



EXECUTIVE COMMITTEE AGENDA

Friday, June 2, 2017 – South Bend City Hall, 1102 W. First Street – 10AM

1. **Call to Order and Roll Call**
2. **Approve Agenda and Meeting Minutes**
 - a. Executive Committee Meeting of March 24, 2017..... 2
3. **Treasury Related Reports**
 - a. Treasurer Report..... 8
 - b. World Points..... 40
4. **Old Business**
 - a. East Side Representation (Dee) N/A
5. **New Business**
 - a. IIMC New and Cancelled Members (Dee)..... 44
6. **Committee Business/Reports**
 - a. Audit (Shannon) N/A
 - b. Awards (Shannon) 46
 - c. Budget (Virginia) N/A
 - d. Bylaws (Debbie J) 47
 - e. Conference Planning (Paula) 48
 - f. Education (Joanna) N/A
 - g. Education Coordinator (Ali) N/A
 - h. Fundraising (Susan)..... 50
 - i. Historical (Jill) N/A
 - j. Legislative (Kay) N/A
 - k. Membership (Liz) 52
 - l. Newsletter (Melissa) N/A
 - m. Scholarship (Shawn) 60
 - n. Webmaster (Jill) 93
7. **Other Business**
 - a. Email Ratifications 95
 - b. Updated Meeting Schedule 114
8. **Good of the Order**
9. **Next Meeting** – Scheduled for October 6, 2017 at Red Lion, Pasco, Washington
10. **Adjournment**



WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Executive Committee Meeting
Friday, June 2, 2017, 10:00 a.m.
City of South Bend, City Hall, South Bend, WA

NOTICE OF FIRST QUARTER BUSINESS MEETING

Notice is hereby given that the Executive Committee of the Washington Municipal Clerks Association will meet on June 2, 2017, for the purpose of the First Quarter Business Meeting; details as follows.

EVENT: WMCA Executive Committee First Quarter Business Meeting
(2017-2018)

DATE: Friday, June 2, 2017

TIME: 10:00 a.m.

LOCATION: City of South Bend, City Hall
1102 W. First Street, South Bend, WA 98586

NOTES: Lunch will be provided.

DATED this 19th day of May, 2017.

/s/

Elizabeth M. Adkisson, MMC
Secretary, Washington Municipal Clerks Association



EXECUTIVE COMMITTEE MINUTES

Friday, March 24, 2017, 12:30 p.m.
Alderbrook Resort & Spa, Union, WA

1. Call to Order and Roll Call

Ms. Dee Roberts, WMCA President, called the meeting to order at approximately 12:27 p.m. 2017-18 WMCA Executive Committee members present included: President Roberts, President-Elect Virginia Olsen, Vice President Paula Swisher¹, Secretary Elizabeth M. Adkisson, Treasurer Gina Anderson, Boardmembers Jill Boltz, Shawn Campbell, Melissa Collins, Susan Duncan, Debbie Jermann, Kay Kammer, and Immediate Past President Shannon Corin.

a. Welcome to Shawn and Melissa

President Roberts welcomed new Boardmembers Campbell and Collins.

b. Appoint Annual Parliamentarian

President Roberts nominated Immediate Past President Corin to serve as Parliamentarian; Immediate Past President Corin accepted.

President Roberts moved to appoint Immediate Past President Corin as 2017-18 Parliamentarian; the motion was seconded by Boardmember Boltz. On vote, Motion carried (11-0).

c. Updated Binder Handouts

President Roberts noted the updated Executive Committee (EC) binder handouts, and additional changes needed (Boardmembers Duncan and Campbell – CMCs); updated versions will be emailed to the EC.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of January 27, 2017

President Roberts called for any corrections to the January 27, 2017, Executive Committee Meeting minutes; none were noted.

President Roberts noted that, without objection, the Executive Committee Meeting Minutes of January 27, 2017, would be approved. No objections were noted. Minutes approved (11-0).

¹ SECRETARY'S NOTE: Vice President Swisher attended portions of the meeting via teleconference; and was present when noted in the minutes/voting/etc.

3. Treasury-Related Reports

a. World Points

President Roberts 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/transfer of points and issuing a card for the Education Coordinator.

Immediate Past President Corin moved to issue a card to the WMCA Education Coordinator (as opposed to the Education Committee Chairperson); the motion was seconded by President-Elect Olsen. On vote,

Motion carried (11-0).

b. Appoint a Back-Up Treasurer

President Roberts queried those who would be interested in serving as 2017-18 Back-Up Treasurer. Boardmember Kammer offered to serve in the position.

President-Elect Olsen moved to appoint Boardmember Kammer as 2017-18 Back-Up Treasurer; the motion was seconded by Boardmember Duncan. On vote,

Motion carried (11-0).

4. New Business²

a. Executive Committee – Eastern State Representation

Discussion ensued regarding representation on the EC from the east side of the state, difficulty in physical participation/travel/costs, and the possibility to amend the Bylaws/EC Job Descriptions to allow for attendance via teleconference (example – up to two meetings may be attended by teleconference, with presidential approval). President Roberts noted she will look into these proposed amendments and bring back for further discussion at the June EC Meeting.

President Roberts stated the meeting would recess for lunch.

NOTE: The meeting recessed at 12:56 p.m. and reconvened at approximately 1:24 p.m.

b. Scholarship Accounting

Treasurer Anderson noted the current procedure for the accounting of scholarships awarded and requested to alter the accounting procedures for efficiency.

² SECRETARY'S NOTE: All New Business Items were added at the time of the meeting.

Boardmember Kammer moved to allow Treasurer Anderson to alter the accounting procedures for the award of scholarships; the motion was seconded by President-Elect Olsen. On vote,

Motion carried (11-0).

a. Executive Committee – Districting of Boardmember Positions

Discussion ensued regarding the potential to set up districts for the EC Boardmember positions, nearby state clerk associations that do so, representation on the EC from the eastern side of the state, regional clerk groups in Washington, and the potential to assign a board liaison to regions/districts. President Roberts noted she will look into districting, assigning regional board liaisons, and regional clerk groups; and bring back for further discussion at the June EC Meeting.

5. Old Business

a. Scholarship Foundation Update

Treasurer Anderson presented information regarding an Annuity Application Packet with Manhattan Life Group (Western United Life/Manhattan Life) for the formation of the WMCA Scholarship Foundation; including: ownership details, agreement terms, investment of fifty thousand dollars (\$50,000), and the draft agreement.

Boardmember Duncan moved to accept the draft agreement; the motion was seconded by Boardmember Kammer. On vote,

Motion carried (11-0).

6. Committee Business/Reports

President Roberts noted the new EC Liaison for the Newsletter Committee – Boardmember Collins and new Education Committee Co-Chair – Ms. Terri Wright, Kennewick.

a. Audit Committee

Immediate Past President Corin noted the written report included in the meeting agenda packet; and the continuation of Ms. Cindy Marbut, Yacolt, as Chairperson.

b. Awards Committee

No report given at the time of the meeting.

c. Budget Committee

No report given at the time of the meeting.

d. Bylaws Committee

The Executive Committee offered their appreciation to the 2016-17 Bylaws Committee for their work on the amendments approved at the 47th Annual Business Meeting; Boardmember Jermann, Committee Liaison, recognized Ms. Jodee Schwinn, Committee Chairperson, for her excellent work with the Committee on the amendments and presentation to the membership thereof.

e. Conference Planning Committee

Vice President Swisher noted the Conference Planning Report included in the meeting materials; the appointment of Sub-Committee Chairpersons – Ms. Keri MacDonald, Cheney, and Ms. Jodi Wycoff, Duvall; reported on the continued search for 2019 annual conference locations; and provided feedback on the 2017 conference/location.

General discussion ensued regarding the 2017 conference (what worked well and challenges encountered) and potential sites for the 2019 conference (Clearwater Casino – Suquamish; Hotel RL – Olympia; Great Wolf Lodge – Centralia; and Semiahmoo – Blaine). By EC consensus, the Conference Planning Committee will continue to pursue the options of Clearwater Casino, Hotel RL Olympia, and Semiahmoo.

f. Education Committee

President Roberts noted the 2017-18 Committee Chair – Ms. Joanna Sanders, Port Townsend, and Co-Chair – Ms. Terri Wright, Kennewick.

President-Elect Olsen reported on the following topics: 2018 Fall Academy/Athenian Dialogue sessions and potential speakers/topics for the 2018 conference (HR/Treasurer topics, HR roundtables, PRA exemptions/redactions class)

General discussion ensued regarding speakers and topics for the 2018 conference (public records panel, HR, performance reviews/evaluations/job descriptions/etc., notary class, contextual leadership).

g. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: new Committee Co-Chair – Ms. Deborah Estrada, Sunnyside; and charm bracelet sales.

General discussion ensued regarding the charm bracelets (Boardmember Jermann volunteered to look into another vendor for next year's conference); fundraising ideas for the 2018 conference/theme; and proceeds from the 2017 live auction (\$2975).

h. Historical Committee

Boardmember Boltz noted the report included in the meeting packet; the continuation of Committee Chairperson - Ms. Stephanie Haug, Benton City; photographer for 2018 conference; and transfer of historical 'Quills' to Washington State Archives.

i. Legislative Committee

President Roberts noted the 2017-18 Legislative Committee Co-Chairs: Past President Debbie Burke, Normandy Park, and Ms. Tisha Gieser, Issaquah. Boardmember Kammer, Committee Liaison, noted the excitement of the new chairs and ideas for the 2017-18 committee. General discussion ensued regarding the WMCA representative to the AWC Legislative Committee.

j. Membership Committee

Secretary Adkisson noted the report included in the packet, and provided an update on the following topics: 2016-2017 new members; subcommittees - welcoming, partnership program, recruitment, and elections; and 2017 Annual Conference First Time Attendees (FTA) events.

General discussion ensued regarding 2018 Conference FTA events, opening registration earlier (Monday night), and potential to beta test a conference app.

k. Newsletter Committee

President Roberts noted the 2017-18 Newsletter Committee Co-Chairs: Ms. Melody Valiant, Tumwater, and Ms. Rachel Carl, Ocean Shores. General discussion ensued regarding newsletter format and regular sections; getting rid of the 'LOL' and 'grammar corner' sections; adding advertisements/vendors (the EC requested the Committee to look into this concept); items for the April newsletter (Clerk of the Year/Presidents Award of Distinction article, information on scholarships deadlines, and NCI Professional Development registration); and limiting the 'Featured Clerk' article to one page.

l. Scholarship Committee

President Roberts noted the continuation of Committee Chairperson – Ms. Megan Gregor, Renton. General discussion ensued regarding scholarship criteria, scoring, assessment, and award procedures. The EC requested the Committee look into the creation of specific criteria for scholarship application, assessment, and award; and, in the interim, requested all questionable applications to be submitted to the EC for assessment and potential award.

m. Webmaster

Boardmember Boltz reported on website improvements, potential for a new website design, and assistance of the Historical Committee to determine what information should be included on the new website.

7. Other Business

a. Email Ratifications

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

1. February 28, 2017 – requesting the Bylaws Committee prepare an amendment related to attendance required at the Annual Business Meeting, specifically Article VII, Meetings, Section 2, Annual Meeting, to add “50 active members shall constitute a quorum at the annual meeting.”
2. March 8, 2017 – approving the photographer for the 2017 Annual Conference at a rate of \$725 and amending the budget accordingly.

Immediate Past President Corin moved to ratify the February 28, and March 8, 2017, email decisions, as presented; the motion was seconded by President-Elect Olsen. On vote,

Motion carried (11-0).

8. Good of the Order

There were no items for the good of the order.

8. Next Meeting

President Roberts reviewed the 2017-18 EC meeting schedule; and noted the next WMCA Executive Committee meeting will be held Friday, June 2, 2017, at the City of South Bend, in South Bend, Washington, at approximately 10:00 a.m.

9. Adjournment

There being no further business, Boardmember Duncan moved to adjourn the meeting; the motion was seconded by Treasurer Anderson. On vote,

Motion carried (11-0).

Minutes approved at the WMCA Executive Committee Meeting of June 2, 2017.



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: May 24, 2017

Attached are the following reports for the fiscal year ending April 30, 2017:

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

Dues for the 2017- 2018 fiscal year are coming in fast and furious! Dues have been paid by 299 members.

As of May 24, 2017, our bank accounts show a total of \$ 69,705.26 and \$ 50,000.00 in an annuity. The breakdown is as follows:

\$ 23,812.24	Checking
\$ 45,893.02	Savings
\$.00	Scholarship – Closed and rolled into checking
\$ 50,000.00	Western Annuity

WMCA
Balance Sheet
As of April 30, 2017

Assets

Current Assets

Checking	19,904.22
Savings	45,893.00
Scholarship	0.02
Western Annuity	50,000.00
Total Cash	<u>115,797.24</u>

Prepaid Expenses	636.53
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Total Current Assets	<u>116,433.77</u>
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Total Assets	<u><u>116,433.77</u></u>
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Liabilities & Equity

Current Liabilities

Deferred Revenue	<u>15,763.14</u>
Total Current Liabilities	<u>15,763.14</u>
Total Current Liabilities	<u>15,763.14</u>

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	12,487.63
Net Income	<u>(9,202.88)</u>
Total Equity	<u>100,670.63</u>

Total Liabilities & Equity	<u><u>116,433.77</u></u>
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WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	Actual May '16 - Apr '17	Budget May '16-April '17	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	17,700.00	17,250.00	450.00	1.03
Conference	67,845.40	48,000.00	19,845.40	1.41
Dues	26,710.00	25,500.00	1,210.00	102.00
Money Market Savings Interest	42.32	80.00	(37.68)	0.53
NCI Lodging	1,600.00	0.00	1,600.00	
Scholarship Income	10,878.63	11,503.00	(624.37)	0.95
Total Income	124,776.35	102,333.00	22,443.35	121.93%
Transfer to Savings	0.00	28,225.00	(28,225.00)	0.00
Expense				
Academy Sessions	11,893.44	13,000.00	(1,106.56)	0.91
Annual Conference	68,742.00	67,175.00	1,567.00	1.02
Board Expenses	19,020.85	17,553.00	1,467.85	1.08
Communication Expenses	963.58	1,080.00	(116.42)	151.00
Contingency	0.00	500.00	(500.00)	0.00
IIMC	1,970.25	1,775.00	195.25	111.00
Miscellaneous Expenses	5,808.95	4,975.00	833.95	1.17
Scholarship Expenses	25,580.16	24,500.00	1,080.16	1.04
Total Expense	133,979.23	130,558.00	3,421.23	102.62%
Net Profit (Loss)	(9,202.88)	0.00	(9,202.88)	19.31%

WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	Actual May '16 - Apr '17	Budget May '16 - Apr '17	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	2,375.00	3,500.00	(1,125.00)	67.86%
Fall	9,250.00	6,875.00	2,375.00	134.55%
Spring	6,075.00	6,875.00	(800.00)	88.36%
Total Advanced Academy	<u>17,700.00</u>	<u>17,250.00</u>	<u>450.00</u>	<u>102.61%</u>
Conference				
Donations	11,869.50	5,000.00	6,869.50	237.39%
Exhibitors	4,950.00	6,000.00	(1,050.00)	82.50%
Meals	3,925.90	2,500.00	1,425.90	157.04%
Registrations	47,100.00	34,500.00	12,600.00	136.52%
Total Conference	<u>67,845.40</u>	<u>48,000.00</u>	<u>19,845.40</u>	<u>141.34%</u>
Dues	26,710.00	25,500.00	1,210.00	104.75%
Money Market Savings Interest	42.32	80.00	(37.68)	52.90%
NCI Director Lodging	1,600.00	0.00	1,600.00	
Scholarship Income				
Auction	5,010.00	4,500.00	510.00	111.33%
Donations	247.00	0.00	247.00	0.00%
Interest	2.63	3.00	(0.37)	0.00%
Product Sales	1,034.00	2,500.00	(1,466.00)	41.36%
Raffle	4,585.00	4,500.00	85.00	101.89%
Total Scholarship Income	<u>10,878.63</u>	<u>11,503.00</u>	<u>(624.37)</u>	<u>94.57%</u>
Total Income	<u>124,776.35</u>	<u>102,333.00</u>	<u>22,443.35</u>	<u>121.93%</u>
Transfer from Savings	0.00	28,225.00	(28,225.00)	0.00%
Total	<u>124,776.35</u>	<u>130,558.00</u>	<u>(5,781.65)</u>	<u>95.57%</u>
Expense				
Academy Sessions				
Athenian Dialogue	2,320.02	3,000.00	(679.98)	77.33%
Fall	4,760.20	5,000.00	(239.80)	95.20%
Spring	4,813.22	5,000.00	(186.78)	96.26%
Total Academy Sessions	<u>11,893.44</u>	<u>13,000.00</u>	<u>(1,106.56)</u>	<u>91.49%</u>
Annual Conference				
Conference Photographer	750.00	500.00	250.00	150.00%
Decorations	1,421.29	2,000.00	(578.71)	71.06%
Drawings/Door Prizes	200.00	500.00	(300.00)	40.00%
Hospitality Expenses (WMCA)	3,075.91	4,425.00	(1,349.09)	69.51%
Meals	50,632.01	40,000.00	10,632.01	126.58%
Printing/Postage	1,705.96	2,500.00	(794.04)	68.24%
Recognition Awards	471.30	750.00	(278.70)	62.84%
Speakers	8,776.63	12,000.00	(3,223.37)	73.14%
Special Entertainment	525.00	2,000.00	(1,475.00)	26.25%

WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	Actual May '16 - Apr '17	Budget May '16 - Apr '17	\$ Under/Over Budget	% of Total
Supplies	984.59	2,000.00	(1,015.41)	49.23%
Supplies - First Time Attendees	199.31	500.00	(300.69)	39.86%
Total Annual Conference	68,742.00	67,175.00	1,567.00	102.33%
Board Expenses				
Board Meetings	1,059.37	900.00	159.37	117.71%
Education Coordinator	2,315.77	2,367.00	(51.23)	97.84%
Executive Committee Travel				
AWC Conference	2,034.74	2,330.00	(295.26)	87.33%
Exec Committee Travel-Other	354.64	0.00	354.64	
Total Executive Committee Travel	2,389.38	2,330.00	59.38	102.55%
NCI Director Travel				
IIMC Conference	545.07	800.00	(254.93)	68.13%
Northwest Clerks Institute	2,286.00	1,000.00	1,286.00	228.60%
WMCA Conference	875.45	575.00	300.45	152.25%
Total NCI Director Travel	3,706.52	2,375.00	1,331.52	156.06%
Officer's Board Travel				
President				
Alaska Conference	1,049.46	1,325.00	(275.54)	79.20%
CA Conference	1,270.34	1,562.00	(291.66)	81.33%
IIMC Conference	2,627.43	2,367.00	260.43	111.00%
OR Conference	1,417.79	1,260.00	157.79	112.52%
WMCA Conference	794.92	300.00	494.92	264.97%
Total President	7,159.94	6,814.00	345.94	105.08%
President Elect				
IIMC Conference	2,109.79	2,367.00	(257.21)	89.13%
WMCA Conference	280.08	400.00	(119.92)	70.02%
Total President Elect	2,389.87	2,767.00	(377.13)	86.37%
Total Officer's Board Travel	9,549.81	9,581.00	(31.19)	99.67%
Total Board Expenses	19,020.85	17,553.00	1,467.85	108.36%
Communication Expenses				
Voting Software	159.90	80.00	79.90	199.88%
Survey	0.00	200.00	(200.00)	0.00%
Website M&O	803.68	800.00	3.68	100.46%
Total Communication Expenses	963.58	1,080.00	(116.42)	89.22%
Contingency	0.00	500.00	(500.00)	0.00%
IIMC				
MCEF Donation	81.52	75.00	6.52	108.69%
Outgoing Region IX Dir Gift	258.73	100.00	158.73	258.73%
Region IX Assessment	1,630.00	1,600.00	30.00	101.88%
Total IIMC	1,970.25	1,775.00	195.25	111.00%

WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	Actual May '16 - Apr '17	Budget May '16 - Apr '17	\$ Under/Over Budget	% of Total
Miscellaneous Expenses				
501C(3)	838.46	775.00	63.46	108.19%
Bank Charges	4.00	0.00	4.00	
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	1,106.02	800.00	306.02	138.25%
Gambling/Alcohol License	196.00	300.00	(104.00)	65.33%
Gifts	250.00	0.00	250.00	
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	551.15	500.00	51.15	110.23%
Other	845.00	0.00	845.00	
Post Cards Vistaprint	439.74	750.00	(310.26)	58.63%
Postage	275.58	300.00	(24.42)	91.86%
Total Miscellaneous Expenses	5,808.95	4,975.00	833.95	116.76%
Scholarship Expenses				
Conference Scholarships	6,722.42	5,000.00	1,722.42	134.45%
Grand Raffle	2,464.29	2,000.00	464.29	123.21%
Margery A. Price Scholarship	1,175.00	1,500.00	(325.00)	78.33%
NCI Scholarships	14,300.00	13,000.00	1,300.00	110.00%
Scholarship Items for Sale	918.45	3,000.00	(2,081.55)	30.62%
Total Scholarship Expenses	25,580.16	24,500.00	1,080.16	104.41%
Total Expense	133,979.23	130,558.00	3,421.23	102.62%
Net Profit (Loss)	(9,202.88)	0.00	(9,202.88)	

Register: Chase Checking

From 04/01/2017 through 04/30/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/07/2017			-split-	Deposit		X	1,486.50	72,121.53
04/10/2017			-split-	PayPal		X	2,045.40	74,166.93
04/10/2017	1103	Joann Tilton	Board Expenses:NCI D...		500.45	X		73,666.48
04/10/2017	1104	City of Monroe	Miscellaneous Expense...		100.25	X		73,566.23
04/10/2017	1105	Nancy Krier	ANNUAL CONFERE...		37.45			73,528.78
04/10/2017	1106	Mary Lynne Strada	ADVANCED ACADE...		96.95	X		73,431.83
04/10/2017	1107	World Humor Organi...	ANNUAL CONFERE...		1,537.37	X		71,894.46
04/10/2017	1108	Robin Rose Training ...	ANNUAL CONFERE...		208.65	X		71,685.81
04/10/2017	1109	Dee Roberts	Board Expenses:Office...		50.00	X		71,635.81
04/10/2017	1110	John C Millard	Scholarship Expenses:...		229.35	X		71,406.46
04/14/2017			-split-	The Square		X	651.22	72,057.68
04/14/2017	1111	Western United	Western Annuity		50,000.00	X		22,057.68
04/14/2017	1112	Debbie Bahn	-split-	VOID: wittern ...		X		22,057.68
04/17/2017			-split-	PayPal		X	949.45	23,007.13
04/17/2017		Chase	Miscellaneous Expense...	Stop Payment ...	4.00	X		23,003.13
04/18/2017		Transfer from Savings	Chase Savings	Investment		X	50,000.00	73,003.13
04/18/2017	1113	Alderbrook Resort &...	-split-		58,505.54	X		14,497.59
04/24/2017		Bank Of America	ANNUAL CONFERE...	Debbie Burke	273.39	X		14,224.20
04/24/2017		Bank Of America	-split-	Virginia Olsen	1,852.15	X		12,372.05
04/24/2017		Bank Of America	-split-	Dee Roberts	205.54	X		12,166.51
04/24/2017		Bank Of America	-split-	Paula Swisher	2,724.26	X		9,442.25
04/25/2017			-split-	Deposit		X	1,350.00	10,792.25
04/25/2017			-split-	Deposit		X	1,305.00	12,097.25
04/25/2017			-split-	PayPal		X	1,680.15	13,777.40
04/25/2017			-split-	Deposit		X	1,421.00	15,198.40
04/25/2017			-split-	Deposit		X	1,310.00	16,508.40
04/25/2017			-split-	The Square		X	171.46	16,679.86
04/25/2017	1114	North Kitsap School ...	Scholarship Expenses:...		157.47			16,522.39
04/25/2017	1115	Debbie Bahn	-split-	VOID: written ...		X		16,522.39
04/25/2017	1116	Jill Boltz	ANNUAL CONFERE...	Outgoing Presi...	100.00			16,422.39
04/25/2017	1117	City of Clarkston	Scholarship Expenses:...		300.00			16,122.39
04/25/2017	1118	Debbie Bahn	-split-		381.16			15,741.23
04/26/2017			-split-	Deposit		X	1,234.15	16,975.38
04/26/2017			-split-	Deposit		X	1,350.00	18,325.38
04/26/2017			-split-	Deposit		X	1,290.00	19,615.38
04/26/2017			-split-	Deposit		X	600.00	20,215.38
04/28/2017	1119	Dee Roberts	Board Expenses:Office...		140.04			20,075.34
04/28/2017	1120	City of Woodland	-split-		171.12	X		19,904.22
04/30/2017		Bank Of America	-split-	Shannon Corin				19,904.22

WMCA

5/5/2017 5:18 PM

Register: Chase Savings

From 04/01/2017 through 04/30/2017

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/04/2017			Transfer to Savings	Close Scholars...		X	9,479.06	95,890.14
04/18/2017		Chase	Chase Checking		50,000.00	X		45,890.14
04/30/2017			Money Market Savings...	Interest		X	2.86	45,893.00

WMCA

5/5/2017 5:18 PM

Register: Chase Scholarship
From 04/01/2017 through 04/30/2017
Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/04/2017		Chase	Transfer to Savings		9,479.06	X		0.00
04/30/2017			Scholarship Income:Sc...	Interest		X	0.02	0.02

WMCA
Balance Sheet
As of April 30, 2017

Assets

Current Assets	
Checking	19,904.22
Savings	45,893.00
Scholarship	0.02
Western Annuity	50,000.00
Total Cash	<u>115,797.24</u>
Prepaid Expenses	636.53
Total Current Assets	<u>116,433.77</u>
Total Assets	<u><u>116,433.77</u></u>

Liabilities & Equity

Current Liabilities	
Deferred Revenue	<u>15,763.14</u>
Total Current Liabilities	<u>15,763.14</u>
Total Current Liabilities	<u>15,763.14</u>
EQUITY	
Opening Balance Equity	97,385.88
Retained Earnings	12,487.63
Net Income	<u>(9,202.88)</u>
Total Equity	<u>100,670.63</u>
Total Liabilities & Equity	<u><u>116,433.77</u></u>

WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	<u>Actual</u> <u>May '16 - Apr '17</u>	<u>Budget</u> <u>May '16-April '17</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	17,700.00	17,250.00	450.00	1.03
Conference	67,845.40	48,000.00	19,845.40	1.41
Dues	26,710.00	25,500.00	1,210.00	102.00
Money Market Savings Interest	42.32	80.00	(37.68)	0.53
NCI Lodging	1,600.00	0.00	1,600.00	
Scholarship Income	10,878.63	11,503.00	(624.37)	0.95
Total Income	124,776.35	102,333.00	22,443.35	121.93%
Transfer to Savings	0.00	28,225.00	(28,225.00)	0.00
Expense				
Academy Sessions	11,893.44	13,000.00	(1,106.56)	0.91
Annual Conference	68,742.00	67,175.00	1,567.00	1.02
Board Expenses	19,020.85	17,553.00	1,467.85	1.08
Communication Expenses	963.58	1,080.00	(116.42)	151.00
Contingency	0.00	500.00	(500.00)	0.00
IIMC	1,970.25	1,775.00	195.25	111.00
Miscellaneous Expenses	5,808.95	4,975.00	833.95	1.17
Scholarship Expenses	25,580.16	24,500.00	1,080.16	1.04
Total Expense	133,979.23	130,558.00	3,421.23	102.62%
Net Profit (Loss)	(9,202.88)	0.00	(9,202.88)	19.31%

WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	Actual May '16 - Apr '17	Budget May '16 - Apr '17	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	2,375.00	3,500.00	(1,125.00)	67.86%
Fall	9,250.00	6,875.00	2,375.00	134.55%
Spring	6,075.00	6,875.00	(800.00)	88.36%
Total Advanced Academy	17,700.00	17,250.00	450.00	102.61%
Conference				
Donations	11,869.50	5,000.00	6,869.50	237.39%
Exhibitors	4,950.00	6,000.00	(1,050.00)	82.50%
Meals	3,925.90	2,500.00	1,425.90	157.04%
Registrations	47,100.00	34,500.00	12,600.00	136.52%
Total Conference	67,845.40	48,000.00	19,845.40	141.34%
Dues	26,710.00	25,500.00	1,210.00	104.75%
Money Market Savings Interest	42.32	80.00	(37.68)	52.90%
NCI Director Lodging	1,600.00	0.00	1,600.00	
Scholarship Income				
Auction	5,010.00	4,500.00	510.00	111.33%
Donations	247.00	0.00	247.00	0.00%
Interest	2.63	3.00	(0.37)	0.00%
Product Sales	1,034.00	2,500.00	(1,466.00)	41.36%
Raffle	4,585.00	4,500.00	85.00	101.89%
Total Scholarship Income	10,878.63	11,503.00	(624.37)	94.57%
Total Income	124,776.35	102,333.00	22,443.35	121.93%
Transfer from Savings	0.00	28,225.00	(28,225.00)	0.00%
Total	124,776.35	130,558.00	(5,781.65)	95.57%
Expense				
Academy Sessions				
Athenian Dialogue	2,320.02	3,000.00	(679.98)	77.33%
Fall	4,760.20	5,000.00	(239.80)	95.20%
Spring	4,813.22	5,000.00	(186.78)	96.26%
Total Academy Sessions	11,893.44	13,000.00	(1,106.56)	91.49%
Annual Conference				
Conference Photographer	750.00	500.00	250.00	150.00%
Decorations	1,421.29	2,000.00	(578.71)	71.06%
Drawings/Door Prizes	200.00	500.00	(300.00)	40.00%
Hospitality Expenses (WMCA)	3,075.91	4,425.00	(1,349.09)	69.51%
Meals	50,632.01	40,000.00	10,632.01	126.58%
Printing/Postage	1,705.96	2,500.00	(794.04)	68.24%
Recognition Awards	471.30	750.00	(278.70)	62.84%
Speakers	8,776.63	12,000.00	(3,223.37)	73.14%
Special Entertainment	525.00	2,000.00	(1,475.00)	26.25%

WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	Actual May '16 - Apr '17	Budget May '16 - Apr '17	\$ Under/Over Budget	% of Total
Supplies	984.59	2,000.00	(1,015.41)	49.23%
Supplies - First Time Attendees	199.31	500.00	(300.69)	39.86%
Total Annual Conference	68,742.00	67,175.00	1,567.00	102.33%
Board Expenses				
Board Meetings	1,059.37	900.00	159.37	117.71%
Education Coordinator	2,315.77	2,367.00	(51.23)	97.84%
Executive Committee Travel				
AWC Conference	2,034.74	2,330.00	(295.26)	87.33%
Exec Committee Travel-Other	354.64	0.00	354.64	
Total Executive Committee Travel	2,389.38	2,330.00	59.38	102.55%
NCI Director Travel				
IIMC Conference	545.07	800.00	(254.93)	68.13%
Northwest Clerks Institute	2,286.00	1,000.00	1,286.00	228.60%
WMCA Conference	875.45	575.00	300.45	152.25%
Total NCI Director Travel	3,706.52	2,375.00	1,331.52	156.06%
Officer's Board Travel				
President				
Alaska Conference	1,049.46	1,325.00	(275.54)	79.20%
CA Conference	1,270.34	1,562.00	(291.66)	81.33%
IIMC Conference	2,627.43	2,367.00	260.43	111.00%
OR Conference	1,417.79	1,260.00	157.79	112.52%
WMCA Conference	794.92	300.00	494.92	264.97%
Total President	7,159.94	6,814.00	345.94	105.08%
President Elect				
IIMC Conference	2,109.79	2,367.00	(257.21)	89.13%
WMCA Conference	280.08	400.00	(119.92)	70.02%
Total President Elect	2,389.87	2,767.00	(377.13)	86.37%
Total Officer's Board Travel	9,549.81	9,581.00	(31.19)	99.67%
Total Board Expenses	19,020.85	17,553.00	1,467.85	108.36%
Communication Expenses				
Voting Software	159.90	80.00	79.90	199.88%
Survey	0.00	200.00	(200.00)	0.00%
Website M&O	803.68	800.00	3.68	100.46%
Total Communication Expenses	963.58	1,080.00	(116.42)	89.22%
Contingency	0.00	500.00	(500.00)	0.00%
IIMC				
MCEF Donation	81.52	75.00	6.52	108.69%
Outgoing Region IX Dir Gift	258.73	100.00	158.73	258.73%
Region IX Assessment	1,630.00	1,600.00	30.00	101.88%
Total IIMC	1,970.25	1,775.00	195.25	111.00%

WMCA
Profit & Loss Budget vs. Actual
May 2016 through April 2017

	<u>Actual</u> <u>May '16 - Apr '17</u>	<u>Budget</u> <u>May '16 - Apr '17</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Miscellaneous Expenses				
501C(3)	838.46	775.00	63.46	108.19%
Bank Charges	4.00	0.00	4.00	
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	1,106.02	800.00	306.02	138.25%
Gambling/Alcohol License	196.00	300.00	(104.00)	65.33%
Gifts	250.00	0.00	250.00	
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	551.15	500.00	51.15	110.23%
Other	845.00	0.00	845.00	
Post Cards Vistaprint	439.74	750.00	(310.26)	58.63%
Postage	275.58	300.00	(24.42)	91.86%
Total Miscellaneous Expenses	<u>5,808.95</u>	<u>4,975.00</u>	<u>833.95</u>	<u>116.76%</u>
Scholarship Expenses				
Conference Scholarships	6,722.42	5,000.00	1,722.42	134.45%
Grand Raffle	2,464.29	2,000.00	464.29	123.21%
Margery A. Price Scholarship	1,175.00	1,500.00	(325.00)	78.33%
NCI Scholarships	14,300.00	13,000.00	1,300.00	110.00%
Scholarship Items for Sale	918.45	3,000.00	(2,081.55)	30.62%
Total Scholarship Expenses	<u>25,580.16</u>	<u>24,500.00</u>	<u>1,080.16</u>	<u>104.41%</u>
Total Expense	<u>133,979.23</u>	<u>130,558.00</u>	<u>3,421.23</u>	<u>102.62%</u>
Net Profit (Loss)	<u>(9,202.88)</u>	<u>0.00</u>	<u>(9,202.88)</u>	

Register: Chase Checking

From 04/01/2017 through 04/30/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/07/2017			-split-	Deposit		X	1,486.50	72,121.53
04/10/2017			-split-	PayPal		X	2,045.40	74,166.93
04/10/2017	1103	Joann Tilton	Board Expenses:NCI D...		500.45	X		73,666.48
04/10/2017	1104	City of Monroe	Miscellaneous Expense...		100.25	X		73,566.23
04/10/2017	1105	Nancy Krier	ANNUAL CONFERE...		37.45			73,528.78
04/10/2017	1106	Mary Lynne Strada	ADVANCED ACADE...		96.95	X		73,431.83
04/10/2017	1107	World Humor Organi...	ANNUAL CONFERE...		1,537.37	X		71,894.46
04/10/2017	1108	Robin Rose Training ...	ANNUAL CONFERE...		208.65	X		71,685.81
04/10/2017	1109	Dee Roberts	Board Expenses:Office...		50.00	X		71,635.81
04/10/2017	1110	John C Millard	Scholarship Expenses:...		229.35	X		71,406.46
04/14/2017			-split-	The Square		X	651.22	72,057.68
04/14/2017	1111	Western United	Western Annuity		50,000.00	X		22,057.68
04/14/2017	1112	Debbie Bahn	-split-	VOID: wittern ...		X		22,057.68
04/17/2017			-split-	PayPal		X	949.45	23,007.13
04/17/2017		Chase	Miscellaneous Expense...	Stop Payment ...	4.00	X		23,003.13
04/18/2017		Transfer from Savings	Chase Savings	Investment		X	50,000.00	73,003.13
04/18/2017	1113	Alderbrook Resort &...	-split-		58,505.54	X		14,497.59
04/24/2017		Bank Of America	ANNUAL CONFERE...	Debbie Burke	273.39	X		14,224.20
04/24/2017		Bank Of America	-split-	Virginia Olsen	1,852.15	X		12,372.05
04/24/2017		Bank Of America	-split-	Dee Roberts	205.54	X		12,166.51
04/24/2017		Bank Of America	-split-	Paula Swisher	2,724.26	X		9,442.25
04/25/2017			-split-	Deposit		X	1,350.00	10,792.25
04/25/2017			-split-	Deposit		X	1,305.00	12,097.25
04/25/2017			-split-	PayPal		X	1,680.15	13,777.40
04/25/2017			-split-	Deposit		X	1,421.00	15,198.40
04/25/2017			-split-	Deposit		X	1,310.00	16,508.40
04/25/2017			-split-	The Square		X	171.46	16,679.86
04/25/2017	1114	North Kitsap School ...	Scholarship Expenses:...		157.47			16,522.39
04/25/2017	1115	Debbie Bahn	-split-	VOID: written ...		X		16,522.39
04/25/2017	1116	Jill Boltz	ANNUAL CONFERE...	Outgoing Presi...	100.00			16,422.39
04/25/2017	1117	City of Clarkston	Scholarship Expenses:...		300.00			16,122.39
04/25/2017	1118	Debbie Bahn	-split-		381.16			15,741.23
04/26/2017			-split-	Deposit		X	1,234.15	16,975.38
04/26/2017			-split-	Deposit		X	1,350.00	18,325.38
04/26/2017			-split-	Deposit		X	1,290.00	19,615.38
04/26/2017			-split-	Deposit		X	600.00	20,215.38
04/28/2017	1119	Dee Roberts	Board Expenses:Office...		140.04			20,075.34
04/28/2017	1120	City of Woodland	-split-		171.12	X		19,904.22
04/30/2017		Bank Of America	-split-	Shannon Corin				19,904.22



JPMorgan Chase Bank, N.A.
P O Box 659754
San Antonio, TX 78265 -9754

April 01, 2017 through April 28, 2017
Account Number: **000001851443431**

00133201 DRE 702 210 11917 NNNNNNNNNN 1 00000000 61 0000
WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-100

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: **1-877-425-8100**
Deaf and Hard of Hearing: **1-800-242-7383**
Para Espanol: **1-888-622-4273**
International Calls: **1-713-262-1679**



CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$73,685.03
Deposits and Additions	15	66,844.33
Checks Paid	12	-114,449.68
Electronic Withdrawals	4	-5,055.34
Fees	1	-4.00
Ending Balance	32	\$21,020.34

Your account ending in 4280 is linked to this account for overdraft protection.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
04/10	Deposit	\$1,486.50
04/10	Paypal Transfer PPD ID: Paypalsd11	2,045.40
04/14	Square Inc 170414P2 PPD ID: 9424300002	651.22
04/17	Paypal Transfer PPD ID: Paypalsd11	949.45
04/18	Online Transfer From Mma ...4280 Transaction#: 6159532221	50,000.00
04/25	Deposit	1,421.00
04/25	Deposit	1,350.00
04/25	Deposit	1,310.00
04/25	Deposit	1,305.00
04/25	Paypal Transfer PPD ID: Paypalsd11	1,680.15
04/26	Deposit	1,350.00
04/26	Deposit	1,290.00
04/26	Deposit	1,234.15
04/26	Deposit	600.00
04/26	Square Inc 170426P2 PPD ID: 9424300002	171.46
Total Deposits and Additions		\$66,844.33



April 01, 2017 through April 28, 2017
 Account Number: 000001851443431

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1093 ^		04/03	\$50.00
1096 * ^		04/03	3,000.00
1103 * ^		04/17	500.45
1104 ^		04/13	100.25
1106 * ^		04/24	96.95
1107 ^		04/13	1,537.37
1108 ^		04/19	208.65
1109 ^		04/18	50.00
1110 ^		04/13	229.35
1111 ^		04/20	50,000.00
1113 * ^		04/21	58,505.54
1120 * ^		04/28	171.12
Total Checks Paid			\$114,449.68

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
04/26	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	\$2,724.26
04/26	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	1,852.15
04/26	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	273.39
04/26	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	205.54
Total Electronic Withdrawals		\$5,055.34

FEES

DATE	DESCRIPTION	AMOUNT
04/19	Stop Payment Automatic Renewal Fee	\$4.00
Total Fees		\$4.00

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
04/03	\$70,635.03	04/18	123,350.18	04/24	14,535.04
04/10	74,166.93	04/19	123,137.53	04/25	21,601.19
04/13	72,299.96	04/20	73,137.53	04/26	21,191.46
04/14	72,951.18	04/21	14,631.99	04/28	21,020.34
04/17	73,400.18				



SERVICE CHARGE SUMMARY

You were not charged a monthly service fee this month. Your monthly service fee can continue to be waived in five different ways during any statement period:

- Maintain an average daily balance of \$7,500.00. Your average daily balance was \$60,426.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$140,338.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. Your Premier Plus personal checking account is linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$4.00.

