

1. EXECUTIVE COMMITTEE AGENDA
 Friday, March 24, 2017 – Alderbrook Resort, Union, WA – 12:30pm

2. Call to Order and Roll Call

- a. Welcome to Shawn and Melissa N/A
- b. Appoint Annual Parliamentarian N/A
- c. Updated Binder Handouts

3. Approve Agenda and Meeting Minutes

- a. Executive Committee Meeting of January 27, 2017 1

4. Treasury Related Reports

- a. World Points..... 8
- b. Appoint a Back-Up Treasurer N/A

5. New Business..... N/A

6. Old Business

- a. Scholarship Foundation Update (Gina)..... N/A

7. Committee Business/Reports

- a. Audit (Shannon) 14
- b. Awards (Shannon) N/A
- c. Budget (Dee/Virginia) 15
- d. Bylaws (Debbie J) 21
- e. Conference Planning (Paula via teleconference) 25
- f. Education (Virginia) 27
- g. Education Coordinator (Virginia) 27
- h. Fundraising (Susan)..... 29
- i. Historical (Jill) 31
- j. Legislative (Kay) 33
- k. Membership (Liz) 35
- l. Newsletter (Debbie J) 41
- m. Scholarship (Shawn) 42
- n. Webmaster (Jill) N/A

8. Other Business

- a. Email Ratifications (2) 72

9. Good of the Order

10. Next Meeting – Scheduled for June 2, 2017 at the City of South Bend in South Bend, WA . 86

11. Adjournment





WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Executive Committee Meeting

Friday, March 24, 2017, 12:30 p.m.

Alderbrook Resort & Spa, Union, WA

NOTICE OF FOURTH QUARTER BUSINESS MEETING

Notice is hereby given that the Executive Committee of the Washington Municipal Clerks Association will meet on March 24, 2017, for the purpose of the Fourth Quarter Business Meeting; details as follows.

EVENT: WMCA Executive Committee Fourth Quarter Business Meeting
(2016-17)

DATE: Friday, March 24, 2017

TIME: 12:30 p.m. – 5:00 p.m. (*approximately*)

LOCATION: Alderbrook Resort & Spa, Wine Room
10 East Alderbrook Drive, Union, WA 98592

NOTES: Lunch will be provided (Alderbrook Resort & Spa).

DATED this 17th day of March, 2017.

/s/

Elizabeth M. Adkisson, MMC

Secretary, Washington Municipal Clerks Association



2017-2018 EXECUTIVE COMMITTEE

<p>PRESIDENT Dee Roberts, MMC City of South Bend PO Drawer 9 South Bend WA 98586 360.875.5571 Dee.roberts@southbend-wa.gov 360.589.9451 cell</p>	<p>PRESIDENT ELECT Virginia Olsen, CMC 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</p>	<p>VICE PRESIDENT Paula Swisher, CMC City of Brier 2901 228th Street SW Brier WA 98036 425.775.5440 pswisher@ci.brier.wa.us 425.760.4823 cell</p>
<p>SECRETARY Elizabeth Adkisson, MMC City of Monroe 806 West Main St. Monroe WA 98272 360.863.4538 eadkisson@monroewa.gov (425) 345-2026 cell</p>	<p>TREASURER Gina Anderson, CMC City of Woodland PO Box 9 Woodland, WA 98674 360.225.8281 andersong@ci.woodland.wa.us 360.607.8194 cell</p>	<p>IMMEDIATE PAST PRESIDENT Shannon Corin, CMC City of Bremerton 345 6th Street, Suite 600 Bremerton WA 98337 360.473.5290 Shannon.Corin@ci.bremerton.wa.us 360.908.1098 cell</p>
<p>BOARD MEMBER Jill Boltz, CMC Kitsap Transit 60 Washington Ave, Suite 200 Bremerton WA 98337 360.478.6230 jillb@kitsaptransit.com 360.731.6341 cell</p>	<p>BOARD MEMBER Susan Duncan City of Ferndale PO Box 936 Ferndale WA 98248 360.685.2354 SusanDuncan@cityofferndale.org 360.961.5393 cell</p>	<p>BOARD MEMBER Melissa Collins, MMC Snohomish County PUD 2320 California Avenue Everett, WA 98201 425.783.8616 MACollins@SNOPUD.com 425.210.4190 cell</p>
<p>BOARD MEMBER Debbie Jermann, MMC C-Tran PO Box 2529 Vancouver WA 98668 360.906.7303 debbiej@c-tran.org 360.607.6403 cell</p>	<p>BOARD MEMBER Kay Kammer, MMC City of Battleground 109 SW 1st Street, Suite 221 Battle Ground WA 98604 360.342.5008 Kay.kammer@cityofbg.org 360.624.6780 cell</p>	<p>BOARD MEMBER Shawn Campbell City of Auburn 25 West Main Street Auburn, WA 98091 253.931.3055 scampbell@auburnwa.gov 206.852.4929</p>



2017-2018 COMMITTEE CHAIRS & EXECUTIVE COMMITTEE LIAISONS

AUDIT

Chair: Cindy Marbut, Yacolt
cindy.marbut@townofyacolt.com
Liaison: Shannon Corin, City of Bremerton
shannon.corin@ci.bremerton.wa.us

AWARDS (Past President)

Chair/Liaison: Shannon Corin, City of Bremerton
shannon.corin@ci.bremerton.wa.us

BUDGET (President Elect)

Chair/Liaison: Virginia Olsen, Mountlake Terrace
volsen@ci.mlt.wa.us

BYLAWS

Chair: Jodee Schwinn, Seattle
Jodee.schwinn@seattle.gov
Liaison: Debbie Jermann, C-Tran
debbiej@c-tran.org

CONFERENCE PLANNING

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

EDUCATION

Chair/Liaison: Elizabeth Adkisson, Monroe
eadkisson@monroewa.gov
Co-Chair: Joanna Sanders, Port Townsend
jsanders@cityofpt.us

FUNDRAISING

Chair/Liaison: Susan Duncan, Ferndale
susanduncan@cityofferndale.org

EDUCATION COORDINATOR

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

NCI COMMITTEE WMCA REPS

Education Chair: Joanna Sanders, Port Townsend
Education Coordinator: Ali Spietz, Mercer Island
At Large: Virginia Olsen, Mountlake Terrace

ARCHIVE OVERSIGHT

Jill Boltz, Kitsap Transit
Large Cities-Jodie Stephens, Yakima
Small Cities- Vacant

HISTORICAL

Chair: Stephanie Haug, Benton City
shaug@ci.benton-city.wa.us
Liaison: Jill Boltz, Kitsap Transit
jillb@kitsaptransit.com

LEGISLATIVE (AWC Legislative Committee Rep)

Co-Chairs: Tisha Gieser, Issaquah
tishag@issaquahwa.gov
Debbie Burke, Normandy Park
debbieb@ci.normandy-park.wa.us
Liaison: Kay Kammer, Battleground
Kay.kammer@cityofbg.org

MEMBERSHIP

Chair/Liaison: Elizabeth Adkisson, Monroe
eadkisson@monroewa.gov
Co-Chair: Darla Reese, Granite Falls
Darla.reese@ci.granite-falls.wa.us

NEWSLETTER

Chair: Melody Valiant, Tumwater
m.valiant@ci.tumwater.wa.us
Co-Chair: Rachel Shaw, Prosser
rshaw@cityofprosser.com
Liaison: Debbie Jermann, C-Tran
debbiej@c-tran.org

SCHOLARSHIP

Chair: Megan Gregor, Renton
mgregor@rentonwa.gov
Liaison: Shawn Campbell
scampbell@auburnwa.gov

WEBMASTER

Jill Boltz, Kitsap Transit
jillb@kitsaptransit.com

IIMC Region IX Directors

Tracy Davis, Keizer OR ends 2018
Sheri Pierce, Valdez, AK ends 2019

AWC LEGISLATIVE COMMITTEE

Debbie Burke, Normandy Park
debbieb@ci.normandy-park.wa.us
Tisha Gieser, Issaquah
tishag@issaquahwa.gov



EXECUTIVE COMMITTEE MINUTES

Friday, January 27, 2017, 10 a.m.
Bremerton City Hall, Bremerton, WA

1. Call to Order and Roll Call

Ms. Shannon Corin, WMCA President, called the meeting to order at approximately 10:05 a.m. 2016-17 WMCA Executive Committee members present included: President Corin, President-Elect Dee Roberts, Vice President Virginia Olsen¹, Secretary Elizabeth Adkisson, Treasurer Gina Anderson, Boardmembers Jill Boltz, Susan Duncan², Deborah Estrada, Kay Kammer, and Paula Swisher, and Immediate Past President Debbie Burke.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of October 14, 2016

President Corin called for any corrections to the October 14, 2016, Executive Committee Meeting minutes; none were noted.

President-Elect Roberts moved to approve the January 27, 2017, agenda and October 14, 2016, minutes; the motion was seconded by Boardmember Kammer. On vote,

Motion carried (11-0).

General discussion ensued regarding format for finalizing and posting minutes to the website.

3. Treasury-Related Reports

a. Treasurer Report

Treasurer Anderson reported on the following topics: Balance Sheet, Profit and Loss Budget vs. Actual (condensed), Checking Register, Checking Reconciliation for December, Savings Register, Savings Reconciliation for December, Scholarship Register, and Scholarship Reconciliation for December.

General discussion ensued regarding updating the budget to include additional scholarship funds approved at the October Executive Committee Meeting; Treasurer Anderson stated she will verify the budget has been updated accordingly.

b. World Points

President Corin noted the reports included in the packet regarding the WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting. General discussion ensued regarding the use of points and conference planning/education committee purchases.

¹ SECRETARY'S NOTE: Vice President Olsen participated in the meeting via teleconference.

² SECRETARY'S NOTE: Boardmember Duncan arrived at approximately 10:10 a.m. during the Treasurer's Report.

4. Old Business

a. Conference Yearbook

Boardmember Boltz, WMCA webmaster, reported on the website ability and capacity to upload pictures to membership profiles and the difficulties in creating a 'conference yearbook.'

General discussion ensued regarding contacting the membership to upload profile pictures to their membership profiles in the 'Members Only' section of the website; and the potential for a slideshow on the front page of the website.

5. New Business

a. Scholarship Foundation

President Corin and Treasurer Anderson reported on information gathered regarding the creation of a WMCA scholarship foundation, including: certificates of deposit, mutual funds, rates/terms, and providers.

President-Elect Roberts moved to authorize Treasurer Anderson to look into a vehicle for investing \$50,000 based on her knowledge of scholarship foundation options; the motion was seconded by Boardmember Swisher.

General discussion ensued regarding providers, funds, and the potential for Treasurer Anderson to negotiate and bring back a final proposal to the Executive Committee for approval.

President-Elect Roberts moved to amend the main motion to add that any final transaction will come back to the Executive Committee for final approval; the motion was seconded by Boardmember Swisher. On vote,

Motion carried (11-0).

MAIN MOTION, AS AMENDED: To authorize Treasurer Anderson to look into a vehicle for investing \$50,000 based on her knowledge of scholarship foundation options; and that any final transaction will come back to the Executive Committee for final approval.

On vote,

Main Motion, as amended, carried (11-0).

6. Committee Business/Reports

a. Audit Committee

Treasurer Anderson noted the written report included in the meeting agenda packet.

Boardmember Swisher moved to approve the Audit Report as presented; the motion was seconded by Boardmember Kammer. On vote,

Motion carried (11-0).

b. Awards Committee

Immediate Past President Burke noted five nominations have been received by the Awards Committee for consideration of the Clerk of the Year Award and President's Award of Distinction. General discussion ensued regarding the average number of nominations received.

c. Budget Committee

President-Elect Roberts reviewed the draft 2017-2018 WMCA Budget. General discussion ensued regarding appropriate edits to the following items: revenues – money market savings interest and NCI Director lodging; expenditures – fall academy, annual conference (audio visual, meals, printing/postage, supplies), and NCI Director travel; additional typographical errors to be corrected; and the potential to budget for website upgrades in the 2018-2019 Budget.

d. Bylaws Committee

President Corin noted the Bylaws Committee Report in the meeting materials, and three proposed amendments to the WMCA Bylaws regarding: 1. the addition of a new membership classification 'Honorary Retiree Members;' 2. filling a vacancy on the WMCA Executive Committee when only one nomination is received to fill the position (and eliminating the need to conduct a full special election); and 3. designating the Elections Officer and Elections Auditor as a co-chair of their respective committees.

General discussion ensued regarding the proposed amendments, adjusting the Honorary Retiree Member criteria to be more subjective, and minor adjustments to the co-chair amendment. During discussion -- President Corin stated the meeting would recess for lunch.

NOTE: The meeting recessed at 11:54 a.m. and reconvened at approximately 12:26 p.m.

After discussion, the recommended language for the proposed amendments reads as follows:

-- Amendment #1 – Article 3, Section 1 - ADD - **Honorary Retiree Members: Retiring members that have maintained at least ten years of membership, and at least one of the following: obtained their Certified Municipal Clerk (CMC) designation, served on the WMCA Executive Committee, served as a WMCA Committee Chairperson, or received the Clerk of the Year Award/President's Award of Distinction, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership.**

-- Amendment #2 – Article 4, Section 6 - ADD - **If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.**

--Amendment #3 – Article 5, Section 1 - AMEND - Elections Officer and Elections Auditor. Each year the Membership Committee Chair shall select, from among the committee members, an Elections Officer. **The Elections Officer shall be designated a co-chair of the Membership Committee.** Additionally, each year the Audit Committee Chair shall select,

from the committee members, an Elections Auditor. **The Elections Auditor shall be designated a co-chair of the Audit Committee.** The Elections Auditor shall not be a member of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.

Boardmember Swisher moved to accept all amendments as discussed, and request the proposed amendments to the WMCA Bylaws be presented to the full membership at the WMCA Annual Business Meeting in March for a vote; the motion was seconded by Treasurer Anderson. On vote,

Motion carried (11-0).

e. Conference Planning Committee

Boardmember Swisher provided a report on Conference Planning, including: lodging/food/registration numbers for the upcoming conference and locations for the 2019 and 2021 conferences.

General discussion ensued regarding the 2017 conference, including: local activities for free evenings, including a 'conference essentials' piece in the March newsletter, and the banquet night toast; and the potential to go 'paperless' for the 2018 conference with the purchase of a conference mobile app.

f. Education Committee

Vice President Olsen noted the Education Committee report in the meeting materials, which includes the draft conference schedule and call to conference; queried the Executive Committee regarding WMCA's position regarding proposed PRA legislation; and noted that Education Committee Co-Chair Joanna Sanders will be taking over the Chair position for the 2017-2018 year.

General discussion ensued regarding deferring to the membership regarding positions on legislation.

g. Education Coordinator

Vice President Olsen noted the Education Coordinator report in the meeting materials from Ms. Ali Spietz; including information on the 2017 Spring Academy, 2017 Athenian Dialogue, and an update on the Northwest Clerk's Institute (NCI) – cancellation of Professional Development (PD) IV in 2017 and increase in registration costs.

