



## EXECUTIVE COMMITTEE AGENDA

Friday, October 16, 2015 - Spokane Red Lion, Willow Room at 10:00 AM  
(morning refreshments will be available at 9:30 a.m.)

1. **Call to Order**
2. **Approval of Minutes** – Executive Committee Meeting of June 12, 2015..... 2
3. **Treasury-Related Reports**
  - a. Treasurer’s Report (Gina) ..... 9
  - b. World Points ..... 39
  - c. Credit Card Receipt Affidavit
4. **New Business**
  - a. Membership Scholarship (Jill) ..... 46
  - b. IIMC Conference 2021 (Debbie) ..... 47
  - c. Red Lion Conference Site Tour (Paula)
5. **Committee Business/Reports**
  - a. Audit (Diana) ..... none
  - b. Awards (Diana)..... none
  - c. Budget (Shannon) ..... none
  - d. Bylaws (Christy)..... 49
  - e. Conference Planning (Paula)..... 50
  - f. Education (Shannon)..... 54
  - g. Education Coordinator (Debbie B)..... 56
  - h. Fundraising (Debbie J)..... 61
  - i. Historical (Jill) ..... 74
  - j. Legislative (Christy) ..... 75
  - k. Membership (Kay)..... 77
  - l. Newsletter (Virginia) ..... none
  - m. Scholarship (Dee) ..... none
  - n. Webmaster (Bobbie)..... none
  - o. Archives Oversight (Jill) ..... 87
  - p. Handbook (Jill) ..... none
  - q. AWC Legislative Committee ..... 89
6. **Other Business**
  - a. Email Ratifications: Proclamation, Retirement Gift, Region IX Rep (Debbie)..... 105
  - b. AWC Conference Report (Virginia)
7. **Good of the Order**
8. **Next Meeting** - Friday, January 15, 2016 at 10:00 a.m. at Normandy Park City Hall  
Tentative Topics: 2016-17 Budget and ratify new WSU Contract for NCI
9. **Adjournment**

**DRAFT**



**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING**

Thursday, June 11, 2015, 1:00 p.m.  
Fife City Hall, Fife, WA

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**CALL TO ORDER:**

President Burke called the meeting to order at 1:00 p.m.

**ROLL CALL:**

President Debbie Burke

President-Elect Shannon Corin

Vice President Christy O'Flaherty

Secretary Virginia Olsen

Treasurer Gina Anderson

Boardmembers Jill Boltz, Debbie Jermann, Kay Kammer, Dee Roberts, Paula Swisher, Bobbie Usselman

Immediate Past President Diana Quinn

**APPROVAL OF MINUTES:**

Immediate Past President Quinn **MOVED**, seconded by Boardmember Boltz, to approve the Executive Committee board meeting minutes for March 20, 2015. The motion **PASSED** 12/0.

**TREASURER'S REPORT:**

Treasurer Anderson provided a profit and loss report. She responded to questions about conference revenues and expenditures, financial policies, and net for the year.

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

Treasurer Anderson stated Past President Passey's World Points were used for gift cards for speakers and she was able to transfer the balance of his points.

**NEW BUSINESS:**

ICMA Conference 2015:

President Burke reported that the ICMA conference was being held September 27-30 in Seattle and there would be no WCMA conference this year. She said volunteers could receive a one-day registration to the ICMA conference if they helped out.

# DRAFT

Secretary Olsen said the ICMA Conference Planning Conference Committee held a meeting that her assistant attended by telephone and the local coordinator assigned various volunteer tasks. President Burke stated that she would report about the volunteer opportunities and contact information in the WMCA newsletter.

## IIMC Conference 2021 Bid

President Burke stated she received a request from “Visit Spokane” to support their bid for the 2020 IIMC Conference which would conflict with WMCA’s 50<sup>th</sup> Annual Conference. Some of the issues discussed were supporting a bid in 2021, different WMCA leadership seated in 2021, need to cancel our conference in March due to limited training dollars and time away from the office, OAMR had 50 dedicated people to pull off their IIMC conference in Portland, and the number of people Visit Spokane would provide to assist WMCA if they received the award.

There was discussion about how the Executive Committee felt about having an IIMC conference in Spokane, if there would be enough volunteers in that part of the state, how to gauge interest from the membership. President Burke suggested getting buy in from Eastern Washington regional associations since there was no eastside representation on the Executive Committee.

Boardmember Boltz volunteered to draft a letter to regional associations about what the conference involves and if they would be willing to write letters of support and commit to helping.

Discussion ensued about a timeline for the bid packet and it was noted that Visit Spokane would need support by March of 2016. It was agreed there would be further follow up discussion at the October board meeting.

## Education Reports:

This item was moved up on the agenda since Education Coordinator/Past President Ali Spietz and Education Committee Chair Carol Etgen were in attendance.

Past President Ali Spietz explained that she and Education Committee Chair Carol Etgen met and divided the education duties as follows: The Education Committee Chair would be responsible for conference education and the logistics (locations, facility, food, etc.) for the fall academy while the Education Coordinator would be responsible for the academy speakers along with the NCI Director, Athenian Dialogue, and coordination with the NCI Director on anything related to the institute.

President Burke asked if everyone read the revised job descriptions.

Boardmember Roberts **MOVED**, seconded by President-Elect Corin, to accept the job descriptions for Education Coordinator and Education Committee Chair. The motion **PASSED** 12/0.

Past President Spietz reported on plans for the fall academy with speaker David Rabiner and a topic about co-workers and working environment.

# DRAFT

Past President Spietz spoke about fall academy locations and noted that the so-called “eastside” location is really a central location.

Education Committee Chair Etgen recommended bringing back an eastside and westside academy location that will help reach the clerks in the smaller towns and better accommodate people’s schedules on both sides of the mountains.

There was discussion about westside/eastside/central locations, having two fall academies, budget, speaker expenses, food, materials, and facilities. It was noted that it is definitely more expensive to have two academies and we went to one academy due to the recession. Discussion continued that while WMCA is in a good financial position, it might be a good time to bring back a second academy, especially for those clerks who live in the remote areas of the state.

Vice-President O’Flaherty **MOVED**, seconded by Immediate Past President Quinn, to have two fall academy (west and east) locations in 2016. The motion **PASSED** 12/0.

Past President Spietz spoke about the upcoming Athenian Dialogue schedule planned during the annual conference in 2016. There was discussion about registration and the best way to cut off registration after the maximum 35 attendees register.

Boardmember Roberts suggested submitting a separate registration for the Athenian Dialogue and proof of conference registration. Boardmember O’Flaherty suggested doing a lottery so we know how many people would have interest anyway.

President-Elect Corin stated that as a follow up, we could survey members about the Athenian Dialogue and find out how many wanted to attend but were not able to register before it filled up. Boardmember Usselman said members could be required to pay online or send in checks.

It was decided that the Athenian Dialogue would be included with the cost of registration, there would be a box on the registration form, and the first 35 people who send in a check will be accepted. It was noted that there will be a waiting list and a deadline for sending in checks. It was further clarified that you can go online to register but you do not have to pay online.

Past President Spietz said she would prepare something for the newsletter that includes the deadline for payment.

Past President Spietz briefed the Executive Committee about the Northwest Clerks Institute and stated that it went well. She said Director Dema Harris was concerned about registration for PD 4 but after sending out an email that the class was in jeopardy of being cancelled, registration increased and the class had very good attendance. Past President Spietz said the NCI Committee will be talking about the contract with WSU that is expiring at the end of this year.

Past President Spietz said the education survey was included in the packet and WMCA had a great response with 156 members responding. She said each of the states is disseminating the data. Past President Spietz stated that about half of WMCA respondents stated they will attend conference with cost and being out of the office as main reasons people are not able to attend. She said there

# DRAFT

is still strong interest in the academies but distance is sometimes a factor so having an academy on each side of the state may help with that.

Past President Spietz reviewed some of the topics that were suggested by clerks at conference. She said there is confusion about some of the terminology used for education. The Executive Committee spoke about dropping the term “master academy” and using spring/fall academy to avoid confusion by the membership. Past President Spietz volunteered to write a newsletter article clarifying and explaining what these educational opportunities are. Past President Spietz asked for input on speakers and topics and several suggestions were provided to her.

President Burke said the postcard mailing needed to go out right away so there would be enough time to apply for fall academy scholarships. President Burke and President-Elect Corin volunteered to help Past President Spietz and coordinate with Boardmember/Webmaster Usselman to post information online.

## IACC Conference

President Burke stated that Past President Passey was contacted to see if they could advertise their fall conference to our members and if WMCA wanted a booth at their conference. There was no interest in pursuing this opportunity.

## **COMMITTEE REPORTS:**

### Audit Committee

Immediate Past President Quinn referred to the written report.

### Awards Committee

There was no report.

### Budget Committee

President-Elect Corin said she will add an additional fall academy to the 2016-17 budget to accommodate east and west side locations.

### Bylaws Committee

Boardmember O’Flaherty said there are no proposed bylaws amendments.

### Conference Planning Committee

Boardmember Swisher reported that the 2015 conference was a success. She said she met a good contact with the Hilton Hotel who helped with ideas for booking future conferences.

Boardmember Swisher said this contact provided helpful information as she was in the process of sending out RFPs to find the best locations for future conferences in predetermined, rotating locations. She stated her goal is to find locations for 2018 through 2022 and visit all the proposed sites by the fall meeting. She added that she probably will not have contracts for all the locations this year except for the 2018 location.

There was further discussion about the host city and deciding on a process for selecting it.

# DRAFT

## Education Committee

There was no additional report.

## Fundraising Committee

Boardmember Jermann referred to the written report and spoke about fundraising ideas including a 50/50 raffle at fall academy and a heads and tails game to raise money at conference. She provided a handout regarding a t-shirt slogan contest. The Executive Committee agreed with the recommendations for the t-shirt contest including the winner receiving a paid registration for either the 2015 fall or 2016 spring academy.

Boardmember Jermann said the committee recommended continuing the grand raffle, maintaining the prize levels and having a silent auction at the 2016 annual conference.