See your Account Rules and Regulations or stop in to see a banker today to find out more.



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TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANSACTIONS
Checks Paid / Debits	16
Deposits / Credits	14
Deposited Items	103
Transaction Total	133

SERVICE FEE CALCULATION	AMOUNT
Service Fee	\$15.00
Service Fee Credit	-\$15.00
Net Service Fee	\$0.00
Excessive Transaction Fees (Above 200)	\$0.00
Total Service Fees	\$0.00

CASH PROCESSING	AMOUNT
Cash Deposits Immediate Verification	\$66.00
Cash Deposits Post Verification/Night Drop	\$0.00
Cash Deposits Total	\$66.00
Cash Deposits Allowed	\$7,500.00
Excess Cash Deposits	\$0.00

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call or write us at the phone number or address on the front of this statement (non-personal accounts contact Customer Service) if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account.



JPMorgan Chase Bank, N.A. Member FDIC



April 01, 2017 through April 28, 2017
Account Number: **000001851443431**

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05/18/17

WMCA
Reconciliation Summary
Chase Checking, Period Ending 04/30/2017

	<u>Apr 30, 17</u>
Beginning Balance	73,685.03
Cleared Transactions	
Checks and Payments - 17 items	-119,509.02
Deposits and Credits - 18 items	66,844.33
Total Cleared Transactions	<u>-52,664.69</u>
Cleared Balance	<u>21,020.34</u>
Uncleared Transactions	
Checks and Payments - 6 items	-1,116.12
Total Uncleared Transactions	<u>-1,116.12</u>
Register Balance as of 04/30/2017	<u>19,904.22</u>
New Transactions	
Checks and Payments - 2 items	-13,390.04
Deposits and Credits - 20 items	5,880.50
Total New Transactions	<u>-7,509.54</u>
Ending Balance	<u>12,394.68</u>

WMCA
Reconciliation Detail
Chase Checking, Period Ending 04/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						73,685.03
Cleared Transactions						
Checks and Payments - 17 items						
Check	03/22/2017	1093	The Coffee Oasis	X	-50.00	-50.00
Check	03/23/2017	1096	Robin Rose	X	-3,000.00	-3,050.00
Check	04/10/2017	1107	World Humor Organi...	X	-1,537.37	-4,587.37
Check	04/10/2017	1103	Joann Tilton	X	-500.45	-5,087.82
Check	04/10/2017	1110	John C Millard	X	-229.35	-5,317.17
Check	04/10/2017	1108	Robin Rose Training...	X	-208.65	-5,525.82
Check	04/10/2017	1104	City of Monroe	X	-100.25	-5,626.07
Check	04/10/2017	1106	Mary Lynne Strada	X	-96.95	-5,723.02
Check	04/10/2017	1109	Dee Roberts	X	-50.00	-5,773.02
Check	04/14/2017	1111	Western United	X	-50,000.00	-55,773.02
Check	04/17/2017		Chase	X	-4.00	-55,777.02
Check	04/18/2017	1113	Alderbrook Resort &...	X	-58,505.54	-114,282.56
Check	04/24/2017		Bank Of America	X	-2,724.26	-117,006.82
Check	04/24/2017		Bank Of America	X	-1,852.15	-118,858.97
Check	04/24/2017		Bank Of America	X	-273.39	-119,132.36
Check	04/24/2017		Bank Of America	X	-205.54	-119,337.90
Check	04/28/2017	1120	City of Woodland	X	-171.12	-119,509.02
Total Checks and Payments					-119,509.02	-119,509.02
Deposits and Credits - 18 Items						
Deposit	04/07/2017			X	1,486.50	1,486.50
Deposit	04/10/2017			X	2,045.40	3,531.90
Check	04/14/2017	1112	Debbie Bahn	X	0.00	3,531.90
Deposit	04/14/2017			X	651.22	4,183.12
Deposit	04/17/2017			X	949.45	5,132.57
Deposit	04/18/2017		Transfer from Savings	X	50,000.00	55,132.57
Check	04/25/2017	1115	Debbie Bahn	X	0.00	55,132.57
Deposit	04/25/2017			X	171.46	55,304.03
Deposit	04/25/2017			X	1,305.00	56,609.03
Deposit	04/25/2017			X	1,310.00	57,919.03
Deposit	04/25/2017			X	1,350.00	59,269.03
Deposit	04/25/2017			X	1,421.00	60,690.03
Deposit	04/25/2017			X	1,680.15	62,370.18
Deposit	04/26/2017			X	600.00	62,970.18
Deposit	04/26/2017			X	1,234.15	64,204.33
Deposit	04/26/2017			X	1,290.00	65,494.33
Deposit	04/26/2017			X	1,350.00	66,844.33
Check	04/30/2017		Bank Of America	X	0.00	66,844.33
Total Deposits and Credits					66,844.33	66,844.33
Total Cleared Transactions					-52,664.69	-52,664.69
Cleared Balance					-52,664.69	21,020.34
Uncleared Transactions						
Checks and Payments - 6 items						
Check	04/10/2017	1105	Nancy Krier		-37.45	-37.45
Check	04/25/2017	1118	Debbie Bahn		-381.16	-418.61
Check	04/25/2017	1117	City of Clarkston		-300.00	-718.61
Check	04/25/2017	1114	North Kitsap School ...		-157.47	-876.08
Check	04/25/2017	1116	Jill Boltz		-100.00	-976.08
Check	04/28/2017	1119	Dee Roberts		-140.04	-1,116.12
Total Checks and Payments					-1,116.12	-1,116.12
Total Uncleared Transactions					-1,116.12	-1,116.12
Register Balance as of 04/30/2017					-53,780.81	19,904.22
New Transactions						
Checks and Payments - 2 items						
Check	05/15/2017	1121	WSU - Conference ...		-13,250.00	-13,250.00
Check	05/15/2017	1123	Grant County		-140.04	-13,390.04

1:10 PM
05/18/17

WMCA
Reconciliation Detail
Chase Checking, Period Ending 04/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Total Checks and Payments					-13,390.04	-13,390.04
Deposits and Credits - 20 Items						
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				0.00	0.00
Deposit	05/01/2017				729.50	729.50
Deposit	05/04/2017				1,461.00	2,190.50
Deposit	05/13/2017				1,350.00	3,540.50
Deposit	05/13/2017				1,350.00	4,890.50
Check	05/15/2017	1122	Grant County		0.00	4,890.50
Deposit	05/19/2017				990.00	5,880.50
Total Deposits and Credits					5,880.50	5,880.50
Total New Transactions					-7,509.54	-7,509.54
Ending Balance					-61,290.35	12,394.68

Register: Chase Checking

From 04/01/2017 through 04/30/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/07/2017			-split-	Deposit		X	1,486.50	72,121.53
04/10/2017			-split-	PayPal		X	2,045.40	74,166.93
04/10/2017	1103	Joann Tilton	Board Expenses:NCI D...		500.45	X		73,666.48
04/10/2017	1104	City of Monroe	Miscellaneous Expense...		100.25	X		73,566.23
04/10/2017	1105	Nancy Krier	ANNUAL CONFERE...		37.45			73,528.78
04/10/2017	1106	Mary Lynne Strada	ADVANCED ACADE...		96.95	X		73,431.83
04/10/2017	1107	World Humor Organi...	ANNUAL CONFERE...		1,537.37	X		71,894.46
04/10/2017	1108	Robin Rose Training ...	ANNUAL CONFERE...		208.65	X		71,685.81
04/10/2017	1109	Dee Roberts	Board Expenses:Office...		50.00	X		71,635.81
04/10/2017	1110	John C Millard	Scholarship Expenses:...		229.35	X		71,406.46
04/14/2017			-split-	The Square		X	651.22	72,057.68
04/14/2017	1111	Western United	Western Annuity		50,000.00	X		22,057.68
04/14/2017	1112	Debbie Bahn	-split-	VOID: wittern ...		X		22,057.68
04/17/2017			-split-	PayPal		X	949.45	23,007.13
04/17/2017		Chase	Miscellaneous Expense...	Stop Payment ...	4.00	X		23,003.13
04/18/2017		Transfer from Savings	Chase Savings	Investment		X	50,000.00	73,003.13
04/18/2017	1113	Alderbrook Resort &...	-split-		58,505.54	X		14,497.59
04/24/2017		Bank Of America	ANNUAL CONFERE...	Debbie Burke	273.39	X		14,224.20
04/24/2017		Bank Of America	-split-	Virginia Olsen	1,852.15	X		12,372.05
04/24/2017		Bank Of America	-split-	Dee Roberts	205.54	X		12,166.51
04/24/2017		Bank Of America	-split-	Paula Swisher	2,724.26	X		9,442.25
04/25/2017			-split-	Deposit		X	1,350.00	10,792.25
04/25/2017			-split-	Deposit		X	1,305.00	12,097.25
04/25/2017			-split-	PayPal		X	1,680.15	13,777.40
04/25/2017			-split-	Deposit		X	1,421.00	15,198.40
04/25/2017			-split-	Deposit		X	1,310.00	16,508.40
04/25/2017			-split-	The Square		X	171.46	16,679.86
04/25/2017	1114	North Kitsap School ...	Scholarship Expenses:...		157.47			16,522.39
04/25/2017	1115	Debbie Bahn	-split-	VOID: written ...		X		16,522.39
04/25/2017	1116	Jill Boltz	ANNUAL CONFERE...	Outgoing Presi...	100.00			16,422.39
04/25/2017	1117	City of Clarkston	Scholarship Expenses:...		300.00			16,122.39
04/25/2017	1118	Debbie Bahn	-split-		381.16			15,741.23
04/26/2017			-split-	Deposit		X	1,234.15	16,975.38
04/26/2017			-split-	Deposit		X	1,350.00	18,325.38
04/26/2017			-split-	Deposit		X	1,290.00	19,615.38
04/26/2017			-split-	Deposit		X	600.00	20,215.38
04/28/2017	1119	Dee Roberts	Board Expenses:Office...		140.04			20,075.34
04/28/2017	1120	City of Woodland	-split-		171.12	X		19,904.22
04/30/2017		Bank Of America	-split-	Shannon Corin		X		19,904.22

WMCA

5/5/2017 5:18 PM

Register: Chase Savings
From 04/01/2017 through 04/30/2017
Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/04/2017			Transfer to Savings	Close Scholars...		X	9,479.06	95,890.14
04/18/2017		Chase	Chase Checking		50,000.00	X		45,890.14
04/30/2017			Money Market Savings..	Interest		X	2.86	45,893.00



JPMorgan Chase Bank, N.A.
 P O Box 659754
 San Antonio, TX 78265 -9754

April 01, 2017 through April 28, 2017
 Account Number: **000003366074280**

00052738 DRE 702 210 11917 NNNNNNNNNNN 1 000000000 80 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-100

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**



005273610100000021

SAVINGS SUMMARY		Chase Business Select High Yield Savings	
	INSTANCES		AMOUNT
Beginning Balance			\$86,411.08
Deposits and Additions	2		9,481.92
Electronic Withdrawals	1		-50,000.00
Ending Balance	3		\$45,893.00
Annual Percentage Yield Earned This Period			0.05%
Interest Paid This Period			\$2.86
Interest Paid Year-to-Date			\$13.55

TRANSACTION DETAIL			
DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$86,411.08
04/04	Online Transfer From Mma ...3907 Transaction#: 6126770204	9,479.06	95,890.14
04/18	04/18 Online Transfer To Chk ...3431 Transaction#: 6159532221	-50,000.00	45,890.14
04/28	Interest Payment	2.86	45,893.00
	Ending Balance		\$45,893.00

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

5:15 PM
05/05/17

WMCA
Reconciliation Summary
Chase Savings, Period Ending 04/30/2017

	<u>Apr 30, 17</u>	
Beginning Balance		86,411.08
Cleared Transactions		
Checks and Payments - 1 item	-50,000.00	
Deposits and Credits - 2 items	9,481.92	
Total Cleared Transactions	<u>-40,518.08</u>	
Cleared Balance		<u>45,893.00</u>
Register Balance as of 04/30/2017		45,893.00
Ending Balance		45,893.00

5:15 PM

06/05/17

WMCA
Reconciliation Detail
Chase Savings, Period Ending 04/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						86,411.08
Cleared Transactions						
Checks and Payments - 1 item						
Deposit	04/18/2017		Chase	X	-50,000.00	-50,000.00
Total Checks and Payments					-50,000.00	-50,000.00
Deposits and Credits - 2 items						
Deposit	04/04/2017			X	9,479.06	9,479.06
Deposit	04/30/2017			X	2.86	9,481.92
Total Deposits and Credits					9,481.92	9,481.92
Total Cleared Transactions					-40,518.08	-40,518.08
Cleared Balance					-40,518.08	45,893.00
Register Balance as of 04/30/2017					-40,518.08	45,893.00
Ending Balance					-40,518.08	45,893.00



JPMorgan Chase Bank, N.A.
P O Box 659754
San Antonio, TX 78265 - 9754

April 01, 2017 through April 28, 2017
Account Number: **000003428483907**

00014588 DRE 702 219 11917 NNNNNNNNNN 1 000000000 67 0000
WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-100

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: 1-877-425-8100
Deaf and Hard of Hearing: 1-800-242-7383
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679



0014588010100000021

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$9,479.06
Deposits and Additions	1	0.02
Electronic Withdrawals	1	-9,479.06
Ending Balance	2	\$0.02
Annual Percentage Yield Earned This Period		0.03%
Interest Paid This Period		\$0.02
Interest Paid Year-to-Date		\$0.73

The monthly service fee for this account was waived as an added feature of Chase BusinessSelect Checking account.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$9,479.06
04/04	04/04 Online Transfer To Mma ...4280 Transaction#: 6126770204	-9,479.06	0.00
04/28	Interest Payment	0.02	0.02
	Ending Balance		\$0.02

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

5:17 PM

05/05/17

WMCA
Reconciliation Summary
Chase Scholarship, Period Ending 04/30/2017

	<u>Apr 30, 17</u>	
Beginning Balance		9,479.06
Cleared Transactions		
Checks and Payments - 1 Item	-9,479.06	
Deposits and Credits - 1 item	0.02	
Total Cleared Transactions	<u>-9,479.04</u>	
Cleared Balance		<u>0.02</u>
Register Balance as of 04/30/2017		0.02
Ending Balance		0.02

5:17 PM

05/05/17

WMCA
Reconciliation Detail
Chase Scholarship, Period Ending 04/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,479.06
Cleared Transactions						
Checks and Payments - 1 item						
Check	04/04/2017		Chase	X	-9,479.06	-9,479.06
Total Checks and Payments					-9,479.06	-9,479.06
Deposits and Credits - 1 item						
Deposit	04/30/2017			X	0.02	0.02
Total Deposits and Credits					0.02	0.02
Total Cleared Transactions					-9,479.04	-9,479.04
Cleared Balance					-9,479.04	0.02
Register Balance as of 04/30/2017					-9,479.04	0.02
Ending Balance					-9,479.04	0.02

Register: Chase Scholarship

From 04/01/2017 through 04/30/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/04/2017		Chase	Transfer to Savings		9,479.06	X		0.00
04/30/2017			Scholarship Income:Sc...	Interest		X	0.02	0.02

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: Immediate Past President
 Period: April 2017-May 2017

Beginning Points Balance			12,002
Date/Desc/Points Earned	1st Month	April 10, 2017	(617)
	2nd Month	May 10, 2017	-
	3rd Month		
	4th Month		
Subtotal Points Earned			11,385
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			11,385

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

Name: Gina Anderson
 Position: Treasurer 2017-2019
 Period: March 10 , 2017 - June 10, 2017

Beginning Points Balance			10,467.37
Date/Desc/Points Earned	1st Month	March 10, 2017	0.00
	2nd Month	April 10, 2017	0.00
	3rd Month	May 10, 2017	0.00
	4th Month	June 10, 2017	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

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: PAULA SWISHER
 Position: CONFERENCE PLANNING CHAIR
 Period: April 2017

		Beginning Points Balance	9870.96
Date/Desc/Points Earned	1st month		2724.26
	2nd month		
	3rd month		
		Subtotal Point Earned	12595.22
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	12595.22

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: Dee Roberts
 Position: President 2017-2018
 Period: May-17

Beginning Points Balance			2,519
Date/Desc/Points Earned	1st Month	March, 2017	-
		April, 2017	156
		May, 2017	1,189
			-
Subtotal Points Earned			3,864
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			3,864

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: Dee Roberts
 Position: President 2017-2018
 Period: May-17

Beginning Points Balance			2,519
Date/Desc/Points Earned	1st Month	March, 2017	-
		April, 2017	156
		May, 2017	1,189
			-
Subtotal Points Earned			3,864
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			3,864

IIMC New Members for April 2017

REGION IX

Denise Garzaro
Clerk of the Board
South Coast Air Quality Management
District
9968 Palo Alto Street
Rancho Cucamonga, CA 91730
Phone: (909) 396-2827
Fax: (909) 396-3317
dgarzaro@aqmd.gov
Status: N

REGION IX

Lucinda Norman
Deputy City Clerk
City of San Jose
200 E. Santa Clara Street
San Jose, CA 95113
Phone: (408) 535-1260
Fax: (408) 292-6207
lucinda.norman@sanjoseca.gov
Status: N

