



EXECUTIVE COMMITTEE AGENDA

Friday, January 26, 2018 – City of South Bend, 1102 W. First Street – 10AM

1. **Call to Order and Roll Call**
2. **Approve Agenda and Meeting Minutes**
 - a. Executive Committee Meeting of October 6, 2017 2
3. **Treasury Related Reports**
 - a. Treasurer Report 9
 - b. World Points 27
4. **Old Business**
 - a. October 6, 2017 Follow Up Notes 32
5. **New Business**
6. **Committee Business/Reports**
 - a. Audit (Shannon) (Available on Friday) N/A
 - b. Awards (Shannon) 34
 - c. Budget (Virginia) 36
 - d. Bylaws (Debbie J) 39
 - e. Conference Planning (Paula) 40
 - f. Education (Joanna) 51
 - g. Education Coordinator (Ali) 56
 - h. Fundraising (Susan) 60
 - i. Historical (Jill) 62
 - j. Legislative (Kay) 63
 - k. Membership (Liz) 68
 - l. Newsletter (Melissa) 73
 - m. Scholarship (Shawn) 74
 - n. Webmaster (Jill) 76
7. **Other Business**
 - a. Email Ratifications 77
8. **Good of the Order**
9. **Next Meeting** – Scheduled for Friday, March 16, 2018 at Red Lion, Pasco, Washington
10. **Adjournment**





WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Executive Committee Meeting

Friday, January 26, 2018, 10:00 a.m.

City of South Bend, City Hall, South Bend, WA

NOTICE OF THIRD QUARTER BUSINESS MEETING

Notice is hereby given that the Executive Committee of the Washington Municipal Clerks Association will meet on January 26, 2018, for the purpose of the Third Quarter Business Meeting; details as follows.

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

DATE: Friday, January 26, 2018

TIME: 10:00 a.m.

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

NOTES: Lunch will be provided.

DATED this 18th day of January, 2018.

/s/

Elizabeth M. Adkisson, MMC

Secretary, Washington Municipal Clerks Association



EXECUTIVE COMMITTEE MINUTES

Friday, October 6, 2017, 10:00 a.m.

Red Lion Hotel, Pasco, WA

1. Call to Order and Roll Call

Ms. Dee Roberts, WMCA President, called the meeting to order at approximately 10:05 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 June 2, 2017

President Roberts called for any corrections to the June 2, 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 Budget vs. Actual, Checking Register, Savings Register, Scholarship Register, and the Membership Reconciliation for 2017-18.

b. World Points

President Roberts called for any questions regarding the reports included in the agenda packet; and general discussion ensued regarding online access and reporting.

4. Old Business

a. AWC Legislative Representatives

President Roberts noted Boardmember Kammer has verified the WMCA representatives to the AWC Legislative Committee (Debbie Burke, Normandy Park, and Tisha Gieser, Issaquah).

5. New Business

a. IIMC *Don't be a Shellfish/Santa Claws* Fundraiser

President Roberts noted IIMC fundraising materials included in the agenda packet for the IIMC Foundation Santa Claws Raffle.

b. IIMC Vice President Campaign – Anne E. Uecker

President Roberts noted the letter received from Ms. Anne E. Uecker, MMC/WCPC, City Clerk/Treasurer for the City of St. Francis, WI, included in the agenda packet; and queried whether the Executive Committee/WMCA has supported candidates for IIMC Vice President in the past. General discussion ensued regarding providing candidate received materials to the WMCA membership via newsletters, e-blasts, conference materials, etc.; and allowing candidates time to speak at the annual conference, if in attendance.

c. Positions up for Election

President Roberts reviewed the terms of office ending in March 2018 and positions to be included in the 2018 General Elections. Discussion ensued regarding terms and additional positions with potential terms ending in the near future (IIMC Regional IX representatives; the NCI Committee; etc.). President Roberts noted she will add terms to the EC contact list and redistribute.

6. Committee Business/Reports

a. Audit Committee

Immediate Past President Corin noted the report included in the agenda packet materials; and completion of the annual audit report.

b. Awards Committee

Immediate Past President Corin noted the report included in the agenda packet materials; and noted submission documentation will be posted on the WMCA website, with a deadline of January 15, 2018. General discussion ensued regarding forms and submission format.

c. Budget Committee

President-Elect Olsen noted the 2018-19 Budget discussions will be scheduled in the next few months.

d. Bylaws Committee

Boardmember Jermann noted the report included in the agenda packet materials; and new committee members.

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, including cost comparisons for five potential locations.

Discussion ensued regarding potential locations (Hotel RL Olympia, Semiahmoo, Heathman Vancouver, Hilton Vancouver, and Clearwater Resort); east and west state options and cost/attendance differentiation; switching to a three year rotation (two years east; one year west) as opposed to every other year; and a potential survey of the membership on this matter. In general, the Executive Committee agreed in selecting a 2019 site and then surveying the membership on a continuing conference location strategy.

President-Elect Olsen moved to pursue Semiahmoo as the 2019 Conference Site; the motion was seconded by Immediate Past President Corin. On vote,
Motion carried (12-0).

Discussion ensued regarding Conference VIP duties, what other local states do, and the potential to re-distribute the duties and amend the President-Elect job description.

President-Elect Olsen moved to strike the VIP duties from the President-Elect job description; the motion was seconded by Immediate Past President Corin. On vote,
Motion carried (12-0).

Vice President Swisher noted she will collect the data requested (past six conferences cost/attendance differentiation) for a continued discussion regarding a conference location/rotation strategy and membership survey.

f. Education Committee

President-Elect Olsen noted the report included in the agenda packet materials and reported on education planning for the 2018 annual conference and potential topics; and the need to issue advanced payment to the proposed keynote speaker. Discussion ensued regarding potential speakers/topics.

President-Elect Olsen moved 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; the motion was seconded by Vice President Swisher. On vote,

Motion carried (12-0).

Discussion continued regarding potential topics and speakers.

g. Education Coordinator

President-Elect Olsen noted the report included in the agenda packet materials and reported on the 2017 Spring Academy and Athenian dialogue, the 2017 Fall Mini Conference (Athenian Dialogue/Academy), 2018 Spring Academy, 2018 Athenian Dialogue, and an NCI Update. Discussion ensued regarding holding a 2018 Fall Mini Conference.

Immediate Past President Corin moved to hold a Athenian Dialogue and Academy Session two-day fall mini-conference in 2018; the motion was seconded by Vice President Swisher. On vote,

Motion carried (12-0).

Discussion ensued regarding Athenian sessions and locations/dates for the 2018 Fall Mini Conference. The EC confirmed opening up registration to all members for the Athenian Dialogue, and the pricing structure (\$150 per day; \$250 for 2 days; and a \$50 cancellation fee if within a month of the conference).

h. Fundraising Committee

Boardmember Duncan noted the report included in the meeting materials and provided an update on: WMCA sweatshirt pre-ordering, raffle ticket sales, and potential raffle sponsorships. General discussion ensued regarding raffle sponsorships.

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

President Roberts stated the meeting would recess for lunch.

NOTE: The meeting recessed at 11:53 a.m. and reconvened at approximately 12:49 p.m.

j. Legislative Committee

Boardmember Kammer noted the report included in the meeting materials and reported on the upcoming committee meeting – October 21, 2017, at North Bend City Hall. Potential 2018 legislative priorities are to be emailed to Boardmember Kammer for the Committee's consideration.

k. Membership Committee

Secretary Adkisson noted the report included in the packet and provided an update on the following topics: the 2017 Fall Mini Conference membership event; special purpose district clerk recruitment; offering the small cities scholarship for qualifying first time members; and the upcoming 2018 General Elections. Discussion ensued throughout regarding the mini-conference event, recruitment, and an elections pamphlet for the 2018 General Election.

l. Newsletter Committee

Boardmember Collins noted the report included in the agenda packet materials and reported on the upcoming featured clerks' line-up and new format. Discussion ensued regarding including helpful parliamentary procedure information and newsletter reading statistics.

m. Scholarship Committee

Boardmember Campbell noted the report included in the packet; noted the most recent scholarships cycle went well; and that Scholarship Committee Chairperson Gregor will be bringing back proposed language regarding the accountability portion of receiving a scholarship, as well as an appeals process for a denied scholarship, for EC consideration. Discussion ensued regarding accountability, contribution to WMCA committees, potential solutions for tracking accountability, communication between the Scholarship and Conference Planning Committees regarding those receiving a rooming scholarship for annual conference, and the potential to limit numbers of members to the Scholarship Committee.

n. Webmaster

Boardmember Boltz noted the continued effort to update the current website and make it more 'user friendly;' as well as continuing to look into the possibility of a complete website redesign.

7. Other Business

a. Email Ratifications

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

- June 13, 2017 – allowing the Conference Planning Committee Chair (Boardmember Swisher) to sign the necessary documents for the Fall Mini Academy at the Red Lion in Pasco, Washington.

Boardmember Duncan moved to ratify the June 13, 2017, email decision, as presented; the motion was seconded by President-Elect Olsen. On vote,
Motion carried (12-0).

8. Good of the Order

Discussion ensued regarding the following topics: flowers for Hester and her scheduled celebration of life event; Call for 2018-19 Committee Chairs to be advertised via email/newsletter; and Annual Conference VIP events.

9. Next Meeting

President Roberts noted the next WMCA Executive Committee meeting will be held Friday, January 26, 2018, at South Bend City Hall, South Bend, Washington, at approximately 10 a.m.

10. Adjournment

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

Motion carried (12-0).

The meeting was adjourned at approximately 2:13 p.m.

DRAFT

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



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: January 18, 2017

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

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Profit & Loss Budget vs. Actual (expanded)
- Checking Register, May through December
- Checking Reconciliation for December
- Savings Register, May through December
- Savings Reconciliation for December

We show a loss of \$ 11,700.89. Our expenses are exceeding our revenues but that will turn around in January when we start to receive conference revenue.

