WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE AGENDA
Friday, March 25, 2011
Sacajawea Room, Heathman Lodge

AGENDA ITEMS: **PAGE #:**

1. Call to Order
Introductions, welcome new member

2. New Business
2011 Conference Report — Alice, Paula, & Virginia
(out of order to accommodate schedule of presenters)

3. Approval of Minutes (Treva)
a. Executive Committee Meeting Minutes of January 14, 2011 1-5

4. Treasurer's Report (Gina)
a. Account Summaries
(included in your annual business meeting packet)

5. New Business (continued from Item 2 above)
a. 2013 conference location (Sandy) 6-11
b. New WMCA Logo (Treva)
c. Region IX Dinner in Nashville (Treva) 12
d. Scholarship Applications (Claire) 13-113
e. Mailing of Membership Applications (Gina) 114-115
f. Thank you Letter to Members (Gina) 116-117
f. Deadline for dues?(Gina) 118-119
g. Attendance at the AWC Conference (Treva) 120
h. Attendance at LGMA (Treva) 121
i. Conference and Academy Refunds (Treva) 122
j. Records Retention Policy (Treva) 123
k. Legislative Report (Sandy) 124
l. Sponsorship Program (Virginia) 125-130
m. Doing away with Elections Committee and updating Webmaster Job Description 131
m. Should we move to voting for Executive Committee Vacancies (Treva)
n. Selling WMCA Items at PD Classes and 50/50 Raffle (Treva)
o. Request for Credit Card for President-Elect Paul (Treva)

6. Other Business
a. Executive Committee Monthly Report Schedule 132
b. Committee Chair and Liaison Roster 133
c. Schedule of EC meetings 134

7. Next Meeting
June 24, 2011 – Mountlake Terrace City Hall

8. Adjournment

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MEETING

Friday, January 14, 2011, 10:00 am
Pierce Transit, Lakewood WA

CALL TO ORDER:
President Kuznek-Reese called the meeting to order at 10:04 am

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

APPROVAL OF MINUTES:
Vice President Paul **MOVED**, seconded by Board Member Clark to approve the Executive Committee (EC) Meeting Minutes of October 22, 2010. The motion **PASSED** unanimously 12/0.

TREASURER'S REPORT:
Treasurer Anderson provided current year-to-date balance and profit and loss statements for May through December 2010. She reviewed checks that have been paid and the amount of money in the savings account.

Past President Spietz inquired about a transfer of $6,300 from the savings account to balance the budget. Treasurer Anderson stated that it does not appear the transfer was made at the beginning of the fiscal year. President Kuznek-Reese authorized Treasurer Anderson to transfer the funds. Treasurer Anderson also highlighted options for a bank account through Chase. The EC discussed bank account options, credit union options, and the PayPal process.

President Kuznek-Reese added an update on the new website and discussion of the retention schedule to the agenda.

NEW BUSINESS:

Conference Locations
Vice President Paul provided comparison chart for 2013 possible conference locations. Additionally, handouts highlighting the Tulalip Resort and Casino and The Hotel Murano were provided. She stated that she scheduled a tour of the amenities at The Hotel Murano after the EC meeting and invited the EC Board to attend. The EC discussed and compared room rates, site set up for a conference, audio and visual costs being included, and keeping costs down for our members. Board Member Burke announced that the King County Municipal Clerks Association (KCMCA) has agreed to donate $500 toward this year's Annual Conference. Past President Spietz congratulated Board Member Burke on her appointment as Chair of KCMCA.

WMCA Logo Submissions
The EC discussed the number and quality of submissions. President Kuznek-Reese suggested that we continue designing, open the contest back up, and continue to use the current logo. The EC concurred with the recommendation and to discuss this item at the board meeting in March.

Revisions To President's Job Description

President Kuznek-Reese stated that the only change was to add Idaho to the responsibility of serving as delegate to State Conferences. Past President Spietz recommended adding the Idaho City Clerks, Treasurers, and Finance Officers Association (ICCTFOA) Conference to the President-Elect's job description.

Past President Spietz **MOVED**, seconded by Board Member Olsen to add the ICCTFOA conference to the President-Elect's job description and approve the President's job description. The motion **PASSED** unanimously 12/0.

COMMITTEE REPORTS:

Audit

Treasurer Anderson stated that the Audit Committee met and audited May through December and found all the records to be in order. She added that it is a good committee and that the discussions help the members to understand how things work.

Awards

Past President Spietz stated that the committee received 3 nominations for the Clerk of the Year designation. She stated that there were not as many nominations this year. She added that it could be due to supervisors sending in the nomination year after year and the nominated Clerk not receiving the award. Board Member Passey inquired if it is the President's decision. Board Member Olsen inquired as to how the nominee's applications are ranked. Past President Spietz stated that each application is reviewed by the Award Committee and scored on a point system. She added that the President usually follows the Committee's recommendation. She stated that sometimes a nominee can be rated low because of the letter submitted by the supervisor. Ms. Spietz recommended including an example of a well written nomination letter answering all questions completely in the letters sent to a Clerk's supervisor.

Budget

President-Elect Percival provided a budget handout and requested input on funding to be included in the budget to attend the Association of Washington Cities (AWC) Conference. The EC discussed PD IV dates, dates and location of the AWC Conference, vendor and registration fees, and the cost of meals. Additionally, the EC discussed the number of vendors Campbell's Resort can accommodate and tracking and paying for VIP guests and the Clerk of the Year's registration fee. President-Elect Percival stated that she will send out a revised budget to the EC.

President Kuznek-Reese recessed the meeting for a short break at 10:55PM. She reconvened the meeting at 11:05PM.

Bylaws

Written Report received by the EC. Board Member Passey stated that there are no requests at this time.

Conference Planning

Board Member Olsen discussed the status of the Annual Conference planning and vendors. She requested that the EC members send her any leads for new vendors. President Kuznek-Reese discussed the dinner cruise and stated that we need to find a sponsor for travel from the hotel to the depot. She stated that the cruise ship can accommodate 35 to 400 people. She recommended sending an additional e-mail to our members reminding them of Conference deadlines and Operation Fuzzy Friend.

The EC discussed a presentation from WMCA to the Children's Center for Operation Fuzzy Friend at lunch on Thursday, changing the Region IX lunch from Thursday to Wednesday, the EC itinerary, VIP dinner and location, meet and greet with new members, and providing new members with gifts in their room.

Education

Board Member Olsen reported that they are coordinating with the conference planning committee, registrations can be completed on-line, the call to conference was sent out, and that the committee members are excited about the classes being offered. The EC discussed the timing and schedule for the Annual Business Meeting, auction, and vendor reception. President Kuznek-Reese stated that she would work on the schedule for the auction.

President Kuznek-Reese recessed the meeting for a lunch break at 11:32AM. She reconvened the meeting at 12:00PM.

Elections

Board Member Clark stated that Bobbi Usselman has done a fabulous job on the website and with elections. She stated that there are options to consider making electronic elections easier. She highlighted what Survey Monkey would allow versus an electronic voting software program. The EC discussed e-mail blasts versus purchasing software, security, problems with blocked e-mails, allowing members to vote anonymously and only one time, and allowing members to vote and fill an EC vacancy.

Board Member Olsen **MOVED**, seconded by Board Member Quinn to purchase voting software for $80. The motion **PASSED** unanimously 12/0.

President Kuznek-Reese recommended a Proclamation to recognize Bobbi Usselman for her work on the new website. Past President Spietz stated that the next steps for the Election Committee is the revise the procedures and job description.

Fundraising

President-Elect Percival requested raffle books for the EC to help sell them. Board Member Olsen highlighted the Fundraising Committee's recommendations including flash drives, fleece vests, tumblers and existing inventory.

Board Member Olsen **MOVED**, seconded by Treasurer Anderson to allow the Fundraising Committee to order 73 fleece vests total for pre-order and conference and order 72 tumblers. The motion **PASSED** unanimously 12/0.

It was clarified that the fleece vests be ordered from 4-Imprint in Navy Blue and Black with white stitching. If only one color could be selected it should be black.

Past President Spietz **MOVED**, seconded by Board Member Olsen to lower the price of the long sleeve t-shirts in inventory to $10, and to provide gym bags and glasses in inventory to new Clerks and first time conference attendees. The motion **PASSED** unanimously 12/0.

Handbook

Past President Spietz stated that no work has been done on updating the handbook. She discussed whether or not it is still a benefit to our members. She recommended that if it was still to be updated

then one person should attempt it rather than a committee. She suggested possibly discussing this topic in June.

Historical

Board Member Burke discussed obtaining price estimate to scan documents possibly from vendors at the conference. She stated that the committee is requesting $100 to purchase totes and replace a few scrapbooks. Past President Spietz inquired about scanning the Quill. Board Member Olsen inquired about the amount of documents we currently have. Board Member Burke stated that the Quill would be included in the cost estimate and that she could check with Historical Committee Chair Rebecca Dover for an idea of the amount of documents.

Board Member Lider **MOVED**, seconded by Board Member Olsen to allow the Historical Committee to purchase totes and scrapbooks not to exceed $100. The motion **PASSED** unanimously 12/0.

The EC concurred to modernize scrapbooking and utilize Sutterfly.

Legislative

Vice President Paul sent out a Legislative update to the EC through e-mail. She stated that the ferries are not our issue but that there are a few bills regarding Open Public Meetings and Public Records that could affect Clerks. She added that legislation regarding Public Records Requests is number one on AWC's list.

Membership

Board Member Quinn provided a report on new memberships, renewal memberships, and a mentor request. She requested ideas from the EC on nominal gifts and door prizes for first time attendees. The EC discussed placing martini glasses (in inventory) filled with candy and a welcoming note in new attendee's rooms. Past President Spietz stated that the candy will need to be placed in bags as the hotel staff will place the filled glasses in the rooms for us.

Scholarship

Board Member Lider provided an update on the process to rank 10 scholarship applications that were received. She stated that there was one tie and one withdrawal. The candidate who withdrew was awarded a scholarship from KCMCA. The Committee recommended awarding all scholarships if possible or in the order of the top scoring applicants as ranked. The EC discussed the content of the applications, questions asked, the amount of time spent on the applications by the candidates, grammar used, and ranking versus rating applications. The EC concurred to have the application amended to allow for expanded answers to the questions that would encourage the applicants to think a bit more.

Treasurer Gina Anderson **MOVED**, seconded by Vice President Paul to award all 10 scholarships. The motion **PASSED** unanimously 12/0.

President Elect Percival **MOVED**, seconded by Vice President Paul to forward amended recommendations to the committee to modify the application. The motion **PASSED** unanimously 12/0.

The EC discussed point spread, interviews, requiring the scholarship recipients to submit a report and/or requiring them to serve on a committee, revising the questions, and instituting a consequence if the recipient does not comply with requirements. Board Member Burke stated that she will take the suggestions back to the committee.

OTHER BUSINESS:

Retention Schedules

Vice President Paul provided a copy of the retention schedule stating that 10 years retention is excessive for contracts and that they should be scanned. The EC discussed an appropriate retention and concurred on 6 years. Past President Spietz stated that they could be placed on the website. Board Member Clark recommended storing all documents on the website.

Website

President Kuznek-Reese provided an update on the new website including the necessary step of a release from the City of Tumwater. She stated that Bobbi hopes to have the website ready by Tuesday.

Brochure

President-Elect Percival stated that since we do not have a new logo we should move forward with printing the brochures with our current logo. Board Member Lider indicated that she was waiting on the outcome of the logo contest before printing the brochures. The EC concurred to move forward with printing.

NEXT MEETING:

President Karen Kuznek-Reese announced the next regular EC meeting would be held on March 25, 2011, at the Heathman Lodge, Vancouver, WA. She also announced Past President Spietz last board meeting and thanked her for all she has done for WMCA. Past President Spietz thanked President Kuznek-Reese for stepping up as president when needed.

ADJOURNMENT:

The meeting adjourned at 1:05PM.

_____

Erin Larsen, Secretary

HOTELMURANO

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Tacoma, Washington 98402
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Fax (253) 627-3167
Toll Free: 888-862-3255

www.hotelmuranotacoma.com

LETTER OF AGREEMENT BETWEEN **KS TACOMA HOTEL LP**
DBA HOTEL MURANO AND **Washington Municipal Clerks Association**

Friday, March 18, 2011

Washington Municipal Clerks Association Ms. Sandy Paul 21630 11th Avenue South Seattle, WA 98198 Phone: 206-870-6519	Hotel Murano Jeff Bowe, Sales Account Executive 1320 Broadway Plaza Tacoma, WA 98402 253-591-4136
Email: spaul@desmoineswa.gov	Email: **jeff.bowe@hotelmuranotacoma.com**

RE: **Washington Municipal Clerks Annual Conference 2013**
MEETING DATES: **Monday, March 18, 2013 - Friday, March 22, 2013**

Washington Municipal Clerks Association and KS TACOMA HOTEL LP DBA HOTEL MURANO agree as follows:

These arrangements are the outlined format and dates held for Washington Municipal Clerks Association on a tentative basis. If they meet with your approval, then please **initial each page, sign and date the final page** and return the **original** copy of this agreement to the hotel. If we have not received the signed agreement by March 31, 2011, then all arrangements will be released, and the terms and conditions of this agreement will be null and void. These arrangements will be considered tentative until we receive the signed agreement.

Between now and March 31, 2011, unless both parties have agreed upon and fully executed this agreement, should another organization request the dates and be in a position to confirm immediately, we will advise you and you will have three (3) business days to confirm on a definite basis.

If this agreement is not mutually executed by March 31, 2011, the room block may be automatically released.

GUEST ROOM ACCOMMODATIONS
This contract applies to the following block of rooms:

	Mon	Tue	Wed	Thu
King or Double/Double Deluxe	70	115	115	115

Total Room Nights: 415

Minimum number of rooms nights required to avoid attrition fees: 332

CUT-OFF DATE
The "cut-off date" for accepting reservations into this room block is February 25, 2013. Reservation requests received after this time will be accepted at the hotel's prevailing rate, based on availability. Failure to reserve rooms before the cut off date will not impact the enforceability of the attrition or cancellation clauses.

 Customer's Initial's_____

RATES

Your actual rates will be based on the government per diem rate in effect over the dates of the event. Were this meeting to occur in 2011, projected group rates are listed below:

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
King Deluxe	109	109	129	149
Double Double Deluxe	109	109	129	149

GUEST ROOM ATTRITION

The Group is required to utilize 80% of the guestroom revenue as stated in this agreement (which shall be equal to the number of room nights that has been mutually agreed upon, set forth in the Guest Room Accommodation chart times the Group's standard room rate, exclusive of taxes). Any adjustments to the room block herein may only be made with the written consent of both parties. If the Group fails to utilize 80%, it will pay to the Hotel as liquidated damages, not a penalty, an amount equal to the difference between 80% of the minimum guest room revenue set forth above and the actual guest room revenue of the Group.

The Group will only pay liquidated damages for rooms that are not resold and remain available for sale. In order to avoid all attrition charges, the hotel would have to sell out completely, each day of your event. Hotel agrees that after receipt of this attrition payment it will not seek additional damages.

Please sign here: _____ I have read and understand the attrition
Ms. Sandy Paul

NON-SMOKING POLICY

Should attendees smoke in designated non-smoking guest rooms, a daily cleaning fee of $300.00, per night, plus tax, will be automatically billed to their guestroom.

CHECK-IN / CHECK-OUT POLICY

Official check-in time is **3pm.** Groups may be checked in earlier depending on occupancy levels and availability of "ready" rooms. In order to streamline the check-in process, the Hotel would appreciate receiving flight arrival times for your group, if available. Our Bell Staff can arrange for baggage storage for those arriving early when rooms are not available or attending functions after check-out time on the day of departure.

Check-out time is **11am** at this hotel.

RESERVATIONS:

It is our understanding that reservations will be made by individual call in. Reservations can be made 24 hours a day, seven days a week by calling the Hotel Murano reservations team at 888-862-3255 and requesting the 'WMCA' conference rate.

Cancellation policy: In the event the guest needs to cancel his/her arrangements, this should be done no later than 6pm, one day prior to their arrival date. Any cancellation after this time would result in the guest being charged room and tax for one night.

GUARANTEED RESERVATIONS

We require that all reservations are guaranteed by submitting a deposit equal to one night's stay OR an accepted credit card number at the time reservations are made. Such deposits shall serve to confirm the reservation for the date (s) indicated, and, upon check-in, shall be applied to the first and/or final night of the reserved stay. These deposits paid by individuals are refundable if notice is received at least twenty-four (24) hours prior to arrival and a cancellation number is obtained. All deposits shall be charged at the time the reservation is made.

PARKING

Currently, parking is available on-site, at the hotel for only $15.00 for self-parking and $18.00 for valet with unlimited in and out privileges.
Charges may increase prior to your group's arrival, without notice.

ROOM & RELATED CHARGES

The Group will accept responsibility for the following charges:

- All authorized charges related to the meeting/event (food and beverage functions, audio-visual, rental, etc.)

Individual Guests will accept responsibility for the following charges:

- Their own guestroom, tax and incidental charges upon checkout

BILLING ARRANGEMENTS

A master account will be set up for the Group covering its charges. The estimated amount of the master account must be paid in advance, unless direct billing has been established or a Credit Card is used (See Credit Card Billing). Direct billing requests will be reviewed in accordance with the Hotel's normal approval process. Should the hotel determine after establishing Direct Billing or a deposit schedule that your credit status has changed, the hotel will have the option to require payment of all estimated master account charges no later than fourteen (14) days before arrival. The Group shall review all charges billed to the master account to ensure accurate billing. Payment of all direct billing must be made within thirty (30) days of receipt of a reconciled invoice from the Hotel. In the event any charges are disputed, all undisputed charges will be paid within 30 days.

CREDIT CARD BILLING

Subject to the terms and conditions of this Agreement, Hotel will accept Credit Card Payments for all Transactions. Hotel shall honor without discrimination valid Cards properly tendered for use. For purposes of this contract, "Card" means a credit card issued pursuant to the rules and regulations (the "Rules") of American Express, Diners Club International, Discover Card, JCB, MasterCard VISA, or any "Card" for which Hotel provides Card processing.

FOOD & BEVERAGE POLICIES

Due to licensing requirements and quality control issues, all food and beverage to be served on the Hotel property must be supplied and prepared by the Hotel unless otherwise agreed in writing. All food and beverage prices are subject to a 18% service charge and a 9.3% state tax (subject to change without notice). Please note that the service charge is taxable.

FUNCTION SPACE

The function space **will be offered at a reduced rate of $2,800 total plus taxes,** based upon your guestroom and food & beverage attrition provisions indicated in this agreement.