General discussion ensued regarding academy and Athenian dialogue attendance, the future of PD IV (NCI may alternate years offered), and additional educational opportunities for certification points.

g. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: fundraising events at the annual conference; WMCA store items, including new charm bracelets, lanyards, and corkscrews; and collection of items for the auction.

General discussion ensued regarding auction items, fundraising events, and the potential for a new WMCA membership pin design.

h. Historical Committee

Boardmember Boltz noted the report included in the meeting packet and provided an update on a picture contest idea for the 2017 conference and committee planning for the 2020 conference.

i. Legislative Committee

Boardmember Kammer noted the Legislative Committee report in the meeting materials, plan for the Committee to attend the 2017 Legislative Session on January 22, 2017, and search for a new committee chairperson for 2017-2018.

General discussion ensued regarding the process to solicit chair volunteers.

j. Membership Committee

Secretary Adkisson reported on the following topics: 2016-2017 new members, membership information on the website/forms, Welcoming Sub-Committee, Partnership Program, Elections, and first time attendee events at the 2017 Conference.

General discussion ensued throughout the report regarding updating the membership forms in 2017, elections and voting, creation of a voter's pamphlet, and first time attendee events at conference.

k. Newsletter Committee

President Corin noted the report included in the meeting agenda packet. General discussion ensued regarding limiting the featured clerk article to one page, featuring new board members in future editions, reports from the eastern regional clerk groups, sending an Executive Committee member to attend eastside regional meetings and reporting on activities of interest, and switching off between featuring a west side and eastside clerk in the featured clerk section.

l. Scholarship Committee

Boardmember Estrada noted the report provided in the meeting agenda packet, and reviewed scholarship applications received to-date that are still in review for finalization and award.

m. Webmaster

Boardmember Boltz noted the report included in the meeting materials; and request to allocate budgetary funds in 2017-2018 for research and development of a new website.

7. Other Business

General discussion ensued regarding additional training opportunities for IIMC certification and potential scholarships thereto.

a. Email Ratifications

The following email decisions were presented to the Executive Committee for their consideration of ratification:

1. November 23, 2016 – setting April 15, 2017, as the 2017 Northwest Clerk’s Institute scholarship application deadline.
2. November 27, 2016 – approving up to an \$800.00 contribution to the NCI Director’s lodging accommodations during the 2017 institute.

Vice President Olsen moved to ratify the November 23, 2016, and November 27, 2016, email decisions, as presented; the motion was seconded by Boardmember Duncan. On vote,

Motion carried (11-0).

8. Good of the Order

Vice President Olsen thanked Boardmember Estrada for her time on the Executive Committee, as she was not running for another term; and President Corin noted that it was also Immediate Past President Burke’s final board meeting.

Boardmember Swisher stated she may miss the March 24, 2017, Executive Committee Meeting, as she will be travelling that day. General discussion ensued regarding setting up conference call equipment for Boardmember Swisher to call in for the meeting.

9. Next Meeting

The next WMCA Executive Committee meeting will be held Friday, March 24, 2017, at the Alderbrook Resort & Spa in Union, Washington, at approximately 12:30 p.m.

9. Adjournment

There being no further business, Immediate Past President Burke moved to adjourn the meeting; no objections were noted, and President Corin adjourned the meeting at 2:26 p.m.

Minutes approved at the WMCA Executive Committee Meeting of March 24, 2017.

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: Shannon Corin

Position: President 2016-2017

Period: February 2017-March 2017

Beginning Points Balance			11,820
Date/Desc/Points Earned	1st Month	February 10, 2017	182
	2nd Month	March 10, 2017	-
	3rd Month		
	4th Month		
Subtotal Points Earned			12,002
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			12,002

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Name: Dee Roberts
 Position: President Elect 2016-2017
 Period: Feb-17

Beginning Points Balance			2,140
Date/Desc/Points Earned	1st Month	February, 2017	379
			-
			-
			-
Subtotal Points Earned			2,519
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			2,519

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Name: PAULA SWISHER
 Position: CONFERENCE PLANNING CHAIR
 Period: January – March 2017

		Beginning Points Balance	8760.11
Date/Desc/Points Earned	1 st month		0
	2 nd month		41.42
	3 rd month		1069.43
		Subtotal Point Earned	1110.85
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	9870.96

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Name: Gina Anderson
 Position: Treasurer 2016-2017
 Period: February 10 , 2017 - February 10, 2017

Beginning Points Balance			10,351.00
Date/Desc/Points Earned	1st Month	February 10, 2017	116.37
	2nd Month		0.00
	3rd Month		0.00
	4th Month		0.00
Subtotal Points Earned			10,467.37
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			10,467.37

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Debbie Burke
 Position: Immediate Past President 2016-2017
 Period: Feb-17

Beginning Points Balance			10,845.60
Date/Desc/Points Earned	1st Month	February	
			-
Subtotal Points Earned			10,845.60
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			10,845.60

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: Virginia Olsen
 Position: Education Coordinator 2016-2017
 Period: Feb-17

Beginning Points Balance			2,081
Date/Desc/Points Earned	1st Month	February, 2017	1,007
			-
			-
			-
Subtotal Points Earned			3,088
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			3,088



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

TO: WMCA President and Executive Committee
FROM: Cindy Marbut, Chairperson
COMMITTEE: Audit Committee
DATE: March 1, 2017

SUMMARY OF ACTIVITIES:

The Committee met on May 25, 2016 Woodland to conduct an audit of financial records for the period of January 2016 thru April 2016 as part of the first quarter reporting and on January 18, 2017 for record periods of May 2016 thru December 2016 as part of the third quarter reporting. The committee conducted a complete review of the financial and corporate records for the noted periods.

The committee found both financial and corporate records to accurately reflect the activity for each time period. Spending appears to be well within the adopted appropriations for the time period. The audit included a review and balance verification of the WMCA, Checking, Savings and Scholarship accounts, support documentation and verification of the appropriateness of payments. The committee questioned the lack of itemized receipts, gifts for presidents and lack of detailed explanation on receipts. The committee appointed Molly Towslee to the Elections Committee.

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

ACTION REQUESTED: YES NO

RECOMMENDATION:

The committee recommends:

Receipts contain more detailed information

Receipts be itemized

Gift Receipts for presidents include president name or association with date of conference attendance.

Appoint Molly Towslee to continue as the Elections Auditor to the Elections Committee

FISCAL IMPACT:

Prevent payments for unauthorized purchase

The committee would like to thank our leaders and dedicated volunteers for the work that they perform in such an outstanding manner. The committee thanks Molly Towslee for her continued work as Elections Auditor. The committee cannot commend enough the WMCA Treasurer, Gina Anderson for her attention to detail in keeping the financial records of our Association

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve the Audit Report at the Annual Business Meeting.

WMCA BUDGET Revenue

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Feb -17	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Income						
Advanced Academy						
Athenian Dialogue	0.00	0.00	2,375.00	3,500.00	4,375.00	35 @ \$125 Registration
Fall	6,250.00	9,775.00	9,250.00	6,875.00	7,500.00	50 @ \$150 Registration
Spring	8,650.00	9,300.00	5,125.00	6,875.00	6,250.00	50 @ \$125 Registration
<i>Total Advanced Academy</i>	<u>14,900.00</u>	<u>19,075.00</u>	<u>16,750.00</u>	<u>17,250.00</u>	<u>18,125.00</u>	
Conference						
Donations	9,500.00	14,253.00	10,869.50	5,000.00	7,500.00	
Exhibitors	5,500.00	8,200.00	4,950.00	6,000.00	7,500.00	15 Vendors @ \$500
Meals	3,891.45	3,467.00	3,170.00	2,500.00	3,500.00	Guest Meals
Registrations	45,550.00	39,550.00	41,975.00	34,500.00	44,000.00	110 @ \$400 Registration
<i>Total Conference</i>	<u>64,441.45</u>	<u>65,470.00</u>	<u>60,964.50</u>	<u>48,000.00</u>	<u>62,500.00</u>	
Dues	24,525.00	25,415.00	26,395.00	25,500.00	24,000.00	320 @ \$75
IIMC President's Reception	3,000.00	0.00	0.00	0.00	0.00	One time revenue
Money Market Savings Interest	85.96	61.91	35.82	80.00	911.00	
NCI Director Lodging	0.00	0.00	1,600.00	0.00	1,600.00	2/3 from OR/AK + any overages
Region IX Dinner	945.00	885.00	0.00	0.00	0.00	Next Hosting 2018
Scholarship Income						
Auctions	4,918.00	5,535.00	0.00	4,500.00	4,500.00	
Donations	1,010.00	691.00	80.00	0.00	0.00	
Interest	4.71	3.29	2.37	3.00	5.00	
Product Sales	1,430.00	1,641.00	35.00	2,500.00	2,000.00	
Raffle	4,271.00	4,543.00	224.00	4,500.00	4,500.00	
<i>Total Scholarship Income</i>	<u>11,633.71</u>	<u>12,413.29</u>	<u>341.37</u>	<u>11,503.00</u>	<u>11,005.00</u>	
Transfer from Savings	0.00	0.00	0.00	28,225.00	30,602.60	
Total Income	\$ 119,531.12	\$ 123,320.20	\$ 106,086.69	\$ 130,558.00	\$ 148,743.60	

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WMCA BUDGET Expenditures

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Feb '17	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Academy Sessions						
Athenian Dialogue	0.00	800.96	527.60	3,000.00	2,000.00	Speaker, lodging, airfare
Fall	4,356.64	5,427.05	4,760.20	5,000.00	5,250.00	Speaker, member meals, room rental, 1st time attendees
Spring	7,357.30	2,404.08	125.00	5,000.00	5,000.00	Speaker, member meals, room rental
Total Academy Sessions	11,713.94	8,632.09	5,412.80	13,000.00	12,250.00	
Annual Conference						
Audio Visual	6,939.12	5,713.27	0.00	0.00	6,000.00	Included in contract for 2017 Conference
Conference Photographer	500.00	550.00	0.00	500.00	600.00	Pre-approve by EC
Decorations	1,495.26	1,998.17	587.51	2,000.00	2,000.00	
Drawings/Door Prizes	300.00	200.00	0.00	500.00	500.00	
Hospitality Expenses (WMCA)	3,266.21	3,108.38	1,600.00	4,425.00	5,050.00	WMCA Expense Policy
Meals	47,223.57	46,490.23	0.00	40,000.00	45,000.00	Includes President's Reception & Executive Committee Dinner
Printing/Postage	1,731.72	1,895.79	0.00	2,500.00	2,500.00	Conference Programs, Meal Tickets, Annual Business Meeting Packets, etc.
Recognition Awards	274.33	654.23	0.00	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	6,484.77	5,548.78	375.00	12,000.00	12,000.00	Speaker Fees & Expenses
Special Entertainment	450.00	200.00	0.00	2,000.00	2,000.00	Honor Guard, Local or Theme
Supplies	674.08	1,878.09	351.11	2,000.00	2,500.00	\$500 is for Future Conference, 1st time attendees kits (\$500)
Total Annual Conference	69,339.06	68,236.94	2,913.62	66,675.00	78,900.00	
Board Expenses						
Board Meetings	921.84	674.26	1,059.37	900.00	900.00	Room Rental, Food
Education Coordinator	1,116.60	1,099.41	2,315.77	2,367.00	2,685.05	Exec Comm Travel Policy
Executive Committee Travel						
AWC Conference	1,490.80	2,430.88	2,034.74	2,330.00	2,800.00	Man booth at AWC Conference (incl supplies)
Other	0.00	0.00	291.58	0.00	0.00	
Total Executive Committee Travel	1,490.80	2,430.88	2,326.32	2,330.00	2,800.00	
NCI Director Travel						
Northwest Clerks Institute	753.00	0.00	0.00	1,000.00	3,400.00	Per Director Agreement - 1/3 Lodging + any overages
IIMC Conference	0.00	0.00	545.07	800.00	800.00	1/3 Cost Share
WMCA Conference	1,213.64	803.20	375.00	575.00	575.00	

WMCA BUDGET Expenditures

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Feb '17	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
<i>Total NCI Director Travel</i>	1,966.64	803.20	920.07	2,375.00	4,775.00	
Officer's Board Travel						
President						
Alaska Conference	1,168.17	1,081.62	1,049.46	1,325.00	1,325.00	
BC Conference	1,082.85	0.00	0.00	0.00	0.00	<i>Delete 2014</i>
CA Conference	1,160.14	689.53	892.94	1,562.00	1,409.00	
IIMC Conference	2,545.73	3,330.48	2,627.43	2,367.00	2,920.00	
OR Conference	863.96	703.14	1,417.79	1,260.00	1,082.51	
WMCA Conference	497.76	586.61	375.00	300.00	400.00	<i>Registration Only</i>
<i>Total President</i>	7,318.61	6,391.38	6,362.62	6,814.00	7,136.51	
President Elect						
IIMC Conference	2,809.70	1,179.12	1,509.79	2,367.00	2,797.04	
WMCA Conference	352.75	451.52	0.00	400.00	500.00	<i>Room Only</i>
<i>Total President Elect</i>	3,162.45	1,630.64	1,509.79	2,767.00	3,297.04	
<i>Total Officer's Board Travel</i>	10,481.06	8,022.02	7,872.41	9,581.00	10,433.55	
Total Board Expenses	15,976.94	13,029.77	14,493.94	17,553.00	21,593.60	
Communication Expenses						
Voting Software	0.00	79.95	159.90	80.00	80.00	<i>\$80 per voting event</i>
Survey	0.00	0.00	0.00	200.00	200.00	
Website M&O	1,152.39	803.68	1,471.12	800.00	800.00	<i>Price Reduction in 2015</i>
Total Communication Expenses	1,152.39	883.63	1,631.02	1,080.00	1,080.00	
Contingency	0.00	0.00	0.00	500.00	500.00	
IIMC						
IIMC President's Reception (15)	4,000.00	1,820.00	0.00	0.00	0.00	<i>One time event</i>
MCEF Donation	75.00	0.00	81.52	75.00	75.00	<i>Auction Item</i>
Outgoing Reg IX Dir Gift	0.00	100.00	258.73	100.00	0.00	<i>Tracy Davis May 2018/Sherry 2019</i>
Reg IX Assessment	1,710.00	1,415.00	1,630.00	1,600.00	1,500.00	<i>Members x \$5</i>
<i>Total IIMC</i>	5,785.00	3,335.00	1,970.25	1,775.00	1,575.00	
Miscellaneous Expenses						
501(c)3	770.00	805.00	835.00	775.00	800.00	<i>Accountant</i>
Bank Charges	0.00	25.00	0.00	0.00	0.00	
Condolences	0.00	0.00	0.00	150.00	150.00	
Credit Card Fees (PayPal)	797.00	1,103.35	958.42	800.00	1,000.00	
Gambling/Alcohol License	196.00	196.00	196.00	300.00	300.00	
Gifts	0.00	0.00	250.00	0.00	0.00	

