

**ANNUAL WMCA CONFERENCE
2008 PRE-CONFERENCE INFORMATION
“EMBRACING UNITY – TOGETHER WE CAN!”**

The Coast Wenatchee Center Hotel
March 19 – 21, 2008
March 18, 2008 – Master Academy

REGISTER EARLY AND SAVE!

Complete and return the registration form by February 15, 2008 and save \$25 for the Master Academy and \$50 for the annual conference. Pre-registration ensures that meals are ordered for you and that conference materials are ready. Registration forms can be found at www.wmcaclerks.org

LODGING RESERVATIONS.

Make your reservations early! 115 rooms have been blocked for WMCA until February 17, 2008 at government per diem rates of \$70 single and \$90 double + tax, after which unused rooms will be released to the general public at market rates. Call 1-877-964-1234 now. 1st night deposit is required to guarantee reservation and is due in 7 days. Deposits refundable if cancellation is made 48 hours in advance. Other nearby hotels are available for any overflow by checking www.wenatcheevalley.org

PARKING. – There is no charge for on-site parking for hotel guests at The Coast Wenatchee Center Hotel.

AIRPORT SHUTTLE –

Free shuttle is available to and from the airport for hotel guests of The Coast Wenatchee Center Hotel. The airport is located in East Wenatchee at the Pangborn Memorial Airport. It is a 15 minute drive from the hotel.



REGISTRATION TABLE. The registration table will be located between the Red Lobby and Gala Lobby. Members of the Conference Planning Committee will be at the registration table each morning and during breaks. At the registration table you may purchase any additional meal tickets. The registration table will serve as a central information center if you have questions or need assistance. Lost and found also will be located at the registration table.

CONFERENCE ATTIRE. Conference and event attire will be casual. The Thursday night Annual Banquet will be black & gold, themed “A Night of All Stars!” Annual Banquet attire is semi-formal to business casual.

Following the banquet, please stay for group photos including WMCA’s Regional Groups!



MASTER ACADEMY. You are encouraged to register for and attend Donna Zajonc’s dynamic Academy session on “Creating Powerful Partnerships.” The Academy will be held on Tuesday, March 18, 8:30 am – 4:00 pm, in the Grand Apple Ballroom North. You will earn 3 CMC “Experience” points, 3 MMC “Educational” points or 3 Recertification points by completing this IIMC-sanctioned session. Lunch is included in the \$125 registration fee. Please indicate on the registration form if you have dietary needs.

EARN CMC OR MMC POINTS. - Two (2) CMC “Experience” or one (1) MMC “Social/Professional” points can be earned by attending the conference sessions. To obtain your “Certificate of Completion” they must be picked-up by the certificate holder at the conclusion of the Key Note session “Striving for Imprefection” on Friday, March 21. Certificates will not be mailed.

NAME TAGS. You will receive a nametag lanyard with your registration packet. For the benefit of new members, guests and speakers, nametags should be worn to all conference functions.

Each name tag will have the name of the team (name of a constellation of stars) that you are assigned to. You are requested to join your team members for lunch on March 19 for a fun-filled “team” activity and a chance for your team to win a prize! Please come and meet your teammates, enjoy the food and let us have fun!

At the conclusion of the conference, please return the nametag lanyard to the registration table.

PRESIDENT’S RECEPTION. All conference attendees are invited to attend this gathering on Tuesday, March 18, from 5:30 pm – 7:00 pm in the Performing Arts Center Foyer for President Bush to welcome attendees to the 38th annual WMCA annual conference. Come join the President for appetizers and a no-host bar to kick off the conference!



CONFERENCE BAGS AND NOTEBOOKS

We heard your request for conference bags! A special thanks to **Puget Sound Energy** for graciously donating this year’s conference bags! Another special thanks to **Foster Pepper PLLC** for donating the 3-ring binders and 2-pocket covers for our conference program materials. **THANK YOU**



DONORS!

MEALS. Meals are included in the full conference registration fee. To keep within the conference meals budget, a modest selection of government per diem and hotel menu entrees are being provided with a reasonable array of dining choices. Please indicate on the registration form if you have special dietary needs. Guest(s) are welcome to join you for conference meals, which need to be ordered in advance. Please select those meals under “Guest Registration” on the registration form and be sure to include your payment.



Meal tickets will be placed in the back of your name tag. Your meal ticket will be collected at each meal. Please have it ready.

