



EXECUTIVE COMMITTEE AGENDA

Friday, January 22, 2016 – Normandy Park City Hall, Council Chambers at 10:00 AM

- 1. Call to Order and Roll Call**

- 2. Approve Agenda and Meeting Minutes**
 - a. Executive Committee Meeting of October 16, 2015 1

- 3. Treasury-Related Reports**
 - a. Treasurer’s Report (Gina) 11
 - b. Credit Card World Points 19

- 4. New Business**
 - a. Executive Committee Official Guide Approval (Debbie B) 22
 - b. Finance Policy Update (Shannon)
 - c. Webmaster Job Description Update (Debbie) 31
 - d. Scholarship Committee Description Update (Dee)

- 5. Committee Business/Reports**
 - a. Scholarship (Dee) 30
 - b. Audit (Diana) 86
 - c. Awards (Diana) 87
 - d. Budget (Shannon)
 - e. Bylaws (Christy) 108
 - f. Conference Planning (Paula) 109
 - g. Education (Shannon) 116
 - h. Fundraising (Debbie J) 117
 - i. Legislative (Christy) 119
 - j. Membership (Kay) 121
 - k. Webmaster (Bobbie) 125

No written reports from Education Coordinator, Historical Cmte, Newsletter Cmte, Archives Oversight Cmte, Handbook Cmte, and AWC Legislative Committee

- 6. Other Business**
 - a. Conference DJ services: “Beam me up, Scotty!”
 - b. Email Ratification: WSU Contract and NCI Director Contract (Debbie) 128
 - c. Email Ratification: Spokane Hotel Contracts (Paula) 130
 - d. Email Ratification: Diversion of Expense approved for IIMC Boardmembers..... 131
 - e. Retirement Gift – NCI Director Dema Harris (Debbie B)
 - f. IIMC 2021 Conference Site

- 7. Good of the Order**

- 8. Next Meeting - Friday, March 18, 2016 at 12.30 p.m. at Red Lion Inn at the Park, Spokane**

- 9. Adjournment**

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WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MEETING

Friday, October 16, 2015, 10:00 a.m.
Red Lion Hotel, Spokane, WA

CALL TO ORDER:

President Burke called the meeting to order at 10:00 a.m.

ROLL CALL:

President Debbie Burke, President-Elect Shannon Corin, Vice President Christy O'Flaherty, Secretary Virginia Olsen, Treasurer Gina Anderson, and Boardmembers Jill Boltz (via telephone), Debbie Jermann, Kay Kammer, Dee Roberts, Paula Swisher, and Bobbie Usselman, and Immediate Past President Diana Quinn.

APPROVAL OF MINUTES:

President-Elect Corin **MOVED**, seconded by Boardmember Swisher, to approve the Executive Committee meeting minutes for June 12, 2015. The motion **PASSED** 12/0.

Some of the items were taken out of order since Boardmember Boltz was participating via telephone and could not attend the entire meeting. President Burke explained that she would start with all the agenda items that involved Boardmember Boltz.

NEW BUSINESS:

Membership Scholarship

Boardmember Boltz reported that she believes membership dues may be an issue for those in small duties and perhaps WMCA could offer a scholarship for those in cities under 1,000 in population. She said she loves WMCA and feels we are doing a great job, but she just wants to reach out to those who may be overwhelmed, not know about the resources we offer, and cannot afford to join.

Boardmember Jermann said there are 80 cities of that size and at \$75 each, that would cost \$6,000. Boardmember Roberts said it wouldn't be an automatic for everyone. President-Elect Corin stated that this organization is based upon education.

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Secretary Olsen stated some issues to consider included creating dependency on scholarships for training, ongoing memberships or one-time only, tracking, what population to offer the scholarships to, and people investing their own funds for professional development.

Vice President O'Flaherty asked if we offer a one-year membership scholarship, then what happens?

Boardmember Swisher stated that even with a scholarship for conference, we do not cover all the costs. Boardmember Roberts said she believes it is a matter of letting those members know that WMCA is here and there are networking opportunities even if they decide not to pursue training.

Vice President O'Flaherty suggested we try this for one year and see how it works. Boardmember Boltz stated this idea could be a win-win for WMCA.

Immediate Past President Quinn said she feels WMCA is doing a good job marketing itself and some people just choose not want to join so it's not a matter of how we market our organization.

Boardmember Jermann suggested asking the Membership Committee to take this on and report back for the January meeting. Treasurer Anderson asked if paid members in cities under 1,000 population would be refunded. The Executive Committee responded no because they could afford it since they had paid.

Boardmember Swisher said the handbook project was huge and perhaps we should send it to those members on a thumb drive along with marketing materials to show them what WMCA offers and we are here as a resource.

Secretary Olsen asked about timelines since there appeared to be consensus and said perhaps it would be wise to move forward now instead of January when everyone is really busy preparing for conference. She said she could support a one-year pilot program but would ask to measure the success and impact of the program.

Boardmember Usselman said you can track logins and training through the website tools and then we would know the value of the program. Vice President O'Flaherty stated there is enough budget to manage this at this time. There was discussion about a budget amendment and then adding a line item in the future if the program is continued.

Boardmember Swisher **MOVED**, seconded by Boardmember Usselman, to direct the Membership Committee to reach out to the 80 cities under 1,000 population and offer a pilot program with free 18-month membership scholarship for the remainder of this fiscal year and the following next year.

The motion was clarified that it is not an application but a registration and she recommended we add population to the membership form.

The motion **PASSED** 12/0.

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COMMITTEE REPORTS:

Historical Committee

Boardmember Boltz stated there was no report for the Historical Committee.

Archives Oversight Committee

Boardmember Boltz said the only discussion item is that she wanted to put out another blurb that a small city representative is needed since Peri Gallucci gave notice that she was stepping down. There was direction to put a notice in the next newsletter and proceed in filling that position.

TREASURER'S REPORT:

Treasurer Anderson provided a report on the fiscal year ending September 30. She reviewed the checking, savings and scholarship accounts and noted that the packet included the IRS tax return filing. Treasurer Anderson said some of the fall academy costs were not yet reflected.

Boardmember Roberts **MOVED**, seconded by Boardmember Swisher, to approve the Treasurer's report. The motion **PASSED** 12/0.

World Points

Treasurer Anderson provided printouts of all the World Points itemized reports and noted how points had been spent for speaker gift cards. She added that everyone should monitor their own reports by logging in online and watch for when they expire. Treasurer Anderson said she would send the reports to all the current card holders.

Credit Card Receipt Affidavit

President Burke stated that she paid for her baggage with her phone and asked for an emailed receipt and did not receive one so she needed to complete a credit card affidavit.

Boardmember Swisher **MOVED**, seconded by Boardmember Usselman, to accept the Affidavit of Lost or Destroyed Receipt. The motion **PASSED** 12/0.

Treasurer Anderson noted that this is a last resort and not something that happens regularly. President-Elect Corin stated she would update the financial policies for approval at the next meeting.

NEW BUSINESS:

IIMC Conference 2021 Bid

President Burke reported that Boardmember Boltz said she drafted a letter to each of the regional associations. She said we could check at the conference to see if there was interest from the general membership to serve on the IIMC conference committee.

There was discussion that this would impact our state conference in 2021 as we would not have one that year. There was further discussion about keeping the same leadership in place or having a "mini" conference in lieu of a full conference or swearing in officers at the IIMC Conference.

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Immediate Past President Quinn said she was uncomfortable making a decision for that future Executive Committee.

There was direction to prepare a letter for a newsletter article to follow an announcement in the President's Message.

IIMC Mid-Year

President Burke asked for suggestions of something to welcome IIMC with at their upcoming board meeting in Seattle. Secretary Olsen suggested an Edible Arrangement of fruit with a card for President Monica Simmons. There was discussion about the number of members attending the Board of Directors meeting and how much money needed to be authorized.

Boardmember Swisher **MOVED**, seconded by President-Elect Corin, not to exceed \$500 for the Edible Arrangement. The motion **PASSED** 12/0.

COMMITTEE REPORTS CONTINUED:

Audit Committee

There was no report.

Awards Committee

Immediate Past President Quinn said there are 20 people on this committee and that is way too many and she believes we need a new way to select the award recipients. She added that there are problems when the committee members are nominated for Clerk of the Year or President's Award of Distinction. Boardmember Usselman said she did not think there should be a committee and a lot of time and work for the committee is wasted when the President makes the decision anyway.

There was discussion about the committee sending out the letters and sharing the cost of postage and it was suggested the Immediate Past President send them all out. President Burke stated the postcard mailing is much less expensive than the letters that were sent in the past. She said a postcard would be mailed this year. President Burke added that other states announce all the nominees and several people thought that announcing nominees would be a good idea.

Immediate Past President Quinn stated she reached out to the Awards Committee members for feedback on this idea. There were suggestions discussed including a committee with the President and others in the industry that understand what clerks do, blind applications, popularity contest, who makes the final decision, concern about the President selecting their favorite person, committee members being nominated, reviewing nominations of close friends and it being difficult to rank them, and announcing all the nominees to the membership.

Boardmember Boltz left the meeting at 11:18 a.m.

Boardmember Jermann stated that Oregon has the President make the decision and the President's Award of Distinction is nominated by their peers and the nominator must be a member of OAMR. There was discussion about adopting this process in 2016.

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Secretary Olsen suggested we get more information about what Oregon and other Region IX states do and discuss this topic at the January meeting.

President-Elect Corin suggested the officers serve on the Awards Committee since they are not eligible to receive the award. President-Elect Corin stated she would write up a synopsis of the suggestions. Boardmember Jermann said she would check with OAMR and Secretary Olsen stated she would check with CCAC and AAMC and send the information to Immediate Past President Quinn for a report and discussion in January.

Boardmember Roberts asked if January 15 was set in stone for the next board meeting. She said she would be in Las Vegas. There was great interest in having the meeting in Las Vegas, however President Burke asked everyone to check their calendars to discuss alternate dates after lunch.

The meeting recessed at 11:26 a.m. for a hotel tour and lunch. The meeting reconvened at 12:24 p.m.

Budget Committee

President-Elect Corin said she would schedule a meeting in November. There was no report.

Bylaws Committee

Boardmember O'Flaherty said there were no proposed bylaws amendments.

Conference Planning Committee

Boardmember Swisher had several issues to discuss with the Executive Committee. She said the first issue was whether the eastside conference location should be more centralized such as Pasco, Yakima or Leavenworth. Boardmember Swisher asked if Spokane should be in the four-year rotation because it is really far for those in the far reaching corners of the state.

Boardmember Roberts said it is a difficult question because Spokane is a nice city and she likes to drive here and bring many things in the car with her in lieu of flying. Secretary Olsen said it is nice to have an option of a close by airport for those who do not drive to conference and for out of state guests.

Boardmember Swisher stated that she did not had enough time to check out all of the westside locations yet. She said she recommended Pasco for 2018 and if the group wanted, Spokane could be the location in 2020 and 2024. Boardmember Swisher noted that WMCA saves money by negotiating multiple conferences. She said it is a significant money saver. There was direction to keep considering Spokane but wait and see how the 2016 conference goes first.

Boardmember Swisher said the next issue is our sponsorship program and how vendors participate at our conference. She stated that she has spoken to other entities as well as vendors and she suggested having vendors register as conference attendees so they could attend classes, have meals included and build relationships with clerks. Boardmember Swisher stated that they get more vendors registering with this process. She added that Alaska has a speed dating event where the members get quick meetings with vendors and the vendors could purchase a

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sponsorship if they wanted a larger space. She noted that Alderbrook has very limited space for vendors so changes probably needed to be made before the 2017 conference.

Boardmember Swisher stated that she recommended the vendor fee continue at \$500 but would include one conference registration and the current standard benefits as well as information in the bags. Secretary Olsen suggested that she, Boardmember Swisher and Jodi Wycoff prepare some financial analysis and draft a recommendation for further review and survey the vendors in March and if worthwhile, make the change next year. There was consensus to do so.

Boardmember Swisher said the third issue is consideration of hiring a local professional to handle the hotel component of the conference management. She said moving to rotating locations would make it a bit easier for this person too and some of the duties could include room blocks, coordinating AV equipment with Education Committee, matching up hotel registration with conference registrations, and other duties.

Boardmember Swisher stated that she has been chairing this committee for a long time and there have been various people who have not worked out to shadow her and Alice Attwood at the conference to learn the job. She said this job takes a lot of time and commitment for the entire year and she thinks it is necessary to draft a succession plan.

Boardmember Swisher said she attended an event planning forum in Yakima and some local people were suggested to her. She stated there was one person in particular that she thinks could work really well. Boardmember Jermann suggested checking to see if AWC has a staff person who could handle that.

There was discussion about a timeline for putting together a succession plan because Boardmember Swisher has interest in stepping away in a couple of years and someone needs to learn the job. Vice President O'Flaherty said she favors a succession plan and asked about the timeline. There was direction for Boardmember Swisher to get more information on costs and services by this person as well as her expertise and report back to the Executive Committee for further discussion.

Boardmember Swisher noted that we need to encourage members to register for conference earlier. She said it was recommended to negotiate a free room night to give away as an early bird registration prize and there was consensus to pursue that option. There was consensus to do this if it could be comped.

Boardmember Swisher asked if there was interest in pursuing Leavenworth as an option for a centrally located conference site however it does not have sufficient vendor space. She said she could make it work but the downside is the distance from the Wenatchee airport. It was noted that Wenatchee did not send her a proposal. It was decided that Leavenworth was not a good conference location and was out of the running as a rotating venue.

There was consensus to go with Pasco and possibly Spokane for future conference sites.

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Education Committee

A written report was provided by Education Committee Chair Carol Etgen. The report provided a briefing about speakers that were already planned for the annual conference. President-Elect Corin explained that Chair Etgen suggested a minimum speaker budget of \$10,000 to \$12,000 as opposed to \$7,000 because it was difficult to get quality speakers.

Discussion ensued about building relationships with speakers who are willing to help WMCA, having people on the committee willing to negotiate fees, obtaining sponsorships, working with entities on reimbursement programs, and more. President-Elect Corin suggested she put \$10,000 in the budget.

President-Elect Corin also noted that the committee did not like the Athenian Dialogue on Thursday afternoon. There was discussion about many members skipping classes on Thursday afternoon due to getting ready for the banquet as well as classes that they have attended several times over the years. It was also noted that signing in at sessions might help the skipping problem as well.

There was discussion about the proposed Athenian Dialogue and whether to keep it on Thursday as previously discussed. A written report was provided by Education Coordinator Ali Spietz that concerned fall and spring academies, Athenian Dialogue, and NCI. The written report had several points for discussion:

- 1) Since space was limited for the Athenian Dialogue due to room size, should attendees have their CMC or MMC to attend? There was consensus to open this course to CMC and MMC certified members only this year.
- 2) Registration is on a first-come, first-served basis and Education Coordinator Spietz recommended a date be chosen for registration to start and publicize it well so everyone has an equal chance to register for one of the 35 spaces. There was additional information in the report about payment details. There was direction to go ahead with this recommendation.
- 3) There will be no charge for the 2016 Athenian Dialogue but it was recommended we charge for them in the future. It was noted that it is being done during conference as a trial this year but in the future, it would likely be a standalone event that has a registration fee. Boardmember Swisher stated that she was not sure this course could be offered at the Alderbrook venue in 2017.
- 4) There will be a cutoff date one month in advance of the Dialogue for the member to cancel. It was noted that only 18 of 35 who registered actually attended the OAMR Athenian Dialogue. There was consensus for a cancellation fee of \$50 to ensure those who register are committed to attending. It was noted that if someone did not attend the entire conference due to a major emergency, they would not have to pay the cancellation fee because they would not have their conference registration fee reimbursed.

There was discussion about why it was recommended to have the Athenian Dialogue during the conference and not on Tuesday against the academy. It was decided that since this is the first Dialogue, good attendance was desired and we did not want to compete against the academy. It was also noted that this time the facilitator is working at no cost except for travel and this idea could be re-evaluated later.

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Fundraising Committee

Boardmember Jermann showed samples of unisex t-shirts that tend to run a little bit larger. There was consensus for “Behind every great municipality is an awesome Clerk!” Boardmember Jermann stated she would order four colors in the v-neck and pre-order crew necks for men.

Boardmember Kammer offered four samples of sweatshirts. There was consensus to commit to the minimum order of 24 for one pullover hoodie that is more fitted and 24 full zip, hooded sweatshirts.

President Burke asked if we wanted to purchase mouse pads with her conference logo for members. Boardmember Swisher stated they could be included as part of the conference expenditures if included in the bags. There was consensus to include them in the bags.

There was discussion about heads and tails fundraisers, pie in the face and karaoke. There was direction to move forward with a heads and tails fundraiser.

Legislative Committee

Boardmember O’Flaherty referred to the written report.

Membership Committee

Boardmember Kammer referred to the written report. The first item for discussion was how the candidate filings are posted. There was consensus to post all of the filings after the call for candidates is closed. There was further discussion about encouraging others to run.

The next item was if all of the names and votes for each candidate should be continued in the Audit Committee report on the election. The Executive Committee believed that those who did not receive many votes may be discouraged from running so they would not be included in the audit report at conference. It was noted the total votes are included in the packet that members could view if they wanted.

There was consensus to post all the names but not the number of votes except for total number of votes received for the total election. There was also consensus for paperless packets.

Edits to the Committee Description under Exhibit A, Elections Procedures

President-Elect Corin asked about the section on page 3, number 7, regarding write-in candidates and if they won but did not receive support from their supervisor, they were declared ineligible and there would be another election. She suggested the winner be the next highest vote getter instead of the time and expense of running another election.

Edits proposed were correcting #10 to state “and vote counts” instead of “and votes counts”, and strike “and vote counts for” in #12.

Boardmember Roberts **MOVED**, seconded by Boardmember Swisher, to approve the edits as proposed including the suggestion by President-Elect Corin.

The motion **PASSED** 11/0.

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Boardmember Kammer said she would update the committee description and forward it to President Burke.

There was also consensus for a buddy system at conference but not a mini-version at the fall academy.

Newsletter Committee

There was no report.

Scholarship Committee

President Burke stated there were no applications for fall academy and she read the schedule for conference scholarships. Boardmember Roberts stated that Committee Chair Melissa Collins had to step away from extra commitments and Megan Gregor of City of Renton volunteered to take on this position.

Boardmember Roberts stated that members would sign in and out at conference and those records may be used for the Scholarship Committee. She added that we will continue the same process for scholarships for now as a starting point and perhaps simplify the written component. Boardmember Roberts said she is working on an online application to interface with the website.

Webmaster Report

Boardmember Usselman said there was no written report but the subscription would change in November and the cost would decrease. She said she will work with Treasurer Anderson to implement the change.

AWC Legislative Committee

There was nothing new to add to the written report.

OTHER BUSINESS:

Treasurer Anderson said there was a policy about not buying alcohol yet we reimbursed for bottles of beer that were in the AWC Conference vendor booth give away basket. President-Elect Corin said she would draft a change to the financial policies for review in January to allow alcohol for gifts and giveaways.

Email Ratification

Boardmember Roberts **MOVED**, seconded by Corin to ratify the July 15, 2015 decision to approve a proclamation and \$300 gift for former speaker Pat Mason's retirement gift. The motion **PASSED** 11/0.

Boardmember Swisher **MOVED**, seconded by Boardmember Jermann, to ratify the decision to approve AAMC's candidate Janette Bower as the next Region IX Director. The motion **PASSED** 11/0.

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Boardmember Jermann asked if the winner of the t-shirt contest could get a free registration for an academy. There was direction to award an academy registration to the winner.

AWC Conference

Secretary Olsen provided a written recap of the AWC Conference where she staffed the vendor booth. She noted that she worked with Membership Chair Liz Smoot to reach out to clerks who visited the booth but were not members.

Secretary Olsen added that the giveaway basket is a huge draw (especially with beer and/or wine) to get elected officials to visit our booth and talk to us about the value of WMCA and funding training for clerks. She added that the Walla Walla Mayor won and later gave the basket to his clerk, Kammy Hill, at a City Council meeting.

MCEF Donation

President-Elect Corin stated that there is an Education Endowment Fund to fund MCEF scholarships for the IIMC conference and academies and we were asked we wanted to donate. Boardmember Usselman stated that donations are not touched and only the interest can be spent.

There was discussion about keeping our money for our scholarships and protecting the financial commitment we have with the Northwest Clerks Institute.

NEXT MEETING:

There was discussion and consensus to change the meeting to Friday, January 22 at Normandy Park.

ADJOURNMENT:

President Burke adjourned the meeting at 3:08 p.m.

Virginia V. Olsen, CMC, Secretary



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: January 15, 2016

Attached are the following reports for the period ending December 31, 2015:

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

Revenues will increase in the upcoming quarter with conference registrations and scholarship fundraising. Our largest revenue source through December 2015 is member dues, \$24,475.00 and our smallest revenue source through December 2015 is scholarship interest, \$2.35.

Expenditures will increase with the annual conference. Our largest expenditure through December 2015 is NCI Scholarships, \$11,250.00 and our smallest expenditure through December 2015 is our annual 501C(3) filing with the state, \$10.00.