Date	Start Time	End Time	Function	Room	Setup	Agr
3/19/2013	7:30 AM	5:00 PM	General Session	Pavilion Room D	Rounds	80
3/19/2013	11:30 AM	1:00 PM	Lunch	Pavilion Room D	Existing	80
3/19/2013	5:00 PM	8:00 PM	Reception	Venice 4	Cocktail Rounds	100
3/20/2013	7:30 AM	9:00 AM	Continental Breakfast	Pavilion AGD	Existing	120
3/20/2013	7:30 AM	5:00 PM	General Session	Pavilion AGD	Rounds	120
3/20/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room B	Classroom Style	40
3/20/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room C	Classroom Style	40
3/20/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room E	Classroom Style	40
3/20/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room F	Classroom Style	40
3/20/2013	11:30 AM	1:00 PM	Lunch	Pavilion AGD	Existing	40
3/21/2013	7:30 AM	9:00 AM	Continental Breakfast	Pavilion AGD	Existing	120
3/21/2013	7:30 AM	5:00 PM	General Session	Pavilion AGD	Rounds	120
3/21/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room B	Classroom Style	40
3/21/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room C	Classroom Style	40
3/21/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room E	Classroom Style	40
3/21/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room F	Classroom Style	40
3/21/2013	11:30 AM	1:00 PM	Lunch	Pavilion AGD	Existing	40
3/21/2013	5:00 PM	8:00 PM	Dinner	Pavilion AGD	Existing	120
3/22/2013	7:30 AM	9:00 AM	Continental Breakfast	Pavilion AGD	Existing	120
3/22/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room B	Classroom Style	40
3/22/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room C	Classroom Style	40
3/22/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room E	Classroom Style	40
3/22/2013	7:30 AM	5:00 PM	Breakout	Pavilion Room F	Classroom Style	40

BANQUET FOOD & BEVERAGE ATTRITION

Hotel is relying on, and Group agrees to provide, a minimum of **$15,000** in food and beverage revenue, exclusive of tax and gratuity. Should the Group fall below this amount, the Group will be responsible for the remaining food & beverage revenue. Such amount shall be subject to all applicable taxes, which shall be paid by Group. The Hotel and Group agree that the payment described above constitutes liquidated damages and is a reasonable estimate of the Hotel's damage resulting from the reduced use of the food and beverage facilities, and does not constitute a penalty.

CATERING CONTRACT TERMS AND CONDITIONS

The Hotel Murano does not accept any Addendum to our Terms and Conditions

1. The selection of a banquet or meeting room is based on the anticipated number of guests and the function requirements you provide at the initial booking. In the event such requirements change, we reserve the right to transfer the function to a room of more suitable size and to apply a surcharge equal to the room rental fee for any space initially reserved, but not used. If the need to increase your function space occurs, you will be responsible for meeting the minimum food revenues for the increased space.

2. Due to market fluctuations, all menu prices and charges will be guaranteed ninety (90) days prior to the function date.

3. Entrée selection on all plated banquet menus is limited to one choice. Additional selections may be made only with the approval of your catering or convention services manager, and is subject to additional charges.

4. To ensure a quality experience, we will need your menu selections, room set up, estimated number of attendees and other event details two weeks prior to your event. We will send you a Banquet Event Order (BEO) to review with all the above noted information. We ask that you make any corrections and sign and return the BEO no later than **5 business days prior** to your event. If you do not return the BEO by this date, you agree that all information in the BEO is correct.

5. A guaranteed number of guests, not subject to reduction, must be submitted by **12:00pm three (3) business days** prior to the date of the function. If the guarantee is not received, the number of person indicated in the BEO will become the guarantee. The Hotel Murano will prepare food for the **guaranteed number of guests**. You will be charged for the number guaranteed, plus any additional guests served or food ordered. An increase in plated meal guarantees the day of the event is subject to availability and you will be charged 1.5 x the original price for the added meals. The hotel will agree to set the room for 5% above your meal guarantee but does not include food preparation for this additional seating.

 Customer's Initial's_____

6. Additional labor fees may be charged if changes are made to complete room sets. Cleaning fees will apply to functions in which confetti, glitter, rice or similar items are used that require extensive clean-up. (Labor fees will be assessed at $100.00 per hour)

7. Bar set-up fees are $75 per bar. Each bar must meet a $250.00 beverage minimum, not including tax. If minimum is not met, the difference will be charged on your bill.

8. All décor and signage must be approved by your Catering and Convention Services Manager prior to your arrival. All items must be removed at the conclusion of your event.

9. Client is responsible for any damage to the Hotel or Hotel property caused by your attendees, vendors, contractors or on-site staff. Decorations or signage may not be attached to any surfaces in the building without prior approval. Nails, tacks, staples and use of duct tape, scotch tape or double-sided foam or Velcro tape is prohibited on wall surfaces. If damages occur, fees will be assessed by our Engineering Department and added to your invoice.

10. The hotel reserves the right to cancel a function if the name of the group or the exact nature of the event varies from that originally agreed upon, whether in writing or given verbally.

11. The hotel is not responsible for damage or loss of any merchandise, equipment, clothing or other valuables left in any meeting or banquet rooms prior to, during, or after the function. The hotel will not accept storage of any items in advance of or following an event unless approved/arranged by Catering and Convention Services staff in advance. A handling and storage fee of $2.00 per box/item or $10.00 per crate will be added to your bill.

12. Any advertising or printed material prepared for the function using the words “Murano” or “Hotel Murano” must be approved by the Director of Sales and Marketing prior to publication or announcement. The use of any hotel telephone number for publication of advertising is prohibited unless the Director of Sales and Marketing gives prior approval.

13. Music/Audio Visual – Licensing fees required for recorder music, live music and movie or television program presentations are the responsibility of the group.

14. Group shall be responsible for obtaining all and any necessary permits or licenses as required by the State of Washington and / or Pierce County and / or city of Tacoma.

An 18% service charge will be applied to all food, hosted beverage & audio visual items, and sales tax will be applied to all taxable sales.

Please sign here:

_____ I have read and understand the catering terms and conditions
Ms. Sandy Paul

EXHIBIT SPACE

A. Hotel does not have storage space for crates.

B. Exhibit space does not include electricity to exhibits, drayage or decoration (pipe & drape, signage, tables and chairs). Quotes are available upon client request. Current fee for draped 6’ table with 2 chairs is $25.00 each.

C. Uniformed Guards may be required in Exhibit Areas at the expense of the Group.

D. Exhibitors and Group shall indemnify and hold harmless Hotel and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.

E. Group shall be responsible for obtaining any necessary Local Fire Department approvals of Exhibit plans.

F. Group shall submit to Hotel a proof of the Exhibitors Contract before it is sent to the Exhibitors. Exhibitors Contracts must include the following provision:

> "[EXHIBITOR] hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, Provenance Hotels, Inc., and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

 Customer’s Initial’s_____

[EXHIBITOR] shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than $2,000,000 Combined Single Limit for personal injury and property damage.

The Hotel, its owners, its operator, and Provenance Hotels, Inc. shall be included in such policies as additional named insureds. In addition, [EXHIBITOR] acknowledges that neither the Hotel, its owners, its operator, nor Provenance Hotels, Inc. maintain insurance covering exhibitor's property and that it is the sole responsibility of [EXHIBITOR] to obtain business interruption and property damage insurance insuring any losses by [EXHIBITOR]".

CANCELLATION OPTION
The parties agree that in the event the contracted event does not take place at the hotel, hotel would suffer damages that would be difficult to determine. Such damages would include, but not be limited to, losses of revenue from sleeping rooms, food and beverage events and other revenues generated by group events. Therefore, if Group elects to cancel this agreement for any reason other than a termination for cause, group agrees to provide written notice to the hotel accompanied by a liquidated damage payment as indicated in the following scale:

From the date of contract signing to 180 days prior to arrival date	**25% of total revenue**
90-179 days prior to arrival date	**50% of total revenue**
31- 89 days prior to arrival date	**75% total revenue**
30 days or less prior to arrival date	**100% total revenue**

The option to cancel is agreed by the parties to constitute the exercise of a contractual option and not a default. The parties further agree that the amounts set forth above are reasonable estimates of the damages that would be incurred by hotel and include consideration of the possibility of the hotel's ability to mitigate its losses through resale. Payment must accompany notice of cancellation in order to constitute a valid exercise of the cancellation option at the agreed amount of damages.

FORCE MAJEURE
The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, civil disorder, strikes, curtailments of transportation facilities, acts of terrorism, or other emergencies making it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

INDEMNIFICATION
Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

AMERICANS WITH DISABILITIES ACT
Both the Group and the Hotel shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. The Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by Group for use in sleeping rooms and public areas of the hotel, provided that Group gives reasonable advance written notice to the Hotel of such needs. Group shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), necessary for use in the meeting space used by the group, other than those types and quantities typically maintained by the Hotel.

ARBITRATION/DISPUTE RESOLUTION/ATTORNEY'S FEES
Any controversy, claim or dispute arising out of or relating to this Agreement, shall be resolved through non-binding mediation and/or binding arbitration conducted in accordance with the rules of the American Arbitration Association or JAMS in the State in which the Hotel is located. The law of the State in which the hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In any arbitration or court proceeding, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In addition, Group shall be responsible for payment of attorneys' fees and interest associated with the Hotel's efforts to collect monies owed under the terms of this Agreement.

COMPLIANCE WITH LAWS
Group agrees to comply with all applicable U.S. federal, state and local laws governing the agreement and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.

NOTICE
Any notice required or permitted by the terms of this contract must be in writing. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

WAIVER
If either party agrees to waive its right to enforce any term of this contract, it does not waive its right to enforce any other terms of this contract.

SIGNATURE
This contract, with exhibits attached (if any), constitutes the entire agreement between the parties and may not be amended or changed unless done so in a writing signed by Hotel and Group. Oral modifications to this written contract, even if allowed by local law, will not be considered binding.

The undersigned represent that they are authorized to sign and enter into this contract.

 Customer's Initial's_____

Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

Washington Municipal Clerks Association_____

By: _____

Ms. Sandy Paul, Washington Municipal Clerks Association

Date:_____

KS TACOMA HOTEL LP DBA HOTEL MURANO ___

_____

Jeff Bowe, Sales Manager

Date:_____

By: _____

Tom Ebner, Director of Sales

Date: _____

Customer's Initial's_____

From: Karen K. Kuznek-Reese [KKuznek-Reese@ci.sequim.wa.us]
Sent: Thursday, March 17, 2011 9:00 AM
To: Treva Percival
Subject: FW: Region IX Event at IIMC

Karen Kuznek-Reese
Karen Kuznek-Reese, MMC
City Clerk
City of Sequim
152 W. Cedar Street
Sequim WA 98382
(360) 683-4139

From: Peggy Hawker [mailto:P.Hawker@NewportOregon.gov]
Sent: Thursday, March 17, 2011 8:57 AM
To: Karen K. Kuznek-Reese; 'Kristie Smithers'; 'Kathy Weber'; kjohnson@ci.independence.or.us; 'Randi Johl'; 'Pam Kolacy'
Subject: Region IX Event at IIMC

Good Morning Everyone,

Colleen is fine with holding one region event – rather than a dinner AND a reception for her as incoming IIMC prez. I think it is a good idea to consolidate events. We could either have a dinner for Colleen or a reception with heavy hors d'oeuvres or??? We could charge attendees a nominal fee (20) rather than $50 or more for dinner. So, are you all good with one event? We have about 20 people from Oregon attending, and I'm not sure about the other Region IX states. This is an expensive conference, so this might also save delegates some $$$.

I realized that I forgot to copy everyone on the last message, but let me know, so that we (Pam K) can start sorting this out.

peggy

☐ First Quarter Report (June Mtg)
☐ Second Quarter Report (Oct Mtg)
☐ Third Quarter Report (Jan Mtg)
☒ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Claire Lider, Scholarship Committee Chair

COMMITTEE: Scholarship Committee

DATE: March 4, 2011

SUMMARY OF ACTIVITIES:
ANNUAL CONFERENCE APPLICATION MODIFICATION RECOMMENDATION:
After the Scholarship Committee reviewed the 2010 Annual Conference applications, the Committee concurred that the question and answer portion of the current application was critical in scoring the applicants. The Committee felt that the current questions were not eliciting enough information from the applicants. The Committee also felt that applicants were not placing the proper amount of time into formulating their responses due to many grammatical and spelling errors contained in this section of the application. As such, the Committee requested that the Executive Committee consider modifying the instruction portion of the application.

After review by both the Scholarship Committee and the Executive Committee, the following verbiage has been added to the Annual Conference Application:

On a separate sheet of paper please answer the following questions. Please note that your responses will be evaluated by members of the Scholarship Committee – including grammar and spelling – and points (0 – 3) will be assigned to each response. Your responses to these questions are heavily weighted in the evaluation process. The Committee higly recommends you place adequate importance on composing your responses for a successful application.

Further, at the request of the Executive Committee, the Scholarship Committee explored adding verbiage to the application that would ask the potential recipient to "pay it forward". After discussion with the Scholarship Committee, the Scholarship Committee recommends adding the following to the application:

If you are awarded a scholarship from WMCA, you will be asked to “pay it forward” to future scholarship recipients by volunteering for a WMCA Committee that directly impacts scholarship funding during the upcoming year. Please select one or both of the Committees that you would like to participate on if awarded a scholarship. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you are assigned, you will be ineligible for a scholarship for 3 years following the end of your Committee assignment:
___ Fundraising Committee
___ Conference Planning Committee
___ Other: Please list existing WMCA Committee Name below:
_____

A copy of the proposed application is attached.

Further, the Scholarship Committee would request that the Executive Committee authorize the Scholarship Committee to notify the Fundraising Committee of the Scholarship recipients so that the Fundraising Committee may then check with the recipients to see if they would like to sell raffle tickets. The Scholarship Committee recommends that selling the raffle tickets would be optional for the recipient.

After discussion about "paying it forward" the Scholarship Committee would request that these elements be added to all Scholarship Applications.

NORTHWEST CLERKS INSTITUTE SCHOLARSHIP APPLICATIONS:
The Scholarship Committee would like the Executive Committee to fund as many of the Northwest Clerks Institute Scholarships as possible. The Committee received and reviewed 14 applications. The WMCA Treasurer, Gina Anderson, did verify all applicants were in good standing. The applications, applicant award history and scoring summary are attached.

If the Executive Committee is unable to award all the applicants with scholarships, the Scholarship Committee would respectfully request that the scholarships are awarded to the top-scoring applicants as ranked by the Scholarship Committee. As such, the Committee would like to submit the names in order of how they were scored by the Committee (please note that ties were broken, if possible, by the tie-breaker scoring on the individual scoring sheets):

1 Sam Taylor, City of Ferndale
2 Heidi Riojas, City of Toppenish
3 Rachel Shaw, City of Prosser
4 Debbi Zabell, City of Toppenish
5 Teresa Pierce, City of Port Angeles
6 Jenine Dennison, City of Port Orchard
7 Cindy Marbut, Town of Yacolt
8 Sherrie Rodriquez, City of Royal City
9 Laura Kelly, City of Gold Bar
10 Lisa King, City of Lynnwood
11 Jill Davis, City of Toledo
12 Deniece Miller, City of Tonasket
13 Tiffany Ostreim, Cowlitz County
14 Jill Hammond, Grant County

MARGE PRICE NORTHWEST CLERKS INSTITUTE SCHOLARSHIP APPLICATIONS:
The Scholarship Committee would like the Executive Committee to fund as many of the Marge Price Northwest Clerks Institute Scholarships as possible. The Committee received and reviewed 4 applications. The WMCA Treasurer, Gina Anderson, did verify all applicants were in good standing. The applications, applicant award history and scoring summary are attached.

If the Executive Committee is unable to award all the applicants with scholarships, the Scholarship Committee would respectfully request that the scholarships are awarded to the top-scoring applicants as ranked by the Scholarship Committee. As such, the Committee would like to submit the names in order of how they were scored by the Committee:

1 Ronald Moore, City of Shoreline
2 Dee Roberts, City of South Bend
3 Jan McBride, Community Transit
4 Joanne Sanders, City of Port Townsend

SCHOLARSHIP COMMITTEE ACCOLADES:
Lastly, we would like to thank the Scholarship Committee for all their hard work and insightful recommendations that they made throughout the year. Thank you to our Committee; Executive Liaison, Gina Anderson - City of Woodland, Traci Herman - City of Mountlake Terrace, Debbie Jermann - C-TRAN, Carol McNeilly - City of Federal Way, Dee Roberts - City of South Bend, Paula Swisher - City of Brier, Kammy Hill - City of Walla Walla and Craig Atwood - City of Okanogan. Every member played a vital role on the Committee and I could not have asked for a better team.

ACTION REQUESTED: ☒ **YES** ☐ **NO**

RECOMMENDATION:
The Committee respectfully makes the following recommendations:
1 - Add the following verbiage to all Scholarship Applications:

If you are awarded a scholarship from WMCA, you will be asked to "pay it forward" to future scholarship recipients by volunteering for a WMCA Committee that directly impacts scholarship funding during the upcoming year. Please select one or both of the Committees that you would like to participate on if awarded a scholarship. Please keep in mind that if you receive a scholarship and you do not serve as an active member of the Committee you are assigned, you will be ineligible for a scholarship for 3 years following the end of your Committee assignment:
___ Fundraising Committee
___ Conference Planning Committee
___ Other: Please list existing WMCA Committee Name below:
_____

2 - Authorize the Scholarship Committee to notify the Fundraising Committee of the Scholarship recipients so that the Fundraising Committee may then check with the recipients to see if they would like to sell raffle tickets.

3 - Award as many Northwest Clerks Institute Scholarships as possible in the order in which the Committee scored the applicants.

3 - Award as many Marge Price Northwest Clerks Institute Scholarships as possible in the order in which the Committee scored the applicants.

ALTERNATIVES:

FISCAL IMPACT: Based on number of scholarships awarded.

