



48th Annual Business Meeting Agenda
Thursday, March 15, 2018 – Red Lion, Pasco, WA

1. Call to Order
2. Executive Committee Introductions
3. Acceptance of Agenda
4. Resolution of Appreciation
5. Approve Meeting Minutes *47th Annual Business Meeting, March 23, 2017*..... 1
6. Treasurer’s Report *Treasurer Anderson*..... 5
7. Audit Committee Report *Chair Valiant*.....15
8. Budget Committee Report *President-Elect Olsen*.....17
9. Legislative Priorities/Report *Chair Burke & Gieser*..... 23
10. Other Committee Reports
 - a. Awards 30
 - b. Bylaws Committee Report 32
 - c. Conference Planning N/A
 - d. Education 33
 - e. Elections 37
 - f. Fundraising 39
 - g. Membership 41
 - h. Newsletter 46
 - i. Scholarship 48
11. Victoria Lincoln, Legislative & Policy Advocate, AWC
12. Good of the Order
13. Adjournment

Next Meeting

49th Annual Business Meeting—Thursday, March 14, 2019 – Semiahmoo Resort, Blaine, WA



WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Annual Business Meeting

Thursday, March 15, 2018, 9:00 a.m.

Red Lion Hotel, Pasco, WA

NOTICE OF WMCA ANNUAL BUSINESS MEETING

NOTICE IS HEREBY GIVEN that the Washington Municipal Clerks Association will hold its **Annual Business Meeting** during the 48th Annual Washington Municipal Clerks Association Conference on **Thursday, March 15, 2018, at 9:00 a.m.** in the Gold/Silver Ballroom at the Red Lion Hotel, 2525 N 20th Ave, Pasco, WA 99301.

This year, there are no proposed bylaws amendments. Minutes of the previous annual business meeting are available on the WMCA website at www.wmcaclerks.org and will be included in the annual business meeting agenda packet.

DATED this 23rd day of February, 2018.

/s/

Elizabeth M. Adkisson, MMC

Secretary, Washington Municipal Clerks Association



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



WASHINGTON MUNICIPAL CLERKS ASSOCIATION RESOLUTION OF APPRECIATION

Whereas, the many dedicated members of the 2017-2018 WMCA Conference Planning Committee, chaired by Paula Swisher and co-chairs Keri MacDonald & Jodi Wycoff; and the Education Committee, chaired by Joanna Sanders and co-chair Teri Wright, have worked countless hours over the past year to plan a conference that is both educational and enjoyable; and

Whereas, the WMCA Conference has been successful in providing quality educational sessions and social events aimed towards networking and sharing knowledge with our peers; and

Whereas, the Red Lion Hotel, Pasco Staff, including: General Manager, Ron Anderson; Senior Sales Manager, Jessica Schafer; Director of Catering, Taylor Morfin; Director of Food & Beverage, Steve Adams; Front Office Manager, Zac Carter; Banquet Manager, Jody Bird; and Executive Chef, Jesus Ayala; have made major contributions to the success of the 48th Annual Washington Municipal Clerks Association Conference through their organization and attention to detail; and

Whereas, Host Clerk Daniela Erickson from the City of Pasco, assisted in many ways to provide a welcoming venue for the conference.

Now, therefore, be it resolved by the Washington Municipal Clerks Association that the membership extends its gratitude and appreciation to all of those individuals who gave unselfishly of their time, energy, and talents to organize and present an outstanding conference; and the Conference Planning and Education Committees, Red Lion Hotel, Pasco Staff, and the Host Clerk are commended for their outstanding arrangements and hospitality during this conference.

Dee Roberts, MMC, WMCA President

Elizabeth Adkisson, MMC, WMCA Secretary





WASHINGTON MUNICIPAL CLERKS ASSOCIATION
47th ANNUAL BUSINESS MEETING
Thursday, March 23, 2017, 9 a.m.
Alderbrook Resort & Spa, Union, WA

MINUTES

1. Greetings

President Shannon Corin called the 47th Annual Business Meeting of the Washington Municipal Clerks Association to order at 9 a.m.

2. Executive Committee Introductions

President Corin introduced the Executive Committee: Immediate Past President Debbie Burke, President-Elect Dee Roberts, Vice President Virginia Olsen, Secretary Elizabeth Adkisson, Treasurer Gina Anderson, and Board Members Jill Boltz, Susan Duncan, Deb Estrada, Debbie Jermann, Kay Kammer, and Paula Swisher.

President Corin called for any changes to the agenda; no amendments or objections were noted and the agenda was approved as presented.

3. Resolution of Appreciation

President Corin read a Resolution of Appreciation recognizing the staff at the Alderbrook Resort & Spa as well as the WMCA members who planned and coordinated the conference.

Vice President Virginia Olsen **MOVED**, seconded by President-Elect Roberts, to adopt the Resolution of Appreciation. The motion **PASSED** unanimously.

4. Approve Meeting Minutes

The minutes of the 46th Annual Business Meeting held on March 17, 2016, were provided in the meeting packet. Hearing no objection, President Corin dispensed with the reading of the minutes and called for any changes to the minutes. No amendments or objections were noted; and the minutes were approved as presented.

5. Treasurer's Report

Treasurer Anderson noted the report included in the annual meeting materials, and reported on the following topics: expenditures and revenues, WMCA website, voting software, paypal, gifts, and miscellaneous charges.

Treasurer Anderson asked if there were questions and there were none. President Corin noted the Treasurer's report will be kept on file.

6. Audit Committee Report

Audit Committee Chair Cindy Marbut presented the Audit Committee Report. She stated the committee met on May 25, 2016, and January 18, 2017, to review the WMCA financial and corporate records for 2016. Chair Marbut thanked the Audit Committee and Treasurer Anderson for their work on the Annual Audit.

Chair Marbut **MOVED**, seconded by Vice President Olsen, to accept the Audit Report. The motion **PASSED** unanimously.

President Corin thanked the Audit Committee for their work.

7. Election Results

President Corin reviewed the results of the 2017 WMCA General Election, recognized and congratulated the newly elected, and thanked Elections Officer Leana Johnson and Elections Auditor Molly Towslee.

8. Bylaws Committee Report

President Corin noted the proposed amendments to the WMCA Bylaws included in the Annual Meeting materials. Bylaws Committee Chair Jodee Schwinn reviewed each proposal and thanked the Bylaws Committee for their work on these items.