Our nonprofit annual report required by the State of Washington was filed on October 21, 2015.

WMCA
Balance Sheet
As of December 31, 2015

Assets

Current Assets

Checking	10,625.80
Savings	86,357.52
Scholarship	9,475.51
Total Cash	<u>106,458.83</u>

Total Current Assets	<u>106,458.83</u>
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Total Assets	<u><u>106,458.83</u></u>
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Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	10,145.20
Net Income	<u>(1,072.25)</u>
Total Equity	<u>106,458.83</u>

Total Liabilities & Equity	<u><u>106,458.83</u></u>
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WMCA
Profit & Loss Budget vs. Actual
May 2015 through December 2015

	<u>Actual</u> <u>May '15-Dec '15</u>	<u>Budget</u> <u>May '15-April '16</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	10,400.00	12,375.00	(1,975.00)	0.84
Conference	2,400.00	45,000.00	(42,600.00)	0.05
Dues	24,475.00	24,000.00	475.00	1.02
IIMC President's Reception	0.00	0.00	0.00	0.00
Money Market Savings Interest	47.81	90.00	(42.19)	0.00
Region IX Dinner	885.00	2,000.00	(1,115.00)	
Scholarship Income	476.35	11,303.00	(10,826.65)	0.04
Total Income	38,684.16	94,768.00	(56,083.84)	40.82%
Expense				
Academy Sessions	5,427.05	13,000.00	(7,572.95)	0.42
Annual Conference	6,300.28	65,000.00	(58,699.72)	0.10
Board Expenses	8,096.81	16,284.00	(8,187.19)	0.50
Communication Expenses	803.68	1,480.00	(676.32)	0.54
Contingency	0.00	500.00	(500.00)	0.00
IIMC	3,335.00	6,025.00	(2,690.00)	0.55
Miscellaneous Expenses	3,590.22	5,415.00	(1,824.78)	0.66
Scholarship Expenses	12,203.37	26,500.00	(14,296.63)	0.46
Total Expense	39,756.41	134,204.00	(94,447.59)	29.62%
Net Profit (Loss)	(1,072.25)	(39,436.00)	38,363.75	2.72%

WMCA

1/15/2016 6:22 PM

Register: Chase Checking
 From 05/01/2015 through 12/31/2015
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2015			Region IX Dinner	Deposit		X	70.00	13,756.00
05/01/2015			-split-	PayPal		X	1,826.25	15,582.25
05/01/2015			-split-	Deposit		X	0.00	15,582.25
05/01/2015			-split-	Deposit		X	0.00	15,582.25
05/04/2015			-split-	PayPal		X	511.65	16,093.90
05/06/2015			-split-	Deposit		X	1,235.00	17,328.90
05/06/2015			-split-	Deposit		X	1,350.00	18,678.90
05/06/2015			-split-	Deposit		X	1,350.00	20,028.90
05/06/2015			-split-	Deposit		X	2,337.90	22,366.80
05/07/2015			-split-	Deposit		X	1,350.00	23,716.80
05/07/2015			-split-	Deposit		X	995.00	24,711.80
05/07/2015			-split-	PayPal		X	803.55	25,515.35
05/07/2015	990	Virginia Olsen	ANNUAL CONFERE...		21.88	X		25,493.47
05/07/2015	991	Association of Wash...	Board Expenses:Execu...		300.00	X		25,193.47
05/11/2015			-split-	Deposit		X	455.00	25,648.47
05/13/2015			-split-	Deposit		X	1,350.00	26,998.47
05/13/2015	992	City of Rainier	Scholarship Expenses:...		600.00	X		26,398.47
05/13/2015	993	City of Othello	Scholarship Expenses:...		600.00	X		25,798.47
05/13/2015	994	City of Monroe	Miscellaneous Expense...	Reimbursement	111.83	X		25,686.64
05/13/2015	995	WSU - Conference ...	-split-	2015 PD Schol...	10,050.00	X		15,636.64
05/14/2015			-split-	Deposit		X	1,125.00	16,761.64
05/14/2015	996	Monica Martinez Si...	IIMC:IIMC President's...		1,820.00	X		14,941.64
05/21/2015			-split-	Deposit		X	1,050.00	15,991.64
05/21/2015		Bank Of America	Board Expenses:Execu...	Gina Anderson	1,000.00	X		14,991.64
05/21/2015		Bank Of America	-split-		653.51	X		14,338.13
05/22/2015			-split-	PayPal		X	584.40	14,922.53
05/26/2015			-split-	PayPal		X	1,387.95	16,310.48
05/26/2015			-split-	Deposit		X	360.00	16,670.48
05/28/2015			-split-	Deposit		X	1,050.00	17,720.48
05/28/2015			-split-	The Square		X	216.97	17,937.45
06/01/2015	997	Pinnacle Promotions	Board Expenses:Execu...	150 Gavels - Cl...	400.00	X		17,537.45
06/01/2015	998	Ali Spietz	Board Expenses:Educa...	IIMC Conferen...	499.41	X		17,038.04
06/02/2015			-split-	PayPal		X	364.95	17,402.99
06/02/2015	999	Alice Attwood	IIMC:Outgoing Reg I...	VOID: Outgoin...		X		17,402.99
06/15/2015		Bank Of America	Board Expenses:Office...	Debbie Burke	928.42	X		16,474.57
06/15/2015		Bank Of America	Board Expenses:Office...	Shannon Corin	1,179.12	X		15,295.45
06/16/2015			-split-	Deposit		X	1,157.00	16,452.45
06/19/2015	1000	WSU - Conference ...	Scholarship Expenses:...	Lodging for Ta...	500.00	X		15,952.45
06/19/2015	1001	Virginia Olsen	Board Expenses:Execu...	Lodging for A...	503.64	X		15,448.81
06/24/2015			-split-	Deposit		X	810.00	16,258.81

WMCA

1/15/2016 6:22 PM

Register: Chase Checking

From 05/01/2015 through 12/31/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/25/2015			-split-	The Square		X	57.75	16,316.56
06/29/2015			-split-	PayPal		X	145.80	16,462.36
07/02/2015			-split-	The Square		X	23.97	16,486.33
07/10/2015			-split-	Deposit		X	455.00	16,941.33
07/13/2015			-split-	PayPal		X	1,610.40	18,551.73
07/13/2015	1002	CCAC	IIMC:Reg IX Assessm...		1,415.00	X		17,136.73
07/13/2015	1003	Alice Attwood	IIMC:Outgoing Reg I...		100.00	X		17,036.73
07/13/2015	1004	Virginia Olsen	Board Expenses:Execu...		227.24	X		16,809.49
07/24/2015			-split-	PayPal		X	1,049.25	17,858.74
07/24/2015			-split-	Deposit		X	1,000.00	18,858.74
07/24/2015		Bank Of America	ACADEMY SESSION...	Shannon Corin	179.74	X		18,679.00
07/24/2015		Bank Of America	-split-	Gina Anderson	376.77	X		18,302.23
07/24/2015	1005	Chelan County	Dues 2015	Dues Overpay...	30.00	X		18,272.23
07/24/2015	1006	Bank Of America	-split-		177.76	X		18,094.47
08/13/2015			-split-	Deposit		X	1,850.00	19,944.47
08/13/2015		Bank Of America	-split-	Debbie Burke	286.61	X		19,657.86
08/27/2015			-split-	The Square		X	72.22	19,730.08
08/28/2015		Bank Of America	-split-	Paula Swisher	194.52	X		19,535.56
08/28/2015	1007	City of Sequim	Communication Expen...		25.00	X		19,510.56
08/29/2015			-split-	Deposit		X	535.00	20,045.56
09/08/2015			-split-	PayPal		X	1,342.05	21,387.61
09/14/2015			-split-	Deposit		X	775.00	22,162.61
09/28/2015	1009	Susan Guzzetta & Co...	-split-	2016 Keynote ...	3,000.00	X		19,162.61
09/28/2015	1010	Susan Guzzetta & Co...	ANNUAL CONFERE...	Friday, March ...	1,000.00	X		18,162.61
10/05/2015		Bank Of America	ACADEMY SESSION...	Carol Etgen	375.00	X		17,787.61
10/05/2015		Bank Of America	Board Expenses:Office...	Gina Anderson	390.56	X		17,397.05
10/05/2015		Bank Of America	Board Expenses:Office...	Debbie Burke	143.22	X		17,253.83
10/05/2015		Bank Of America	Miscellaneous Expense...	Paula Swisher	66.03	X		17,187.80
10/21/2015		Bank Of America	-split-	Carol Etgen	1,708.33	X		15,479.47
10/21/2015		Bank Of America	-split-	Debbie Burke	559.92	X		14,919.55
10/21/2015	1011	Rabiner Resources	ACADEMY SESSION...	2015 Fall Acad...	3,000.00	X		11,919.55
10/21/2015	1012	Carol Etgen	ACADEMY SESSION...	Muffins for Fal...	13.98	X		11,905.57
10/21/2015	1013	City of Sammamish	ACADEMY SESSION...	Anderson Fall ...	150.00	X		11,755.57
10/21/2015	1014	City of Colfax	Dues 2015	Overpayment C...	25.00	X		11,730.57
10/21/2015	1015	Leavitt Insurance	Miscellaneous Expense...	11/07/2015 Re...	803.00	X		10,927.57
10/22/2015			-split-	Deposit		X	1,313.50	12,241.07
10/22/2015			-split-	PayPal		X	1,439.25	13,680.32
10/23/2015		Bank Of America	-split-	Paula Swisher	249.20	X		13,431.12
10/28/2015	1016	Leavitt Insurance	Miscellaneous Expense...	Balance of Insu...	250.00	X		13,181.12
11/04/2015			-split-	Square		X	289.35	13,470.47

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WMCA

1/15/2016 6:22 PM

Register: Chase Checking

From 05/01/2015 through 12/31/2015

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>
11/10/2015	1017	David T Saathoff	-split-	Form 990	795.00	X		12,675.47
11/20/2015	1018	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		12,425.47
11/20/2015	1019	Monica Martinez Si...	-split-		300.00	X		12,125.47
11/23/2015		Bank Of America	-split-	Gina Anderson	1,533.71	X		10,591.76
11/23/2015		Bank Of America	Board Expenses:Board ...	Debbie Burke	412.71	X		10,179.05
11/23/2015		Bank Of America	Miscellaneous Expense...	Shannon Corin	209.95	X		9,969.10
11/23/2015		Bank Of America	ANNUAL CONFERE...	Carol Etgen	201.20	X		9,767.90
11/23/2015		Bank Of America	-split-	Paula Swisher	206.44	X		9,561.46
12/12/2015			-split-	Deposit		X	304.31	9,865.77
12/18/2015		Bank Of America	-split-	Gina Anderson	670.54	X		9,195.23
12/21/2015			-split-	PayPal		X	2,662.95	11,858.1°
12/21/2015		Bank Of America	Communication Expen...	Shannon Corin	778.68	X		11,079.
12/21/2015		Bank Of America	ANNUAL CONFERE...		453.70	X		10,625.80

WMCA

1/15/2016 6:20 PM

Register: Chase Savings

From 05/01/2015 through 12/31/2015

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>
05/31/2015			Money Market Savings...	Interest		X	6.83	86,316.54
06/30/2015			Money Market Savings...	Interest		X	7.54	86,324.08
07/31/2015			Money Market Savings...	Interest		X	7.31	86,331.39
08/31/2015			Money Market Savings...	Interest		X	7.31	86,338.70
09/30/2015			Money Market Savings...	Interest		X	7.07	86,345.77
10/31/2015			Money Market Savings...	Interest		X	4.47	86,350.24
11/30/2015			Money Market Savings...	Interest		X	3.64	86,353.88
12/31/2015			Money Market Savings...	Interest		X	3.64	86,357.52

WMCA

1/15/2016 6:20 PM

Register: Chase Scholarship

From 05/01/2015 through 12/31/2015

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>
05/31/2015			Scholarship Income:Sc...	Interest		X	0.37	9,473.53
06/30/2015			Scholarship Income:Sc...	Interest		X	0.41	9,473.94
07/31/2015			Scholarship Income:Sc...	Interest		X	0.39	9,474.33
08/31/2015			Scholarship Income:Sc...	Interest		X	0.24	9,474.57
09/30/2015			Scholarship Income:Sc...	Interest		X	0.23	9,474.80
10/31/2015			Scholarship Income:Sc...	Interest		X	0.23	9,475.03
11/30/2015			Scholarship Income:Sc...	Interest		X	0.24	9,475.27
12/31/2015			Scholarship Income:Sc...	Interest		X	0.24	9,475.51

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

On the bottom of your statement, there is a link to the website:

www.bankofamerica.com/worldpoints as well as a summary of the points activity. Please submit a reconciliation of your redeemed points each quarter for the EC Meeting Packet. Effective January 23, 2015 all points reporting will be included in documents reviewed by the Audit Committee for accountability and transparency. Points can be used for anything already in your budget (supplies, speaker gift cards, VIP gifts, etc). EC approval will be required to spend points toward a WMCA auction item or an item not in the budget.

Name: Gina Anderson

Position: Treasurer 2015-2017

Period: October – December 2015, January 2016

		Beginning Points Balance	391
Date/Desc/Points Earned	1 st month	October 10, 2015	0
	2 nd month	November 10, 2015	1,534
	3 rd month	December 10, 2015	669
	4 th month	January 10, 2015	0
Subtotal Point Earned			2,594
Date/Desc/Points Used			
Subtotal Point Used			2,594
Balance of Points			2,594

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Carol Etgen
 Position: Education Chair 2015-2016
 Period: October – December 2015, January 2016

		Beginning Points Balance	4,608
Date/Desc/Points Earned	1 st month	October 10, 2015	1,709
	2 nd month	November 10, 2015	201
	3 rd month	December 10, 2015	454
	4 th month	January 10, 2016	0
Subtotal Point Earned			6,972
Date/Desc/Points Used			
Subtotal Point Used			0
Balance of Points			6,972

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

On the bottom of your statement, there is a link to the website: www.bankofamerica.com/worldpoints as well as a summary of the points activity. Please submit a reconciliation of your redeemed points each quarter for the EC Meeting Packet. Effective January 23, 2015 all points reporting will be included in documents reviewed by the Audit Committee for accountability and transparency. Points can be used for anything already in your budget (supplies, speaker gift cards, VIP gifts, etc). EC approval will be required to spend points toward a WMCA auction item or an item not in the budget.

Name: Debbie Burke
 Position: President
 Period: 3rd qtr (Oct - Dec)

		Beginning Points Balance	8533
Date/Desc/Points Earned	1 st month	Attend OAMR	560
	2 nd month	EC Lunch spokane	413
	3 rd month		0
		Subtotal Point Earned	
Date/Desc/Points Used	0		
		Subtotal Point Used	0
		Balance of Points	9506



Executive Committee Binder
Table of Contents – March 2015

1. Organizational Structure Summary
2. EC Committee and Committee Chair Contact Lists
3. Committee Descriptions Summary
4. Calendar of EC Meetings
5. Summary of Updates: Bylaws, Contracts, Policies and Other Documents
6. 2015-16 WMCA Budget
7. Meeting Minutes and Agendas



Organizational Structure – March 2015

WMCA Members elect the Executive Committee (EC) annually as terms expire or become vacant.

WMCA Members annually adopt updates as needed to the organizations bylaws.

WMCA Members annually approve the budget as recommended by the EC.

WMCA President appoints members to act as Committee Chairs as needed. The Chairs facilitate duties of the Committee members, request and report to the EC via the assigned liaison, and prepare certificates annually for active committee members.

The EC meets quarterly and performs duties as assigned in the approved job descriptions as well as other duties as assigned by the EC or President, and to ratify decisions made in email between the quarterly meetings.

WMCA is one of the IIMC Region IX organizations w/Alaska, Oregon, California, and Hawaii. There are currently no members in IIMC from Hawaii. The Region IX states have a signed agreement outlining the process for the rotation of two Directors that represent us at the IIMC Board Meetings and Conference.

WMCA is one of three states that have three of its members serving on the NCI Committee - for the June Academy held in Washington. They negotiate the agreement for the Director and with WSU. Our members consist of the Education Coordinator, Education Committee Chair, and one at large member.

The EC creates ad hoc committees as needed and also confirms the Presidents appointments of Education Coordinator, as well as regional committees such as AWC Legislative Committee and State Auditor's Office Records Oversight Committee.

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2015 – 2016 EXECUTIVE COMMITTEE**

Debbie Burke, MMC
President
City of Normandy Park
801 SW 174th Street
Normandy Park, WA 98166
206-248-8248
debbieb@ci.normandy-park.wa.us
253-508-6043 cell

Shannon Corin, CMC
President-Elect
City of Bremerton
345 6th Street, Suite 600
Bremerton, WA 98337
360-473-5290
City.clerk@ci.bremerton.wa.us
360-908-1098 cell

Christy O'Flaherty, MMC
Vice President
City of Tukwila
6200 Southcenter Blvd.
Tukwila WA 98188
206-433-1855
Christy.Oflaherty@tukwilawa.gov
253-223-0530 cell

Virginia Olsen, CMC
Secretary
City of Mountlake Terrace
6100 219th Street SW Suite #200
Mountlake Terrace, WA 98043
425-744-6206
volsen@ci.mlt.wa.us
206-730-3410 cell

Gina Anderson, CMC
Treasurer
City of Woodland
PO Box 9
Woodland, WA 98674
360-225-8281
andersong@ci.woodland.wa.us
360-607-8194 cell

Paula Swisher, CMC
Board Member
City of Brier
2901 228th Street SW
Brier, WA 98036
425-775-5440
pswisher@ci.brier.wa.us
425-760-4823 cell

Bobbie Usselman, MMC
Board Member
City of Sequim
152 W. Cedar Street
Sequim WA 98382
360-681-3432
busselman@sequimwa.gov
360-460-3826 cell

Jill Boltz, CMC
Board Member
Kitsap Transit
60 Washington Ave Suite 200
Bremerton, WA 98337
360-478-6230
jillb@kitsaptransit.com
360-731-6341 cell

Dee Roberts, MMC
Board Member
City of South Bend
PO Drawer 9
Southbend, WA 98586
360-278-5571
dee.roberts@southbend-wa.gov
360-589-9451 cell

Debbie Jermann, MMC
Board Member
C-Tran
PO Box 2529
Vancouver, WA 98668
360-906-7303
debbiej@c-tran.org
360-607-6403 cell

Kay Kammer, MMC
Board Member
City of Battleground
109 SW 1st Street, Suite 221
Battleground, WA 98604
360-342-5008
kay.kammer@cityofbg.org
360-624-6780 cell

Diana Quinn, MMC
Immediate Past President
City of Algona
402 Wade Street
Algona, WA 98001
253-833-2897
dianaq@algonawa.gov
360-319-8207 cell

WASHINGTON MUNICIPAL CLERKS ASSOCIATION 2015-16
COMMITTEE CHAIRS & EXECUTIVE COMMITTEE LIAISONS, updated January 2016

AUDIT

Chair: vacant
Liaison: Diana Quinn (back up treasurer)
dianaq@algonawa.gov

AWARDS

(Past President)
Chair: Diana Quinn, Algona
dianaq@algonawa.gov

BUDGET

(President-Elect)
Chair: Shannon Corin
city.clerk@ci.bremerton.wa.us

BYLAWS

Chair: Jodee Schwinn, Seattle
jodee.schwinn@seattle.gov
Liaison: Christy O'Flaherty, Tukwila
christy.oflaherty@tukwilawa.gov

CONFERENCE PLANNING

Chair/ Liaison: Paula Swisher, Brier
pswisher@ci.brier.wa.us

EDUCATION

Chair: Carol Etgen, Fife
cetgen@cityoffife.org
Vice Chairs: Shaunna Lee Rice, Maple Valley
and Brenda Martinez, Bk Diamond
Liaison: Shannon Corin (President-Elect)
City.clerk@ci.bremerton.wa.us

FUNDRAISING

Chair/ Liaison: Debbie Jermann, C-Tran
debbiej@c-tran.org
Co Chair: Susan Duncan, Ferndale
susanduncan@cityofferndale.org

HISTORICAL

Chair/ Liaison: Jill Boltz, Kitsap Transit
jillb@kitsaptransit.com

LEGISLATIVE

Chair: Sandy Paul, retired
wan8tive@comcast.net
Liaison: Christy O'Flaherty, Tukwila
christy.oflaherty@tukwilawa.gov

MEMBERSHIP (ELECTIONS)

Chair: Liz Smoot, Monroe
esmoot@monroewa.gov
CoChair: Darla Reese
darla.reese@ci.granite-falls.wa.us
Elections Officer: cmte appoints ea yr

Ad Hoc Handbook:

jillb@kitsaptransit.com
Liaison: Kay Kammer, Battleground
kay.kammer@cityofbg.org

NEWSLETTER

Chair: Melody Valiant, Tumwater
m.valiant@ci.tumwater.wa.us
CoChair: Rachel Shaw, Prosser
rshaw@cityofprosser.com
Liaison: Virginia Olsen, Mountlake Terrace
volsen@ci.mlt.wa.us

SCHOLARSHIP

Chair: Megan Gregor, Renton
mgregor@rentonwa.gov
Liaison: Dee Roberts, South Bend
dee.roberts@southbend-wa.gov

EDUCATION COORDINATOR

Ali Spietz, Mercer Island
ali.spietz@mercergov.org

NCI Cmte WA reps:

Education Chair & Coordinator
At Large: Virginia Olsen, Mt Lk Terrace

Archive Oversight:

Jill Boltz, Kitsap Transit
Large Cities - Jodi Stephens, Yakima
Small Cities - vacant

WEBMASTER

Bobbie Usselman, Sequim
busselman@ci.sequim.wa.us

IIMC Reg IX Directors:

Alice Atwood, Tonasket WA ends 2016
Joan Tilton, Manteco, CA ends 2015
incoming 2015 Tracy Davis, OR

AWC Leg Cmte:

Karen Kuznek-Reese, Sequim
kkuznek@sequimwa.gov



Committee Responsibility Summary

Each year at conference there are committee sign up sheets at the registration table for members. New and existing members can also sign up for a committee on the annual dues registration form. Below is a summary of duties for WMCA Committees:

Audit Committee: Conducts the bi-annual audit of the financial records of WMCA. If you like numbers, this is the committee for you! May require travel during the week. Audits are generally held in the Tacoma/Olympia area.

