



- Upcoming Events**
- 2005 March WMCA Conference
Stevenson, WA
March 20-23, 2005
 - 2005 CCAC Annual Institute, Yosemite National Park
April 20-22, 2005
 - 59th Annual Conference
St. Paul, MN
May 22-26, 2005
 - 2005 OAMR Annual Conference, Grants Pass
Riverside Inn
September 21-24, 2005
 - 60th Annual Conference
Anaheim, CA
May 14-18, 2006
 - 61st Annual Conference
New Orleans, LA
May 20-24, 2007
 - 62nd Annual Conference
Atlanta, GA
May 18-22, 2008
 - 63rd Annual Conference
Chicago, IL
May 19-23, 2009

Region IX Directors

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Submitted by Gail Waibel, MMC and Sheri Pierce, CMC — Region IX Directors

IIMC NEWS

NEWS FROM THE DIRECTORS

Directors Sheri Pierce and Gail Waibel held a Region IX Roundtable meeting on February 5, 2005 at the Alaska Association of Municipal Clerks annual conference in Juneau. What an incredible beautiful site. We landed at the Juneau Airport in the snow and enjoyed it for the five days of the conference. (Well, at least Gail enjoyed it....since it hasn't snowed in Oregon all winter!) The Alaska Clerks presented a great educational program and fun activities. Thanks so much for your wonderful hospitality!

IIMC President Betty Kiss joined us at the Region IX Roundtable. IIMC is continuing discussion and research on the possibility of opening a satellite office in Washington, DC. Having an IIMC office located in the nation's capitol where other professional organizations have their headquarters is an exciting idea. President Kiss announced there will be a day-long education session on leadership at the St. Paul Conference. Participants in the education session will be required to purchase a preselected book on leadership and participate in the all day Leadership Dialogue guided by a facilitator. Participants will be credited for future induction into the prestigious Athenian Leadership Society, an IIMC program for Municipal Clerks co-sponsored by the University of Illinois. There will be more

information on the exciting new program in the March News Digest.

RECERTIFICATION

IIMC is sending out notices to those certified clerks who have not entered the MMCA Program and must recertify to retain their CMC designation. If you are planning to pursue recertification and later decide to enroll in the MMCA Program, you need to let IIMC know. You may credit the training hours you have acquired for recertification to your MMCA studies.

MMC CERTIFICATION - Time between levels.

We are still soliciting comments regarding the question of reducing the time period between levels in the MMC Program. Currently the time is two to four years between the levels. It has been proposed to reduce the time to one to four years. Many alternatives have been discussed. The Research Committee will be providing additional data to the IIMC Board at their meeting in St. Paul where the Board is expected to make a decision.

DISTANCE EDUCATION

The IIMC Distance Education Program is up and running. Check out the available courses on the IIMC website. Courses include: Introduction to Law, Managing change and conflict; Communication Part I - Interpersonal; Communication Part II - Organizational. Continuing education points are 4 - CMC, 4 MMCA and 24 Recertification hours. Cost \$165.00 for members.



Picturesque scene from Juneau, Alaska

More IIMC News

MCEF

Since 1984, MCEF has awarded or contributed more than \$330, 000 toward Municipal Clerk Scholarships and IIMC Education Programs. MCEF has a board of 17 volunteers who serve and mostly donate their time and travel funds, and expenses. The goal of MCEF is to continue to give funds directly to State Associations for education purposes. They hope to expand the MCEF scholarships for smaller municipalities to support the IIMC Distance Learning Initiative. There are various giving levels in the Education Foundation, from \$50.00 per year to \$1,000 per year. MCEF recognizes the donors at all of the levels. In 2004, MCEF gave more than \$32,000 to IIMC for education purposes. Please consider becoming a donor to your Municipal Clerks Education Foundation.



IIMC 500 – MEMBERSHIP DRIVE

Recruit a new IIMC member and you will receive \$50.00 credit off of your membership dues. You need to use the IIMC 500 Membership Application. If you've already paid your dues for this year, IIMC will credit your next year's membership dues.

MCEF CANCUN SWEEPSTAKES

Last year it was Hawaii!! This year you can go "south of the border" to Cancun. Enter the MCEF Cancun Sweepstakes for a chance to win a 7-day/6-night trip to Cancun provided by American Legal Publishing. The trip includes airfare and six night's hotel for two. The entry forms are printed in the *News Digest*. When you send in your entry, please consider including a donation to MCEF.