REGION IX

Deon Sailes
Deputy City Clerk
City of San Leandro
835 E. 14th Street
San Leandro, CA 94577
Phone: (510) 577-3367
Fax: (510) 577-3340
dsailes@sanleandro.org
Status: N

REGION IX

Rachel Zermeno
Office Technician
City of Shafter
336 Pacific Ave.
Shafter, CA 93263
Phone: (661) 746-5003
Fax: (661) 746-0607
rzymeno@shafter.com
Status: N

REGION IX

Marcie Herrera
Senior Office Assistant
City of Yorba Linda
P.O. Box 87014
Yorba Linda, CA 92885-8714
Phone: (714) 961-7150
Fax: (714) 524-7261
mherrera@yorba-linda.org
Status: N

REGION IX

Laurie Boyce, CMC
21213 Liberty Street NE
Aurora, OR 97002
Phone: (503) 678-2670
Fax:
mrascal06@gmail.com
Status: R

REGION IX

Andreana Rocha
Deputy City Clerk
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033
Phone: (425) 587-3197
Fax: (425) 587-3198
arocha@kirklandwa.gov
Status: N

REGION IX

Tami Justice
Deputy Clerk
City of Rainier
P.O. Box 258
Rainier, WA 98576-0258
Phone: (360) 446-2265
Fax: (360) 446-2720
tamij@fairpoint.net
Status: N

REGION IX

John Millard
Clerk/Treasurer
City of Tenino
P.O. Box 1121
Tenino, WA 98589-1121
Phone: (360) 264-2368
Fax: (360) 264-5772
clerktreasurer@ci.tenino.wa.us
Status: N

Key to Status Codes: N = New Membership NPM = New Program Member
NI = Inst.
I2AMD17 = Drive

R = Reinstated Member (was previously cancelled)
NR = New Member (replaced former member)
NRPM-RFM = Previous Member (replaced former member)

IIMC Cancelled Members in April 2017

REGION IX

Patricia A. DuVal, CMC
City Recorder/MIS Director
City of Milwaukie
10722 Se Main Street
Milwaukie, OR 97222-7670
Phone: (503) 786-7502
Fax: (503) 653-2444

Retired-does not wish to continue with IIMC

REGION IX

Nicole Stephens, CMC
271 NE Beck Rd.
Belfair, WA 98528
Phone:
Fax:

No longer in this field

REGION IX

Ronald F. Moore, MMC
City Clerk
City of Kent
220 4th Avenue South
Kent, WA 98032-5895
Phone: (253) 856-5728
Fax: (253) 856-6725
RMoore@kentwa.gov

No longer in this field

REGION IX

Ashlee Sund
Deputy Clerk
City of Montesano
112 N. Main Street
Montesano, WA 98563
Phone: (360) 249-3021 X105
Fax: (360) 249-3690

No longer in this field

REGION IX

Kathy A. Bruno, CMC
Refired Administrative Specialist/Clerk to
the Board
From the Wenatchee Valley Transportation
Council
1705 Brandi Ct.
Wenatchee, WA 98801-2795
Phone:
Fax:

Retired-does not wish to continue with IIMC

REGION IX

Janine Schnepf, CMC
Retired City Clerk
From the City of Yelm
19921 161st. Way S.E.
Yelm, WA 98597
Phone:
Fax:

Retired-does not wish to continue with IIM

REGION V

Ina Lemar Robbins, CMC
City Clerk/Treasurer
City of Pineville
P.O. Box 688
Pineville, KY 40977-0688
Phone: (606) 337-2958
Fax: (606) 337-7111
ctyclerk@bellsouth.net

Retired-does not wish to continue with IIMC

REGION V

David J. Bleau, CMC
1401 Presque Isle AVE
Marquette, MI 49855
Phone:
Fax:

No longer in this field

REGION V

Ellen R. Young
Retired Clerk of Council/Recycling
Coordinator
City of Avon
132 Shakespeare Lane
Avon, OH 44011
Phone:
Fax:

No longer in this field



- 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: Shannon Corin CMC - WMCA Immediate Past President

COMMITTEE: Awards Committee

DATE: 5/26/17

SUMMARY OF ACTIVITIES: Press releases were submitted to the appropriate news outlets for the Clerk of the Year and the President's Award of Distinction awardees.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/Aa

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: Jodee Schwinn

COMMITTEE: Bylaws Committee

DATE: May 31, 2017

SUMMARY OF ACTIVITIES: Our Committee has not met yet. I will be touching base with the committee members soon to touch base. Thank you!

ACTION REQUESTED: YES NO

RECOMMENDATION: None at this time

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

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



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

TO: WMCA President and Executive Committee

FROM: Paula Swisher, Conference Planning Chair

COMMITTEE: Conference Planning

DATE: May 23, 2017

SUMMARY OF ACTIVITIES: I'm still in pursuit of our 2019 venue. I still venues to look at before recommending a 2019/2023 and 2021/2025 location. Unfortunately between work and my home life I have not been able to get any of the remaining ones done. They will have to wait until summer when I have more time to get out of the office and don't have things for the teenager that keep me home.

I've made contact with all the properties and as long as no one else is asking for our dates they are all willing to hold them until we have a decision for them.

In addition, Jodi, Keri and I are trying to plan a trip to Pasco for the site visit of the Red Lion.

I

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: May 22, 2017

SUMMARY OF ACTIVITIES: No activities to report at this time. Fundraising Committee members have been contacted and the committee is in the process of brainstorming some new fundraising events and suggested items for sale in the WMCA Store.

One possibility is a "Wine Wall" or "Wine Pull" event. Committee members are soliciting donations from local wineries to help facilitate this event.

Debbie Jerman is heading up the pre-sale items for the store, which will be charm bracelets and sweatshirts. We are planning to have sample sweatshirts at the Fall Academy to begin the pre-sales earlier to hopefully generate more sales.

We also recommend continuation of the live and silent auction, the grand raffle, the \$1 raffle, and Heads or Tails.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approval to conduct the silent and live auction at the 2018 Annual Conference; approval of the \$1 raffle with a \$100 prize; approval to conduct the Grand Raffle with prizes of \$500, \$750, and \$1,000; approval to conduct a wine wall fundraiser, and approval for pre-sales of sweatshirts and charm bracelets.

ALTERNATIVES:

FISCAL IMPACT:

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

	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Store Inventory</u>	\$ <u>2,000</u>	\$ _____
<u>Raffle Tickets</u>	\$ <u>150</u>	\$ _____
_____	\$ _____	\$ _____



- 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
Leana Johnson, Co-Chair, Elections

DATE: May 19, 2017

2017-18 MEMBERSHIP UPDATE:

We have a total of SEVENTEEN (17) new WMCA members:

Annagrisel Alvarez	City of Wenatchee	Teresa Lopez	City of Union Gap
Steve Austin	City of Clarkston	Andrea Moore	Town of La Conner
Linda Barron	City of Seattle	Karri Muir	City of DuPont
Linda Carl	Snohomish Health District	Ana Rocha	City of Kirkland
Cheryl Chrt	City of Cosmopolis	Flora Rogers	City of Omak
Karlynn E. Dolby	City of Zillah	Jill Schwerzler-Herrera	City of Edgewood
Cindy Huff	City of Puyallup	Carrie Snowden	City of Brier
Tracey Hunter	Evergreen Rural Water of WA	Dawn Thompson	City of North Bonneville
Lynda Kramlich	City of Colfax		

In preparation for the WMCA Annual Dues Renewal (in May 2017), Membership Committee Chairperson Adkisson, with assistance from Ms. Deborah Estrada, City of Sunnyside, prepared a NEW WMCA Membership Registration Form, in order to capture more information on our clerks and better suit their needs, as they join for the first time, or transition into a new agency or position. Also included on the form is a back page for general comments/suggestions! *(Form attached to this report!)*

WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS/FEEDBACK

There were EIGHTEEN (18) 'First Time Attendees' at the 2017 WMCA Annual Conference. In an effort to gather information to improve upon the first-timer events held (Tuesday night meet and greet and Wednesday morning breakfast) and the 'Conference Buddies' and 'Survival Kit' concepts, Membership Committee members and First Time Attendees were asked to provide feedback to the following questions:

- Conference buddies – Did you enjoy having a conference buddy? Do you have any suggestions for the Membership Committee regarding this concept?
- First Time Attendee Meet & Greet (prior to the President's reception) – Did you have a chance to attend? How did you like the format of the event? Any suggestions for improving this event?

- First Time Attendees Breakfast -- Did you have a chance to attend? How did you like the format of the event (seating/agenda/etc.)? Any suggestions for improving this event?
- Survival Kits -- Do you like this feature? Are there other items you believe to be worthwhile to provide to First Time Attendees?

Please see the attachment for responses received. Feedback received on all items is largely positive. Also included are comments received on the conference in general; and some suggestions for future events. The Membership Committee will utilize this information to assist in the planning of the 2018 events; along with President Roberts. Any additional feedback/direction in this regard from the Executive Committee is welcome!

MEMBERSHIP COMMITTEE - SUB-COMMITTEES UPDATE

The 2017-18 Membership Committee members were asked to volunteer to serve on at least one sub-committee; descriptions and members are as follows (*note - some appointments are pending!*):

- Welcoming Sub-Committee -- Welcome new members to WMCA and send a Neighboring Clerks/Regional Groups Letter; at least TWO members of the committee are to be appointed to lead the welcome effort (*which is in addition to the MC Chair sending out the official new member packet, welcome letter, noticing new members in the newsletter, and facilitating the 'new member spotlight' section of the newsletter*); volunteers -- Peri Galluci, City of Chelan, and Melissa Hart, City of Renton.
- Recruitment Sub-Committee -- Recruit new members, research unrepresented agencies in Washington, and reach out to those persons that are not yet members; this year, *the sub-committee will focus on school district/board clerk's recruitment*; at least TWO members of the committee are to be selected to lead the recruitment effort; volunteers -- Jill Boltz, Kitsap Transit, and Kay Kammer, City of Battleground.
- Elections Sub-Committee -- Facilitate general and special elections; TWO members of the committee have been appointed to fill the following positions: *Elections Officer (Leana Johnson) and Elections Officer Assistant (Laurie Casell)*.
- Partnership Program Sub-Committee -- Promote and facilitate the Partnership Program; at least TWO members of the committee shall be appointed to facilitate the program; volunteers -- Keri MacDonald, City of Cheney, and Cindy Marbut, Town of Yacolt.
- Fall Mini-Conference Membership Events Sub-Committee -- Plan/facilitate the proposed fall 'mini-conference' events for the entire membership (Thursday evening) and new attendees (mini conference buddies?, etc.); at least TWO members of the committee shall be appointed to facilitate the program, and all those MC members attending the fall academy will be expected to attend and assist with these items as needed; volunteers -- Shawn Campbell, City of Auburn, and Stephanie Haug, City of Benton City.
- Conference First Time Attendees Events - Plan/facilitate annual conference events for new attendees (possibly to include a meet and greet with the President, a breakfast, and 'conference buddies'). *The entire Membership Committee will assist with the planning/preparation of these items*; and all those MC members attending the annual conference will be expected to attend and assist with these items at the conference.

Updates on sub-committee activities will be included in the quarterly reports to the President and Executive Committee. Any additional feedback/questions in this regard from the Executive Committee is welcome!

PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE

In 2017-2018 to-date, one Partnership Program request has been received and paired!

- Lynda Kramlich (Colfax) with Keri MacDonald (Cheney).

FALL MINI-CONFERENCE MEMBERSHIP EVENTS SUB-COMMITTEE UPDATE

The Sub-Committee is awaiting direction from the Education Coordinator in regards to whether the 2017 fall training session will be comprised of a one-day Fall Academy Session; or be expanded to two days, and include the Academy, as well as an Athenian Dialogue, session. Once the program and location is set, the sub-committee will begin looking into plans for a membership event. At this time, there is a budget of \$250 for these purposes. Any suggestions from the Executive Committee in this regard are welcome!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

ATTACHMENTS: NEW WMCA Membership Application Form; 2017 Conference Feedback



WASHINGTON MUNICIPAL CLERK ASSOCIATION

www.wmcaclerks.org

2017 WMCA Membership Application May 1, 2017 – April 30, 2018

Name: _____ Title: _____

CMC MMC

Reason for Application? New Member WELCOME TO WMCA!!! 😊

Renewal Change of Job Title Change of Entity Replacing a Clerk Who? _____

Jurisdiction Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Jurisdictional website address: _____

Email address: _____

Telephone: _____ Population: _____

Supervisor Name: _____ Title: _____

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

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

For more information on Committee descriptions please visit: wmcaclerks.org/committees

IMPORTANT! If you do not want to have your name listed on the WMCA website as a member, please check this box:

2017 DUES

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

Gina Anderson
PO Box 9
Woodland, WA 98674

Questions???
Call 360-841-5287; or email
andersong@ci.woodland.wa.us

- | | | |
|--------------------------|--------------------------|----------------|
| <input type="checkbox"/> | Active Member | \$75.00 |
| <input type="checkbox"/> | Affiliate Member | \$105.00 |
| <input type="checkbox"/> | Associate Member | \$15.00 |
| <input type="checkbox"/> | Honorary Member | \$0.00 |
| <input type="checkbox"/> | Honorary Retiree Members | \$0.00 |

*NOTE: Only Active Members are eligible to vote.
See page 2 for Membership Class descriptions.
A \$25.00 late fee will be assessed for all renewing dues postmarked after May 30, 2017*

Membership Class descriptions:

Active Members: Municipal Clerks, City Secretaries, Recorders, Legislative Administrators, Directors of Corporate Business or Administrative Services, and/or other individuals within an agency who serve a Legislative Government Body in an administrative capacity and whose duties include at least four of the following: general management; meeting administration; financial management; management of by-laws, articles of incorporation, ordinances or other legal instruments; custody of the official seal and execution of official documents; records management; human resources management; and administration of elections.

Affiliate Members: Any business representative (such as attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA may, upon payment of annual dues, be an affiliate member without voting privileges.

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

Honorary Members: Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington. No annual dues shall be required for honorary membership. The President shall announce names of honorary members to the membership at the annual meeting.

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.

MEMBERSHIP FEEDBACK

THANK YOU FOR BEING A MEMBER OF WMCA! Please feel free to share any information and/or your questions in order to better suit your needs as a member of our wonderful association; for example: if you are new to the clerks world, changed entities, or changed job titles!

ADDITIONAL COMMENTS – Please share any feedback you have regarding how we may better improve our Association; all comments are welcome!

2017 WMCA Annual Conference Feedback Received

KEY – First Time Attendee (FTA); Membership Committee member (MC)

CONFERENCE BUDDIES

I like the idea of a “conference buddy,” but in actual practice, it didn’t seem to pan out too well. I met my “buddy” at the First Time Meet & Greet, but did not catch up with her again during the rest of the conference. (FTA)

I did not get the chance to meet my conference buddy, but in her defense, I did not take the opportunity to seek her out and introduce myself to her. My bad, not hers. However, everyone I met was so helpful and kind, everything turned out fine. (FTA)

Darla was my conference buddy and I enjoyed having her. I appreciated the fact that she took the time to reach out to me via email prior to the conference. Although I did not have to utilize her that much as I attended the conference with my manager who was a resource for me, I enjoyed her positive and outgoing spirit and it was good to know that she was readily available if I had a question or needed more information. Only positive feedback here! (FTA)

Yes, I enjoyed having a buddy. Laurie was very helpful and made me feel welcome. She was a great resource! It would have been nice to have more than two newbies assigned to the buddies. It would have been nice to be paired with someone from a jurisdiction similar to one another. (FTA)

I loved the idea, and I’m sure that for people who didn’t know anyone, it would have been a nice perk. (FTA)

Having a conference buddy is very important as a brand new clerk. It makes a big difference when you are able to look for a familiar face in a large crowd. I am fortunate to have made some friends and already know some of the clerks from Professional Development training classes. (FTA)

This is a great concept, while not everyone is comfortable with the buddy system, I think overall the FTA are glad to have a point of contact and someone who can answer questions. The few years I have been a part of the buddy program each year, I have enjoyed meeting up with past buddies and having conversations about their paths to success. I believe it is most definitely a program that should continue. (MC)

I think the conference buddies is a great idea. It give the first time people someone to ask questions of and look for. (MC)

FIRST TIME ATTENDEE MEET & GREET

First Time Meet & Greet is a definite keeper. I did attend and was thankful for the opportunity to kind of “ease in” to the conference that way. (FTA)

The WMCA identified all first-time conference attendees and arranged a “meet and greet” for us. This was a very welcoming, and useful, event. (FTA)

I did not have the opportunity to attend the Tuesday night banquet. (FTA)

I did attend the meet & greet, and found it very beneficial. The format worked well and I enjoyed having the opportunity to sit and talk with the group at my table. Assigned seating would be nice and force everyone to interact with different people. (FTA)

2017 WMCA Annual Conference Feedback Received

FIRST TIME ATTENDEE MEET & GREET (continued)

As a first time attendee, the casual atmosphere of this event put me at ease. I was able to connect with a couple of old contacts that I recognized from a previous conference and met a good share of new contacts. For the most part, the new people I met were a result of challenging myself out of my comfort zone and initiating conversation. People tend to stick with the individuals they know and I witnessed a lot of this (including myself), so my only feedback would be to try to encourage more people to speak to persons they do not know; however, it's hard to do this without it seeming forceful to others. Perhaps you could have designated stations where people rotate and have a certain allotted time frame at each (this may be a bad analogy, but kind of like 'speed dating'I think that's a thing now)? (FTA)

Loved it! It was the only ice breaker that I've ever participated in that I didn't hate =). (FTA)

The special Meet and Greet and breakfast are also important because you can meet and get to know some of the clerks in a smaller setting. (FTA)

This is a good time to meet your buddy for the first time. I think 30 min is sufficient for this event. (MC)

I did attend this event, I like the informal atmosphere and this gives 1st timers people to walk into the president's reception with. (MC)

FIRST TIME ATTENDEES BREAKFAST

I did attend and it was part of the reason why I felt, overall, a welcome addition to the association. (FTA)

I really enjoyed this! Great food and company. I distinctly remember coming a little late to the event and could feel the puzzled look on my face as I entered the room; however, almost immediately, my conference buddy Darla encouraged me to sit at her table and all was well. I loved the laid back atmosphere, conversational ice breakers and occasional free giveaways. (FTA)

Yes, I attended the breakfast. All worked well. (FTA)

My only suggestion for improving the event is the same suggestion I had for improving nearly all the events – they felt cramped! A bit more space and/or fewer chairs at each table would have been awesome. (FTA)

The special Meet and Greet and breakfast are also important because you can meet and get to know some of the clerks in a smaller setting. (FTA)

I did attend this event also, I think it is a great event and once again gives 1st timers a place to feel welcome. (MC)

SURVIVAL KITS

I loved this feature, after reflecting upon it. My first thought was it was a hodge-podge collection of left overs, but that is actually not the case at all. Those little packets were labors of love and every item in it was calculated to make the conference more bearable...it's just that you couldn't know that until you actually started using each of those items. While I did not take part in the fraternal activities after the Banquet, don't think for a second that I didn't recognize the value of Advil, breath mints, and a power bar in that packet! Additions? Some kind of sports drink to down those Advil with. ;-) (FTA)

2017 WMCA Annual Conference Feedback Received

SURVIVAL KITS (continued)

I assume each survival kit included the same items, but they were so perfectly put together that they felt very personal. I'm certain I am not the only one who appreciated the time and effort that went into making these. Whenever traveling is involved, one has a tendency to forget things, so maybe some more travel size hygiene items would be beneficial (toothpaste, deodorant, floss, mouthwash, soap, etc.)? Overall, I loved mine! (FTA)

Freebies are always welcome. It would be nice to have a document detailing all of the attendees, their jurisdiction, contact information, and status i.e., MMC, CMC, or working on either. (FTA)

It was sweet and made me feel quite special =). Maybe add a list of other first time attendees and their jurisdictions? (FTA)

And the survival kits? That was one of the nicest surprises! (FTA)

I think this is a very nice gesture for FTA, I think we could do a better job of what we put inside the kits it seemed very lean this last conference. (MC)

I think this is a fun gesture. And the 1st timers seem to think it is cool. Maybe this could be a place to add the regional groups list with contact info. But if you are going to send the presidents the new members info for them to reach out to them then that would not be necessary. (MC)

You have changed the 1st time attendee experience from mostly uncomfortable to something that I think they can look back on and feel good about. (MC)

GENERAL CONFERENCE FEEDBACK

Thanks. (FTA)

Thank you for the opportunity to provide feedback on the conference. I had a wonderful time and learned a lot... I was enjoying the freedom of getting familiar with the activities on my own. I spent a lot of time visiting the vendors and was able to get a few contacts that will help the City in a very positive way. As I am a new member and this was my first conference, I actually have no bad comments to make. I look forward to continuing the newly established relationships as time goes on. I have found that everyone in this organization is top notch!!! (FTA)

Thanks for all of your hard work and dedication. I am very aware of the fact that it takes a lot of people, time, and energy to put on such a fabulous event! (FTA)

Have a welcome sheet available at the front desk with the time and location of the first event or two. If I hadn't been with anyone or didn't think to get the schedule from the website ahead of time, I would have had no idea of where/when to go for breakfast. TMI warning: Please, please, please have some whole grain, veggie-full food options! The food was very tasty, but, by the end of the week, I wasn't feeling great from the lack of fiber. Thanks for the protein at breakfast! (FTA)

As a first time attendee, the conference was wonderful! All of the classes were informative and relevant to my job as a clerk. (FTA)

Thank you for all of your hard work making everyone feel welcome! (FTA)



- 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: May 16, 2017

SUMMARY OF ACTIVITIES:

Since the last report we awarded 13 scholarships to people to attend Professional Development (please see attached applications). 10 went to people attend PD 1, 2 went to people attending PD 2, and 1 went to someone attending PD 3. (Please Note: Tami Justice modified her application to be for PD 1 – not PD 2).

