



EXECUTIVE COMMITTEE AGENDA

Friday, October 19, 2018 – Snohomish PUD Training Center Room 2-E
2320 California St., Everett, WA , 10:00 AM

1. Call to Order and Roll Call	
2. Approve Agenda and June 22, 2018 EC Meeting Minutes	1
3. Treasury’s Related Reports (Gina)	
a. Treasurer’s Report	6
b. World Points Update	23
4. Old Business	
a. Approve Updated Financial Policies (Deb & Virginia)	28
b. WMCA Pins (Deb)	N/A
5. New Business	
a. New Parliamentarian (Virginia)	N/A
b. AmazonSmile (Gina)	35
6. Committee Business/Reports	
a. Audit (Gina)	N/A
b. Awards (Dee)	N/A
c. Budget (Paula)	N/A
d. Bylaws (Deb)	37
e. Conference Planning (Paula)	38
f. Education (Donald)	39
g. Education Coordinator (Donald)	61
h. Fundraising (Susan)	N/A
i. Historical (Jill)	62
j. Legislative (Kay)	64
k. Membership (Shawn) (To Be Provided at Meeting)	N/A
l. Newsletter (Melissa)	66
m. Scholarship (Lisa)	71
n. Webmaster (Jill)	77
7. Other Business	
a. Executive Committee Attendance Policy	79
b. Email Ratifications (Kay)	80
c. Update on Region IX Director Process (Virginia)	N/A
8. Good of the Order	
9. Adjournment	

Next Meeting – January 25, 2019 at 10:00 AM, Brier City Hall, Brier, WA

1. Call to Order and Roll Call

Virginia Olsen, WMCA President, called the meeting to order at approximately 10:00 a.m. WMCA Executive Committee members present included: President Olsen, President-Elect Paula Swisher, Vice President Debbie Jermann, Secretary Kay Kammer, Treasurer Gina Anderson, Board members Jill Boltz, Shawn Campbell, Susan Duncan, Don Ross (via phone), Lisa Neissl (via phone), and Immediate Past President Dee Roberts. Board member Melissa Collins was absent.

2. Approve Agenda and March 16, 2018 EC Meeting Minutes

President Olsen called for any corrections to the March 16, 2018, Executive Committee Meeting minutes; none were noted.

Motion: Board member Campbell moved to approve minutes from January 26, 2018.

Second: Treasurer Anderson.

Vote: Motion carried (11-0).

3. Treasury's Related Reports

Treasurer Anderson provided an overview regarding the financial position and world points available.

4. Old Business

a. Review 20121 Conference Contract

Motion: President-Elect Swisher moved to approve the 2021 contract with Ocean Shores Shilo and authorize a deposit of \$2,000.00.

Second: Secretary Kammer.

Vote: Motion carried (11-0).

b. Review updated COTY Nomination Forms

Discussion and consensus was to:

- Capitalize all titles
- First paragraph change to "Award is a competitive process in which City Administrators"
- Second paragraph change to "The best nominations ~~are often~~ include"
- Second paragraph change to "It is usually helpful to check with other staff members who ~~may~~ have specific knowledge"
- Separate line, bold, and change to "This award is ~~awarded as~~ a surprise at our annual conference"

Motion: President-Elect Swisher moved to approve the form as amended.

Second: Board member Boltz.

Vote: Motion carried (11-0).

c. Region IX Dinner update

Update was provided regarding the restaurant and location. Pricing and menu to be brought forward at next meeting.

5. New Business

a. WMCA Pins

Discussion regarding purchasing pins for 50th anniversary and conferences. Style to be chosen by President-Elect and pricing to be brought back to October meeting.

b. Education Coordinator & Region IX Director Travel

Discussion regarding personal expenses and to add to budget similar to how OAMR and Alaska budget for expenses for Region IX Director. Was there direction to discuss again at October meeting with more follow up info?

c. Discuss promoting other organizations' trainings/conferences

Discussion and consensus was that WMCA would not provide formal promotion of other organizations that may take away from training offered by WMCA.

President-Elect Swisher asked that item 5d be added to discuss membership dues.

d. Membership time line

Discussion ensued about the feasibility of changing the timeline for membership due to the calendar year. Consensus was to keep the current timeline and add to the membership application that dues are not prorated.

President Olsen announced a break from 11:44 a.m. to 12:00 p.m.

6. Committee Business/Reports

a. Audit Committee

Audit was completed 5-30-18 and no findings noted.

b. Awards Committee

No report. IPP Roberts and VP Jermann to bring information about President's Award of Distinction to discuss at October board meeting.

c. Budget Committee

No report.

d. Bylaws Committee

Report available in the packet.

e. Conference Planning

No report.

f. Education Committee

Alice Attwood is in full swing as the Education Coordinator.

Contract being finalized for the fall mini conference. A budget amendment may be necessary due to renting facilities for the two-day conference that includes an Athenian Dialogue.

g. Fundraising Committee

Discussion surrounded new ideas for fundraising. Forgo the grand raffle for 2019.

h. Historical Committee

Discussion regarding potential involvement of retired clerks for the 50th anniversary.

Commitment of committee members to take photos during conference but hire professional photographer for the President's Reception and Annual Banquet.

i. Legislative Committee

Request AWC representative to focus on legislation pertaining to clerks.

j. Membership Committee

Report provided in packet.

k. Newsletter

Report provided in packet.

I. Scholarship

Consensus to change deadline of applications for NCI from April 11 to last day of March to provide ample time for registration.

Consensus to change deadline of applications for the fall mini conference from August 27 to August 31 to provide ample time for registration.

Any NCI reimbursements necessary are completed by WSU and not WMCA.

Request committee to bring back recommendation for mandatory participation on the Fundraising Committee, how to monitor participation, tracking for up to three years, obtain a list of tasks for fundraising.

m. Webmaster

Update online applications and provide logo on all forms.

7. Other Business

a. Email Ratifications

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

- 3-21-18 Notification to scholarship recipients
- 3-22-18 Education Coordinator job description and duties
- 4-10-18 Support of Palm Springs, CA bid for IIMC Conference site
- 4-23-18 Scholarship approval
 - 4-23-18 Amendment to motion
- 5-18-18 Award of scholarship to Tami Justice
- 5-30-18 Support San Diego, California bid for IIMC Conference site
- 5-31-18 Honoring Ali Spietz's WMCA service
- 6-5-18 Alice Attwood as Education Coordinator
- 6-5-18 Scott Passey as Region IX Director candidate

Motion: Board member Duncan moved to ratify emails as presented.

Second: President-Elect Swisher.

Vote: Motion carried (11-0).

8. Good of the Order

Conference discussion:

- VIP dinner is to welcome to out of state guests and introduce to Executive Committee
- Annual business meeting recognition of committee chairs and members
- Conference App

Treasurer Anderson needs new software as it is not maintained by Quickbooks.

Motion: Board member Boltz authorized the purchase of new software.

Second: President-Elect Swisher.

Vote: Motion carried (11-0).

9. Adjournment

There being no further business, President Olsen adjourned the meeting at 2:44 p.m.

Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Executive Committee Meeting of October 19, 2018.



TO: WMCA Executive Committee
FROM: Gina Anderson, Treasurer
DATE: October 4, 2018

Attached are the following reports for the period ending September 30, 2018:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Profit & Loss Budget vs. Actual
- Checking Register, May 2018 through September 2018
- Savings Register, May 2018 through September 2018

We show a profit of \$9,372.77, at this time. Our advanced academy revenue and Athenian dialogue are slightly lower than projected but they will be slightly higher after October financials. Dues are slightly higher than projected and will get higher as more members join our great organization!

There are a few expenditures that are over budget but only because we did not budget for those items. Those items are executive committee travel – other, future conference site deposit and gifts. The one expenditure that is over budget by \$200.00 is Margery A Price scholarships but NCI scholarships are below budget by \$1,225.00.

WMCA
Balance Sheet
As of September 30, 2018

Assets

Current Assets

Checking	28,378.63
Savings	35,921.31
Western Annuity	50,000.00
Total Cash	<u>114,299.94</u>

Total Current Assets 114,299.94

Total Assets 114,299.94

Liabilities & Equity

EQUITY

Opening Balance Equity	97,625.88
Retained Earnings	7,301.29
Net Income	9,372.77
Total Equity	<u>114,299.94</u>

Total Liabilities & Equity 114,299.94

WMCA
Profit & Loss Budget vs. Actual
September 30, 2018

	<u>Actual</u> <u>May - Sept '18</u>	<u>Budget</u> <u>May '18-April '19</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy	10,425.00	16,875.00	(6,450.00)	0.62
Conference	0.00	62,500.00	(62,500.00)	0.00
Dues	24,315.00	24,000.00	315.00	102.00
Money Market Savings Interest	7.37	36.00	(28.63)	0.20
NCI Lodging	0.00	1,600.00	(1,600.00)	0.00
Region IX Dinner	0.00	900.00	(900.00)	0.00
Scholarship Income	0.00	10,005.00	(10,005.00)	0.00
Total Income	<u>34,747.37</u>	<u>115,916.00</u>	<u>(81,168.63)</u>	<u>29.98%</u>
Transfer to Savings			0.00	
Expense				
Academy Sessions	0.00	12,250.00	(12,250.00)	0.00
Annual Conference	0.00	82,100.00	(82,100.00)	0.00
Board Expenses	6,274.01	21,460.00	(15,185.99)	0.29
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	2,000.00	2,000.00	0.00	1.00
IIMC	0.00	1,800.00	(1,800.00)	111.00
Miscellaneous Expenses	1,600.59	6,050.00	(4,449.41)	0.26
Scholarship Expenses	15,475.00	27,200.00	(11,725.00)	0.57
Total Expense	<u>25,374.60</u>	<u>154,440.00</u>	<u>(129,065.40)</u>	<u>16.43%</u>
Net Profit (Loss)	<u>9,372.77</u>	<u>(38,524.00)</u>	<u>47,896.77</u>	<u>13.55%</u>

WMCA
Profit Loss Budget vs. Actual
September 30, 2018

	<u>Actual</u> <u>May - Sept '18</u>	<u>Budget</u> <u>May '18 - Apr '19</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
Income				
Advanced Academy				
Athenian Dialogue	4,325.00	4,375.00	(50.00)	98.86%
Fall	6,100.00	6,250.00	(150.00)	97.60%
Spring	0.00	6,250.00	(6,250.00)	0.00%
Total Advanced Academy	<u>10,425.00</u>	<u>16,875.00</u>	<u>(6,450.00)</u>	<u>61.78%</u>
Conference				
Donations	0.00	7,500.00	(7,500.00)	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	0.00	44,000.00	(44,000.00)	0.00%
Total Conference	<u>0.00</u>	<u>62,500.00</u>	<u>(62,500.00)</u>	<u>0.00%</u>
Dues	24,315.00	24,000.00	315.00	101.31%
Money Market Savings Interest	7.37	36.00	(28.63)	20.47%
NCI Director Lodging	0.00	1,600.00	(1,600.00)	0.00%
Region IX Dinner	0.00	900.00	(900.00)	0.00%
Scholarship Income				
Auction	0.00	4,500.00	(4,500.00)	0.00%
Donations	0.00	0.00	0.00	0.00%
Interest	0.00	5.00	(5.00)	0.00%
Product Sales	0.00	1,000.00	(1,000.00)	0.00%
Raffle	0.00	4,500.00	(4,500.00)	0.00%
Total Scholarship Income	<u>0.00</u>	<u>10,005.00</u>	<u>(10,005.00)</u>	<u>0.00%</u>
Total Income	<u>34,747.37</u>	<u>115,916.00</u>	<u>(81,168.63)</u>	<u>29.98%</u>
Total	<u>34,747.37</u>	<u>115,916.00</u>	<u>(81,168.63)</u>	29.98%
Expense				
Academy Sessions				
Athenian Dialogue	0.00	2,000.00	(2,000.00)	0.00%
Fall	0.00	5,250.00	(5,250.00)	0.00%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Total Academy Sessions	<u>0.00</u>	<u>12,250.00</u>	<u>(12,250.00)</u>	<u>0.00%</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	0.00	2,000.00	(2,000.00)	0.00%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	0.00	5,050.00	(5,050.00)	0.00%
Meals	0.00	50,000.00	(50,000.00)	0.00%
Printing/Postage	0.00	2,000.00	(2,000.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
September 30, 2018

