



WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MEETING

Friday, October 21, 2011, 10:00AM
Campbell's Resort - Monfort Room, Lake Chelan, WA

CALL TO ORDER:

President Percival called the meeting to order at 10:03AM.

ROLL CALL:

President Treva Percival, President-Elect Sandy Paul, Secretary Erin Larsen, Past President Karen Kuznek-Reese, and Board Members Debbie Burke, Debbie Clark, Virginia Olsen, Scott Passey, Diana Quinn, and Paula Swisher were present. Vice-President Claire Lider and Treasurer Gina Anderson were excused.

APPROVAL OF MINUTES:

President Percival stated that the minutes were sent out separately to the EC and can be approved at the next meeting.

TREASURER'S REPORT:

President Percival reported that Treasurer Anderson filed the Association's taxes before the deadline. Current as of September 30, 2011, year-to-date balance sheet and profit and loss budget versus actual statements, as well as, a summary of checking, savings, and scholarship accounts were provided to the EC. Board Member Olsen stated that she was pleased to see our number of members over 300.

NEW BUSINESS:

New WMCA Logo

President Percival stated that the company previously approved by the EC to create a new logo will not be able to take on our job. She stated that another graphic design artist was contacted. Jenny Anderberg quoted \$700 for the project which is approximately \$200 more than the first quote. The EC discussed providing feedback to the artist, looking at design examples, and typical costs for graphic design.

Board Member Swisher **MOVED**, seconded by Board Member Olsen to authorize spending \$700 to develop a new logo. The motion **PASSED** unanimously 10/0.

President-Elect Paul inquired if any money was spent with the first company. President Percival confirmed that no money had been spent to date.

Draft Conference Menu

President Percival presented a copy of the menu for review. She stated that it's a good menu and the food is great. She added that Wednesday night would be a pizza buffet to go with the auction and games. There will not be a free night this year. Board member Burke inquired about allergies to peanuts regarding the pie offered for the banquet dessert. Board Member Swisher stated that there could be another option for dessert if there are attendees with allergies.

IIMC Education Guidelines

Board Member Olsen provided background information on an e-mail she sent out to the EC in August regarding changes to the IIMC guidelines and how it will affect our members. The EC discussed course approval, awarding points, KTAP requirements, attendance requirements and the NCI director's role.

Board Member Burke inquired about providing original certificates to IIMC for certifications. President Percival stated that she e-mailed her certificates for her MMC and they were accepted. Board Member Olsen added that NCI Director Harris obtained approval of the new certificates through IIMC. She added that the paperwork process for pre-approval of the classes and hours spent. We need to notify our members of the changes in the next newsletter and possibly through an e-mail blast. Funds will also need to be included in the budget for certificates and postage costs. President Percival clarified that NCI Director Harris's expenses are split between Washington, Oregon, and Alaska. The EC discussed issues with the WSU contract, term of the contract, and creating an NCI committee with members from each participating association. Board Member Olsen stated that the Education Committee is spearheading this item and there will be more to come in the future.

COMMITTEE REPORTS:

Audit-Report received.

Awards-Report received.

Bylaws

Board Member Passey stated that there was vigorous discussion regarding the By-laws changes. A highlighted version of the By-laws with changes was provided to the EC. He added that the committee was concerned with the need for oversight regarding the elections process. Board Member Burke added that there was a lot of discussion and that the chair did a fantastic job of balancing the discussions and with leadership. Past President Kuznek-Reese inquired about language possibly missing on page 5. Board Member Passey stated that it is still a work in progress and that the verbiage could be worked on. The EC continued discussions regarding the methods for notifying members, reliability of e-mail, and costs of mailing postcards. President Percival stated that the Membership and Elections Committee can work together to coordinate the methods for e-mail notification and language for the postcard. Past President Kuznek-Reese suggested that we send out notices with the annual meeting notice.

President Kuznek-Reese **MOVED**, seconded by Board Member Quinn to send out a post card for elections and the By-law changes with the annual meeting notice. The motion **PASSED** unanimously 10/0.

Conference Planning

President Percival reported that she, Board Member Swisher, and Alice Attwood attended a site visit and re-arranged the conference layout. Board Member Olsen stated that the EC will get the chance to go on a site tour today. President Percival expressed excitement about her logo and upcoming conference.

Education

Board Member Olsen reported that she and Debbie Clark are new co-chairs and got a late start this year. She reported that there was one location for the Fall Academy this year due to the late start and expenses. She stated that attendance was on par and that one central location for a single academy per year has been recommended. She stated that it is a lot of extra work to organize two separate academies and that it makes sense while the economy is low to help manage costs. President Percival stated that we can gauge and review this option annually. President-Elect Paul suggested Yakima, Wenatchee, and Ellensburg as three central locations. The EC discussed budget, locations, costs and food options. President Percival discussed her response to a refund request that was past the deadline.

The EC concurred that a refund should not be issued. The EC continued discussions regarding the 2012 conference speakers, sessions, and associated costs.

