



EXECUTIVE COMMITTEE AGENDA

Friday, March 18, 2016 – Red Lion at the Park, Spokane at 12:30 PM

- 1. Call to Order and Roll Call**
 - a. Welcome Liz and Susan..... N/A
 - b. Appoint Annual Parliamentarian N/A
 - c. Updated Binder Handouts 1
- 2. Approve Agenda and Meeting Minutes**
 - a. Executive Committee Meeting of January 22, 2016..... 5
- 3. Treasury-Related Reports**
 - a. Appoint Back-Up Treasurer..... N/A
- 4. New Business**
 - a. Finance Policy Update (Shannon) 15
 - b. Awards Committee Description Update (Shannon/Debbie) 23
 - c. Webmaster Job Description (Shannon/Jill) 27
- 5. Committee Business/Reports**
 - a. Audit (Debbie) 29
 - b. Awards (Debbie) N/A
 - c. Budget (Shannon/Christy)..... 31
 - d. Bylaws (Debbie J) N/A
 - e. Conference Planning (Paula) N/A
 - f. Education (Virginia) 39
 - g. Fundraising (Susan)..... N/A
 - h. Historical (Jill) 41
 - i. Legislative (Kay) 43
 - j. Membership (Liz) 45
 - k. Newsletter (Debbie J) 51
 - l. Scholarship (Dee) 53
 - m. Webmaster (Jill) N/A
- 6. Other Business**
 - a. IIMC Conference 2021 Letter of Support (Shannon) N/A
 - b. Email Ratifications 97
 - c. EC Meeting Dates..... 107
- 7. Good of the Order**
- 8. Next Meeting** – Tentatively scheduled for June 10, 2016 at Bremerton
- 9. Adjournment**

2016-2017 EXECUTIVE COMMITTEE

PRESIDENT Shannon Corin, CMC City of Bremerton 345 6 th Street, Suite 600 Bremerton WA 98337 360.473.5290 Shannon.Corin@ci.bremerton.wa.us 360.908.1098 cell	PRESIDENT ELECT Christy O'Flaherty, MMC City of Tukwila 6200 Southcenter Blvd. Tukwila WA 98188 206.433.1855 Christy.Oflaherty@tukwilawa.gov 253.223.0530 cell	VICE PRESIDENT Virginia Olsen, CMC City of Mountlake Terrace 6100 219th Street SW, Suite 200 Mountlake Terrace WA 98043 425.744.6206 volsen@ci.mlt.wa.us 206.730.3410 cell
SECRETARY Elizabeth Smoot, MMC City of Monroe 806 West Main St. Monroe WA 98272 360.863.4538 esmoot@monroewa.gov (425) 345-2026 cell	TREASURER Gina Anderson, CMC City of Woodland PO Box 9 Woodland, WA 98674 360.225.8281 andersong@ci.woodland.wa.us 360.607.8194 cell	IMMEDIATE PAST PRESIDENT Debbie Burke, MMC City of Normandy Park 801 SW 174 th Street Normandy Park WA 98166 206.248.8248 debbieb@ci.normandy-park.wa.us 253.508.6043 cell
BOARD MEMBER Jill Boltz, CMC Kitsap Transit 60 Washington Ave, Suite 200 Bremerton WA 98337 360.478.6230 jillb@kitsaptransit.com 360.731.6341 cell	BOARD MEMBER Susan Duncan City of Ferndale PO Box 936 Ferndale WA 98248 360.685.2354 SusanDuncan@cityofferndale.org 360.961.5393 cell	BOARD MEMBER Debbie Jermann, MMC C-Tran PO Box 2529 Vancouver WA 98668 360.906.7303 debbiej@c-tran.org 360.607.6403 cell
BOARD MEMBER Kay Kammer, MMC City of Battleground 109 SW 1 st Street, Suite 221 Battleground WA 98604 360.342.5008 Kay.kammer@cityofbg.org 360.624.6780 cell	BOARD MEMBER Dee Roberts, MMC City of South Bend PO Drawer 9 South Bend WA 98586 360.278.5571 Dee.roberts@southbend-wa.gov 360.589.9451 cell	BOARD MEMBER Paula Swisher, CMC City of Brier 2901 228 th Street SW Brier WA 98036 425.775.5440 pswisher@ci.brier.wa.us 425.760.4823 cell

2016-2017 COMMITTEE CHAIRS & EXECUTIVE COMMITTEE LIAISONS

AUDIT

Chair: Diana Quinn, Algona
diana@algonawa.gov
Liaison: Debbie Burke, Normandy Park
debbieb@ci.normandy-park.wa.us

AWARDS (*Past President*)

Chair/Liaison: Debbie Burke, Normandy Park
debbieb@ci.normandy-park.wa.us

BUDGET (*President Elect*)

Chair/Liaison: Christy O'Flaherty, Tukwila
Christy.oflaherty@tukwilawa.gov

BYLAWS

Chair: Jodee Schwinn, Seattle
Jodee.schwinn@seattle.gov
Liaison: Debbie Jermann, C-Tran
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CONFERENCE PLANNING

Chair/Liaison: Paula Swisher, Brier
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EDUCATION

Chair/Liaison: Virginia Olsen, Mountlake Terrace
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Co-Chair: Elizabeth Smoot, Monroe
esmott@monroewa.gov

FUNDRAISING

Chair/Liaison: Susan Duncan, Ferndale
susanduncan@cityofferndale.org

HISTORICAL

Chair: Stephanie Haug, Benton City
shaug@ci.benton-city.wa.us
Liaison: Jill Boltz, Kitsap Transit
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LEGISLATIVE (*AWC Legislative Committee Rep*)

Chair: Karen Kuznek-Reese
kkuznek@sequimwa.gov
Liaison: Kay Kammer, Battleground
Kay.kammer@cityofbg.org

MEMBERSHIP

Chair/Liaison: Elizabeth Smoot, Monroe
esmoot@monroewa.gov
Co-Chair: Darla Reese, Granite Falls
Darla.reese@ci.granite-falls.wa.us

NEWSLETTER

Chair: Melody Valiant, Tumwater
m.valiant@ci.tumwater.wa.us
Co-Chair: Rachel Shaw, Prosser
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Liaison: Debbie Jermann, C-Tran
debbiej@c-tran.org

SCHOLARSHIP

Chair: Megan Gregor, Renton
mgregor@rentonwa.gov
Liaison: Dee Roberts, South Bend
Dee.roberts@southbend-wa.gov

EDUCATION COORDINATOR

Ali Spietz, Mercer Island
Ali.spietz@mercergov.org

NCI COMMITTEE WMCA REPS

Education Chair: *Elizabeth Smoot, Monroe*
Education Coordinator: *Ali Spietz, Mercer Island*
At Large: *Virginia Olsen, Mount Lake Terrace*

ARCHIVE OVERSIGHT

Jill Boltz, Kitsap Transit
Large Cities-Jodie Stephens, Yakima
Small Cities- *Vacant*

WEBMASTER

Jill Boltz, Kitsap Transit
jillb@kitsaptransit.com

IIMC Region IX Directors

Alice Atwood, Tonasket WA ends 2016
Tracy Davis, Keizer OR ends 2018
Incoming 2016 Sheri Pierce, Valdez, AK ends 2019

AWC LEGISLATIVE COMMITTEE

Karen Kuznek-Reese, Sequim
kkuznek@sequimwa.gov



WASHINGTON MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE MEETING

Friday, January 22, 2016, 10:00 a.m.
Normandy Park City Hall, Normandy Park, WA

CALL TO ORDER:

President Burke called the meeting to order at 10:00 a.m.

ROLL CALL:

President Debbie Burke, President-Elect Shannon Corin, Vice President Christy O'Flaherty, Secretary Virginia Olsen, Treasurer Gina Anderson, and Boardmembers Jill Boltz, Debbie Jermann, Kay Kammer, Dee Roberts, Paula Swisher, and Bobbie Usselman, and Immediate Past President Diana Quinn.

APPROVAL OF MINUTES:

President-Elect Corin **MOVED**, seconded by Treasurer Anderson, to approve the Executive Committee meeting minutes for October 16, 2015. The motion **PASSED** 12/0.

TREASURER'S REPORT:

Treasurer Anderson provided a report for the period ending December 31, 2015. She noted that revenues will increase in the upcoming quarter with conference registrations and scholarship fundraising. She said the largest revenue source is membership dues. Treasurer Anderson said the largest expenditure through December was NCI scholarships. She noted that the nonprofit annual report was filed on October 21, 2015.

Immediate Past President Quinn **MOVED**, seconded by Boardmember Swisher, to approve the Treasurer's report. The motion **PASSED** 12/0.

World Points

President Burke referred to the printouts of the World Points and noted that Boardmember Swisher spent 10,000 points for conference supplies. Immediate Past President Quinn asked what happens to her account when she leaves the Executive Committee. Treasurer Anderson explained that her points will be transferred and then the account will be closed.

NEW BUSINESS:

Executive Committee Official Guide Approval

President Burke said the Bylaws state we need to approve the Executive Committee's Annual Guide. President-Elect Corin said there would be a new version available in March.

Treasurer Anderson **MOVED**, seconded by Immediate Past President Quinn, to approve the official guide as presented. The motion **PASSED** 12/0.

Finance Policy Update

President-Elect Corin stated that the policies regarding lost receipts were updated from the October meeting. She explained that lost receipts need Executive Committee approval, new sections 1.8 and 2.7 were added and renumbered accordingly.

Boardmember Jermann asked if the policy regarding alcohol for gifts in Section 2.2.4 was updated. It was noted that this should be added in Section 4.4 under miscellaneous to include alcohol for gifts, raffles, auctions, and AWC conference booth giveaways.

Boardmember Boltz suggested we put it all in one section to combine the meals and miscellaneous sections to clarify when it is allowed and when it is not regarding reimbursement.

Boardmember Kammer said the lost receipt sentence needs to be updated in Section 1.4 to be in alignment with the affidavit and Executive Committee approval.

President-Elect Corin said she would send the updated policies via email with ratification of the policies at the March board meeting.

Webmaster Job Description Update

President Burke stated that there is one item to add to the webmaster's job description: "Update other areas of the website as required."

Boardmember Boltz said she believes the Historical Committee's job description needs to be updated with more information going online. She said she could make the updates for future review.

Secretary Olsen suggested a timeline of the regular duties for the Webmaster. Boardmember Usselman stated that she would make one and President Burke said the Executive Committee would approve the job description in March.

Scholarship Committee Description

Boardmember Roberts said she and Chair Megan Gregor did not have time to finalize the committee description so it would need to be done in time for the March meeting. She said there are many changes so it is time consuming.

There was discussion about the intent of the Margery Price Scholarships and the website description.

Vice President O'Flaherty read the rules for the Margery Price scholarships. She said the scholarships are for those working toward an MMC and a copy of the CMC or MMC certificate is required as part of the application. It was noted that the scholarship is intended for those working toward an MMC or for continuing education if you already have an MMC.

Boardmember Boltz suggested updating the Margery Price information on the website to include some historical information and the discussion we had about how it was established to encourage continuing education.

Boardmember Usselman said this issue arose when she was updating scholarship information on the website. She stated there was a stipulation that no one could get a fall academy scholarship unless they were working toward their MMC.

Boardmember Roberts said she would make the changes and send them to the Executive Committee for review.

COMMITTEE REPORTS:

Scholarship Committee

Boardmember Roberts stated that on page 32, under items of note, Chair Gregor made notes that she received feedback from 15 of 20 committee members. She reviewed the comments from Chair Gregor and said applicants number 10 and 15 did not agree to participate on a committee.

Boardmember Roberts stated the process went really well and some of the Executive Committee members who serve on the committee agreed.

Boardmember Usselman suggested recognizing scholarship recipients with a colored nametag and during the general session. President-Elect Corin said some people do not want to be recognized. Treasurer Anderson said that members used to stand and be recognized and it is not intended to embarrass anyone.

There was discussion about the requirement to serve on a committee to help raise funds or provide volunteer hours in exchange for the scholarship. Vice President O'Flaherty said we want good, accountable leaders and it is important to voice this standard. President Burke suggested adding a notation that recipients should a minimal commitment at conference to sell raffle tickets.

Boardmember Boltz said we are a volunteer organization and by being a part of this organization there should be some level of commitment to pay it forward. She said it means more to earn something than to get it for nothing.

Boardmember Roberts suggested adding a provision on the application with language similar to “by accepting this scholarship you agree to (fill in the blank). Contact the Scholarship Committee Chair and a job will be assigned. If you choose not to participate, you will not receive a scholarship.”

There was discussion about jobs scholarship recipients could do including staffing the WMCA store, take meal tickets, sell raffle tickets, and circulate sign in and sign out sheets.

Discussion ensued about what you get for membership, participating with a minor time commitment on an email committee, making time for this funding, \$75 for membership, losing members, perhaps applicants do not understand the service requirement, benefits you get for membership, contacting applicants to ask them if they know the time minimal commitment, nurturing our clerks, encouraging participation, standards and accountability, entitlement, newsletter article, and follow up form for fundraising committee participation.

Boardmember Boltz **MOVED**, seconded by Boardmember Roberts, to approve the scholarships with the exception of application numbers 10 and 15. The motion **PASSED** 12/0.

Boardmember Boltz **MOVED**, seconded by Boardmember Jermann, to approve applicants number 10 and 15 contingent upon a phone call explaining what the pay forward commitment is and agreement to meet this commitment.

It was noted that there should be better clarification on the application in the future, so people understand they do not necessarily have to travel to a meeting.

The motion **PASSED** 11/1 with Immediate Past President Quinn dissenting.

Discussion ensued about the application language saying you could not receive a scholarship for three years if the commitment is not fulfilled versus whether or not members understand what the time commitment really is. It was noted that the commitment language was confusing on the application and needed to be updated. Boardmember Roberts said she would have an updated version for the next meeting. Boardmember Jermann stated that those who receive conference scholarships should be helping at conference.

President Burke suggested a word minimum for question #1 “What does it mean to be a municipal clerk?”

It was noted that Michelle Harvey of City of Mountlake Terrace could room with Secretary Olsen so no housing funds would be awarded with her first-time attendee registration scholarship.

Secretary Olsen offered to write a newsletter article about the nexus between WMCA being a volunteer organization and replenishing the scholarship fund.

Audit Committee

Immediate Past President Quinn stated the committee would be meeting the following week. Chair Marbut had a family emergency so Immediate Past President Quinn stepped in as Interim Committee Chair.

Awards Committee

Immediate Past President Quinn said there are 18 people on the Awards Committee and spoke about changing how the Clerk of the Year recipient is chosen. She briefed the Executive Committee about how CCAC and other state organizations solicit the nominations and then the President selects the award. Immediate Past President Quinn said a general member committee is really not needed. She added that eliminating that makes it easier for members who end up being nominated for Clerk of the Year. She added that it is really a waste of committee members' time.

Immediate Past President Quinn reviewed recommendations for updating the committee description to encourage more applicants and streamline the selection process including:

1. Under B (Members) – Strike Number 2 about any good standing member may serve on the committee and replace with “The Immediate Past President will serve as the Committee Chair. The President, President-Elect, Vice-President and Treasurer will serve as committee members.
2. Under C1 – Strike September in line 1, replace “end of December” in line 3 and replace with “mid January”.
3. Under C2 – Replace “Committee” on line 1 and replace with “All” members are encouraged to announce the availability of applications...”
4. Under C3 – Strike the last sentence: “A follow up reminder letter shall be sent in early December.”
5. Add a new C10 – “The President will announce the names of all eligible applications at the WMCA annual conference banquet and in the monthly newsletter.”
6. Renumber the remaining items in Section C.
7. Under D1 – Add “or other members in good standing” after The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations.
8. Under F3a (Clerk of the Year Award Policy/Criteria for Selection/Eligibility) – Strike “The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee’s eligibility status of being an Active Member “in good standing” (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee’s ineligibility.”
9. Under F3a (Clerk of the Year Award Policy/Criteria for Selection/Eligibility) – Add “Immediate” before Past President.

Boardmember Boltz **MOVED**, seconded by Boardmember Usselman, to approve the committee description as amended. The motion **PASSED** 12/0.

The meeting recessed for lunch at 12:00 p.m. and reconvened at 12:40 p.m.

Budget Committee

President-Elect Corin provided a draft 2016-17 budget for review. She said it follows the Quick Books report. President-Elect Corin responded to questions about number of vendors under revenue (12 instead of 15), Athenian Dialogue revenue, conference registration numbers and costs, dues, adjust donations under scholarship income, Athenian Dialogue expenditures, audio/visual costs being included at the 2017 conference site, conference photographer, hospitality expenses, Region IX Directors, transfers from savings for extra scholarships, expenses look higher due to scholarships, and a notation about transfers on the budget document.

After discussion, adjustments were made in scholarship expenses and product sales.

Vice President O'Flaherty **MOVED**, seconded by Boardmember Swisher, to approve the 2016-17 budget. The motion **PASSED** 11/0 (Immediate Past President Quinn briefly left the room and did not vote.)

Bylaws Committee

Vice President O'Flaherty said there were no proposed bylaws amendments.

Conference Planning Committee

Boardmember Swisher presented the agreement with the Pasco Red Lion for the 2022 Conference. She said the agreement is made in advance to get the best deal possible since a deal was already made for the 2018 conference. Boardmember Swisher stated that due to the room block being sold out this year, she has already increased that number. She also noted that a separate block was made for vendors since some of them had used the member block.

