applicable) and a brief bio (100 words) for each speaker. Please include experience in giving similar presentations. For session proposals, all speakers must be confirmed prior to proposal submission.
- Session title (if a session proposal) or individual presentation title(s).
- A one-page (about 300 words) description of the proposed presentation or session including: length of presentation/session; intended audience (elected officials, professional city staff, etc.); whether the presentation is basic, intermediate, or advanced; content and method of

delivery (case study review, interactive exercises, PowerPoint presentation, panel discussion etc.).

- Three specific learning objectives. You will want to complete the sentence, "Following my presentation, participants will be able to...."
- Audiovisual requests.

Proposal deadline

Deadline for proposal submission: **Monday, February 23, 2015 at 5 pm** (Pacific Time).

Selection criteria

In order to ensure a balanced conference program, all proposals are reviewed and evaluated by committee. Special consideration may be given to AWC's Associate Members. Click here for more information about the program. Presentations are selected based on the following criteria:

- Quality of learning objectives and takeaway tools offered to conference participants.
- Level of interactivity and method of diverse teaching styles.
- The degree to which the presentation supports one or more of the educational tracks, with priority given to selecting a comparable number of sessions for each track.
- Thoroughness of the subject matter and proposal.
- Originality and relevance of materials.

All prospective presenters will be notified via email of the status of their proposal **Monday, March 9, 2015**. All final copies of presentation materials (PowerPoint files, etc.) are due to AWC by **Monday, June 8, 2015**. Final presentation materials must be emailed to awcspeakers@awcnet.org by 5 pm (Pacific Time). Materials will be made available on AWC's website for conference participants to access by June 17, 2015.

Honoraria

AWC uses educational conference sessions for innovation in the field of educating elected officials. We seek presenters who are willing to share their expertise without the expectation of payment in the spirit of cooperation and networking. *Presenters are generally responsible for their own travel, lodging and expenses.*

For more information on the conference, visit www.awcnet.org/TrainingEducation/Conferences/AnnualConference.aspx. Like us on Facebook or follow us on Twitter.

Questions or comments may be sent to: awcspeakers@awcnet.org

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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: Cindy Marbut, Chairperson
COMMITTEE: Audit Committee
DATE: March 4, 2015

SUMMARY OF ACTIVITIES:

The Committee met on January 7, 2015 in DuPont to conduct an audit of financial records for the period of May 2014 thru December 2014 as part of the third quarter reporting. The committee conducted a complete review of the financial and corporate records for the period beginning May 1, 2014, and ending December 31, 2014.

The committee found both financial and corporate records to accurately reflect the activity for each time period. Spending appears to be well within the adopted appropriations for the time period. The audit included a review and balance verification of the WMCA, Checking, Savings and Scholarship accounts, support documentation and verification of the appropriateness of payments. The committee questioned why mileage was not justified by supporting documentation. The committee appointed Molly Townlee to the Elections Committee.

The committee also reviewed the Executive Committee minutes to confirm all authorized spending was handled within authorized amounts.

Additionally, the Chair has donated a thumb drive for all audit records including WMCA logo and past communication so as to ensure a smooth transition to the next committee chairperson.

ACTION REQUESTED: YES NO

RECOMMENDATION:

The committee recommends that a term be set for an alternate Clerk Treasurer be created and that alternate attend audit committee meetings.

Additionally, we would recommend that all mileage reimbursement be supported by map-quest or an alternate mileage calculator showing the mileage to and from and that no personal mileage be reimbursed. Personal driving should not be included. This should include any vendor reimbursements.

FISCAL IMPACT:

Prevent overpayment of undue mileage reimbursements to officials and vendors.

The committee would like to thank our leaders and dedicated volunteers for the work that they perform in such an outstanding manner. The committee commends Treasurer, Gina Anderson for her attention to detail in keeping the financial records of our Association

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve the Audit Report at the Annual Business Meeting



- 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: Scott Passey

COMMITTEE: Awards Committee

DATE: March 5, 2015

SUMMARY OF ACTIVITIES: The call for Clerk of the Year nominations was included in the October newsletter, along with a letter being sent to all supervisors in November and reminder postcards were sent in November and December. Seven applications were received. The applications were sent to Committee members for ranking. The rankings were consolidated and the information was given to the President for selection at the January WMCA Board meeting.

The President made her selection and the rest is history.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: The cost of the trophy for Clerk of the Year was \$133.36; the cost of the President's Award of Distinction was \$68.87.