Revenues:	Budgeted Amount	Revenues Generated
_____	$ _____	$ _____
_____	$ _____	$ _____

Expenditures:	Budgeted Amount	Amount encumbered & expended

_____	$ _____	$ _____
_____	$ _____	$ _____
_____	$ _____	$ _____

Jan McBride

RECEIVED

FEB - 2 2011

The City of Battle Ground
Executive Department

Washington Municipal Clerks Association
Margery Price Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one):

☒ NCI Master Academy (deadline is February 7, 2011)

☐ WMCA Spring Advanced Academy (deadline is December 6, 2010)

☐ IIMC Annual Conference Registration (deadline is February 7, 2011)

☐ IIMC Advanced Academy Registration (deadline is February 7, 2011)

NAME: Jan McBride
EMPLOYER: Community Transit POPULATION: 500,000
MAILING ADDRESS: 7100 Hardeson Road
CITY: Everett STATE WA ZIP 98203
PHONE: 425-348-7102 FAX: 425-438-6140
E-MAIL ADDRESS: jan.mcbride@commtrans.org
CURRENT POSITION/TITLE: Executive Office Manager
DATE CURRENT POSITION ASSUMED: July 1995

How long have you been a member of WMCA? 6 years (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Awards Committee, March 2009-2010
Describe the work you performed on behalf of this Committee: Evaluated nominations for the Clerk of the Year Award, ensuring nominations met all criteria. Presented the accepted nominations and committee recommendations to the President for final selection of Clerk of the Year.

Committee Name and year served: Awards Committee, March 2010-2011
Describe the work you performed on behalf of this Committee: Evaluated nominations for the Clerk of the Year Award, ensuring nominations met all criteria. Presented the accepted nominations and committee recommendations to the President for final selection of Clerk of the Year.

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO
If yes, how many scholarships have you been awarded?

Proof of attaining CMC designation included? ☒YES ☐ NO

Applicant is pursuing Master Municipal Clerk (MMC) Designation? ☒YES ☐ NO

Please answer the following questions. Your responses will be evaluated by the Scholarship Committee and points (from 0 to 3) assigned to each response.

1. What does being a professional Municipal Clerk mean to you? Being a professional Municipal Clerk means being part of an elite group of dedicated indivduals who value knowledge, integrity and outstanding customer service. They are committed to life-long learning and in keeping abreast of the latest industry standards, laws and regulations. They regularly participate in continuing education and use their newly acquired skills and knowledge for the benefit of their agency. A professional Municipal Clerk has high personal standards of honesty and integrity. They are an excellent representative of their jurisdiction and have earned the trust of those who know them. Service is very important to the professional Municipal Clerk. They care about their customers and seek to make their community a better place in which to live. They perform their duties with accuracy and dependability. It is an honor to be a professional Municipal Clerk.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. Self-development and education is very important to me. I am a strong believer in life-long learning and feel this enables me to make more valuable contributions to my employer and to my community. I am pursuing the completion of my Bachelor's degree through online courses. I earned my CMC and am now working to complete my MMC. Because of the recession and resulting decreased revenues, I have not been able to progress as quickly as I would like in acquiring my MMC. I've been unable to attend the national conferences or the NCI Master Academy. My original plan was to complete the NCI Master Academy in 2009, but each year my request has been denied due to insufficient revenues. This scholarship would allow me to complete the educational requirements of the MMC and continue progress toward my certification.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? I will continue to serve on WMCA committees and participate in other WMCA activities. I will also act as a mentor for others, encouraging them to advance in their professional development, and sharing ideas and experiences.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the training in its entirety.

Letter from Supervisor denying funding included? ☒YES ☐ NO

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050

communitytransit
smile & ride

7100 Hardeson Road
Everett, WA 98203-5834

www.communitytransit.org
425/348-7100 ph
425/348-2319 fax

Joyce Eleanor
Chief Executive Officer

January 31, 2011

Margery Price Scholarship Program
Washington Municipal Clerks Association
Washington State University, Conference Management
2606 W. Pioneer
Puyallup, WA 98371

Dear WMCA Scholarship and Executive Committee Members:

Jan McBride serves as Clerk to the Board for Community Transit's Board of Directors, and as Executive Office Manager. She earned her Certified Municipal Clerk (CMC) certification in 2008 and is currently working towards her Master of Municipal Clerks (MMC) certification. She has been with Community Transit for 20 years and been an excellent example of the professional Municipal Clerk.

Community Transit has always valued employee development and has a long history of support for employee training. Due to budget constraints in this extended recession, we have been unable to financially support her commitment to continuing education during the past three years. Jan's attendance at the Master Academy Training Program will help her continue to develop her leadership role within our organization.

I fully support Jan attending this program and will grant her the time to attend the training if the scholarship is awarded. If this scholarship is not approved, we will be unable to provide the funding for her registration.

Jan is a very motivated person, and her continuing education is a high priority in her life. The Margery Price Scholarship Program would be well represented by her if you grant her this scholarship.

Sincerely,

Joyce Eleanor
Chief Executive Officer

International Institute Municipal Clerks

Hereby Confers the title of

Certified Municipal Clerk

upon

Jan McBride, CMC

who has completed the requirements prescribed by the International Institute of Municipal Clerks for Certification.

Certified for the period of **June 30, 2008** - **June 30, 2012**

Lyanne G. Reese

IIMC President

Ronald Moore

Washington Municipal Clerks Association
Margery Price Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one):

☒ NCI Master Academy (deadline is February 7, 2011)

☐ WMCA Fall Advanced Academy (deadline is August 16, 2010)

☐ WMCA Spring Advanced Academy (deadline is December 6, 2010)

☐ IIMC Annual Conference Registration (deadline is February 7, 2011)

☐ IIMC Advanced Academy Registration (deadline is February 7, 2011)

RECEIVED

FEB - 4 2011

The City of Battle Ground
Executive Department

NAME: Ronald F. Moore
EMPLOYER: City of Shoreline POPULATION: 54,500
MAILING ADDRESS: 17500 Midvale Avenue North
CITY: Shoreline STATE WA ZIP 98133
PHONE: (206) 801-2232 FAX: (206) 546-1542
E-MAIL ADDRESS: rfmoore@shorelinewa.gov
CURRENT POSITION/TITLE: Deputy City Clerk
DATE CURRENT POSITION ASSUMED: August 15, 2005

How long have you been a member of WMCA? 5 years, 5 months (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Education Committee, 2010
Describe the work you performed on behalf of this Committee: Assisted in the evaluating and assembling of speakers for the March 2011 WMCA Annual Conference

Committee Name and year served: Awards Committee, 2010
Describe the work you performed on behalf of this Committee: Reviewed applications for 2011 Clerk of the Year and submitted graded recommendation to Committee Chair.

Committee Name and year served: Conference Planning Committee, 2009
Describe the work you performed on behalf of this Committee: Assisted with the planning of the 2010 Annual Conference and served as host to members during the conference.

Committee Name and year served: Scholarship Committee, 2009
Describe the work you performed on behalf of this Committee: Assisted with determining the recipients of the scholarships for the 2010 WMCA Annual Conference.

Committee Name and year served: Education Committee, 2008
Describe the work you performed on behalf of this Committee: Assisted with determining the training subjects and instructors for the 2009 WMCA Annual Conference.

Committee Name and year served: Membership Committee, 2008
Describe the work you performed on behalf of this Committee: Co-chaired the Membership Committee and created the "Clerk2Clerk" Mentorship Program which the current Meet, Share, and Save Program is modeled after.

Committee Name and year served: Conference Planning Committee, 2008
Describe the work you performed on behalf of this Committee: Assisted with the 2009 WMCA Annual Conference.

Committee Name and year served: Education Committee, 2007
Describe the work you performed on behalf of this Committee: Worked with committee in determining the subject matter and instructors for the WMCA 2008 Annual Conference and all training events for the year.

Have you chaired a WMCA Committee? ☒ YES ☐ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:
Membership Committee, 2008

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? One

Proof of attaining CMC designation included? ☒YES ☐ NO

Applicant is pursuing Master Municipal Clerk (MMC) Designation? ☒YES ☐ NO

Please answer the following questions. Your responses will be evaluated by the Scholarship Committee and points (from 0 to 3) assigned to each response.

1. What does being a professional Municipal Clerk mean to you? A professional Municipal Clerk in my opinion translates to a Municipal Clerk that performs at a level above the rest. The amount of responsibility, knowledge, and expertise a Municipal Clerk must have to perform his/her daily job duties is immeasurable. In most cities across the United States, the City Clerk is the most trusted and valued individuals within the walls of town or city hall. Municipal Clerks are the backbone of every City in this country and we set the example for other personnel to follow. We are the core of every city hall in the United States of America. We set the example professionally and possess the know how to complete tasks with efficiency and proficiency. It is for these and several other reasons that I am VERY proud to possess the title of Municipal Clerk!

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My short-term professional development/education goals are to continue working towards my Master Municipal Clerk certification (MMC). My long-term goals are to become a City Manager/Administrator. This scholarship will afford me the opportunity to obtain not only more points to move closer to my MMC goal, it also provides me more knowledge as I move closer to the long-term goal of becoming an executive manager in a city.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? I have been and continue working for and with WMCA since 2005. I have volunteered for various committees, volunteered at several conferences (including being a DJ), and have worked over the past six years to ensure the organization stays strong and

stable. Not only have I worked at conferences, I have worked with in my regional organization as Chair of the King County Municipal Clerks Association (KCMCA) and ensured the level of support to WMCA has remained high. I, of course, do not take full credit for this support. I only ensured WMCA was on our agenda often and the membership knew how important it was to support and volunteer for WMCA committees.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the training in its entirety.

Letter from Supervisor denying funding included? ☒YES ☐ NO

Submit application to:

Cheryl Proffitt-Schmidt, CMC
City Clerk
City of North Bend
PO Box 896
North Bend, WA 98045
Phone: 425-888-7627
Fax: 425-831-6200
cherylp@ci.north-bend.wa.us

CITY OF SHORELINE

City of Shoreline

17500 Midvale Avenue North
Shoreline, WA 98133-4921
(206) 801-2230 ♦ Fax (206) 546-1524

February 4, 2011

Cheryl Proffitt-Schmidt, CMC
City Clerk
City of North Bend
PO Box 896
North Bend, WA 98045

RE: Margery Price Scholarship Application – Ronald Moore

Dear Cheryl,

I am writing in support of Ronald Moore's application for a Margery Price Scholarship to attend the NCI Master Academy from June 15 through June 18, 2011. This is to confirm that he has been granted time off to attend the NCI Master Academy. This also confirms that without a scholarship, the City of Shoreline cannot fund the cost of his registration and he will not be able to attend. Even if he receives a scholarship, Ronald will be assuming some out-of-pocket costs due to a lack of training funds.

Please feel free to contact me if you have any questions; and thank you for your consideration on his behalf.

Sincerely,

Scott Passey, CMC
City Clerk

International Institute

Municipal Clerks

Hereby Confers the title of

Certified Municipal Clerk

upon

Ronald F. Moore, CMC

who has completed the requirements prescribed by the
International Institute of Municipal Clerks for Certification.

Certified for the period of **December 13, 2007** - **December 13, 2011**

Charles E. Tobin

IIMC President

Dee Roberts

Washington Municipal Clerks Association
Margery Price Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one):

RECEIVED
JAN 28 2011
THE CITY OF BATTLE GROUND
EXECUTIVE DEPARTMENT

☒ NCI Master Academy (deadline is February 7, 2011)

☐ WMCA Spring Advanced Academy (deadline is December 6, 2010)

☐ IIMC Annual Conference Registration (deadline is February 7, 2011)

☐ IIMC Advanced Academy Registration (deadline is February 7, 2011)

NAME: Dee Roberts
EMPLOYER: City of South Bend POPULATION: 1740
MAILING ADDRESS: P.O. Drawer 9
CITY: South Bend STATE WA ZIP 98586
PHONE: (360) 875-5571 FAX: (360) 875-4009
E-MAIL ADDRESS: dee.roberts@southbend-wa.gov
CURRENT POSITION/TITLE: Clerk/Treasurer
DATE CURRENT POSITION ASSUMED: June 1, 2006

How long have you been a member of WMCA? 12 Years (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Scholarship Committee - 2010/2011
Describe the work you performed on behalf of this Committee: The committee recently reviewed and ranked all scholarship applications for the WMCA Conference. The committee has also worked on the wording of the scholarship applications, including the three questions at the end of the application.

Committee Name and year served: Fundraising Committee - 2009/2010 & 2010/2011
Describe the work you performed on behalf of this Committee: I worked at the booth during the 2010 WMCA Conference in Spokane as well as sold raffle tickets. For 2011 I have not been real active, but I have been communicating via email regarding the clothing inventory and what types of things that will be offered at the conference this year. I also have several books of raffle tickets that I am selling.

Committee Name and year served: 2011 Conference Planning Committee
Describe the work you performed on behalf of this Committee: I was unable to attend the conference planning meeting in November, but I have advised the chairperson that I will be available to do whatever needs to be done as the conference gets closer.

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? 3

Proof of attaining CMC designation included? ☒YES ☐ NO

Applicant is pursuing Master Municipal Clerk (MMC) Designation? ☒YES ☐ NO

Please answer the following questions. Your responses will be evaluated by the Scholarship Committee and points (from 0 to 3) assigned to each response.

1. What does being a professional Municipal Clerk mean to you? It means that I have been entrusted to help guide the City of South Bend toward a common goal of citizen respect and involvement as well as maintaining and providing detailed and accurate record keeping. It also means that I am often looked to for assistance when issues need to be addressed, whether they are in the public sector or an internal matter.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. I have been the Clerk/Treasurer for the City of South Bend since 2006. Mayor Heinicke supported and encouraged all of my requests for training. I completed PD III in 2009 and received my CMC certification in January 2010. My long term goal is to obtain my MMC certification. I began that journey in June 2010 when I attended my first PD IV. Mayor Church, who took office in 2010, continues to support my requests for training. We have discussed my desire to obtain my MMC and he supports that goal. The city's budget is always stretched very thin and without scholarships much of the training I have received would not have been possible. My short term goals include furthering my education through on-line or webinars which helps save my travel budget for longer, more intensive training.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? I got my feet wet last year by sitting on the fundraising committee. I had been a bit concerned about the time needed to sit on a committee, but I have been pleasantly surprised how much can be done via email. Because we are such a small office time away from work can create a hardship for my deputy, but she is very understanding and is always willing to go that extra mile. This year I have worked on the scholarship committee and I have found it very rewarding, but also a bit nerve-racking since I better understand the scrutiny that the applications receive. :-) I am really looking forward to stepping up and working on the 2011 conference committee. I intend to remain on one or two committees and I would be willing to chair a committee within the next 1-2 years.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the training in its entirety.

Letter from Supervisor denying funding included? ☒YES ☐ NO

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221

Office of the Mayor
P.O. Drawer 9
South Bend, WA 98586
Phone: 360-875-5571
FAX: 360-875-4009
TDD: 1-800-833-6388
E-mail: kirk.church@southbend-wa.gov

CITY OF SOUTH BEND

January 24, 2011

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street #221
Battle Ground, WA 98604

RE: Marge Price Scholarship

Scholarship Board:

Having completed all of the Northwest Clerks Institute Professional Development sessions, Dee received her CMC in January 2010. She attended PD IV last year and she has expressed her desire to continue her education so that she may receive her MMC certification.

I firmly believe that it is in the city's best interest to have a knowledgeable and well-versed clerk/treasurer on staff so I have always encouraged Dee to take whatever training she feels necessary to improve her skills and reach her goals.

I fully support Dee's application to attend Professional Development IV however; given the present economic picture the city finds itself in a budget reduction mode. Hence, any financial assistance in the form of a scholarship will be greatly appreciated. The city will be able to fund transportation and per diem expenses, but the scholarship money will be necessary for the city to complete the total financial package.

Thank you for considering Dee Roberts for scholarship aid.

Respectfully,

Kirk C. Church

Kirk C. Church
Mayor

Oyster Capital of the World

International Institute of Municipal Clerks

Hereby Confers The Title of

Certified Municipal Clerk

upon

Dee A. Roberts, CMC

who has completed the requirements prescribed by the International Institute of Municipal Clerks for Certification.

(You must remain an active member for IIMC to recognize your CMC)

Certified This 28 Day Of January A.D. 2010

Mary Lynne Stratta

IIMC President

Chris Shally

IIMC Director of Education

Joanna Sanders

Washington Municipal Clerks Association
Margery Price Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one):

☒ NCI Master Academy (deadline is February 7, 2011)

☐ WMCA Spring Advanced Academy (deadline is December 6, 2010)

☐ IIMC Annual Conference Registration (deadline is February 7, 2011)

☐ IIMC Advanced Academy Registration (deadline is February 7, 2011)

RECEIVED
FEB - 1 2011
The City of Battle Ground
Executive Department

NAME: Joanna K. Sanders

EMPLOYER: City of Port Townsend

POPULATION: 8900

MAILING ADDRESS: 250 Madison Street, Suite 2

CITY: Port Townsend

STATE: WA

ZIP: 98368

PHONE: 360-379-5083

FAX: 360-385-4290

E-MAIL ADDRESS: jsanders@cityofpt.us

CURRENT POSITION/TITLE: Deputy City Clerk

DATE CURRENT POSITION ASSUMED:

8/1/10

How long have you been a member of WMCA? 2 yrs/9mo. (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: 0
Describe the work you performed on behalf of this Committee:

Committee Name and year served: 0
Describe the work you performed on behalf of this Committee:

Committee Name and year served: 0
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? 1

Proof of attaining CMC designation included? ☒YES ☐ NO

Applicant is pursuing Master Municipal Clerk (MMC) Designation? ☒YES ☐ NO

Please answer the following questions. Your responses will be evaluated by the Scholarship Committee and points (from 0 to 3) assigned to each response.

1. What does being a professional Municipal Clerk mean to you? Accepting a leadership role as a steward of my jurisdictions records. Oversight of a multitude of responsibilities with an attitude of flexibility but consistency to keep up with changing technology.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. Short-term goal is to increase my understanding and experiences with our agency's records in order to maintain the trust of internal and external customers to access records. A long-term goal is to develop an electronic records policy.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? Participation in the various clerk associations with my time and energy to support the organizations that have contributed to my education.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the session and the applicant will not be able to attend;
2. Expresses support for the application; and

3. Indicates a commitment to grant time to attend the training in its entirety.

Letter from Supervisor denying funding included? ☒YES ☐ NO

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

International Institute of Municipal Clerks

Hereby Confers The Title of

Certified Municipal Clerk

upon

Joanna Sanders, CMC

who has completed the requirements prescribed by the International Institute of Municipal Clerks for Certification.

(You must remain an active member for IIMC to recognize your CMC)

Certified This 21 Day Of October A.D. 2010

Sharon K Carter
IIMC President

Chris Shally
IIMC Director of Education

City of Port Townsend
Office of the City Clerk
250 Madison Street, Suite 2, Port Townsend, WA 98368
(360) 379-5045 FAX (360) 385-4290
pkolacy@ci.port-townsend.wa.us

February 2, 2011

Washington Municipal Clerks Association
Claire Lider, CMC, Scholarship Committee Chair

Dear Scholarship Committee:

I respectfully request that you consider awarding a Margery Price Scholarship to Deputy Clerk Joanna Sanders.