Boardmember Usselman **MOVED**, seconded by Treasurer Anderson, to approve the 2022 conference agreement with Pasco Red Lion. The motion **PASSED** 12/0.

Boardmember Swisher stated that the room block for this year's conference was already sold out and that has not happened in the last ten years. She said last year's sell out coupled with the Athenian Dialogue pre-registration might have sped up the room registrations.

Boardmember Swisher said there were several Diamond and Platinum sponsors who had already committed this year. There was a reminder that the sponsors should be recognized in the March newsletter.

Boardmember Swisher **MOVED**, seconded by President-Elect Corin, to comp Ronald Moore's academy and conference registration since he is working as the DJ for the Wednesday night auction lip sync event and Thursday night banquet event as DJ. The motion **PASSED** 12/0.

Regarding another eastside conference venue, Boardmember Swisher said there could be future room block issue with Spokane due to NCAA basketball tournament and PNQ qualifiers for national volleyball tournaments. She said the Spokane Doubletree did not have a good offer, Spokane Valley Red Lion offered free AV and she did not have time to check out Icicle Village in Leavenworth. Boardmember Swisher added that Wenatchee did not bid; Skamania is

considered a westside location and is expensive; and the Walla Walla Whitman Hotel does not have the right kind of rooms available for our group.

It was noted that we could look at Yakima again but the Red Lion space may be a little challenging for our group's needs.

Education Committee

Boardmember Usselman stated that the draft schedule is on the website's registration page. President-Elect Corin said she would ask the Education Committee to do a newsletter article on the speakers and sessions.

Fundraising Committee

Boardmember Jermann said they just met the minimum order of 24 for the sweatshirt orders after some of the Executive Committee members placed orders.

Legislative Committee

Vice President O'Flaherty referred to the written report. She said a new Committee Chair is needed since Sandy Paul was stepping down. Boardmember Usselman suggested that perhaps Past President Karen Kuznek-Reese would be interested in serving.

Vice President O'Flaherty suggested the new chair involve the committee more which was also recommended by outgoing Chair Sandy Paul.

Membership Committee

Boardmember Kammer presented the written report noting that there are 47 new members. She said Chair Smoot asked if there were any specific items the Executive Committee wanted for first-time attendees. She said the Membership Committee suggested the Executive Committee not attend the meet and greet unless they were short Membership Committee members.

President Burke asked Boardmember Kammer to update Chair Smoot on the budget for the survival kits for first-time attendees. It was noted that six clerks from cities under 1,000 in population became members through the WMCA sponsored membership that was offered since the last board meeting.

Webmaster Report

Boardmember Usselman said that prior to changing the old website to Wild Apricot, WMCA was paying \$15 for the Northwest Clerks Institute domain name. She said we no longer need it anymore and recommended it be cancelled.

Boardmember Roberts **MOVED**, seconded by Boardmember Boltz, to cancel the NCI domain name. The motion **PASSED** 12/0.

NEW BUSINESS:

Boardmember Boltz offered to take over as the webmaster for Boardmember Usselman. President-Elect Corin accepted her offer and the Executive Committee expressed their sincere thanks. Boardmember Boltz suggested she take some of the Historical Committee information and add it to the website.

Conference DJ Services

This item was discussed under the Conference Planning Committee report.

Email Ratifications

Boardmember Boltz **MOVED**, seconded by Boardmember Swisher, to ratify the following three email decisions:

- The October 26, 2015 approval to change previous direction to provide an Edible Arrangement up to \$300 for the IIMC board meeting in Seattle to contribute the same amount toward a local tour of Seattle that was partially paid for by IIMC and IIMC President Monica Simmons.
- The November 13, 2015 Three-State Agreement with WSU for the Northwest Clerks Institute and the Conference Management Agreement with WSU for the Northwest Clerks Institute.
- January 14, 2016 authorization to sign agreements for additional rooms at various Spokane hotels during the week of March 14-18, 2016.

The motion **PASSED** 12/0.

Retirement Gift

Boardmember Roberts **MOVED**, seconded by Immediate Past President Quinn, to get outgoing Institute Director Dema Harris a gift not to exceed \$250. The motion **PASSED** 12/0.

Secretary Olsen said she would speak to Ali Spietz, Education Coordinator, for gift ideas.

IIMC 2021 Conference Site

President Burke reported that she only received two emails about volunteering for this event. She suggested putting it in the conference survey to see if it generates any more interest in case people are not reading the newsletter.

It was also noted that the Eastern Washington regional associations should be contacted to determine interest, discussion should be held at the Annual Business meeting in Spokane, and a note should be included in the emailed packet for that meeting.

OTHER BUSINESS:

The Executive Committee liaisons were asked to remind the committee chairs to update their committee rosters on the website before conference.

Boardmember Swisher stated that Deputy City Clerk Heidi Napolitino had been volunteering for the Conference Planning Committee for years but cannot join because the other clerk is a member and their Town only allows one membership.

President-Elect Corin **MOVED**, seconded by Boardmember Jermann, to award Heidi Napolitino of the Town of Woodway for a membership scholarship because they are under 1,000 in population.

The motion **PASSED** 12/0.

Boardmember Roberts contacted one of the scholarship applicants and explained that she did not need to chair a committee to receive a scholarship. She clarified that she could fulfill basic responsibilities expected of committee members spaced throughout the year.

There was clarification that the scholarship application needed to clarify what the Fundraising Committee duties are.

President Burke stated she knows a person who does professional headshots if anyone wanted to contact them for their website photos.

NEXT MEETING:

The next meeting will be held on Friday, March 18 at 12:30 p.m. at the Spokane Red Lion at the Park Hotel.

ADJOURNMENT:

President Burke adjourned the meeting at 2:32 p.m.

Virginia V. Olsen, CMC, Secretary

Financial Policies

1. CREDIT CARDS

1.1. Distribution

WMCA credit cards shall be issued in the names of the current President, President-Elect, Treasurer, Immediate Past President, Education Committee Chair, and Conference Planning Committee Chair and shall remain in their possession during their tenure. Each cardholder shall sign a statement that they have read, understand and will adhere to the expense policies of WMCA.

1.2. Authorized Purchases

WMCA credit cards are to be used for:

- Travel expenses as outlined in the Executive Committee Travel section. Actual fuel purchase is allowed provided it does not exceed the WA state mileage rate.
- Purchase of only those items which are pre-approved by the President or President-Elect as reimbursable.
- Conference-related expenditures approved by the Executive Committee liaison to the Conference Planning Committee.

When in doubt, the cardholder should not use the WMCA Credit card and instead request reimbursement from WMCA.

1.3. Submittal of Receipts

Both credit card and itemized receipts for each charge to the credit card, with the purpose of the expense clearly indicated, must be submitted to the Treasurer within ten (10) working days of the purchase or return from travel (scanned copies, emailed to the Treasurer, are acceptable). Further backup documentation must be submitted for travel charges; the agenda or registration form for the conference the cardholder attended showing conference dates, meals provided and events. The Treasurer should have the receipts before the credit card billing is due and payable.

1.4. Payment of Credit Card Bills

The Treasurer shall pay the credit card bills on time, but only with all necessary receipts and backup documentation. If the cardholder has not submitted all necessary receipts and backup documentation and the bill cannot be paid on time, the cardholder will be responsible for reimbursing WMCA for all late fees and finance charges incurred. If the cardholder is unable to produce a receipt for any charge to the credit card, and the board does not approve the affidavit of lost receipt as described under 1.8, the cardholder will be responsible for reimbursing WMCA the full amount of that charge within 30 days of being notified by the Treasurer.

1.5. Use and Reporting of Points

Cardholder points are reported on the monthly statement. Points can be used by the cardholder for anything already in the budget (supplies, speaker gift cards, VIP gifts, etc). EC approval will be required to spend points toward a WMCA auction item or an item not in the budget via email with ratification at a regular meeting. Cardholders shall submit a reconciliation of earned and redeemed points each quarter for the EC meeting packet and annual review by the Audit Committee.

1.6. Statements

The Treasurer will distribute copies of each statement to all WMCA credit cardholders within 5 days of receipt of the statement.

1.7 Unauthorized or Accidental Charges

Any unauthorized or accidental purchase or charge shall be billed to the cardholder incurring said purchase or charge.

1.8 Lost Receipts

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

~~1.8~~1.9 Cash Advances

Cash advances are prohibited.

~~1.9~~1.10 Chain of Command

The Treasurer shall notify the President, Back-Up Treasurer and Audit Committee Chair to determine a course of action for recovering the funds if a cardholder has not:

- submitted receipts or backup documentation;
- reimbursed WMCA for late fees and finance charges; or
- reimbursed WMCA for any unauthorized or accidental charges,

In the event that the President, Treasurer or Back-Up Treasurer is the cardholder who hasn't followed the above policies, the President-Elect shall be notified instead. The Executive Committee shall be notified of the course of action, once it has been determined.

2. EXECUTIVE COMMITTEE TRAVEL

2.1 IIMC Annual Conference

WMCA will pay the costs for the President, President-Elect, and Education Coordinator or other designee(s) ("delegate") to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 2.1.1 Coach class air transportation (other common carrier or vehicle may be used and paid at current IRS mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.1.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at current IRS mileage rate, parking fees, and shuttle costs.
- 2.1.3 Hotel accommodations at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 2.1.4 Full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies.
- 2.1.5 "All Conference" events which are considered a normal part of attendance and participation in conference activities.
- 2.1.6 All regular meals which are not part of the scheduled conference activities not to exceed the State per diem and upon presentation of a receipt. The delegate will be fiscally responsible to the organization and use sound judgment when using WMCA funds or requesting reimbursement. Itemized receipts must be provided for all meal charges or reimbursements. Alcoholic beverages will not be paid for or reimbursed by WMCA.
- 2.1.7 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 2.1.8 Income and Expense associated to rotations of coordinating the Region IX dinner event.

2.2. Region IX State and other Annual Conferences

WMCA will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerk Association of California Annual Conference
- Oregon Association of Municipal Records Annual Conference
- Association of Washington Cities, alternating years with City Manager Association Annual Conferences.
- Annual Region IX Board Meeting when such is held separately from a regularly scheduled State conference.

Paid expenses shall include the following:

- 2.2.1 Coach class air transportation (other common carrier or vehicle may be used and paid at State current mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.2.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at State rate, parking fees, and shuttle costs. Should the President, President Elect or designee elect to only purchase fuel using the assigned credit card that would be an allowable expense (example would be LGMA or OAMR Conferences which take place in a location that might be less costly to drive there than fly).
- 2.2.3 Hotel accommodations at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 2.2.4 All regular meals which are not part of the scheduled conference activities not to exceed the State per diem and upon presentation of a receipt. The delegate will be fiscally responsible to the organization and use sound judgment when using WMCA funds or requesting reimbursement. Itemized receipts must be provided for all meal charges or reimbursements. Alcoholic beverages will not be paid for or reimbursed by WMCA.
- 2.2.5 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 2.2.6 Gifts, approximately \$50.00 in value each, for the incoming and outgoing President of each State Association.
- 2.2.7 Auction item(s), approximately \$50.00 in total value, for auctions held at other nonprofit government related associations' conferences.

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference.

2.3. Executive Committee Meetings

- 2.3.1 WMCA will pay for reasonable meal expenses for the Executive Committee when such is held in conjunction with its regularly scheduled meeting.
- 2.3.2 WMCA will not pay travel or lodging expenses for members of the Executive Committee to attend regularly scheduled meetings.

2.4. Region IX Director Travel Expenses

Per the IIMC Region IX Director Agreement, WMCA shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors. Such expenses shall include:

- 2.4.1 Coach class air transportation (other common carrier or vehicle may be used and paid at State current mileage rate provided the paid expense shall not exceed that of available airfare).
- 2.4.2 Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at State rate, parking fees, and shuttle costs.
- 2.4.3 All regular meals which are not part of the scheduled conference activities, not to exceed the State per diem and upon presentation of a receipt. Alcoholic beverages will not be paid for or reimbursed.
- 2.4.4 One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the director.
- 2.4.5 Gifts, approximately \$50.00 in value each, for the incoming and outgoing President of each State Association.

Registration and conference events are normally paid by the hosting Conference State.

2.5 Committee Travel Expenses

Travel for the performance of duties associated with service on a committee is usually not paid for by WMCA.

2.6. Submittal of Receipts

The delegate must submit all credit card receipts (itemized and credit card) or other receipts for reimbursement to the Treasurer within ten (10) working days of purchase or return from travel. The Treasurer should have the receipt before the credit card billing is due and payable.

2.7 Lost Receipts

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

3. WMCA ANNUAL CONFERENCE EXPENSES

3.1. Conference Registration

Complimentary registration (including meals offered at the conference) will be offered to the:

- WMCA President
- Two IIMC Region IX Directors
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Spring and Fall IIMC Certification Academies will also be provided to the NCI Director)
- IIMC President, President-Elect, and Director or designee(s)
- Clerk of the Year recipient from the previous year's conference

Complimentary academy and conference registration (including offered meals):

- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerk Association of California
- President or designee of the Oregon Association of Municipal Recorders

Miscellaneous:

- Up to four (4) banquet tickets for the Clerk of the Year guests
- Applicable fees associated with Clerk of the Year toast only

3.2. Lodging Accommodations

WMCA will provide the following:

- 3.2.1 Lodging accommodations at the conference, including the period of the spring academy session for the WMCA President and WMCA President-Elect.
- 3.2.2 Up to four (4) nights lodging for a WMCA member serving as a Region IX Director of IIMC.
- 3.2.3 Up to four (4) nights lodging for the NCI Director.
- 3.2.4 Up to four (4) nights lodging for the IIMC President or designee.

3.3 Travel

WMCA will provide travel to and from the nearest airport to the conference site for all conference guests designated in Section 3.1.

3.4. Gifts

- 3.4.1. The President-Elect is responsible for purchasing a gift, approximately \$50.00 in value, for the following individuals:
 - President or designee of the Alaska Association of Municipal Clerks
 - President or designee of the City Clerk Association of California
 - President or designee of the Oregon Association of Municipal Recorders
 - Two Region IX Directors (or one, if one is outgoing, see 3.4.2)
 - Northwest Clerks Institute (NCI) Director
 - IIMC President, President-Elect, and Director or designee(s)
- 3.4.2 The President-Elect is responsible for purchasing a gift, approximately \$100 in value, for the following individual:
 - Outgoing Region IX Director
- 3.4.3. The Conference Planning Committee will have corsages or boutonnieres for the Annual Banquet for all current and out-going Executive Committee members.

3.5. Speakers

- 3.5.1 The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).
- 3.5.2 WMCA will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.
- 3.5.3 Mileage reimbursement shall be accompanied with a Mapquest report as backup.
- 3.5.4 WMCA will provide gifts to unpaid speakers, approximately \$50.00 per gift. The Education Committee is responsible for purchasing and distributing the gifts.

3.6. VIP Dinner

WMCA shall pay for a dinner for the Executive Committee, Region IX Directors, State Presidents or their designee and other honored guests during the annual conference. No charges for alcoholic beverages will be allowed.

4. MISCELLANEOUS EXPENSES

4.1. Condolences:

- 4.1.1. The WMCA Treasurer will send flowers on behalf of WMCA upon the death of:
 - A past president, or
 - A current executive committee member or their spouse, partner or child.
- 4.1.2 Upon the death of any other WMCA member a card will be sent.
- 4.1.3 Flowers will also be sent to any Executive Committee member who is hospitalized.

4.2. Committee Chair Travel Expenses:

With prior approval from the WMCA President, WMCA will pay travel expenses for the Chair or designee of any WMCA committee who is asked to speak at a function or to an outside group.

4.3. Meal Tips:

4.3.1 Meal tips shall not exceed 20%.

4.4. Alcohol:

The purchase of alcohol is allowed for approved gifts, raffles and auctions items. The alcohol must be in its original container or packaging, and not meant for consumption at the event.

5. REFUNDS

5.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.

5.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by WMCA as a result of this transfer shall be paid by the registrant.

5.3. To receive a refund less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the WMCA Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.

5.4. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

6. BUDGET POLICIES

When the President-Elect is preparing the budget for the upcoming year, the following policies adopted by the WMCA Executive Committee shall be included:

6.1. Future Conference Site Deposits

An amount shall be included for a deposit for a future conference site if needed. The President-Elect will work with the Vice-President to determine the amount needed.

6.2. Scholarship Safety Net

Maintain \$2,500 annually in the Scholarship Account as a safety net.

6.3. Savings Safety Net

Maintain \$10,000 annually in the Savings Account as a safety net.

6.4. NCI Contingency Funds

Maintain \$5,000 annually in the Savings Account as a safety net.

6.5. Municipal Clerks Education Fund (MCEF) Donation

Appropriate \$75 annually for the purchase of an item to donate to the MCEF auction at the IIMC Conference or a straight cash donation to MCEF

6.6. Outgoing Region IX Director Gift

Appropriate \$100 annually toward a gift for an outgoing Region IX Director.

7. WMCA SCHOLARSHIP FUNDING POLICIES

- 7.1 The number of scholarships to be offered in any given year is left to the discretion of the President. During the preparation of the next year's budget by the President-Elect, scholarships for the WMCA Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professionals Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference shall be included. The proposed budget is reviewed by the Executive Committee and subsequently presented to the general membership at the Annual Business Meeting for adoption.
- 7.2 Should the number of scholarships as budgeted exceed the available Scholarship Fund, the Executive Committee shall determine if the difference is to be made up from the General Fund or Savings Account.
- 7.3 Eligibility for scholarship award shall include a check list for the applicant's city's financial commitment/participation and the applicant's list of his/her involvement with WMCA.
- 7.4 Scholarships are for registration costs only, unless the applicant is a first-time attendee for the WMCA Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 7.6 Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately. Time permitting, scholarship funds will be awarded to the next eligible applicant.