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: Michelle M. Hart, MMC

COMMITTEE: Bylaws Committee

DATE: March 2014

SUMMARY OF ACTIVITIES: This was indeed the quietest year I have experienced as Chair of this Committee. For me, that means that we have done a great job in previous years of addressing those priority items of the Executive Committee and of the Association. It is my last year as Chair on this Committee and I would like to thank the President, the Executive Board Members, and the Association for this great opportunity to serve.

Members of the Committee have always been engaged and committed to providing the best possible structured amendments for consideration. My many thanks to them for their dedication and participation!

On behalf of the members of the Bylaws Committee - may you all have a wonderful 2015 conference and a productive year ahead!

ACTION REQUESTED: YES NO

RECOMMENDATION:

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: Carol Etgen, MMC, Chair

COMMITTEE: Education Committee

DATE: March 9, 2015

SUMMARY OF ACTIVITIES: The Education Committee has the most difficult part of our work behind us, with the fun part (Conference 2015!) ahead of us. Committee members have worked diligently since the day after the 2014 Conference to put together what we believe everyone will agree is a great set of educational sessions for WMCA members.

I would like to express my heartfelt thanks to the Education Committee members, many of whom you will see still performing committee work during conference with their assigned speaker or making sure the sessions are coming together properly. Please take a moment to thank them if you see them at conference. They include: Alice Bush, Ali Spietz, Angela Woods, Anna Thompson, Bonita Roznos, Brenda Martinez, Debbie Clark, Darla Reese, Deanne Jacobson, Debbie Jermann, Gina Anderson, Gretchen Sagen, Gwen Robson, Joanna Sanders, Kathi Anderson, Leana Johnson, Melissa Collins, Maria Holman, Randy Reed, Sandy Paul, Shaunna Lee-Rice, Sona Claar Tee, Terri Wright, Tina Eggers, Alice Attwood, Tes Onogo, Tammy Stanger, and Virginia Olsen.

WMCA has received amazing support from our sponsors; I would like to express our gratitude and appreciation to them. Please reach out to our AWC and WCIA representatives at Conference and thank them for their sponsorships. It is with their support that we are able to provide you with the great educational sessions at this year's conference.

We hope you all walk away from the Conference this year feeling refreshed, energized, and carrying new ideas to make your worklife more productive and enjoyable.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: Will provide complete report of Conference expenditures in the next Committee Report, as many of the Committee's expenditures will be made at Conference (speaker fees, lodging and travel expenses).

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: Ali Spietz, Education Coordinator

COMMITTEE: n/a

DATE: March 5, 2014

SUMMARY OF ACTIVITIES:

Thank you for appointing me to a three year term as WMCA Education Coordinator. I am looking forward to diving back in to WMCA education and helping the communication between the Executive Committee, Education Committee and the NCI Education Committee.

NCI Director Recruitment

The NCI Education Committee has been working on hiring a new Institute Director for NCI over the past several months. The RFQ was released on November 11, 2014 and we received seven responses. The NCI Committee met on January 16 to review the submittals and decide who to interview. On January 30, Peggy Hawker from OAMR, Kacie Paxton from AAMC, Dema Harris, and myself (WMCA) interviewed four of the seven candidates. After the interviews and a couple of hours of deliberation, we selected a top candidate.

On February 5, the NCI Committee met again to discuss the interviews and hear the recommendation of Joann Tilton as the top candidate from the interview panel. There was consensus from the Committee to move forward and offer Joann the position. I offered her the position and we talked about the details of her start date and transition. Joann and Dema worked out a transition plan (which was attached to the email dated 2/12/2015). All three state associations ratified the NCI Committee's recommendation and Joann accepted the position. We are very excited to have her on board to start in March of 2016.

We are all in debt to Dema Harris for graciously offering to continue in the Institute Director position until March 2016 when Joann will take over. We are very lucky to have her with us for another year.

Northwest Clerks Institute 2015

We are working hard to recruit for our PD sessions this summer. Registration numbers for PDI, PDII, PDIII are on track for this time of year, but PDIV is not. There are only 13 people registered as of March 5. As you may know, PDIV is the money maker. It helps balance out the entire Institute and what determines if we will break even or have a deficit. And with our current agreement with WSU, the states associations are responsible for deficits (after the three year term).

I sent emails to WMCA CMCs and MMCs in February encouraging them to attend PDIV this summer. Tracy Davis (OAMR Education Coordinator) and Kacie Paxton (AAMC Education Coordinator) also sent similar emails to their members. Dema has been recruiting also, but we may need to do more targeted recruiting. Hopefully more registrations will roll in soon.

NCI Education Committee

The Committee spent a great deal of time this past fall working on the RFQ for the new director, reviewing the responses, and choosing the right candidate for the position.