Chair Schwinn **MOVED**, seconded by Member Mari Ripp, to approve amendments 1A (amending Article 3, Section 1, by adding a new Membership Class E. Honorary Retiree Member) and 1B (amending Article 3, Section 2, by adding a new Member Class Definition E. Honorary Retiree Member). The motion **PASSED** unanimously.

Chair Schwinn **MOVED**, seconded by Boardmember Swisher, to approve amendment 2 (amending Article 4, Section 6, by adding "If, after the Candidate Application has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.").

Discussion ensued regarding reasoning behind the proposed amendment (low voter turnout, timing, special elections procedures, cost savings), current procedures, and candidate qualification review through the elections audit.

The motion **PASSED** unanimously.

Chair Schwinn **MOVED**, seconded by Member Heidi Napolitano, to approve amendment 3 (amending Article 5, Section 1, by substituting "Each year the Membership Committee Chair shall select, from among the committee members, an Elections Officer. The Elections Officer shall be designated a co-chair of the Membership Committee.

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

Discussion ensued regarding the intent of the proposed amendment – to award certification points for the extended work of the Elections Officer and Auditor.

The motion **PASSED** unanimously.

Chair Schwinn **MOVED**, seconded by Treasurer Anderson, to approve amendment 4 (amending Article 7, Section 2, to add that 50 active members shall constitute a quorum at the annual meeting).

Discussion ensued regarding noticing/vetting through the Bylaws Committee, reasoning behind the proposed amendment (defining a quorum, low member turnout), and choosing a number rather than a percentage

The motion **PASSED**, with three members in opposition.

Chair Schwinn recognized the Bylaws Committee.

9. Budget Committee Report

President-Elect Roberts briefly reviewed the proposed 2017-2018 Budget and spoke about some of the highlights including total revenues and expenditures.

Discussion ensued regarding increasing conference costs/expenditures, budgeting for/scheduling an Athenian Dialogue in 2017, and interest in holding a two-day fall “mini-conference” with Academy and Athenian Dialogue sessions.

President-Elect Roberts **MOVED**, seconded by Treasurer Anderson, to approve the 2017-2018 Budget. The motion **PASSED** unanimously.

10. Other Committee Reports

President Corin noted the additional Committee Reports included in the Annual Business Meeting materials (Awards, Conference Planning, Education, Fundraising, Membership, Newsletter, and Scholarship); and recognized all those members serving on WMCA committees in the past year.

11. Good of the Order

Members Alice Attwood and Ali Spietz requested a review of the scholarship criteria. Discussion ensued regarding current criteria and the application/award process. President-Elect Roberts noted the program has evolved and the criteria should be reviewed; and the Executive Committee will discuss the matter at their next meeting.

Member Spietz noted the Northwest Clerks Institute scholarships applications are open until April 17, 2017; and Vice President Olsen noted Professional Development IV will not be offered in 2017, and will return in 2018.

President-Elect Roberts noted an ailing Clerk and a notebook provided for comments of encouragement, should members like to contribute.

12. Adjournment

There being no further business to come before the membership, President Corin declared the 47th Annual Business Meeting adjourned at 9:48 a.m.

Minutes approved at the WMCA 48th Annual Business Meeting of March 15, 2018.

Next Meeting

48th Annual Business Meeting – Thursday, March 14, 2018 - Red Lion, Pasco, Washington



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: February 16, 2018

Attached are the following reports as of January 31, 2018:

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

WMCA continues to have healthy cash balance of \$109,994.40 in the bank. Overall revenues are under budget as this report is dated January 31, 2018 instead of February 28, 2018. I needed to report a month earlier as I went back to Virginia for the arrival of my granddaughter, Alaria Cecelia. The end of February should show almost all revenues exceeding expectations.

Most expenditures are under budget. Scholarships, at this time, are our largest expenditure. WMCA supports education and it shows! At the end of our fiscal year, April 30, 2018, our largest expenditure will be, as always, the annual conference.

Thank you for the privilege to serve as the Treasurer of this great organization! It is truly an honor.

WMCA
Balance Sheet
As of January 31, 2018

Assets

Current Assets

Checking	24,084.81
Savings	35,909.59
Western Annuity	50,000.00
Total Cash	<u>109,994.40</u>

Total Current Assets	<u>109,994.40</u>
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Total Assets	<u><u>109,994.40</u></u>
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Liabilities & Equity

EQUITY

Opening Balance Equity	97,385.88
Retained Earnings	3,284.75
Net Income	9,323.77
Total Equity	<u>109,994.40</u>

Total Liabilities & Equity	<u><u>109,994.40</u></u>
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WMCA
Profit Loss Budget vs. Actual
January 31, 2018

	Actual May '17 - Jan '18	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	3,500.00	6,250.00	(2,750.00)	56.00%
Total Advanced Academy	<u>13,600.00</u>	<u>19,000.00</u>	<u>(5,400.00)</u>	<u>71.58%</u>
Conference				
Donations	0.00	500.00	(500.00)	0.00%
Exhibitors	0.00	7,500.00	(7,500.00)	0.00%
Meals	100.00	3,500.00	(3,400.00)	2.86%
Registrations	21,550.00	44,000.00	(22,450.00)	48.98%
Total Conference	<u>21,650.00</u>	<u>55,500.00</u>	<u>(33,850.00)</u>	<u>39.01%</u>
Dues	25,410.00	24,000.00	1,410.00	105.88%
Money Market Savings Interest	16.59	36.00	(19.41)	46.08%
NCI Director Lodging	727.71	1,600.00	(872.29)	
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	535.00	2,000.00	(1,465.00)	26.75%
Raffle	458.00	4,500.00	(4,042.00)	10.18%
Total Scholarship Income	<u>1,243.00</u>	<u>11,005.00</u>	<u>(9,762.00)</u>	<u>11.29%</u>
Total Income	<u>62,647.30</u>	<u>111,141.00</u>	<u>(48,493.70)</u>	<u>56.37%</u>
Transfer from Savings	0.00	0.00	0.00	#DIV/0!
Total	<u>62,647.30</u>	<u>111,141.00</u>	<u>(48,493.70)</u>	<u>56.37%</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	258.55	2,000.00	(1,741.45)	12.93%
Drawings/Door Prizes	0.00	500.00	(500.00)	0.00%
Hospitality Expenses (WMCA)	2,375.00	5,050.00	(2,675.00)	47.03%
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
January 31, 2018

