



EXECUTIVE COMMITTEE AGENDA

Friday, March 15, 2019 – Semiahmoo Resort, Blaine 12:30 PM

1. **Call to Order and Roll Call**
2. **Approve Agenda and January 25, 2019 EC Meeting Minutes** 1
3. **Treasury’s Related Reports (Gina)**
 - a. Treasurer’s Report N/A
 - b. World Points Update..... 6
4. **Old Business**
 - a. NCI Committee Composition (Donald’s appointment)..... 10
 - b. President & President-Elect job description changes 12
5. **New Business**
 - a. Financial Policies changes 16
6. **Committee Business/Reports**
 - a. Audit (Gina) 23
 - b. Awards (Virginia) N/A
 - c. Budget (Paula)..... N/A
 - d. Bylaws (Debbie/Susan) 24
 - e. Conference Planning (Paula/Debbie) N/A
 - f. Education (Donald) 25
 - g. Fundraising (Susan/Deb E)..... 30
 - h. Historical (Shawn) 31
 - i. Legislative (Kay) 32
 - j. Membership (Shawn/Liz) 33
 - k. Newsletter (Melissa) 38
 - l. Scholarship (Lisa) 39
 - m. Webmaster (Shawn) N/A
 - n. Education Coordinator..... 41
7. **Other Business**
 - a. Email Ratifications (Kay) 42
8. **Good of the Order**
9. **Adjournment**

Next Meeting – June 21 at 10:00 AM, Brier City Hall, 2901 228th St SW, Brier WA



EXECUTIVE COMMITTEE MINUTES

Friday, January 25, 2019, 10:00 a.m.
Auburn City Hall, Auburn, WA

1. Call to Order and Roll Call

President-Elect Paula Swisher called the meeting to order at approximately 10:00 a.m.

WMCA Executive Committee members present included Vice President Debbie Jermann, Secretary Kay Kammer, Treasurer Gina Anderson, Board members Jill Boltz, Shawn Campbell, Susan Duncan, Don Ross, Lisa Neissl, Melissa Collins, and Immediate Past President (IPP) Dee Roberts.

Absent: Virginia Olsen, WMCA President

2. Approve Agenda and October 18, 2018 EC Meeting Minutes

President-Elect Swisher noted additional items under Other Business to include an invitation from Bias Software and candidate articles.

President-Elect Swisher called for any corrections to the October 18, 2018, Executive Committee Meeting minutes; none noted.

Motion: IPP Roberts moved to approve minutes from October 18, 2018.

Second: Board member Duncan.

Vote: Motion carried.

3. Treasury's Related Reports

Treasurer Anderson provided an overview and information regarding the financial reports and world points available. EC discussed the budget and noted that decorations were purchased for two conferences in the same year.

4. Old Business

a. Approve Updated Financial Policies

Update includes: if Region IX Director is from Washington to pay for IIMC conference expenses if no other funding is available, Education Coordinator travel expenses for Fall Academy and Spring Academy and conference, name change from VIP Dinner to Executive Committee and Out of State Guest Dinner.

Motion: Secretary Kammer moved to accept changes to the financial policies as presented.

Second: Vice President Jermann.

Vote: Motion carried.

5. New Business

a. President Elect Job Description / NCI Committee Composition

EC discussed the job description and the NCI committee.

Consensus was to update the job description and remove the member of the Northwest Clerks Institute (NCI) Committee responsibility from the President-Elect. The composition of the NCI committee to be the Education Coordinator, Education Chair and the Education liaison member of the EC Board.

Vice President Jermann to update the job descriptions and the committee composition, and will bring back for consideration at the March 15, 2019 EC board meeting.

b. Select Conference Photographer for EC headshots and Banquet Night

EC discussed timing of headshots and adding an additional day to the quote.

Motion: Board member Campbell moved to move forward Sweeny's Photography not to exceed \$550 without prior board approval.

Second: Vice President Jermann.

Vote: Motion carried.

c. Bias Software invitation

Bias representative invited WMCA to participate and be vendor at their annual conference. \$100 for a roundtable or \$200 for a vendor booth. EC discussed the invitation and consensus was to decline.

d. Candidate Articles

EC discussed articles of various candidates in our newsletter. Consensus would be to support Region IX members. A line will be added to the newsletter to encourage members to vote for IIMC candidates with a link to the IIMC website.

6. Committee Business/Reports

a. Audit Committee

Report in packet.

b. Awards Committee

Five (5) nominations have been received.

c. Budget Committee

EC discussed budget.

d. Bylaws Committee

No report.

President-Elect Swisher announced a break from 12:10 to 12:30.

President-Elect Swisher reconvened the meeting at 12:35 P.M.

e. Conference Planning

Name badges to be a different color for first time attendees. Scholarship recipients will have an icon in the corner.

Vice President Jermann will be taking over as liaison to the committee next year.

Will need to address site locations for 2023 and 2024.

Board member Boltz presented information regarding the conference app. Consensus was to move forward with the app. A copy of the schedule will be available at registration.

f. Education

The New Clerks Roundtable and the CMC/MMC sessions were not combined as per EC direction.

Board member Boltz presented information for tracking sessions.

g. Fundraising Committee

New options were discussed for the conference.

h. Historical Committee

Report available in the packet.

i. Legislative Committee

Report available in the packet.

j. Membership Committee

Report available in packet. Adding for first time attendees a "Meet your EC" similar to a vendor card with a prize. Discussed adding others to the card such as NCI Director, other State Presidents, Region IX and IIMC Director if in attendance. Consensus that the Membership Committee add others and select the prize for the winner.

k. Newsletter

Board member Collins to follow up regarding adding to the calendar, items for a line to encourage voting and information about the app.

Consensus was to keep candidate fun facts and add it to the candidate application.

l. Scholarship

Report provided in packet. EC discussed recipients attending sessions and how to track compliance. Liaison Neissl to contact the Chair to update committee description and to create a spreadsheet to track recipients, compliance, scholarships, and ineligibility. Chair to notify Treasurer if someone is ineligible for a scholarship. A form will need to be created by the committee for reimbursement of a scholarship.