WMCA BUDGET Expenditures

	Actual	Actual	Actual	Budget	Budget	Comments
	May '14 - Apr '15	May '15 - Apr '16	May '16 - Feb '17	May '16 - Apr '17	May '17 - Apr '18	
Insurance	1,366.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	2,985.72	211.92	406.30	500.00	500.00	
Other	273.70	386.03	825.00	0.00	825.00	
Post Cards Vistaprint	0.00	308.39	439.74	750.00	750.00	Fall/Spring Academy, Conference/COTY
Postage	419.81	419.53	149.06	300.00	420.00	
Total Miscellaneous Expenses	6,808.23	4,758.22	5,362.52	4,975.00	6,145.00	
Scholarship Expenses						
Store Items	0.00	0.00	496.16	3,000.00	2,000.00	
Conference Scholarships	2,400.00	5,290.16	5,735.60	5,000.00	5,500.00	
Margery A. Price Scholarship	650.00	485.00	1,175.00	1,500.00	1,500.00	Fall/Spring/IIMC/PDIV
NCI Scholarships	12,575.00	11,250.00	14,300.00	13,000.00	15,000.00	
Raffle - Auction	176.88	113.50	214.29	2,000.00	2,700.00	Large raffle item, printing costs, auctioneer
Scholarship Items for Sale	844.20	2,327.74	0.00	0.00	0.00	Became part of "Store Items"
Total Scholarship Expenses	16,646.08	19,466.40	21,921.05	24,500.00	26,700.00	
Total Expense	\$ 127,421.64	\$ 118,342.05	\$ 53,705.20	\$ 130,058.00	\$ 148,743.60	

*WMCA will need to solicit and appoint new person for Region IX Director in 2018 for May 2019 appoint, due to IIMC Jan 2019

WMCA BUDGET Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May 16 - Apr 17	May 17 - Apr 18	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	Registration/Early	600.00	600.00	2018 Conference is paid out of 2017 Budget
Norfolk, VA - 2018		Airline	575.00	800.00	
Birmingham, AL - 2019		Lodging	860.00	1,065.05	\$213.01 X 5 incl taxes (Canadian Funds)
St Luis, MO - 2020		Ground Transportation	100.00	120.00	
Grand Rapids, MI - 2021		Parking	132.00	-	
		Meals	100.00	100.00	
		Total Education Coordinator Travel	2,367.00	2,685.05	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference - Vancouver, WA	2017	Vendor Registration/Membership	1,230.00	1,300.00	Includes booth and most meals for 2 days
Yakima, WA - 2018		Lodging	500.00	500.00	
Spokane, WA - 2019		Mileage	300.00	300.00	
Kennewick, WA - 2020		Supplies	300.00	700.00	Gavels/Table Cover/Table Displays
		Total Executive Committee Travel	2,330.00	2,800.00	
NCI DIRECTOR TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	1/3 Shared Cost w/AK & OR	800.00	800.00	Director Agreement
WMCA Conference - Union WA	3/22-03/24/2017	Transportation/Mileage	575.00	575.00	Airline & Mileage (from Manteca/Sacramento)
		Total NCI Director Travel	1,375.00	1,375.00	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	11/12-11/14/17 (?)	Airline or Mileage	500.00	500.00	
Hotel Captain Cook		Lodging	460.00	460.00	\$115 x 3 incl taxes
		Ground Transportation	75.00	75.00	To/Fr Airport
		Parking	85.00	85.00	Sea-Tac or Hotel
		Meals	55.00	55.00	1 breakfast, 2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,325.00	1,325.00	
CCAC Conference - Cathedral City CA	04/11-04/14/17	Airline or Mileage	500.00	227.00	CCAC Covers Registration - Academy Extra
		Lodging	600.00	720.00	\$180 x 4 incl taxes
		Ground Transportation	125.00	125.00	To/Fr Airport
		Parking	112.00	112.00	Sea-Tac or Hotel
		Meals	75.00	75.00	
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total CCAC Conference	1,562.00	1,409.00	

**WMCA BUDGET
Travel**

IIMC Conference - Montreal, Quebec	5/21-5/24/17	Registration/Early	600.00	600.00	2018 Conference is paid out of 2017 Budget
		Airline	575.00	922.36	
		Lodging	860.00	1,065.04	\$213.01 X 5 incl taxes (Canadian Funds)
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	
		Meals	100.00	100.00	Note: MCEF Auction Item is separate expense
		Total IIMC Conference	2,367.00	2,919.40	
OAMR Conference - Newport OR	09/20-09/22/2017	Airline or Mileage (Mileage)	550.00	240.00	OAMR Covers Registration - Academy Extra
		Lodging	400.00	617.51	\$158.39 x 3
		Ground Transportation	-	-	To/Fr Airport
		Parking	85.00	-	Sea-Tac
		Meals	75.00	75.00	2 breakfasts/2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total OAMR Conference	1,260.00	1,082.51	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	Registration/Early	600.00	600.00	2018 Conference is paid out of 2017 Budget
		Airline	575.00	800.00	
		Lodging	860.00	1,065.04	\$213.01 X 5 incl taxes (Canadian Funds)
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	Sea-Tac
		Meals	100.00	100.00	
		Total President-Elect Travel	2,367.00	2,797.04	

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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 Committee

DATE: March 7, 2017

SUMMARY OF ACTIVITIES: This year the Bylaws Committee worked on presenting proposed amendments to the Washington Municipal Clerks Association's adopted bylaws. Altogether, four amendments to the Bylaws have been proposed. These amendments will be presented to the membership for a vote at the 2017 WMCA Conference, on March 22, 2017, at the Alderbrook Resort, in Union, WA.

It was our pleasure to serve on the WMCA Bylaws Committee this year. Thank you for the opportunity.

Pending the outcome of the vote on the proposed bylaw amendments at the WMCA Conference, the Bylaws Committee will incorporate any amendments into the adopted bylaws and provide a final updated version.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

AMENDMENT 1: MEMBERSHIP

The Executive Committee recommends the consideration of Amendments 1A and 1B in gross.

Amendment 1A: Membership Class

Amend Article 3, Section 1, by adding a new Membership Class E. Honorary Retiree Member.

Current Wording	Proposed Amendment	If Adopted Will Read
<p>Section 1. Membership Classes: The following membership classes are hereby established:</p> <ul style="list-style-type: none"> A. Active Member B. Affiliate Member C. Associate Member D. Honorary Member 	<p>Section 1. Membership Classes: The following membership classes are hereby established:</p> <ul style="list-style-type: none"> A. Active Member B. Affiliate Member C. Associate Member D. Honorary Member E. <u>Honorary Retiree Member</u> 	<p>Section 1. Membership Classes: The following membership classes are hereby established:</p> <ul style="list-style-type: none"> A. Active Member B. Affiliate Member C. Associate Member D. Honorary Member E. Honorary Retiree Member

Amendment 1B: Membership Classes Defined: E. Honorary Retiree Member

Amend Article 3, Section 2, by adding a new Member Class Definition E. Honorary Retiree Member.

Current Wording	Proposed Amendment	If Adopted Will Read
	<p>Section 2. Membership classes defined:</p> <p><u>E. Honorary Retiree Members: Retiring members that have maintained at least ten years of membership, and at least one of the following: obtained their Certified Municipal Clerk (CMC) designation, served on the WMCA Executive Committee, served as a WMCA Committee Chairperson, or received the Clerk of the Year Award/President’s Award of Distinction, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership.</u></p>	<p>Section 2. Membership Classes: The following membership class is hereby established:</p> <p>E. Honorary Retiree Members: Retiring members that have maintained at least ten years of membership, and at least one of the following: obtained their Certified Municipal Clerk (CMC) designation, served on the WMCA Executive Committee, served as a WMCA Committee Chairperson, or received the Clerk of the Year Award/President’s Award of Distinction, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership.</p>

AMENDMENT 2: OFFICERS/BOARD OF DIRECTORS/TERMS

Amend Article 4, Section 6, by adding "If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process."

Current Wording	Proposed Amendment	If Adopted Will Read
<p>Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:</p> <p>The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's mayor, city manager, city/county administrator, or CEO. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description.</p>	<p><u>If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.</u></p>	<p>Section 6. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a vote of the general membership. The process to be followed by the Executive Committee for filling a vacancy shall be as follows:</p> <p>The President shall contact the Elections Officer to initiate the process of filling the vacancy through an Election. The Elections Officer will solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a Candidate Packet, which includes a Declaration of Candidacy, a candidate statement, a photo, and letter of support from the candidate's mayor, city manager, city/county administrator, or CEO. If the submitted Candidate Packet is not complete, the candidate's name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. The Elections Officer will conduct the election in accordance with the Elections Procedures as outlined in the Membership Committee Description. If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.</p>

AMENDMENT 3: MEETINGS

Amend Article 7, Section 2 to add that 50 active members shall constitute a quorum at the annual meeting.

Current Wording	Proposed Amendment	If Adopted Will Read
<p>Section 2. Annual Meeting: The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting.</p>	<p><u>50 active members shall constitute a quorum at the annual meeting.</u></p>	<p>Section 2. Annual Meeting: The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting. 50 active members shall constitute a quorum at the annual meeting.</p>



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

TO: WMCA President and Executive Committee

FROM: Paula Swisher, Conference Planning Chair

COMMITTEE: Conference Planning

DATE: March 3, 2017

SUMMARY OF ACTIVITIES: I'm still in pursuit of our 2019 venue. I knocked another site visit out of the way last month and unfortunately it came up short. I still have 3 venues to look at before recommending a 2019/2023 and 2021/2025 location.

Good news is I finally have two people who I think will work out to step in and do conference planning in the coming years; Keri MacDonald from Cheney and Jodi Wycoff from Duvall. I will be working closely with them over the next two years and they will shadow me and learn the ropes just in time to plan the 2020 conference.

Hopefully we will be able to conference call me into the meeting and I will be able to report on how the conference went at Alderbrook from a logistics standpoint.

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: Virginia Olsen and Joanna Sanders

COMMITTEE: Education Committee

DATE: March 2, 2017

SUMMARY OF ACTIVITIES: Thanks to our committee for helping make 2016-2017 a great year and to Joanna Sanders stepping in and doing a fantastic job!

As of March 1, we have 119 registered for our annual conference and Education Coordinator Ali Spietz will report on the Academy and Athenian registration. Chicken Lips gave us a great deal for the keynote, comedy show and half day Friday session for \$3,000 plus an estimated travel expense with car of \$1,100. We look forward to their participation and the fit with the conference theme of Live, Laugh, Love. WCIA covered Connie Poulsen's fee of \$1,250 plus her academy session which is in the academy budget. Since Connie was staying over anyway, it made sense to keep her there for a Wednesday session and WCIA was wonderful to sponsor both days!

We splurged a little bit on Robin Rose who is a keynote quality speaker. With AWC Employee Benefit Trust's sponsorship, we are only paying \$500 plus travel and expenses. Otherwise, we utilized a lot of speakers from the state and AWC since we are so close to Olympia as well as the AG's Office and MRSC.

We will expend 8 nights of lodging for all the conference speakers, plus mileage reimbursement and meals. Gift certificates will be provided to the non-paid speakers and AV costs are included in the conference contract this year so we will be well within our budget.

It's always more difficult to find Eastern WA speakers so we would love any input on ideas for speakers from the Tri-Cities, Spokane, and Cheney areas to start planning for the 2018 conference.

Please find attached the course descriptions and conference schedule.

Thanks to President Corin for your leadership this year!

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: Susan Duncan, Chair

COMMITTEE: Fundraising

DATE: March 3, 2017

SUMMARY OF ACTIVITIES: Charm Bracelet pre-sale: We received orders for 9 bracelets and 12 charms, which will be distributed at annual conference. There will also be a limited number of bracelets and charms available for sale for those who didn't pre-order.

The Grand Raffle Tickets are being distributed for sale by the membership, and will also be available during annual conference.

The following items will be available at the WMCA Store during annual conference:

Wine/bottle openers with the WMCA logo - \$7 each or two for \$12.

Beaded lanyards for name badge holders - \$12 each or two for \$20

"Behind Every Great Municipality is an Awesome Clerk" T-Shirts - \$12 each or two for \$20

1 1/4" round buttons with the annual conference logo (Live, Laugh, Love) - \$2 each or three for \$5

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 24.

We will conduct the live auction during the Wednesday evening event, and the silent auction during conference. Donations are being collected for three "Big Kahuna" baskets, for the live auction. The themes for the baskets are: Wine/Chocolate, Lottery/Scratch Tickets, and Seahawks.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
<u>Raffles</u>	<u>\$ 4,500</u>	<u>\$ _____</u>
<u>Store Sales</u>	<u>\$ 2,000</u>	<u>\$ _____</u>
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Grand Raffle</u>	<u>\$ 2,500</u>	<u>\$ 214.29</u>
<u>Lanyards, Charm Bracelets</u>	<u>\$ 2,000</u>	<u>\$ 403.52</u>
<u>Wine openers</u>	<u>\$ _____</u>	<u>\$ 496.16</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: Stephanie Haug

COMMITTEE: Historical Committee

DATE: 03/10/2017

SUMMARY OF ACTIVITIES: The Historical Committee solicited for photographers for the 2017 Annual Conference and received three quotes from photographers. The photographer from the 2016 conference in Spokane requested an opportunity to submit a bid, and ended up submitting the lowest bid at \$725.

The committee is putting together a display for the conference that incorporates the 2017 theme and will be taking candid photos during the conference to document the events. The committee will be updating the Shutterfly site with these photos, as well as encourage conference attendees to submit their own photos to the Shutterfly site.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve 7 Second Studios as the photographer for 2017 WMCA Annual Conference in the amount of \$725.00.

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: Committee Chair Karen Kuznek-Reese
and Incoming Co-Chairs Debbie Burke and Tisha Gieser

COMMITTEE: Legislative Committee

DATE: 3/15/17

SUMMARY OF ACTIVITIES:

Legislative Committee Chair Karen K-R attended AWC Action Days in Olympia on February 15-16. This provided an opportunity to meet with legislators and senators on issues of local concern. There was an update on the budgets that were being developed. The Senate budget initially has no money included for MRSC. This will be an issue again this legislative session.

Each legislator we heard from encouraged us to reach out to them with areas of concern. There are many bills that are proposed. It is difficult for them to know the details of each bill and how it will affect local agencies. They need to hear from us.

The 2nd Annual organized trip to Olympia occurred on February 22nd and three WMCA members met with AWC Lobbyist Victoria Lincoln to hear some Capitol Building history as well as updates on pending legislation.

