



EXECUTIVE COMMITTEE AGENDA

Friday, June 21, 2019 – Brier City Hall, Brier 10:00 AM

| | |
|---|-----|
| 1. Call to Order and Roll Call | |
| 2. Approve Agenda and March 15, 2019 EC Meeting Minutes | 1 |
| 3. Review Annual Business Meeting Minutes March 14, 2019 | 5 |
| 4. Treasury’s Related Reports (Gina) | |
| a. Treasurer’s Report | 7 |
| b. Wild Apricot update | 25 |
| c. Amazon Smiles | 27 |
| d. Annuity Contract | 28 |
| e. World Points Update | 29 |
| 5. Old Business | |
| 6. New Business | |
| a. Discuss amending Secretary job description | 31 |
| b. Discuss Small Cities Connectors – AWC brochure offer | 34 |
| c. Vendor participation – ABC Forms | 35 |
| d. Spokane Bid for IIMC 2025 Conference | 36 |
| 7. Committee Business/Reports | |
| a. Audit (Gina) | 77 |
| b. Awards (Virginia) | 78 |
| c. Budget (Debbie) | N/A |
| d. Bylaws (Susan) | 81 |
| e. Conference Planning (Debbie) | 82 |
| f. Education (Donald) | 85 |
| g. Fundraising (Susan/Deb E) | 86 |
| h. Historical (Shawn) | 88 |
| i. Legislative (Kay) | 89 |
| j. Membership (Shawn/Liz) | 90 |
| k. Newsletter (Melissa) | N/A |
| l. Scholarship (Lisa) | 98 |
| m. Webmaster (Shawn) | N/A |
| n. Education Coordinator | 101 |
| 8. Other Business | |
| a. Email Ratifications (Kay) | 102 |
| 9. Good of the Order | |
| 10. Adjournment | |



EXECUTIVE COMMITTEE MINUTES

Friday, March 15, 2019

Board Room, Semiahmoo Resort, Blaine, WA

1. Call to Order and Roll Call

President Paula Swisher called the meeting to order at approximately 1:05 p.m.

WMCA Executive Committee members present included President-Elect Debbie Jermann, Vice President Susan Duncan, Secretary Kay Kammer, Treasurer Gina Anderson, Board members Shawn Campbell, Don Ross, Lisa Neissl, Melissa Collins, Deb Estrada, Liz Adkisson, and Immediate Past President (IPP) Virginia Olsen.

2. Approve Agenda and January 25, 2019 EC Meeting Minutes

President Swisher called for any corrections to the January 25, 2019 Executive Committee Meeting minutes; none noted.

Motion: Board member Campbell moved to approve minutes from January 25, 2019.

Second: Board member Neissl.

Vote: Motion carried.

3. Treasury's Related Reports

Treasurer Anderson provided an overview and information regarding the income from the live and silent auctions at \$3,440 and \$2,218 respectively. Auction items and fundraising approaches were discussed.

4. Old Business

a. NCI Committee Composition

Board member Ross confirmed his appointment availability.

Motion: Member Adkisson moved to confirm appointment of Member Ross as presented.

Second: Vice President Duncan.

Vote: Motion carried.

b. President and President-Elect job description changes

Changes included removing 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.

Motion: Member Campbell moved to approve the job descriptions as presented.

Second: Board member Collins.

Vote: Motion carried.

5. **New Business**

a. Financial Policy changes

Changes included updates to 1.1 change to Education Coordinator instead of Education Committee Chair, 2.2 Region IX State and Annual Conferences adding the cost of wrapping/card/container, and 3.4 gift to outgoing president adding the same costs.

Motion: IPP Olsen moved to approve the policy changes as amended.

Second: Vice President Duncan.

Vote: Motion carried.

6. **Committee Business/Reports**

a. Audit Committee

Report in packet. President Swisher thanked Treasurer Anderson for her efforts.

b. Awards Committee

No report.

c. Budget Committee

No report. Budget approved by membership at the annual business meeting.

d. Bylaws Committee

Report in packet.

e. Conference Planning

Encourage membership in newsletters or call to conference to remember to dress in layers if cold.

f. Education

Report in packet. Education sessions discussed.

g. Fundraising Committee

Report in packet. Items discussed for auction, sale and clothing presale.

h. Historical Committee

Report in packet.

i. Legislative Committee

Report in packet. EC consensus to continue with the legislative report as presented at the annual business meeting.

j. Membership Committee

Report in packet. Discussion regarding possible changes to registration noting "is this your first spring conference".

k. Newsletter

Report in packet. Discussion regarding featured clerk article (ie., 5 fun facts, new clerks or 1st time attendees at conference).

l. Scholarship

Report in packet. Discussion on tracking recipients at education sessions (ie., check in with convener or committee members at session)

m. Webmaster

Update registration for first time attendees to note if first spring conference.

n. Education Coordinator

Report in packet.

7. Other Business

a. Email Ratifications

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

- 2-21-19 Scholarship committee responsibilities

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

Second: Board member Campbell.

Vote: Motion carried.

8. Good of the Order

No additional items brought up.

9. Adjournment

There being no further business, President Swisher adjourned the meeting at 2:58 p.m.

Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Executive Committee Meeting on June 21, 2019.



EXECUTIVE COMMITTEE MINUTES

Thursday, March 14, 2019, 9:00 a.m.
Orcas Room, Semiahmoo Resort, Blaine, WA

1. Call to Order and Roll Call

President Virginia Olsen called the meeting to order at 9:00 a.m.

WMCA Executive Committee members present included President-Elect Paula Swisher, 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.

President Olsen announced that Board Member Ross would serve as Parliamentarian and introduced the Executive Committee members.

2. Acceptance of Agenda

President Olsen called for any modifications to the agenda. No modifications or objections were noted; the agenda was approved as presented.

3. Resolution of Appreciation

President Olsen read the Resolution of Appreciation recognizing the staff at the Semiahmoo Resort as well as the WMCA members who planned and coordinated the conference.

MOTION: IPP Roberts moved to approve the Resolution of Appreciation as presented.

SECOND: Town of Woodway Clerk/Treasurer Heidi Napolitano.

VOTE: Motion carried.

4. Approve Meeting Minutes 48th Annual Business Meeting, March 15, 2018

President Olsen called for corrections or discussion of the minutes. No corrections noted; minutes stand approved.

5. Treasury's Related Reports

Treasurer Anderson provided an overview and information regarding the financial reports, items not budgeted, and the NCI surplus.

6. Audit Committee Report

Chair Melody Valiant presented information regarding the audit; records were accurate, and audited in May and January.

MOTION: President-Elect Swisher moved to accept the Audit Committee Report as presented.

SECOND: Board member Boltz.

VOTE: Motion carried.

Election Results

President Elect: Debbie Jermann

Vice President: Susan Duncan

Treasurer: Gina Anderson

Board members: Liz Adkisson and Deb Estrada

Paula Swisher will be sworn in as President during the banquet.

President Olsen thanked Chairs Molly Towslee and Leana Kinley for their efforts on the Elections Committee.

7. Budget Committee Report

President-Elect Swisher presented information regarding 2019-2020 budget, noted revenue adjustment due to attendance at Spring Academy and Yakima conference vendor increase and to expenses regarding price increases for food at conference.

MOTION: President-Elect Swisher moved to accept the 2019-2020 budget as presented.

SECOND: Treasurer Anderson.

VOTE: Motion carried.

8. Legislative Committee Report

Chairs Tisha Geiser and Debbie Burke presented information and status updates of a variety of pending legislation and will continue to provide updates to the membership through the WMCA newsletter.

9. Committee Recognition

President Olsen presented Certificates of Recognition to Committee Chairs.

10. Executive Committee Recognition

President Olsen presented Certificates of Recognition to the Executive Committee members.

11. Good of the Order

Darla Reese: Encouraged first time attendees to come to banquet

Virginia Olsen: Announced that the silent auction closes at 1:00 p.m.

Paula Swisher: Announced that the Vendor cards are due by 5:00 p.m.

Jill Boltz: Encouraged all to use the mobile app for ratings and to add pictures

12. Adjournment

There being no further business, President Olsen adjourned the meeting at 9:42 a.m.

Kay Kammer, MMC
WMCA Secretary

Minutes approved at the WMCA Executive Committee Meeting on March 19, 2020.



TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: June 5, 2019

Attached are the following reports as of April 30, 2019:

Balance Sheet
Profit & Loss
Profit & Loss (condensed)

WMCA ended the year with a profit of \$2,163.08. Most of the revenues have exceeded budget. Money market interest is down and savings interest is nonexistent. The NCI director lodging is now thorough WSU due to some policy changes at WSU.

Expenditures are under budget and over budget. The net Academy sessions is over \$84.77. Annual conference expenditures are over \$1,667.90 with the majority of the overage in meals. The President's travel is over \$526.50 due to the timing of the IIMC conference and the California conference. The board authorized payment of all unpaid travel expense by the incoming Region IX director, Scott Passey from the City of Edmonds. The Region IX assessment was not received until after our fiscal year end therefore it shows zero. The credit card processing fees are up but that is good! It proves more people are using credit cards to pay. Office supplies is over budget as the newest version of QuickBooks was bought and checks were ordered.

Attached are the following reports as of May 31, 2019:

Balance Sheet
Profit & Loss (condensed)
Checking Bank Reconciliation for May 2019
Checking Register for May 2019
Savings Bank Reconciliation for May 2019
Savings Register for May 2019

Dues for the 2019- 2020 fiscal year have been paid by 297 active members, 1 affiliate member and 2 associate members.

WMCA
Balance Sheet
As of April 30, 2019

Assets

Current Assets

| | |
|-------------------|-------------------|
| Checking | 37,165.16 |
| Savings | 35,931.76 |
| Western Annuity | 50,000.00 |
| Total Cash | <u>123,096.92</u> |

| | |
|---------------------|-------------|
| Accounts Receivable | <u>8.00</u> |
|---------------------|-------------|

| | |
|-----------------------------|-------------------|
| Total Current Assets | <u>123,104.92</u> |
|-----------------------------|-------------------|

| | |
|---------------------|--------------------------|
| Total Assets | <u><u>123,104.92</u></u> |
|---------------------|--------------------------|

Liabilities & Equity

Current Liabilities

| | |
|----------------------------------|------------------|
| Deferred Revenue | <u>16,014.67</u> |
| Total Current Liabilities | <u>16,014.67</u> |

Equity

| | |
|------------------------|-------------------|
| Opening Balance Equity | 97,385.88 |
| Retained Earnings | 7,541.29 |
| Net Income | <u>2,163.08</u> |
| Total Equity | <u>107,090.25</u> |

| | |
|---------------------------------------|--------------------------|
| Total Liabilities & Equity | <u><u>123,104.92</u></u> |
|---------------------------------------|--------------------------|

WMCA
Profit Loss Budget vs. Actual
April 30, 2019

| | Actual May '18 - Apr '19 | Budget May '18 - Apr '19 | \$ Under/Over Budget | % of Total |
|-------------------------------|-----------------------------|-----------------------------|-------------------------|-----------------------|
| Income | | | | |
| Advanced Academy | | | | |
| Athenian Dialogue | 4,425.00 | 4,375.00 | 50.00 | 101.14% |
| Fall | 6,800.00 | 6,250.00 | 550.00 | 108.80% |
| Spring | 8,450.00 | 6,250.00 | 2,200.00 | 135.20% |
| Total Advanced Academy | <u>19,675.00</u> | <u>16,875.00</u> | <u>2,800.00</u> | <u>116.59%</u> |
| Conference | | | | |
| Donations | 10,331.93 | 7,500.00 | 2,831.93 | 137.76% |
| Exhibitors | 9,900.00 | 7,500.00 | 2,400.00 | 132.00% |
| Meals | 5,826.00 | 3,500.00 | 2,326.00 | 166.46% |
| Registrations | 46,550.00 | 44,000.00 | 2,550.00 | 105.80% |
| Total Conference | <u>72,607.93</u> | <u>62,500.00</u> | <u>10,107.93</u> | <u>116.17%</u> |
| Dues | 25,865.00 | 24,000.00 | 1,865.00 | 107.77% |
| Money Market Savings Interest | 17.82 | 36.00 | (18.18) | 49.50% |
| NCI Director Lodging | 0.00 | 1,600.00 | (1,600.00) | 0.00% |
| NCI Surplus | 13,463.39 | 0.00 | 13,463.39 | |
| Region IX Dinner | 1,720.00 | 900.00 | 820.00 | 191.11% |
| Scholarship Income | | | | |
| Auction | 5,658.50 | 4,500.00 | 1,158.50 | 125.74% |
| Donations | 9.00 | 0.00 | 9.00 | 0.00% |
| Interest | 0.00 | 5.00 | (5.00) | 0.00% |
| Product Sales | 4,222.00 | 1,000.00 | 3,222.00 | 422.20% |
| Raffle | 1,395.00 | 4,500.00 | (3,105.00) | 31.00% |
| Total Scholarship Income | <u>11,284.50</u> | <u>10,005.00</u> | <u>1,279.50</u> | <u>112.79%</u> |
| Total Income | <u>144,633.64</u> | <u>115,916.00</u> | <u>28,717.64</u> | <u>124.77%</u> |
| Total Revenue | <u>144,633.64</u> | <u>115,916.00</u> | <u>28,717.64</u> | <u>124.77%</u> |
| Expense | | | | |
| Academy Sessions | | | | |
| Athenian Dialogue | 1,725.96 | 2,000.00 | (274.04) | 86.30% |
| Fall | 7,433.81 | 5,250.00 | 2,183.81 | 141.60% |
| Spring | 3,175.00 | 5,000.00 | (1,825.00) | 63.50% |
| Total Academy Sessions | <u>12,334.77</u> | <u>12,250.00</u> | <u>84.77</u> | <u>100.69%</u> |
| Annual Conference | | | | |
| Audio Visual | 11,131.03 | 6,000.00 | 5,131.03 | 185.52% |
| Conference Photographer | 550.00 | 600.00 | (50.00) | 91.67% |
| Decorations | 3,208.68 | 2,000.00 | 1,208.68 | 160.43% |
| Drawings/Door Prizes | 200.00 | 200.00 | 0.00 | 100.00% |
| Hospitality Expenses (WMCA) | 2,751.62 | 5,050.00 | (2,298.38) | 54.49% |

WMCA
Profit Loss Budget vs. Actual
April 30, 2019

| | Actual | Budget | \$ Under/Over | % |
|---|------------------|-------------------|-------------------|----------------|
| | May '18 - Apr'19 | May '18 - Apr '19 | Budget | of Total |
| Meals | 52,544.71 | 50,000.00 | 2,544.71 | 105.09% |
| Printing/Postage | 166.48 | 2,000.00 | (1,833.52) | 8.32% |
| Recognition Awards | 534.40 | 750.00 | (215.60) | 71.25% |
| Speakers | 10,439.63 | 12,000.00 | (1,560.37) | 87.00% |
| Special Entertainment | 100.00 | 1,000.00 | (900.00) | 10.00% |
| Supplies | 1,753.92 | 2,000.00 | (246.08) | 87.70% |
| Supplies - First Time Attendees | 387.43 | 500.00 | (112.57) | 77.49% |
| Total Annual Conference | 83,767.90 | 82,100.00 | 1,667.90 | 102.03% |
| Board Expenses | | | | |
| Board Meetings | 721.90 | 1,000.00 | (278.10) | 72.19% |
| Education Coordinator | 1,179.00 | 2,645.00 | (1,466.00) | 44.57% |
| Executive Committee Travel | | | | |
| AWC Conference | 2,692.51 | 2,800.00 | (107.49) | 96.16% |
| Exec Committee Travel-Other | 102.60 | 0.00 | 102.60 | |
| Total Executive Committee Travel | 2,795.11 | 2,800.00 | (4.89) | 99.83% |
| 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 | 565.02 | 575.00 | (9.98) | 98.26% |
| Total NCI Director Travel | 1,091.88 | 4,875.00 | (3,783.12) | 22.40% |
| Officer's Board Travel | | | | |
| President | | | | |
| Alaska Conference | 1,082.05 | 1,325.00 | (242.95) | 81.66% |
| CA Conference | 2,389.71 | 1,680.00 | 709.71 | 142.24% |
| IIMC Conference | 2,765.06 | 2,645.00 | 120.06 | 104.54% |
| OR Conference | 884.68 | 945.00 | (60.32) | 93.62% |
| WMCA Conference | 400.00 | 400.00 | 0.00 | 100.00% |
| Total President | 7,521.50 | 6,995.00 | 526.50 | 107.53% |
| President Elect | | | | |
| IIMC Conference | 1,976.65 | 2,645.00 | (668.35) | 74.73% |
| WMCA Conference | 459.72 | 500.00 | (40.28) | 91.94% |
| Total President Elect | 2,436.37 | 3,145.00 | (708.63) | 77.47% |
| Total Officer's Board Travel | 9,957.87 | 10,140.00 | (182.13) | 98.20% |
| Region IX Director Travel | 1,162.00 | 0.00 | 1,162.00 | |
| Total Board Expenses | 16,907.76 | 21,460.00 | (4,552.24) | 78.79% |
| Communication Expenses | | | | |
| Survey | 0.00 | 200.00 | (200.00) | 0.00% |
| Voting Software | 0.00 | 80.00 | (80.00) | 0.00% |
| Website M&O | 1,026.16 | 800.00 | 226.16 | 128.27% |
| Total Communication Expenses | 1,026.16 | 1,080.00 | (53.84) | 95.01% |

WMCA
Profit Loss Budget vs. Actual
April 30, 2019

| | Actual | Budget | \$ Under/Over | % |
|-------------------------------------|-------------------|--------------------|-------------------|----------------|
| | May '18 - Apr'19 | May '18 - Apr '19 | Budget | of Total |
| Contingency | 0.00 | 500.00 | (500.00) | 0.00% |
| Future Conference Site Deposit | 2,000.00 | 0.00 | 2,000.00 | |
| IIMC | | | | |
| MCEF Donation | 0.00 | 75.00 | (75.00) | 0.00% |
| Outgoing Region IX Dir Gift | 100.00 | 100.00 | 0.00 | 100.00% |
| Region IX Assessment | 0.00 | 1,625.00 | (1,625.00) | 0.00% |
| Region IX Dinner | 500.00 | 0.00 | 500.00 | |
| Total IIMC | 600.00 | 1,800.00 | (1,200.00) | 33.33% |
| Miscellaneous Expenses | | | | |
| 501C(3) | 910.00 | 850.00 | 60.00 | 107.06% |
| Bank Charges | 225.23 | 0.00 | 225.23 | |
| Condolences | 0.00 | 150.00 | (150.00) | 0.00% |
| Credit Card Fees (PayPal) | 1,693.08 | 1,100.00 | 593.08 | 153.92% |
| Gambling/Alcohol License | 65.00 | 300.00 | (235.00) | 21.67% |
| Gifts | 80.54 | 0.00 | 80.54 | |
| Insurance | 1,303.00 | 1,400.00 | (97.00) | 93.07% |
| Office Supplies | 883.40 | 500.00 | 383.40 | 176.68% |
| Other | 635.00 | 825.00 | (190.00) | 76.97% |
| Post Cards Vistaprint | 0.00 | 600.00 | (600.00) | 0.00% |
| Postage | 278.42 | 325.00 | (46.58) | 85.67% |
| Total Miscellaneous Expenses | 6,073.67 | 6,050.00 | 23.67 | 100.39% |
| Scholarship Expenses | | | | |
| Conference Scholarships | 3,434.37 | 6,000.00 | (2,565.63) | 57.24% |
| Raffles | 169.00 | 2,700.00 | (2,531.00) | 6.26% |
| 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 | 681.93 | 2,000.00 | (1,318.07) | 34.10% |
| Total Scholarship Expenses | 19,760.30 | 27,200.00 | (7,439.70) | 72.65% |
| Total Expense | 142,470.56 | 152,440.00 | (9,969.44) | 93.46% |
| Net Profit (Loss) | 2,163.08 | (36,524.00) | 38,687.08 | -5.92% |

