



## EXECUTIVE COMMITTEE AGENDA

Friday, October 7, 2017 – Red Lion Hotel, 2525 North 20<sup>th</sup> Avenue, Pasco WA – 10AM

- 1. Call to Order and Roll Call**
- 2. Approve Agenda and Meeting Minutes**
  - a. Executive Committee Meeting of June 2, 2017 ..... 2
- 3. Treasury Related Reports**
  - a. Treasurer Report ..... 8
  - b. World Points..... 16
- 4. Old Business**
  - a. AWC Legislative Representatives (Kay)..... N/A
- 5. New Business**
  - a. IIMC *Don't be Shellfish* Fundraiser (Dee) ..... 20
  - b. IIMC Vice President Campaign – Anne E Uecker ..... 23
  - c. Positions up for Election (Dee) ..... 24
- 6. Committee Business/Reports**
  - a. Audit (Shannon) ..... 25
  - b. Awards (Shannon) ..... 27
  - c. Budget (Virginia) ..... 28
  - d. Bylaws (Debbie J) ..... 29
  - e. Conference Planning (Paula) ..... 31
  - f. Education (Joanna) ..... 32
  - g. Education Coordinator (Ali) ..... 36
  - h. Fundraising (Susan)..... 42
  - i. Historical (Jill) ..... 43
  - j. Legislative (Kay) ..... 44
  - k. Membership (Liz) ..... 45
  - l. Newsletter (Melissa) ..... 49
  - m. Scholarship (Shawn) ..... 50
  - n. Webmaster (Jill) ..... 52
- 7. Other Business**
  - a. Email Ratifications ..... 53
- 8. Good of the Order**
- 9. Next Meeting** – Scheduled for January 26, 2018 at South Bend City Hall @ 10 am.
- 10. Adjournment**



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION**  
**Executive Committee Meeting**  
Friday, October 6, 2017, 10:00 a.m.  
Red Lion Hotel Pasco; Pasco, WA

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## **NOTICE OF SECOND QUARTER BUSINESS MEETING**

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**Notice is hereby given** that the Executive Committee of the Washington Municipal Clerks Association will meet on October 6, 2017, for the purpose of the Second Quarter Business Meeting; details as follows.

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

**DATE:** Friday, October 6, 2017

**TIME:** 10:00 a.m.

**LOCATION:** Red Lion Hotel Pasco, 2525 North 20<sup>th</sup> Avenue, Pasco, WA

**NOTES:** Lunch will be provided.

DATED this 29 day of September, 2017.

/s/

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



**EXECUTIVE COMMITTEE MINUTES**  
Friday, June 2, 2017, 10:00 a.m.  
City of South Bend, City Hall, South Bend, WA

1. Call to Order and Roll Call

Ms. Dee Roberts, WMCA President, called the meeting to order at approximately 10:19 a.m. 2017-18 WMCA Executive Committee members present included: President Roberts, President-Elect Virginia Olsen, Vice President Paula Swisher, 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.

2. Approve Agenda and Meeting Minutes

a. Executive Committee Meeting of March 24, 2017

President Roberts called for any corrections to the March 24, 2017, Executive Committee Meeting minutes; there being none, the minutes were approved as presented.

3. Treasury-Related Reports

a. Treasurer Report

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

General discussion ensued regarding 2017 conference fees (budget vs. actual), varying conference fees based on location, and travel fees to the IIMC conference.

b. World Points -- *No report was given at the time of the meeting; written reports were included in the meeting materials.*

4. Old Business

a. East Side Representation

President Roberts reported on conversations with a number of clerks from the east side of the state in regards to representation on the Executive Committee and involvement in WMCA. In general, all positive feedback was received regarding current EC representation; clerks expressed hardships regarding work load/pressures, taking time off, records requests processing, and no back-up staffing; and regional clerk groups are rarely successful.

General discussion ensued regarding the possibility of attending Executive Committee meetings via skype/conference call; and looking further into Bylaw/job description amendments to allow for this type of participation.

b. AWC Legislative Committee Representatives<sup>1</sup> *(item added at the time of the meeting)*

President Roberts noted the new WMCA representatives to the AWC Legislative Committee (Debbie Burke, Normandy Park and Tisha Gieser, City of Issaquah). Discussion ensued regarding verification with AWC of the new representatives; Boardmember Kammer stated she will verify with AWC.

c. IIMC Education<sup>2</sup> *(item added at the time of the meeting)*

President Roberts noted that there was much discussion at the IIMC Annual Conference regarding online training opportunities and their effect on in-person trainings sessions and clerk institutes. Discussion ensued regarding certification points distribution, in-class training requirements, potential missed networking opportunities, different state struggles with in-class opportunities/funding/etc., the state specific certification option, and continuing education options.

5. New Business

a. IIMC New and Cancelled Members

President Roberts reported that WMCA is now receiving monthly notifications regarding IIMC new and cancelled members from Washington; and Secretary Adkisson noted these lists are being utilized to double check membership and contact those not yet members of WMCA. Discussion continued regarding recruitment of new members and promoting WMCA membership and training opportunities.

6. Committee Business/Reports

a. Audit Committee

Immediate Past President Corin noted the upcoming Audit Committee Meeting in October.

b. Awards Committee

Immediate Past President Corin noted the report included in the agenda packet materials; and reported on the 2018 Awards Committee activities (press release issued, awards to be noticed in upcoming newsletters, and letters to entities to be sent in the fall).

c. Budget Committee

President-Elect Olsen noted the 2018-19 Budget discussions will begin in the fall.

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<sup>1</sup> SECRETARY'S NOTE: Item addressed out of order at the time of the meeting.

<sup>2</sup> SECRETARY'S NOTE: Item addressed out of order at the time of the meeting.

d. Bylaws Committee

Boardmember Jermann noted the report included in the agenda packet materials.

e. Conference Planning Committee

Vice President Swisher noted the Conference Planning Report included in the meeting materials; and reported on the continued search for 2019 and 2021 annual conference locations. Discussion ensued regarding location site visits and potential conference speakers (Matt Walker; etc.).

f. Education Committee

President-Elect Olsen noted the report included in the agenda packet materials and reported on feedback received regarding the 2017 Annual Conference education sessions. General discussion ensued regarding speakers and topics for the 2018 conference (in general - human resources, finance, notary, parliamentary procedure, public disclosure requests/new legislation, supervision, succession/transition planning, utilities, and risk management).

g. Education Coordinator

President-Elect Olsen provided an update on the fall mini conference – the Athenian dialogue is to be held Thursday and academy session is to be held Friday, location to be determined, and date sometime in September/October 2017. Discussion ensued regarding future Athenian sessions and fall academies/mini conferences.

h. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on items and forms for the WMCA store and sweatshirts. General discussion ensued regarding fundraising ideas for the annual conference, raffle items, sweatshirt presale/ordering, donations to the WMCA store, WMCA logo, bracelets/charms, and beaded name badge necklaces.

i. Historical Committee - *There was no report provided at the time of the meeting.*

j. Legislative Committee

Boardmember Kammer reported on the committee tour of the Washington State Capitol, bills passed in the 2017 session and article to be included in the next newsletter thereon, and requested any pressing legislative issues be forwarded as soon as possible (to be passed along to AWC).

k. Membership Committee

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

President Roberts stated the meeting would recess for lunch.

*NOTE: The meeting recessed at 12:10 p.m. and reconvened at approximately 12:44 p.m.*

General discussion ensued regarding 2018 Conference FTA events (conference buddies, breakfast, survival kit, and giveaways), VIP inclusion and welcome packet of information, potential amendments to Executive Committee Job Descriptions regarding VIP duties, and providing a one page conference info sheet to FTAs the week prior/clerks upon check-in to the hotel.

l. Newsletter Committee

Boardmember Collins noted the report included in the agenda packet materials and reported on the newsletter format/design and the LOL and grammar pages. Discussion ensued regarding the 'featured clerk' article length/title/list of those featured, adding 'fun' material and a new clerk spotlight, future newsletter assignments/article writing from committees, and potential redesign.

Immediate Past President Corin moved to authorize the redesign of the newsletter; the motion was seconded by Treasurer Anderson. On vote,  
Motion carried (12-0).

m. Scholarship Committee

President Roberts noted the report included in the packet and read comments from Chairperson Megan Gregor into the record. Discussion ensued regarding the criteria/ranking for awarding scholarships and potential minor amendments thereto.

President-Elect Olsen moved to approve the new application form and scoring criteria, as presented; the motion was seconded by Boardmember Jermann. On vote,

Motion carried (12-0).

The Executive Committee expressed their appreciation to Chairperson Gregor, and the Committee, for their excellent work in facilitating the Scholarship Program.

Discussion ensued regarding Committee Liaison to Liaison communications.

n. Webmaster

Boardmember Boltz noted the report included in the agenda packet materials and reported on expanding website administrator rights to the Membership Committee Chairperson (approved with no objections) and the upcoming website redesign.