	Actual	Budget	\$ Under/Over	%
	May - Sept '18	May '18 - Apr '19	Budget	of Total
Recognition Awards	0.00	750.00	(750.00)	0.00%
Speakers	0.00	12,000.00	(12,000.00)	0.00%
Special Entertainment	0.00	1,000.00	(1,000.00)	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	0.00	82,100.00	(82,100.00)	0.00%
Board Expenses				
Board Meetings	146.02	1,000.00	(853.98)	14.60%
Education Coordinator	0.00	2,645.00	(2,645.00)	0.00%
Executive Committee Travel				
AWC Conference	1,933.19	2,800.00	(866.81)	69.04%
Exec Committee Travel-Other	44.76	0.00	44.76	
Total Executive Committee Travel	1,977.95	2,800.00	(822.05)	70.64%
NCI Director Travel				
IIMC Conference	526.86	900.00	(373.14)	58.54%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	0.00	575.00	(575.00)	0.00%
Total NCI Director Travel	526.86	4,875.00	(4,348.14)	10.81%
Officer's Board Travel				
President				
Alaska Conference	365.10	1,325.00	(959.90)	27.55%
CA Conference	904.88	1,680.00	(775.12)	53.86%
IIMC Conference	1,542.55	2,645.00	(1,102.45)	58.32%
OR Conference	0.00	945.00	(945.00)	0.00%
WMCA Conference	0.00	400.00	(400.00)	0.00%
Total President	2,812.53	6,995.00	(4,182.47)	40.21%
President Elect				
IIMC Conference	810.65	2,645.00	(1,834.35)	30.65%
WMCA Conference	0.00	500.00	(500.00)	0.00%
Total President Elect	810.65	3,145.00	(2,334.35)	25.78%
Total Officer's Board Travel	3,623.18	10,140.00	(6,516.82)	35.73%
Total Board Expenses	6,274.01	21,460.00	(15,185.99)	29.24%
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	2,000.00	0.00	2,000.00	

WMCA
Profit Loss Budget vs. Actual
September 30, 2018

	<u>Actual</u> <u>May - Sept '18</u>	<u>Budget</u> <u>May '18 - Apr '19</u>	<u>\$ Under/Over</u> <u>Budget</u>	<u>% of Total</u>
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	0.00	100.00	(100.00)	
Region IX Assessment	0.00	1,625.00	(1,625.00)	0.00%
Total IIMC	<u>0.00</u>	<u>1,800.00</u>	<u>(1,800.00)</u>	<u>0.00%</u>
Miscellaneous Expenses				
501C(3)	0.00	850.00	(850.00)	0.00%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	479.23	1,100.00	(620.77)	43.57%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Gifts	80.54	0.00	80.54	
Insurance	0.00	1,400.00	(1,400.00)	0.00%
Office Supplies	431.58	500.00	(68.42)	86.32%
Other	0.00	825.00	(825.00)	
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	149.92	325.00	(175.08)	46.13%
Supplies for Conference Booth	459.32	0.00	459.32	
Total Miscellaneous Expenses	<u>1,600.59</u>	<u>6,050.00</u>	<u>(4,449.41)</u>	<u>26.46%</u>
Scholarship Expenses				
Conference Scholarships	0.00	6,000.00	(6,000.00)	0.00%
Raffles	0.00	2,700.00	(2,700.00)	0.00%
Margery A. Price Scholarship	1,700.00	1,500.00	200.00	113.33%
NCI Scholarships	13,775.00	15,000.00	(1,225.00)	91.83%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
Total Scholarship Expenses	<u>15,475.00</u>	<u>27,200.00</u>	<u>(11,725.00)</u>	<u>56.89%</u>
Total Expense	<u>25,374.60</u>	<u>152,440.00</u>	<u>(127,065.40)</u>	<u>16.65%</u>
Net Profit (Loss)	<u>9,372.77</u>	<u>(36,524.00)</u>	<u>45,896.77</u>	<u>-25.66%</u>

Register: Chase Checking

From 05/01/2018 through 09/30/2018

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2018			-split-	Deposit	X		0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...	X		0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...	X		0.00	32,472.73
05/01/2018			-split-	Deposit	X		0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...	X		0.00	32,472.73
05/01/2018			-split-	Deposit - DR R...	X		0.00	32,472.73
05/01/2018			-split-	Deposit - DR R...	X		0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...	X		0.00	32,472.73
05/01/2018			-split-	PayPal Reversa...	X		0.00	32,472.73
05/01/2018			-split-	The Square Re...	X		0.00	32,472.73
05/01/2018			-split-	Deposit Revers...	X		0.00	32,472.73
05/01/2018			-split-	Deposit Revers...	X		0.00	32,472.73
05/01/2018			-split-	Deposit Revers...	X		0.00	32,472.73
05/19/2018	1169	City of Monroe	Miscellaneous Expense...	Invoice #00422...	149.92	X		32,322.81
05/21/2018			-split-	Deposit	X		1,215.00	33,537.81
05/21/2018			-split-	Deposit	X		1,425.00	34,962.81
05/24/2018	1170	WSU - Conference ...			14,825.00	X		20,137.81
05/24/2018			-split-	Deposit	X		375.00	20,512.81
05/24/2018			-split-	PayPal	X		1,314.90	21,827.71
05/25/2018			-split-	Deposit	X		1,284.20	23,111.91
05/25/2018			-split-	Deposit	X		600.00	23,711.91
05/25/2018			-split-	PayPal	X		1,636.44	25,348.35
05/29/2018		Bank Of America	-split-		54.76	X		25,293.59
05/29/2018		Bank Of America	-split-		2,373.40	X		22,920.19
05/31/2018			-split-	PayPal	X		628.11	23,548.30
06/03/2018	1171	City of Richland	-split-		500.00	X		23,048.30
06/03/2018	1172	Pinnacle Promotions	Board Expenses:Execu...		606.00	X		22,442.30
06/07/2018	1173	Dee Roberts	Board Expenses:Office...		257.13	X		22,185.17
06/11/2018			-split-	PayPal	X		719.15	22,904.32
06/13/2018			-split-	Deposit	X		90.00	22,994.32
06/18/2018	1174	Virginia Olsen	-split-		90.16	X		22,904.16
06/26/2018		Bank Of America	-split-		344.08	X		22,560.08
06/26/2018		Bank Of America	Board Expenses:Office...		237.58	X		22,322.50
06/26/2018		Bank Of America	-split-		957.68	X		21,364.82
06/26/2018	1175	Shawn Campbell	Board Expenses:Execu...		68.90	X		21,295.92
06/26/2018			-split-	Deposit	X		175.00	21,470.92
07/02/2018			-split-	Deposit	X		146.10	21,617.02
07/06/2018	1176	Debbie Jermann	-split-		65.97	X		21,551.05
07/06/2018	1177	Joann Tilton	Board Expenses:NCI D...	VOID:		X		21,551.05
07/06/2018	1178	Joann Tilton	Board Expenses:NCI D...		1,580.58	X		19,970.47

WMCA

10/1/2018 5:24 PM

Register: Chase Checking
 From 05/01/2018 through 09/30/2018
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/06/2018			-split-	Deposit		X	300.00	20,270.47
07/10/2018	1179	OlyPen Inc	Communication Expen...		25.00	X		20,245.47
07/10/2018			-split-	Deposit		X	72.22	20,317.69
07/16/2018	1180	Shilo Inn Ocean Shor...	FUTURE CONFEREN...		2,000.00	X		18,317.69
07/24/2018			-split-	Deposit		X	96.35	18,414.04
07/25/2018			-split-	Deposit		X	676.86	19,090.90
08/01/2018			-split-	Deposit		X	601.86	19,692.76
08/06/2018		Bank Of America	Board Expenses:Board ...	Virginia Olsen	146.02	X		19,546.74
08/06/2018		Bank Of America	Board Expenses:Execu...	Dee Roberts	246.30	X		19,300.44
08/08/2018			-split-	PayPal		X	3,174.00	22,474.44
08/09/2018			-split-	The Square		X	96.35	22,570.79
08/17/2018			-split-	PayPal		X	1,977.15	24,547.94
08/18/2018			-split-	Deposit		X	500.00	25,047.94
08/31/2018			-split-	Deposit		X	1,450.00	26,497.94
08/31/2018			-split-	PayPal		X	1,610.40	28,108.34
09/05/2018		Bank Of America	Miscellaneous Expense...	Gina Anderson	377.60	X		27,730.74
09/05/2018		Bank Of America	Board Expenses:Office...	Paula Swisher	537.11	X		27,193.63
09/10/2018	1181	City of Sequim	-split-	VOID:		X		27,193.63
09/10/2018	1182	Virginia Olsen	Board Expenses:Office...		365.10			26,828.53
09/14/2018			-split-	Scholarships		X	0.00	26,828.53
09/18/2018			-split-	Deposit		X	575.00	27,403.53
09/24/2018	1183	City of Westport	ADVANCED ACADE...		125.00	X		27,278.53
09/25/2018			-split-	PayPal		X	1,025.10	28,303.63
09/26/2018			Dues 2019	Deposit		X	75.00	28,378.63



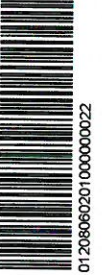
JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

September 01, 2018 through September 28, 2018
 Account Number: **000001851443431**

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**

00120806 DRE 702 210 27218 NNNNNNNNNN 1 000000000 61 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100



We updated our Deposit Account Agreement

We published an updated version of our Deposit Account Agreement on August 26, 2018. You can get the latest agreement at a branch or by request when you call us. Here's what you should know:

- We may use your voice to verify your identity. (General Account Terms, Section I, Other Legal Terms, Telephone and electronic communication)
- We clarified that any provision in the agreement is enforceable to the fullest extent permitted by law. (General Account Terms, Section I, Other Legal Terms, Rules governing your account)

The following updates will become effective on November 11, 2018:

- If an account owner dies while residing outside the United States, we may require the appointment of a personal representative in a U.S. court. (General Account Terms, Section B, Checks, Withdrawals, Transfers and Other Account Charges, Death or incompetence of account owner or sole signer)
- Check deposits made by mail and addressed to any Chase facility other than National Bank by Mail, may be forwarded to the National Bank by Mail facility at PO Box 36520, Louisville, KY 40233-6520, and will be considered received on the date the deposit is received by that facility. We do not accept cash deposits by mail. (Funds Availability, When Your Deposit Is Received)

Please call us at the number at the top of this statement if you have any questions.