WMCA
Profit & Loss Budget vs. Actual
April 30, 2019

| | Actual May'18 - Apr'19 | Budget May '18-April '19 | \$ Under/Over Budget | % of Total |
|--------------------------------|---------------------------|-----------------------------|-------------------------|----------------|
| Income | | | | |
| Advanced Academy | 19,675.00 | 16,875.00 | 2,800.00 | 1.17 |
| Conference | 72,607.93 | 62,500.00 | 10,107.93 | 1.16 |
| Dues | 25,865.00 | 24,000.00 | 1,865.00 | 102.00 |
| Money Market Savings Interest | 17.82 | 36.00 | (18.18) | 0.50 |
| NCI Lodging | 0.00 | 1,600.00 | (1,600.00) | 0.00 |
| NCI Surplus | 13,463.39 | 0.00 | 13,463.39 | |
| Region IX Dinner | 1,720.00 | 900.00 | 820.00 | 1.91 |
| Scholarship Income | 11,284.50 | 10,005.00 | 1,279.50 | 1.13 |
| Total Income | 144,633.64 | 115,916.00 | 28,717.64 | 124.77% |
| Transfer to Savings | 0.00 | 0.00 | 0.00 | |
| Expense | | | | |
| Academy Sessions | 12,334.77 | 12,250.00 | 84.77 | 1.01 |
| Annual Conference | 83,767.90 | 82,100.00 | 1,667.90 | 1.02 |
| Board Expenses | 16,907.76 | 21,460.00 | (4,552.24) | 0.79 |
| Communication Expenses | 1,026.16 | 1,080.00 | (53.84) | 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 | 600.00 | 1,800.00 | (1,200.00) | 111.00 |
| Miscellaneous Expenses | 6,073.67 | 6,050.00 | 23.67 | 1.00 |
| Scholarship Expenses | 19,760.30 | 27,200.00 | (7,439.70) | 0.73 |
| Total Expense | 142,470.56 | 154,440.00 | (11,969.44) | 92.25% |
| Net Profit (Loss) | 2,163.08 | (38,524.00) | 40,687.08 | 32.52% |

WMCA
Balance Sheet
As of May 31, 2019

Assets

Current Assets

| | |
|-------------------|-------------------|
| Checking | 42,775.37 |
| Savings | 35,933.27 |
| Western Annuity | 50,000.00 |
| Total Cash | <u>128,708.64</u> |

| | |
|-----------------------------|-------------------|
| Total Current Assets | <u>128,708.64</u> |
|-----------------------------|-------------------|

| | |
|---------------------|--------------------------|
| Total Assets | <u><u>128,708.64</u></u> |
|---------------------|--------------------------|

Liabilities & Equity

EQUITY

| | |
|------------------------|-------------------|
| Opening Balance Equity | 97,385.88 |
| Retained Earnings | 9,704.37 |
| Net Income | 21,618.39 |
| Total Equity | <u>128,708.64</u> |

| | |
|---------------------------------------|--------------------------|
| Total Liabilities & Equity | <u><u>128,708.64</u></u> |
|---------------------------------------|--------------------------|

WMCA
Profit & Loss Budget vs. Actual
May 31, 2019

| | <u>Actual</u> May '19 | <u>Budget</u> May '19 - Apr '20 | <u>\$ Under/Over</u> Budget | <u>% of Total</u> |
|--------------------------------|--------------------------|------------------------------------|--------------------------------|-------------------|
| Income | | | | |
| Advanced Academy | 0.00 | 18,125.00 | (18,125.00) | 0.00 |
| Conference | 0.00 | 79,750.00 | (79,750.00) | 0.00 |
| Dues | 21,660.00 | 26,250.00 | (4,590.00) | 102.00 |
| Savings Interest | 1.51 | 20.00 | (18.49) | 0.08 |
| NCI Lodging | 0.00 | 0.00 | 0.00 | #DIV/0! |
| Region IX Dinner | 320.00 | 1,500.00 | (1,180.00) | 0.21 |
| Scholarship Income | 5.43 | 10,000.00 | (9,994.57) | 0.00 |
| Total Income | 21,986.94 | 135,645.00 | (113,658.06) | 16.21% |
| Transfer to Savings | | | 0.00 | |
| Expense | | | | |
| Academy Sessions | 0.00 | 12,500.00 | (12,500.00) | 0.00 |
| Annual Conference | (50.00) | 80,600.00 | (80,650.00) | (0.00) |
| Board Expenses | (54.72) | 22,015.00 | (22,069.72) | (0.00) |
| Communication Expenses | 0.00 | 1,280.00 | (1,280.00) | 151.00 |
| Future Conference Site Deposit | 0.00 | 5,000.00 | (5,000.00) | 0.00 |
| IIMC | 0.00 | 2,380.00 | (2,380.00) | 111.00 |
| Miscellaneous Expenses | 473.27 | 6,370.00 | (5,896.73) | 0.07 |
| Scholarship Expenses | 0.00 | 21,800.00 | (21,800.00) | 0.00 |
| Total Expense | 368.55 | 151,945.00 | (151,576.45) | 0.24% |
| Net Profit (Loss) | 21,618.39 | (16,300.00) | 37,918.39 | 15.97% |



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

May 01, 2019 through May 31, 2019
 Account Number: **000001851443431**

00116543 DRE 702 210 15219 NNNNNNNNNN 1 000000000 61 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



CHECKING SUMMARY

Chase BusinessSelect Checking

| | INSTANCES | AMOUNT |
|--------------------------|-----------|--------------------|
| Beginning Balance | | \$37,927.76 |
| Deposits and Additions | 12 | 5,699.81 |
| Checks Paid | 2 | -239.60 |
| Electronic Withdrawals | 2 | -612.60 |
| Ending Balance | 16 | \$42,775.37 |

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

DEPOSITS AND ADDITIONS

| DATE | DESCRIPTION | PPD ID | AMOUNT |
|-------------------------------------|--|--------------------|-------------------|
| 05/01 | Square Inc 190501P2 | PPD ID: 9424300002 | \$38.45 |
| 05/06 | Deposit | | 675.00 |
| 05/06 | Paypal Transfer | PPD ID: Paypalsd11 | 842.37 |
| 05/07 | Paypal Transfer | PPD ID: Paypalsd11 | 735.09 |
| 05/09 | Amznfuqjrzv Amazonsmil 4985Bd6A9Wxfgr CCD ID: 9215319235 | | 5.43 |
| 05/13 | Deposit | | 833.00 |
| 05/13 | Paypal Transfer | PPD ID: Paypalsd11 | 447.78 |
| 05/20 | Paypal Transfer | PPD ID: Paypalsd11 | 404.07 |
| 05/21 | Deposit | | 915.00 |
| 05/23 | Square Inc 190523P2 | PPD ID: 9424300002 | 72.22 |
| 05/30 | Deposit | | 429.72 |
| 05/31 | Paypal Transfer | PPD ID: Paypalsd11 | 301.68 |
| Total Deposits and Additions | | | \$5,699.81 |



CHECKS PAID

| CHECK NO. | DESCRIPTION | DATE PAID | AMOUNT |
|--------------------------|-------------|-----------|-----------------|
| 1216 ^ | | 05/06 | \$100.00 |
| 1217 ^ | | 05/23 | 139.60 |
| Total Checks Paid | | | \$239.60 |

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 |
|-------------------------------------|--|-----------------|
| 05/02 | Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000 | \$456.52 |
| 05/02 | Bk of Amer VI/Mc Online Pmt Ckf510751661POS CCD ID: 9500000000 | 156.08 |
| Total Electronic Withdrawals | | \$612.60 |

DAILY ENDING BALANCE

| DATE | AMOUNT | DATE | AMOUNT | DATE | AMOUNT |
|-------|-------------|-------|-----------|-------|-----------|
| 05/01 | \$37,966.21 | 05/09 | 39,511.50 | 05/23 | 42,043.97 |
| 05/02 | 37,353.61 | 05/13 | 40,792.28 | 05/30 | 42,473.69 |
| 05/06 | 38,770.98 | 05/20 | 41,196.35 | 05/31 | 42,775.37 |
| 05/07 | 39,506.07 | 05/21 | 42,111.35 | | |

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 \$40,442.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$76,218.00. 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 | 4 |
| Deposits / Credits | 12 |
| Deposited Items | 31 |
| Transaction Total | 47 |

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



May 01, 2019 through May 31, 2019
Account Number: **000001851443431**

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

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

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

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

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



JPMorgan Chase Bank, N.A. Member FDIC

2:27 PM

06/04/19

WMCA
Reconciliation Summary
Chase Checking, Period Ending 05/31/2019

| | <u>May 31, 19</u> |
|-----------------------------------|-------------------|
| Beginning Balance | 37,927.76 |
| Cleared Transactions | |
| Checks and Payments - 5 items | -902.20 |
| Deposits and Credits - 32 items | 5,749.81 |
| Total Cleared Transactions | <u>4,847.61</u> |
| Cleared Balance | <u>42,775.37</u> |
| Register Balance as of 05/31/2019 | 42,775.37 |
| Ending Balance | 42,775.37 |

Register: Chase Checking

From 05/01/2019 through 05/31/2019

Sorted by: Date and Order Entered

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|------------------------|--------------------------|--------------------|---------|---|---------|-----------|
| 05/01/2019 | | | -split- | The Square | X | | 38.45 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | The Square | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | Deposit- Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | ACH - Reverse... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | Deposit - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | Deposit - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | Deposit - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | ACH - Reverse... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | PayPal - Rever... | X | | 0.00 | 37,203.61 |
| 05/01/2019 | | | -split- | Deposit - Rever... | X | | 0.00 | 37,203.61 |
| 05/04/2019 | | | -split- | Deposit | X | | 675.00 | 37,878.61 |
| 05/06/2019 | | | -split- | PayPal | X | | 842.37 | 38,720.98 |
| 05/07/2019 | | | -split- | PayPal | X | | 735.09 | 39,456.07 |
| 05/09/2019 | | Amazon Smiles | Scholarship Income:Do... | Amazon Smiles | X | | 5.43 | 39,461.50 |
| 05/10/2019 | | | -split- | Deposit | X | | 833.00 | 40,294.50 |
| 05/13/2019 | | | -split- | PayPal | X | | 447.78 | 40,742.28 |
| 05/20/2019 | | | -split- | PayPal | X | | 404.07 | 41,146.35 |
| 05/21/2019 | | | -split- | Deposit | X | | 915.00 | 42,061.35 |
| 05/22/2019 | 1217 | City of Woodland | -split- | | 139.60 | X | | 41,921.75 |
| 05/23/2019 | | Void #1150 to Miss ... | ANNUAL CONFERE... | Void check #1... | X | | 50.00 | 41,971.75 |
| 05/23/2019 | | | -split- | The Square | X | | 72.22 | 42,043.97 |
| 05/31/2019 | | | -split- | Deposit | X | | 429.72 | 42,473.69 |
| 05/31/2019 | | | -split- | PayPal | X | | 301.68 | 42,775.37 |



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

May 01, 2019 through May 31, 2019
Account Number: **000003366074280**

00046152 DRE 702 210 15219 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**



SAVINGS SUMMARY

Chase Business Select High Yield Savings

| | INSTANCES | AMOUNT |
|--|-----------|--------------------|
| Beginning Balance | | \$35,931.76 |
| Deposits and Additions | 1 | 1.51 |
| Ending Balance | 1 | \$35,933.27 |
| Annual Percentage Yield Earned This Period | | 0.05% |
| Interest Paid This Period | | \$1.51 |
| Interest Paid Year-to-Date | | \$7.37 |

TRANSACTION DETAIL

| DATE | DESCRIPTION | AMOUNT | BALANCE |
|-------|--------------------------|-------------|--------------------|
| | Beginning Balance | | \$35,931.76 |
| 05/31 | Interest Payment | 1.51 | 35,933.27 |
| | Ending Balance | | \$35,933.27 |

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

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

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

2:25 PM

06/04/19

WMCA
Reconciliation Summary
Chase Savings, Period Ending 05/31/2019

| | <u>May 31, 19</u> |
|-----------------------------------|-------------------------|
| Beginning Balance | 35,931.76 |
| Cleared Transactions | |
| Deposits and Credits - 1 Item | <u>1.51</u> |
| Total Cleared Transactions | <u>1.51</u> |
| Cleared Balance | <u><u>35,933.27</u></u> |
| Register Balance as of 05/31/2019 | 35,933.27 |
| Ending Balance | 35,933.27 |

2:25 PM
06/04/19

WMCA
Reconciliation Detail
Chase Savings, Period Ending 05/31/2019

| Type | Date | Num | Name | Clr | Amount | Balance |
|-----------------------------------|------------|-----|------|-----|--------|-----------|
| Beginning Balance | | | | | | 35,931.76 |
| Cleared Transactions | | | | | | |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 05/31/2019 | | | X | 1.51 | 1.51 |
| Total Deposits and Credits | | | | | 1.51 | 1.51 |
| Total Cleared Transactions | | | | | 1.51 | 1.51 |
| Cleared Balance | | | | | 1.51 | 35,933.27 |
| Register Balance as of 05/31/2019 | | | | | 1.51 | 35,933.27 |
| Ending Balance | | | | | 1.51 | 35,933.27 |

WMCA

6/4/2019 2:28 PM

Register: Chase Savings

From 05/01/2019 through 05/31/2019

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|-------------|---------------|--------------|-------------------------|-------------|----------------|----------|----------------|----------------|
| 05/31/2019 | | | Money Market Savings... | Interest | | X | 1.51 | 35,933.27 |

gina anderson

From: Jill Boltz <JillB@KitsapTransit.com>
Sent: Monday, April 15, 2019 11:37 AM
To: gina anderson
Subject: RE: Wild Apricot

I think this is what you are referring to and I think that sounds like a reasonable plan.

2. Stay with a third-party payment system and defer the fee

If you have a renewal coming up before July 2, you could defer paying the fee by renewing before July 2 and pre-paying for 1 or 2 years. The Payment System Servicing Fee will not be added to your plan price until your next renewal after July 2. There's also a 10% discount off your plan price for pre-paying 1 year, or a 15% discount for pre-paying 2 years.

Jill A. Boltz, MMC

Kitsap Transit / Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337
360.478.6230

From: gina anderson [mailto:andersong@ci.woodland.wa.us]
Sent: Monday, April 15, 2019 11:19 AM
To: Jill Boltz
Subject: Wild Apricot

Jill,
I believe I read that if you pay your Wild Apricot bill before the expiration date that you can continue to use your current payment processing. What do you think about doing that? We could continue using PayPal and have another year to let them work out any kinks that appear or look for another web site provider who won't hijack us into using their payment processing.
Think about it.
Gina

gina anderson

From: Wild Apricot Team <noreply@wildapricot.com>
Sent: Wednesday, May 8, 2019 9:17 AM
To: gina anderson
Subject: Reminder: Important billing update from Wild Apricot

Wild Apricot - Membership Management Software



Hi Gina,

This is a reminder of the notification we sent you in February about the Payment System Servicing Fee we're introducing on July 2 for paid plans. **You will not be charged this fee if you use Wild Apricot Payments as your online payment system.**

The fee will only apply to paid accounts that use a third-party online payment system — these accounts will have a 20% fee added to their billing plan.

Currently, this fee may apply to one or more of your Wild Apricot accounts, and so a 20% fee may be added to each billing plan on the next renewal on or after July 2. However, if you switch to Wild Apricot Payments, this fee will no longer apply.

If you want to learn more about switching to Wild Apricot Payments, you can watch this on-demand webinar run by our Wild Apricot Coaches:

Choosing and Setting up Your Payment System

[Click here to watch the webinar](#)

You can also [see this page](#) for more information about the fee.

In the meantime, you can reach out to our Support team with any questions about Wild Apricot Payments or how to switch your payment system, by emailing support@wildapricot.com

May 9, 2019

AMZNFUQQJRZV AmazonSmil 4985BD6A9WCFGNR CCD ID:
9215319235

ACH
credit

\$5.43

WESTERN UNITED LIFE ASSURANCE COMPANY

April 26, 2019

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-0100

**WESTERN UNITED LIFE ASSURANCE COMPANY
ANNUITY CONTRACT ANNIVERSARY REPORT**
For Period Beginning 04/20/2018 and Ending 04/20/2019
Transactions after 04/20/2019 are not included.

| | |
|--------------------------------|---------------|
| Contract Number | WU00129119 |
| Annuitant(s) | Gina Anderson |
| Plan Name | Discovery 5 |
| Qualifier | NQA |
| Contract Effective Date | 04/20/2017 |
| Contract Anniversary Dt | 04/20/2019 |
| Current Interest Rate | 2.80% |
| Begin Annuity Value | \$51,400.00 |
| Begin Net Surr Value | \$48,341.70 |
| Premium Payments | \$0.00 |
| Interest Earned | \$1,439.20 |
| Withdrawals | \$0.00 |
| Surr Charges | \$0.00 |
| End Annuity/Death Value | \$52,839.20 |
| End Net Surr Value | \$50,144.40 |

We are pleased to provide you with friendly, quality service. If you have any questions, you may contact your producer Rockett and Son at 360.942.3477, our office or visit our website at ManhattanLife.com anytime to access your annuity contract information.

Contract Administration

Annuity Operations
929 W Sprague Ave
PO Box 2290
Spokane WA 99210-2217

Phone: 509.835.2500
Toll Free: 800.247.2045
Fax: 509.835.3190
AnnuityServices@wula.com



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 2019-2021
 Period: March - May 2019

| | | | |
|---------------------------------|------------------|-----------------------|------------------|
| Beginning Points Balance | | | 22,331.85 |
| Date/Desc/Points Earned | 1st Month | March 10, 2019 | 0.00 |
| | 2nd Month | April 10, 2019 | 0.00 |
| | 3rd Month | May 10, 2019 | 0.00 |
| | | | |
| 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: PRESIDENT
 Period: MARCH THRU May 2019

| | | | |
|-------------------------|-------|--------------------------|----------|
| | | Beginning Points Balance | 27739.57 |
| Date/Desc/Points Earned | March | | 1567.91 |
| | April | | 452.94 |
| | May | | 88.73 |
| | | | |
| | | | |
| | | Subtotal Point Earned | 2109.58 |
| Date/Desc/Points Used | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Subtotal Point Used | 0 |
| | | Balance of Points | 29849.15 |

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: JODI WYCOFF

Position: CONFERENCE PLANNING CO-CHAIR

Period: March - April 2019

| | | | |
|-------------------------|-------|--------------------------|--------|
| | | Beginning Points Balance | 0 |
| Date/Desc/Points Earned | March | | 456.52 |
| | | | |
| | | | |
| | | | |
| | | Subtotal Point Earned | 456.52 |
| Date/Desc/Points Used | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Subtotal Point Used | 0 |
| | | Balance of Points | 456.52 |

Paula Swisher

From: Kay Kammer <Kay.Kammer@cityofbg.org>
Sent: Friday, April 12, 2019 3:14 PM
To: Paula Swisher
Subject: WMCA Secretary job description
Attachments: Secretary Job Description.docx

Hi there – food for thought.