Motion: Board member Campbell moved to accept changes to the scholarship application and policy as presented.

Second: Secretary Kammer.

Vote: Motion carried.

EC discussed attendance and committee certificates. Consensus is to go paperless and have each Chair send a certificate to those on their committees and Education to send conference attendance certificates.

m. Webmaster

Report provide in packet. EC to notify committee chairs to forward information to Jill or Heidi (heidi@townofwoodway.com).

Attendify conference survey app was discussed.

7. Other Business

a. Email Ratifications

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

- 11-8-18 NCI – Three State Agreement
- 11-8-18 WSU Conference Agreement
- 12-5-18 Budget Authority for Spring Academy

Motion: Board member Duncan moved to ratify emails as presented.
Second: Treasurer Anderson.
Vote: Motion carried.

8. Good of the Order

IPP Roberts presented information regarding the Tap & Go conference tracking system. Vendor was unresponsive and consensus was to forgo tracking at the 2019 conference.

President-Elect Swisher presented information regarding EC absences at board meetings and that the ability to take and absence or call in is acceptable.

President-Elect Swisher presented information that the President's job description needs to be updated to include information about the necessity of a President's Message after conference and the conference booklet. Vice President Jermann to update the job description and bring back to the March 15, 2019 meeting for consideration.

9. Adjournment

There being no further business, President-Elect Swisher adjourned the meeting at 2:38 p.m.

Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Executive Committee Meeting on March 15, 2019.

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: Jan - Feb 2019

Beginning Points Balance			28,826.59
Date/Desc/Points Earned	1st Month	January 10, 2019	0.00
	2nd Month	February 10, 2019	0.00
	3rd Month		
Subtotal Points Earned			0.00
Date/Desc/Points Used			
*Subtotal Points Used			28,000.00
Balance of Points			826.59

* Purchased 8 Starbucks gift cards in the amount of \$25 each for Education Committee.

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

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

Name: Dee Roberts

Position: Immediate Past President 2018-2019

Period: Jan-19

Beginning Points Balance			8,080
Date/Desc/Points Earned		January 1, 2019	246
		February 1, 2019	-
		March 1, 2019	-
			-
Subtotal Points Earned			8,326
Date/Desc/Points Used			
Subtotal Points Used			-
Balance of Points			8,326

WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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

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

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

Beginning Points Balance			22,215.37
Date/Desc/Points Earned	1st Month	February 10, 2019	116.48
	2nd Month	March 10, 2019	
	3rd Month	April 10, 2019	
	4th Month	May 10, 2019	
Subtotal Points Earned			22,331.85
Date/Desc/Points Used			
Subtotal Points Used			0.00
Balance of Points			22,331.85

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: January thru February 2019

		Beginning Points Balance	22967.05
Date/Desc/Points Earned	January		0
	February		4772.52
		Subtotal Point Earned	4772.52
Date/Desc/Points Used			
		Subtotal Point Used	0
		Balance of Points	27739.57

Northwest Clerks Institute (NCI) Education Committee

The NCI Education Committee consists of three representatives from each association (Alaska, Oregon, and Washington), The NCI Director serves in an advisory capacity to review and make recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by the International Institute of Municipal Clerks (IIMC).

The Washington Municipal Clerks Association (WMCA) serves as the lead agency and shall sign a contract for services with Washington State University Professional Education (hereinafter referred to as "WSU-PE") for conference management of the Northwest Clerks Institute (NCI).

A. NCI EDUCATION COMMITTEE

The NCI Education Committee reviews and makes recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by IIMC.

1. Membership:

- a. There are nine (9) members of the NCI Education Committee as follows:
 - Washington Municipal Clerks Association (WMCA) Education Coordinator
 - WMCA Education Committee Chair
 - WMCA member at-large
 - Oregon Association of Municipal Records (OAMR) Education Committee Chair
 - OAMR Professional Growth and Leadership Development Committee Chair
 - OAMR member at-large
 - Alaska Association of Municipal Clerks (AAMC) Education Chair
 - AAMC Past President
 - AAMC member at-large
- b. The Institute Director attends Committee meetings as advisor to the Committee and will not be a voting member.
- c. The WSU-PE Conference Manager will attend Committee meetings, when possible, and will not be a voting member.
- d. At-large members will be appointed by their respective state presidents, in accordance with state policies. The candidate should have education experience and be familiar with the Northwest Clerks Institute.
- e. The NCI Education Committee as a whole, will select a Chair amongst themselves each year, rotating states.

2. NCI Committee Member Duties:

- a. Attend meetings as scheduled. Meetings will be held as needed by conference call.
- b. Within ninety (90) days from the end of the Institute:
 - Review the class evaluations

- Review the financial report, which outlines the revenue sources and expenditures for the sessions
- c. Review the proposed budget for the following year as provided by the Institute Director in October of each year.
- d. Review and make recommendations regarding the terms of the NCI agreement as needed, with the stipulation that the Institute will remain in Washington State.
- e. On an annual basis, review the feasibility of offering the Master Academy (PD IV) session.
- f. Review the confirmed class schedule (including sessions, instructors, times, locations, etc.) as prepared by the Institute Director by February 15 of each year.
- g. Review and make recommendations on new program materials and guidelines based on changes to the IIMC Education and/or Institute Guidelines.
- h. In the event that the Institute Director's travel expenses for the IIMC conference exceed a total of \$2,250 (\$750 per state), the NCI Education Committee will make a recommendation to the state associations about allocating additional funding.
- i. Assist the Institute Director and each state Association in promotion and fundraising efforts to support the Institute and Academy (PD IV) program.
- j. Keep state president and state board informed of the Committee's actions and recommendations.

3. NCI Committee Chair Duties:

- a. Coordinate with the Institute Director to schedule meetings and prepare the agenda and reports for Committee meetings.
- b. Designate a member to take the minutes for Committee meetings.