We are working on an Education Survey for AAMC, OAMR and WMCA members that would have a dual purpose to serve both the Institute and the state associations. We are hoping to gather information about (1) why members do not attend conference, academies, or Institute; (2) if they would attend an Athenian Dialogue and the best time for it to be held; and most importantly (3) what course subjects and topics they would like to see at conference and academies.

The Committee will also be working on solutions to cover the increase in Institute expenses (director travel and lodging costs during Institute, director travel to conferences). We hope to have options to present to the state associations this summer.

And lastly, the contract with WSU expires at the end of this year. The Committee will be discussing options and will eventually make a recommendation to the state associations. I will have more information for the Executive Committee on this for your June meeting.

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: Debbie Jermann, Chair

COMMITTEE: Fundraising

DATE: February 27, 2015

SUMMARY OF ACTIVITIES: Per our direction from the Executive Committee, the WMCA Fundraising Committee organized the following activities:

1. The 50/50 Raffle was conducted at the 2014 Fall Academy with \$112 revenue received.
2. The Grand Raffle Tickets is being conducted as in past years, with the cash prizes of \$1,000, \$750, and \$500 to be awarded at the Banquet.
3. Two (2) Dollar Raffles prizes will be awarded during conference; the first at the conclusion of the IIMC Region IX meeting, and the second at the conclusion of the final session on Friday, March 20. You must be present to win at both drawings.
4. Hooded sweatshirts, in a variety of colors, were offered for presale only and resulted in an order of 33 resulting in \$1,061 revenue. No new items are being added to the WMCA Conference Store. Those items currently in inventory will be for sale at a reduced cost.
5. Both a live and silent auction will be conducted during conference. The live auction will be held at the event at Big Al's on Wednesday, March 18; the silent auction will conclude on Thursday, March 19.

Finally, I would like to give a HUGE thank you to the members of the 2014/2015 WMCA Fundraising Committee - this is such a hard working group and always willing to share ideas, pitch in, and do whatever it takes to make our work successful - and, they are a real fun group to work with. Also, a big thank you to our EC Board Liaison Virginia Olsen - you rock!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A



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

TO: WMCA President and Executive Committee

FROM: Jill Boltz

COMMITTEE: Historical

DATE: 03/06/2015

SUMMARY OF ACTIVITIES: The Historical Committee continues to move WMCA into the electronic age with digital pictures and displays, and scanning and preparing historic materials for archiving with Washington Archives. A local professional photographer was secured for the 2015 Annual Conference and information on the Shutterfly site will be distributed to the membership to encourage use and viewing.

Next year it would be my goal to finalize the archiving project and redevelop the Historical Committee description to coordinate documents stored on the WMCA website to avoid duplicity and ensure our history is being preserved.

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: Sandy Paul MMC, Chair

COMMITTEE: Legislative Committee

DATE: March 17, 2015

SUMMARY OF ACTIVITIES:

In 2014-2015 the WMCA Legislative Committee monitored work being considered and/or debated in cities and the WA State Legislature. Some of those include:

A new training requirement: all governmental bodies, including clerks, must attend training on the Open Public Meetings Act and Public Records Act every 4 years. Much of this training is likely to take the form of webinars.

Public utility customer information is no longer required to be disclosed (commercial information already is exempt).

Employers can now provide 2 additional unpaid days off for holidays of faith or conscience.

Exemption of driver's license and identification card numbers; exemption of juvenile court records; and exemption of patient health care information from public disclosure.

The return of Basic Training for City Clerks.

Engaging City Clerks in Operation: Strong Cities, an awareness campaign sponsored by the Association of Washington Cities.

Concern surrounding the Voting Rights Act: The City of Yakima's system for electing councilmembers was determined by the Federal Courts to violate the federal Voting Rights Act. A legislative proposal is being developed with the support of AWC. Proposals are making their way through concerned agencies and the Legislature.

For a number of years the AWC Legislative Committee has listed as its top priority any issue that streamlines the process around public disclosure and curbing nuisance requestors. These topics are not included in the 'hot sheet' for the 2015 Legislative session. However, House Bill 1691, which would give courts leeway to decide whether to require agencies to reimburse the legal costs of people who prove violations of the public records law, has gained momentum and support in this year's Legislature. The measure also would divert any per-day penalties levied against agencies to the Secretary of State's

archives and records management account. A portion could go to records requesters if they prove financial loss.