Hope all is well. I attached the job description (wow-didn't realize this was last updated in 2009) with some highlights of things I have asked about.

1. Section 6. Since I have been Secretary (and I think during Liz too) the President through the host clerk for the meeting arranges the room, lunch and refreshments and those staying, find their own lodging. I added if assigned to do so by the President, just in case someone in the future wants to delegate.
2. Section 12. b. Kept by Treasurer
 - c. Treasurer currently maintains but have no idea what is really means
3. Section 13. The Treasurer provides records to the Audit Committee.

Thanks,
Kay

Kay Kammer MMC
Administrative Services Manager
City Clerk / Court Administrator
109 SW 1st St., Suite 221
Battle Ground, WA 98604
360.342.5008 direct
360.342.5050 fax
www.cityofbg.org

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NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

Secretary

The duties of the Secretary shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
 - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
 - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
 - c. Assuming the responsibilities of the Chair in his/her absence;
 - d. If the Chair resigns, serve in that position until the President appoints a new chair
 - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
 - f. Ensure Committee Chair prepares certificates for committee members.
3. Keep an accurate record of the minutes of the WMCA Annual Business and Executive Committee meetings and email the minutes to the Executive Committee within 45 days after the meeting for approval. Upon approval of the minutes submit to the Webmaster.
4. Provide copies of the prior year's Annual Business meeting minutes to the President for inclusion in the annual business meeting packet.
5. Send a roster of officers to IIMC, Region IX Directors, WFOA, WMTA and to the presidents of other state associations within Region IX.
6. Make arrangements for the meetings of the Executive Committee (e.g., location, meeting room, meals, and lodging options) if assigned to do so by the President. Mail notices to the Executive Committee at least seven (7) days prior to their next scheduled meeting. Notices may be mailed electronically but only if the Secretary confirms all Executive Committee Members have received it (per WMCA by-laws).
7. Send all approved and signed minutes of the Annual Business meeting to the Historical Committee Chair to be included as part of the historical record of WMCA.
8. Keep WMCA by-laws current. Make available to all members upon request and assure the current version is on the WMCA website.
9. Prepare resolutions as requested by the Executive Committee or the membership. Submit approved resolutions to the Webmaster to be published on the website.
10. Conduct WMCA correspondence as necessary.
11. Send a notice of the Annual Business meeting to each member and Webmaster no less than twenty (20) days prior to the date of the meeting.

- 12. The Association shall keep at the regular business office of its Secretary and/or Treasurer, at a minimum, the following documents in the form of a record (corporate records);
 - a. Current articles and bylaws;
 - b. A list of members, including names, addresses, and classes of membership, for the last five years (Treasurer currently maintains these records);
 - c. Correct and adequate statements of accounts and finances (Treasurer currently maintains these records);
 - d. A list of officers' and directors' names and addresses;
 - e. Minutes for the proceedings of the members, if any, the board, and any official minutes which may be maintained by committees of the board.
- 13. Secretary or designee shall transmit copies of the corporate records to the Audit Committee Chair for the annual audit of the Association's corporate records which shall occur each year as soon as practical after April 30.
- 14. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
- 15. Retain electronic copies of WMCA policies, Executive Committee job descriptions and Committee job descriptions.

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Paula Swisher

From: Andy Meyer, AICP <andym@awcnet.org>
Sent: Wednesday, June 05, 2019 3:48 PM
To: Paula Swisher
Cc: Dee Roberts
Subject: Thanks and offer

Hi Paula;

Now that the AWC Small City Connectors are complete, I wanted to thank you and your team again for "going on the road" with us this year. We had a couple of folks who had to bail at the last minute, but others picked up the gap. We had a good set of five discussions about the role of the Clerks Association in helping to get the resources that clerks need to function in their position, and the need for electeds to let their clerks get training!

I'd like to follow up at some future point about what other services AWC could offer in getting the word out about training, membership in WMCA, and the role of the clerk in good municipal government. Maybe Dee and I can brainstorm at our conference in Spokane and we can forward some thoughts.

As a start, I'd like to offer our graphic/communications team assistance if you'd like to update your general brochure or other communication tools. We've done this for other groups we work with and would be glad to do the same for WMCA.

Let me know if you have any other thoughts, and thanks again!

Andy

Andy Meyer, AICP
Special Projects Coordinator
Association of Washington Cities
1076 Franklin St SE Olympia, WA 98501-1346
(360) 753-4137 (office)
(800) 562-8981 (toll free)
andym@awcnet.org

Register now for AWC's [Annual Conference](#). City leaders from across Washington will converge in Spokane June 25-28 to network, learn, and be inspired.

Disclaimer: Documents and correspondence are available under RCW 42.56. This e-mail may be disclosable to a third-party requestor.

Paula Swisher

From: Casi Watterson <casi_abcforms@live.com>
Sent: Thursday, March 21, 2019 2:43 PM
To: Paula Swisher
Subject: Conference Misconduct

Hi again Paula,

I wanted to reach out one more time and say thank you for giving me the opportunity to talk with you today since it was not a deserved or an earned opportunity. I apologize greatly that I have conducted myself the way that I have over the last 3 years.

From 2016, when I took over, I should have done things differently and with confidence in myself and in ABC Forms instead of following the previous owner's (ie. my grandfather) lead. I am embarrassed that I created the idea that I did not want to fully take part in the conference because it is indeed important to me. My work is not only what I do, it is my livelihood and a business in which I own. My name is on it and I want to be proud of the reputation that is associated with it.

I work hard to create and maintain relationships with my customers, which I enjoy doing. Not many people can say they love what they do, and I am blessed to be able to say that. I meant it 100% when I said I would give the conference and those attending my complete and full attention if I am given the opportunity to participate in the future. I am disappointed with myself for not taking full advantage of building a positive reputation at the conferences as these are the only conferences I have attended since taking over. I truly appreciate what you guys put into it. It is an opportunity that should not be taken lightly, or taken advantage of.

Thank you again for taking the time to talk with me this morning and I will call you the last week of June.

On a personal note Paula, I hope that playing catch up is going good for you after being sick, that is never easy.

Casi Watterson | Owner
ABC Forms
Cell (509) 306-0205 | Toll Free (888) 457-2216
Fax (509) 925-2166





Visit Spokane

601 West 1st Ave, Suite 1000
Spokane, WA 99201
USA

<https://www.visitspokane.com/>

Holly Allen

National Accounts Sales Manager

hallen@visitspokane.com
o. 509-321-6442

Spokane Proposal for: International Institute of Municipal Clerks

Meeting Name | 2024 Annual Conference

Chris Shalby

International Institute of Municipal Clerks



Welcome Chris!

I'm delighted to have your group discover Spokane, the capital of the Intermountain Northwest. Spokane provides a vibrant metropolitan center to host your program.

In Spokane, it's about time. This destination is perfectly suited to inspire, engage, learn and grow. It's so easy, you'll find time to do it all. Getting around is easy. You'll discover walkable, sunny excursions after meetings, comfortable hotels with delightful amenities, and local flavor from inspired chefs and wineries.

I look forward to following-up on this with a conversation, Chris. Spokane appreciates every group is different, and I look forward to hearing your ideas and designing a meeting that creates a great result for your group. - Holly

Holly Allen

National Accounts Sales
Manager
at Visit Spokane

509-321-6442 Office

[Email Me](#) - [Website](#)



Spokane, WA



Supplemental Information

- [5.10.19 IIMC Annual Conference.pdf](#)
- [2109_specialevent_onesheet_final_hyperlinks-compressed.pdf](#)
- [Attendees over 1000.xlsx](#)
- [DOC.pdf](#)
- [IIMC Conference in Spokane Support - Pullman PD.pdf](#)
- [Services_Guide-compressed.pdf](#)
- [Visit Spokane Convention Services One Sheet.pdf](#)

MEETING SPACE FOR YOUR EVENT

Spokane Convention Center



Total Meeting Space

Area

300,000 sq. ft. of meeting and event space

Downtown Spokane

- 120,000 sq.ft. exhibit hall
- 40 breakout rooms, three ballrooms
- 2,600 seat theater
- Two connected hotels, total of 1,100+ guest rooms
- 3,300 guest rooms within eight blocks
- Steps away from the Spokane River and 40-mile Centennial Trail
- 80+ restaurants within eight blocks

[Details](#)

Travel



Spokane International Airport:

- Ranked one of the Top 10 most efficient airports in the US
- 130+ daily flights with 29 direct & continuing flights
- Within 10 minutes of downtown Spokane
- Quick security checkpoint and baggage claim
- Easy access to hotel shuttles, Uber, Lyft, & Taxis
- 370 Domestic Connections
- 65 International Connections
- Located on I-90
- 18 miles from Idaho

Spokane Convention Center Space & Catering Package

The Spokane Convention Center currently has meeting & event space available to accommodate your specifications over the dates of May 18 - May 22, 2024.

Discounted Rate

Minimum Block Fulfillment

COMPLIMENTARY

2,258

The meeting and exhibit hall space at the Spokane Convention Center is being offered **COMPLIMENTARY** based upon actualizing a minimum of **2,258** total paid room nights. Changes to the aforementioned program and/or failure to meet the minimum requirements may result in increased facility rental.

Spokane Convention Center Proposal

[➤ Proposal IIMC 2024 - cc.pdf](#)

LODGING FOR YOUR EVENT

Host Facilities

Based on your group's needs for this event, the following hotels have event space and room block options available for your attendees.

| Hotel Room Block Options | 2024 Dates | Room Rates | Peak Block | Total Rooms |
|--|-----------------|------------|------------|-------------|
| The Davenport Grand, a Marriott Autograph Collection Hotel | May 15 - May 23 | \$149.00 | 400 | 1919 |
| DoubleTree by Hilton Spokane City Center | May 15 - May 23 | \$159.00 | 50 | 237 |
| Ruby River Hotel | May 15 - May 23 | \$159.00 | 50 | 250 |

- Applicable state and local taxes will be applied at the time of check in.

Local Transportation



Step off the plane and navigate through the terminals and baggage claim quickly and stress free. In Spokane, you don't waste your valuable time sitting in traffic. Once you're here, getting around is simple. Not only is our city walkable and easy to explore by foot, but between public transportation, taxis and ride shares, and car rental services, you can find something that works for your trip.

[Details](#)

The Davenport Grand, a Marriott Autograph Collection Hotel



Rooms

Total Meeting Space

Area

716 guest rooms and suites

62,500 square feet

Downtown Spokane

- Skywalk connection to the Spokane Convention Center
- 900 covered parking spaces
- On-site state of the art fitness center, restaurants and lounge, business center and lobby espresso bar

[Details](#)

The Davenport Grand Proposal

> [Grand Proposal IIMC 20204.pdf](#)

> [Grand IIMC Questionnaire .xlsx](#)

Dining



When you come to Spokane, come hungry. This foodie paradise will tempt you with every type of cuisine and all of the latest food trends. The many local chefs dedicated to culinary craft and excellence are helping to make a name for Spokane on the national food scene. Chef-driven restaurant concepts cover everything from tacos and beer to upscale dining and weekend brunch. And it's not all about trends either. In Spokane, it's more about using skills and passion to create truly memorable meals. Chefs embrace old-world techniques for modern applications, and the opposite is true too.

[Details](#)

DoubleTree by Hilton Spokane City Center



Rooms

Total Meeting Space

Area

381 guest rooms and suites

21,000 square feet

Downtown Spokane

- Directly connected to the Spokane Convention Center Exhibit Hall
- Riverfront Park and Centennial Trail just outside the door
- Airport shuttle service
- Hilton Honors Points
- The only Green Seal Certified Bronze Hotel in Spokane and Eastern Washington

[Details](#)

DoubleTree by Hilton Proposal

[Doubletree_proposal IIMC 20204.pdf](#)

[DoubleTree IIMC-Questionnaire.xlsx](#)

Hiking



With so many paths from which to choose, how do you decide? Luckily, many hikes in the area will accommodate all types of boot-clad bipeds, from the casual walker looking to fill their lungs with fresh air to the rugged enthusiast who loves to sweat while scrambling over shifty rocks.

[Details](#)

Riverfront Park



Riverfront Park is virtually unavoidable when in Spokane, and for good reason! The park was designed for Expo '74 and encompasses several points of interest. You won't miss the 155-foot Great Northern Clocktower and a short walk across a suspension bridge will place you on the beautiful island called snxw mene? in the indigenous Salish language.

Ruby River Hotel



Rooms

245

Total Meeting Space

3,000 square feet

- Downtown area
- Property access to the Centennial Trail with a great view of the river
- Complimentary onsite parking and airport service
- High speed Wi-fi
- Walking distance to Gonzaga University campus

[Details](#)

Ruby River Hotel Proposal

 [Ruby River Proposal IIMC 2024.pdf](#)

 [Ruby River IIMC Questionnaire .xlsx](#)

SKYRIDE



Kids of all ages will be thrilled with a SkyRide at Riverfront Park and can observe the Spokane River Falls from a gondola high above the water. Each gondola can fit up to six people and are ADA compliant. The ideal time to take the SkyRide is when the rushing water is at its peak from March through June.

Spokane Falls



Spokane's pride and joy, the Spokane Falls roar right through downtown and cascade over a series of waterfalls. That makes it a top choice if you're looking for a picturesque walk, unique photo, or a sensory afternoon of classic northwest scenery.



2024 IIMC Annual Conference



UNIQUE

Our unique atmosphere is accentuated by magnificent views framed by our floor to ceiling windows capturing our *Near nature, Near perfect locale.*

FRIENDLY

Our staff's friendly "can-do" attitude makes doing business with us easy and enjoyable. Our vision is to create event experiences that make our guests say "WOW!"

FLEXIBLE

The Spokane Convention Center contains a variety of flexible spaces that can be customized to suit any occasion. Whether you are planning a board meeting, banquet dinner or a convention ... there is a place for you!





Spokane Convention Center Proposal

Account: #00001499

Event: #32661

March 27, 2019

Chris Shalby

IIMC - International Institute of Municipal Clerks

8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730

Thank you for the opportunity to present a proposal for the IIMC 2024 Annual Conference. Below is a proposed layout of your event at the Spokane Convention Center. We are very excited at the possibility of hosting your event so please let us know what we can do to earn your business!

IIMC 2024 Annual Conference (32661)

Estimated Attendance: 800

| Premises | Times | Usage | Comment | Amount |
|-------------------------------|---------------------|-----------------|------------------|--------|
| Saturday, May 18, 2024 | | | | |
| Ballroom 100ABC | 7:00 am to 11:59 pm | Exhibits | 25,250 sq. ft. | |
| Room 101 | 7:00 am to 11:59 pm | Meal Function | 500 sq. ft. | |
| Room 102ABC | 7:00 am to 11:59 pm | Meeting | 1,500 sq. ft. | |
| Room 103 | 7:00 am to 11:59 pm | Registration | 550 sq. ft. | |
| Room 201A | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 201B | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 201C | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 202AB | 7:00 am to 11:59 pm | Meal Function | 1,000 sq. ft. | |
| Room 206A | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206B | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206C | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206D | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Sunday, May 19, 2024 | | | | |
| Ballroom 100ABC | 7:00 am to 11:59 pm | Exhibits | 25,250 sq. ft. | |
| Ballroom 111ABC | 7:00 am to 11:59 pm | General Session | 13,500 sq. ft. | |
| Conference Theater | 7:00 am to 11:59 pm | Breakout | 270-seat theater | |
| Room 103 | 7:00 am to 11:59 pm | Registration | 550 sq. ft. | |
| Room 201A | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 201B | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 202A | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 202B | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 202C | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 205 | 7:00 am to 11:59 pm | Breakout | 1,450 sq. ft. | |
| Room 206A | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206B | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206C | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206D | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 207 | 7:00 am to 11:59 pm | Meal Function | 1,450 sq. ft. | |
| Roof Deck | 7:00 am to 11:59 pm | Reception | 7,200 sq. ft. | |
| Monday, May 20, 2024 | | | | |
| Ballroom 100ABC | 7:00 am to 11:59 pm | Exhibits | 25,250 sq. ft. | |
| Ballroom 111ABC | 7:00 am to 11:59 pm | General Session | 13,500 sq. ft. | |
| Conference Theater | 7:00 am to 11:59 pm | Breakout | 270-seat theater | |
| Room 101 | 7:00 am to 11:59 pm | Meal Function | 500 sq. ft. | |
| Room 102A | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 102B | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |



Spokane Convention Center Proposal

Account: #00001499
 Event: #32661
 March 27, 2019

| Premises | Times | Usage | Comment | Amount |
|---|---------------------|-----------------|------------------|--------|
| Monday, May 20, 2024 (Continued) | | | | |
| Room 102C | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 103 | 7:00 am to 11:59 pm | Registration | 550 sq. ft. | |
| Room 201A | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 201B | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 201C | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 202A | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 202B | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 202C | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 203 | 7:00 am to 11:59 pm | Meeting | 750 sq. ft. | |
| Room 205 | 7:00 am to 11:59 pm | Breakout | 1,450 sq. ft. | |
| Room 206A | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206B | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206C | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206D | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 207 | 7:00 am to 11:59 pm | Breakout | 1,450 sq. ft. | |
| Tuesday, May 21, 2024 | | | | |
| Ballroom 100ABC | 7:00 am to 11:59 pm | Exhibits | 25,250 sq. ft. | |
| Ballroom 111ABC | 7:00 am to 11:59 pm | General Session | 13,500 sq. ft. | |
| Conference Theater | 7:00 am to 11:59 pm | Breakout | 270-seat theater | |
| Room 103 | 7:00 am to 11:59 pm | Registration | 550 sq. ft. | |
| Room 205 | 7:00 am to 11:59 pm | Breakout | 1,450 sq. ft. | |
| Room 206A | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206B | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206C | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206D | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 207 | 7:00 am to 11:59 pm | Breakout | 1,450 sq. ft. | |
| Riverside Lawn | 7:00 am to 11:59 pm | Reception | 9,200 sq. ft. | |
| Wednesday, May 22, 2024 | | | | |
| Ballroom 100AB | 7:00 am to 11:59 pm | Reception | 17,000 sq. ft. | |
| Ballroom 111ABC | 7:00 am to 11:59 pm | General Session | 13,500 sq. ft. | |
| Conference Theater | 7:00 am to 11:59 pm | Breakout | 270-seat theater | |
| Room 101 | 7:00 am to 11:59 pm | Meeting | 500 sq. ft. | |
| Room 103 | 7:00 am to 11:59 pm | Registration | 550 sq. ft. | |
| Room 205 | 7:00 am to 11:59 pm | Breakout | 1,450 sq. ft. | |
| Room 206A | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206B | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206C | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 206D | 7:00 am to 11:59 pm | Breakout | 1,400 sq. ft. | |
| Room 207 | 7:00 am to 11:59 pm | Breakout | 1,450 sq. ft. | |
| Roof Deck | 7:00 am to 11:59 pm | Reception | 7,200 sq. ft. | |



Spokane Convention Center Proposal

Account: #00001499

Event: #32661

March 27, 2019

Space pricing:

The Spokane Convention Center, in partnership with Visit Spokane, agrees to offer the facility rental complimentary based upon:

- Actualize a minimum of 2,258 total paid room nights

The complimentary facility rental includes a \$5.00 per paid room night hotel rebate to assist in getting the rental to zero. Changes to the aforementioned program and/or failure to meet the minimum requirements may result in increased facility rental.