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$28,158.34
Deposits and Additions	3	1,675.10
Checks Paid	1	-125.00
Electronic Withdrawals	2	-914.71
Ending Balance	6	\$28,793.73

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



September 01, 2018 through September 28, 2018

Account Number: 000001851443431

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
09/18	Deposit	\$575.00
09/25	Paypal Transfer PPD ID: Paypalsd11	1,025.10
09/26	Deposit	75.00
Total Deposits and Additions		\$1,675.10

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1183 ^		09/27	\$125.00
Total Checks Paid			\$125.00

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.

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

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
09/06	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	\$537.11
09/06	Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000	377.60
Total Electronic Withdrawals		\$914.71

DAILY ENDING BALANCE

DATE	AMOUNT
09/06	\$27,243.63
09/18	27,818.63
09/25	28,843.73
09/26	28,918.73
09/27	28,793.73

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 \$27,778.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$63,675.00. 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	3
Deposits / Credits	3
Deposited Items	4
Transaction Total	10

SERVICE FEE CALCULATION

	AMOUNT
Service Fee	\$15.00
Service Fee Credit	-\$15.00



September 01, 2018 through September 28, 2018

Account Number: **000001851443431**

SERVICE CHARGE SUMMARY (continued)

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

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



JPMorgan Chase Bank, N.A. Member FDIC



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5:13 PM

10/01/18

WMCA
Reconciliation Summary
Chase Checking, Period Ending 09/30/2018

	<u>Sep 30, 18</u>
Beginning Balance	28,158.34
Cleared Transactions	
Checks and Payments - 3 items	-1,039.71
Deposits and Credits - 5 items	1,675.10
Total Cleared Transactions	<u>635.39</u>
Cleared Balance	<u>28,793.73</u>
Uncleared Transactions	
Checks and Payments - 2 items	-415.10
Total Uncleared Transactions	<u>-415.10</u>
Register Balance as of 09/30/2018	<u>28,378.63</u>
Ending Balance	28,378.63

WMCA
Reconciliation Detail
Chase Checking, Period Ending 09/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,158.34
Cleared Transactions						
Checks and Payments - 3 items						
Check	09/05/2018		Bank Of America	X	-537.11	-537.11
Check	09/05/2018		Bank Of America	X	-377.60	-914.71
Check	09/24/2018	1183	City of Westport	X	-125.00	-1,039.71
Total Checks and Payments					-1,039.71	-1,039.71
Deposits and Credits - 5 items						
Check	09/10/2018	1181	City of Sequim	X	0.00	0.00
Deposit	09/14/2018			X	0.00	0.00
Deposit	09/18/2018			X	575.00	575.00
Deposit	09/25/2018			X	1,025.10	1,600.10
Deposit	09/26/2018			X	75.00	1,675.10
Total Deposits and Credits					1,675.10	1,675.10
Total Cleared Transactions					635.39	635.39
Cleared Balance					635.39	28,793.73
Uncleared Transactions						
Checks and Payments - 2 items						
Check	03/10/2018	1150	Miss Tri Cities		-50.00	-50.00
Check	09/10/2018	1182	Virginia Olsen		-365.10	-415.10
Total Checks and Payments					-415.10	-415.10
Total Uncleared Transactions					-415.10	-415.10
Register Balance as of 09/30/2018					220.29	28,378.63
Ending Balance					220.29	28,378.63

Register: Chase Savings

From 05/01/2018 through 09/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2018			Money Market Savings...	Interest		X	1.51	35,915.45
06/30/2018			Money Market Savings...	Interest		X	1.42	35,916.87
07/31/2018			Money Market Savings...	Interest		X	1.56	35,918.43
08/31/2018			Money Market Savings...	Interest		X	1.51	35,919.94
09/30/2018			Money Market Savings...	Interest		X	1.37	35,921.31



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

September 01, 2018 through September 28, 2018

Account Number: **000003366074280**

00047299 DRE 702 210 27218 NNNNNNNNNN 1 000000000 60 0000
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION
 PO BOX 9
 WOODLAND WA 98674-0100

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**



We updated our Deposit Account Agreement

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The following updates will become effective on November 11, 2018:

- If an account owner dies while residing outside the United States, we may require the appointment of a personal representative in a U.S. court. (General Account Terms, Section B, Checks, Withdrawals, Transfers and Other Account Charges, Death or incompetence of account owner or sole signer)
- Check deposits made by mail and addressed to any Chase facility other than National Bank by Mail, may be forwarded to the National Bank by Mail facility at PO Box 36520, Louisville, KY 40233-6520, and will be considered received on the date the deposit is received by that facility. We do not accept cash deposits by mail. (Funds Availability, When Your Deposit Is Received)

Please call us at the number at the top of this statement if you have any questions.

SAVINGS SUMMARY		Chase Business Select High Yield Savings	
	INSTANCES	AMOUNT	
Beginning Balance		\$35,919.94	
Deposits and Additions	1	1.37	
Ending Balance	1	\$35,921.31	
Annual Percentage Yield Earned This Period		0.05%	
Interest Paid This Period		\$1.37	
Interest Paid Year-to-Date		\$13.33	

TRANSACTION DETAIL			
DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$35,919.94
09/28	Interest Payment	1.37	35,921.31
	Ending Balance		\$35,921.31

5:14 PM

10/01/18

WMCA
Reconciliation Summary
Chase Savings, Period Ending 09/30/2018

	<u>Sep 30, 18</u>
Beginning Balance	35,919.94
Cleared Transactions	
Deposits and Credits - 1 item	1.37
Total Cleared Transactions	<u>1.37</u>
Cleared Balance	<u>35,921.31</u>
Register Balance as of 09/30/2018	35,921.31
Ending Balance	35,921.31

WMCA
Reconciliation Detail
 Chase Savings, Period Ending 09/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,919.94
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2018			X	1.37	1.37
Total Deposits and Credits					1.37	1.37
Total Cleared Transactions					1.37	1.37
Cleared Balance					1.37	35,921.31
Register Balance as of 09/30/2018					1.37	35,921.31
Ending Balance					1.37	35,921.31

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 2018-2019
 Period: June-Sept 2018

Beginning Points Balance			25,870.17
Date/Desc/Points Earned	1st Month	June 10, 2018	957.68
	2nd Month	July 10, 2018	146.02
	3rd Month	August 10, 2018	0.00
	4th Month	September 10, 2018	32.80
Subtotal Points Earned			1,136.50
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			27,006.67

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Dee Roberts
 Position: Immediate Past President 2018-2019
 Period: Sep-18

Beginning Points Balance			8,080
Date/Desc/Points Earned		June, 2018	-
		July, 2018	-
		August, 2018	-
			-
Subtotal Points Earned			8,080
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			8,080

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Gina Anderson
 Position: Treasurer 2017-2019
 Period: June 10 , 2018 - September 10, 2018

Beginning Points Balance			11,420.77
Date/Desc/Points Earned	1st Month	June 10, 2018	
	2nd Month	July 10, 2018	5,295.45
	3rd Month	August 10, 2018	377.60
	4th Month	September 10, 2018	0.00
Subtotal Points Earned			17,093.82
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			17,093.82

*** Points transferred from Carol Etgen, 3,500 points, Shannon Corin, 306.92 points and Ali Spietz, 1,488.53 points.

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: July 2018 thru September 2018

		Beginning Points Balance	19851.68
Date/Desc/Points Earned	July		0
	August		537.11
	September		305.25
		Subtotal Point Earned	
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	20694.04

Virginia Olsen

From: Debbie Jermann <DebbieJ@c-tran.org>
Sent: Thursday, July 19, 2018 10:59 AM
To: Virginia Olsen
Subject: WMCA Financial Policy
Attachments: WMCA Financial Policies rev 2018.docx

Attached is the WMCA Financial Policy, with the verbiage included to pay IIMC Region director expenses for the IIMC Conference, in the event other funding is not available – this pretty much mirrors OAMR’s language. I also changed the verbiage for the EC and Out of State Guest dinner. Did we plan on having this discussion again at the October meeting?

Debbie Jermann, MMC
Executive Assistant/Clerk of the Board
C-TRAN
PO Box 2529
2425 NE 65th Avenue
Vancouver, WA 98668
Debbie.jermann@gmail.com
360-906-7303

Financial Policies

1. CREDIT CARDS

1.1. Distribution

WMCA credit cards shall be issued in the names of the current President, President-Elect, Treasurer, Immediate Past President, Education Committee Chair, and Conference Planning Committee Chair and shall remain in their possession during their tenure. Each cardholder shall sign a statement that they have read, understand and will adhere to the expense policies of WMCA.

1.2. Authorized Purchases

WMCA credit cards are to be used for:

- Travel expenses as outlined in the Executive Committee Travel section. Actual fuel purchase is allowed provided it does not exceed the WA state mileage rate.
- Purchase of only those items which are pre-approved by the President or President-Elect as reimbursable.
- Conference-related expenditures approved by the Executive Committee liaison to the Conference Planning Committee.

When in doubt, the cardholder should not use the WMCA Credit card and instead request reimbursement from WMCA.

1.3. Submittal of Receipts

Both credit card and itemized receipts for each charge to the credit card, with the purpose of the expense clearly indicated, must be submitted to the Treasurer within ten (10) working days of the purchase or return from travel (scanned copies, emailed to the Treasurer, are acceptable). Further backup documentation must be submitted for travel charges; the agenda or registration form for the conference the cardholder attended showing conference dates, meals provided and events. The Treasurer should have the receipts before the credit card billing is due and payable.

1.4 Payment of Credit Card Bills

The Treasurer shall pay the credit card bills on time, but only with all necessary receipts and backup documentation. If the cardholder has not submitted all necessary receipts and backup documentation and the bill cannot be paid on time, the cardholder will be responsible for reimbursing WMCA for all late fees and finance charges incurred. If the cardholder is unable to produce a receipt for any charge to the credit card, the cardholder will be responsible for reimbursing WMCA the full amount of that charge within 30 days of being notified by the Treasurer.

1.5 Use and Reporting of Points

Cardholder points are reported on the monthly statement. Points can be used by the cardholder for anything already in the 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 via email with ratification at a regular meeting. Cardholders shall submit a reconciliation of earned and redeemed points each quarter for the EC meeting packet and annual review by the Audit Committee.

1.6 Statements

The Treasurer will distribute copies of each statement to all WMCA credit cardholders within 5 days of receipt of the statement.

1.7 Unauthorized or Accidental Charges

Any unauthorized or accidental purchase or charge shall be billed to the cardholder incurring said purchase or charge.

1.8 Lost Receipts

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

1.9 Cash Advances

Cash advances are prohibited.

1.10 Chain of Command

The Treasurer shall notify the President, Back-Up Treasurer and Audit Committee Chair to determine a course of action for recovering the funds if a cardholder has not:

- submitted receipts or backup documentation;
- reimbursed WMCA for late fees and finance charges; or
- reimbursed WMCA for any unauthorized or accidental charges,

In the event that the President, Treasurer or Back-Up Treasurer is the cardholder who hasn't followed the above policies, the President-Elect shall be notified instead. The Executive Committee shall be notified of the course of action, once it has been determined.