	Actual	Budget	\$ Under/Over	
	May '17 - Jan '18	May '17 - Apr '18	Budget	% of Total
Special Entertainment	0.00	2,000.00	(2,000.00)	0.00%
Supplies	216.13	2,000.00	(1,783.87)	10.81%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	8,899.68	78,900.00	(70,000.32)	11.28%
Board Expenses				
Board Meetings	868.07	900.00	(31.93)	96.45%
Education Coordinator	1,283.04	2,685.05	(1,402.01)	47.78%
Executive Committee Travel				
AWC Conference	1,866.42	2,800.00	(933.58)	66.66%
Exec Committee Travel-Other	164.61	0.00	164.61	
Total Executive Committee Travel	2,031.03	2,800.00	(768.97)	72.54%
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	1,246.54	1,325.00	(78.46)	94.08%
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	4,327.58	7,136.51	(2,808.93)	60.64%
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	5,421.03	10,433.55	(5,012.52)	51.96%
Total Board Expenses	11,786.29	21,593.60	(9,807.31)	54.58%
Communication Expenses				
Survey	0.00	200.00	(200.00)	0.00%
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	803.68	800.00	3.68	100.46%
Total Communication Expenses	803.68	1,080.00	(276.32)	74.41%
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
January 31, 2018

	Actual	Budget	\$ Under/Over	
	May '17 - Jan '18	May '17 - Apr '18	Budget	% of Total
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)	714.59	1,000.00	(285.41)	71.46%
Gambling/Alcohol License	163.00	300.00	(137.00)	54.33%
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	3,279.52	6,145.00	(2,865.48)	53.37%
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	53,323.51	151,743.60	(98,420.09)	35.14%
Transfer to Savings	0.02	0.00	0.02	
Net Profit (Loss)	9,323.77	(40,602.60)	49,926.37	-22.96%

WMCA

2/14/2018 9:44 AM

Register: Chase Checking

From 05/01/2017 through 01/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2017			-split-	PayPal		X	729.50	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-split-	Deposit		X	0.00	20,633.72
05/01/2017			-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

Register: Chase Checking

From 05/01/2017 through 01/31/2018

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

2/14/2018 9:44 AM

Register: Chase Checking

From 05/01/2017 through 01/31/2018

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
01/04/2018		Bank Of America	Communication Expen...	Gina Anderson	778.68	X		2,283.08
01/04/2018		Bank Of America	Board Expenses:Office...	Dee Roberts	503.52	X		1,779.56
01/09/2018			-split-	PayPal		X	2,931.90	4,711.46
01/16/2018			-split-	PayPal		X	5,130.60	9,842.06
01/18/2018			-split-	Deposit		X	4,229.14	14,071.20
01/18/2018		Bank Of America	-split-	Paula Swisher	234.76	X		13,836.44
01/18/2018	1145	Association of Wash...	Board Expenses:Execu...	Membership	300.00	X		13,536.44
01/19/2018			-split-	Deposit		X	2,250.00	15,786.44
01/19/2018			-split-	PayPal		X	2,565.45	18,351.89
01/19/2018			-split-	The Square		X	72.22	18,424.11
01/25/2018			-split-	Deposit		X	1,925.00	20,349.11
01/25/2018		Wa State Gambling ...	Miscellaneous Expense...	Gambling Lice...	163.00	X		20,186.11
01/26/2018			-split-	PayPal		X	2,198.70	22,384.81
01/30/2018			-split-	Deposit		X	1,700.00	24,084.81

WMCA

2/14/2018 9:45 AM

Register: Chase Savings

From 05/01/2017 through 01/31/2018

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
01/31/2018			Money Market Savings...	Interest		X	1.61	35,909.59

WMCA

2/14/2018 9:45 AM

Register: Chase Scholarship

From 05/01/2017 through 01/31/2018

Sorted by: Date, Type, Number/Ref

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



- 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: Melody Valiant, CMC

COMMITTEE: Audit Committee

DATE: March 8, 2018

SUMMARY OF ACTIVITIES: The Committee met on September 6, 2017 in Woodland to conduct an audit of the financial records for the period of January 2017 through April 2017 as part of the first quarter reporting and on January 22, 2018 for records for the period of May 2017 through December 2017 as part of the third quarter reporting. The committee conducted a complete review of the financial and corporate records for the noted periods.

The committee found both financial and corporate records to accurately reflect the activity for each time period. Spending appears to be well within the adopted appropriations for the time period. The audit included a review and balance verification of the WMCA Checking, Savings and Scholarship accounts, support documentation and verification of the appropriateness of payments.

The Scholarship fund was closed May 2017 to earn more interest in the savings account therefore after this year that fund will no longer be reviewed as it no longer exists. The scholarship account was unnecessary as we never moved any money to or from it and it was just one more account to maintain.

The committee would like to thank our leaders and dedicated volunteers for the work that they perform in such an outstanding manner. The committee would like to thank Molly Towslee for her continued work as the Election Auditor. The committee cannot commend enough WMCA Treasurer, Gina Anderson for her attention to detail in keeping the financial records for our Association and making our work that much easier when we do an Audit.

ACTION REQUESTED: YES NO

RECOMMENDATION: Appoint Molly Towslee to continue as the Elections Auditor to the Elections Committee. Approve the Audit Report at the Annual Business meeting.

ALTERNATIVES:

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



TO: EXECUTIVE COMMITTEE & WMCA MEMBERSHIP
FROM: VIRGINIA OLSEN, BUDGET COMMITTEE CHAIR
DATE: MARCH 15, 2018 ANNUAL BUSINESS MEETING

Thank you to the Budget Committee members President Dee Roberts, Immediate Past President Shannon Corin, Vice President Paula Swisher and Treasurer Gina Anderson for helping me prepare this budget. Special recognition goes to Treasurer Gina Anderson for her hard work throughout the year to maintain WMCA's books, take registration payments and track it for the Conference Planning and Education Committee Chairs, take payments and reconcile fundraising activity, work with the Audit Committee and much, much more! Her dedication to WMCA is inspiring!

SUMMARY OF ACTIVITIES:

The Budget Committee met in early December to draft the 2018-19 Budget. There were no sweeping changes, mostly just minor adjustments to travel and conference expenditures 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. Treasurer Anderson, has updated the most recent information in the actuals through January 2018. The fiscal year ends on April 30.

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 (2017-18) and the remainder (AAMC, IIMC and OAMR) are in the proposed budget for 2018-19. California has not determined their 2019 conference location so we have used placeholder numbers.