MRSC and WAPRO hosted a webinar on March 15th to help us learn more about the most significant proposed public records bills that could impact local governments. Nancy Krier, the Washington Attorney General's Office Open Government Assistant Attorney General was the presenter. A list summarizing 120 proposed bills that have some relation to public records and public meetings were distributed prior to the webinar. Most of these bills relate to state agencies, a few concern health care providers and local agencies. Each year the AGO puts their final list of changes on the PRA Training webpage under Lesson #2/Other Resources:
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx#.VIJ9CU10xph>

ACTION REQUESTED: YES NO

RECOMMENDATION: n-a

ALTERNATIVES: n-a

FISCAL IMPACT:

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, Chair
Darla Reese, Co-Chair

DATE: March 10, 2017

2016-17 MEMBERSHIP UPDATE:

We had a total of FORTY TWO (42) new WMCA members in 2016-17:

Karlene Akesson	City of Castle Rock	Ellie Hooman	City of Mercer Island
Dianne Allen	Town of Darrington	Raelynn Jones	Town of Darrington
Kristol Bias	Pierce Transit	Kim Komoto	City of Kent
Angie Bronson	City of Seattle	Joanna Lee	City of Mill Creek
Christine Brown	City of Bainbridge Island	Cheryl Loeffler	Town of Fairfield
Darryl Brooks	City of Seattle	Diane MaKaeli	King County Fire District No. 20
Kelly Chelin	City of Kenmore	Yesenia Medlock	City of Mabton
Kristy Cochrane	Town of Rockford	Kim Michaels	Town of Lind
Samuel Crawford	City of Blaine	John C. Millard	City of Tenino
Chad Daggett	Chelan-Douglas Transportation Council	Rita L. Moore	City of Seattle
Jaci Dahlvang	City of Seattle	Jessica Olives	King County Housing Authority
Michaela Dimas	Ben Franklin Transit	Teresa Ongoco	City of Dupont
Shantelle Garcia	City of Seattle	Aimee Pearson	City of Puyallup
Nadezhda George	City of Mabton	Joel Pilkinton	City of Tonasket
Loni Gores	Clallum County	Janet Polata	City of Seattle
Marie Guernsey	Pacific County	Jacqueline Renteria	City of Sunnyside
David Hammond	City of Stanwood	Joshua Roberson	City of Mabton
Korinne Henry	North Kitsap School District	Karin Roberts	City of Bellevue
Meg Heppner	Island Transit	Francesca Siegler	City of Tukwila
Tami Hertzler	City of Lynnwood	Kathi Swanson	City of Cle Elum
Trish Holden	Clallam County	Karen Wallace	Town of Malden

As of March 10, 2017, the Washington Municipal Clerks Association is comprised of **358 members**; 345 active members, 1 affiliate member, 2 associate members, and 10 honorary members.

WELCOMING SUB-COMMITTEE UPDATE

The 2016-17 Welcoming Committee is at work – continuing to draft neighboring clerks’ notices for the new members listed above; in addition to the Membership Committee Chair sending out the official new member packet, welcome letter, and noticing new members in the newsletter.

- Neighboring clerks notice – a mini directory of three to six surrounding WMCA member clerks specific to the new member (a single sheet with the contact information of WMCA members within the same community), including information on local regional clerk’s groups is created and sent to the new clerk; as well as a letter/email to the neighboring contacts and regional group contact.

Many thanks to the 2016-17 Welcoming Sub-Committee: Tiah Branson and Peri Galucci!!

The 2017-18 Sub-Committee will continue these concepts into the next year; look into any additional welcoming ideas; and create a sub-committee description for the Membership Committee to bring forward to the Executive Committee in the future.

PARTNERSHIP SUB-COMMITTEE UPDATE

The Partnership Program Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Keri MacDonald, Trisha Summers, and Megan Gregor, continue to be active in facilitating the WMCA Partnership Program, and utilizing the partnering criteria to find the best matches possible. Over the course of the 2016-17 year, FIVE pairings have been made!

- Raelynn Jones (Darrington) partnered with Randy Reed (Snohomish County Council).
- Dianne Allen (Darrington) partnered with Paula Swisher (Brier).
- Bernie Bacon (Camas) partnered with Tamara Gunter (Battle Ground).
- Chad Daggett (Chelan-Douglas Transportation Council) partnered with Debbie Jermann (C-Tran).
- Kim Michaels (Lind) partnered with Rose Courneya (Connell).

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

The 2017-18 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.

RECRUITMENT SUB-COMMITTEE UPDATE

The 2016-17 Recruitment Sub-Committee took a break this year after a very detailed recruitment effort in 2015-16. The Committee requests Executive Committee direction in regards to recruitment efforts in the upcoming year.

In general; the 2017-18 Sub-Committee will continue recruitment of new members, and will look into preparing a Recruitment Sub-Committee description to bring forward to the Executive Committee for their consideration.

ELECTIONS SUB-COMMITTEE UPDATE

The Elections Sub-Committee, comprised of Elections Officer Leana Johnson, and Elections Officer Assistant Laurie Cassell, had a very busy year! THREE elections were facilitated – two special elections to fill vacancies and the general election. Each went off without a hitch!

In addition to completing all of the elections procedures and tasks for all three elections, the Sub-Committee also created a voter's pamphlet for the 2017-18 General Election, at the request of the Executive Committee. With the EC's direction, the Committee will continue this practice, and look to incorporate this into the Elections Procedures for future General Elections.

Many thanks to Leana and Laurie (and Molly from the Audit Committee) for another successful year of Elections!!

2017 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

There are 19 First Time Attendees (FTAs) registered to attend the 2017 WMCA Annual Conference; and the Membership Committee (MC) will be hosting/facilitating the following programs/events:

Conference buddies:

- Program of pairing one MC member with one or more first time attendee as buddies.
- 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.
- Location: Mt Washington-A; with light refreshments provided.
- Concept: meet 15-20 minutes prior to the President's Reception for a quick meet and greet/ice breaker and then all go to the reception together.
- President Corin has requested MC members introduce the FTAs to the EC.

First Time Attendees Breakfast

- Invite list: EC, MC, FTAs, NCI Director, WMCA Education Coordinator, and VIPs.
- Seating chart: intermixed.
- Presentations: WMCA President, NCI Director, WMCA Education Coordinator, and Conference Planning Chair (with helpful tips/locations/events/vendor cards).
- Ice Breaker (trivia or other competition); mini-gifts provided for the winning table.
- Raffle: have a few items to give out to FTAs through a raffle.

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.

At the close of conference, the Membership Committee Chair will send out a feedback survey to FTAs and the MC to gather input on this year's events. This date will be shared in a future report, and help inform activities at the 2017-18 WMCA Annual Conference.

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!

THANK YOU!!!

To the 2016-17 Membership Committee – "I can no other answer make but thanks, and thanks, and ever thanks..." Shakespeare (*Twelfth Night*).

Looking forward to another wonderful year with the Membership Committee and lovely individuals who volunteer their time to providing services to our new members!

ACTION REQUESTED: YES
RECOMMENDATION: N/A

NO

ALTERNATIVES: N/A
FISCAL IMPACT: N/A

Dee Roberts

From: Elizabeth Adkisson <EAdkisson@monroewa.gov>
Sent: Tuesday, March 14, 2017 11:44 AM
To: kswanson@cityofcleelum.com; bstevens@lakestevenswa.gov; lsmedley@jeffersontransit.com; lisa@portofkennewick.org; bscott@portofkennewick.org; Heidi K. S. Napolitano (Heidi@townofwoodway.com); clerktreasurer@ci.tenino.wa.us; town; townclerk@eatonville-wa.gov; rieval.lester@lewiscounty.wa.gov; kkomoto@kentwas.gov; thertzler@lynnwoodwa.gov; khenry@nkschools.org; david.hammond@ci.stanwood.wa.us; Linda Carl; Christine Brown; kbias@piercetransit.org; clarkstoncity@cablone.net; awoods@cityoffife.org
Cc: Shawn Campbell; Laurie Ulrich (laurieu@algonawa.gov); rcourneya@connellwa.org; Peri Gallucci (pgallucci@cityofchelan.us); Leana Johnson (leanaj@ci.white-salmon.wa.us); kmacdonald@cityofcheney.org; cindy.marbut@townofyacolt.com; kroberts@bellevuewa.gov; Brumbaugh, Traci; robin.schaefer@bothellwa.gov; Darla Reese (darla.reese@ci.granite-falls.wa.us); Dee Roberts; 'Jill Boltz'; 'Debbie Jermann'; 'Virginia Olsen'; 'Deborah Estrada'; 'Paula Swisher'; 'Kay Kammer'; 'Gina Anderson'; 'Debbie Burke'; 'Shannon Corin'; 'Susan Duncan'; joann.tilton@wsu.edu; ali.spietz@mercergov.org
Subject: WMCA Conference - First Time Attendee Events Invitation
Attachments: 2017 WMCA FTA Events Invitation.pdf

Good morning!

On behalf of the 2016-17 WMCA Executive Committee and the Membership Committee, we wanted to express how thrilled we are that you will be attending the 2017 WMCA Annual Conference at the Alderbrook Resort in Union, Washington – “Live Laugh Love.”

Please find attached your invitation to two events specifically planned for first-time conference attendees:

- Tuesday, March 21st (*to begin promptly at 5pm*) – **First Time Attendees Meet & Greet** with the Membership Committee members; and
- Wednesday, March 22nd (*to begin promptly at 8am*) – **First Time Attendees Breakfast** with the Executive and Membership Committee members, NCI Director – Joann Tilton and WMCA Education Coordinator – Ali Spietz, and Conference VIPs!

We are excited to see you at both events! In addition, a member of the Membership Committee will be in touch with you directly as a ‘Conference Buddy’ to answer any questions you may have pre-conference; and be a contact for you throughout the week.

If you have any questions (before or during the conference), please do not hesitate to contact Darla, myself, any Executive Committee member, and any Membership Committee member... we are here to help and answer any of your questions (and have each been in your shoes)!!

Please see the [2017 Call to Conference](#) and the [2017 Conference Schedule](#) for additional information on scheduling and events.

See you at Alderbrook!

Elizabeth M. Adkisson, MMC
WMCA Membership Committee Chair

Darla Reese, CMC
WMCA Membership Committee Co-Chair

2016-17 WMCA Executive Committee

President Shannon Corin (Bremerton)
President-Elect Dee Roberts (South Bend)
Vice President Virginia Olsen (Mountlake Terrace)
Secretary Elizabeth Adkisson (Monroe)
Treasurer Gina Anderson (Woodland)
Past President Debbie Burke (Normandy Park)
Board Member Jill Boltz (Kitsap Transit)
Board Member Susan Duncan (Ferndale)
Board Member Deborah Estrada (Sunnyside)
Board Member Debbie Jermann (C-Tran)
Board Member Kay Kammer (Battleground)
Board Member Paula Swisher (Brier)

2015-16 Membership Committee

Elizabeth M. Adkisson, Chair (Monroe)
Darla Reese, Co-Chair (Granite Falls)
Tiah Branson (Snoqualmie)
Traci Brumbaugh (Snohomish PUD)
Shawn Campbell (Auburn)
Laurie Casell (Algona)
Rose Courneya (Connell)
Deana Dean (Arlington)
Peri Gallucci (Chelan)
Megan Gregor (Renton)
Stephanie Haug (Benton City)
Leana Johnson (White Salmon)
Keri MacDonald (Cheney)
Cindy Marbut (Yacolt)
Karin Roberts (Bellevue)
Robin Schaefer (Bothell)

Thank you,

Elizabeth M. Adkisson, MMC | City Clerk



City of Monroe, Washington
806 West Main St., Monroe, WA 98272
phone: 360.863.4538 | fax: 360.794.4007
eadkisson@monroewa.gov | <http://www.monroewa.gov>

**PLEASE NOTE: My email address has changed from esmoor@monroewa.gov to eadkisson@monroewa.gov. Thank you!!*



Are you ready for the
2017 WMCA Conference
"Live Laugh Love?!"

We are so excited that you are joining us this year at conference! We know meeting new people can be a little intimidating and overwhelming, which is why we have planned two events at the beginning of the conference especially for you, as a first-time attendee:

First Time Attendees
Meet & Greet

Tuesday, March 21
5:00 – 5:30 pm
Room: Mt Washington-A

Is this your first WMCA Conference? Come and join us for a meet & greet right before the President's Reception. You will meet other first time attendees as well as members of the WMCA Membership Committee!

First Time Attendees
Breakfast

Wednesday, March 22
8:00 – 9:00 am
Room: Mt Washington-A

If it's your first time attending a WMCA Conference this breakfast is especially for you! Join us to get some great information, meet and network with clerks just like yourself, and, of course, have a little fun!

***We'd love to see you at both events
so we can get to know you even better!***

If you have any questions (before or during the conference), contact:
Elizabeth Adkison, WMCA Membership Committee Chair, eadkisa@mtwa.gov, 360-833-4520
Darla Reese, WMCA Membership Committee Co-Chair, darla.reese@pacificfalls.wa.us, 360-691-6411



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

TO: WMCA President and Executive Committee

FROM: Melody Valiant, CMC

COMMITTEE: Newsletter Committee

DATE: March 3, 2017

SUMMARY OF ACTIVITIES: We've had a great year on the Newsletter committee. Our committee doesn't meet in person, we just correspond by email and assign members the task of compiling all the information for the newsletter for a month. This last year in addition to asking members to edit one issue, we have also had them sign up for the following monthly columns: Clerk of the Month, Grammar Corner & LOL. We greatly appreciate our committee members for their commitment and timeliness. We can always use more names for Clerk of the Month, so please pass them along if you know of people we have not profiled yet. We hope you have enjoyed the newsletters this past year. If you have any feedback on anything you would like included that you don't currently see, please send it our way.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



- First Quarter Report (June Mtg)
- 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: March 24, 2017

SUMMARY OF ACTIVITIES:

Since the last report we awarded 15 scholarships to people to attend the annual conference (please see attached applications).

For the first time since I became the Chair, I had to deny a scholarship (and was about to deny another but then I believe she realized I would be denying it and she pulled her application). Both of these cases the denial was due to the fact that the entity the applicant worked for was willing to pay for their registration but only specified that it would "help them out" if they could receive a scholarship.

After speaking with Shannon Corin, Dee Roberts, and Deborah Estrada we all agreed that the purpose of the scholarship program is to provide scholarships to people whose work is unable to pay for them to attend. We felt that it is inevitable that the scholarship would "help" a department's budget, but the purpose is not to help but to provide a resource where it cannot be provided.

We received one application from Deborah Estrada for the registration fee to attend IIMC. After review it has been decided that she will be awarded the registration fee (up to \$500).

Applications for PD are already coming in – over the next month I will work on advertising for that. The due date for scholarship applications for PD is April 17, 2017.

At the time of this meeting, I am now back at work and able to fully accomplish all my chair duties. I am sorry for my lack of speed with things over the past 4 months, but I have truly enjoyed my maternity leave time with my son ☺ Hope you all had a great conference!

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

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

APPLICANT NUMBER 4

Name:	Susan Duncan
Event Requesting Scholarship For:	WMCA Annual Conference ONLY (Registration)
Employer:	City of Ferndale
Position Title:	City Clerk
Date Current Position Assumed:	4/16/2013
How long in Clerk Profession:	3 1/2 years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2014 - WMCA Annual Conference 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)?