B. APPOINTMENT OF WMCA MEMBERS

- a. Annually, the WMCA President shall appoint the Chair of the WMCA Education Committee, who will automatically be seated on the NCI Education Committee.
- b. The WMCA Executive Committee will annually reaffirm the appointment of the WMCA Education Coordinator to the NCI Education Committee.
- c. At the March Executive Committee meeting, immediately following the Annual Conference, the President shall appoint the at-large member.
- d. The at-large member shall be a member of the Executive Committee who has, at a minimum, the following qualifications:
 - 1. Experience as an active member of the WMCA Education Committee; and
 - 2. A minimum of two (2) years left on their WMCA Executive Committee term.
- e. If there is not an Executive Committee member qualified or willing to accept the at-large appointment, the WMCA President shall solicit letters of interest from the WMCA membership.

President

The duties of the President shall be:

A. Leadership Responsibilities:

1. Maintain knowledge of WMCA by-laws, policies and procedures.
2. Recognize that the responsibility for administration of the Association is vested in the entire Executive Committee. Implementation of those decisions is conducted through committees.
3. Present to the Association the recommendations of the Executive Committee and special committees.

B. Immediate Duties:

1. Call and conduct the Executive Committee meeting immediately following the Annual Conference. Produce and distribute agenda and packet materials for the meeting.
2. Attend the meeting of the Chairs at Annual Conference.
3. Assume the office of President at the end of the Annual Banquet with the passing of the gavel, make closing remarks and close the conference.
4. Pick up Committee sign-up lists at the end of the annual conference and send electronic version of the lists to the Executive Committee and each Committee Chair as soon as possible after the close of the conference.
5. Prepare a message for the home page of the WMCA Website

C. Administrative Responsibilities:

1. Advise Mayors or City Managers by letter of the election of their clerk as a WMCA Executive Committee member as soon as possible after taking office; may also prepare press releases if desired.
2. Call, plan and conduct all Executive Committee meetings - three for the year, not including those at the Annual Conference. Prepare an agenda packet and provide it to the Executive Committee at least 7 days prior to the scheduled meeting.
3. Serve as a delegate to the IIMC Annual Conference (May), and to the state conferences of Oregon (September), Alaska (November) and California (April), as well as the Region IX Annual Meeting. The Association pays normal travel expenses (per WMCA Financial Policies). If unable to attend, appoint designee to serve as delegate to any of these meetings. If a designee attends, normal travel expenses will be paid by WMCA.
4. The President participates in the flag ceremony at the IIMC Annual Conference, if required, and attends the President's meeting.
5. When traveling to the meetings of other state associations, the President commonly takes gifts for the in-coming and outgoing presidents, as well as a silent auction item. The Executive Committee has established dollar amounts in the Financial Policies.
6. Maintain contact during the year with all committees, delegate assignments as necessary and monitor work. Notify committee chairs when their written committee reports are due for inclusion in the packets for each of the Executive Committee meetings.
7. Submit a President's message for each edition of the WMCA Monthly Newsletter.
8. Appoint persons as necessary to represent WMCA on special joint committees with other organizations. (The President has sole discretion in such appointments.)
9. Write congratulatory letters throughout the year to those who have obtained their CMC and MMC and keep a list for the year so that these clerks can be recognized at the Annual Conference. Notify the Mayors or City Manager/City Administrator of cities whose clerks obtain their CMC or MMC, email Executive Committee and the current Newsletter Editor.

Deleted: p

Deleted: y

Deleted: y

10. Coordinate the "Call to Conference" for distribution to all members by mid-December. The Education Committee Chair and Conference Planning Committee Chair shall provide the information for the "Call to Conference" and it shall include the following:
 - a. Pre-Conference information (Lodging information, Transportation choices, Parking costs/choices, Conference attire, Special Events, Themes)
 - b. Registration form (Registration costs, Meal information)
 - c. Draft Education Session Agenda
 - d. Draft Annual Banquet Agenda
 - e. Create the Conference Program and Conference Certificate template using the Conference Planning Committee design, cc Secretary for the Resolutions.
 - f. Prepare letter to delegates for inclusion in the conference program and/or conference app
11. Sign and send personal invitations prepared by the President-Elect for Annual Conference.
12. Select the Clerk of the Year from nominations presented by the Awards Committee.
13. Have incoming President's name and term of office engraved on the WMCA traveling plaque prior to the conference.
14. Direct the Secretary to prepare resolutions honoring the host clerk, the host hotel, conference planning and conference program chairs.
15. Prior to the Annual Conference, brief the President-Elect on Presidential duties and responsibilities at the conference and arrange a meeting either at conference or shortly thereafter to transfer information and records.
16. Prepare annual business meeting packets to include: prior year's annual business meeting minutes, Budget document, Audit Report, Treasurer's Report, Election's Report, and proposed Bylaw changes; provide packet to the Conference Planning Committee. Packets will be made available to conference attendees electronically, with only a limited number available at the meeting.

D. Responsibilities at the Annual Conference:

1. The President will work closely with the Conference Planning and the Education Committees to prepare for the Annual Conference. The President will perform the following specific duties at the Annual Conference:
 - a. Attend the President's Reception followed by Dinner Meeting with the Executive Committee and honored guests.
 - b. Conduct the opening session, introducing the Executive Committee, guests, past presidents, new clerks, etc. and present a general welcome message to all of those present. Attend the First Time Attendees events.
 - c. Conduct the Annual Business meeting.
 - d. Host event for Executive Committee and honored guests.
 - e. Preside at the Annual Banquet; recognize new CMCs and MMCs, past presidents, guests, and those who have contributed to WMCA (sponsors).
 - f. Present the Clerk of the Year Award and President's Award of Distinction.
 - g. Oversee the installation of new Executive Committee members, prepare script for oath of office and select an individual(s) to administer oaths. Pass the President's traveling plaque and gavel to the President-Elect.

Deleted: meeting.

Deleted: prior to the Annual Banquet for the

President-Elect

The duties of the President-Elect shall be:

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

Deleted: on the Education Committee

Deleted: travel p

Deleted: y

Deleted: VIP

Deleted: VIP

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

Timetable:

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

Deleted: <#>Serve as a member of the Northwest Clerks Institute (NCI) Committee.¶

Deleted: As Called

Deleted: (15) Attend NCI Committee meetings

Deleted: ¶

... [1]

Deleted: Education

Deleted: s

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.

