

**Washington Municipal Clerks Association
Executive Committee Meeting
Leavenworth City Hall, Leavenworth, Washington
January 24, 2003**

1. Call to Order

President Elect Moriarty called the meeting to order at 10:20 a.m.

Officers Present:

President Alice Attwood, President Elect Jackie Moriarty, Vice President Sandra Parker, Secretary Kammy Hill, Treasurer Agnes Bennick, Past President Karen Smith, Board Members Chris Boughman, Jane Cantu and Sheryle Wyatt.
(President Attwood arrived at 10:40 a.m.)

Officers Absent:

Board Members Linda Alvar, Linda Knutson and Terri Pfister

2. Approval of minutes

It was moved by Treasurer Bennick, seconded by Board Member Wyatt and unanimously carried to approve the minutes of October 4, 2002, as submitted.

3. Treasurer's Report

Treasurer Bennick provided a Treasurer's Report covering the period May 1, 2002 through December 31, 2002.

It was moved by Board Member Boughman, seconded by Board Member Cantu and unanimously carried to approve the Treasurer's Report as submitted.

Treasurer Bennick reported that a request had been received from Kelle Wilson, Town of Friday Harbor, for a refund of her Advanced Academy registration fee, because her flight had been cancelled due to weather.

It was moved by Board Member Boughman, seconded by Board Member Wyatt and unanimously carried to refund the Advanced Academy registration fee for Kelle Wilson less a twenty percent administrative fee.

Treasurer Bennick reported that a request had been received on behalf of Judith Cary, City of SeaTac, for a refund of her Advanced Academy registration fee, because of illness.

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It was moved by Treasurer Bennick, seconded by Vice President Parker and carried, with seven yes votes and one no vote by Board Member Boughman, to refund the Advanced Academy registration fee for Judith Cary less a twenty percent administrative fee.

Treasurer Bennick reported that a request had been received on behalf of Sue Miller, City of Quincy, for a refund of her Advanced Academy registration fee, because of illness.

It was moved by Vice President Parker, seconded by Past President Smith and unanimously carried to refund the Advanced Academy registration fee for Sue Miller less a twenty percent administrative fee.

President Elect Moriarty suggested that the scholarship account be moved to an interest bearing checking account rather than a money market account. It was the consensus of the Board to authorize the Treasurer to move the scholarship account to an interest bearing checking account.

There was discussion by the Executive Committee on the current dues structure and whether the payment of membership dues was on a calendar year or the Association's fiscal year as it affects a member's eligibility to vote. Treasurer Bennick recommended that dues notices be sent at the beginning of the Association's fiscal year and membership would be concurrent with the fiscal year. There was discussion on whether the election procedures or the by-laws needed to be amended to address problems with the payment of dues and eligibility to vote.

It was moved by Board Member Wyatt, seconded by Board Member Boughman and unanimously carried to recommend a by-laws change to Article IX to read "Dues shall be payable within thirty days of receipt of invoice."

4. Committee Reports

A. Audit

Treasurer Bennick reported that the calendar year-end audit is scheduled for Thursday, January 30, 2003 in Yelm.

B. By-Laws

There was discussion on the proposed by-laws amendments.

It was moved by Board Member Boughman, seconded by Vice President Parker and unanimously carried to recommend changes to the by-laws as submitted by the By-Laws Committee with the following amendments:

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- Article V, Section 4, Paragraph B, to read “The Elections Committee shall administer the election in accordance with the ~~current WMCA Election Procedures, dated March 19, 1998 or as hereafter amended, as recommended by the Elections Committee and approved by the Executive Committee~~, a copy of which is on file with the WMCA Secretary.”
- Article VII, Section 5, strike the words “with recorded response”
- Article IX, Section 1, to read “Dues shall be payable ~~on or before January 31 of each year~~ *within thirty (30) days of receipt of invoice.*”
- Article X, Section 2, second paragraph, change the word “January” to the word “May” and change the third paragraph to read “The second audit shall cover the period from January through April and shall be conducted as soon as practical after April 30. The outgoing and incoming Treasurers, as applicable, shall be present during the audit and present the financial records for the audit. The *results of this audit* shall be reviewed and approved by the Executive Committee at its June meeting, and reported in the subsequent issue of the WMCA Newsletter.”