Fundraising

President Percival reported that Vice President Lider was leaving her position in Battleground and is vacating her position in the EC. She inquired about the gavels we purchased for the AWC Conference and if the EC wanted to give away the gavels or sell them. Board Member Olsen reported that she really enjoyed the new Clerks meet and greet at the last conference but not the breakfast. Board Member Passey stated that the breakfast felt too formal. President Percival asked for suggestions. The EC discussed the format of the breakfast, speakers, invitations for new Clerks, meeting them when they check into conference and providing individual candy invites in their rooms. President Percival asked for feedback on the items to sell at conference and pre-orders. The EC discussed suggested items, colors, material types, providing a seat at the registration desk for a fundraising member, pre-orders, and keeping a running tally for all items purchased at the conference including the silent auction. President Percival discussed the OAMR Conference and the process they use for tracking purchases. Board Member Passey provided downloaded images of the items recommended by the Fundraising committee. The EC discussed pants, hoodies, t-shirts, and jackets and concurred that they preferred embroidery as opposed to screen print. President Percival recommended pre-sale for the flannel pajama pants at \$30. President-Elect Paul volunteered to be the liaison to the fundraising committee due to the vacancy of the Vice President's position. The EC concurred to send flannel pajama pants and hoodie t-shirts back to the Fundraising Committee for their recommendation on sizing, colors, and pricing.

President Percival recessed the meeting at 11:35PM for a lunch break. The meeting was reconvened at 12:35PM.

Discussion resumed on fundraising and the silent auction. Board Member Swisher requested feedback on adding a guarantee purchase price to the silent auction bid sheets. Board Member Burke recommended trying it out for one year and see how it goes.

Board Member Swisher **MOVED**, seconded by Board Member Clark to add a "buy it now price" to the silent auction bid sheets. The motion **PASSED** unanimously 10/0.

Historical Committee

Board Member Burke reported that the committee has requested to purchase page protectors.

Board Member Olsen **MOVED**, seconded by Board Member Swisher to allow the Historical Committee Chair to purchase new page protectors. The motion **PASSED** unanimously 10/0.

Membership

Board Member Quinn provided the revised Membership Committee Description. President-Elect Paul stated that the description was well done and only had a few typos.

Board Member Olsen **MOVED**, seconded by Board Member Clark to sunset the Elections Committee. The motion **PASSED** unanimously 10/0.

Board Member Olsen **MOVED**, seconded by Board Member Clark to approve the revised Membership Committee description. The motion **PASSED** unanimously 10/0.

Scholarship

President Percival requested that the EC ratify an e-mail vote to approve Randy Hinchcliff's 2011 Fall Academy Scholarship.

Board Member Olsen **MOVED**, seconded by Board Member Quinn to approve Randy Hinchcliff's 2011 Fall Academy Marge Price Scholarship. The motion **PASSED** unanimously 10/0.

OTHER BUSINESS:

Upcoming monthly reports will be completed by the following EC members:
November – Karen; December – Debbie B.; January – Gina; February – Erin

President Percival asked the EC to send in newsletter ideas. Board Member Olsen requested to include an article on the IIMC Educational Guidelines change and possibly Fall Academy pictures available on Shutter-fly in the next newsletter. President-Elect Paul stated that she would provide a legislative update.

Board Member Burke provided a handout with prices and information for bus rentals to provide transportation for WMCA members to the Annual Conference in Lake Chelan. The EC discussed pricing, bus sizes, and traveling over the pass. Board Member Olsen suggested pre-selling tickets. Board Member Swisher added that there could be no refunds. Board Member Clark suggested that we try it one time and see how it works out. Past President Kuznek-Reese stated that she could have a notice sent out to members requesting their interest in this transportation option via the website. Interested parties for transportation to the Annual Conference should contact Board Member Burke.

President Percival recommended leaving the Vice President position vacant until the next election. She stated that she would send a draft to Bobbie Usselman to send an update out to the membership. The EC discussed what EC positions were up for election and which persons were interested in running.

President Percival recessed the meeting at 12:58PM for a site tour. The meeting was reconvened at 1:20PM.

Board Member Burke requested feedback on recreating a Newsletter Committee for WMCA. The EC discussed layout, content and contribution of articles from our members, review, oversight, and By-law changes.

Board Member Quinn **MOVED**, seconded by Board Member Burke to re-establish the Newsletter Committee at the Annual Conference in March. The motion **PASSED** unanimously 10/0.

President-Elect Paul and Board Members Burke and Quinn volunteered to draft a description for the January meeting. Secretary Larsen would send the group an old description if available.

President Percival requested feedback for the format of the New Clerk's Breakfast Event. The EC discussed providing an informal breakfast where we could split up into small groups, placing a EC member at each table with a list of items to highlight and an opportunity for new Clerks to ask questions, connecting them with a conference buddy, providing pre-loaded flash drives with information on what formal speakers usually provide, dividing a list of new members and calling them to discuss and invite them to conference, and making sure a Membership Committee member is at the registration

desk to make them feel welcome. Board Member Quinn stated that she would take the suggestions back to discuss with Ali Spietz.

NEXT MEETING:

The next regular EC meeting is scheduled for January 20, 2012, at Pierce Transit, Lakewood, WA.

ADJOURNMENT:

The meeting adjourned at 1:45PM.

Erin Larsen CMC, Secretary