Deleted: ..

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.

Deleted: ..

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.

Deleted: ..

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, Honored Guest 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.

Policies below combined and revised: 1/2010; 1/2013, 3/2013, 1/2015, 3/2016, 1/2019, 3/2019

Page 1

- Executive Committee Travel Policy Revised: 1/2000, 8/2000, 6/2005, 6/2005, 10/2006, 1/2007, 1/2008, 10/2018, 1/2019
- Expense Policy Revised: 10/2000, 10/2005, 6/2007, 1/2008, 1/2019
- Credit Card Policy Revised: 6/2000, 5/2003, 10/2006
- Refund Policy Revised: 10/2006
- Scholarship Funding Policy Revised: 10/2000, 1/2004, 10/2005

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.

Formatted: Font: Bold

1.9 Cash Advances

Cash advances are prohibited.

Formatted: Indent: Left: 0"

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, plus the cost of wrapping paper, gift basket, card, etc., 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.

Deleted: .

Deleted: ¶

Deleted: .

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 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)

Deleted: -----Page Break-----

Deleted:

Formatted: Not Highlight

Deleted:

Formatted: Font: Bold

Deleted:

Policies below combined and revised: 1/2010; 1/2013, 3/2013, 1/2015, 3/2016, 1/2019, 3/2019

- + Executive Committee Travel Policy Revised: 1/2000, 6/2000, 6/2003, 4/2005, 10/2006, 1/2007, 1/2008, 10/2013, 1/2019
- + Expense Policy Revised: 10/2000, 10/2006, 6/2007, 1/2008, 1/2019
- + Credit Card Policy Revised: 6/2000, 6/2003, 10/2008
- + Reimbursement Policy Revised: 10/2000
- + Scholarship Funding Policy Revised: 10/2000, 1/2004, 10/2009

- 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.

Formatted: Indent: Left: 1", No bullets or numbering

Deleted: ..

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.

Formatted: Indent: Left: 0.25", First line: 0"

3.4 Gifts

3.4.1 The President-Elect is responsible for purchasing a gift, approximately \$50.00 in value plus the cost of wrapping paper, gift basket, card, etc., 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 \$150 in value, for the following individual:

- Outgoing WMCA President

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

Deleted: ..

Deleted: 0

Deleted: Region IX Director

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.

Deleted: ..

3.6 Executive Committee and Out of State Guests Dinner

Deleted: ..

Policies below combined and revised: 1/2010; 1/2013, 3/2013, 1/2015, 3/2016, 1/2019, 3/2019

Page 5

- Executive Committee Travel Policy Revised: 1/2000, 1/2000, 6/2002, 6/2005, 10/2006, 1/2007, 1/2008, 10/2013, 1/2019
- Expense Policy Revised: 10/2000, 10/2006, 6/2007, 1/2008, 1/2019
- Credit Card Policy Revised: 6/2000, 6/2003, 10/2006
- Refund Policy Revised: 10/2000
- Scholarship Funding Policy Revised: 10/2000, 1/2009, 10/2009

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.

Deleted: .

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.

Deleted: .

4.3 Meal Tips:

Meal tips shall not exceed 20%.

Deleted: 4.3.

Formatted: Font: Bold

Deleted: 4.3.1

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.

Formatted: Font: Bold

Deleted: .

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.

Formatted: Font: Bold

Deleted: .

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.

Formatted: Font: Bold

Deleted: .

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.

Formatted: Font: Bold

Deleted: .

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.

Deleted: .

6.2 Scholarship Safety Net

Deleted: .

Policies below combined and revised: 1/2010; 1/2013, 3/2013, 1/2015, 3/2016, 1/2019, 3/2019

Page 6

- Executive Committee Travel Policy Revised: 1/2000, 6/2000, 6/2003, 6/2005, 10/2006, 1/2007, 1/2009, 10/2013, 1/2019
- Expense Policy Revised: 10/2000, 10/2006, 6/2007, 1/2008, 1/2019
- Credit Card Policy Revised: 6/2000, 6/2003, 10/2005
- Refund Policy Revised: 10/2006
- Scholarship Funding Policy Revised: 10/2000, 1/2004, 10/2006

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.

Deleted: .

Deleted:

6.4 NCI Contingency Funds

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

Deleted: .

Deleted:

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.

Deleted: .

Deleted: ¶

¶

¶

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.

Formatted: Font: Bold

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.

Formatted: Font: Bold

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.

Formatted: Font: Bold

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.

Formatted: Font: Bold

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.

Formatted: Font: Bold

Policies below combined and revised: 1/2010; 1/2013, 3/2013, 1/2015, 3/2016, 1/2019, 3/2019

Page 7

- Executive Committee Travel Policy Revised: 1/2000, 6/2000, 6/2003, 6/2005, 10/2006, 1/2007, 1/2008, 10/2011, 1/2019
- Expense Policy Revised: 10/2000, 10/2006, 6/2007, 1/2008, 1/2019
- Credit Card Policy Revised: 6/2000, 6/2003, 10/2006
- Refund Policy Revised: 10/2006
- Scholarship Funding Policy Revised: 10/2000, 1/2004, 10/2006



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

TO: WMCA President and Executive Committee

FROM: Melody Valiant, Chair

COMMITTEE: Audit Committee

DATE: 02/21/2019

SUMMARY OF ACTIVITIES:

The Committee met on January 31, 2019 in Woodland to conduct an audit of the Financial Records for the period of May - December, 2018. The committee conducted a complete review of the financial and corporate records for the period beginning May 1, 2018, and ending on December 31, 2018.