During its October 28, 2014, meeting the Washington State Sunshine Committee considered two changes brought forward by the cities of Kent and Fife to the Public Records Act (PRA) around protecting the confidentiality of sensitive real estate transaction documents under the PRA. Also, current law regarding executive sessions under the Open Public Meetings Act (OPMA) protects the confidentiality of discussions of real estate matters, but no such protection of confidential documents is recognized in the PRA. Protecting the confidentiality of family members and guardians of children enrolled in parks programs will now be guaranteed along with provisions enacted by the Legislature in 2010 provide a protection against disclosure of the names and identities of children enrolled in local parks and recreation programs (RCW 42.56.230).

Tim Clemans, a 24-year-old self-taught computer programmer, has been pushing agencies beyond their means to fulfill his gigantic public records requests. If Clemans would stand down, and after he passed a background check, the Seattle Police department let him try to develop software to help them. They turned over a batch of records he could experiment with. His approach is to have police "over-redact" documents and videos to eliminate privacy concerns, then routinely post them online at the end of each shift. Clemans' program automatically scans each document, marking out proper nouns (names) and numbers (addresses or phone numbers). Another program scans every video to make it black-and-white and blurry enough that you can't identify a person. Requestors are provided enough information to either satisfy them or lead them to request more information.

This is an issue to watch.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: none

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



- 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, Chair

DATE: March 6, 2015

2014-2015 MEMBERSHIP UPDATE:

We have a total of FORTY SEVEN (47) new WMCA members:

Amanda Delapena	City of Vancouver	Kerrie McNally	Town of Cahlamet
Amy Dressler	Port of Seattle	Kyle Stannert	City of Bellevue
Ana Olivia	City of Wapato	Lesleann Kangas	City of Shelton
Angela Woods	Pierce Transit	Linda Medley	Pierce County
April O'Brien	City of Marysville	Linda Vannoster	City of Prescott
Barb Stevens	City of Lake Stevens	Lorie Ochmann	Snohomish Health District
Beth Johnson	Wahkiakum County	Lynda Kramlich	City of Colfax
Bonita Roznos	City of Shoreline	Maria Elena Lao	Snohomish County
Carol Blevens	City of Maple Valley	Marissa Canales	City of Connell
Chelsea Anthony	City of Montesano	Maureen J Burwell	City of Enumclaw
Christine Connors	Port of Kingston	Megan Gregor	City of Renton
Debbie Eco-Parris	Snohomish County	Michelle Skylstad	City of Okanogan
Heather Wong	NORCOM 911	Pam Keyes	City of Entiat
Jennifer Cusmir	City of Maple Valley	Peggy Flynn	NCI Director
Jennifer Gorsuch	City of Camas	Peri Edmonds	City of Lacey
Jennifer Veneklasen	City of Port Angeles	Shawna Wise	City of Gig Harbor
JoAnne Trudel	City of Lake Forest Park	Stephanie Keller	City of Quincy
Josh Stecker	City of Port Townsend	Steve Driscoll	Yakima County
Julie Pope	City of Cosmopolis	Tami Justice	City of Rainier
Kate Kennedy	Pierce County	Theresa St Hilaire	Town of Washtucna
Kathryn McKee	City of Kent	Tina Swink	Town of Metaline Falls
Katie Bolam	City of Milton	Tracy Wilson	City of Shelton
Kelly McLaughlin	City of Port Townsend	Trisha Summers	City of Wilkerson
Kendall Murphy	City of Prosser		

At the present time, the Washington Municipal Clerks Association is comprised of **334 members**; 321 active members, 2 affiliate members, 4 associate members and 7 honorary members.

2015 GENERAL ELECTIONS:

The WMCA General Election was held January 30, through February 20, 2015. The Elections Officer, Leana Johnson (White Salmon), and Elections Auditor, Molly Towslee (Gig Harbor), compiled, audited, and provided the elections results to the Executive Committee. The candidates were notified of the results by President Diana Quinn; and results were emailed out to the entirety of the WMCA membership. Out of 319 members, 72 ballots (22.57 percent) were cast with the following results:

Candidate	Total Votes	Percentage
<u>President-Elect</u>		
Shannon Corin, City of Bremerton	68	98.55%
Carol Etgen, City of Fife (write-in)	1	1.45%
<u>Vice-President</u>		
Christy O'Flaherty, City of Tukwila	72	100.00%
<u>Treasurer</u>		
Gina Anderson, City of Woodland	71	100.00%
<u>Board Member (2 openings)</u>		
Debbie Jermann, C-TRAN	66	91.67%
Kay Kammer, City of Battle Ground	67	93.06%

Thank you to Elections Officer, Leana Johnson (White Salmon), and Elections Auditor, Molly Towslee (Gig Harbor) for a successful election!