Awards Committee: Solicits and evaluates nominations for the Clerk of the Year Award and presents the accepted nominations to the President for final selection of the "Clerk of the Year Award." The Immediate Past President chairs this committee.

Bylaws Committee: Reviews the WMCA bylaws and prepares proposed changes for approval by the membership. Work is generally done by email. This is a great way to learn about WMCA and how it works.

Conference Planning Committee: Prepares the details of the Annual Conference and works closely with the Education Committee to coordinate efforts for a successful conference. You do not have to be attending conference to join this committee, although it is highly recommended. This committee fills up fast, requires high participation and requires some travel. *This committee meets in person 1-2 times per year, usually in the Edmonds/Everett area.* Signing up does not guarantee selection for this committee. Members will be notified in April when selected from the sign up sheet.

Education Committee: Prepares the education program for the Annual Conference and provides logistical support for the spring and fall academies. The Committee Chair serves on the Northwest Clerks Institute Education Committee, which helps the Institute Director develop Professional Development I, II, III, and IV goals and educational offerings.

Fundraising Committee: Raises money for education scholarships in the form of raffles, products sales, etc. New to WMCA? Have great ideas about products to sell to membership? Then this is the job for you!

Historical Committee: Maintains an updated record of all WMCA activities as well as online photo sites. Are you a history buff? Like to take pictures? Organize? This is the committee for you.



Legislative Committee: Studies proposed state and federal legislation and reports to WMCA Executive Board and membership. Do you find yourself watching CSPAN? Like knowing what is being talked about in the legislatures? Then this job is for you! If you have an inside track on what is happening in Olympia, then this committee is for you.

Membership Committee: Encourages membership in WMCA and organizes first time conference attendee functions. Were you a cheerleader or spirit leader in high school? Do you like meeting new people? Then this committee is for you.

Newsletter Committee: Collects articles from the membership to create our WMCA monthly newsletter. Are you creative? Do you like to put together brochures? Are you great at editing? Then this committee is up your alley. Everything is done by email and the chair(s) give you a template and resources to edit. Microsoft Publisher required.

Scholarship Committee: Administers the application and granting process for scholarships offered by WMCA. Like to read? Then this is the job for you!

Updated January 2016



Executive Committee Meeting Schedule 2015-16, updated 10-2016

<u>Location</u>	<u>Chair Reports Due</u>	<u>EC Packet Distribution</u>	<u>Meeting Date</u>	<u>Time</u>
Vancouver	Mar 6 th	Mar 13 th	Mar 20 th	12:30 PM
Fife City Hall	May 29 th	June 5 th	Jun 11 th	10:00 AM
Spokane	Oct 2 nd	Oct 9 th	Oct 16 th	10:00 AM
Normandy Park	Jan 15 th	Jan 18 th	Jan 22 nd	10:00 AM
Spokane	Mar 4 th **	Tbd	Mar 18 th	12:30 PM

** Conference Business Meeting Reports must be due to President in early March.

Reminder email will be sent to Chairs and EC as follows:

Friday, May 22nd

Friday, September xx

Monday, January xx

Monday, February 29th

1/5

	web dated	updates pending	Notes
Bylaws	Mar 2014		
Financial Policy	Jan 2015	Jan 2016	
Elections Procedure	x		see Bylaws and Membership Description
Partnership Policy	no date		prior mentor policy
Records Retention	Oct 2010		update to track transfer to archive?
President	Jan 2015		
President-Elect	Jan 2015		
Vice President	Jun 2014		
Secretary	Oct 2009		current Word doc not on file
Treasurer	Oct 2006		current Word doc not on file
Past President	Oct 2006		remove: serves on NCI Committee
Board Member	Jun 2013		
Backup Treasurer	Dec 2006		current Word doc not on file
Education Coord	Jun 2015		(online under Committees)
Webmaster	x	Jan 2016	established in 2000, not online currently
Audit	Oct 2009		
Awards	Jun 2014	Jan 2016	
Budget	Dec 2006		
Bylaws	Oct 2006		
Conference	Jan 2010		
Education	Jun 2015		
Elections Officer	x		see bylaws/membership cmte
Fundraising	Oct 2013		remove: VP serves as Liaison
Handbook	x		existed in Jan 2010 but not online
Historical	Jun 2012		current Word doc not on file
Legislative	Oct 2006		?update to exclude awc leg cmte rep
Membership	Oct 2015		
Newsletter	Apr 2012		current Word doc not on file
Scholarship	Jun 2011	Jan 2016	current Word doc not on file
WSU Agreement	2016-2018		
NCI Director	2016-2018		
NCI Committee	Oct 2014		
NCI Cmte MOU	Dec 2005		
IIMC Region Directors	Mar 2015		
AWC Leg Cmte		Add?	
Archive Oversight		Add?	

Other Assignments: EC Meeting parliamentarian, Annual Meeting parliamentarian, Conference Host Clerk, Conference Host Charity, COTY award ceremony, and EC Conf Itinerary Traditions

Webmaster

The duties of the Webmaster shall be:

1. After Conference, update Executive Committee page with new members and terms. Additionally update Main Page with vendor logos per Conference Planning Chair direction.
2. Add new members to website; email new member welcoming them and providing instructions on use of website and especially Members Only section.
3. Continually update the website with new information as it becomes available from the Executive Committee and Committee Chairs.
4. Create events for on-line registration and payments.
5. Update Job Opportunities page upon receipt of information from agencies re job opportunities.
6. Send e-blasts to the membership as requested by Executive Committee or Committee Chairs.
7. Provide listing of current members' names and Membership ID to the Membership Committee Election Chair for use in electronic election.
8. Update other areas of the website as required.



- 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: Megan Gregor, Chair

COMMITTEE: Scholarship Committee

DATE: January 8, 2015

SUMMARY OF ACTIVITIES:

Since the Scholarship Committee's last report to the Executive Committee (EC), a number of changes have taken place:

- Megan Gregor was appointed Chair of this Committee.
- The website was updated, as well as the guidelines (which now consist of one all-encompassing document).
- The scholarship application was digitized and can now be completely filled out and submitted online via a 'google form.'
- The ranking system was removed, and members were instead asked to review the applications and make comments as needed.

Additionally, the Committee prepared and submitted to the newsletter committee several announcements for the WMCA Annual Conference and Spring Academy scholarships. A postcard/mailling announcement designed by Ali Spietz was mailed out to all WCMA members in November of 2015, and a couple of emails advertising scholarship opportunities (and extending the deadline for the conference applications) were emailed. Scholarship opportunities for Spring Academy and the 2016 WMCA Annual Conference closed on December 11, 2015 and 16 applications were received – this is double the eight that were received last year! They were recently reviewed and then sent to the Executive Committee for evaluation.

We are looking to track attendance of scholarship recipients at sessions of the WMCA 2016 Annual Conference. Once we have an idea how many people from the Committee will be attending, Committee members will work with the Conference Committee and the Education Committee to figure out the best way to keep track of recipient attendance. Any ideas from EC are appreciated.

The next scholarship opportunities will be for registration for the IIMC Advanced Academy or Conference, and the Professional Development Institute (PD I June 5-10, PD II June 12-17, PD III June 19-24 and PD IV June 13-16). First time Institute scholarship applicants are eligible for

award of both registration and lodging for PD I, if needed. PD II and PD III scholarship awards are for registration only. Margery Price scholarships are available for PD IV.

Deadline for IIMC applications is January 25, 2016, and the deadline for all PD applications is February 5, 2016.

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
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

2016 WMCA Annual Conference Scholarship Application Summary

- ❖ TOTAL # OF APPLICATIONS: 16
- ❖ Total # of applicants for First Time Attendee Registration & Lodging (\$600 each): 4 - \$2,400 Total
- ❖ Total # of applicants for Conference Registration ONLY (\$300 each): 12 - \$3,600 Total
- ❖ Total # of applicants for Spring Academy (\$125 each): 0
- ❖ **TOTAL COST IF ALL AWARDED: \$6,000**

Items of Note:

1. Of the 20 members on the Scholarship Committee, I received feedback from 15 of them.
2. We had some technical difficulties with applicant #7's application and she asked to amend her application to request a scholarship for the Annual Conference Registration, not Spring Academy.
3. Both applicants #10 and #15 filled out that they would not participate in any committees to "pay it forward." Paula Swisher is on my committee and she made a great comment: *"I would like to see us explain to applicants that say they won't participate that if they sell some of the big raffle tickets that is participating in the fundraising committee. I don't think that selling even one booklet of 10 is too much to ask in exchange for the scholarship."* I am wondering how we should go about addressing this?? Thanks!
4. Applicant #15's membership has NOT been confirmed. However I am working on that and will hopefully have it taken care of by the end of the day.
5. Applicant #16's application came in at the last minute. She is on the committee and was letting me know that she only recently found out she would be allowed to attend but isn't sure if she will make it because she is not sure the city has the money for her to do so. She was bummed because they didn't let her know this in time for her to apply for a scholarship. Dee and I discussed it and decided that we would have her fill out the application and send in her letter, and let her know that we will try to fund it but will only be able to if there is enough funding after all other applications are reviewed. Her application was NOT reviewed by other committee members.

Thank you,

Megan Gregor
Chair, WMCA Scholarship Committee



APPLICANT NUMBER 1

Name:	Shawna Wise
Event Requesting Scholarship For:	2016 WMCA Annual Conference (Registration)
Employer:	City of Gig Harbor
Position Title:	Assistant City Clerk
Date Current Position Assumed:	1/1/2015
How long in Clerk Profession:	2 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2015 - WMCA Annual Conference

Question 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)?

As Assistant City Clerk, I feel being a municipal clerk can be summed up by a quote I recently read: "The Clerk helps determine the quality of local government in the present, affects the direction of the future, and keeps a record of the past."

Quality of local government. The City Clerk serves as a link between citizens and government. In being on the front line of the city, the clerk must always be professional, helpful, and honest. Many times the first interaction with citizens is with the City Clerk so they are the voice and the face of the city. The quality of service the clerk gives oftentimes reflects on the city as a whole. Responding quickly to customer needs, ensuring staff and council are following best practices, and being transparent are a few examples of how the City Clerk can ensure the quality of local government is top notch.

Affects the direction of the future. As technology changes, as the city population increases, and as record requests take on new forms, the City Clerk's support for council and staff is of utmost importance. The clerk serves as a leader in finding new and improved ways to streamline processes, store records, and keep the public informed. Whatever the direction the future is going, the clerk is researching ways to keep the city moving in a positive direction, changing what may have worked in the past to something that better serves the community in the future.

Keeps a record of the past. City Clerks are the official record keepers for their city and must strictly adhere to all laws regarding documents at the city. The requires the clerk to ensure all council and staff are working in an ethical manner by keeping proper records and making them available when asked by a citizen. With access to all records, the clerk is somewhat of the historian of the city and should eagerly answer questions from council, staff, and citizens regarding any past records.

Question 2: What are the primary duties of your current Position?

The primary duties of my position of Assistant City Clerk is to manage records requests, review and approve business licenses and special event permits. I am also the staff for our Intergovernmental Affairs Committee and Boards & Candidate Review Committee and manage all agendas and minutes. It is also my primary responsibility to ensure department record logs are maintained accurately. I manage the Council, Mayor, and City Administrator meeting calendars and attend meetings on behalf of the Mayor when she is unavailable. It is also my primary responsibility to maintain the City website with current agendas and minutes and list upcoming meetings.

I am the back up for the City Clerk when she is out of the office which includes running the City Council agenda meetings, packets, council meetings and publishing the minutes.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Shawna Wise

Chair Comments:	App and Letter of support were both received on time In 2015 received Conference/Lodging Scholarship
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Applicant # 1: Shawna Wise

Comments:	<ul style="list-style-type: none">-Loved the quote she used in her opening paragraph. Very well written.-Thoughtful application. I support applicant for scholarship consideration.-Shawna gave very thorough and thoughtful responses to the questions. The letters from Shawna's supervisors demonstrate her commitment to the profession of clerk and to regional, state, and national associations.-Loved the quote she used in her opening paragraph. Very well written.-This applicant provided very thorough and thoughtful responses to the questions with only a couple of typographical errors.-Loved the quote and how she utilized it to explain how she sees being a clerk.-The answer to question 1 was excellent! She looks toward the future but preserves the past. Excellent!-I recommend Ms. Wise receive a scholarship for the 2016 WMCA Annual Conference.-None.-I feel she is working towards her CMC and this would benefit her.
Concerns:	



October 19, 2015

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107

Dear Scholarship Committee:

Please consider the scholarship application of our Assistant City Clerk, Shawna Wise.

Gig Harbor is a small city of only 8,555 people and our budget is such that we are not able to send our employees to all of the training that would benefit them and the city. It is unlikely that we would have sufficient funds in our budget to afford to send Shawna to this training without the scholarship.

Shawna was appointed Assistant City Clerk last year and such conferences are of great value to her and to the city to provide the training that Shawna needs to continue progressing in this position.

I am fully supportive of her application to attend the 2016 WMCA Conference and I will gladly make time available in her schedule to attend this conference if she is able to obtain this scholarship.

Thank you for your consideration.

Sincerely,

Ron Williams
City Administrator



ADMINISTRATION

Melissa Collins, CMC
Snohomish County PUD
P.O. Box 1107
Everett, WA 98206-1107

October 12, 2015

Re: 2016 Annual Conference Scholarship Application

Dear Scholarship Committee:

Please accept this letter as our request for assistance to allow Shawn Wise to attend the 2016 Annual Conference.

Shawna was hired as the Executive Assistant in September, 2013, and because of her outstanding abilities, her title changed to Assistant City Clerk at the beginning of this year. We are very supportive of her efforts to obtain her CMC status.

Shawna is a member of WMCA, IIMC, and currently serves as the Vice-President of the Pierce County Clerks and Finance Officers organization. She takes advantage of many training opportunities and enthusiastically shares what she has learned. She has a good grasp of the duties of the City Clerk's office, and staffs two of our Council Committees: the Intergovernmental Affairs and Boards and Candidate Review Committees. She is a great help with council agendas and packets and serves as administrative assistant to both the Mayor and City Administrator.


During the 2015-16 Biennial Budget, we submitted a request for both of us to attend WMCA Conferences in 2015 and in 2016, but the expected budget shortfall has resulted in a reduced training budget. I understand the value of attending the WMCA Annual Conference, and want to do whatever possible to allow her to attend as well.

Shawna is a conscientious, hard-working employee with a great work ethic. She is highly capable, quick to catch on, motivated, reliable, and take initiative. She learned the many duties of the position and quickly made adjustments to streamline several processes. Shawna eagerly accepts any task asked of her and in many cases, has taken on things without being asked. She is an asset to the WMCA organization as well as the City of Gig Harbor. Her continued attendance at conference and Professional Development classes will help to shape her future as a City Clerk.

We whole-heartedly support Shawna's attendance at the 2016 WMCA Conference, and any efforts to continue her education and assist her to obtain her CMC certification. Any consideration that you can offer would be greatly appreciated. She is also applying for scholarship from the Pierce County Clerks and Finance Officers for conference registration fees. We do have it in the budget to pay for her airfare to Spokane, and hopefully, for her to attend Advanced Academy.

Thank you, and please feel free to contact me if you need anything more to add to her application.

Sincerely,


Molly Towslee, City Clerk

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APPLICANT NUMBER 2

Name:	Perez-Ozuna Rebecca
Event Requesting Scholarship For:	2016 WMCA Annual Conference (Registration)
Employer:	City Of Othello
Position Title:	Deputy City Clerk
Date Current Position Assumed:	1/1/2015
How long in Clerk Profession:	4 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2014 - PD 1 2015 - PD 2

Question 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?)

Over the years I have come to understand and respect the responsibilities of a clerk. The idea of given the chance to become a Certified Municipal Clerk for me is being there to help the community and also start of my employment. Being a Municipal Clerk for the right information pertaining to our local and state help my fellow co-workers in the search for the right information pertaining to our local and state government. From my experience of working with my supervisor, I have seen the clerk to be a very important part of the day to day tasks being performed from record keeping, public disclosure requests, attending and keeping minutes at council meetings and so much more.

Question 2: What are the primary duties of your current Position?

My current duties as a Deputy City Clerk are an array from answering the phones and helping customers to being the utility biller backup. Just to name a few I also receipt customer payments, interpret and translate for all departments of the City, handle all the city business licenses along with other permits needed (except for building permits), help manage and provide public records requests for the public and inter office as well. Also I am currently in charge of updating the minutes, contracts, and meeting recordings for Clerk's Department web page.

Question 3: Response to the requirement to be a part of the Fundraising Committee

I have read and understand the commitment requirement

Letter from Supervisor Included:	No
Have you received your GMC:	No
SIGNED:	Rebecca Perez-Ozuna

Chair	Comments:
App and letter of support were both received on time	Previous Scholarships were for PD I and PD II

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Applicant # 2: Rebecca Perez-Ozuna

Comments:	<ul style="list-style-type: none">-I felt she could have elaborated a little more on question #1 and her answer could have been more detailed. Overall was okay.-She is working toward her CMC and this would benefit her and the city.-None-I recommend that Ms. Perez-Ozuna receive a scholarship for 2016 WMCA Annual Conference-Seems to be very excited to have her position and work for the city.-Good application.-The answers to the questions provided by the applicant are brief and to the point. There are a few grammatical errors.-Appreciate the applicant's desire to continue with her education.-I am always in support of those who have not yet received their CMC/MMC.
Concerns:	<ul style="list-style-type: none">-Some grammatical issues in her question #1 response-Applicant stated that letter of support was not included (Chair Comment: Though this is true, she did submit one.)-Has received 2 scholarships previously.



The City of Othello

500 East Main

OTHELLO, WASHINGTON 99344

Telephone (509) 488-5686
Fax (509) 488-0102

October 27, 2015

Washington Municipal Clerk's Association
Scholarship Committee
Megan Gregor
City of Renton, WA 98057

RE: Letter of Support
Rebecca Perez - Ozuna

Dear Scholarship Committee:

This letter is in support of the grant application submitted by Rebecca Perez-Ozuna for the Washington Municipal Clerks Association Scholarship for attendance to the 2016 Annual Conference. I encourage Ms. Perez-Ozuna to obtain as much educational training as possible to expand her knowledge as a Deputy City Clerk. Ms. Perez-Ozuna has been employed by the City of Othello for four years and is an essential employee for the City.

The City of Othello is a small, rural community in Eastern Washington and we have been challenged to reduce our budget for the past several years. In order for the Clerk's Department to attend the various educational programs, we have to be attentive to any type of scholarships or reimbursement programs. She attended her first Washington Municipal Clerk's Association annual conference in 2015 and was excited about the skills and information that she obtained. This scholarship will secure Rebecca's continuing professional education.

We are committed to granting the time for Ms. Perez-Ozuna to attend the 2016 Annual Conference in Spokane in its entirety and are encouraged that this experience will help her in her quest for continued professional educational training. Please give strong consideration to Rebecca Perez-Ozuna's scholarship application because I truly believe that she is and will continue to be an asset to our community.

Sincerely,

Wade Farris
City Administrator

APPLICANT NUMBER 3

Name:	Mari Ripp
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	City of Woodland
Position Title:	Clerk-Treasurer
Date Current Position Assumed:	1/1/1995
How long in Clerk Profession:	26 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	No
Previous Scholarships awarded:	I do not believe that I ever received a scholarship from WMCA, only CIAW in the past.

Question 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)?

In my position, I have to wear many different hats. The Municipal Clerk is the "hub" of the City. A municipality provides services to residents and people, who live in the community, encourages them to make local decisions together, build positive relationships and learn from each other. Our City Mission Statement says it well "To work in active partnerships with and for Woodland citizens, to build a progressive community that preserves our heritage."

The position of Clerk requires great communication skills and the ability to listen, speak, and serve the citizens and elected officials promptly. We have to be an active listener and stay neutral when working with council, city staff and customers. We are required to solve problems using different strategies of conflict management and written and oral expression is equally important. Being honest, reliable, trustworthy and dependable is also very important and it also requires being pleasant and displaying a good-natured attitude. Having a positive attitude makes for a better work environment, both for the employees and customers.