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

ACTION REQUESTED: YES NO

RECOMMENDATION: None

FISCAL IMPACT:



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

TO: WMCA President and Executive Committee

FROM: Jodee Schwinn

COMMITTEE: Bylaws Committee

DATE: March 1, 2019

SUMMARY OF ACTIVITIES: Hello. It was our pleasure to serve on the WMCA Bylaws Committee this year, and thank you for the opportunity to chair this committee. At this time, the Bylaws Committee has nothing pending to report. See you in a few weeks! Thank you.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

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



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

TO: WMCA President and Executive Committee

FROM: Joanna Sanders and Terri Wright

COMMITTEE: Education Committee

DATE: March 1, 2019

SUMMARY OF ACTIVITIES: As of March 1, we have 118 registered attendees. Education coordinator Alice Attwood will report on the Academy. We were pleased to leverage our academy speaker and keynote speaker for two additional breakout sessions. Two of the roundtable sessions are led by clerks Liz Adkisson, Christine Brown, and Tisha Gieser. Last year's speaker expenses were higher than usual, so we felt good underexpending our budget by roughly \$3,900 this year.

In response to a suggestion by Gretchen Sagen, Stephanie Haug did some exploration into using a telephone app for conference evaluations. The Conference Planning Committee exceeded these expectations by implementing Attendify that we are trying out for the conference program. We've got high hopes for this application bringing efficiencies and saving some trees. We'd appreciate everyone's support as we work through it the first time.

Along with Alice Attwood Education Coordinator, we participated in Education Committee meetings with Joann Tilton director of the Northwest Clerks Institute in her excellent work toward ensuring academies and educational credits are offered to our membership. When you see them, please express appreciation for the excellent work they do for you

Committee members contributing to our annual conference are Donald Ross, Board Liaison, City of Westport; Virginia Olsen, City of Mountlake Terrace; Gretchen Sagen, City of Raymond; Stephanie Haug, City of Benton City; Tiana Rowland, Douglas County; Tisha Gieser, City of Issaquah; Scott Passey, City of Edmonds; Mari Ripp, City of Woodland; Christine Brown, City of Bainbridge Island; Alice Attwood, City of Tonasket; Tammy Stanger, City of Wenatchee; Maria Holman, City of East Wenatchee; Kay Kammer, City of Battle Ground; Leanne Peters, Columbia County, Austen Wilcox, Town of Yarrow Point; Brenda Martinez, City of Black Diamond; Elizabeth Adkisson, City of Monroe; Jessica Simulcik Smith, City of Shoreline; and Tina Eggers, City of Issaquah. All but three are in attendance at Semiahmoo and even those not there in person help in a supportive role.

We are grateful to others contributing to a successful conference -- coming together for continuing education and networking.

ACTION REQUESTED: YES NO

2019 Annual Conference – Course Descriptions

Tuesday Academy

Speaker: Bethanne Kronick

Simplified Solutions: Organizing & Productivity Strategies for the Workplace. The average person sends and receives up to 200 emails a day and processes up to 10,000 sheets of paper a year! Most people deal with this excessive amount of information in a reactionary way – digging through piles or searching hundreds (maybe thousands?) of emails each time they need something. Simplified Solutions is a comprehensive “back to basics” approach addressing the major issues that cause chaos and disorganization on in your office environment.

This lively, interactive presentation provides strategies and solutions to boost productivity and efficiency. You'll walk away with tips you can use the same day as the training! Participants will learn:

- Simple ways to manage paper, email, voice mail, and interruptions
- Effective easy-to-implement techniques to improve your ability to focus
- How to prioritize your work quickly ensuring you are always working on your top priorities
- Valuable ways to manage your time more productively
- Practical, easy ways to get control of your tasks and projects
- How to address multitasking, procrastination and other self-defeating habits
- Strategies to make meetings matter, both as an attendee and a facilitator
- How to develop new habits to make long term changes to improve productivity

Wednesday – Keynote

Speaker: Brenda Viola. **Going The Extra Mile (When You're Running On Empty)**

Dedicated Municipal Clerks are the wind beneath EVERYONE'S wings - from staff to elected officials to the community at large. No one asks you to go the extra mile - you just DO, because that's what you're known for - passion, dedication and unwavering resolve to set the standard of excellence in your organization. But what if you're close to running on empty? Even superstars have battle scars and need to re-charge their batteries. Learn the seven secrets to getting your mojo back in this inspirational keynote.

The goal is to take a moment for self-reflection; a "report card" accompanies the session so that participants can grade themselves on seven key areas that can cause burnout. Being aware of areas in need of improvement will empower the audience to take action that will enable them to Go the Extra Mile (when they feel like they're "running on empty.")

Mastering the Media: How to Effectively Tell Your Story

In an era where municipal employees must be effective communicators to gain community support for important initiatives, being equipped with strategies to function effectively in this

role are critical. The goal of this workshop is to empower Clerks with skills that will cause them to welcome media opportunities rather than fear them, and in doing so, help to put their municipality's best foot forward. Important note: The following topics are applicable to media interviews as well as being effective at the podium of a government meeting or leading a staff meeting:

- The Biggest Media Blunders and How to Avoid Them
- The Power of the Sound Bite
- The Secret to Eloquence
- How to Conduct a Press Conference
- Bridging Back to Your Talking Points: How to Be HEARD

The main objective is to bolster confidence for those not normally comfortable "tooting their own horn." Learning the keys to framing a message will pay off liberally and help Clerks tell their story effectively.

Speaker: Bethanne Kronick

Take Control of Your email: Outlook & Email Management Best Practices. The average person can spend up to 40% of their eight hour work day sending and receiving up to 200 messages a day! Some reports say people at work check their email an average of 35 times an hour!

It's no wonder that many of us always feel behind on projects and struggle to finish our work in a typical work day! Wouldn't you like to have some of that time back in your day?

Everyone can benefit from learning time-saving Outlook® tips to improve productivity!

This lively, interactive presentation provides strategies and solutions to boost productivity and efficiency with your email system and practices. You'll walk away with tips you can use the same day as the training. Participants will:

- Review SIMPLIFY!'s Top 10 Outlook® tips
- Learn how to minimize email overload
- Improve your inbox management skills
- Learn tips and tricks to utilize email more efficiently and effectively
- Find ways to customize your email settings so Outlook® will work best for you!