The meeting was recessed for a break at 11:27 a.m. and reconvened at 11:37 a.m.

C. Education and Professional Development

Vice President Parker commended the efforts of the Education and Professional Development Committee and the Ad-hoc Subcommittee of the Executive Committee. Vice President Parker outlined the extraordinary efforts necessary to communicate with Lloyd Hara to obtain required budget reports and stressed the need for better communication.

Board Member Cantu reported that WMCA did not have any idea of the Professional Development Institute budget and this information was extremely difficult to obtain.

Vice President Parker summarized the results of the January 8, 2003 meeting held with Lloyd Hara and reported that the Committee is recommending that the hiring of an independent attorney be authorized to assist in preparation of a contract with Lloyd Hara and Seattle University, as well as address liability issues and concerns. There was discussion on the need for accountability by Hara Consulting and WMCA, an agreement with Seattle University, and exploring the possibility of using MRSC as the fiscal agent for the Professional Development Institute.

It was the direction of the Board to explore the possibility of using MRSC as the fiscal agent for the Professional Development Institute and to authorize retaining a private attorney to review proposed contracts and address other areas of concern.

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The meeting was recessed at 1:10 p.m. and reconvened at 2:10 p.m. (Board Member Wyatt and Treasurer Bennick were absent when the meeting reconvened.)

E. Historical

The report from the Historical Committee was reviewed.

F. Legislative

The report from the Legislative Committee was reviewed.

Board Member Wyatt and Treasurer Bennick returned at 2:15 p.m.

E. Elections

President Attwood reported that an ad-hoc committee had been formed to solicit candidates for the positions of Vice President and Treasurer. The name of Linda Reimer is recommended to be added to the slate of candidates for the position of Treasurer, provided the necessary paperwork is filed with the Elections Committee Chair.

It was moved by Board Member Wyatt, seconded by Vice President Parker and unanimously carried, to approve the following slate of candidates:

<u>President Elect</u>	Sandra Parker, City of Woodinville
<u>Vice President</u>	Alice Bush, City of Lakewood
<u>Secretary</u>	Pam Kolacy, City of Port Townsend
<u>Treasurer</u>	Kammy Hill, City of Walla Walla
<u>Board Member</u>	Tim McGuire, City of Lacey
	Linda Reimer, Adams County
	Bob Baker, City of Tukwila
	Deena Bilodeau, City of Centralia
	Sandy Byers, Pierce Transit

H. Newsletter

President Elect Moriarty reported that Terri Berry has agreed to continue to do the layout for the newsletter but a new Chair for the committee is needed. Several names were provided for President Elect Moriarty to consider.

I. Planning

President Elect Moriarty outlined the report from the Planning Committee. Past President Smith reported that several calls had been received from members that had taken exception to some of the wording on the blue flyer announcing events at the conference and suggested that special care is taken not to alienate anyone, even in jest.

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Board Member Cantu reported that there have not been very many entries for the WMCA cookbook. It was the consensus of the Board to delay publication of a cookbook until more entries are received.

J. President's Awards

Past President Smith suggested that the Executive Committee might want to revisit the Clerk of the Year criteria requiring five years membership in WMCA and felt it was important to honor all nominees.

K. Program

The report from the Program Committee was reviewed.

L. Scholarship

It was moved by Board Member Boughman, seconded by President Elect Moriarty and unanimously carried to award a scholarship for registration to attend the annual conference to Carrielynn Loffelmacher, Town of Eatonville, and to award scholarships to first-time attendees for registration to attend the annual conference and lodging at the Heathman Lodge to Jenna McDonald, Town of Rosalia, and Rebecca Dover, City of Othello.