The City of Port Townsend fully supports education for our clerks and to that end has designated three administrative employees as deputy clerks, specifically so they can work toward certification. My budget this year includes funding for two of these employees to attend Professional Developments classes (one in PD I and one in PD II).

These are difficult choices and I have reluctantly told Joanna that we can't provide full funding for her to attend PD IV. She has recently received her CMC designation and is very eager to begin working toward her MMC. Although she has been part of our team for several years, Joanna recently stepped into the role of my official Deputy Clerk after my long-time Deputy retired somewhat unexpectedly. She has covered that workload with exceptional competence, and has already initiated several changes which have allowed us to streamline our processes and increase the level of our service both to our staff and our citizens.

Because of my level of involvement in WMCA and IIMC for the past several years, which has put an extra load on my staff, it has been difficult for Joanna to make the extra commitment to WMCA such as committee service; however she has expressed interest in becoming more involved in the organization and was recently elected Vice-President of our regional clerks organization (Olympic Region Municipal Clerks Association). She will be a terrific asset to WMCA and I intend to support that in every way I can.

The City has fully committed to granting her time to attend the Academy. If she is able to attend, I believe it will be a great first step on the path to MMC certification. Knowing Joanna, I can guarantee she will be an excellent student, and will translate what she learns at the Academy into a higher level of service and professionalism for our department.

Sincerely,

Pam Kolacy

Pam Kolacy
City Clerk

Marge Price Applicants

Lifetime Award Listing

McBride, Jan – 0

Moore, Ronald – 0

Roberts, Dee – 3

Sanders, Joanna - 1

Northwest Clerks Institute

	Applicant:									
Evaluator:	**Jenine Dennison**	**Jill Davis**	**Jill Hammond**	**Lisa King**	**Cindy Marbut**	**Deniece Miller**	**Tiffany Ostreim**	**Teresa Pierce**	**Heidi Riojas**	**Sherrie Rodriquez**
Traci Herman	4	2	2	3	7	2	1	6	9	4
Dee Roberts	6	3	2	4	7	2	3	7	9	5
Paula Swisher	10	7.25	4	6.25	11	5.5	5.5	11	14	9
Kammy Hill	10	8	3.5	9	9	5.5	4	11	15	11
Gina Anderson	13	7	6	8	9	7	6	10	13	10
Craig Attwood	11	8	7	10	11	7	6	11	15	10
Carol McNeilly	11	8	6	8	11	8	7	10	12	11
AVERAGE	**9.29**	**6.18**	**4.36**	**6.89**	**9.29**	**5.29**	**4.64**	**9.43**	**12.43**	**8.57**

Northwest Clerks Institute

TIEBREAKERS	**Applicant:**									
Evaluator:	**Jenine Dennison**	**Jill Davis**	**Jill Hammond**	**Lisa King**	**Cindy Marbut**	**Deniece Miller**	**Tiffany Ostreim**	**Teresa Pierce**	**Heidi Riojas**	**Sherrie Rodriquez**
Dee Roberts	3	3	2	4	3	3	3	4	4	3
Paula Swisher	4	2.5	2	3	2	3	4	4	4.5	3
Kammy Hill	2	4	3	5	2	3	3	4	5	4
Gina Anderson	4	3	2	4	3	3	3	4	5	5
Craig Attwood	4	3	4	5	3	4	4	5	5	4
Carol McNeilly	5	4	4	5	3	4	5	5	5	5
AVERAGE	**3.7**	**3.3**	**2.8**	**4.3**	**2.7**	**3.3**	**3.7**	**4.3**	**4.8**	**4.0**

Overall Ranking:	**Applicant Name**	**Overall**	**Tiebreaker (if needed)**
1	**Sam Taylor**	**12.5**	
2	**Heidi Riojas**	**12.45**	
3	**Rachel Shaw**	**12.07**	
4	**Debbi Zabell**	**10.17**	
5	**Teresa Pierce**	**9.43**	
6	**Jenine Dennison**	**9.29**	**3.7**
7	**Cindy Marbut**	**9.29**	**2.7**
8	**Sherrie Rodriquez**	**8.57**	
9	**Laura Kelly**	**8.45**	
10	**Lisa King**	**6.89**	

11	Jill Davis	6.18
12	Deniece Miller	5.29
13	Tiffany Ostreim	4.64
14	Jill Hammond	4.36

Rachel Shaw	Sam Taylor	Debbi Zabell	Laura Kelly
9	8	7	6
9	9	6	5
13	14.5	13	9.25
13.5	15		12
12	14	11	
14	15	13	10
14	12	11	
12.07	**12.50**	**10.17**	**8.45**

Rachel Shaw	Sam Taylor	Debbi Zabell	Laura Kelly
4	4	3	3
4.5	5	5	3.75
4	5		5
4	5	5	
5	5	5	4
5	5	5	
4.4	**4.8**	**4.6**	

Jenine Dennison

RECEIVED

JAN 31 2010

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☑ PD I ☐ PD II ☐ PD III

NAME: Jenine Dennison

EMPLOYER: City of Port Orchard POPULATION: 10,400

MAILING ADDRESS: 216 Prospect Street

CITY: Port Orchard STATE WA ZIP 98366

PHONE: 360 876 4407 FAX: 360 895 9029

E-MAIL ADDRESS: jdennison@cityofportorchard.us

CURRENT POSITION/TITLE: Administrative Assistant II

DATE CURRENT POSITION ASSUMED: November 9, 2009

How long have you been a member of WMCA? 1 (years/months)

How long have you been in the Clerk Profession? 1 (years/months)

Please list all involvement on a WMCA Committee(s): N/A

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☑ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐ YES ☑ NO
If no, do you need and are you applying for scholarship funds for lodging?
☑ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☑ NO
If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you?
   Please see attached
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.
   Please see attached
3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)?
   Please see attached

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☑ YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

Northwest Clerk's Institute
Scholarship Application

1. What does being a professional Municipal Clerk mean to you?

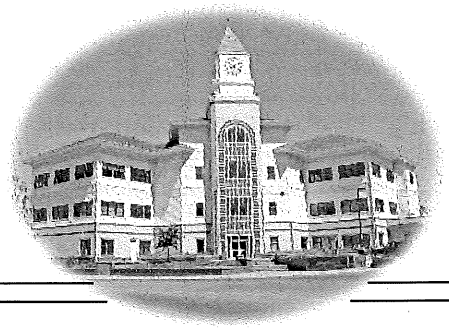
I have been working with the Clerk's office at the City of Port Orchard for over a year, and I now realize what an important role this office has with working with the different departments of the City, as well as the citizens of Port Orchard and the community. The Clerk's office represents a huge portion of the City, as we represent the Mayor and Council, and also have in depth knowledge of the City Council Meetings, Municipal Code, Claims, Public Records Requests; among many other duties.
As my job as an Administrative Assistant II, I would love to help represent my City and department by gaining more education and familiarity through various training courses and conferences. The job the Municipal Clerk has is extremely important to me; as I hope to one day receive my CMC and contribute to my department and City.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

Receiving a scholarship to attend various training and conferences will help with my long term goal of receiving my CMC. As an Office Assistant II, I understand at this time that I cannot receive my CMC, but I am able to attend difference training classes that will help me in the future to achieve my goal.
My short-term goal is to arrive at these conferences and classes with an open mind and ready to learn what is being instructed. I have not yet attended any training courses, as the Professional Development Institute, PD1 in June will be my first conference. I am beyond excited, as I believe this will help me to become a better employee in the Clerk's Office, by gaining knowledge of what is expected of a CMC, and to prepare me for beginning my exciting journey to receive this title.
My long-term goal is to gain as much experience and knowledge as I can by attending different conferences and training classes for learning more about local government, legal issues and leadership. By attending different courses, I can interact with other jurisdictions, which I trust will help me build relationships and new connections. I believe I could be an asset to my City and to the community by receiving my CMC.

3. If awarded a scholarship from WMCA, how will you "pay if forward" (i.e. how will you "give something back" to the organization)?

If I am awarded a scholarship from WMCA, I will pay it forward by becoming a member of one of the Committees. I am very interested in being a member of the Fundraising and Special Projects Committee or the Historical Committee, and I believe by receiving a scholarship, it will help me attain my goal to not only receive my CMC, but to gain the experience needed to join these wonderful Committee's.



CITY OF PORT ORCHARD
City Clerk
216 Prospect Street, Port Orchard, WA 98366
Voice: (360) 876-4407 • Fax: (360) 895-9029
pkirkpatrick@cityofportorchard.us
www.cityofportorchard.us

January 24, 2011

Ms. Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Re: WMCA Scholarship Application

Dear Ms. Lider:

Please accept this letter of correspondence as my support for Jenine Dennison's application for a scholarship to attend the Certified Municipal Clerk's Professional Development Institute, being held June 5-10, 2011. I am asking the Scholarship Committee to consider this application due to tights restraints of this year's budget.

The City is asking for the scholarship fund to cover registration and lodging expenses. During the 2011 pre budget cycle, I had requested funding to send Jenine to this training, which I feel is an important step in truly understanding the complexities of a Municipal Clerk's job functions. Unfortunately, I had to re-evaluate my travel budget and this was one expense I simply cannot afford to send her to. State Associations have always played an important role in furthering the education of those who are new to the Municipal Clerk's profession and WMCA continues to exceed my expectations. It is my hope that Jenine will be able to benefit from this Association's generosity.

I understand Jenine will be absent from work during her attendance at the class and I have authorized this absence.

Please feel free to contact me should you have any questions.

Sincerely,

CITY OF PORT ORCHARD

Patti Kirkpatrick

Patti Kirkpatrick, MMC
City Clerk/Asst. to the Mayor
Administrative Services Director

CITY OF PORT ORCHARD
City Clerk
216 Prospect Street, Port Orchard, WA 98366
Voice: (360) 876-4407 • Fax: (360) 895-9029
pkirkpatrick@cityofportorchard.us
www.cityofportorchard.us

January 24, 2011

RECEIVED
JAN 31 2011
The City of Battle Ground
Executive Department

Ms. Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Re: WMCA Scholarship Application

Dear Ms. Lider:

I am requesting registration for the Certified Municipal Clerk's Professional Development Institute beginning June 5, 2011, through June 10, 2011. I am excited to begin training with the Professional Development course, because I believe it will better educate me about the rules, requirements and procedures that the Clerk attends to on a daily basis. I also believe that gaining knowledge through this training will give me the experience and understanding that I can use to further my education and professional skills as an employee of the City of Port Orchard and for receiving my CMC in the future.

I would ask of your support to attend the Professional Development Course, as per our tight budget constraint I would be unable to gain the experience I feel is needed to further my education to one day receive my CMC.

Sincerely,

CITY OF PORT ORCHARD

Jenine Dennison

Jenine Dennison
Administrative Assistant II

Jill Davis

RECEIVED
FEB - 3 2011
The City of Battle Ground
Executive Department

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☐ PD I ☒ PD II ☐ PD III

NAME: Jill Davis (Allison)

EMPLOYER: City of Toledo POPULATION: 699

MAILING ADDRESS: PO Box 236

CITY: Toledo STATE WA ZIP 98591

PHONE: 360-864-4564 FAX: 360-864-4566

E-MAIL ADDRESS: cityoftoledo@toledotel.com

CURRENT POSITION/TITLE: Deputy Clerk

DATE CURRENT POSITION ASSUMED: June 01, 2004

How long have you been a member of WMCA? 1 year 10 months (years/months)

How long have you been in the Clerk Profession? 11 years 2 months (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Fundraising Committee 2009-2011
Describe the work you performed on behalf of this Committee: The majority of the fundraising committee communication has been done through emails. I have been keeping myself informed and in communication via these emails. I am eager to attend the 2011 WMCA Conference and become more involved with this committee.

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☒YES ☐ NO
If no, do you need and are you applying for scholarship funds for lodging?
☐YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? I was awarded a scholarship for PDI and lodging last year.

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? Being a professional Municipal Clerk means I am one of the first impressions a citizens receives in regards to my community. My actions as a Municipal Clerk speaks volumes about my community as well as the Clerk profession.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My short term goals remain the same as in the past; to gain knowledge and confidence in myself to perform tasks given to me. A long-term goal is to maintain a career in Municipal Government for many years to come. Being able to obtain the knowledge and confidence will help my take steps to further advancements in City government. With having the knowledge from the PDI classes behind me I am excited to see what comes next to further my education as a clerk.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? By attending PDI I am able to network with fellow clerks and have kept in touch with many of them. We are able to ask each other questions and provide answers. It was a great experience and I enjoy being able to share it with new attendees. I will encourage those who have not been able to attend the PD Sessions to do so as well as attending WMCA Conferences. I will also give back my time and knowledge when serving on committee's within WMCA.

Applicant must submit a letter from their immediate supervisor that:

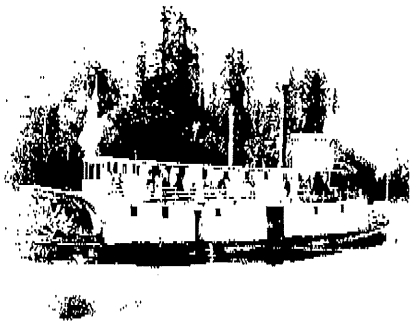
1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC



City of Toledo

City Hall
P.O. Box 236 • 130 N. 2nd Street
Toledo, WA 98591

Clerk
(360) 864-4564
Police
(360) 864-6041
Water-Sewer-Streets
(360) 864-4565

February 3, 2011

WMCA Scholarship Committee
Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Re: Scholarship Application – Jill Davis (Allison)

Dear WMCA Scholarship Committee,

The City of Toledo has a population of 699 and operates on a very limited budget. Currently we have had to take furlough days and all of our employees are working a 32 hour work week as well as dramatically reducing our training budget. If Jill Davis is not awarded this scholarship for NCI Professional Development II session, she will not be able to attend.

I fully support Jill attending the PDII Session as the City of Toledo has never had a Clerk attend these sessions. Jill was able to attend a session last year and I would like to see her complete all sessions. I feel that these sessions will not only benefit Jill but also the City of Toledo.

The City of Toledo will allow Jill to attend this week long session in its entirety, if given the opportunity.

Sincerely,

Michelle Whitten
City Clerk/Treasurer

Jill Hammond

RECEIVED
FEB - 1 2011
The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☐ PD I ☒ PD II ☐ PD III

NAME: Jill Hammond

EMPLOYER: Grant County POPULATION: 85,000

MAILING ADDRESS: PO Box 37

CITY: Ephrata STATE WA ZIP 98823

PHONE: 509-754-2011 ext. 331 FAX: 509-754-6098

E-MAIL ADDRESS: Jhammond@co.grant.wa.us

CURRENT POSITION/TITLE: Deputy Clerk

DATE CURRENT POSITION ASSUMED: May 2008

How long have you been a member of WMCA? 1 year (years/months)

How long have you been in the Clerk Profession? 2 ½ years (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☒YES ☐ NO
If no, do you need and are you applying for scholarship funds for lodging?
☒YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? 1

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? Being a responsible and hard working servant to Grant County and the Grant County Board of Commissioners and serving all offices and departments of the county.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My goals are to learn the skills required for a clerk of the board and grow in my current job as deputy clerk of the board. I will be attending all levels of the professional development session.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? In the immediate future I plan on being a better employee. In the long range I plan on mentoring other individuals.

Applicant must submit a letter from their immediate supervisor that:

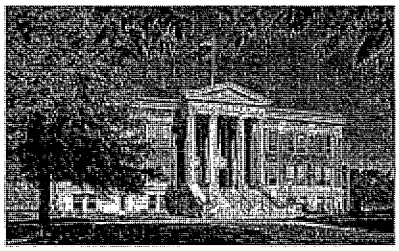
1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us



Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

January 31, 2011

Washington Municipal Clerk Association
Northwest Clerk's Institute Scholarship Committee

To Whom It May Concern:

The Grant County Board of Commissioners writes in support of the attached Scholarship Funding Application for our Deputy Clerk of the Board, Jill Hammond to attend the Northwest Clerks Institute Professional Development Session II on June 12 – 17, 2011 at the University of Puget Sound.

This will be Jill's second session at the NW Clerk's Institute. Attending these sessions will be very beneficial to her position with Grant County.

The 2011 Grant County budget has shown that many cuts need to be made, and unfortunately Seminars and Trainings was a category that was hit the hardest. Jill requested full funding to attend the NW Clerks Institute Professional Development Session and this request was denied.

The Board supports Jill in her quest to obtain her Certified Municipal Clerk status and is in support of this application. Jill will be permitted to attend the session in its entirety.

Should you have any questions, please contact our office at 509-754-2011 extension 331.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

Carolann Swartz, Chair | Richard Stevens | Cindy Carter

Laura Kelly

CITY OF GOLD BAR
107 5th Street • Gold Bar, Washington 98251
(360) 793-1101 • FAX (360) 793-2282

RECEIVED
JAN 24 2011
The City of Battle Ground
Executive Department

January 18, 2011

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Fax: 360-342-5050

Re: Scholarship Application

To: WMCA Executive Committee

I am writing on behalf of our City Clerk/Treasurer Laura Kelly.

Due to a loss in sales tax revenue and a massive expenditure in handling Public Records Requests, the City has had to make severe cuts in its budget. As part of this impact, Ms. Kelly has been denied funding from the City for the 2011 Northwest Clerks Institute PDI on June 5-10, 2011.

I fully support City Clerk/Treasurer Kelly with her application for the Scholarship and will grant the time for Ms. Kelly to attend the NCI session in its entirety.

Please contact me at 360-793-1101 if you have any further questions or concerns.

Very truly,

Joe Beavers
Mayor
City of Gold Bar

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☒ PD I ☐ PD II ☐ PD III

NAME: Laura Kelly

EMPLOYER: City of Gold Bar POPULATION: 2210

MAILING ADDRESS: 107 5th Street

CITY: Gold Bar STATE WA ZIP 98251

PHONE: 360-793-1101 FAX: 360-793-2282

E-MAIL ADDRESS: l.kelly@cityofgoldbar.us

CURRENT POSITION/TITLE: City Clerk Treasurer

DATE CURRENT POSITION ASSUMED:

How long have you been a member of WMCA? 4 (years/months)

How long have you been in the Clerk Profession? 3 years 5 months (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: None at this time, but plan to join a committee at the next conference in March 2011.
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐YES ☒ NO
If no, do you need and are you applying for scholarship funds for lodging?