PARTNERSHIP PROGRAM UPDATE

The WMCA Partnership Program received one partnership request this year; the requesting Clerk was paired with a volunteering Clerk from the Membership Committee, with a number of years' experience as a City Clerk at multiple entities.

CONFERENCE FIRST TIME ATTENDEES/EVENTS

There are 22 First Time Attendees registered to attend the 2015 WMCA Annual Conference. In addition to hosting the Meet and Greet with the Executive Committee on Tuesday night, and the First Time Attendees Breakfast on Wednesday morning of the conference, all attending Membership Committee members have been paired with a first time attendee as a "Conference Buddy" to answer questions and be a general point of contact. This concept started last year, and upon receiving positive feedback from First Time Attendees has been added as a regular practice of the Membership Committee.

HANDBOOK PROJECT UPDATE:

The newly revised WMCA Handbook has been completed by the Handbook Sub-Committee; and a copy of the handbook has been provided to the membership at the 2015 WMCA Annual Conference, via thumb drive (a generous donation from Bias Software). Thank you to the Handbook Sub-Committee (Jill Boltz, Darla Reese and Debbie Burke) for your continued hard work on this project; and to Bias Software!

MEMBERSHIP COMMITTEE GOALS FOR 2015-16

For the 2015-16 WMCA Membership Committee: Darla Reese, City of Granite Falls, will be joining me as the Co-Chair; which will allow us to divvy up the operating tasks, and focus on areas for development within the Committee. Specifically, the goals for the WMCA 2015-16 Membership Committee include:

- ❖ To instill and facilitate the sub-committee structure (Welcoming Sub-Committee; Recruitment Sub-Committee; Elections Sub-Committee; Partnership Program Sub-Committee; and Conference First Time Attendees Events Sub-committee);
- ❖ To create and implement a recruitment plan/program;
- ❖ To develop mechanisms to seek feedback on current programs (example: elections and conference first time attendees events); and look into potential improvements to these programs; and
- ❖ To review the Committee description, bylaws, and procedures for potential amendments/updates; and work with the Executive and Bylaws Committee as appropriate for proposed amendments thereto.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: NONE



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

TO: WMCA President and Executive Committee

FROM: Melody Valiant, CMC

COMMITTEE: Newsletter Committee

DATE: March 3, 2015

SUMMARY OF ACTIVITIES: We've had a great year on the Newsletter committee. Our committee doesn't meet in person, we just correspond by email and assign members the task of compiling all the information for the newsletter for a month. As our committee has grown, we have only had to ask members to do one newsletter over the course of the year. We've had more than enough committee members so we can also assign one or two members the task of writing articles if needed. We greatly appreciate our committee members for their commitment and timeliness. We hope you have enjoyed the newsletters this past year. In the next year we hope to formalize a plan for selecting featured clerks of the month and assign someone the task of interviewing them. If you have any feedback on anything you would like included that you don't currently see, please send it our way.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

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



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

FROM: Melissa Collins, Scholarship Committee Chair

COMMITTEE: Scholarship Committee

DATE: March 6, 2015

SUMMARY OF ACTIVITIES:

2015 NCI PROFESSIONAL DEVELOPMENT SCHOLARSHIP AWARD RECOMMENDATIONS:

The Committee received and reviewed ten NCI PD applications, which included one Margery Price scholarship application. All applications were verified and are in good standing. The applications and scoring summary are sent out prior to this report.

The Scholarship Committee respectfully requests that all NCI PD 1 applications be approved. If the Executive Committee is unable to award all additional applicants with scholarships, the Scholarship Committee requests that the scholarships are awarded to the top-scoring applicants as ranked by the Scholarship Committee.

2014-2015 SCHOLARSHIP AWARDS:

Due to smaller than normal registration for NCI PDI, scholarships were opened up for a second round at the end of March 2014. The following clerks were awarded a 2014 NCI Professional Development scholarship:

Round One:

1. Tanya Craig, Okanogan County Commissioners (PD II)
2. Deana Dean, City of Arlington (PD I)
3. Susan Duncan, City of Ferndale (PD I)
4. Vernie McDaniel, City of Tonasket (PD I)
5. Hanna Miles, City of Tumwater (PD I)
6. Julie Naillon, City of Okanogan (PD I)
7. Rebecca Perez Ozuna, City of Othello (PD I)
8. Patricia Phillips, Adams County Commissioners (PD I)
9. Renee Cameron, City of Bonney Lake (PD II)
10. Laura Divis, City of Okanogan (PD II)
11. Rosemary Murphy, City of Sultan (PD II)