We must be all be team players and work together to get the job done. A municipality's primary revenue comes from taxes and fees of our citizens, businesses and visitors. We work for the people of our city and we strive to meet our customer's needs. In our City, our employee's daily duties vary widely. We work directly with the public, provide information, answer questions, process documents, observe and receive information, apply decision-making to determine if whether it complies with laws, regulations or standards and communicate back to the citizens, businesses and visitors.

Attending training is important to me. Networking with other clerks and building new and continuing relationships is very important in the role of the clerk. I have to continue to learn and build my knowledge, skills and abilities and will continue this by working towards my MMC. Attending conferences and training assists me in being able to succeed with our number one priority, serving the citizens and community!

Question 2: What are the primary duties of your current Position?

I started work for the City of Woodland in 1989, as junior clerk/police clerk and was later promoted up to other positions over the years including payroll clerk, court clerk, and deputy-clerk-treasurer. In 1995 I was promoted to Clerk-Treasurer. I have worked for the City for over 26 years and have learned a great deal working here. In my position, I have to wear many different hats that include finance/budget/reporting, utility billing, payroll, business licensing, records management, public disclosure, risk management, clerk to the mayor and council and liaison with all city departments.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included: Yes

Have you received your CMC: Yes

SIGNED: Mari E. Ripp

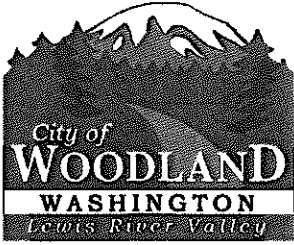
Chair Comments:	App and letter were both received on time No previous scholarships
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Applicant # 3: Mari E. Ripp

Comments:	<ul style="list-style-type: none">-Question #1 was written very well. Overall, great job!-Excellent essay answers, hasn't received scholarship previously.-Very complete application.-I like the focus on continued education in her response to the first question.-This applicant did an excellent job responding to the questions.-Terrific description, love their city mission statement and how she relates it to her job.-Seems to be a team player and likes working with others.-I recommend that Mari Ripp receive a scholarship for the 2016 WMCA Annual Conference – Registration.-None.-Has never received a scholarship. I feel Mari would be a great asset to conferences to new and old clerks due to her vast knowledge of 26 years.
Concerns:	<ul style="list-style-type: none">-Already has CMC/MMC. I always like to see scholarship dollars go to those who have no yet received certification.

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P.O. Box 9
Woodland, WA 98674
www.ci.woodland.wa.us

200 East Scott Avenue
fax: (360) 225-1201

Police
(360) 225-6965

230 Davidson Avenue
fax: (360) 225-7336

Building
(360) 225-7299

**Mayor's Office
Clerk-Treasurer**
(360) 225-1048

Planning
(360) 225-1048

300 East Scott Avenue
fax: (360) 225-7467

Public Works
(360) 225-7999

November 4, 2015

WMCA Scholarship Committee
Via email: mgregor@rentonwa.gov

Re: Mari Ripp, Clerk/Treasurer Scholarship request for 2016 Spring Conference

Dear WMCA,

I am writing this letter in support of Mari Ripp's scholarship application to attend the WMCA 2016 Conference. We believe that this is a valuable training program and will benefit not only Mari, but the city as well. She has been approved to attend the 2016 WMCA Spring Conference from March 15-18, 2016.

The City has experienced cuts in state-shared revenues in the past few budget years. This resulted in cuts to our General Fund budget. While our city has continued to grow, the training budget must support 7 clerks. The city is also planning on sending our deputy clerk-treasurer to the Spring conference as she serves as Treasurer for WMCA. So you can see the burden it puts on the city to fully fund sending two clerk's in one year. Any funding or scholarship would be greatly appreciated. We are strong supporters of training for our staff for their continued growth.

Sincerely,

Grover B. Laseke
Mayor

APPLICANT NUMBER 4

Name:	Jill Hammond
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	Grant County
Position Title:	Deputy Clerk
Date Current Position Assumed:	5/12/2008
How long in Clerk Profession:	6.5 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2010 - PD 1

Question 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)?

This means that I am responsible and hard working person to the public, Board of County Commissioners as well as serving all offices and departments in the County to the best of my ability.

Question 2: What are the primary duties of your current Position?

Here is a brief list of duties:
 Department payroll and vouchers
 Board of Equalization Clerk, process and schedule all hearings for BOE
 Backup Clerk of the Board
 Disability Board Clerk - LEOFF I Retirees
 Tourism Board Clerk
 Assist Commissioners with yearly budget process
 Office receptionist
 Order and track office supplies
 Track office spending
 Organize Department Head and Elected Official Luncheons and training

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

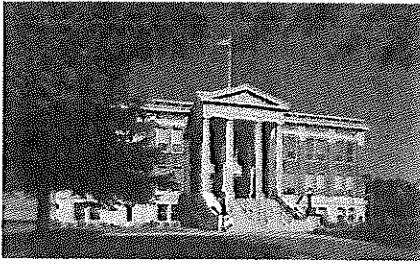
Letter from Supervisor Included:	No
Have you received your CMC:	No
SIGNED:	Jill Hammond

Chair Comments:	App and Letter were both received on time Previous Scholarship was in 2010 for PD I/housing
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Applicant # 4: Jill Hammond

Comments:	<ul style="list-style-type: none">-Didn't take her time to complete her questions. Poorly written.-I do see a letter from supervisor? Has she completed her CMC training? Went to PD1 2010, is she wanting to pursue her CMC or ?-Maybe I am just being picky, but I thought her answer to question #1 was lacking.-None.-Would like more detail on what a clerk means to her.-I recommend that Ms. Hammond receive a scholarship for the 2016 WMCA Annual Conference Registration.-She sits right next to me and I didn't even know she was applying...No further comments.-Short & sweet and to the point.-The responses provided by the applicant are not very thorough.-A more thorough response to the first question would have been nice.
Concerns:	<ul style="list-style-type: none">-Not much thought put into question #1.-It does not appear that the applicant put much thought or time into responding to the questions.-Felt the application was incomplete. Would have appreciated a little more information about the applicant and their desire to continue their education.-Weak essay answers – not sure too much thought went into application.-Question #1 – Would like to have more content. No letter from supervisor.

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Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

November 16, 2015

Washington Municipal Clerk Association
Northwest Clerk's Institute Scholarship Committee

To Whom It May Concern:

The Grant County Board of Commissioners writes in support of the attached Scholarship Funding Application for our Deputy Clerk of the Board, Jill Hammond to attend Washington Municipal Clerk Association 2016 Conference to be held in Spokane, Washington March 16-18, 2016.


This will be Jill's third time attending the state conference. Attending this conference will be very beneficial to her position with Grant County.

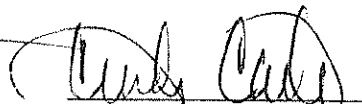
If Jill receives this scholarship it will help the status of our trainings/seminars line item in the 2016 county budget.


Should you have any questions, please contact our office at 509-754-2011 extension 2931.

Sincerely,

BOARD OF COUNTY COMMISSIONERS


Richard Stevens, Chair


Cindy Carter


Carolann Swartz

Richard Stevens
District 1

Carolann Swartz
District 2

Cindy Carter
District 3

"To meet current and future needs, serving together with public and private entities, while fostering a respectful and successful work environment."

APPLICANT NUMBER 5

Name:	Tamara Gunter
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	City of Battle Ground
Position Title:	Deputy City Clerk
Date Current Position Assumed:	1/1/2011
How long in Clerk Profession:	5 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2011 - Annual Conferece 2012 - NCI PD I 2013 - NCI PD II 2014 - NCI PD III

Question 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)?

As a Deputy City Clerk, I am continuing to learn about the vast amount of responsibilities that go along with being a Municipal City Clerk. As a professional Municipal Clerk, I must maintain and effectively keep the official records for the City and be a direct link between the public and the City. The City Clerk is also an important connection between the various departments in the City in which they serve. Being a professional City Clerk, I must be knowledgeable about Washington State laws as it relates to City government, be professional, have excellent written and verbal communication skills, and have the ability to handle confidential information and stressful situations effectively.

Question 2: What are the primary duties of your current Position?

Serves in the absence of the City Clerk, maintaining the records management system, review and production of city council agenda packets, administrative work in support of City Clerk, City Manager, etc., HR program administration (benefits, labor relations, wellness, hiring, etc), coordination of staff training, public records.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	Yes
SIGNED:	Tamara Gunter

Chair Comments:	App and Letter were both received on time Previous scholarships were for Conference in 2011, PD 1/housing in 2013, PD II in 2013, and PD III in 2014
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Applicant # 5: Tamara Gunter

Comments:	<ul style="list-style-type: none">-Could have elaborated a little more on questions #1. Overall was good.-I thought Tamara did a very professional job in answering the questions. Very well written.-No comments.-The applicant's responses to the questions are brief.-Good app.-Appears very "Professional" from her response to question #1.-I recommend that Ms. Gunter receive a scholarship for 2016 SMCA Annual Conference Registration only if there are enough funds available as she has already received four scholarships-Tamara has received many scholarships for past years, How much committee work has she done? If she has given back, I have no problem giving scholarship.
Concerns:	<ul style="list-style-type: none">-Has received numerous scholarships in the past.



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

November 18, 2015

Re: WMCA Annual Conference Scholarship

Dear Scholarship Committee,

Please consider Tamara Gunter, Deputy City Clerk for the City of Battle Ground for a Washington Municipal Clerks Association scholarship to attend the WMCA Annual Conference in March. Tamara has been in the position of Deputy City Clerk for almost five years and this training opportunity would be extremely valuable to her continued professional development.

Without grant funding from WMCA for the Annual Conference, the City will be unable to fully fund her attendance at the Annual Conference in March.

I fully support Tamara attending the Conference, and she will be allotted the necessary time to attend if granted the opportunity. Tamara is a current member of WMCA.

If additional information is needed, I can be reached at 360-342-5008 or via email at kay.kammer@cityofbg.org.

Best regards,

A handwritten signature in black ink that reads "Kay Kammer".

Kay Kammer, MMC
City Clerk

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APPLICANT NUMBER 6

Name:	Deana Dean
Event Requesting Scholarship For:	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer:	City of Arlington
Position Title:	HR/PR Analyst/Deputy City Clerk
Date Current Position Assumed:	4/17/2015
How long in Clerk Profession:	2 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2014 PD 1

Question 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 having the skills and knowledge to not only do the tasks, but also to have compassion, flexibility, and resources to juggle and assist the public, staff, and elected officials. The job of the Clerk is ever evolving. Depending on the jurisdiction, a Clerk may find him/herself doing more and more tasks that weren't always those of the Clerk. In that regard, Clerks must constantly seek education and training opportunities to become familiar with and know how to adapt as well as having the ability to make professional connections that will prove to be invaluable in the future. Being a Clerk is like having a sisterhood where you have a network of colleagues and friends that you can rely on to help you both professionally and personally. Being a Municipal Clerk is not just a job or a career. To me, it's being that trusted person that everyone has confidence in to do things timely and with professionalism.

Question 2: What are the primary duties of your current Position?

My primary duties are Human Resources and Payroll along with Deputy Clerk duties being taking minutes at council and TBD meetings, presenting agenda items at council meetings (limited), preparing publication notices for the media, backup for council agenda preparation, gathering and preparing expense reimbursement requests for elected officials, purging records according to the retention schedules, attending labor negotiations and labor management meetings, updating city policies, managing boards and commissions lists and filling vacancies, act as the Risk Manager responding to and managing claims brought against the City, responding to public records requests, and passport issuance (new for 2016).

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Deana Dean

Chair Comments:	Application and Letter were both received on time Previous Scholarship was for pd 1/housing in 2014
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	Concerns:
<p>-Great answers to questions. Grammar and sentence structure are a little shaky on question #2. Overall was very good.</p> <p>-New to the profession. Would benefit from attending to build relationships and knowledge.</p> <p>-I recommend that Deana Dean received a scholarship for the 2016 WMCA Conference – both registration and lodging.</p> <p>-She seems to understand how flexible you have to be and the never end training that that comes along with that. Very positive!</p> <p>-Good app.</p> <p>-The applicant provided thorough and thoughtful responses to the questions.</p> <p>-Deana's response to question one really answered the "mean to you" portion of the question. Great response!</p> <p>-Thoughtful application.</p> <p>-1st time attendee to annual conference is a plus!</p> <p>-Really enjoyed reading #1 – Love the "sisterhood"! Always encourage first time attendees.</p>	Comments:



City of Arlington

Administration

November 20, 2015

Scholarship Committee
Washington Municipal Clerk's Association

To Whom It May Concern:

It has come to my attention that my Deputy City Clerk, Deana Dean, would like to attend the 2016 Annual Conference and Spring Academy. The purpose of this letter is to express my support in her attending and gaining the valuable tools she needs to fulfill her duties as Deputy Clerk. Although Deana has attended other WMCA trainings, this will be her first Conference and Academy. The trainings and knowledge that she receives from WMCA has been invaluable in learning the Municipal Clerk trade. As she expands her knowledge, she will gradually take over more Clerk duties thereby assisting me and creating more accessibility in the City Clerk's Department.

As you know, budgets within municipalities have been lean since the recession and although things are getting better, we are a small city and there are not enough funds to cover the costs of her attendance. Deana has diligently pursued scholarship and reimbursement requests for other educational opportunities which has greatly benefited her professional development. I know that Deana is looking forward to attending the next phase of her Professional Development Series, PD III, in June 2016. Without a scholarship, she would most likely have to choose between this conference and her PD class.

I fully support her request for assistance and hope that you will consider her for this scholarship. Should she be granted a scholarship, I guarantee she will be given the time allotted to attend this training in its entirety.

If you would like to speak to me, I can be contacted at 360-403-3444.

Sincerely,

Kristin Banfield
Director of Human Resources and Communications / City Clerk

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APPLICANT NUMBER 7

Name:	Amber Scott
Event Requesting Scholarship For:	Spring Academy (Registration) WMCA Annual Conference (Registration) (Chair Note: please see note from applicant in comments section regarding change)
Employer:	City of Rainier
Position Title:	Deputy Clerk
Date Current Position Assumed:	6/12/2012
How long in Clerk Profession:	3.5 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	PDIII 2015.

Question 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 Municipal Clerk to me, is being that go to person in the community, for the Mayor, Councilmembers and Planning Commissioners etc. Being knowledgeable with our current Ordinances and Resolutions. We are a very small city, so we wear many hats. I love helping the new resident to set up water and helping them understand and answers questions that they may have. I enjoy helping our employees understand our retirement plan in place or simply making sure all of our bills are being paid accordingly. I feel being a municipal clerk, is a person other people can rely on with honest, non judgemental answers, we are here to serve the people.

Question 2: What are the primary duties of your current Position?

Payroll
Minutes
Accounts Payable/Receivables
Customer Service

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Amber Scott

Chair Comments:	Letter and App were both received on time Scholarship received in 2015 for PD III (registration only) Only applying for spring academy
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Applicant #7: Amber Scott

Comments:	-Didn't take much time filling out the questions. Question #2 could of been in paragraph form instead of listing duties. -I support a scholarship for spring academy. -The applicant's responses to the questions are very brief. -Good App. -I recommend that Ms. Scott receive a scholarship for the 2016 WMCA Spring Academy Registration. -"After reading my application, I was applying for both spring academy and conference, I have no idea what has happened to my application....I wish to revoke my application for spring academy, but do need a scholarship for conference. Can you look into this for me."
Concerns:	-Grammatical/punctuality issues with question #1



City of Rainier

102 Rochester St. W., P.O. Box 258, Rainier, WA 98576

City Hall: 360-446-2265 Fax: 360-446-2720

December 1, 2015

Washington Municipal Clerk Association
Megan Gregor
Scholarship Committee Chair

Dear Scholarship Committee:

Thank you for considering Amber Scott, Deputy City Clerk, for a scholarship to the Washington Municipal Clerks Conference.

The City of Rainier's elected body supports Amber's attendance in all educational opportunities that helps promote this profession.

Best Regards,

Charmayne Garrison
City Administrator/City Clerk
City of Rainier

APPLICANT NUMBER 8

Name:	Anabel Martinez
Event Requesting Scholarship For:	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer:	City of Mattawa
Position Title:	Deputy Clerk/Treasurer
Date Current Position Assumed:	8/8/2014
How long in Clerk Profession:	4 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 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)?

A clerk that respects her job, citizens, and employees. They take this profession seriously and does the best to help the city to the best of their ability.

Question 2: What are the primary duties of your current Position?

Payables, utility billing, assist the customer service clerk with taking payments and doing the daily deposits, building permits, animal licenses, business licenses, and code enforcement.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Anabel Martinez

Chair Comments:	Application and Letter both received on time Never before awarded any scholarships
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Applicant # 8: Anabel Martinez

Comments:	<ul style="list-style-type: none">-Very vague answer for question #1. It's nice to have first time WMCA attendees.-First time attendee. Been promoted to new position. Would be nice to have her meet fellow clerks and build relationships.-I thought her answer to question #1 were lacking. Me being picky again!-Would like more detail for Question #1-I recommend that Ms. Martinez receive the scholarship for the 2016 WMCA Annual Conference both Registration and Lodging.-Short & Sweet-The applicant's responses to the questions are very brief-A more thorough response to questions one would have been nice.-First time attendee – I support this.-Would have liked to see more depth to answer #1. Would encourage participation of a first time attendee.
Concerns:	<ul style="list-style-type: none">-Not that we need a huge paragraph for the answers, but I feel there could have been more thought put into her answers.-It does not appear that the applicant put much thought or time into responding to the questions.-Did not feel that question number one was fully answered.-Weak essay answer.



CITY OF MATTAWA

521 Government Rd/PO Box 965

Mattawa, WA 99349

(509)932-4037

December 1, 2015

WMCA
Scholarship Committee Chair

Dear Chairperson:

On behalf of the City of Mattawa it would be a great benefit to receive a scholarship for our new City Deputy Clerk/Treasurer, Anabel Andrade Martinez, to attend the WMCA Conference in March. Anabel was previously the customer service clerk and this training will be an excellent benefit for her.

The WMCA Conference is a great opportunity for Anabel and this scholarship is a necessary part. Our city needs support from our governing agencies to allow us to send our employees to educational opportunities.

The city will be able to pay for a portion of the costs associated with this training.

Sincerely,



Robin Newcomb
Clerk-Treasurer/Office Manager

APPLICANT NUMBER 9

Name:	Ronald Moore
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	City of Kent
Position Title:	City Clerk
Date Current Position Assumed:	1/7/2013
How long in Clerk Profession:	16 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	I honestly can't recall. It may have been a scholarship through the King County Municipal Clerks Association.

Question 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 becoming involved in your municipality and honestly caring about what happens in your community and region. It means ensuring all Municipal Clerks have the same opportunities to succeed as you have been presented with. It means mentoring, training, guiding, leading, supervising, and caring for those you encounter on a daily basis. It means being able to balance staying in the office late to accomplish a goal and leaving early when you need to rest. It means EARNING the respect of those in your field and being ethical each and every day. It means being yourself and allowing yourself to be open to others and their differences.

Question 2: What are the primary duties of your current Position?

As the City Clerk of the City of Kent I supervise my staff and lead them in a way that I would want to be led. I ensure my staff has the support, tools, salary, time, and anything else they need to succeed. I manage the public records request program, the records management program, the City Council and Advisory Board Committee processes, contract administration, the Kent Municipal Code, and manage all legislative documents derived from the City Council.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	Yes, as well as my MMC designation.
SIGNED:	Ronald F. Moore

Chair Comments:	Letter and Application were both submitted on time Received scholarships for PD IV in 2011 and for IIMC Conference (Margery Price) in 2012
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Applicant # 9: Ronald Moore

Comments:	-Very well written. Kudos to Mr. Moore. -Thoughtful application. -Very well written. Kudos to Mr. Moore. -The applicant provided very thorough and thoughtful responses to the questions. -Good app. -I recommended that Ronald Moore receive the scholarship for the 2016 WMCA Annual Conference Registration. -Has no received a scholarship in years. I feel R. Moore would be an asset to the conference, as he has been a clerk for a very long time. -#1 Great answer!
Concerns:	-He already earned his CMC/MMC. I'm always in support of those trying to earn this designation first.



OFFICE OF THE MAYOR

Suzette Cooke, Mayor

220 4th Avenue South

Kent, WA 98032

Fax: 253-856-6700

Phone: 253-856-5700

December 2, 2015

Megan Gregor
City of Renton
mgregor@rentonwa.gov

Ms. Gregor:

I fully support our City Clerk, Ronald F. Moore's attendance to the Washington Municipal Clerks Association 46th Annual Conference at the Red Lion at the Park in Spokane, WA from March 15 – 18, 2016. We encourage training and education at the City of Kent and attending a conference planned and executed by Washington Municipal Clerks means that the information presented will be relevant and critical to our own City Clerk's Office.

At the present time, scholarship monies are necessary for Ronald to attend and I approve of his attendance this event.