Wednesday afternoon

Speaker: Alice Attwood, City of Tonasket

New Clerks. Are you a new clerk? Do you feel like you are swimming in acronyms and struggling to know where to go for the information you need? You are not alone! Come to this session to learn about the basics of your job and the resources that are available to you. We'll talk about meetings, agendas, minutes and the Open Public Meetings Act as well as records management and the Public Record Act. There will be information about local and state resources available to you to navigate policies, procedures, and legal requirements.

Speakers: Liz Adkisson, City of Monroe and Darla Reese, City of Granite Falls

Roundtable – Sharing Successes & Challenges; Brainstorming Topics and Potential Process Improvements. Join in a facilitated discussion celebrating the successes and sharing the challenges of the “clerk-dom”: brainstorm topics, identify and explore common themes, discuss potential process improvements, and celebrate successes... meet new people, solve problems, have fun! The goals of this session are to leave with at least one new great idea and one new WMCA contact!

Speakers: Christine Brown, City of Bainbridge Island and Tisha Gieser, City of Issaquah

Roundtable: Technology and Software Solutions. This is your opportunity to share your ideas and pick up tips from fellow clerks on ways to use technology to streamline your work with a focus on records disclosure tracking, agenda management and records management.

Thursday

Speakers: Oskar Rey, MRSC and Morgan Damerow, Office of the Attorney General

JLARC Lessons Learned from 2018 and Public Records Technology Guidance. 2018 was the inaugural year for JLARC reporting for Washington local governments. How did it go for your agency? We will reflect on lessons learned from 2018 and discuss tips for the upcoming 2019 reporting period. In addition, MRSC is in the process of completing a new publication: Purchasing Records Management Software – A Guide for Washington Local Governments. We will provide an overview of the Guide and discuss strategies for managing electronic records.

Speaker: Frank Oesterheld, Washington State Digital Archives

Digital Archive Transfers and Organizing Files for Transfer: Did you know you could send agenda/meeting packets, digital audio recordings, emails and other electronic records to Washington State Archives? Learn what records you can send as well as the process to plan and prepare electronic archival records for transfer.

Speaker: Jayne Freeman, Keating, Bucklin & McCormack

Best Practices in Employment Risk Management. This class will address things to look out for in pre-defense work, disability accommodations, personnel evaluations, responding to harassment complaints, new laws in pregnancy accommodations, explanation of public record requests versus discovery, as well as emerging issues and changing laws.

Speaker: Toni Nelson, MRSC

MRSC Hot Topics: This informative session will include annual financial report tips, an overview of proposed legislation for the current session, and information on the new MRSC Revenue Guides ready for release.

Speakers: Alice Attwood, WMCA Education Coordinator/Joann Tilton, NCI Director

CMC/MMC Certification Q/A. For new clerks or those interested in learning more about certification. Alice and Joann will be on hand to talk about the Northwest Clerks Institute in June and CMC and MMC certification through the International Institute of Municipal Clerks. They will also fill you in on scholarship and reimbursement program opportunities.

Speaker: Rebecca Jacob, Attorney & Notary Supply of Washington

Notary Law After July 2018 - Implementation: This class will teach you the details of the law changes that went into effect July 1, 2018 and help you better understand the laws and rules of a Notary Public.

Friday

Speaker: Karin Peabody

Self Talk and Mindfulness: Serving the public can be rewarding and costly. Municipal Clerks are culture-makers, and the essential glue that holds teams together. In this workshop we will focus on clarifying and owning our work mission, identify areas of conflict, and be empowered with strategies for healthy and effective communication.



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

TO: WMCA President and Executive Committee

FROM: Susan Duncan and Deb Estrada, Co-Chairs

COMMITTEE: Fundraising

DATE: March 1, 2019

SUMMARY OF ACTIVITIES: Fundraising activities for 2019 Annual Conference include:

Live auction. Several fundraising committee members have volunteered to coordinate the following themed baskets for the live auction:

Italian	Movie Night
Tailgate Barbeque	Pet Bed Extravaganza x 2
Coffee Lovers	Man Cave
Scentsy	Children's Books
Margarita Night	(Toppenish promises to put something together)
Emergency Bug Out Bags	(Richland is working on a Weekend-Get-Away)
Gift Card Bouquet	
Children's Books	

Silent auction. Members were asked to contribute items for the silent auction.

Bottles of wine with custom-made WMCA labels were available last year for sale at the WMCA store. We are working with Bonair Winery once again to produce more bottles with this year's theme and the WMCA logo. This year, the Committee opted to reduce current inventory rather than purchase new inventory that needs to be packed in and out and stored for the following year. We will reexamine inventory prior to the 2020 conference.

\$1 raffle for \$100 cash, drawing to be held at the conclusion of the conference at noon on Friday, March 15.

In lieu of the Grand Raffle, a new event was introduced this year: One Hundred Envelopes! Envelopes numbered from 1 to 100 will be placed on a lighted bulletin board. People simply choose an envelope and place the corresponding amount of money in the envelope. If all envelopes are filled, it raises over \$5,000. There will be a raffle for \$100 for those who contribute to this fundraiser. For a donation of \$1 - 25, the contributor gets 1 raffle ticket; for a donation of \$26 - 50, 5 tickets; and for a donation of over \$50, 10 tickets.



- 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: March 1, 2019

SUMMARY OF ACTIVITIES: Continued publication of monthly historical articles for the Newsletter. Have all materials required for production of Committee Membership Certificates. Will attend the Committee Chair meeting in order to hand-over all materials to the incoming Chair. Thanks for having me!

ACTION REQUESTED: YES NO

RECOMMENDATION: None

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

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



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

TO: WMCA President and Executive Committee

FROM: Debbie Burke, City of Moses Lake and Tisha Gieser, City of Issaquah

COMMITTEE: Legislative

DATE: 2/14/2019

SUMMARY OF ACTIVITIES:

The Legislative Committee has submitted newsletter articles on the 2019 Legislative Session and periodic updates.