I am requesting direction from the EC regarding a certain matter I am having trouble with. The current process, which I started back in 2015, has the scholarship application as an online fillable form. However, I created it through my google account and it is attached to my personal email. Additionally, I only see the results in the form of an excel spreadsheet and I have to then export all the information into a merged word doc. Then, I have to create fillable PDF's of all the word docs for members to fill in their comments. Long story short, it is much more of a cumbersome process than I think is necessary.

Following the March meeting I was provided direction to brainstorm a scoring process for scholarship applicants to make the awarding of scholarships more clear (i.e. the applications that do not show a clear need). With the above mentioned problem combined with this request, I have done some research on what other organizations do, and I have developed an idea for a new application process that I would like to recommend.

I have made the attached proposed application a fillable pdf so it could be uploaded to the website where applicants could fill it out, save it, and email it to the scholarship chair, along with the letter from their supervisor. Then, the chair could forward each application to one committee member to read and score. Once the chair receives all applications they would then total the scores and, based on the award amount available, we would provide scholarships to the highest scorers (and if we have extra funding, we can provide to lower scorers).

This process would also mean we would need to have a clear directive regarding how much money we can put toward scholarships.

Please read over the application (attached) and notice the changed questions. Additionally, the scoring criteria is as follows:

1. Applicant is a full member (1 point)
2. Applicant is a member of IIMC (1 point)
3. Applicant Pursuing CMC (5 points)
4. Applicant Pursuing MMC (3 points)
5. Applicant has not received a WMCA scholarship to the event before (3 points, Has but it was over 5 years ago, 2 points)
6. Applicant is currently servicing on WMCA Committees (1 point for each committee, max of 4 points; Committee Chair or EC Member – 5 points)
7. Exhibited Need (Does not need – 0, would help subsidize training budget – 2, has other clerks that need training within the department – 3, jurisdiction canNOT afford – 4).

Please let me know how you would like to move forward with this. If you like it, I would like to add this application to be a page in the website as soon as possible.

Additionally, I wanted to let you know that I have decided that I will be ceasing my involvement with the Scholarship Committee at the end of this term, in March 2018.

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

Dee Roberts

From: Megan Gregor <MGregor@Rentonwa.gov>
Sent: Wednesday, May 17, 2017 2:36 PM
To: Dee Roberts (dee.roberts@southbend-wa.gov)
Cc: 'Tilton, Joann'; Ali Spietz; Gina Anderson (andersong@ci.woodland.wa.us)
(andersong@ci.woodland.wa.us); scampbell@auburnwa.gov
Subject: Small Change in Scholarship

Hi All,

Looks like a small change in one application (she meant to apply for PD 1 not PD 2). Below are the new totals:

number	Which event are you requesting a scholarship for?	Last Name	First Name	Employer
1	PD 1 (Registration & Lodging)	Renteria	Jacqueline	City of Sunnyside
2	PD 1 (Registration & Lodging)	Pilkinton	Joël	City of Tonasket
3	PD 1 (Registration & Lodging)	Rogers	Flora	City of Omak
4	PD 2 (Registration)	DeGoede	Maria	Town of La Conner
5	PD 3 (Registration)	Skylstad	Michelle	City of Okanogan
6	PD 2 (Registration)	Pevey	Tami	City of Sultan
7	PD 1 (Registration & Lodging)	Canales	Marissa	City Of Connell
8	PD 1 (Registration & Lodging)	Michaels	Kim	Town of Lind
9	PD 1 (Registration & Commuter Pkg)	Millard	John	City of Tenino
10	PD 1 (Registration & Lodging)	Justice	Tami	City of Rainier
11	PD 1 (Registration & Commuter Pkg)	Moore	Andrea	Town of La Conner
12	PD 1 (Registration & Lodging)	Medlock	Maria	City of Mabton
13	PD 1 (Registration & Lodging)	Lopez	Teresa	City of Union Gap

TOTAL

Thanks,

Megan Gregor, CMC, MLIS

Deputy City Clerk

City of Renton

mgregor@rentonwa.gov

(Note: It is easiest to reach me by E-mail)



SCHOLARSHIP APPLICATION

Please complete all sections of the application. Attach additional sheets if necessary.

Name: Mr. Ms. _____ Email: _____

Business Address: _____ Business Phone: _____

Employer: _____ Title: _____

Date Current Position Assumed: _____ How long in Clerk Profession? _____

WMCA Membership Class: Active Affiliate Associate None; Joining at time of app.
(Check One)

If you are an Associate/Affiliate Member, are you currently employed by a legislative body? _____

Are you currently a member (in any capacity) of IIMC?: Yes No

Which event are you requesting a scholarship for?:
(Please only choose one)

- | | |
|--|--|
| <input type="checkbox"/> WMCA Annual Conference ONLY (Registration) | <input type="checkbox"/> NCI PD 1 (Registration & Lodging) |
| <input type="checkbox"/> First-Time WMCA Annual Conference (Registration & Lodging) | <input type="checkbox"/> NCI PD 1 (Registration & Commute) |
| <input type="checkbox"/> Spring Academy ONLY (Registration)* <small>Note: Must have CMC to apply</small> | <input type="checkbox"/> NCI PD 2 (Registration) |
| <input type="checkbox"/> IIMC Advanced Academy (up to \$500) | <input type="checkbox"/> NCI PD 3 (Registration) |
| <input type="checkbox"/> IIMC Conference Registration (up to \$500) | <input type="checkbox"/> NCI PD 4 (Registration) |
| <input type="checkbox"/> Fall Academy (Registration) | |
| <input type="checkbox"/> Athenian Dialogue (Registration Only)* <small>Note: Not always offered</small> | |

Have you received your CMC designation? Yes No

Have you previously attended this event? Yes No

Have you ever previously received a scholarship from WMCA? Yes No

Have you included a letter from your supervisor, as required? Yes No

How will you fund the costs not covered by the scholarship (i.e. travel, lodging, and food)?

Please describe what it means to you to achieve certification or participate in continuing education:

I hereby attest the information submitted in this application is true and accurate to the best of my knowledge. I have included a letter of support that also demonstrates financial need, if applicable. I understand and agree to complete the requirements of the scholarship award regarding full attendance and committee participation.

Signature: _____ Date Submitted: _____

PLEASE SEE THE WMCA SCHOLARSHIPS PAGE FOR DEADLINE INFORMATION

*Please submit the completed form and accompanying letter by mail or **email** (preferred) to:*

Megan Gregor, Deputy City Clerk
City of Renton
City Clerk's Office
1055 S. Grady Way
Renton, WA 98057
mgregor@rentonwa.gov

For additional information, please call (425) 430-6504

For Committee Use Only
Scoring For Scholarship Application

Applicant is a Full Member of WMCA: (Choose)

Applicant is a member of IIMC: (Choose)

Applicant Pursuing CMC: (Choose)

Applicant Pursuing MMC: (Choose)

Applicant has not received a WMCA scholarship to this event before: (Choose)

Applicant has not received any other scholarships during the WMCA fiscal Year (April 1 – March 31): (Choose)

Applicant is currently serving on WMCA Committees: (Choose # of Committees)

Exhibited Need: (Choose)

TOTAL SCORE:

APPLICANT NUMBER 1

Name:	Jacqueline Renteria
Event Requesting Scholarship For:	PD 1 (Registration & Lodging)
Employer:	City of Sunnyside
Position Title:	Deputy City Clerk/Public Works Administrative Assistant
Date Current Position Assumed:	6/23/2014
How long in Clerk Profession:	2
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	I have not previously received scholarships 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)

Being a professional Municipal Clerk to me means having the knowledge and resources available to provide quality services to the residents and businesses in my community.

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

I serve as a primary point of contact for the public works department and a secondary point of contact for the city clerks office. Respond to various types of inquiries/complaints. Provide information regarding operations, services, programs, projects and policies. Prepare, process, update and maintain records, filing systems, databases. Receive and process special event bookings. Maintain city website and Facebook page. Attend City Council meetings in City Clerks absence. Assist in records requests when needed. Schedule and prepare agendas and minutes for various boards and commissions.

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

Fundraising Committee, Membership Committee

Letter from Supervisor Included:	No
Have you received your GMC:	No
SIGNED:	Jacqueline Renteria

Megan Gregor

From: Shane Fisher <sfisher@sunnyside-wa.gov>
Sent: Tuesday, February 21, 2017 8:39 AM
To: Jacqueline Renteria
Subject: FW: Jacqueline Renteria Letter of Support

From: Shane Fisher
Sent: Friday, February 17, 2017 5:17 PM
To: 'mgregor@rentonwa.gov'
Subject: Jacqueline Renteria Letter of Support

To Whom it Concerns:

I am writing in support of Jacqueline Renteria's scholarship application to attend the WMCA's Northwest Clerks Institute PD I for registration and lodging. Jacqueline has been our Deputy City Clerk for several years now, but we've been financially unable to send her to the Clerks Institute. Our City Clerk, Deborah Estrada has been attending clerk training with a very limited budget. This scholarship would subsidize this training budget and make it possible for Jacqueline to attend these invaluable trainings and further her career in municipal government.

Thank you in advance for your consideration.

Shane Fisher
Public Works Director
City of Sunnyside
O-509.837.5399
F-509.837.3268
sfisher@sunnyside-wa.gov

APPLICANT NUMBER 2

Name:	Joël Pilkinton
Event Requesting Scholarship For:	PD 1 (Registration & Lodging)
Employer:	City of Tonasket
Position Title:	Utility and Court Clerk
Date Current Position Assumed:	5/12/2014
How long in Clerk Profession:	3 years
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 the Municipality mean to you? (This DOES NOT mean your job description.)

Being a professional Municipal Clerk means serving and supporting the City, Mayor and Council to the best of my abilities in and out of the office. It means keeping good, accurate minutes and records, and also complying with the records retention schedule and keeping confidentiality. It is being able to balance many jobs at once while maintaining professionalism, a good attitude and a smile. For me it is most about my customers and helping them whether in my department or getting help from another. It's whatever I can do to help fix issues and keep things running smoothly throughout the City. All this in turn will help the City grow and move forward with the times and that is the main goal of a true professional Municipal Clerk.

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

I have two current positions for the City of Tonasket. As the Utility Clerk my duties include loading the radio meter reader to send out for water readings. I double check all reads and bills for leaks and overages before outsourcing them. After outsourcing, I print out end of month reports and make sure that everything balances. I bill out delinquent notices and determine shut off postings. I am the front desk clerk therefore I answer and transfer phone calls, get the mail and receive a variety of payments that I put in the computer and then deposit. I take minutes and organize meetings for Planning Commission and the Arbor Day Committee. I help the building official with keeping track of building permits issued and receiving the funds before he approves the project. As Court Clerk I receive infractions written by our Police Department. I process the infractions for time payments, FTA or court. I ready the court docket, pull ADR's and assist the judge in making sure that court runs smooth and answer any questions he may have and set up time payment arrangements if someone can't pay in full. I send in the Abstract of Court for infractions committed and paid, send out payment reminders and deposit payments.

Question 3: Response to the requirement to be apart of the Fundraising Committee:

Scholarship Committee	
Letter from Supervisor included:	Yes
Have you received your OMC:	No
SIGNED:	Joël M Pilkinton



City of Tonasket

P.O. Box 487 ♦ Tonasket, WA 98855

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

February 10, 2017

Megan Gregor
WMCA Scholarship Chair

Dear Megan:

I am in full support of my Utility Clerk, Joël Pilkinton, attending the Northwest Clerks Institute Professional Development I, June 4 -9, 2017.

It would be most beneficial financially for Joël to receive a scholarship for registration, and room and board for the class.

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

Thank you for considering Joël Pilkinton's application for a professional development scholarship.

Sincerely,

Alice J. Attwood, MMC
City Clerk-Treasurer

APPLICANT NUMBER 3

Name:	Flora Rogers
Event/Requiring Scholarship Title:	PD 1 (Registration & Lodging)
Employer:	City of Omak
Position Title:	Administrative Assistant
Date Current Position Assumed:	3/9/2009
How long in Clerk Profession:	8 Years
Member of W/MCA:	I am joining at time of application submission
Previously Attended Job 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?)

I want to provide my customers with the most positive and professional experience at the City of Omak. I would like them to have their questions and needs not only met, but to exceed their expectations. This would ultimately reflect on the City of Omak and the outstanding personnel it takes to have a city operate smoothly. I feel that we should educate the public of the inner workings and costs, and in turn I think I can learn much from our patrons. I know that I am employed by these citizens, and I am grateful for the opportunity to serve them.

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

I am most likely the customer's first point of contact via phone and counter. I receive and process utility payments and also any other payments. I am responsible for accounts payable, accounts receivable, airport fuel & hangar management, cemetery business, safety committee secretary, property inventory, and room reservations. We are a small municipality and therefore we have many crossover duties.

Question 3: Response to the requirement to be a part of the fundraising committee.

Scholarship Committee

Letter from Supervisor included: Yes

Have you received your CMIC: No

SIGNED: Flora Rogers



heart of the okanogan

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

March 1, 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,

This letter is to request consideration for a registration and lodging scholarship for my Administrative Assistant, Flora Rogers, to attend the Professional Development 1 session June 4-9, 2017.

In the 8 years she has worked for us, she has flourished in her position. Her hunger for knowledge about municipal government inspires me. With that being said, I have encouraged her to take the leap and attend her first Professional Development session. I am excited that she is willing to go and will gladly allow her time to travel and attend the entire session.

I have training funds to get Flora to her first Professional Development class but that would mean I would restrain training opportunities for three other staff members. Receiving this scholarship would mean that all of my staff could attend training in areas that would benefit their career in service.

Please consider our request and reward Flora the opportunity to explore different aspects of the clerk's profession and build lasting friendships at PD 1.

Sincerely,

Connie Thomas, CMC
City Clerk
City of Omak

APPLICANT NUMBER 4

Name:	Maria DeGoede
Event Requesting Scholarship For:	PD 2 (Registration)
Employer:	Town of La Conner
Position Title:	Fianance Director
Date Current Position Assumed:	12/1/2013
How long in Clerk Profession:	15.5 Years
Member of WMC/A:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	I received it for PDI last year

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 position of Municipal Clerk brings satisfaction in managing and protecting funds, as well as overall community needs. A support to the administration, Mayor and Council.

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

My primary duties are payroll, claims, investments, minutes, Human Resources, Annual Reports, Hotel Motel applications/reporting and overseeing staff.

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

Fundraising Committee, Membership Committee, Scholarship Committee

Letter from Supervisor included:	Yes
Have you received your CMC?	No
SIGNED:	Maria A. DeGoede



Town of La Conner

April 13, 2017

Washington Municipal Clerk's Association

Re: Maria DeGoede's Application for Certification as a Municipal Clerk Scholarship

To Whom It May Concern:

I am Maria DeGoede's immediate supervisor. I strongly support Maria's application for Municipal Clerk certification and continued professional development. Currently, funds are not available for this effort; however, the Town does support time off support for professional development.

Sincerely,

John Doyle
Administrator/Planning Director
Town of La Conner

204 Douglas Street, PO Box 400, La Conner, WA 98257

(360) 466-3125, Fax ((360) 466-3901

Website: www.townoflaconner.org

APPLICANT NUMBER 5

Name:	Michelle Skylstad
Event/Requesting Scholarship For:	PD 3 (Registration)
Employer:	City of Okanogan
Position Title:	clerk 1
Date Current Position Assumed:	6/12/2014
How long in Clerk Profession:	2 yr 8 mo
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2015 Northwest Clerks Institute PDI 2016 Northwest Clerks Institute PDII

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 is a multi-faceted, constantly changing position. My title is Clerk 1; in our little city it means doing a little bit of a lot of different things and being responsible for a few more. Above all else, I serve. I serve internal customers-the other City employees. The work I do supports the work they do. Together, we serve the external customers-the citizens of the City and others. I represent the City of Okanogan at that first encounter with customers. My primary duty is to assist customers, either via phone or in person. My attitude and attention set the stage for that interaction. That interaction then reflects on how that customer reacts with another City employee when I direct their call or visit to another. All of this means I am friendly, responsible, and prompt to serve. I serve my customers, internal and external.

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

Public Relations: waiting on customers in person, via the telephone or email, provide public records and information to citizens, civic groups, the media and other groups in a timely manner; receipt in daily revenue including but not limited to utility payments, dog tags, building permits, pool receipts, pool rentals, camping monies and burn permits; Airport Duties: track airport fuel usage, fuel purchase and sales, hanger/tie down rentals and assisting Airport Association; Utility Duties: posting daily utility payments, completing utility service slips and assisting utility customers; Cemetery Duties: assisting customers with burial plots, updating burial maps and the burial ledger for new burials, posting burials to the cemetery program and preparing and mailing burial deeds for newly purchased lots; Swimming Pool Duties: reconciliation and receipt of pool monies, pool correspondence, managing pool calendar, keeping good documentation and records for the State Auditor's Office and assisting the Deputy Clerk with necessary paperwork for pool payroll, assist Pool Manager with employment applications, budget information and open/close procedures; Council/Planning Commission: copying, posting and distributing agenda and related packet information, attend Planning Commission meetings and prepare minutes, attend Board of Adjustment and Board of Appeals meetings and prepare minutes; Building and Planning Department: assist with all land use posting, mailings and advertisements, keep accurate building permit and payment records; Other Duties: closing and balancing cash register daily, ordering supplies, updating scrapbook, census, records retention, assist with audits, distribute mail, establish and maintain filing systems, work with the Department of Transportation for street closures, and monthly bank reconciliation.