Sincerely,

A handwritten signature in black ink that reads "Derek Matheson". The signature is fluid and cursive.

Derek Matheson
Chief Administrative Officer
City of Kent

APPLICANT NUMBER 10

Name:	Jeanette Coppersmith
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	Town of Almira
Position Title:	Clerk/Treasurer
Date Current Position Assumed:	6/8/2008
How long in Clerk Profession:	
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	I'm not sure what the year was I attended. The conference was in Spokane
Question 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)?	
Doing the best possible job for my town and taking every opportunity to learn how to do my job better.	
Question 2: What are the primary duties of your current Position?	
I am the only person in the office therefore I do everything that needs done for the office.	
Question 3: Response to the requirement to be a part of the Fundraising Committee.	
I will not be volunteering on the committee and will therefore be ineligible for a scholarship for 3 years following the committee assignment	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	jeanette coppersmith

Chair Comments:	<p>Application and Letter received on time (Note, her town is VERY small, her letter was from her Mayor (one of only, I believe, 3 people employed by the city) and it was simply in the form of an email.</p> <p>Awarded scholarship to the 2010 Conference with Lodging (first time attendee) Did not list how long she has been in this profession...?</p> <p>Will not be eligible for another scholarship until after the 2013 conference</p>
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Applicant # 10: Jeanette Coppersmith

Comments:	<ul style="list-style-type: none">-Whether town is small or not, I feel she still had plenty of time to fill out-Even thou her town is very small, she could answer with a little more enthusiasm and have a proper letter from the Mayor.-I thought her whole application was lacking information.-It appears that Ms. Coppersmith has eliminated herself from this scholarship by answering Question No. 3 the way she did.-Jeanette works for Almira, a city within Grant County. I can certainly vouch for how small and displaced this city is and for her to leave the city and attend a conference is a hardship. So I am 100% for any scholarship funds she can receive.-A small town that needs support.-The applicants responses to the questions are very brief.-Responses to both questions do not completely answer the questions. It's hard to review an application where there isn't much of a response to review.
Concerns:	<ul style="list-style-type: none">-App is incomplete. Did not answer question #2 – what are her duties?-That being said...I do feel her responses could have been more thought out.-I would like to see us explain to applicants that say they wont participate that if they sell some of the big raffle tickets that is participating in the fundraising committee. I don't think that selling even one booklet of 10 is too much to ask in exchange for the scholarship.-It does not appear that the applicant put much thought or time into responding to the questions.-Did not really answer either of the questions. The length of time in Clerk profession box is not complete.-Honestly, Im not sure how I feel about this application. Part of me feels that this is a Clerk that absolutely needs to attend conference. The other part of me wonders if her answers indicate a lack of real professional interest and not a lack of staff size.-Weak essay answers. Not volunteering on committee.-Not willing to volunteer on a committee??



scholarship request

Town of Almira [townhall@televar.com]

Sent: Thursday, December 03, 2015 2:31 PM

To: Megan Gregor

Categories: Letters

This email is a request for a scholarship for Jeanette Coppersmith to attend the WMCA Annual Conference in Spokane March 16-18th. Just like all small towns we struggle to make the budget work. A scholarship to the Conference would make it possible for Jeanette to attend.

Sincerely,

Einar Larson
Mayor of Almira

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APPLICANT NUMBER 11

Name:	Tami Justice
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	City of Rainier
Position Title:	Utility Clerk/Admin Assistant
Date Current Position Assumed:	6/6/2012
How long in Clerk Profession:	9 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 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 Municipal Clerk means that I have a fulfilling job that is very rewarding and challenging. I am constantly learning new things that keep my job exciting. My hope is to expand my knowledge and continue learning new policies, procedures, and meeting new people.

Question 2: What are the primary duties of your current Position?

My primary duties are processing utility bills, answering phones, counter customer service, accepting payments, receptionist for the Building Official and Public Works, process incoming and outgoing mail, and general administrative duties to the Mayor and City Administrator.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Tami Justice

Chair Comments:	Letter and Application were received on time Has not previously received WMCA scholarships
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Applicant # 11: Tami Justice

Comments:	<ul style="list-style-type: none">-Hasn't been awarded previous scholarships – I support her earning this!-Fully answered questions, could have elaborated a little more. Application was okay.-The applicants responses to the questions are very brief.-Good app.-Short but sweet...-I recommend that Ms. Justice receive a scholarship for the 2016 WMCA Annual Conference Registration.-She would be well deserved to earn this scholarship, as a fellow co-worker. She is an asset to the City and would benefit from attending the conference.
Concerns:	<ul style="list-style-type: none">-It appears that the applicant did not put much thought or time into responding to the questions.



City of Rainier

102 Rochester St. W., P.O. Box 258, Rainier, WA 98576

City Hall: 360-446-2265 Fax: 360-446-2720

December 1, 2015

Washington Municipal Clerk Association
Megan Gregor
Scholarship Committee Chair

Dear Scholarship Committee:

Thank you for considering Tami Justice, Administrative Assistant/Utility Clerk, for a scholarship to the Washington Municipal Clerks Conference.

The City of Rainier's elected body supports Tami's attendance in all educational opportunities that helps promote this profession.

Best Regards,

Charmayne Garrison
City Administrator/City Clerk
City of Rainier

APPLICANT NUMBER 12

Name:	Linda Countryman
Event Requesting Scholarship For:	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer:	City of Entiat
Position Title:	City Clerk/Treasurer
Date Current Position Assumed:	5/4/2015
How long in Clerk Profession:	new to Clerk; Treasurer for 20 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	N/A

Question 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)?

As a professional Municipal Clerk I have the opportunity to not only serve but give back to my community by serving the Mayor, Council, and Citizens.

Question 2: What are the primary duties of your current Position?

I am responsible for all Clerk and Treasurer related duties of the City of Entiat. I supervise a staff of two. My job duties include all Council related activities: agendas, minutes, ordinances, resolutions, etc. I am responsible for the archiving of City documents and the preparation of public disclosure requests. As Treasurer I am responsible for all City investments, banking, utilities, accounts payable, payroll, budgeting, annual report, etc. My position is a managerial position and I am involved with daily City operations.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Linda J. Countryman

Chair Comments:	Letter and App received on time No Previous scholarships from WMCA
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Applicant # 12: Linda Countryman

Comments:	<ul style="list-style-type: none">-Very new to the municipal world. I think attending conference would be good introduction.-Would like more detail of what a clerk means to her.-I recommend that Ms. Countryman receive a scholarship for the 2016 WMCA Annual Conference Both Registration and Lodging.-Very long time in the Clerk Profession....glad she is finally attending a WMCA conference!-Good app.-The applicants responses to the questions are very brief.-First time attendee, woot hoot. Could have elaborated a little more on questions #1.-I would have liked a more thorough response to question one.-1st time attendee, no previous scholarships.-Always support a scholarship for a first time attendee.
Concerns:	<ul style="list-style-type: none">-It does not appear that the applicant put much thought or time into responding to the questions.-Week essay answer.



December 9, 2015

WMCA Scholarship Committee

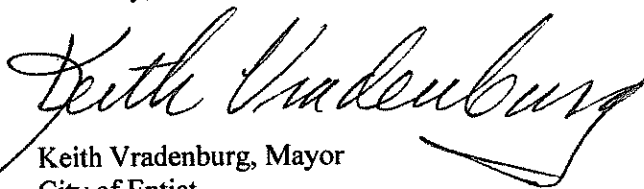
Re: 2016 Scholarship Application – First Time WMCA Annual Conference Attendee (Registration and Lodging) – City Clerk/Treasurer Linda Countryman

Please accept this letter as my support for Ms. Countryman to attend the 2016 WMCA Annual Conference. Ms. Countryman will be attending the Northwest Clerks Institute PD II in June 2016. This education opportunity will not only provide Ms. Countryman with additional experience and learning, but will earn her continuing education credits towards her CMC. Ms. Countryman is eager to learn as much about the Municipal Clerk position as possible in order to best serve the City of Entiat.

As a small city with limited budget resources and funding Ms. Countryman's attendance at PD II, a scholarship is necessary for Ms. Countryman to attend the WMCA Annual Conference. Ms. Countryman will receive approved time off to attend the event.

Thank you for the opportunity to apply for this scholarship and for your consideration.

Sincerely,



Keith Vradenburg, Mayor
City of Entiat

APPLICANT NUMBER 13

Name:	Mitchelle Harvey
Event Requesting Scholarship For:	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer:	City of Mountlake Terrace
Position Title:	Community & Economic Development Administrative Assistant
Date Current Position Assumed:	4/1/2015
How long in Clerk Profession:	5 years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	N/A.

Question 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)?

The certification of a professional Municipal Clerk will mean that I have received the education and training necessary to preform the position of clerk to the recognized standards. In addition, the certification process will afford me a network of skilled colleagues and access to the ongoing professional training.

Question 2: What are the primary duties of your current Position?

Support the Community and Economic Development Director and the team, providing administrative support. In addition I also support the City of Mountlake Terrace Planning Commission: Routing correspondence, answering questions and coordinating the official meeting. I post the Planning Commission materials, meeting minutes and all required meeting notices per open public regulations.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Mitchelle Harvey

Chair Comments:	<p>Letter and app received on time. No scholarships previously awarded. It should be noted: she has not been in the clerk profession for 5 years, but she has been working for municipalities for 5 years. This, IN NO WAY, affects her eligibility, I just thought it would be good to note it for the record.</p>
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Applicant # 13: Michelle Harvey

Comments:	<ul style="list-style-type: none">-1st time attendee-Support application-I felt she didn't fully answer question #1. Her answer reflected on Certified Municipal Clerk, rather than working in a municipality.-Good app.-Always glad to see first time attendees applying for a scholarship!-I recommend that Ms. Harvey receive a scholarship for the 2016 WMCA Annual Conference Registration ONLY – unless there are ample funds to cover the other scholarships – then providing lodging would be appropriate.-My question is: What are her goals? Is she ready for the next step? Is she willing to help in committee work? If she is then Im ok with giving her a scholarship-I support a first time attendee!
Concerns:	<ul style="list-style-type: none">-She did not answer question #1 correctly. She talks about being a Certified Clerk...not what it means to be a "Clerk."

December 14, 2015

Washington Municipal Clerks Association
Attn: WMCA 2016 Scholarship Committee

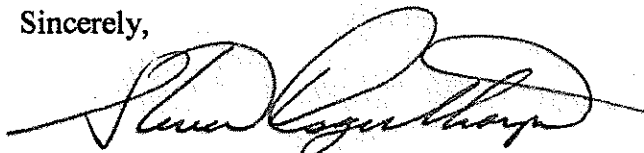
To Whom It May Concern,

I am the Community and Economic Development Director at the City of Mountlake Terrace. In April this year Mitchelle Harvey came onboard as the Administrative Assistant for our department. One of her primary duties is support the City's Planning Commission which she does with diligence and distinction. Although already quite accomplished she approached me with her desire to join Washington Municipal Clerks Association and pursue certification. Ms. Harvey has my heartfelt support. Her membership fees were processed just this week.

She informs me that the 2016 annual conference is scheduled for March 16-18 in Spokane, Washington. In support of her desire to become a contributing member of WMCA and pursue her certification I encourage her attendance. However, as with many municipalities, our budget is very lean. Therefore, scholarship money is necessary to ensure her attendance.

If you require further information please contact me. Thank you.

Sincerely,



Steve Osguthorpe, AICP
Community and Economic Director
sosguthorpe@ci.mlt.wa.us

APPLICANT NUMBER 14

Name:	Robin Schaefer
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	City of Bothell
Position Title:	Administrative Assistant
Date Current Position Assumed:	1/1/2016
How long in Clerk Profession:	5 years (2 separate positions)
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2014 WMCA Conference 2014 NCI PD 1 Training 2015 WMCA Conference

Question 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 I get to learn, and continue to learn about the processes of local government. The dynamics of government is changing and I enjoy being a part of that change. Whether it's related to improved technology, legislative process, or records management (to name a few), I love the relationships I have developed, and as a result I have become a more integral part of the decisions being made around those dynamic changes.

Question 2: What are the primary duties of your current Position?

Duties include:
Assisting the City Clerk with all her duties and provide back up when absent. My new position will allow me to clerk Council meetings for her in 2016! So excited!
Public Records Request Manager/Coordinator/Responder
Contracts Manager/Processor
Cemetery Records Manager/Service Coordinator
Chair, City of Bothell Records Management Committee (begins 1/1/15)
Administrative support for the Council

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Robin Schaefer

Chair Comments:	Letter and app were received on time. Previous scholarships were awarded in 2014 for Conference/Lodging, 2014 PD 1 registration and housing, and 2015 PD 2 registration only.
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Applicant # 14: Robin Schafer

Comments:	<ul style="list-style-type: none">-Has received many scholarships. What committees has she worked on? If she has given back, I feel she deserves a scholarship.-I recommend that Robin Schaefer be awarded a scholarship for the 2016 WMCA Annual Conference Registration ONLY if there are enough funds to cover the other scholarships.-She seems to be very excited about her job and that she can clerk Council meetings! Love the enthusiasm!-Good app.-The applicants responses to the questions are brief and to the point.-Didn't answer question #1 fully. Application was okay.
Concerns:	-3 previous scholarships



City of Bothell™

December 11, 2015

Megan Gregor
WMCA Scholarship Committee
City of Renton, WA
mgregor@rentonwa.gov

RE: WMCA 2016 Annual Conference Scholarship Application

Dear Ms. Gregor and the WMCA Scholarship Committee,

My name is Laura Hathaway and I am the 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 2016 Annual Conference in Spokane, WA, on March 15-18, 2016.

Robin has been working for this office for the past five 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. Previously, 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 Robin attended numerous trainings in those areas, including the 2015 WMCA Conference, the NCI Professional Development 2 training and the 2015 Fall WAPRO Conference. I strongly support her pursuit to gain CMC status.

Currently, the City Clerk's office has no training dollars remaining for the biennial budget years 2015/16. Without a scholarship, Robin would not be able to attend. I feel strongly about the KCMCA 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

APPLICANT NUMBER 15

Name:	Laura Hathaway
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	City of Bothell
Position Title:	City Clerk
Date Current Position Assumed:	12/1/2013
How long in Clerk Profession:	20+ years
Member of WMCA:	Yes NOT CONFIRMED
Previously Attended this event:	Yes
Previously Received Scholarship:	No
Previous Scholarships awarded:	If I did receive a scholarship, it would have been more than 10 years ago

Question 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 I get to wear many hats while working with a variety of people, who also do the same. I have worked for a variety of cities, large and small, and I have always enjoyed learning the different ideals that came with each position. I am fortunate to have met so many wonderful people in the "Clerk's World". I have not been to a conference in many years and now that I am back in Washington I would love the opportunity to resume the building of relationships, old and new!

Question 2: What are the primary duties of your current Position?

Administrative Support and research functions to the City Council, and (7) Boards and Commissions
 Clerk all Council meetings
 Prepares Council Agenda Packets and Minutes
 Prepares/Processes all Legal Notices, Ordinances and Resolutions
 Public Records Officer
 Director of the Records Management Program; recommends policy and procedures
 Supervise assigned staff

Question 3: Response to the requirement to be a part of the Fundraising Committee.

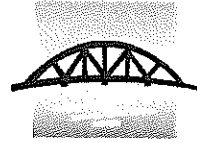
I will not be volunteering on the committee and will therefore be ineligible for a scholarship for 3 years following the committee assignment

Letter from Supervisor Included:	Yes
Have you received your CMC:	Yes
SIGNED:	Laura K. Hathaway

Chair Comments:	<p>App was received on time, Letter a week late, but that's fine ☺ Has not received previous scholarships from WMCA Will not be eligible for another scholarship until after the 2019 conference 2019*</p>
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Applicant # 15: Laura Hathaway

Comments:	<ul style="list-style-type: none">-Good essay answer-I feel applicants should not list duties on question #2, but answer question in paragraph form.-The applicants responses to the questions are brief and to the point.-Good App.-It appears that Ms. Hathaway has eliminated herself from this scholarship by answering Question No. 3 the way she did.-Has not received a scholarship in many years, or attended conference. Would be good to renew relationships, by why isn't she willing to be on a committee?
Concerns:	<ul style="list-style-type: none">-Already received CMC, letter was late-Not volunteering on a committee-Not volunteering for a committee concerns me.-I would like to see us explain to applicants that say they wont participate that if they sell the big raffle tickets that is participating in the fund raising committee. I don't think that selling even one booklet of 10 is too much to ask in exchange for a scholarship.-I don't feel she answered question #1 appropriately. Doesn't really say much about what it means to her.-Encourage her to pay it forward and serve on a committee.



City of Bothell™

December 17, 2015

Megan Gregor
WMCA Scholarship Committee
City of Renton, WA
mgregor@rentonwa.gov

RE: WMCA 2016 Annual Conference Scholarship Application

Dear Ms. Gregor and the WMCA Scholarship Committee,

I am requesting that you consider awarding a scholarship to our City Clerk, Laura Hathaway, to enable her to attend the WMCA 2016 Annual Conference in Spokane, Washington on March 15-18, 2016.

Without a scholarship, Laura would not be able to attend. I feel strongly about the WMCA organization and the benefits it provides to its members. Given the rapidly developing world of records management and public records requests, I am also very hopeful that Laura can attend and use the experience, knowledge and contacts gained at the conference to help us keep abreast of these developments.

Laura is a skilled and experienced clerk, and is highly deserving of a scholarship award. She is eager to pursue this professional development opportunity, and will be a significant contributor to any discussions or seminars in which she participates.

Thank you for your consideration.

Sincerely,

Peter Troedsson
Assistant City Manager

Enclosure

Cc: Laura Hathaway

APPLICANT NUMBER 16

Name:	Laura Divis
Event Requesting Scholarship For:	WMCA Annual Conference (Registration)
Employer:	City of Okanogan
Position Title:	Utilities Clerk/Clerk II
Date Current Position Assumed:	5/1/2013
How long in Clerk Profession:	Four Years
Member of WMCA:	Yes (CHAIR CONFIRMED)
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	WMCA Conference Pasco; PD I; PD II; PD III

Question 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)?

As a professional Municipal Clerk, I believe I am a public official providing a needed service to our community and local government. As the Utilities Clerk, I am constantly learning new ways to support our community by fulfilling our customer needs. In this position, I am a person with integrity and feel a duty to be accountable, serve with reliability and abide by a strict code of ethics. Working with my co-workers, a professional Municipal Clerk must be reliable, accurate and dependable, along with exceptional customer service skills and the ability to manage City documents and information.

Question 2: What are the primary duties of your current Position?

My primary duties include:
 All aspects of the Utility Billing process, cash receipting, filling in for the Deputy Clerk-Treasurer doing the Payroll & accounts payable, assisting Clerk-Treasurer with Fee Schedule (water/sewer/sanitation), scheduling of Sports Complex, organizing the spring/fall clean-ups, training of Clerk I, along with other duties as we are a very small City.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Laura Divis

Chair Comments:	App was received on 1/8/2016 – Laura is a member of the Scholarship Committee and informed me that she would be able to help at the conference *if* she could find funding because she only just learned that she would be allowed to go. Dee and I both agreed that we hate the idea of someone not being able to get a scholarship because they were not informed by their city soon enough, so we allowed her to submit her app and letter with the understanding that she would only be awarded a scholarship if there were enough funds available after other applicants received their funding.
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CITY OF OKANOGAN

JON CULP, MAYOR



January 11, 2016

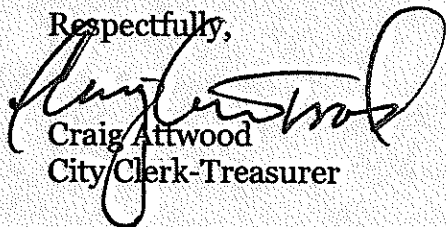
Dear WMCA Scholarship Committee,

I am writing to support Laura Divis, Utilities Clerk for the City of Okanogan. Laura has been in the Clerk's office four years and in this time has completed the Professional Development series of training. Attendance at the Clerk's conference will further serve to enhance skills learned at professional development and continue to open doors to the many roles and responsibilities of a clerk.

Budget constraints aside, the Mayor and City Council continue to be supporters of educational opportunities for the Clerk's office. And although Laura not receiving a scholarship would diminish the Clerk's training budget, Laura will still be able to attend this most valuable training.

If Laura were to be awarded a scholarship, it would be much appreciated. The Clerk's conference courses provide necessary on-gong education, teambuilding and networking so important to individual growth. Additionally, award of this scholarship would make resources available for other training opportunities that may arise.

Respectfully,



Craig Attwood
City Clerk-Treasurer

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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: Diana Quinn

COMMITTEE: Audit Committee

DATE: Jan. 14, 2016

SUMMARY OF ACTIVITIES: As some of you might know, Cindy Marbut from Yacolt, our Audit Committee Chair had to step down because of family health issues. Madam President Burke has asked me to step up and take on the role of committee chair until a replacement is found. Needless to say, we are behind on the audit for May through December 2015.

I am in the process of finding a date that will work for the treasurer as well as the committee members, and a location that is available. It looks as if the week of Jan. 25th will have a day or two we can choose from.