ANNUAL IIMC CONFERENCE – St. Paul - 2005

We showed the St. Paul Visitors Association video of St. Paul, MN. What an exciting City. If you haven't registered for the annual conference, do it! It's going to be a great conference. A wide range of educational sessions are planned. One of the General Session speakers is Dr. Taha Al-Sabea, an American Economist born in Baghdad, Iraq. He will speak about democracy and the Municipal Clerk and how the Iraqi system of government works. MCEF Silent Auction will be held during the conference. MCEF would like to have at least 200 items on the auction tables in May. Everyone can help – take or send an auction item to St. Paul. The complete conference information and registration form is available at www.iimc.com.

ANNUAL IIMC CONFERENCE – Anaheim – 2006

Plans for the annual IIMC Conference in Anaheim are well underway. Pam Means, Napa, CA is Chair of the Planning Committee for the 2006 Conference reception in St. Paul. Pam sends a great big "thank you to everyone for pitching in both financially and to help serve on the conference committee." Additional sponsors are needed for the reception in St. Paul. If you know someone or a company that would consider being a sponsor, please email Pam at pmeans@cityofnapa.org. All Region IX members planning to attend the St. Paul conference are encouraged to help at the reception. Shirts are available to wear at the reception and may be purchased by contacting dabrahamson@ci.pleasanton.ca.us.

Region IX News

Northwest Clerks Institute—Dema Harris, Director

We are pleased to announce **Professional Development IV - Mastery of Leadership Communication**. This program has been developed at the request of the Northwest Clerks Institute partners, Washington State University, Washington Municipal Clerks Association, Alaska Association of Municipal Clerks and the Oregon Association of Municipal Recorders.

The Mastery of Leadership Communication is now available as an on-site learning program for leaders at all levels and for people being prepared for succession to the next general of leadership. The three sessions are:

- Breakthrough conflict, Manage and Thrive on Conflict, Teampower
- Create Collaborative Partnerships, Persuasion & Influence
- Convince, Inspire and Motivate

The three sessions represent a research based program of leadership communication mastery, a coordinated leadership development effort. In addition to providing an integrated learning series, the sequence makes it possible to leverage the momentum and personal advocacy from session to session. What a great opportunity to attend this type of advanced leadership training with your peers.

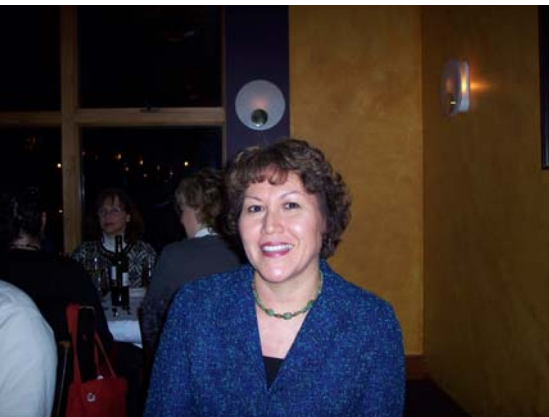
Peter and Susan Glaser, both Ph.D.'s, from Eugene, Oregon, are a dynamic, international consulting team, who will co-lead this three day program. The Glasers have spent 30 years researching strate-

gies for moving from conflict to cooperation, and their seminars are known for being enormously valuable, keenly pragmatic and thoroughly entertaining.

The program will be held June 5-8, 2005 at the University of Puget Sound, in Tacoma, Washington. PD IV participants will join PD I participants for a joint reception on Sunday evening. This will be a great opportunity for mentoring and getting to know one another. The program will conclude on Wednesday, June 8 at noon. There will be a banquet on Tuesday evening. Cost for this program is \$375 for registration and \$250 for room and board.

We encourage you to register early for this Academy. Participation will be limited to 45 students. Registration will be reserved for Clerks who currently possess their CMC or MMC designation, those who have completed a CMC Institute, or who have met the CMC educational requirements through a college degree or those who are working on or who have achieved MMC. The program will also qualify for CMC recertification credits.