2. EXECUTIVE COMMITTEE TRAVEL**2.1 IIMC Annual Conference**

WMCA will pay the costs for the President, President-Elect, and Education Coordinator or other designee(s) ("delegate") to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 2.1.1 Coach class air transportation (other common carrier or vehicle may be used and paid at current IRS mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.1.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at current IRS mileage rate, parking fees, and shuttle costs.
- 2.1.3 Hotel accommodations at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 2.1.4 Full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies.
- 2.1.5 "All Conference" events which are considered a normal part of attendance and participation in conference activities.
- 2.1.6 All regular meals which are not part of the scheduled conference activities not to exceed the State per diem and upon presentation of a receipt. The delegate will be fiscally responsible to the organization and use sound judgment when using WMCA funds or requesting reimbursement. Itemized receipts must be provided for all meal charges or reimbursements. Alcoholic beverages will not be paid for or reimbursed by WMCA.
- 2.1.7 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 2.1.8 Income and Expense associated to rotations of coordinating the Region IX dinner event.

2.2. Region IX State and other Annual Conferences

WMCA will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerk Association of California Annual Conference
- Oregon Association of Municipal Recorders Annual Conference
- Association of Washington Cities, alternating years with City Manager Association Annual Conferences.
- Annual Region IX Board Meeting when such is held separately from a regularly scheduled State conference.

Paid expenses shall include the following:

- 2.2.1 Coach class air transportation (other common carrier or vehicle may be used and paid at State current mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.2.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at State rate, parking fees, and shuttle costs. Should the President, President Elect or designee elect to only purchase fuel using the assigned credit card that would be an allowable expense (example would be LGMA or OAMR Conferences which take place in a location that might be less costly to drive there than fly).
- 2.2.3 Hotel accommodations at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 2.2.4 All regular meals which are not part of the scheduled conference activities not to exceed the State per diem and upon presentation of a receipt. The delegate will be fiscally responsible to the organization and use sound judgment when using WMCA funds or requesting reimbursement. Itemized receipts must be provided for all meal charges or reimbursements. Alcoholic beverages will not be paid for or reimbursed by WMCA.
- 2.2.5 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 2.2.6 Gifts, approximately \$50.00 in value each, for the incoming and outgoing President of each State Association.
- 2.2.7 Auction item(s), approximately \$50.00 in total value, for auctions held at other nonprofit government related associations' conferences.

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference.

2.3. Executive Committee Meetings

- 2.3.1 WMCA will pay for reasonable meal expenses for the Executive Committee when such is held in conjunction with its regularly scheduled meeting.
- 2.3.2 WMCA will not pay travel or lodging expenses for members of the Executive Committee to attend regularly scheduled meetings.

2.4. Region IX Director Travel Expenses

Per the IIMC Region IX Director Agreement, WMCA shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors. Such expenses shall include:

- 2.4.1 Coach class air transportation (other common carrier or vehicle may be used and paid at State current mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.4.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at State rate, parking fees, and shuttle costs.
- 2.4.3 All regular meals which are not part of the scheduled conference activities, not to exceed the State per diem and upon presentation of a receipt. Alcoholic beverages will not be paid for or reimbursed.
- 2.4.4 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the director.
- 2.4.5 Gifts, approximately \$50.00 in value each, for the incoming and outgoing President of each State Association.
- 2.4.6 If an IIMC Region Director is from Washington, WMCA will pay for registration, travel, and lodging to the IIMC Conference if no other funding is available.

Registration and conference events are normally paid by the hosting Conference State.

2.5 Committee Travel Expenses

Travel for the performance of duties associated with service on a committee is usually not paid for by WMCA.

2.6. Submittal of Receipts

The delegate must submit all credit card receipts (itemized and credit card) or other receipts for reimbursement to the Treasurer within ten (10) working days of purchase or return from travel. The Treasurer should have the receipt before the credit card billing is due and payable.

2.7 Lost Receipts

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

3. WMCA ANNUAL CONFERENCE EXPENSES

3.1. Conference Registration

Complimentary registration (including meals offered at the conference) will be offered to the:

- WMCA President
- Two IIMC Region IX Directors
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Spring and Fall IIMC Certification Academies will also be provided to the NCI Director)
- IIMC President, President-Elect, and Director or designee(s)
- Clerk of the Year recipient from the previous year's conference

Complimentary academy and conference registration (including offered meals):

- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerk Association of California
- President or designee of the Oregon Association of Municipal Recorders

Miscellaneous:

- Up to four (4) banquet tickets for the Clerk of the Year guests
- Applicable fees associated with Clerk of the Year toast only

3.2. Lodging Accommodations

WMCA will provide the following:

- 3.2.1 Lodging accommodations at the conference, including the period of the spring academy session for the WMCA President and WMCA President-Elect.
- 3.2.2 Up to four (4) nights lodging for a WMCA member serving as a Region IX Director of IIMC.
- 3.2.3 Up to four (4) nights lodging for the NCI Director.
- 3.2.4 Up to four (4) nights lodging for the IIMC President or designee.

3.3 Travel

WMCA will provide travel to and from the nearest airport to the conference site for all conference guests designated in Section 3.1.

3.4. Gifts

3.4.1. The President-Elect is responsible for purchasing a gift, approximately \$50.00 in value, for the following individuals:

- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerk Association of California
- President or designee of the Oregon Association of Municipal Recorders
- Two Region IX Directors (or one, if one is outgoing, see 3.4.2)
- Northwest Clerks Institute (NCI) Director
- IIMC President, President-Elect, and Director or designee(s)

3.4.2 The President-Elect is responsible for purchasing a gift, approximately \$100 in value, for the following individual:

- Outgoing Region IX Director

3.4.3. The Conference Planning Committee will have corsages or boutonnières for the Annual Banquet for all current and out-going Executive Committee members.

3.5. Speakers

3.5.1 The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).

3.5.2 WMCA will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.

3.5.3 Mileage reimbursement shall be accompanied with a Mapquest report as backup.

3.5.4 WMCA will provide gifts to unpaid speakers, approximately \$50.00 per gift. The Education Committee is responsible for purchasing and distributing the gifts.

3.6. ~~VIP Dinner~~ Executive Committee and Out of State Guests Dinner

WMCA shall pay for a dinner for the Executive Committee, Region IX Directors, State Presidents or their designee and other honored guests during the annual conference. No charges for alcoholic beverages will be allowed.

4. MISCELLANEOUS EXPENSES

4.1. Condolences:

- 4.1.1. The WMCA Treasurer will send flowers on behalf of WMCA upon the death of:
- A past president, or
 - A current executive committee member or their spouse, partner or child.
- 4.1.2 Upon the death of any other WMCA member a card will be sent.
- 4.1.3 Flowers will also be sent to any Executive Committee member who is hospitalized.

4.2. Committee Chair Travel Expenses:

With prior approval from the WMCA President, WMCA will pay travel expenses for the Chair or designee of any WMCA committee who is asked to speak at a function or to an outside group.

4.3. Meal Tips:

- 4.3.1 Meal tips shall not exceed 20%.

5. REFUNDS

- 5.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.
- 5.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by WMCA as a result of this transfer shall be paid by the registrant.
- 5.3. To receive a refund less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the WMCA Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.
- 5.4. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

6. BUDGET POLICIES

When the President-Elect is preparing the budget for the upcoming year, the following policies adopted by the WMCA Executive Committee shall be included:

6.1. Future Conference Site Deposits

An amount shall be included for a deposit for a future conference site if needed. The President-Elect will work with the Vice-President to determine the amount needed.

6.2. Scholarship Safety Net

Maintain \$2,500 annually in the Scholarship Account as a safety net.

6.3. Savings Safety Net

Maintain \$10,000 annually in the Savings Account as a safety net.

6.4. NCI Contingency Funds

Maintain \$5,000 annually in the Savings Account as a safety net.

6.5. Municipal Clerks Education Fund (MCEF) Donation

Appropriate \$75 annually for the purchase of an item to donate to the MCEF auction at the IIMC Conference or a straight cash donation to MCEF

6.6. Outgoing Region IX Director Gift

Appropriate \$100 annually toward a gift for an outgoing Region IX Director.

7. WMCA SCHOLARSHIP FUNDING POLICIES

- 7.1 The number of scholarships to be offered in any given year is left to the discretion of the President. During the preparation of the next year's budget by the President-Elect, scholarships for the WMCA Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professionals Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference shall be included. The proposed budget is reviewed by the Executive Committee and subsequently presented to the general membership at the Annual Business Meeting for adoption.
- 7.2 Should the number of scholarships as budgeted exceed the available Scholarship Fund, the Executive Committee shall determine if the difference is to be made up from the General Fund or Savings Account.
- 7.3 Eligibility for scholarship award shall include a check list for the applicant's city's financial commitment/participation and the applicant's list of his/her involvement with WMCA.
- 7.4 Scholarships are for registration costs only, unless the applicant is a first-time attendee for the WMCA Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 7.6 Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately. Time permitting, scholarship funds will be awarded to the next eligible applicant.

WMCA and "AmazonSmile"



Did you know that every time you buy something on [Amazon.com](https://www.amazon.com) you could instead buy the exact same item on AmazonSmile at the exact same price, and in turn, generate a donation to WMCA Scholarship Fund at no cost to you?

AmazonSmile is a website operated by Amazon with the same products, prices, and shopping features as [Amazon.com](https://www.amazon.com). The difference is when you shop on AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price of eligible products to the charitable organization of your choice. All you need to do is choose WMCA as the organization you would like to receive the donation from AmazonSmile.

If you want to help provide scholarships for municipal clerks, please use the AmazonSmile site. It's easy to use, and every time you use it, you are helping WMCA garner funds for clerk scholarships!

Here is more information on the AmazonSmile program:

What is AmazonSmile?

AmazonSmile is a simple and automatic way for you to support your favorite charitable organization every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. You can choose from over one million organizations to support.

How do I shop at AmazonSmile?

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. You may also want to add a bookmark to smile.amazon.com to make it even easier to return and start your shopping at AmazonSmile.

Which products on AmazonSmile are eligible for charitable donations?

Tens of millions of products on AmazonSmile are eligible for donations. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages. Recurring Subscribe-and-Save purchases and subscription renewals are not currently eligible.

Can I use my existing Amazon.com account on AmazonSmile?

Yes, you use the same account on Amazon.com and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.

How do I select a charitable organization to support when shopping on AmazonSmile?

On your first visit to AmazonSmile smile.amazon.com, you need to select a charitable organization to receive donations from eligible purchases before you begin shopping. We will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation.

Can I change my charity?

Yes, you can change your charity any time. Your AmazonSmile purchases after the change count towards your newly selected charity. To change your charity, sign in to smile.amazon.com on your desktop or mobile phone browser and simply select "Change your Charity" in "Your Account."

What charities can I choose from?

You can choose from over one million eligible 501(c)(3) public charitable organizations.

What if my selected charity does not register to participate in the AmazonSmile program or becomes ineligible?