There was discussion about a karaoke fundraiser and the pie in the face fundraiser. Boardmember Jermann said the Fundraising Committee would have a more solid recommendation for consideration at the October board meeting. She added that the Committee will offer full zip sweatshirts with the bright colors again.

## Historical Committee

Boardmember Boltz said there was no report.

## Legislative Committee

Boardmember O'Flaherty referred to the written report.

## Membership Committee

Boardmember Kammer credited Chair Elizabeth Smoot for pulling together the information in the packet.

There was discussion about having the Membership Committee take care of the meet and greet event at the conference, provide an orientation about what to expect, and then take them over to the President's reception and introduce them around to the Executive Committee.

## Newsletter Committee

President-Elect Corin suggested a save the date section for scholarships, training opportunities, etc. Secretary Olsen had no report except that she had a list of potential featured clerks for the newsletter.

It was noted that the 2016 conference dates are March 16-18 with the Spring Academy on March 15.

## Scholarship Committee

Boardmember Roberts stated that the proposed scholarship plan would be presented later via email due to Committee Chair Melissa Collins having a death in the family. She asked Boardmember Usselman to see if the scholarship application could be done online and then they will finalize the report.

# DRAFT

Boardmember Swisher stated that we may need to cap the number of scholarships. It was decided that the decision to cap could be delayed until after the first round to see how it goes if this system is passed. Secretary Olsen asked that we see how many scholarships were awarded in the past year and compare that if a new system is implemented.

Boardmember Roberts stated that a member asked the Executive Committee to reconsider the policy for refunding registrations for a death in the family. There was discussion about it being so difficult to define immediate family, step families, grandparents who served as parents, bereavement policies, members who have had cancer and been denied, and WMCA being responsible for paying the expense regardless.

It was noted that the refund policy is included on the registration form. Further discussion ensued about there being empathy for the membership but with so many different circumstances, it would be virtually impossible to be fair to everyone.

There was no consensus to reconsider the no refund policy (after the cancellation date) in order to stay consistent and encourage the affected member to apply for a scholarship to account for training funds lost.

## Webmaster Report

Boardmember Usselman explained that the website provider has changed the pricing plan and there will be an increase in the cost of the website fees. She added that they have not raised the fee in nine years.

Boardmember Usselman said the Professional Plan is \$100 per month and we get a 10% discount for paying by the year. She said this plan is going up and she recommends when the plan comes up for renewal in November, we switch to the Community Plan and pay by the year. This plan is \$70/month.

Boardmember Boltz asked about redesigning the website and if anyone saw a need. Secretary Olsen stated that she has heard from some members that the website could use a redesign. Boardmember Usselman stated that she would want a replacement as Webmaster when her term expires in March 2016. Boardmember Boltz said perhaps the Historical Committee should collaborate on the website because records are moving more toward digital records. President Burke suggested a Communications Committee to take on the newsletter, social media and the website.

Boardmember Boltz said she would like to look at the Webmaster and Historical Committee job descriptions and talk more in depth in October. Boardmember Usselman stated we could give direction at the October meeting about the website payment plans.

## Archives Oversight Committee

There was no report.

## Handbook Committee

There was no report.

# DRAFT

## **OTHER BUSINESS:**

### Email Ratification

Boardmember Usselman **MOVED**, seconded by Immediate Past President Quinn, to ratify the May 4 round of NCI scholarships. The motion **PASSED** 11/0 with Secretary Olsen abstaining (she was one of the scholarship applicants).

Boardmember Swisher **MOVED**, seconded by President-Elect Corin, to ratify the May 13 decision to approve the \$150 commuter package [in lieu of housing package] for Susan Haigh for PD I. The motion **PASSED** 12/0.

### President Award Presentation

President Burke presented an award to Immediate Past President Quinn for her service as President as she did not do this at conference. She said it is now noted in the task list for the President-Elect to present the award at the annual conference.

## **NEXT MEETING:**

It was noted that the prescheduled October 2 board meeting conflicted with the fall academy date, so Boardmember Swisher stated she would check with the hotel to see if the meeting could be moved.

Boardmember Jermann asked if the winner of the t-shirt contest get a free registration for an academy. There was consensus that an academy registration be awarded.

## **ADJOURNMENT:**

President Burke adjourned the meeting at 4:09 p.m.

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Virginia V. Olsen, CMC, Secretary





TO: WMCA Membership  
FROM: Gina Anderson, Treasurer  
DATE: October 5, 2015

Attached are the following reports for the fiscal year ending September 30, 2015:

Balance Sheet  
Profit & Loss Budget vs. Actual  
Checking Register  
Savings Register  
Scholarship Register

As of September 30, 2015, our bank accounts show a total of \$ 113,983.18:

|              |             |
|--------------|-------------|
| \$ 18,162.61 | Checking    |
| \$ 86,345.77 | Savings     |
| \$ 9,474.80  | Scholarship |

The tax return for the year ending April 30, 2015 is attached and has been electronically filed with the Internal Revenue Service.

**WMCA**  
**Balance Sheet**  
**As of September 30, 2015**

**Assets**

**Current Assets**

|             |                   |
|-------------|-------------------|
| Checking    | 18,162.61         |
| Savings     | 86,345.77         |
| Scholarship | 9,474.80          |
| Total Cash  | <u>113,983.18</u> |

|                             |                   |
|-----------------------------|-------------------|
| <b>Total Current Assets</b> | <u>113,983.18</u> |
|-----------------------------|-------------------|

|                     |                          |
|---------------------|--------------------------|
| <b>Total Assets</b> | <u><u>113,983.18</u></u> |
|---------------------|--------------------------|

**Liabilities & Equity**

**EQUITY**

|                        |                   |
|------------------------|-------------------|
| Opening Balance Equity | 97,385.88         |
| Retained Earnings      | 10,145.20         |
| Net Income             | 6,452.10          |
| Total Equity           | <u>113,983.18</u> |

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>Total Liabilities &amp; Equity</b> | <u><u>113,983.18</u></u> |
|---------------------------------------|--------------------------|

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**May 2015 through September 2015**

|                               | <b>Actual</b>           | <b>Budget</b>            | <b>\$ Under/Over</b> |                   |
|-------------------------------|-------------------------|--------------------------|----------------------|-------------------|
|                               | <b>May '15-Sept '15</b> | <b>May '15-April '16</b> | <b>Budget</b>        | <b>% of Total</b> |
| <b>Income</b>                 |                         |                          |                      |                   |
| Advanced Academy              | 7,425.00                | 12,375.00                | (4,950.00)           | 0.60              |
| Conference                    | 0.00                    | 45,000.00                | (45,000.00)          | 0.00              |
| Dues                          | 23,875.00               | 24,000.00                | (125.00)             | 0.99              |
| IIMC President's Reception    | 0.00                    | 0.00                     | 0.00                 | 0.00              |
| Money Market Savings Interest | 36.06                   | 90.00                    | (53.94)              | 0.00              |
| Region IX Dinner              | 885.00                  | 2,000.00                 | (1,115.00)           |                   |
| Scholarship Income            | 4.64                    | 11,303.00                | (11,298.36)          | 0.00              |
| <b>Total Income</b>           | <b>32,225.70</b>        | <b>94,768.00</b>         | <b>(62,542.30)</b>   | <b>34.00%</b>     |
| <b>Expense</b>                |                         |                          |                      |                   |
| Academy Sessions              | 179.74                  | 13,000.00                | (12,820.26)          | 0.01              |
| Annual Conference             | 4,142.06                | 65,000.00                | (60,857.94)          | 0.06              |
| Board Expenses                | 5,911.24                | 16,284.00                | (10,372.76)          | 0.36              |
| Communication Expenses        | 25.00                   | 1,480.00                 | (1,455.00)           | 0.02              |
| Contingency                   | 0.00                    | 500.00                   | (500.00)             | 0.00              |
| IIMC                          | 3,335.00                | 6,025.00                 | (2,690.00)           | 0.55              |
| Miscellaneous Expenses        | 797.79                  | 5,415.00                 | (4,617.21)           | 0.15              |
| Scholarship Expenses          | 11,626.77               | 26,500.00                | (14,873.23)          | 0.44              |
| <b>Total Expense</b>          | <b>26,017.60</b>        | <b>134,204.00</b>        | <b>(108,186.40)</b>  | <b>19.39%</b>     |
| <b>Net Profit (Loss)</b>      | <b>6,208.10</b>         | <b>(39,436.00)</b>       | <b>45,644.10</b>     | <b>-15.74%</b>    |