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

Fundraising Committee	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Michelle Skylstad

CITY OF OKANOGAN

JON CULP, MAYOR



January 21, 2016

Dear WMCA Scholarship Committee,

May I present for the Northwest Clerk's Professional Institute scholarship consideration Michelle Skylstad. Michelle has been with the City of Okanogan less than two years and in this short time has become proficient in the many duties required of her position.

These duties include (but are not inclusive), Planning Commission, Airport Fuel, Swimming Pool, Cemetery, Wellness coordinator, as well as cross training in Utilities and Payroll. Michelle works hard to get it right and what better place to "get it right" than the Clerk's Professional Development education program?

Having had the privilege of going through the Professional Development (PD) series, I encourage my staff to take advantage of this opportunity. This education provides many opportunities in and outside of the classroom. Professional and social networking will strengthen Michelle's knowledge acquired at PD.

Additionally, an award of this scholarship may allow the City resources to provide Michelle and other City staff additional trainings.

I believe Michelle is truly worthy of this scholarship and would appreciate your consideration for selection.

Respectfully,

A handwritten signature in black ink, appearing to read 'Craig Attwood', is written over the word 'Respectfully'.

Craig Attwood
City Clerk-Treasurer

APPLICANT NUMBER 6

Name:	Tami Pevey
Event/Requesting Scholarship For:	PD 2 (Registration)
Employer:	City of Sultan
Position Title:	Utility Clerk
Date Current Position Assumed:	3/15/2015
How long in Clerk Profession:	1+ as Deputy Clerk/20+ as Utility Clerk
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2016 - WMCA Conference 2016- PD1 2017 - 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):

To be defined as a "Municipal Clerk" gives me a place to call my profession. Provides me a sense of pride to remember all that have come before me and set the standards to aspire to. Accomplishment that I have a purpose and a place.

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

My job title is "Utility Clerk", however, as in most small cities I truly wear many hats. Reception, Utility Billing assist, passports, notary, Admin Secretary, Public Works Secretary, and now "Deputy Clerk". I feel I am the "first face" of Sultan City Hall as I greet those who come to visit our great establishment.

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 GMC: No

SIGNED: Tami Pevey

City of Sultan



March 31, 2017

WMCA Scholarship Committee

RE: Tami Pevey – Professional Development II

Dear Scholarship Committee:

Please accept this letter of recommendation and support for Tami Pevey's scholarship request for the Professional Development II training in June 2017.

Tami has worked for the City of Sultan since March 2015 as the Utility Clerk/Receptionist. Within a few months, Tami started training to become the Deputy Clerk and attended Professional Development I training 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 7

Name:	Marissa Canales
Event Requesting Scholarship For:	PD 1 (Registration & Lodging)
Employer:	City Of Connell
Position title:	Accounting Clerk
Date Current Position Assumed:	9/11/2011
How long in Clerk Profession:	6yrs
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	I have not yet 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?)

Being a professional Municipal Clerk means to keeping government offices organized and functioning. To do this well I need to be able to multitask, because "clerks" wear many hats. I also need to be very organized, be an active listener and communicate effectively.

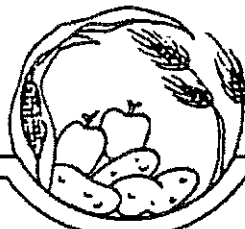
Question 2: What are the primary duties of your current Position?

My duties include record mins of Council meetings, record, archive and distribute ordinances and resolutions. I maintain official records and prepare meeting notices and packets for Council and public use. I also handle all utility billing and website updating.

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

Education Committee

Letter from Supervisor included:	Yes
Have you received your OMC:	No
SIGNED:	Marissa Canales



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

104 E. Adams, P.O. Box 1200 ♦ Connell, WA 99326
(509) 234-2701 ♦ Fax (509) 234-2704 ♦ www.cityofconnell.com

March 30, 2017

Dear WMCA Scholarship Committee,

Marissa Canales will be attending her first Northwest Institute PD I in June of 2017. I strongly recommend her for a scholarship as she continues to grow in her career.

Marissa has shown a great understanding of what a clerk does and has taken on many new clerk responsibilities in her position with the City of Connell. I will allow her the time off to attend the Northwest Institute training in June. I believe the training would be very beneficial for Marissa.

Due to the City of Connell being a small city and only having a \$2,500.00 budget for training, (for 4 people to use) I hope you will consider Marissa Canales needs for financial help as she works towards getting her CMC. If Marissa doesn't receive some financial help to attending the Northwest Institute, I'm not sure the City of Connell can fully fund the PD I Class.

Marissa has been with the City of Connell for 5 years and has just recently moved into duties of a clerk and she needs the training that PD classes offer as she starts her new role.

The city believes in continuous training of our employees and has been fortunate in the past to receive scholarships to help our employees achieve their goals. I highly recommend Marissa for a scholarship as she works towards her CMC.

Sincerely,

Rose Courneya
City Clerk/Treasurer

APPLICANT NUMBER 8

Name	Kim Michaels
Event Requesting Scholarship For	PD 1 (Registration & Lodging)
Employer	Town of Lind
Position Title	Clerk/ Treasurer
Date Current Position Assumed	1/1/2017
How long in Clerk Profession	6 Months
Member of WMCVA	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 many things to me, being able to continuously gain knowledge and excel, gaining confidence in knowing what I'm doing is right, and lastly knowing that I have achieved something that I have set my mind to and can use not only in my profession but everyday life. Having this opportunity to excel in what I have found to be what I was meant to be when I grow up is beyond words can explain.

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

My primary duties as the Clerk/ Treasurer for the Town of Lind are as follows:
 Sending bills, paying bills, doing any and all reports, balancing the check book, doing minutes for the council meetings, writing letters to the residents, assisting the mayor in anyway needed, customer service, and much more you could say I'm a jack of all trades in our office.

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

Membership Committee

Letter from Supervisor included	Yes
Have you received your GMC	No
SIGNED	Kim Michaels

TOWN OF LIND

116 ½ W. 2ND STREET

LIND, WA 99341

509-677-3241

4/2/2017

Dear WMCA Scholarship Committee,

Greetings, I am Mayor Jamie Schmunk of the Town of Lind, WA. I am pleased to be writing this letter of recommendation and support for my new Clerk/Treasurer, Kim Michaels. Her thirst for knowledge and the amount of positive energy she brings to our small office is contagious and uplifting.

Lind is a very small town in the heart of Eastern Washington's wheat country. We have a population of 564 residents and our office serves 250-280 water, sewer, and garbage accounts. Our town has been showing a slow growth over the past few years, this combined with an antiquated filing system and an office staff in the past of one, has left us with a huge amount of work.

Mrs. Michaels has a unique perspective on how municipalities function as she started out with the town's Public Works Department as summer help. Her understanding of how that part of our team functions has helped greatly with her interaction not only with the public but with the other employees too.

The scholarship opportunity that you are offering is something that the town would not be able to afford at this time. If awarded this scholarship Kim will be given the time off and any other support needed for her continued professional growth. The best thing for any town is well trained clerk.

I think you should know that Mrs. Michaels has a very good work ethic. Some of her qualities are that she is organized, determined to do things the right way, she has excellent computer and research skills, and can delegate respectfully while fully understanding the chain of command in the workplace. I'm sure that her previous Military service has helped this young lady to be able to handle things in a more mature and professional way.

The Town of Lind would greatly appreciate and definitely benefit from this scholarship opportunity for our Clerk/Treasurer, Kim Michaels. I would like to thank you in advance for your consideration of her application.

If you have any questions, please call me at 509-347-6696.

Very Sincerely,

A handwritten signature in black ink that reads "Jamie Schmunk". The signature is written in a cursive style with a large, looping initial "J".

Mayor, Jamie Schmunk

Town of Lind, WA

APPLICANT NUMBER 9

Name:	John Millard
Event/Requesting Scholarship for:	PD 1 (Registration & Commuter Pkg)
Employer:	City of Tenino
Position Title:	Clerk/Treasurer
Date Current Position Assumed:	10/4/2016
How long in Clerk Profession:	11 months
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2016 - 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)

To be a "Professional," you must be competent and the competence must be demonstrated by the ability to pass a certification process. Being professional, regardless of occupation, requires a commitment to excellence. This commitment includes gaining, maintaining, and demonstrating competence. A professional Municipal Clerk, therefore is always striving to achieve a higher degree of competency; not only along the entire spectrum of tasks that each Municipal Clerk undertakes every working day, but also to better understand the role of Municipal Clerks and their importance to our way of government.

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

In many ways, my duties are comparable to those of a City Manager. I take guidance from the City Council and the Mayor, and translate that guidance into action by either myself or another member of my staff, the Building Official, the Planning Department, the Public Works Department, , or the Police Department. I am also the City's Public Information Officer, Risk Manager, Public Records Officer, Human Resource Manager, and Treasurer. I supervise two other employees...a Utility Clerk and a Court Clerk...and a volunteer. I manage the City Council Agenda, draft Ordinances, Resolutions, Proclamations, Policies, Procedures, Agreements and Contracts, and general office correspondence for the City Council and the Mayor. I reconcile the City's bank accounts, prepare the Annual Financial Report, and for the preparation and presentation to the City Council of the Annual Budget.

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

Education Committee, Historical Committee

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	John C Millard



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

April 5, 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 newest Clerk/Treasurer, has my full support in attending Professional Development 1 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 \$625.00 registration fee and the \$150.00 "commuter package" without which he will be unable to attend. If the scholarship is approved, the City will, of course, underwrite his attending each day Professional Development.

I had previously challenged Mr. Millard to obtain CMC certification and know that he will excel at this event.

Sincerely,

Wayne Fournier
Mayor, City of Tenino

APPLICANT NUMBER 10

Name:	Tami Justice
Event Requesting Scholarship For:	PD 2 (Registration)
Employer:	City of Rainier
Position Title:	Deputy Clerk/Treasurer
Date Current Position Assumed:	4/1/2016
How long in Clerk Profession:	11 years
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	WMCA Conference 2015, 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 Municipal Clerk is such a challenging position. Every day brings new challenges and questions. I push myself to be the best I can be at this position. I enjoy the community members and strive to earn their trust as I prepare to become the City Clerk.

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

My primary duties include payroll, accounts payable, accounts receivables, answering telephones, counter customer service and assisting the City Administrator in her daily duties.

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

Fundraising Committee

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

City of Rainier

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

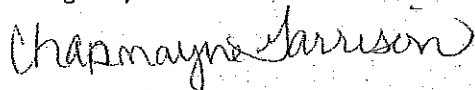
April 13, 2017

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 Professional Development I this June at University of Puget Sound. Tami has shown interest in obtaining her CMC and we would like to encourage her to do so. The City of Rainier's elected body supports Tami's attendance in all educational opportunities that helps promote this profession. We feel this class will help give Tami the tools and training that she needs to grow in her profession. The City would like to request financial assistance for Tami to attend the conference and get her the training that she needs. A scholarship would be very much appreciated. We have made arrangements for coverage for Tami during the week of her class.

Best Regards,



Charmayne Garrison
City Administrator/City Clerk
City of Rainier

APPLICANT NUMBER 11

Name:	Andrea Moore
Event/Requesting Scholarship For:	PD 1 (Registration & Commuter Pkg)
Employer:	Town of La Conner
Position Title:	Deputy Clerk
Date Current Position Assumed:	11/21/2013
How long in Clerk profession:	3.5 years
Member of WIMCA:	Yes
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? (It is DOES NOT mean your job description)

I am very interested in learning more about the Municipal Clerk position by taking the certification courses and attending the annual conference. I have learned a lot in the position I am in now, but would like to further my education on being a Municipal Clerk as I hope to further my career in the municipality I work for. As the Deputy Clerk I believe I am an important part of the Town Hall I work for. I hold myself to a high standard of professionalism and work diligently to complete my job duties and learn more every day. I support the Town's Finance Director in her day to day duties and serve the Town's people to the best of my ability. I look forward to attending the Professional Development I course in June.

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

Utility Billing, Payroll, Council Packets, Minutes for the Wastewater Advisory Board, Facility Rentals, Special Events Applications, Business Licenses, Cash Receipting, Public Records Requests, Assist Public Works with paperwork

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

Education Committee, Membership Committee

Letter from Supervisor Included: Yes

Have you received your CMG: No

SIGNED: Andrea L Moore



Town of La Conner

April 13, 2017

Washington Municipal Clerk's Association

Re: Andrea Moore's Application for Certification as a Municipal Clerk Scholarship

To Whom It May Concern:

I am Andrea Moore's supervisor. Currently she works as the Deputy Clerk and back for me. I strongly support her application for Municipal Clerk certification and continued professional development. Currently, funds are not available for this effort; however, the Town does support time off support for professional development.

Sincerely,

Maria DeGoede
Finance Director
Town of La Conner

204 Douglas Street, PO Box 400, La Conner, WA 98257

(360) 466-3123, Fax (360) 466-3901

Website: www.townoflaconner.org

APPLICANT NUMBER 12

Name:	Maria Medlock
Event/Requesting Scholarship Title:	PD 1 (Registration & Lodging)
Employer:	City of Mabton
Position Title:	Deputy City Clerk
Date Current Position Assumed:	5/16/2016
How long in Clerk Profession:	11 months
Member of WMOA:	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 with the Municipality mean to you? (this DOES NOT mean your job description)?

Being a professional Municipal Clerk has a lot to do with professionalism between myself and all the residents that come into city hall. It is important to have a good relationship with all our residents in order to have a smooth operation here at city hall. I like being able to learn, in the short amount of time I have been here, how governing bodies work and all the different responsibilities that come into effect as a deputy city clerk.

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

My primary duties are to take utility payments on a daily basis. I generate utility bills at the end of the month. I am responsible for filing all A'19 grant reimbursements for all the current projects the city is working on. Help fill out yard sale permits, business license's, dog license, building permits, garbage/water changes and I assist the Financial Director with anything she requires help with.

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

Audit Committee (*may require travel), Conference Planning Committee (*does require travel and experience), Fundraising Committee, Membership Committee, Newsletter Committee

Letter from Supervisor Included:	Yes
Have you received your OMC:	Yes
SIGNED:	Yesenia Medlock



City of Mabton

305 Main Street

P.O. Box 655

Mabton, WA 98935

Phone (509) 894-4096

Fax (509) 894-4813

April 17, 2017

Washington Municipal Clerks Associated (WMCA)

ATTN: Megan Gregor, 2017 Scholarship Committee, Chair

Email: mgregor@rentonwa.gov

RE: Washington Municipal Clerks Association (WMCA) 2017 Scholarship Letter of Support for Professional Development Institute (PD-1) June 4-9, 2017 for Yesenia Medlock, Deputy City Clerk: First time Institute Applicant

Dear Megan,

I am writing this letter of support for Yesenia Medlock, Deputy City Clerk, for the City of Mabton. Yesenia has been employed with the City of Mabton since May 2015. She will soon be training for TAC officer status. She is very interested in earning her certification and wishes to attend the Institute for this certification.

Yesenia is a true professional. She is motivated, a definite problem solver and critical thinker. She accepts challenges without hesitation and continues with her educational opportunities. She is self-taught with our computer modules for Utilities, Financials, and Cash Management.

The City of Mabton is a very low socio-economic status community, provided for you below are some of the characteristics of our community;

- Population , approximately 2,600 people
- 25% of residents are single female parents
- Average household/family size is 5.2 people
- 18 and under is 42% of the population
- 65 years of age and older is 7% of the population of Mabton residents
- 33% of the population lives below the poverty line

The City of Mabton has a minimal budget for Professional Development and Training. If granted this scholarship, Yesenia would be able to receive the invaluable training and experience to become

successful in our organization. The experience that Yesenia would attain from attending the 2017 Washington Municipal Association (WMCA) would make her an active and positive involvement in the work place.

In closing, I recommend Yesenia Medlock for the 2016 Washington Municipal Clerks Association (WMCA) Professional Development Institute Scholarship without any reservations. If further information is needed regarding this letter of support and recommendation I can be reached at (509) 439-4012. I look forward to the Scholarship Committees response in this regard. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mario Martinez', with a long horizontal flourish extending to the right.

Mario Martinez, Mayor

APPLICANT NUMBER 13

Name:	Teresa Lopez
Event Requesting Scholarship For:	PD 1 (Registration & Lodging)
Employer:	City of Union Gap
Position Title:	Clerk / Finance Technician
Date Current Position Assumed:	7/4/2014
How long in Clerk Profession:	2.5
Member of WMCA:	I am joining at time of application submission
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.)

The role of a municipal clerk is to provide help in all departments. Our citizens only view a clerk as someone who only makes copies and attends meetings, but the behind scenes it is a different story. A clerk is someone who is a professional, a secretary of government, a provider of public information and an aid to local elections. Among other duties, a municipal clerk is an essential individual for making any department runs as smoothly possible.

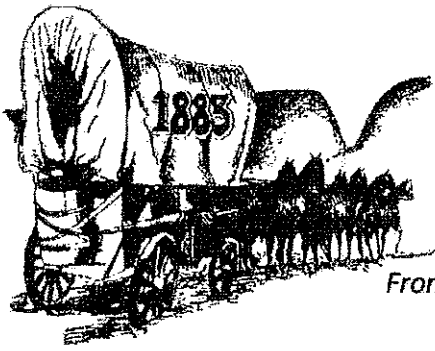
Question 2: What are the primary duties of your current position?

My duties currently are: LTAC - Issue public notification of activities and meetings, prepare meeting agendas and packets of related information.
 Finance Technician: Maintain records and files in the area of expenditure control. Establish vendor accounts and list. Prepare and verify invoice. Prepare purchase orders. Print checks and vouchers. Prepare periodic financial, statistical reports.
 Clerk/Receptionist: Perform a variety of clerical, secretarial, customer service and administrative work in the finance and Administration Department and support other city departments as need. Establish and maintain filing system, processes utility and park receipts and refunds.

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

Conference Planning Committee (*does require travel and experience)

Letter from supervisor included:	Yes
Have you received your GMC?	No
SIGNED:	Teresa Lopez



City of Union Gap

"The Old Town with New Ideas"

www.cityofuniongap.com

From the Office of Finance & Administration

April 18, 2017

Washington Municipal Clerks Association

RE: PDI Training for Teresa Lopez

Teresa Lopez has worked for the City of Union Gap nearly 3 years. In that time she has displayed strong-work ethic, self-motivation, enthusiasm, professionalism, teamwork, excellent customer service, attention to detail and a strong desire to learn. She has become a valuable asset to the Finance and Administration Department and the City as a whole.

Although Teresa was hired as a Clerk/Receptionist at City Hall, all of the qualities stated above have enabled her to advance to the Finance Tech.-Accounts Payable position. In addition to accounts payable, I have been able to delegate numerous duties to Teresa that normally fall under the Clerk. She has successfully taken over duties of the Civil Service Secretary; Lodging Tax Advisory Committee (LTAC) Secretary; and Wellness Coordinator.

Teresa prepares monthly reports and minutes for the LTAC meetings and coordinates monthly meetings with the LTAC committee and all of the City's tourism partners. Teresa coordinates monthly wellness meetings and wellness activities throughout the year. She prepares and submits the annual application for the AWC WellCity Award, which we have received each year that Teresa has submitted it.