7. Other Business

a. Email Ratifications<sup>3</sup>

The following email decision was presented to the Executive Committee for their consideration of ratification:

- April 25, 2017 – approving all scholarship applications for 2017 NCI professional development courses.

Boardmember Kammer moved to ratify the April 25 2017, email decision, as presented; the motion was seconded by Boardmember Boltz. On vote,  
Motion carried (12-0).

b. Updated Meeting Schedule

President Roberts noted the updated forms and meeting schedule included in the agenda packet materials

8. Good of the Order -- *There were no items for the good of the order.*

9. Next Meeting

President Roberts noted the next WMCA Executive Committee meeting will be held Friday, October 6, 2017, at the Red Lion Hotel Pasco, in Pasco, Washington, at approximately 10 a.m.

10. Adjournment

There being no further business, Boardmember Jermann moved to adjourn the meeting; the motion was seconded by President-Elect Olsen. On vote,

Motion carried (12-0).

The meeting was adjourned at approximately 2:35 p.m.

*Minutes approved at the WMCA Executive Committee Meeting of October 6, 2017.*

<sup>3</sup> SECRETARY'S NOTE: Item addressed out of order at the time of the meeting.



TO: WMCA Executive Committee  
FROM: Gina Anderson, Treasurer  
DATE: September 27, 2017

Attached are the following reports for the period ending August 31, 2017:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Checking Register, May 2017 through August 2017
- Savings Register, May 2017 through August 2017
- Scholarship Register, May 2017 through August 2017

We show a profit of \$11,157.02. Our advanced academy revenue are lower than projected and our dues are slightly higher than projected. None of our expenditures are over budget.

A 2017-2018 membership reconciliation form is attached.



**WMCA**  
**Balance Sheet**  
**As of August 31, 2017**

**Assets**

**Current Assets**

Checking	15,926.83
Savings	45,900.82
Western Annuity	50,000.00
<b>Total Cash</b>	<u>111,827.65</u>

**Total Current Assets** 111,827.65

**Total Assets** 111,827.65

**Liabilities & Equity**

**EQUITY**

Opening Balance Equity	97,385.88
Retained Earnings	3,284.75
Net Income	11,157.02
<b>Total Equity</b>	<u>111,827.65</u>

**Total Liabilities & Equity** 111,827.65

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**August 2017**

	<u>Actual</u> May '17 - Aug '17	<u>Budget</u> May '17-April '18	<u>\$ Under/Over</u> Budget	<u>% of Total</u>
<b>Income</b>				
Advanced Academy	7,025.00	19,000.00	(11,975.00)	0.37
Conference	800.00	55,500.00	(54,700.00)	0.01
Dues	24,160.00	24,000.00	160.00	102.00
Money Market Savings Interest	7.82	36.00	(28.18)	0.22
NCI Lodging	0.00	1,600.00	(1,600.00)	
Scholarship Income	0.00	11,005.00	(11,005.00)	0.00
<b>Total Income</b>	<b>31,992.82</b>	<b>111,141.00</b>	<b>(79,148.18)</b>	<b>28.79%</b>
<b>Transfer to Savings</b>	<b>0.02</b>		0.02	
<b>Expense</b>				
Academy Sessions	0.00	12,250.00	(12,250.00)	0.00
Annual Conference	0.00	78,900.00	(78,900.00)	0.00
Board Expenses	6,845.66	21,593.60	(14,747.94)	0.32
Communication Expenses	25.00	1,080.00	(1,055.00)	151.00
Contingency	0.00	500.00	(500.00)	0.00
IIMC	0.00	1,575.00	(1,575.00)	111.00
Miscellaneous Expenses	388.10	6,145.00	(5,756.90)	0.06
Scholarship Expenses	13,577.02	29,700.00	(16,122.98)	0.46
<b>Total Expense</b>	<b>20,835.80</b>	<b>151,743.60</b>	<b>(130,907.80)</b>	<b>13.73%</b>
<b>Net Profit (Loss)</b>	<b>11,157.02</b>	<b>(40,602.60)</b>	<b>51,759.62</b>	<b>15.05%</b>

## WMCA

9/27/2017 1:19 PM

Register: Chase Checking

From 05/01/2017 through 08/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2017			-split-	PayPal		X	729.50	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/04/2017			-split-	PayPal		X	1,461.00	22,094.72
05/13/2017			-split-	Deposit		X	1,350.00	23,444.72
05/13/2017			-split-	Deposit		X	1,350.00	24,794.72
05/15/2017	1121	WSU - Conference ...	-split-		13,250.00	X		11,544.72
05/15/2017	1122	Grant County	Board Expenses:Office...			X		11,544.72
05/15/2017	1123	Grant County	Board Expenses:Office...		140.04	X		11,404.68
05/18/2017		Bank Of America	-split-	Virginia Olsen	1,075.00	X		10,329.68
05/18/2017		Bank Of America	-split-	Dee Roberts	1,139.01	X		9,190.67
05/22/2017			-split-	PayPal		X	306.57	9,497.24
05/23/2017			-split-	Deposit		X	1,065.00	10,562.24
05/31/2017			-split-	PayPal - Leana ...		X	500.00	11,062.24
06/08/2017			-split-	Deposit		X	216.82	11,279.06
06/09/2017			-split-	Deposit		X	1,675.00	12,954.06
06/09/2017			-split-	PayPal		X	219.15	13,173.21
06/09/2017	1124	Pinnacle Promotions	Board Expenses:Execu...	Gavels	393.76	X		12,779.45
06/09/2017	1125	City of Sunnyside	Scholarship Expenses:...	IIMC Conference	500.00	X		12,279.45
06/09/2017	1126	Ali Spietz	Board Expenses:Educa...	IIMC Conference	368.75	X		11,910.70
06/15/2017	1127	WSU - Conference ...	Scholarship Expenses:...			X		11,910.70
06/20/2017		Bank Of America	-split-	Virginia Olsen	953.41	X		10,957.29
06/21/2017		Bank Of America	Board Expenses:Board ...	Paula Swisher	326.07	X		10,631.22
06/21/2017		Bank Of America	-split-	Allison Spietz	881.54	X		9,749.68
06/22/2017	1128	Dee Roberts	-split-	IIMC Conference	149.12	X		9,600.56
06/23/2017			-split-	Deposit		X	425.00	10,025.56
06/23/2017	1129	OlyPen Inc	Communication Expen...		25.00	X		10,000.56
06/28/2017		Bank Of America	-split-	Dee Roberts	1,321.30	X		8,679.26

WMCA

9/27/2017 1:19 PM

Register: Chase Checking  
 From 05/01/2017 through 08/31/2017  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/20/2017			-split-	Deposit		X	73.05	8,752.31
07/20/2017		Bank Of America	-split-	Virginia Oisen	172.66	X		8,579.65
07/21/2017			-split-	Deposit		X	365.00	8,944.65
08/09/2017			-split-	Deposit		X	72.22	9,016.87
08/09/2017	1130	WSU - Conference ...	Scholarship Expenses:...		525.00	X		8,491.87
08/10/2017			-split-	PayPal		X	3,637.05	12,128.92
08/11/2017			-split-	Deposit		X	711.53	12,840.45
08/16/2017		Bank Of America	Scholarship Expenses:...	Shannon Corin	452.02	X		12,388.43
08/18/2017			-split-	Deposit		X	675.00	13,063.43
08/18/2017			-split-	PayPal		X	488.40	13,551.83
08/25/2017			-split-	Deposit		X	1,425.00	14,976.83
08/31/2017			-split-	Deposit		X	950.00	15,926.83

WMCA

9/27/2017 1:15 PM

Register: Chase Savings  
 From 05/01/2017 through 08/31/2017  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2017			Money Market Savings...	Interest		X	2.08	45,895.08
06/30/2017			Money Market Savings...	Interest		X	1.87	45,896.95
07/31/2017			Money Market Savings...	Interest		X	1.93	45,898.88
08/31/2017			Money Market Savings...	Interest		X	1.94	45,900.82

WMCA

9/27/2017 1:15 PM

Register: Chase Scholarship  
From 05/01/2017 through 08/31/2017  
Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment C</u>	<u>Deposit</u>	<u>Balance</u>
05/18/2017		Chase	Transfer to Savings		0.02 X		0.00

Membership Reconciliation 2017-2018  
 August 31, 2017

<u>Category</u>	<u>Access</u>	<u>Website</u>	<u>QB</u>		<u>Fee</u>
Active	322	322	310	23,250.00	75.00
Associate (Clark, Lassoﬀ, Quinn, Thompson)	4	3	4	60.00	15.00
Clark pd for Associate, In Honorary Retiree		1			
Aﬃliate (Hunter, Macfarlane)	2	2	2	210.00	105.00
Late Payments: Chelin, Johns, Warren, Stecker, Kuhn & Hathaway			6	600.00	100.00
Paid in March 2017: Taklo			1		
Paid in March 2017: Miles			1		
Paid prior to May 2017: Akesson, Austin, Covington, Hooman, Pilkinton			5		
Jill Schwerzler- Herrera (2016)			(1)		
Deb Estrada (2014 - associate & late)				40.00	
	<u>328</u>	<u>328</u>	<u>328</u>	<u>24,160.00</u>	<b>QB</b>
Honorary (less Bielefeld & Mead)		10			
Honorary Retiree (less Clark)		2			
	<u>328</u>	<u>340</u>	<u>328</u>		