The full course announcement and registration form has been mailed to all CMC's and MMC's in the States of Alaska, Washington and Oregon. If you do not receive a registration form in the mail, you can view additional information on the NCI Website at www.nwclerksinstitute.org or <http://capps.wsu.edu/NCIpd4>. If you have questions about the Northwest Clerks Institute please do not hesitate to contact me at demah@wsu.edu.



THANK YOU, AAMC

We had a great time at the AAMC Conference. One of the highlights was a reception for President Christie Jamieson, held at the Governor's Mansion. We walked to the mansion in the falling snow and were welcomed with wonderful hors d'oeuvres and beverages. The Governor's Mansion is a beautiful home filled with history and memorabilia. Thank you for a wonderful time and special congratulations to Christie for an outstanding year as AAMC President. She certainly represented the Alaska Clerks well. Congratulations to Colleen Pellett, the incoming AAMC President. Best wishes for a successful year.

NEWS FROM AROUND THE REGION



ALASKA

ALASKA—AAMC President Colleen Pellett

Greetings from the Last Frontier! I was just installed as AAMC's President at the Alaska Association of Municipal Clerks 39th Annual Conference in Juneau, Alaska. We were honored to have IIMC President Elizabeth H. Kiss, IIMC Director of Education/Research Dr. Ray Garubo, Region IX Directors Gail Waibel and Sheri Pierce, Northwest Institute Director Dema Harris, OAMR President Sandra King, CCAC President Joann Tilton, and WMCA President Sandra Parker. Their presence added an air of distinction to the conference. Our conference also included performances by the Herring Rock Native dancers and our very own Clerk Julie Cozzi, from Haines, who sang at the banquet.

Juneau did manage to produce snow for those out of state guests who were hoping for it. Snow tends to mess with visibility, which in turn, messes up flights. Besides, flying in and out of Juneau in February equates to adventure. I personally left my hometown of Sitka for a brief 25-minute flight. After missing our first approach into Juneau, we returned to Sitka where the aircraft was refueled. The revised plan was to again attempt landing in Juneau and failing that fly on to Anchorage. We were able to land but my 25-minute flight turned into 2½ hours!

Our Education Coordinator Kristie Smithers has published a survey that includes questions on future conferences. Currently, AAMC rotates their conferences between Juneau, Fairbanks and Anchorage. Conferences are usually held in February of each year. We have asked the membership whether they support continuing the rotation, the time of year, and/or if they would like to see the conference held in conjunction with another municipal conference. Once those results are known we plan to post them to our web site.

In March, I will have my first opportunity to travel to another state's conference where the Washington Municipal Clerks Association will host my attendance. As a former resident of Washington, and having just met Washington's State President Sandra Parker, I am looking forward to the experience. I hope to learn new things and expand my network of Clerks.



IIMC President Kiss swearing in President Pellett



CALIFORNIA

CALIFORNIA—CCAC President Joann Tilton Reports

Hello from California! The thrill-ride as President of CCAC continues. Every time I hear about a new program implemented by a City Clerk, or some other outstanding accomplishment, I am reminded how lucky I am to be associated with this awesome group of professionals.

Following our New Law and Election Seminar in December 2004, the CCAC Board gathered for its 2005 goal setting session. Here are the results of our efforts and the goals for 2005. The goals fall into one of the following categories, organization, communications, education, and partnering with other agencies.

ORGANIZATION

- ◆ FACILITATE NETWORKING GROUPS - To assist the Divisions in organizing networking groups to provide opportunities to attend city clerk meetings in closer geographic areas.
- ◆ MENTORING - To make a mentor available to new, interested or disengaged clerks in order to provide information and guidance on professional, education, and certification requirements by September 2005.

COMMUNICATIONS

- ◆ WEBSITE - To enhance the existing CCAC Website to be a comprehensive site that supports the association at the state and division levels.

EDUCATION

- ◆ SAN JOAQUIN DELTA COLLEGE (SJDC Phase II) - To develop a Phase II upper division online transferable program through SJDC/CSU Stanislaus by December 2006.
- ◆ STATE CERTIFICATION - To develop a State certification independent of IIMC within two years.

PARTNERING - IIMC

- ◆ ANAHEIM 2006 - To develop a plan to raise \$100,000 for the Anaheim 2006 IIMC Conference by October 31, 2005.