ITEMS OF NOTE:

A. Revenue

- 1) On the revenue side, Fall Academy attendance has not been as strong as previous years so we adjusted registrations for the academy from 60 to 50. The Athenian Dialogue is usually capped at 35 so the revenue was adjusted accordingly.
- 2) Conference exhibitor's registration fee was increased from \$500 to \$550 so the revenue reflects an increase of \$750. Product sales were reduced from \$2,000 to \$1,000 as we have been selling our backlog of inventory.

B. Expenditures

- 1) Our conference continues to be our largest expenditure. The only significant change is under "Annual Conference", Conference Meals, (page 1 of 2 - Expenditures) where there is an increase of \$5,000 (\$45,000 to \$50,000) due to Semiahmoo Resort on the west side being more expensive than the Pasco Red Lion on the east side.
- 2) Under expenditures, "IIMC" section (page 2 of 3 - Expenditures), the Region IX assessment was increased from 300 to 325 active members based upon more current information so the line item increases from \$1,500 to \$1,625.
- 3) Under "Communication Expenses" (page 2 of 3 - Expenditures), the website M&O was increased from \$800 to \$972 based upon a recent email from our vendor.

Overall, total expenditures are \$152,612 which is an increase of less than \$870 over the 2017-18 budget and our conference is on the west side of the state, a traditionally more expensive location.

RECOMMENDATION: Move to adopt the 2018-2019 WMCA Annual Budget.

WMCA BUDGET Revenue

	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Actual May '17 - Dec '17	Budget May '17 - Apr '18	Proposed May '18 - Apr '19	Comments
Income						
Advanced Academy						
Athenian Dialogue	0.00	2,375.00	4,500.00	5,250.00	4,375.00	35 @ \$125 Registration
Fall	9,775.00	9,250.00	5,600.00	7,500.00	6,250.00	50 @ \$125 Registration
Spring	9,300.00	6,075.00	0.00	6,250.00	6,250.00	50 @ \$125 Registration
<i>Total Advanced Academy</i>	<u>19,075.00</u>	<u>17,700.00</u>	<u>10,100.00</u>	<u>19,000.00</u>	<u>16,875.00</u>	
Conference						
Donations	14,253.00	11,869.50	0.00	500.00	500.00	
Exhibitors	8,200.00	4,950.00	0.00	7,500.00	8,250.00	15 Vendors @ \$550
Meals	3,467.00	3,925.90	0.00	3,500.00	3,500.00	Guest Meals
Registrations	39,550.00	47,100.00	800.00	44,000.00	44,000.00	110 @ \$400 Registration
<i>Total Conference</i>	<u>65,470.00</u>	<u>67,845.40</u>	<u>800.00</u>	<u>55,500.00</u>	<u>56,250.00</u>	
Dues	25,415.00	26,710.00	24,960.00	24,000.00	24,000.00	320 @ \$75
IIMC President's Reception	0.00	0.00	0.00	0.00	0.00	One time revenue
Money Market Savings Interest	61.91	42.32	13.50	36.00	36.00	
						2/3 from OR/AK + any overages/share cost of Air bnb in Tacoma
NCI Director Lodging	0.00	1,600.00	0.00	1,600.00	1,600.00	
Region IX Dinner (Birmingham, AL)	885.00	0.00	0.00	900.00	900.00	Next Hosting 2019 Budget 1/2 in 2018
Scholarship Income						
Auctions	5,535.00	5,010.00	0.00	4,500.00	4,500.00	
Donations	691.00	247.00	250.00	0.00	0.00	
Interest	3.29	2.63	0.00	5.00	5.00	
Product Sales	1,641.00	1,034.00	493.00	2,000.00	1,000.00	
Raffle	4,543.00	4,585.00	458.00	4,500.00	4,500.00	
<i>Total Scholarship Income</i>	<u>12,413.29</u>	<u>10,878.63</u>	<u>1,201.00</u>	<u>11,005.00</u>	<u>10,005.00</u>	
Transfer from Savings	0.00	9,202.88	0.00	40,602.60	42,946.00	
Total Income	\$ 123,320.20	\$ 133,979.23	\$ 37,074.50	\$ 152,643.60	\$ 152,612.00	

WMCA BUDGET Expenditures

	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Actual May '17 - Dec '17	Budget May '17 - Apr '18	Proposed May '18 - Apr '19	Comments
Academy Sessions						
Athenian Dialogue	800.96	2,320.02	2,558.21	2,000.00	2,000.00	Speaker, lodging, airfare
Fall	5,427.05	4,760.20	3,206.61	5,250.00	5,250.00	Speaker, member meals, room rental, 1st time attendees
Spring	2,404.08	4,813.22	0.00	5,000.00	5,000.00	Speaker, member meals, room rental
Total Academy Sessions	8,632.09	11,893.44	5,764.82	12,250.00	12,250.00	
Annual Conference						
Audio Visual	5,713.27	0.00	0.00	6,000.00	6,000.00	Was Included in '17 contract, not in 2019
Conference Photographer	550.00	750.00	0.00	600.00	600.00	Pre-approve by EC/requests sent out in winter 2018/19
Decorations	1,998.17	1,421.29	239.92	2,000.00	2,000.00	
Drawings/Door Prizes	200.00	200.00	0.00	500.00	200.00	Vendor & Friday Drawings; \$100 x 2
Hospitality Expenses (WMCA)	3,108.38	3,075.91	0.00	5,050.00	5,050.00	WMCA Expense Policy
Meals	46,490.23	50,632.01	0.00	45,000.00	50,000.00	Includes President's Reception & Executive Committee Dinner at Semiahmoo Resort
Printing/Postage	1,895.79	1,705.96	0.00	2,500.00	2,000.00	Conference Programs, Meal Tickets, Annual Business Meeting Packets (30), etc.
Recognition Awards	654.23	471.30	0.00	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	5,548.78	8,776.63	6,050.00	12,000.00	12,000.00	Speaker Fees & Expenses
Special Entertainment	200.00	525.00	0.00	2,000.00	1,000.00	Honor Guard, Local or Theme, Invocation
Supplies	1,878.09	984.59	199.31	2,000.00	2,500.00	\$500 is for Future Conference, 1st time attendees kits (\$500)
Supplies for 1st Time Attendees				500.00		
Total Annual Conference	68,236.94	68,542.69	6,489.23	78,900.00	82,100.00	
Board Expenses						
Board Meetings	674.26	1,059.37	868.07	900.00	1,000.00	Room Rental, Food (4 Meetings)
Education Coordinator	1,099.41	2,315.77	1,317.47	2,685.05	2,645.00	Exec Comm Travel Policy
Executive Committee Travel						
AWC Conference	2,430.88	2,034.74	1,566.42	2,800.00	2,800.00	Vendor registration at AWC Conference (incl travel, supplies, giveaways in Yakima)
Other	0.00	0.00	164.61	0.00	0.00	
Total Executive Committee Travel	2,430.88	2,034.74	1,731.03	2,800.00	2,800.00	
NCI Director Travel						