AWARDS COMMITTEE

A. General Responsibilities:

The Awards Committee solicits and evaluates nominations for the Clerk of the Year Award. The committee ensures that nominations meet all criteria and determines the nominees' areas of expertise. The committee chair presents the accepted nominations to the President for final selection of the "Clerk of the Year Award."

B. Members:

1. ~~The Chair of the Awards Committee is the immediate Past President.~~
2. ~~Any WMCA member in good standing may serve on the committee except current members of the Executive Committee, with the exception of the Past President.~~
The Immediate Past President will serve as the Committee Chair. The President, President Elect, Vice-President and Treasurer will serve as committee members.

C. Clerk of the Year Tasks & Process

1. The Committee Chair will prepare information to be included in the ~~September,~~ October, November and December editions of the Executive Committee Monthly Reports, with the call for nominations, guidelines and criteria. Also included shall be the nomination form and deadline date (usually mid January~~end of December~~) for the return of nomination forms to the committee chair.
2. ~~Committee All~~ members are encouraged to announce the availability of applications at the local level, e.g., regional meetings.
3. The Chair shall send letters and nomination forms to the elected and/or appointed official(s) and direct supervisors of all WMCA members in early November seeking nominations. ~~A follow-up reminder letter shall be sent in early December.~~
4. Once nominations are received, the Chair will verify the eligibility of the nominees. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member in good standing (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.
5. The Chair will then send copies of the nominations to committee members for review and ranking by following the Review and Rating of Nominations Guidelines. The committee will keep all nominations confidential.
6. Once the rankings have been received from the committee members, the Chair will forward the recommendations to the President by mid-February. The President will make the final decision for the Clerk of the Year Award based on the ratings from the committee.
7. The President will choose the recipient for the Clerk of the Year award and communicate the decision to the Chair. The decision of the President is final.
8. The Chair will have the award plaque prepared and will notify the selected Clerk of the Year's municipality and guests to provide the necessary information should they wish to attend the annual conference banquet.
9. The Chair shall coordinate with the Conference Planning Committee Chair(s) the number of hotel rooms to reserve for the Clerk of the Year's guests and for the banquet dinner per the Conference Planning Schedule.

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10. The President will announce the names of all eligible applications at the WMCA annual conference banquet and in the monthly newsletter.
 11. The President will make the presentation of the award at the WMCA annual conference banquet.
 121. Following the conference, when the President's decision has been announced, the Chair will send a letter to the nominees not selected for the Clerk of the Year award, including a copy of their nomination, describing how much their contribution and services are valued.
 123. The Chair will remind the outgoing President to prepare a press release announcing the Clerk of the Year immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

D. President's Award of Distinction Tasks & Process

1. The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations or other members in good standing.
2. The Chair will have an award plaque prepared for any recipients of the President's Award of Distinction.
3. The President will make the presentation of the award(s) at the WMCA annual conference banquet.

E. Additional Chair Responsibilities

1. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet (quarterly).
2. Prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
3. Forwarded all invoices for WMCA expenses to the President for review and sign-off prior to being sent to the WMCA Treasurer.

F. Clerk of the Year Award Policy

1. **Purpose**
The WMCA Clerk of the Year Award was developed to focus attention on the important role that Municipal Clerks have in our communities and to honor their achievements and accomplishments.
2. **Nominating a Member**
Any Active WMCA member (as defined in WMCA's Bylaws) in good standing (fully paid dues) may submit a confidential nomination postmarked no later than the stated deadline. It is encouraged that such nominations be submitted in collaboration with the nominee's elected and/or appointed official(s) and/or supervisor. Nominations may also be made by elected and/or appointed officials and/or supervisors. Nominations must be submitted to the Immediate Past President of WMCA, Chair of the Awards Committee, by the stated deadline.
3. **Criteria for Selection**
 - a. **Eligibility:**
The nominee must be an Active member of WMCA (as defined in WMCA's Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice President, and Immediate Past President are not eligible for nomination. ~~The Treasurer shall provide the Chair with a list of WMCA members for each of the~~

~~past five years to confirm each nominee's eligibility status of being an Active Member "in good standing" (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.~~

b. Contributions:

The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:

- 1) Leadership, organization, administration and communications.
- 2) Legislative and governing body procedures, records management and public relations.
- 3) Outstanding service to WMCA, commitment to professional development and contribution to the clerk profession (time/length of service; service on WMCA Committees, attendance at State conferences, attendance at other WMCA sanctioned training events, involvement in regional groups and/or IIMC committees) ~~and contribution to the clerk profession.~~
- 4) Special projects and community activities and volunteerism.

In general, it is not sufficient that a nominee perform his or her duties well.

"Outstanding" is for individual performance over and above the job description.

4. Recipient Benefits

- a. The Clerk of the Year recipient will receive a plaque or comparable award recognizing their receipt of the award.
- b. The Clerk of the Year recipient will receive a complimentary registration to the WMCA Annual Conference for the following year. The complimentary registration is not transferable.
- c. A press release announcing the Clerk of the Year recipient will be sent to the local newspaper where the recipient works and to IIMC's News Digest immediately following the Annual Conference.

~~G. President's Award of Distinction Policy~~

~~The President may also select one or more recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations. There may be no award presented during years in which there is no outstanding nominee.~~

H. General Award Policies

1. There will be only one Clerk of the Year Award given in any one year, based on the nominations received. The nomination for this individual must exceed all other nominations.
2. There may be more than one President's Award of Distinction given in any one year.
3. Nominations shall not be carried over from one year to the next.
4. If no nominations are received by the deadline, no award will be given.
5. There may be no award presented during years in which there is no outstanding nominee.
6. Receiving an award will ~~does not~~ restrict future COTY Award, but not nominations of the recipient for an Award of Distinction.

I. Review and Rating of Nominations Guidelines

The committee members will use the following guidelines when reviewing and rating each contribution described on the nomination application.:

1. ~~Up to 25 points may be awarded to each nominee in the following four areas:~~
 - 1) ~~Leadership, organization, administration and communications.~~
 - 2) ~~Legislative and governing body procedures, records management and public relations.~~
 - 3) ~~Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.~~
 - 4) ~~Special projects and community activities and volunteerism.~~
2. ~~The awarding of points in each area shall be based upon the nominee having made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the four areas listed above.~~
13. A maximum of 100 points may be awarded to each nominee.
24. When reviewing the nominations, the following criteria should also be considered:
 - a. Did this Clerk's contribution improve the quality of life in his/her community?
 - b. If a specific project is referenced, what was the scope and impact of the project and what special circumstances had to be overcome to complete it?
 - c. How did productivity or efficiency in the organization improve as a result of this Clerk's accomplishment?
 - d. In what specific ways did this Clerk's contribution or performance exceed daily work duties?
 - e. How did this activity benefit WMCA?
 - f. How did this individual demonstrate their commitment to continuing professional development through education?
 - g. What significant contribution or outstanding service did this individual perform to benefit WMCA?
 - h. How did the individual demonstrate leadership in the office of municipal clerk and their community?
 - i. How did the individual demonstrate their involvement at annual conferences, regional groups and/or IIMC?
36. The Chair will send out a rating form along with the nominations. The Committee members will submit their ratings to the Chair by the deadline requested.
47. The Committee Chair will calculate the ratings and will send the Committee's recommendations and all the candidate ratings to the President for selection.

Timeline

<u>March after Conf</u>	<u>Outgoing President</u>	<u>Press release of award</u>
<u>March after Conf</u>	<u>Outgoing Past President</u>	<u>Letters to all nominees</u>
<u>March after Conf</u>	<u>Outgoing President</u>	<u>Newsletter Articles awards and all nominees</u>
<u>October to December</u>	<u>Past President</u>	<u>Newsletter Article</u>
<u>November</u>	<u>Past President</u>	<u>Letters to jurisdictions</u>
<u>January</u>	<u>Past President</u>	<u>Committee Ratings to Pres</u>
<u>February</u>	<u>President</u>	<u>Contact Conf Cmte and Award City</u>
<u>February</u>	<u>Past President</u>	<u>Order awards for conference</u>
<u>March</u>	<u>President</u>	<u>Announce nominees and awards</u>

WMCA Webmaster Job Description

Summary

Responsible for maintaining website. Ensure site is functioning properly and is available to users. Update information as required.

Primary responsibilities

- Maintain website for members; assist with access by member
- Create and modify appearance and setting of site
- Generate and revise web pages, including event registration
- Examine and analyze site traffic
- Regulate and manage access rights of different users on website
- Fix links that don't work and pictures that aren't appearing properly
- Keep files small so sites load faster
- Send e-blasts to members as requested by Board or Committee Chairs
- Monitor price changes with Wild Apricot

NOTE: Information for the months identified below is not set in stone. You will receive information from different people for the website throughout the year, i.e., Officers, Board members, Committee Chairs and Newsletter creator.

As necessary:

- Update Executive Committee sub-pages as information changes
 - Official Guide of WMCA Executive Committee
 - EC Job Descriptions
 - EC Meeting Minutes and Information
 - WMCA Bylaws
 - WMCA Budgets
- Add names to IIMC Certifications page as learned from President or Newsletter
- Update Region IX Reports page as necessary; e-blast Report to membership
- Update Newsletter page monthly; e-blast Newsletter to membership
- Update Job Opportunities page as necessary adding/deleting listings
- Update Regional Clerk Association page as new information comes in
- Update Members Only section with documentation that may come in
- Add new members per applications received from Treasurer
 - Delete or suspend members not current on membership dues

January:

- Create registration page for Conference registration

March:

- After conference, update Home page with sponsors from current Annual Conference
- After conference, update Executive Committee page with new persons' info and pictures
- After conference, update Committee member information for new year – update periodically as changes are made
- After conference, update Clerk of the Year and President's Award of Distinction page
- After conference, update Handouts from Conference page as information received (watch for copy-write documents that cannot be posted)

August:

- Update Scholarship information for Fall Conference

September:

- Update Northwest Clerks Institute page with next year's dates as learned and other information as required

October:

- Update and post page for Call for Candidates
- Update Scholarship information for Annual Conference
- Update next Conference page with details as available

December:

- Update Scholarship information for Northwest Clerks Institute when received



- ☐ 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: Diana Quinn MMC, City of Algona, Audit Committee Chair
(by Audit Committee member Sandy Paul MMC, retired)

COMMITTEE: Audit Committee

DATE: March 1, 2016

SUMMARY OF ACTIVITIES: The Audit Committee met on Wednesday, February 3, 2016, at the City of DuPont to conduct an audit of WMCA financial records for the period beginning May 1, 2015 and ending December 31, 2015.

The Committee found the financial statements to accurately reflect the activity for the time period. Spending was proven to be within the adopted appropriations for the period. The audit included review and balance verification of WMCA Checking, Savings and Scholarship Accounts, support documentation and verification of the appropriateness of payments.

The Committee would like to thank its leaders and the dedicated volunteers of WMCA for the work that they perform in such an outstanding manner. The committee once again commends Treasurer Gina Anderson for her attention to detail in keeping the WMCA financial records.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION: Approve the Audit Report at the Annual Business Meeting

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered &

		expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Feb '16	Budget May '15 - Apr '16	Proposed Budget May '16 - Apr '17	Comments
Income						
Advanced Academy						
Athenian Dialogue	0.00	0.00	0.00	0.00	3,500.00	35 @ \$100 Registration
Fall	6,400.00	6,250.00	9,775.00	6,000.00	6,875.00	55 @ \$125 Registration
Spring	8,850.00	8,650.00	8,275.00	6,375.00	6,875.00	55 @ \$125 Registration
<i>Total Advanced Academy</i>	15,250.00	14,900.00	18,050.00	12,375.00	17,250.00	
Conference						
Donations	8,600.00	9,500.00	12,450.00	5,000.00	5,000.00	
Exhibitors	7,500.00	5,500.00	8,200.00	7,500.00	6,000.00	12 Vendors @ \$500
Meals	3,721.00	3,891.45	3,014.00	2,500.00	2,500.00	Guest Meals
Registrations	35,750.00	45,550.00	34,250.00	30,000.00	34,500.00	115 @ \$300 Registration
<i>Total Conference</i>	55,571.00	64,441.45	57,914.00	45,000.00	48,000.00	
Dues	27,340.00	24,525.00	25,190.00	24,000.00	25,500.00	340 @ \$75
IIMC President's Reception	0.00	3,000.00	0.00	0.00	0.00	One time revenue
Money Market Savings Interest	108.29	85.96	54.86	0.00	80.00	
Region IX Dinner	0.00	945.00	885.00	2,000.00	0.00	Next Hosting 2018
Scholarship Income						
Auctions	5,798.00	4,918.00	160.00	4,000.00	4,500.00	
Donations	37.00	1,010.00	3.00	800.00	0.00	
Interest	4.70	4.71	2.82	3.00	3.00	
Product Sales	1,595.00	1,430.00	106.00	2,000.00	2,500.00	
Raffle	4,432.00	4,271.00	247.00	4,500.00	4,500.00	
<i>Total Scholarship Income</i>	11,866.70	11,633.71	518.82	11,303.00	11,503.00	
Transfer from Savings	0.00	9,382.25	0.00	39,526.00	25,725.00	
Total Income	\$ 110,135.99	\$ 128,913.37	\$ 102,612.68	\$ 134,204.00	\$ 128,058.00	

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Feb '16	Budget May '15 - Apr '16	Proposed Budget May '16 - Apr '17	Comments
Academy Sessions						
Atheniain Dialogue	0.00	0.00	575.20	3,000.00	3,000.00	Speaker
Fall	1,765.81	4,356.64	5,427.05	5,000.00	5,000.00	Speaker, member meals, room rental
Spring	2,100.00	7,357.30	925.00	5,000.00	5,000.00	Speaker, member meals, room rental
Total Academy Sessions	3,865.81	11,713.94	6,927.25	13,000.00	13,000.00	
Annual Conference						
Audio Visual	4,344.22	6,939.12	0.00	5,000.00	0.00	Included in contract for 2017 Conference
Conference Photographer	484.65	500.00	0.00	500.00	500.00	Pre-approve by EC
Decorations	1,684.03	1,495.26	1,471.74	2,000.00	2,000.00	
Drawings/Door Prizes	200.00	300.00	0.00	500.00	500.00	
Hospitality Expenses (WMCA)	3,515.21	3,266.21	2,279.58	5,050.00	4,425.00	WMCA Expense Policy
Meals	35,723.15	47,223.57	0.00	37,700.00	40,000.00	Includes President's Reception & Executive Committee Dinner
Printing/Postage	1,481.60	0.00	0.00	2,500.00	2,500.00	Conference Programs, Meal Tickets, Annual Business Meeting Packets, etc.
Recognition Awards	716.09	274.33	87.18	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	2,803.69	6,484.77	5,029.30	7,000.00	12,000.00	Speaker Fees & Expenses
Special Entertainment	150.00	450.00	425.00	2,000.00	2,000.00	Honor Guard, Local or Theme
Supplies	816.21	2,405.80	1,102.56	1,500.00	2,000.00	\$500 is for Future Conference
Supplies - 1st Time Attendees	0.00	0.00	0.00	500.00	500.00	1st Time Attendee Kits
Total Annual Conference	51,918.85	69,339.06	10,395.36	65,000.00	67,175.00	
Board Expenses						
Board Meetings	983.55	921.84	674.26	800.00	900.00	Room Rental, Food
Education Coordinator	0.00	1,116.60	1,099.41	2,373.00	2,367.00	Exec Comm Travel Policy
Executive Committee Travel Savings						
AWC Conference	1,060.10	1,490.80	2,430.88	2,495.00	2,330.00	Man booth at AWC Conference (incl supplies)
Other	0.00	0.00	194.52	0.00	0.00	
Total Executive Committee Travel	1,060.10	1,490.80	2,625.40	2,495.00	2,330.00	
NCI Director Travel						
Northwest Clerks Institute	0.00	753.00	0.00	0.00	1,000.00	Per Director Agreement
IIMC Conference	497.69	0.00	0.00	800.00	800.00	1/3 Cost Share
WMCA Conference	738.93	1,213.64	300.00	1,075.00	575.00	