☒YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO
If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? Someone well versed in their position, someone willing to go out of their way to help another clerk when they are in need. Someone the Mayor, Council and Staff can come to and know they are given the correct up to date information.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My short term goals are to get the City of Gold Bar more organized, to be able to locate records and put them on the city website. I would like to know more about Certified Municipal Clerks and how being a Certified Clerk can benefit the City of Gold Bar. I will be attending the 2011 Municipal Clerks Conference, I will be signing up for different committee's and through that get some contacts that can help me with different issues that arise in day to day life of the City. This scholarship will help with getting contacts of other municipal clerks and further my knowledge of what the duties of a Municipal Clerk really is.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? If awarded the schlarship, I would pay it forward by educating other newer clerks on the importance of the conference and further education. I was put into my position here with the City of Gold Bar, with little knowledge of how a small City is run, little knowledge of how and what my job would need to be done and what was required of me. I had been a temporary Utility Clerk for 3 months, then put into the Clerk Position when the Clerk Treasurer quit to go to another city. I felt like a fish out of watter. I want to be able to be the clerk that new clerks can go to when they are lost and do not know what to do next.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Lisa King

RECEIVED
NOV 19 2010
The City of Battle Ground
Finance Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☐ PD I X PD II ☐ PD III

NAME: Lisa King

EMPLOYER: City of Lynnwood POPULATION: 36,160

MAILING ADDRESS: PO Box 5008

CITY: Lynnwood STATE WA ZIP 98046

PHONE: 425-670-5161 FAX: 425-771-6144

E-MAIL ADDRESS: lking@ci.lynnnwood.wa.us

CURRENT POSITION/TITLE: Deputy City Clerk

DATE CURRENT POSITION ASSUMED: 9/2008

How long have you been a member of WMCA? 2 (years/months)

How long have you been in the Clerk Profession? 2yrs/1mnth (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES X NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? X YES ☐ NO

If no, do you need and are you applying for scholarship funds for lodging?
☐YES☐ NO

Have you previously been awarded a scholarship from WMCA? **X** YES ☐ NO
If yes, how many scholarships have you been awarded? 1

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? My involvement with the WMCA has changed my perception of the Municipal Clerk. I now feel that my job is critical to delivering accurate and necessary information to the residents and tax payers that support city services. Without a clerk the city would not operate efficiently. I also believe that it takes a certain kind of person to fill this role and that not just anyone could do it well. PD1 was a wonderful training opportunity that introduced me to the vast array of tasks that other clerks do. I have attended few trainings since PD1 due to budget cuts but I have reached out to many of my former classmates and instructors for advice, support or ideas that help me better do my job.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My short term goals include adding efficiency to the daily tasks that I complete, reducing city liability and becoming a more effective policy writer and communicator. Long-term goals include educating other employees and elected officials of the importance of the clerk function and returning the department back to a separate office that has control over the appropriate functions.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? I would like to join a committee. Also, I will continue to encourage other municipal employees to support the organization and its goals. I will continue to communicate with my peers on matters related to Municipal Clerks and be a participating resource for questions and feedback to other members of WMCA.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? **X** YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC

CITY OF
Lynnwood

November 15, 2010

RECEIVED
2:30pm
NOV 19 2010
Claire
THE CITY OF BATTLE GROUND
EXECUTIVE DEPARTMENT

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Re: Northwest Clerks Institute Scholarship Application

Dear Claire,

Please consider Lisa King, Deputy City Clerk for the City of Lynnwood for a Washington Municipal Clerks Association Northwest Clerks Institute (NCI) Scholarship. Lisa has been Deputy City Clerk for 2 years during the largest budget shortfall this City has ever seen. Unfortunately, this translates to a sharp reduction in funding for education and training. Currently, Lynnwood is undergoing a large reduction in staff including many retirements. This makes proper training even more critical to the remaining staff. Without grant funding the City will not be able to fund her attendance.

Lisa continues to show interest in advancing with the City and is taking on more responsibilities each day. I fully support Lisa attending the Northwest Clerks Institute in the spring of 2011. She will be allotted the necessary time to attend PD2 if granted the opportunity. Lisa is currently a member of WMCA and is working toward her CMC.

If additional information is needed, I can be reached at 425.670.5141 or via email at pdugan@ci.lynnwood.wa.us.

Best regards,

Patrick Dugan
Interim Finance Director

Cindy Marbut

RECEIVED

JAN 13 2011
The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): X☐ PD I ☐ PD II ☐ PD III

NAME: Cindy Marbut

EMPLOYER: Town of Yacolt POPULATION: 1,500

MAILING ADDRESS: PO Box 160

CITY: Yacolt STATE WA ZIP 98675

PHONE: 360-686-3922 FAX: 360-686-3853

E-MAIL ADDRESS: townofyacolt@centurytel.net

CURRENT POSITION/TITLE: Town Clerk/Treasurer

DATE CURRENT POSITION ASSUMED: 1-3-2011

How long have you been a member of WMCA? (years/months)

How long have you been in the Clerk Profession? 1-3-2011 (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES X☐ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐YES X☐ NO

If no, do you need and are you applying for scholarship funds for lodging?
X☐YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES X☐ NO
If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? I am a custodian of documents also preserve government records, liason to the mayor + council members, organize town events
2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. Short term - to learn as much as possible about my new position - Long term - to continue growing and learning how to better my position to improve the town
3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? By helping others with the knowledge I gain.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

Town Of Yacolt
202 W. Cushman Rd
Yacolt, WA. 98675
Ph: 360-686-3922 Fax: 360-686-3852
Townofyacolt.com

January, 7, 2011

As the Mayor of The Town of Yacolt, it is my job to make sure that our new Clerk Treasurer is equipped with the best understanding of her position. I have given my full support of Cindy Marbut attending the Northwest Clerks Institute Conference. The Town of Yacolt is a small community with very little revenue however the job of Clerk Treasurer is equal to any larger municipality. It is virtually impossible for a small town like ours to afford such a luxury of training of this magnitude for Cindy Marbut. However I can assure you that Cindy Marbut would be thrilled as we would be for her, to attend this training session, all the time needed to complete the training would be afforded to her.

Thank you,

Joe Warren,
Mayor

Deniece Miller

Northwest Clerk's Institute

RECEIVED

FEB - 3 2011

City of Battle Ground
Executive Department

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☐ PD I ☒ PD II ☐ PD III

NAME: Deniece Miller

EMPLOYER: City of Tonasket POPULATION: 1010

MAILING ADDRESS: PO Box 487

CITY: Tonasket STATE WA ZIP 98855

PHONE: 509-486-2132 FAX: 509-486-1832

E-MAIL ADDRESS: deniece.tonasket@nvinet.com

CURRENT POSITION/TITLE: Deputy Clerk-Treasurer

DATE CURRENT POSITION ASSUMED: 1/1/10

How long have you been a member of WMCA? 1 year (years/months)

How long have you been in the Clerk Profession? 5 years (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☒ YES ☐ NO
If no, do you need and are you applying for scholarship funds for lodging?
☐ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? *1 last year for the WMCA Conference in Spokane*

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? *It means being as informed as possible about how best to serve the City and its citizens.*

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. *My short term goal is to continue educating myself and to learn from all the opportunities presented to me. My long term goal is to apply the education I receive to my job everyday. The scholarship will allow me to attend PDII and educate myself further. It is also a great way to connect with other clerks and learn from their experiences.*

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? *I plan on signing up for a committee this year while I am at the WMCA Conference in Vancouver.*

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

City of Tonasket
P.O. Box 487 ◆ Tonasket, WA 98855
509 / 486-2132 ◆ Fax 486-1831
E-Mail: tonasket@nvinet.com

February 1, 2011

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Dear Claire:

I support Deputy City Clerk-Treasurer Deniece Miller in attending the Northwest Clerks Institute 2011 Professional Development II class, June 12th through the 17th, 2011. I believe these classes are very beneficial to the position of a Deputy City Clerk-Treasurer.

Although it is not impossible for the city to pay for the class it would be most helpful to the city to be awarded a scholarship. By receiving a scholarship, the city would be able to utilize its own funds for additional training.

Thank you for your consideration regarding this request.

Sincerely,

Alice Attwood

Alice Attwood, CMC
City Clerk-Treasurer

Tiffany Ostreim

RECEIVED

FEB - 1 2011

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☐ PD I ☒ PD II ☐ PD III

NAME: Tiffany Ostreim

EMPLOYER: Cowlitz County POPULATION: 100,000

MAILING ADDRESS: 207 4th Avenue North

CITY: Kelso STATE WA ZIP 98626

PHONE: 360-577-3020 FAX: 360-423-9987

E-MAIL ADDRESS: ostreimt@co.cowlitz.wa.us

CURRENT POSITION/TITLE: Assistant Clerk of the Board of County Commissioners
Clerk of the Board of Equalization

DATE CURRENT POSITION ASSUMED: Assistant Clerk of the Board of Commissioners – July 15, 1992
Clerk of the Board of Equalization – May 1, 2002

How long have you been a member of WMCA? 2 years / 8months

How long have you been in the Clerk Profession? 19 years / 9 months

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: -
Describe the work you performed on behalf of this Committee: -

Committee Name and year served: -
Describe the work you performed on behalf of this Committee: -

Committee Name and year served: -
Describe the work you performed on behalf of this Committee: -

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair: -

Have you previously attended a NCI Session? ☒YES ☐ NO
If no, do you need and are you applying for scholarship funds for lodging?
☐YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☒ YES ☐ NO
If yes, how many scholarships have you been awarded? One Scholarship, 2009

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you?

   A Professional Municipal Clerk means being an Expert in Government Services.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

   My short-term goal is meeting professional Municipal Clerks.

   My long-term goal is developing strong ties with professional Municipal Clerks.

   One of the most important responsibilities Clerks administer is advising their municipality's council of the legislative restrictions that apply to the ordinances and resolutions they wish to enact. By meeting and creating strong bonds with other Clerks I will be better equipped to carry out the functions needed in local government. A strong foundation makes a strong government. Clerks must stay current of changes so they can advise their council and inform their community. Continuing education will increase my knowledge of the issues, learn new material and sharpen old skills.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)?

   If awarded a scholarship I will give back to the organization by continually striving to communicate with other Clerks about the processes that we use. Organizing and preparing are key elements in the democratic process. It must be done correctly and if each of us can share our knowledge we can accomplish this large task in a streamlined fashion that the public is demanding. We can give support and do more with less. We can gain the public's confidence in government.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.
Submit application to:
Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

Board of Commissioners

County Administration Building
207 Fourth Avenue North
Kelso, WA 98626
TEL (360) 577-3020
FAX (360) 423-9987
www.co.cowlitz.wa.us

COMMISSIONERS

Michael A. Karnofski
District 1

George Raiter
District 2

James R. Misner
District 3

ADMINISTRATIVE COORDINATOR

Stephanie Dunn

January 31, 2011

Municipal Clerks Education Foundation of IIMC
Claire Lider, CMC
City Clerk of Battle Ground
109 SW 1st St., Suite 221
Battle Ground, WA 98604

RE: Scholarship Application for Tiffany Ostreim

This letter is in support of a scholarship for Tiffany Ostreim to attend the Northwest Clerks Institute Professional Development sessions.

With the 2011 budget restraints and economic downturn in Cowlitz County, we are unable to fund the training for Ms. Ostreim. Reductions in the Commissioners' travel and training budget have drastically reduced the ability for additional trainings for staff. Obtaining a scholarship for Ms. Ostreim to attend the professional development sessions will allow enough funding for her to continue her certification training in 2011.

The county commissioners are totally supportive for Ms. Ostreim to attend this training. I applaud her pro-active approach for striving to improve her knowledge and professional skills with limited resources. Ms. Ostreim's willingness to seek further training assists with improving the team concept within our small office.

Additionally, I have approved Tiffany Ostreim's request to attend the professional development training in June 2011.

Thank you for considering Tiffany Ostreim for a training scholarship.

Sincerely,
Board of County Commissioners
of Cowlitz County, Washington

Stephanie Dunn, Administrative Coordinator

cc: Tiffany Ostreim
File

Teresa Pierce

RECEIVED

FEB 04 2011

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☒ PD I ☐ PD II ☐ PD III

NAME: Teresa Pierce

EMPLOYER: City of Port Angeles POPULATION: 19800

MAILING ADDRESS: PO Box 1150

CITY: Port Angeles STATE WA ZIP 98362

PHONE: 360-417-4630 / 360-797-3213 FAX: 360-417-4509

E-MAIL ADDRESS: tpierce@cityofpa.us

CURRENT POSITION/TITLE: Executive Communications Coordinator / Deputy City Clerk

DATE CURRENT POSITION ASSUMED: July 2010

How long have you been a member of WMCA? 0/6 (years/months)

How long have you been in the Clerk Profession? 5/3 (years/months)

Please list all involvement on a WMCA Committee(s): None to date.

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐YES ☒ NO
If no, do you need and are you applying for scholarship funds for lodging?
☒YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO
If yes, how many scholarships have you been awarded? n/a

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you?

Being a professional municipal clerk means that I am performing my duties and responsibilities as a qualified and certified professional. This allows me to provide my City and citizens with the best service possible and demonstrates my qualifications and dedication to public service.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

My short-term goal is to earn the Certified Municipal Clerk designation and then continue working closely with our City Clerk on public records retention, public access and excellence in customer service to elected officials, city staff, and the public. I hope to take advantage of as many training opportunities as possible and participate and serve on clerk related committees. My long-term goal is achieve Master Certified Clerk designation and continue in that capacity until final retirement from public service.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)?

"Paying it forward" is already an important part of my life. Whether it is mentoring a child, encouraging a student, or interacting with a co-worker, or being a supportive friend - paying it forward means giving. It's providing a special chance to another that might not have happened otherwise. In order to do this means being involved, engaged and demonstrating a positive and "can and will do" attitude surrounded with compassion for others and a true passion for making it happen.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

See attached letter from City Manager Kent Myers.

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

Washington Municipal Clerks Association
Guidelines for the Northwest Clerks Institute (NCI) Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the Northwest Clerks Institute Professional Development sessions.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
  - Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the session and the applicant will not be able to attend;
  - Expresses support for the application; and
  - Indicates a commitment to grant time to attend the NCI session in its entirety.

NCI SCHOLARSHIP GUIDELINES:

Scholarships will be for registration only for all applicants previously attending a NCI Professional Development session. First-time NCI Professional Development session attendees are eligible for a scholarship for registration and lodging, if lodging is needed and noted on the application form.

WMCA Scholarships will be limited to two per entity/one per person per WMCA fiscal year.

Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

Specific criteria are used to consider scholarship applications including:

- Membership and involvement on a WMCA Committee (1 point for each committee up to a maximum of 3 points).
- First time scholarship applicant (1 point).
- Current or past service as Chair of a WMCA Committee (1 point for each year served as Committee Chair up to a maximum of 3 points).
- First time NCI Professional Development session attendee (2 points).
- 3 or more WMCA Scholarships received (deduct 1 point for each scholarship received over 3).
- Applicant has served in the Clerk profession less than one year (2 points).
- Demonstration of financial need based on letter from Supervisor (0-1 point)
- Response to questions on application (0-3 points per question/response).

In the event of a tie, the earliest date(s) of submission will be used to determine who is awarded funding, with quality/completeness of responses as the secondary tie-breaker.

Scholarship awards will be made by the WMCA Executive Committee within the limitation of available funds.

Other funding opportunities from agencies such as AWC, CIAW, IIMC, WCIA and regional clerks associations may also be available. Applicants are encouraged to seek additional funding opportunities.

Applications must be complete when submitted, including letter from immediate supervisor. Applications may be submitted by mail, e-mail, or fax. It is the responsibility of the applicant to ensure that the application is received by the deadline. Incomplete applications and applications received after the deadline will not be considered.

Deadline for applications is Monday, February 7, 2011.

Submit applications to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

CITY OF PORT ANGELES
WASHINGTON, U.S.A.
City Manager's Office

RECEIVED
FEB - 4 2011
The City of Battle Ground
Executive Department

February 3, 2011

Washington Municipal Clerks Association
c/o Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Re: Northwest Clerks Institute (NCI) Scholarship Application

Dear Clerk Lider,

Included with this letter is an application for scholarship assistance for Teresa Pierce, the City of Port Angeles Executive Communications Coordinator / Deputy City Clerk.

Teresa Pierce has been working at the City of Port Angeles for 9 years. Ms. Pierce was appointed as Deputy City Clerk in July of 2010. Her duties include preparing Council packets, webmaster, issuing news releases, public information officer, providing direct administrative support, and serving as primary contact for the Mayor, City Council and City Manager.

Before this appointment, Teresa was already successfully performing clerk related duties with basically no training, certification, or participation in organizations with other clerks. The training provided through the Professional Development program is essential for her to continue to perform at the highest professional standards possible. The City of Port Angeles supports her commitment to earning Certified Municipal Clerk certification and participation in related organizations and meetings with other clerks, so as to provide the City, and our citizens, with superior clerk services.

Due to a very limited budget, the City cannot fully fund this training. This scholarship funding is essential to enabling Ms. Pierce to attend and receive the training necessary to perform her duties as Deputy City Clerk. Should Ms. Pierce be awarded this scholarship she will be granted time to attend the entire NCI Professional Development Session.

Thank you for your thoughtful consideration.

Sincerely,

Kent Myers
City Manager

Phone: 360-417-4500 / **Fax**: 360-417-4509 / **TTY**: 360-417-4645
Website: www.cityofpa.us / **Email**: citymanager@cityofpa.us
321 East Fifth Street - P.O. Box 1150 / Port Angeles, WA 98362-0217

Heidi Riojas

RECEIVED

FEB 2011

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☒ PD I ☐ PD II ☐ PD III

NAME: Heidi Riojas

EMPLOYER: City of Toppenish POPULATION: 9,100

MAILING ADDRESS: 21 West First Avenue

CITY: Toppenish, STATE WA ZIP 98948

PHONE: (509) 865-6754 FAX: (509) 865-1950

E-MAIL ADDRESS: hriojas@cityoftoppenish.us

CURRENT POSITION/TITLE: Executive Assistant/Deputy City Clerk

DATE CURRENT POSITION ASSUMED: September 16, 2006

How long have you been a member of WMCA? 3 years/3 months

How long have you been in the Clerk Profession? 4 years/4 months

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: Conference Planning Committee 2010-2011
Describe the work you performed on behalf of this Committee:

I attended the November 5, 2010 planning committee meeting in Cashmere and volunteered to assist with the preparation of the name badges, to help at the conference registration desk, and to collect meal tickets. Since this is the first year that I have signed up for committee work, I will be assisting at the conference where I am needed and/or directed to go help out.