WMCA
Balance Sheet
As of December 31, 2017

Assets

Current Assets

Checking	3,061.76
Savings	35,907.98
Western Annuity	50,000.00
Total Cash	<u>88,969.74</u>

Total Current Assets 88,969.74

Total Assets 88,969.74

Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	3,284.75
Net Income	<u>(11,700.89)</u>
Total Equity	<u>88,969.74</u>

Total Liabilities & Equity 88,969.74

WMCA
Profit & Loss Budget vs. Actual
December 2017

	Actual May '17- Dec '17	Budget May '17-April '18	\$ Under/Over Budget	% of Total
Income				
Advanced Academy	10,100.00	19,000.00	(8,900.00)	0.53
Conference	800.00	55,500.00	(54,700.00)	0.01
Dues	24,885.00	24,000.00	885.00	102.00
Money Market Savings Interest	14.98	36.00	(21.02)	0.42
NCI Lodging	0.00	1,600.00	(1,600.00)	
Scholarship Income	1,201.00	11,005.00	(9,804.00)	0.11
Total Income	37,000.98	111,141.00	(74,140.02)	33.29%
Transfer to Savings	0.02		0.02	
Expense				
Academy Sessions	5,764.82	12,250.00	(6,485.18)	0.47
Annual Conference	6,289.92	78,900.00	(72,610.08)	0.08
Board Expenses	11,017.20	21,593.60	(10,576.40)	0.51
Communication Expenses	25.00	1,080.00	(1,055.00)	151.00
Contingency	0.00	500.00	(500.00)	0.00
Future Conference Site Deposit	8,125.00			
IIMC	0.00	1,575.00	(1,575.00)	111.00
Miscellaneous Expenses	2,815.39	6,145.00	(3,329.61)	0.46
Scholarship Expenses	14,664.52	29,700.00	(15,035.48)	0.49
Total Expense	48,701.87	151,743.60	(103,041.73)	32.09%
Net Profit (Loss)	(11,700.89)	(40,602.60)	28,901.71	1.20%

WMCA
Profit Loss Budget vs. Actual
December 2017

	Actual May '17-Dec '17	Budget May '17 - Apr '18	\$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	4,500.00	5,250.00	(750.00)	85.71%
Fall	5,600.00	7,500.00	(1,900.00)	74.67%
Spring	0.00	6,250.00	(6,250.00)	0.00%
Total Advanced Academy	<u>10,100.00</u>	<u>19,000.00</u>	<u>(8,900.00)</u>	<u>53.16%</u>
Conference				
Donations	0.00	500.00	(500.00)	0.00%
Exhibitors	0.00	7,500.00	(7,500.00)	0.00%
Meals	0.00	3,500.00	(3,500.00)	0.00%
Registrations	800.00	44,000.00	(43,200.00)	1.82%
Total Conference	<u>800.00</u>	<u>55,500.00</u>	<u>(54,700.00)</u>	<u>1.44%</u>
Dues	24,885.00	24,000.00	885.00	103.69%
Money Market Savings Interest	14.98	36.00	(21.02)	41.61%
NCI Director Lodging	0.00	1,600.00	(1,600.00)	
Scholarship Income				
Auction	0.00	4,500.00	(4,500.00)	0.00%
Donations	250.00	0.00	250.00	0.00%
Interest	0.00	5.00	(5.00)	0.00%
Product Sales	493.00	2,000.00	(1,507.00)	24.65%
Raffle	458.00	4,500.00	(4,042.00)	10.18%
Total Scholarship Income	<u>1,201.00</u>	<u>11,005.00</u>	<u>(9,804.00)</u>	<u>10.91%</u>
Total Income	<u>37,000.98</u>	<u>111,141.00</u>	<u>(74,140.02)</u>	<u>33.29%</u>
Transfer from Savings	0.00	0.00	0.00	#DIV/0!
Total	<u>37,000.98</u>	<u>111,141.00</u>	<u>(74,140.02)</u>	<u>33.29%</u>
Expense				
Academy Sessions				
Athenian Dialogue	2,558.21	2,000.00	558.21	127.91%
Fall	3,206.61	5,250.00	(2,043.39)	61.08%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Total Academy Sessions	<u>5,764.82</u>	<u>12,250.00</u>	<u>(6,485.18)</u>	<u>47.06%</u>
Annual Conference				
Audio Visual	0.00	6,000.00	(6,000.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	239.92	2,000.00	(1,760.08)	12.00%
Drawings/Door Prizes	0.00	500.00	(500.00)	0.00%
Hospitality Expenses (WMCA)	0.00	5,050.00	(5,050.00)	0.00%
Meals	0.00	45,000.00	(45,000.00)	0.00%
Printing/Postage	0.00	2,500.00	(2,500.00)	0.00%
Recognition Awards	0.00	750.00	(750.00)	0.00%
Speakers	6,050.00	12,000.00	(5,950.00)	50.42%

WMCA
Profit Loss Budget vs. Actual
December 2017

	Actual May '17-Dec '17	Budget May '17 - Apr '18	\$ Under/Over Budget	% of Total
Special Entertainment	0.00	2,000.00	(2,000.00)	0.00%
Supplies	0.00	2,000.00	(2,000.00)	0.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	6,289.92	78,900.00	(72,610.08)	7.97%
Board Expenses				
Board Meetings	868.07	900.00	(31.93)	96.45%
Education Coordinator	1,317.47	2,685.05	(1,367.58)	49.07%
Executive Committee Travel				
AWC Conference	1,566.42	2,800.00	(1,233.58)	55.94%
Exec Committee Travel-Other	164.61	0.00	164.61	
Total Executive Committee Travel	1,731.03	2,800.00	(1,068.97)	61.82%
NCI Director Travel				
IIMC Conference	0.00	800.00	(800.00)	0.00%
Northwest Clerks Institute	2,183.12	3,400.00	(1,216.88)	64.21%
WMCA Conference	0.00	575.00	(575.00)	0.00%
Total NCI Director Travel	2,183.12	4,775.00	(2,591.88)	45.72%
Officer's Board Travel				
President				
Alaska Conference	743.02	1,325.00	(581.98)	56.08%
CA Conference	876.11	1,409.00	(532.89)	62.18%
IIMC Conference	1,316.12	2,920.00	(1,603.88)	45.07%
OR Conference	888.81	1,082.51	(193.70)	82.11%
WMCA Conference	0.00	400.00	(400.00)	0.00%
Total President	3,824.06	7,136.51	(3,312.45)	53.58%
President Elect				
IIMC Conference	953.41	2,797.04	(1,843.63)	34.09%
WMCA Conference	140.04	500.00	(359.96)	28.01%
Total President Elect	1,093.45	3,297.04	(2,203.59)	33.16%
Total Officer's Board Travel	4,917.51	10,433.55	(5,516.04)	47.13%
Total Board Expenses	11,017.20	21,593.60	(10,576.40)	51.02%
Communication Expenses				
Survey	0.00	200.00	(200.00)	0.00%
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	25.00	800.00	(775.00)	3.13%
Total Communication Expenses	25.00	1,080.00	(1,055.00)	2.31%
Contingency	0.00	500.00	(500.00)	0.00%
Future Conference Site Deposit	8,125.00	0.00	8,125.00	
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
December 2017

	<u>Actual</u> <u>May '17-Dec '17</u>	<u>Budget</u> <u>May '17 - Apr '18</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Outgoing Region IX Dir Gift	0.00	0.00	0.00	
Region IX Assessment	0.00	1,500.00	(1,500.00)	0.00%
Total IIMC	0.00	1,575.00	(1,575.00)	0.00%
Miscellaneous Expenses				
501C(3)	860.00	800.00	60.00	107.50%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	413.46	1,000.00	(586.54)	41.35%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	88.93	500.00	(411.07)	17.79%
Other	150.00	825.00	(675.00)	
Post Cards Vistaprint	0.00	750.00	(750.00)	0.00%
Postage	0.00	420.00	(420.00)	0.00%
Total Miscellaneous Expenses	2,815.39	6,145.00	(3,329.61)	45.82%
Scholarship Expenses				
Conference Scholarships	0.00	8,500.00	(8,500.00)	0.00%
Grand Raffle	187.50	2,700.00	(2,512.50)	6.94%
Margery A. Price Scholarship	1,400.00	1,500.00	(100.00)	93.33%
NCI Scholarships	12,625.00	15,000.00	(2,375.00)	84.17%
Scholarship Items for Sale	452.02	2,000.00	(1,547.98)	22.60%
Total Scholarship Expenses	14,664.52	29,700.00	(15,035.48)	49.38%
Total Expense	48,701.85	151,743.60	(103,041.75)	32.09%
Transfer to Savings	0.02	0.00	0.02	
Net Profit (Loss)	(11,700.89)	(40,602.60)	28,901.71	28.82%

WMCA

1/18/2018 1:16 PM

Register: Chase Checking

From 05/01/2017 through 12/31/2017

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
05/04/2017			-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 ...	Scholarship Expenses:...		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

1/18/2018 1:16 PM

Register: Chase Checking

From 05/01/2017 through 12/31/2017

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 Olsen	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
09/01/2017			-split-	PayPal		X	390.60	16,317.43
09/13/2017		Bank Of America	-split-	Paula Swisher	368.41	X		15,949.02
09/15/2017			-split-	Deposit		X	500.00	16,449.02
09/25/2017			-split-	Deposit - Schol...		X	0.00	16,449.02
09/25/2017	1131	The Print Shop	Scholarship Expenses:...		187.50	X		16,261.52
09/25/2017	1132	Dee Roberts	-split-		273.37	X		15,988.15
09/27/2017			-split-	Deposit -The S...		X	72.22	16,060.37
09/28/2017	1133	City of Omak	ADVANCED ACADE...	Cancellation	150.00	X		15,910.37
09/29/2017			-split-	Deposit		X	950.00	16,860.37
09/29/2017			-split-	PayPal		X	389.40	17,249.77
10/03/2017			-split-	The Square		X	23.97	17,273.74
10/05/2017			-split-	The Square		X	38.45	17,312.19
10/20/2017			-split-	Deposit		X	1,008.00	18,320.19
10/20/2017			-split-	Deposit		X	628.00	18,948.19
10/20/2017	1134	Red Lion Hotel Pasco	-split-		5,407.32	X		13,540.87
10/20/2017	1135	Leavitt Insurance	Miscellaneous Expense...		1,053.00	X		12,487.87
10/23/2017		Bank Of America	-split-	Dee Roberts	615.44	X		11,872.43
10/23/2017		Bank Of America	Miscellaneous Expense...	Gina Anderson	10.00	X		11,862.43
10/23/2017		Bank Of America	ANNUAL CONFERE...	Paula Swisher -...	36.12	X		11,826.31
10/23/2017	1136	Shawn Campbell	ACADEMY SESSION...		50.00	X		11,776.31
10/23/2017	1137	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		11,526.31
11/06/2017		Bank Of America	Miscellaneous Expense...	Virginia Olsen	96.92	X		11,429.39
11/06/2017		Bank Of America	ACADEMY SESSION...	Ali Spietz	32.98	X		11,396.41
11/14/2017	1138	Town of Skykomish	Dues 2017		75.00	X		11,321.41
11/14/2017	1139	Stephanie Haug	ACADEMY SESSION...		143.62	X		11,177.79
11/18/2017			-split-	Deposit		X	157.99	11,335.78
11/30/2017		Walkabout Seminars ...	ANNUAL CONFERE...		6,000.00	X		5,335.78
11/30/2017		Chase	ANNUAL CONFERE...	Michelle Ray T...	50.00	X		5,285.78

WMCA

1/18/2018 1:16 PM

Register: Chase Checking

From 05/01/2017 through 12/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/02/2017		Bank Of America	Board Expenses:NCI D...	Virginia Olsen	2,183.12	X		3,102.66
12/02/2017		Bank Of America	-split-	De Roberts	150.00	X		2,952.66
12/02/2017		Bank Of America	-split-	Ali Spietz	117.18	X		2,835.48
12/02/2017	1140	David T Saathoff	Miscellaneous Expense...		850.00	X		1,985.48
12/05/2017	1141	Anne B Uecker	ACADEMY SESSION...	VOID:		X		1,985.48
12/05/2017	1142	Anne B Uecker	ACADEMY SESSION...		468.60	X		1,516.88
12/05/2017	1143	Dee Roberts	-split-		330.12	X		1,186.76
12/06/2017			Transfer to Checking	From Savings t...		X	10,000.00	11,186.76
12/06/2017	1144	Semi-Ah-Moo	FUTURE CONFEREN...		8,125.00	X		3,061.76



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

December 01, 2017 through December 29, 2017

Account Number: **000001851443431**

00126477 DRE 702 210 36417 NNNNNNNNNN 1 000000000 61 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98874-100

CUSTOMER SERVICE INFORMATION

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



CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$5,285.78
Deposits and Additions	1	10,000.00
Checks Paid	4	-9,773.72
Electronic Withdrawals	3	-2,450.30
Ending Balance	8	\$3,061.76

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

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
12/06	Online Transfer From Mma ...4280 Transaction#: 6723219237	\$10,000.00
Total Deposits and Additions		\$10,000.00

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1140 ^		12/11	\$850.00
1142 * ^		12/28	468.60
1143 ^		12/08	330.12
1144 ^		12/15	8,125.00
Total Checks Paid			\$9,773.72

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

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

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



December 01, 2017 through December 29, 2017
 Account Number: **000001851443431**

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/04	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	\$2,183.12
12/04	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	150.00
12/04	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	117.18
Total Electronic Withdrawals		\$2,450.30

DAILY ENDING BALANCE

DATE	AMOUNT
12/04	\$2,835.48
12/06	12,835.48
12/08	12,505.36
12/11	11,655.36
12/15	3,530.36
12/28	3,061.76

SERVICE CHARGE SUMMARY

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

- Maintain an average daily balance of \$7,500.00. Your average daily balance was \$6,322.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$44,374.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. Your Premier Plus personal checking account is linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$0.00.