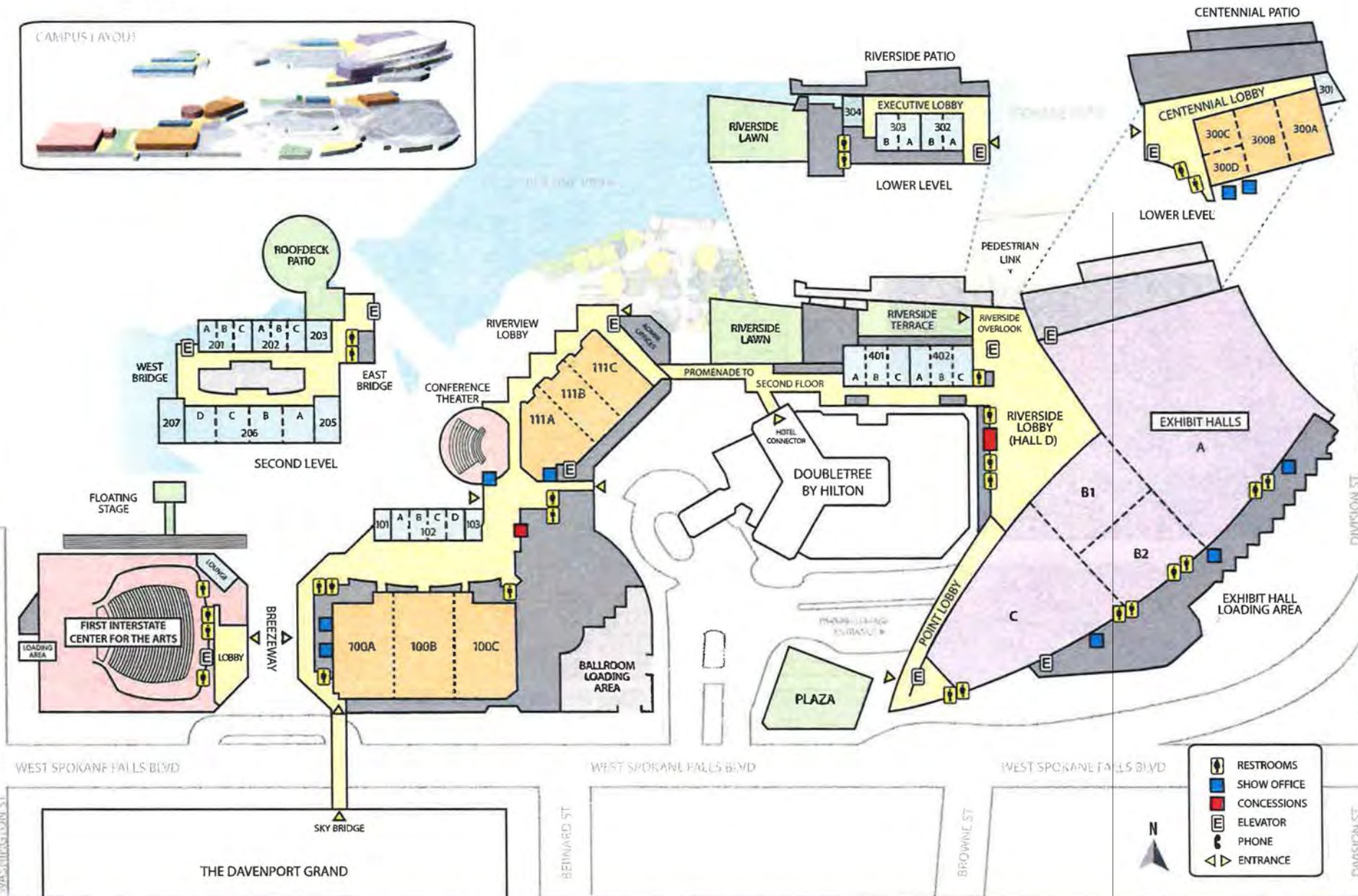


SPOKANE CONVENTION CENTER

CAMPUS LAYOUT



48



- RESTROOMS
- SHOW OFFICE
- CONCESSIONS
- ELEVATOR
- PHONE
- ENTRANCE





SPOKANE CONVENTION CENTER

EXHIBIT HALLS

| ROOM NUMBER | SQUARE FOOTAGE | DIMENSIONS | CEILING HEIGHT | BANQUET | THEATER | CLASSROOM | RECEPTION | 10 X 10 BOOTHS |
|--------------------|----------------|------------|----------------|---------|---------|-----------|-----------|----------------|
| HALL A | 53,470 | 210 x 247 | 30 | 2,470 | 4,463 | 3,000 | 4,463 | 283 |
| HALL B | 21,769 | 120 x 180 | 30 | 1,430 | 3,063 | 1,200 | 3,063 | 117 |
| HALL B1 | 10,529 | 80 x 116 | 30 | 715 | 1,531 | 600 | 1,531 | 51 |
| HALL B2 | 11,240 | 80 x 116 | 30 | 715 | 1,531 | 600 | 1,531 | 51 |
| HALL C | 27,510 | 130 x 210 | 30 | 1,817 | 2,750 | 1,600 | 3,894 | 130 |
| HALL D (RIVERSIDE) | 20,000 | | 22 | 954 | 2,045 | | 2,045 | |
| HALL ABCD | 120,000 | | 30 | 7,709 | 9,750 | 5,800 | 12,556 | 515 |

BALLROOMS

| | | | | | | | | |
|---------|--------|----------|---------|-------|-------|-------|-------|-----|
| 100A | 8,094 | 71 x 114 | 12 - 24 | 530 | 840 | 456 | 900 | 37 |
| 100B | 9,088 | 71 x 128 | 12 - 24 | 570 | 900 | 520 | 900 | 43 |
| 100C | 8,094 | 71 x 114 | 12 - 24 | 530 | 830 | 456 | 900 | 37 |
| 100ABC | 25,276 | | 12 - 24 | 1,630 | 2,525 | 1,483 | 2,700 | 131 |
| 111A | 4,990 | 71 x 88 | 17 - 24 | 304 | 450 | 244 | 525 | 20 |
| 111B | 4,224 | 48 x 88 | 17 - 24 | 296 | 437 | 236 | 475 | 22 |
| 111C | 4,224 | 48 x 88 | 17 - 24 | 296 | 437 | 236 | 475 | 22 |
| 111ABC | 13,438 | | 17 - 24 | 896 | 1,320 | 752 | 1,475 | 71 |
| 300A | 3,865 | 78 x 48 | 20 | 265 | 374 | 230 | 500 | 16 |
| 300B | 3,985 | 78 x 50 | 20 | 265 | 374 | 230 | 500 | 16 |
| 300C | 2,027 | 42 x 48 | 20 | 133 | 186 | 115 | 250 | 8 |
| 300D | 1,939 | 39 x 48 | 20 | 133 | 186 | 115 | 250 | 8 |
| 300ABCD | 12,036 | 78 x 150 | 20 | 796 | 1,120 | 690 | 1,500 | 54 |

MEETING ROOMS

| | | | | | | | | |
|------|-------|-----------|-----|----|-----|----|-----|--|
| 101 | 533 | 20.5 x 26 | 12 | 40 | 50 | 32 | 50 | |
| 102A | 533 | 20.5 x 26 | 12 | 40 | 50 | 32 | 50 | |
| 102B | 533 | 20.5 x 26 | 12 | 40 | 50 | 32 | 50 | |
| 102C | 533 | 20.5 x 26 | 12 | 40 | 50 | 32 | 50 | |
| 102D | 533 | 20.5 x 26 | 12 | 40 | 50 | 32 | 50 | |
| 103 | 568 | 35.5 x 13 | 10 | 40 | 50 | 32 | 50 | |
| 201A | 533 | 20.5 x 26 | 9.5 | 40 | 50 | 32 | 50 | |
| 201B | 533 | 20.5 x 26 | 9.5 | 40 | 50 | 32 | 50 | |
| 201C | 533 | 20.5 x 26 | 9.5 | 40 | 50 | 32 | 50 | |
| 202A | 533 | 20.5 x 26 | 9.5 | 40 | 50 | 32 | 50 | |
| 202B | 533 | 20.5 x 26 | 9.5 | 40 | 50 | 32 | 50 | |
| 202C | 533 | 20.5 x 26 | 9.5 | 40 | 50 | 32 | 50 | |
| 203 | 741 | 28.5 x 26 | 9.5 | 48 | 67 | 40 | 75 | |
| 205 | 1,450 | 29 x 50 | 10 | 80 | 150 | 80 | 160 | |
| 206A | 1,369 | 37 x 37 | 10 | 88 | 145 | 80 | 160 | |
| 206B | 1,369 | 37 x 37 | 10 | 88 | 145 | 80 | 160 | |
| 206C | 1,369 | 37 x 37 | 10 | 88 | 145 | 80 | 160 | |
| 206D | 1,369 | 37 x 37 | 10 | 88 | 145 | 80 | 160 | |
| 207 | 1,450 | 29 x 50 | 10 | 80 | 150 | 80 | 160 | |
| 301 | 760 | | 9.5 | 49 | 49 | 40 | 49 | |
| 302A | 1,015 | 24 x 41 | 14 | 66 | 100 | 66 | 142 | |
| 302B | 1,016 | 24 x 41 | 14 | 66 | 100 | 66 | 142 | |
| 303A | 1,016 | 24 x 41 | 14 | 66 | 100 | 66 | 142 | |
| 303B | 1,015 | 24 x 41 | 14 | 66 | 100 | 66 | 142 | |
| 401A | 1,005 | 39 x 24 | 14 | 64 | 100 | 64 | 137 | |
| 401B | 1,018 | 39 x 25 | 14 | 66 | 100 | 66 | 141 | |
| 401C | 1,028 | 39 x 25 | 14 | 66 | 100 | 66 | 141 | |
| 402A | 1,028 | 39 x 25 | 14 | 66 | 100 | 66 | 142 | |
| 402B | 1,028 | 39 x 25 | 14 | 66 | 100 | 66 | 141 | |
| 402C | 1,018 | 39 x 25 | 14 | 63 | 100 | 63 | 135 | |

THEATER

| | | | | | | | | |
|---------------|-------|--|---------|--|-----|--|--|--|
| CONF. THEATER | 5,782 | | 17 - 24 | | 270 | | | |
|---------------|-------|--|---------|--|-----|--|--|--|

FIRST INTERSTATE CENTER FOR THE ARTS

| | | | | | | | | |
|------------|--------|----------|------|-----|-------|-----|-----|-----|
| AUDITORIUM | 90,560 | | | | 2,609 | | | |
| MUSIC ROOM | 2,500 | 136 x 64 | 15.5 | 150 | 200 | 120 | 200 | |
| LOBBY | | | | | | | | 700 |



BOARD ROOM

| ROOM NUMBER | SQUARE FOOTAGE | CEILING HEIGHT | RECEPTION |
|-------------|----------------|----------------|-----------|
| 304 | 805 | | 49 |

BOARD STYLE

LOBBIES

| | | | |
|--------------------------|--------|----|-------|
| BALLROOM LOBBY | 7,000 | 26 | 500 |
| CONFERENCE THEATER | 4,200 | | 300 |
| THE POINT LOBBY | 5,800 | | 350 |
| RIVERSIDE LOBBY (HALL D) | 20,000 | 22 | 2,045 |
| RIVERSIDE OVERLOOK | 2,506 | | |
| RIVERVIEW LOBBY | 5,180 | | |
| CENTENNIAL LOBBY | 9,240 | | |

OUTSIDE SPACES

| OUTSIDE SPACE | SQUARE FOOTAGE | ROUNDS | RECEPTION |
|----------------------|----------------|--------|-----------|
| ROOF DECK | 7,173 | 260 | 350 |
| RIVERSIDE EVENT LAWN | 9,200 | 520 | 650 |
| RIVERSIDE TERRACE | 5,230 | | 300 |
| RIVERSIDE PATIO | 3,000 | NA | 200 |

NOTE: CAPACITY FIGURES DO NOT ACCOUNT FOR STAGING, DANCE FLOORS OR AUDIO-VISUAL REQUIREMENTS. FINAL SET-UP NUMBER IS SUBJECT TO FIRE MARSHAL APPROVAL.

Spokane Convention Center Proposal

Catering

Our catering is provided exclusively by Centerplate. Centerplate is a leading global event hospitality company that provides world-class hospitality to all of our guests. With focus on fresh, locally-sourced and quality ingredients they will create an unforgettable experience for your event.



Our current F&B service charge is 19%.

Facility Rental Details

INCLUDED IN THE FACILITY RENTAL OF THE SPOKANE CONVENTION CENTER:

- First setup of tables and chairs in meeting space
- Basic event staff for up to 10 hours per day

*Key staffing will be designated by your event manager; any additional staffing/security required may incur additional charges

Lobby Space Utilized:

- Client will receive two (2) complimentary draped registration tables with chairs and 20 amps/2000 watts of electrical service for the entirety of the event
- Additional lobby space utilized may be charged at \$0.45 per square foot used, per day
- Excludes additional setup and/or event staff

The following items are not included in the facility rental price. Charges will be assessed for incidental expenses including, but not necessarily limited to:

- Additional setup (display and exhibit tables and chairs, staging, dance floor, etc.)
- Linens for non-meal functions
- Set changes, wall pulls, etc.
- Audio visual equipment
- Technical services
- Electrical services
- Catering costs
- Additional event and/or security staff

An estimate of additional expenses can be provided upon request and receipt of a detailed agenda.

Setup and equipment for your event will be provided within capacity of available inventory.

Spokane Convention Center Proposal

Concessions

The Spokane Convention Center is pleased to extend the following for your event:

- Complimentary use of interior monitors to display event and/or sponsor information (specific location and number of monitors TBD by Event Manager)
- Two (2) complimentary onsite parking spaces for your event (specific location TBD by Event Manager)

Should you require additional facility information, please feel free to contact me directly or visit our website at www.spokanecenter.com. Thank you again for the opportunity to present a proposal and I look forward to learning more about your event and making any necessary revisions based upon your feedback!

All my best,



Jené Iceberg, CMP
National Sales Manager
Spokane Convention Center
Direct: 509.279.7120
Fax: 509.279.7060
Email jiceberg@spokanepfd.org



**PLEASE COMPLETE AND RETURN BY
MONDAY, JUNE 3, 2019
2024 IIMC ANNUAL CONFERENCE PROPOSAL**

Email by Monday, June 3, 2019 to: Executive Director Chris Shalby at chriss@iimc.com -
Phone: 909-944-4162 • Fax 909-944-8545

Property Name:

The Davenport Grand Hotel
 City: Spokane State/Province: WA
 Country: US
 Contact: Samie Ogilvie
 Phone: 509-791-6014 Fax: 509-791-6932 Email: Kguylinga@thedavenport
hotel.com

1. Using the pattern as described in the Room Block and the Program specifications as outlined, we can accommodate your group on the following days/dates, number of rooms and rates:

| Days/Dates | Number of Rooms | Room Rate |
|------------------------|-----------------|-----------|
| Wednesday – staff only | 8 | \$144 |
| Thursday | 31 | ↓ |
| Friday | 115 | |
| Saturday | 273 | |
| Sunday | 400 | |
| Monday | 318 | |
| Tuesday | 384 | |
| Wednesday | 270 | |
| Thursday – staff only | 20 | |
| Friday – staff only | | |

* rates include a \$5.00 rebate to the Convention Center

2. Please indicate your response to the items listed on our Desired Options.

- a. yes no - Comp meeting space - we will provide comp ^{space for Friday} meetings + ^{Pres} Reception
- b. yes no - No Food and Beverage minimum
- c. yes no - Staff Rooms - up to 10 @ a rate of \$129
- d. yes no - 1/40 comp and cumulative
- e. yes no - Wednesday Evening Reception
- f. yes no - Audio Visual
- g. yes no - (1) Comp president's suite
- h. yes no - (3) Mini suites at the conference rate
- i. yes no - Limo transfers -

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- j. yes no - Comp Health Club
- k. yes no - (26) upgrades - we will offer 15
- l. yes no - 21 day cut off
- m. yes no - Master Account - no deposit
- n. yes no - Reasonable Cancellation & No Attrition Clauses
- o. yes no - Complimentary Internet access - guest rooms and meeting rooms
- p. yes no - Complimentary shuttle/coach service to offsite events
- q. yes no - Sleeping room rates must be quoted sgl/dbl occupancy/run of house
- r. yes no - Sleeping room rates commissionable/rebate of 10 percent - we only pay 2-3 months
- s. yes no - Rate to apply three (3) days pre and post upon availability - we will offer 10-15%
- t. yes no - Complimentary rooms for site planning (approx. June - August 2023) - we will offer 10-15%
- u. yes no - Guarantee lowest group rate in-house - we will offer 10-15%
- v. yes no - Up to 12 complimentary hard-wired connections in the meeting rooms/offices

3. Please remember to address the following with your proposal:

- Letters of support (mayor, host clerk, local or national associations, etc.)
- Cultural & Social Events (pre/post tour options & major attractions in your city)
- Ideas on marketing your city and promotional assistance you can provide IIMC
- Is your city union, union with right to work or non-union?
- List conventions with reference and contact information (+/- 1,000 attendees) held in your city past 3 years.
- Financial incentives and support (in-kind or hard dollars to offset costs)
- IIMC Site visits – assistance with all costs regarding the site visits including airfare and accommodations for up to five IIMC representatives. Site visits include: 1) qualifying visit; and 2) after conference is awarded – one year prior to conference date.



International Institute of Municipal Clerks

Professionalism in Local Government through Education

IIMC REQUEST FOR PROPOSAL 2024 IIMC ANNUAL CONFERENCE

Deadline to respond to this request for proposal

- Monday, June 3, 2019

International Institute of Municipal Clerks (IIMC)

Founded in 1947, IIMC is the leading professional nonprofit association of Municipal Clerks, Secretaries and Recorders from cities and towns throughout North America and 15 other countries. IIMC's 10,000 plus members, represent municipalities with populations of 1,000 to more than 8 million. IIMC offers its members services and continuing educational development opportunities in 45 permanent college-and university-based learning centers, a Certified Municipal Clerk Program, a Master Municipal Clerk Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs the Organization's policies.