Committee Name and year served: Fundraising Committee 2010-2011
Describe the work you performed on behalf of this Committee:

I have sold $5 raffle tickets and will be helping at the sales desk during the conference. Since this is the first year that I have signed up for committee work, I will be assisting at the conference where I am needed and/or directed to go help out.

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐YES ☒ NO

If no, do you need and are you applying for scholarship funds for lodging?

☒YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO

If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you?

It is a privilege to be a professional Municipal Clerk for the City of Toppenish. I value this community and appreciate that my position gives me the ability to assist others to help make the City of Toppenish a better place for residents to live. With my role as a professional Municipal Clerk, I have a wide variety of training opportunities along with responsibilities that enable me to utilize my skills that cover a wide spectrum from clerk duties, public records, records management, and customer service.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

In 2011, I have set five short-term professional development/education goals for myself, which are to attend the Master Academy, attend the WMCA Annual Conference, attend the NCI PD I Classes, attend the May and October SCWMCA meetings, and attend the Fall Academy.

From 2011-2013, I will be working on my long-term professional development/education goal, which is to complete the required professional development training required to receive the designation of Certified Municipal Clerk from IIMC.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)?

The way I plan to give back to the WMCA organization is by becoming more involved on the committees and encouraging new members to become involved in this amazing organization.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

I hereby apply for scholarship funds and lodging expenses to attend the 2011 Northwest Clerks Institute Professional Development I session from June 5, 2011 through June 10, 2011. I attest that I am a WMCA member in good standing and the information submitted in the attached application is true and correct to the best of my knowledge.

Heidi Rieyas
Signature

February 3, 2011
Date

CITY OF TOPPENISH
21 West First Avenue
Toppenish, WA 98948

"Where the West Still Lives"

February 3, 2011

Claire Lider, CMC, City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Re: Washington Municipal Clerks Association
Northwest Clerks Institute Scholarship Application

Dear Ms. Lider:

This letter is in support of Heidi Riojas attending the 2011 Northwest Clerks Institute Professional Development I session offered from June 5, 2011 through June 10, 2011 at the University of Puget Sound in Tacoma, Washington, and subsequent Professional Development sessions in 2012 and 2013. Regrettably, at this time, the City of Toppenish is not in a financial position to fund the entire cost of Ms. Riojas to attend the professional development session and without a scholarship, she will not be able to attend. If her scholarship application is approved, Heidi will be permitted to attend the NCI session in its entirety.

The award of a Washington Municipal Clerks Association scholarship will give Ms. Riojas an opportunity to commence with the three years of professional development sessions required for her to obtain designation as a Certified Municipal Clerk from the International Institute of Municipal Clerks.

Sincerely,

William C. Murphy, City Manager

CITY OF TOPPENISH
21 West First Avenue
Toppenish, WA 98948

"Where the West Still Lives"

February 3, 2011

Claire Lider, CMC, City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Re: Washington Municipal Clerks Association
Northwest Clerks Institute Scholarship Application

Dear Ms. Lider:

Enclosed for consideration is my WMCA NCI Scholarship Application, along with a letter of support from my immediate supervisor, City Manager William C. Murphy.

Thank you.

Cordially,

Heidi Riojas

Heidi Riojas, Executive Assistant/Deputy City Clerk

Enclosures

Sherrie Rodriguez

RECEIVED

OCT 18 2010

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): X PD I ☐ PD II ☐ PD III

NAME: Sherrie Rodriguez

EMPLOYER: City of Royal City POPULATION: 2000

MAILING ADDRESS: PO Box 1239

CITY: Royal City STATE WA ZIP 99357

PHONE: 509-346-2263 FAX: 509-346-2040

E-MAIL ADDRESS: sherrie@royalcitywa.org

CURRENT POSITION/TITLE: Deputy Clerk

DATE CURRENT POSITION ASSUMED: 04/14/2008

How long have you been a member of WMCA? 1 month (years/months)

How long have you been in the Clerk Profession? 2 ½ years (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES X NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐YES X NO
If no, do you need and are you applying for scholarship funds for lodging?
XYES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES X NO
If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? I believe the Municipal Clerk holds one of the most important and exacting positions in municipal government. The City Clerk is the keeper of the city: keeping the vital and permanent records accurately, impartially and safely.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My short/long term goal is to earn my CMC then move on to my MMC. Mean while I plan on continuing to attend all training that is available. I feel education is the key in success and to perform my job at the best of my ability.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? When I attend a WMCA I plan to bring donations for the raffle from Royal City businesses. After I receive my CMC I believe I will fill confident in my knowledge of the position of City Clerk to serve on WMCA committees.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? XYES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

ROYAL CITY

445 Camelia St. NE/PO Box 1239
Royal City, WA 99357-1239

Phone: 509-346-2263 Fax 509-346-2040

RECEIVED

OCT 18 2010

The City of Battle Ground
Executive Department

October 13, 2010

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Dear Ms. Lider:

This letter is to request scholarship assistance for our Deputy Clerk, Sherrie Rodriguez, to attend the Northwest Clerks Institute, Professional Development I, in June 2011. I fully support Sherrie in attending this training and she will be granted the time off to attend.

The City of Royal City has a very tight budget and a low tax base and any scholarship funds would be a great help in furthering the education of the Deputy Clerk who is the backup person for the city clerk/treasurer. This position is vitally important and training is crucial to keep up with the many tasks and procedures.

Thank you for your consideration.

Sincerely,

Justin Jenks
Mayor

Enclosure

Rachel Shaw

RECEIVED

FEB - 7 2011

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☒ PD I ☐ PD II ☐ PD III

NAME: Rachel Shaw

EMPLOYER: City of Prosser POPULATION: 5,140

MAILING ADDRESS: 601 7th Street

CITY: Prosser STATE WA ZIP 99350

PHONE: (509) 786-8218 FAX: (509) 786-3717

E-MAIL ADDRESS: rshaw@ci.prosser.wa.us

CURRENT POSITION/TITLE: City Clerk

DATE CURRENT POSITION ASSUMED: October 1, 2010

How long have you been a member of WMCA? (years/months)

2 months

How long have you been in the Clerk Profession? (years/months)

2 months

Please list all involvement on a WMCA Committee(s):

None at this time

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

na -

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

na -

Committee Name and year served:

Describe the work you performed on behalf of this Committee:

na -

Have you chaired a WMCA Committee? ☐ YES ☒ NO

If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐ YES ☒ NO

If no, do you need and are you applying for scholarship funds for lodging?

☒ YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO
If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you?

   Please see attached -

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.

   Please see attached -

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)?

   Please see attached -

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒ YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

Rachel Shaw
February 4, 2011

1) **What does being a professional Municipal Clerk mean to you?**
I view my role as City Clerk as a representative of public service to the community by providing transparent government with excellent communication and a high level of integrity. As a City Clerk, I am to keep a full and true record of every act and proceeding of the City Council as required by the laws of the state of Washington and the ordinances of the City. I have custody of the City's seal, the original ordinances, original contracts, and deeds of property of the City. I attest all public instruments and official acts of the mayor and provide certified copies of original records. Being a professional Municipal Clerk is an important aspect of my life. I serve my community with a high level of integrity and work ethic and charge others to be the best they can be for the overall success of the organization. I fully believe that each person shares in the responsibility of being a leader in their own aptitude. I am committed to the City and am driven by my desire to support its best interest and further greatness for our community.

2) **Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.**
I strongly believe the power of education and professionalism serves to enhance the quality of local government. In both the short and long term, I will continue to attend local, state, and regional training programs, as the City's budget allows. The Washington Municipal Clerks Association and the Washington Secretary of State offer excellent sessions on records management, archiving, and the Public Records Act. The City's travel and training budget has been drastically reduced, therefore, at this time I am uncertain if funding will remain intact over the next few years to allow me to attend training that is not local or free.

Currently I am pursuing the requirements to complete my Associate of Arts degree. I have plans to further my professional development by pursuing my Bachelor of Science in Political Science. Upon completion of my BS degree, I plan to complete a Master of Public Administration in Governmental Management. As I become eligible, I will apply for the Certified Municipal Clerk and subsequent Master Municipal Clerk designations.

A scholarship award from Washington Municipal Clerks Association would assist me in having the opportunity to participate in formal training and networking that is currently not available to me.

3) **If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)?**

I believe my municipality will continue to benefit from my belief system to strive for the best and offer the best in return. If awarded a scholarship from WMCA to attend the Northwest Clerks Institute, I will have the opportunity to experience the wonderful network and support group that WMCA provides. I hope to become a resource and the City's expert in municipal issues and state-wide trends affecting small towns in Washington State from the experience gained. Currently I am a member of the South Central Washington Municipal Clerks Association. As I grow further in my education and professional development, I hope to get more involved in the organization as needs arise to give back and "pay it forward" to other new comers like myself.

City of Prosser

February 4, 2011

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite
Sunnyside, WA 98944

Dear Ms. Lider:

Thank you for the opportunity to apply for the Washington Municipal Clerks Association, Northwest Clerks Institute, 2011 scholarship.

Enclosed please find my scholarship application, letter of support from my Supervisor, Cathleen Koch, Deputy City Administrator, and supporting documentation in response to questions 1 – 3 on the application.

Please feel free to contact my office with any questions.

Sincerely,

Rachel Shaw
City Clerk

Enclosures as stated

601 7th Street • Prosser, Washington 99350
(509) 786-2332 • Fax (509) 786-3717 • www.cityofprosser.com

City of Prosser

January 27, 2010

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Dear Ms. Lider:

It is my pleasure to recommend that the Washington Municipal Clerks Association (WMCA) award Rachel Shaw, City of Prosser City Clerk, a scholarship to attend the Northwest Clerks Institute. Rachel began her employment with the City of Prosser in 2006. She has excelled in every position she has held, which led to her recent promotion to the City Clerk position.

As a former City Clerk and Certified Municipal Clerk, I understand the importance of the conference and professional development classes. While Rachel has resources available to her to learn the basic job skills necessary, nothing can replace the formal training and networking she will receive at the institute.

The City of Prosser has been sued on more than one occasion for alleged records request violations. Rachel will need to be well versed on the subject of records requests since the same person continues to file records requests. The City receives at least two hundred general records requests each year, with the majority coming from one particular individual. This is only one area that Rachel will need to quickly become the City's expert. With the training she will receive at the institute, she can become the type of expert our City needs.

Like most entities across the state, the City of Prosser has been impacted by the economy. Most travel and training has either been cut or reduced drastically in all departments across the City. Rachel has $2,035 available to attend conferences, professional development classes, and any other training needed in 2011. A scholarship from WMCA would assist Rachel in having the opportunity to participate in the institute.

For the very reasons listed above and countless others not listed, I encourage you to award Rachel Shaw a scholarship for the Northwest Clerks Institute. If I can answer any questions about Rachel Shaw's application or the merits of the scholarship, please contact me at the number listed below.

Sincerely,

Cathleen A. Koch
Deputy City Administrator

601 7th Street • Prosser, Washington 99350
(509) 786-2332 • Fax (509) 786-3717 • www.cityofprosser.com

Sam Taylor

RECEIVED

JAN 31 2010

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☒ PD I ☐ PD II ☐ PD III

NAME: Sam Taylor

EMPLOYER: City of Ferndale POPULATION: 11,210

MAILING ADDRESS: P.O. Box 936

CITY: Ferndale STATE WA ZIP 98248

PHONE: (360) 685-2353 FAX: (360) 384-1163

E-MAIL ADDRESS: samtaylor@cityofferndale.org

CURRENT POSITION/TITLE: City Clerk

DATE CURRENT POSITION ASSUMED: Jan. 10, 2011

How long have you been a member of WMCA? 7 DAYS (years/months)

How long have you been in the Clerk Profession? 21 DAYS (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☐YES ☒ NO
If no, do you need and are you applying for scholarship funds for lodging?

☒YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO
If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. **What does being a professional Municipal Clerk mean to you?**

   To be a professional Municipal Clerk is to be the person who serves as the backbone of a local government.

   A clerk is crucial to a well-functioning municipality, and as a new clerk I take this job very seriously and am honored to serve. Clerks have been around longer than basically every other type of government staff member aside from, I believe, the tax collector. The professional Municipal Clerk is probably the most well-respected member of any staff, and I know that, as a former journalist who worked closely with clerks in my past profession, they were the staff member I looked to the most for information and help.

   Being a professional Municipal Clerk means being the person others look to for crucial support services and institutional knowledge necessary to help the community prosper.

   It also means being a person who leads to provide cutting-edge and cost-effective services to the public. In Ferndale, being a professional Municipal Clerk means ensuring the public has proper and timely access to public records and public meetings --- something I am extremely passionate about. A clerk is the cog of the administration that serves as the liaison to the City Council. I see being a professional Municipal Clerk's function as sort of the "utility player" of a sports team. They're the person that can play any position, and they acquire the skills necessary to do just that, because they're going to be called on when it's most crucial.

2. **Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals.**

   As a new City Clerk in Ferndale, I am very excited to begin down the path to become a Certified Municipal Clerk. That is both a short-term and long-term goal, as I have become a member so far of the Washington Municipal Clerks Association and the International Institute of Municipal Clerks. My contract with the City of Ferndale was amended by the City Council to require that I become a CMC within five years of my hire date. I hope to show the council that I mean business, and would like to obtain certification years earlier than the timeframe that body has prescribed for me.

As a person whose expertise is in public records and open government, and who covered local governments for eight years prior to becoming a clerk, I'm in somewhat of a unique position as a brand new clerk with a deep background in all things municipal. However, I definitely need to enchance the skills I do have by becoming a part of these wonderful professional organizations for clerks. While I am experienced with public meetings and records management, I acknowledge it is necessary for me to work in other areas that a clerk is responsible for, including risk management and human resources. With that in mind, both in the short- and long-term I will be seeking out all professional development opportunities that will allow me to expand my knowledge of those issues. I believe the WMCA will be crucial to helping me in this endeavor. Beyond those goals, I do desire to one day become certified as a Master Municipal Clerk, and I'm interested in perhaps obtaining another college degree, this time in Public Administration.

3. **If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)?**

   If I am honored to be awarded a scholarship by the Washigton Municipal Clerks Association, I hope to pay it forward by being a very active member of the organization. I'd love to serve on committees of the WMCA. Most especially I'm very interested in serving on the Legislative Committee. I have experience with the state Legislature and am very knowledgeable already regarding the legislative process and am acquainted with the local delegation in Olympia, as well as the staff of Secretary of State Sam Reed's office. I believe it would be a wonderful experience to participate with a group of experienced professional Municipal Clerks, also, to hear their thoughts on how the state government impacts the work we all do.

   Being awarded a scholarship would also afford me the opportunity to tell others in the profession why they should consider becoming members of the WMCA and what type of benefits they can receive from the organization.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday, February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Claire Lider, CMC
City Clerk

City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

CITY HALL
2095 Main Street
P.O. Box 936 - Ferndale, WA 98248

January 31, 2011

RECEIVED
JAN 31 2011
THE CITY OF BATTLE GROUND
EXECUTIVE DEPARTMENT

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360.342.5008
Fax: 360.342.5050
claire.lider@ci.battle-ground.wa.us

Re: Northwest Clerks Institute Scholarship

Greetings,

I am writing regarding the possibility of granting a scholarship to Mr. Sam Taylor for his attendance at the Northwest Clerks Institute at The University of Puget Sound in Tacoma Washington from June 5th to the 10th. As City Administrator for a small western Washington city, I recently had a need to hire a new City Clerk following the retirement of our nearly 20-year veteran Clerk. As you might imagine, the replacement for this long-time city employee has been very involved and somewhat stressful since our Clerk was the holder of all knowledge institutional here at the City.

We are extremely pleased to have hired Mr. Taylor for this challenging job, realizing that there is much to learn to be an effective City Clerk. In this regard, it is a condition of his employment for him to become a certified municipal clerk – an undertaking Sam accepts willingly. Given our current budget realities however, the City finds it extremely difficult to cover the cost of this training.

Realizing the importance of this training and Sam's eagerness to start the process of certification, I am respectfully requesting that you consider a scholarship for this purpose. The City of Ferndale stands ready to provide Sam the time off to attend this institute and to cover his travel and payroll expenses but at this time, we cannot afford the cost of tuition. Your thoughtful consideration to this request is deeply appreciated.

Should you have any questions, please feel free to give me a call at 360.685.2351. Thank you for your time and attention.

Sincerely,

Greg Young
City Administrator
City of Ferndale Washington

Debbie Zabell

RECEIVED

FEB - 7 2011

The City of Battle Ground
Executive Department

Northwest Clerk's Institute

Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): ☐ PD I ☒ PD II ☐ PD III

NAME: Debbie Zabell

EMPLOYER: City of Toppenish POPULATION: 9,041

MAILING ADDRESS: 21 West First Avenue

CITY: Toppenish STATE WA ZIP 98948

PHONE: 509-865-1639 FAX: 509-865-3864

E-MAIL ADDRESS: dzabell@cityoftoppenish.us

CURRENT POSITION/TITLE: Deputy Finance Director/City Clerk

DATE CURRENT POSITION ASSUMED: August 16, 2007

How long have you been a member of WMCA? 2 years, 11 months (years/months)

How long have you been in the Clerk Profession? 3 years, 6 months (years/months)

Please list all involvement on a WMCA Committee(s):

Committee Name and year served: 2010-2011 Conference Planning
Describe the work you performed on behalf of this Committee: Particpated in the conference planning meeting in November. As part of my responsibilities for the Committee, I will co-prepare conference badges, take meal tickets and work the conference registration desk welcoming the delegates upon arrival.

Committee Name and year served: 2010-2011 Fund Raising Committee
Describe the work you performed on behalf of this Committee: I actively monitored the e-mail dialouges, sold three books of raffle tickets and as a member of the of the Fund Raising Committee have been diligently soliciting and receiving contributions from Toppenish businesses for a "Toppenish Weekend" basket to be raffled at the conference and within our regional group (SCWMA). I took the lead in coordinating the SCWMC raffle basket.

Committee Name and year served:
Describe the work you performed on behalf of this Committee:

Have you chaired a WMCA Committee? ☐ YES ☒ NO
If yes, please list the name(s) of the Committee and the year(s) you served as chair:

Have you previously attended a NCI Session? ☒YES ☐ NO
If no, do you need and are you applying for scholarship funds for lodging?
☐YES ☐ NO

Have you previously been awarded a scholarship from WMCA? ☐ YES ☒ NO
If yes, how many scholarships have you been awarded?

Please answer the following questions. Your responses will be evaluated by members of the Scholarship Committee and points assigned to each response.