## WMCA

10/5/2015 3:44 PM

Register: Chase Checking

From 05/01/2015 through 09/30/2015

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                  | Account                  | Memo               | Payment   | C | Deposit  | Balance   |
|------------|--------|------------------------|--------------------------|--------------------|-----------|---|----------|-----------|
| 05/01/2015 |        |                        | Region IX Dinner         | Deposit            |           | X | 70.00    | 13,756.00 |
| 05/01/2015 |        |                        | -split-                  | PayPal             |           | X | 1,826.25 | 15,582.25 |
| 05/01/2015 |        |                        | -split-                  | Deposit            |           | X | 0.00     | 15,582.25 |
| 05/01/2015 |        |                        | -split-                  | Deposit            |           | X | 0.00     | 15,582.25 |
| 05/04/2015 |        |                        | -split-                  | PayPal             |           | X | 511.65   | 16,093.90 |
| 05/06/2015 |        |                        | -split-                  | Deposit            |           | X | 1,235.00 | 17,328.90 |
| 05/06/2015 |        |                        | -split-                  | Deposit            |           | X | 1,350.00 | 18,678.90 |
| 05/06/2015 |        |                        | -split-                  | Deposit            |           | X | 1,350.00 | 20,028.90 |
| 05/06/2015 |        |                        | -split-                  | Deposit            |           | X | 2,337.90 | 22,366.80 |
| 05/07/2015 |        |                        | -split-                  | Deposit            |           | X | 1,350.00 | 23,716.80 |
| 05/07/2015 |        |                        | -split-                  | Deposit            |           | X | 995.00   | 24,711.80 |
| 05/07/2015 |        |                        | -split-                  | PayPal             |           | X | 803.55   | 25,515.35 |
| 05/07/2015 | 990    | Virginia Olsen         | ANNUAL CONFERE...        |                    | 21.88     | X |          | 25,493.47 |
| 05/07/2015 | 991    | Association of Wash... | Board Expenses:Execu...  |                    | 300.00    | X |          | 25,193.47 |
| 05/11/2015 |        |                        | -split-                  | Deposit            |           | X | 455.00   | 25,648.47 |
| 05/13/2015 |        |                        | -split-                  | Deposit            |           | X | 1,350.00 | 26,998.47 |
| 05/13/2015 | 992    | City of Rainier        | Scholarship Expenses:... |                    | 600.00    | X |          | 26,398.47 |
| 05/13/2015 | 993    | City of Othello        | Scholarship Expenses:... |                    | 600.00    | X |          | 25,798.47 |
| 05/13/2015 | 994    | City of Monroe         | Miscellaneous Expense... | Reimbursement      | 111.83    | X |          | 25,686.64 |
| 05/13/2015 | 995    | WSU - Conference ...   | -split-                  | 2015 PD Schol...   | 10,050.00 | X |          | 15,636.64 |
| 05/14/2015 |        |                        | -split-                  | Deposit            |           | X | 1,125.00 | 16,761.64 |
| 05/14/2015 | 996    | Monica Martinez Si...  | IIMC:IIMC President's... |                    | 1,820.00  | X |          | 14,941.64 |
| 05/21/2015 |        |                        | -split-                  | Deposit            |           | X | 1,050.00 | 15,991.64 |
| 05/21/2015 |        | Bank Of America        | Board Expenses:Execu...  | Gina Anderson      | 1,000.00  | X |          | 14,991.64 |
| 05/21/2015 |        | Bank Of America        | -split-                  |                    | 653.51    | X |          | 14,338.13 |
| 05/22/2015 |        |                        | -split-                  | PayPal             |           | X | 584.40   | 14,922.53 |
| 05/26/2015 |        |                        | -split-                  | PayPal             |           | X | 1,387.95 | 16,310.48 |
| 05/26/2015 |        |                        | -split-                  | Deposit            |           | X | 360.00   | 16,670.48 |
| 05/28/2015 |        |                        | -split-                  | Deposit            |           | X | 1,050.00 | 17,720.48 |
| 05/28/2015 |        |                        | -split-                  | The Square         |           | X | 216.97   | 17,937.45 |
| 06/01/2015 | 997    | Pinnacle Promotions    | Board Expenses:Execu...  | 150 Gavels - Cl... | 400.00    | X |          | 17,537.45 |
| 06/01/2015 | 998    | Ali Spietz             | Board Expenses:Educa...  | IIMC Conferen...   | 499.41    | X |          | 17,038.04 |
| 06/02/2015 |        |                        | -split-                  | PayPal             |           | X | 364.95   | 17,402.99 |
| 06/02/2015 | 999    | Alice Attwood          | IIMC:Outgoing Reg I...   | VOID: Outgoin...   |           | X |          | 17,402.99 |
| 06/15/2015 |        | Bank Of America        | Board Expenses:Office... | Debbie Burke       | 928.42    | X |          | 16,474.57 |
| 06/15/2015 |        | Bank Of America        | Board Expenses:Office... | Shannon Corin      | 1,179.12  | X |          | 15,295.45 |
| 06/16/2015 |        |                        | -split-                  | Deposit            |           | X | 1,157.00 | 16,452.45 |
| 06/19/2015 | 1000   | WSU - Conference ...   | Scholarship Expenses:... | Lodging for Ta...  | 500.00    | X |          | 15,952.45 |
| 06/19/2015 | 1001   | Virginia Olsen         | Board Expenses:Execu...  | Lodging for A...   | 503.64    | X |          | 15,448.81 |
| 06/24/2015 |        |                        | -split-                  | Deposit            |           | X | 810.00   | 16,258.81 |

## WMCA

10/5/2015 3:44 PM

Register: Chase Checking

From 05/01/2015 through 09/30/2015

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                  | Account                 | Memo              | Payment  | C | Deposit  | Balance   |
|------------|--------|------------------------|-------------------------|-------------------|----------|---|----------|-----------|
| 06/25/2015 |        |                        | -split-                 | The Square        |          | X | 57.75    | 16,316.56 |
| 06/29/2015 |        |                        | -split-                 | PayPal            |          | X | 145.80   | 16,462.36 |
| 07/02/2015 |        |                        | -split-                 | The Square        |          | X | 23.97    | 16,486.33 |
| 07/10/2015 |        |                        | -split-                 | Deposit           |          | X | 455.00   | 16,941.33 |
| 07/13/2015 |        |                        | -split-                 | PayPal            |          | X | 1,610.40 | 18,551.73 |
| 07/13/2015 | 1002   | CCAC                   | IIMC:Reg IX Assessm...  |                   | 1,415.00 | X |          | 17,136.73 |
| 07/13/2015 | 1003   | Alice Attwood          | IIMC:Outgoing Reg l...  |                   | 100.00   | X |          | 17,036.73 |
| 07/13/2015 | 1004   | Virginia Olsen         | Board Expenses:Execu... |                   | 227.24   | X |          | 16,809.49 |
| 07/24/2015 |        |                        | -split-                 | PayPal            |          | X | 1,049.25 | 17,858.74 |
| 07/24/2015 |        |                        | -split-                 | Deposit           |          | X | 1,000.00 | 18,858.74 |
| 07/24/2015 |        | Bank Of America        | ACADEMY SESSION...      | Shannon Corin     | 179.74   | X |          | 18,679.00 |
| 07/24/2015 |        | Bank Of America        | -split-                 | Gina Anderson     | 376.77   | X |          | 18,302.23 |
| 07/24/2015 | 1005   | Chelan County          | Dues 2015               | Dues Overpay...   | 30.00    | X |          | 18,272.23 |
| 07/24/2015 | 1006   | Bank Of America        | -split-                 |                   | 177.76   | X |          | 18,094.47 |
| 08/13/2015 |        |                        | -split-                 | Deposit           |          | X | 1,850.00 | 19,944.47 |
| 08/13/2015 |        | Bank Of America        | -split-                 | Debbie Burke      | 286.61   | X |          | 19,657.86 |
| 08/27/2015 |        |                        | -split-                 | The Square        |          | X | 72.22    | 19,730.08 |
| 08/28/2015 |        | Bank Of America        | -split-                 | Paula Swisher     | 194.52   | X |          | 19,535.56 |
| 08/28/2015 | 1007   | City of Sequim         | Communication Expen...  |                   | 25.00    | X |          | 19,510.56 |
| 08/29/2015 |        |                        | -split-                 | Deposit           |          | X | 535.00   | 20,045.56 |
| 09/08/2015 |        |                        | -split-                 | PayPal            |          | X | 1,342.05 | 21,387.61 |
| 09/14/2015 |        |                        | -split-                 | Deposit           |          | X | 775.00   | 22,162.61 |
| 09/28/2015 | 1009   | Susan Guzzetta & Co... | -split-                 | 2016 Keynote ...  | 3,000.00 |   |          | 19,162.61 |
| 09/28/2015 | 1010   | Susan Guzzetta & Co... | ANNUAL CONFERE...       | Friday, March ... | 1,000.00 |   |          | 18,162.61 |

## WMCA

10/5/2015 3:45 PM

Register: Chase Savings

From 05/01/2015 through 09/30/2015

Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Number</u> | <u>Payee</u> | <u>Account</u>          | <u>Memo</u> | <u>Payment</u> | <u>C</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|--------------|-------------------------|-------------|----------------|----------|----------------|----------------|
| 05/31/2015  |               |              | Money Market Savings... | Interest    |                | X        | 6.83           | 86,316.54      |
| 06/30/2015  |               |              | Money Market Savings... | Interest    |                | X        | 7.54           | 86,324.08      |
| 07/31/2015  |               |              | Money Market Savings... | Interest    |                | X        | 7.31           | 86,331.39      |
| 08/31/2015  |               |              | Money Market Savings... | Interest    |                | X        | 7.31           | 86,338.70      |
| 09/30/2015  |               |              | Money Market Savings... | Interest    |                | X        | 7.07           | 86,345.77      |

## WMCA

10/5/2015 3:45 PM

Register: Chase Scholarship

From 05/01/2015 through 09/30/2015

Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Number</u> | <u>Payee</u> | <u>Account</u>           | <u>Memo</u> | <u>Payment</u> | <u>C</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|--------------|--------------------------|-------------|----------------|----------|----------------|----------------|
| 05/31/2015  |               |              | Scholarship Income:Sc... | Interest    |                | X        | 0.37           | 9,473.53       |
| 06/30/2015  |               |              | Scholarship Income:Sc... | Interest    |                | X        | 0.41           | 9,473.94       |
| 07/31/2015  |               |              | Scholarship Income:Sc... | Interest    |                | X        | 0.39           | 9,474.33       |
| 08/31/2015  |               |              | Scholarship Income:Sc... | Interest    |                | X        | 0.24           | 9,474.57       |
| 09/30/2015  |               |              | Scholarship Income:Sc... | Interest    |                | X        | 0.23           | 9,474.80       |

## Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.  
▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

2014

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

A For the 2014 calendar year, or tax year beginning May 1, 2014, and ending Apr 30, 2015

|   |  |  |  |
|---|--|--|--|
| B Check if applicable:<br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | C Name of organization <b>WASHINGTON MUNICIPAL CLERKS ASSOCIATION</b>  |  | D Employer identification number<br><b>91-2168397</b>  |
|   | Doing business as  |  | E Telephone number<br><b>(360) 754-4130</b>  |
|   | Number and street (or P.O. box if mail is not delivered to street address) Room/suite<br><b>PO BOX 9</b>       |  |  |
|   | City or town, state or province, country, and ZIP or foreign postal code<br><b>WOODLAND WA 98674</b>           |  | G Gross receipts \$ <b>119,462.</b>  |
|   | F Name and address of principal officer:<br><b>SANDY PAUL, CMC 21630 11TH AVENUE S. #A DES MOINES WA 98198</b> |  | H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>H(b) Are all subordinates included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If "No," attach a list (see instructions)<br>H(c) Group exemption number ▶ |
| I Tax-exempt status <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (Insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527  |  |  |  |
| J Website: ▶ <b>WWW.WMCACLERKS.ORG</b>  |  |  |  |
| K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶ L Year of formation: <b>1970</b> M State of legal domicile: <b>WA</b>  |  |  |  |