Membership-Recon 2017-2018

**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](http://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: June thru September 2017

		<b>Beginning Points Balance</b>	<b>12595.22</b>
<b>Date/Desc/Points Earned</b>	<b>June</b>		<b>600.06</b>
	<b>July/August</b>		<b>0</b>
	<b>September</b>		<b>368.41</b>
		<b>Subtotal Point Earned</b>	
<b>Date/Desc/Points Used</b>			
		<b>Subtotal Point Used</b>	<b>0</b>
		<b>Balance of Points</b>	<b>13563.69</b>



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Name: Gina Anderson  
 Position: Treasurer 2017-2019  
 Period: July 10 , 2017 - September 10, 2017

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

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Name: Shannon Corin  
 Position: Immediate Past President  
 Period: June 2017-Sept 2017


<b>Beginning Points Balance</b>			<b>11,385</b>
<b>Date/Desc/Points Earned</b>	<b>1st Month</b>	<b>June 10, 2017</b>	
	<b>2nd Month</b>	<b>July 10, 2017</b>	
	<b>3rd Month</b>	<b>August 10, 2017</b>	<b>452</b>
	<b>4th Month</b>	<b>September 10, 2017</b>	
<b>Subtotal Points Earned</b>			<b>11,837</b>
<b>Date/Desc/Points Used</b>			
<b>Subtotal Points Used</b>			<b>-</b>
<b>Balance of Points</b>			<b>11,837</b>

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Dee Roberts  
 Position: President 2017-2018  
 Period: Sep-17

Beginning Points Balance			3,864
Date/Desc/Points Earned	1st Month	June, 2017	1,289
		July, 2017	-
		August, 2017	-
			-
Subtotal Points Earned			5,153
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			5,153



# Don't be shellfish

If there was ever a time to invest in clerks' education, it's now. You can support education—and enjoy a delicious holiday dinner!—by purchasing raffle tickets for the **IIMC Foundation Santa Claws Raffle.**

Two lucky winners will each receive **five pounds of Alaska King Crab legs** shipped directly to your door, on the date you decide.

**Tickets are \$5 each or 5 for \$20,** so take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.



Foundation

# Santa Claws Raffle Entry Form

*All proceeds support the IIMC Foundation  
and IIMC education programs*

Name \_\_\_\_\_ \$ \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_

**Tickets are \$5 each or 5 for \$20**

- I will pay by check** – *Please make check payable to IIMC Foundation.*
- I will pay by credit card** – *Complete information below:*

Credit Card No. \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_ Please charge this amount \$ \_\_\_\_\_

***Winner drawn at IIMC Mid-Year Meeting in Riverside CA on November 18, 2017.***

***Winner need not be present to win.***

***For ticket numbers or stubs email: [bbrown2244@aol.com](mailto:bbrown2244@aol.com)***

**Mail this flyer with your payment  
no later than November 3, 2017 to:**

**IIMC Foundation Treasurer  
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Omaha NE 68105**

**Thank you for your support!**



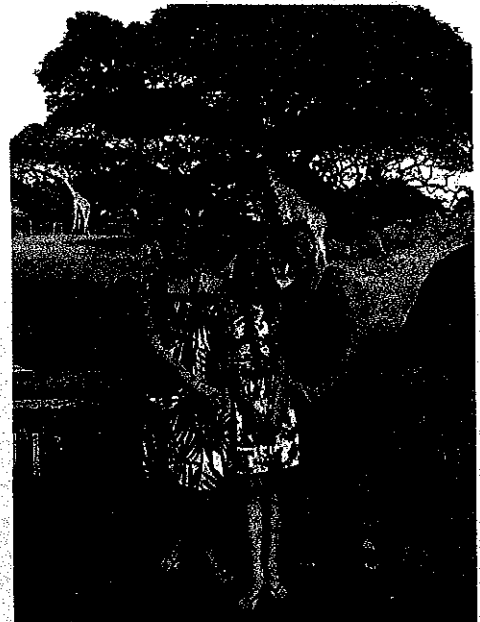
# Say "Aloha" to Hawaii

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach.

With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.

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*2016 raffle winner Dani Snider from  
Fairbanks, Alaska*

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*Winner drawn at IIMC Annual Conference in Norfolk, VA, on May 23, 2018. Winner need not be present to win.  
For ticket numbers or stubs email [rbollhauer@amlegal.com](mailto:rbollhauer@amlegal.com)*

**IIMC**



# City of St. Francis

Anne B. Uecker MMC / WCPC  
CITY CLERK – TREASURER  
Anne.Uecker@stfranwi.org

July 17, 2017

Washington Municipal Clerk's Association  
Attn: President Dee Roberts

Dear President Roberts Members of the Board:

I want to start out first by thanking you for your support this last year as I ran for the IIMC Vice President. I feel I ran a very competitive campaign and certainly couldn't have been done without your assistance and guidance. So that leads me to my exciting news!

Many of you know, I have decided to run for IIMC Vice President again this year. We were so close last year that this year we feel we with your support we can accomplish this goal. "Bridging Our Worlds" is my official campaign stance – and the mission is to continue to grow IIMC as an organization that bridges the issues between the north/south, east/west in the United States, between the US and Canada and finally our international members who live "across the pond". It's a big world but with all we have to offer and communicate, it gets smaller every day.

The focus will be on making IIMC an inclusive, diverse organization that meets the educational needs of all members. Its passion and commitment to lifelong learning that follows the vision statement for the IIMC Education Department that was adopted at this year's conference in Montreal – and the importance of continuing education so that we, as clerks, can meet the duties of our office and remain effective in our communities. I have seen that passion in so many of you and I would love to help carry that message forward. But I can't do it alone. Once again I am reaching out for your letters of support, your financial commitment, and most importantly your guidance on how we can accomplish this goal.

Commitment to our IIMC membership, as well as all Municipal Clerks is what is driving me to run and represent the wonderful people in this industry again and "Bridging Our Worlds". You can be the key to the success of this campaign. I look forward to the chance to give back to IIMC as its Vice President. Please consider making a donation and offering your continued support to this campaign. I would also like to humbly asking for a letter of support from WMCA in my run for Vice President. Together we can work to make IIMC an even better organization for all Municipal Clerks.

Thank you! If you have any questions or would like more information please contact me. I can be reached at (414) 316-4305.

Sincerely,

*/s/Anne B. Uecker*

Anne B. Uecker, MMC/WCPC  
City Clerk/Treasurer

## **Position up for election in 2018**

- ❖ President (1-year term)
- ❖ Vice-President (1-year term)
- ❖ Secretary (2-year term)
- ❖ 2 Board Member positions (3-year term)





X\_ First Quarter- June  
\_ Second Quarter Report - Oct  
\_ Third Quarter Report - Jan  
\_ Year End Report- Mar

**To:** WMCA President and Executive Committee

**From:** Cindy Marbut, Chairperson

**Committee:** Audit Committee

**Date:** September 13, 2017

**Summary of Activities:**

The Committee was unable to meet in June to complete the first quarter report due to a family illness. The Audit Chair reached out to President Dee Roberts and was granted an extension on the audit. The committee met on September 7, 2017 in Woodland, WA; to conduct an audit of financial records for the period of January 2017- April 2017 as part of the first quarter reporting. The committee conducted a complete review of the financial and corporate records.

The Committee found that both the financial and corporate records accurately reflect the activity for each of the above time periods. The audit included a review of balance verification of the WMCA Checking, Savings and Scholarship accounts and support documentation along with verification of appropriateness of payments. The committee found all accounts to be in order.

**Action Requested** \_\_\_ Yes \_\_\_x\_ No

**Recommendation**

None

**Fiscal Impact -None**

The Committee would like to thank our leaders and dedicated volunteers for the work that they perform in such an outstanding manner. The committee commends Molly Towslee for her dedication as Co-Chair and Treasurer, Gina Anderson for her attention to details in keeping the financial records of our Association.

**Action Requested** \_\_\_ Yes \_\_\_x\_ No

**Recommendation – Approve the Audit Report at the next Annual Business Meeting**



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

**To:** WMCA President and Executive Committee

**From:** Cindy Marbut, Chairperson

**Committee:** Audit Committee

**Date:** September 13, 2017

**Summary of Activities:**

The Audit Committee will not meet again until January 2018

**Action Requested**  Yes  No

**Recommendation**

None

**Fiscal Impact -None**

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

**Action Requested**  Yes  No

**Recommendation – None**



- 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:** 9/29/17

**SUMMARY OF ACTIVITIES:** Currently updating forms for the Clerk of the Year. Submitted an announcement for the October Newsletter. Letters to agencies will go out this month. Deadline for nominations is January 15, 2017.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** N/A

**ALTERNATIVES:** N/Aa

**FISCAL IMPACT:**

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Recognition Awards</u>	\$ _____	\$ _____
<u>Postcards Vista Print</u>	\$ _____	\$ _____
<u>Postage</u>	\$ _____	\$ _____

## Dee Roberts

---

**From:** Virginia Olsen <VOlsen@ci.mlt.wa.us>  
**Sent:** Thursday, September 14, 2017 9:15 PM  
**To:** 'Dee Roberts'  
**Subject:** RE: Committee Chair Reports

No report from Budget Committee although setting a date to develop our budget is on my radar. Thinking we can nail down a date when we see each other next month.