1. What does being a professional Municipal Clerk mean to you? I view the role of a Municipal Clerk as serving departments and divisions of a City as an essential resource on the application of law and best management practices with respect to records retention, public disclosure, customer service, and public bidding among many other things. These aspects alone require substantial training and expertise, as well as impartiality and sound judgment. I value the duties and responsibilities of the City Clerk, i.e. supporting the Council in their mission, providing information and educating citizens and co-workers on or about local government, securing records for the next generation and ensuring the community is informed through the communication published through the City Clerk's office. As a former Public Works Administrative Manager, I have come to this profession with a unique perspective on the level of diligence required of the City Clerk in following processes, and the need for unquestioned impartiality.

2. Describe in detail your short-term and long-term professional development/education goals and how the scholarship may help you to attain these goals. My short-term goal is to obtain certfication as a Municipal Clerk, continue to hone my skills in all areas of my position responsibilities which include city clerk duties, finance and human resources, put into practice the training and education I have received, and continue to increase the level of awareness throughout the organization with respect to public records management, disclosure, and bidding processes. Also, to enhance written communication originated by the City Clerks office. My long-term goal is to serve as a municipal City Clerk in a small to medium sized city in Washington state. In such a role, my focus would be to serve as a central resource for all departments on statutory requirements and best management practices associated with the profession, to serve the legislative body and executive as their Clerk of record, and to develop expertise on parlimentary procedures and serve as a resource. With respect to WMCA. to become even active within the Association, such as lead a committee or serve on a board. I strongly believe that the mentored pay it forward by becoming a mentor to others as they themselves gain knowledge and experience.

3. If awarded a scholarship from WMCA, how will you "pay it forward" (i.e. how will you "give something back" to the organization)? My committement to the profession and desire to further my professional development as a professional Municipal Clerk was demonstrated last year by funding at my own expense my participation at the Northwest Clerk's Institute I in 2010. As a result of my attendance I have spent the last year focusing on records retention and increasing the level of information provided by the City Clerk's office through

the updating informational handouts, publications and the City's website. From a personal standpoint and directly impacting the organization, I will give back to the organization by continuing to support the organization through the purchase of fund raising items, attending training, conferences and participating on committees, and mentoring others. From a professional standpoint and impacting the City Clerk profession, I will continue to increase the awareness of the importance of City Clerk's responsibilities through professionalism and presenting information to the different discipines within the organzation in their language. Having 20+ years of local government experience, I have worked in different disciplines and I know first hand that not everyone buys into the importance of what the City Clerk needs inorder for the City Clerk to accomplish their duties. My experience allows me to translate ideals, goals, and requirements administered by the City Clerk's office in a way that Parks, Public Works, Public Safety and other disciplines can relate to and respect.

Applicant must submit a letter from their immediate supervisor that:

1. Indicates that, without a scholarship, the agency cannot fully fund the cost of the applicant attending the NCI Professional Development session and the applicant will not be able to attend;
2. Expresses support for the application; and
3. Indicates a commitment to grant time to attend the NCI Professional Development Session in its entirety.

Letter from Supervisor demonstrating financial need included? ☒YES ☐ NO

Applications must be received no later than Monday , February 7, 2011. Incomplete or late applications will not be considered.

Submit application to:

Cheryl Proffitt-Schmidt, CMC
City Clerk
City of North Bend
PO Box 896
North Bend, WA 98045
Phone: 425-888-7627
Fax: 425-831-6200
cherylp@ci.north-bend.wa.us

CITY OF TOPPENISH
21 West First Avenue
Toppenish, WA 98948

"Where the West Still Lives"

February 7, 2011

Washington Municipal Clerk's Association
C/o Cheryl Proffitt-Schmidt, CMC
City of North Bend
PO Box 896
North Bend WA 98045

RE: Scholarship Application Support

Dear Ms. Proffitt,

This letter is to express support for Debbie Zabell's attendance to the Northwest Clerks Institute this June and her application to receive a scholarship. Like most cities in our state, the City of Toppenish continues to feel the effects of the national recession, accordingly as was the case last year, the City is unable to fund the registration cost this year.

Last year, Debbie demonstrated her strong desire and commitment to pursue professional development and obtain her Certified Municipal Clerks designation by paying for her own tuition to attend the Professional Development I. This year, she has already secured housing at her own expense for Professional Development II. Debbie has enthusiastically put into practice the training she received last year through PDI.

While the City is unable to fund her tuition, we recognize the benefit received from her attendance at the Professional Development training. As a professional Certified Municipal Clerk, I recognize the value of this training and the CMC certification. I fully support Debbie's goals in this regard and on behalf of the City of Toppenish commit to granting time away from work so that she may attend PDII.

Your consideration of her scholarship application will be greatly appreciated.

Sincerely,

Linda B. Mead

Linda B. Mead, CMC
Finance Director/City Clerk

NCI Applicants

Lifetime Award Listing

Davis, Jill – I

Dennison, Jenine - 0

Hammond, Jill – I

Kelly, Laura - 0

King, Lisa - I

Marbut, Cindy - 0

Miller, Deniece – I

Ostreim, Tiffany - I

Pierce, Teresa – 0

Riojas, Heidi – 0

Rodriguez, Sherrie - 0

Shaw, Rachel – 0

Taylor, Sam – 0

Zabell, Debbie - 0

International Institute of Municipal Clerks

8331 Utica Ave, Suite 200, Rancho Cucamonga, California 91730
Phone (909) 944-4162 • Fax (909) 944-8545
E-mail: hq@iimc.com

Dear IIMC Member:

RENEW YOUR MEMBERSHIP TODAY

Thank you for renewing your commitment to IIMC - - Your Professional Organization. By renewing your membership, you'll continue to have access to a variety of services and products to help you with the duties and responsibilities of your office.

YOUR SOURCE FOR THE FUTURE

PROFESSIONAL SUPPORT – IIMC informs the public and local governments on the importance of your profession. IIMC also offers a wide range of networking opportunities with more than 10,000 colleagues worldwide.

EDUCATION – IIMC's prestigious education programs help you become proficient in your profession. Become a Certified Municipal Clerk (CMC). Continue your education and enter the Master Municipal Clerks Academy (MMC). Many states/provinces now require their Municipal Clerks be certified. More than 50% of IIMC's members have achieved CMC status. Check our Distance Education on the Web. The rewards are many.

NEWS DIGEST – Don't miss a single issue of the monthly magazine – always delivering the latest in education, election, and research center news, Municipal Clerk features, trends in your field and practical tips to use in your daily work.

RESEARCH AND INFORMATION CENTER – The Center provides you with the latest in research, referrals and materials to assist you in your job. From Technical Bulletins to Sample Manuals to Information Exchange, the Center offers these opportunities and more either FREE or for a nominal fee to members.

WEB SITE – IIMC's web site offers a variety of features including a Resource Center with more than 200 links to Clerk and Municipal Associations and Government; IIMC CareerCenter, 2008 Salary Survey, IIMC Clerk Listserv, News Digest, Merchandise/Publications; MCEF information; FAQs about Certification and Education and more. Explore www.iimc.com.

ANNUAL CONFERENCE – For one week in May, you can receive a full complement of educational and professional opportunities, have time to network with your peers from the United States, Canada and other countries, and discover a thing or two to help you in your work.

Please contact me with any questions or suggestions on how to better serve you by calling (909) 944-4162 or email: janis@iimc.com **RENEW TODAY!**

Sincerely,

Janis Daudt

Janis Daudt
Director of Member Services

65th IIMC Annual Conference ·Nashville, TN
Sunday, May 8 – Thursday, May 12, 2011 ·
"Hitting The High Notes In Education"

MCEF
+IIMC Members
More Than Scholarships

Your Donations Help Benefit You And Your Profession To:

- Provide scholarships and educational programs for Municipal Clerks;
- Provide speakers for IIMC Annual Conferences;
- Supplement and enhance IIMC research programs;
- Develop specific educational programs;
- Allow Municipal Clerks to enhance their administrative and technical skills; and
- Implement training workshops.

TO CONTINUE FORGING AHEAD, MCEF NEEDS YOUR HELP.

Please make a tax deductible (Canadian members will receive a tax credit) contribution today or fill out the bottom and make a pledge. Pledges can be paid monthly or at the end of the calendar year. Please add the $25 contribution to your dues statement.

PLEDGE FORM

☐ Shinners Society	$1,000 or more	☐ Schwarzkopf Society	$500 to $999
☐ Turtle Society	$250 to $499	☐ New Century Club	$100 to $249
☐ Patron	$50 to $99	☐ Friend	$25 to $49

I prefer installments of $ _____ (month/annual/quarter) Total payments of $_____

Name _____ Home Address _____

City _____ State/Province _____

Country _____ ZIP/Postal Code _____

Phone_____/ _____ FAX_____/ _____

Employer's Name _____ Employer's Address _____

City _____ State/Province _____

Country _____ ZIP/Postal Code _____

METHOD OF PAYMENT

☐ American Express /Visa /Mastercard# _____

Signature _____ Expiration date _____

☐ Total charged to my credit card is $ _____ (☐ in full ☐ 1st month's payment)

☐ Check enclosed payable to Municipal Clerks Education Foundation. Mail check to:

MCEF
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730
Phone 909/944-4162 • FAX 909/944-8545

Gina Anderson

From: Janis Daudt [janis@iimc.com]
Sent: Tuesday, February 08, 2011 3:38 PM
To: Gina Anderson
Subject: Thank you for your Membership in IIMC

International Institute of Municipal Clerks
Professionalism in Local Government

February 8, 2011

Georgina D. Anderson, CMC
Deputy Clerk/Treasurer
City of Woodland
P.O. Box 9
Woodland, WA 98674-0009

Dear Georgina:

IIMC would like to "THANK YOU" for paying your IIMC Membership dues. Your membership is now paid through 03/31/2012. We want you to know that we appreciate your hard work and devotion to your profession. Our association is here to serve you in many ways. It is through our members that we are able to maintain our education programs, Annual Conference, E-IIMC News Digest, and day to day operation of IIMC.

You are IIMC and as your staff, we want to reach out to make sure you know that you can call IIMC at anytime with questions, suggestions and concerns. I have listed the IIMC Staff names, titles and email addresses for your convenience. Please don't hesitate to contact IIMC!

Denise Cox	Office Manager	denice@iimc.com
Janis Daudt	Director of Member Services	janis@iimc.com
Ashley Durmisevich	CMC Verification Specialist	ashley@iimc.com
Emily Maggard	MMC Verification Specialist	emily@iimc.com
Maria Miranda	Administrative Assistant	maria@iimc.com
Janet Pantaleon	Finance Specialist	janetp@iimc.com
Tammy Schultz	Member Services Representative	tammys@iimc.com
Chris Shalby	Executive Director	chriss@iimc.com
Jennifer Ward	Associate Director/Education/Research	jward@iimc.com

As your staff, we request you contact IIMC with any questions you might have regarding IIMC and your membership.

Respectfullly,

Janis Daudt
Director of Member Services

From: Kammy Hill [khill@ci.walla-walla.wa.us]
Sent: Wednesday, March 02, 2011 9:19 AM
To: Gina Anderson; Bobbie Usselman
Cc: Treva Percival; Karen K. Kuznek-Reese
Subject: RE: WMCA Membership

My two cents worth - I think there should be a deadline for renewals (or they get "cut off" for website access) but not for new members.

Kammy

From: Gina Anderson [mailto:andersong@ci.woodland.wa.us]
Sent: Wednesday, March 02, 2011 9:03 AM
To: Bobbie Usselman; Kammy Hill
Cc: Treva Percival; Karen K. Kuznek-Reese
Subject: RE: WMCA Membership

Treva:
Good morning!
Can we discuss this at the board meeting so we can get everyone's ideas? I like the idea of no access to the Members Only portion but am not certain I like the deadline. I got dues yesterday.
Have a wonderful Wednesday!
Gina

From: Bobbie Usselman [mailto:busselman@ci.sequim.wa.us]
Sent: Wednesday, March 02, 2011 8:59 AM
To: Kammy Hill
Cc: Treva Percival; Gina Anderson; Karen K. Kuznek-Reese
Subject: RE: WMCA Membership

Okay – thanks for the update.

I wonder if we should have a "deadline" for paying dues. The dues are to be renewed starting May 1. Give them to July 31 or some date.

Unpaid members could still view the website, but not the Members Only portion until dues are paid. Just a thought. We, of course, will give them many reminders. Once they are inactive, they do not get the blast emails any longer. Then it would be the Membership Committee's job to contact them to pay dues.

b

From: Kammy Hill [mailto:khill@ci.walla-walla.wa.us]
Sent: Wednesday, March 02, 2011 8:29 AM
To: Bobbie Usselman
Subject: RE: WMCA Membership

Hi Bobbie,

Yes, she is being difficult and doesn't know "why we didn't notify her earlier in the year" before she did the work on the Awards Committee. I explained that I did send out a renewal reminder in October but the e-mail that was on file for her in our membership database was no longer valid. She is still debating whether she can justify renewing her membership for this

year. Ali, Karen and I decided that she would still receive her committee certificate since she did participate on the Awards Committee and she needed the certificate for her CMC.

I have suggested to Treva that the EC may want to discuss having the membership applications sent to each City by mail next year. E-mail is not always "forwarded" to a replacement employee, etc.

Thanks for the follow up, but don't "count" on this one renewing.

Kammy

From: Bobbie Usselman [mailto:busselman@ci.sequim.wa.us]
Sent: Wednesday, March 02, 2011 8:24 AM
To: Kammy Hill
Cc: Karen K. Kuznek-Reese
Subject: WMCA Membership

Hi Kammy –

You did a great job getting the clerks who were on committees to pay their dues for the year. There is still one – Ann Swenson, City of Liberty Lake, aswenson@libertylakewa.gov who is on the Awards Committee who has not yet paid her dues.

B

Bobbie Usselman

Bobbie Usselman, CMC
Deputy City Clerk
City of Sequim
152 W. Cedar Street
Sequim, WA 98382
360/681-3432 (Phone)
360/681-3448 (Fax)

You cannot do a kindness too soon, for you never know how soon it will be too late. – Ralph Waldo Emerson

From: DeAnn Hartman, CMP [deannh@awcnet.org]
Sent: Friday, March 04, 2011 9:20 AM
To: Treva Percival
Subject: AWC 2011 Exhibit Registration is now open

The Association of Washington Cities (AWC) is pleased to invite you to be a part of our Annual Conference, to be held this June 22-24, 2011 at the Spokane Convention Center. The AWC Annual Conference is the largest yearly gathering of Washington municipal officials and is our signature event of the year.

Your participation at AWC's Annual Conference provides intimate and immediate access to over five hundred decision-makers representing cities and towns throughout Washington.

We invite your company or organization to be a part of this great event as a sponsor or an exhibitor. Click on this link http://www.awcnet.org/TrainingEducation/Conferences/AnnualConference/Exhibit.aspx to view the online floorplan, review the Exhibit Prospectus and register for Exhibit 2011.

Exhibit 2011 has several popular features, including free parking *(some restrictions apply)* and a free ad in the July/August issue of *Cityvision*, AWC's magazine. New this year is "AWC Central" – a gathering area for attendees, with features like the Internet Café, in the middle of the exhibit hall.

The exhibit will open at 8:30 am on Wednesday, June 22 and continue until Thursday, June 23.

Event: Exhibit 2011 at the AWC Annual Conference
Date: Wednesday, June 22, 2011 & Thursday, June 23, 2011
Time: Wed: 8:30 a.m. - 5:30 p.m.
Thurs: 9:15 a.m. - 7:00 p.m.
Location: Spokane Convention Center, Spokane, WA

Prices
***$1,000* – Standard booth**
***$1,200* – Premium Associate member booth**
These booths are highly visible. They are reserved for AWC Associate members only.
***$2,500* – Non-member booth**
This is the rate for those businesses that are not Associate members of AWC. Standard booths only
Sponsor booth
These booths are reserved for conference sponsors. Contact me for more information.

Great Benefits! AWC now offers a one-stop, on-line registration system for our exhibitors that includes hotel room reservations. You no longer need to call the hotels to book sleeping rooms. In fact, the hotels with AWC room blocks will not take phone reservations. Those who register early will have first choice of booth space and ***hotel.

Don't miss this unique opportunity to showcase your company to city officials while sharing the energy and excitement of Annual Conference atmosphere.

DeAnn Hartman, CMP
Meeting Planner
Administrative Services Department
1076 Franklin St SE Olympia, WA 98501-1346
(360) 753-4137 (office)
deannh@awcnet.org

Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.

March 1, 2011

Treva Percival
President, Washington Municipal Clerks
c/o Pierce Transit
PO Box 99070
Lakewood, WA 98496

Dear Treva,

Local Government Management Association of British Columbia
2011 Annual Conference, May 17-19, 2011, Penticton, British Columbia

The Local Government Management Association of British Columbia will be holding its 72nd annual conference from May 17-19, 2011 at the Penticton Trade and Convention Centre.

On behalf of the Directors of the LGMA Board, I would like to extend an invitation for you or a member of your Association to attend our conference. As an honoured guest, your conference registration and meals are complimentary; you would only be responsible for transportation and accommodation costs.

If you are able to attend we would appreciate it if you would contact Ana Fuller (afuller@lgma.ca) of our office by April 15, 2011 with your arrival and departure dates so that a room may be reserved at the Penticton Lakeside Resort. You may transfer the room to your credit card upon arrival at the hotel.

To register for the conference, please visit the following link for conference delegates but do not enter payment information: http://www.civicinfo.bc.ca/event/lgma2011.asp
If you wish to bring a guest, his/her meal tickets are not included and you will need to purchase them separately at http://www.civicinfo.bc.ca/event/lgma2011_partner.asp

We value the ongoing positive relations between our two organizations and hope that a delegate from the Washington Municipal Clerks Association will be able to attend our conference.

Yours truly,

John MacLean, President

LOCAL GOVERNMENT MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

7th Floor, Central Building 620 View St Victoria, BC V8W 1J6 Canada
Telephone: (250) 383-7032 Fax: (250) 383-4879 General E-mail: office@lgma.ca

From: Gina Anderson [andersong@ci.woodland.wa.us]
Sent: Wednesday, March 02, 2011 10:27 AM
To: Karen K. Kuznek-Reese
Cc: Treva Percival
Subject: Refund Request

Karen:
Good morning! It feels like 5:00 o'clock already.
I have just had a second refund request for conference and Academy. Emergency surgery.
Perhaps the board should revisit the policy. Maybe consider a credit for the next conference. Something to think about.
Gina

Record Retention Policy and Schedule

Policy Statement

It is the intent of the Board of WMCA that all records be stored electronically, on the website or on a purchased external hard drive.