As you can see, we have an energetic and ambitious group! We would like to thank our Region IX partners, Alaska, Oregon and Washington for stepping up to the plate to help California make IIMC 2006-Anaheim a reality.

It was my distinct pleasure to travel to Alaska's Annual Conference February 3-6, 2005. The snowflakes in Juneau were the size of saucers and the Clerks were gracious hosts. Once again I found that no matter how far I travel Clerks share so much in common. Thank you for the hospitality Immediate Past President Christie Jamieson and congratulations President Colleen Pellett.

California is gearing up for its Annual Institute April 20-22, 2005 at the Tenaya Lodge just outside of Yosemite National Park. Our theme is *Discover New Possibilities* and it is my hope doors will open to those in attendance. *Success is an attitude.*

MORE NEWS FROM AROUND THE REGION



OREGON—OAMR President Sandra King Reports...

The standing committees of the Oregon Association of Municipal Recorders have been very productive the past few months with updates to information available to OAMR members. The *City Recorder's Procedure Manual* has been completely revised and updated. This Manual provides guidelines on everything a Clerk/Recorder may need to know with chapters addressing meetings, agendas and minutes, records management requirements, working with the press, just to name a few. The complete Manual can be found on the OAMR website at http://www.oamr.org/procedures_manual/oamr_procedures_manual_toc.htm and I encourage you to take a look.

In addition each of our standing committees has been compiling the nuts and bolts on responsibilities, processes, deadlines, etc. for each of the committees. It is hoped that the additional information will give those OAMR members information on what is required, when serving on a particular committee and take some of the mystery out of volunteering for a new committee.

The OAMR conferences this year will be held in Grants Pass at the Riverside Inn in sunny southern Oregon and the Conference Committee is working diligently to provide an interesting and informative conference. In April the Mid-Year Academy Session is scheduled for April 8th and the dates for the September conference are the 21st – 24th with the Academy session slated for Wednesday the 21st.

I just returned from attending the Alaska Association of Municipal Clerks conference held in Juneau the first week in February. President Christie Jamieson hosted a wonderful conference that was jam packed with classes for the Alaskan clerks. One of the best sessions was taught by Dr. Ray Garubo, IIMC Education Director, titled "Image Management: Improving the Clerk's Political, Professional and Personal Image". At that conference, Dema Harris, NW Institute Director, unveiled a new professional development class – PD-IV. This upper level class is titled "Mastery of Leadership Communication" and is an intensive 3-day academy presented by Glaser & Associates, Inc. The class will be held the same week as PD-I in June at the University of Puget Sound. There has been a lot of interest already expressed in the class with questions raised about whether OAMR would award scholarships. Although the OAMR Board feels it would be beneficial to award scholarships for PD-IV, the Education / Scholarship Committee has not reviewed the class and no formal discussions have taken place about setting scholarship criteria, the award amount, and budgeting for the additional scholarships. Therefore, this item will be on the Executive Board's agenda for the February 25th Board meeting in Grants Pass.



WASHINGTON—WMCA President Sandra Parker Reports...

Hi, everyone!

We, here in Washington, are excited about the Northwest Clerks Institute (NCI) in Tacoma, WA – Professional Development IV. Institute Director Dema Harris has a husband & wife training team in the mix who offer advanced training for seasoned Clerks. Director Dema is really working hard to bring the most premiere education to all our Clerks. The Northwest Clerks Institute is home to all four professional development class series. There will not be enough room for everyone who wants to attend!

I had a wonderful time in Juneau at the Alaska Clerks conference in February. There were wonderful tracks to attend, a silent auction with the best of items to purchase (President Tilton – I do hope you are enjoying your new Americana jeans jacket that you beat me out of..... Well, then... No more colored pens for you!), a reception at the Governor's Mansion and a fun red, white & blue banquet with noise makers that made everyone laugh when the crowd got them going. And Julie & Jazz! WOW !! Juneau was beautiful – just like a giant snowglobe in winter with big flakes falling all around. My favorite part, though, was talking with my peers in Alaska and finding out about their lives in their beautiful state. It was so interesting! I just love Alaska! Thanks to President Jamieson for a job well done and to Sherry Biggs for the limousine service.