Special instructions

If you represent a Bureau, please limit your distribution to ONLY those properties that can meet our requirements or pre-screen responses and submit ONLY those properties that adequately meet our profile.

Projected Attendance

IIMC is anticipating approximately 800 to 1,000 attendees for this conference. Attendees include IIMC members, guests, staff, exhibitors and speakers.

Meeting Dates:

IIMC's first preference is to hold its Conference from Saturday through Wednesday within the three-week period prior to the traditional U.S. Memorial Day weekend.

Brief Conference Overview - Tentative

Education

- 4 Academy sessions each on Saturday and Sunday – 8 total
- 4 Athenian Leadership Dialogue Sessions – 2 on Saturday and 2 on Sunday
- 30 or more concurrent education sessions from Monday through Wednesday
- 2-3 general or plenary sessions Monday, Tuesday and Wednesday
- International Off-Site Program – 3 to 4 hours on Monday or Tuesday

Meetings

- 2 IIMC Board of Directors meetings – 8 hours each (Friday & Saturday)
- 1 IIMC Board of Directors meeting – 2 hours (Wednesday)
- 1 Foundation Board of Directors meeting – 6 hours (Saturday)
- Institute Directors Colloquium on Sunday – 8 hours

Exhibit Hall/Special Events

- 2.5 days of exhibit program (approx. 10' x 10' booths for 45 - 60 exhibitors)
- Ballroom for Opening Ceremony/General Sessions

Food and Beverage (commitment in-house)

- 6 refreshment breaks (Sunday through Wednesday)
- 1 Opening Reception in the exhibit hall (hors d'oeuvres/refreshments – Sunday evening)
- 1 Grab and Go breakfast (Monday prior to Opening Ceremony)
- 2 lunches in exhibit hall (Monday and Tuesday)
- 1 breakfast at the annual business meeting (Wednesday)
- 1 plated dinner at the annual banquet (Wednesday)
- 2 breakfasts for IIMC Board meetings (approx. 30 -35 people)
- 3 lunches for IIMC Board meetings (approx. 30 -35 people)
- 4 refreshment breaks for Board meetings (approx. 30 -35 people)
- President's Reception – hors d'oeuvres (approx. 50-60 people)
- Foundation Donor Reception - hors d'oeuvres (approx. 75-100 people)
- Private Banquet Reception - hors d'oeuvres (approx. 75 people)

Other Events

- All Conference Event (Tuesday) 800 – 1,000 people – Location TBD

Sleeping Rooms

IIMC has averaged approximately between 550 to 600 rooms on peak nights Sunday – Tuesday

PROGRAM TENTATIVE – *Times are subject to change

| *DAY & TIME | PROGRAM |
|---|--|
| Wednesday – all day Thursday – all day | Staff arrives Staff setup – IIMC Staff Office – Pre con w/Hotel, Center IIMC Office – Thursday - Thursday Foundation Office – Friday - Wednesday HC Office – Friday - Wednesday Cashier Office – Friday - Wednesday Registration – Friday - Wednesday |
| Friday | |
| 7 am – 5 p.m. | IIMC Registration set-up – Cashier, Foundation, HC, Bag Assembly |
| 8 am – 5 pm | IIMC Board Development with breakfast for 45 |
| Noon – 1 pm | IIMC Board Development lunch for 45 |
| 3 pm – 4 pm | Volunteer Orientation – 50 people |
| 7 pm – 9 pm | President's Private Reception – 50 – 60 people |

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| | |
|---------------------|--|
| Saturday | |
| 8 am – 5 pm | Registration Opens |
| 8 am – 5 pm | Exhibit Hall set-up/Exhibitor move-in |
| 8 am - 8:30 am | Board Continental Breakfast (45) |
| 8:30 am – 5 pm | Board Meeting (hollow square for 45) |
| Noon – 1 pm | Board Luncheon (45) |
| 7 am - 5 pm | Four Academy Education Sessions (rounds for 50 per session) |
| 9 am – 4 p.m. | Two Athenian Leadership Society Sessions (rounds for 30/session) |
| 7 am - 5:30 pm | Foundation Board Meeting (hollow square for 20) |
| 7:30 pm - 9 pm | IIMC Board/International Presidents Dinner - (50 - 60) TBD |
| Sunday | |
| 7 am – 8:30 am | Foundation Walk/Run (off site) - TBD |
| 8 am – 5 pm | Registration Continues |
| 8 am – 1 pm | Exhibit Hall set-up continues/MCEF Silent Auction set-up |
| 8 am – 5 pm | General session/ballroom set-up, Opening Ceremony dress rehearsal, |
| 7 am - 5 pm | Four Academy Education Sessions (rounds for 50 per session) |
| 9 am – 4 pm | Institute Directors Colloquium rounds for 75 |
| 9 am – 4 pm | Two Athenian Leadership Society Sessions (rounds for 30/session) |
| Noon – 1 pm | Institute Directors lunch – 75 people |
| 1:30 pm – 5 pm | Exhibit Hall Opens |
| 3 pm – 5 pm | President's Roundtable, Committee Leadership Meeting, Scanning/Convening Meeting – (Three Separate Meetings) |
| 6 pm – 7 pm | First Timer Orientation – 100 plus |
| 6 pm – 7 pm | Foundation Donor Reception – 75 – 100 people |
| 3 pm – 3:30 pm | Refreshment Break in Exhibit Hall |
| 7 pm – 9 pm | President's Opening Reception – (800 – 1000) Exhibit Hall |
| Monday | |
| 6 am – 10 am | Green Room for OC participants and flag bearers |
| 6 am - 7 am | Continental breakfast (50) |
| 6:30 am – 7:30 am | Grab and Go Breakfast (delegates) |
| 6 am – 5 pm | Registration Continues |
| 7:30 am – 10 am | Opening Ceremony |
| 10 am – 3 pm | Institute Directors Meeting – 25 |
| 10 am – 5 pm | Exhibit Hall Opens |
| 10 am – 10:30 am | Refreshment Break in Exhibit Hall |
| 10:30 am - 11:30 am | Region Meetings – 11 separate meetings |
| | |
| Noon – 1 pm | Lunch in exhibit hall (all attendees) |
| 1:30 pm – 3 pm | General Session |
| 3:30 pm – 5:30 pm | Seven simultaneous breakout sessions |
| 3 pm – 3:30 pm | Refreshment Break in Exhibit Hall |

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| Tuesday | |
|------------------|--|
| 7 am – 5 pm | Registration Continues |
| 8 am – 3 pm | Exhibit Hall Opens |
| 8:30 am – 10 am | General Session |
| 10 am – 10:30 am | Refreshment Break (all attendees) |
| 10:45 am – Noon | Seven simultaneous breakout sessions |
| Noon – 1 pm | Lunch in Exhibit Hall (all attendees) |
| 3 pm – 7 pm | Exhibit Hall Closes-tear down begins |
| 1 pm – 4 pm | Off Site Program |
| 1:30 pm – 5 pm | Seven simultaneous breakout sessions |
| 6 pm – 9 pm | All Conference Event (venue TBD – 600 – 800) |
| | |

| Wednesday | |
|------------------|--|
| 7 am – 5 pm | Registration Continues |
| 8 am – 10 am | Annual Business Meeting/Breakfast (all attendees) |
| 10 am - Noon | Seven Breakout sessions |
| TBD | General Sessions - TBD |
| Noon – 1 pm | Lunch on their own |
| 1:30 pm – 5 pm | Seven Breakout sessions |
| 2 pm – 3 pm | New Board of Directors orientation |
| 6 pm – 7 pm | Delegate Reception (all attendees) |
| 6 pm – 7 pm | Board Private Reception (75 people – bar/refreshments) |
| 7 pm – 1 am | Annual Banquet (all attendees plated dinner) |
| Thursday | IIMC office tear down – outbound shipping |

Desired Options Provided by Hotel/Convention Center

- a. Complimentary meeting space including exhibit hall
- b. No Food and Beverage minimum
- c. (14) Staff rooms at reduced rate (10 days)
- d. 1 per 40 complimentary – cumulative
- e. Wednesday night Board reception hosted by hotel (attendance approximately 75)
- f. Reduced or waived Audio Visual charges
- g. (1) Complimentary Presidential Suite for the President (8 days). This room is used several evenings to host small functions and networking. Must be able to accommodate 50 people.
- h. (3) Mini-Suites at the sleeping room rate over the block.
- i. (2) Round-trip limousine transfer from airport to hotel and back (TBD by IIMC).
- j. Complimentary health club use.
- k. (26) Board upgrades to concierge level or comparable rooms
- l. Cut-off date 21 days out, group rate valid after cut off upon availability
- m. Master Account – no deposit required
- n. Reasonable Cancellation/No Attrition clauses
- o. Complimentary Internet (wi-fi) access in guest rooms and meeting rooms
- p. Complimentary shuttle/coach service to off-site events
- q. Sleeping room rates must be quoted single/double occupancy and run of house
- r. Sleeping room rates commissionable/rebate of 10 percent
- s. Rate to apply three (3) days pre and post upon availability
- t. Upon awarding of contract, complimentary rooms for site planning (June – August 2023)
- u. Guaranteed lowest group rate in-house
- v. Up to 12 complimentary hard-wired internet connections in the meeting rooms/offices

**PLEASE COMPLETE AND RETURN BY
MONDAY, JUNE 3, 2019
2024 IIMC ANNUAL CONFERENCE PROPOSAL**

**Email by Monday, June 3, 2019 to: Executive Director Chris Shalby at chriss@iimc.com -
Phone: 909-944-4162 • Fax 909/944-8545**

Property Name:

DoubleTree by Hilton Spokane City Center

City: Spokane **State/Province:** WA

Country: USA

Contact: Robyn Karp, Senior Sales Manager

Phone: 509-744-2317 **Fax:** 509-455-6285 **Email:** robyn.karp@hilton.com

1. Using the pattern as described in the Room Block and the Program specifications as outlined, we can accommodate your group on the following days/dates, number of rooms and rates:

| Days/Dates | Number of Rooms | Room Rate |
|------------------------|-----------------|---|
| Wednesday – staff only | 1 | \$159.00 single/double with a maximum increase of 5% year over year |
| Thursday | 4 | |
| Friday | 14 | |
| Saturday | 34 | |
| Sunday | 50 | |
| Monday | 49 | |
| Tuesday | 48 | |
| Wednesday | 36 | |
| Thursday – staff only | 1 | |
| Friday – staff only | 1 | |

2. Please indicate your response to the items listed on our Desired Options.

- a. yes no - Comp meeting space
- b. yes no - No Food and Beverage minimum
- c. yes no - Staff Rooms \$159.00 confirmed
- d. yes no - 1/40 comp and cumulative
- e. yes no - Wednesday Evening Reception
- f. yes no - Audio Visual
- g. yes no - (1) Comp president's suite
- h. yes no - (3) Mini suites at the conference rate
- i. yes no - Limo transfers

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- j. yes no - Comp Health Club
- k. yes no - (26) upgrades
- l. yes no - 21 day cut off
- m. yes no - Master Account – no deposit
- n. yes no - Reasonable Cancellation & No Attrition Clauses
- o. yes no - Complimentary Internet access - guest rooms and meeting rooms
- p. yes no - Complimentary shuttle/coach service to offsite events
- q. yes no - Sleeping room rates must be quoted sgl/dbl occupancy/run of house
- r. yes no - Sleeping room rates commissionable/rebate of 10 percent
- s. yes no - Rate to apply three (3) days pre and post upon availability
- t. yes no - Complimentary rooms for site planning (approx. June – August 2023)
- u. yes no - Guarantee lowest group rate in-house
- v. yes no – Up to 12 complimentary hard-wired connections in the meeting rooms/offices

3. Please remember to address the following with your proposal:

- Letters of support (mayor, host clerk, local or national associations, etc.)
- Cultural & Social Events (pre/post tour options & major attractions in your city)
- Ideas on marketing your city and promotional assistance you can provide IIMC
- Is your city union, union with right to work or non-union?
- List conventions with reference and contact information (+/- 1,000 attendees) held in your city past 3 years.
- Financial incentives and support (in-kind or hard dollars to offset costs)
- IIMC Site visits – assistance with all costs regarding the site visits including airfare and accommodations for up to five IIMC representatives. Site visits include: 1) qualifying visit; and 2) after conference is awarded – one year prior to conference date.

**PLEASE COMPLETE AND RETURN BY
MONDAY, JUNE 3, 2019
2024 IIMC ANNUAL CONFERENCE PROPOSAL**

Email by Monday, June 3, 2019 to: Executive Director Chris Shalby at chriss@iimc.com -
Phone: 909-944-4162 • Fax 909/944-8545

Property Name: Ruby River Hotel
 City: Spokane State/Province: WA
 Country: USA
 Contact: Shannon Smith
 Phone: 509.323.2579 Fax: 509.326.1120 Email: shannon@rubyhospitality.ca

1. Using the pattern as described in the Room Block and the Program specifications as outlined, we can accommodate your group on the following days/dates, number of rooms and rates:

| Days/Dates | Number of Rooms | Room Rate |
|------------------------|-----------------|-----------|
| Wednesday – staff only | 0 | |
| Thursday | 0 | |
| Friday | 0 | |
| Saturday | 50 | 159 |
| Sunday | 50 | 159 |
| Monday | 50 | 159 |
| Tuesday | 50 | 159 |
| Wednesday | 50 | 159 |
| Thursday – staff only | 0 | |
| Friday – staff only | 0 | |

2. Please indicate your response to the items listed on our Desired Options.

- a. yes no - Comp meeting space
- b. yes no - No Food and Beverage minimum
- c. yes no - Staff Rooms
- d. yes no - 1/40 comp and cumulative
- e. yes no - Wednesday Evening Reception
- f. yes no - Audio Visual
- g. yes no - (1) Comp president's suite
- h. yes no - (3) Mini suites at the conference rate
- i. yes no - Limo transfers

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- j. yes no - Comp Health Club
- k. yes no - (26) upgrades
- l. yes no - 21 day cut off
- m. yes no - Master Account – no deposit
- n. yes no - Reasonable Cancellation & No Attrition Clauses - *60 day cutoff date*
- o. yes no - Complimentary Internet access - guest rooms and meeting rooms
- p. yes no - Complimentary shuttle/coach service to offsite events
- q. yes no - Sleeping room rates must be quoted sgl/dbl occupancy/run of house
- r. yes no - Sleeping room rates commissionable/rebate of 10 percent
- s. yes no - Rate to apply three (3) days pre and post upon availability
- t. yes no - Complimentary rooms for site planning (approx. June – August 2023)
- u. yes no - Guarantee lowest group rate in-house
- v. yes no - Up to 12 complimentary hard-wired connections in the meeting rooms/offices

3. Please remember to address the following with your proposal:

- Letters of support (mayor, host clerk, local or national associations, etc.)
- Cultural & Social Events (pre/post tour options & major attractions in your city)
- Ideas on marketing your city and promotional assistance you can provide IIMC
- Is your city union, union with right to work or non-union?
- List conventions with reference and contact information (+/- 1,000 attendees) held in your city past 3 years.
- Financial incentives and support (in-kind or hard dollars to offset costs)
- IIMC Site visits – assistance with all costs regarding the site visits including airfare and accommodations for up to five IIMC representatives. Site visits include: 1) qualifying visit; and 2) after conference is awarded – one year prior to conference date.

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| Item Description | Response Description |
|---|---|
| Facility Name | Davenport Grand |
| Address | 333 W Spokane Falls Blvd |
| City, State, Zip | Spokane, WA |
| Facility Contact | Kamie Gylling |
| Direct Phone | 509-789-6814 |
| Email | kgylling@thedavenportotel.com |
| Dates Presented | 5/15/2024 - 5/23/2024 |
| Holding on First Option? (If yes, when does option expire?) | |
| Parking Fees | |
| Internet Fee | No charge |
| Nightly Taxes on guest rooms | |
| Any other mandatory guest room fees? | |
| Airport Transportation Fee | |
| Earned Comp Policy: | |
| Staff room rate: | up to 10 @ \$129 |
| Will Hotel agree to host Wednesday night Board reception (75 people) | No |
| Total Meeting Room Rental Fee | Will provide complimentary space for Friday meetings and Presidential Reception |
| Will Hotel agree to provide Complimentary Presidential Suite (8 days) 3 mini-suites at group rate 2 round-trip limousine transfers from airport to hotel and back 1/40 comp and cumulative Complimentary Health Club Use Audio Visual 26 Board upgrades to concierge level 21 day cut off Complimentary Internet Access - guest rooms and meeting rooms Complimentary Shuttle/coach service to offsite events Sleeping room rates must be quoted sgl/dbl occupancy run of house Group rate available after cut off upon availability Group rate available 3 days pre/post conference 10% Commissionable or room rebate No deposit on master account No attrition? (please specify) Complimentary rooms for site planning Lowest Group rate in-house Up to 12 complimentary hard-wired connections in the meeting rooms/offices | Presidential Suite (8 days) - Yes 3 mini-suites at group rate - Yes 2 round-trip limousine transfers from airport to hotel and back - Yes 1/40 comp and cumulative - Yes Complimentary Health Club Use - Yes Audio Visual - No 26 Board upgrades to concierge level - No. Will offer 15. 21 day cut off - Yes Complimentary Internet Access - guest rooms and meeting rooms - Yes Complimentary Shuttle/coach service to offsite events - No Sleeping room rates must be quoted sgl/dbl occupancy run of house - Yes Group rate available after cut off upon availability Group rate available 3 days pre/post conference - No 10% Commissionable or room rebate - We only pay commission to a valid IATA # No deposit on master account - Yes No attrition? (please specify) - Complimentary rooms for site planning - Yes - dates to be mutually agreed upon Lowest Group rate in-house - yes Up to 12 complimentary hard-wired connections in the meeting rooms/offices - No |
| Hotels and or Convention Center Information | |
| Average Pricing per person: | |
| | Refreshment Break |
| | Reception with light hors d'oeuvres |
| | Reception with Heavy hors d'oeuvres |
| | Grab and Go Breakfast |
| | Lunch (in Exhibit Hall) |
| | Plated Breakfast |
| | Plated Dinner |
| | Plated Lunch |
| | Buffet Lunch |
| | Tax on Food and Beverage |
| | Service Charge on Food and Beverage |
| Is there a food and beverage minimum? | No |
| Is meeting space complimentary? | Yes |
| If so, please provide detail on how space fees arrived at \$0 | |
| Is your facility a Union Facility | |
| Tax on Meeting space | |
| Do you charge Service Charge on meeting space? | |
| Is Security Mandatory? | |
| What is the price per hour for security? | |
| Is First Set Complimentary? | |
| If yes, what is the price per set after the first set? | |
| Who is your audio visual provider? | |

| | |
|---|--|
| Do you allow outside a/v in your building? | |
| Audio Visual Average Pricing: | |
| Patch Fees? | |
| Hand held microphone | |
| Lavalier microphone | |
| 2000 lumens projector | |
| Hard wired internet connection | |
| Are drop down screens in most meeting rooms? | |
| Are in room drop down screens complimentary? (if not, what is fee?) | |
| Are prices per day or for duration of event? | |
| Tax on Audio Visual | |
| Do you charge Service Charge on Audio Visual? | |
| | |
| Please list any other mandatory fees | |
| Please list any mandatory service providers | |