**From:** Dee Roberts [mailto:dee.roberts@southbend-wa.gov]  
**Sent:** Tuesday, September 12, 2017 8:44 AM  
**To:** Debbie Jermann <DebbieJ@c-tran.org>; Gina Anderson <andersong@ci.woodland.wa.us>; Jill Boltz <JillB@KitsapTransit.com>; Kay Kammer <kay.kammer@cityofbg.org>; Liz Adkisson <eadkisson@monroewa.gov>; Melissa Collins <MACollins@SNOPUD.com>; Paula Swisher <pswisher@ci.brier.wa.us>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; Shawn Campbell <scampbell@auburnwa.gov>; Susan Duncan <susanduncan@cityofferndale.org>; Virginia Olsen <VOlsen@ci.mlt.wa.us>  
**Subject:** Committee Chair Reports

Hi All

Just a heads up that I need all of the committee chair reports by September 29<sup>th</sup>.

As their liaison please let your committee chairs know –

Thanks

Dee



*Dee Roberts, MMC  
Clerk/Treasurer  
City of South Bend  
1102 W. First Street  
P.O. Drawer 9  
South Bend, WA 98586  
(360) 875-5571  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)*

*"People who don't like cats freak meowt".*

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

**TO:** WMCA President and Executive Committee

**FROM:** Jodee Schwinn

**COMMITTEE:** Bylaws Committee

**DATE:** October 1, 2017

**SUMMARY OF ACTIVITIES:** The Bylaws Committee has added four new members since the 2017 WMCA Conference! They are Tes Ongoco from the City of Dupont, Kaylee Cody from the City of Longview, Judy Brown from the City of Bridgeport, and Linda Carl from the Snohomish Health District. The Committee has not met in person, but we have been in touch via email. I've included an updated Committee Roster with this report.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** None at this time

**ALTERNATIVES:** n/a

**FISCAL IMPACT:** n/a

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

## 2017 - 2018 Bylaws Committee - EC Liaison: Debbie Jerman

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

Name	Municipality	Email Address	Phone Number
<b>Jodee Schwinn, Chair</b>	<b>City of Seattle</b>	<a href="mailto:jodee.schwinn@seattle.gov">jodee.schwinn@seattle.gov</a>	(206) 684-5707
<b>Debbie Jermann</b>	<b>Board Liaison</b>	Debbie Jermann < <a href="mailto:DebbieJ@c-tran.org">DebbieJ@c-tran.org</a> >	(360) 906-7303
Christine Brown	City of Bainbridge Island	<a href="mailto:cityclerk@bainbridgewa.gov">cityclerk@bainbridgewa.gov</a>	(206) 780-8618
Judy Brown	City of Bridgeport	<a href="mailto:clerk@nwi.net">clerk@nwi.net</a>	(509) 686-7041
Pam Brown	City of Lynden	<a href="mailto:brownpa@lyndenwa.org">brownpa@lyndenwa.org</a>	(360) 255-7085
Linda Carl	Snohomish Health District	<a href="mailto:lcarl@snohd.org">lcarl@snohd.org</a>	(425) 339-8677
Kaylee Cody	City of Longview	<a href="mailto:Kaylee.cody@ci.longview.wa.us">Kaylee.cody@ci.longview.wa.us</a>	(360) 442-5041
Tina Eggers	City of Issaquah	<a href="mailto:tinae@issaquahwa.gov">tinae@issaquahwa.gov</a>	(425) 837-3004
Leana Johnson	City of White Salmon	<a href="mailto:leanai@ci.white-salmon.wa.us">leanai@ci.white-salmon.wa.us</a>	(509) 493-1133
Tess Ongoco	City of Dupont	<a href="mailto:tongoco@dupontwa.gov">tongoco@dupontwa.gov</a>	(253) 964-8121
Donald Ross	City of Westport	<a href="mailto:deputy_clerk@ci.westport.wa.us">deputy_clerk@ci.westport.wa.us</a>	(360) 268-0131
Jodi Wycoff	City of Duvall	<a href="mailto:jodi.wycoff@duvallwa.gov">jodi.wycoff@duvallwa.gov</a>	(425) 788-1185



- 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:** September 22, 2017

**SUMMARY OF ACTIVITIES:** I finally got all the site visits done and am ready to discuss my findings and suggestions. We will be discussing the merits of Semiahmoo, Hotel RL in Olympia, Clearwater Resort, the Heathman and the Hilton.

My goal would be to make a decision on which two hotels I'm going to begin negotiations with for the 2019 and then the 2021 conferences.

In addition, I've talked with current and past presidents about the transportation of VIPs in other states and I have a recommendation and would like to discuss it with the group because I believe this duty needs to be removed from the President-Elect's job description.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** I will be looking for motions to negotiate contracts with hotels for the 2019 and 2021 conferences. As well as hopefully a motion to change the President-Elect job description.

**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:** Joanna Sanders and Terri Wright  
**COMMITTEE:** Education Committee  
**DATE:** October 1, 2017

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**SUMMARY OF ACTIVITIES:** Planning is underway in outlining classes for the 2018 Spring Annual Conference. For the opening, we have secured Michelle Ray as a keynote presenter and also the only session right after lunch. It has been an exciting challenge to negotiate keynote fees. Due to scheduling another event in the area, her fees were discounted to \$5,000 plus \$500 travel, hotel and meals. She is a stimulating speaker and those who have heard her have given rave reviews. She does require payment up front in full and we must allow time in the schedule for a book signing. For Friday, when energy lags, we've reached out to AWC Trust to see if they'd be willing to sponsor a wellness speaker. They've asked for a topic and we'll be following up with them.

For the middle portions, we have taken feedback from the last conference as well as the Board's desire for personnel and finance topics and are working on the following (very draft scheduled included):

- 1) HR/Personnel Topics: We have HR Directors/Managers from Kennewick and Bonney Lake committed to providing topics of discussion (input is being solicited).
- 2) Possibly Personnel Discrimination Laws by Summit Law;
- 3) Finance Class: Alice Attwood is putting together ideas;
- 4) Risk Management Finance Perspective with Robin Aronson of WCIA;
- 5) Meetings: Ann MacFarlane is confirmed for two sessions yet to be determined, but likely Preparing Minutes
- 6) Meetings: Ann MacFarlane Running Effective Meetings,
- 7) Records: Given recent disasters, Debbie Bahn of State Archives possibly on Disaster Preparedness for Essential Records;
- 8) Records: Suggestions are update on Effect of New Public Records Laws with Mike Doherty; an update on the grant program for improving IT systems, and the feasibility study on the statewide internet portal for public records management.
- 9) New clerks session with Ali Spietz; and
- 10) CMC/MMC Certifications Q/A with Joann Tilton/Ali Spietz

The education committee is a large group (nearly 30!) of engaged clerks so we will get a lot more input in the coming months to make it a great conference.

**ACTION REQUESTED:**  YES  NO



**RECOMMENDATION:** Move to authorize the treasurer to issue payment in advance for the keynote speaker fee and travel expenses.

**ALTERNATIVES:** Move to authorize the treasurer to issue payment of the \$5,000 speaker fee in advance with the remaining \$500 in travel expenses following the conference.