## Part I Summary

|  |   |   |                     |
|--|---|---|---------------------|
| Activities & Governance  | 1 Briefly describe the organization's mission or most significant activities: <b>PROFESSIONAL AND EDUCATIONAL DEVELOPMENT TO PROMOTE STANDARDS OF MUNICIPAL, COUNTY, AND TRANSIT BOARD CLERKS IN VARIOUS LOCAL GOVERNMENTS OF THE STATE OF WASHINGTON. IT IS ALSO OUR OBJECTIVE TO PROVIDE IMPROVED LOCAL GOVERNMENTAL SERVICES IN THE STATE.</b> |   |                     |
|  | 2 Check this box <input type="checkbox"/> If the organization discontinued its operations or disposed of more than 25% of its net assets.   |   |                     |
|  | 3 Number of voting members of the governing body (Part VI, line 1a) . . . . .   | <b>3</b>  | <b>0</b>            |
|  | 4 Number of independent voting members of the governing body (Part VI, line 1b) . . . . .   | <b>4</b>  | <b>0</b>            |
|  | 5 Total number of individuals employed in calendar year 2014 (Part V, line 2a) . . . . .  | <b>5</b>  | <b>0</b>            |
|  | 6 Total number of volunteers (estimate if necessary) . . . . .  | <b>6</b>  | <b>15</b>           |
|  | Revenue   | 7a Total unrelated business revenue from Part VIII, column (C), line 12 . . . . . | <b>7a</b>           |
| b Net unrelated business taxable income from Form 990-T, line 34 . . . . . |   | <b>7b</b>   | <b>0.</b>           |
| Expenses   | 8 Contributions and grants (Part VIII, line 1h) . . . . .   | <b>Prior Year</b>   | <b>Current Year</b> |
|  | 9 Program service revenue (Part VIII, line 2g) . . . . .  | <b>27,340.</b>  | <b>24,525.</b>      |
|  | 10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . .  | <b>70,736.</b>  | <b>84,446.</b>      |
|  | 11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . .   | <b>113.</b>   | <b>91.</b>          |
|  | 12 Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12) . . . . .   | <b>6,502.</b>   | <b>6,887.</b>       |
|  | 13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) . . . . .   | <b>104,691.</b>   | <b>115,949.</b>     |
|  | 14 Benefits paid to or for members (Part IX, column (A), line 4) . . . . .  |   |                     |
| Expenses   | 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) . . . . .  |   |                     |
|  | 16a Professional fundraising fees (Part IX, column (A), line 11e) . . . . .   |   |                     |
|  | b Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0.</b>   |   |                     |
|  | 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24a) . . . . .   |   |                     |
| Net Assets or Fund Balances  | 18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) . . . . .  | <b>98,669.</b>  | <b>125,400.</b>     |
|  | 19 Revenue less expenses. Subtract line 18 from line 12 . . . . .   | <b>98,669.</b>  | <b>125,400.</b>     |
|  | 20 Total assets (Part X, line 16) . . . . .   | <b>6,022.</b>   | <b>-9,451.</b>      |
| Net Assets or Fund Balances  | 21 Total liabilities (Part X, line 26) . . . . .  | <b>Beginning of Current Year</b>  | <b>End of Year</b>  |
|  | 22 Net assets or fund balances. Subtract line 21 from line 20 . . . . .   | <b>116,982.</b>   | <b>109,469.</b>     |
|  |   |   | <b>1,938.</b>       |
|  |   | <b>116,982.</b>   | <b>107,531.</b>     |

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

|                        |  |                       |   |
|------------------------|--|-----------------------|---|
| Sign Here              | Signature of officer   | Date                  | <b>09/15/15</b>   |
|                        | <b>GINA ANDERSON, CMC</b><br>Type or print name and title.         | <b>TREASURER</b>      |   |
| Paid Preparer Use Only | Print/type preparer's name   | Preparer's signature  | Date  |
|                        | <b>DAVID T SAATHOFF CPA</b>  |                       | <b>9/14/15</b>  |
|                        | Firm's name  | Firm's EIN            | Check <input checked="" type="checkbox"/> self-employed <input type="checkbox"/> PTIN |
|                        | <b>DAVID T. SAATHOFF CPA</b>                                       | <b>91-1269370</b>     | <b>P00097858</b>  |
|                        | Firm's address   | Phone no.             |   |
|                        | <b>10000 NE 7TH AVENUE, SUITE 380</b><br><b>VANCOUVER WA 98685</b> | <b>(360) 696-4246</b> |   |

May the IRS discuss this return with the preparer shown above? (see instructions) . . . . . Yes ☐ No ☒

BAA For Paperwork Reduction Act Notice, see the separate instructions.

TEEA0101 05/28/14

Form 990 (2014)



**Part III** Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

PROFESSIONAL AND EDUCATIONAL DEVELOPMENT

TO PROMOTE STANDARDS OF MUNICIPAL, COUNTY, AND TRANSIT BOARD CLERKS IN VARIOUS LOCAL

See Form 990, Page 2, Part III, Line 1 (continued)

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If 'Yes,' describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If 'Yes,' describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4 a** (Code: ) (Expenses \$ 11,714. including grants of \$ 0. ) (Revenue \$ 14,900. )ADVANCED ACADEMY FALL & SPRING PROVIDES EDUCATION TO  
MEMBERS TO MEET AND CONTINUE WITH CERTIFICATION  
REQUIREMENTS.**4 b** (Code: ) (Expenses \$ 91,325. including grants of \$ 0. ) (Revenue \$ 69,546. )ANNUAL CONFERENCE: MEETING CONSISTING OF VARIOUS  
GUEST SPEAKERS, BOARD ELECTIONS, AWARDS AND  
RECOGNITIONS.**4 c** (Code: ) (Expenses \$ Including grants of \$ ) (Revenue \$ )**4 d** Other program services. (Describe in Schedule O.)

(Expenses \$ Including grants of \$ ) (Revenue \$ )

**4 e** Total program service expenses ▶ 103,039.

**Part IV Checklist of Required Schedules**

|  | Yes | No |
|--|-----|----|
| 1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A. . . . .   | X   |    |
| 2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)? . . . . .  |     | X  |
| 3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I. . . . .  |     | X  |
| 4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II. . . . .  |     | X  |
| 5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III. . . . .   |     | X  |
| 6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I. . . . .  |     | X  |
| 7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II. . . . .  |     | X  |
| 8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III. . . . .   |     | X  |
| 9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV. . . . .            |     | X  |
| 10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V. . . . .   |     | X  |
| 11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.   |     |    |
| a Did the organization report an amount for land, buildings and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI. . . . .  |     | X  |
| b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII. . . . .   |     | X  |
| c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII. . . . .   |     | X  |
| d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX. . . . .  |     | X  |
| e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X. . . . .   |     | X  |
| f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X. . . . .  |     | X  |
| 12 a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI, and XII. . . . .  |     | X  |
| b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional. . . . .   |     | X  |
| 13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E. . . . .  |     | X  |
| 14 a Did the organization maintain an office, employees, or agents outside of the United States? . . . . .   |     | X  |
| b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV. . . . . |     | X  |
| 15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV. . . . .   |     | X  |
| 16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV. . . . .   |     | X  |
| 17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I (see instructions). . . . .  |     | X  |
| 18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II. . . . .   |     | X  |
| 19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9e? If 'Yes,' complete Schedule G, Part III. . . . .   |     | X  |
| 20 a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H. . . . .  |     | X  |
| b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return? . . . . .   |     |    |

**Part IV Checklist of Required Schedules (continued)**

|  | Yes | No |
|--|-----|----|
| 21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II . . . . .   | 21  | X  |
| 22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III . . . . .   | 22  | X  |
| 23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If 'Yes,' complete Schedule J . . . . .  | 23  | X  |
| 24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a . . . . .                           | 24a | X  |
| b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? . . . . .  | 24b |    |
| c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? . . . . .   | 24c |    |
| d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year? . . . . .  | 24d |    |
| 25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I . . . . .   | 25a | X  |
| b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I . . . . .  | 25b | X  |
| 26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If 'Yes,' complete Schedule L, Part II . . . . .                                 | 26  | X  |
| 27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If 'Yes,' complete Schedule L, Part III . . . . . | 27  | X  |
| 28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):   |     |    |
| a A current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV . . . . .  | 28a | X  |
| b A family member of a current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV . . . . .   | 28b | X  |
| c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If 'Yes,' complete Schedule L, Part IV . . . . .   | 28c | X  |
| 29 Did the organization receive more than \$25,000 in non-cash contributions? If 'Yes,' complete Schedule M . . . . .  | 29  | X  |
| 30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If 'Yes,' complete Schedule M . . . . .  | 30  | X  |
| 31 Did the organization liquidate, terminate, or dissolve and cease operations? If 'Yes,' complete Schedule N, Part I . . . . .  | 31  | X  |
| 32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If 'Yes,' complete Schedule N, Part II . . . . .  | 32  | X  |
| 33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Schedule R, Part I . . . . .  | 33  | X  |
| 34 Was the organization related to any tax-exempt or taxable entity? If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1 . . . . .  | 34  | X  |
| 35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? . . . . .  | 35a | X  |
| b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' complete Schedule R, Part V, line 2 . . . . .  | 35b | X  |
| 36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If 'Yes,' complete Schedule R, Part V, line 2 . . . . .  | 36  | X  |
| 37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If 'Yes,' complete Schedule R, Part VI . . . . .   | 37  | X  |
| 38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O . . . . .  | 38  | X  |

BAA

Form 990 (2014)