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| Item Description | Response Description |
|--|---|
| Facility Name | DoubleTree |
| Address | 322 N Spokane Falls Ct |
| City, State, Zip | Spokane, WA |
| Facility Contact | Robyn Karp |
| Direct Phone | 509-744-2317 |
| Email | robyn.karp@hilton.com |
| Dates Presented | 5/15/2024 - 5/23/2024 |
| Holding on First Option? (if yes, when does option expire?) | |
| Parking Fees | |
| Internet Fee | Complimentary in guest rooms and meeting rooms |
| Nightly Taxes on guest rooms | |
| Any other mandatory guest room fees? | |
| Airport Transportation Fee | |
| Earned Comp Policy: | |
| Staff room rate: | \$159 |
| Will Hotel agree to host Wednesday night Board reception (75 people) | No |
| Total Meeting Room Rental Fee | |
| Will Hotel agree to provide Complimentary | Will Hotel agree to provide Complimentary |
| Presidential Suite (8 days) | Presidential Suite (8 days) - No |
| 3 mini-suites at group rate | 3 mini-suites at group rate - No |
| 2 round-trip limousine transfers from airport to hotel and back | 2 round-trip limousine transfers from airport to hotel and back - No |
| 1/40 comp and cumulative | 1/40 comp and cumulative - Yes |
| Complimentary Health Club Use | Complimentary Health Club Use - Yes |
| Audio Visual | Audio Visual - No |
| 26 Board upgrades to concierge level | 26 Board upgrades to concierge level - No |
| 21 day cut off | 21 day cut off - Yes |
| Complimentary Internet Access - guest rooms and meeting rooms | Complimentary Internet Access - guest rooms and meeting rooms - Yes |
| Complimentary Shuttle/coach service to offsite events | Complimentary Shuttle/coach service to offsite events - No |
| Sleeping room rates must be quoted sgl/dbl occupancy run of house | Sleeping room rates must be quoted sgl/dbl occupancy run of house - No |
| Group rate available after cut off upon availability | Group rate available after cut off upon availability |
| Group rate available 3 days pre/post conference | Group rate available 3 days pre/post conference |
| 10% Commissionable or room rebate | 10% Commissionable or room rebate |
| No deposit on master account | No deposit on master account - Yes |
| No attrition? (please specify) | No attrition? (please specify) |
| Complimentary rooms for site planning | Complimentary rooms for site planning - Yes |
| Lowest Group rate in-house | Lowest Group rate in-house - No |
| Up to 12 complimentary hard-wired connections in the meeting rooms/offices | Up to 12 complimentary hard-wired connections in the meeting rooms/offices - No |
| Hotels and or Convention Center Information | |
| Average Pricing per person: | |
| | Refreshment Break |
| | Reception with light hors d'oeuvres |
| | Reception with Heavy hors d'oeuvres |
| | Grab and Go Breakfast |
| | Lunch (In Exhibit Hall) |
| | Plated Breakfast |
| | Plated Dinner |
| | Plated Lunch |
| | Buffet Lunch |
| | Tax on Food and Beverage |
| | Service Charge on Food and Beverage |
| Is there a food and beverage minimum? | |
| Is meeting space complimentary? | |
| If so, please provide detail on how space fees arrived at \$0 | |
| Is your facility a Union Facility? | |
| Tax on Meeting space | |
| Do you charge Service Charge on meeting space? | |
| Is Security Mandatory? | |
| What is the price per hour for security? | |
| Is First Set Complimentary? | |
| If yes, what is the price per set after the first set? | |
| Who is your audio visual provider? | |
| Do you allow outside a/v in your building? | |
| Audio Visual Average Pricing: | |
| | Patch Fees? |
| | Hand held microphone |
| | Lavalier microphone |
| | 2000 lumens projector |

| | |
|---|--|
| Hard wired internet connection | |
| Are drop down screens in most meeting rooms? | |
| Are in room drop down screens complimentary? (if not, what is fee?) | |
| Are prices per day or for duration of event? | |
| Tax on Audio Visual | |
| Do you charge Service Charge on Audio Visual? | |
| | |
| Please list any other mandatory fees | |
| Please list any mandatory service providers | |

International Institute of Municipal Clerks
Professionalism in Local Government through Education

| Item Description | Response Description |
|--|---|
| Facility Name | Ruby River Hotel |
| Address | 700 N Division St |
| City, State, Zip | Spokane, WA 99202 |
| Facility Contact | Shannon Smith |
| Direct Phone | 509-323-2579 |
| Email | shannon@rubyhospitality.com |
| Dates Presented | 5/15/2024 - 5/23/2024 |
| Holding on First Option? (if yes, when does option expire?) | |
| Parking Fees | |
| Internet Fee | No Charge |
| Nightly Taxes on guest rooms | |
| Any other mandatory guest room fees? | |
| Airport Transportation Fee | |
| Earned Comp Policy: | |
| Staff room rate: | |
| Will Hotel agree to host Wednesday night Board reception (75 people) | No |
| Total Meeting Room Rental Fee | |
| Will Hotel agree to provide Complimentary | Will Hotel agree to provide Complimentary |
| Presidential Suite (8 days) | Presidential Suite (8 days) - No |
| 3 mini-suites at group rate | 3 mini-suites at group rate - No |
| 2 round-trip limousine transfers from airport to hotel and back | 2 round-trip limousine transfers from airport to hotel and back - No |
| 1/40 comp and cumulative | 1/40 comp and cumulative - Yes |
| Complimentary Health Club Use | Complimentary Health Club Use - Yes |
| Audio Visual | Audio Visual - No |
| 26 Board upgrades to concierge level | 26 Board upgrades to concierge level - No |
| 21 day cut off | 21 day cut off - Yes |
| Complimentary Internet Access - guest rooms and meeting rooms | Complimentary Internet Access - guest rooms and meeting rooms - Yes |
| Complimentary Shuttle/coach service to offsite events | Complimentary Shuttle/coach service to offsite events - Yes |
| Sleeping room rates must be quoted sgl/dbl occupancy run of house | Sleeping room rates must be quoted sgl/dbl occupancy run of house - Yes |
| Group rate available after cut off upon availability | Group rate available after cut off upon availability |
| Group rate available 3 days pre/post conference | Group rate available 3 days pre/post conference - Yes |
| 10% Commissionable or room rebate | 10% Commissionable or room rebate - Yes |
| No deposit on master account | No deposit on master account - Yes |
| No attrition? (please specify) | No attrition? (please specify) - Yes - 60 day cutoff date |
| Complimentary rooms for site planning | Complimentary rooms for site planning - No |
| Lowest Group rate in-house | Lowest Group rate in-house - Yes |
| Up to 12 complimentary hard-wired connections in the meeting rooms/offices | Up to 12 complimentary hard-wired connections in the meeting rooms/offices - No |
| Hotels and/or Convention Center Information | |
| Average Pricing per person: | |
| Refreshment Break | |
| Reception with light hors d'oeuvres | |
| Reception with Heavy hors d'oeuvres | |
| Grab and Go Breakfast | |
| Lunch (In Exhibit Hall) | |
| Plated Breakfast | |
| Plated Dinner | |
| Plated Lunch | |
| Buffet Lunch | |
| Tax on Food and Beverage | |
| Service Charge on Food and Beverage | |
| Is there a food and beverage minimum? | |
| Is meeting space complimentary? | |
| If so, please provide detail on how space fees arrived at \$0 | |
| Is your facility a Union Facility | |
| Tax on Meeting space | |
| Do you charge Service Charge on meeting space? | |
| Is Security Mandatory? | |
| What is the price per hour for security? | |
| Is First Set Complimentary? | |
| If yes, what is the price per set after the first set? | |
| Who is your audio visual provider? | |
| Do you allow outside a/v in your building? | |
| Audio Visual Average Pricing: | |

| | |
|---|--|
| Patch Fees? | |
| Hand held microphone | |
| Lavalier microphone | |
| 2000 lumens projector | |
| Hard wired internet connection | |
| Are drop down screens in most meeting rooms? | |
| Are in room drop down screens complimentary? (if not, what is fee?) | |
| Are prices per day or for duration of event? | |
| Tax on Audio Visual | |
| Do you charge Service Charge on Audio Visual? | |
| | |
| Please list any other mandatory fees | |
| Please list any mandatory service providers | |



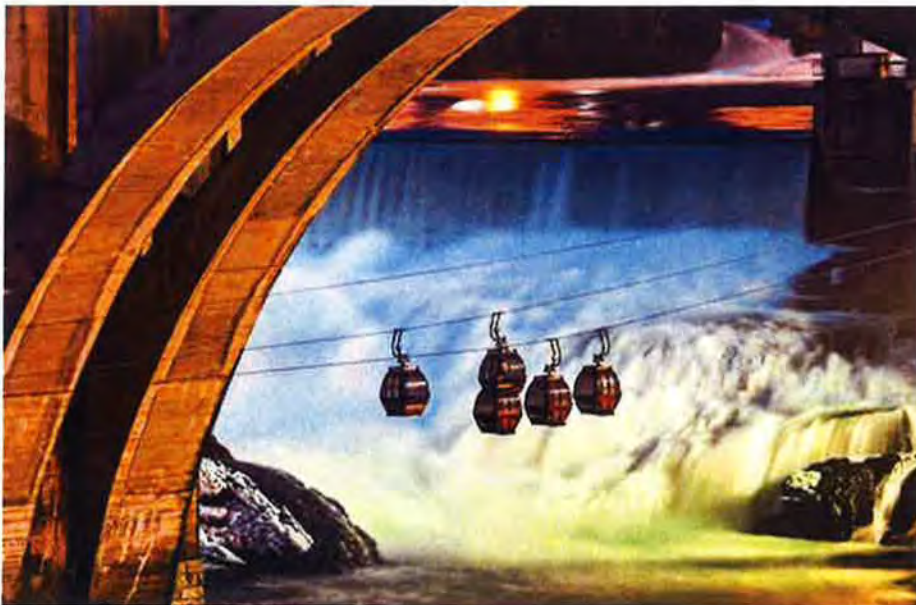
Spokane



Convention Services Guide

Convention Services

Meet the experts! Visit Spokane's Convention Services Team invites you to explore this city on the banks of the roaring Spokane River gorge. Visit Spokane's Convention Services team is eager to make your experience both manageable and delightful. The team can recommend venues, boost attendance and introduce your attendees to Spokane, an accessible and hospitable city that's yours to explore.



**creative
by
nature**

Summary of Services

Central Housing Service:

- Attendees may make housing reservations any time, day or night.
- Visit Spokane manages room inventory and monitors contractual obligations.
- This service is available to conventions that require two or more hotels and a minimum block of 650 sleeping rooms on peak night.

Community Connections:

- Visit Spokane is a member-based organization, with 650-plus members ranging from restaurants to decorators.
- Venues – From Queen Anne mansions to beautiful parks, we are happy to assist you with finding the perfect venue.
- Excursions – Let us connect you to tour operators, children's activities, spouse programs and more.

Attendance Building Services:

- We create customized attendance promotion campaigns to help create a well-attended conference.
- Depending on the size of your group, Visit Spokane may staff an attendance promotion booth at the conference one year prior to your group's arrival in Spokane.

Site Visits:

- We can arrange appointments and show you sites to help you confirm your conference details.

Registration Assistance:

- Visit Spokane employs registration clerks who are available to assist with your convention registration. We even offer complimentary registration clerk hours!
- We can put you in touch with businesses that offer discount coupons, notepads, etc.



Conference Promotion Assistance

Community Awareness/Welcome Campaigns:

- We'd be glad to obtain letters from dignitaries welcoming your delegates to Spokane. We also can set up dignitaries to provide an official welcome address.
- For large conferences, we notify our restaurants that they may be serving larger crowds. We even work with our partners to post welcome signs.

Media Services:

- We can provide a list of appropriate contacts for any press releases you may wish to issue in the Spokane region.
- If your conference is open to the public or has a unique quality, we can assist with media strategy and spreading the word about your event.
- Our social media team can help with your conference promotion campaign.

Visitor Information Booth:

- We would be pleased to provide a welcome station at your conference and stock it with visitor information.

Promotional Materials:

- You can request our Visitors Guide, Visit Spokane Map, brochures and more to help your attendees find their way around our great destination.



Meet the Convention Services Team



Amy Cabe

Director of Convention
& Visitor Services
509.742.9376
acabe@visitspokane.com

Bethany Letcher

Convention Services
& Housing Manager
509.744.3340
bletcher@visitspokane.com

Molly Utigard

Convention Services
Manager
509.321.9462
mutigard@visitspokane.com



Visit Spokane

CONVENTION SERVICES

If you need it, we'll get it done!

Our services team is ready to help...

- Build attendance
- Coordinate site visits
- Recommend special event venues and activities
- Obtain bids for services such as transportation
- Circulate visitor information
- Energize publicity efforts
- Acquaint people with our unique region
- Provide central housing services for qualified groups
- Arrange complimentary registration assistance based on consumed room nights
- Make attendees feel welcome

Our number one priority is to provide the best customer service. We want your group to come back!

For a full guide to services contact:

Amy Cabe
Director of Convention & Visitor Services
509.742.9376
acabe@visitspokane.com

Molly Utigard
Convention Services Manager
509.321.9462
mutigard@visitspokane.com

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EVENT VENUES



Arbor Crest Wine Cellars

Ideally located 15 minutes from downtown Spokane, Arbor Crest Wine Cellars has versatile space that can accommodate more than 500 guests. Arbor Crest's four acres of gardens, Florentine style Cliff House, Estate vineyard, and panoramic views of the Spokane Valley and downtown Spokane provide the perfect location for an event.



Martin Woldson Theater at the Fox

Originally built as a 2300-seat movie and vaudeville theater, the renovated Martin Woldson Theater at The Fox seats approximately 1600, and serves as a much-needed mid-sized performance venue in the heart of the city. It has also become the home for the Spokane Symphony and makes for a great space to rent for an upcoming event.



Coeur d'Alene Cruises

Lake Coeur d'Alene Cruises is an ideal venue for corporate events and other special occasions. They have a team of event planners who can help provide any atmosphere you desire onboard. Food, beverage and entertainment can all be arranged to make your event even more special.

Spokane is full of extraordinary meeting spaces sure to fit the taste and need of any group coming to town. Contact Visit Spokane to get more information on unique event space and start planning today!



Steam Plant Kitchen + Brewery

The historic Steam Plant is located in the heart of downtown Spokane and is home to Steam Plant Kitchen + Brewery. Built in 1914, Steam Plant was a steam generation until the last boiler was shut down in 1986. The building underwent a major renovation in 2018, leaving a stunning venue where the inner workings of the industrial plant are revealed. There are several private spaces for a meeting or special event that can be reserved.



Pavilion & Looff Carrousel Riverfront Spokane

Originally built as the U.S. Federal Pavilion for Expo '74, the Pavilion was a gift to the Spokane region from the United States government. The Master Plan aims to restore the Pavilion into a flexible use event space able to host everything from the Hoopfest Nike Court game and the Bloomsday Awards Ceremony to a summer concert series and an outdoor giant screen film festival. Riverfront Park's 1909 Looff Carrousel is on the National Register of Historic Places and is one of America's most beautiful and well preserved hand-carved wooden carrouseles. The new, expanded Looff Carrousel building allows for greater egress around the Carrousel itself, incorporates a larger event facility to better host events of all types,



Northern Quest Resort & Casino

Northern Quest Resort & Casino, the Inland Northwest's only destination resort to earn both the Forbes Travel Guide Four Star rating and the AAA Four Diamond award, is the ideal venue for business meetings and corporate events for up to 1,300 guests. Northern Quest is home to a Las Vegas-style casino with more than 1,650 slots and progressives, 37 table games including blackjack, roulette and craps, nine live poker tables, Keno, off-track betting and a non-smoking gaming area. Also features star-studded entertainment in a 1,200-seat pavilion, as well as La Rive Spa & Salon, a luxurious full-service spa. There are 14 distinct restaurants and lounges.

Let Visit Spokane help you find the perfect venue for your event. The Spokane Region has several options that are guaranteed to fit your needs and wow your guests. These examples are only a few of our one-of-a-kind venues and we would love the opportunity to show you more.



- 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, MMC

COMMITTEE: Audit Committee

DATE: May 29, 2019

SUMMARY OF ACTIVITIES: The Committee met on May 23, 2018 in Woodland to conduct an audit of the financial records for the period of January 2019 through April 2019 as part of the first quarter reporting. The committee conducted a complete review of the financial and corporate records for that period.

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.

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

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

| | | |
|---------------|-----------------|---------------------|
| Expenditures: | Budgeted Amount | Amount encumbered & |
|---------------|-----------------|---------------------|



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

TO: WMCA President and Executive Committee

FROM: Virginia Olsen

COMMITTEE: Awards Committee

DATE: May 31, 2019

SUMMARY OF ACTIVITIES: Last June, the Executive Committee discussed the Clerk of the Year (COTY) Award and President's Award of Distinction (PAOD) and the COTY nomination form was updated. Clerk of the Year candidates are often nominated by Mayors, City Managers and City Administrators. WMCA has criteria for the COTY Award but none for the PAOD.

WMCA's current practice is for the President to select one or more President's Award of Distinction candidates (if merited) from the pool of COTY nominations. There are no separate criteria for the PAOD.

The EC requested follow up information about potentially changing the President's Award of Distinction so it has its own criteria and would be nominated by the WMCA membership (and marketed to them), similar to what OAMR does. Attached is the criteria used by OAMR as well as the current criteria used by WMCA for the COTY Award.

If the EC would like to make changes, please provide direction so that they can be made prior to advertising this year's nomination period in the fall and proper notification can take place.

ACTION REQUESTED: YES NO

RECOMMENDATION: Please discuss and provide direction if changes are desired.

ALTERNATIVES: Status Quo

FISCAL IMPACT: None

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

WMCA CLERK OF THE YEAR NOMINATION

It's that time again! Nominate that awesome clerk for Clerk of the Year!

The criteria for the Clerk of the Year nomination include:

- Nominees must be an Active member of WMCA (as defined in WMCA's Bylaws).
- In good standing (fully paid dues) for the preceding five consecutive years.
- Anyone can make the nomination (elected official, supervisor, colleague, co-worker)
- Members currently holding the office of President, President-Elect, Vice President, and Immediate Past President are not eligible for nomination.

The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:

- Leadership, organization, administration and communications.
- Legislative and governing body procedures, records management, and public relations.
- Outstanding service to WMCA, commitment to professional development and contribution to the clerk profession (time/length of service, service on WMCA committees, attendance at State conferences, attendance at other WMCA sanctioned training events, involvement in regional groups and/or IIMC committees).
- Special projects, community activities, and volunteerism.