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Feb '16	Budget May '15 - Apr '16	Proposed Budget May '16 - Apr '17	Comments
<i>Total NCI Director Travel</i>	1,236.62	1,966.64	300.00	1,875.00	2,375.00	
Officer's Board Travel						
President						
Alaska Conference	1,458.13	1,068.17	1,069.72	1,325.00	1,325.00	
BC Conference	898.79	982.85	0.00	0.00	0.00	Delete 2014
CA Conference	1,225.45	1,060.14	533.33	1,525.00	1,562.00	
IIMC Conference	1,675.80	2,445.73	2,045.12	2,373.00	2,367.00	
OR Conference	449.00	763.96	703.14	895.00	1,260.00	
WMCA Conference	800.00	-2.24	286.61	300.00	300.00	
<i>Total President</i>	6,507.17	6,318.61	4,637.92	6,418.00	6,814.00	
President Elect						
IIMC Conference	2,601.84	2,809.70	1,179.12	2,373.00	2,367.00	
WMCA Conference	19.96	352.75	0.00	450.00	400.00	
<i>Total President Elect</i>	2,621.80	3,162.45	1,179.12	2,823.00	2,767.00	
<i>Total Officer's Board Travel</i>	9,128.97	9,481.06	5,817.04	9,241.00	9,581.00	
Total Board Expenses	12,409.24	14,976.94	10,516.11	16,784.00	17,553.00	
Communication Expenses						
Voting Software	0.00	0.00	79.95	80.00	80.00	\$80 per voting event
Survey	0.00	0.00	0.00	200.00	200.00	
Website M&O	1,127.39	1,152.39	803.68	1,200.00	800.00	Price Reduction in 2015
Total Communication Expenses	1,127.39	1,152.39	883.63	1,480.00	1,080.00	
Contingency	0.00	0.00	0.00	500.00	500.00	
IIMC						
2015 Region IX President Soiree	0.00	0.00	0.00	1,000.00	0.00	One time event; WA 2015
2015 Region IX President Soiree	0.00	0.00	0.00	1,250.00	0.00	One time event; AK, CA & OR last fiscal year
IIMC Presdient's Reception (15)	0.00	4,000.00	1,820.00	2,000.00	0.00	One time event
MCEF Donation	0.00	75.00	0.00	75.00	75.00	Auction Item
Outgoing Reg IX Dir Gift	100.00	0.00	100.00	100.00	100.00	Alice Atwood May 2016
Reg IX Assessment	1,670.00	1,710.00	1,415.00	1,600.00	1,600.00	Members x \$5
Total IIMC	1,770.00	5,785.00	3,335.00	6,025.00	1,775.00	
Miscellaneous Expenses						
501C(3)	755.00	770.00	805.00	775.00	775.00	Accountant
Bank Charges	1.14	0.00	0.00	40.00	0.00	
Condolences	150.00	0.00	0.00	150.00	150.00	

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Feb '16	Budget May '15 - Apr '16	Proposed Budget May '16 - Apr '17	Comments
Credit Card Fees (PayPal)	786.77	797.00	862.76	700.00	800.00	
Gambling/Alcohol License	210.00	196.00	196.00	300.00	300.00	
Insurance	1,366.00	1,366.00	1,303.00	1,400.00	1,400.00	
Office Supplies	575.21	2,985.72	148.57	500.00	500.00	
Other	60.00	273.70	366.03	0.00	0.00	
Post Cards Vistaprint	0.00	0.00	209.95	750.00	750.00	Fall/Spring Academy, Conference
Postage	323.53	419.81	266.67	300.00	300.00	
Total Miscellaneous Expenses	4,227.65	6,808.23	4,157.98	4,915.00	4,975.00	
Scholarship Expenses						
Conference Scholarships	2,400.00	2,400.00	4,500.00	3,000.00	2,500.00	
Margery A. Price Scholarship	1,000.00	650.00	0.00	3,000.00	1,500.00	Fall/Spring/IIMC/PDIV
NCI Scholarships	14,950.00	12,575.00	11,250.00	16,000.00	13,000.00	
Raffle - Auction	2,491.73	2,668.61	355.23	2,500.00	2,000.00	Large raffle item, printing costs, auctioneer
Scholarship Items for Sale	2,805.90	844.20	2,327.74	2,000.00	3,000.00	Store Inventory
Total Scholarship Expenses	23,647.63	19,137.81	18,432.97	26,500.00	22,000.00	
Total Expense	\$ 98,966.57	\$ 128,913.37	\$ 54,648.30	\$ 134,204.00	\$ 128,058.00	

*WMCA will need to solicit and appoint new person for Region IX Director in 2017 for May 2018 appoint, due to IIMC Jan 2018

Conference	Dates	Description	Budget	Proposed	Policy
			May '15 - Apr '16	May '16 - Apr '17	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Omaha NE	5/22-25/2016	Registration/Early	600.00	600.00	
		Airline	701.00	575.00	
		Lodging	740.00	860.00	
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	
		Meals	100.00	100.00	
		Total Education Coordinator Travel	2,373.00	2,367.00	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference - Everett	June 2016	Vendor Registration	1,230.00	1,230.00	Includes booth and most meals for 2 days
		Lodging	500.00	500.00	
		Mileage	165.00	300.00	
		Supplies	500.00	300.00	
		Total Executive Committee Travel	2,395.00	2,330.00	
NCI DIRECTOR TRAVEL					
IIMC Conference - Omaha NE	5/22-25/2016	1/3 Shared Cost w/AK & OR	800.00	800.00	Director Agreement
WMCA Conference - Union WA	3/22-24/2017	Transportation/Mileage	325.00	575.00	Airline & Mileage (from Manteca/Sacramento)
		Total NCI Director Travel	1,125.00	1,375.00	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	Nov 2016	Airline or Mileage	500.00	500.00	0
		Lodging	460.00	460.00	\$115 x 3 incl taxes
		Ground Transportation	75.00	75.00	To/Fr Airport
		Parking	85.00	85.00	Sea-Tac or Hotel
		Meals	55.00	55.00	1 breakfast, 2 dinner
Savings					
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,325.00	1,325.00	
CCAC Conference - Newport Beach CA	4/26-29/2016	Airline or Mileage	500.00	500.00	CCAC Covers Registration - Academy Extra
		Lodging	600.00	600.00	\$150 x 4 incl taxes
		Ground Transportation	125.00	125.00	To/Fr Airport
		Parking	75.00	112.00	Sea-Tac or Hotel
		Meals	75.00	75.00	
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	

		Total CCAC Conference	1,525.00	1,562.00	
IIMC Conference - Montreal, Quebec	2017 Conference	Registration/Early	575.00	600.00	
IIMC Conference - Omaha NE	5/22-25/2016	Airline	746.00	575.00	
		Lodging	720.00	860.00	\$172 X 5 incl taxes
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	
		Meals	100.00	100.00	Note: MCEF Auction Item is separate expense
		Total IIMC Conference	2,373.00	2,367.00	
OAMR Conference - Ashland OR	9/20-23/2016	Airline or Mileage	200.00	550.00	OAMR Covers Registration - Academy Extra
		Lodging	400.00	400.00	\$128 x 3
		Ground Transportation	-	-	To/Fr Airport
		Parking	70.00	85.00	Sea-Tac
		Meals	75.00	75.00	2 breakfasts/2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total OAMR Conference	895.00	1,260.00	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Montreal, Quebec	2017 Conference	Registration/Early	575.00	600.00	
IIMC Conference - Omaha NE	5/22-25/2016	Airline	746.00	575.00	
		Lodging	720.00	860.00	\$172 X 5 incl taxes
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	Sea-Tac
		Meals	100.00	100.00	
		Total President-Elect Travel	2,373.00	2,367.00	

Position	Description	Budget	Proposed	Policy
		May '15 - Apr '16	May '16 - Apr '17	
2016 Clerk of the Year	Registration/Early	300.00	300.00	
AAMC President	Registration/Early	300.00	425.00	<i>Include Academy</i>
	Welcoming Gift	50.00	50.00	
CCAC President	Registration/Early	300.00	425.00	<i>Include Academy</i>
Byron Pope	Welcoming Gift	50.00	50.00	
IIMC Director	Registration/Early	300.00	300.00	
	Welcoming Gift	50.00	50.00	
IIMC President	Registration/Early	575.00	300.00	
Vinny	Lodging	500.00	400.00	
	Transportation/Mileage	500.00	200.00	
	Welcoming Gift	50.00	50.00	
IIMC President-Elect	Registration/Early	300.00	300.00	<i>Include Academy</i>
	Welcoming Gift	50.00	50.00	
OAMR President	Registration/Early	300.00	425.00	<i>Include Academy</i>
	Welcoming Gift	50.00	50.00	
NCI Director	Registration/Early	300.00	300.00	
	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	300.00	
Oregon 2015-2018	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	300.00	
Alaska 2016-2019	Lodging	450.00	-	<i>Only When WA Region IX Director</i>
	Welcoming Gift	50.00	50.00	
	Total Hospitality	5,175.00	4,425.00	



- ☐ 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: Carol Etgen, MMC, Chair

COMMITTEE: Education Committee

DATE: March 4, 2016

SUMMARY OF ACTIVITIES: The Education Committee is pleased to make our final report to the Board for the 2015/2016 year. The 2016 Conference speakers are all set and we are excited about the educational opportunities we have collectively created for WMCA members.

I would like to sincerely thank all of the Education Committee members this year - all of whom were actively engaged in selecting speakers, or who are working at conference with an assigned speaker. Other members have taken on little tasks that have made the Committee shine - we are blessed to have such a great membership! Committee members this year were: Shaunna Lee Rice, Brenda Martinez, , Darla Reese, Cindy Marbut, Terri Wright, Rachel Shaw, Virginia Olsen, Tammy Stanger, Melissa Collins, Joanna Sanders, Anja Mullin, Megan Gregor, Scott Passey, Tina Eggers, Alice Bush, JoAnne Trudel, Anna Thompson, Bonita Roznos, Stephanie Haug, Sandy Paul, Susan Haigh, Randy Reed, Debbie Clark, Holly Pannel, Rebecca Perez-Ozuna, Robin Schaefer, Bernie Bacon, Gretchen Sagen, Susan Duncan, and Tisha Gieser.

I also wish to thank Paula Swisher, without whom the conference planning would not have been as fun and rewarding as it has been over the three years I have had the privilege of serving as Committee Chair!

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT: I will have final expenditures available after conference. I do not expect to go significantly over budget - it will probably be just a little under budgeted amount. As I expressed in an earlier report this year, I believe the Board should consider raising the speaker budget by at least \$2000 in order to keep up with rising costs. We have done an excellent job of using clerks and sponsored speakers, but it will be difficult for future committees to stay within the amount that was budgeted this year if it is not increased.

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ 7,000	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- ☐ 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: Jill Boltz, Chair

COMMITTEE: Historical Committee

DATE: 03/08/2016

SUMMARY OF ACTIVITIES: The goal for the Historical Committee was to move towards digital storage for consistency, retention and ease of transfer of information annually between chairs. Records have been appraised by Michael Saunders from the Puget Sound Regional Archives and he has agreed to transfer some of WMCA's historical records when we are ready. Scanning is nearing completion of old "Quill" newsletters, conference materials, Executive Board and Committee information. Documents will be stored either through the WMCA website and/or external hard drive (approved but not yet purchased) once everything is scanned.

I am excited to hand over the reigns to Stephanie Haug, Benton City. My goal as chair was to streamline and coordinate efforts between paper and electronic records similar to how they are managed in our day-to-day jobs. I feel this has been accomplished and it is time to pass along the reigns. Stephanie will bring a fresh, new and creative aspect to this Committee.

I would like the Executive Committee's concurrence to consider description changes in the coming year for the Historical Committee and Webmaster. The objective would be to transition some responsibilities and/or coordination of records retention between the Historical Committee and Webmaster. I would like to work with Stephanie and Bobbie to bring the proposed changes forward at the next regular meeting.

And to finalize my report, it has been great fun to look at some of our "history," share it with our Association and to be a part of creating it. In these last days as chair and still working on the scanning project, I had a proud moment. Karol Jones, one of my mentors, saw to it that we have this wonderful history by providing and/or saving her copy of newsletters for future generations of clerks. Not that I had any doubt of our Associations greatness, but it was a nice affirmation and made me smile!

ACTION REQUESTED: ☒ YES ☒ NO

RECOMMENDATION: Concur to allow, Boardmember Jill Boltz, Historical Committee Chair Stephanie Haug and Webmaster Bobbie Usselman to coordinate new Committee descriptions for the Board's approval at the next regularly scheduled meeting.

ALTERNATIVES: Status Quo

FISCAL IMPACT: N/A

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- ☐ 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: Sandy Paul

COMMITTEE: Legislative Committee

DATE: March 2016

SUMMARY OF ACTIVITIES: The Legislative Committee Went to Olympia! The trip was an educational as well as rewarding experience. The Committee met in Olympia at the Market including Chair Sandy Paul, Immediate Past President Diana Quinn, President Debbie Burke, Carolyn Avery, Deputy Clerk from Jefferson County, and Karen Kusnek-Reese, City Clerk from Sequim. For future reference for readers, parking is at the Marina, by the Farmer's Market and Anthony's Homeport. Olympia provides a convenient free shuttle to the 'hill' during the legislative session, as the capitol is referred to by all who do the state's business in those historic and beautiful old legislative buildings.

We met Victoria Lincoln from AWC. Victoria takes the 'scary' out of meeting legislators, and not only were we able to just drop in on many of those from our city or home districts, Victoria took us into committee rooms, back hallways, offices, and the senate and house galleries (no debates were taking place on February 19 as many legislators had gone home early to hold Town Hall meetings the next day, Saturday.). We sat in on a hearing on Charter Schools, and dozens of Charter School students were speaking up to save their schools. THAT was impressive. Kids, too, were learning about how their government works and participating in its outcome!

We carried the clerks' message to those Senators and Representatives we talked to. Among them were Jim Hargrove, Jeannie Darnielle, Jake Fey, and Tina Orwall, as well as others. We left messages with staff on the back of business cards. We wanted to see approval of the public records bill and we shared our own experiences with them. Ultimately, the public records bill failed, but no bill before it had enjoyed the traction this one had. We'll try again next year.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: It is highly encouraged that this activity be an annual event. Five attended, where one or two have in the past. The hope is that next year there will be ten attendees.

ALTERNATIVES: None

FISCAL IMPACT: None

Revenues:

Budgeted Amount

Revenues Generated

\$

\$

\$

\$

Expenditures:

Budgeted Amount

Amount encumbered &
expended

\$

\$

\$

\$

\$

\$



TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson Smoot, Chair
Darla Reese, Co-Chair

DATE: March 4, 2016

2015-16 MEMBERSHIP UPDATE:

We had a total of FIFTY THREE (53) new WMCA members in 2015-2016:

Pat Adams	City of Snohomish	Sunita Hall	City of Medina
Kami Albers	Chelan County	Mitchelle Harvey	City of Mountlake Terrace
Chelsea Anthony	City of Montesano	Laura Hathaway	City of Bothell
Bernie Bacon	City of Camas	Kathy Horton	City of Milton
Carlye Baity	Chelan County	Beth Johnson	Wahkiakum County
Louise Bartol	Valley Regional Fire Authority	Tami Justice	City of Rainier
Holly Beller	City of Ilwaco	Janet R. Keefe	City of Mukilteo
Gary Benton	City of Elmer City	Sandy Kenworthy	City of Pasco
Meri Jane Bohn	City of Black Diamond	Pam Keyes	City of Entiat
Stephani Bowden	Town of Coulee Dam	Gail Kiesz	Town of Odessa
Debbie Boyd	Town of Lyman	Amber Long	City of Port Townsend
Sara Broderius	Vera Water and Power	Tulika Makharia	City of Puyallup
Judy Brown	City of Bridgeport	Jennifer Marshall	City of Federal Way
Pamela D. Brown	City of Lynden	Anabel Martinez	City of Mattawa
Jazmin Calvario	City of Mattawa	Linda Medley	Pierce County Council
Melanie Carroll	TransGO	Heidi Napolitano	Town of Woodway
Chris Chau	City of Renton	Robin Newcomb	City of Mattawa
Darla D. Clifton	City of White Salmon	Barbara Pence	Town of Hatton
Kristy Cochrane	Town of Rockford	Tami Pevey	City of Sultan
Kaylee Cody	City of Longview	Greg Pike	City of Royal City
Judi Doremus	Port of Tacoma/NW Seaport Alliance	Kathy Pugh	City of Lake Stevens
Susan Driver	City of Entiat	Buzhamal Smith	City of Bothell
Connie Ellis	City of Colfax	Kym Smith	City of North Bend
Tina Evenson	City of George	Erika Sullivan	City of Puyallup
Joana Fry	City of North Bonneville	Lena Wall	Snohomosh County PUD
Tisha Giaser	City of Issaquah	Kyle Welty	City of Fife
Susan Haigh	City of Bonney Lake		

As of March 8, 2016, the Washington Municipal Clerks Association is comprised of **345 members**; 333 active members, 1 affiliate member, 3 associate members, and 8 honorary members.

WELCOMING SUB-COMMITTEE UPDATE

The 2015-16 Welcoming Sub-Committee has welcomed fifty-three new members to WMCA since mid-March 2015! In addition to the Membership Committee Chair sending out the official new member packet, welcome letter, and noticing new members in the newsletter, the sub-committee instituted the following new features beginning January 2016:

- Neighboring clerks notice – a mini directory of three to six surrounding WMCA member clerks specific to the new member (a single sheet with the contact information of WMCA members within the same community), including information on local regional clerk's groups is created and sent to the new clerk; as well as a letter/email to the neighboring contacts and regional group contact;
- New Member Spotlight section added to the monthly newsletter featuring one new clerk each month; and
- Emails sent to new members specifically inviting them to training events (example: invitation to conference and spring academy).

The 2016-17 Sub-Committee will continue these concepts into the next year; and will be looking into creating a sub-committee description for the Membership Committee description to bring forward to the Executive Committee in the future.

Many thanks to the 2015-16 Welcoming Sub-Committee: Jill Boltz, Peri Galucci, and Scott Passey!!

PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE

The 2015-16 Partnership Program Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Keri MacDonald, Trisha Summers, and Megan Gregor, partnered four new clerks in 2015-16:

- Jennifer Veneklasen (Port Angeles) partnered with Karen Kuznek-Reese (Sequim);
- Beth Johnson (Wahkiakum County) partnered with Dayna Prewitt (Douglas County);
- Bernie Bacon (Camas) partnered with Tamara Gunter (Battle Ground); and
- Mitchelle Harvey (Mountlake Terrace) partnered with Darla Reese (Granite Falls).

The 2016-17 Sub-Committee will be continuing to work on Partnership Program requests as received; and will be looking into the Program description for potential edits/updates to bring forward to the Executive Committee in the future.

Thank you to our 2015-16 Partnership Program participants; and a HUGE thank you to Darla, Keri, Trisha, and Megan!!!

RECRUITMENT SUB-COMMITTEE UPDATE

The 2015-16 Recruitment Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Cindy Marbut, and Trisha Summers, actively recruited new members to WMCA through letters sent to entities not represented in WMCA and through the *Membership Scholarship Pilot Program*.

Invitations were sent to small cities and towns (with a population under 1,000) that meet the requirements for a one-time, one person, free membership to WMCA from now through April 30, 2017. A total of 69 invitations were both mailed and emailed out to join WMCA, along with our brochure, ethics statement and application. Results of this effort have ended up with at least **SIX** new WMCA members!

The 2016-17 Sub-Committee will continue recruitment of new members, facilitation of the pilot program, and analyzing feedback received from the recruitment effort; and will look into preparing a Recruitment Sub-Committee description to bring forward to the Executive Committee for their consideration.

Thank you very much to Darla, Cindy, and Trisha!!!

ELECTIONS SUB-COMMITTEE UPDATE

The 2015-16 Elections Sub-Committee, comprised of Elections Officer Leana Johnson, and Elections Officer Assistant Ali Spietz, had a busy year! Amendments to the WMCA Elections Procedures were approved by the Executive Committee at the Second Quarter Meeting, and were immediately put into place. The process is now completely paperless – thank you!

The 2016 General Elections went off without a hitch! The election was held January 29, through February 19, 2016, through electronic voting software; and the 2016 WMCA General Election Audit Report (prepared by Molly Towslee, Elections Auditor) was provided to the Executive Committee on February 22, 2016. Out of 326 members, 95 ballots were cast (approximately 29 percent voter turnout), with the following results:

- President Elect - Christy O'Flaherty
- Vice-President - Virginia Olsen
- Secretary - Elizabeth Smoot
- Board Member Position - Jill Boltz
- Board Member Position - Susan Duncan

The Audit Report is included as Attachment A.

Many thanks to Leana and Ali (and Molly from the Audit Committee) for another successful general election!!

2016 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

There are 15 First Time Attendees registered to attend the 2016 WMCA Annual Conference; and the membership Committee will be hosting/facilitating the following programs/events:

Conference buddies:

- Program of pairing one Membership Committee member with one first time attendee as buddies; this year an effort was made to pair clerks from similar regions/populations (if possible).
- MC members will introduce FTAs to each other, and provide an opportunity for contact/discussion prior to and at conference (if desired).

First Time Attendee Meet & Greet Event (held prior to the President's reception):

- Invite list: MC and FTAs (EC optional, unless also a MC member).
- Location: Audubon Room; with appetizers provided.
- Concept: meet 15-20 minutes prior to the President's Reception for a quick meet and greet and then all go to the reception together.

First Time Attendees Breakfast

- Invite list: EC, MC, FTAs, NCI Director, and VIPs.
- Seating chart: conference buddies and a mix of MC/EC members and NCI Director at each table. VIPs at own table.
- Presentations: WMCA President, NCI Director, and Conference Planning Chair (with helpful tips/locations/events/vendor cards).
- Ice Breaker (trivia or other competition); mini-gifts provided for the winning table.
- Raffle: have a few items to give out to FTAs through a raffle.

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.

At the close of conference, the Membership Committee Chair will send out a feedback survey to FTAs and the MC to gather input on this year's events. This date will be shared in a future report, and help inform activities at the 2016-17 WMCA Annual Conference.

Any additional feedback/direction in this regard from the Executive Committee is welcome; we are looking forward to making the FTA events better and better!

THANK YOU!!!

To the 2015-16 Membership Committee – "I can no other answer make but thanks, and thanks, and ever thanks..." Shakespeare (*Twelfth Night*). Looking forward to another wonderful year with the Membership Committee and lovely individuals who volunteer their time to providing services to our new members!

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A



To: WMCA Executive Committee, Elections Officer, and Membership Committee Chair
From: Molly Towslee, Elections Auditor
Re: 2016 WMCA Executive Committee General Election Audit Report
Date: February 22, 2016

On Monday, January 4th I issued a certification of candidates report for the 2016 election. On January 29th, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing from the list provided by the Treasurer. Members were asked to vote for President – Elect, Vice-President, Secretary, and two Board Member positions. The election closed on February 19th and the results were forwarded to me by the Elections Officer, Leana Johnson later that same day.

I have completed an independent review of the elections results and find the election process and results to be sound. Out of 326 members, 95 ballots were cast with the following results:

Candidate	Total Votes	Percentage
President–Elect	95	100%
Christy O’Flaherty, MMC City of Tukwila		
Vice-President		
Virginia Olsen, CMC City of Mountlake Terrace	94	98.9474%
Write in: ABC	1	1.0526%
Secretary		
Elizabeth M. Smoot, MMC City of Monroe	95	100%
Board Member Position		
Jill Boltz, CMC Kitsap Transit	86	90.5263%
Susan Duncan City of Ferndale	61	64.2105%

Thank you for the opportunity to assist in the election process.



- ☐ 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: Melody Valiant, CMC

COMMITTEE: Newsletter Committee

DATE: March 4, 2016

SUMMARY OF ACTIVITIES: We've had a great year on the Newsletter committee. Our committee doesn't meet in person, we just correspond by email and assign members the task of compiling all the information for the newsletter for a month. As our committee has grown, we have only had to ask members to do one newsletter over the course of the year. We've had more than enough committee members so we can also assign one or two members the task of writing articles if needed. We greatly appreciate our committee members for their commitment and timeliness. We hope you have enjoyed the newsletters this past year. In the next year, we plan to have a Grammar "Corner" or section in the newsletter to help with common questions/mistakes we may all make. If you have any feedback on anything you would like included that you don't currently see, please send it our way.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:

ALTERNATIVES:

FISCAL IMPACT:

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

Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- ☐ 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: Megan Gregor, Chair

COMMITTEE: Scholarship Committee

DATE: March 18, 2016

SUMMARY OF ACTIVITIES:

Following the Scholarship Committee's last report to the Executive Committee (EC), a few changes have taken place:

- The application was updated to more clearly represent what it means to give back to the WMCA community. Also, an additional field was added to allow for applicants to pick which committees they would like to be involved in as a way to facilitate that 'investment return.'
- The Chair and Executive Committee Liaison have updated the Guidelines to provide additional clarity.
- The PD application deadline was extended two weeks beyond its initial date.

Additionally, the Committee prepared and submitted to the newsletter monthly announcements for the 2016 IIMC Annual Conference and Professional Development Scholarships. Scholarship opportunities for the 2016 IIMC Annual Conference closed on January 25, 2016 and 1 application was received and awarded. Additionally, scholarship opportunities for the 2016 NCI Professional Development closed on February 19, 2016 and 9 applications were received. They were recently reviewed and are awaiting for evaluation by the Executive Committee.

At the 2016 WMCA annual conference, we plan to track attendance of all attendees, including scholarship recipients. The Executive Committee will be provided a report on attendance at the first quarter meeting.

If we do not open up PD applications for a second round, the next scholarship opportunities will be for registration for the Fall Academy, details are yet to be determined.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: Information only.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

2016 PD Applications – Round 1

- ❖ TOTAL # OF APPLICATIONS: 9
- ❖ Total # for PD 1: 4 (at \$1,125 per award total is \$4,500)
- ❖ Total # for PD 2: 2 (at \$600 per award total is \$1,200)
- ❖ Total # for PD 3: 3 (at \$600 per award total is \$1,800)
- ❖ Total # for PD 4: 0

❖ **TOTAL COST IF ALL AWARDED: \$7,500**

*(Note: Total cost of applications awarded in 2016 thus far: **\$6,500**)*

Items of Note:

1. One member did not have her membership confirmed at the time of application compilation, however it has since been confirmed.
2. All members have submitted required material, and have answered questions sufficiently.
3. I recommend we open the application process up again to encourage more PD attendance, if the funds are available.

Thank you,

Megan Gregor, CMC
Chair, WMCA Scholarship Committee

APPLICANT NUMBER 01

Name:	Darla Clifton
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of White Salmon
Position Title:	Dep. Clerk Treasurer
Date Current Position Assumed:	6/23/1914
How long in Clerk Profession:	18 mo
Member of WMCA:	I am joining at time of application submission
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	<p>The role of a Municipal Clerk is such a multi-faceted position! It requires a broad knowledge of both state and local law, accounting principles, financial planning, and customer service just to name a few. It requires attention to detail in order to assure accuracy. Strong communication and inter-personal skills are required in order to work with staff and the public. In my mind, this all boils down to good customer service! It may be the Mayor or council asking for information to lobby for county or state legislation; or a utility customer with a question on their bill. But in each case, you should be able to provide information and assistance in an efficient and professional manner.</p> <p>To me; being a professional Municipal Clerk means that I have sharpened my knowledge and skills to provide the very best service possible to not only staff and council, but to the public as well.</p>

Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?

I have been a deputy clerk recorder for approximately a year and one half. In the past I have worked as a municipal utility clerk and handled accounts payable for municipalities. I have been front line working with the public, and working with fellow staff members. My current responsibility is to handle the utility billing for our community. However; I feel my past and current experience falls short of what I need in order to be an efficient clerk recorder.

Our community is fortunate to have an excellent clerk treasurer. She has inspired me to ask more of myself, take on more responsibility, and learn all that I can in order to be a greater asset to this community. My short term goal is to sharpen the skills I already have and to learn how to apply them both internally and externally, while learning the basics of how to be a municipal recorder.

My long term goal would be to be able to take a more active role here at the office, and in my own community. I plan to hone my knowledge and skills so that I can become more of an integral part of our team. Our community is small, and our team needs to be able to wear many hats! I'd like for several more of those hats to comfortably fit.

I know in order to grow in this position as I would wish; it's going to take time and training. Time, I have... the training is available, but at a cost. My city is willing to back me in my desire to improve however; our community is small, and along with that our budget is always tight. Any assistance available through a scholarship for this needed training would help our city continue to invest in their employees.

Applicant No. 1: Darla Clifton

Question 2: What are the primary duties of your current Position?	
My primary duty is to manage our monthly utility billing. I am responsible for preparation of the bills and verification of accuracy. I am also the main point of contact with our customer if questions or problems arise. Additionally; I handle the bulk of the in office payment transactions. We are a very small office, so we pitch in and help where we can. This has provided a broad exposure to most of the day to day office functions such as accounts payable, and providing basic information regarding business license and building permits.	
Question 3: Response to the requirement to be a part of the Fundraising Committee.	
I have read and understand the commitment requirement	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Darla D Clifton

Chair Comments:	-Membership Confirmed -No Previous Scholarships
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Comments:	Good application & initiative! Recommend approval of scholarship award. Application looks good, answers to questions are complete. Supervisor letter has all the required elements. I am thrilled we have a new WMCA member and that she is interested in PDI! I fully support a scholarship for Darla. The content of the response is very nice. Her desire to learn and be the best that she can be is great! Nice application. Great attitude! I wish she would have double checked her information. Date current position assumed '1914'. ☺ Otherwise I liked her detail! The applicant provided excellent responses to all of the questions. The responses contain very few spelling and grammatical errors. I encourage WMCA to support the applicant I feel she has an understanding of her role and has full support of her city.
Concerns:	Year employed 1914!! Woops! (Yup, we do read the applications!)



**City of White Salmon
Office of City Hall**

October 27, 2015

Dear Scholarship Committee,

We are excited that Darla Clifton has demonstrated an interest in training toward becoming a Certified Municipal Clerk. In the time she has been with us she has taken responsibility for all aspects of our utility billing, she has demonstrated excellent customer service skills and has utilized her past work experience to streamline her work load, allowing her to assist in other areas when needed.

We see great potential in Darla and wish to give her every opportunity to increase her skills. We feel this training will help her fulfill that potential, and we look forward to seeing her take on a greater role here in White Salmon.

White Salmon is a very small city, and our training budget is small as well. The cost for this type of training would restrict us from being able to provide training in other areas. Any assistance possible toward the costs of this training would be greatly appreciated.

Sincerely,

Leana Johnson, CMC
Clerk/Treasurer

**PO Box 2139
142 E. Jewett Blvd.
White Salmon, WA 98672**

**Office: (509) 493-1133
Fax: (509) 493-1231
Web Site: white-salmon.net**

APPLICANT NUMBER 02

Name:	Rebecca Perez-Ozuna
Event Requesting Scholarship For:	Northwest Clerks Institute PD III (Registration)
Employer:	City Of Othello
Position Title:	Deputy City Clerk
Date Current Position Assumed:	1/1/2015
How long in Clerk Profession:	4 years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2013 - PD I; 2014 - PDII
<p>Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?</p> <p>Over the past 4 years I have come to understand and respect the responsibilities of a clerk. The idea of given the chance to become a Certified Municipal Clerk has been given to me and is something that I have been aspiring to since the start of my employment. Being a Municipal Clerk for me is being able to help the community along with helping my fellow co-workers, council members, and mayor in the search for the right information pertaining to our local and state government. From my experience of working with my supervisor, I have seen the clerk to be a very important part of the day to day tasks being performed from record keeping, public disclosure requests, attending and keeping minutes at council meetings and so much more.</p>	
<p>Question 2: What are the primary duties of your current Position?</p> <p>The primary duties of my current position consist of updating our city website with new and current information pertaining to minutes, resolutions, recordings, and other important information . I also answer the phones, help customers with their utility payments, business licenses, building/planning permitting questions or any other services they might need. I also assist the City Clerk in maintaining public records request, contracts, resolutions, ordinances, minutes along with other duties requested by my supervisor. I also am currently the back-up for our utility biller in the aspect of doing her job when she is gone.</p>	
<p>Question 3: Response to the requirement to be a part of the Fundraising Committee.</p> <p>I have read and understand the commitment requirement</p>	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Rebecca Perez-Ozuna

Chair Comments:	-Membership Confirmed -Previous Scholarships: PD 1, PD 2, 2016 Conference -NOTE: in response to one members question, yes, Rebecca is currently on 3 different committees including the Fundraising Committee.
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Applicant No. 2: Rebecca Perez Ozuna

Comments:	<p>Good application. Glad to see incentive to obtain CMC! Recommend awarding scholarship.</p> <p>Application looks good, answers to questions are complete. Supervisor letter has all the required elements.</p> <p>I would like scholarships to go to those who have never received scholarships before, but if there are funds available after that, I fully support giving another scholarship to Rebecca.</p> <p>I like the content of her responses.</p> <p>Nice applications.</p> <p>The applicants responses to the questions are detailed and contain only a few spelling and grammatical errors.</p> <p>Encourage WMCA to help fund her last PD session.</p> <p>Has she paid it forward with WMCA? I know cities are struggling with budgets, and I feel she has a clear understanding of her role.</p>
Concerns:	



The City of Othello

500 East Main

OTHELLO, WASHINGTON 99344

Telephone (509) 488-5686
Fax (509) 488-0102

December 21, 2015

Washington Municipal Clerk's Association
Scholarship Committee
Megan Gregor
City of Renton, WA 98057

RE: Letter of Support
Rebecca Perez - Ozuna

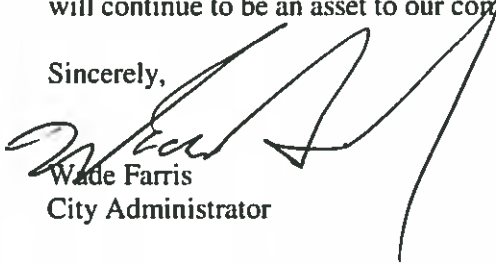
Dear Scholarship Committee:

This letter is in support of the grant application submitted by Rebecca Perez-Ozuna for the Washington Municipal Clerks Association Scholarship for attendance to the Northwest Clerks Institute Professional Development III Education Program. I encourage Ms. Perez-Ozuna to obtain as much educational training as possible to expand her knowledge as a Deputy City Clerk. Ms. Perez-Ozuna has been employed by the City of Othello for four years and is an essential employee for the City.

The City of Othello is a small, rural community in Eastern Washington and we have been challenged to reduce our budget for the past several years. In order for the Clerk's Department to attend the various educational programs, we have to be attentive to any type of scholarships or reimbursement programs. She attended her first Northwest Clerks Institute Professional Development Program in 2013 and has been attending every year since. In her first experience, she was excited about the skills and information that she obtained and returned encouraged to continue attending to achieve her certification as Certified Municipal Clerk. This scholarship will secure Rebecca's continuing professional education.

We are committed to granting the time for Ms. Perez-Ozuna to attend the Northwest Clerks Institute Professional Development III Education Program in Tacoma and its entirety and are encouraged that this experience will help her in her quest for continued professional educational training. Please give strong consideration to Rebecca Perez-Ozuna's scholarship application because I truly believe that she is and will continue to be an asset to our community.