It was moved by Board Member Boughman, seconded by President Elect Moriarty and unanimously carried, with President Attwood abstaining, to award a Margery Price scholarship in the amount of \$495 to Alice Attwood, City of Tonasket, for registration to attend the IIMC annual conference.

M. Website

Board Member Wyatt reported that the format of the Quill on the website was being changed from an Adobe Acrobat file to individual articles. An e-mail has been received from Terri Berry advising that she has promised Newsletter advertisers that their advertising will also appear on the WMCA website at no additional cost. There was discussion by the Board on whether advertising should be allowed on the WMCA website and the appropriate charge for this advertising if allowed. It was the consensus of the Board that WMCA honor the current commitments made by Terri Berry and that the appropriate charges for this service be explored.

Board Member Cantu was excused from the meeting at 3:02 p.m.

Board Member Wyatt reported that a request had been made from the City of Soap Lake for surplus Christmas decorations. It was the consensus of the Board

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that they use the WMCA discussion board and/or the AWC surplus equipment list.

Board Member Wyatt reported that several members provided the correct answer to the trivia contest question but identified other websites as the site where the answer was found, rather than the WMCA website. It was the consensus of the Board that no winner be chosen since the rules of the trivia contest had not been followed.

It was the consensus of the Board that the winner of the next WMCA website trivia contest be given their choice of a WMCA vest or a jacket.

6. New Business:

E. 2003-2004 Budget

President Elect Moriarty outlined her proposed 2003-2004 WMCA budget. It was the consensus of the Board that the line item for Website M&O be increased to \$500.

5. Old Business:

A. Job Descriptions

It was the consensus of the Board to accept the changes to the Board Job Descriptions as proposed by President Elect Moriarty with additions to the Treasurer and Secretary job descriptions. To the Treasurer's description: The addition of the words "Elections Committee" under item number fourteen and the addition of a number fifteen to read "Serve as custodian for WMCA financial records, laptop, printer, and software." To the Secretary's description: The addition of the sentence "Upon approval of the minutes, submit to the WMCA Website Manager." under item number one and the addition of the words "and Website Manager" under number nine.

6. New Business (continued):

A. Request for Reimbursement

It was moved by President Elect Moriarty, seconded by Board Member Boughman and unanimously carried, with one abstention by Past President Smith, to authorize reimbursement to Karen Smith for expenses associated with mailings for the President's Awards committee in the amount of \$201.15.

Treasurer Bennick reported that these types of reimbursement are routine and do not need to come before the Executive Committee for separate consideration.

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D. 2005 Conference Location

Vice President Parker highlighted the amenities of the following three locations under consideration for the 2005 conference and indicated that she would have a recommendation at the next Board meeting:

- Lakeway Inn and Conference Center, Bellingham
- Westcoast Silverdale Conference Center, Silverdale
- Dolce' Skamania Lodge, Stevenson

7. Other Issues and Region IX Information:

Vice President Parker reported that she will be unable to attend the IIMC conference on behalf of WMCA due to a conflict in travel schedules within her city and suggested that another Board member attend in her place.

It was moved by Board Member Boughman, seconded by Treasurer Bennick and unanimously carried to authorize President Attwood to attend the annual IIMC conference in the place of Vice President Parker.

It was moved by Vice President Parker, seconded by Past President Smith and unanimously carried to reconsider the motion to award Alice Attwood a Margery Price scholarship for registration to attend the annual IIMC conference.

It was moved by Vice President Parker, seconded by Board Member Wyatt and unanimously carried to rescind the decision to award a Margery Price scholarship in the amount of \$495 to Alice Attwood, City of Tonasket, for registration to attend the IIMC annual conference.

8. Adjournment:

There being no further business, the meeting was adjourned at 3:50 p.m.