I will forward a copy of the audit on to all executive members after its completion.

ACTION REQUESTED: YES NO

RECOMMENDATION: None

ALTERNATIVES: None

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: Diana Quinn

COMMITTEE: Awards Committee

DATE: Jan. 13, 2016

SUMMARY OF ACTIVITIES: Back in June of 2015, as the chair of the Awards Committee, I sent out an email to the committee members asking for their opinions on the selection process of the COTY Award. I received several responses back, and we had a good conversation.

Attached you'll find an redlined update Awards Committee Description which Madam President Burke and I created. We would like the board to look it over and give us their thoughts. I have also attached the selection process for OAMR's selection process as well as IIMC's for your reference.

ACTION REQUESTED: YES NO

RECOMMENDATION: Update the WMCA Awards Committee Description, to encourage more applicants and streamline the selection process.

ALTERNATIVES: Leave the current description as is.

FISCAL IMPACT: None

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

_____ \$

_____ \$

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AWARDS COMMITTEE

A. General Responsibilities:

The Awards Committee solicits and evaluates nominations for the Clerk of the Year Award. The committee ensures that nominations meet all criteria and determines the nominees' areas of expertise. The committee chair presents the accepted nominations to the President for final selection of the "Clerk of the Year Award."

B. Members:

1. The Chair of the Awards Committee is the immediate Past President.
2. ~~Any WMCA member in good standing may serve on the committee except current members of the Executive Committee, with the exception of the Past President.~~
The Immediate Past President will serve as the Committee Chair. The President, President Elect, Vice-President and Treasurer will serve as committee members.

C. Clerk of the Year Tasks & Process

1. The Committee Chair will prepare information to be included in the September, October, November and December editions of the Executive Committee Monthly Reports, with the call for nominations, guidelines and criteria. Also included shall be the nomination form and deadline date (usually mid January ~~end of December~~) for the return of nomination forms to the committee chair.
2. ~~Committee~~ All members are encouraged to announce the availability of applications at the local level, e.g., regional meetings.
3. The Chair shall send letters and nomination forms to the elected and/or appointed official(s) and direct supervisors of all WMCA members in early November seeking nominations. A follow-up reminder letter shall be sent in early December.
4. Once nominations are received, the Chair will verify the eligibility of the nominees. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member in good standing (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.
5. The Chair will then send copies of the nominations to committee members for review and ranking by following the Review and Rating of Nominations Guidelines. The committee will keep all nominations confidential.
6. Once the rankings have been received from the committee members, the Chair will forward the recommendations to the President by mid-February. The President will make the final decision for the Clerk of the Year Award based on the ratings from the committee.
7. The President will choose the recipient for the Clerk of the Year award and communicate the decision to the Chair. The decision of the President is final.
8. The Chair will have the award plaque prepared and will notify the selected Clerk of the Year's municipality and guests to provide the necessary information should they wish to attend the annual conference banquet.
9. The Chair shall coordinate with the Conference Planning Committee Chair(s) the number of hotel rooms to reserve for the Clerk of the Year's guests and for the banquet dinner per the Conference Planning Schedule.

10. The President will announce the names of all eligible applications at the WMCA annual conference banquet and in the monthly newsletter.
11. The President will make the presentation of the award at the WMCA annual conference banquet.
12. Following the conference, when the President's decision has been announced, the Chair will send a letter to the nominees not selected for the Clerk of the Year award, including a copy of their nomination, describing how much their contribution and services are valued.
123. The Chair will remind the outgoing President to prepare a press release announcing the Clerk of the Year immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

D. President's Award of Distinction Tasks & Process

1. The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations or other members in good standing.
2. The Chair will have an award plaque prepared for any recipients of the President's Award of Distinction.
3. The President will make the presentation of the award(s) at the WMCA annual conference banquet.

E. Additional Chair Responsibilities

1. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet (quarterly).
2. Prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
3. Forwarded all invoices for WMCA expenses to the President for review and sign-off prior to being sent to the WMCA Treasurer.

F. Clerk of the Year Award Policy

1. **Purpose**
The WMCA Clerk of the Year Award was developed to focus attention on the important role that Municipal Clerks have in our communities and to honor their achievements and accomplishments.
2. **Nominating a Member**
Any Active WMCA member (as defined in WMCA's Bylaws) in good standing (fully paid dues) may submit a confidential nomination postmarked no later than the stated deadline. It is encouraged that such nominations be submitted in collaboration with the nominee's elected and/or appointed official(s) and/or supervisor. Nominations may also be made by elected and/or appointed officials and/or supervisors. Nominations must be submitted to the Immediate Past President of WMCA, Chair of the Awards Committee, by the stated deadline.
3. **Criteria for Selection**
 - a. **Eligibility:**
The nominee must be an Active member of WMCA (as defined in WMCA's Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice President, and Past President are not eligible for nomination. ~~The Treasurer shall provide the Chair with a list of WMCA members for each of the past five~~



RECORDER OF THE YEAR AWARD GUIDELINES

Please read the guidelines below and take the time to nominate any City Recorder or yourself to receive the Oregon Association of Municipal Recorders' "Recorder of the Year" Award. You are encouraged to participate in this program, in order to acknowledge recorders and recognize their excellence and professional accomplishments.

Guidelines:

1. Any individual OAMR member, board member, City Manager, or Mayor may submit a confidential nomination to the President **no later than Friday, August 14, 2015**.

2. The President shall select a recipient for the Recorder of the Year award from the nominations submitted. There may be years in which there are no outstanding nominees. The decision of the President is final.

3. Recognition will be at the annual conference and will include presentation of a plaque and complimentary registration at the following year's annual OAMR conference. The registration will be non-transferable.

4. Criteria for selection are as follows:

a. Any OAMR member in good standing is eligible, with the exception of the President, First Vice President, and Second Vice President. Member in good standing means a fully paid member.

b. The nominee must have made an outstanding contribution or performed outstanding service to OAMR, to the profession of Municipal Recorder, or to an individual city during the association fiscal year. In general, it is not sufficient that a person performed his/her duties well. This award recognizes outstanding service and performance over and above the person's job description.

c. Areas of expertise may include but are not limited to the following:

- Public Relations
- Organization and Administration
- Special Projects
- Legislative Procedures
- Council Procedures
- Records Management
- Technology
- Emergency Preparedness
- Other: _____

Please use the Recorder of the Year Nomination Form to nominate a Recorder.

If you have any questions, please feel free to contact:

Amy Sowa, MMC
City Recorder/OAMR President
City of Springfield
225 5th Street
Springfield, OR 97477
541-726-4666 (phone)
541-726-2363 (fax)
asowa@springfield-or.gov

PRESIDENT'S AWARD OF DISTINCTION AWARD GUIDELINES

As Municipal Recorders, we are at the center of municipal government and play an important role in city government, as well as in the structure of our communities as a whole. Often, however, we look "outside" ourselves for acknowledgement and recognition. We are asking you to "look within" yourselves and our organization. Look at what you and other Recorders have accomplished this year.

The President's Award of Distinction is awarded to an OAMR member who has contributed greatly to a committee of OAMR or has performed exceptional work for OAMR. Nominations for this award are accepted only from OAMR members.

Guidelines:

1. Any individual member or board member may submit a confidential nomination to the President **no later than Friday, July 31, 2015.**

2. The President shall select a recipient for the "Award of Distinction" from the membership of OAMR. There may be years in which there are no outstanding nominees. The decision of the President is final.

3. Recognition will be at the annual conference and will include presentation of a plaque and complimentary registration at the following year's annual OAMR conference. The registration will be non-transferable.

4. Criteria for selection are as follows:

a. Any OAMR member in good standing is eligible, with the exception of the President, First Vice President, and Second Vice President. Member in good standing means a fully paid member.

b. The nominee must have made an outstanding contribution or performed outstanding service to OAMR during the association fiscal year.

c. Areas of nomination may include but are not limited to the following categories:

- Leadership
- OAMR Committee Work
- Lifetime Achievement
- OAMR Programs or Education Development
- Other: _____

Please use the President's Award of Distinction Nomination Form to nominate a Recorder.

If you have any questions, please feel free to contact:

Amy Sowa, MMC
City Recorder/OAMR President
City of Springfield
225 5th Street
Springfield, OR 97477
541-726-4666 (phone)
541-726-2363 (fax)
asowa@springfield-or.gov



OREGON ASSOCIATION OF MUNICIPAL RECORDERS



PRESIDENT'S AWARD OF DISTINCTION

NOMINATION FORM

Nomination Deadline -- Friday, July 31, 2015

Name of Nominee: _____

Title: _____

City or Jurisdiction: _____

Areas of Expertise (Circle all that apply):

- Leadership
- OAMR Committee Work
- Lifetime Achievement
- OAMR Programs or Educational Development
- Other: _____

On a separate sheet of paper, describe in detail the area of expertise, the project and the general basis for your nomination.

Submitted by: _____ **Date:** _____

Submit nomination to: Amy Sowa, MMC
City Recorder/OAMR President
City of Springfield
225 5th Street
Springfield, OR 97477
541-726-4666 (phone)
541-726-2363 (fax)
asowa@springfield-or.gov

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International Institute of Municipal Clerks Quill Award Nomination Instructions

The International Institute of Municipal Clerks (IIMC) takes pride in our membership and welcomes the opportunity to recognize our members for their accomplishments. Each year, IIMC will recognize up to three (3) individuals who have made a significant and exemplary contribution to their community, their state or province, and in particular to IIMC and their peers. The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions. Below are the guidelines for this nomination including the Quill Award Policy, instructions for the nominator and the nominee.

Quill Award Policy

A. Nominations

1. The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions.
2. Nominations shall be solicited annually from the membership. Serving members of the Board of Directors or present officers of IIMC shall not be eligible for this award as that such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past Presidents will be eligible for the Quill Award four (4) years after completing service on the Executive Committee. The attached nomination form shall be submitted to IIMC Headquarters no later than April 1st:

B. Eligibility Requirements

A nominee for the Quill Award must meet the following requirements.

1. At least ten years of service as a Municipal Clerk
2. Active membership in IIMC for at least ten years
3. Attainment of the CMC Designation
4. Strong and extensive participation in IIMC

C. Selection Criteria

The Executive Committee shall use the IIMC Quill Award Scoring Form for determining who the successful nominees are for the year. The President shall notify the recipient(s), the recipient's mayor and city manager, and confirm attendance at the annual IIMC, Inc. awards event.

Instructions for Nominator

- The completed nomination form and summary must be submitted to IIMC Headquarters by April 1st.
- The individual submitting the nomination should briefly summarize the reasons the nominee should be considered as the Quill Award. This should be done on the form provided or a separate sheet of paper and submitted with the completed nomination form. If the nomination comes from a Chapter or group, one person should be designated to submit the nomination form and summary.

The nominator shall ensure that the following are included with the nomination form:

- a. A written endorsement from the State/Provincial or National Association;
 - b. A written endorsement from the nominee's IIMC Region Directors
- The nomination form should have complete and accurate information. Additional information that is not specified on the nomination form should not be included as it will not be considered for scoring.
 - Only past and current service should be included on the nomination form. Future service (e.g. nominee is appointed to a committee beginning at a future date; recertification date is future date, etc.) cannot be counted and will not be scored.
 - Points will not be awarded for being a scholarship or award recipient, nor for attendance at classes or conferences, etc. This information should not be included on the nomination form.

Instructions for Nominee

- The nominee must sign the certification statement on the nomination form attesting that all facts are true and correct and that they will make plans to be present at the award ceremony barring unforeseen circumstances.

IIMC QUILL AWARDS

ELIGIBILITY

The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions.

Serving members of the Board of Directors or present officers of IIMC shall not be eligible for this award as that such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past Presidents will be eligible for the Quill Award four (4) years after completing service on the Executive Committee.

DOCUMENTATION

Nominations shall be solicited annually from the membership. The following documentation shall be submitted to Headquarters no later than April 1st of the year of the Award:

- Resume of Nominee and reason for nomination; Nomination Form
- A written endorsement from the State/Provincial or National Association;
- A written endorsement from the IIMC Region Directors.

CRITERIA

Those receiving the Award shall represent all of the following Criteria:

- At least ten years of service as a Municipal Clerk
- At least ten years of IIMC membership
- Strong and extensive participation in IIMC
- Service in teaching fellow Municipal Clerks
- Involvement with the initiation or administration of an IIMC-approved training Institute or program or any other activity that enhances the professionalism of IIMC members
- Leadership in State/Provincial/National Municipal Clerk professional organizations
- Significant and exemplary contribution to their community
- Significant and exemplary contribution to their State/ Province/ Country
- Significant and exemplary contribution to IIMC; and
- Significant and exemplary contribution to peers
- Attainment of the CMC Designation

PP

IIMC Quill Award Nomination Form

Nomination Form should be submitted to IIMC Headquarters by April 1st

Nominee's Contact Information

Nominee's Full Name _____

Current Municipality _____ Appointment Date _____

Other information if not currently employed as a Municipal Clerk

Business Phone _____ Email Address _____

Mailing Address _____

Years of Service

Number of Years as Municipal Clerk: _____ yrs. From _____ to _____
(Include all municipalities) (Month/Year) (Month/Year)

Number of Years as Deputy/Assistant Clerk: _____ yrs. From _____ to _____
(Include all municipalities) (Month/Year) (Month/Year)

IIMC Membership/Certification

Number of Years a Member of IIMC _____ yrs. From _____ to _____
(Minimum of 10 years to qualify) (Month/Year) (Month/Year)

Date of CMC _____ Date of MMC _____
(CMC required for nomination)

State, Provincial or National Association Membership/Certification

Name of State, Provincial or National Association

Number of Years a Member of State Organization _____ yrs. From _____ to _____
(Month/Year) (Month/Year)

Date of Certification _____ Date(s) of Recertification
_____/_____/_____/_____
(If applicable)

IIMC Service

Region Director

 _____ From _____ to _____
(Month/Year) (Month/Year)
 _____ From _____ to _____
(Month/Year) (Month/Year)

IIMC Committee Service

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

IIMC Committee Chair Service¹

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)



State, Provincial or National Association Service

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

State, Provincial or National Association Committee Service

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

State, Provincial or National Association Committee Chair Service¹

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

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Local Chapter Service

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Local Chapter Committee Service

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Local Chapter Committee Chair Service¹

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Special Projects/Service²

IIMC

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

State, Provincial or National Association

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

Local Chapter

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

Community Service

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

Other (e.g. State Municipal League or other service specifically related to the Municipal Clerk profession)

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

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¹Committee Chairs – If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

²Special Projects – This could include the following:

Professional articles published in the State, Provincial or National Association Newsletter, State Municipal League Magazine, IIMC Newsletter, authorship in a handbook for Clerks. (This does not include articles that are required as a result of a position that is currently held since points for that service are calculated as a part of holding that position.)

Planning and coordinating local chapter seminars, IIMC conferences, service on State Municipal League committees etc.



Participation in IIMC/State, Provincial or National Association/Local Chapter Education Sessions

Creator

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Instructor

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Panel Member

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Convener/Coordinator (IIMC Sessions, State, Provincial or National Association Seminars/Institutes, Chapter Seminars,)

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

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Quill Award Scoring Form
To be completed by Quill Award Committee Only

	POINTS	TOTAL
Years as City Secretary/City Clerk	4 ea	
Year as Deputy/Assistant	1 ea	
MMC	50	
CMC Recertification	20 ea	
IIMC Service		
Region Director	25/yr	
Committee Service	3/yr	
Committee Chair Service ¹	5/yr	
State Association Service		
Board Member	25/yr	
Committee Service	3/yr	
Committee Chair Service ¹	5/yr	
Local Chapter Service		
Officer	5/yr	
Committee Service	1/yr	
Committee Chair Service ¹	2/yr	
Special Projects/Service²		
IIMC	10 ea	
State Association	5 ea	
Local Chapter	5 ea	
Community Service	5 ea	
Other	5 ea	
Creation of IIMC/State Association/Local Chapter/Education Sessions	50ea	
Participation in IIMC/State Association/Local Chapter/Education Sessions		
Instructor	15 ea	
Panel Member	10 ea	
Convener/Coordinator (e.g. IIMC/State/Chapter Seminars)	3 ea	
Leadership	0-150 pts	
	TOTAL SCORE	

Specific Nomination/Scoring Category Footnotes

¹**Committee Chairs** – If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

²**Special Projects** – This could include the following: (1) Professional articles published in the State Association Newsletter, State Municipal League Magazine, IIMC Newsletter, authorship in a Municipal Clerks Handbook. (This does not include articles that are required as a result of a position that is currently held since points for that service are calculated as a part of holding that position; e.g. Scholarship Committee Chair is required to submit an article about the scholarship application, etc.); and (2) Planning and coordinating local chapter seminars, IIMC conferences, service on State Municipal League committees, etc.

Name of Nominee: _____ Name of Scorer: _____

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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: Jodee Schwinn, Chair

COMMITTEE: Bylaws

DATE: January 14, 2016

SUMMARY OF ACTIVITIES: Good Afternoon. As of this time, there is nothing to report from the Bylaws Committee. Thank you and Happy New Year!

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

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: Paula Swisher, Chair

COMMITTEE: Conference Planning

DATE: January 14, 2016

SUMMARY OF ACTIVITIES: We have the masquerade banquet and karaoke night auction all planned out. We have bags donated by AWC. The committee will be gathering in February to get things prepared for conference.

I have the 2018 conference at the Pasco Red Lion confirmed. I would like board approval to sign a contract with them to secure the 2022 conference as well. The Pasco Red Lion has given us confirmation that they will give us the per diem rate of the previous year for each of these conferences since we need to be able to provide our members with an accurate cost earlier than the yearly per diem is announced in October.

Our numbers are really jumping. The room block is full already and we are only in January and that is unheard of in the past 5 years. I have already contacted both of the venues we have contracts with for 2017 and 2018 and I will make the necessary adjustments when planning for the 2019 and beyond locations.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve my signature on the contracts with the Red Lion Pasco hotel and amendments to increase our room numbers for the 2017 and 2018 hotels.

ALTERNATIVES:

FISCAL IMPACT:

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

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



Red Lion Hotel Pasco

GROUP SALES AGREEMENT

This Agreement is made and entered into as of January 5, 2016, by and between **Red Lion Hotel Pasco** (hereinafter referred to as "Hotel") and **Washington Municipal Clerks Association** (hereinafter referred to as "Group"). Group agrees that the terms of this Agreement are based upon the information provided by Group below.

DESCRIPTION OF THE EVENT

Company/Organization or Sponsor's Name: Washington Municipal Clerks Association		
Event Name and general description of event: Washington Municipal Clerks Association- Annual Conference		
Contact Name: Paula Swisher		
Contact Phone: day: (425) 775-5440	cell:	Fax:
Contact Address:	2901 228th Street SW Brier, WA 98036	
Email:	pswisher@ci.brier.wa.us	

GROUP ROOM RESERVATIONS

GUESTROOM ACCOMMODATIONS: Hotel will hold the following block of rooms for Group's use. Unless as indicated in this Agreement, Hotel does not guarantee any particular room type nor does it guarantee that rooms will be in proximity to each other.

Date	3/14/22	3/15/22	3/16/22	3/17/22
Day	Mon	Tue	Wed	Thu
Guest Room (One Bed or Two Beds)	70	120	120	120
VENDOR Guest Room (One Bed or Two Beds)	0	20	20	20

CUT OFF DATE: 02/14/2022. After this date, rooms not covered by a rooming list or individual reservations shall be released from Group's room block and Hotel may contract with other parties for the use of such rooms. Hotel may continue to accept reservations from Group's attendees after that date at the prevailing room rate, subject to availability.

SPECIAL GUEST ROOM REQUESTS: Hotel will grant Group the following special guestroom requests. Hotel will not guarantee any special requests except those set forth below:

- 1 Complimentary Suite for Association President for Hospitality (check-in 3/14/22 and check-out 3/18/22)
- Hotel will deliver up to 15 presidential guestroom amenities, to be provided by the group.

GUEST ROOM RATES

The Hotel is pleased to confirm your group at the prevailing government per diem rate that currently is as follows. (Rates will be adjusted to reflect the 2021 prevailing per diem rate).

	Single Rate	Double Rate	Triple rate	Quad Rate
Guest Room (One Bed or Two Beds)	\$94.00*	\$94.00*	\$104.00*	\$104.00*
VENDOR Guest Room (One Bed or Two Beds)	\$128.00	\$128.00	\$138.00	\$138.00

Hotel room rates are subject to applicable state and local taxes. If Group is tax-exempt, it must present all documentation required by Hotel and pay in the manner specified by Hotel. If Group is claiming tax-exempt status, Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that the Hotel remit tax for the room nights covered by this Agreement. Otherwise, Group will be charged all applicable taxes.

All rates are net not-commissionable.

COMPLIMENTARY ROOMS: Hotel agrees to provide Group with 1 complimentary room night per 35 based upon the number of revenue generating room nights occupied **calculated on a cumulative basis**, as set forth below, provided that the total utilization of the sleeping rooms exceeds 80% of the room block. At least thirty (30) days prior to Group's arrival, Group must provide Hotel with a list of individuals who will occupy complimentary rooms; otherwise it will not receive the complimentary rooms. Unused complimentary units shall have no value and as such will not be credited to the Group's Master Account (as applicable) for complimentary rooms in excess of those earned.