12. Gretchen Sagen, City of Raymond (PD II)
13. Bonnie Wilkins, City of Des Moines (PD II)
14. Jodi Coggins, City of Omak (PD III)
15. Shannon Corin, City of Bremerton (PD III)
16. Tamara Gunter, City of Battle Ground (PD III)
17. Ashlee Sund, City of Montesano (PD III)
18. Gina Anderson, City of Woodland (PD IV – MP)
19. Gwen Robson, City of Orting (PD III – CP)

Round Two (PD I Only):

1. Maria Holman, City of Wenatchee
2. Robin Schaefer, City of Bothell

2014 Fall Academy Margery Price Scholarship Award:

1. JoAnne Trudel, City of Lake Forest Park (Registration)

2015 Annual Conference Scholarship Awards:

1. Susan Duncan, City of Ferndale (Registration)
2. Maria Holman, Town of Wenatchee (Registration)
3. Robin Schaefer, City of Bothell (Registration)
4. Gwen Robson, City of Orting (Registration)
5. Gretchen Sagen, City of Raymond (Registration)
6. Jodi Wycoff, City of Duvall (Registration)
7. Hanna Miles, City of Tumwater (Registration)
8. Shawna Wise, City of Gig Harbor (Registration/Lodging)

SCHOLARSHIP COMMITTEE THANKS:

A BIG thank you to the committee: Alice Attwood, City of Tonasket, Amber DuCharme, City of Rainer; Anja Mullins, City of Kirkland; Barbara Vazquez, Grant County; Bobbie Usselman, City of Sequim; Connie Thomas, City of Omak; Craig Attwood, City of Okanogan; Debbie Jermann, C-Tran; Erin Lundgren, Jefferson County; Gina Anderson, City of Woodland; Gretchen Sagen, City of Raymond; Jenine Floyd, City of Port Orchard; Mari Ripp, City of Woodland; Melissa Hart, City of Tukwila; Paula Swisher, City of Brier; Rachel Carl, City of Ocean Shores; Randy Hinchliffe, City of Waitsburg; Renee Cameron, City of Bonney Lake; Robin Schaefer, City of Bothell; Sandy Paul, Des Moines Pool District and Tamara Gunter, City of Battle Ground. Each member played a vital role on this committee and I could not have asked for a better team. A special thanks to Bobbie Usselman for coming up with a way to get all the applications on the website for committee review.

ACTION REQUESTED: YES NO

RECOMMENDATION: The Committee respectfully makes the following recommendation: Award all NCI Professional Development I scholarships and as many PD II, III, IV as possible based on ranking.

ALTERNATIVES: N/A

FISCAL IMPACT: Based on number of scholarships awarded.

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>2014 PD Scholarships</u>	\$ _____	<u>\$13,650.00</u>
<u>2014 Fall Academy</u>	\$ _____	<u>\$ 150.00</u>
<u>2015 Annual Conference</u>	\$ _____	<u>\$ 2,700.00</u>
<u>2015 PD Scholarships (proposed)</u>	\$ _____	<u>\$ 7,900.00</u>



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

FROM: Bobbie Usselman, Webmaster

COMMITTEE: n-a

DATE: March 4, 2015

SUMMARY OF ACTIVITIES: As webmaster I continually update information as it comes to me; for example adding new members, updating job descriptions, sending eblasts, creating events for on-line registration and payments, etc., among other things.

One area that does not get updated on a continual basis is the committee rosters. At the beginning of each presidency year, I receive from the President an Excel file that includes all persons that sign up or are asked to be on committees after the Conference. However, throughout the year the committees change - new members want to be on committees, scholarship recipients may be added to another committee, etc. We should discuss how to be more efficient to keep our rosters current.

ACTION REQUESTED: YES NO

RECOMMENDATION: I suggest that when the President sends the Excel workbook after conference that Chairs be reminded to keep their roster current with the webmaster and that the webmaster be included in notifications to Chairs on any additions received through payment of dues throughout the year for keeping the website up to date.

ALTERNATIVES: Discussion of other options.

FISCAL IMPACT: None

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

Debbie Burke

Subject: FW: RE: Region IX Director Agreement**From:** Dee Roberts [<mailto:dee.roberts@southbend-wa.gov>]**Sent:** Wednesday, March 04, 2015 2:25 PM**To:** 'City Clerk'; Diana Quinn; andersong@ci.woodland.wa.us; 'Bobbie Usselman'; Christy.Oflaherty@tukwilawa.gov; debbieb@ci.normandy-park.wa.us; jillb@kitsaptransit.com; pswisher@ci.brier.wa.us; 'Randy Hinchliffe'; scott.passey@edmondswa.gov; VOlsen@ci.mlt.wa.us**Subject:** RE: Region IX Director Agreement

second

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>] **On Behalf Of** City Clerk**Sent:** Wednesday, March 04, 2015 2:20 PM**To:** 'Diana Quinn'; andersong@ci.woodland.wa.us; Bobbie Usselman (busselman@sequimwa.gov); Christy.Oflaherty@tukwilawa.gov; debbieb@ci.normandy-park.wa.us; Dee.roberts@southbend-wa.gov; jillb@kitsaptransit.com; pswisher@ci.brier.wa.us; Randy Hinchliffe (rjhinch@gotvc.net); scott.passey@edmondswa.gov; VOlsen@ci.mlt.wa.us**Subject:** RE: Region IX Director Agreement