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

TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANSACTIONS
Checks Paid / Debits	7
Deposits / Credits	0
Deposited Items	0
Transaction Total	7

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



December 01, 2017 through December 29, 2017

Account Number: **000001851443431**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

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

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

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



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JPMorgan Chase Bank, N.A. Member FDIC

3:22 PM

01/08/18

WMCA
Reconciliation Summary
Chase Checking, Period Ending 12/31/2017

	<u>Dec 31, 17</u>	
Beginning Balance		5,285.78
Cleared Transactions		
Checks and Payments - 7 Items	-12,224.02	
Deposits and Credits - 2 items	10,000.00	
Total Cleared Transactions	<u>-2,224.02</u>	
Cleared Balance		<u><u>3,061.76</u></u>
Register Balance as of 12/31/2017		3,061.76
Ending Balance		3,061.76

3:22 PM

01/08/18

WMCA
Reconciliation Detail
Chase Checking, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,285.78
Cleared Transactions						
Checks and Payments - 7 items						
Check	12/02/2017		Bank Of America	X	-2,183.12	-2,183.12
Check	12/02/2017	1140	David T Saathoff	X	-850.00	-3,033.12
Check	12/02/2017		Bank Of America	X	-150.00	-3,183.12
Check	12/02/2017		Bank Of America	X	-117.18	-3,300.30
Check	12/05/2017	1142	Anne B Uecker	X	-468.60	-3,768.90
Check	12/05/2017	1143	Dee Roberts	X	-330.12	-4,099.02
Check	12/06/2017	1144	Semi-Ah-Moo	X	-8,125.00	-12,224.02
Total Checks and Payments					-12,224.02	-12,224.02
Deposits and Credits - 2 Items						
Check	12/05/2017	1141	Anne B Uecker	X	0.00	0.00
Deposit	12/06/2017			X	10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total Cleared Transactions					-2,224.02	-2,224.02
Cleared Balance					-2,224.02	3,061.76
Register Balance as of 12/31/2017					-2,224.02	3,061.76
Ending Balance					-2,224.02	3,061.76



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

December 01, 2017 through December 29, 2017

Account Number: **000003366074280**

00049073 DRE 702 210 36417 NNNNNNNNNN 1 000000000 60 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-100

CUSTOMER SERVICE INFORMATION

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



00490730101000000021

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$45,906.50
Deposits and Additions	1	1.48
Electronic Withdrawals	1	-10,000.00
Ending Balance	2	\$35,907.98
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$1.48
Interest Paid Year-to-Date		\$28.51

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$45,906.50
12/06	12/06 Online Transfer To Chk ...3431 Transaction#: 6723219237	-10,000.00	35,906.50
12/29	Interest Payment	1.48	35,907.98
	Ending Balance		\$35,907.98

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

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

3:23 PM

01/08/18

WMCA
Reconciliation Summary
Chase Savings, Period Ending 12/31/2017

	<u>Dec 31, 17</u>
Beginning Balance	45,906.50
Cleared Transactions	
Checks and Payments - 1 Item	-10,000.00
Deposits and Credits - 1 Item	1.48
Total Cleared Transactions	<u>-9,998.52</u>
Cleared Balance	<u><u>35,907.98</u></u>
Register Balance as of 12/31/2017	35,907.98
Ending Balance	35,907.98

3:23 PM

01/08/18

WMCA
Reconciliation Detail
Chase Savings, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,906.50
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/06/2017		Transfer To Checking	X	-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Deposits and Credits - 1 item						
Deposit	12/31/2017			X	1.48	1.48
Total Deposits and Credits					1.48	1.48
Total Cleared Transactions					-9,998.52	-9,998.52
Cleared Balance					-9,998.52	35,907.98
Register Balance as of 12/31/2017					-9,998.52	35,907.98
Ending Balance					-9,998.52	35,907.98

WMCA

1/18/2018 1:16 PM

Register: Chase Savings

From 05/01/2017 through 12/31/2017

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
09/30/2017			Money Market Savings...	Interest		X	1.81	45,902.63
10/31/2017			Money Market Savings...	Interest		X	2.00	45,904.63
11/30/2017			Money Market Savings...	Interest		X	1.87	45,906.50
12/06/2017		Transfer To Checking	Transfer to Checking	Cover Semiah...	10,000.00	X		35,906.50
12/31/2017			Money Market Savings...	Interest		X	1.48	35,907.98

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

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

Name: Virginia Olsen

Position: President Elect 2017-2018

Period: October 10 , 2017 - January 10, 2018

Beginning Points Balance			19,350.24
Date/Desc/Points Earned	1st Month	October 10, 2017	96.90
	2nd Month	November 10, 2017	2,183.12
	3rd Month	December 10, 2017	0.00
	4th Month	January 10, 2018	0.00
Subtotal Points Earned			21,630.26
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			21,630.26

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: PAULA SWISHER
 Position: CONFERENCE PLANNING CHAIR
 Period: October thru December 2017 & January 2018

		Beginning Points Balance	13563.69
Date/Desc/Points Earned	October		36.12
	November		0
	December		0
	January 2018		84.49
		Subtotal Point Earned	
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	13684.30

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Dee Roberts
 Position: President 2017-2018
 Period: October 10, 2017 - January 10, 2018

Beginning Points Balance			5,767.88
Date/Desc/Points Earned	1st Month	October 10, 2017	0.00
	2nd Month	November 10, 2017	150.00
	3rd Month	December 10, 2017	503.52
	4th Month	January 10, 2018	0.00
Subtotal Points Earned			6,421.40
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			6,421.40

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

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Name: Gina Anderson
 Position: Treasurer 2017-2019
 Period: October 10, 2017 - January 10, 2018

Beginning Points Balance			10,467.37
Date/Desc/Points Earned	1st Month	October 10, 2017	10.00
	2nd Month	November 10, 2017	0.00
	3rd Month	December 10, 2017	756.00
	4th Month	January 10, 2018	0.00
Subtotal Points Earned			11,233.37
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			11,233.37

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

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

Name: PAULA SWISHER
 Position: CONFERENCE PLANNING CHAIR
 Period: October thru December 2017

		Beginning Points Balance	13563.69
Date/Desc/Points Earned	October		36.12
	November		0
	December		0
		Subtotal Point Earned	
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	13599.81

Dee Roberts

From: Elizabeth Adkisson <EAdkisson@monroewa.gov>
Sent: Monday, January 22, 2018 4:25 PM
To: 'Jill Boltz'; 'Debbie Jermann'; 'Gina Anderson'; 'Kay Kammer'; 'Melissa Collins'; 'Paula Swisher'; 'Shawn Campbell'; 'Susan Duncan'; 'Virginia Olsen'; 'Shannon Corin'; Dee Roberts (dee.roberts@southbend-wa.gov)
Subject: 10/06/17 WMCA EC Meeting -- follow-up notes

Good afternoon!

I apologize for the delay!! Please see the below follow-up items noted from the 10/06/17 WMCA EC Meeting; I have tried to note the assigned individual where applicable. Please let me know if you have any questions/additions/etc.

- (Liz/Jill) 06/02/17 EC Minutes approved – to be posted online.
- (Dee) NB(b) – IIMC VP Campaign – offer to include candidate message/info in WMCA Conference Bags; will need materials before March 1st; to be offered to any candidate asking.
- (Dee) NB(c) – Positions for Election – Terms to be added to EC Contact Sheet; to be updated and sent out to EC.
- (Virginia) NB(c) – Look into other positional terms (example: Region IX reps, NCI Committee reps,
- Committee Business/Reports:
 - (Shannon/Jill) Awards – post COTY documents online.
 - (Debbie J) Bylaws – ADD Leana Johnson to Committee.
 - (Paula) Conference Planning – provide information on last six years conferences (budget v. actual costs; profit/loss; attendance levels); for continued discussion on future conference location strategies; research potential survey options to open up to member discussion/input.
 - (Paula) Conference Planning – look to renegotiate 2022 conference location (Pasco) to 2021; and then look into west side location for 2022.
 - (Vice President) Bring back amendment to Pres-Elect Job Description re Conference VIP duties; follow other Region IX States and provide VIPs itinerary and transportation options (they arrange themselves).
 - (Virginia) Education Coordinator – Schedule high energy Friday Conference Speaker/topic.
 - (Virginia) Education – 2018 topics to look into: DOR Monthly excise tax report session (helpful hints, etc.)
 - (Virginia/Shawn) Education – Coordinate re HR Topics/Jenna.
 - (Virginia) Education Coordinator – Notify Ali re: ok to do 2-day conference in Fall (Athenian/Academy format); look into Hidden Figures Athenian (w/Mary Kay?); potential location – Leavenworth?; potential date: mid-September?; promote fall conference to Oregon?; keep pricing structure the same (\$150 per day; \$250 for 2 days; and \$50 cancellation fee if within a month).
 - (ALL) Education Coordinator – send additional ideas for Athenians/Academy subjects to Ali.
 - (Susan) Fundraising – look into possible sponsorship of prizes for raffle.
 - (Kay/ALL) Legislative – send items/issues/input to Kay for AWC Committee working on 2018 Legislative Priorities; example – clarifications on PDR exemptions.
 - (Liz) Membership/Recruitment – send recruitment letters to special purpose districts; continue to offer small cities scholarships and track progress.
 - (Liz) Membership/Elections – send Elections pamphlet info to Melissa/Newsletter Committee for 2018 General Elections.
 - (Melissa) Newsletter – Add Facebook logo/info to newsletter; and potentially include ParliPro tips from Jurassic Parliament webpage/newsletter.
 - (Shawn) Scholarship – Look into scholarship recipient accountability program (for signing up and contributing to WMCA Committees); example – have to sell ## raffle tickets, have to volunteer on the educational committee at conference, etc.
 - (Shawn) Scholarship – bring back info on appeals process (in the works).

- (Shawn/Paula) Scholarships/Conf Planning – Coordinate Scholarships/Conf Planning re those receiving a rooming scholarship.
- (ALL) Look into Committee descriptions and potential to limit membership on certain committees based on tasks (number of people needed).
- (Jill) Webmaster – add Membership Committee Chairperson as web administrator.
- (Virginia) Good of the Order– email out/add to newsletter Call for 2018-19 Committee Chairs.
- (Paula/Jill) Good of the Order – Conference Planning for VIP Dinner (maybe skip? Have an amped up president's reception?); and do EC photos at Banquet/photo booth concept (?).

I expect the DRAFT 06/02/17 Minutes to follow tomorrow morning! Thank you!!

Elizabeth M. Adkisson, MMC | City Clerk



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



- 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: 1/23/17

SUMMARY OF ACTIVITIES: We have received 5 nominations for the Clerk of the Year Award. These nominations will be checked for eligibility. Those eligible will be moved forward to the whole committee for grading in four categories:

- Leadership, organization, administration and communication.
- Legislative and governing body procedures, records management and public relations.
- Outstanding service to WMCA, commitment to professional development and contribution to the clerk profession.
- Special projects, community activities and volunteerism.