The prior plan to have an AWC lobbyist skype in during the business meeting was eliminated when we learned how expensive the equipment costs are from the conference venue. Instead, the Committee Co-Chairs will work with AWC the week prior to conference to draft content for a legislative update, and then deliver the report to the membership at the business meeting.

We would like to thank the EC for their support of this committee.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES:

FISCAL IMPACT: none

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



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

TO: WMCA President and Executive Committee

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

DATE: March 1, 2019

2018-19 MEMBERSHIP UPDATE:

We had a total of FORTY-FIVE (45) new WMCA members in 2018-19:

Kory Atcuson	City of Mountlake Terrace	Cathlin Kroiss	City of Colville
Darlene Baldwin	City of Langley	Jessica Marshall	Benton PUD
Nannette Barira	City of North Bonneville	Kari Martinez-Bailey	City of Port Angeles
Tracy Becht	Mason Transit Authority	Deborah del al Mora	City of Entiat
Helen Bell	City of Long Beach	Teresa Mattingly	City of Auburn
Melissa Blankenship	South County Fire	Jane Montgomery	City of Orting
Gayle Carrasco	City of Mesa	Tania Morelos	City of Othello
Joni Cartwright	City of Entiat	Allison Morrison	Snohomish County PUD No. 1
DaShari Cinnamon	City of College Place	Tammy Mueller	City of Sammamish
Adri Crim	City of Lake Stevens	Dawn Nations	City of Medina
Dustin Davidson	City of Ellensburg	Donna Nault	City of Shelton
Melanie Dickinson	City of Everson	Melanie Pedroza	King County
Rachael Fair	Cowlitz 911 Center	Leanne Peters	Columbia County
Nickolas Falk	City of Edmonds	Brandy Rhodes	City of Rainier
Angela Folkers	City of Ocean Shores	Amanda Rogers	City of Poulsbo
Chris Galbraith	City of Seattle	Jacinda Rublaitus	Chelan County Board of Commissioners
Jennifer Garnica	City of Algona	Sadie Schaneman	City of Bonney Lake
Jerry Gingrich	Grant County Board of Commissioners	Nicole Schunke	City of Pacific
Taria Keane	City of Des Moines	Virginia Shaddy	Island County
Erin Keator	City of Arlington	Zoe Sowa	City of South Bend
Jamison Horner	City of Toppenish	Brooks Wall	City of Normandy Park
Jennifer Lee	Town of Cusick	Austen Wilcox	Town of Yarrow Point
Carrie Lnenicka	City of Ephrata		

As of March 5, 2018, the Washington Municipal Clerks Association is comprised of **355 members: 326 active members, 4 affiliate member, 5 associate members, 12 honorary members and 7 honorary retiree members.**

ELECTIONS SUB-COMMITTEE UPDATE

Thanks to the Elections Sub-Committee, comprised of Elections Officer Leana Kinley, and Elections Officer Assistant Ana Campbell, the 2019 General Election went off without a hitch! ***Congratulations*** to those elected:

- ❖ President Elect Debbie Jermann, MMC – Executive Assistant/Clerk of the Board, C-TRAN
- ❖ Vice-President Susan Duncan, CMC – City Clerk, City of Ferndale
- ❖ Treasurer Gina Anderson, MMC – Deputy Clerk-Treasurer, City of Woodland
- ❖ Board Member Elizabeth Adkisson, MMC – City Clerk, City of Monroe
- ❖ Board Member Deborah Estrada, MMC – City Clerk, City of Mercer Island

NOTE: Please see Attachment 1 for full Elections Report.

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

2019 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

There are 22 First Time Attendees (FTAs) registered to attend the 2019 WMCA Annual Conference; and the Membership Committee (MC) will be hosting/facilitating the following programs/events:

Conference buddies:

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

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

- Invite list: MC and FTAs (EC/VIPs optional, unless also a MC member).
- Location: Lopez/Pender Rooms.
- Concept: meet 30 minutes prior to the President's Reception for a quick meet and greet (to include an ice breaker and *light* snacks) and then all go to the reception together.

First Time Attendees Breakfast (Wednesday morning):

- Invite list: EC, MC, FTAs, NCI Director, & Education Coordinator.
- Location: Victoria Room.
- Seating chart: mix of attendees at each table (& paired up with conference buddies).
- Presentations: WMCA President, NCI Director, and Conference Planning Chair (with helpful tips/locations/events/vendor cards); and general announcements, as needed.
- Ice Breaker (WMCA/conf.-themed trivia); mini-gifts provided for the winning table.
- Raffle: have a few items to give out to FTAs through a raffle.

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.
- Same concept/items in the kit; MC to review and update items for conference to tie into theme.
- Also to include a handout on WMCA Committees with specific descriptions; etc.
- Certificate for WMCA store swag.

NEW! First Time Attendees Meet your EC Game:

- To be included in Survival Kit.
- Similar concept to Vendor Card Competition, but only for FTAs – a sheet with fun facts about each unnamed EC member (to be collected and *screened!*) will be included; each FTA will need to meet EC members, figure out which statement applies to that member, and get their initial sign-off on the sheet; to be handed into the MC Chair by Thursday evening. One winner with all correct answers will be pulled via raffle on the final day of conference (Friday).
- To include fun facts on current/future EC members; NCI Director; and Education Coordinator. \$50 gift card to the winner!

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

At the close of conference, the Membership Committee Chair will send out a feedback survey to FTAs and the MC to gather input on this year's events. This data will be shared in a future report, and help inform activities at the 2020 WMCA Annual Conference.

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

THANK YOU!!!

To the 2018-19 Membership Committee – "I can no other answer make but thanks, and thanks, and ever thanks..." Shakespeare (*Twelfth Night*).

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

ACTION REQUESTED: YES
RECOMMENDATION: N/A

NO

ALTERNATIVES: N/A
FISCAL IMPACT: N/A



To: WMCA Executive Committee, Elections Officer, and Membership Committee Chair
From: Molly Towslee, Elections Auditor *mt*
Re: 2019-20 WMCA Executive Committee Election
Date: February 21, 2019

On January 3, 2019 I issued a certification of candidate report for the 2019-20 Executive Committee Election. On January 25, 2019, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 15th, and the results were forwarded to me by the Elections Officer, Leana Johnson on February 21st.