WMCA BUDGET Expenditures

	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Actual May '17 - Dec '17	Budget May '17 - Apr '18	Proposed May '18 - Apr '19	Comments
Northwest Clerks Institute	0.00	2,286.00	2,183.12	3,400.00	3,400.00	Per Director Agreement - 1/3 Lodging + any overages
IIMC Conference	0.00	545.07	0.00	800.00	900.00	1/3 Cost Share
WMCA Conference	803.20	875.45	0.00	575.00	575.00	
Total NCI Director Travel	803.20	3,706.52	2,183.12	4,775.00	4,875.00	
Officer's Board Travel						
President						
Alaska Conference	1,181.62	1,049.46	743.02	1,325.00	1,325.00	Anchorage per the usual
BC Conference	100.00	0.00	0.00	0.00	0.00	Deleted 2014; no longer attending
CA Conference	789.53	1,270.34	876.11	1,409.00	1,680.00	2019 conf location unknown
IIMC Conference	3,430.48	2,627.43	1,316.12	2,920.00	2,645.00	Norfolk airfare, hotel, ground trans, parking, Gina, this is \$40 off from the travel tab.
OR Conference	803.14	1,417.79	888.81	1,082.51	945.00	Portland, OR mileage/airfare, hotel, parking
WMCA Conference	800.00	1,044.92	0.00	400.00	400.00	Registration Only
Total President	7,104.77	7,409.94	3,824.06	7,136.51	6,995.00	
President Elect						
IIMC Conference	1,179.12	2,109.79	953.41	2,797.04	2,645.00	
WMCA Conference	451.52	280.08	140.04	500.00	500.00	Room Only
Total President Elect	1,630.64	2,389.87	1,093.45	3,297.04	3,145.00	
Total Officer's Board Travel	8,735.41	9,799.81	4,917.51	10,433.55	10,140.00	
Total Board Expenses	13,743.16	18,916.21	11,017.20	21,593.60	21,460.00	
Communication Expenses						
Voting Software	79.95	159.90	0.00	80.00	80.00	\$80 per voting event
Survey	0.00	0.00	0.00	200.00	200.00	
Website M&O	803.68	803.68	25.00	800.00	972.00	New rate beginning April 2018. More administrators allowed.
Total Communication Expenses	883.63	963.58	25.00	1,080.00	1,252.00	
Contingency	0.00	0.00	0.00	500.00	500.00	
IIMC						
IIMC President's Reception (15)	1,820.00	0.00	0.00	0.00	0.00	N/A - One time event
MCEF Donation	0.00	81.52	0.00	75.00	75.00	Auction Item
Outgoing Reg IX Dir Gift	100.00	258.73	0.00	0.00	100.00	Tracy Davis May 2018/Sheri Pierce 2019
Reg IX Assessment	1,415.00	1,630.00	0.00	1,500.00	1,625.00	325 Active Members x \$5
Total IIMC	3,335.00	1,970.25	0.00	1,575.00	1,800.00	

WMCA BUDGET Expenditures

	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Actual May '17 - Dec '17	Budget May '17 - Apr '18	Proposed May '18 - Apr '19	Comments
Miscellaneous Expenses						
501(c)3	805.00	838.46	860.00	800.00	850.00	Accountant
Bank Charges	25.00	4.00	0.00	0.00	0.00	c
Condolences	0.00	0.00	0.00	150.00	150.00	
Credit Card Fees (PayPal)	1,103.35	1,106.02	413.46	1,000.00	1,100.00	
Gambling/Alcohol License	196.00	196.00	0.00	300.00	300.00	
Gifts	0.00	0.00	250.00	0.00	0.00	
Insurance	1,303.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	211.92	551.15	88.93	500.00	500.00	
Other	386.03	845.00	150.00	825.00	825.00	Small cities scholarships for WMCA dues
Post Cards Vistaprint	308.39	439.74	0.00	750.00	600.00	Fall/Spring Academy, Conference/COTY
Postage	419.53	275.58	0.00	420.00	325.00	
Total Miscellaneous Expenses	4,758.22	5,558.95	3,065.39	6,145.00	6,050.00	
Scholarship Expenses						
Store Items	0.00	0.00	918.45	2,000.00	2,000.00	Buying products to sell
Conference Scholarships	5,290.16	6,722.42	0.00	8,500.00	6,000.00	
Margery A. Price Scholarship	485.00	1,175.00	1,400.00	1,500.00	1,500.00	Fall/Spring/IIMC/PDIV
NCI Scholarships	11,250.00	14,300.00	12,625.00	15,000.00	15,000.00	
Raffle - Auction	113.50	2,464.29	187.50	2,700.00	2,700.00	Large raffle item, printing costs, auctioneer
Scholarship Items for Sale	2,327.74	918.45	0.00	0.00	0.00	Became part of "Store Items"
Total Scholarship Expenses	19,466.40	25,580.16	15,130.95	29,700.00	27,200.00	
Total Expense	\$ 119,055.44	\$ 133,425.28	\$ 41,492.59	\$ 151,743.60	\$ 152,612.00	

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



- 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: Co-Chairs Debbie Burke and Tisha Gieser

COMMITTEE: Legislative Committee

DATE: 3/6/18

SUMMARY OF ACTIVITIES:

Over the past few months, the Legislative Committee has been working on a Legislative Priorities document. This document is intended to provide a solid basis for the Committee to focus on while the State Legislature is in session. It is also intended to be used as a tool for all WMCA members when engaging in the legislative process. The Priorities provide topics relevant to clerks, general information on the legislature, and tips for outreach. Outreach might include writing to elected officials in support or opposition of pending bills relating to the work of Clerks.

The Executive Committee has reviewed and provided input on the Legislative Priorities. Their suggestions were incorporated into the current version.

If approved, the Legislative Committee will ensure the Legislative Priorities are shared w/AWC and MRSC and posted on the WMCA website.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve the WMCA Legislative Priorities at the Annual Business Meeting.

ALTERNATIVES: n-a

FISCAL IMPACT: n-a

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

Expenditures:

Budgeted Amount

Amount encumbered & expended

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____



Legislative Priorities

It is the objective of the Washington Municipal Clerks 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

Approved by the WMCA membership at the Annual Business meeting of March 15, 2018.