Sincerely,



Wade Farris
City Administrator

APPLICANT NUMBER 03

Name:	Michelle Skylstad
Event Requesting Scholarship For:	Northwest Clerks Institute PD II (Registration)
Employer:	City of Okanogan
Position Title:	Clerk 1
Date Current Position Assumed:	6/12/2014
How long in Clerk Profession:	1 yr 7 mo
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2015 Northwest Clerks Institute PDI

Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?

Being a professional Municipal Clerk is a multi-faceted, constantly changing position. My title is Clerk 1; in our little city it means doing a little bit of a lot of different things and being responsible for a few more. Above all else, I serve. I serve internal customers-the other City employees. The work I do supports the work they do. Together, we serve the external customers-the citizens of the City and others. I represent the City of Okanogan at that first encounter with customers. My primary duty is to assist customers, either via phone or in person. My attitude and attention set the stage for that interaction. That interaction then reflects on how that customer reacts with another City employee when I direct their call or visit to another. All of this means I am friendly, responsible, and prompt to serve. I serve my customers, internal and external.

Question 2: What are the primary duties of your current Position?

Public Relations: waiting on customers in person, via the telephone or email, provide public records and information to citizens, civic groups, the media and other groups in a timely manner; receipt in daily revenue including but not limited to utility payments, dog tags, building permits, pool receipts, pool rentals, camping monies and burn permits; Airport Duties: track airport fuel usage, fuel purchase and sales, hanger/tie down rentals and assisting Airport Association; Utility Duties: posting daily utility payments, completing utility service slips and assisting utility customers; Cemetery Duties: assisting customers with burial plots, updating burial maps and the burial ledger for new burials, posting burials to the cemetery program and preparing and mailing burial deeds for newly purchased lots; Swimming Pool Duties: reconciliation and receipt of pool monies, pool correspondence, managing pool calendar, keeping good documentation and records for the State Auditor's Office and assisting the Deputy Clerk with necessary paperwork for pool payroll, assist Pool Manager with employment applications, budget information and open/close procedures; Council/Planning Commission: copying, posting and distributing agenda and related packet information, attend Planning Commission meetings and prepare minutes, attend Board of Adjustment and Board of Appeals meetings and prepare minutes; Building and Planning Department: assist with all land use posting, mailings and advertisements, keep accurate building permit and payment records; Other Duties: closing and balancing cash register daily, ordering supplies, updating scrapbook, census, records retention, assist with audits, distribute mail, establish and maintain filing systems, work with the Department of Transportation for street closures, and monthly bank reconciliation.

Applicant No. 3: Michelle Skylstad

Question 3: Response to the requirement to be a part of the Fundraising Committee.	
I have read and understand the commitment requirement	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Michelle Skylstad

Chair Comments:	-Membership Confirmed -Previous Scholarship: PD 1
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Comments:	Excellent comments on interaction with public. Keep it up! Recommend approval of scholarship and to continue with PD classes towards obtaining your CMC! Application looks good, answers to questions are complete. Supervisor letter has all the required elements. She is a relatively new clerk and I support her scholarship. I like the personal tone of her response. I love the "I serve." The applicant's responses to the questions are very thoughtful and detailed. Local gal and although I don't know her, sound like she has been exposed to a variety of functions already. PD1 will promote her growth. I feel this training is invaluable to her as she continues her education and move forward in her career.
Concerns:	

CITY OF OKANOGAN

JON CULP, MAYOR



January 21, 2016

Dear WMCA Scholarship Committee,

May I present for the Northwest Clerk's Professional Institute scholarship consideration Michelle Skylstad. Michelle has been with the City of Okanogan less than two years and in this short time has become proficient in the many duties required of her position.

These duties include (but are not inclusive), Planning Commission, Airport Fuel, Swimming Pool, Cemetery, Wellness coordinator, as well as cross training in Utilities and Payroll. Michelle works hard to get it right and what better place to "get it right" than the Clerk's Professional Development education program?

Having had the privilege of going through the Professional Development (PD) series, I encourage my staff to take advantage of this opportunity. This education provides many opportunities in and outside of the classroom. Professional and social networking will strengthen Michelle's knowledge acquired at PD.

Additionally, an award of this scholarship may allow the City resources to provide Michelle and other City staff additional trainings.

I believe Michelle is truly worthy of this scholarship and would appreciate your consideration for selection.

Respectfully,

Craig Attwood
City Clerk-Treasurer

APPLICANT NUMBER 04

Name:	Susan Haigh
Event Requesting Scholarship For:	Northwest Clerks Institute PD II (Registration)
Employer:	City of Bonney Lake
Position Title:	Records & Information Specialist
Date Current Position Assumed:	
How long in Clerk Profession:	8 years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2015 Professional Development I scholarship

Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?

Municipal Clerks embody the link between citizens and government. They facilitate access to information and records, coordinate public meetings, and work with staff and elected officials to ensure transparency, ethical behavior, and truly open government.

As someone interested in records and information management, I view the Clerk's role through this lens and believe one of our most important responsibilities is to provide and improve access to records, information, and resources to everyone – meaning the public, media, staff, and elected officials.

A professional Municipal Clerk must be driven to serve the public and have a strong ethical framework as we navigate the practical, legal, and ethical issues our organizations face. We must also be willing and able to work with groups and individuals who may have widely different perspectives and priorities from our own.

Question 2: What are the primary duties of your current Position?

I work closely with our City Clerk/Administrative Services Director on City Council and public records functions. I prepare Council agendas and agenda packets for Council Meetings, attend Council Meetings, write and post minutes, etc. I coordinate the City's records management program, chair our staff Records Committee, and handle the majority of our City's public disclosure requests. I am also the city's web and social media lead, updating web content and posting items to our City Blog, Facebook, and Twitter pages.

My supervisor (our City Clerk) and our City Administrator are interested in promoting me to a new Deputy City Clerk position, if possible, in the future. With that in mind, I am pursuing certification and additional education and leadership experiences.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Susan D. Haigh

Chair Comments:	<ul style="list-style-type: none"> -Membership Confirmed -Previous Scholarship: PD 1
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Applicant No. 4: Susan Haigh

Comments:	<p>Great description of what the clerk profession means to you! Recommend scholarship approval. Application looks good, answers to questions are complete. Supervisor letter has all the required elements. I met Susan at PDI and she is a wealth of knowledge for brand new clerks. I would love to see her continue to attend PD classes, not only for her own personal education, but for what she can offer other clerks as well. Nice application. The applicant responded thoughtfully to the questions. 8 years is a long time to wait to attend PD. I hope WMCA can expose her to an amazing week!</p>
Concerns:	<p>Date current position assumed [blank] ??</p>



25 January 2016

P.O. Box 7380 • Bonney Lake, WA 98391
(253) 862-8602

Washington Municipal Clerks Association

RE: WMCA 2016 Scholarship Application for Susan D. Haigh

To Whom It May Concern:

I understand that Records & Information Specialist Susan D. Haigh is applying for scholarship assistance through the Washington Municipal Clerks Association in order to attend Northwest Clerks Institute Professional Development II training in Tacoma, Washington in June 2016. Please accept this letter in support of her attendance and consideration for this scholarship.

Attendance at this training will benefit the City by providing important leadership and municipal clerk training. Susan is seeking leadership training and is working toward gaining Certified Municipal Clerk (CMC) designation.

Due to continued budget constraints, the City of Bonney Lake cannot provide funds to cover the cost of registration fees for staff members to attend this training in 2016. If Susan receives the WMCA scholarship the City will allow her to use paid-time to attend the training.

This additional training combined with a future CMC designation is part of our overall City Succession Plan in which we hope to be able to promote Susan to Deputy City Clerk.

If you have any questions please contact me at (253) 447-4307.

Sincerely,

THE CITY OF BONNEY LAKE

Don Morrison, City Administrator

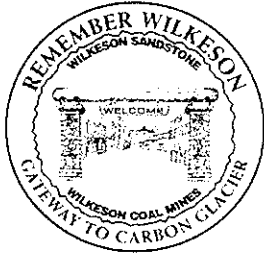
APPLICANT NUMBER 05

Name:	Trisha Summers
Event Requesting Scholarship For:	Northwest Clerks Institute PD III (Registration)
Employer:	Town of Wilkeson
Position Title:	Clerk/Treasurer
Date Current Position Assumed:	12/26/2012
How long in Clerk Profession:	3 years
Member of WMCA:	Yes
Previously Attended this event:	Yes
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	PD#1 NW Clerks Institute 2015
<p>Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?</p> <p>Being a profession municipal clerk means a lot to me. I believe that the more professional you are, the more respect and opportunities you are given. I want my municipality, although small, to be seen as the same importance as a large city. I feel that when you are professional, you are seen differently and treated differently by the citizen of your community and they will be more open to working with the town due to this. I want to be a good representation of our town because the residents of my town are very important, this is where they live.</p>	
<p>Question 2: What are the primary duties of your current Position?</p> <p>My primary duties are all financial and accounting functions including utility billing. I handle all clerk duties such as attending council meetings, agendas and minutes. I attend meetings in the absence of Mayor and council. I manage our part time maintenance person and a part time administrative assistant. I am responsible for cemetery, planning and human resources as well.</p>	
<p>Question 3: Response to the requirement to be a part of the Fundraising Committee.</p> <p>I have read and understand the commitment requirement</p>	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Trisha Summers

Chair Comments:	<ul style="list-style-type: none"> -Membership Confirmed -Letter refers to Trisha trying to obtain her MMC however I confirmed with her that she is actually working toward her CMC -Previous Scholarships: PD 1
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Applicant No. 5: Trisha Summers

Comments:	<p>Good gal to bring professionalism to your office/town. Recommend approval of scholarship. Application looks good, answers to questions are on the brief/short side. Supervisor letter has all the required elements. I loved how she answered the first question. I like the pride and care for her municipality that she displays through her responses. Good application. I would have liked to see more detail in response to question 1. Would encourage WMCA to give Trisha's scholarship. Anything to help the training budget for such a small town. I feel she has an understanding of her role, and is given has her supervisor's behind her for full support.</p>
Concerns:	<p>How will you try to achieve you desire to bring professionalism to your office / town? Do you have other staff? List who you supervise (if any).</p>



Town of Wilkeson

540 Church Street/PO Box 89
Wilkeson, WA 98396
360-829-0790

January 28, 2016

Washington Municipal Clerks Assoc.
Attn: Megan Gregor, Scholarship Committee Chair

Please accept this letter of support for our Town Clerk/Treasurer, Trisha Summers, to attend PD III in June 2016. The town is small and there aren't many extra funds for Trisha to attend training events of this nature. She completed PD 1 and PD 2, both last summer. Trisha is currently striving to obtain her MMC certification. This scholarship would help Trisha achieve her goals of becoming MMC certified. The town would be responsible for the meal package, as I am aware that WMCA only gives scholarships for registration. The town is also willing to allow Trisha to be away from work for the week of training as needed. Thank you, in advance, for your consideration of Trisha's scholarship application.

Sincerely,

Robert Walker
Mayor

APPLICANT NUMBER 06

Name:	Nurjamal (Buzhamal) Smith
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Bothell
Position Title:	Office Specialist
Date Current Position Assumed:	11/19/2012
How long in Clerk Profession:	3 years 3 month in City Clerk's Office as and Office Specialist
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	None

Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?

Being a Municipal Clerk means being a facilitator of better relations between community and the government informing public of council meetings and open public meetings, by supporting the governing body and keeping historical records.

Question 2: What are the primary duties of your current Position?

- Provide administrative support to the City Clerk's Office: assist with agenda packets preparation, distribution, processing ordinances, resolutions and public hearing notices, council meeting support, special event application processing, conducting research for staff and customers,
- Assist Councilmembers with travel arrangements, registration for conferences and trainings, and events. Relay communication from citizens and oversee the council admin email account. Create and distribute council information packet on a weekly basis (until recently).
- Update the Council webpage on the City's website: meeting information, posting current meeting agendas, notices, and minutes and boards related documents.
- Assist with Boards and Commission recruitment & incoming and outgoing Councilmember process.
- Assist with public records request processing and citywide records management
- Pet Licensing - take payments and issue licenses
- Accounts payable and process invoices, monitor and evaluate budget and do research as requested;
- Answer and direct incoming telephone calls to correct persons, work groups and relay messages to appropriate personnel. Provide courteous customer service to the general public, staff and visiting guests.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Buzhamal Smith

Chair Comments:	-Membership Confirmed -No previous scholarships
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Applicant No. 6: Nurjamal Smith

Comments:	Recommend approval of scholarship. Application looks good, answers to questions are complete. Supervisor letter has all the required elements. She would be a first-time scholarship recipient, so I support this. Good application. Would have liked more detail on Question No. 1. The applicant's response to question 1 is very brief. Support the award of this scholarship.
Concerns:	Could expand on what being a clerk means to you by explaining how you want to achieve your goals and what the goals are. What are her goals? Does she have her supervisors support?

January 26, 2016



Ms. Megan Gregor
WMCA Scholarship Committee Chair
City of Renton, WA
mgregor@rentonwa.gov

RE: WMCA Northwest Clerks Institute, Professional Development I

Dear Ms. Gregor & the WMCA Scholarship Committee,

My name is Laura Hathaway and I am the City Clerk for the City of Bothell. This letter is a request to consider Nurjamal Smith as a recipient of the scholarship to attend the WMCA 2016 Northwest Clerks Institute Professional Development I.

Nurjamal has been working for this office for the past 3 plus years as an Office Specialist. She is the first point of contact for public at the front desk and provides administrative support to Clerk's Office as well as the Councilmembers on a daily basis. Her responsibilities include, Pet Licensing, Special Event Permit processing, records management assistance, boards and commission recruitment, back up for public records request routing and tracking.

Currently, the City Clerk's office has no sufficient training dollars for the biennial budget years 2015/16. Without a scholarship, Nurjamal would not be able to attend. I feel strongly about the WMCA organization and the benefits it provides to its members. If Nurjamal is selected for a scholarship, I will ensure that she is able fulfill her commitment and attend the conference.

Sincerely,



Laura K. Hathaway
City Clerk

Enclosure
Cc: Nurjamal (Buzhamal) Smith

18415 - 101st Ave. NE
Bothell, WA 98011
425.806.6100
www.ci.bothellwa.gov

APPLICANT NUMBER 07

Name:	Tanya Craig
Event Requesting Scholarship For:	Northwest Clerks Institute PD III (Registration)
Employer:	Okanogan County Commissioners
Position Title:	Deputy Clerk of the Board
Date Current Position Assumed:	4/1/2014
How long in Clerk Profession:	5 years
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	Yes
Previous Scholarships awarded:	2014: PDI registration only 2015: PDII registration only

Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?

A Clerk provides both staff and elected officials with the support and advice they require to navigate the political and administrative processes. An important part of my position as a clerk is research. Researching federal and state law, local codes and local policy to inform the public, employees and elected officials of changes and how those changes may affect them. We have a responsibility to follow the law and have the ability to provide transparency for the tax payers regarding decisions our elected officials make whether it's regarding code or the budget. Clerks run the office; accomplish the day to day necessities and demands of the office as well as of the public. My office is a very fast paced environment. Being a Clerk here requires priorities changing constantly, and scope of responsibilities changing. We as Clerk's have to be able to recognize where the need is and go with the flow.

Question 2: What are the primary duties of your current Position?

Performs complex and difficult administrative support for the Board of County Commissioners and Clerk of the Board. Administrative responsibility for the Board of Equalization, Horticultural Pest and Disease Control Board and the Law Enforcement and Fire Fighters Disability Board. I handle a broad scope of proprietary and private information, including matters related to personnel. Performs the duties of the Clerk of the Board during peak-load periods or in her absence. I'm also the contract administrator for the Public Defense Contract and Electronic Home Monitoring Contract. I am the County Risk Manager and Claims Administrator as well.

Question 3: Response to the requirement to be a part of the Fundraising Committee.

I have read and understand the commitment requirement

Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Tanya Craig

Chair Comments:	-Membership Confirmed -Previous Scholarships: PD I & PD II
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Applicant No. 7: Tanya Craig

Comments:	<p>Good comment of being flexible and open to multi-tasking and ability to change. Recommend approval of scholarship.</p> <p>Application looks good, answers to questions are complete.</p> <p>Supervisor letter has all the required elements.</p> <p>I would like scholarships to go to those who have never received scholarships before, but if there are funds available after that, I fully support giving another scholarship to Tanya.</p> <p>Sums it up nicely, we have to go with the flow. Great application.</p> <p>“Go with the flow” is great!</p> <p>The applicants response to question 1 seems to be more about what she does, rather than what it means to her to be a Municipal Clerk.</p> <p>Important for Tanya to finish PD III with her class. So good to continue with a class you have built bonds with.</p> <p>I feel Tanya has a clear understanding of her role as a clerk and this training would benefit her and her city.</p>
Concerns:	



OKANOGAN COUNTY

Board of Commissioners

Sheilah Kennedy
Commissioner District 1
Ray Campbell
Commissioner District 2
Jim DeTro
Commissioner District 3
Laleña Johns
Clerk of the Board

February 4, 2016

Megan Gregor
Via Email at mgregor@rentonwa.gov

Dear Ms. Gregor,

Okanogan County fully supports the educational opportunities for our employees needed to expand their knowledge base. However, with that being said, due to budget cuts we are hard pressed to financially support Tanya Craig's attendance at the Professional Development III course this June. The Board of County Commissioners were faced with a second year in a row of devastating fire storms in our County. These fire storms are the largest our state has ever seen. The Commissioners did not want to impose tax hikes on our citizens who have already lost so much. Instead, they chose to tighten our own budget down further.