**Part V** Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V. ☐

|  |       | Yes | No |
|--|-------|-----|----|
| 1 a Enter the number reported in Box 3 of Form 1099. Enter -0- if not applicable . . . . .   | 1 a 0 |     |    |
| b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable . . . . .  | 1 b 0 |     |    |
| c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? . . . . .   | 1 c   | X   |    |
| 2 a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return . . . . .  | 2 a 0 |     |    |
| b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? . . . . .   | 2 b   |     |    |
| Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)  |       |     |    |
| 3 a Did the organization have unrelated business gross income of \$1,000 or more during the year? . . . . .  | 3 a   |     | X  |
| b If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation in Schedule O . . . . .  | 3 b   |     |    |
| 4 a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? . . . . . | 4 a   |     | X  |
| b If 'Yes,' enter the name of the foreign country:<br>See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts. (FBAR)  |       |     |    |
| 5 a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . . . .  | 5 a   |     | X  |
| b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? . . . . .   | 5 b   |     | X  |
| c If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? . . . . .   | 5 c   |     |    |
| 6 a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? . . . . .                                    | 6 a   |     | X  |
| b If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? . . . . .  | 6 b   |     |    |
| 7 Organizations that may receive deductible contributions under section 170(c).  |       |     |    |
| a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? . . . . .  | 7 a   |     | X  |
| b If 'Yes,' did the organization notify the donor of the value of the goods or services provided? . . . . .  | 7 b   |     |    |
| c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? . . . . .   | 7 c   |     | X  |
| d If 'Yes,' indicate the number of Forms 8282 filed during the year . . . . .  | 7 d   |     |    |
| e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? . . . . .  | 7 e   |     | X  |
| f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . . . .   | 7 f   |     | X  |
| g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? . . . . .   | 7 g   |     |    |
| h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? . . . . .   | 7 h   |     |    |
| 8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? . . . . .  | 8     |     | X  |
| 9 Sponsoring organizations maintaining donor advised funds.  |       |     |    |
| a Did the sponsoring organization make any taxable distributions under section 4966? . . . . .   | 9 a   |     | X  |
| b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? . . . . .  | 9 b   |     | X  |
| 10 Section 501(c)(7) organizations. Enter:   |       |     |    |
| a Initiation fees and capital contributions included on Part VIII, line 12. . . . .  | 10 a  |     |    |
| b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities . . . . .  | 10 b  |     |    |
| 11 Section 501(c)(12) organizations. Enter:  |       |     |    |
| a Gross income from members or shareholders. . . . .   | 11 a  |     |    |
| b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) . . . . .   | 11 b  |     |    |
| 12 a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? . . . . .  | 12 a  |     |    |
| b If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year . . . . .  | 12 b  |     |    |
| 13 Section 501(c)(29) qualified nonprofit health insurance issuers.  |       |     |    |
| a Is the organization licensed to issue qualified health plans in more than one state? . . . . .   | 13 a  |     |    |
| Note: See the instructions for additional information the organization must report on Schedule O.  |       |     |    |
| b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans . . . . .  | 13 b  |     |    |
| c Enter the amount of reserves on hand . . . . .   | 13 c  |     |    |
| 14 a Did the organization receive any payments for indoor tanning services during the tax year? . . . . .  | 14 a  |     | X  |
| b If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O . . . . .  | 14 b  |     |    |

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**Part VI Governance, Management, and Disclosure** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒ X**Section A. Governing Body and Management**

|  | Yes | No |
|--|-----|----|
| 1 a Enter the number of voting members of the governing body at the end of the tax year. . . . . 1 a 0   |     |    |
| If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.                |     |    |
| b Enter the number of voting members included in line 1a, above, who are independent. . . . . 1 b 0  |     |    |
| 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .  | 2   | X  |
| 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? . . . . . | 3   | X  |
| 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .   | 4   | X  |
| 5 Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .   | 5   | X  |
| 6 Did the organization have members or stockholders? . . . . .   | 6   | X  |
| 7 a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . .   | 7 a | X  |
| b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .  | 7 b | X  |
| 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:  |     |    |
| a The governing body? . . . . .  | 8 a | X  |
| b Each committee with authority to act on behalf of the governing body? . . . . .  | 8 b | X  |
| 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O . . . . .         | 9   | X  |

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

|  | Yes  | No |
|--|------|----|
| 10 a Did the organization have local chapters, branches, or affiliates? . . . . .  | 10 a | X  |
| b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . .   | 10 b |    |
| 11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . .   | 11 a | X  |
| b Describe in Schedule O the process, if any, used by the organization to review this Form 990. . . . .  |      |    |
| 12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13. . . . .  | 12 a | X  |
| b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .  | 12 b |    |
| c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done. . . . .  | 12 c |    |
| 13 Did the organization have a written whistleblower policy? . . . . .   | 13   | X  |
| 14 Did the organization have a written document retention and destruction policy? . . . . .  | 14   | X  |
| 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?  |      |    |
| a The organization's CEO, Executive Director, or top management official . . . . .   | 15 a | X  |
| b Other officers or key employees of the organization. . . . .   | 15 b | X  |
| If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).  |      |    |
| 16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .   | 16 a | X  |
| b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . . | 16 b |    |

**Section C. Disclosure**

17 List the states with which a copy of this Form 990 is required to be filed. Washington

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records: GINA ANDERSON CITY OF WOODLAND, PO BOX 9 WOODLAND WA 98674 (360) 225-8281

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Form 990 (2014)

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1 a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A)<br>Name and Title                          | (B)<br>Average<br>hours<br>per<br>week<br>(list any<br>hours for<br>related<br>organiza-<br>tions<br>below<br>dotted<br>line) | (C)<br>Position (do not check more<br>than one box, unless person<br>is both an officer and a<br>director/trustee) |                       |         |              |                              |        | (D)<br>Reportable<br>compensation<br>from<br>the organization<br>(W-2/1099-MISC) | (E)<br>Reportable<br>compensation<br>from<br>related organizations<br>(W-2/1099-MISC) | (F)<br>Estimated<br>amount of other<br>compensation<br>from the<br>organization<br>and related<br>organizations |
|--|---|--|-----------------------|---------|--------------|------------------------------|--------|--|---|---|
|  |   | Individual trustee or director   | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |  |   |   |
| (1) GINA ANDERSON, MMC<br>TREASURER            | 3.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (2) VIRGINIA OLSEN, CMC<br>SECRETARY           | 2.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (3) DEBBIE BURKE, MMC<br>PRESIDENT             | 3.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (4) DIANA QUINN, MMC<br>PAST PRESIDENT         | 2.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (5) PAULA SWISHER, CMC<br>BOARD MEMEBER        | 1.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (6) CHRISTY O' FLAHERTY, MMC<br>VICE-PRESIDENT | 1.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (7) BOBBIE USSELMAN, MMC<br>BOARD MEMBER       | 1.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (8) JILL BOLTZ, CMC<br>BOARD MEMBER            | 1.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (9) SHANNON CORIN, CMC<br>PRESIDENT-ELECT      | 3.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (10) DEE ROBERTS, MMC<br>BOARD MEMBER          | 1.00  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (11) DEBBIE JERMANN, MMC<br>BOARD MEMEBER      | 1.00  |  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (12) KAY KAMMER, MMC<br>BOARD MEMEBER          | 1.00  |  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (13)   |   |  |                       |         |              |                              |        |  |   |   |
| (14)   |   |  |                       |         |              |                              |        |  |   |   |

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

| (A)<br>Name and title  | (B)<br>Average hours per week (list any hours for related organizations below dotted line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|--|--|---|-----------------------|---------|--------------|------------------------------|--------|--|---|---|
|  |  | Individual trustee or director  | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |  |   |   |
| (15) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (16) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (17) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (18) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (19) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (20) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (21) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (22) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (23) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (24) -----   |  |   |                       |         |              |                              |        |  |   |   |
| (25) -----   |  |   |                       |         |              |                              |        |  |   |   |
| <b>1 b Sub-total.</b>  |  |   |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| <b>c Total from continuation sheets to Part VII, Section A</b> |  |   |                       |         |              |                              |        |  |   |   |
| <b>d Total (add lines 1b and 1c)</b>                           |  |   |                       |         |              |                              |        | 0.   | 0.  | 0.  |

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **▶**

**3** Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If 'Yes,' complete Schedule J for such individual

|          | Yes | No |
|----------|-----|----|
| <b>3</b> |     | X  |
| <b>4</b> |     | X  |
| <b>5</b> |     | X  |

**4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If 'Yes,' complete Schedule J for such individual

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If 'Yes,' complete Schedule J for such person

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A)<br>Name and business address | (B)<br>Description of services | (C)<br>Compensation |
|----------------------------------|--------------------------------|---------------------|
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **▶**