If your selected charity does not register to participate, becomes ineligible, or requests to be removed from the program, you will have a chance to select a different charity to receive the accrued donations that have not yet been disbursed to your charity. If you do not select a different charity, the accrued donations will be distributed to other organizations receiving donations.

If I represent a charitable organization, how can I learn more about registering my organization for AmazonSmile?

Go to org.amazon.com to learn how to register your organization to receive donations.

How much of my purchase does Amazon donate?

The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases. The purchase price is the amount paid for the item minus any rebates and excluding shipping & handling, gift-wrapping fees, taxes, or service charges. From time to time, we may offer special, limited time promotions that increase the donation amount on one or more products or services or provide for additional donations to charitable organizations. Special terms and restrictions may apply. Please see the relevant promotion for complete details.

Can I receive a tax deduction for amounts donated from my purchases on AmazonSmile?

Donations are made by the AmazonSmile Foundation and are not tax deductible by you.



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

TO: WMCA President and Executive Committee

FROM: Jodee Schwinn

COMMITTEE: Bylaws Committee

DATE: October 3, 2018

SUMMARY OF ACTIVITIES: The Bylaws Committee has nothing to report at this time. Thank you.

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: Paula Swisher, Conference Planning Chair; Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair

COMMITTEE: Conference Planning

DATE: September 14, 2018

SUMMARY OF ACTIVITIES: We completed our site tour of Semiahmoo Resort on August 17, 2018. The resort is beautiful and will fit our needs nicely. We are currently working on details for the various events during conference as well as the menu. We have serious concerns about the cost of food at this venue.

ACTION REQUESTED: YES NO

RECOMMENDATION: We are looking into options to reduce food costs. One option is to remove breakfast on Tuesday and/or Friday as those days often have a low turnout for breakfast. There is a restaurant on site for those who would like breakfast before morning sessions begin. Another option to look at is to have the vendors share the cost of food for the vendor reception or significantly reduce the amount of food served at that reception...only issue with this is that we've recently increased the cost of a booth space for vendors.

ALTERNATIVES: Minimal increase to registration costs to help offset the rising food costs at this and all venues. (Prices only seem to be increasing no matter what side of the state we are on).

FISCAL IMPACT:

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



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

TO: WMCA President and Executive Committee

FROM: Joanna Sanders and Terri Wright

COMMITTEE: Education Committee

DATE: October 5, 2018

SUMMARY OF ACTIVITIES:

March 2018 Wrap Up: Evaluations from our Spring Conference are attached. There were some great ideas to work with for our upcoming conference. Our opening balance of \$12,000 was leveraged with many sponsorships and volunteer presenters (AWC, WCIA, MRSC, State archives, and City of Kennewick) which offset a larger keynote expense of \$6,000. Including speaker costs with Ann Macfarlane and more than expected copy costs, we ended with roughly \$2,800 in our budget. Overall, our conference in Pasco was full of learning, connection, and networking.

March 2019 Planning: In outlining classes for the 2019 Spring Annual Conference, we are contracting with Brenda Viola as our keynote presenter. She is planning to do a keynote on "Going the Extra Mile (When you're Running on Empty)" and then another general session titled "How to Fertilize your Life" (By avoiding specific behaviors and choosing others). She has also prepared a nice promotional video for us to distribute in the Call to conference eblast. Breakout Session ideas are reflected on the attached Draft Conference Schedule and are moving pieces as we make additional contacts. We are honing in on topics such as a follow up session by MRSC on JLARC requirements, including a presentation on their Public Records Technology Guide to be published later this year.

For Friday, we are considering Karin Peabody on the topic of Self-Talk and Emotional Intelligence; Changing your Work Narrative or an alternative wellness speaker.

In a conversation with Education Coordinator Alice Attwood, we were curious about the Boards thoughts on combining the separate sessions for New Clerks with the CMC/MMC Certifications. The change might allow us to maximize the use of our keynote for an afternoon general session and put a couple of afternoon offerings later that day.

To streamline a process, we would love to find a way to get an electronic conference evaluation system to accompany or replace the paper system. In addition, one of our education committee members mentioned the WFOA Conference also implemented a scan system that read your RFID Badge. We may explore this Tap-n-Go Scanner for future conferences to track attendance.

We are happy to begin working with our board liaison Donald Ross as we fine-tune the conference schedule and promote education activities. We are fortunate to have opportunities to coordinate with Alice Attwood on academy sessions and will together together to make it a great conference.

ACTION REQUESTED: YES NO

RECOMMENDATION: Move to recommend combining the separate sessions for New Clerks with the CMC/MMC Certifications in order to maximize our sessions with other learning opportunities.

Move to task the Education Committee to explore and report back on 1) an electronic conference evaluation system to accompany or replace the paper system and 2) a Tap-n-Go Scanner for our 2020 conferences to track attendance.

ALTERNATIVES:

FISCAL IMPACT:

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

(Updated 9/25/18 by Paula)

TUESDAY, MARCH 12

7:30 – 8:30 am	Breakfast Location: ?????
8:30 am – 12:00 pm	Advanced Academy Topic: Speaker: Location: <i>Victoria Room</i>
12:00 pm – 1:00 pm	Lunch Location: <i>Victoria Room</i>
1:00 pm – 4:00 pm	Advanced Academy Continued Topic: Speaker: Location: <i>Victoria Room</i>
5:00 pm – 5:30 pm	Meet and Greet First Time Attendees Location: <i>Seaview Lobby?</i>
5:30 pm – 7:00 pm	President's Reception Location: <i>Stars Room</i>
	Dinner on your own

WEDNESDAY, MARCH 13

8:00 am – 9:00 am	First Time Attendee/New Clerks Breakfast Session Location: <i>Victoria Room</i>		
8:00 am – 9:00 am	Breakfast for all other attendees Location: <i>Orcas Room</i>		
9:00 am – 9:45 am	Opening Ceremony Location: <i>Blakeley/Cypress Rooms</i>		
9:45 am – 10:00 am	Exhibitor Viewing & Break Location: <i>Pre-function Area</i>		
10:00 am – 11:30 pm	General Session/Keynote Address Topic: Going the Extra Mile (When you're Running on Empty) Speaker: Brenda Viola Location: <i>Blakeley/Cypress Rooms</i>		
Break 11:30 – 12:00	Exhibit Viewing & Break Location: <i>Pre-function Area</i>		
12:00 pm – 1:30 pm	Lunch – Region IX Meeting & VIP Comments (Silent Auction Opens at Noon) Location: <i>Orcas Room</i>		
1:30 pm – 3:00 pm	Class: How to Fertilize Your Life (by avoiding specific behaviors and choosing others) Speaker: Brenda Viola Location: <i>Victoria Room</i>		
3:00 pm – 3:30 pm	Exhibitor Viewing & Break Location: <i>Pre-function Area</i>		
3:30 pm – 5:00pm	Class: Clerk Roundtable session successes and challenges... brainstorm topics and process improvements Speaker: TBD Location: <i>Victoria Room</i>	Class: New Clerks or Speaker: Location: <i>Lopez/Pender Rooms</i>	Class: MRSC Hot Issues Speaker: Location: <i>Saltspring/Satura Rooms</i>
5:00 pm – 5:30 pm	WMCA Incoming & Outgoing Committee Chairs Meeting Location: <i>Victoria Room</i>		
5:45 pm – 9:00 pm	Dinner and LIVE Auction Location: <i>Orcas Room</i>		

THURSDAY, MARCH 14

8:00 am – 9:00 am	Breakfast Location: <i>Orcas Room</i>		
9:00 am – 10:00 am	Annual Business Meeting Location: <i>Orcas Room</i>		
10:15 am – 10:15 am	Exhibitor Viewing & Break Location: <i>Prefunction Area</i>		
10:15 am – 11:45 am	Class: JLARC Lessons Learned from 2017 and Public Records Technology Guidance Speaker: Oskar Rey MRSC Location: <i>Victoria Room</i>	Class: Records Retention and Essential Records Speaker: State Archives - Cheney Location: <i>Lopez/Pender Rooms</i>	Class: HR, Labor Law, Discrimination Laws (or Risk Management – Finance) Speaker: (Beth Kennar of Summit Law) or (Robin Aronson on Risk Management) Location: <i>Saltspring/Satura Rooms</i>
11:45 am – 1:00 pm	Lunch (Silent Auction Closes at 1 pm) Location: <i>Orcas Room</i>		
1:00 pm – 2:30 pm	Class: JLARC Lessons Learned from 2017 and Public Records Technology Guidance Speaker: Oskar Rey MRSC Location: <i>Victoria Room</i>	Class: Records Retention and Essential Records Speaker: State Archives - Cheney Location: <i>Lopez/Pender Rooms</i>	Class: HR, Labor Law, Discrimination Laws (or Risk Management – Finance) Speaker: (Beth Kennar of Summit Law) or (Robin Aronson on Risk Management) Location: <i>Saltspring/Satura Rooms</i>
2:30 pm – 3:00 pm	Exhibitor Viewing & Break Location: <i>Prefunction Area</i>		
3:00 pm – 4:30 pm	Class: Public Records Act Speaker: DiVitorio, Snohomish County Location: <i>Victoria Room</i>	Class: CMC/MMC Certification Q/A Speakers: Joann Tilton/Alice Attwood Location: <i>Lopez/Pender Rooms</i>	Class: <i>Notary Law after July 2018 Implementation</i> Speaker: Location: <i>Saltspring/Satura Rooms</i>
6:00 pm – 7:00 pm	Vendors/Exhibitors Reception Social Location: <i>Prefunction Area</i>		
7:00 pm – 12:00 am	Annual Banquet (DJ and dancing afterwards) <i>Clerk of the Year, Swearing in of WMCA Officers, Large Raffle and Grand Raffle</i> Location: <i>Orcas/Cypress Rooms</i>		

FRIDAY, MARCH 15

7:30 – 8:30 am	Breakfast Location: ???
8:30 am – 10:00 am	Class: Self Talk and Mindfulness: Changing your Work Narrative or AWC Wellness Presenter Speaker: Karen Peabody Location: Blakely Room
10:00 am – 10:30 am	Break
10:30 am – 12:00 pm	Class: Self Talk and Mindfulness: Changing your Work Narrative (continuation) Speaker: Karen Peabody Location: Blakely Room
12:00 pm	Conference Adjourns / Fundraising Committee \$1 raffle
12:30 pm – 5:00 pm	Executive Committee Board Meeting Location: Board Room

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Get a Move On

Friday, March 16, 2018

Presenters: Laura Putnam

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	30	0	0	0
The instructor related course content to the work of the clerk	23	5	2	0
I would take another course from this instructor	27	3	0	0
The course provided me with information I can use right now	28	2	0	0
The course gave me new ideas to make my job easier	25	1	2	2

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

- Great
- Great energy
- Very informational and informative
- Loved your presentations
- Awesome way to end a wonderful conference
- Loved it, 5 stars, will recommend
- I enjoyed this more Michele Ray
- I really enjoyed your happiness & movement sessions and I am committed to continue to work on both
- Great activities
- Noticed hardly anyone was on their cell phones
- Great session – it’s so true
- Enjoyed this presenter immensely
- Awesome
- Great motivational speaker

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

- Loved ending the week with a session focused on improving ourselves
- More sessions on this for the future

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Essential Records – Disaster Preparedness