The fires were finally extinguished sometime in September/October. We have yet to recoup any financial assistance from FEMA as we have applied for. Attached with this letter you will find the budget memo the County Commissioners sent to all Elected Officials and Department Heads.

We fully support Tanya's goal in obtaining her Certified Municipal Clerk certification and are committed to granting time for her to attend the training. If awarded the scholarship, we understand she will be away from the office and will dedicate some time towards volunteer work with the Fundraising Committee.

Thank you for your time and consideration,

Sincerely,

Laleña Johns, CMC
Clerk of the Board
Okanogan County Commissioners' Office

Telephone
509.422.7100

123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840
TTY/Voice use 800.833.6388

Fax
509.422.7106



OKANOGAN COUNTY

Board of Commissioners

Sheilah Kennedy
Commissioner District 1
Ray Campbell
Commissioner District 2
Jim DeTro
Commissioner District 3
Laleña Johns
Clerk of the Board

Memorandum

Date: January 25, 2016
To: Elected Officials and Department Heads
From: Okanogan Board of County Commissioners
Topic: 2016 budget

By combining reduced spending and revising revenue and carry-over projections the 2016 budget was adopted without reducing staff, shifting road levy funds, or taking the 1% tax increase. We were able to create a new position in the Clerk's Office with the objective of reducing some of the backlog there and the current expense contribution to public health was increased. After absorbing the increase in operating expenses, equipment replacement, and payroll there was little room for additional expenditures.

One of the revisions that allowed us to adopt a balanced budget was an upgraded projection of the estimated carryover. Unfortunately as a result of "late in the year" spending the carryover projection fell short by approximately \$250,000.00; this coupled with a much greater delay in receiving FEMA reimbursements for expenses incurred during the 2015 wildfires and we find our balanced 2016 budget is now extremely tight. It is imperative that we all exercise an increased level of fiscal restraint or we will be forced to consider budget reductions sometime in mid-year.

There are still unknowns in our local economy which have the potential to impact our 2016 and 2017 budget. The economic losses of the record setting 2014 and 2015 firestorms will take years to recover. It is still yet to be understood the full impact of the wildfires to our small businesses and tourism/ recreation due to State Highways being closed during the peak season when people and money come to our county. The loss of wildfire will impact our hunting seasons. We still do not fully understand the wildfires impacts to our agriculture industry. The actual loss of cattle from the fire, the estimated 3-5 years that the cattle will not be able to graze on USFS lands, and the lack of hay and higher hay prices means cattle will leave the county and likely not return. The high cost of replacement fencing; which is estimated to be \$11,000.00 to \$14,000.00 per mile, place an additional burden on already over-stressed businesses. All of these unknowns create the potential for huge impacts to our local economy and stability and ultimately the taxpayers for whom we work.

Telephone
509.422.7100

123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840
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Fax
509.422.7106

Sales tax is a major revenue stream for us and will likely be impacted by the wildfires and other events in the county. The possible closure of the Omak Mill, the reorganizing of Princes Department Store in Oroville, and the eventual closure of the mine will have a direct impact on revenues. When coupled with the secondary impacts brought about by job loss and reduced consumer spending the revenues provided by our taxpayers will be down or at best stagnant. New construction numbers are up which creates higher revenue that will continue to drop off.

The Commissioners hear and understand the requests for increased wages and wish we could give everyone more money but we can't at this point. To do so would mean increasing taxes; which places additional burdens on the backs of the taxpayers who are trying to recover and survive or eliminating positions to make funding available for raises and we are not willing to do either at this point.

To minimize the high level of uncertainty we have faced during our budget discussions of the last several years we will be implementing several changes in how we approach the budget review and adoption process. We will also be implementing several decisions regarding the administration of the adopted 2016 budget. The following is a list of the measures we will implement in 2016.

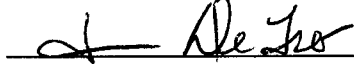
1. There will be no adjustments to salary and benefit line items without prior Commissioner approval.
2. The 2016 budget was adopted as a line item budget. We will require Appointed Department Head and Elected Officials to monitor their specific budget lines, including revenues, and provide status reports during the quarterly updates with Commissioners. It will be the responsibility of the Appointed Department Head and Elected Officials to monitor and not exceed the approved line item amounts for 2016.
3. By monitoring expenses and revenues through this quarterly process it should help everyone to identify problem areas in their budgets and help prepare the 2017 budget requests. When preliminary budgets are submitted for 2017, accurate and realistic line item budget amounts will be required. Following adoption it will be the responsibility of the Appointed Department Head and Elected Officials to monitor and not exceed the approved line item amounts for 2017.
4. The Commissioners are requiring all monthly expenditure and revenue reports for the 2016 department budgets be posted on each department's webpage. This will provide more transparency to the public. This should easily be accomplished with an excel spreadsheet but it will be up to each department to determine how they want to achieve this goal.

In addition to the quarterly meetings the Auditor's Office is increasing the frequency and detail of the budget reports given to the BOCC. This information combined with that gathered during the quarterly meetings will enable us to go into the 2017 budget discussions with clear and accurate information. In turn we will be able to issue budget instructions which will make your preparation of the department budgets more effective. It will also allow us to isolate requests that fall outside of the "normal" budget which will enable us to focus our review for the utmost efficiency.

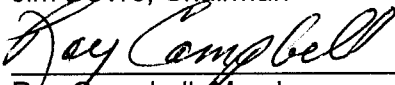
The efficient use of the resources sent to us by the taxpayer is our most important duty and one we all take seriously. Every dollar the taxpayer sends to us is their hard earned dollar they do not have the opportunity to spend on their families or businesses. It is imperative we approach our budget process with the clear objective of delivering the maximum level of service possible to the taxpayer with the least amount of taxes collected.

Sincerely,

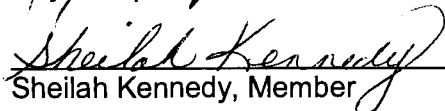
BOARD OF OKANOGAN COUNTY COMMISSIONERS



Jim DeTro, Chairman



Ray Campbell, Member



Sheilah Kennedy, Member

APPLICANT NUMBER 08

Name:	Kym Smith
Event Requesting Scholarship For:	Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of North Bend
Position Title:	Records Coordinator
Date Current Position Assumed:	4/1/2014
How long in Clerk Profession:	2 years
Member of WMCA:	Yes
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	

Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?	
Being a professional Municipal Clerk means using my great multi-tasking abilities, detail oriented nature and strong sense of morals to serve my community and make it a better place to live.	
Question 2: What are the primary duties of your current Position?	
<p>Assist the City Clerk with duties related to the City Records Management Program. Maintain records center logs, assist with department training on records management policy, ensure timely release of records to Records Center, determines final disposition.</p> <p>Prepare for and provide support to the City Clerk, and may attend regular and special City Council meetings, as directed; prepare and advertise meeting agendas, bids and other advertisements, and legal notices of public hearings and special meetings. Responsible for preparing and distributing agendas, minutes, and other meeting materials as required, as well as performing the accurate recording of said proceedings.</p> <p>Serve as backup Public Information Officer in the City Clerk's absence. Assists in programming and maintenance of City website and community access television station.</p> <p>Maintain City news clippings notebooks and other historically significant documents.</p> <p>Respond to and maintain all public records requests and compiles reports as needed.</p> <p>Maintain and coordinate City-Wide Meeting Calendar.</p>	
Question 3: Response to the requirement to be a part of the Fundraising Committee.	
I have read and understand the commitment requirement	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Kym Smith

Chair Comments:	-Membership Confirmed
	-No previous Scholarships

Applicant No. 8: Kym Smith

Comments:	<p>Good skills and abilities. Recommend approval for scholarship. Application looks good, answers to questions are complete. Supervisor letter has all the required elements. I support Kym's scholarship, as she has not received past scholarships and is fairly new to the clerk profession. I would have liked more development in the response to the first question. Short but sweet and to the point on question #1. Nicely done. Would like more detail on Question No. 1. The applicant's response to question 1 is very brief. I feel if an employee expresses interest in her CMC, her employer and WMCA should help encourage and facilitate that desire. I feel could have a better understand of her role.</p>
Concerns:	<p>Would like to know more detail on how you will achieve your goal using your skills to make North Bend a better place to live. Expand further and give more detail.</p>



February 4, 2016

Megan Gregor
Deputy City Clerk
City of Renton
mgregor@rentonwa.gov

RE: Kym Smith WMCA NCI Scholarship Application

Dear Ms. Gregor:

Kym Smith has been in the position of Records Coordinator with the City of North Bend since April 1, 2014. We are pleased that Kym recently expressed an interest in continuing her education and becoming a Certified Municipal Clerk (CMC). Additional training will have a direct positive impact on the City of North Bend citizens and staff as Kym performs the duties of Records Coordinator and serves as backup to our City Clerk.

While we are committed to supporting her efforts to become a CMC, our small City has a limited budget and faces many of the struggles other municipalities face due to a decrease in revenue sources. In both 2014 and 2015 we exceeded our training budget and in 2016 we have many training and continuing education needs that staff has asked the City to fund.

I understand the training Kym will receive at the Northwest Clerks Institute will be invaluable to her growth as a Records Coordinator, as well as advance her efforts to become a CMC. I have spoken with Mayor Hearing and we have agreed to grant Kym the training time to attend, if you can provide her with scholarship funding for the Northwest Clerks Institute I this coming June.

I appreciate any consideration you may be able to give the application Kym recently submitted. Please call me at 425-888-1211 if you have questions regarding Kym's scholarship request.

Sincerely,

Londi Lindell
City Administrator

cc: Ken Hearing, Mayor

APPLICANT NUMBER 09

Name:	Nadezhda George
Event Requesting Scholarship For:	First Time WMCA Annual Conference Attendee (Registration & Lodging) Northwest Clerks Institute PD I (Registration & Lodging)
Employer:	City of Mabton
Position Title:	Deputy City Clerk
Date Current Position Assumed:	12/20/2015
How long in Clerk Profession:	March 15, 2015
Member of WMCA:	I am joining at time of application submission
Previously Attended this event:	No
Previously Received Scholarship:	No
Previous Scholarships awarded:	None obtained
<p>Question 1: What does being a professional Municipal Clerk mean to you? If you are not a Municipal Clerk what does working within a Municipality mean to you? (This DOES NOT mean your job description)?</p> <p>Being a professional Municipal Clerks means that I am leader, I am the face of my City. I stand grounded to the Code of Ethics and I live by following the principles and ethics that are set forth. Being a Municipal Clerk goes beyond the dollar signs and the name that is engraved on the plate, its more than that to me. I have value, I hold the record of the past and I pave the direction of future ones. I am the gateway between the community and the City's Administrative personnel. My values are good and my standards are high, I will always present my best in and out of work. Being a Municipal Clerk is much more than a job, its a career and its the impression of who I am as an individual, everything and all rides on that.</p>	
<p>Question 2: What are the primary duties of your current Position?</p> <p>Some of my primary duties consist of handling the Utilities portion of it. I am in charge of adjusting water account, handling problems, concerns, and payments at the front counter. I am in charge of doing deposits for the utility billings and making sure that the accounts of the residents are current, accurate, and up to date. I am charge of answering phones, relaying messages to the appropriate personnel. I am assigned tasks by the City Administrator, the Finance Director, and the Mayor. I work closely with the Public Works Department and relay to them what needs to be done or handled differently. I am also in charge of the Cemetery duties. I work closely with the City's Sexton and would like to learn more about it. I am in charge of handling Business licenses as well as animal licenses. I make sure that the City's residents are heard and are aware of anything and everything that their City is doing for or around them.</p>	
<p>Question 3: Response to the requirement to be a part of the Fundraising Committee.</p> <p>I have read and understand the commitment requirement</p>	
Letter from Supervisor Included:	Yes
Have you received your CMC:	No
SIGNED:	Nadezhda C. George

Chair Comments:	-Membership not yet confirmed at time sent to members(Membership confirmed 2/24) -No previous Scholarships
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Applicant No. 9: Nadezhda George

Comments:	Excellent! Recommend scholarship award. Application looks good, answers to questions are complete. Supervisor letter has all the required elements. The content of the responses is good. Good application. The applicant's responses to the questions are thorough and thoughtful. Nadezhda has a very new position. The opportunity of PD1 could give her amazing insight to her current job of Deputy Clerk. I feel she has a clear understanding of her role and feel she will prosper, and I feel her supervisor is giving her full support.
Concerns:	Status of membership. Membership has not been confirmed, but upon confirmation, I support her scholarship. Has membership been confirmed?



City of Mabton

305 Main Street

P.O. Box 655

Mabton, WA 98935

Phone (509) 894-4096

Fax (509) 894-4813

February 18, 2016

Washington Municipal Clerks Association (WMCA)
Attn/Megan Gregor, 2016 Scholarship Committee, Chair
E-Mail: mgregor@rentonwa.gov

RE: WASHINGTON MUNICIPAL CLERKS ASSOCIATION (WMCA) 2016 SCHOLARSHIP LETTER OF SUPPORT FOR PROFESSIONAL DEVELOPMENT INSTITUTE (PD-1) June 5th through 10th, 2016 for Nadezhda George, DEPUTY CITY CLERK – PLEASE NOTE-First Time Institute Applicant

Dear Ms. Gregor,

I am writing with regard to supporting Nadezhda George, City of Mabton, Deputy City Clerk. Nadezhda began her employment March 15th, 2015 as a Law Enforcement Clerk. She excelled in her position and obtained TAC Officer status. On December 20th, 2015, Nadezhda applied, interviewed and accepted an offer of employment with the City in the capacity of Deputy City Clerk. She is very interested in earning her certification and wishes to attend the Institute for this certification.

Nadezhda is a true professional. She is motivated, a definite problem solver and critical thinker. She accepts challenge without hesitation and continues with her educational opportunities. She is currently learning Spanish as our city is 95% Hispanic. She is self-taught with our computer modules for Utilities, Financials, and Cash Management.

Our city has a very low socio-economic base. Below are some of our statistics:

- Mabton was incorporated in 1905
- Population, approximately 2,600 people
- Located on the eastern edge of the Yakama Nation Reservation
- Main occupations are agriculture
- 25% of residents are single female parents
- Average household/family size is 4.9
- Average family income is approximately \$21,000 a year

The City of Mabton has a minimal budget for Professional Development and Training. A Scholarship would allow Nadezhda to attend this training for certification. It is Management's goal to have her attend PD-1 through PD-IV over the next several years. Her attendance and learning, and certification as a Certified Municipal Clerk would be invaluable to our city.

The City of Mabton truly hopes you will consider Nadezhda George for a scholarship to attend this invaluable training. If you need any other information, please do not hesitate to call or email. We anxiously await your decision.

Sincerely,

Carrie Tribble
Finance Director
carrie.tribble@co.yakima.wa.us



City Of Mabton 305 Main Street P.O. Box 655 Mabton, WA, 98935
Office: 509-894-4096 Fax: 509-894-4113

February 12, 2016

Washington Municipal Clerks Association (WMCA)
Attn: Megan Gregor, 2016 Scholarship Committee, Chair
E-Mail: mgregor@rentonwa.gov

RE: Washington Municipal Clerks Association (WMCA) 2016 Scholarship Letter of Support for Professional Development Institute (PD-I), June 5-10, 2016 for Nadia George, Deputy City Clerk – Please NOTE: First time institute applicant

Dear Megan:

I am writing this letter of support for Nadia George, Deputy City Clerk, for the City of Mabton. Nadia has worked for the City of Mabton for one year. She started out in a part-time position and was recently promoted to full-time Deputy City Clerk. Nadia is intrinsically motivated, a self-starter and coachable. The WMCA Professional Development Institute Scholarship (for PD-I) would allow her to gain valuable networking contacts, take advantage of continuing educational opportunities and earn credits toward her goal of becoming a Certified Municipal Clerk (CMC).

The City of Mabton is a very low socio-economic status community, below are key demographical facts on our community;

- 25% of residents are single female parents
- Average household/family size is 5.2 people
- 18 and under is 42% of the population
- 65 years of age and older is 7% of the population of Mabton residents
- Median household/family income for a resident is approximately \$21,000 per year
- 35% of the population lives below the 2015 National Poverty Line standard
- Of the total people living in poverty, 45% are age 18 and under

Professional development funds and travel & training budgets are minimal. This scholarship will allow Nadia to attend this valuable training. Management's goal is to have her attend the PD-I through PD-IV trainings over the next four years. I feel that active involvement in the Washington Municipal Clerks Association is mandatory for Nadia's success in our organization as well as it will open doors for her professionally in the future.

In closing, I recommend Nadia George for the 2016 Washington Municipal Clerks Association (WMCA) Professional Development Institute Scholarship without any reservations. If further information is needed regarding this letter of support and recommendation I can be reached at (509) 894-4096 or via E-Mail at walt.bratton@co.yakima.wa.us I look forward to the Scholarship Committee's response in this regard. Thank you.