**FISCAL IMPACT:**

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ 5,500 _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

# 2018 WMCA CONFERENCE SCHEDULE

## TUESDAY, MARCH 20

7:30 – 8:30 am	Breakfast
8:30 am – 12:00 pm	<b>Advanced Academy</b> Topic: Speaker: Location: <i>Workshop Room</i>
12:00 pm – 1:00 pm	<b>Lunch</b> Location: <i>Workshop Room</i>
1:00 pm – 4:00 pm	<b>Advanced Academy Continued</b> Topic: Speaker: Location: <i>Workshop Room</i>
5:00 pm – 5:30 pm	<b>Meet and Greet First Time Attendees</b> Location: <i>Pine Room</i>
5:30 pm – 7:00 pm	<b>President's Reception</b> Location: <i>Olympic Ballroom</i>
	<b>Dinner on your own</b>

## WEDNESDAY, MARCH 21

8:00 am – 9:00 am	<b>First Time Attendee/New Clerks Breakfast Session</b> Location: <i>Silver Ballroom</i>		
8:00 am – 9:00 am	<b>Breakfast</b> Location: <i>Gold Ballroom</i>		
9:00 am – 9:45 am	<b>Opening Ceremony</b> Location: <i>Bronze Ballroom</i>		
9:45 am – 10:00 am	<b>Exhibitor Viewing &amp; Break</b> Location: <i>Forest Foyer</i>		
10:00 am – 11:30 pm	<b>General Session/Keynote Address</b> Topic: <b>Leadership, It Starts with Me</b> Speaker: Michelle Ray Location: <i>Bronze Ballroom</i>		
Break 11:30 – 12:00	<b>Exhibit Viewing &amp; Break</b>		
12:00 pm – 1:30 pm	<b>Lunch – Region IX Meeting &amp; VIP Comments (Silent Auction Opens at Noon,)</b> Location: <i>Gold/Silver Ballroom</i>		
1:30 pm – 3:00 pm	<b>Class: No More Drama</b> Speaker: Michelle Ray Location: <i>Bronze Ballroom</i>		
3:00 pm – 3:30 pm	<b>Exhibitor Viewing &amp; Break</b> Location: <i>Forest Foyer</i>		
3:30 pm – 5:00pm	<b>Class: New Clerks</b> Speaker: Ali Spietz Location: <i>Oak/Pine Room</i>	<b>Class: Risk Management Finance Perspective (contracts/agreements)</b> Speaker: Robin Aronson WCIA Location: <i>Workshop Room</i>	<b>Class: Essential Records – Disaster Preparedness</b> Speaker: State Archives/Debbie Clark panel Location: <i>Bronze Ballroom</i>
5:00 pm – 5:30 pm	<b>WMCA Incoming &amp; Outgoing Committee Chairs Meeting</b> Location: <i>Oak/Pine Room</i>		
5:45 pm – 9:00 pm	<b>Dinner and LIVE Auction</b> Location: <i>Gold/Silver Ballroom</i>		

# 2018 WMCA CONFERENCE SCHEDULE

## THURSDAY, MARCH 22

8:00 am – 9:00 am	<b>Breakfast</b> <i>Location: Gold/Silver Ballroom</i>		
9:00 am – 10:00 am	<b>Annual Business Meeting</b> <i>Location: Gold/Silver Ballroom</i>		
10:15 am – 10:15 am	<b>Exhibitor Viewing &amp; Break</b> <i>Location: Forest Foyer</i>		
10:15 am – 11:45 am	<b>Class: Personnel Discrimination Laws</b> Speakers: Beth Kennar of Summit Law <i>Location: Oak/Pine Room</i>	<b>Class: Finance 101</b> Speakers: Alice Attwood organ. <i>Location: Workshop Room</i>	<b>Class: Public Records Updates:</b> Update on the grant program for improving IT systems, and the feasibility study on the statewide internet portal for public records management. Speakers: Flannery Collins <i>Location: Bronze Ballroom</i>
11:45 am – 1:00 pm	<b>Lunch (Silent Auction Closes at 1 pm)</b> <i>Location: Gold/Silver Ballroom</i>		
1:00 pm – 2:30 pm	<b>Class: Prepping Minutes</b> Speaker: Ann MacFarlane <i>Location: Oak/Pine Room</i>	<b>Class: Finance 201</b> Speaker: Alice Attwood organ. <i>Location: Workshop Room</i>	<b>Class: HR Managers Panel Personnel Files and Systems</b> Speaker: Kennewick and Bonney Lake HR Directors <i>Location: Bronze Ballroom</i>
2:30 pm – 3:00 pm	<b>Exhibitor Viewing &amp; Break</b> <i>Location: Forest Foyer</i>		
3:00 pm – 4:30 pm	<b>Class: Running Effective Meetings</b> Speaker: Ann MacFarlane <i>Location: Oak/Pine Room</i>	<b>Class: Risk Management Finance Perspective (contracts/agreements)</b> Speaker: Robin Aronson WCIA <i>Location: Workshop Room</i>	<b>Class: CMC/MMC Certification Q/A</b> Speakers: Joan Tilton/Ali Spietz <i>Location: Bronze Ballroom</i>
6:00 pm – 7:00 pm	<b>Vendors/Exhibitors Reception Social</b> <i>Location: Forest Foyer</i>		
7:00 pm – 12:00 am	<b>Annual Banquet (DJ and dancing afterwards) Clerk of the Year, Swearing in of WMCA Officers, Large Raffle and Grand Raffle</b> <i>Location: Olympic/Gold Ballroom</i>		

## FRIDAY, MARCH 23

8:30 am – 10:00 am	<b>Class: Wellness</b> Speaker: AWC Sponsored <i>Location: Bronze Ballroom</i>
10:00 am – 10:30 am	<b>Break</b>
10:30 am – 12:00 pm	<b>Class: Wellness</b> Speaker: AWC Sponsored <i>Location: Bronze Ballroom</i>
12:00 pm	<b>Conference Adjourns / Fundraising Committee \$1 raffle</b>
12:30 pm – 5:00 pm	<b>Executive Committee Board Meeting</b> <i>Location: Oak Room</i>



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

**TO:** WMCA President and Executive Committee  
**FROM:** Ali Spietz, WMCA Education Coordinator  
**DATE:** 9/29/2017

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**SUMMARY OF ACTIVITIES:**

**2017 SPRING ACADEMY**

We had 50 attendees at the 2017 Spring Academy with, Connie Poulsen, who taught “Managing Across Generations” and “Conducting Difficult Conversations.” Ms. Poulsen was well received by the group, with the majority of the attendees feeling like the information provided could be used in their jobs right now. This was a large class in a small room, but we made it work! Please see the attached evaluation summary.

**2017 SPRING ATHENIAN DIALOGUE**

We had a full house (35 attendees) for the 2017 Spring Athenian Dialogue with Mary Lynne Stratta on the book, *The Sound of Wings: The Story of Amelia Earhart*, by Mary S. Lovell. The group was fully engaged, great discussion took place and Mrs. Stratta did another fabulous job of facilitating! Please see the attached evaluation summary.

**2017 FALL MINI CONFERENCE**

This year we have decided to add an Athenian Dialogue before the Fall Academy, creating the Fall Mini Conference as follows:

**Athenian Dialogue:**

Thursday | October 5, 2017 | 8:30 am – 4:30 pm

Anne Uecker, City Clerk for the City of St. Francis, Wisconsin will be leading the Athenian Dialogue for the book: *The Forgotten 500: The Untold Story of the Men Who Risked All for the Greatest Rescue Mission of World War II*, by Gregory A. Freeman.

**Academy:**

Friday | October 6, 2017 | 8:30 am – 4:30 pm

Tonia Sugarman, Director of Education at AWC will be presenting an all-day Academy session on “The Five Practices of Exemplary Leadership.”

Attendees can receive 3 CMC/MMC points with the completion of an assessment (KTAP) for both the Athenian and the Academy.

Anne is waiving her speaker fee, so our expenses will be airfare (from Milwaukee, WI to Pasco, WA), transportation to/from, two nights hotel at Pasco Red Lion on 10/4/17 and 10/5/17 and meals (reimbursement only for those not provided during the mini-conference).

Since Tonia works for AWC, they are graciously covering her speaker fee and travel expenses (thank you AWC!). We will cover lodging on 10/5/17 for Tonia.

**We have 33 attendees for the Athenian Dialogue and 39 attendees for the Academy; 24 of those are attending both.** This is a pretty low number of attendees for the Academy. The average number of attendees over the past 6 years is 51. The past Fall Academies have been in Ellensburg, Yakima and Leavenworth which are considered "central" Washington. Pasco may be too far of a drive for many of the west side clerks. We also compete with AWC Member Expo Conference, WAPRO Fall Conference, and WAPELRA Fall Conference for training dollars and time out of the office.

Feedback from the EC regarding the mini conference format would be great. I will send an email to all attendees after the mini conference to see if they liked it and what could be improved.

### **2018 SPRING ACADEMY**

I have a few possibilities for the speaker for the 2018 Spring Academy and hope to have it all secured by mid-November. If you have any suggestions for speakers or topics, please send them my way!

### **2018 ATHENIAN DIALOGUE**

The EC has decided not to have an Athenian Dialogue in conjunction with the 2018 Conference, so I am looking for guidance on when you would like the next one. If the mini-conference format is desired we can have the next one in the fall of 2018, unless the EC would like one at a different time of year.

I would like feedback about the cost and requirement for CMC or MMC for registering:

- Does the EC want to continue to require members to have their CMC or MMC for registration and then open it up to all members if it does not fill?
- Does the EC want to continue to charge a registration fee for Athenians?
  - If so, is \$125 or \$150 the right amount?
  - Is \$25 or \$50 the right cancellation fee?

### **NCI UPDATE**

The NCI Education Committee will be meeting in October to review the 2017 Institute evaluations and the 2017 budget. Institute Director Joann Tilton will report on the Institute and provide options for PDIV in 2018 (yes, it's back!). I will send you a follow up email regarding our meeting.

If you have any questions about any of these topics or issues or have additional direction or feedback, please do not hesitate to contact me. Thank you for this opportunity to serve WMCA and our members.