Nominations should be submitted in a confidential manner and in collaboration with the nominee's elected officials, appointed officials, supervisor, or colleagues by including letter(s) of support.

The only WMCA members not eligible to be considered for nomination are those holding the office of President, President-Elect, Vice President and Past President. Don't let this opportunity to recognize one of your peers pass you by!

Completed nominations forms must be received or postmarked by Monday, January 21, 2019. Please send your completed nomination packets via mail or email:

Return Completed Nomination Form to: Awards Committee Chair, Dee Roberts at dee.roberts@southbend-wa.gov.

The WMCA President selects the Clerk of the Year. The person who nominated the Clerk of the Year will be notified to determine how the recipients jurisdiction, as well as family/guest(s), will be provided the necessary information should they wish to attend the annual banquet.

OAMR PRESIDENT'S AWARD OF DISTINCTION AWARD GUIDELINES

As Municipal Recorders, we are at the center of municipal government and play an important role in city government, as well as in the structure of our communities as a whole. Often, however, we look "outside" ourselves for acknowledgement and recognition. We are asking you to "look within" yourselves and our organization. Look at what you and other Recorders have accomplished this year.

The President's Award of Distinction is awarded to an OAMR member who has contributed greatly to a committee of OAMR or has performed exceptional work for OAMR. Nominations for this award are accepted only from OAMR members.

Guidelines:

1. Any individual member or board member may submit a confidential nomination to the President.
2. The President shall select a recipient for the "Award of Distinction" from the membership of OAMR. There may be years in which there are no outstanding nominees. The decision of the President is final.
3. Recognition will be at the annual conference and will include presentation of a plaque and complimentary registration at the following year's annual OAMR conference. The registration is not transferable, and can only be used by the award winner.
4. Criteria for selection are as follows:
 - a. Any OAMR member in good standing is eligible, with the exception of the President, First Vice President, and Second Vice President. Member in good standing means a fully paid member.
 - b. The nominee must have made an outstanding contribution or performed outstanding service to OAMR during the association fiscal year.
 - c. Areas of nomination may include but are not limited to the following categories:
 - Leadership
 - OAMR Committee Work
 - Lifetime Achievement
 - OAMR Programs or Education Development
 - Other: _____



- 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: June 1, 2019

SUMMARY OF ACTIVITIES: Hello. The Bylaws Committee currently has 11 members this year, including Debbie Jermann, Board Liaison. The most up-to-date 2019-2020 Bylaws Committee Roster is included with this 1st Quarter Report. A copy of the Roster and this Report will also be sent to all Committee Members!

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: Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair

COMMITTEE: Conference Planning

DATE: May 13, 2019

SUMMARY OF ACTIVITIES: 2019 Conference was a wonderful success and our committee certainly did not sit out the dance!

We are excited to now be planning President Swisher's "Life's A B.E.A.C.H." conference which will be held at the Yakima Red Lion March 18-20 (Advanced Academy March 17). President Swisher will accompany co-chairs MacDonald and Wycoff on the site visit in the next couple months as she was the person who originally booked the venue and will explain original plans for the various conference events.

ACTION REQUESTED: YES NO

RECOMMENDATION: None at this time.

ALTERNATIVES:

FISCAL IMPACT: Conference Planning will view all aspects of the conference through the lens of being fiscally responsible. We anticipate that this venue will offer meals and services at a much lower rate than venues on the west side.

| | | |
|----------------------|------------------------|---|
| Revenues: | Budgeted Amount | Revenues Generated |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| Expenditures: | Budgeted Amount | Amount encumbered & expended |
| _____ | \$ <u>80,900</u> | \$ _____ |



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

TO: WMCA President and Executive Committee

FROM: Anja Mullin
Ana Campbell

COMMITTEE: Conference Planning

DATE: June 6, 2019

SUMMARY OF ACTIVITIES: With the use of the Attendify app in place of our Conference brochure it is a good time to reexamine the vendor sponsorship program. After meeting with Jill Boltz and Heidi Napolitano who managed the app for the 2019 conference we have updated the sponsorship program memo (attached) that is sent out to prospective vendors with new incentives to better reflect what we can offer using the app. Also incorporating lessons learned from the 2019 conference, we will be updating the vendor enrollment form to provide vendors with specifications for logos and ads to give vendors enough time to prepare their materials for the app. We would also like to move the deadline for vendor applications ahead by a week so that the app can be ready for attendees to use before they leave for the conference.

Attached is a draft of the letter sent to exhibitors about WMCA sponsorship opportunities reflecting our suggested changes.

ACTION REQUESTED: YES NO

RECOMMENDATION: Approve Changes to the Vendor Sponsorship Program

ALTERNATIVES: No Change to Program

FISCAL IMPACT: None

| Revenues: | Budgeted Amount | Revenues Generated |
|-----------|-----------------|--------------------|
| N/A _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |



WMCA 2020 ANNUAL CONFERENCE SPONSORSHIP OPPORTUNITIES

Washington Municipal Clerks Association offers opportunities for your company to tap into new and exciting markets, expand your client base, and strengthen relations with current clients. Over 125 city, county and transit agency clerks are expected at our annual conference in March.

You may also make your presence known by providing delegates' bags or lanyards this year. Contact Ana Campbell or Anja Mullin for details (contact information below).

| Sponsorship Levels | | | |
|---|--------------------|---------------------|-----------------|
| | Diamond \$2,500 | Platinum \$1,000 | Bronze \$500 |
| Recognition as a Sponsor in the Attendify App | X | X | X |
| Link to your company website in the Attendify App | X | X | X |
| Link to your company brochure in the Attendify App | X | X | X |
| Link to your company social media accounts | X | X | X |
| Include logo in sponsor profile on app | X | X | X |
| Welcome notification to conference goes through the Attendify App before the beginning of the conference | X | X | X |
| Verbal recognition at the opening session | X | X | |
| Poster signage at the Vendor/Exhibitor Reception event | X | X | |
| Sponsored post – can be an ad, photo, message, whatever they would like | 2/day | 1/day | |
| Group notification through the Attendify App in the break before the vendor/exhibitor reception event | X | X | |
| Link on the WMCA website sponsor page for one year following the conference (April – March) | X | X | |
| Link on the WMCA website homepage for one year following the conference (April – March) | X | | |
| Priority booth location (based upon the order in which the paid registration is received) | X | | |
| Early set-up option on Tuesday night following the President’s Reception | X | | |
| Complimentary vendor booth in the exhibit area | X | | |
| Sponsor feature page – separate page for sponsor that can include anything they want – documents, attachments, photos, etc. | X | | |

Additional Information:

In addition to a financial contribution, sponsors will be given the opportunity to donate item(s) for the silent auction.

For more information, check out our website at www.wmcaclerks.org or call Ana Campbell at 425-587-3193 or Anja Mullin at 425-587-3191.

Please see the sponsor/exhibitor registration form to complete the sponsorship process.



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

TO: WMCA President and Executive Committee

FROM: Tina Eggers, City of Issaquah, and Heidi K. S. Napolitano, Town of Woodway

COMMITTEE: Education Committee

DATE: June 4, 2019

SUMMARY OF ACTIVITIES:

May 2019 – As newly appointed Chairs to the Education Committee, we:

- Attended a joint meeting with Conference Planning Committee Chairs and President Swisher to discuss various committee responsibilities and timelines.
- Gathered various Committee resource documents.
- Reviewed conference evaluation materials.
- Met via phone to determine next steps and assignments.
- Scheduled reoccurring monthly conference call with our Executive Board Liaison, Donald Ross, City of Westport, to ensure regular check-ins and effective communication.
- Notified and welcomed 2019-2020 Education Committee members.

Our work plan for the next quarter includes:

- Contacting former committee members to determine their interest in serving on the Committee.
- Researching speakers and brainstorming session topics for the 2020 conference.
- Finalizing a keynote speaker and completing their contract (including all signatures, a/v needs, travel expenses, etc.)
- Selecting additional session speakers and preparing contracts.
- Assisting the Education Coordinator with preparation for the Mid-Year Academy in September (as needed.)

We are excited to get to work on this committee and welcome any feedback you may have.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES: n/a



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

TO: WMCA President and Executive Committee
FROM: Deborah Estrada & Heidi Riojas, Co-Chairs
COMMITTEE: Fundraising
DATE: June 3, 2019

SUMMARY OF ACTIVITIES: No significant activities to report at this time.

Fundraising Committee members received their 2019 Certificate of Appreciation.

The 2019/2020 Team members were contacted and encouraged to consider "What worked?" and "What needs improvement?"

Suggested changes to date include:

Live Auction

- Auction spotters to collect name, amount, signature, and receipt
- Bid book on tables with description of live auction items

Silven Auction:

- Remove "Guaranteed Purchase Price", consider adding highlighted rows to bid-up price

Store:

- Presell Fleece Jackets at Fall Academy (add to Conference registration application with an early bird cutoff)
- Store/Silent Auction signage
- Lamps for better lighting
- Every item must come with a description

100 Envelope Board:

- 1 ticket for each \$ spent
- Tickets inside envelope

ACTION REQUESTED: YES NO

RECOMMENDATION:

Authorize Live and Silent Auction, 100 Envelope Board, and continue wine sales.
Eliminate \$1 raffle .

ALTERNATIVES:

FISCAL IMPACT:

| Revenues: | Budgeted Amount | Revenues Generated |
|----------------------------------|-----------------|------------------------------|
| <u>Product Sales</u> | \$ _____ | \$ 4,222.00 _____ |
| <u>Live & Silent Auction</u> | \$ _____ | \$ 5,658.50 _____ |
| | | |
| Expenditures: | Budgeted Amount | Amount encumbered & expended |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |



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

TO: WMCA President and Executive Committee

FROM: Jill Boltz & Stephanie Haug, Co-Chairs

COMMITTEE: Historical

DATE: 06/07/2019

SUMMARY OF ACTIVITIES: The Historical Committee has not yet gotten off the ground as of the writing of this report. Chairs have been in contact to develop a Workplan to stay on track the remainder of the year. Activities include:

- *Continuing with our Newsletter Articles
- *Coordinating with Retired Clerks for inclusion in 50th Annual Conference
- *Coordinate with Conference Planning on logistics for Retired Clerks including accommodations and/or special event i.e. Retired Clerks "reunion."
- *Creation of a Presentation/Slideshow for Conference
- *We are going to ask Joann Tilton if she would start sending us the group shots of PD along with the roster, so we can keep a historical record of each "class." This is a pretty big part of our social network within WMCA and we would like to capture that part of our history.

It is requested that if the EC including the President have any special requests of the Historical Committee to please let us know as soon as possible.

ACTION REQUESTED: YES NO

RECOMMENDATION:

*Budgetary consideration for: professional printing of Historical Timeline and commemorative gift for retired clerks.

*Modification to Professional Photographer scope by eliminating individual headshots. I think time and money would be better used to find a different way to get professional headshots. While I have generally been happy with candid shots during events, there is always dissatisfaction with the headshots. If the EC has any recommendations on how to accomplish this while maintaining a professional look to our EC page, I am open to suggestions.

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: Tisha Gieser, City of Issaquah and Stephanie Boorman, City of Quincy

COMMITTEE: Legislative

DATE: 06-03-2019

SUMMARY OF ACTIVITIES:

The Legislative Committee Co-Chairs sent an email welcoming the 2019-20 Committee members.

Co-Chair Tisha Gieser will be representing WMCA at the AWC Legislative Priorities Committee. The first meeting is scheduled for June 27.

The Legislative Committee submitted an article for the June edition of the WMCA newsletter summarizing bills that passed the 2019 legislature related to Clerks. Committee members will be asked to help write a few newsletter articles over the summer and fall featuring bills that passed this session, including HB 1667 related to JLARC reporting and extending the PRA Consultation and Local Gov't Grant programs.

ACTION REQUESTED: YES NO

RECOMMENDATION: n/a

ALTERNATIVES:

FISCAL IMPACT: none

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



- 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
 Heidi Napolitano, Co-Chair, Elections

DATE: June 5, 2019

2019-20 MEMBERSHIP UPDATE:

As of June 2019, we have a total of Twenty-Two (22) new WMCA members:

| | | | |
|-------------------------|------------------------|--------------------------|------------------------|
| Braedi Brown | Port of Port Angeles | Christina Janssen | City of Millwood |
| DaShari Cinnamon | City of College Place | Susan Junnikkala | City of Kalama |
| Sarah Clark | Town of Cathlamet | Cathlin Kroiss | City of Colville |
| Mary Corey | City of Stevenson | Amanda Link | City of Colfax |
| Barb Cox | Clallam Transit System | Gina Monger | Clallam Transit System |
| Andrew Dacuag | City of Maple Valley | Carol Moore | City of Mukilteo |
| Dustin Davison | City of Ellensburg | Donna Nault | City of Shelton |
| JamieLynn Estell | City of Kirkland | Janeth Rangel | City of Sunnyside |
| Jennifer Garnica | City of Algona | Sara Robinson | City of Stanwood |
| Katherine Hanke | City of Woodinville | Zoe Sowa | City of South Bend |
| Jamison Horner | City of Toppenish | Allison Taylor | City of Shoreline |

As of June 5, 2019, the Washington Municipal Clerks Association is comprised of **324 members**: **295** active members, **4** affiliate member, **5** associate members, **12** honorary members, and **7** honorary retiree members.

WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS/FEEDBACK

There were TWENTY-SIX (26) 'First Time Attendees' at the 2019 WMCA Annual Conference. In an effort to gather information to improve upon the first-timer events held (Tuesday night meet and greet and Wednesday morning breakfast) and the 'Conference Buddies,' 'Survival Kit,' and 'Meet Your EC' concepts, Membership Committee members and First Time Attendees were asked to provide feedback to the following questions:

- *Conference buddies – Did you enjoy having a conference buddy? Do you have any suggestions for the Membership Committee regarding this concept?*
- *First Time Attendee Meet & Greet (prior to the President’s reception) – Did you have a chance to attend? How did you like the format of the event? Any suggestions for improving this event?*
- *First Time Attendees Breakfast -- Did you have a chance to attend? How did you like the format of the event (seating/agenda/etc.)? Any suggestions for improving this event?*
- *Survival Kits – Do you like this feature? Are there other items you believe to be worthwhile to provide to First Time Attendees?*
- *FTA Meet Your EC & Friends Game: Did you participate in the game? Why/Why not? How did you like the format of the game? Any suggestions for improving this feature?*
- *Ideas for other first time attendee events?*

Please see the attachment for responses received. Feedback received on all items is largely positive. Also included are comments received on the conference in general; and some suggestions for future events. The Membership Committee will utilize this information to assist in the planning of the 2020 events; along with President Swisher. Any additional feedback/direction in this regard from the Executive Committee is welcome!

MEMBERSHIP COMMITTEE - SUB-COMMITTEES UPDATE

The 2019-20 Membership Committee members were asked to volunteer to serve on at least one sub-committee; descriptions and members are as follows (*note – many assignments are pending!*):

- *Welcoming Sub-Committee (Elizabeth)* -- Welcome new members to WMCA and send a Neighboring Clerks/Regional Groups Letter (templates prepared) (which is in addition to the MC Chair sending out the official new member packet, welcome letter, noticing new members in the newsletter, and facilitating the ‘new member spotlight’ section of the newsletter). ***ALL members were requested to serve on this sub-committee and assigned ONE month of the year to provide these letters to new members.***
- *Recruitment Sub-Committee (Darla)* -- Recruit new members, research unrepresented agencies in Washington, and reach out to those persons that are not yet members; this year, the sub-committee will continue to focus on special purpose district clerk’s recruitment; ***volunteers – Meg Heppner (Island Transit) and Angela Woods (Bremerton).***
- *Elections Sub-Committee (Heidi)* -- Facilitate general and special elections; ***Elections Officer Heidi Napolitano (Woodway) and Elections Officer Assistant Ana Campbell (Kirkland).***
- *Partnership Program Sub-Committee (Darla)* -- Promote and facilitate the Partnership Program; ***volunteers – Bernie Bacon (Camas), Keri MacDonald (Cheney), and Mari Ripp (Woodland).***
- *Fall Mini-Conference Membership Events Sub-Committee (Elizabeth)* -- Plan/facilitate the proposed fall ‘mini-conference’ events for the entire membership (Thursday evening) and new attendees (mini conference buddies, etc.); ***volunteers – Shawn Campbell (Auburn), Stephanie Haug (Benton City), Meg Heppner (Island Transit), and Keri MacDonald (Cheney).***

- Annual Conference First Time Attendees Events (Elizabeth/Darla) - ALL committee members (unless otherwise arranged with the Chair) will assist with the planning/preparation of Annual Conference First Time Attendees Events items; and to attend and assist with these items at the conference.

Updates on sub-committee activities will be included in the quarterly reports to the President and Executive Committee. Any additional feedback/questions in this regard from the Executive Committee is welcome!

PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE

Our Partnership Program Sub-Committees has already been hard at work -- In 2019 to-date, four Partnership Program requests has been received and are in the process of being paired with an experienced WMCA member. Applications have received from the following clerks:

- Jennifer Garnica (Algona);
- Kari Martinez-Bailey (Port Angeles);
- Tania Morelos (Othello); and
- Donna Nault (Shelton).

A thank you to our Program participants; and the sub-committee members: Darla, Bernie, Keri, and Mari!

FALL ATHENIAN DIALOGUE & ACADEMY MEMBERSHIP EVENTS SUB-COMMITTEE UPDATE

With the announcement of the 2019 Fall Athenian Dialogue & Academy "Save the Date" in the May WMCA newsletter (September 19-20, 2019, Enzian Inn, Leavenworth, WA) the sub-committee will now begin ramping up plans to host a membership event on Thursday evening, September 19th. At this time, there is a budget of \$250 for these purposes.

Preliminary discussion has been to host a similar event as to the previous year in Leavenworth – designating a gathering time/spot at the Enzian Inn and then hitting the town. The sub-committee will be looking into potential locations to visit; with the potential to host appetizers, play games/ice breakers, and provide raffle giveaways (including WMCA swag!). More details to come... Any suggestions from the Executive Committee in this regard are welcome to inform the planning process!