The President will chose an awardee by February 2, 2018 and the jursidiction and Conference Chair(s) will be notified.

The President will also choose awardee(s) for the President's Award of Distinction.

The Awards will be ordered for presentation on Banquet night at the WMCA Conference.

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>\$ 500</u>	<u>\$ _____</u>
<u>Postcards Vista Print</u>	<u>\$ 300</u>	<u>\$ 0</u>
<u>Postage</u>	<u>\$ 150</u>	<u>\$ 0</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: Virginia Olsen, Budget Committee Chair
COMMITTEE: Budget Committee
DATE: January 26, 2018

SUMMARY OF ACTIVITIES: The Budget Committee met in early December to draft the 2018-19 Budget. No sweeping changes, just minor adjustments to travel and conference based upon locations and other known information.

Notations were made in the margins to provide additional information to the members as well as historical perspective for those preparing future budgets.

In Expenditures under travel, the WMCA and CCAC conferences (as well as registration for the IIMC conference) fall in the currently adopted fiscal year budget and the remainder falls in the budget we are preparing for 2018-19. California has not determined their 2019 conference location so we have placeholder numbers.

The only significant change is Line 14, Conference Meals, that increases \$5,000 due to Semiahmoo Resort being more expensive than the Pasco Red Lion. The Region IX assessment (line 62) was increased from 300 to 325 active members based upon more current information so it increases from \$1,500 to \$1,625.

Total expenditures are \$152,440 which is an increase of less than \$700 over the 2017-18 budget and our conference is on the westside, a traditionally more expensive location. Our annual conference is by far, our largest expenditure each year.

Several small reductions were made in the budget based upon actuals as recommended by members of the Budget Committee. The total budget does include a significant transfer from savings as is our practice.

ACTION REQUESTED: YES NO

RECOMMENDATION: Review and make any necessary changes before moving this forward for consideration at the March 15 Annual Business Meeting.

ALTERNATIVES: n/a

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

WMCA BUDGET Conference Hospitality

Position	Description	Budget	Proposed	Policy
		May '17 - Apr '18	May '18 - Apr '19	
2017 Clerk of the Year	Registration/Early	300.00	400.00	
AAMC President	Registration/Early	425.00	400.00	
Shellie Saner	Welcoming Gift	50.00	50.00	
CCAC President	Registration/Early	425.00	400.00	
Wendy Klock-Johnson	Welcoming Gift	50.00	50.00	
IIMC Executive Director	Registration/Early	300.00	400.00	
Chris Shalby	Welcoming Gift	50.00	50.00	
IIMC President	Registration/Early	300.00	400.00	
Mary Kayser	Lodging	400.00	400.00	
Mary Kayser	Transportation/Mileage	200.00	200.00	
Mary Kayser	Welcoming Gift	50.00	50.00	
IIMC President-Elect	Registration/Early	300.00	400.00	
Stephanie Carouthers Kelly	Welcoming Gift	50.00	50.00	
OAMR President	Registration/Early	425.00	400.00	
Debbie Hamilton	Welcoming Gift	50.00	50.00	
NCI Director	Registration/Early	300.00	400.00	
Joann Tilton	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	400.00	
OR - Tracy Davis	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	400.00	
AK - Sheri Pierce	Lodging	-	-	
	Welcoming Gift	50.00	50.00	
	Total Hospitality	4,425.00	5,050.00	



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

TO: WMCA President and Executive Committee

FROM: Jodee Schwinn, Chair

COMMITTEE: Bylaws

DATE: January 17, 2018

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

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES:

FISCAL IMPACT:

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



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

TO: WMCA President and Executive Committee
FROM: Paula Swisher, Conference Planning Chair
COMMITTEE: Conference Planning
DATE: 1/17/2018

SUMMARY OF ACTIVITIES: The 2018 conference is coming together. We have padfolios donated by Vision MS, we have bags being donated by Code Publishing (I hope, new person I'm dealing with) we have 11 out of 20 vendor spaces registered.

As we talked about the costs associated with venue on the east side vs. the west side at our last meeting included you will find the comparison sheet conferences dating back to 2009. It essentially has been a wash between the two from 2009 to present but a large chunk of that was the \$10,000 savings we had at Quinalt in 2009, without it we would have eaten the \$10,000. I truly believe that if the board and membership both agree to do a 2 year east, 1 year west rotation that it will be financially sustainable. I would like to put it to a vote of the membership with the board's support so we can begin the transition. Currently the Red Lion Pasco has us penciled in to change us from 2022 to 2021 should we be successful in making the change. I look forward to our further discussion regarding this topic.

I'm also enclosing the new menu pricing that I just received from Semiahmoo today.....keep in mind these prices will most likely increase before our conference next year. The example I will use is for banquet night, there cost for the minimal 3 course plated meal is \$65/per person, then you add the 22% service charge, followed by the 8.5% tax and it really costs \$86.04/per person. Keep in mind that does not include a beverage for toasting the clerk of year. With these price Changes this will be a very expensive conference and even with the registration increase that is due to go into effect next year I have a feeling that it will not even cover the cost of food at this venue.

You will also find included the change we discussed at our last meeting regarding the President-Elect's job duties and the removal of arranging transportation. I also found that we had never removed the attendance at the Idaho Clerks Conference and have changed that as well.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

President-Elect

The duties of the President-Elect shall be:

1. Attend WMCA Annual Spring Conference.
2. Maintain knowledge of WMCA by-laws, policies and procedures.
3. Perform the duties of the President in his/her absence. The President-Elect proceeds to the office of President automatically without vote on the expiration of the term of the current President. The President-Elect assumes the office of President should that office become vacated per WMCA by-laws.
4. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
5. Serve as Board Liaison on the Education Committee. Liaison responsibilities include:
 - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
 - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
 - c. Assuming the responsibilities of the Chair in his/her absence;
 - d. If the Chair resigns, serve in that position until the President appoints a new chair
 - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
 - f. Ensure Committee Chair prepares certificates for committee members.
6. Attend the IIMC and Idaho ICCTFOA Conferences as a representative of WMCA. Transportation, lodging and meals are paid for per the WMCA travel policy.
7. Serve as the chair of the Budget Committee. Prior to the Annual Conference, lead the Budget Committee in preparing a budget for the upcoming year.
8. This budget is presented to the Executive Committee at its January meeting. Present to the general membership for a vote at the Annual Business meeting. The President-Elect should include the Audit Committee's recommendations in his/her budget, if appropriate.
9. Appoint Committee Chairs prior to the Annual Conference. Conduct the orientation meeting of incoming Committee Chairs at the Annual Conference. Include past Committee Chairs as well to facilitate transfer of records and information.
10. In coordination with the President, prepare VIP itinerary for the conference and have this delivered to the rooms of VIP guests (state presidents, IIMC representative). ~~Also arrange for any special transportation needs of the out-of-state guests.~~ President-Elect is responsible to meet the needs of the out-of-state guests during the conference.

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11. Purchase and present the gift from the Executive Committee to the President (Committee members contribute personal funds as this is not a WMCA expense.)
12. Purchase an appropriate gift to commemorate the outgoing President's year of service which will be presented on behalf of the membership at the annual banquet.
13. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
14. Assume office of the President and proceed with the closing of the Annual Conference, including a president's message to the membership for the upcoming year.
15. Serve as a member of the Northwest Clerks Institute (NCI) Committee.

Timetable:

All Year	Optional – Write articles for Monthly Newsletter or FB Posts
As Called	(15) Attend NCI Committee meetings
March	(1) Attend conference and take oath of office;
	(4) EC Meeting, Friday afternoon after conference
March	Register for IIMC Conference and book hotel/transportation
May	(7) Attend IIMC conference
June	Optional – register and attend NWCI
June	(4, 5) EC Meeting and Committee Liaison
September	(6) purchase gifts and attend Idaho Conference
September	Prepare newsletter article to solicit Committee positions
October	Optional – register and attend WMCA Fall Academy
October	(4, 5) EC Meeting
Oct - Dec	(8) Call Budget Committee meeting
December	Prepare newsletter article to solicit Committee positions
January	(4, 5, 8) EC Meeting – present Budget
January	Register for WMCA Conference and book hotel room
January	(10) Prepare out-of-state guests itineraries
Jan - Mar	(11, 12) Coordinate gift purchases and distribution
Feb - Mar	(9) Appoint Committee Chairs for the next fiscal year
March	(5)(f) Ensure Education Committee Chair prepares certificates
March	(President) Prep & Distrib EC Meeting Packet for March meeting
March	(9) Facilitate Committee transfer of records
March	President's Oath (14) Closing Message at Conference

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PRICING

Breakfast Buffets

The Boardroom \$30 per guest

The Continental \$19 per guest

The Local Farmer \$32 per guest

Additional a la Carte Items \$10 per guest

Morning Break

Mini Smoothie Shooters \$24 per dozen

Homemade Sticky Buns \$32 per dozen

Banana Bread/Zucchini Carrot Bread \$28 per dozen

Mini Italian Donuts \$24 per dozen

Assorted Mini Muffins \$28 per dozen

Mid-Day or Evening Break

Rounds & Squares \$28 per dozen

Cookie Jar \$28 per dozen

Large Soft Pretzels \$22 per dozen

Freshly Popped Popcorn \$4 per guest

Raid the Freezer \$5 each

Chips n' Salsa \$4 per guest

Charcuterie \$17 per guest

Grace Harbor Farms Chocolate Milk \$5 each

Luker Columbian Fair Trade Chocolate Bars \$4 each

Thomas Haas Chocolate Bars \$5 each

Chocolate Lovers \$19 per guest

*All food and beverage is subject to a 22% service charge and 8.5% Washington state sales tax.
Menus and prices are subject to change.*

Familiar Brands Hosted Bar

Bartender Fee Waived

Cocktails \$9

Domestic Beer \$5

Imported and Microbrew Beers \$7

Sommelier's Choice House Wines \$7

Pepsi Products \$4

San Pellegrino \$6

Favorite Brands Hosted Bar

Bartender Fee Waived

Cocktails and Liqueurs \$9

Domestic Beer \$5

Imported and Microbrew Beers \$7

Sommelier's Choice House Wines \$9

Pepsi Products \$4

San Pellegrino \$6

*All food and beverage is subject to a 22% service charge and 8.5% Washington state sales tax.
Menus and prices are subject to change.*

Lunch Buffets

"Healthy Body & Mind" \$29 per guest

"The Tuscan" \$31 per guest

"Off the Boat" \$41 per guest

"Wooden Block" \$33 per guest

"All the Way from Baja" \$39 per guest

Plated Lunches

Tomato Basil Soup
Pan Seared Chicken Breast
Strawberry Pistachio Tart
\$25 per guest

Beet & Goat Cheese Salad
Roasted Salmon
Tiramisu, Chocolate Sauce
\$31 per guest

Classic Chopped Caesar Salad
Steamed Ling Cod
Chocolate Tart, Mango Marshmallow
\$28 per guest

Mix & Match

\$27 per guest

LEARN FROM THE CHEF

Oyster Tasting
\$15 per guest (10 max.)

Local Cheese Tasting
\$18 per guest (10 max.)

Seattle's Salumi Charcuterie Tasting
\$18 per guest (10 max.)