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
2017 SPRING ACADEMY EVALUATION**

**Advanced Academy- CONDUCTING DIFFICULT CONVERSATIONS**

Tuesday, March 21, 2017-AM

Presenters: Connie Poulson

**Please evaluate the questions below according to the following: 4 =Strongly Agree, 3 =Agree, 2 =Disagree, 1 = Strongly Disagree**

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>The instructor was fully knowledgeable in the subject</b>	42	3	0	0
<b>The instructor related course content to the work of the clerk</b>	36	7	2	0
<b>I would take another course from this instructor</b>	42	3	0	0
<b>The course provided me with information I can use right now</b>	38	5	2	0
<b>The course gave me new ideas to make my job easier</b>	36	5	3	1

**Please share any comments you have about the session. ALL are appreciated!**

- Appreciate style of presentation- PowerPoint supported by speaker without reading directly from PowerPoint
- Connie did an excellent job of connecting the ppt and her examples with real world situations that we can use now. She does an excellent job staying on task, keeping control of her audience, and redirecting when need be.
- Thanks!
- I found this session to be very informative. Connie is a very engaging s& responsive instructor. I like that she used real like examples to illustrate her points.
- Loved how real Connie was and the examples that we will be able to relate on the daily
- We all have difficult conversations and it's helpful to be given tools to help us have successful conversations.
- Love that we didn't role play ☺ appreciated being able to interject- learned from others sharing too
- She's the best.
- Great info. I love how Connie's stories relate directly to the topic in order to make the solutions to problems more understandable
- Great class. So many tools to take back and use everyday
- Very useful & helpful tools
- Wish I could bring Connie to my city!
- After recently having a difficult conversation, its good to hear what I did right & could have done differently
- The class was great and very informative
- Connie had so many great nuggets of information. Really compliments the PPT. Class flowed well & she encouraged participation
- Thank you!
- Great!

- I really enjoyed the instructor's style. I appreciated that the stories were real life and interesting and relevant. I also liked that we had opportunities for self-reflection on the topics.
- Connie speaks clearly and engages all in the room. Good balance of presentation vs exercises. She allowed for questions without letting questions derail or interrupt the flow.
- Interactive- informative- useful
- On point- kept it very interesting; group was engaged for the entire session.
- Assertive is a good thing- loved the checklist for difficult conversations

**Please share any ideas for topics for future sessions as well as any potential speakers you may know from around the state.**

- De-escalation techniques
- How to work with/for a difficult person/bully.

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
2017 SPRING ACADEMY EVALUATION**

**Advanced Academy- MANAGING ACROSS GENERATIONS**

Tuesday, March 21, 2017-PM

Presenters: Connie Poulson

**Please evaluate the questions below according to the following: 4 =Strongly Agree, 3 =Agree, 2 =Disagree, 1 = Strongly Disagree**

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>The instructor was fully knowledgeable in the subject</b>	41	2	0	0
<b>The instructor related course content to the work of the clerk</b>	38	5	0	0
<b>I would take another course from this instructor</b>	42	1	0	0
<b>The course provided me with information I can use right now</b>	42	1	0	0
<b>The course gave me new ideas to make my job easier</b>	39	4	0	0

**Please share any comments you have about the session. ALL are appreciated!**

- Thanks!
- Great info.
- I wish the world would get rid of the generation labels.
- Thank you
- Good Class
- Connie is a very credible speaker. She incorporates humor, facts, and experience that engage the listener
- Another excellent presentation
- Fun group I & II exercise
- Enjoyed & appreciated the generational differences
- Good interaction with audience!
- She's the best!
- Great session!
- Thank you for a very informational class
- Really appreciated that the class didn't turn into generation bashing. Really enjoyed the section on stereotypes.
- Good exercises, opportunities to share ideas & discuss
- Bldg generational competence
- Great information- insightful!
- Love Connie!
- Delicate topic & handled beautifully

**Please share any ideas for topics for future sessions as well as any potential speakers you may know from around the state.**

- Conflict resolution



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
SPRING 2017 ATHENIAN DIALOGUE EVALUATION SUMMARY**

**“The Sound of Wings: The Life of Amelia Earhart”**

*by Mary S. Lovell*

Facilitator: Mary Lynne Strata, MMC (Bryan, TX)

Tuesday, March 21, 2017

15 Respondents (18 attended)

Please evaluate the questions below according to the following scale:

Question:	Strongly Agree	Agree	Disagree	Strongly Disagree
The facilitator was fully knowledgeable in the subject/book	15			
The facilitator related subject/book content to the work of the clerk	15			
I would take another Dialogue from this facilitator	15			
The subject/book provided me with information I can use right now	11	4		
The subject/book gave me new ideas to make my job easier	7	7	1	

**Please share any comments you have about the Dialogue. ALL are appreciated!**

- Really enjoyed! I like having the Athenian at the same time as the Academy.
- I was pleasantly surprised with how Mary utilized the book content to relate to the clerk’s world. Reading the book, I wasn’t sure where the dialogue would lead... it was great!
- Would like to see “Hidden Figures”.
- Fall – 2 Day mini conference? (1 day Athenian & 1 day Academy).
- Loved it! Maybe have 2 day fall academy to include Athenian. Did feel that this is a worthy holding every year.
- I truly enjoyed how this class came around to how to make me a better clerk. I liked having it at the same time as advanced academy or even during fall conference.
- Mary Lynne was funny & entertaining.
- Dialogue at Fall Academy.
- It was great!
- I would like to have the dialogue on a separate day than the academy.
- Inspiring & thought provoking. Ideas for future dialogues: Environmental, Activism, Humanitarian Aid, “Doctors Without Borders”, “Mountains Upon Mountains”, Tracy Kidder.
- I really enjoyed the involvement of everyone & hearing the different opinions of the book. Also the video clip enhancement helped to add a different spin on the story by hearing Amelia’s voice & pics of the planes.
- Would like to see “Into the Wild” or “Into thin Air” by John Krakauer.
- It would be nice to have it on a separate day so we don’t have to miss academy session.
- Would like to see a dialogue on Lucille Ball!
- Maybe also have one during Fall Academy either concurrent, or move to two days.
- Love this type of training! Dialogue for fall! Would like to see “Hidden Figures”.
- I liked the timing of it before the conference. I do not feel like I missed out on the Academy Session.
- Ideas for future dialogues: “The Boys in the Boat”, “Lean In”.



- 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/Deb Estrada, Co-Chairs

**COMMITTEE:** Fundraising

**DATE:** October 6, 2017

**SUMMARY OF ACTIVITIES:** Grand Raffle tickets have been ordered and will be ready to distribute at the fall mini-conference October 5 & 6. Deb Estrada is heading up the Grand Raffle sales & ticket distribution.

Sweatshirts will be available to pre-order at the fall mini-conference, for delivery at the annual Conference in March of 2018. Debbie Jerman obtained samples of all styles/sizes. The samples will be available at the fall mini-conference for people to try on, which will hopefully boost pre-sales.

In addition to sweatshirt pre-sales and Grand Raffle ticket distribution/sales, we will conduct the 50/50 raffle at the fall mini-conference. Tickets are \$1 each or 6 for \$5.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** N/A

**ALTERNATIVES:**

**FISCAL IMPACT:**

Revenues:	Budgeted Amount	Revenues Generated
<u>Raffles</u>	\$ _____	\$ _____
<u>Store Sales</u>	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Grand Raffle</u>	\$ <u>2,500</u>	\$ <u>187.50 (ticket printing)</u>
_____	\$ _____	\$ _____



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

**TO:** WMCA President and Executive Committee

**FROM:** Jill Boltz

**COMMITTEE:** Historical Committee

**DATE:** October 2, 2017

**SUMMARY OF ACTIVITIES:** Nothing to Report

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:** N/A

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



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

**TO:** WMCA President and Executive Committee

**FROM:** Kay Kammer, Liaison

**COMMITTEE:** Legislative Committee

**DATE:** September 27, 2017

**SUMMARY OF ACTIVITIES:** The Co-Chairs, Debbie Burke and Tisha Gieser, have participated in the AWC Legislative Committee on behalf of WMCA. At their last meeting the Committee developed a 2018 list of legislative priorities, which will now be considered by the AWC Board. The next committee meeting is November 8.

The Legislative Committee will be holding a fall meeting on Saturday, October 21 at 10:00 a.m. in North Bend. Victoria Lincoln from the Association of Washington Cities (AWC) will be there to discuss legislative priorities for the coming year and how the committee and WMCA can play a role. Executive Committee members are welcome to attend.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** n/a unless the Executive Board has legislative priorities they would like to have discussed.