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

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

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

Being a professional Municipal Clerk also means being the manager of all official documents, records, and history of the City.

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

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

I am responsible for the preparation of agendas, management of all official documents, records, and history of the City. I also serve the public in responding to records requests, providing public and legal notices, and processing and coordinating special event applications. I also serve as the City's Human Resources Manager, and provide administrative support to the Mayor, Council, and City Administrator.

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

Education Committee, Fundraising Committee, Newsletter Committee

Letter from Supervisor Included: Yes

Have you received your CMC: Yes

SIGNED: Susan Duncan

Name of Reviewer:

Rachel Carl

Comments:

Concerns:



CITY HALL
2095 Main Street
P.O. Box 936 - Ferndale, WA 98248

January 20, 2016

To Whom It May Concern:

This letter is intended to provide support for City of Ferndale City Clerk Susan Duncan's scholarship application for the 2017 WMCA Annual Conference.

Unfortunately, Susan's training budget is very limited, and without support from WMCA, the City cannot fully fund the cost of conference registration and she would not be able to attend.

I am fully committed to providing Susan with the necessary time off to attend this conference. I have heard many positive reports from Susan and our previous City Clerk about the quality of the WMCA Conference and the excellent educational programming it offers.

Thank you for your consideration.

Sincerely,

Greg Young, City Administrator

APPLICANT NUMBER 5	
Name:	John Millard
Event Requesting Scholarship For:	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer:	City of Tenino
Position Title:	Clerk/Treasurer
Date Current Position Assumed:	
How long in Clerk Profession:	6 months
Member of WMCA:	Yes
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)?	
Being a professional Municipal Clerk means that you take pride in your profession, that you approach each and every task with the attitude of accomplishing it as effectively and efficiently as possible, and that you are willing to stand by your decisions and recommendations because you can back them up.	
Question 2: What are the primary duties of your current Position?	
My duties reach across the spectrum of City operations. I draft policies, ordinances, resolutions, proclamations, press releases, memoranda and reports regarding any topic of interest to a municipality. I ensure the financial transactions made by my subordinates are completed accurately and in a timely manner. I research questions from citizens, employees, Councilmembers, the Mayor, and other Department Heads. I coordinate with external organizations as required to give effect to the City's contracts, agreements, and to meet legal requirements. I manage the city's property, records, information management systems, security, and risk.	
Question 3: Response to the requirement to be a part of the Fundraising Committee.	
Education Committee, Legislative Committee, Scholarship Committee	
Letter from Supervisor Included:	No
Have you received your GMC:	No
SIGNED:	John C. Millard

Name of Reviewer:	Maria Holman
Comments:	
Concerns:	



City of Tenino

149 Hodgden St. S
PO Box 4019
Tenino, WA 98589

(360) 264-2368
Fax (360) 264-5772
clerktreasurer@ci.tenino.wa.us

January 23, 2017

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
ATTN: Ms. Megan Gregor
1055 S. Grady Way
Renton, WA 98057

Re: Letter of Support on Behalf of Mr. John Millard

Dear Ms. Gregor,

I am writing today to assure you that Mr. John Millard, our recently-appointed Clerk/Treasurer, has my full support in attending this year's WMCA's Annual Conference because attendance will contribute immeasurably to Mr. Millard's professional development and ability to function in his current position at a higher level.

I am also writing to ask for your favorable consideration in regard to providing a scholarship that would cover the \$375.00 registration fee, without the receipt of which he will be unable to attend. If the scholarship is approved, the City will, of course, underwrite his attending each day of the conference. If the committee has the funds available, and as a first-time conference attendee, I would also request the funds to reimburse him the \$95.00 per night lodging costs. If those funds are not available, the City will have no choice but to have him drive to Union each day of the conference.

I have challenged Mr. Millard to obtain CMC certification and he has committed to doing so. Attendance at this year's WMCA's Annual Conference would be a wonderful way to begin that endeavor.

Sincerely,

Wayne Fournier
Mayor, City of Tenino

APPLICANT NUMBER 6

Name:	Korinne Henry
Event Requesting Scholarship For:	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer:	North Kitsap School District
Position Title:	Executive Assistant
Date Current Position Assumed:	10/10/2013
How long in Clerk Profession:	20 years
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	I have not received any scholarship from WMCA.
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):	
<p>Becoming a professional Municipal Clerk is very important to me because it helps me develop a strong professional relationship between myself, the Superintendent, and our Board of Directors to ensure smooth operation of our school district. I am grateful for the educational opportunities that have been available as I work toward a Certified Municipal Clerk. Attending training, and conferences help provide me with essential tools that I use on a daily basis in my position.</p>	
Question 2: What are the primary duties of your current position?	
<p>Prepare meeting agendas and meeting agenda documents, oversee district policies and procedures, serve as the public records officer for the district, manage the Superintendent and School Board budgets, clerk of the Board, and Human Resource duties as assigned.</p>	
Question 3: Response to the requirement to be a part of the Fundraising Committee:	
<p>Audit Committee (*may require travel), Fundraising Committee, Membership Committee, Scholarship Committee</p>	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Korinne Henry

Name of Reviewer:	Jenine Floyd
Comments:	
Concerns:	

January 4, 2017

Washington Municipal Clerks Association
2016 Scholarship Application
MGregor@rentonwa.gov

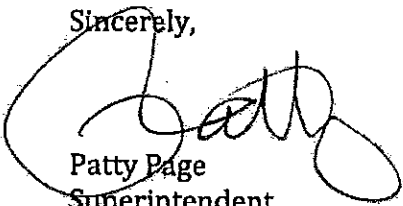
RE: Application for scholarship for Korinne Henry

To Who it may concern,

Korinne Henry is employed by the North Kitsap School District and is applying for the First-Time WMCA Annual Conference Attendance scholarship. The North Kitsap School District will grant Korinne administrative leave to attend the conference if the scholarship is awarded.

The district supports her goal of becoming a Certified Municipal Clerk, which helps develop a strong professional relationship between Korinne, Administration, and the Board of Directors to ensure smooth operation of the school district. The North Kitsap School District has a limited training budget, and is currently in a budget freeze, which limits the funding for her training.

Sincerely,



Patty Page
Superintendent
North Kitsap School District

APPLICANT NUMBER 7

Name	Amber Scott
Event Requesting Scholarship For	WMCA Annual Conference ONLY (Registration)
Employer	City of Omak
Position Title	Deputy Clerk
Date Current Position Assumed	4/4/2016
How long in Clerk Profession	5 years
Member of WMCA	Yes
Previously Attended this event	Yes
Previously Received Scholarship	Yes
Previous Scholarships awarded	WMCA Conference 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)?

What it means to me is to serve the people in our City. You, as the clerk are many times the first person they see, whether it's to set up new service, pay a bill or just want information, whether it's a new RCW, Ordinance or simple, "where's the nearest park". It's so important to understand your City and what it has to offer, what the community has to offer. I feel, in my position I'm here to serve the public, and my co-workers. I do the payroll, and when it come to peoples paychecks, their money, I feel it's very important to know your payroll system, know the answers to the questions, that they have. It give me such satisfaction, when I have a customer and or co worker walk away with a smile and upmost confidence that I have answered the question correctly, professionally, and with a smile. I love working in the public sector and working with my fellow clerks throughout the state.

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

I currently do payroll for the City; Planning commissioner clerk; Excise taxes for the City; Payroll Taxes. End of month reports for Dept Heads; Traveling/setting up conference's for employee's; and other duties as assigned. I moved from the City of Rainier population to 1800 to over 5k last spring. and to the other side of the mountains. Best decision I ever did, I went from 11 employee's for payroll to approx. 100 in summertime. I love it, and the my new co workers have been great. I love my job, and it gives me complete satisfaction. I feel it's so important to attend conferances to maintain relationships with your fellow clerks. We all need each other from time to time.

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

Conference Planning Committee (*does require travel and experience), Scholarship Committee

Letter from Supervisor Included	Yes
Have you received your GMC	Yes
SIGNED	Amber Scott

Name of Reviewer:	Robin Schaefer
Comments:	
Concerns:	



2 North Ash • P.O. Box 72
Omak, WA 98841
(509) 826-1170
Fax: (509) 826-6531
www.omakcity.com
Hearing Impaired- call WA Relay Services 7-1-1

January 11, 2017

Megan Gregor, CMC, MLIS
WMCA Scholarship Committee Chair
City of Renton
1055 S Grady Way
Renton, WA 98057

RE: Request for WMCA Annual Conference Scholarship

Dear Megan,

I am writing to request consideration for a registration scholarship for my Deputy Clerk, Amber Scott, to attend the WMCA Annual Conference March 22-24, 2017 at the Alderbrook Resort in Union Washington.

Amber came to the City of Omak a little more than 9 months ago, having served as the Deputy Clerk for the City of Rainier, for nearly four years. In her capacity as Deputy Clerk for the City of Omak, she has more than excelled in her knowledge of the operation of municipal government, and in her willingness to learn more. I am a very big believer in cross-training and Amber has eagerly tackled opportunities to learn different aspects of the operations of the City.

She is a loyal employee and continues to provide the leadership and skills necessary for her new position. My transition from Deputy Clerk to City Clerk required substantial re-organization in our office, and Amber took over many of my former duties.

I have tried to budget training funds to get Amber to the WMCA Annual Conference in 2017, believing we could do it ourselves for her. But, as is the case for many cities and towns in Washington, we have seen cuts in our travel budget, and I have three more staff members I hope to be able to send for training in other areas to benefit their careers in service to this community.

I truly believe in the networking and training the WMCA Conference provides each and every clerk. I feel it is extremely beneficial to the professional and personal growth of the Deputy Clerk profession.

Please consider our request to reward this employee for her dedication to the City, and her willingness to constantly improve her skills within the clerk's profession.

Sincerely,

A handwritten signature in cursive script, appearing to read "Connie Thomas".

Connie Thomas, CMC

City Clerk

City of Omak

APPLICANT NUMBER 8

Name:	Tami Pevey
Event Requesting Scholarship For:	WMCA Annual Conference ONLY (Registration)
Employer:	City of Sultan
Position Title:	Utility Clerk
Date Current Position Assumed:	3/1/2015
How long in Clerk Profession:	15+ years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2016 - WMCA Conference 2016 - 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? (If this DOES NOT mean your job description)?

I have worked as a professional secretary for the past 20 years. To be a professional Municipal Clerk defines my work history down to a title that I feel I have been training for all along. I take great pride in the fact that the role of the city clerk involves the proper execution and operation of government to truly serve the people's needs, and that city clerks have always helped record the proceedings of government to ensure that its legal processes are executed properly. It is additionally a source of pride to know I am part of something that originates back to ancient civilizations when scribes would document the business of government. Civilization The role of a city clerk comes with the weight of much responsibility, reverence, and service that makes it a job unlike any other in the United States Therefore, I feel rightfully honored and privileged to serve my city in this role.

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

My title is currently Utility Clerk, which mainly backs up the billing department for water/sewer/garbage. I am also training to be Deputy Clerk as our current City Clerk is planning to retire in the next few years. I am learning the record keeping aspect, public disclosure requests, and attending council meetings as a back-up. This involves the prep work for the agenda. I will take on more responsibility in regards to the City Clerk position as my training comes up to speed.

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

Historical Committee, Newsletter Committee

Letter from Supervisor included: Yes

Have you received your GMC: No

SIGNED: Tami Pevey

Name of Reviewer: Connie Thomas

Comments:

Concerns:

City of Sultan



January 12, 2017

WMCA Scholarship Committee

RE: Tami Pevey – WMCA Conference

Dear Scholarship Committee:

Please accept this letter of recommendation and support for Tami Pevey's scholarship request for the WMCA Conference in Union, Washington in March 2017.

Tami has worked for the City of Sultan since July 2015 as the Utility Clerk/Receptionist. Within a few months, Tami started training to become the Deputy Clerk and attended the conference in 2016.

This type of training impacts the City's budget, however, we feel it is vital to continue the education process. Your assistance with a scholarship would assist her professional development and provide some economic assistance to the city.

We fully support and recommend Tami for a scholarship. If you have any questions or would like to speak to me directly, please contact me at 360.793.2231.

Sincerely

Ken Walker
City Administrator

APPLICANT NUMBER 9

Name	Steve Austin
Event Requesting Scholarship For	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer	City of Clarkston
Position Title	Clerk/Treasurer
Date Current Position Assumed	2/1/2017
How long in Clerk Profession	3.5 years
Member of WMCA	I am joining at time of application submission
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)

I have just been hired to be the Clerk/Treasurer for the City of Clarkston. My effective start date is February 1, 2017. One of my hopes in attending this conference is to learn the answer to this question. Although I have been a Police Department Records Clerk, I have never been a Municipal Clerk. I am wanting to gain insight and make contacts that I can use for a resource in undertaking my new position.

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

The Clerk/Treasurer is the recording secretary for the City Council, is responsible for maintenance of city records, prepares and monitors the annual budget, and maintains the financial records of the city.

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

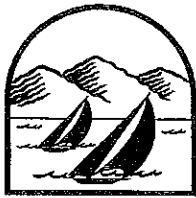
Newsletter Committee

Letter from Supervisor included: Yes

Have you received your CMC: No

SIGNED: Steve Austin

Name of Reviewer:	Michelle Honeycutt
Comments:	
Concerns:	



City of Clarkston

City Hall: (509) 758-5541 • Police: (509) 758-1680 • Fire: (509) 758-8681 • Fax: (509) 769-6018

829 5th Street • Clarkston, WA 99403 • www.clarkston-wa.com

January 23, 2017

Washington Municipal Clerk's Association
Scholarship Committee
Attn: Megan Gregor

RE: Scholarship Application for Steve Austin

This letter is to support Steve Austin's application for a scholarship to attend the 2017 WMCA annual conference.

Steve will be assuming the position of Clerk/Treasurer for the City of Clarkston on February 1. As he is new to this position I feel it is extremely important for him to take advantage of as many educational opportunities as possible to enable him to become the most effective Clerk/Treasurer he can be.

Because he is new and is assuming a dual role for Clarkston, the City hopes to give him the opportunity to attend several trainings and conference this year. We are a small municipality and while we do have a training budget, it will not be adequate to cover expenses for all training opportunities.

The City would be most appreciative if WMCA grants Steve Austin a scholarship that would allow him to attend the 2017 WMCA annual conference.

Thank you for your consideration.

Sincerely,

Monika Lawrence
Mayor, City of Clarkston
829 5th Street
Clarkston, WA 99403-2696
509-758-5541
Fax (509) 769 6018
clarkstonmayor@cableone.net



TREE CITY USA.

APPLICANT NUMBER 10

Name:	Lisa Neissl
Event Requesting Scholarship For:	WMCA Annual Conference ONLY (Registration)
Employer:	City of College Place
Position Title:	Deputy City Clerk
Date Current Position Assumed:	1/1/2017
How long in Clerk Profession:	9yrs
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2014 - 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)?