*All food and beverage is subject to a 22% service charge and 8.5% Washington state sales tax.
Menus and prices are subject to change.*

Hors d'Oeuvres

Ahi Tuna Tataki \$45 per dozen	Mini Beef Sliders \$46 per dozen
Goat Cheese and Sundried Tomato Lollipops \$32 per dozen	Shrimp Satay \$42 per dozen
Salmon Tartar "Cones" \$38 per dozen	Mini Crab Cakes \$50 per dozen
Bocconcini and Grape Tomato Skewers \$29 per dozen	Assorted Dim Sum \$44 per dozen
Smoked Salmon on Rye Toast \$38 per dozen	BBQ Chicken Quesadillas \$38 per dozen
Dungeness Crab Salad \$35 per dozen	Wild Mushroom Tartlets \$36 per dozen
Peppered Beef Carpaccio \$42 per dozen	Wild Mushroom Risotto Arancini \$44 per dozen
Smoked Duck Breast \$46 per dozen	Mini Salmon Burger \$42 per dozen
Shrimp Salad \$39 per dozen	Spicy Italian Lamb Meatballs \$42 per dozen
Chilled Tomato Gazpacho \$28 per dozen	Chickpea and Mint Falafel \$31 per dozen
	Mini Beef Hot Dogs \$36 per dozen

PLATED DINNER

Three Courses \$65 **Four Courses** \$74 **Five Courses** \$83

Chef Attended Stations

All stations require a Chef fee - \$110 per 2 hours

Seafood Station \$28 per guest

Mini Burger Station \$18 per guest

Pasta Station \$23 per guest

Chef Attended Carved Stations

All stations require a Chef fee - \$110 per 2 hours

Beef Tenderloin \$260 per 10 guests

Roast Pork Loin \$150 per 10 guests

Double R Ranch Sirloin \$230 per 10 guests

Anderson Ranch Lamb Chops \$300 per 10 guests

Total Dinner Buffet Options

"The English Are Coming" \$78 per guest

"All the Way from Baja" \$69 per guest

Tequila Bar add \$22 per guest

BBQ Dinner \$46 per guest

All American Dinner \$49 per guest

*All food and beverage is subject to a 22% service charge and 8.5% Washington state sales tax.
Menus and prices are subject to change.*

Enhancement Platters

Local & Imported Cheese Platter \$14 per guest

Seasonal Crudités, Cured & Spicy Olives \$12 per guest

Seasonal Sliced Fruits \$12 per guest

Chucked Oyster Station \$19 per guest

Late Night Snacks

Poutine Bar \$10 per guest

Tomato Soup Shooters \$9 per guest

Assorted Pizzas \$12 per guest

Game Day \$18 per guest

*All food and beverage is subject to a 22% service charge and 8.5% Washington state sales tax.
Menus and prices are subject to change.*

Conference Comparison

<u>Year</u>	<u>Location</u>	<u>City</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Profit (Loss)</u>
2017	Alderbrook	Union	67,845.40	68,742.40	(897.00)
2016	Red Lion	Spokane	65,770.00	68,918.41	(3,148.41)
2015	Hilton	Vancouver	64,441.45	69,339.06	(4,897.61)
2014	Red Lion	Pasco	55,571.00	51,918.85	3,652.15
2013	Murano	Tacoma	54,282.67	60,326.07	(6,043.40)
2012	Campbell's	Chelan	50,518.25	43,707.79	6,810.46
2011	Heathman	Vancouver	54,604.00	59,664.89	(5,060.89)
2010	Mirabeau Park	Spokane Valley	45,443.70	45,953.13	(509.43)
2009	Quinalt Beach Resort	Ocean Shores	59,970.74	49,619.29	10,351.45
			<u>518,447.21</u>	<u>518,189.89</u>	<u>257.32</u>

conference comparison 2009 to 2017

**Washington Municipal Clerks Association
2018 Annual Conference
Red Lion Hotel - Pasco, WA**

**VENDOR SUBCOMITTEE REPORT
01/18/18**

Written Confirmation & Payment Received

Company	Sponsor	Vendor	Meals
1. Modus Technology - \$550.00 check rec'd 12/15/17		\$550.00	
2. BIAS Software - \$588.00 check rec'd 12/18/17		\$550.00	\$38.00
3. YCCS - \$738.00 check rec'd 12/18/17		\$550.00	\$188.00
4. Cities Digital - \$926.00 check rec'd 12/19/17		\$550.00	\$376.00
5. AWC Employee Benefit Trust - \$2,636.00 check rec'd 12/20/17	\$2,500.00	Waived	\$136.00
6. MCC Innovations - \$738.00 check rec'd 12/22/17		\$550.00	\$188.00
7. Armada - \$750.00 check rec'd 12/26/17		\$550.00	\$200.00
8. Code Publishing - \$1,876.00 check rec'd 12/27/17	\$1,000.00	\$550.00	\$326.00
9. ABC Forms - \$594.00 check rec'd 01/05/18		\$550.00	\$44.00
10. Vision Municipal Solutions - \$1,224.00 check rec'd 01/12/18	\$2,500.00 -\$1,600.03 credit	Waived Credit for padfolios	\$324.00
11. AWC Risk Management Service Agency - \$2,704.00 check rec'd 01/17/18	\$2,500.00	Waived	\$204.00
Other Sponsorships/Contributions			
KCMCA (<i>voted to sponsor 12/13/17</i>)	\$500.00		
TOTAL 2017-2018 REVENUES TO DATE	\$8,500.00	\$4,400.00	\$2,024.00
2017-2018 Revenue Budget	\$ 7,500.00	\$7,500.00	
2016-2017 Actual	\$15,250.00	\$4,950.00	N/A



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

TO: WMCA President and Executive Committee

FROM: Joanna Sanders and Terri Wright

COMMITTEE: Education Committee

DATE: January 19, 2018

SUMMARY OF ACTIVITIES: Input from the last conference evaluations provided the basis for the current line up of our educational session for the 2018 conference.

One of the committee members suggested securing Michelle Ray after hearing her speak at an IIMC Conference. IIMC staff concurred with her popularity. We recognize the unusual sum paid to book this presenter and believe the caliber of the presenter could boost future conference attendance. We will continue to put effort into and have as a goal to attract outstanding speakers while leveraging the budgeted dollars.

We worked to line up other session as follows: Disaster Preparedness and Records Recovery with Scott Sackett of Washington State Archives. Alice Attwood and Toni Nelson of MRSC on finance sessions and Kennewick HR Director Corey Osborn will talk about Succession Planning and Review Personnel Sick Leave Law requirements. Ann Macfarlane will lead sessions on Prepping Minutes and Running Effective Meetings and Jeff Myers of Law, Lyman, Daniel, Kamerrer and Bogdanovich will present on Public Records Act Exemptions.

Additionally we have secured a full sponsorship of speaker fees and travel from WCIA for Jeff Myers and a partial scholarship for our Friday session from AWC Employee Benefit Trust. We think the program offered by Laura Putnum of Motion Fusion is an excellent conference wrap up on Friday.

Attached are the Conference Schedule and Call to Conference documents. An article was produced for the February newsletter promoting our class offerings.

As co-chairs representing each end of the state -- Joanna on the West End in Port Townsend and Terri in Kennewick in Eastern Washington, we are working well as a team. We have great support from Virginia Olsen our Board Liaison and Ali Spietz Education Coordinator along the I-5 Corridor. We look forward to continuing this important work into our second year.

ACTION REQUESTED: YES NO

RECOMMENDATION: Continue to provide input to us. It helps us improve as we learn and grow.

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

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

2018 WMCA CONFERENCE SCHEDULE

(updated 1/17/18)

TUESDAY, MARCH 13

7:30 – 8:30 am	Breakfast
8:30 am – 12:00 pm	Advanced Academy Topic: Public Speaking Speaker: Joann Tilton and Shalice Tilton Location: Workshop Room
12:00 pm – 1:00 pm	Lunch Location: Workshop Room
1:00 pm – 4:00 pm	Advanced Academy Continued Topic: Public Speaking Speaker: Joann Tilton and Shalice Tilton Location: Workshop Room
5:00 pm – 5:30 pm	Meet and Greet First Time Attendees Location: Pine Room
5:30 pm – 7:00 pm	President's Reception Location: Olympic Ballroom
	Dinner on your own

WEDNESDAY, MARCH 14

8:00 am – 9:00 am	First Time Attendee/New Clerks Breakfast Session Location: Silver Ballroom		
8:00 am – 9:00 am	Breakfast Location: Gold Ballroom		
9:00 am – 9:45 am	Opening Ceremony Location: Bronze Ballroom		
9:45 am – 10:00 am	Exhibitor Viewing & Break Location: Forest Foyer		
10:00 am – 11:30 pm	General Session/Keynote Address Topic: Leadership, It Starts with Me Speaker: Michelle Ray Location: Bronze Ballroom		
Break 11:30 – 12:00	Exhibit Viewing & Break		
12:00 pm – 1:30 pm	Lunch – Region IX Meeting & VIP Comments (Silent Auction Opens at Noon,) Location: Gold/Silver Ballroom		
1:30 pm – 3:00 pm	Class: No More Drama! Speaker: Michelle Ray Location: Bronze Ballroom		
3:00 pm – 3:30 pm	Exhibitor Viewing & Break Location: Forest Foyer		
3:30 pm – 5:00pm	Class: Essential Records – Disaster Preparedness Speaker: Scott Sackett State Archives (Ellensburg) Location: Oak/Pine Room	Class: New Clerks Speaker: Ali Spietz Location: Workshop Room	Class: Public Records Act Exemptions Speaker: Jeff Myers (WCIA) Location: Bronze Ballroom
5:00 pm – 5:30 pm	WMCA Incoming & Outgoing Committee Chairs Meeting Location: Oak/Pine Room		
5:45 pm – 9:00 pm	Dinner and LIVE Auction Location: Gold/Silver Ballroom		

**2018 WMCA CONFERENCE SCHEDULE
THURSDAY, MARCH 15**

8:00 am – 9:00 am	Breakfast <i>Location: Gold/Silver Ballroom</i>		
9:00 am – 10:00 am	Annual Business Meeting <i>Location: Gold/Silver Ballroom</i>		
10:15 am – 10:15 am	Exhibitor Viewing & Break <i>Location: Forest Foyer</i>		
10:15 am – 11:45 am	Class: Running Effective Meetings Speaker: Ann Macfarlane <i>Location: Oak/Pine Room</i>	Class: Finance 101 – Small City Clerks/Treasurers Speakers: Alice Attwood organizer Toni Nelson of MRSC <i>Location: Workshop Room</i>	Class: HR Manager – Succession Planning and Review of Personnel Sick Leave Laws Speaker: Corey Osborn, Kennewick HR Director <i>Location: Bronze Ballroom</i>
11:45 am – 1:00 pm	Lunch (Silent Auction Closes at 1 pm) <i>Location: Gold/Silver Ballroom</i>		
1:00 pm – 2:30 pm	Class: Prepping Minutes Speaker: Ann Macfarlane <i>Location: Oak/Pine Room</i>	Class: Finance 201 Speaker: Alice Attwood organizer With Toni Nelson of MRSC AWC <i>Location: Workshop Room</i>	Class: Public Records Updates: Implementing 1594 and 1595 and beyond Speakers: Oskar Rey, MRSC <i>Location: Bronze Ballroom</i>
2:30 pm – 3:00 pm	Exhibitor Viewing & Break <i>Location: Forest Foyer</i>		
3:00 pm – 4:30 pm	Class: Prepping Minutes Speaker: Ann Macfarlane <i>Location: Oak/Pine Room</i>	Class: CMC/MMC Certification Q/A Speakers: Joann Tilton/Ali Spietz <i>Location: Workshop Room</i>	Class: Public Records Updates: Implementing 1594 and 1595 and beyond Speakers: Oskar Rey, MRSC <i>Location: Bronze Ballroom</i>
6:00 pm – 7:00 pm	Vendors/Exhibitors Reception Social <i>Location: Forest Foyer</i>		
7:00 pm – 12:00 am	Annual Banquet (DJ and dancing afterwards) Clerk of the Year, Swearing in of WMCA Officers, Large Raffle and Grand Raffle <i>Location: Olympic/Gold Ballroom</i>		

FRIDAY, MARCH 16

7:30 – 8:30 am	Breakfast
8:30 am – 10:00 am	Class: Get a Move On Speaker: Laura Putnam <i>Location: Bronze Ballroom</i>
10:00 am – 10:30 am	Break
10:30 am – 12:00 pm	Class: Discover your Happiness Speaker: Laura Putnam <i>Location: Bronze Ballroom</i>
12:00 pm	Conference Adjourns / Fundraising Committee \$1 raffle
12:30 pm – 5:00 pm	Executive Committee Board Meeting <i>Location: Oak Room</i>



Be *fearless* in the pursuit
of what sets your soul on *fire*

ANNUAL WMCA CONFERENCE 2018 PRE-CONFERENCE INFORMATION

Red Lion, Pasco, WA

Conference - March 14-16, 2018

Spring Academy - March 13, 2018

REGISTER EARLY AND SAVE!