I move to approve the agreement for the Region IX Director and authorize WMCA President to execute the agreement.

Shannon Corin, CMC

City Clerk

City of Bremerton

(360) 473-5323

From: Diana Quinn [<mailto:dianaq@algonawa.gov>]**Sent:** Wednesday, March 04, 2015 2:13 PM**To:** andersong@ci.woodland.wa.us; Bobbie Usselman (busselman@sequimwa.gov); Christy.Oflaherty@tukwilawa.gov; City Clerk; debbieb@ci.normandy-park.wa.us; Dee.roberts@southbend-wa.gov; jillb@kitsaptransit.com; pswisher@ci.brier.wa.us; Randy Hinchliffe (rjhinch@gotvc.net); scott.passey@edmondswa.gov; VOlsen@ci.mlt.wa.us**Subject:** FW: Region IX Director Agreement

Please see the attachments, and then I'd entertain a motion to approve.

Thanks,

Diana Quinn, MMC

City Administrator/Clerk Treasurer

City of Algona

402 Warde Street

Algona, WA 98001

253 833-2897

From: Tilton, Joann [<mailto:jtilton@ci.manteca.ca.us>]**Sent:** Monday, February 02, 2015 12:10 PM**To:** Rebekah Barr; Lonnie McKechnie (Lonnie.McKechnie@matsugov.us); 'SOWA Amy'; Diana Quinn;

debbieb@ci.normandy-park.wa.us

Cc: City of Tonasket; Davis, Tracy (DavisT@Keizer.org); Patrice Olds (Polds@cityofsanmateo.org); Byron Pope; Jasso, Jose

Subject: Region IX Director Agreement

Good afternoon – I've attached a revised agreement for your review and if necessary to be taken to your Boards for approval. The proposed amendment is Article 7 highlighted in yellow and Lonnie has been added to the signature block. Depending on when we obtain signatures, we might need to change the signature block for WMCA.

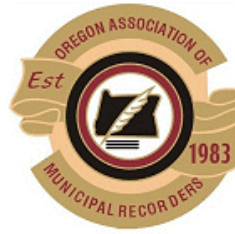
Please let me know if there is anything further you might want to present to your Boards. If not, we will implement this asap, moving forward with CCAC invoicing OAMR, AAMC, WMCA and itself for the Region IX Director Travel Fund for FY2015-16. At the end of my term in May 2015, I will close out the existing Region IX Travel Fund checking account and send any remaining funds to the CCAC Treasurer for deposit into the Region IX Account. The treasurer will have credit cards issued to each of the Region IX Directors and the Directors will be responsible for submitting a summary and receipts to the Treasurer after traveling and in accordance with the agreement. At the end of my term, I will also provide a summary of the 2014-15 travel year for Alice and me.

Thanks for supporting the proposed change. I believe it makes us more efficient and provides a better structure for maintenance of the Region IX travel fund.

Happy Monday!

Joann

Joann Tilton, MMC
Manteca City Clerk
IIMC Region IX Director
1001 W. Center St., Suite B
Manteca, CA 95337
(209) 456-8011
jtilton@ci.manteca.ca.us



International Institute of Municipal Clerks Region IX Director Agreement

Purpose:

To affirm the policy that the IIMC Region IX Director position rotates among the states of Alaska, California, Oregon, and Washington; to establish a schedule for that rotation; to agree to a process for submitting the candidate's name to IIMC; and to agree to an assessment pool for Region IX Director travel costs.