Retention Schedule

Record	Suggested Retention
Accounts Receivable	3 years
Accounts Payable	3 years
Annual Financial Statements	Permanent – Scan and Save Electronically
Articles of Incorporation	Permanent– Scan and Save Electronically
Audit Reports	Permanent– Scan and Save Electronically
Bank Statements/Reconciliations	7 years
Bank Deposit Slips	3 years
Budgets	3 years
Bylaws	Permanent - Destroy When Superseded
Cash Disbursements Journal	3 years
Cash receipts Journal	3 years
Charts of Accounts	Permanent – Scan and Save Electronically
Checks (cancelled)	7 years
Clerk of the Year Recipient List	Permanent – Add new recipients to list on website
Clerk of the Year Nominations & Administrative Records	3 years
Conference Location and President List	Permanent – Add new info to list on website
Contracts	10 years
Correspondence	2 years
Executive Report/Quill Newsletters	Permanent – Scan and Save electronically
Expense Reports	3 years
General Ledger	Permanent – Scan and Save Electronically
Income Tax Returns	Permanent – Scan and Save Electronically
Insurance Policies	Ongoing, with expired policies being destroyed after 3 years
Invoices	3 years
Membership Records	10 years
Minutes of Board and Annual Meeting Minutes	Permanent - Scan and Save Electronically
Photographs (historical records)	Permanent – Scan and Save Electronically
President's Award of Distinction Recipient List	Permanent – Add new recipients to list on website
Scholarship Database	Permanent – Scan and Save Electronically
Scholarship Applications	3 years

First Quarter Report

TO: **WMCA President and Executive Committee**

FROM: **Sandy Paul**

COMMITTEE: **Legislative Committee**

DATE: **March 8, 2011**

ACTION REQUESTED: ____YES _X___NO

SUMMARY OF ACTIVITIES:

This is an exciting time to serve on the Legislative Committee. For several years, the Committee has worked with staff at all levels of City government on the Association of Washington Cities Legislative Committee to bring attention to the challenges and frustrations faced in the City Clerk's office, leading to higher personnel and supplies costs for cities. As AWC developed its legislative priorities for the 2011 Legislative session, it was amazing to see how our work had paid off. AWC listed as its Number 1 Preliminary Major Priority to *pursue pro-active public records proposals that address some of the problems that come with burgeoning public records requests.*

In January, Senate Bill 5355 was introduced which would change the requirements for placing public notices on city websites rather than in local newspapers. A strong newspaper lobby all but rendered this bill mostly *dead on arrival.*

A letter was drafted and sent on March 3 to Senators Hargrove, Carrell, and Swecker, and Representative Miloscia who sponsored a number of bills which, if passed, would reduce harassing and overly burdensome public disclosure requests. A template of the letter was also prepared in order for individual clerks, as citizens and taxpayers, to comment to their own regional representatives. Those bills were as follows:

- SSB 5025 regarding inmate public records requests
- SSB 5098 regarding exempting personal information
- SSB 5294 addressing hours for public records inspection
- SSB 5685 and SHB 1899 relating penalties for public records violation, and
- SB 5693 defining 'copy' for the purposes of addressing metadata, a much needed clarification

These bills offer a rational response to longstanding concerns and/or will provide desirable clarifications to make operations within the rules more clear. The fate of all of these bills will be known in the weeks to come and will be tracked by the WMCA Legislative Committee. As soon as changes are known, those will be shared with you, the members.

Two public records bills supported by cities passed their house of origin this week. AWC is very pleased that the bill allowing court discretion to award no daily penalties for a public records violation, **SHB 1899**, passed the full House this week. Although the newspapers have expressed interest in increasing the maximum daily penalty to $500, the bill retains the $100 maximum. Also, **SSB 5025** passed the Senate. It would prohibit a court from awarding penalties to a person serving a criminal sentence for an agency's failure to provide records unless the records were denied in bad faith.

As of March 7, any bills not passed in one house or other would not be considered during this session.

TO: WMCA President and Executive Committee

FROM: Virginia Olsen, Board Member

COMMITTEE: Conference Planning Committee

DATE: March 25, 2011

At the October 2010 board meeting, I was asked to draft a new sponsorship program for review at the January 2011 board meeting. The program is under review due to economic conditions and ongoing evaluation of the program that is now in its fifth year. Now Past-President Karen graciously granted me an extension to prepare this for the March board meeting.

I gained some insight talking to vendors and reviewing other sponsorship programs. Donations have trended downward the past few years, although we ended up a little better this year than last. One of the things I learned is that the Diamond/Platinum sponsorship works best for new exhibitors who want to gain exposure. We cannot count on vendors to continue at this sponsorship level from year to year. Most vendors want podium time and due to past experience and time constraints at the conference, I do not recommend that we provide it. However, I think we can utilize our new website as a perk to our vendors as well as our electronic newsletter.

I am attaching a proposed program with three levels: Bronze ($500), Platinum ($1,000) and Diamond ($2,500). Also attached is our current program as well as the sponsorship programs offered by IIMC and CCAC for comparative purposes.

I would like to discuss the proposal, receive EC input, and then finalize the program for approval at the June board meeting.

DRAFT
WMCA ANNUAL CONFERENCE SPONSORSHIP OPPORTUNITIES

MARCH 25, 2011

DIAMOND LEVEL - $2,500

- Complimentary vendor booth in the exhibit area. Priority location based upon the order paid registration is received.
- Full page advertisement in Conference Program
- Recognition and link on WMCA website homepage (April 2012 – March 2013)
- Additional link on WMCA website sponsor page (April 2012-March 2013)
- Article on your company in February 2012 WMCA newsletter
- Poster Signage at Vendor Reception Event
- Verbal recognition at Opening Session and Annual Banquet
- Your brochure enclosed in delegates' welcome bags
- Option for early set up on Tuesday night following President's Reception

PLATINUM LEVEL - $1,000

- Half page advertisement in Conference Program
- Link on WMCA website sponsor page (April 2012 – March 2013)
- Poster Signage at Vendor Reception Event
- Your brochure enclosed in delegates' welcome bags
- Verbal recognition at Opening Session and Annual Banquet

BRONZE LEVEL - $500

- Sponsor of refreshment break (limited to first 4 – or other event)
- Your brochure enclosed in delegates' welcome bags
- Recognition as a sponsor in Conference Program

WMCA ANNUAL CONFERENCE SPONSORSHIP OPPORTUNITIES

Create the opportunity to tap into new and exciting markets, expand your client base, and strengthen relations with current clients. Over 125 city, county and transit agency clerks are expected at our annual conference.

Make your presence known by sponsoring high-visibility events such as the President's Opening Reception, Annual Banquet, Vendor Reception or by providing delegates' welcome bags. Plan for long-term exposure by becoming a Diamond or Platinum level sponsor.

Diamond Level (minimum of $2,500)

Sponsor benefits include:

- Complimentary vendor booth in the exhibit area. Priority location provided to Diamond Sponsors based upon the order paid registration is received. ($500 value)
- Complimentary delegate registration package and all conference meals for up to two representatives. ($600 value)
- Acknowledgement of your contribution at the opening ceremony, annual banquet and other conference events. (marketing value of $1,000)
- Banner featuring your company name and logo at a sponsored event. (marketing value of $500)
- Your brochure enclosed in delegates' welcome bags. (marketing value of $500)
- Option for early set up on Tuesday night following President's Reception.

Platinum Level (minimum of $1,250)

Sponsor benefits include:

- Your brochure enclosed in delegates' welcome bags. (marketing value of $500)
- Platinum sponsors who are also vendors will receive priority location selection after Diamond sponsors based upon the order your paid registration is received.
- Banner featuring your name and logo at a sponsored event. (marketing value of $500)

All exhibitors and sponsors will also receive:

- Verbal recognition at the Opening Session and Annual Banquet (marketing value of $300)
- Recognition in Conference Program (marketing value of $200)

In addition to a financial contribution, sponsors will be given the opportunity to donate item(s) for the silent auction as well as give-aways that can be included in delegates' conference bags.

Sponsorship and underwriting opportunities are awarded on a first-come, first served basis.

CITY CLERKS ASSOCIATION OF CALIFORNIA

2011 Annual Conference, April 27-29

Embassy Suites – South Lake Tahoe, California

SPONSORSHIP OPPORTUNITIES

In addition to exhibiting, the following sponsorship opportunities are available. Sponsorships must be finalized by *Monday, March 28, 2011* to ensure all sponsor names and advertising pieces are included in the Conference Material.

SPONSORSHIP OPPORTUNITIES	BENEFITS OF SPONSORSHIP
Platinum $3,000 ➢ Tuesday Night VIP Dinner ➢ Thursday Night CCAC Banquet	• Full-page advertisement* in the Conference Program • Podium time and recognition by the CCAC President during the conference, and at the event sponsored • Company poster** displayed during the function sponsored and at the main entrance throughout the conference
Gold $2,000 ➢ Conference Bags w/your Company Logo ➢ Entertainment at CCAC Banquet	• Full-page advertisement* in the Conference Program • Podium time and recognition by the CCAC President during the conference Company poster** displayed at the main entrance to the conference
Silver $1,000 ➢ Cookie Break ➢ Ice Cream Break ➢ Banquet Glasses ➢ Champagne Toast	• One-half page advertisement** in the Conference Program • Podium recognition during the conference • Company poster** displayed during function sponsored
Bronze $500 ➢ Materials: Name Badges, Printing Costs, Decorations	• One-half page ad*** in the Conference Program • Poster of all Bronze level sponsors at registration desk at the event

*Full-page ad must be supplied by the sponsoring company in a camera ready, black and white format.

**Company poster must be supplied by the sponsoring company. Poster should be no larger than 2'x3'.

***One-half page ad to be supplied by the sponsoring company in a camera ready black and white format. Half page ads must measure no larger than 7-1/2 inches x 5-1/4 inches.

2011 SPONSORSHIP OPPORTUNITIES

65TH IIMC ANNUAL CONFERENCE
NASHVILLE, TENNESSEE
MAY 8 TO MAY 12, 2011

All Sponsors will be recognized in the Conference Daily Program and the June/July Issue of the News Digest Magazine.

STAR LEVEL -- $5,000

SPONSOR BENEFITS

- ✓ ONE booth in exhibit hall at 50% reduced rate (marketing value of $5,000)
- ✓ Sponsor ONE Refreshment Break (marketing value of $5,000)
- ✓ Your Brochure enclosed in Conference Delegate Bags (marketing value of $5,000)

GOLD LEVEL -- $7,500

SPONSOR BENEFITS

- ✓ ONE complimentary booth in exhibit hall (marketing value of $5,000)
- ✓ Sponsor ONE Refreshment Break (marketing value of $5,000)
- ✓ Your Brochure enclosed in Conference Delegate Bags (marketing value of $5,000)
- ✓ One complimentary one-quarter page color advertisement in News Digest (marketing value of $5,500)

For more information about sponsorship opportunities, contact Executive Director Chris Shalby at chriss@iimc.com or 909/944-4162

PLATINUM LEVEL -- $10,000

SPONSOR BENEFITS

- ✓ TWO complimentary booths in exhibit hall (marketing value of $10,000)
- ✓ ONE Education Session - preapproved -- (marketing value of $10,000)
- ✓ Sponsor ONE Refreshment Break (marketing value of $5,000)
- ✓ Your Brochure enclosed in Conference Delegate Bags (marketing value of $5,000)
- ✓ Verbal Recognition at TWO General Sessions (marketing value of $10,000)
- ✓ Company Logo and Link on IIMC's Web Site Sponsor Page (marketing value of $5,000)
- ✓ Two-Half Page & Two-Quarter Page Color Ads in the *News Digest* (value of $5,500/each per issue)
- ✓ Your Logo Placed in the Conference Section (11 issues) of the *News Digest* (marketing value of $5,500)

EMERALD LEVEL -- $15,000

SPONSOR BENEFITS

- ✓ TWO complimentary booths in exhibit hall (marketing value of $10,000)
- ✓ ONE Education Session - preapproved -- (marketing value of $10,000)
- ✓ Sponsor TWO Refreshment Breaks (marketing value of $10,000)
- ✓ Your Brochure enclosed in Conference Delegate Bags (marketing value of $5,000)
- ✓ Verbal Recognition at THREE General Sessions (marketing value of $15,000)
- ✓ Company Logo and Link on IIMC's Web Site Sponsor Page (marketing value of $5,000)
- ✓ SIX Half-Page and Two-Quarter Page Color Ads in the *News Digest* (value of $5,500/each per issue)
- ✓ Your Logo Placed in the Conference Section (11 issues) of the *News Digest* (marketing value of $5,500)

PREMIER DIAMOND LEVEL -- $25,000

SPONSOR BENEFITS

- ✓ TWO complimentary booths in exhibit hall (marketing value of $10,000)
- ✓ ONE Education Session - preapproved -- (marketing value of $10,000)
- ✓ Sponsor ALL Refreshment Breaks (marketing value of $15,000)
- ✓ Sponsor ALL MEAL Breaks (marketing value of $10,000)
- ✓ Your Brochure enclosed in Conference Delegate Packet (marketing value of $10,000)
- ✓ Verbal Recognition at ALL General Sessions (marketing value of $20,000)
- ✓ Company Logo and Link on IIMC's Web Site Sponsor Page (marketing value of $5,000)
- ✓ ELEVEN Half-Page Color Ads in the *News Digest* (marketing value of $5,500)
- ✓ Logo Placed in the Conference Section (11 issues) of the *News Digest* (value of $5,500/each per issue)
- ✓ Company Logo and Link on IIMC's Home Page (marketing value of $25,000)
- ✓ Company Logo on ALL E-Briefings (marketing value of $10,000)
- ✓ TWO Complete IIMC Membership Mailing List (marketing value of $10,000)
- ✓ THREE Complimentary Delegate Registration Packages (marketing value of $5,000)

☐ First Quarter Report (June Mtg)
☐ Second Quarter Report (Oct Mtg)
☐ Third Quarter Report (Jan Mtg)
☒ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Bobbie Usselman

COMMITTEE: Elections Committee

DATE: February 8, 2011

SUMMARY OF ACTIVITIES: The Elections Committee was busy this year creating a new process for voting on-line for WMCA's officers and board of directors. The new process was approved by the Board last fall. With the new process in place, voting occured on-line through Balloteer for the 2011 election. This website allows a single election for $80, a much lower cost than preparing paper ballots and mailing them to members ($300 budgeted). The new process also saves time for the Committee members as there is no need to meet to count paper ballots. A click of the mouse shows the results of the election.

ACTION REQUESTED: ☐ **YES** ☒ **NO**

RECOMMENDATION: Due to the new process of voting on-line, a recommendation will be made to the WMCA Executive Committee to disband the Election Committee and include the Election duties within the Webmaster job description. A revised Webmaster job description would be presented for consideration in the First Quarter Report. If the recommendation of disbanding the Election Committee is approved, the Election Process and Bylaws will need to be revised in 2011-2012.

ALTERNATIVES: None

FISCAL IMPACT: Each year the cost of voting will be approximately $80-$100.

Revenues:	Budgeted Amount	Revenues Generated
	$	$
	$	$

Expenditures:	Budgeted Amount	Amount encumbered & expended
$79.95	$ 300.00	$ $79.95
	$	$
	$	$

EXECUTIVE COMMITTEE
MONTHLY REPORT ASSIGNMENTS
2011 – 2012

PUBLICATION DATE	RESPONSBILITY
04-01-11	Scott
05-01-11	Sandy
06-01-11	Claire
07-01-11	Treva
08-01-11	Virginia
09-01-11	Debbie C.
10-01-11	Paula
11-01-11	Karen
12-01-11	Debbie B.
01-01-12	Gina
02-01-12	Erin
03-01-12	Diana

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
2011-2012 COMMITTEE CHAIRS & EXECUTIVE COMMITTEE LIAISONS

AUDIT
Chair: Betty Garrison, Tenino
tenino.betty@comcast.net
Liaison: Erin Larsen, DuPont
elarsen@ci.dupont.wa.us

AWARDS
Chair: Karen Kuznek-Reese, Sequim
kkuznek@ci.sequim.wa.us

BUDGET
Chair: Sandy Paul, Des Moines
spaul@desmoineswa.gov

BYLAWS
Chair: Christy O'Flaherty, Tukwila
coflaherty@ci.tukwila.wa.us
Liaison: Scott Passey, Shoreline
spassey@ci.shoreline.wa.us

CONFERENCE PLANNING
Chair: Paula Swisher, Brier
pswisher@ci.brier.wa.us
Hotel Sub Committee Chair
Alice Attwood, Tonasket
tonasket@nvinet.net

EDUCATION
Chair: Virginia Olsen, Mountlake Terrace
volsen@ci.mlt.wa.us
Liaison: Debbie Clark, Pasco
clarkd@pasco-wa.gov

FUNDRAISING
Chair: Debbie Jermann, C-Tran
debbiej@c-tran.org
Liaison: Diana Quinn, Algona
dianaq@cityofalgona.com

HISTORICAL
Chair: Laurel Humphrey, Seattle
Laurel.humphrey@seattle.gov
Liaison: Debbie Burke, Normandy Park
debbieb@ci.normandy-park.wa.gov

LEGISLATIVE
Chair: Sandy Paul, Des Moines
spaul@desmoines.wa.gov
Liaison: Claire Lider, Battleground
Claire.lider@battle-ground.wa.us

MEMBERSHIP
Chair: Ali Spietz, Mercer Island
Ali.spietz@mercergov.org
Liaison: Karen Kuznek-Reese
kkuznek@ci.sequim.wa.us

SCHOLARSHIP
Chair: Traci Herman, Mountlake Terrace
therman@ci.mlt.wa.us
Liaison: Gina Anderson, Woodland
andersong@ci.woodland.wa.us

WEBMASTER/ELECTIONS
Chair Bobbie Usselman, Sequim
busselman@ci.sequim.wa.us

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

EXECUTIVE COMMITTEE
2011-2012 Meeting Schedule

March 25, 2011 (Fri)	12:30-5:00	Heathman Lodge Wenatchee, WA
June 24, 2011 (Fri)	10:00-2:30	Mountlake Terrace City Hall Mountlake Terrace, WA
October 21, 2008 (Fri)	10:00-2:30	Campbell's Resort Lake Chelan, WA
January, 20, 2012 (Fri)	10:00-2:30	Pierce Transit Lakewood, WA
March 16, 2012 (Friday)	12:30-5:00	Campbell's Resort Lake Chelan, WA

Updated: 3/18/2011