In Civil Service Teresa oversees Civil Service oral boards; scores written and oral board tests and acts as a liaison between the City and the civil service candidates. She works closely with the Police Chief and his staff to ensure the civil service process is performed accurately and efficiently.

These are just some of the highlights of all of the duties Teresa performs at the City of Union Gap. Her eagerness to learn has enabled me to delegate some of my workload to her, which has allowed me to spend more time working on higher-level managerial issues. Teresa has truly been a Godsend.

Strong-work ethic, self-motivation, enthusiasm, professionalism, teamwork, excellent customer service, attention to detail and a strong desire to learn. These are all of the signs of a Municipal Clerk. Please consider providing Teresa Lopez a scholarship for PD1. It will be the beginning of developing a wonderful Municipal Clerk!

Sincerely,


Karen Clifton, Director of Finance & Administration



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

TO: WMCA President and Executive Committee

FROM: Jill Boltz

COMMITTEE: Webmaster

DATE: May 26, 2017

SUMMARY OF ACTIVITIES: This quarter is perhaps the busiest for the Webmaster with all of the changes at the beginning of the 2017-18 season. With Bobbie's retirement, I will rely upon Ali for any historical technical questions but I believe now that I have a full year under my belt it should be smooth sailing (as smooth as it can be with our current site). The new site has taken a little bit of a back seat but not forgotten. The only suggestion I have for this quarter is to add the EC Liaison to the Membership Committee as an administrator to the site. I think this could be useful when needing to look at current membership information.

Current Administrators with Full Access are: myself, Gina Anderson, Ali Spietz, Virginia Olsen, and our current President Dee Roberts.

ACTION REQUESTED: YES NO

RECOMMENDATION: Grant the EC Liaison to the Membership Committee full Administrative rights to the WMCA website.

ALTERNATIVES:

FISCAL IMPACT: N/A

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

\$ _____
\$ _____

\$ _____
\$ _____

Dee Roberts

From: Elizabeth Adkisson <EAdkisson@monroewa.gov>
Sent: Tuesday, April 25, 2017 4:21 PM
To: Paula Swisher; gina anderson; Shannon Corin; 'Kay Kammer'; Jill Boltz; Dee Roberts; 'Virginia Olsen'; 'Susan Duncan'; 'Debbie Jermann'; 'Shawn Campbell'; 'Melissa Collins '
Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

And that, my friends, is it!

For the record -- Motion carried (12-0).

All applications approved (save for Douglas County which is withdrawn and Dayne will let Scholarships know directly).

And if I may suggest -- for our comments regarding criteria used in our review to be passed along to the Scholarships Committee for their FYI!

Happy Tuesday... I'm spent! :)

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

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

From: Paula Swisher [mailto:pswisher@ci.brier.wa.us]
Sent: Tuesday, April 25, 2017 4:10 PM
To: gina anderson <andersong@ci.woodland.wa.us>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; 'Kay Kammer' <Kay.Kammer@cityofbg.org>; Jill Boltz <JillB@KitsapTransit.com>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; Dee Roberts <dee.roberts@southbend-wa.gov>; 'Virginia Olsen' <VOlsen@ci.mit.wa.us>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Melissa Collins ' <MACollins@SNOPUD.com>
Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

&Yes

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

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

From: gina anderson [mailto:andersong@ci.woodland.wa.us]
Sent: Tuesday, April 25, 2017 3:40 PM
To: Shannon Corin; 'Kay Kammer'; Jill Boltz; 'Elizabeth Adkisson'; Dee Roberts; 'Virginia Olsen'; 'Susan Duncan'; 'Debbie Jermann'; 'Shawn Campbell'; Paula Swisher; 'Melissa Collins '
Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

Aye.
Gina

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

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

Sent: Tuesday, April 25, 2017 2:29 PM

To: 'Kay Kammer'; Jill Boltz; 'Elizabeth Adkisson'; Dee Roberts; 'Virginia Olsen'; 'Susan Duncan'; 'Debbie Jermann'; 'Shawn Campbell'; 'Paula Swisher'; gina anderson; 'Melissa Collins '

Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

Aye.

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

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

From: Kay Kammer [mailto:Kay.Kammer@cityofbg.org]

Sent: Tuesday, April 25, 2017 2:29 PM

To: Jill Boltz <JillB@KitsapTransit.com>; 'Elizabeth Adkisson' <EAdkisson@monroewa.gov>; Dee Roberts <Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

Aye.

Kay

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

From: Jill Boltz [mailto:JillB@KitsapTransit.com]

Sent: Tuesday, April 25, 2017 2:15 PM

To: 'Elizabeth Adkisson' <EAdkisson@monroewa.gov>; Dee Roberts <Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

Yes.

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

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]
Sent: Tuesday, April 25, 2017 1:46 PM
To: Dee Roberts; 'Shannon Corin'; Jill Boltz; 'Virginia Olsen'; 'Susan Duncan'; 'Debbie Jermann'; 'Shawn Campbell'; 'Paula Swisher'; 'Gina Anderson'; 'Kay Kammer'; 'Melissa Collins '
Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

Yay! (For the clarification).... SO, let's just start fresh, as we all know the deal.

ORIGINAL MOTION (including clarification received that Douglas withdraws): Approve all applications.

(Motion by Deb J; second by Jill.)

AYE!

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

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

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]
Sent: Tuesday, April 25, 2017 1:39 PM
To: Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Shannon Corin'
<[>; 'Jill Boltz'
<JillB@KitsapTransit.com>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Melissa Collins ' <MACollins@SNOPUD.com>
Subject: RE: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps](https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=)

Yes, Dayne is withdrawing her application. Thank you Liz for keeping us on track!

Dee

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]
Sent: Tuesday, April 25, 2017 1:33 PM
To: Dee Roberts <https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx->

PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojY3MSJFIo5a7BXwgLtlI3nH3YPEYR-ohCA&e= >; 'Shannon Corin'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-

PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e= >; 'Jill Boltz'

<JillB@KitsapTransit.com>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Susan Duncan'

<SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell'

<scampbell@auburnwa.gov>; 'Paula Swisher'

<pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer'

<kay.kammer@cityofbg.org>; 'Melissa Collins '

<MACollins@SNOPUD.com>

Subject: MOTION CLARIFICATION -- Need EC to review of the following scholarship apps

Importance: High

Looks like we are voting on two separate motions... let's see if we can just clarify the intentions and get one motion going.

Dee -- is Dayna withdrawing her application? If so, that would make it nice and clean!

Approval options --

1. All applications except Douglas (original motion).
2. All applications (including Douglas, to be awarded once they have a live person).

Clear as mud? :)

Elizabeth M. Adkisson, MMC | City

Clerk | 360.863.4538 | eadkisson@monroewa.gov

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

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]

Sent: Tuesday, April 25, 2017 12:38 PM

To: Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Shannon Corin'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-

PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e= >; 'Jill Boltz'

<JillB@KitsapTransit.com>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Susan Duncan'

<SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell'

<scampbell@auburnwa.gov>; 'Paula Swisher'

<pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer'

<kay.kammer@cityofbg.org>; 'Melissa Collins '

<MACollins@SNOPUD.com>

Subject: RE: Need EC to review of the following scholarship apps

I certainly don't have a problem with that motion, but Dayne was completely fine with paying for it this year knowing that they are at least 10 days out before they hire and have someone in place. She was very agreeable to waiting until next year and applying for a scholarship for PD 2 - she knew that the chances might be slim but thought she would give it a try.

It is my opinion that we award all except for Douglas County because they don't have the new employee in place.

Dee

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]

Sent: Tuesday, April 25, 2017 12:35 PM

To: Dee Roberts <[<\[<\\[JillB@KitsapTransit.com\\]\\(mailto:JillB@KitsapTransit.com\\)>; 'Virginia Olsen' <\\[VOlsen@ci.mlt.wa.us\\]\\(mailto:VOlsen@ci.mlt.wa.us\\)>; 'Susan Duncan'\]\(https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=> ; 'Jill Boltz'</p></div><div data-bbox=\)](https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=> ; 'Shannon</p></div><div data-bbox=)

<SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell'

<scampbell@auburnwa.gov>; 'Paula Swisher'

<pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer'

<kay.kammer@cityofbg.org>; 'Melissa Collins '

<MACollins@SNOPUD.com>

Subject: RE: Need EC to review of the following scholarship apps

So that makes that point moot and the amendment would now read:

Award all applications; and the application of Douglas County will be awarded only once the applicant has become a fully active member of WMCA.

Elizabeth M. Adkisson, MMC | City

Clerk | 360.863.4538 | eadkisson@monroewa.gov

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

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]

Sent: Tuesday, April 25, 2017 12:33 PM

To: Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Shannon Corin'

<[<\[JillB@KitsapTransit.com\]\(mailto:JillB@KitsapTransit.com\)>; 'Virginia Olsen' <\[VOlsen@ci.mlt.wa.us\]\(mailto:VOlsen@ci.mlt.wa.us\)>; 'Susan Duncan'](https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=> ; 'Jill Boltz'</p></div><div data-bbox=)

<SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell'

<scampbell@auburnwa.gov>; 'Paula Swisher'

<pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer'

<kay.kammer@cityofbg.org>; 'Melissa Collins '

<MACollins@SNOPUD.com>

Subject: RE: Need EC to review of the following scholarship apps

Teresa from Union Gap is now a member! They already have two people there that are members now. This person was overlooked - it wasn't intentional nor was it something that they did only to get a scholarship. They did it today because the finance officer didn't even know she wasn't a member!

Dee

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]

Sent: Tuesday, April 25, 2017 12:14 PM

To: Shannon Corin <[<\[<\\[JillB@KitsapTransit.com\\]\\(mailto:JillB@KitsapTransit.com\\)>; 'Virginia Olsen' <\\[VOlsen@ci.mlt.wa.us\\]\\(mailto:VOlsen@ci.mlt.wa.us\\)>; 'Susan Duncan' <\\[SusanDuncan@cityofferndale.org\\]\\(mailto:SusanDuncan@cityofferndale.org\\)>; 'Debbie Jermann' <\\[DebbieJ@c-tran.org\\]\\(mailto:DebbieJ@c-tran.org\\)>; 'Shawn Campbell' <\\[scampbell@auburnwa.gov\\]\\(mailto:scampbell@auburnwa.gov\\)>; 'Paula Swisher' <\\[pswisher@ci.brier.wa.us\\]\\(mailto:pswisher@ci.brier.wa.us\\)>; 'Gina Anderson' <\\[andersong@ci.woodland.wa.us\\]\\(mailto:andersong@ci.woodland.wa.us\\)>; 'Kay Kammer' <\\[kay.kammer@cityofbg.org\\]\\(mailto:kay.kammer@cityofbg.org\\)>; 'Melissa Collins' <\\[MACollins@SNOPUD.com\\]\\(mailto:MACollins@SNOPUD.com\\)>\]\(https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwgLtlI3nH3YPEYR-ohCA&e=> 'Jill Boltz'</p></div><div data-bbox=\)](https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=> 'Dee Roberts'</p></div><div data-bbox=)

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

Subject: RE: Need EC to review of the following scholarship apps

So this is what's on the floor...

Main Motion -- Approve all applications with the exception of Douglas County (Douglas County to be denied).

Proposed Amendment -- award all applications; and the applications of Union Gap and Douglas County will be awarded only once the applicant has become a fully active member of WMCA. (Which it sound like they both will - yay!)

Votes so far --

Deb J - No.

Shannon C. - Yes.

Did I miss anyone??

Elizabeth M. Adkisson, MMC | City

Clerk | 360.863.4538 | eadkisson@monroewa.gov

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

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

Sent: Tuesday, April 25, 2017 12:07 PM

To: 'Dee Roberts' <[<\[JillB@KitsapTransit.com\]\(mailto:JillB@KitsapTransit.com\)>; Elizabeth Adkisson <\[EAdkisson@monroewa.gov\]\(mailto:EAdkisson@monroewa.gov\)>; 'Virginia Olsen' <\[VOlsen@ci.mlt.wa.us\]\(mailto:VOlsen@ci.mlt.wa.us\)>; 'Susan Duncan' <\[SusanDuncan@cityofferndale.org\]\(mailto:SusanDuncan@cityofferndale.org\)>; 'Debbie Jermann' <\[DebbieJ@c-tran.org\]\(mailto:DebbieJ@c-tran.org\)>; 'Shawn Campbell' <\[scampbell@auburnwa.gov\]\(mailto:scampbell@auburnwa.gov\)>; 'Paula Swisher' <\[pswisher@ci.brier.wa.us\]\(mailto:pswisher@ci.brier.wa.us\)>; 'Gina Anderson' <\[andersong@ci.woodland.wa.us\]\(mailto:andersong@ci.woodland.wa.us\)>; 'Kay Kammer' <\[kay.kammer@cityofbg.org\]\(mailto:kay.kammer@cityofbg.org\)>; 'Melissa Collins' <\[MACollins@SNOPUD.com\]\(mailto:MACollins@SNOPUD.com\)>](https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwgLtlI3nH3YPEYR-ohCA&e=> 'Jill Boltz'</p></div><div data-bbox=)

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

<MACollins@SNOPUD.com>

Subject: RE: Need EC to review of the following scholarship apps

I am all for approving both of these if we have the funds to do so.

Best Regards,

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

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

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]
Sent: Tuesday, April 25, 2017 12:04 PM
To: 'Jill Boltz' <JillB@KitsapTransit.com>; 'Elizabeth Adkisson' <EAdkisson@monroewa.gov>; 'Virginia Olsen' <VOlsen@ci.mt.wa.us>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Melissa Collins' <MACollins@SNOPUD.com>; Shannon Corin <https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnIVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=>
Subject: RE: Need EC to review of the following scholarship apps

Okay - I just spoke with Dayna and she is totally understanding about NOT qualifying for a scholarship this year. They are probably about 10 days from hiring the new employee. She said if things work out that she will do some creative budgeting and still send the new employee on their dime this year and apply for a scholarship (PD 2) next year. She will also make sure she has her membership as soon as it is reasonable to do so.

I called Union Gap and she is signing up Teresa as a member as I am preparing this email. She was unaware that had not been done and said she would take care of it ASAP and hoped that it wouldn't take her out of the running for the scholarship!

Both of them were very appreciative of the phone call.

Dee

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

From: Jill Boltz [mailto:JillB@KitsapTransit.com]
Sent: Tuesday, April 25, 2017 10:51 AM
To: 'Elizabeth Adkisson' <EAdkisson@monroewa.gov>; Dee Roberts <https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnIVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnoJY3MSJFloSa7BXwgLtlI3nH3YPEYR-ohCA&e=>; 'Virginia Olsen' <VOlsen@ci.mt.wa.us>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Melissa Collins' <MACollins@SNOPUD.com>; 'Shannon Corin'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDIlvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=>
Subject: RE: Need EC to review of the following scholarship apps

Liz is correct. Union Gap has two current members but the applicant is not a member.

I think this could be a lively conversation for an in person meeting. With low numbers for PD and the potential to have to pay the difference, I think we need attendees (not that we should throw all the rules out the window) BUT there are other financial implications if we don't broadly interpret our rules, especially based on the general meeting discussion.

With all things equal and neither the Union Gap nor the Douglas County applicants as members, if there was a decision point I would choose the Douglas County applicant, even in absence of a body. Union Gap has two current members, both CMC's and are wanting to send a third member. Douglas County is trying to get a new/second person (Deputy) trained and involved.

For me that rises to a higher need.

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

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]
Sent: Tuesday, April 25, 2017 10:34 AM
To: Dee Roberts; 'Virginia Olsen'; 'Susan Duncan'; Jill Boltz; 'Debbie Jermann'; 'Shawn Campbell'; 'Paula Swisher'; 'Gina Anderson'; 'Kay Kammer'; 'Melissa Collins'; 'Shannon Corin'
Subject: RE: Need EC to review of the following scholarship apps

I think Union Gap has two members; but not the scholarship applicant? So perhaps find out if they are planning on making the applicant a member?

Either way, I do believe we should hold the membership criteria steady; and could make an allowance to award only if these people become members (and for Douglas County - only award once a person is in the position of Deputy)...?! I think that is our intention with calling and asking, correct?

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

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

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]
Sent: Tuesday, April 25, 2017 10:32 AM
To: 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Susan Duncan' <SusanDuncan@cityofferndale.org>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Jill Boltz' <JillB@KitsapTransit.com>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Melissa Collins' <MACollins@SNOPUD.com>; 'Shannon Corin'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=>
Subject: RE: Need EC to review of the following scholarship apps

I can give Union Gap a call as well. Thanks for offering Virginia.

Dee

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

From: Virginia Olsen [mailto:VOlsen@ci.mlt.wa.us]

Sent: Tuesday, April 25, 2017 10:28 AM

To: Dee Roberts <https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

'SusanDuncan@cityofferndale.org'; 'Elizabeth Adkisson'

'EAdkisson@monroewa.gov'; 'Jill Boltz' <JillB@KitsapTransit.com>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Melissa Collins' <MACollins@SNOPUD.com>; 'Shannon Corin'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

'EAdkisson@monroewa.gov'; 'Jill Boltz' <JillB@KitsapTransit.com>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Melissa Collins' <MACollins@SNOPUD.com>; 'Shannon Corin'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

<andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Melissa Collins' <MACollins@SNOPUD.com>; 'Shannon Corin'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

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<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwglTlI3nH3YPEYR-ohCA&e=>; 'Susan Duncan'

I'd like to see if we hear from Dayna too. They have daytime board meetings so she might be tied up.

Thanks for bringing up Union Gap, Liz. I read that and then forgot about it again. Thank you for coming up with some temp criteria.

I would be okay with the amendment for now pending more information. Would like to wait to vote until later today and see if Dayna responds. Would you guys like me to call Karen Clifton at Union Gap to find out the deal there? Last time I look, she was a member and I can let her know they need to sign up this person (forgetting the name off the top of my head).

V.

From: Dee Roberts [dee.roberts@southbend-wa.gov]

Sent: Tuesday, April 25, 2017 10:17 AM

To: 'Susan Duncan'; 'Elizabeth Adkisson'; Virginia Olsen; 'Jill Boltz'; 'Debbie Jermann'; 'Shawn Campbell'; 'Paula Swisher'; 'Gina Anderson'; 'Kay Kammer'; 'Melissa Collins'; 'Shannon Corin'

Subject: RE: Need EC to review of the following scholarship apps

I am not willing to vote until someone speaks to Douglas County. I just called and left Dayne a message to call me. If we need the vote before she calls then I vote no.

Dee

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

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

Sent: Tuesday, April 25, 2017 10:15 AM

To: Elizabeth Adkisson <EAdkisson@monroewa.gov>; Virginia Olsen <VOlsen@ci.mt.wa.us>; Jill Boltz <JillB@KitsapTransit.com>; 'Debbie Jermann' <DebbieJ@c-tran.org>; Shawn Campbell <scampbell@auburnwa.gov>; 'Dee Roberts' <

I second that amendment.

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

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]

Sent: Tuesday, April 25, 2017 10:13 AM

To: Virginia Olsen <VOlsen@ci.mt.wa.us>; Jill Boltz <JillB@KitsapTransit.com>; 'Debbie Jermann' <DebbieJ@c-tran.org>; Shawn Campbell <scampbell@auburnwa.gov>; 'Dee Roberts' <

OK, so how about this for our 'criteria:'

- . Must be members of WMCA; Union Gap and Douglas County will be awarded scholarships only at the time that the person receiving the scholarship becomes a member of WMCA (in other words - scholarship to be awarded pending membership).
- . All these cities are under a population of 6500 - so we can reasonably assume financial constraints on training budgets.
- . We reasonably assume that each applicant has met the criteria as stated, otherwise they would not have applied.