I'm so excited about this new position. I get to put into practice those skills that I am naturally drawn to, in organizing and putting systems in place to make things run more efficiently and smoothly. I like the challenge of seeking out new and better ways to help our City provide the best possible services and leadership to our citizens. Being the Deputy Clerk with these tasks as my primary responsibility rather than being a "back up" for clerk related duties, I am able to take ownership of the position and I look forward to seeing what I we are capable of achieving together.

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

This position was just reinstated as we have not had one staff member dedicated to clerk duties since 2007. As the new position has been defined my primary duties are as follows:

- Maintenance, update, and distribution of City's Municipal Code.
- Receipt, tracking & filing of information requests.
- Oversight and implementation of the City's Records Management Program.
- Maintain all original contract documents and other important files.
- Preparation of the City Council Agenda and all Council Packet materials.
- Recording accurate meeting minutes.
- Oversee the publication of ordinances, legal notices, and ensure notification of special sessions and Council hearings is timely.
- Liaison and administrative assistant to the City Administrator and City Council.
- City contract management and tracking.
- Custodian of the Official Seal of the City.
- And of course, special projects as assigned by Administration, or Council.

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

Conference Planning Committee (*does require travel and experience), Membership Committee

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Lisa Neissl

Name of Reviewer:	Sandy Paul
Comments:	
Concerns:	

City of College Place

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

January 11, 2017

WMCA Scholarship Committee
Attn: Megan Gregor
City of Renton

Dear Committee Members:

This letter is written in appreciation of your scholarship program and the opportunities it presents for members to attend professional development classes. I'm writing this letter to inform you of my support of Ms. Neissl attending the 2017 WMCA Annual Conference, as well as to express the need of financial assistance in order to enable her to do so.

Our City has undergone a great deal of transition over the past six months. We have a new Mayor, a new City Administrator, and two new Councilmembers. We also had an Interim City Administrator during 2016, are on our second Interim Police Chief since spring of 2016, and are currently interviewing to permanently staff the Chief position. In addition to all of the leadership changes, due to an accident I have been on medical leave and part-time since the first of October. All of these events have placed a tremendous workload on the clerk's office, and therefore it was decided that with the 2017 budget we would reinstate the position of Deputy Clerk, a position that has been vacant since 2007. Ms. Neissl was appointed to that position as of January 1st and it is very important that she be brought up to date on clerk duties and best practices. Training and travel budgets are tight this year with so many expenses related to City Administrator and Police Chief interim staffing and associated housing, as well as substantial recruitment costs. It would be greatly appreciated if Ms. Neissl were awarded a scholarship to assist with the cost of this important training.

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

Respectfully,



Sarah K. Killgore, CPA
Finance Director / City Clerk

APPLICANT NUMBER 11

Name:	Renee Cameron
Event Requesting Scholarship For:	First-Time WMCA Annual Conference Attendee (Registration & Lodging)
Employer:	City of Bonney Lake
Position Title:	Administrative Specialist II
Date Current Position Assumed:	7/2/2012
How long in Clerk Profession:	4 1/2 years +
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	Though I marked yes, that I have previously attended the event, I only attended the 2013 Spring Conference for one day. I was able to attend because it was easily located in Tacoma; again it was only for one day of conference, so I consider myself to be

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? (It is DOES NOT mean your job description)?

Having worked in both state and city government since 1990, my tenure working with the City of Bonney Lake's Administrative Services Department/City Clerk's Office continues to give me appreciation, and everyday a more enhanced understanding of the importance the vital role the City Clerk/Municipal Clerk provides to a city. Acting in the role of a "Municipal Clerk" requires continuous education and training perfect skills and understanding of the city clerk's role. I believe in the past 4½ years with the City of Bonney Lake, I have earned the trust and confidence from the City's Mayor, Council, City Clerk, citizens, the public, and our amazing staff that I am knowledgeable, professional, and able to assist the public, community, and staff in all aspects of the City Clerk's Office. I am proud of my ability and skills as a municipal clerk and am eager to always provide my best efforts to all of those I work for and serve.

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

Performs a variety of complex clerical, administrative, technical and professional work in coordinating, planning, organizing and executing the management of the City's official records, and other programs of the City Clerk's Office.

Assists the Director of Administrative Services in the performance of all duties of the City Clerk as prescribed by law.

Manages processes for maintenance of the municipal code, adoption of ordinances and resolutions, proclamations, the development of agenda packets, posting and publication of public notices and other legal advertisements, development and maintenance of logs, lists, spreadsheets and forms used in performing the City Clerk's duties.

Performs follow-up activities resulting from Council meetings, including transcribing and distributing minutes, ensuring that resolutions and ordinances are in proper format and attested tracking committee and commission actions and preparing letters of acceptance or rejection for appointments.

Responds to inquiries and complaints from the public, employees, citizens and others entities;

Process Risk Management Claims for and against the City; insures all City property through WCIA.

Answers multi-line switchboard and assists at the counter in a courteous manner to provide customers, citizens and others within or outside the agency with general information and refers inquiries to others as appropriate;
 Interprets and applies established policies and procedures where clear and ample precedents have been established; searches documents to answer inquiries and to locate information;
 Provides detailed records management services; Scans documents and categorizes information into proper system; maintains filing systems according to prescribed departmental procedures; sorts and files reports, cards, printouts, correspondence and other data;
 Composes, types, reviews and edits correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness;
 Receipts, stamps and distributes incoming and outgoing mail.

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

Conference Planning Committee (*does require travel and experience), Membership Committee, Scholarship Committee

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Renee Cameron

Name of Reviewer:	Tamara Gunter
Comments:	
Concerns:	



P.O. Box 7380 • Bonney Lake, WA 98391
(253) 862-8602

January 12, 2017

WMCA Scholarship Committee
Megan Gregor, Scholarship Committee Chair
Via: mgregor@rentonwa.gov

RE: WMCA Spring Conference Scholarship Application for Renee Cameron

Dear WMCA Scholarship Committee:

Please accept this endorsement for the application of Renee Cameron for a scholarship to attend the Washington Municipal Clerk Association 2017 Spring Conference in Union, WA, as a First-Time Attendee. Without the WMCA scholarship's full assistance, the City would not be able to support Renee in this professional opportunity. Though she was afforded the opportunity to attend the Spring Conference in 2013, it was just for a day, so Renee is submitting her application as a First Time Attendee to attend the full Spring Conference. Renee's supervisor, and the City, hereby agree to grant Renee the time necessary to attend the 2017 Spring Conference March 22nd-March 24th. This scholarship will be key to her attendance.

Thank you for your consideration of her application and this endorsement for Renee.

Sincerely,

Don Morrison,
City Administrator

Justice & Municipal Center:
9002 Main Street East
Bonney Lake, WA 98391
Fax (253) 862-8538

Public Safety Building:
18421 Veterans Memorial Dr E
Bonney Lake, WA 98391
Fax (253) 863-2661

Public Works Center:
19306 Bonney Lake Blvd.
Bonney Lake, WA 98391
Fax (253) 826-1921

Senior Center:
19304 Bonney Lake Blvd.
Bonney Lake, WA 98391
Fax (253) 862-8538

APPLICANT NUMBER 12

Name	Donald Ross
Event Requesting Scholarship For	WMCA Annual Conference ONLY (Registration)
Employer	City of Westport
Position Title	Deputy Clerk-Treasurer
Date Current Position Assumed	2/13/2012
How long in Clerk Profession	4 years, 11 months.
Member of WMCA	Yes
Previously Attended this event	Yes
Previously Received Scholarship	Yes
Previous Scholarships awarded	2012-Fall Academy 2013 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)	
Serving the public in the City in which I work, not only during business hours, but 24 hours a day, 7 days a week. Promoting the City in a positive manner.	
Question 2: What are the primary duties of your current Position?	
Payroll, Human Resources, Financial receipting and billing.	
Question 3: Response to the requirement to be a part of the Fundraising Committee	
Audit Committee (*may require travel), Bylaws Committee, Fundraising Committee, Newsletter Committee	
Letter from Supervisor Included	No
Have you received your CMC	Yes
SIGNED:	Donald Ross

Name of Reviewer:	Debby Barham
Comments:	
Concerns:	



City of Westport

604 N Montesano St.

P O Box 505

Westport, WA 98595

Phone: 360-268-0131 Fax: 360-268-0921

January 13, 2017

Washington Municipal Clerks Assoc.
c/o Scholarship Committee

Re: Donald Ross, Scholarship Application

The City fully supports Don's scholarship application. He will be given the appropriate time off to attend the classes.

Don would like to continue his training and attend the Clerk's conference this year, however the City continues to struggle to budget all the desired training for staff and this would greatly help.

Thank you for this opportunity and the Committee's time in reviewing the application.

Most sincerely,

Margo Tackett
Clerk-Treasurer

www.ci.westport.wa.us

mayorbearden@ci.westport.wa.us

public_works@ci.westport.wa.us

clerk_treasurer@ci.westport.wa.us

building@ci.westport.wa.us

The City of Westport is an equal opportunity provider and employer.

APPLICANT NUMBER 13

Name	Teresa (Tes) Ongoco
Event Requesting Scholarship For	WMCA Annual Conference ONLY (Registration)
Employer	City of DuPont
Position Title	Deputy City Clerk
Date Current Position Assumed	1/6/2016
How long in Clerk Profession	over 14 years
Member of WMCA	Yes
Previously Attended this event	Yes
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)?

Being a professional Municipal Clerk to me is to continue to master the various facets of the Clerk's integral role in my municipality - from continuing knowledge of State/Federal/ local regulations, to my ability to provide invaluable customer service to the citizens of DuPont, Mayor/City Council, City Administrator, Directors and peers. It is my goal to always learn and find efficient processes for a smooth Council and Board meetings, and what would result from such meetings to ensure compliance with the City's municipal code and beyond, while being fiscally responsible to its taxpayers.

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

My primary duties as Deputy City Clerk is to assist City Clerk Karri Muir in carrying out the programs and activities of the City Clerk functions, including, but not limited to, drafting and finalizing City Council agenda packets, minutes, legal notices, public records requests, and implementing the City's records management program. Records management is one of my key focus since I was hired as a part time employee in DuPont and in such a short period of time, I have taken great strides by creating an interim records management policy and a Board Rules of Procedures, and establishing clear procedures to City staff on archiving inactive records, which has not been done in the past. I am extremely excited with my new position and I'm certain that by attending trainings such as the sessions offered at this year's WMCA Spring Conference, it would keep me a breast with current and necessary Clerk-related practices that can assist with my position in DuPont.

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

Audit Committee (*may require travel), Bylaws Committee

Letter from Supervisor Included	No
Have you received your CMC	Yes
SIGNED	Teresa (Tes) Ongoco

Name of Reviewer:	
Comments:	
Concerns:	



January 16, 2017

Washington Municipal Clerks Association (WMCA)
Scholarship Committee
c/o Ms. Megan Gregor, Deputy City Clerk
Renton City Hall
1055 S. Grady Way
Renton, WA 98057

Re: Letter of Support for Teresa (Tes) Ongoco

To Whom This May Concern:

The City of DuPont is committed to high quality government services and strives to maintain an effective and professional workforce. A key element of our success is supporting our staff members. As you may know, many small cities continue to struggle financially and DuPont is not an exception. As such, the City will not be able to fully fund training opportunities in 2017.

We would like to express our support for Tes Ongoco's scholarship application which was submitted on January 13, 2017. Tes joined our organization in 2016 as the new Deputy City Clerk where she has demonstrated a strong dedication in all aspects of the position under the direction of the City Clerk. Tes will be granted time away from the office to attend the 2017 Washington Municipal Clerks Association Annual Conference in March, if she is the successful recipient of a scholarship.

Thank you for your consideration.

Best Regards,

Thomas E. "Ted" Danek, Jr.
City Administrator

Karri Muir, CMC
City Clerk

City of DuPont
1700 Civic Drive
DuPont, Washington 98327
253-964-8121 phone
253-964-3554 fax

APPLICANT NUMBER 14

Name:	Judy Brown
Event Requesting Scholarship For:	WMCA Annual Conference ONLY (Registration)
Employer:	City of Bridgeport
Position Title:	Clerk/Treasurer
Date Current Position Assumed:	6/26/2014
How long in Clerk Profession:	2.5 Years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2016 - NCI 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)?	
The ability to gain knowledge allowing me to be professional and successful at my job.	
Question 2: What are the primary duties of your current Position?	
Records management; minutes, personnel, archiving information, public records. All City funds management and accountability.	
Question 3: Response to the requirement to be a part of the Fundraising Committee.	
Bylaws Committee, Education Committee, Elections Committee, Fundraising Committee, Historical Committee, Legislative Committee, Membership Committee, Newsletter Committee, Scholarship Committee	
Letter from Supervisor Included:	Yes
Have you received your GMC:	No
SIGNED:	Judy Brown

Name of Reviewer:	
Comments:	
Concerns:	

PO Box 640
1206 Columbia
Bridgeport
WA 98813



Telephone
509.686.4041
Fax
509.232.3370

January 10, 2017

Washington Municipal Clerks Association
Scholarship Committee

Today I am asking you to consider granting a Scholarship for Judy Brown, our City Clerk/Treasurer to attend the WMCA Annual Conference and Master Academy, March 21 - 24, 2017 in Union, WA.

One of my many goals as Mayor is to have all staff trained to the fullest in their positions and cross trained when possible. My goal and Judy's desire of obtaining training in her job position is the same.

Last year she attended WMCA Annual Conference and Northwest Clerks Institute PD #1 training. Because of the training she has received she is able to make knowledgeable decisions.

With our small community of less than 2500 population, funds to provide for training is not always a priority at budget time. The City has always tried to provide training to our staff.

We are asking for a Scholarship to pay for the Registration of the Conference. The City will pay for the Master Academy registration, lodging, and wages (36 hours). Judy will pay travel expenditures.

Obtaining the Scholarship would be greatly appreciated by all of us at the City of Bridgeport.

Sincerely,


Janet Conklin, Mayor

APPLICANT NUMBER 15	
Name:	Tami Justice
Event Requesting Scholarship For:	WMCA Annual Conference ONLY (Registration)
Employer:	City of Rainier
Position title:	Deputy City Clerk
Date Current Position Assumed:	4/1/2016
How long in Clerk Profession:	10 years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	WMCA Conference 2015 and 2016
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 brings such incredible challenges to me everyday. Each day I walk in the door and wonder what scenario will be brought before me. I enjoy the contact with the public and I like the feeling that I am making a difference for our city.	
Question 2: What are the primary duties of your current Position?	
The duties that I have as the Deputy Clerk include Accounts Payable, Payroll, preparing minutes and agendas for council meetings and planning commission and every day customer service duties. I assist our Utility Clerk taking payments and answering questions. I also handle the building permits and business and occupation licenses and taxes.	
Question 3: Response to the requirement to be a part of the Fundraising Committee:	
Education Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Tami Justice

Name of Reviewer:	
Comments:	
Concerns:	

City of Rainier

102 Rochester St. W
PO Box 258
Rainier, WA 98576
cityofrainierwa.org
ph: 360-446-2265 fax: 360-446-2720

January 18, 2017

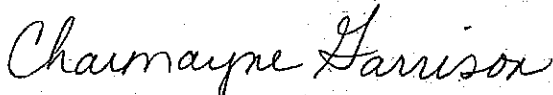
Washington Municipal Clerk's Association
Megan Gregor
Scholarship Committee Chair

Dear Scholarship Committee:

Thank you for considering Tami Justice, Deputy Clerk/Treasurer, for a scholarship to the Washington Municipal Clerk's Conference in March.