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

|   |  |                           | (A)<br>Total revenue | (B)<br>Related or<br>exempt<br>function<br>revenue | (C)<br>Unrelated<br>business<br>revenue | (D)<br>Revenue<br>excluded from tax<br>under sections<br>512-514 |
|---|--|---------------------------|----------------------|--|---|--|
| <b>Contributions, Gifts, Grants<br/>and Other Similar Amounts</b> | 1 a Federated campaigns . . . . .  | 1 a                       |                      |  |   |  |
|   | b Membership dues . . . . .  | 1 b                       | 24,525.              |  |   |  |
|   | c Fundraising events . . . . .   | 1 c                       |                      |  |   |  |
|   | d Related organizations . . . . .  | 1 d                       |                      |  |   |  |
|   | e Government grants (contributions) . . . . .  | 1 e                       |                      |  |   |  |
|   | f All other contributions, gifts, grants, and<br>similar amounts not included above . . . . .  | 1 f                       |                      |  |   |  |
|   | g Noncash contributions included in lines 1a-1f: \$ . . . . .  |                           |                      |  |   |  |
|   | h Total. Add lines 1a-1f . . . . .   |                           | 24,525.              |  |   |  |
| <b>Program Service Revenue</b>                                    |  | Business Code             |                      |  |   |  |
|   | 2 a <u>ADVANCED ACADEMY</u> . . . . .  | 813000                    | 14,900.              | 14,900.  | 0.                                      | 0.   |
|   | b <u>ANNUAL CONFERENCE</u> . . . . .   | 813000                    | 69,546.              | 69,546.  | 0.                                      | 0.   |
|   | c . . . . .  |                           |                      |  |   |  |
|   | d . . . . .  |                           |                      |  |   |  |
|   | e . . . . .  |                           |                      |  |   |  |
|   | f All other program service revenue . . . . .  |                           |                      |  |   |  |
|   | g Total. Add lines 2a-2f . . . . .   |                           | 84,446.              |  |   |  |
| <b>Other Revenue</b>  | 3 Investment income (including dividends, interest and<br>other similar amounts) . . . . .   |                           | 91.                  | 0.   | 0.                                      | 91.  |
|   | 4 Income from investment of tax-exempt bond proceeds . . . . .   |                           |                      |  |   |  |
|   | 5 Royalties . . . . .  |                           |                      |  |   |  |
|   | 6 a Gross rents . . . . .  | (i) Real (ii) Personal    |                      |  |   |  |
|   | b Less: rental expenses . . . . .  |                           |                      |  |   |  |
|   | c Rental income or (loss) . . . . .  |                           |                      |  |   |  |
|   | d Net rental income or (loss) . . . . .  |                           |                      |  |   |  |
|   | 7 a Gross amount from sales of<br>assets other than inventory . . . . .  | (i) Securities (ii) Other |                      |  |   |  |
|   | b Less: cost or other basis<br>and sales expenses . . . . .  |                           |                      |  |   |  |
|   | c Gain or (loss) . . . . .   |                           |                      |  |   |  |
|   | d Net gain or (loss) . . . . .   |                           |                      |  |   |  |
|   | 8 a Gross income from fundraising events<br>(not including . . \$ . .<br>of contributions reported on line 1c).<br>See Part IV, line 18. . . . . | a                         | 9,034.               |  |   |  |
|   | b Less: direct expenses . . . . .  | b                         | 2,669.               |  |   |  |
|   | c Net income or (loss) from fundraising events . . . . .   |                           | 6,365.               |  | 0.                                      | 6,365.   |
|   | 9 a Gross income from gaming activities.<br>See Part IV, line 19. . . . .  | a                         |                      |  |   |  |
|   | b Less: direct expenses . . . . .  | b                         |                      |  |   |  |
|   | c Net income or (loss) from gaming activities . . . . .  |                           |                      |  |   |  |
|   | 10 a Gross sales of inventory, less returns<br>and allowances . . . . .  | a                         | 1,366.               |  |   |  |
| b Less: cost of goods sold . . . . .                              | b  | 844.                      |                      |  |   |  |
| c Net income or (loss) from sales of inventory . . . . .          |  | 522.                      | 522.                 | 0.   | 0.                                      |  |
| <b>Miscellaneous Revenue</b>                                      |  | <b>Business Code</b>      |                      |  |   |  |
| 11 a . . . . .  |  |                           |                      |  |   |  |
| b . . . . .   |  |                           |                      |  |   |  |
| c . . . . .   |  |                           |                      |  |   |  |
| d All other revenue . . . . .                                     |  |                           |                      |  |   |  |
| e Total. Add lines 11a-11d . . . . .                              |  |                           |                      |  |   |  |
| 12 Total revenue. See instructions . . . . .                      |  | 115,949.                  | 84,968.              | 0.   | 6,456.                                  |  |

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**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☐

| Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.   | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|--|-----------------------|---------------------------------|--|-----------------------------|
| 1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21. . . . .  |                       |                                 |  |                             |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22. . . . .   |                       |                                 |  |                             |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16. . . . .  |                       |                                 |  |                             |
| 4 Benefits paid to or for members. . . . .   |                       |                                 |  |                             |
| 5 Compensation of current officers, directors, trustees, and key employees. . . . .  |                       |                                 |  |                             |
| 6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B). . . . .   |                       |                                 |  |                             |
| 7 Other salaries and wages. . . . .  |                       |                                 |  |                             |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions). . . . .  |                       |                                 |  |                             |
| 9 Other employee benefits. . . . .   |                       |                                 |  |                             |
| 10 Payroll taxes. . . . .  |                       |                                 |  |                             |
| 11 Fees for services (non-employees):  |                       |                                 |  |                             |
| a Management. . . . .  |                       |                                 |  |                             |
| b Legal. . . . .   |                       |                                 |  |                             |
| c Accounting. . . . .  | 760.                  | 0.                              | 760.                                   | 0.                          |
| d Lobbying. . . . .  |                       |                                 |  |                             |
| e Professional fundraising services. See Part IV, line 17. . . . .   |                       |                                 |  |                             |
| f Investment management fees. . . . .  |                       |                                 |  |                             |
| g Other. (If line 11g amt exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O). . . . .  |                       |                                 |  |                             |
| 12 Advertising and promotion. . . . .  |                       |                                 |  |                             |
| 13 Office expenses. . . . .  | 4,682.                | 0.                              | 4,682.                                 | 0.                          |
| 14 Information technology. . . . .   | 1,152.                | 576.                            | 576.                                   | 0.                          |
| 15 Royalties. . . . .  |                       |                                 |  |                             |
| 16 Occupancy. . . . .  |                       |                                 |  |                             |
| 17 Travel. . . . .   | 13,480.               | 0.                              | 13,480.                                | 0.                          |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials. . . . .   |                       |                                 |  |                             |
| 19 Conferences, conventions, and meetings. . . . .   | 103,960.              | 102,463.                        | 1,497.                                 | 0.                          |
| 20 Interest. . . . .   |                       |                                 |  |                             |
| 21 Payments to affiliates. . . . .   |                       |                                 |  |                             |
| 22 Depreciation, depletion, and amortization. . . . .  |                       |                                 |  |                             |
| 23 Insurance. . . . .  | 1,366.                | 0.                              | 1,366.                                 | 0.                          |
| 24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O). . . . .                                       |                       |                                 |  |                             |
| a. . . . .   |                       |                                 |  |                             |
| b. . . . .   |                       |                                 |  |                             |
| c. . . . .   |                       |                                 |  |                             |
| d. . . . .   |                       |                                 |  |                             |
| e All other expenses. . . . .  |                       |                                 |  |                             |
| 25 Total functional expenses. Add lines 1 through 24e. . . . .   | 125,400.              | 103,039.                        | 22,361.                                | 0.                          |
| 26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720). . . . . |                       |                                 |  |                             |

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X. ☐

|   |  | (A)<br>Beginning of year |          | (B)<br>End of year |
|---|--|--------------------------|----------|--------------------|
| <b>Assets</b>   | 1 Cash — non-interest-bearing . . . . .  | 21,290.                  | 1        | 13,686.            |
|   | 2 Savings and temporary cash investments . . . . .   | 95,692.                  | 2        | 95,783.            |
|   | 3 Pledges and grants receivable, net . . . . .   |                          | 3        |                    |
|   | 4 Accounts receivable, net . . . . .   |                          | 4        |                    |
|   | 5 Loans and other receivables from current and former officers, directors,<br>trustees, key employees, and highest compensated employees. Complete<br>Part II of Schedule L . . . . .  |                          | 5        |                    |
|   | 6 Loans and other receivables from other disqualified persons (as defined under<br>section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing<br>employers and sponsoring organizations of section 501(c)(9) voluntary employees'<br>beneficiary organizations (see instructions). Complete Part II of Schedule L . . . . . |                          | 6        |                    |
|   | 7 Notes and loans receivable, net . . . . .  |                          | 7        |                    |
|   | 8 Inventories for sale or use . . . . .  |                          | 8        |                    |
|   | 9 Prepaid expenses and deferred charges . . . . .  |                          | 9        |                    |
|   | 10a Land, buildings, and equipment: cost or other basis.<br>Complete Part VI of Schedule D . . . . .   | 10a                      |          |                    |
|   | b Less: accumulated depreciation . . . . .   | 10b                      | 10c      |                    |
|   | 11 Investments — publicly traded securities . . . . .  |                          | 11       |                    |
|   | 12 Investments — other securities. See Part IV, line 11 . . . . .  |                          | 12       |                    |
|   | 13 Investments — program-related. See Part IV, line 11 . . . . .   |                          | 13       |                    |
|   | 14 Intangible assets . . . . .   |                          | 14       |                    |
|   | 15 Other assets. See Part IV, line 11 . . . . .  |                          | 15       |                    |
| 16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) . . . . . | 116,982.   | 16                       | 109,469. |                    |
| <b>Liabilities</b>  | 17 Accounts payable and accrued expenses . . . . .   |                          | 17       |                    |
|   | 18 Grants payable . . . . .  |                          | 18       |                    |
|   | 19 Deferred revenue . . . . .  |                          | 19       | 1,938.             |
|   | 20 Tax-exempt bond liabilities . . . . .   |                          | 20       |                    |
|   | 21 Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .   |                          | 21       |                    |
|   | 22 Loans and other payables to current and former officers, directors, trustees,<br>key employees, highest compensated employees, and disqualified persons.<br>Complete Part II of Schedule L . . . . .  |                          | 22       |                    |
|   | 23 Secured mortgages and notes payable to unrelated third parties . . . . .  |                          | 23       |                    |
|   | 24 Unsecured notes and loans payable to unrelated third parties . . . . .  |                          | 24       |                    |
|   | 25 Other liabilities (including federal income tax, payables to related third parties,<br>and other liabilities not included on lines 17-24). Complete Part X of Schedule D . . . . .  |                          | 25       |                    |
|   | 26 <b>Total liabilities.</b> Add lines 17 through 25 . . . . .   | 0.                       | 26       | 1,938.             |
| <b>Net Assets or Fund Balances</b>  | Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete<br>lines 27 through 29, and lines 33 and 34.   |                          |          |                    |
|   | 27 Unrestricted net assets . . . . .   | 116,982.                 | 27       | 107,531.           |
|   | 28 Temporarily restricted net assets . . . . .   |                          | 28       |                    |
|   | 29 Permanently restricted net assets . . . . .   |                          | 29       |                    |
|   | Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/><br>and complete lines 30 through 34.  |                          |          |                    |
|   | 30 Capital stock or trust principal, or current funds . . . . .  |                          | 30       |                    |
|   | 31 Paid-in or capital surplus, or land, building, or equipment fund . . . . .  |                          | 31       |                    |
|   | 32 Retained earnings, endowment, accumulated income, or other funds . . . . .  |                          | 32       |                    |
|   | 33 <b>Total net assets or fund balances.</b> . . . . .   | 116,982.                 | 33       | 107,531.           |
| 34 <b>Total liabilities and net assets/fund balances</b> . . . . .            | 116,982.   | 34                       | 109,469. |                    |