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RESERVATIONS

INDIVIDUAL RESERVATIONS: Each individual guest must make their own reservations by calling **1-800-RED-LION (1-800-733-5466)** by **Saturday, February 10, 2018**. They must identify themselves as members of the Group. All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card.

ON-LINE RESERVATIONS: Group members may make reservations through the internet by accessing our website at www.RedLion.com and completing the on-line reservation form.

GUESTROOM CANCELLATION POLICY: Guests have 24 hours, prior to arrival, to cancel their room reservation without penalty. Guests will forfeit one (1) night's room and tax if they do not cancel their reservation by 4:00pm, local time, 24 hours prior to arrival. Some exceptions may apply which your reservations agent can advise you of at the time of cancellation.

MEETING ROOM/BALLROOM AND CATERING SERVICES

MEETING ROOMS: Upon the signature of this Agreement, Hotel reserves and Group guarantees payment for the following meeting room space for the specified days/times:

Day Date	Times	Tentative Room Name	Function Type	Seating Type	Set For	Room Rental
Mon-03/14/2022	2:00pm- 6:00pm	Forest Foyer	Registration	Registration	1	Waived
Mon-03/14/2022	2:00pm- 5:00pm	Executive Boardroom	Meeting	Special Set	1	Waived
Tue-03/15/2022	7:00am- 5:00pm	Executive Boardroom	Meeting	Special Set	1	Waived
Tue-03/15/2022	8:00am- 5:00pm	Forest Foyer	Registration	Registration	1	Waived
Tue-03/15/2022	8:00am- 5:00pm	Workshop	Meeting	Classroom 3 p 8	65	Waived
Tue-03/15/2022	8:00am- 5:00pm	Spruce Room	Tabletop Exhibits	Special Set	6	Waived
Tue-03/15/2022	12:00pm- 1:00pm	Gold Room	Lunch Buffet	Rounds of 8	65	Waived
Tue-03/15/2022	5:00pm- 7:00pm	Olympic Room	Reception	Flow	100	Waived
Tue-03/15/2022	7:00pm-10:00pm	Olympic Foyer	Tabletop Exhibits	Exh Tabletop	12	Waived
Wed-03/16/2022	7:00am- 6:00pm	Forest Foyer	Registration	Registration	1	Waived
Wed-03/16/2022	7:00am- 5:00pm	Executive Boardroom	Meeting	Special Set	1	Waived
Wed-03/16/2022	7:00am- 6:00pm	Olympic Foyer	Tabletop Exhibits	Exh Tabletop	20	Waived
Wed-03/16/2022	8:00am- 9:00am	Oak Room	Breakfast Buffet	Rounds of 8	30	Waived
Wed-03/16/2022	8:00am- 9:00am	Gold Room	Breakfast Buffet	Rounds of 8	90	Waived
Wed-03/16/2022	8:00am- 5:00pm	Spruce Room	Tabletop Exhibits	Special Set	6	Waived
Wed-03/16/2022	9:00am-12:00pm	Bronze	Meeting	Theater	120	Waived
Wed-03/16/2022	12:00pm- 2:00pm	Gold Room	Lunch Buffet	Rounds of 8	120	Waived
Wed-03/16/2022	12:00pm- 5:00pm	Design Room	Breakout	Classroom 3 p 8	40	Waived
Wed-03/16/2022	12:00pm- 5:00pm	Project Room	Breakout	Classroom 3 p 8	40	Waived
Wed-03/16/2022	12:00pm- 4:00pm	Oak/Pine	Breakout	Classroom 3 p 8	40	Waived
Wed-03/16/2022	5:00pm- 5:30pm	Harvest Boardroom	Meeting	Theater	24	Waived
Wed-03/16/2022	6:00pm-10:00pm	Olympic/Gold	Dinner	Rounds of 8	120	Waived
Thu-03/17/2022	7:00am- 5:00pm	Forest Foyer	Registration	Registration	1	Waived
Thu-03/17/2022	7:00am- 5:00pm	Executive Boardroom	Meeting	Special Set	1	Waived
Thu-03/17/2022	7:00am- 6:00pm	Olympic Foyer	Tabletop Exhibits	Exh Tabletop	20	Waived
Thu-03/17/2022	7:30am- 8:30am	Gold Room	Breakfast Buffet	Rounds of 8	120	Waived
Thu-03/17/2022	8:00am- 5:00pm	Spruce Room	Tabletop Exhibits	Special Set	6	Waived
Thu-03/17/2022	12:00pm- 1:00pm	Gold Room	Lunch Buffet	Rounds of 8	120	Waived
Thu-03/17/2022	12:00pm- 5:00pm	Design Room	Breakout	Classroom 3 p 8	40	Waived
Thu-03/17/2022	12:00pm- 5:00pm	Project Room	Breakout	Classroom 3 p 8	40	Waived
Thu-03/17/2022	12:00pm- 4:00pm	Oak/Pine	Breakout	Classroom 3 p 8	40	Waived
Thu-03/17/2022	6:00pm- 7:00pm	Olympic/Gold	Reception	Flow	150	Waived
Thu-03/17/2022	7:00pm-12:00AM	Olympic/Gold	Dinner	Rounds of 8	150	Waived
Fri-03/18/2022	7:00am-12:00pm	Forest Foyer	Registration	Registration	1	Waived
Fri-03/18/2022	7:00am- 2:00pm	Executive Boardroom	Meeting	Special Set	1	Waived
Fri-03/18/2022	7:00am-10:00am	Olympic Foyer	Tabletop Exhibits	Exh Tabletop	20	Waived
Fri-03/18/2022	8:00am- 9:00am	Olympic Room	Breakfast Buffet	Rounds of 8	120	Waived
Fri-03/18/2022	9:00am-12:30pm	Bronze	Meeting	Classroom 3 p 8	120	Waived
Fri-03/18/2022	9:00am-12:00pm	Oak/Pine	Meeting	Classroom 3 p 8	50	Waived
Fri-03/18/2022	12:00pm- 5:00pm	Harvest Boardroom	Lunch Meeting	Boardroom	15	Waived

Hotel acknowledges that the above meeting room assignments are for attendance provided at time of contracting. Hotel may be required to change meeting space to accommodate group increase, decrease, or change in schedule, but will seek written approval from Group contact before changes are made. Group must obtain final approval from Hotel before publishing meeting room names.

CATERING SERVICES: A minimum of \$11,000.00 in food and beverage must be spent at your function (the "Guaranteed Amount"). If Guaranteed amount is not met, the remaining balance will be charged as a room rental fee. This Guaranteed Amount does not include room rental, setup fee, meeting space rental, no-host bar, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Group is required to pay Hotel the full Guaranteed Amount, regardless of whether Group actually charges that amount. Group is also required to pay Hotel any amounts it incurs exceeding the Guaranteed Amount.

ROOM RENTAL: \$250.00 per day room rental fee, WAIVED if Food & Beverage minimum of \$11,000 is met.

FOOD & BEVERAGE POLICY

- ❖ Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel or its agents. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel.
- ❖ Menu prices will be confirmed 6 months prior to scheduled function.
- ❖ Food, beverage, meeting room rental, set up fees and audio visual purchases are subject to an 18% service charge and applicable taxes.
- ❖ Final menu selections must be submitted to Hotel's Catering Officer at least 4 weeks in advance; otherwise, items selected cannot be guaranteed. At the time final menu selections are made, Group shall review, approve and initial the final menu. Other than specifically stated in the approved menu (or otherwise agreed in a separate writing signed by Group and the Hotel (General Manager or General Manager's designee), Hotel will not be responsible for any specific dietary requests or requirements.
- ❖ The Catering Office must be notified of the number of people attending the event no later than noon 3 business days prior to the scheduled function ("Guaranteed Attendance"). Hotel agrees to set 5 percent over the Guaranteed Attendance for banquets. Guaranteed Attendance is not subject to reduction and Hotel will charge the Master Account, at a minimum, the amount due in accordance with the Guaranteed Attendance.

BILLING/CREDIT PROCEDURES

MASTER ACCOUNT: The manner of payment of the Master Account shall be established upon approval of Group's credit. Group must complete the attached direct billing application and return to Hotel upon the execution of this Agreement. **Direct billing is a privilege and can only be authorized by the Hotel after a credit check has been approved.** If Group has been approved for Direct Billing, all charges will be billed to the Master Account and will be direct billed to Group and paid as provided herein.

PAYMENT: A Credit card authorization form must be on file at least 5 business days prior to the event to guarantee payment. Payment is due at the time of the function. If payment is not received at time of function the credit card number on file will be charged for all services. If payment or method of payment is not received prior to the event from group, this will result in group being in breach of contract, resulting in **Hotel** being released from all obligations and conditions of this agreement and the event will be cancelled.

INCIDENTALS: Incidental expenses of Group members will be the responsibility of each guest. The guest will be expected to leave a valid credit card or a cash deposit in the amount of \$25.00 with the hotel at the time of check-in. It will be Group's responsibility to inform its members of this requirement.

BILL REVIEW: In order to assure the most accurate billing and thus alleviate any delays in payment which may result in your organization incurring unnecessary finance charges, the Group will be expected to:

- Request and Review its bill on a daily basis
- Request, review and sign all Banquet Event Orders prior to the event.
- Request, review and sign all event Banquet checks at the conclusion of the event.
- Request and review final bill prior to check-out.

HELLO REWARDS EVENT PLANNER INCENTIVE PROGRAM: Available to new groups booking and/or staying on or after January 1, 2015. Event Planners earn credit based upon the amount spent on meeting room rental, catered food and beverage and guest rooms. Taxes, gratuities and services not provided by the hotel are not eligible to earn credit. Event Planners must be members of Hello Rewards prior to signing the agreement and the agreement must be listed under the Hello Rewards member's individual name and not a company name. Event Planners do not need to be a guest in the hotel or attend the meeting for which he or she is receiving credit for. Event Planner must have a signed agreement with the hotel sales or catering representative. Event Planner reward can take up to four weeks to receive after documentation from hotel is received.

Incentive Award will be issued to: Example: _____ Paula Swisher _____ Hello Rewards Membership # _____ 204511775 _____

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CANCELLATION/MODIFICATION

CANCELLATION OF ROOM RESERVATIONS:

- ❖ Guests are responsible for paying for their own accommodations. Deposits (taken either in cash or by credit card) are refunded or credited only if notice is received 24 hours prior to arrival date and cancellation number must be obtained by guest.

GROUP'S CANCELLATION OR ATTRITION:

Group and Hotel have entered into a binding commitment. The Hotel is committed to providing the rooms and services specified in this Agreement and the Hotel has offered special rates and other concessions based upon anticipated revenues for your event. The anticipated revenue includes the revenue from the total number of sleeping rooms you have requested as well as the revenue received from the food and beverage services you may have requested and any ancillary services, such as in-room movies, telephone tolls, room service and other charges.

If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, the Hotel will work with Group to arrange alternative accommodations and space at the prices set forth herein. Hotel will arrange for comparable space in the same vicinity of the Hotel and shall provide, without charge, necessary transportation between the alternative site and the Hotel. Hotel's liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.

If Group cancels this Agreement, reduces the size of its meeting and/or attendance, or reduces the amount of food and beverage services, Group agrees that Hotel will suffer damages. Such damages will be a result of Hotel's inability to offer Group's unused space or services to another group and /or the cost to Hotel of trying to re-sell this space/services. The exact amount of damages will be difficult to determine. Therefore, Group agrees that the liquidated damages set forth below are a reasonable effort by the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due to the Hotel regardless of the Hotel's ultimate ability to re-sell some or all of the space or services.

CANCELLATION:

The closer to arrival the cancellation occurs, the greater the damages will be. Therefore, Group agrees to pay Hotel at the time of cancellation a liquidated damages fee, as follows:

More than 365 days prior to arrival:	25% of anticipated revenue including applicable tax
More than 270 days, less than 365 days:	45% of anticipated revenue including applicable tax
More than 180 days, less than 270 days:	70% of anticipated revenue including applicable tax
More than 120 days, less than 180 days:	85% of anticipated revenue including applicable tax
Less than 120 days prior to arrival:	100% of anticipated revenue including applicable tax

ATTRITION:

The parties agree that Group and Hotel will share in the loss of revenues suffered by the Hotel in the event of the Group's failure to utilize all of the rooms and services agreed to herein. The Group therefore agrees to pay to the Hotel a percentage of lost revenue as outlined in this paragraph.

For sleeping room revenue, the lost revenue will be calculated by multiplying the number of rooms not utilized out of the Group's block times the average room rate of rooms actually utilized, plus tax. For food, beverage, meeting rooms and other services revenue, lost revenue will be calculated by subtracting the exact amount of food and beverage provided from the total anticipated food and beverage agreed to herein. The lost revenues for food, beverage, meeting rooms and other services and for sleeping rooms will be calculated separately and provided as a total sum.

The Group will be responsible for paying the amount indicated by the chart below:

Percentage of rooms/services not utilized	Group Pays
20% or less	-0-
21 to 30%	40% of lost revenues including applicable tax
31 to 60%	60% of lost revenues including applicable tax
over 60%	100% of lost revenues including applicable tax



MISCELLANEOUS

SIGNS AND DISPLAYS/USE OF HOTEL NAME: Group shall not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or ads without prior approval of the General Manager of Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group. **NAILS AND PINS ARE STRICTLY PROHIBITED IN ALL BANQUET WALLS.**

NOISE: In order for the Hotel to provide a suitable environment for all guests and other groups in-house, Group agrees that Hotel has the right in its reasonable discretion to restrict noise to a reasonable level. Group agrees to notify the Hotel in writing if any of its events or activities while on property will include music, loud speakers, cheering, singing, shouting or other loud noises. The Hotel shall have the right to require that the Group discontinue or reduce noise that is disrupting other guests or events. If Group does not comply, the Hotel reserves the right to negotiate an amount with Group to reimburse Hotel for value of any concessions or amounts paid to disturbed guests as a result of disturbance caused by Group.

SECURITY: Hotel may, in its sole discretion, require Group to take certain security measures in order to maintain security in light of the size or nature of the function. Such security measures may include the requirement to hire sufficient security personnel from a reputable agency that is approved by Hotel prior to the function. Hotel may cancel any Group event if security is not adequate in Hotel's sole discretion.

SHIPPING AND RECEIVING: In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel should include the name of Group, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel accepts no responsibility or liability for the delivery, security or condition of the packages.

PARKING: Complimentary.

SIGNING AUTHORITY: The following individuals have the proper authority to sign for the Master Account and/or act on behalf of and bind the Group pursuant to the terms of this Agreement:

Name: _____ Signature: _____
Name: _____ Signature: _____

HOTEL CONTACT/NOTICES: All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed delivered if hand delivered or sent by Federal Express, or certified or registered mail to the Group contact on the first page of this Agreement, or, if to Hotel, to the following address:

Hotel Name:	Red Lion Hotel Pasco
Hotel Address:	2525 N. 20 th Ave. Pasco, WA 99301
Hotel Contact:	Angela Mercado, Area Sales Manager

Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

GENERAL PROVISIONS

DAMAGE CLAUSE: In the unlikely event that damage to any Hotel property occurs as a result of any guest related to Group, Group agrees to assume all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or caused by Group's negligence or intentional misconduct. Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.

GROUP'S PROPERTY: Group agrees and acknowledges that Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for items stolen in guestrooms or items kept in Hotel's safe. Accordingly, Group agrees that it will be responsible to provide security of any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

INSURANCE: Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property. A certificate of insurance naming Hotel as additional insured and acceptable to Hotel in its sole discretion will be provided upon request of Hotel. Group hereby waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

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FORCE MAJEURE: The performance of this Agreement is subject to any circumstances making it illegal or impossible for the Hotel to provide Hotel facilities, including but not limited to Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice to Group by Hotel.

DISPUTE RESOLUTION: Hotel and Group agree to use their reasonable efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the Hotel is situated and the exclusive venue for any dispute arising out of this Agreement shall be in the county or city in which the Hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings.

To the extent allowed by law, the parties hereto hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.

ENTIRE AGREEMENT: This Agreement and any Exhibits hereto constitutes the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party.

MISCELLANEOUS: The persons signing this Agreement for Hotel and Group each warrant that they are authorized to bind the Hotel and Group, respectively. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

NO ASSIGNMENT: Group may not assign or transfer this Agreement or any part thereof without the prior written consent of Hotel. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charges set forth herein.

RIGHT OF HOTEL TO TERMINATE: If any information provided by Group to Hotel regarding Group's financial status, its activities, purpose or other material information about Group changes or is incorrect, Hotel may terminate this Agreement in whole or part and Group will be liable for all payments due pursuant to the Cancellation/Modification section above.

RIGHT OF INSPECTION/ENTRY: Hotel will have the right to enter and inspect all functions. If Hotel observes any illegal activity or activity that may, in Hotel's sole discretion, result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case all of Group's guests and invitees must immediately vacate all or any portion of the Hotel premises, as Hotel may determine in its sole discretion. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

To serve as our mutual agreement this document must be signed and returned by **01/20/2016**. If the signed Agreement is not received by the date requested all rooms and space may be released for sale.

IN WITNESS WHEREOF, Hotel and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement:

Red Lion Hotel Pasco

Washington Municipal Clerks Association- Annual Conference

By:

By:

Name: Angela Mercado

Name: Paula Swisher

Title: Area Sales Manager

Title: Conference Planning Chair

Date: _____

Date: _____

DIRECTOR OF SALES: _____ Initial



Red Lion Hotel Pasco
GROUP SALES ADDENDUM

This Addendum is made and entered into as of January 13, 2016, by and between **Red Lion Hotel Pasco** (hereinafter referred to as "Hotel") and **Washington Municipal Clerks Association** (hereinafter referred to as "Group"). Group agrees that the terms of this Addendum are based upon the information provided by Group below.

DESCRIPTION OF THE EVENT

Company/Organization or Sponsor's Name: Washington Municipal Clerks Association		
Event Name and general description of event: Washington Municipal Clerks Association- Annual Conference		
Contact Name: Paula Swisher		
Contact Phone: day: (425) 775-5440	cell:	Fax:
Contact Address:	2901 228th Street SW Brier, WA 98036	
Email:	pswisher@ci.brier.wa.us	

GROUP ROOM RESERVATIONS

PREVIOUSLY AGREED GUESTROOM ACCOMMODATIONS: Hotel will hold the following block of rooms for Group's use. Unless as indicated in this Agreement, Hotel does not guarantee any particular room type nor does it guarantee that rooms will be in proximity to each other.

Date	03/12/18	03/13/18	03/14/18	03/15/18
Day	Mon	Tue	Wed	Thu
Guest Room (One Bed or Two Beds)	70	100	100	100
VENDOR Guest Room (One Bed or Two Beds)	0	20	20	20

NEW GUESTROOM ACCOMMODATIONS: Hotel will hold the following block of rooms for Group's use. Unless as indicated in this Addendum, Hotel does not guarantee any particular room type nor does it guarantee that rooms will be in proximity to each other.

Date	03/12/18	03/13/18	03/14/18	03/15/18
Day	Mon	Tue	Wed	Thu
Guest Room (One Bed or Two Beds)	70	120	120	120
VENDOR Guest Room (One Bed or Two Beds)	0	20	20	20

ACCEPTANCE: Except where noted by this addendum, all original terms of the group sales agreement remain in full affect. This addendum shall only construe a binding change to the original agreement upon execution by signature of both the Group and Hotel.

IN WITNESS WHEREOF, Hotel and Group have executed this Addendum in manner and form sufficient to bind them as of the date and year set forth on page one of this Addendum:

Red Lion Hotel Pasco

Washington Municipal Clerks Association- Annual Conference

By: _____

By: _____

Name: Angela Mercado

Name: Paula Swisher

Title: Area Sales Manager

Title: Conference Planning Chair

Date: _____

Date: _____

DIRECTOR OF SALES: _____ Initial

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

TO: WMCA President and Executive Committee

FROM: Carol Etgen, Shaunna Lee Rice & Brenda Martinez, Co-Chairs

COMMITTEE: Education Committee

DATE: January 15, 2016

SUMMARY OF ACTIVITIES: The Education Committee put the finishing touches on the 2016 Conference speakers' schedule and will be working with the speakers up to Conference to make sure they have what they need to make great presentations for our members.

We have communicated with the Conference Planning Committee to ensure the rooms are set up appropriately for each class, and are looking forward to another great conference with a variety of educational opportunities for our members.

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 and Susan Duncan, Co-Chairs

COMMITTEE: Fundraising

DATE: January 11, 2016

SUMMARY OF ACTIVITIES: To date, we have received 14 orders for the sweatshirts, which is below our break even point for cost vs. sale price. We used the price range of 24 for calculation of pricing. Breakeven would depend upon make up of orders but example would be 17 full zip & 20 hoodies or 20 full zip and 25 hoodies. We will be sending out additional flyers and e-mail blasts to membership to encourage additional orders before the deadline, or ask the WMCA EC to consider if an extension to the deadline is warranted. Our goal is to not order additional stock for the store at conference. History shows us that most people will not buy merchandise that has a higher price tag, hoping the items are for sale at a reduced cost the following year.