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 17

Name	Patricia Phillips
Event/Requesting Scholarship For	WMCA Annual Conference ONLY (Registration)
Employer	Adams County
Position Title	Clerk of the Board
Date Current Position Assumed	1/23/2014
How long in Clerk Profession	13 years
Member of WMCA	Yes
Previously Attended this event	Yes
Previously Received Scholarship	Yes
Previous Scholarships awarded	PDI, 2014; PDII, 2015; I believe I received a scholarship for a WMCA conference in 2003 or 2004.

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?)

I am extremely proud of the profession I have chosen. Every day is a new challenge presenting an opportunity for growth.
 In my position, within a small county, I am tasked with many responsibilities. Most are within my job description, many are not. To me, that is what being a professional clerk is all about. I am blessed to be in a profession that continually challenges me to be a better version of myself. To me, being a clerk means hard work; dedication; responsibility; and above all, accomplishment. I have an opportunity to be a positive or negative factor in peoples' lives during my work day. I choose to be positive. As clerks, that's just what we do.

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

I manage the daily operation of the Commissioners' Office and provide executive assistance and administrative support to the Board of County Commissioners. I am also the Alternate Director representing the County with the Washington Counties Risk Pool; County L&I Claims Manager; and Designated Public Records Officer.
 I take minutes during official proceedings and prepare permanent minutes. I schedule appointments, prepare and distribute agenda. I prepare resolutions and ordinances; contracts and contract amendments; and franchise notices.

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

Fundraising Committee, Scholarship Committee

Letter from Supervisor included: Yes

Have you received your CMC: No

SIGNED: Patricia J. Phillips

Name of Reviewer:

Comments:

Concerns:



OFFICE OF COUNTY COMMISSIONERS

509-659-3236

210 West Broadway Avenue, Ritzville, Washington 99169

John N. Marshall, District 1

Roger L. Hartwig, District 2

Jeffrey W. Stevens, District 3

Patricia J. Phillips, Clerk of the Board, Executive Services Manager

January 17, 2017

mgregor@rentonwa.gov

Re: WMCA Scholarship Application for Patricia J. Phillips

Dear Members of the WMCA Scholarship Committee:

Adams County requests your approval of a registration scholarship for Patricia to attend the Washington Municipal Clerks Association Annual Conference.

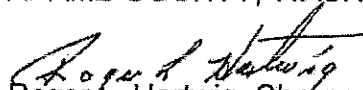
The Board believes continuing education and networking is paramount to success in our organization. While every effort is being made for Patricia to attend trainings, Adams County has limited resources for such and therefore, lend support regarding the attached scholarship application.

We are committed to provide Patricia the time necessary to attend the conference as well as lodging and travel expenses. Assistance with the registration of the conference is a key factor in Patricia's ability to attend, thus affording her the opportunity to move forward in her goal of attaining CMC certification.

On behalf of the entire Board, I respectfully request your favorable consideration of Patricia's scholarship application.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON


Roger L. Hartwig, Chairman

Dee Roberts

From: Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>
Sent: Tuesday, February 28, 2017 9:03 AM
To: 'Paula Swisher'; 'Elizabeth Adkisson'; 'Debbie Burke'; 'Debbie Jermann'; 'Deborah Estrada'; 'Dee Roberts'; 'Gina Anderson'; 'Jill Boltz'; 'Kay Kammer'; 'Susan Duncan'; 'Virginia Olsen'
Cc: 'Shawn Campbell (scampbell@auburnwa.gov)'; 'Melissa Collins (MACollins@SNOPUD.com)'
Subject: RE: WMCA - Bylaws

We have a motion to amend Article VII-Meetings Section 2 Annual Meeting to add 50 active members shall constitute a quorum at the annual meeting.

Shannon Corin, CMC

City Clerk
City of Bremerton
(360) 473-5323

From: Paula Swisher [mailto:pswisher@ci.brier.wa.us]
Sent: Tuesday, February 28, 2017 8:55 AM
To: Elizabeth Adkisson <EAdkisson@monroewa.gov>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; Debbie Jermann <DebbieJ@c-tran.org>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Jill Boltz <jillb@kitsaptransit.com>; Kay Kammer <Kay.Kammer@cityofbg.org>; Susan Duncan <SusanDuncan@cityofferndale.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws

Second
And aye.

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]
Sent: Tuesday, February 28, 2017 8:54 AM
To: Shannon Corin; Debbie Burke; Debbie Jermann; 'Deborah Estrada'; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Paula Swisher; Susan Duncan; Virginia Olsen
Cc: Shawn Campbell (scampbell@auburnwa.gov); Melissa Collins (MACollins@SNOPUD.com)
Subject: RE: WMCA - Bylaws

Good morning!

Thank you, Shannon! I think that is a great idea for an amendment (especially because... 150 in attendance?! Do we even have that many at conference, usually?)... Housekeeping-wise, it make a lot of sense, and is certainly how we have been conducting business.

Do we need a motion? So moved...

Liz ☺

Thank you,

Elizabeth M. Adkisson, MMC | City Clerk



City of Monroe, Washington
806 West Main St., Monroe, WA 98272
phone: 360.863.4538 | fax: 360.794.4007
eadkisson@monroewa.gov | <http://www.monroewa.gov>

**PLEASE NOTE: My email address has changed from esmoot@monroewa.gov to eadkisson@monroewa.gov. Thank you!!*

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]

Sent: Tuesday, February 28, 2017 8:47 AM

To: Debbie Burke <debbieb@ci.normandy-park.wa.us>; Debbie Jermann <DebbieJ@c-tran.org>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Jill Boltz <jillb@kitsaptransit.com>; Kay Kammer <Kay.Kammer@cityofbg.org>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; Paula Swisher <pswisher@ci.brier.wa.us>; Susan Duncan <SusanDuncan@cityofferndale.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>

Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>

Subject: WMCA - Bylaws

Importance: High

EC,

Do we want to add another amendment to the bylaws to include a quorum for the Annual Business Meeting under Article VII Meetings Section 2 Annual Meeting?

I was going through our bylaws and Robert's Rules of Order Newly Revised (RONR). Under RONR, a majority of the members is needed to transact business at a business meeting, unless a quorum is defined in the bylaws. Our bylaws is silent on quorum for an Annual Business meeting. *Article VII Meetings Section 1 Rules of Order* applies RONR to all meetings of the association. Therefore, we look to RONR to define it. We have approximately 300 voting members, 151 is needed to have a business meeting and about 100 come to the meeting.

Best Regards,

Shannon L. Corin, CMC

City Clerk
City of Bremerton
345 6th Street, Suite 600
Bremerton, WA 98337
(360) 473-5323

Dee Roberts

From: Debbie Burke <DebbieB@CI.NORMANDY-PARK.WA.US>
Sent: Tuesday, February 28, 2017 1:22 PM
To: 'Dee Roberts'; 'Debbie Jermann'; Shannon Corin; 'Susan Duncan'; 'Jill Boltz'; 'Paula Swisher'; 'Elizabeth Adkisson'; 'Virginia Olsen'; 'Deborah Estrada'; 'Gina Anderson'; 'Kay Kammer'
Cc: 'Shawn Campbell'; 'Melissa Collins'
Subject: RE: WMCA - Bylaws

I agree with Dee. I move that we send the added bylaws amendment to the business meeting at our March conference to be discussed and voted on by the members.

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]
Sent: Tuesday, February 28, 2017 1:20 PM
To: 'Debbie Jermann'; 'Shannon Corin'; Debbie Burke; 'Susan Duncan'; 'Jill Boltz'; 'Paula Swisher'; 'Elizabeth Adkisson'; 'Virginia Olsen'; 'Deborah Estrada'; 'Gina Anderson'; 'Kay Kammer'
Cc: 'Shawn Campbell'; 'Melissa Collins'
Subject: RE: WMCA - Bylaws

That seems very easy and clear to me and something that should be done. Like it!

Dee

From: Debbie Jermann [mailto:DebbieJ@c-tran.org]
Sent: Tuesday, February 28, 2017 1:12 PM
To: Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; 'Debbie Burke' <DebbieB@CI.NORMANDY-PARK.WA.US>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; Jill Boltz <JillB@KitsapTransit.com>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; Virginia Olsen <VOlsen@ci.mlt.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws
Importance: High

Jodee is buried at work and unable to draft so I took a shot at it - the new amendment would be as follows (entire proposed bylaw amendment document is attached for your review):

AMENDMENT 3: MEETINGS


Amend Article 7, Section 2 to add that 50 active members shall constitute a quorum at the annual meeting.

Current Wording	Proposed Amendment	If Adopted Will Read
Section 2. Annual Meeting: The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of	50 active members shall <u>constitute a quorum at the annual meeting.</u>	Section 2. Annual Meeting: The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such

such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting.

meeting shall be given by email to each member not less than twenty days prior to the date of the meeting. 50 active members shall constitute a quorum at the annual meeting.

catch...
VINE
THE
Debbie Jermann, MMC
Executive Assistant/Clerk of the Board
C-TRAN
PO Box 2529
Vancouver, WA 98668
(360) 906-7303
debbiej@c-tran.org

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earth day every day



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From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]

Sent: Tuesday, February 28, 2017 12:22 PM

To: 'Debbie Burke' <DebbieB@CI.NORMANDY-PARK.WA.US>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; Jill Boltz <JillB@KitsapTransit.com>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; Debbie Jermann <DebbieJ@c-tran.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>

Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>

Subject: RE: WMCA - Bylaws

Deb,

If you have not done so already, would you please forward this recommendation to the Bylaw Committee and ask them to expedite it?

Thank you.

Shannon Corin, CMC
City Clerk
City of Bremerton

(360) 473-5323

From: Debbie Burke [<mailto:DebbieB@CI.NORMANDY-PARK.WA.US>]

Sent: Tuesday, February 28, 2017 10:50 AM

To: Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; Jill Boltz <JillB@KitsapTransit.com>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Debbie Jermann' <DebbieJ@c-tran.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>

Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>

Subject: RE: WMCA - Bylaws

Sorry, computer broken this morning! I'm all in for providing a draft amendment this year if the Bylaws Committee feel they have time to draft it and the EC approve what they draft....

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]

Sent: Tuesday, February 28, 2017 10:52 AM

To: 'Susan Duncan' <SusanDuncan@cityofferndale.org>; Jill Boltz <JillB@KitsapTransit.com>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Debbie Jermann' <DebbieJ@c-tran.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>; Debbie Burke <DebbieB@CI.NORMANDY-PARK.WA.US>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>

Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>

Subject: RE: WMCA - Bylaws

I can understand waiting to change it if we had passed the deadline to inform the membership of a change to the bylaws. We are within the window to inform them. It feels rushed to us and the bylaws committee, because we are so close to the deadline. However, the membership will not feel rushed, because it will be proposed at the same time as the other amendments.

This is a housekeeping item that will allow us to hold a proper business meeting. I feel we will have a harder time explaining why we waited a year, when we have the opportunity to address it now.

The membership can vote it down or amend the number of members required for quorum during the meeting.

I count 7 votes to move this forward.

Best Regards,
Shannon Corin, CMC
City Clerk
City of Bremerton
(360) 473-5323

From: Susan Duncan [<mailto:SusanDuncan@cityofferndale.org>]

Sent: Tuesday, February 28, 2017 9:56 AM

To: Jill Boltz <JillB@KitsapTransit.com>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; 'Debbie Jermann' <DebbieJ@c-tran.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson

<andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins
(MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws

As much as I hate to rush into things, I agree that once we have knowledge that we've been doing things incorrectly, we would be irresponsible not to fix it as soon as possible.

From: Jill Boltz [mailto:JillB@KitsapTransit.com]
Sent: Tuesday, February 28, 2017 9:51 AM
To: 'Paula Swisher' <pswisher@ci.brier.wa.us>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; 'Debbie Jermann' <DebbieJ@c-tran.org>; Virginia Olsen <VOlsen@ci.mt.wa.us>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>; Susan Duncan <SusanDuncan@cityofferndale.org>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws

I agree that if we can get it fixed, that would be best; however, I guess my opinion is if someone wanted to challenge the way it has been done, then they would have to establish a pretty good rationale for only coming forward now.

I guess in a sense we have set a precedence...a bad one perhaps...but a precedence nonetheless. I personally don't think it would be the end of the world.

Jill A. Boltz, CMC
Kitsap Transit / Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337
360.478.6230

From: Paula Swisher [mailto:pswisher@ci.brier.wa.us]
Sent: Tuesday, February 28, 2017 9:33 AM
To: Elizabeth Adkisson; Shannon Corin; 'Debbie Jermann'; Virginia Olsen; Jill Boltz; Debbie Burke; 'Deborah Estrada'; Dee Roberts; Gina Anderson; Kay Kammer; Susan Duncan
Cc: Shawn Campbell (scampbell@auburnwa.gov); Melissa Collins (MACollins@SNOPUD.com)
Subject: RE: WMCA - Bylaws

I would have to agree, ignorance is bliss but we aren't ignorant of the fact that we aren't doing it correctly anymore. I know it is a rush but I would say that we should address it and get it over with.

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]
Sent: Tuesday, February 28, 2017 9:30 AM
To: Shannon Corin; 'Debbie Jermann'; Virginia Olsen; 'Jill Boltz'; Debbie Burke; 'Deborah Estrada'; Dee Roberts; Gina Anderson; Kay Kammer; Paula Swisher; Susan Duncan

Cc: Shawn Campbell (scampbell@auburnwa.gov); Melissa Collins (MACollins@SNOPUD.com)
Subject: RE: WMCA - Bylaws

That was my thought as well...

Technically, now that we know we are out of compliance with our bylaws regarding the annual meeting attendance, can we continue to hold them per our current practice if we do not meet the criteria?

I am good either way, as long as we are doing what is right and efficient!

Elizabeth M. Adkisson, MMC | City Clerk | 360.863.4538 | eadkisson@monroewa.gov

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]
Sent: Tuesday, February 28, 2017 9:29 AM
To: 'Debbie Jermann' <DebbieJ@c-tran.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>; 'Jill Boltz' <JillB@KitsapTransit.com>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; Paula Swisher <pswisher@ci.brier.wa.us>; Susan Duncan <SusanDuncan@cityofferndale.org>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws

The sooner the better. We have not been in compliance with our bylaws for an annual meeting for who knows how long. Any business that was transacted at meeting that was without a quorum can be considered null and void if anyone chooses to dispute it. I am not comfortable waiting another year to put this housekeeping item in the bylaws.