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Form 990 (2014)

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI. ☐

|    |  |    |          |
|----|--|----|----------|
| 1  | Total revenue (must equal Part VIII, column (A), line 12)  | 1  | 115,949. |
| 2  | Total expenses (must equal Part IX, column (A), line 25)   | 2  | 125,400. |
| 3  | Revenue less expenses. Subtract line 2 from line 1   | 3  | -9,451.  |
| 4  | Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))                      | 4  | 116,982. |
| 5  | Net unrealized gains (losses) on investments   | 5  |          |
| 6  | Donated services and use of facilities   | 6  |          |
| 7  | Investment expenses  | 7  |          |
| 8  | Prior period adjustments   | 8  |          |
| 9  | Other changes in net assets or fund balances (explain in Schedule O)   | 9  |          |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) | 10 | 107,531. |

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII. ☐

|  | Yes | No |
|--|-----|----|
| 1 Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other   |     |    |
| If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.  |     |    |
| 2 a Were the organization's financial statements compiled or reviewed by an independent accountant?  | 2 a | X  |
| If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:  |     |    |
| <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis  |     |    |
| b Were the organization's financial statements audited by an independent accountant?   | 2 b | X  |
| If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:   |     |    |
| <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis  |     |    |
| c If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? | 2 c |    |
| If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.  |     |    |
| 3 a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?   | 3 a | X  |
| b If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits     | 3 b |    |

BAA

Form 990 (2014)

**SCHEDULE A**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.  
▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2014**

Open to Public Inspection

Name of the organization

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Employer identification number

91-2168397

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 ☐ A school described in section 170(b)(1)(A)(ii). (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 ☐ A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 ☐ A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 ☒ An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions — subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 11a through 11d that describes the type of supporting organization and complete lines 11e, 11f, and 11g.
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 11a through 11d that describes the type of supporting organization and complete lines 11e, 11f, and 11g.
  - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
  - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
  - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
  - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
  - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations: \_\_\_\_\_
  - g Provide the following information about the supported organization(s).

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-9 above or IRC section (see instructions)) | (iv) Is the organization listed in your governing document? |    | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|---|---|----|---|---|
|                                    |          |   | Yes   | No |   |   |
| (A)                                |          |   |   |    |   |   |
| (B)                                |          |   |   |    |   |   |
| (C)                                |          |   |   |    |   |   |
| (D)                                |          |   |   |    |   |   |
| (E)                                |          |   |   |    |   |   |
| <b>Total</b>                       |          |   |   |    |   |   |

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2014

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ▶   | (a) 2010 | (b) 2011 | (c) 2012 | (d) 2013 | (e) 2014 | (f) Total |
|---|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)  |          |          |          |          |          |           |
| 2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf   |          |          |          |          |          |           |
| 3 The value of services or facilities furnished by a governmental unit to the organization without charge.  |          |          |          |          |          |           |
| 4 Total. Add lines 1 through 3  |          |          |          |          |          |           |
| 5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) |          |          |          |          |          |           |
| 6 Public support. Subtract line 5 from line 4   |          |          |          |          |          |           |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ▶  | (a) 2010 | (b) 2011 | (c) 2012 | (d) 2013 | (e) 2014 | (f) Total                |
|--|----------|----------|----------|----------|----------|--------------------------|
| 7 Amounts from line 4  |          |          |          |          |          |                          |
| 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources   |          |          |          |          |          |                          |
| 9 Net income from unrelated business activities, whether or not the business is regularly carried on   |          |          |          |          |          |                          |
| 10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)   |          |          |          |          |          |                          |
| 11 Total support. Add lines 7 through 10   |          |          |          |          |          |                          |
| 12 Gross receipts from related activities, etc (see instructions)  |          |          |          |          | 12       |                          |
| 13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here |          |          |          |          |          | <input type="checkbox"/> |

**Section C. Computation of Public Support Percentage**

|  |    |   |
|--|----|---|
| 14 Public support percentage for 2014 (line 6, column (f) divided by line 11, column (f))  | 14 | % |
| 15 Public support percentage from 2013 Schedule A, Part II, line 14  | 15 | % |
| 16a 33-1/3% support test – 2014. If the organization did not check the box on line 13, and the line 14 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization   |    |   |
| 16b 33-1/3% support test – 2013. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization  |    |   |
| 17a 10%-facts-and-circumstances test – 2014. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization      |    |   |
| 17b 10%-facts-and-circumstances test – 2013. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization |    |   |
| 18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions  |    |   |

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Schedule A (Form 990 or 990-EZ) 2014

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

| Calendar year (or fiscal yr beginning in) ▶  | (a) 2010 | (b) 2011 | (c) 2012 | (d) 2013 | (e) 2014 | (f) Total |
|--|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions and membership fees received. (Do not include any 'unusual grants'.)  | 22,140.  | 25,365.  | 25,725.  | 27,340.  | 24,525.  | 125,095.  |
| 2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose | 76,259.  | 67,328.  | 73,246.  | 72,331.  | 85,812.  | 374,976.  |
| 3 Gross receipts from activities that are not an unrelated trade or business under section 513   |          |          |          |          |          |           |
| 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf  |          |          |          |          |          |           |
| 5 The value of services or facilities furnished by a governmental unit to the organization without charge.   |          |          |          |          |          |           |
| 6 Total. Add lines 1 through 5   | 98,399.  | 92,693.  | 98,971.  | 99,671.  | 110,337. | 500,071.  |
| 7 a Amounts included on lines 1, 2, and 3 received from disqualified persons   | 0.       | 0.       | 0.       | 0.       | 0.       | 0.        |
| b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year           |          |          |          |          |          |           |
| c Add lines 7a and 7b  | 0.       | 0.       | 0.       | 0.       | 0.       | 0.        |
| 8 Public support (Subtract line 7c from line 6.)   |          |          |          |          |          | 500,071.  |

**Section B. Total Support**

| Calendar year (or fiscal yr beginning in) ▶  | (a) 2010 | (b) 2011 | (c) 2012 | (d) 2013 | (e) 2014 | (f) Total |
|--|----------|----------|----------|----------|----------|-----------|
| 9 Amounts from line 6  | 98,399.  | 92,693.  | 98,971.  | 99,671.  | 110,337. | 500,071.  |
| 10 a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources  | 201.     | 224.     | 232.     | 113.     | 91.      | 861.      |
| b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975  |          |          |          |          |          |           |
| c Add lines 10a and 10b  | 201.     | 224.     | 232.     | 113.     | 91.      | 861.      |
| 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on   |          |          |          |          |          |           |
| 12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)   | 10,525.  | 8,648.   | 9,702.   | 10,205.  | 9,034.   | 48,114.   |
| 13 Total support. (Add lines 9, 10c, 11 and 12.)   | 109,125. | 101,565. | 108,905. | 109,989. | 119,462. | 549,046.  |
| 14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. ▶ <input type="checkbox"/> |          |          |          |          |          |           |

**Section C. Computation of Public Support Percentage**

|   |    |         |
|---|----|---------|
| 15 Public support percentage for 2014 (line 8, column (f) divided by line 13, column (f)) | 15 | 91.08 % |
| 16 Public support percentage from 2013 Schedule A, Part III, line 15.                     | 16 | 90.51 % |

**Section D. Computation of Investment Income Percentage**

|   |    |                                     |
|---|----|-------------------------------------|
| 17 Investment income percentage for 2014 (line 10c, column (f) divided by line 13, column (f))  | 17 | 0.16 %                              |
| 18 Investment income percentage from 2013 Schedule A, Part III, line 17   | 18 | 0.17 %                              |
| 19 a 33-1/3% support tests — 2014. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization        |    | <input checked="" type="checkbox"/> |
| b 33-1/3% support tests — 2013. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization |    | <input type="checkbox"/>            |
| 20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ▶ <input type="checkbox"/>   |    | <input type="checkbox"/>            |

**Part IV Supporting Organizations**

(Complete only if you checked a box on line 11 of Part I. If you checked 11a of Part I, complete Sections A and B. If you checked 11b of Part I, complete Sections A and C. If you checked 11c of Part I, complete Sections A, D, and E. If you checked 11d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2) . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer (b) and (c) below. . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in Part VI when and how the organization made the determination . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in Part VI what controls the organization put in place to ensure such use . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4a Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked 11a or 11b in Part I, answer (b) and (c) below . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5a Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed, (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document) . . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document? . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| c Substitutions only. Was the substitution the result of an event beyond the organization's control? . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (a) its supported organizations; (b) individuals that are part of the charitable class benefited by one or more of its supported organizations; or (c) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in Part VI . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in IRC 4958(c)(3)(C)), a family member of a substantial contributor, or a 35-percent controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990) . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If 'Yes,' complete Part I of Schedule L (Form 990). . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in Part VI . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| b Did one or more disqualified persons (as defined in line 9(a)) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in Part VI . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| c Did a disqualified person (as defined in line 9(a)) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in Part VI . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10a Was the organization subject to the excess business holdings rules of IRC 4943 because of IRC 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer (b) below . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| b Did the organization, have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.) . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |

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Schedule A (Form 990 or 990-EZ) 2014

**Part IV Supporting Organizations** (continued)**11** Has the organization accepted a gift or contribution from any of the following persons?**a** A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization? . . . . .**b** A family member of a person described in (a) above? . . . . .**c** A 35% controlled entity of a person described in (a) or (b) above? If 'Yes' to a, b, or c, provide detail in Part VI . . . . .