WMCA is well into 'conference mode' and we are getting things done right and left for the "You Make the Difference" conference. I am excited to move forward and see how everyone likes the mini-academies we are providing this year. It is always a challenge to find new speakers and places to hold our conference.

So, I will see you in March at Skamania!



Region IX Presidents, Sandra King OAMR, Sandra Parker WMCA, Joann Tilton CCAC, Christie Jamieson AAMC.

WELCOME NEW MEMBERS & EDUCATION HONORS

California

Jacque Dinsmoor	Deputy City Clerk	Calimesa
Sheila Cobian	Deputy City Clerk	Carlsbad
Linda Hascup	Admin. Secretary	Coronado
Judy Kenyon	Deputy City Clerk	Glendora
Greg Johnson	City Manager/Clerk	Indian Wells
Cyndi Ballou	Admin. Secretary	La Mirada
Susan Garcia	Deputy City Clerk	Lemon Grove
Karen Kalfayan	Executive Officer	Los Angeles
Rod Diridon, Jr.	City Clerk	Santa Clara
Teresa Anderson	Admin. Secretary	Santa Rosa
Sandra Edwards	City Clerk	Tracy
Jamie Delos Santos	Deputy City Clerk	Placentia
Susan Coffman	Deputy City Clerk	Santa Clarita
Penelope Majeske	Executive Assist.	Victorville
Doris Mortensen	City Clerk	Burlingame

Oregon

Kitty Vodrup	City Recorder	Junction City
Colleen Phillips	Town Recorder	Lakeview
Normal Alley	Deputy City Recorder	Newberg
Debbie Lockhart	Recording Secretary	Keizer
Chantell Hayson	Fin. Dir./Recorder	Oakridge
Michelle Archibald	City Recorder	Rainier
William Dufner	City Clerk	Coquille

Washington

Sharon McCaleb	City Clerk/Treas.	Kahlotus
Jennifer Kuhn	Admin. Assist.	Woodinville
Jason Suzaka	Deputy City Clerk	Federal Way
Sharon Bounds	City Clerk/Treas.	Zillah

Members Earning Recertification

California

Kay Woodson, CMC	City Clerk	American Canyon
Karen Hamman, CMC	City Clerk	Mission Viejo
Joyce Doyle, CMC	Chief Dep. Clerk	Downey
Mary Herr, CMC	City Clerk	Mill Valley
Michael Dalla, CMC	City Clerk	National City
Alice Redondo, CMC	Assist. City Clerk	Simi Valley

Washington

Jane Joyce CMC	Deputy City Clerk	Pullman
Susan Adams, CMC	Town Clerk/Treas.	Fairfield

Members Earning Certification

Alaska

Beth McEwen, CMC	Deputy Clerk	Juneau
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California

Pat Hammers, CMC	City Clerk	Cathedral City
Claire Cooper, CMC	Deputy Clerk	Petaluma
Donna Norris, CMC	Assist. City Clerk	Chula Vista

Washington

Shula Dunning, CMC	Deputy City Clerk	Kennewick
Valerie Loffler, CMC	City Clerk	Kennewick
Carol McNeilly, CMC	Deputy City Clerk	Newcastle

Members Entering MMC Academy

California

Sheri Schroeder, CMC	City Clerk	Brisbane
Stephanie Mendenhall, CMC	City Clerk	Upland

Oregon

Shirley Kappas, CMC	Deputy Recorder	Klamath Falls
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Washington

Sandy Byers, CMC	Clerk of the Board	Tacoma
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Members Attaining First MMCA Level

California

Rhonda Basore	City Clerk	Clayton
Rhonda Pellin, CMC	City Clerk	Gilroy
Christine Boland, CMC	City Clerk	San Carlos
Rae Morrow, CMC	City Clerk	Shasta Lake
Marlyn Rasmussen, CMC	Clerk Administrator	Los Gatos

Washington

Judith Cary, CMC	City Clerk	SeaTac
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Members Attaining Second MMCA Level

California

Josephine Triggs, CMC	City Clerk/Treas.	Cerritos
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Washington

Sandra Parker, CMC	City Clerk	Woodinville
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REGION IX MEMBERSHIP - 1/31/05

Alaska	89
California	798
Oregon	95
Washington	275
Total	<u>1257</u>

TOTAL IIMC MEMBERSHIP 10,216

[Checkout the new IIMC Web site !!](#)