Policy:

1. The term of office for IIMC Region Directors is three years. Region IX is represented by two directors whose terms are staggered. Each time one director ends a term, the next director shall be selected from the state association next in the rotation schedule.
2. From the time of this agreement, Region IX Directors will rotate according to the following schedule:
 - a) California serves 2012 – 2015, term expires May 2015
Washington elected May 2013
 - b) Washington serves 2013 – 2016; term expires May 2016
Oregon elected May 2015
 - c) Oregon serves 2015-2018; term expires May 2018
Alaska elected May 2016
 - d) Alaska serves 2016 – 2019; term expires 2019
California elected May 2018

Rotation repeats beginning with a) above:

- a) California serves 2018 – 2021; term expires May 2021
Washington elected May 2019
3. The candidate for Region IX Director must meet the qualifications for office as outlined by IIMC:
 - a. Served at least three years as a Municipal Clerk;
 - b. Been a member of IIMC for at least three years;
 - c. Attended at least three annual IIMC conferences;

- d. Be a full or additional full member of IIMC and if elected remain a full or additional full member during the term of office;
 - e. Provide written endorsement of candidacy from the candidate's governing body.
 - f. In addition to the IIMC criteria, the representative must:
 1. Have served on or chaired an IIMC Committee;
 2. Possess the CMC or MMC designation; and
 3. Meet any further criteria established by their individual state association.
4. Each Region IX State Association will select a single nominee through its selection process. Each state's selection of a nominee will occur with sufficient time to forward the name of the nominee to each of the other Region IX states for confirmation at least ninety (90) days prior to the deadline for it being submitted to IIMC.
 5. In the event that a state association has no eligible candidate for the Region IX Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.
 6. Each Region IX State Association shall annually contribute no more than \$5.00 per member, beginning with the May 2013 billing invoices, into an assessment pool for travel costs for the Region IX Directors. Travel funds may be used by the Region IX Directors for:
 - Coach airline travel made at least 21-days in advance.
 - Hotel room and tax charges during the conference only.
 - Reasonable, actual meal expenses.
 - Mileage and parking.
 - Gifts not to exceed \$35 each. (i.e., incoming and outgoing presidents and one raffle or silent auction item)
 - No travel funds shall be used for IIMC conferences.
 - No travel funds shall be used for conference expenses held in the state that the Region IX Director is from, except for gifts.
 7. The City Clerks Association of California (CCAC), through its Treasurer, agrees to maintain and administer the Region IX Director Travel Fund (outlined in Article 6) beginning with the May 2015 billing invoices. The CCAC Treasurer shall:
 - Contact Region IX State President's in April of each year to determine each State's voting membership;
 - Prepare and send an invoice to each State President in May of each year;
 - Establish and maintain funds collected in a clearly identified account line;
 - Establish a reimbursement protocol with the Region IX Directors using the criteria set forth in Article 6 as a guide (Sample reimbursement form attached)

The undersigned hereby acknowledge Hawaii is part of Region IX however, currently has no dues paying IIMC members. At such time membership participation begins and is feasible, Hawaii will be invited to participate in the Region IX Director Agreement.

This agreement is adopted the ____ day of _____, 2015, by agreement of the Presidents of the Alaska Association of Municipal Clerks, the City Clerks Association of California, the Oregon Association of Municipal Recorders, and the Washington Municipal Clerks Association.

Lonnie R. McKechnie, CMC
AAMC President

Rebekah Barr, MMC
CCAC President

Amy Sowa, MMC
OAMR President

Diana Quinn, MMC
WMCA President

Originally adopted: 01.12.2009
Revised: 11.27.2012
Revised: 10.2014
Revised: 03.2015
Signed: Electronically
Next revision: 2016*

*Shall be reviewed every three (3) years.

*Please attach copy to Organizational Policies and Procedures of each State Association.

**IIMC REGION IX DIRECTOR
TRAVEL REIMBURSEMENT REQUEST**

To be reimbursed for IIMC Region IX related expenses, please fill out this form, sign, scan and email to Joann Tilton at jtilton@ci.manteca.ca.us.

Date of Request: _____ Requester: Joann Tilton Alice Attwood

Other: _____

Check to be Made Payable To: _____

Mailing Address: _____

Conference/Event: AAMC Conference CCAC Conference OAMR Conference
 WMCA Conference Other: _____

Conference Dates or Date of Event: _____

Request reimbursement for the following:

Airfare \$ _____ Taxi/Shuttle \$ _____ Parking \$ _____ Food \$ _____

Hotel for _____ nights for: Tilton Attwood = Total Amount \$ _____

Mileage at .575 cents per mile x _____ miles = \$ _____

Gifts for _____ \$ _____

Other: _____ \$ _____

Reception for: _____

Notes: _____

Please include receipts below or by attaching to form.

TOTAL REIMBURSEMENT REQUESTED:

\$ _____

I hereby request reimbursement for the items listed above which were incurred for IIMC Region IX Business. I have not been reimbursed in any other manner for these charges.

Signature

Date

Paid By: _____ Check # _____

Date Mailed: _____ Note: _____