Wednesday, March 14, 2018

Presenters: Scott Sackett

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	24	1	0	0
The instructor related course content to the work of the clerk	23	2	0	0
I would take another course from this instructor	21	3	0	1
The course provided me with information I can use right now	22	2	1	0
The course gave me new ideas to make my job easier	20	3	2	0

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

- Great, useful info
- Great job
- Very Knowledgeable
- Scott knows his subjects well
- More topics like this at future conferences
- Great information I will take back and implement

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

- Have a separate workshop on disaster recovery for after the water damage happens

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 SPRING ACADEMY EVALUATION**

Public Speaking – Communicate with Confidence

Tuesday, March 13, 2018

Presenters: Joann Tilton & Shalice Tilton

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

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

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

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

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Prepping Minutes

Thursday, March 15, 2018

Presenters: Ann McFarlane

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	54	0	0	0
The instructor related course content to the work of the clerk	54	0	0	0
I would take another course from this instructor	51	3	0	0
The course provided me with information I can use right now	50	4	0	0
The course gave me new ideas to make my job easier	53	1	0	0

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

- Liked the exercises
- Great
- Felt a tad too repetitive of first session on running an efficient meeting
- Would have liked a sample of minutes
- Excellent (x2)
- Lots of good info presented with humor and always interesting
- Visual aids (dinosaurs) really helped a lot
- Little bit of reading directly off of slides. Try to avoid
- Glad I got to sit in Ann's sessions today
- Ann's presentations are always on point. I appreciate her training style & knowledge immensely
- More Q & A (x2)
- Awesome review and refresher – love Ann
- Good stuff, I appreciated all content
- I always enjoy Ann's classes
- Thank you
- Very Informative (x2)
- Always learn from Ann
- Great job
- Extremely knowledgeable on parliamentary procedure
- Always enjoyable – love it
- So informative – longer sessions with her
- Love Ann's courses she is a treasure to our profession
- Very knowledgeable, has enthusiasm for the subject
- Excellent, very helpful, good refresher
- Great speaker
- Amazing presentation – yet again
- Loved the practice session

- Please come back
- Informative & awesome as always
- Seen you many times and always learn something new every time

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

- Learn more about Robert's Rules
- Excellent, very helpful, good refresher

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

HR Manager – Succession Planning and Review of Personnel Sick Leave Laws

Thursday, March 15, 2018

Presenters: Corey Osborn

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	30	0	0	0
The instructor related course content to the work of the clerk	30	0	0	0
I would take another course from this instructor	30	0	0	0
The course provided me with information I can use right now	30	0	0	0
The course gave me new ideas to make my job easier	30	0	0	0

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

- I didn't realize I need succession planning
- Great, informative
- Got a lot from the training, especially succession planning – would like to see more on this issue
- Informative presentation, highly relevant
- Loved the handouts, very knowledgeable
- Very informative (x3)
- Presenter's background gives him a unique ability to speak in a way that brings clarity to the subjects at hand in an effective manner
- I appreciated his willingness to answer questions now and in the future, would love to have more HR sessions from Corey
- Very good; not enough time allowed for questions
- Excellent session
- Well done on all levels; would like to see Employee Anti-Harassment Practices
- Very knowledgeable on the subject; can tell he enjoys his job and enthusiasm is motivating
- Very well versed in the language and an excellent resource for labor law. Engaging! I would definitely attend any future topics related to HR and labor laws
- Very engaging and would love to invite him back again

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

- would like to see Employee Anti-Harassment Practices
- I would definitely attend any future topics related to HR and labor laws

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Leadership – It Starts With Me

Wednesday, March 14, 2018

Presenters: Michelle Ray

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	14	1	0	0
The instructor related course content to the work of the clerk	13	2	0	0
I would take another course from this instructor	14	1	0	0
The course provided me with information I can use right now	14	1	0	0
The course gave me new ideas to make my job easier	13	2	0	0

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

- Michelle rocks
- One of the best seminars I've ever attended
- Very entertaining, great job
- Awesome, very enjoyable
- Very inspirational
- Awesome
- I loved the positivity
- The speaker embodied everything we learned in academy session on public speaking
- Loved the service forms & how your customers/audience can serve you. Great examples about how one remark or email can turn someone around.

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

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Running Effective Meetings

Thursday, March 15, 2018

Presenter: Ann Macfarlane

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	35	0	0	0
The instructor related course content to the work of the clerk	35	0	0	0
I would take another course from this instructor	35	0	1	0
The course provided me with information I can use right now	34	1	0	0
The course gave me new ideas to make my job easier	33	2	1	0

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

- Love Ann! Haven't had a training with Ann in over 3 years. Look forward to her courses.
- Great as always.
- Thank you for the handouts!
- Very useful information!
- I plan to subscribe to blog and newsletter. Thanks!
- Amazing – please come again.
- Bring Ann back every year!
- The sessions with Ann are always very informative in an interesting and engaging manner.
- Great! Thank you!!
- Always great information.
- Thank you 😊
- Great job!
- Loved the pace.
- Very engaging! Info now more relevant that I am a Clerk instead of in Professional Development so many years ago.
- Ann's always so knowledgeable in parliamentary procedures. She helps us "lay" people understand those complexities with ease.
- Thank you for sharing your knowledge. Excellently taught!!!
- Excellent class, thank you.
- Such a wonderful, informative, uplifting session. I learned so much!
- Very useful for me.
- Love how interactive and fun that Ann makes the subject matter.
- As always, wonderful session! Thank you!
- I truly enjoyed the presentation!
- Another amazing, informational presentation! Thank you!!!
- Has been awhile since I have heard Ann's presentation – was an awesome refresher – and fun!
- Always so professional, informative, and great handouts!

- I loved the classroom participation.
- Ann always seems to provide information that is just what I need for that moment in time! She makes learning fun and understandable.
- Loved the interaction. Great presenter.
- You do an amazing job teaching Robert's Rules on our level!
- Good as always. Refresher course is always good.
- Outstanding.
- Great training!

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

- Developing special rules of procedure for Council adopting.
- Please have Ann back next year.

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Discover Your Happiness

Friday, March 16, 2018

Presenter: Laura Putnam

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	43	1	1	1
The instructor related course content to the work of the clerk	35	8	2	1
I would take another course from this instructor	35	7	1	3
The course provided me with information I can use right now	38	5	2	1
The course gave me new ideas to make my job easier	33	7	4	2

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

- I would have preferred tables for better note taking.
- Great speaker.
- I was very upset that the instructor offended one of our members when she publicly made a positive comment and the instructor publicly said “there’s always a smart-ass in the group.”
- Need to think before you speak & take into consideration your audience and their feelings when being sarcastic. Your comment was not appreciated and really affected an attendee who needed to leave early. So because of your attitude it also caused the whole table to withdraw from the rest of the training
- Laura may know her subject matter – although she totally lost me & seems like many at my table due to the fact she basically called one of the ladies at our table a “smart-ass”. It was a flippant remark that was in response to a suggestion from one of our attendees that was very helpful regarding standing at our desk
- Comments about a “smart ass” were not appropriate.
- Great!
- Really refreshing! Things we can easily do at home and work to be healthier. Simple things! Best wellness class I’ve had – very useful.
- Let’s start the moving movement!
- Thank you!
- Great choice for the last day of the conference!
- Great session.
- Love the energy!
- This was my favorite presenter this week. She kept us all engaged. The course is valuable for work and home.
- Energizing – great job!
- This was so relevant to what I am personally working on – love the resources!
- Presenter elevated so I could see her.
- She had good energy.

- Great information share. Live a happier life.
- Great training, resourceful speaker.
- Your happiness session made me happier!
- Nice energy. Statistics were concerning and possibly misleading when you don't consider all of the information.
- Felt that guilt was the driving factor of this presentation. Didn't like that part ☹️
- Rude. "Smart ass".
- Great motivation! Great (and simple) ideas – simple steps with huge results.
- Awesome! Thank you!
- Education Committee did an amazing job putting together the conference!
- Loved training!
- I like the session. I was disappointed to see others not participate.
- Loved both of Laura's sessions!

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

- More sessions on this in future.
- People/Interpersonal/Communication Skills. Negotiation, mediation, conflict resolution.
- Would like more information on how to live a healthier life.
- Public Speaking class.

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

No More Drama

Wednesday, March 14, 2018

Presenter: Michelle Ray

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	52	1	0	0
The instructor related course content to the work of the clerk	48	4	1	0
I would take another course from this instructor	49	4	1	0
The course provided me with information I can use right now	46	6	1	0
The course gave me new ideas to make my job easier	45	8	1	0

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

- Very entertaining. Loved the session.
- Very well done.
- Love the energy!
- Love the stories and how they were documented in news and articles. Such a lovely lady and breath of fresh air.
- Love, love, loved it. Thank you so much.
- Will apply as necessary at work and with family. Thank you! *I quit my last drama job – learning so I’m not in that again ☺
- Great strategies to employ. Wish everyone could hear/learn these tactics.
- Excellent!
- Very engaging.
- This is just what I needed! Thank you!!
- Excellent presenter. Thank you!
- Great presenter who kept us all engaged. My only complaint was not to call out people when they get up to leave for a moment.
- Thank you Ms. Ray. Your presentation and the material you presented is just what I needed to hear and implement in my life.
- Great example of pushing on each other’s palms. Nothing changes if nothing happens. Hmmm! – Awesome.
- Great Session.
- The presentation was a bit too unenthusiastic for after lunch. The morning one had more energy.
- A really great presentation.
- Great and valuable speaker!
- Great speaker. Enjoyed her personal stories.
- She was amazing!!!
- This was a great session, thank you!
- I will speak and not let my coworkers abuse me anymore.

- Would have preferred a table to take better notes.
- Enjoyable.
- Thought-provoking session.
- Most helpful and inspiring!
- The most successful portions of the presentation was when the presenter stayed away from her “catch phrases”.
- Love Michelle’s energy and enthusiasm! Her positive approach to life is commendable and I highly appreciate her perspective.

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

- Change Management. Balancing work and life.
- Dealing with change with Michelle Ray.
- Dealing with negative co-workers.
- Would love to hear her session on change!

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Public Records Updates: Implementing 1594 and 1595 and Beyond

Thursday, March 15, 2018

Presenter: Oskar Rey

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	38	0	0	0
The instructor related course content to the work of the clerk	37	0	1	0
I would take another course from this instructor	33	5	0	0
The course provided me with information I can use right now	35	3	0	0
The course gave me new ideas to make my job easier	30	5	1	2

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

- Excellent! Hope he can come back next year to give an update.
- I appreciate how well thought out and detailed the handouts are. Excellent speaking skills.
- Thank you.
- Very knowledgeable with a difficult subject.
- Thank you! Not a fun subject for people to hear.
- Another invaluable MRSC resource.
- Learned many things that I was not aware of!
- Great job!
- Great, clear, well-organized presentation.
- Need instructor versed in County Clerks issues too and advice we can take with us.
- Very informative!
- Timely.
- Thank you so much for delivering such a difficult topic! I certainly appreciated the update on ESHB 1594.
- Always enjoy updates and info from MRSC.
- Could be lighter on dry subject.
- Very informative – thank you!
- Great presentation!
- Appreciate the information provided.
- He was very informative – very thorough. Kept me interested.