Enthusiastically,

Walt Bratton, City Administrator

cc: Nadia George - Personnel File



City of Mabton

305 Main Street

P.O. Box 655

Mabton, WA 98935

Phone (509) 894-4096

Fax (509) 894-4813

February 18, 2016

Washington Municipal Clerks Association (WMCA)

Attn: Megan Gregor, 2016 Scholarship Committee, Chair

Email: mgregor@rentonwa.gov

RE: Washington Municipal Clerks Association (WMCA) 2016 Scholarship Letter of Support for Professional Development Institute (PD-I) June 5-10, 2016 for Nadezhda George, Deputy City Clerk: *First time institute applicant.*

Dear Megan,

I am writing this letter of support for Nadezhda George, Deputy City Clerk, for the City of Mabton. Nadezhda has been employed with the City of Mabton since March 15, 2015 where she first became a Police Clerk/Administrative Assistant to the Chief of Police. On September 2nd, 2015 she was promoted up to TAC Officer Status. Since October, Nadezhda has been cross training with the City Hall to learn the duties and responsibilities of the Deputy City Clerk. On December 20th, 2015 Nadezhda was interviewed for the position and chosen to accept the offer for employment with the City of Mabton to be their Deputy City Clerk. Nadezhda has been outstanding and strives to earn her certification by attending the 2016 Annual WMCA Conference.

Over the last two months Nadezhda's willingness to take on difficult projects such as tracking recites dating back to the beginning of 2015 has impressed me. Her skills go way beyond the work place; she projects a warm, cheerful attitude with our residents. I have seen her resolve conflicts and handle other difficult situations with remarkable patience and admirable tact. In the past, I have watched Nadezhda organize and be put in charge of the National Night Out community event and seen the positive impact that she has with the residents in our community. As the Mayor, I believe that these characteristics represent all that is good about the Mabton City Hall. I am pleased to write this letter of support for Nadezhda George, I am eager to see where these skills will take her.

The City of Mabton is an extremely low socio-economic status community, provided for you below are some of the characteristics of our community;

- ✓ Town incorporated in 1905
- ✓ Mabton's "existence" as a town was because of the Northern Pacific Railroad
- ✓ Population, approximately 2,600 people



City of Mabton

305 Main Street

P.O. Box 655

Mabton, WA 98935

Phone (509) 894-4096

Fax (509) 894-4813

- ✓ Average household/family size is 4.9
- ✓ 33% of the population lives below the Poverty Line
- ✓ Of the total people living in poverty, 45% are age 18 and under

The City of Mabton has a minimal budget for Professional Development and Training. If granted this Scholarship, Nadezhda would be able to receive the invaluable training and experience to become successful in our organization. The experience that Nadezhda would attain from attending the 2016 Washington Municipal Association (WMCA) would make her an active and positive involvement in the work place.

In closing, I recommend Nadezhda George for the 2016 Washington Municipal Clerks Association (WMCA) Professional Development Institute Scholarship without any reservations. If further information is needed regarding this letter of support and recommendation I can be reached at (509)439-4012. I look forward to the Scholarship Committees response in this regard. Thank you.

Sincerely,

Mario Martinez, Mayor

From: [Virginia Olsen](#)
To: ["Paula Swisher"](#); [Shannon Corin](#); ["Debbie Jermann"](#); [Bobbie Usselman](#); [Christy O'Flaherty](#); [Debbie Burke](#); [Dee Roberts](#); [Diana Quinn](#); [Gina Anderson](#); [Jill Boltz](#); [Kay Kammer](#)
Subject: RE: WMCA Revised Budget
Date: Monday, January 25, 2016 2:30:31 PM

Aye again!

From: Paula Swisher [<mailto:pswisher@ci.brier.wa.us>]
Sent: Monday, January 25, 2016 2:28 PM
To: Shannon Corin; 'Debbie Jermann'; Bobbie Usselman; Christy O'Flaherty; Debbie Burke; Dee Roberts; Diana Quinn; Gina Anderson; Jill Boltz; Kay Kammer; Virginia Olsen
Subject: RE: WMCA Revised Budget

Second. And Aye.

Best regards,
Paula Swisher, CMC
City Clerk-Treasurer
City of Brier
425-775-5440

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]
Sent: Monday, January 25, 2016 2:19 PM
To: 'Debbie Jermann'; Bobbie Usselman; Christy O'Flaherty; Debbie Burke; Dee Roberts; Diana Quinn; Gina Anderson; Jill Boltz; Kay Kammer; Paula Swisher; Virginia Olsen
Subject: RE: WMCA Revised Budget

There is an amendment to the proposed budget. Is there a second?

Shannon Corin, CMC

City Clerk
City of Bremerton
(360) 473-5323

From: Debbie Jermann [<mailto:DebbieJ@c-tran.org>]
Sent: Monday, January 25, 2016 1:36 PM
To: Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; Bobbie Usselman <busselman@sequimwa.gov>; Christy O'Flaherty <christy.oflaherty@tukwilawa.gov>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; Dee Roberts <dee.roberts@southbend-wa.gov>; Diana Quinn <dianaq@algonawa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Jill Boltz <jillb@kitsaptransit.com>; Kay Kammer <Kay.Kammer@cityofbg.org>; Paula Swisher <pswisher@ci.brier.wa.us>; Virginia Olsen <VOlsen@ci.mlt.wa.us>
Subject: RE: WMCA Revised Budget

Can we make the expense \$2,000 and the revenue \$2500 - seems more reasonable.

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]
Sent: Monday, January 25, 2016 12:52 PM

To: Debbie Jermann; Bobbie Usselman; Christy O'Flaherty; Debbie Burke; Dee Roberts; Diana Quinn; Gina Anderson; Jill Boltz; Kay Kammer; Paula Swisher; Virginia Olsen
Subject: RE: WMCA Revised Budget

The thought was that if we have \$3,000 in the expense line item for the product, then we should have the revenue be at least 25% more than the expense item since that is our average markup of the products.

Best Regards,

Shannon Corin, CMC

City Clerk
City of Bremerton
(360) 473-5323

From: Debbie Jermann [<mailto:DebbieJ@c-tran.org>]

Sent: Monday, January 25, 2016 12:44 PM

To: Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>; Bobbie Usselman <busselman@sequimwa.gov>; Christy O'Flaherty <christy.oflaherty@tukwilawa.gov>; Debbie Burke <debbieb@ci.normandy-park.wa.us>; Dee Roberts <dee.roberts@southbend-wa.gov>; Diana Quinn <dianaq@algonawa.gov>; Gina Anderson <andersong@ci.woodland.wa.us>; Jill Boltz <jillb@kitsaptransit.com>; Kay Kammer <Kay.Kammer@cityofbg.org>; Paula Swisher <pswisher@ci.brier.wa.us>; Virginia Olsen <VOlsen@ci.mlt.wa.us>

Subject: RE: WMCA Revised Budget

I have one question - you did increase the product sales expense, but there is also an increase to the Product Sales Income (previously \$1,500; now \$3,750) - I really don't see how we could generate that amount of revenue from product sales. Historically, it is approximately \$1,500ish.

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]

Sent: Monday, January 25, 2016 11:59 AM

To: Bobbie Usselman; Christy O'Flaherty; Debbie Burke; Debbie Jermann; Dee Roberts; Diana Quinn; Gina Anderson; Jill Boltz; Kay Kammer; Paula Swisher; Virginia Olsen

Subject: WMCA Revised Budget

Ladies,

Here is the revised budget incorporating all the suggestions from Friday.

I move to forward the attached budget to the membership at the upcoming Annual Meeting.

Best Regards,

Shannon L. Corin, CMC

City Clerk

From: [Bobbie Usselman](#)
To: ["Christy O'Flaherty"](#); ["Debbie Burke"](#); ["Diana Quinn"](#); ["Dee Roberts"](#); ["Paula Swisher"](#); ["Virginia Olsen"](#); ["Debbie Jermann"](#); ["Kay Kammer"](#); ["Jill Boltz"](#); [Shannon Corin](#); ["gina anderson"](#)
Subject: RE: Omaha
Date: Thursday, February 11, 2016 12:51:53 PM

Second and aye

From: Christy O'Flaherty [mailto:Christy.OFlaherty@TukwilaWA.gov]
Sent: Thursday, February 11, 2016 12:03 PM
To: 'Debbie Burke'; 'Diana Quinn'; 'Dee Roberts'; Bobbie Usselman; 'Paula Swisher'; 'Virginia Olsen'; 'Debbie Jermann'; 'Kay Kammer'; 'Jill Boltz'; 'Shannon Corin'; 'gina anderson'
Subject: RE: Omaha

I appreciate Debbie making this do-able with her own busy schedule and support her representing WMCA at the IIMC Conference. Thanks!

From: Debbie Burke [mailto:DebbieB@CI.NORMANDY-PARK.WA.US]
Sent: Thursday, February 11, 2016 11:57 AM
To: Christy O'Flaherty; 'Diana Quinn'; 'Dee Roberts'; 'Bobbie Usselman'; 'Paula Swisher'; 'Virginia Olsen'; 'Debbie Jermann'; 'Kay Kammer'; 'Jill Boltz'; 'Shannon Corin'; 'gina anderson'
Subject: Omaha

Dear EC,

President-Elect elect Christy will be unable to attend the IIMC conference in Omaha due to the extra time she has been away from work with her hubby's recent surgery. Current President-Elect Shannon asked if I would be interested in attending the conference in place of Christy to maintain the same level of representation and I would be delighted to do that! Please let us know if you approve the recommendation of Shannon and we can ratify your decision at the March meeting. Thank you,
Debbie.

From: [gina anderson](#)
To: [Debbie Jermann](#)
Cc: [Debbie Burke](#); [Virginia Olsen](#); [Paula Swisher](#); [Jill Boltz](#); [Shannon Corin](#); [Christy O'Flaherty](#); [Diana Quinn](#); [Kay Kammer](#); [Bobbie Usselman](#); [Dee Roberts](#)
Subject: Re: Letter HB2576.docx
Date: Monday, February 15, 2016 6:30:27 PM

I seconded the motion.

Gina

Sent from my iPhone

On Feb 15, 2016, at 4:08 PM, Debbie Jermann <DebbieJ@c-tran.org> wrote:

I move to approve the letter as written.

Sent from my iPhone

On Feb 15, 2016, at 3:21 PM, Debbie Burke <DebbieB@CLNORMANDY-PARK.WA.US> wrote:

Dear EC,

Please review the attached letter and let me know if you have any suggested changes and if I could get a motion in support of the letter too that would be wonderful!

Thanks,

Debbie.

<Letter HB2576.docx>

From: [Diana Quinn](#)
To: ["Debbie Jermann"](#); ["Dee Roberts"](#); ["Virginia Olsen"](#); ["Debbie Burke"](#); ["Bobbie Usselman"](#); [Shannon Corin](#); ["Kay Kammer"](#); ["Christy O'Flaherty"](#); ["gina anderson"](#); ["Paula Swisher"](#)
Subject: RE: Scholarship
Date: Monday, February 22, 2016 1:40:53 PM

Second

Diana Quinn, MMC
City Administrator/Clerk Treasurer
City of Algona
402 Warde Street
Algona, WA 98001
253 833-2897

From: Debbie Jermann [mailto:DebbieJ@c-tran.org]
Sent: Monday, February 22, 2016 1:34 PM
To: 'Dee Roberts'; 'Virginia Olsen'; 'Debbie Burke'; 'Bobbie Usselman'; 'Shannon Corin'; 'Kay Kammer'; 'Diana Quinn'; 'Christy O'Flaherty'; 'gina anderson'; 'Paula Swisher'
Subject: RE: Scholarship

I move to award the scholarship.

From: Dee Roberts [mailto:dee.roberts@southbend-wa.gov]
Sent: Monday, February 22, 2016 1:31 PM
To: 'Virginia Olsen'; 'Debbie Burke'; 'Bobbie Usselman'; 'Shannon Corin'; 'Kay Kammer'; 'Diana Quinn'; 'Christy O'Flaherty'; 'Debbie Jermann'; 'gina anderson'; 'Paula Swisher'
Subject: Scholarship

Hi All

Attached is the only scholarship that was received for IIMC. If we could fast track this so they can get their reservations made that would be wonderful! We will be reviewing PD Scholarships at our March EC Meeting

Thanks

Dee

From: [Paula Swisher](#)
To: [Shannon Corin](#); "[Debbie Burke](#)"; "[Virginia Olsen](#)"; "[Bobbie Usselman](#)"; "[Christy O'Flaherty](#)"; "[Debbie Jermann](#)"; "[Dee Roberts](#)"; "[Diana Quinn](#)"; "[Gina Anderson \(andersong@ci.woodland.wa.us\)](#)"; "[Jill Boltz](#)"; "[Kay Kammer](#)"
Subject: RE: Region IX - Alaska Rep
Date: Tuesday, February 23, 2016 11:47:40 AM
Attachments: [image001.png](#)

Odd I haven't actually received the original email yet but I'll second and aye.

Best regards,
Paula Swisher, CMC
City Clerk-Treasurer
City of Brier
425-775-5440

From: Shannon Corin [<mailto:Shannon.Corin@ci.bremerton.wa.us>]
Sent: Tuesday, February 23, 2016 11:44 AM
To: 'Debbie Burke'; 'Virginia Olsen'; 'Bobbie Usselman'; 'Christy O'Flaherty'; 'Debbie Jermann'; 'Dee Roberts'; 'Diana Quinn'; 'Gina Anderson (andersong@ci.woodland.wa.us)'; 'Jill Boltz'; 'Kay Kammer'; Paula Swisher
Subject: RE: Region IX - Alaska Rep

I move we send our support to AAMC for the nomination of Sheri Pierce, MMC as Region IX Representative for the term 2016-2019.

Shannon Corin, CMC
City Clerk
City of Bremerton
(360) 473-5323

From: Debbie Burke [<mailto:DebbieB@CI.NORMANDY-PARK.WA.US>]
Sent: Tuesday, February 23, 2016 11:20 AM
To: 'Virginia Olsen' <VOlsen@ci.mlt.wa.us>; 'Bobbie Usselman' <busselman@sequimwa.gov>; 'Christy O'Flaherty' <Christy.OFlaherty@TukwilaWA.gov>; 'Debbie Jermann' <DebbieJ@c-tran.org>; 'Dee Roberts' <dee.roberts@southbend-wa.gov>; 'Diana Quinn' <dianaq@algonawa.gov>; 'Gina Anderson (andersong@ci.woodland.wa.us)' <andersong@ci.woodland.wa.us>; 'Jill Boltz' <JillB@KitsapTransit.com>; 'Kay Kammer' <Kay.Kammer@cityofbg.org>; 'Paula Swisher (pswisher@ci.brier.wa.us)' <pswisher@ci.brier.wa.us>; Shannon Corin <Shannon.Corin@ci.bremerton.wa.us>
Subject: FW: Region IX - Alaska Rep

Is there a motion for me to send our support?

From: Laurie Sica [<mailto:Laurie.Sica@juneau.org>]
Sent: Tuesday, February 23, 2016 11:17 AM
To: 'Michele Eldridge (meldridge@ci.harrisburg.or.us)' <meldridge@ci.harrisburg.or.us>; Debbie Burke <DebbieB@CI.NORMANDY-PARK.WA.US>; 'bpope@beverlyhills.org' <bpope@beverlyhills.org>

Cc: 'Chris Shalby (chriss@iimc.com)' <chriss@iimc.com>; 'City of Tonasket (tonasket@nvinet.com)' <tonasket@nvinet.com>; 'Davis, Tracy (DavisT@keizer.org)' <DavisT@keizer.org>

Subject: FW: Region IX - Alaska Rep

Hello Presidents Eldridge, Burke and Pope!

AAMC held an Executive Board meeting on Thursday, February 18, and voted to approve and forward the nomination of Sheri Pierce, MMC as Region IX Representative for the term 2016 – 2019. Attached are the meeting minutes, and Sheri's Bio, Picture and application form. The earliest date she will be able to receive formal approval from her Mayor/Council is Monday, February 29. She has informal approval now, but would like to get their decision on the record at a meeting.

AAMC feels very fortunate to have the benefit of Sheri's significant experience on our Education Committee. She has led the charge on our "Nuts and Bolts" introductory education program for the past several years and has been an advocate of providing clear information and advice to new clerks. This program helps build confidence, which aids employee retention, which helps us in our mission of providing "sound local government."

We are seeking your support of Ms. Sheri Pierce as the 2016-2019 Region IX representative. I look forward to hearing from you.

Thank you!

Laurie Sica , MMC
Municipal Clerk

City and Borough of Juneau
155 S Seward St.
Juneau, AK 99801
(907) 586-0216 phone
(907) 586-4552 fax
www.juneau.org

Find CBJ on Facebook
<https://www.facebook.com/CBJAK>

From: Laurie Sica
Sent: Wednesday, February 03, 2016 10:22 AM
To: 'Chris Shalby'
Subject: RE: Region IX - Alaska Rep

Thank you for your help. Laurie Sica

Executive Committee Meeting Schedule 2016-2017

<u>Location</u>	<u>Chair Reports Due</u>	<u>EC Packet Distribution</u>	<u>Meeting Date</u>	<u>Time</u>
Spokane	Mar 4 th	Mar 11 th	Mar 18 th	12:30 PM
Bremerton	June 3 rd	June 6 th	Jun 10 th	10:00 AM
Alderbrook	Oct 6 th	Oct 11 th	Oct 14 th	10:00 AM
Bremerton	Jan 20 th	Jan 23 rd	Jan 27 th	10:00 AM
Alderbrook	Mar 10 th **	Mar 17 th	Mar 24 th	12:30 PM

** Conference Business Meeting Reports must be due to President in early March.

Reminder email will be sent to Chairs and EC as follows:

Friday, May 20th

Friday, September 30th

Monday, January 16th

Monday, February 27th