

IIMC Annual Board of Directors Meeting
May 12, 2006

Region IX Directors Summary Report

Action on Committee Reports:

1. Budget and Planning Committee
Auditors Report

The following recommendations were included in the auditors report to the board:

Expense reimbursement: Reimbursable expenses should be submitted on a monthly basis or minimum quarterly basis.

Cost Allocation: Restructure chart of accounts and implement a formal allocation plan.

Cash receipts: Batches be posted to the general in the same amounts that they will be deposited to the bank to allow for a clear audit trail and increase efficiency of reconciling bank statements.

Bank Reconciliation: Ensure that bank reconciliations are performed timely on a monthly basis.

Cash Disbursements: Internal controls should provide an easy trail from source documents to the general ledger and visa versa. Source documents should indicate the general ledger expense account to which it was posted.

Payroll: Develop a policy and personnel checklist to ensure all necessary items are included in personnel files and are consistent from file to file.

Current Year Loss: The current year financial statements disclosed a loss of approximately \$125,000. This loss is reduced by \$47,000 to a loss before depreciation of \$78,000. The institute was able to sustain this loss due to the availability of unrestricted net assets. As of December 31, 2005 available net assets are \$102,000. In addition it was noted that this loss can be attributable to increased cost over the prior year in the following areas:

Legal fees	\$102,833
Rent (DC Office)	\$ 25,683
Increased mortgage interest	\$ 26,336
Increased travel expense	\$ 38,304

The board questioned the increase in travel expenses. It was reported that the increase was due to travel by the Executive Committee to California to assist the staff after Mr. Tierney's absence and travel by the new Education Director between California and Washington D.C.

The board requested that written policies and procedures be established based on the auditors recommendations.

The board requested that the Executive Director and the Finance Manager respond to the board regarding the auditor's recommendation within the next four months.

2. Accreditation and Credentialing Task Force

The task force recommended that they be given the authority to contact the National Organization for Competency Assurance with the intention of developing accreditation for IIMC. By accrediting our education programs for Certified Municipal Clerk and Master Municipal Clerk these designations would now have the recognition of a reputable independent agency.

The board directed the committee to investigate the cost to develop the program for the next budget year.

3. Conference Policy Committee

The board reviewed the results of the 2010 conference survey and accepted the recommendations of the committee.

4. Education and Personal Growth Committee

The committee report detailed their discussions regarding attendance bar coding, offering interrelated programs during the annual conference with related organizations which offer certifications related to municipal clerk job duties, such as ARMA, and development of a Speakers Bureau for use by institutes and state conferences.

The Candidate's Guide for Board Directors was completed by the committee and forwarded to Chris Shalby. The committee thanked Coleen Nicol for her dedication to the project.

The board requested that the cost of bar coding be explored and reported back for discussion in 2007.

5. Program Review and Certification Committee

The board directed the committee to develop a policy regarding their recommendation on certification status for members in transit, retired or in an allied career.

6. Member Services

Jan Daudt, Director of Member Services, reported that April saw the start of the "5 from the Power of One" membership drive. If an IIMC member brings in 5 new members, from April 2006 to December 2006, they will have their choice of one year free membership or one free distance education class. This is advertised on the IIMC website and in the New Digest.

7. Records Management Committee

The Records Management Committee recommend that the Board of Directors approve a strategic alliance MOU with ARMA.

The board unanimously approved the MOU with ARMA.

Action on New Business items:

1. Review new Campaign Policy for 2nd VP Candidates

The board received a memo from the Executive Committee requesting approval of a revised policy for campaign guidelines for the office of 2nd Vice President.

A motion was made and approved by the Board of Directors to refer this to the Election Committee and to request a report by the committee to the Board at the mid-year meeting.

2. Consider Recommendation of the EC to Continue Contract with Chris Shalby as Interim Executive Director until the Mid-year Board Meeting.

A motion was made and approved by the board to offer Chris Shalby the position of Executive Director, effective immediately upon his acceptance of the offer and execution of a contract.

3. Consider Membership fee for Region XI members Which Would be Different from Fee for Other Regions

The board received a memo from President Morrow requesting the dues for Region XI members be set at \$60.00 per member.

A motion was made and approved to refer this to the Membership Committee and International Relations Committee for a recommendation to the board.

4. 2010 Conference Selection

A motion was made and approved by the board to select Sydney, Australia for the 2010 International IIMC Conference.

Staff Reports

IIMC and Electronic Collaboration Technology – Feasibility and Cost

A motion was moved and approved by the board to remove IIMC's physical presence from Washington DC and that the technology only be obtained for \$20,000 per year; IIMC will negotiate with the University of Illinois for credit for overpayment. Although the negotiated intent of the contract included the technology, the product was not offered without additional cost, hence the "overpayment".

Annual Conference Update

Chris Shalby reported that the 2007 conference in New Orleans is on schedule. The Marriott hotel has been selected. The conference room rate is \$159.00 per night.