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

- Maybe someone from JLARC.
- Please refrain from reading the slides to us; just explain them.
- Follow-up to this – lessons learned from 2017 reporting.

- A template for compiling the data would be an added bonus.
- Bring this guy back!

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Public Disclosure – Red Flags from Litigation and Public Records Act Exemptions

Wednesday, March 14, 2018

Presenter: Quinn Plant

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	30	3	0	0
The instructor related course content to the work of the clerk	32	1	0	0
I would take another course from this instructor	29	3	1	0
The course provided me with information I can use right now	28	5	0	0
The course gave me new ideas to make my job easier	25	7	1	0

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

- Great “new blood” – nice to hear a new voice that we don’t also hear at WAPRO. Thanks!
- Very helpful topic and good discussion.
- Quinn Plant did an amazing job presenting.
- Great information!
- Very timely information for me.
- Should have a session on this each year! Would like a sample of the 14 FDPPA List – post to WMCA website!
- Lots of good information! I’d take another course for sure.
- Mr. Plant explained the requirements of the law in terms I could understand.
- Thank you.
- Having public records training is very helpful.
- Excellent!
- Very timely.
- Tough and dry topic. More info is always helpful.
- Sometimes it was difficult to follow along.
- Really enjoyed having a fresh perspective and focus on public records processing. Enjoyed the presenter.
- Quinn was a great speaker! I appreciate the cases he referenced were relevant. He ws very well versed with the law.
- Very knowledgeable.
- It would be helpful to use this as an opportunity to collect member concerns and PRA issue areas, e.g.. legislative changes.
- Thank you for the break at the end of a long day. Appreciated thorough responses to questions.

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

- More like this.

- Continue to have PRA issues.
- Session on PRA and charges for records. Samples of city's fee schedules.
- Session on JLARC – hotel/motel reporting and also PRA reporting.
- Session on what's happening with State Business License participation requirements.
- Love the specific example of cases.
- I would definitely take another course from him.

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2018 CONFERENCE EVALUATION**

Finance 201

Thursday, March 15, 2018

Presenters: Toni Nelson and Alice Attwood

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

	4	3	2	1
The instructor was fully knowledgeable in the subject	14	0	0	0
The instructor related course content to the work of the clerk	14	0	0	0
I would take another course from this instructor	13	1	0	0
The course provided me with information I can use right now	13	1	0	0
The course gave me new ideas to make my job easier	11	3	0	0

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

- Great job! Come back again!
- Always enjoy listening to Toni – wish we had more time as her classes are never long enough.
- Thank you!!
- Good presenters but didn't get through the whole presentation/material.
- Toni will leave a very large gap when she decides she's had enough. I hope MRSC has begun their succession planning for that watershed event.
- Very informative!

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

- I have none at this time.

October 5th, 2018

TO: WMCA President and Executive Committee

FROM: Alice Attwood, Education Coordinator

Activities: I have been working on the Fall Mini-Conference to be held in Chelan next week. Mary Lynne Stratta will be facilitating the Athenian Dialogue and the book is *The Boys in Boat*. This is an excellent choice for a dialogue since it is based on the 1936 rowing team from the University of Washington. We have 35 people signed up for the dialogue!

The Academy will be instructed by Jan Dwyer-Bang and the subject matter will be *The Art of Giving and Receiving Feedback*. This is sure to give the attendees tools to deal with the many situations City Clerks are faced with on a day to day basis. There are 50 people signed up for the academy.

The Athenian and the Academy have brought in approximately \$11,175.00 at this time. After the Mini-conference, and the bills are paid I will have the final numbers for you.

At this time I have a couple of ideas for the Spring Academy, however I would like to connect with Joann Tilton to discuss them or possibly other choices.

On October 16th I will be joining in on the NCI Committee teleconference meeting with the representatives from each of the NCI states. I will keep you all posted on any new information that I learn.

Thank you for the opportunity to be the WMCA Education Coordinator. So far it has been interesting and keeps me involved with our great organization.



- 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: John Millard

COMMITTEE: Historical

DATE: October 4, 2018

SUMMARY OF ACTIVITIES: We have developed a work plan that is designed to divide the work of researching the history of our Association with a view toward creating a number of products intended to enhance our member experience during the 2020 50th Conference Anniversary celebration. Additionally, the work plan contains the plan for the writing of a brief article each month for publication in the Quill. These articles are also a look back in history and the series is designed to lead up to the current state of our Association; two of these articles have been published so far. We have contacted Ms. Joanne Tilton about gathering the group photos taken each year during Professional Development and she has provided us with digital photos from the classes held this past June and has committed to helping us gather others. We are also working with Ms. Linda Alvar, and former Association member and Official, to develop a database of former Association members with a view toward inviting them to the 50th Conference Anniversary when the timing for doing so is appropriate.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

Historical Committee Work Plan

A	B	C	D	E	F	G	H	I	J	K	L	M
Committee Member	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
All	Gather photos and utilize social media and the newsletter articles to solicit stories and find former members.									Build historical timeline		
Bernie Bacon			HA 1981					HA 1986				
Stephanie Haug	HA 1979								HA 1987			
Sara McMillon				HA 1982						HA 1988		
John Millard		HA 1980									HA 1989	
Rita Moore					HA 1983							HA 1990
Sadie Schaneman						HA 1984						
Linda Carl		RMDB	RMDB	RMDB	RMDB	RMDB	RMDB	RMDB	RMDB	RMDB	RMDB	
Jill Boltz												
Virgina Olsen							HA W/F 2004/2005					
Legend:	HA: Historical Article for submission to monthly WMCA Newsletter											
	RMDB: Retired Member Data Base											

Committee Member	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
All	☒	Build historical slide show			Make final adjustments			50th Anniversary
Bernie Bacon	☒	HA-1992	☒	☒	☒	☒	HA-1997	☒
Stephanie Haug	☒	☒	HA-1993	☒	☒	☒	☒	☒
Sara McMillon	☒	☒	☒	HA-1994	☒	☒	☒	☒
John Millard	☒	☒	☒	☒	HA-1995	☒	☒	☒
Rita Moore	☒	☒	☒	☒	☒	HA-1996	☒	☒
Sadie Schaneman	☒	☒	☒	☒	☒	☒	☒	☒
Linda Carl	☒	☒	☒	☒	☒	☒	☒	☒
Jill Boltz	☒	☒	☒	☒	☒	☒	☒	☒
Virgina Olsen	HA-1991	☒	☒	☒	☒	☒	☒	☒



- 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 Moses Lake and Tisha Gieser, City of Issaquah

COMMITTEE: Legislative

DATE: 10-04-2018

SUMMARY OF ACTIVITIES:

The Legislative Committee conducted a meeting by teleconference on Sept. 6, 2018. The Committee discussed their decision to coordinate their annual visit to Olympia on the same day as AWC's City Action Days occurring Feb. 13-14, 2019. It was agreed that actual tours or activities that the committee arranges should be determined by those attending. The Committee discussed how to outreach this opportunity to WMCA. A notice was included in the Oct. WMCA newsletter and will be submitted by the Committee each month through Jan., as well as a more detailed article on the options and opportunities in Nov.

The Legislative Committee has submitted newsletter articles on: Business License Requirements, Public Notary requirements, a recent court ruling re: PRA and Facebook posts, and a summary of MRSC's PRA Top Ten webinar. Ideas for upcoming articles include: Important 2019 Legislative Session dates, report out of the Legislative Task Force on Public Records, and a WMCA fall conference re-cap.

Committee member Kay Kammer (Battle Ground) had reached out to the Committee Co-Chairs with an issue that her city is facing on the disclosure of personal information contained in traffic accident records. Co-Chair Debbie Burke followed-up with an AWC Lobbyist, who recommended this issue not be pursued until the pending court case has been ruled on.

Co-Chair Tisha Gieser represented WMCA at the AWC Legislative Priorities Committee and served on the "Public Safety, Personnel and Open Government" subcommittee. The subcommittee recommended two items to the full committee for inclusion in the 2019 Legislative Priorities:

1. public records support in the form of grants, alternative dispute resolution, and tools for harassing requestors
2. sufficient funding for the Criminal Justice Training Commission

The Criminal Justice Training Commission issue was ultimately incorporated into the 2019 Legislative Priorities but the public records issue was not. This does not mean that AWC won't continue to advocate for public records reform. AWC's final 2019 Legislative Priorities are attached.

Of note, while the committee was meeting, the current Director of Government Relations, Dave Williams, retired. Candice Bock, a former AWC lobbyist who specialized in the Public Records Act, was hired as the new director. Candice was central to getting the 2017 PRA amendments adopted, and will be a great asset if and when future amendments are brought before the legislature. Candice is also representing cities as a member of the Legislature's Task Force on Public Records established by Governor Inslee.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES:

FISCAL IMPACT: none

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



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: October 19, 2018
RE: WMCA Newsletter Update

Newsletter Committee Chair Rachel Shaw asked if the Executive Committee had interest in refreshing our newsletter after a newer member of WMCA who serves on the committee made some suggestions. There's an attachment of what the new newsletter *could* look like for discussion purposes.

Here are the suggestions from the member's email to Rachel:

I wanted to run an idea past you to get your input, insight, and opinion. First off, let me start by saying that the newsletter is awesome and filled with wonderful and valuable information. I don't want this email in any way to be interpreted as not liking the newsletter. My suggestions below are merely my thoughts on how to make it more appealing to the eye.

My initial suggestion is to give it a little facelift. Because there's so much information, presenting it in more bite-sized pieces will be easier to read/absorb/process for the reader. One layout idea is attached. Because there are columns and sidebars, the articles/information can be presented in smaller blocks, which can be highlighted with color or bullets.

Another idea is to have a contest to name the newsletter. It would be fun to have a name that's catchy and relevant to the membership.

If you're open to the idea of considering a layout change, I have a proposal. If you send me the articles in Word and the pictures that went into our most recent newsletter, I'll take the information, format it in the layout (the same or similar to the one that's attached), and see what you think. If you like it, we can give it to the committee for their thoughts and input.

Thank you for considering my suggestions, Rachel. I hope you have a wonderful day!

NEW NAME HERE

Washington Municipal Clerks Association Newsletter

August 2018

Advantages of a Newsletter

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

Tips for Producing a Newsletter

Every time you produce your newsletter, ask yourself:

Q: Who are our readers?

A: Existing customers and potential customers,

Q: What will our readers want to know about our business?

A: Timely, helpful, problem solving information.

Add Value to Your Newsletter

Keep your content as current as possible. If you publish a monthly letter, ensure you include content from only the last month. Also, use photographs and other visuals to add interest and enable the reader to scan quickly for information.

"Customer quotes, called "pull quotes," are an excellent way to demonstrate your success and put emphasis on your values. They also add visual interest to your newsletter..."

- Kim Abercrombie





Photo Caption

Second Story Headline

Place your stories in order of their importance. For example, your most important story should be at the top of the page. Less important stories, or stories that may appeal to a smaller portion of your audience should be lower down on the page.

Use paragraphs often. A wall of white text makes it hard for the reader to skim a story and find a way to quickly drop in and out of your content. White space gives the user an opening into your information. Don't be afraid to leave spaces open.

You might also designate a consistent spot on the page for lighter, or more editorial content. That way the reader always knows where to look for a certain type of content.