**ALTERNATIVES:** n/a

**FISCAL IMPACT:** n/a

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



- 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:** September 29, 2017

**2016-17 MEMBERSHIP UPDATE:**

We have a total of THIRTY TWO (32) new WMCA members:

<b>Katherine Allen</b>	City of Black Diamond	<b>Karin Milham</b>	Franklin County
<b>Annagrisel Alvarez</b>	City of Wenatchee	<b>Andrea Moore</b>	Town of La Conner
<b>Steve Austin</b>	City of Clarkston	<b>Karri Muir</b>	City of DuPont
<b>Kelly Beech</b>	Town of Coupeville	<b>Jessica Nappi</b>	City of Fircrest
<b>Linda Barron</b>	City of Seattle	<b>Jamie Ogg</b>	City of Shelton
<b>Linda Carl</b>	Snohomish Health District	<b>Lynn Painter</b>	Douglas County
<b>Cheryl Chrt</b>	City of Cosmopolis	<b>Ashley Payment</b>	City of Auburn
<b>Karlynn E. Dolby</b>	City of Zillah	<b>Gina Pfister</b>	City of Mill Creek
<b>Daniela Erickson</b>	City of Pasco	<b>Ana Rocha</b>	City of Kirkland
<b>Vicki Esser</b>	Whatcom Transportation Authority	<b>Flora Rogers</b>	City of Omak
<b>Ashley Harrison</b>	City of Seattle	<b>Tiana Rowland</b>	Douglas County
<b>Debra M. Hays</b>	City of Dayton	<b>Jill Schwerzler-Herrera</b>	City of Edgewood
<b>Cindy Huff</b>	City of Puyallup	<b>Carrie Snowden</b>	City of Brier
<b>Tracey Hunter</b>	Evergreen Rural Water of WA	<b>Lena Tebeau</b>	City of Seattle
<b>Lynda Kramlich</b>	City of Colfax	<b>Dawn Thompson</b>	City of North Bonneville
<b>Teresa Lopez</b>	City of Union Gap	<b>Karen Westberg</b>	Spokane County – Regional Criminal Justice

As of September 29, 2017, the Washington Municipal Clerks Association is comprised of **343 members**; 325 active members, 2 affiliate members, 4 associate members, 10 honorary members, and 2 honorary retiree members.

## **WELCOMING SUB-COMMITTEE UPDATE**

The 2017-18 Welcoming Committee is hard at work and currently sending neighboring clerks' notices for the new members listed on the previous page; in addition to the Membership Committee Chair sending out the official new member packet, welcome letter, and noticing new members in the newsletter.

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

Many thanks to the 2016-17 Welcoming Sub-Committee (Melissa Hart, Peri Galucci, and Heidi Napolitano) on a job well done!

## **FALL MINI CONFERENCE MEMBERSHIP EVENT SUB-COMMITTEE**

The Fall Mini Conference Membership Event Sub-Committee (comprised of Shawn Campbell, Traci Brumbaugh, Stephanie Haug, and Heidi Napolitano) have planned a spectacular meet and greet event for the full membership at the Fall Mini Conference on Thursday, October 5, 2017, at the Red Lion Inn, Pasco, Washington. Weather-permitting, a pool party will be held, with hosted refreshments, games, music, and raffle giveaways (including WMCA swag!). A back-up plan is also in place for an inside event, as necessary. The goal is to provide an opportunity for meeting new members, networking, and relaxation in between the two days of education.

The Sub-Committee has high hopes for the event to be a success, and would encourage doing similar at future Fall Mini Conferences/Sessions; and to include a regular budget allocation for this purpose. Any feedback/questions in this regard from the Executive Committee is welcome! Thank you to the Sub-Committee for all your work and creativity!

## **PARTNERSHIP SUB-COMMITTEE UPDATE**

The Partnership Program Sub-Committee (comprised of Membership Committee Co-Chair Darla Reese, Keri MacDonald, and Cindy Marbut) focuses on promoting and facilitating the WMCA Partnership Program, utilizing the partnering criteria to find the best matches possible. In 2017-2018 to-date, one Partnership Program request has been received and paired:

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

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

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

## **RECRUITMENT SUB-COMMITTEE UPDATE**

The 2017-18 Recruitment Sub-Committee (comprised of Membership Committee Co-Chair Darla Reese, Jill Boltz, and Kay Kammer) chose to focus on special purpose districts – specifically school and fire district clerk recruitment. The sub-committee members have drafted a letter and put together a contact list of special purpose districts. The goal is to have letters distributed by the end of the year, and potentially include contact information/quotes from fellow WMCA members from like districts regarding the value of WMCA membership. The sub-committee is hoping the recruitment effort will add a few more special purpose district clerks, expanding and diversifying our membership!

The 2017-18 Sub-Committee will also look into preparing a Recruitment Sub-Committee description to bring forward to the Executive Committee for their consideration. Many thanks to Darla, Jill, and Kay!

## **ELECTIONS SUB-COMMITTEE UPDATE**

The Elections Sub-Committee, comprised of Membership Committee Co-Chair Leana Johnson (Elections Officer) and Laurie Cassell (Elections Officer Assistant), are already amidst preparations for the 2018 General Election! The 2018 General Elections Call for Candidates will be published in the October, November, and December WMCA Newsletters; with candidate submissions due no later than December 31, 2017. The 2018 General Election will be held from January 26, through February 16, 2018, through electronic voting software.

As always, a HUGE thank you to Leana and Laurie; and to their counterpart on the Audit Committee – Elections Auditor Molly Towslee!!

**ATTACHMENTS** – 1) 2018 WMCA General Election Call for Candidates.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** N/A

**FISCAL IMPACT:** NONE

**2018 WMCA General Elections  
Call for Candidates!**  
*Candidate Packet Deadline: December 31, 2017*



By this notice, the Elections Officer and the Membership Committee announces the annual call for candidates to fill board positions on the WMCA Executive Committee. Service in these positions is a great way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning and advocacy activities of the Washington Municipal Clerks Association.

The election will be held from January 26, through February 16, 2018, through electronic voting software. The following positions are available in this election:

- President Elect (1-year term)
- Secretary (2-year term)
- Vice-President (1-year term)
- 2 Board Member positions (3-year term)

Job descriptions for the position can be found at [www.wmcaclerks.org/ecpositions](http://www.wmcaclerks.org/ecpositions) (under the Executive Committee tab) as well as complete instructions for declaring your candidacy.

**Candidate Packets must be received by the Elections Officer (Leana Johnson, City of Stevenson) no later than Sunday, December 31, 2017.** They can be submitted electronically or by hard copy, but must be received by the December 31st deadline.

Candidate Packets **must** include the four following pieces of information:

- 1. Declaration of Candidacy:** This is a signed, written document containing the following:  
*"I declare myself as a candidate for the office of \_\_\_\_\_. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."*
- 2. Candidate Statement:** This statement must be no more than 200 words in length, including your name, title, place of employment and a statement of why election to office is sought and must be submitted with your Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
- 3. Photo:** A (2" x 2") black and white or color digital photo of you must be submitted with your Candidate Packet.
- 4. Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.

Send your **complete** Candidate Packet to:

Via email to: [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us) **AND** [lauriec@algonawa.gov](mailto:lauriec@algonawa.gov)

Via mail to: Leana Johnson  
WMCA Elections Officer  
City of Stevenson  
7121 E Loop Rd/PO Box 371  
Stevenson, WA 98648  
509-427-5970

**All submittals must  
be received by  
December 31, 2017**





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

**TO:** WMCA President and Executive Committee

**FROM:** Melody Valiant, Chair, Newsletter Committee

**COMMITTEE:** Newsletter Committee

**DATE:** 09/19/2017

**SUMMARY OF ACTIVITIES:** We are now into the second quarter on the newsletter committee and all is going well. We have our schedule of Featured Clerks lined up through March as April always highlights the Clerk of the Year & President's Award of Distinction. I know last month we decided to change the name of that column to Featured Clerk so it's more clear it's just a feature and not a special award. If you have any other news stories or columns you'd like in future newsletters please let us know. We look forward to continue to provide the membership with a quality newsletter for the next year.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

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



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

**TO:** WMCA President and Executive Committee

**FROM:** Megan Gregor, Chair

**COMMITTEE:** Scholarship Committee

**DATE:** October 2, 2017

**SUMMARY OF ACTIVITIES:**

Since the last report we awarded four scholarships to people to attend the fall mini-conference and one to attend fall academy (please see attached applications).

The application process went much smoother thanks to the recent changes! Also, it was much more straightforward. However, the only thing I am battling with now is that it is now more time consuming for me to send the applications to committee members. It would go much faster if just review and assign ratings myself (which should be fine because the scale is now fixed).

I was wondering if we could take a look at the functionality and roles of committee members. As far as I can tell these are the following things the Scholarship Committee Chair would need help with:

1. Creating Newsletter Blasts.
2. Updating the Master Scholarship Listing.
3. Creating and/or sending out letters.
4. Creating and/or sending out postcards notifying people of the scholarships (if needed).

This does not involve the need for too many members, so I would love some direction on what kinds of options I would have with roles. But again, it's more work for me to send emails out to see who has time to review the applications, give them time to do the review, coordinate the responses and emails, etc. than it is for me to simply review them myself.

The new application was great, but I did find a few glitches and I intend to fix those for the next round of applications.