Complete and return the registration form by February 12, 2018 and save **\$25 for the Spring Academy and \$50 for the annual conference**. Conference attendance earns 3 CMC "Experience" or 3 MMC "Professional Contributions" points. Pre-registration ensures that meals are ordered for you and that conference materials are ready. Go to www.wmcaclerks.org for a registration form now! **Refunds must be requested no later than February 12.** Registration closes on March 1.

LODGING RESERVATIONS

Make your reservations now! Rooms are blocked until February 17 at \$96/night for single/double, \$106 for triple/quad. Call 1-800-RED-LION or [online](#) & don't forget to say you are with WMCA. **Room cancellations must be made 24 hours in advance of arrival date.**

SPRING ACADEMY

Don't forget to register for the Spring Academy on Tuesday, March 13. Joann Tilton and Shalice Tilton will present our **2018 Spring Academy on Public Speaking**. For completing this IIMC-sanctioned 6-hour class, you will earn 3 CMC or 3 MMC "Education" points after submitting a written assessment.

You will receive a breakfast voucher from the hotel and lunch is included in the registration fees that are **\$125 (Academy)**. Please note on the registration form if you have *medically necessary* dietary needs.

CONFERENCE ATTIRE

Conference & event attire are business casual. For the Annual Banquet (Thursday night), you are encouraged to dress in sundress or attire for a spring party, be comfortable, be you. President Roberts has a "**Pawty**" theme that incorporates a spring theme with big sun hats or derby hats. President Roberts is offering a prize for the best spring hat.

CONFERENCE MEALS

Meals are included in the full conference registration fee. This year we will provide the following meals:

Wednesday: breakfast, lunch and dinner

Thursday: breakfast, lunch and dinner

Breakfast on Friday is part of your hotel reservation and the hotel will provide you with a meal voucher.

Please indicate on the registration form if you have *medically necessary* dietary needs. Guest(s) may join you for conference meals but must be ordered in advance. Please select those meals under "Guest Registration" on the registration form & be sure to include your payment.

PRESIDENT'S RECEPTION

Tuesday night features a welcome reception with appetizers hosted by **WMCA President Dee Roberts**.

AUCTION NIGHT

RAFFLES

We have three cash prizes of **\$500, \$750 & \$1000** in the \$5 raffle to give away at the banquet! \$1 raffle tickets are also available for **\$100 cash or a gift basket** donated by our regional clerks associations. All proceeds from the raffles & auction items are used for scholarships to attend the annual conference, the Northwest Clerks Institute, and Academy sessions.

Be *fearless* in the pursuit
of what sets your soul on *fire*



- 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

COMMITTEE: n/a

DATE: 1/19/2018

SUMMARY OF ACTIVITIES:

SPRING 2018 ACADEMY

For the Spring 2018 Academy, Joann Tilton and Shalice Tilton (sisters-in-law) will teaching a 6-hour course on Public Speaking on Tuesday, March 13, 2018.

Program Description:

In the Municipal Clerk profession, we are often called upon to speak publicly on a variety of topics and occasionally with little or no advance notice. This session is designed to help you become an effective public speaker. A powerful presentation includes good content, organization, delivery, audience, and analysis. The session will help participants to:

- Increase awareness of personal speech habits and characteristics;
- Increase poise and self-confidence;
- Improve posture, voice, diction, and other mechanics of speech;
- Develop strategies for overcoming speech anxiety;
- Develop speech preparation and presentation techniques, audience awareness, and self-awareness;
- Practice delivery of professional and personal speeches; and
- More!!

Joann and Shalice are experienced trainers, and the session is guaranteed to be valuable and thought-provoking. Their presentation styles will allow participants to comfortably explore an often difficult component of life in the Clerk's Office. Experienced Clerks and those new to the profession will benefit from this session.

Both Joann and Shalice have waived their speaker fees! WMCA will cover all reasonable travel expenses, including two-nights lodging, mileage reimbursement and meals (reimbursement only for those not provided during the conference). As of January 19, 2018, we have 30 members registered for the Academy.

2017 FALL MINI-CONFERENCE

The 2017 Fall Mini-Conference was a success! We had 31 attendees for the Athenian Dialogue on the book "The Forgotten 500" and 39 attendees for the Fall Academy on "The Five Practices of Exemplary Leadership". This is a low number 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.

As usual, most of the evaluation responses were very positive with a few who did not connect with the content or speaker. The topic for the Academy is usually a 4 hour course and trying to stretch it 6 hours just did not work well. In the future, I will work to ensure that the courses we choose are appropriate for the time we need to fill. The evaluations for both sessions are attached.

I have heard that the EC would like to continue this format of a two day conference with an Athenian Dialogue and an Academy. Please confirm that this is correct and I will work on finding a location and date for the 2018 Fall Mini-Conference.

NCI UPDATE

The Northwest Clerks Institute Committee approved the 2018 budget. Although the enrollment and budget shortfall were a concern in 2017, registrations are up significantly this year and there has been a lot of interest in the planned PD IV topic "Your Evolving Role in the Threat Management and Disaster-Crisis Environment," presented by Dr. Maura Kane and Maureen Kane. A newsletter article was written by the NCI Director to all three states for their newsletters to notify the members. Detailed information about PD IV and registration for all four sessions is available at www.nwclerks.org.

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
FALL 2017 ATHENIAN DIALOGUE EVALUATION SUMMARY**

***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

Facilitator: Anne B. Uecker, MMC/WCPC (City of St. Francis, WI)

Thursday, October 5, 2017

28 Respondents (31 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	28			
The facilitator related subject/book content to the work of the clerk	27	1		
I would take another Dialogue from this facilitator	27	1		
The subject/book provided me with information I can use right now	25	3		
The subject/book gave me new ideas to make my job easier	23	5		

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

- I enjoyed Anne very much!
- Please have small groups write their stuff on big paper so all can read/photograph to use later
- Fabulous!
- Thank you Anne for your leadership in facilitating this dialogue!
- Awesome story and message; would recommend this book and Anne!
- This was my first one, I was not sure what to expect. I loved it and will do it again.
- Really enjoyed it. It was my first one. Anne was an excellent speaker.
- Enjoyable facilitator, relevant and thought provoking. Thank you.
- I appreciated the ease and flow of the presentation and the personal experience.
- I appreciate these books that are inspiring and reinforce the importance of integrity in leadership and preserving, even when the odds are against you or fighting you. The Athenian Dialogue promotes self-affirmation.
- Thank you Anne! Appreciate your humor and candor. Great stories that relate to our jobs.
- Book was excellent. Really enjoyed it!
- Great program. Loved all the sharing.
- Great leader.
- This Dialogue was very interesting and engaging. Anne was wonderful. She is great at keeping the group engaged and laughing.
- I felt that the political charge of the whole situation needed a little more light. The fact that we as clerks have almost no part of that, but it drives everything we do. I had a great time and will be at more in the future if possible.
- Possible AD Book: "Focus: The Hidden Drive of Excellence"

**NORTHWEST CLERKS INSTITUTE & WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2017 FALL ACADEMY EVALUATION SUMMARY**

“The Five Practices of Exemplary Leadership”
Presenter: Tonia Sugarman, Association of Washington Cities
Friday, October 6, 2017

34 Respondents (39 attended)

Please evaluate the questions below according to the following scale:

Question:	Strongly Agree	Agree	Disagree	Strongly Disagree
The instructor was fully knowledgeable in the subject	33	1		
The instructor related course content to the work of the clerk	32	2		
I would take another course from this instructor	29	5		
The course provided me with information I can use right now	30	4		
The course gave me new ideas to make my job easier	26	8		

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

- Loved all of it! Wasn't broad, but specifics that we could work on immediately.
- Really appreciated the DIRECT correlation to my job as a clerk!!
- I would enjoy having Tonia present future topics to our association.
- Very Good!
- Thank you!!
- Great material and great information.
- Loved how she encouraged us all to share – was truly inclusive. Wonderful!
- Tonia is inspirational. She is well spoken and relatable.
- Thank you! I loved all of the small group work.
- Such a positive, enthusiastic presenter.
- AWC is appreciated for all they give to WMCA.
- Very friendly and knowledgeable.
- It was informational & I enjoyed sharing, but really too many group projects. I felt it was repetitive.
- I really appreciated Tonia's relatability and genuine approach to leadership. She was candid about her own challenges and made it easy to share.
- Good speaker. Maybe could relate more to Clerk's specifically but overall very informative.
- Engaging. Thanks!
- Very outgoing and interactive. Really enjoyed the activities which gave insight to the struggles other cities are going through. Realized we are not the only ones.

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

- Erin Loman Jack – Transformational Speaker Training.



- 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: January 26, 2018

SUMMARY OF ACTIVITIES: Several books of Grand Raffle tickets were purchased and/or checked out at the Fall Mini- Conference. No further pre-sales have been made. Tickets will be available to purchase at Annual Conference in March.

Store inventory: We had a great response to our pre-sale of sweatshirts, to be distributed at Annual Conference. Having samples available at the Fall Mini-Conference was extremely helpful. The samples will be available to purchase at Annual Conference.

Even after giving several away at the social event during the Fall Mini-Conference, we still have a large number of tee-shirts. In 2015 they were \$15 each, last year we charged \$12 each or 2 for \$20. This year we will decrease the price again to \$8 each or 2 for \$15, in hopes of reducing the inventory.

We are looking into making some custom WMCA and 2018 Annual Conference wine labels to put on bottles of wine, which we will hopefully get at cost from Bonair Winery. We plan to sell the custom wine, along with a WMCA wine opener, (left over from last year's conference) for \$20.

During conference, we will have the drawing for \$100 cash; tickets are \$1 each or 6 for \$5; Drawing at the conclusion of conference at noon on Friday, March 16, 2018.

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

We are bringing Heads or Tails back this year. Beads will be \$2 each or 6 for \$10. In 2016 they were \$1 each.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
<u>Raffles</u>	\$ _____	\$ _____
<u>Store Sales</u>	\$ <u>2,000</u>	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Grand Raffle</u>	\$ <u>2,500</u>	\$ <u>187.50</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



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

TO: WMCA President and Executive Committee

FROM: Stephanie Haug

COMMITTEE: Historical Committee

DATE: 1/19/19

SUMMARY OF ACTIVITIES: The Historical Committee is working on the advertisement for the 2018 Conference photographer, with quotes due near the end of February. We will send our recommendation to the Board for selection.