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

ATTACHMENTS: 2019 Conference Feedback

ATTACHMENT 1 -- 2019 WMCA Annual Conference Feedback Received

KEY – First Time Attendee (FTA); Membership Committee member (MC)

CONFERENCE BUDDIES

I hardly ever saw my conference buddy. I met her at the breakfast and saw her 1 time after that. I spent most of my time with other first time attendees. I made an assumption that my conference buddy would kind of be there during all the events to show me the ropes. (FTA)

I very much enjoyed having Darla as a conference buddy. Made it easier to be present and know I had someone to call if I had questions. She did a great job of explaining how the week would go. You can't help but feel special when someone wants to include you. (FTA)

I didn't even know I had a conference "buddy". No one introduced themselves to me in that way. It would have been great to have one. Being new, it was somewhat intimidating to get in the "mix" since everyone already have partnered up with their friends and colleague. (FTA)

Stephanie Haug was my conference buddy and, although we didn't spend a ton of time together, it was reassuring to know a specific person to ask questions if needed and to touch base with periodically over the week. Stephanie was great and I am grateful for the time she gave (even if I chose not to use a ton of it). (FTA)

My conference buddy was Kathy Linnemeyer from Eatonville. Kathy contacted me prior to the conference and broke the ice. She greeted me at the conference, attended the Meet & Greet with me. Kathy was a great buddy, I would recommend her to everyone! (FTA)

As an introvert, this was invaluable for me – I was there alone from my City and would have been nervous about making those early connections. It meant the world to me to have someone saving me a seat, any time I needed it! Kudos to Heidi N for her lovely work! (FTA)

I thought this was a great idea and resource for the "newbie" to have someone to learn more about WMCA, as well as the activities and conference as a whole. (FTA)

I liked the idea, but didn't need one personally. If someone is super shy, this would be great. (FTA)

I like the concept, but I lost track of one of my newbies. (MC)

I love conference buddies! Each year is a bit different – some past buddies have been really self-reliant and others have asked for more time. This year, my buddies were awesome! First-timers who didn't know anyone else. They bonded with me and each other, and I have two (three! Because we adopted one other first-timer into our group) great new colleagues & friends. I heard from other people that their buddies didn't participate as much in the meals, etc. I know that there's a blurb in the welcome email about the importance of those events, but can we find a way to really impress upon people that it's a time for the conference and not to meet friends/family/etc. (MC)

This year I did not feel at all connected to either of my conference buddies at conference. (This could have totally been me!!!) I did call or email them both beforehand and chat about what to expect from conference but during I think I did a bad job of seeking them out to confirm they were good and did not have any questions. (MC)

I thought it was a great experience and enjoyed it. (MC)

FIRST TIME ATTENDEE MEET & GREET

The first time meet and greet was great. All of the first time attendee functions really made me feel wanted and like we had a reason to be there. I have never felt more welcome at an event. I think it would be nice if all of our conference buddies attended so we could really get to know them. It was a little difficult to get to know the members when it was 2 FTA with 1 member (for the speed dating style). I also felt like I was reading a script to the members rather than casual conversation to get to know them. (FTA)

ATTACHMENT 1 -- 2019 WMCA Annual Conference Feedback Received

FIRST TIME ATTENDEE MEET & GREET - CONT.

Yes, I attended. It was nice to see how excited everyone was to meet the first time attendees. It was also nice to put a face to the other first time attendees. (FTA)

I did enjoy the Meet and Greet prior to President's reception. I actually really liked it. Gave me a chance to talk to experienced clerks and felt very welcome during that activity. I think the speed date approach was nice, it made it fun and interesting. I had to share my time with another new clerk, I think it would have been more beneficial to me to have one on one. I am assuming that was the intent, however it didn't happen with myself and new clerk next to me. (FTA)

I arrived at the hotel about 15 minutes before this started and just walked right in, after getting checked in. The speed dating approach to it was fun, but not long enough. It needed to be a minute or two longer as it was tough to get through introductions with two people and still learn something about them to help them stand out. (FTA)

Yes, I was actually able to arrive in time for the Meet & Greet. It was wonderful being able to meet other first time attendees and new comers to the life in city hall. The "getting to you know speed style" was a great idea. Definitely recommend it for future first timers. (FTA)

Again, this was a nice way to learn more about the conference and have an opportunity to meet others. (FTA)

Did not attend – I arrived Wednesday (FTA)

I just don't have ideas, you all do such a great job. (MC)

I liked the speed-dating format! One comment I heard was that many people who work for lesser-known entities spent a lot of time explaining where their jurisdiction is located. Could we give them maps? (Even better would be a personalized map on the back of their name badge...and for all of us, really. I spend a fair amount of time explaining where the heck XXX is...) (MC)

I think that once we got this going it was good. I do think that maybe a script for each group and maybe a bit larger groups (two or three EC/membership people to two or three FTE's) I felt like my FTE's for this event were answering the same questions for each EC/membership committee member. (MC)

I attended and thought it went really well. I made sure my buddies knew that I was going and encouraged them to attend, which they did. (MC)

FIRST TIME ATTENDEES BREAKFAST

Yes I attended. I loved the format. The breakfast was awesome and I don't really have any suggestions to make it better. (FTA)

Yes, I attended and was pleased to get to sit with my conference buddy. It was so sweet that a gift bag was waiting on the table for us. Also, very helpful to hear from all the presenters and you could tell everyone cared. (FTA)

I LOVED the First Time Breakfast. It probably was the first time I was able to interact with some of the clerks whom I could tell have been around for years and years. I did like the assigned seating and how there was an experienced clerk on both sides. I found it was the easiest to talk to some of these people and they made me feel very welcomed! (FTA)

Breakfast was fun. It felt a little rushed getting everything in, but I appreciated my candy bouquet with the orange crush vase. I liked the trivia at the breakfast and would continue that. (FTA)

I did have the opportunity to attend the breakfast, the format made me feel very comfortable. Very much appreciated. (FTA)

Everything about this event was great and it was nice to have the presentations to once again educate us about WMCA and IIMC. (FTA)

ATTACHMENT 1 -- 2019 WMCA Annual Conference Feedback Received

FIRST TIME ATTENDEES BREAKFAST – CONT.

I would have liked a little more 'table' time – I didn't get much of a chance to learn the names of people at the table because the agenda was so full. Maybe just shifting to fewer people at each table would have made those connections easier. I loved the enthusiasm of the room and walked away excited by the smart and silly people in my new profession! (FTA)

I liked everything about this. (FTA)

Seating was great and the agenda too. Having the President and other officers was a very nice touch. (MC)

I understand the purpose of the event, and it seems a bit overwhelming, to be honest. So much information is given out in such a short amount of time that it's hard to take it all in. I have a few ideas: 1. A few minutes at the beginning with some sort of mixer. There were a number of people who hadn't arrived yet for the meet & greet the night before, and it would be nice to give them a few moments of informal conversation. Even just around the tables? Introducing ourselves is nice, but hard for introverts to get much from. 2. Could we do the multiple choice thing at the end? Theoretically, most of the info should be covered by the speakers (we could make sure they talk about whatever is on the sheet). Most of the time, the newbies sit back and let the rest of us talk, because it is info they have no idea about. So, it's really more an exercise for the hosts, and not the guests. 3. A bingo game for the newbies? With tidbits that are covered by the speakers? (MC)

I really do think this event is great!! Thank you for your hard work!! (MC)

I thought this was an excellent networking opportunity. The seating arrangements seemed great at the breakfast. I did note that my conference buddies were not the same as my membership assignments, which was fine, I just thought it was strange not to be assigned by mentor buddies at the conference. (MC)

SURVIVAL KITS

This was an awesome feature. I think it really had everything. I didn't expect anything, so it was just a really nice little treat. (FTA)

The survival kit was a very nice touch! Maybe adding a good for one coffee card (for use at the location) as an idea of something that could be added to the bag. (FTA)

Survival kits- Yes I did like that feature. Especially being I didn't know food situation and those extra snacks and personal items were helpful. (FTA)

This was a cool idea and I like it. The hair elastic is a little wasted on me with my current hair style though. (FTA)

Survival Kits were a cute idea. (FTA)

The survival kit was a nice touch. (FTA)

Darling idea – but I know it took lots of resources – I would have been fine without it. (FTA)

An adult beverage if you could have gotten away with it. (FTA)

I think it makes them feel special. (MC)

I like the survival kits – they make people feel special! (MC)

I love this too!! I was thinking if we were able to do like two extra for the mistakes (on the FTA's part) that seem to happen every year it might be nice. (MC)

I thought they were good as provided. (MC)

FTA GAME

Yes I participated. Sometimes it is nice to get out my shell. I liked to format it was neat. (FTA)

ATTACHMENT 1 -- 2019 WMCA Annual Conference Feedback Received

FTA GAME - CONTINUED

I did not participate. There wasn't a copy for me, which wasn't a big deal. I most likely wouldn't of participated anyway. There was so much to take in and focus on that I didn't feel the need to add one more thing. Also everyone seems so busy, I personally wouldn't feel comfortable going up to them when they were in the middle of other activities. (FTA)

I started this but did not finish. I liked the idea, but found that when speaking to the EC, I didn't want to steer the conversation towards finding out the one interesting fact versus having a good discussion on whatever was going on. I ended up speaking with everyone on the sheet, but didn't get all the facts. (FTA)

I did participate in the game, tho I didn't get to everyone on the list, it was nice getting to know some of the members of the EC and tid bits about their personal lives. (FTA)

I was not able to participate as I had some priorities at the office that I needed to attend to. (FTA)

I did not – I felt a little too awkward chasing people down. Maybe next time have a 'speed date' style get-to-know you that is scheduled outside of session time? (FTA)

I didn't, but I was also pretty under the weather. Just didn't have the energy for it. Usually I do these things though. (FTA)

I didn't play the game, because I was not eligible...sadness! The feedback I got from my conference buddies was that it was a good concept that needs a bit of refining. The photos were hard, because so many people had hats on, it was hard to recognize them in real life. Next year should be easier, as the photos are hatless. Again, it was not something that introverts were likely to participate in. (MC)

My only comment is that color photos might have helped and with next year's being able to use the photos that we took this year will help. (No big hats or crazy hair). Most people did not really want to chat they just wanted our letter. But they still had the opportunity and were able to put a name with a face. I think it is a good way to at least get them out and about beyond sessions. (MC)

Our table helped the FTA to give some hints on the EC Friends game, as they really needed to have that to assist them in the challenge. Maybe giving some hints along the way during the conference would also make it more appealing to more of the FTA's. (MC)

FTA IDEAS

Maybe for the game you could have questions that are prewritten to try and get to know others. Like ice breakers? (FTA)

You could tell a lot of thought and preparation had gone into making the first time attendees feel welcomed and comfortable. Your smiles and enthusiasm is what took it to the next level. You both did a truly top notch job! (FTA)

I was honestly surprised by how comfortable and welcome I felt. Everyone I met didn't hesitate to tell me to call any time if I had questions or needed assistance with anything. A very supporting group!! (FTA)

Stellar job! Can't think of anything at the moment, but will pass on any ideas that come to me later. (FTA)

The committee came up with great ideas! No other input. (FTA)

Overall, I enjoyed being on this committee! I would only offer that I think I misunderstood what and where I was supposed to be to help with the bags and set up for the FTA events. I am happy to improve on this in the future! (MC)

You all do such a great job. THANK YOU! (MC)

GENERAL CONFERENCE FEEDBACK

My final feedback for WMCA and the FTA event was that it was above and beyond my expectations. Everything about being a first time attendee was awesome. It felt like we were being welcomed into a family. I walked away with new friendships and feeling like I had a network of people I could come to with questions. I had a blast and look forward to returning as a 2nd year J (FTA)

ATTACHMENT 1 -- 2019 WMCA Annual Conference Feedback Received

GENERAL CONFERENCE FEEDBACK – CONT.

Thank you for an enjoyable first time attending WMCA conference. The event surpassed my expectations and I am looking forward to future training events. (FTA)

I personally felt like a fish out of water there. I am very much an introvert and it takes me awhile to warm up to people. I can tell most clerks are not introverts.. (F) This maybe is something I need to work more on when I attend next year. (FTA)

Overall, I had a good time and learned a great deal. It was a long week, but well worth doing. (FTA)

First I want to thank WMCA for the wonderful first attendee experience. Each of the events were thoughtfully planned, really brought us together and gave us an opportunity to connect. Since this is all accomplished through volunteer hours, I am all that more grateful. It says a great deal about the passion and spirit of WMCA and all of its members. There was so much positive energy in the event, I was impressed – and I thought I had energy!?!? I met a new level of positive! ☺ Once again, thank you for all the hard work and thoughtfulness into the First Time Attendee experience! All the best to WMCA's continued success in growing great clerks! (FTA)

In general, I came away feeling like I understand the people and profession of my new career (mid-life job shift) really well – and my decision to become a deputy clerk was the right this – it is a community of driven, educated professionals – I'm happy to be a part of the group. (FTA)

President's Reception -- This was fun. And tasty. It wasn't clear to me exactly what was going on with the martini glasses – where we supposed to take one? I didn't want to steal it. I also wasn't sure if the bar was hosted or not. (FTA)

Thank you for your leadership! The conference went really well and I was proud to be part of such a great committee. (MC)

I think the mix the Membership committee has now is about right. (MC)

2020 CONFERENCE RECOMMENDATIONS

Conference Buddies – Do we need to get MC to be more involved? Mix it up? Get volunteers from MC that want to head up the conference buddies piece?

Meet & Greet – keep speed dating... refine seating arrangement and rotation system. Will always have more FTAs than MC so it would always be doubled up. Have preset cards to pick from to answer different questions after introductions? Have a map with location of entity? (Is the idea to get to know people? Or to play a fun game and loosen people up a bit? Both? What about family feud via teams (conf buddies)??)

Breakfast – Keep trivia? Provide time throughout the program to work on and wrap up towards the end? Or do a different game? Bingo? Has to be at the table as there is not enough time to do any sort of walk-around game/mingle and it depends on whether it is a plated meal or buffet. Want them to learn about WMCA... at least a teaser. Maybe more of this can be incorporated into the new clerks roundtable session?

Survival kits – something unique to conference theme... something unique to location? Coffee card for hotel?

FTA Game – like the idea of the game; had low participation... can't force people to be extroverts (even for \$50!). Maybe a game about getting to know the FTAs instead of the EC? Probably couldn't get pictures, but could do fun facts. Other game suggestion??



- 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: May 29, 2018

SUMMARY OF ACTIVITIES:

We awarded 21 scholarships for people to attend the Northwest Clerks Institute-Professional Development training. 10 scholarships went to members attending PD I, 3 for members attending PD II, 4 for members attending PD III, and 4 for members attending PD IV.

The next scholarship opportunity will be for the WMCA Fall Athenian Dialogue / Fall Academy. We have set a scholarship application deadline of August 9.

We would like the EC to discuss and consider a few items of business.

1. Scoring requirements for scholarships.

For this last round of applications (NCI), we saw several scores on the lower end. One of the current requirements in the guidelines document says that they must have requested funding from their agency & have been denied. However, that isn't really a true "requirement", as the current scoring structure allows for the followings points with regard to exhibited need:

- 0 – Does Not Need
- 2 – Would help subsidize training budget
- 3 – Has other clerks that need training within department
- 4 – Jurisdiction can NOT afford

If the supervisor letter makes no mention of financial need at all, they get 0 points. If they mention that it would help subsidize the agency budget if a scholarship were to be awarded, they get 2 points, etc.

If we continue to allow this variation of points (or some other variation), I would recommend we update the guidelines somehow to reflect the practice. We could maybe add a bullet point under the supervisor letter requirement that says the letter needs to include something about the financial need. There is currently language about it on page one of the scholarship application where the applicant signs/attests to certain information, but many supervisor letters do not include it.

2. Scholarship Application.

I have a couple questions on the application itself. They are:

- Page One – Question, “Have you received your CMC designation?”
 - I would like to propose we either re-word this question or add a follow up question if they say no, which says “Are you pursuing your CMC?” The only scholarship that a CMC is required for is the Margery Price Scholarship, in which the guidelines say they are to include a copy of their certificate with the application materials.
 - For application scoring purposes, if someone is pursuing their CMC or MMC they are awarded points. 5 points are awarded (for CMC) and 3 points are awarded (for MMC) if they are pursuing it (past criteria used to determine this was a combination of how they answered the question about if they have received their CMC and if they are a current member of IIMC), 0 points are awarded if they are not. Without actually asking the applicant the question about whether or not they are actively pursuing it, it is kind of an assumption on the part of the committee/chair. Do we want to change those questions/scores, remove them or leave as is?
- Page One - Question, “Have you previously attended this event?”
 - What do we mean by “this event”? This question has come up for those attending NCI sessions. Does “this event” mean any NCI/PD session, or only the exact one they are applying for?
 - The applicants receive points based on how they answer this question so I think it is important that the committee have a clear understanding of what “this event” is intended to mean.

ACTION REQUESTED: YES NO

RECOMMENDATION:

ALTERNATIVES: N/A

FISCAL IMPACT: The total cost of NCI Scholarships is \$15,125. The total cost of Margery A. Price Scholarships is \$2,100. The 2019-2020 budget allocated \$15,000 for NCI Scholarships and \$1,500 for Margery A. Price Scholarships.

| Revenues: | Budgeted Amount | Revenues Generated |
|--|------------------------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| Expenditures: | Budgeted Amount | Amount encumbered & expended |
| <u>NCI Scholarships</u> | <u>\$ 15,000</u> | <u>\$ 15,125</u> |
| <u>Margery Price Scholarships (PDIV)</u> | <u>\$ 1,500</u> | <u>\$ 2,100</u> |
| _____ | \$ _____ | \$ _____ |

June 10, 2019

TO: President Paula Swisher

FROM: Alice Attwood, Education Coordinator

RE: June 2019 Report

I am currently working on the newly named 2019 WMCA Fall Education Days (formerly the Fall Mini-Conference). The information has been included in the June WMCA newsletter.

Registration will begin before the end of July, \$150 for the Dialogue, \$150 for the Academy or \$250 for both.

The Enzian Inn, Leavenworth, will be accepting room reservations on June 13th. The rooms are \$109 plus 11.4% tax and an additional fee of \$25 for an extra person.

I am excited to announce that the Athenian Dialogue will be facilitated by Anne Uecker, City Clerk-Treasurer, St. Francis, Wisconsin. The book is Hidden Figures.

The Academy will be facilitated by Maureen Kane and Maura Kane McAuliffe. The workshop will be "Recognizing/Understanding Threats and Potential Attacks and The Clerk's Role in Emergency Crisis Management". Maureen and Maura have given a similar presentation at PD IV. However, even though some of the information may be repetitive, there is also new information included and this type of education during these difficult times is invaluable.

The IIMC Conference was a wonderful experience this year in Birmingham, Alabama. I attended the Institute Directors Colloquium on Sunday. It is interesting to listen to the Institute Directors and Education Chairs from around the Country and learn what is happening outside of Region IX. Of course, Region IX was represented well, and I am continually impressed with how our Region is focused on education for all of our Clerks.

Thank you for the opportunity to be the WMCA Education Coordinator. I truly enjoy being a part of this association and assisting with the education of our Clerks.

| Date | Subject | Motion | Second | Jermann | Duncan | Kammer | Anderson | Estrada | Campbell | Collins | Ross | Neissl | Adkisson | Olsen | Swisher |
|---------|----------------------------------|---------|----------|---------|--------|--------|----------|---------|----------|---------|------|--------|----------|-------|---------|
| 3/25/19 | Correct president awards | Jermann | Campbell | Aye | Aye | Aye | | | Aye | Aye | | | Aye | Aye | Aye |
| 4/2/19 | Scholarship awards over budget | Neissl | Collins | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye |
| 5/10/19 | Scholarship (application missed) | Duncan | Neissl | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye |
| 5/21/19 | Scholarship Reimbursement Form | Neissl | Estrada | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye | Aye |
| 6/6/19 | Change Scholarship weeks | Jermann | Duncan | Aye | Aye | Aye | Aye | Aye | Aye | | Aye | | Aye | Aye | |