With that - I would move to amend the main motion to "award all applications; and the applications of Union Gap and Douglas County will be awarded only once the applicant has become a fully active member of WMCA."

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

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

From: Virginia Olsen [mailto:VOlsen@ci.mlt.wa.us]

Sent: Tuesday, April 25, 2017 10:05 AM

To: Jill Boltz <JillB@KitsapTransit.com>; 'Debbie Jermann'

<DebbieJ@c-tran.org>; Shawn Campbell <scampbell@auburnwa.gov>; 'Dee Roberts'

<[Duncan'](https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwgLtlI3nH3YPEYR-ohCA&e=>; 'Susan</p></div><div data-bbox=)

<SusanDuncan@cityofferndale.org>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson'

<andersong@ci.woodland.wa.us>; 'Kay Kammer'

<kay.kammer@cityofbg.org>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Melissa Collins '

<MACollins@SNOPUD.com>; 'Shannon Corin'

<[>](https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEjKzuwr-7k-gry4F1ISLyPleuW6s&e=></p></div><div data-bbox=)

Subject: RE: Need EC to review of the following scholarship apps

Yes, it was Alice Attwood that brought it up.

I will vote yes.

I have some thoughts about the criteria but would like to save it for after we vote on those.

I'm working from home today if you're getting an out of the office message.

Sorry. I hurt my back.

V.

V.

From: Jill Boltz [JillB@KitsapTransit.com]

Sent: Tuesday, April 25, 2017 10:03 AM

To: 'Debbie Jermann'; Shawn Campbell; 'Dee Roberts'; 'Susan Duncan'; 'Paula Swisher'; 'Gina Anderson'; 'Kay Kammer';

'Liz Adkisson'; 'Melissa Collins '; 'Shannon Corin'; Virginia Olsen

Subject: RE: Need EC to review of the following scholarship apps

To get this moving, I second Debbie's motion.

Discussion: Is my memory failing me. Isn't this the discussion that Alice Attwood and Ali were advocating

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rethink the

criteria for scholarship for something other than financial need?

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, April 25, 2017 10:02 AM

To: Shawn Campbell; 'Dee Roberts'; 'Susan Duncan'; 'Paula Swisher'; 'Gina Anderson'; Jill Boltz; 'Kay Kammer'; 'Liz Adkisson'; 'Melissa Collins'; 'Shannon Corin'; 'Virginia Olsen'

Subject: RE: Need EC to review of the following scholarship apps

No, to clarify, I move that Douglas County application is denied - they can apply for conference, and next year's PD classes.

[cid:image001.jpg@01D2BDAB.2B3A6430]

Debbie Jermann, MMC

Executive Assistant/Clerk of the Board

C-TRAN

PO Box 2529

Vancouver, WA 98668

(360) 906-7303

debbiej@c-tran.org<mailto:debbiej@c-tran.org>

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[cid:image002.jpg@01D2BDAB.2B3A6430]

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disclosure pursuant to state law. If you are not the intended recipient and received this communication in error, please contact the sender by reply e-mail.

From: Shawn Campbell [mailto:scampbell@auburnwa.gov]

Sent: Tuesday, April 25, 2017 10:00 AM

To: Debbie Jermann <DebbieJ@c-tran.org>; 'Dee Roberts'

<[<SusanDuncan@cityofferndale.org>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Jill Boltz'](https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.roberts-40southbend-2Dwa.gov&d=DQIFAw&c=euGZstcaTDIivimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnIVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=SVX30OnojJY3MSJFloSa7BXwgLtlI3nH3YPEYR-ohCA&e=> >; 'Susan Duncan'</p></div><div data-bbox=)

<JillB@KitsapTransit.com>; 'Kay Kammer' <kay.kammer@cityofbg.org>; 'Liz Adkisson' <eadkisson@monroewa.gov>; 'Melissa Collins'

<MACollins@SNOPUD.com>; 'Shannon Corin' <[<VOlsen@ci.mt.wa.us>](https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Corin-40ci.bremerton.wa.us&d=DQIFAw&c=euGZstcaTDIivimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnIVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=KhOQfnajd3tBTsWEJkzuwr-7k-gry4F1!SLyPleuW6s&e=> >; 'Virginia Olsen'</p></div><div data-bbox=)

Subject: RE: Need EC to review of the following scholarship apps

Deb - are you saying to make a special accommodation that would allow Douglas County to reapply for PD1 this year?

Shawn

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

Sent: Tuesday, April 25, 2017 9:57 AM

To: Shawn Campbell <scampbell@auburnwa.gov<mailto:scampbell@auburnwa.gov>>;

'Dee Roberts'

<[<SusanDuncan@cityofferndale.org<mailto:SusanDuncan@cityofferndale.org>>;](https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.ro&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVvmWkN6rC847okNWQ85tFWaJ9k1o0&s=WZPXxaX2D1eeBkpQA1t5jSjpyewu47Sd1Xjvclh9l18&e=berts@southbend-wa.gov<mailto:dee.roberts@southbend-wa.gov>>; 'Susan Duncan'</p></div><div data-bbox=)

'Paula Swisher' <pswisher@ci.brier.wa.us<mailto:pswisher@ci.brier.wa.us>>;

'Gina Anderson'

<andersong@ci.woodland.wa.us<mailto:andersong@ci.woodland.wa.us>>; 'Jill Boltz'

<JillB@KitsapTransit.com<mailto:JillB@KitsapTransit.com>>; 'Kay Kammer'

<kay.kammer@cityofbg.org<mailto:kay.kammer@cityofbg.org>>; 'Liz Adkisson'

<eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>>; 'Melissa Collins '

<MACollins@SNOPUD.com<mailto:MACollins@SNOPUD.com>>; 'Shannon Corin'

<['Virginia Olsen' <VOlsen@ci.mlt.wa.us<mailto:VOlsen@ci.mlt.wa.us>>](https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Co&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVvmWkN6rC847okNWQ85tFWaJ9k1o0&s=roWLADsfBewlM0QypvlmqHfe4Folh9L3tVA9DRj_y-k&e=rin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>>;</p></div><div data-bbox=)

Subject: RE: Need EC to review of the following scholarship apps

Personally, I think the requirement that they are specifically denied funding a little too harsh; as some/most of the letters indicate, they could choose to send the applicant to PD, but then the other 3, 4, 5 people in the group who share the training dollars are left out.

I have no problem with any of the applications, with the exception of Douglas County; I feel we should ask them to reapply when they have someone in the position -that could start a precedent that we may not want to live up to.

Do we need a motion? If so, I move to approve all applications with the exception of Douglas County.

[cid:image001.jpg@01D2BDAB.2B3A6430]

Debbie Jermann, MMC

Executive Assistant/Clerk of the Board

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disclosure pursuant to state law. If you are not the intended recipient and received this communication in error, please contact the sender by reply e-mail.

From: Shawn Campbell [mailto:scampbell@auburnwa.gov]

Sent: Tuesday, April 25, 2017 9:53 AM

To: 'Dee Roberts'

<https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.ro&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbniVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=WZPXxaX2D1eeBkpQA1t5jSlpyewu47Sd1Xjvclh9i18&e=berts@southbend-wa.gov<mailto:dee.roberts@southbend-wa.gov>; 'Susan Duncan'
<SusanDuncan@cityofferndale.org<mailto:SusanDuncan@cityofferndale.org>>;
'Paula Swisher' <pswisher@ci.brier.wa.us<mailto:pswisher@ci.brier.wa.us>>;
Debbie Jermann <DebbieJ@c-tran.org<mailto:DebbieJ@c-tran.org>>; 'Gina Anderson'
<andersong@ci.woodland.wa.us<mailto:andersong@ci.woodland.wa.us>>;
'Jill Boltz' <JillB@KitsapTransit.com<mailto:JillB@KitsapTransit.com>>; 'Kay Kammer'
<kay.kammer@cityofbg.org<mailto:kay.kammer@cityofbg.org>>; 'Liz Adkisson'
<eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>>; 'Melissa Collins '
<MACollins@SNOPUD.com<mailto:MACollins@SNOPUD.com>>; 'Shannon Corin'
<https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Co&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbniVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=roWLADsfBewlwm0QypvlmqHfe4Folh9L3tVA9DRj_y-k&e=rin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>>;
'Virginia Olsen' <VOlsen@ci.mlt.wa.us<mailto:VOlsen@ci.mlt.wa.us>>
Subject: RE: Need EC to review of the following scholarship apps

I have asked Megan to clarify if the documents that only have letters did not submit an application. This was here reply:

Hey, no, they did, I just didn't have time to export it, mail merge it, and create it into a form (because they submitted at the last minute and I was out for surgery last https://urldefense.proofpoint.com/v2/url?u=http-3A__week.so&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbniVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=hbx14YqF4Kku0542TZCWUH7wyCkcWufwzSluykzKTL0&e= I only had 9-10:30pm last night to get it to you :()

Per the application requirement of Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.

Are we as a group saying this requirement does no longer apply?

My personal opinion is these people could all use the scholarship or they would not have applied and the letters clearly state need of some type by each jurisdiction. WE also need butts in the seats and if we are going to have to pay either way I would much rather have people get training then pay for nothing.

We do not however want to set the precedent of not following our own requirements. So before we accept or deny the requests I think we need to be clear on if this is just a one time we are in transition and once the new requirements are set then that is it.

Shawn

From: Dee Roberts [<mailto:dee.roberts@southbend-wa.gov>]
Sent: Tuesday, April 25, 2017 9:39 AM
To: 'Susan Duncan'
<SusanDuncan@cityofferndale.org<mailto:SusanDuncan@cityofferndale.org>>;
'Paula Swisher' <pswisher@ci.brier.wa.us<mailto:pswisher@ci.brier.wa.us>>;

'Debbie Jermann' <DebbieJ@c-tran.org<mailto:DebbieJ@c-tran.org>>; Shawn Campbell <scampbell@auburnwa.gov<mailto:scampbell@auburnwa.gov>>; 'Gina Anderson' <andersong@ci.woodland.wa.us<mailto:andersong@ci.woodland.wa.us>>; 'Jill Boltz' <JillB@KitsapTransit.com<mailto:JillB@KitsapTransit.com>>; 'Kay Kammer' <kay.kammer@cityofbg.org<mailto:kay.kammer@cityofbg.org>>; 'Liz Adkisson' <eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>>; 'Melissa Collins' <MACollins@SNOPUD.com<mailto:MACollins@SNOPUD.com>>; 'Shannon Corin' <https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Co&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=roWLADsfBewlm0QypvImqHfe4Folh9L3tVA9DRj_y-k&e=rin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us<mailto:VOlsen@ci.mlt.wa.us>>
Subject: RE: Need EC to review of the following scholarship apps

Something else that I didn't mention is if an application came in and they were not a member they can easily be contacted by the scholarship committee and it can be explained that they must be a member to receive a scholarship. I think this is something that can be handled through the scholarship committee I don't think it needs board intervention. The same with the Douglas County issue. They can be contacted as well. As was suggested find out where their hiring process stands - if it is close then get the membership process started, if not don't. If it is close, but can't make the deadline they pay the \$25.00 late registration fee as was suggested. I don't see a slippery slope here I see us working with different cities trying to help them help their employees get training. We aren't breaking any rules, giving scholarships to those that aren't members - we are just pushing things along. Just like everyone at their jobs - you just have to go that extra mile sometimes to make things work.

Dee

From: Susan Duncan [mailto:SusanDuncan@cityofferndale.org]
Sent: Tuesday, April 25, 2017 8:46 AM
To: Paula Swisher <pswisher@ci.brier.wa.us<mailto:pswisher@ci.brier.wa.us>>; Debbie Jermann <DebbieJ@c-tran.org<mailto:DebbieJ@c-tran.org>>; Shawn Campbell <scampbell@auburnwa.gov<mailto:scampbell@auburnwa.gov>>; 'Dee Roberts' <https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.ro&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=WZPXxaX2D1eeBkpQA1t5jSlpyewu47Sd1Xjvclh9i18&e=berts@southbend-wa.gov<mailto:dee.roberts@southbend-wa.gov>>; Gina Anderson <andersong@ci.woodland.wa.us<mailto:andersong@ci.woodland.wa.us>>; Jill Boltz <JillB@KitsapTransit.com<mailto:JillB@KitsapTransit.com>>; Kay Kammer <kay.kammer@cityofbg.org<mailto:kay.kammer@cityofbg.org>>; Liz Adkisson <eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>>; Melissa Collins <MACollins@SNOPUD.com<mailto:MACollins@SNOPUD.com>>; Shannon Corin <https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Co&d=DQIFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnlVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=roWLADsfBewlm0QypvImqHfe4Folh9L3tVA9DRj_y-k&e=rin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>>; Virginia Olsen <VOlsen@ci.mlt.wa.us<mailto:VOlsen@ci.mlt.wa.us>>
Subject: RE: Need EC to review of the following scholarship apps

I agree with the comments about the one from Douglas County. I also didn't see any mention of financial need in the Union Gap letter.

From: Paula Swisher [mailto:pswisher@ci.brier.wa.us]
Sent: Tuesday, April 25, 2017 8:34 AM

To: Debbie Jermann <DebbieJ@c-tran.org<mailto:DebbieJ@c-tran.org>>; Shawn Campbell <scampbell@auburnwa.gov<mailto:scampbell@auburnwa.gov>>; 'Dee Roberts' <Subject: RE: Need EC to review of the following scholarship apps

I see the economic need from most of these scholarships. The only one I would not be on board approving is the Douglas County request, no real body, no membership, no scholarship is how I see that one.

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

From: Debbie Jermann [mailto:DebbieJ@c-tran.org]
Sent: Tuesday, April 25, 2017 8:31 AM
To: Shawn Campbell; 'Dee Roberts'; Gina Anderson; Jill Boltz; Kay Kammer; Liz Adkisson; Melissa Collins ; Paula Swisher; Shannon Corin; Susan Duncan; Virginia Olsen
Subject: RE: Need EC to review of the following scholarship apps

While not stated outright, I can read a clear financial need (i.e. sharing budgets, low economic jurisdiction, etc.); my one puzzle is Douglas County - one of the criteria is membership so without a name, hard to approve a scholarship. There were three letters without applications - did we just not receive them or are they still waiting on those?

[cid:image001.jpg@01D2BDAB.2B3A6430]
Debbie Jermann, MMC
Executive Assistant/Clerk of the Board
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From: Shawn Campbell [mailto:scampbell@auburnwa.gov]
Sent: Tuesday, April 25, 2017 8:15 AM
To: 'Dee Roberts'
<https://urldefense.proofpoint.com/v2/url?u=http-3A__dee.ro&d=DQIFAw&c=euGZstcaTDIlvimEN8b7jXrwqOf-v5A_CdpnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnIVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=WZPXxaX2D1eeBkpQA1t5jSlpyewu47Sd1Xjvclh9l18&e=berts@southbend-wa.gov<mailto:dee.roberts@southbend-wa.gov>>; Debbie Jermann <DebbieJ@c-tran.org<mailto:DebbieJ@c-tran.org>>; Gina Anderson <andersong@ci.woodland.wa.us<mailto:andersong@ci.woodland.wa.us>>; Jill Boltz <JillB@KitsapTransit.com<mailto:JillB@KitsapTransit.com>>; Kay Kammer <kay.kammer@cityofbg.org<mailto:kay.kammer@cityofbg.org>>; Liz Adkisson <eadkisson@monroewa.gov<mailto:eadkisson@monroewa.gov>>; Melissa Collins <MACollins@SNOPUD.com<mailto:MACollins@SNOPUD.com>>; Paula Swisher <pswisher@ci.brier.wa.us<mailto:pswisher@ci.brier.wa.us>>; Shannon Corin <https://urldefense.proofpoint.com/v2/url?u=http-3A__Shannon.Co&d=DQIFAw&c=euGZstcaTDIlvimEN8b7jXrwqOf-v5A_CdpnVfiiMM&r=5xrJ-GmcDDc5f0tocKbiE2UWJ1TABdIA8navOCd7JCs&m=zMM8fi8Cx-PbnIVVmWkN6rC847okNWQ85tFWaJ9k1o0&s=roWLADsfBewImQypvImqHfe4Folh9L3tVA9DRj_y-k&e=rin@ci.bremerton.wa.us<mailto:Shannon.Corin@ci.bremerton.wa.us>>; Susan Duncan <susanduncan@cityofferndale.org<mailto:susanduncan@cityofferndale.org>>; Virginia Olsen <VOlsen@ci.mlt.wa.us<mailto:VOlsen@ci.mlt.wa.us>>
Subject: FW: Need EC to review of the following scholarship apps

From Megan for the EC's Review. I will Keep a tally of your recommendations and then forward decisions onto Megan for her to inform the applicants.

Thanks

Shawn

From: Megan Gregor [mailto:MGregor@Rentonwa.gov]
Sent: Monday, April 24, 2017 10:27 PM
To: Shawn Campbell <scampbell@auburnwa.gov<mailto:scampbell@auburnwa.gov>>
Subject: Need EC to review of the following scholarship apps

Dear Members of the WMCA Executive Committee,

I am sorry this is coming to you so late. I was out sick last week after having surgery, and when I initially set the later date of the scholarship applications for people applying to PD I did so with the understanding that applications could simply be reviewed and awarded by the committee. However, after recent events at the WMCA conference, I have learned that I am to submit any applications that do not state a CELAR need for the scholarship to you for review and acceptance or denial. Out of the 16 applications we received, 8 of these applications did not specify a clear need, and then an additional application from Douglas County is like one I have never received and would like your input on. I must notify these applicants of the status of their applications by Thursday or Friday at the latest because any registrations received after 5/1 will require a late fee (unless you give me approval to pay their late fee).

Thank you for your help and please let me know if you have any questions.

Sincerely,

Megan Gregor, CMC, MLIS
Deputy City Clerk
City of Renton
mgregor@rentonwa.gov<mailto:mgregor@rentonwa.gov>
(Note: It is easiest to reach me by E-mail)

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2017 WMCA Annual Conference Feedback Received

CONFERENCE IDEAS

- Registration form/page -- call more attention to the area for checking that you are a FTA/new clerk... Perhaps a more pronounced box to check? Or a redo/update the registration form?
- FTAs – Make contact EARLIER! Send email out to entire group, with listing of all FTAs, give them the opportunity to reach out and connect with other FTAs.
- Conference Buddies – pair two first time attendees, and then assign one MC buddy as a touchstone; assign EARLIER (?); and have each fill out and share a brief survey (5 questions).
- Meet & Greet – Room near president’s reception; keep current set-up of cocktail tables, appetizers/refreshments; allow time for mingling, then do intros and ice breaker/game (try ‘speed dating’?! maybe not enough time...)
- Breakfast – keep trivia or utilize another table ice breaker/competition event (specific to theme); keep presentations as-is; seating chart by region/population; served meal as opposed to buffet?
- Survival kits – more items? Items specific to travel? Items specific to WMCA? Items specific to conference theme? Include list of all FTAs/MC/EC?



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 19 th	Jan 24 th	Jan 26 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 12th
- Monday, February 19th



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 volson@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, MMC 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>
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Chair/Liaison: Shannon Corin, City of Bremerton
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Education Coordinator: *Ali Spietz, Mercer Island*
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IIMC Region IX Directors

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

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