I have completed an independent review of the elections results and find the election process and results to be sound. Out of 354 active members, 65 ballots were cast with the following results sorted high to low:

Candidate	Total Votes	Percentage
<u>President Elect (1-year term)</u> Debbie Jermann, MMC Exec. Asst./Clerk of the Board, C-TRAN	62	98.4127%
Write-In: Maria Holman, CMC	1	1.5873%
<u>Vice-President (1-year term)</u> Susan Duncan, CMC, CPRO City Clerk, City of Ferndale	62	100.0000%
<u>Treasurer (2-year term)</u> Georgina Anderson, MMC Deputy Clerk/Treasurer, City of Woodland	61	100.0000%
<u>Two Board Member positions (3-year term)</u> Deb Estrada, MMC City Clerk, City of Mercer Island	51	79.6875%
Elizabeth Adkisson, MMC City Clerk, City of Monroe	56	87.5000%
Write-In: Tammy Stanger, CMC	1	1.5625%

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



Don't Sit Out the Dance!

Are you ready for the 2019 wmca conference?!

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

First Time Attendees Meet & Greet

Tuesday, March 12
5:00 – 5:30 pm
Lopez/Pender Rooms

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

First Time Attendees Breakfast

Wednesday, March 13
8:00 – 9:00 am
Victoria Room

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

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

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





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

TO: WMCA President and Executive Committee

FROM: Rachel Shaw, Chair

COMMITTEE: Newseltter

DATE: February 20, 2019

SUMMARY OF ACTIVITIES: We've had a great year on the Newsletter committee! Our committee which consists of 11 members, brand new Co-Chair Cheryl Xanthos and myself, does not meet in person. We correspond by email and assign members tasks consisting of both editing and compiling submitted articles for the newsletter each month. This year, like last we attempted to schedule the Featured Clerk of the month article for the entire year rather than try to find someone from month to month. Some months were successful while others were challenging to get someone willing to participate. So I have a challenge ahead of me next year to get more participation in this area as everyone loves reading about fellow clerks. We can always use more names and ideas of people to feature so please pass them along if you know of people we have not profiled yet.

One change we made this year that came with President Virginia Olsen, is how the newsletter is drafted each month. Rather than one editor being solely responsible for the entire newsletter as in years past, duties were split between a Layout Subcommittee and a Writer Subcommittee. This made it possible to increase the amount of committee members and better utilize those members strengths whether its writing or creating. The Committee worked great together coordinating writing and layout schedules via email and I felt like it was a great success. The Writer Subcommittee was responsible for interviewing and writing the Featured Clerk articles while the Layout Subcommittee was solely responsible for compiling articles that were submitted to the editor of the month.

A very big thank you to the Executive Board for the opportunity to continue as your Chair. We hope you enjoy the Newsletter!

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:



- 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, Committee Chair

COMMITTEE: Scholarship Committee

DATE: February 25, 2019

SUMMARY OF ACTIVITIES:

For the 2019 Annual Conference the committee awarded six scholarships (3 first time attendees) for a total approximate cost of \$3,600. Since the first time attendees also receiving lodging, the exact amount of lodging costs will not be known until after conference.

For the 2018-2019 fiscal year, we will have spent a total of \$19,075 on scholarship awards bringing us in under budget, with our total annual budgeted amount for scholarships being \$22,500.

Applications for this year's NCI/PD sessions are already coming in fast! The due date for NCI scholarship applications is March 31, 2019. I have been emailing everyone who submits an application advising them to register now for the PD session they want to attend so they do not run the risk of sessions filling up before scholarship award notifications are made. Which if you recall, did happen last year with PD I. The three PD I scholarship recipients that we had to turn away last year will be given first priority for their scholarships to attend this year.

Following the Scholarship Committee's third quarter report to the Executive Committee (EC), a few changes have taken place:

- The scholarship guidelines document has been updated to include the following changes approved by the EC:
 - Mandatory training/session attendance requirements
 - Participation on the fundraising committee for the upcoming year
 - Scholarships by reimbursement only beginning with the 2019-2020 fiscal year (with NCI/PD)
- The scholarship committee description document has been updated to reflect current practices and the new responsibilities.

Once I receive the new scholarship committee roster following the annual conference, I will reach out to the committee about creating a new form that scholarship recipients will submit to the Treasurer (along with their certificate of attendance) for their reimbursement, which will

begin with the 2019-2020 fiscal year. The draft form will be provided to the EC for their review/approval once we have that developed.

ACTION REQUESTED: YES NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: The total cost of the six Annual Conference Scholarships is approximately \$3,600.

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>WMCA Annual Conf. scholarships</u>	\$ <u>6,000</u>	\$ <u>3,600</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Education Coordinator Report
March 4, 2019

TO: President Paul Swisher

FROM: Alice Attwood

It is my pleasure to continue to serve as the Education Coordinator for the Washington Municipal Clerks Association.

Last year's Fall Mini Conference was a huge success with Mary Lynne Stratta's Athenian Dialogue, "Boys in the Boat" and Jan Dwyer-Bang's class "The Art of Giving and Receiving Feedback" which was held in Chelan, WA.

Currently I am working on the 2019 Fall Mini Conference which will be held in Leavenworth, WA. There will be a spectacular Athenian Dialogue and another Academy that is filled with information and will be a great learning experience.

I am excited to travel to Birmingham, Alabama to attend the IIMC Conference in May. It will be a great experience I am sure, and again it is with great pleasure that I can represent WMCA.

Date	Subject	Motion	Second	Olsen	Swisher	Jermann	Kammer	Anderson	Boltz	Campbell	Collins	Ross	Duncan	Neissl	Roberts
2/21/19	Scholarship Committee Responsibilites	Swisher	Jermann		Aye	Aye	Aye	Aye		Aye	Aye	Aye	Aye	Aye	