Most successful publications include a mix of content types to satisfy a wide range of tastes. Consider putting your most serious content on the front page, and your lighter content inside.

it's called a story for a reason

Integrate frequent headlines to announce different sections of your story. Consider writing your content in a personal tone, in the same way you might talk to someone sitting across from you at a restaurant.

Include paragraph breaks often

Use paragraphs often. A wall of white text makes it hard for the reader to skim a story and find a way to quickly drop in and out of your content. White space gives the user an opening into your information. Don't be afraid to leave spaces open.

Another Story Headline

Place your stories in order of their importance. For example, your most important story should be at the top of the page. Less important stories, or stories that may appeal to a smaller portion of your audience should be lower down on the page.

Use paragraphs often. A wall of white text makes it hard for the reader to skim a story and find a way to quickly drop in and out of your content. White space gives the user an opening into your information. Don't be afraid to leave spaces open.



Photo Caption

Sidebar Story Headline

Sidebars complement a main article. Use them when you want to keep your main articles direct and information packed, but you still want to share extra or supplementary content.

For example, if your main story is about your new building plans, consider using the sidebar to talk about the history of the land plot, or to tell a story of your first encounter with the property.



Photo Caption

Another Story Headline

Your headline is an important part of the newsletter and should be considered carefully.

In a few words, it should accurately represent the contents of the story and draw readers into the story. Develop the headline before you write the story. This way, the headline will help you keep the story focused. Examples of possible headlines include Selling Your Home and New Office Opens Near You.

If you have to break a headline into two rows, try to find a natural break in the content. Each line should stand alone so that your readers can easily understand what is in the story even while skimming.

Newspaper editors consider headline writing like poetry. How can you get the reader's attention and draw them into the story in only a few words?

Meanwhile, you don't want to give too much away, or the reader doesn't even have to read the story to understand the content.

Back Cover Story Headline

Use paragraphs often. A wall of white text makes it hard for the reader to skim a story and find a way to quickly drop in and out of your content. White space gives the user an opening into your information. Don't be afraid to leave spaces open.

You might also designate a consistent spot on the page for lighter, or more editorial content. That way the reader always knows where to look for a certain type of content.

Most successful publications include a mix of content types to satisfy a wide range of tastes. Consider putting your most serious content on the front page, and your lighter content inside.

It's called a story for a reason

Integrate frequent headlines to announce different sections of your story. Consider writing your content in a personal tone, in the same way you might talk to someone sitting across from you at a restaurant.

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

TO: WMCA President and Executive Committee

FROM: Tamara Gunter, Chair

COMMITTEE: Scholarship Committee

DATE: October 1, 2018

SUMMARY OF ACTIVITIES:

We awarded 3 scholarships for people to attend the Fall Mini-Conference. 2 scholarships were for the combined fall mini-conference, and 1 was for the fall academy only.

The Committee Chair prepared and submitted to the newsletter committee announcements for the July, August, September and October newsletters.

The Committee Chair posted to the WMCA Facebook page about the opportunity to apply for scholarships for the fall conference.

The below items are in response to the EC’s discussion on items that I had included and asked for input on in my first quarter committee report:

I’ve included a copy of a draft scholarship application guideline document for your consideration. I added language in the guidelines that states what timeframe the WMCA fiscal year is, as well as adding a new section titled “additional NCI scholarship applicant information” in hopes of clarifying some of the confusion around those scholarships/payment/refunds, etc.

A proposal for mandatory committee participation requirements as well as attendance tracking for scholarship recipients is as follows:

Attendance at conference sessions

A few ideas on this –

1. Assign a scholarship committee member to pass around a sign in sheet towards the end of each session instead of at the beginning to record names of who was in attendance for each session. Those will be turned in to me as the committee chair. After the conference I will compare scholarship recipients to the sign in sheets to make sure they each were in attendance at each session offering.
2. As part of the attendee packet, each attendee who is there on a scholarship could be provided with a conference passport that includes each session offered. A scholarship committee member could be assigned to each session and at the end provide a stamp on the passport of the person attending. Those passports would need to be turned in to me at the end of conference, which could prove to be trickier than a sign in sheet for each session.
3. One of our members recently attended the WFOA Conference and mentioned to me that they had a scan system that read your RFID Badge as a way to track session attendance, and noted that it worked well. She said it was something they rented, and was called a Tap-n-Go Scanner. This option would obviously have an additional cost associated with it.

Mandatory committee participation

Include language on the application about the requirement to serve on the fundraising committee for the coming year. The application could include information on the ways they can help even if they won't be attending the conferences (soliciting donations such as cash donations or items that can be auctioned at the conference, providing an auction item themselves, coordinate pre-sales of clothing if that is being offered that year), if attending the conference they can help sell \$1 raffle tickets, work in the WMCA store, help with silent or live auction, etc. and the thought is to have them select which one/ones they'd like to sign up for. This would require the fundraising committee chair to know who had signed up for what so they could report participation back to me.

The thought behind having it be a requirement to serve on the fundraising committee is that they are giving back to the committee which helps raise money that supports our scholarship program. If there is concern that the fundraising committee would be too large as a result of this requirement, we could possibly require participation on at least one committee (or maybe a specific one that needs more members).

Repercussion for non-attendance

The ideas the committee had are:

- Ineligibility for future scholarship consideration (for the following year, or possibly longer?)
- Repayment of all or some of the scholarship
- Notifying the supervisor of significant non-attendance

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES: N/A

FISCAL IMPACT: The total cost of scholarships for the fall conference was \$650. The 2018-2019 budget allocated \$1,500 for Margery A. Price Scholarships. We had already spent \$1050 of that budget for a PDIV scholarship in June. A request to go over budget by \$200 to award all three of the scholarships was approved by the EC.

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

Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>Margery Price Scholarships</u>	\$ <u>1,500</u>	\$ <u>650</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Washington Municipal Clerks Association Scholarship Applications

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GENERAL SCHOLARSHIP PROGRAM

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the WMCA Annual Conference.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the WMCA Annual Conference in its entirety.
- Applicant is expected to attend all sessions.

WMCA IS PLEASED TO OFFER GENERAL SCHOLARSHIPS TO THE FOLLOWING EVENTS:

- WMCA Spring Academy
- WMCA Annual Conference
- IIMC Advanced Academy or IIMC Conference
- WMCA Fall Academy/Mini-Conference

GENERAL SCHOLARSHIP GUIDELINES:

- ❖ Scholarships will be for **registration only**. First-time annual conference attendees are eligible for a lodging stipend of three nights at host hotel, in addition to conference registration, if noted on application form.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarship awards will be made within the limitation of available funds.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year (May 1 - April 30).

MARGERY PRICE SCHOLARSHIP PROGRAM

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage IIMC Certified Municipal Clerks to take advantage of continuing educational opportunities, a scholarship program was instituted in 1998. This scholarship program was renamed in 2001 to recognize the commitment and dedication of Marge Price to the education and professional development of clerks in Washington State and Region IX.

The scholarships are intended to help pay registration costs for members who have already achieved their CMC (Note: You are still eligible for this scholarship if you have achieved both your CMC and MMC). WMCA is pleased to offer the following scholarships:

- **Occasional Athenian Dialogues**
- **IIMC Advanced Academy or IIMC Conference**
- **Northwest Clerks Institute Professional Development IV**

SCHOLARSHIP REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association *and have achieved at least a Certified Municipal Clerk status*. A copy of your CMC or MMC Certification must be attached to the application.
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - Expresses support for the application; and
 - Indicates a commitment to grant time to attend the training in its entirety.
- Scholarship recipients are expected to attend the full session.

MARGERY PRICE SCHOLARSHIP GUIDELINES:

- ❖ Scholarships are for registration costs only.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year (May 1 - April 30).
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarship awards will be made within the limitation of available funds.

NORTHWEST CLERKS INSTITUTE PD I, II, AND III SCHOLARSHIP PROGRAM

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the Northwest Clerks Institute Professional Development sessions.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 - ✓ Expresses support for the application; and
 - ✓ Indicates a commitment to grant time to attend the NCI session in its entirety.
- Applicants are required to attend all sessions.

NCI SCHOLARSHIP GUIDELINES:

- ❖ For NCI **Professional Development I** session attendees are eligible for a scholarship for registration and lodging.
- ❖ For NCI **Professional Development II and III** Scholarships will be for registration only for all applicants.
- ❖ WMCA Scholarships will be limited to two per entity per WMCA fiscal year (May 1 - April 30).
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarship awards will be made within the limitation of available funds.

ADDITIONAL NCI SCHOLARSHIP APPLICANT INFORMATION:

- In order to secure yourself a spot in the PD session you are requesting to attend, it is recommended that you register for that session as soon as you have the approval to attend by your entity/supervisor. By doing so, you'll avoid the potential of that session filling up prior to scholarship award notifications being made.
- When registering, you'll want to select the "pay by check" option. In the event you are awarded a scholarship, selecting the "pay by check" option will allow WMCA to pay for your registration fee, and will prevent having to reimburse your entity later.
- Refunds for registration/lodging costs paid by the entity (i.e., cancellation of attendance) at NCI have to go through WSU Conference Management.
- Please note - there are cancellation deadlines and applicable cancellation fees will apply.



- 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/Stephanie Haug
COMMITTEE: Webmaster
DATE: 10/04/2018

SUMMARY OF ACTIVITIES: The online membership application has been implemented and used by most of our newest members. This greatly reduces the redundancy and time it takes to enter the information manually. The online process still allows an applicant to pay with a credit card through their profile page on the web site or create an invoice to mail in with a check. I believe I have addressed all of the initial concerns, including committees and additional information. Automated e-mails were set up for Liz Adkisson and Joan Tilton to be notified when new members are added without any additional work from Gina or myself.

In conjunction with the Historical Committee, all past Quill/Newsletters available to us are getting uploaded to the website in preparation for our 50th Annual Conference Celebration. UPDATE: 2000 to current have been reformatted and are now available. Work will continue on adding Newsletters dating back to 1975.

We are only using about 17% of our site storage. If there are other documents or content that should be kept on the site, we have plenty of room.

Our renewal for Wild Apricot will be 11/17/2018. The new annual rate is \$972/year.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A

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



To: Executive Committee
From: Virginia Olsen, WMCA President
Date: October 19, 2018
RE: Executive Committee Attendance

Last week, I emailed the EC about expectations for attending our meetings. The email was sent after I was contacted by another EC member who was concerned that so many people were requesting to either “call in” or miss the meeting.

After I sent the email, I considered not adding this topic to the agenda since the folks who were in a bind said they would plan ahead better and make sure they make future meetings.

Another member of the EC asked me to please add this item for discussion so we could discuss whether or not we need a policy regarding Executive Committee attendance.

Currently the job descriptions state: “Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.”

This begs the question, “What constitutes *attending* a meeting?” and should the EC make a formal policy to allow for and/or limit telephonic attendance?

Date	Subject	Motion	Second	Olsen	Swisher	Jermann	Kammer	Anderson	Boltz	Campbell	Collins	Ross	Duncan	Neissl	Roberts
8/23/18	Ed coordinator room chgs for Fall Mini	Swisher	Jermann		Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	
9/6/18	Margery Price Scholarship increase	Neissl	Swisher		Aye	Aye	Aye	Aye	Aye	Aye		Aye	Aye	Aye	