Purpose

The Legislative Priorities are intended to guide the WMCA, and specifically the Legislative Committee, in outreach on legislative issues impacting the role of the Clerk. These priorities are not intended to replace the legislative priorities adopted by a member's agency or jurisdiction.

Legislative Essentials

Session: The legislature meets each year beginning in January. Odd year sessions are 105 days; even years are 60 days. Legislation remains active over the two-year period.

Membership: 98 House members; 49 Senate members

Districts: 49; find yours at <http://app.leg.wa.gov/DistrictFinder/>

Budget: Biennial budget cycle from June 30 to July 1 beginning in odd-numbered years:

- Operating budget – Funds state agency operations and K-12 education.
- Capital budget – Funds to acquire and maintain state buildings, public schools, public lands, parks, and other assets.
- Transportation budget – Funds transportation projects.

Tips for Engagement

- Consider reaching out to the WMCA President or Legislative Committee Chair(s) to coordinate input on proposed legislation.
- Use relationships with legislators from your district to provide input by calling, meeting in person, or emailing. See attached “Methods for Contacting Your Legislators” for contact options and information.
- If providing written communication, include your legislator's staff and bill sponsors as well as members of the Legislative Committee the bill is being heard in.
- Use the legislature's website at <http://leg.wa.gov/> to see the latest versions of legislation and where it is in the process. Contact the Association of

Washington Cities, the Legislative Information Center or the WMCA Leg. Committee Chairs with questions.

- When drafting communications:
 - **Be Concise:** Focus on three or fewer issues, and ask for clear commitments.
 - **Use Stories:** They are an effective and memorable way to demonstrate a point.
 - **Customize Emails:** Modify form letters or emails to make them your own.

- Use Association of Washington Cities Resources: The Legislative Bulletin and Action Alerts are helpful tools to stay up-to-date and informed on legislation impacting cities.

Legislative Information Center
Methods for Contacting Your Legislators
As of August 23, 2016

The Washington State Legislature offers several methods for contacting legislators, leaving messages, and providing individual positions on bills and subject matters. Methods for contacting legislators are as follows: (1) [bill comment form](#), (2) [member e-mail forms](#), (3) direct email, (4) U.S. Postal Service [using addresses listed on the member directory pages: [House](#) / [Senate](#)], and (5) by phone. Each method is outlined in detail below.

Furthermore, classes are offered free of charge to those wishing to learn more about the legislative process, navigating the legislative web pages, tracking bills, and searching for RCWs, WACs, bills, and related documents: <http://leg.wa.gov/LIC/Pages/classes.aspx>.

Questions regarding contacting your legislators, attending classes, or general legislative business can be directed to support@leg.wa.gov.

Bill Comment Form

1. Navigate to <http://leg.wa.gov/>.
2. Click **Find Bills** or **Bill Information**.
3. Enter bill number in the **Search by Bill Number** text box.

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[Bill Information](#)

Bill Information

Historical bill information from 1991 to 2010 can be accessed from [Detailed Legislative Reports](#).

2015-16

Search by Bill Number

[Search the full text of a bill](#)

[Standing Committee Reports](#)
Retrieve daily lists (during session) of bills reported out of standing committees.

[Bill/RCW/Session Law Cross Reference](#)
Retrieve tables that cross reference bills with RCW sections and Session Law chapters.

[Bill Status Report \(formerly Daily Status\)](#)
Retrieve a list of all bills and their current status.

[Detailed Legislative Reports](#)
Find bills and related information by [sponsor](#), [committee](#), [RCW citation](#), [roll call](#), and [step](#) in the legislative process.

[Legislative Digests](#)
Retrieve summaries of the bills introduced and amended on the selected day.

➤ If bill number is unknown, click the following link for tips on finding a bill number:
<https://app.leg.wa.gov/pbc/>.

4. Click **Search**.
5. Click **Comment on this bill** (located in the upper right hand corner).
6. **Complete** form and **submit**.

Member E-mail Forms

1. Navigate to <http://leg.wa.gov/>.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **E-mail Forms**.
4. Click **member's name**.
5. **Complete** form and **submit**.

Direct Email

1. Navigate to <http://leg.wa.gov/>.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **Email Forms**.
4. **Create a new email** message in tool of choice (i.e., Outlook, Yahoo, Gmail).
5. Use Email shown for member under **Email column** to address message.

U.S. Postal Service

1. Navigate to <http://leg.wa.gov/>.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **Member Directory Pages**.
4. **Scroll down page** to view members' addresses.
 - *Note: If a member is in district the district address will be listed; otherwise, the member is assumed to be in the Olympia office.*

By Phone

1. Navigate to <http://leg.wa.gov/>.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **Member Directory Pages**.
4. **Scroll down page** to view members' phone number(s).
 - Note: If a member is in district the district phone number will be listed; otherwise, the member is assumed to be in the Olympia office.*

OR

Call the Legislative Hotline, 1.800.562.6000, to leave a message for one or all the Legislators that represent your district. To find the Legislators that represent you, see Find Your District & Legislators below.

Find Your District & Legislators

1. Navigate to <http://leg.wa.gov/>.
2. Click **Find Your District & Legislators**.
3. **Enter your street address**, including city, state, and zip.
4. Click **Find My District**.



- 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: 3/5/18

SUMMARY OF ACTIVITIES: I updated all forms and everything was done electronically. The only cost has been for the awards.

Announcements were made in the November, December and January newsletters. A letter was sent via email to all supervisors of members and the website was updated with information for the 2018 Clerk of the Year Award.

We have received 5 nominations for the Clerk of the Year Award. All nominees were verified for eligibility. The committee then rated all nominees on the following:

- 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 has selected the award winner. The person who nominated the winner has been notified and put in contact with Paula Swisher, Conference Planning Chair. An award has been purchased from Edco and will be presented to the winner during Banquet night.

The President also considered current and past nominees for the President's Award of Distinction. A winner was selected and the award has been purchased from Edco. The winner will be announced during Banquet night.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/Aa

FISCAL IMPACT: \$300.00

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Recognition Awards</u>	<u>\$ 500</u>	<u>\$ 265.81</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: Jodee Schwinn

COMMITTEE: Bylaws Committee

DATE: March 1, 2018

SUMMARY OF ACTIVITIES: It was our pleasure to serve on the WMCA Bylaws Committee this year. Thank you for the opportunity. At this time, there is nothing to report from the Bylaws Committee. Thank you.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

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: Joanna Sanders and Terri Wright

COMMITTEE: Education Committee

DATE: March 8, 2018

SUMMARY OF ACTIVITIES: The education committee is a large group. We have 23 of the 35 on the committee represented at the annual conference. Those who could not attend were engaged in pre-conference activities and assignments, including input into the conference schedule, preparing and eventually tallying evaluations, and other support. We extend our appreciation to those who participated, but were unable to be here.