The Committee will be working with President Roberts to develop a presense at the conference. We always appreciate any input from the Board of what part of WMCA History they'd like to see on display!

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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



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

TO: WMCA President and Executive Committee

FROM: Debbie Burke, City of Normandy Park and Tisha Gieser, City of Issaquah

COMMITTEE: Legislative

DATE: 01-20-18

SUMMARY OF ACTIVITIES:

The Legislative Committee conducted an in person meeting in October 2017 with guest Victoria Lincoln, AWC Lobbyist. A summary of the meeting was published in the November WMCA Newsletter and the full report of that meeting is attached to this memo.

A draft of the Legislative Focus is also attached for review and input from the Executive Committee. We feel that this document will provide a solid basis for the Legislative Committee members to focus on while the State Legislature is in session. It will also provide a basis of authority for the Committee to draft letters of support to elected officials in support or opposition of pending bills relating to the work of Clerks to be signed by the WMCA President in a timely manner.

ACTION REQUESTED: YES NO

RECOMMENDATION:

1. Provide suggestions to the draft Legislative Focus document and direct the Legislative Committee to vet a final draft for the EC to review and present for the membership to approve during the annual business meeting for a vote.
2. Invite an AWC Lobbyist to speak at the annual business meeting at conference to provide a general update on all legislation affecting local government, future lobbying objectives, and an overview of what clerks can do to assist AWC efforts.

ALTERNATIVES:

Item 2. Schedule AWC Lobbyist to speak after the annual business meeting has adjourned.

FISCAL IMPACT: none

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

Oct. 21 WMCA Leg. Committee Meeting

Members of the Legislative Committee met on Oct. 21 in North Bend to discuss the upcoming session and the committee's goals in the coming months. Committee members Debbie Burke, Tisha Gieser, Sandy Paul, Jennifer Veneklasen (by teleconference) and AWC Lobbyist Victoria Lincoln were in attendance.

What to Expect in 2018

Victoria Lincoln introduced herself and explained that she covers general government lobbying for the Association of Washington Cities. She explained that the AWC lobbyist covering the Public Records Act, Candice Bock, recently left her position. Until the position is filled, a few lobbyists are helping to cover that area.

Victoria gave an overview of factors to consider in the 2018 session. It will be a short, 60-day session beginning on Jan. 8. The supplemental budget and capital budget will be a focus. The control of the Senate may go to the Democrats based on the outcome of a high profile special election this November for the 45th District Senate seat. Due to the anticipated 2018 elections, there will be interest in wrapping up the session on time so campaign activities can proceed. The legislators will also want to take up issues that will poll well with voters given the impending 2018 election.

Victoria explained that over the past six years, the McCleary Decision regarding public school funding has been a predominant focus of the legislature. This year, the legislature passed legislation to address the decision. On Oct. 24, Supreme Court oral arguments will begin to determine whether the legislature met their obligation. The outcome of this hearing will greatly impact the focus of the 2018 session.

Due to the passage of HB 1594 and 1595 last session as well as the shorter session in 2018, it is not anticipated that there will be significant changes proposed to the PRA or OPMA this session. However, the following issues may be addressed:

- The Legislative Use of Body Worn Cameras Task Force is examining the use of body worn cameras by law enforcement and corrections agencies as the PRA legislation previously passed on this issue will sunset soon.
- The Washington Coalition for Open Government may be bringing forward amendments to the OPMA.
- The Sunshine Committee is working on a bill from last year to bring parity to bidding exemptions between state and municipal government.
- Election laws. No specifics at this time.

Victoria provided copies of the AWC's 2018 Legislative Agenda to date. The agenda is modest due to the number of other issues at play and the political dynamics of the 2018 session. There is already a focus on the strategy for the 2019 session.

2017 Legislation Follow-Up

Victoria shared the status of the programs and requirements of the Public Records Act amendments enacted in 2017 (HB 1594, 1595). The Joint Legislative Audit and Review Committee, Attorney General's Office and State Archives are all progressing to fulfill their requirements under the new laws.

Victoria also explained the changes made to business licensing by HB 2005 requiring cities to make a choice between FileLocal and the state's Business Licensing System (BLS). AWC is putting rules together

for city adoption establishing minimums for requiring a license. Work will be wrapped up at the end of July.

Legislative Goals

In response to questions from the Committee, Victoria explained that for the reasons mentioned above, it might be best to hold off on the WMCA legislative day unless the Committee has specific legislation to address. An alternative to a stand-alone legislative day would be to send a Clerk to the AWC Action Days event. This is an annual event in Olympia organized by AWC.

In the meantime, this is a good year to develop a plan for future legislative outreach. The Committee brainstormed possibilities, such as meeting with AWC's future PRA Lobbyist or others who have been involved in past efforts to amend the PRA. The Committee members in attendance also expressed interest in developing a list of legislative goals to guide future year's efforts in Olympia. Committee Co-Chairs Debbie and Tisha agreed to work on draft goals for review and input by the Committee before providing to the Executive Committee for review. This would include some general focus areas and priority outcomes related to the PRA. Ideally, the goals would be ready for adoption by the full association at the Professional Dev. Seminar in March.

Other outcomes of the meeting, included:

- **WMCA Newsletter Articles:** Ask for Committee members volunteers to write an article in Jan., Feb., and March relating to the legislative session. Volunteers can determine their own topic or get guidance from the Committee Co-Chairs.
- **WMCA Annual Conference:** Work with the Education Committee and Executive Committee to pursue a 2018 Legislative Status Update from Victoria Lincoln at the annual business meeting. This has been a past practice at Washington City/County Management Association (WCMA) and Washington Finance Officers Association (WFOA) conferences. It's important for the whole membership to hear this material in addition to the more specific and topic focused information presented at the breakout session by MRSC.

The meeting adjourned at 12:00 p.m.



Legislative Focus

It is the objective of the Washington Municipal Clerk's Association to provide improved local government services. Towards this effort, WMCA will support state legislation to:

Strengthen the Public Records Act in response to changing technology and burdensome requests so government entities can continue to provide open and transparent services. WMCA will support measures to:

- Increase cost-recovery options
- Provide an alternative dispute resolution system
- Simplify and create consistency among exemptions

Streamline government processes related to legal noticing, business licensing and government contracting.

Maintain and increase resources to cities, towns and government entities to assist them in meeting state requirements related to public records, records retention, legal noticing, business licensing and government contracting. WMCA will support measures to:

- Maintain funding for the Municipal Research Services Center
- Maintain funding for the Local Government Grant through the Washington State Archives



- 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/EC Liaison
Darla Reese, Co-Chair
Leana Johnson, Co-Chair/Elections Officer

DATE: January 23, 2018

2017-18 MEMBERSHIP UPDATE:

We have a total of FORTY (40) new WMCA members:

Katherine Allen	City of Black Diamond	Andrea Moore	Town of La Conner
Annagrisel Alvarez	City of Wenatchee	Karri Muir	City of DuPont
Steve Austin	City of Clarkston	Jessica Nappi	City of Fircrest
Desirae Bearden	Town of Skykomish	Jamie Ogg	City of Shelton
Kelly Beech	Town of Coupeville	Lynn Painter	Douglas County
Linda Barron	City of Seattle	Ashley Payment	City of Auburn
Linda Carl	Snohomish Health Dist.	Gina Pfister	City of Mill Creek
Cheryl Chrt	City of Cosmopolis	Ana Rocha	City of Kirkland
Karlynn E. Dolby	City of Zillah	Flora Rogers	City of Omak
Daniela Erickson	City of Pasco	Tiana Rowland	Douglas County
Vicki Esser	Whatcom Transportation Authority	Sylvia Sanchez	City of Mabton
Ashley Harrison	City of Seattle	Jill Schwerzler-Herrera	City of Edgewood
Debra M. Hays	City of Dayton	Dee Stiles-Elliot	City of Pullman
Cindy Huff	City of Puyallup	Carrie Snowden	City of Brier
Tracey Hunter	Evergreen Rural Water	Lena Tebeau	City of Seattle
Laura Jones	Town of Endicott	Dawn Thompson	City of North Bonneville
Lynda Kramlich	City of Colfax	Karen Westberg	Spokane Co. – Reg. Criminal Justice
Carmen Lewis	Clover Park School Dist.	Mary Wood	City of Napavine
Teresa Lopez	City of Union Gap	Rachel Woods	Community Transit
Karin Milham	Franklin County	Areum Youn	City of Tukwila

As of January 18, 2018, the Washington Municipal Clerks Association is comprised of **351 members**; 332 active members, 2 affiliate members, 4 associate members, 10 honorary members, and 3 honorary retiree member.

WELCOMING SUB-COMMITTEE UPDATE

The 2017-18 Welcoming Committee is working diligently to send out 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!

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, two Partnership Program request has been received and paired:

- Lynda Kramlich (Colfax) with Keri MacDonald (Cheney).
- Rachel Woods (Community Transit) with Jill Boltz (Kitsap Transit).

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!

ELECTIONS SUB-COMMITTEE UPDATE

The Elections Sub-Committee, comprised of Elections Officer Leana Johnson, and Elections Officer Assistant Laurie Cassell, has been hard at work in preparation for the 2018 General Election!

The 2018 General Elections Call for Candidates was published in the October, November, and December 2017 WMCA Newsletters; with candidate submissions due on December 31, 2017. Upon review by the Elections Officer and Elections Auditor (Molly Towslee), the 2018 General Election Slate of Candidates was presented to the Executive Committee, comprised of:

President Elect (1-year term)

- Candidate Paula Swisher, CMC - City Clerk-Treasurer, City of Brier

Vice-President (1-year term)

- Candidate Debbie Jermann, MMC – Executive Assistant/Clerk of the Board, C-TRAN

Secretary (2-year term)

- Candidate Kay Kammer, MMC - City Clerk, City of Battleground

Two Board Member Positions (3-year term)

- Candidate Lisa Neissl, CMC – City Clerk, City of College Place
- Candidate Donald Ross, CMC – Deputy City Clerk, City of Westport

The electronic ballot is currently under preparation; and the 2018 General Election will be held from January 26, through February 16, 2018, through electronic voting software; and the membership will be notified through email.

2018 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

The 2018 WMCA Annual Conference is just around the corner, and the membership Committee will begin finalizing the First Time Attendee (FTA) Events with President Roberts, and taking into account the feedback received from last year's conference. These events include:

Conference buddies:

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

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

- Invite list: MC and FTAs (EC/VIPs optional, unless also a MC member).
- Location: Pine Room.
- Concept: meet 15-20 minutes prior to the President's Reception for a quick meet and greet and then all go to the reception together.

First Time Attendees Breakfast

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

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.
- Same concept/items in the kit; MC to review and update items for conference/to tie into theme.
- (*Note: this also included a certificate for WMCA store swag. MC Chair to check with Fundraising Chair as to what can be offered this year - money and/or item(s).*)

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

- ATTACHMENTS:**
1. 2018 General Election Call for Candidates; and
 2. 2018 WMCA General Election Slate of Candidates – Audit Report

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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 (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 **AND** 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**



To: WMCA Executive Committee, and Elections Officer

From: Molly Towslee, Elections Auditor *MT*

Re: 2018 WMCA Executive Committee Board Candidates - Audit Report

Date: January 3, 2018

Each of the candidates listed is a member in good standing and their packets included a declaration of candidacy, a candidate statement, a photo, and a letter of support from the candidate's Mayor, City Manager, City/County Administrator, or CEO. The application packets were all received by the published deadline.