Best Regards,

Shannon Corin, CMC
City Clerk
City of Bremerton
(360) 473-5323

From: Debbie Jermann [<mailto:DebbieJ@c-tran.org>]
Sent: Tuesday, February 28, 2017 9:27 AM
To: Virginia Olsen <VOlsen@ci.mlt.wa.us>; 'Jill Boltz' <JillB@KitsapTransit.com>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>; Liz Adkisson (eadkisson@monroewa.gov) <eadkisson@monroewa.gov>; Paula Swisher <pswisher@ci.brier.wa.us>; Susan Duncan <SusanDuncan@cityofferndale.org>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws

I have to agree with Virginia - the newsletter article would need to be amended, plus Friday, March 3 is the 20-day deadline for the notice to membership. Maybe add to the March 24 agenda for discussion and direction to the Bylaw Committee?



Debbie Jermann, MMC
Executive Assistant/Clerk of the Board
C-TRAN
PO Box 2529
Vancouver, WA 98668
(360) 906-7303
debbiej@c-tran.org

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From: Virginia Olsen [<mailto:VOlsen@ci.mlt.wa.us>]
Sent: Tuesday, February 28, 2017 9:25 AM
To: 'Jill Boltz' <JillB@KitsapTransit.com>; Debbie Jermann <DebbieJ@c-tran.org>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer <Kay.Kammer@cityofbg.org>; Liz Adkisson (eadkisson@monroewa.gov) <eadkisson@monroewa.gov>; Paula Swisher <pswisher@ci.brier.wa.us>; Susan Duncan <SusanDuncan@cityofferndale.org>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws

Shannon,

Are you looking to do this amendment this year? If so, I feel it's too rushed.

We have 20 days to provide notice to our members and I wonder why we need to do this three weeks before conference. There are a lot of other things going on and personally, I'd like to discuss this and perhaps get input from the Bylaws Committee.

Virginia

From: Jill Boltz [<mailto:JillB@KitsapTransit.com>]
Sent: Tuesday, February 28, 2017 8:57 AM
To: 'Debbie Jermann' <DebbieJ@c-tran.org>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Kay Kammer

<Kay.Kammer@cityofbg.org>; Liz Adkisson (eadkisson@monroewa.gov) <eadkisson@monroewa.gov>; Paula Swisher <pswisher@ci.brier.wa.us>; Susan Duncan <SusanDuncan@cityofferndale.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>
Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>
Subject: RE: WMCA - Bylaws

I would say no more than 50.

Jill A. Boltz, CMC

Kitsap Transit / Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337
360.478.6230

From: Debbie Jermann [<mailto:DebbieJ@c-tran.org>]

Sent: Tuesday, February 28, 2017 8:57 AM

To: Shannon Corin; Debbie Burke; 'Deborah Estrada'; Dee Roberts; Gina Anderson; Jill Boltz; Kay Kammer; Liz Adkisson (eadkisson@monroewa.gov); Paula Swisher; Susan Duncan; Virginia Olsen


Cc: Shawn Campbell (scampbell@auburnwa.gov); Melissa Collins (MACollins@SNOPUD.com)

Subject: RE: WMCA - Bylaws

I took a look at OAMR's bylaws and their section on quorum reads as follows:

Section 1. Annual Meeting: The annual meeting of the Association shall be held each September at a time and place to be designated by the Board. Written notice of such meeting shall be given to each member by mail in the Newsletter, or electronically on the Association website, prior to the date of the meeting. At least 20 members, in good standing, will constitute a quorum at the annual meeting. [Amended October 11, 1985; September 23, 1994; September 24, 1999; September 20, 2002]

catch...
VINE
THE
Debbie Jermann, MMC
Executive Assistant/Clerk of the Board
C-TRAN
PO Box 2529
Vancouver, WA 98668
(360) 906-7303
debbiej@c-tran.org

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From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]

Sent: Tuesday, February 28, 2017 8:47 AM

To: Debbie Burke <debbieb@ci.normandy-park.wa.us>; Debbie Jermann <DebbieJ@c-tran.org>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Jill Boltz <jillb@kitsaptransit.com>; Kay Kammer <Kay.Kammer@cityofbg.org>; Liz Adkisson (eadkisson@monroewa.gov) <eadkisson@monroewa.gov>; Paula Swisher <pswisher@ci.brier.wa.us>; Susan Duncan <SusanDuncan@cityofferndale.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>

Cc: Shawn Campbell (scampbell@auburnwa.gov) <scampbell@auburnwa.gov>; Melissa Collins (MACollins@SNOPUD.com) <MACollins@SNOPUD.com>

Subject: WMCA - Bylaws

Importance: High

EC,

Do we want to add another amendment to the bylaws to include a quorum for the Annual Business Meeting under Article VII Meetings Section 2 Annual Meeting?

I was going through our bylaws and Robert's Rules of Order Newly Revised (RONR). Under RONR, a majority of the members is needed to transact business at a business meeting, unless a quorum is defined in the bylaws. Our bylaws is silent on quorum for an Annual Business meeting. *Article VII Meetings Section 1 Rules of Order* applies RONR to all meetings of the association. Therefore, we look to RONR to define it. We have approximately 300 voting members, 151 is needed to have a business meeting and about 100 come to the meeting.

Best Regards,

Shannon L. Corin, CMC
City Clerk
City of Bremerton
345 6th Street, Suite 600
Bremerton, WA 98337
(360) 473-5323

Dee Roberts

From: Jill Boltz <JillB@KitsapTransit.com>
Sent: Wednesday, March 08, 2017 2:25 PM
To: 'Shannon Corin'; 'Virginia Olsen'; Elizabeth Adkisson; Paula Swisher; 'Dee Roberts'; 'Debbie Jermann'; 'Debbie Burke'; 'Deborah Estrada'; 'Gina Anderson'; 'Kay Kammer'; 'Susan Duncan'
Subject: RE: Photographer & Room Swap Possibility

Thank you everyone, I will let him know & we will keep our fingers crossed that his travel is not interrupted by any of our strange weather. I will address the "head shots" reception in the President's room. I think we should change the format of our getting pictures with our special guests is important this event. I definitely think our hands do we need. wine beverage glasses in

Email Kate Corbin

Jill

-----Original Message-----

From: Shannon Corin [mailto:Shannon.Corin@ci.
Sent: Wednesday, March 8, 2017 2:06 PM
To: 'Virginia Olsen'; Elizabeth Adkisson; Paula Sw
'Deborah Estrada'; 'Gina Anderson'; 'Kay Kammer
Subject: RE: Photographer & Room Swap Possibil

nn'; 'Debbie Burke';

Just an FYI-I cannot make a motion. So, if there is
Jermann seconding it.

ing the motion and Debbie

Best Regards,

Shannon Corin, CMC
City Clerk
City of Bremerton
(360) 473-5323

-----Original Message-----

From: Virginia Olsen [mailto:VOlsen@ci.mt.wa.us]
Sent: Wednesday, March 08, 2017 1:54 PM
To: Elizabeth Adkisson <EAdkisson@monroewa.gov>; Paula Swisher <pswisher@ci.brier.wa.us>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; 'Jill Boltz' <JillB@KitsapTransit.com>; 'Dee Roberts' <dee.roberts@southbend-wa.gov>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Debbie Burke' <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <Kay.Kammer@cityofbg.org>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>
Subject: RE: Photographer & Room Swap Possibility

Aye and was thinking the same for headshots!

From: Elizabeth Adkisson [EAdkisson@monroewa.gov]
Sent: Wednesday, March 08, 2017 1:30 PM

To: Paula Swisher; Shannon Corin; 'Jill Boltz'; 'Dee Roberts'; Virginia Olsen; 'Debbie Jermann'; 'Debbie Burke'; 'Deborah Estrada'; 'Gina Anderson'; 'Kay Kammer'; 'Susan Duncan'
Subject: RE: Photographer & Room Swap Possibility

Aye! :)

PS - same photographer? better check on the headshot format this time... lol ;)

Elizabeth M. Adkisson, MMC | City Clerk | 360.863.4538 |
eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>

From: Paula Swisher [mailto:pswisher@ci.brier.wa.us]
Sent: Wednesday, March 8, 2017 1:25 PM
To: Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; 'Jill Boltz' <JillB@KitsapTransit.com>; 'Dee Roberts' <dee.roberts@southbend-wa.gov>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Debbie Burke' <debbieb@ci.normandy-park.wa.us>; 'Deborah Estrada' <destrada@sunnyside-wa.gov>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <Kay.Kammer@cityofbg.org>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>
Subject: RE: Photographer & Room Swap Possibility

Aye

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

From: Shannon Corin [mailto:Shannon.Corin@ci.bremerton.wa.us]
Sent: Wednesday, March 08, 2017 1:06 PM
To: 'Jill Boltz'; 'Dee Roberts'; 'Virginia Olsen'; 'Debbie Jermann'; 'Debbie Burke'; 'Deborah Estrada'; 'Gina Anderson'; 'Kay Kammer'; 'Liz Adkisson'; Paula Swisher; 'Susan Duncan'
Subject: RE: Photographer & Room Swap Possibility

I think we have been getting a great deal from the photographers since we have been doing this. I think you had mentioned before, Jill, you expected prices to go up in the near future.

I am not sure what the going rate of a photographer is, but I am inclined to approve the photographer from last year at \$725.00. I believe our budgeted amount is \$500.00 for this year.

Do I have a motion to approve the photographer at \$725 and increase the budget accordingly?

Best Regards,

Shannon Corin, CMC
City Clerk
City of Bremerton
(360) 473-5323

From: Jill Boltz [mailto:JillB@KitsapTransit.com]
Sent: Wednesday, March 08, 2017 12:38 PM
To: 'Dee Roberts' <dee.roberts@southbend-wa.gov<mailto:dee.roberts@southbend-wa.gov>>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us<mailto:VOlsen@ci.mlt.wa.us>>; 'Debbie Jermann' <DebbieJ@c-tran.org<mailto:DebbieJ@c-

tran.org>>; 'Debbie Burke' <debbieb@ci.normandy-park.wa.us<mailto:debbieb@ci.normandy-park.wa.us>>; 'Deborah Estrada' <destrada@sunnyside-wa.gov<mailto:destrada@sunnyside-wa.gov>>; 'Gina Anderson' <andersong@ci.woodland.wa.us<mailto:andersong@ci.woodland.wa.us>>; 'Kay Kammer' <Kay.Kammer@cityofbg.org<mailto:Kay.Kammer@cityofbg.org>>; 'Liz Adkisson' <eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>>; 'Paula Swisher' <pswisher@ci.brier.wa.us<mailto:pswisher@ci.brier.wa.us>>; 'Susan Duncan' <SusanDuncan@cityofferndale.org<mailto:SusanDuncan@cityofferndale.org>>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>>
Subject: RE: Photographer & Room Swap Possibility

March 23, 2017 is our banquet night, with the following events to be photographed:

- * Pre-banquet photos of Executive Committee;
- * Vendors;
- * Vendor Reception;
- * Banquet including Oaths of Office (WMCA Board members and outgoing/incoming President), and Clerk of the Year.
- * Other photos include candid group and individual shots, facilities and conference decorations. Attendance is typically around 150 people.

Photos in general, are used for our membership, posted on Shutterfly and/or Facebook and may be used in WMCA publications.

Price quote should include:

- * Up to four (4) hours to cover the event as detailed above (not including set-up & break-down)
- * Two (2) CD's containing edited digital images with full release of copyrights.
- * Digital media to be delivered to my attention at the address listed below.
- * Link to your website and 3 references for similar activity or event photographed.

Jill A. Boltz, CMC
Kitsap Transit / Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337
360.478.6230

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]
Sent: Wednesday, March 08, 2017 12:16 PM
To: Jill Boltz; 'Virginia Olsen'; 'Debbie Jermann'; 'Debbie Burke'; 'Deborah Estrada'; 'Gina Anderson'; 'Kay Kammer'; 'Liz Adkisson'; 'Paula Swisher'; 'Susan Duncan'; "Shannon Corin"
Subject: RE: Photographer & Room Swap Possibility

Jill,

What does the photography entail?

From: Jill Boltz [mailto:JillB@KitsapTransit.com]
Sent: Wednesday, March 08, 2017 12:10 PM

To: 'Dee Roberts' <dee.roberts@southbend-wa.gov<mailto:dee.roberts@southbend-wa.gov>>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us<mailto:VOlsen@ci.mlt.wa.us>>; 'Debbie Jermann' <DebbieJ@c-tran.org<mailto:DebbieJ@c-tran.org>>; 'Debbie Burke' <debbieb@ci.normandy-park.wa.us<mailto:debbieb@ci.normandy-park.wa.us>>; 'Deborah Estrada' <destrada@sunnyside-wa.gov<mailto:destrada@sunnyside-wa.gov>>; 'Gina Anderson' <andersong@ci.woodland.wa.us<mailto:andersong@ci.woodland.wa.us>>; 'Kay Kammer' <Kay.Kammer@cityofbg.org<mailto:Kay.Kammer@cityofbg.org>>; 'Liz Adkisson' <eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>>; 'Paula Swisher' <pswisher@ci.brier.wa.us<mailto:pswisher@ci.brier.wa.us>>; 'Susan Duncan' <SusanDuncan@cityofferndale.org<mailto:SusanDuncan@cityofferndale.org>>; 'Shannon Corin' (Shannon.Corin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>) <Shannon.Corin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>>
Subject: Photographer & Room Swap Possibility

Good Afternoon!

The countdown to conference is on! I have a couple of housekeeping items I wanted to share with you.

* Our photographer bids came in really high. One at \$1,300, one at \$1,600 and the lowest was from last year's photographer at \$725. I have reached out to a few other photographers and have not heard anything or they would not be able to meet our budget either.
Any thoughts on moving forward would be appreciated.

* I spoke with Deanne Jacobson from Pierce Transit and she currently has a King Room at the Alderbrook. It sounds like she is trying to accommodate sharing a room with Doris Sorum and would like to switch with someone who potentially has a two beds and only one occupant. If you know of anyone in this situation please let her know. Paula may have already shaken out all the spare beds but I told Deanne, I would put the word out.

Jill A. Boltz, CMC
Kitsap Transit / Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337
360.478.6230



Executive Committee Meeting Schedule 2017-2018

<u>Location</u>	<u>Chair Reports Due</u>	<u>EC Packet Distribution</u>	<u>Meeting Date</u>	<u>Time</u>
South Bend	May 26 th	May 31 st	Jun 2 nd	10:00 AM
Pasco	Sept 29 th	Oct 4 th	Oct 6 th	10:00 AM
South Bend	Jan 12 th	Jan 17 th	Jan 19 th	10:00 AM
Pasco	Feb 26 th **	Mar 7 th	Mar 16 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 19th
- Friday, September 22nd
- Friday, January 5th
- Monday, February 19th