Those attending and assisting at conference this week as follows: Elizabeth Adkisson, Alice Attwood, Craig Attwood, Christine Brown, Kaylee Cody, Melissa Collins, Tina Eggers, Tisha Geiser, Stephanie Haug, Maria Holman, Kay Kammer, Cindy Marbut, Brenda Martinez, Bonita Roznos, Gretchen Sagen, Jessica Simulcik, Ali Spietz, Tammy Stanger, Ann Swenson and Jennifer Veneklasen.

As co-chairs we relied on past education Chair Virginia Olsen for constant advice and support as well as Ali Spietz as the Education Coordinator for NCI, and the many duties involved in working with IIMC, the director of the Northwest Clerks Institute ensuring academies and educational credits are offered to our membership. When you see them, please express appreciation for the excellent work they do for you.

Sponsors receiving recognition are Association of Washington Cities Benefit Trust and Washington Cities Insurance Authority. It is with their support that we are able to provide you with quality educational sessions. Even though our speaker costs have gone up significantly, we stayed within our budget.

We hope you take with you from the conference energy, enthusiasm and information to support you in your good work.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

Revenues:

Budgeted Amount

Revenues Generated

\$ _____
\$ _____

\$ _____
\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$ _____
\$ _____
\$ _____

\$ 5,500 _____
\$ _____
\$ _____

2018 WMCA CONFERENCE SCHEDULE

(updated 2/8/18)

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 Response and Recovery Speaker: Scott Sackett State Archives (Ellensburg) Location: Oak/Pine Room	Class: New Clerks Speaker: Ali Spietz Location: Workshop Room	Class: Public Disclosure – Red Flags from Litigation and Public Records Act Exemptions Speaker: Quinn Plant (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: Toni Nelson of MRSC/Alice Attwood City of Tonasket <i>Location: Workshop Room</i>	Class: 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: Toni Nelson of MRSC/Alice Attwood City of Tonasket <i>Location: Workshop Room</i>	Class: Public Records Updates: Implementing 1594 and 1595 and Case Law Updates 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 Case Law Update 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	<i>Breakfast</i>
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>



To: WMCA Executive Committee, Elections Officer, and Membership Committee Chair
From: Molly Towslee, Elections Auditor
Re: 2018-19 WMCA Executive Committee Election
Date: February 22, 2018

On January 3, 2018 I issued a certification of candidate report for the 2018-19 Executive Committee Election. On January 26, 2018, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 16th, and the results were forwarded to me by the Elections Officer, Leana Johnson on February 21st.

I have completed an independent review of the elections results and find the election process and results to be sound. Out of 329 active members, 81 ballots were cast with the following results sorted high to low:

Candidate	Total Votes	Percentage
<u>President Elect (1-year term)</u> Paula Swisher, CMC, Clerk-Treasurer City of Brier	80	100%
<u>Vice-President (1-year term)</u> Debbie Jermann, MMC Executive Assistant / Clerk of the Board, C-TRAN	81	100%
<u>Secretary (2-year term)</u> Kay Kammer, MMC – City Clerk, City of Battle Ground	80	98.77%
Write-In: Jennifer Bell	1	1.23%
<u>Two Board Member positions (3-year term)</u> Lisa Neissl, CMC City Clerk, City of College Place	72	88.89%
Donald Ross, CMC Deputy City Clerk – City of Westport	54	66.67%
Write-In: Darla Reese	1	1.23%

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

Dee Roberts

From: Elizabeth Adkisson <EAdkisson@monroewa.gov>
Sent: Monday, February 26, 2018 8:45 AM
To: Collins, Melissa; 'Debbie Jermann'; Virginia Olsen; 'Jill Boltz'; 'Paula Swisher'; 'Dee Roberts'; Gina Anderson; Kay Kammer; Shawn Campbell; Susan Duncan; 'Shannon Corin' (Shannon.Corin@ci.bremerton.wa.us)
Cc: Leana Johnson; Laurie Cassell (lauriec@algonawa.gov); towsleem@cityofgigharbor.net
Subject: FW: Election Report
Attachments: Election Report to Board 02-21-18.docx; Election Report to Board 02-21-18.pdf

Executive Committee,

Good morning! Please find attached the Election Report for the 2018 WMCA General Elections!

Thank you SO much to our Elections Officer and Elections Officer Assistant – Leana and Laurie... and our Elections Auditor - Molly! YOU GUYS ROCK!

Please let me know if you have any questions on this matter.

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>

From: Leana Johnson [mailto:leana@ci.stevenson.wa.us]
Sent: Thursday, February 22, 2018 4:49 PM
To: Elizabeth Adkisson <EAdkisson@monroewa.gov>
Cc: Laurie Cassell (lauriec@algonawa.gov) (lauriec@algonawa.gov) <lauriec@algonawa.gov>
Subject: Election Report

Liz,

Attached is the audit report on the election. Let me know if you need anything else.

Thanks,

Leana Johnson, CMC

City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970



- 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: March 2, 2018

SUMMARY OF ACTIVITIES: Sweatshirt pre-sale: The pre-sales of WMCA sweatshirts was a great success, thanks to having samples available during the Fall Mini-Conference.

Several books of Grand Raffle tickets were purchased and/or checked out at the Fall Mini- Conference. No further pre-sales were made. This event relies heavily on ticket sales during the Annual Conference. Next year's goal: Brainstorm ways to increase pre-sales to relieve some of that pressure to sell Grand Raffle Tickets during the conference.

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

Bottles of wine with custom-made WMCA labels. Sold as a set with a WMCA wine opener: \$20
 OR - sold as a set including 2 WMCA stemless wine tumblers: \$30

Beaded lanyards for name badge holders - \$10 each or two for \$18

"Behind Every Great Municipality is an Awesome Clerk" T-Shirts - \$8 each or two for \$15

Beads for Heads or Tails game - \$2 each

\$1 raffle tickets for \$100 cash, drawing to be held at the conclusion of the conference at noon on Friday, March 16.