Thanks again to Shawn and Dee for all their help – they have been so supportive and a great resource for me 😊

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Information only.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

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



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

**TO:** WMCA President and Executive Committee

**FROM:** Jill Boltz

**COMMITTEE:** Webmaster

**DATE:** October 2, 2017

**SUMMARY OF ACTIVITIES:** Nothing to Report

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:** N/A

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

## Dee Roberts

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**From:** Paula Swisher <pswisher@ci.brier.wa.us>  
**Sent:** Tuesday, June 13, 2017 2:16 PM  
**To:** Debbie Jermann; Dee Roberts; Elizabeth Adkisson (eadkisson@monroewa.gov); Gina Anderson; Jill Boltz; Kay Kammer; Melissa Collins; Shannon Corin; Shawn Campbell; Susan Duncan; Virginia Olsen  
**Subject:** Fall Academy  
**Attachments:** Washington Municipal Clerks Assoc. Athenian Dialogue & Fall Academy 10.4....pdf

OK, I'm ready. Here's the updated contract, I got her to make it just one contract, we will be doing a boxed lunch for the Athenian on Thursday and then a buffet that the board will go and eat off of as well as the attendees for the Academy session on Friday. Breakfast will be on your own at the hotel restaurant unless you would like me to order some type of continental breakfast.....keep in mind it isn't cheap to do that and my opinion is we should only do that when in a location that our options are limited.

I'd appreciate a motion to authorize my signature on the contract. Thank you.

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

## Dee Roberts

---

**From:** Dee Roberts <dee.roberts@southbend-wa.gov>  
**Sent:** Tuesday, June 13, 2017 3:13 PM  
**To:** Debbie Jermann; Gina Anderson; Jill Boltz; Kay Kammer; Liz Adkisson; Melissa Collins ; Paula Swisher; Shannon Corin; Shawn Campbell; Susan Duncan; Virginia Olsen  
**Subject:** Fall Academy

With a motion and second and eight yes votes the motion carries to allow for Paula to sign the necessary documents for the Fall Mini Academy at the Red Lion in Pasco, WA.

Thanks All

Dee



*Dee Roberts, MMC  
Clerk/Treasurer  
City of South Bend  
1102 W. First Street  
P.O. Drawer 9  
South Bend, WA 98586  
(360) 875-5571  
[dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)*

*"People who don't like cats freak meowt!"*

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**Red Lion Hotel Pasco**  
**GROUP SALES AGREEMENT**

This Agreement is made and entered into as June 12, 2017, by and between **Red Lion Hotel Pasco** (hereinafter referred to as "Hotel") and **Washington Municipal Clerks Association** (hereinafter referred to as "Group"). Group agrees that the terms of this Agreement are based upon the information provided by Group below.

**DESCRIPTION OF THE EVENT**

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

**GROUP ROOM RESERVATIONS**

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

<b>Date</b>	<b>10/04/17</b>	<b>10/05/17</b>
<b>Day</b>	<b>Wed</b>	<b>Thu</b>
Guest Room (One Bed or Two Queen Beds)	30	50

**CUT OFF DATE: 09/13/2017.** After this date, rooms not covered by a rooming list or individual reservations shall be released from Group's room block and Hotel may contract with other parties for the use of such rooms. Hotel may continue to accept reservations from Group's attendees after that date at the prevailing room rate, subject to availability.

**GUEST ROOM RATES**

The Hotel is pleased to confirm your group at the prevailing government per diem rate that currently is as follows:

	<b>Single Rate</b>	<b>Double Rate</b>	<b>Triple rate</b>	<b>Quad Rate</b>
Guest Room (One Bed or Two Queen Beds)	<b>\$96.00*</b>	<b>\$96.00*</b>	<b>\$96.00*</b>	<b>\$96.00*</b>

\*Prevailing per diem rate at time of arrival. All rates are net not-commissionable.

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

**RESERVATIONS**

**INDIVIDUAL RESERVATIONS:** Each individual guest must make their own reservations by calling **1-800-RED-LION (1-800-733-5466)** by **Wednesday, September 13, 2017**. They must identify themselves as members of the Group. All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card.

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

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

**MEETING ROOM/BALLROOM AND CATERING SERVICES**

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

Day Date	Times	Room Name	Function Type	Seating Type	Set For	Room Rental
Thu-10/05/2017	8:30am- 5:00pm	Workshop	Lunch Meeting	U-Shape	35	Waived
Fri-10/06/2017	8:00am- 4:00pm	Workshop	Lunch Meeting	Classroom	60	Waived
Fri-10/06/2017	10:00am- 5:00pm	Executive Boardroom	Meeting	Conference	12	Waived

Hotel reserves the right to assign and change specific meeting room space at its discretion. Group must obtain final approval from Hotel before publishing meeting room names.

**CATERING SERVICES:** A minimum of \$1,000.00 in food and beverage must be spent at your function (the "Guaranteed Amount"). If Guaranteed amount is not met, the remaining balance will be charged as a room rental fee. This Guaranteed Amount does not include room rental, setup fee, meeting space rental, no-host bar, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Group is required to pay Hotel the full Guaranteed Amount, regardless of whether Group actually charges that amount. Group is also required to pay Hotel any amounts it incurs exceeding the Guaranteed Amount.

**FOOD & BEVERAGE POLICY**

- ❖ Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel or its agents. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel.
- ❖ Menu prices will be confirmed 6 months prior to scheduled function.
- ❖ Food, beverage, meeting room rental, set up fees and audio visual purchases are subject to a 19% service charge and applicable taxes.
- ❖ Final menu selections must be submitted to Hotel’s Catering Officer at least 4 weeks in advance; otherwise, items selected cannot be guaranteed. At the time final menu selections are made, Group shall review, approve and initial the final menu. Other than specifically stated in the approved menu (or otherwise agreed in a separate writing signed by Group and the Hotel (General Manager or General Manager’s designee), Hotel will not be responsible for any specific dietary requests or requirements.
- ❖ The Catering Office must be notified of the number of people attending the event no later than noon 3 business days prior to the scheduled function ("Guaranteed Attendance"). Hotel agrees to set 5 percent over the Guaranteed Attendance for banquets. Guaranteed Attendance is not subject to reduction and Hotel will charge the Master Account, at a minimum, the amount due in accordance with the Guaranteed Attendance.

**ADDITIONAL FEE:** \$200.00 Set-up Fee

**BILLING/CREDIT PROCEDURES**

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

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

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

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

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



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

Incentive Award will be issued to: Example: \_\_\_\_\_ Hello Rewards Membership # \_\_\_\_\_

**CANCELLATION/MODIFICATION**

**CANCELLATION OF ROOM RESERVATIONS:**

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

**GROUP'S CANCELLATION OR ATTRITION:**

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

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

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

**CANCELLATION:**

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

Less than 120 days prior to arrival:	100% of anticipated revenue including applicable tax
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**ATTRITION:**

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

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

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

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

31 to 60%	60% of lost revenues including applicable tax
over 60%	100% of lost revenues including applicable tax

**MISCELLANEOUS**

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

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

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

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

**PARKING:** Complimentary.

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Hotel Name:	Red Lion Hotel Pasco
Hotel Address:	2525 N. 20 <sup>th</sup> Ave. Pasco, WA 99301
Hotel Contact:	Angela Mercado, Director of Sales

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

**GENERAL PROVISIONS**

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

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

**INSURANCE:** Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property. A certificate of insurance naming Hotel as additional insured and acceptable to Hotel in its

sole discretion will be provided upon request of Hotel. Group hereby waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

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

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

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

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

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

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

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

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

To serve as our mutual agreement this document must be signed and returned by 06/19/2017. If the signed Agreement is not received by the date requested all rooms and space may be released for sale.

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

**Red Lion Hotel Pasco**

**Washington Municipal Clerks Association - Athenian Dialogue & Fall Academy**

By:

By:

Name: Angela Mercado

Name: Paula Swisher

Title: Director of Sales

Title: Conference Planning Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTOR OF SALES:** \_\_\_\_\_ Initial

Fall 2017 Mini Academy – Acceptance of Contract with Red Lion

Member	Yes	No
Dee Roberts-President		
Virginia Olsen	✓	
Paula Swisher	✓	
Elizabeth Adkisson		
Gina Anderson		
Shannon Corin	✓	
Jill Boltz	✓	
Susan Duncan	✓	
Melissa Collins	Made Motion - ✓	
Debbie Jermann	✓	
Kay Kammer	Seconded Motion - ✓	
Shawn Campbell		



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 <sup>th</sup>	May 31 <sup>st</sup>	Jun 2 <sup>nd</sup>	10:00 AM
Pasco	Sept 29 <sup>th</sup>	Oct 4 <sup>th</sup>	Oct 6 <sup>th</sup>	10:00 AM
South Bend	Jan 19 <sup>th</sup>	Jan 24 <sup>th</sup>	Jan 26 <sup>th</sup>	10:00 AM
Pasco	Feb 26 <sup>th</sup> **	Mar 7 <sup>th</sup>	Mar 16 <sup>th</sup>	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 19<sup>th</sup>
- Friday, September 22<sup>nd</sup>
- Friday, January 12<sup>th</sup>
- Monday, February 19<sup>th</sup>