The Grand Raffle Tickets are being distributed for sale by the membership. To date, 51 books (10 tickets per book) have been distributed.

We have ordered and received the stemless wine glasses that will be offered for \$10.00/each or 2 for \$16.00.

The orders for the "Behind Every Great Municipality is an Awesome Clerk" T-Shirts are in; should receive the order by end of January. The price for the shirts is \$15.

During conference, we will have the drawing for \$100 cash; tickets are \$1/each; Drawing at the conclusion of conference at noon on Friday, March 20, 2015.

We will conduct the live auction during the Wednesday evening event, and the silent auction during conference.

Also, new this year is the Heads or Tails Fundraiser, which will be organized by Co-Chair Susan Duncan.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

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ALTERNATIVES:

FISCAL IMPACT: To Be Determined

Revenues:	Budgeted Amount	Revenues Generated
<u>Raffles</u>	<u>\$ 4,500.00</u>	<u>\$ 112.00</u>
<u>Store Sales</u>	<u>\$ 2,000</u>	<u>\$ 20.00</u>
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Grand Raffle</u>	<u>\$ 2500</u>	<u>\$ 241.73</u>
<u>Wine Glasses; T-Shirts</u>	<u>\$ 2,000</u>	<u>\$ 1490.49</u>
<u> </u>	<u>\$</u>	<u>\$</u>





- 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: January 15, 2016

SUMMARY OF ACTIVITIES: Committee members number ten. Some members have been added since last March; some have left due to career changes.

Committee members appreciate being kept in the loop by the chair each month when the Newsletter article is completed by the Chair. Members offer feedback periodically about issues or questions they may have. Many questions asked this year involved a date for a Legislative Tour in Olympia, which did not take place because of a lack of response from a representative or AWC staff who could facilitate for us. The good news is that Victoria, Candace, and Jane at AWC have all weighed in for a possible tour this 2016 session, to take place at some yet to be established date after 'cutoff' which is February 5. Until then, everyone is very busy. We are working now to put something together, and with three AWC staffers, and if there is enough WMCA response, perhaps there could be two groups. Stand by

For WMCA Q4, that work will be the largest focus.

Sandy has announced to the Board and Committee that this is the final year she will serve as Chair of the Legislative committee. The time has come for a younger clerk to step up with new, fresh ideas. This has been an amazing opportunity to serve as Chair since first being asked to step up as Co-Chair by President Bush in 2005.

ACTION REQUESTED: YES NO

RECOMMENDATION: Chair recommendations for the 2016-2017 Legislative Committee:

- 1) Each member to take a month, such as is done by the Newsletter Committee, and be responsible for a Newsletter Article for the month they have chosen (there is always something to write about by researching the states' newspaper editorials, AWC Legislative Bulletin, MRSC and other websites); 2) Chair to oversee Newsletter articles and complete Quarterly reports 4 times annually.

ALTERNATIVES:

FISCAL IMPACT: none

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

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
Darla Reese, Co-Chair

DATE: January 15, 2016

2015-16 MEMBERSHIP UPDATE:

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

Pat Adams	City of Snohomish	Sunita Hall	City of Medina
Kami Albers	Chelan County	Mitchelle Harvey	City of Mountlake Terrace
Chelsea Anthony	City of Montesano	Kathy Horton	City of Milton
Bernie Bacon	City of Camas	Beth Johnson	Wahkiakum County
Carlye Baity	Chelan County	Tami Justice	City of Rainier
Louise Bartol	Valley Regional Fire Authority	Janet R. Keefe	City of Mukilteo
Holly Beller	City of Ilwaco	Sandy Kenworthy	City of Pasco
Gary Benton	City of Elmer City	Pam Keyes	City of Entiat
Meri Jane Bohn	City of Black Diamond	Gail Kiesz	Town of Odessa
Stephani Bowden	Town of Coulee Dam	Amber Long	City of Port Townsend
Debbie Boyd	Town of Lyman	Tulika Makharia	City of Puyallup
Sara Broderius	Vera Water and Power	Jennifer Marshall	City of Federal Way
Judy Brown	City of Bridgeport	Anabel Martinez	City of Mattawa
Pamela D. Brown	City of Lynden	Linda Medley	Pierce County Council
Jazmin Calvario	City of Mattawa	Robin Newcomb	City of Mattawa
Chris Chau	City of Renton	Barbara Pence	Town of Hatton
Darla D. Clifton	City of White Salmon	Greg Pike	City of Royal City
Kaylee Cody	City of Longview	Kathy Pugh	City of Lake Stevens
Susan Driver	City of Entiat	Buzhamal Smith	City of Bothell
Connie Ellis	City of Colfax	Kym Smith	City of North Bend
Tina Evenson	City of George	Erika Sullivan	City of Puyallup
Joana Fry	City of North Bonneville	Lena Wall	Snohomosh County PUD
Tisha Giaser	City of Issaquah	Kyle Welty	City of Fife
Susan Haigh	City of Bonney Lake		

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As of January 15, 2016, the Washington Municipal Clerks Association is comprised of **339 members**; 326 active members, 1 affiliate member, 4 associate members, and 8 honorary members.

WELCOMING SUB-COMMITTEE UPDATE

As stated above, the Welcoming Sub-Committee has welcomed forty-seven new members to WMCA since mid-March 2015! In addition to the Membership Committee Chair sending out the official new member packet, welcome letter, and noticing new members in the newsletter, the sub-committee has been brainstorming additional ways to keep in contact with new members through their first year of membership. Beginning in 2016, the Welcoming Sub-Committee plans to institute the following NEW features:

- Send a neighboring clerks notice – one Sub-Committee member will create a mini directory of three to six surrounding member clerks specific to the new member (a single sheet with the contact information of WMCA members within the same community), to include information on regional clerk's groups; and send a letter/email to the neighboring contacts and regional group contact asking them to reach out as well;
- Write an article/create an area in the newsletter spotlighting a new member (coordinate/possible collaboration with the Newsletter Committee); and
- Send out emails to new members specifically inviting them to training events.

Any additional feedback/direction in this regard from the Executive Committee is welcome!

Many thanks to the Welcoming Sub-Committee: Jill Boltz, Peri Galucci, and Scott Passey!!

PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE

The Partnership Program Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Keri MacDonald, Trisha Summers, and Megan Gregor, are still hard at work! Their main mission continues to focus on promoting and facilitating the WMCA Partnership Program, utilizing the partnering criteria to find the best matches possible. To-date, the 2015-16 sub-committee has partnered four new clerks:

- Jennifer Veneklasen (Port Angeles) partnered with Karen Kuznek-Reese (Sequim);
- Beth Johnson (Wahkiakum County) partnered with Dayna Prewitt (Douglas County);
- Bernie Bacon (Camas) partnered with Tamara Gunter (Battle Ground); and
- Mitchelle Harvey (Mountlake Terrace) partnered with Darla Reese (Granite Falls).

The Sub-Committee will be continuing to work on Partnership Program requests as received; and will be looking into the Program description for potential edits/updates to bring forward to the Executive Committee in the future.

Thank you to our Partnership Program participants; and a HUGE thank you to Darla, Keri, Trisha, and Megan!!!

RECRUITMENT SUB-COMMITTEE UPDATE

The Recruitment Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Cindy Marbut, and Trisha Summers, has continued their effort to actively recruit new members to WMCA through the newly offered *Membership Scholarship Pilot Program*, as requested by the Executive Committee in October 2015.

Invitations have been sent to small cities and towns (with a population under 1,000) that meet the requirements for a one-time, one person, free membership to WMCA from now through April 30, 2017. A total of 69 invitations were both mailed and emailed out to join WMCA, along with our brochure, ethics statement and application. Results of this effort have ended up with **SIX** new WMCA members!

The Sub-Committee will be analyzing feedback received from their recruitment effort; and look into preparing a Recruitment Sub-Committee description to bring forward to the Executive Committee for their consideration.

Thank you very much to Darla, Cindy, and Trisha!!!

ELECTIONS SUB-COMMITTEE UPDATE

The Elections Sub-Committee, comprised of Elections Officer Leana Johnson, and Elections Officer Assistant Ali Spietz, has been hard at work in preparation for the 2016 General Election! Amendments to the WMCA Elections Procedures were approved by the Executive Committee at the Second Quarter Meeting, and were immediately put into place. The process is now completely paperless – thank you!

The 2016 General Elections Call for Candidates was published in the October, November, and December 2015 WMCA Newsletters; with candidate submissions due on December 31, 2015. Upon review by the Elections Officer and Elections Auditor (Molly Towslee), the 2016 General Election Slate of Candidates was presented to the Executive Committee, comprised of:

- President Elect - Candidate Christy O'Flaherty
- Vice-President - Candidate Virginia Olsen
- Secretary - Candidate Elizabeth Smoot
- Board Member Position - Candidate Jill Boltz
- Board Member Position - Candidate Susan Duncan

As a new feature, approved through the recent procedural amendments, the slate of candidates and candidate packet submissions were posted on the WMCA website for the membership to peruse prior to the elections.

The electronic ballot is currently under preparation; and the 2016 General Election will be held from January 29, through February 19, 2016, through electronic voting software; and the membership will be notified through email.

2016 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

The 2016 WMCA Annual Conference is just around the corner, and the membership Committee will begin finalizing the First Time Attendee (FTA) Events with President Burke, and taking into account the feedback received from last year's conference. These events include:

Conference buddies:

- Continue program of pairing one Membership Committee member with up to two first time attendees as buddies; this year an effort will be made to pair clerks from similar regions/populations (if possible).
- MC members will introduce FTAs to each other, and provide an opportunity for contact/discussion prior to and at conference (if desired).

First Time Attendee Meet & Greet Event (held prior to the President's reception):

- Invite list: MC and FTAs (EC optional, unless also a MC member).
- Location: MC Chair's room, or other location (TBD).
- Concept: meet 15-20 minutes prior to the President's Reception for a quick meet and greet and then all go to the reception together.

First Time Attendees Breakfast

- Invite list: EC, MC, FTAs, NCI Director, and VIPs.
- Seating chart: conference buddies and a mix of MC/EC members and NCI Director at each table. VIPs at own table.
- Presentations: WMCA President, NCI Director, and Conference Planning Chair (with helpful tips/locations/events/vendor cards).
- Ice Breaker (trivia or other competition); mini-gifts provided for the winning table (example: pouch of chocolate for each; other?).
- Raffle: have a few items to give out to FTAs through a raffle (example: WMCA Store swag? Gift cards? Other? TBD.)

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.
- Same concept/items in the kit; MC to review and update items for conference/to tie into theme. (*Note: this also included a certificate for WMCA store swag. MC Chair to check with Fundraising Chair as to what can be offered this year - money and/or item(s).*)
- *Note: The MC has a \$100 Amazon.com gift card to assist with the purchase of items for the kits; courtesy of an anonymous member donation.*

Any additional feedback/direction in this regard from the Executive Committee is welcome; we are looking forward to making the FTA events better and better!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: 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: Bobbie Usselman, Webmaster

COMMITTEE: Website

DATE: January 4, 2016

SUMMARY OF ACTIVITIES: Each year we receive an invoice from 1&1 Internet, Inc. (see attached) This year's invoice is \$14.99. This service was used for the NW Clerks Institute prior to changing our website to Wild Apricot. It hosts the Domain "nwclerksinstitute.org." It would forward queries to our old website. When a search for "NW Clerks Institute" is made, you receive the attached results. The last time we discussed this it was decided to keep it for a while longer. Now that the NW Clerks Institute is handled through WSU, I am not sure we need this domain any longer.

ACTION REQUESTED: YES NO

RECOMMENDATION: I suggest we cancel this domain.

ALTERNATIVES:

FISCAL IMPACT: Savings of \$14.99 (this year). The amount has gone up about a dollar a year in the last 4-5 years.

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

125



1&1 Internet, Inc
 701 Lee Road
 Suite 300
 Chesterbrook, PA 19087
 1-877-GO-1AND1

Washington Municipal Clerks

Ms. Roberta Usselman

*****AUTO**MIXED AADC 197 0003271 7 1
 Ms. Roberta Usselman
 152 W Cedar St
 Sequim, WA 98382-3317

Date: 12/21/2015
 Customer ID: K7981772



Notice of Outstanding Balance

Dear Ms. Roberta Usselman,

We have tried to reach you regarding a past due balance remaining on your account:

Invoice ID	Invoice Date	Currency	Amount	Next Due Date
202012153999	12/04/2015	\$	14.99	12/28/2015
Total amount due:		\$	14.99	

A recent payment may have failed due to a simple error, such as an expired credit card or incorrect settings in your PayPal account. **Please update or correct your billing information in your 1&1 Control Panel as soon as possible to resolve this payment issue.** Please reference the 1&1 Help Center Article below for more information about updating your billing information:

<http://help.1and1.com/paybill>

Once your billing information has been updated in the 1&1 Control Panel, please contact our billing department at 1-877-300-8316, Mon-Fri from 9AM-5PM. If you have a MyWebsite package, please contact our dedicated MyWebsite billing team at 1-866-289-5039. Our team will be able to retry the payment against the remaining balance, ensuring that your account does not become locked.

We thank you in advance for your prompt attention to this matter.

Sincerely,
 Your 1&1 Team
www.1and1.com

Northwest Clerks Institute (2322)

cm.wsu.edu/clerks ▼ Washington State University ▼

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Washington Municipal Clerks Association - Northwest ...

www.wmcaclerks.org/page-1224694 ▼

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IIMC - Official Website - Northwest

www.iimc.com > ... > Municipal Clerk Institute Profiles ▼

Department Conducting Institute WSU Conference Management Program Coordinator
Dema Harris, Institute Director Northwest Clerks Institute Washington ...

Northwest Clerks Institute 2015 - Jurassic Parliament

<https://www.jurassicparliament.com/event/northwest-clerks-institute-2015/> ▼

Certified Municipal Clerks Professional Development Institute. The Alaska, Oregon and Washington Clerks Associations offer this professional development ...

Debbie Burke

From: Virginia Olsen <VOlsen@ci.mlt.wa.us>
Sent: Friday, November 13, 2015 11:47 AM
To: Bobbie Usselman; Christy O'Flaherty; Debbie Burke; Debbie Jermann; Dee Roberts ; Diana Quinn; Gina Anderson (andersong@ci.woodland.wa.us); Jill Boltz; Kay Kammer; Paula Swisher (pswisher@ci.brier.wa.us); Shannon Corin; Virginia Olsen
Cc: 'Ali Spietz'; 'Carol Etgen'
Subject: Three State Agreement for NCI & WSU Conf Mgmt Agreement Approvals
Attachments: NCI Agreement FINAL 20151103.docx; Minutes - NCI Education Committee 11-3-15.docx; WSU Conf Mgmt Agreement for NCI 2016-2018.docx

Categories: Important

Happy Friday, EC!

The NCI Committee had our conference call to review the draft Three-State Agreement for NCI and the Conference Management Agreement with WSU for NCI. I have attached these documents that were approved by the NCI Committee and each of the three states has been asked to ratify the approvals. Also attached are the minutes from our meeting. I told Ali and Carol that I would forward these on for our EC to review and approve. OAMR's board meets today to review and AAMC has received these documents.

Ali Spietz and Tracy Davis did a great job updating the 2005 three-state agreement to address many of the issues that have arisen over the past ten years.

Note from Dema to the NCI Committee:

With the change in Director, this was a perfect time to pull out all of our documents and memorialize some practices that were just being done and get them all into one document. It was a huge undertaking by these two ladies. Joann and I have been involved and have provided oversight and input and we are both in agreement with the changes that are outlined in the Agreement. The WSU Agreement is also in order and specifically outlines the work that WSU Conference Management, Dana, does for us.

Here are some highlights from the agreements:

- Update the three state agreement (originally signed in 2005) by:
 - Adding the Institute Director (ID) as a fourth signer
 - Adding the ID roles and responsibilities (taken from the 2014 ID RFQ)
 - Updating the NCI Education Committee membership and duties
 - Adding the guidelines and processes for state association master academies (from the policy approved by the Washington, Oregon and Alaska Education Directors and NCI Director in August 2011)
 - Adding ID compensation
 - Updating ID travel expenses (Dema stayed in her RV; future IDs will need more compensation for housing)
 - Adding the NCI budget guidelines
- Increase the WSU Management Fee to \$16,000 each year for the next three years. They have not increased their management fee for several years and that is a very modest increase of about 7%.

- Use the general WSU contract template and take some of the detail out of the contract (specific work duties of the Director) and put that into the 3-State & ID Agreement. The new WSU Agreement will just detail what WSU Conference Management will do for the Institute (facility management, program assistance, speaker coordinator, marketing, registration and financial management), the cost of running the institute, and what will happen to the surplus or deficit at the end of the three-year contract.
- NCI Committee previously decided that WMCA would sign off on behalf of all three states.

Note: The approved 2016 budget is based on 50 participants for PD 1, 40 each for PD II & III, and 50 for PD IV. **It is imperative that WMCA (and the other states) make our best effort to market NCI to ensure we reach these numbers.** We are all in this together.

It was recommended we consider implementing a late fee to encourage earlier registration for PD classes. However after discussion, we decided to make an early bird rate at the regular registration fee by April 1 (\$600 for PDI, II, III, and \$525 for PDIV), and after that date the registration would increase by \$50

With that, I move to ratify the NCI Committee's approval of the Three-State & Institute Director Agreement and the WSU Conference Management Agreement.

Virginia Olsen, CMC
City Clerk/Community Relations Director
(425) 744-6206
www.cityofmlt.com



Debbie Burke

From: Paula Swisher <pswisher@ci.brier.wa.us>
Sent: Thursday, January 14, 2016 4:23 PM
To: Bobbie Usselman; Christy O'Flaherty; Debbie Burke; Debbie Jermann; Dee Roberts; Diana Quinn; Gina Anderson; Jill Boltz; Kay Kammer; Shannon Corin; Virginia Olsen
Subject: Additional Hotel agreements
Attachments: 2864_001.pdf

Hello EC –

I spoke with Debbie B. earlier today and she said for me to just send an email to all of you once I had my ducks in a row.

I need authorization to sign the agreements with the following hotels for them to hold hotel rooms during the week of our conference, see details below:

Oxford Suites-Spokane Valley (7 rooms) Monday-Wednesday \$96/per room Thursday \$155/per room	Cutoff date 2/8/16
Holiday Inn Express-downtown Spokane (6 rooms) \$109/per night	Cutoff date 2/15/16
Mirabeau Park-Spokane Valley (7 rooms) \$90/per night	Cutoff date 2/22/16
Hampton Inn & Suites-Spokane Valley (5 standard rooms/5 suites) \$129/\$149/per night	Cutoff date 2/20/16
Holiday Inn Express-Spokane Valley (12 rooms) \$109/per night	Cutoff date 2/1/16

The contracts are in the attachment if you would like to take a look at them.

*Best regards,
 Paula Swisher, CMC
 City Clerk-Treasurer
 City of Brier
 425-775-5440*

Debbie Burke

From: Debbie Jermann <DebbieJ@c-tran.org>
Sent: Monday, October 26, 2015 7:25 PM
To: Debbie Burke
Cc: Gina Anderson; Christy O'Flaherty; Paula Swisher; Virginia Olsen; dee.roberts@southbend-wa.gov; Shannon Corin; Jill Boltz; Diana Quinn; busselman@ci.sequim.wa.us; Kay Kammer
Subject: Re: IIMC Board Meeting in Seattle
Categories: Clerks Assoc

Sounds like a great plan!

Sent from my iPhone

On Oct 26, 2015, at 5:14 PM, Debbie Burke <DebbieB@CLNORMANDY-PARK.WA.US> wrote:

Jill – fyi - I was given authorization at our meeting in Spokane to purchase up to \$300 in edible arrangements for the IIMC Board meeting I have been invited to attend in Seattle in a few weeks.

Everyone, Monica let me know today that she will be funding a local tour in Seattle with part of her IIMC Budget and likely part of her own funds too. I thought it would be better if we helped to sponsor this with Monica vs. doing the edible basket(s) on our own. Total cost of tour for the Board only (26 people) +/- \$1,200. I would be making a welcome to seattle card for the board that shows the sponsorships of their trip.....

(The nose count of 40 included staff, speakers and other guests for something that we would have done for food type that we talked about in Spokane)

Let me know if you are ok with me shifting gears on the funding allocation. Thanks, Debbie

Tour info:

For a 90-minute evening tour, I recommend some great views sprinkled with Seattle history. We would start downtown, head to the Seattle Center and up to Kerry Park. We could also do the viaduct (or waterfront, although it will be under construction) en route to West Seattle and talk about the history (West Seattle is where settlers first landed in Seattle and spent the first winter). We can come back through downtown and pass SoDo (Starbucks, growth of Seattle), the stadiums, International District and Pioneer Square before dropping off at Pacific Place.

If we did this from 5:15pm - 6:50pm, the cost would be \$39 per person + a 10% guide gratuity. This price includes all taxes and fees as well, and comes with a 15 person minimum.

Tours Northwest

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