Themes for the "Big Kahuna" basket live auction: Seattle Sports, Kids/Family Activities, Wine/Chocolate, and the "3-B Basket" - Beer, Barbeque, and Booze.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated
Raffles _____	\$ 4,500 _____	\$ _____
Store Sales _____	\$ 2,000 _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
Grand Raffle _____	\$ 2,500 _____	\$ 214.29 _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson, Chair
Darla Reese, Co-Chair & Leana Johnson, Co-Chair/Elections

DATE: March 7, 2018

2017-18 MEMBERSHIP UPDATE:

We had a total of FIFTY (50) new WMCA members in 2017-18:

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

As of March 7, 2018, the Washington Municipal Clerks Association is comprised of **366 members**: **344** active members, **2** affiliate member, **3** associate members, **11** honorary members and **6** honorary retiree members.

ELECTIONS SUB-COMMITTEE UPDATE

Thanks to the Elections Sub-Committee, comprised of Elections Officer Leana Johnson, and Elections Officer Assistant Laurie Cassell, the 2018 General Election went off without a hitch! **Congratulations** to those elected:

- ❖ President Elect Paula Swisher, CMC - City Clerk-Treasurer, City of Brier
- ❖ Vice-President Debbie Jermann, MMC – Executive Assistant/Clerk of the Board, C-TRAN
- ❖ Secretary Kay Kammer, MMC - City Clerk, City of Battleground
- ❖ Board Member Lisa Neissl, CMC – City Clerk, City of College Place
- ❖ Board Member Donald Ross, CMC – Deputy City Clerk, City of Westport

NOTE: Please see Attachment 1 for full Elections Report.

In addition to completing all of the elections procedures and tasks for the general election, the Sub-Committee also created a voter's pamphlet for the 2018 General Election, at the request of the Executive Committee. With the EC's direction, the Committee will continue this practice, and look to incorporate this into the Elections Procedures for future General Elections.

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

2017 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

There are 22 First Time Attendees (FTAs) registered to attend the 2018 WMCA Annual Conference; and the Membership Committee (MC) will be hosting/facilitating the following programs/events:

Conference buddies:

- Program of pairing one MC member with one or more first time attendee as buddies.
- MC members will introduce FTAs to each other, and provide an opportunity for contact/discussion prior to and at conference (if desired).

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

- Invite list: MC and FTAs (EC optional).
- Location: Pine Room; with light refreshments provided.
- Concept: meet 15-20 minutes prior to the President's Reception for a quick meet and greet/ice breaker and then all go to the reception together.

First Time Attendees Breakfast

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

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.

NOTE: Please see Attachment 2 for the FTA events invitation.

At the close of conference, the Membership Committee Chair will send out a feedback survey to FTAs and the MC to gather input on this year's events. This data will be shared in a future report, and help inform activities at the 2018-19 WMCA Annual Conference.

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

THANK YOU!!!

To the 2017-18 Membership Committee – "I can no other answer make but thanks, and thanks, and ever thanks..." Shakespeare (*Twelfth Night*).

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

ACTION REQUESTED: YES
RECOMMENDATION: N/A

NO

ALTERNATIVES: N/A
FISCAL IMPACT: N/A



To: WMCA Executive Committee, Elections Officer, and Membership Committee Chair
From: Molly Towslee, Elections Auditor
Re: 2018-19 WMCA Executive Committee Election
Date: February 22, 2018

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Donald Ross, CMC Deputy City Clerk – City of Westport	54	66.67%
Write-In: Darla Reese	1	1.23%

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



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

Are you ready for the *2018 wmca conference?!*

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

First Time Attendees Meet & Greet

Tuesday, March 13
5:00 – 5:30 pm
Pine Room

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

First Time Attendees Breakfast

Wednesday, March 14
8:00 – 9:00 am
Silver Ballroom

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

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

If you have any questions (before or during the conference), contact:
Elizabeth Adkisson, WMCA Membership Committee Chair, eadkisson@monroewa.gov, 360-863-4538
Darla Reese, WMCA Membership Committee Co-Chair, darla.reese@ci.granite-falls.wa.us, 360-691-6441





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

TO: WMCA President and Executive Committee

FROM: Melody Valiant, CMC

COMMITTEE: Newsletter Committee

DATE: March 7, 2018

SUMMARY OF ACTIVITIES: We've had a great year on the Newsletter committee. Our committee doesn't meet in person, we just correspond by email and assign members the task of compiling all the information for the newsletter for a month. This year we tried something slightly different with the Featured Clerk of the month - I scheduled them out for the entire year rather than try to find someone from month to month to feature. Everyone loves reading about fellow clerks and I'm glad we can keep it in the newsletter. We can always use more names and ideas of people to feature so please pass them along if you know of people we have not profiled yet. We did decide to get rid of the Grammar and LOL pages as it's a lot of work to maintain those columns and we decided it was better to simply focus on Clerk news/information. We hope you have enjoyed the newsletters this past year.

I am stepping down from the committee after this year - thanks for letting me start a new committee and chair the committee for the last 6 years. I am looking forward to reading it and I know your two incoming co-chairs (including current co-chair Rachel Shaw) will do a wonderful job.

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, Committee Chair
COMMITTEE: Scholarship Committee
DATE: March 5, 2018

SUMMARY OF ACTIVITIES:

For the 2018 Annual Conference we have awarded a total of 10 scholarships (4 first time attendees – though only three will be staying at the hotel) for a total of \$4,775.

In the 2017-2018 fiscal year we spent a total of \$19,425 on scholarship awards bringing us in under budget this year, with our total budgeted amount toward scholarships being \$22,000.

I'm so excited for Tamara Gunter to be the new Scholarship Committee Chair. I think she will be a great fit and will have some great ideas to take the committee to the next level. Tamara and I have spoken regarding the transition of duties and have decided that it is best for me to step down as chair but stay on in a member capacity to help her however she needs during her first year.

I updated her on the following items being ones that I was unable to address but that the EC had requested of me:

- Rewrite the Guidelines to include mandatory participation in the Fundraising Committee.
- Find a way to hold scholarship recipients accountable for attendance.
- Develop more specific involvement guidelines for committee members.

Additionally, she and I were wondering if the EC would be open to discontinuing (snail) mailing award letters. We discussed that it would be less time consuming to just send one email to each recipient notifying them of receipt. Please let her know if that is something you would be open to considering.

Thank you all for your support and patience with me during my tenure as Chair. I wish you all the best of luck in your coming adventures and am excited to see how WMCA will continue to grow!

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