NEW CLERKS AND FIRST-TIME ATTENDEES BREAKFAST. In honor of our new clerks and first-time conference attendees, a breakfast will be served. Municipal Research Services Center, Northwest Clerks Institute, IIMC and others are scheduled to provide information and resources about the services available to help new WMCA members. The breakfast will be held on Wednesday, March 19 from 8:00 – 9:30 a.m. in the Red Delicious Room. Executive Committee members will also be available to answer questions and welcome our new members to WMCA.

BREAKS. All breaks will be held near the vendor Gala area. Breaks are great opportunities to visit vendors, network with your peers, make purchases at the fundraising/scholarship table, and sign-up for Committees.



RAFFLES. Feel lucky? We have many prizes to win. All of the proceeds from the raffles and auction items are used for educational scholarships to attend the annual conference, professional development sessions and Master Academy trainings. The Grand Raffle Prize is a \$1,500 VISA Card for the lucky winner! Raffle tickets are only \$5 for the Grand Prize! \$1 raffle tickets can be purchased to win other great prizes! See a Fundraising Committee member



to purchase tickets.

VENDORS. Please make sure that you take a moment to visit with our vendors, located in the Gala area, and get your “Vendor” bingo card stamped for a “blackout.” Turn in your “blackout” bingo card at the registration table by 6:00 p.m. on March 20. A drawing for the prize will be held at the Vendors’ Reception, so please take time to welcome them and let them know we appreciate their support!

Come join us at the Vendors’ Reception on Thursday, March 20 from 6:00 pm – 7:00 p.m at the Vendors Exhibition area to thank our vendors for their continued support of WMCA!

COMMITTEE CHAIRS MEETING FOR INCOMING & OUTGOING CHAIRS. A meeting with President- Elect Ali Spietz and incoming and outgoing Committee Chairs to discuss Committee work, transfer of records and materials and exchange information to ensure a smooth transition of duties and responsibilities will be held on Wednesday, March 19 from 5:00 pm – 5:30 pm, in the Gala1&2 Room.

VIVA ITALIANO! All members are asked to support our scholarship programs by bringing at least one item for the auctions. Please turn in your items at the Scholarship table, which will be located in the same location of the Registration Table.



The auctions will be held on Wednesday, March 19 starting at 6:00 p.m., in the Orchard Exhibit Hall South. A “Live” auction will follow after the dinner with our talented VP Bob Baker, as auctioneer!

Come join the festivities with a Taste of Italy! Theme for the night is Viva Italiano!

Shop and bid on some wonderful deals. Don’t forget to bring your checkbooks! We accept cash too! All proceeds go for scholarships!

SPONSORS. Please extend a heartfelt THANK YOU to our Diamond and Platinum sponsors as well as many other donors who have supported WMCA. Names of our sponsors and donors are published in the conference program brochure. Diamond and Platinum sponsors will receive additional recognition through announcements and signage at the conference.

COMMITTEE SIGN-UP SHEETS.

Please consider signing up to serve on one of next year's WMCA Committees. These committees are the backbone of our Association. Your input and assistance on them are greatly valued and appreciated. You may use the form on our website at wmcaclerks.org and submit them to President-Elect Ali Spietz or sign-up at the registration table at the conference.



KEY NOTE HIGHLIGHT AND CLOSING CEREMONY PRIZE. You are highly encouraged to attend Keynote speaker, Scott Marcus', presentation on "Striving for Imperfection!" This motivational presentation helps participants devise a plan utilizing fun, small, concrete, and productive steps to change behaviors. How would it feel if you could accomplish more, stress less and smile more often! At the conclusion of this session, a \$100 Debit Card **GRAND CLOSING CEREMONY PRIZE** will be drawn from those who attended the session (compliments of Puget Sound Energy). To win, you must be present!

CONFERENCE EVALUATION

FORMS. We ask every conference attendee to please take a few minutes to complete a conference evaluation form. This information is used to help the Conference Planning and Education Committees plan the 2009 conference and we need your input in order to meet the needs of our members. Please cut or tear the bottom portion of the evaluation form with your name and phone # to separate your personal information from the evaluation form and place it in the bin at the registration table for a chance to win a \$100 prize for completing the form. Then, drop your completed evaluation form (without your name) in a separate bin at the registration table before you leave. Thank you for taking the time to provide us with your feedback.

THANK YOU. A huge thank you to all members of the WMCA Committees for a successful and productive year! We have certainly shown that "Together We Can" achieve GREAT results! A heartfelt thank you goes out to the Conference Planning and Education Committees for their superlative teamwork and many hours of hard work and dedication in planning and putting together this year's conference! It goes to show you that with WMCA all things are possible!