President Elect (1-year term)

- Paula Swisher, CMC - City Clerk-Treasurer, City of Brier

Vice-President (1-year term)

- Debbie Jermann, MMC – Executive Assistant / Clerk of the Board, C-TRAN

Secretary (2-year term)

- Kay Kammer, MMC – City Clerk, City of Battle Ground

Two Board Member positions (3-year term)

- Lisa Neissl, CMC – City Clerk, City of College Place
- Donald Ross, CMC - Deputy City Clerk – City of Westport

Thank you for the opportunity to assist in the election process.



- 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: 01/19/18

SUMMARY OF ACTIVITIES: Nothing new to report.

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: January 21, 2018

SUMMARY OF ACTIVITIES:

Hello EC members! Since the last EC meeting, my personal life has taken its toll on my professional life and unfortunately, I have been unable to dedicate much time to the tasks you had asked me to complete after the last EC meeting. I was able to fix a couple of the glitches/mistakes from within the scholarship application, but that's about it.

From what Shawn and I can remember, you also wanted me to take a look at rewriting the Scholarship Committee bylaws and involvement requirements, etc. I plan to do that sometime in the next month and will send that information to Shawn as soon as possible. (Please let me know though if there was anything else I needed to do!)

Sadly, the application turn out for the conference this year was minimal. Because we only received 6 applications, we decided it would probably be best to extend the application deadline to February 2, 2018. Thank you SO VERY MUCH to Shawn for prepping that newsletter blast and getting that out to the membership!

I felt like this poor turn-out was a reflection on the lack of time and dedication I have been able to place on this committee, and for that I want to apologize to all of you. To me, this is an indicator that it is time for me to step down as committee chair. However, to be honest – I feel like if I passed my duties over right now I would be leaving **way** too many balls in the air and it would cause more pain than benefit, which is not at all my intention.

Therefore, I was wondering if it would be okay with the Executive Committee if I tried to find someone who would be willing to be my co-chair to help carry some of the more time sensitive functions (e.g. newsletter blasts, EC reports, notifying applicants of receipt of scholarship), as well as any duties that may need to be covered at conference (because, as a side note, I recently received a promotion at work and I am now the Enterprise Content Manager, along with still being the Deputy, which means each year I will be attending the Laserfiche Conference in January and will be unable to attend the WMCA conferences). As long as this co-chairmanship is successful, I am happy to continue in this way or to hand off chair duties after next year.

Would this be something you would be okay with? If so, I am happy to start reaching out to people now to have someone begin with the new fiscal year. However, if you think it would be best for me to just hand off my duties now I am happy to do that as well.

Thank you, once again, to Shawn for being the best liaison ever – she has been so very helpful and I am grateful for her involvement!! Also wanted to give a shout out and thank you to Jill Boltz for always being attentive and helpful regarding all the random updates and notifications that we have needed. ☺

ACTION REQUESTED: YES NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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



- 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: 01/23/2018

SUMMARY OF ACTIVITIES: Minor changes have been made to the website. I heard from several people that consolidating the main menu options would give the site a cleaner look. That change has been made within the current framework of the website. A new website or rework of the current website is still a goal, but has not been achievable due to time constraints. Wild Apricot has been purchased by another company and it seems as if minor changes continued to be rolled out.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: Continue with current website, status quo

FISCAL IMPACT: N/A

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
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WMCA Endorsement of Dawn Abrahamson, MMC for Region IX Director

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



January 10, 2018

Wendy Klock-Johnson, MMC, President
City Clerks Association of California (CCAC)
915 I Street - 5th Floor
Sacramento, California 95814

Re: WMCA Endorsement of Dawn Abrahamson, MMC, for Region IX Director

Dear Wendy,

On behalf of the Washington Municipal Clerk Association (WMCA), I am pleased to announce our endorsement of Dawn Abrahamson, MMC, for the position of Region IX Director.

WMCA looks forward to Ms. Abrahamson's installation at the IIMC Conference in Norfolk, Virginia, in May 2018. We thank her for stepping up to represent us and our neighbors in Region IX for the next term.

Sincerely,

Dee Roberts, MMC
WMCA President



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

Dee Roberts

From: Collins, Melissa <MACollins@SNOPUD.com>
Sent: Thursday, January 11, 2018 8:59 AM
To: 'Elizabeth Adkisson'; Jill Boltz; 'Dee Roberts'; 'Virginia Olsen'; 'Paula Swisher'; 'Debbie Jermann'; 'Gina Anderson'; 'Kay Kammer'; 'Shannon Corin'; 'Shawn Campbell'; 'Susan Duncan'
Subject: RE: Region IX Director

Aye!

MELISSA COLLINS, MMC
CLERK OF THE BOARD/OFFICE OF THE COMMISSION
Snohomish County PUD No. 1, MS-E4
Tel: 425.783.8616 / Fax 425.783.8335

From: Elizabeth Adkisson [mailto:EAdkisson@monroewa.gov]
Sent: Wednesday, January 10, 2018 10:52 AM
To: Jill Boltz <JillB@KitsapTransit.com>; 'Dee Roberts' <dee.roberts@southbend-wa.gov>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; Collins, Melissa <MACollins@SNOPUD.com>; 'Shannon Corin' <Shannon.Corin@ci.bremerton.wa.us>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Susan Duncan' <susanduncan@cityofferndale.org>
Subject: RE: Region IX Director

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER.
Do not click on links or open attachments if the sender is unknown or the email is suspect.

Aye! 😊

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

From: Jill Boltz [mailto:JillB@KitsapTransit.com]
Sent: Wednesday, January 10, 2018 10:43 AM
To: 'Dee Roberts' <dee.roberts@southbend-wa.gov>; 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Gina Anderson' <andersong@ci.woodland.wa.us>; 'Kay Kammer' <kay.kammer@cityofbg.org>; Elizabeth Adkisson <EAdkisson@monroewa.gov>; 'Melissa Collins' <MACollins@SNOPUD.com>; 'Shannon Corin' <Shannon.Corin@ci.bremerton.wa.us>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Susan Duncan' <susanduncan@cityofferndale.org>
Subject: RE: Region IX Director

Sorry...rolling in a little late in the conversation but all my questions were answered. Aye.

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

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

Sent: Wednesday, January 10, 2018 9:35 AM

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

Subject: RE: Region IX Director

Yes, unfortunately she needs this by the 19th so we really don't have much choice – thanks everyone for working through this via email.

Dee

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

Sent: Wednesday, January 10, 2018 9:33 AM

To: 'Dee Roberts' <dee.roberts@southbend-wa.gov>; 'Paula Swisher' <pswisher@ci.brier.wa.us>; '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>; 'Shannon Corin' <Shannon.Corin@ci.bremerton.wa.us>; 'Shawn Campbell' <scampbell@auburnwa.gov>; 'Susan Duncan' <susanduncan@cityofferndale.org>

Subject: RE: Region IX Director

Aye – she seems very well qualified. I have no problem doing this via email. When we nominated Alice, it was all last minute and a bit controversial and the other states supported us. We were off on the timeline so our nomination was late moving forward but since then we've documented the timeline well so it won't happen again.

Looking forward to seeing everyone soon!

V.

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

Sent: Wednesday, January 10, 2018 8:46 AM

To: 'Paula Swisher' <pswisher@ci.brier.wa.us>; '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>; '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: RE: Region IX Director

Okay

Here we go

It is part of the Region IX agreement (section 4 of the attachment) that each state has to confirm.

I have also attached the letter from Oregon as an example.

Dee

From: Paula Swisher [<mailto:pswisher@ci.brier.wa.us>]

Sent: Wednesday, January 10, 2018 8:04 AM

To: Dee Roberts <dee.roberts@southbend-wa.gov>; 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>; 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: RE: Region IX Director

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Just curious.

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

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Subject: Region IX Director

Hi All

I was thinking (can you imagine!) that we could handle this on the 26th but obviously that is not the case.

What does the board think? Do we want to provide her with a letter of support?

Dee

From: Wendy Klock-Johnson [<mailto:WKlock-Johnson@cityofsacramento.org>]

Sent: Tuesday, January 09, 2018 12:07 PM

To: dee.roberts@southbend-wa.gov

Subject: FW: Region IX Director

Good Afternoon Dee,

Hope you are all doing well in Washington, it is a bit rainy down here and I am feeling like a duck! I am checking in to see if you have any additional questions regarding Dawn's nomination for IIMC Region IX Director. She is hoping to finish up her submission package this week and would like to be able to include a letter of support from Washington.

Sincerely,

Wendy Klock-Johnson, MMC
Assistant City Clerk , City of Sacramento
President, City Clerk Association of California

City of Sacramento

New City Hall
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(o) 916 808-7509
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www.cityofsacramento.org/clerk

E-mail correspondence with the City of Sacramento (and attachments, if any) may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the act.

From: Wendy Klock-Johnson
Sent: Thursday, January 4, 2018 9:10 AM
To: 'Debbie Hamilton (d.hamilton@ci.sutherlin.or.us)' <d.hamilton@ci.sutherlin.or.us>; 'dee.roberts@southbend-wa.gov' <dee.roberts@southbend-wa.gov>; 'ssaner@soldotna.org' <ssaner@soldotna.org>
Cc: 'Dawn Abrahamson' <dawn.abrahamson@cityofvallejo.net>
Subject: RE: Region IX Director

Good Presidents –

I hope this finds you all returned and refreshed from any time you were able to take off during the holidays. I am hoping that you and your organization will support CCAC's nomination of Dawn Abrahamson for IIMC Region IX Director. To this end the deadline for Dawn to submit her nomination package is rapidly approaching and needs your letters of support to include in her submittal. I have included my letter to you, and my letter to IIMC to this email. If you have any questions about our nomination of Dawn, or anything else please don't hesitate to contact me.

You can forward your letter of support to either Dawn or myself (she is copied on this email.)

Best Wishes,

Wendy Klock-Johnson, MMC
Assistant City Clerk , City of Sacramento
President, City Clerk Association of California

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From: Wendy Klock-Johnson

Sent: Wednesday, December 20, 2017 10:02 AM

To: Debbie Hamilton (d.hamilton@ci.sutherlin.or.us) <d.hamilton@ci.sutherlin.or.us>; dee.roberts@southbend-wa.gov; ssaner@soldotna.org <ssaner@soldotna.org>

Cc: Dawn Abrahamson <dawn.abrahamson@cityofvallejo.net>

Subject: Region IX Director

Good Morning All –

My apologies for this to come so late this year. As I am sure it is with your world our has certainly been crazy down here in California. Please find attached my request for your support for Dawn Abrahamson, MMC for Region IX Director. Hope you are well this holiday season.

Sincerely,

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Dee Roberts

From: Shawn Campbell <scampbell@auburnwa.gov>
Sent: Wednesday, January 10, 2018 9:23 AM
To: 'Dee Roberts'
Subject: RE: Region IX Director

second

Shawn

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]
Sent: Wednesday, January 10, 2018 9:19 AM
To: 'Paula Swisher' <pswisher@ci.brier.wa.us>; '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>; '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: RE: Region IX Director

Thanks Paula, I have a motion – do I have a second?

Dee

From: Paula Swisher [mailto:pswisher@ci.brier.wa.us]
Sent: Wednesday, January 10, 2018 9:17 AM
To: Dee Roberts <dee.roberts@southbend-wa.gov>; '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>; '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: RE: Region IX Director

Well perfect. Do you need a motion for the letter of support, if soSO MOVED. Let's get that baby on its way.

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

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Cc: 'Dawn Abrahamson' <dawn.abrahamson@cityofvallejo.net>

Subject: RE: Region IX Director

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