|     | Yes | No |
|-----|-----|----|
| 11a |     |    |
| 11b |     |    |
| 11c |     |    |

**Section B. Type I Supporting Organizations****1** Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year . . . . .**2** Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization . . . . .

|   | Yes | No |
|---|-----|----|
| 1 |     |    |
| 2 |     |    |

**Section C. Type II Supporting Organizations****1** Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s) . . . . .

|   | Yes | No |
|---|-----|----|
| 1 |     |    |

**Section D. All Type III Supporting Organizations****1** Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (1) a written notice describing the type and amount of support provided during the prior tax year, (2) a copy of the Form 990 that was most recently filed as of the date of notification, and (3) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? . . . . .**2** Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s) . . . . .**3** By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard . . . . .

|   | Yes | No |
|---|-----|----|
| 1 |     |    |
| 2 |     |    |
| 3 |     |    |

**Section E. Type III Functionally-Integrated Supporting Organizations****1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions):**a** ☐ The organization satisfied the Activities Test. Complete line 2 below.**b** ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.**c** ☐ The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).**2** Activities Test. Answer (a) and (b) below.**a** Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities . . . . .**b** Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement . . . . .**3** Parent of Supported Organizations. Answer (a) and (b) below.**a** Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI . . . . .**b** Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in Part VI the role played by the organization in this regard . . . . .

|    | Yes | No |
|----|-----|----|
| 2a |     |    |
| 2b |     |    |
| 3a |     |    |
| 3b |     |    |



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on November 20, 1970. See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

**Section A – Adjusted Net Income**

|   |  | (A) Prior Year | (B) Current Year (optional) |
|---|--|----------------|-----------------------------|
| 1 | Net short-term capital gain . . . . .  | 1              |                             |
| 2 | Recoveries of prior-year distributions . . . . .   | 2              |                             |
| 3 | Other gross income (see instructions). . . . .   | 3              |                             |
| 4 | Add lines 1 through 3. . . . .   | 4              |                             |
| 5 | Depreciation and depletion . . . . .   | 5              |                             |
| 6 | Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) . . . . . | 6              |                             |
| 7 | Other expenses (see instructions) . . . . .  | 7              |                             |
| 8 | <b>Adjusted Net Income</b> (subtract lines 5, 6 and 7 from line 4) . . . . .   | 8              |                             |

**Section B – Minimum Asset Amount**

|   |   | (A) Prior Year | (B) Current Year (optional) |
|---|---|----------------|-----------------------------|
| 1 | Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): |                |                             |
| a | Average monthly value of securities . . . . .   | 1 a            |                             |
| b | Average monthly cash balances . . . . .   | 1 b            |                             |
| c | Fair market value of other non-exempt-use assets . . . . .  | 1 c            |                             |
| d | <b>Total</b> (add lines 1a, 1b, and 1c). . . . .  | 1 d            |                             |
| e | Discount claimed for blockage or other factors (explain in detail in Part VI):  |                |                             |
| 2 | Acquisition indebtedness applicable to non-exempt-use assets . . . . .  | 2              |                             |
| 3 | Subtract line 2 from line 1d . . . . .  | 3              |                             |
| 4 | Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions) . . . . .                        | 4              |                             |
| 5 | Net value of non-exempt-use assets (subtract line 4 from line 3) . . . . .  | 5              |                             |
| 6 | Multiply line 5 by .035. . . . .  | 6              |                             |
| 7 | Recoveries of prior-year distributions . . . . .  | 7              |                             |
| 8 | <b>Minimum Asset Amount</b> (add line 7 to line 6) . . . . .  | 8              |                             |

**Section C – Distributable Amount**

|   |  |   | Current Year |
|---|--|---|--------------|
| 1 | Adjusted net income for prior year (from Section A, line 8, Column A) . . . . .  | 1 |              |
| 2 | Enter 85% of line 1 . . . . .  | 2 |              |
| 3 | Minimum asset amount for prior year (from Section B, line 8, Column A) . . . . .   | 3 |              |
| 4 | Enter greater of line 2 or line 3 . . . . .  | 4 |              |
| 5 | Income tax imposed in prior year . . . . .   | 5 |              |
| 6 | <b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions) . . . . . | 6 |              |

- 7 ☐ Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions).

BAA

Schedule A (Form 990 or 990-EZ) 2014

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

| <b>Section D — Distributions</b> |   | <b>Current Year</b> |
|----------------------------------|---|---------------------|
| 1                                | Amounts paid to supported organizations to accomplish exempt purposes . . . . .   |                     |
| 2                                | Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity . . . . .     |                     |
| 3                                | Administrative expenses paid to accomplish exempt purposes of supported organizations . . . . .   |                     |
| 4                                | Amounts paid to acquire exempt-use assets . . . . .   |                     |
| 5                                | Qualified set-aside amounts (prior IRS approval required) . . . . .   |                     |
| 6                                | Other distributions (describe in Part VI). See instructions . . . . .   |                     |
| 7                                | <b>Total annual distributions.</b> Add lines 1 through 6 . . . . .  |                     |
| 8                                | Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions . . . . . |                     |
| 9                                | Distributable amount for 2014 from Section C, line 6 . . . . .  |                     |
| 10                               | Line 8 amount divided by Line 9 amount . . . . .  |                     |

| <b>Section E — Distribution Allocations (see instructions)</b> |  | <b>(I)<br/>Excess<br/>Distributions</b> | <b>(II)<br/>Underdistributions<br/>Pre-2014</b> | <b>(III)<br/>Distributable<br/>Amount for 2014</b> |
|--|--|---|---|--|
| 1  | Distributable amount for 2014 from Section C, line 6 . . . . .   |   |   |  |
| 2  | Underdistributions, if any, for years prior to 2014 (reasonable cause required — see instructions) . . . . .   |   |   |  |
| 3  | Excess distributions carryover, if any, to 2014:   |   |   |  |
| a  |  |   |   |  |
| b  |  |   |   |  |
| c  |  |   |   |  |
| d  |  |   |   |  |
| e  | From 2013 . . . . .  |   |   |  |
| f  | <b>Total</b> of lines 3a through e . . . . .   |   |   |  |
| g  | Applied to underdistributions of prior years . . . . .   |   |   |  |
| h  | Applied to 2014 distributable amount . . . . .   |   |   |  |
| i  | Carryover from 2009 not applied (see instructions) . . . . .   |   |   |  |
| j  | Remainder. Subtract lines 3g, 3h, and 3i from 3f . . . . .   |   |   |  |
| 4  | Distributions for 2014 from Section D, line 7: \$ . . . . .  |   |   |  |
| a  | Applied to underdistributions of prior years . . . . .   |   |   |  |
| b  | Applied to 2014 distributable amount . . . . .   |   |   |  |
| c  | Remainder. Subtract lines 4a and 4b from 4 . . . . .   |   |   |  |
| 5  | Remaining underdistributions for years prior to 2014, if any. Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions) . . . . . |   |   |  |
| 6  | Remaining underdistributions for 2014. Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions) . . . . .                        |   |   |  |
| 7  | <b>Excess distributions carryover to 2015.</b> Add lines 3j and 4c . . . . .   |   |   |  |
| 8  | Breakdown of line 7:   |   |   |  |
| a  |  |   |   |  |
| b  |  |   |   |  |
| c  |  |   |   |  |
| d  | Excess from 2013 . . . . .   |   |   |  |
| e  | Excess from 2014 . . . . .   |   |   |  |

BAA

Schedule A (Form 990 or 990-EZ) 2014

**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

Pt II Ln 10 Other Income Part III, Line 12 Description: RAFFLE/AUCTION/NEWSLETTER  
2010: 10525. 2011: 8648. 2012: 9702. 2013: 10205. 2014: 9034.

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is  
at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2014**

Open to Public  
Inspection

Department of the Treasury  
Internal Revenue Service

Name of the organization

WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Employer identification number

91-2168397

Pt VI, Line 11b FORM 990 REVIEWED BY THE ORGANIZATION MEMBERS AT MEETING

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Schedule O (Form 990), Supplemental Information to Form 990  
Form 990, Page 2, Part III, Line 1 (continued)

---

Briefly describe the organization's mission:

GOVERNMENTS OF THE STATE OF WASHINGTON. IT IS ALSO OUR OBJECTIVE TO PROVIDE  
IMPROVED LOCAL GOVERNMENTAL SERVICES IN THE STATE.

---

**DAVID T. SAATHOFF CPA**  
**10000 NE 7TH AVENUE, SUITE 380**  
**VANCOUVER, WA 98685**  
**(360) 696-4246**  
**dave@saathoffcpa.com**

September 4, 2015

WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
PO BOX 9  
WOODLAND, WA 98674

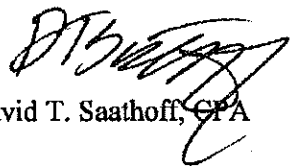
Dear Client,

Enclosed is the 2014 U.S. Form 990, Return of Organization Exempt from Income Tax, for WASHINGTON MUNICIPAL CLERKS ASSOCIATION for the tax year ending April 30, 2015.

Your 2014 U.S. Form 990, Return of Organization Exempt from Income Tax, will be electronically filed when we receive the signed and dated Form 8879-EO, IRS e-file Signature Authorization for an Exempt Organization, back from you. The due date for this return is September 15, 2015.

We very much appreciate the opportunity to serve you. If you have any questions regarding this return, please do not hesitate to call.

Sincerely,



David T. Saathoff, CPA

## WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

On the bottom of your statement, there is a link to the website:

[www.bankofamerica.com/worldpoints](http://www.bankofamerica.com/worldpoints) as well as a summary of the points activity. Please submit a reconciliation of your redeemed points each quarter for the EC Meeting Packet. Effective January 23, 2015 all points reporting will be included in documents reviewed by the Audit Committee for accountability and transparency. Points can be used for anything already in your 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.

Name: Gina Anderson

Position: Treasurer 2015-2017

Period: March – May 2015

|                          |                       |                |        |
|--------------------------|-----------------------|----------------|--------|
| Beginning Points Balance |                       |                | 13,666 |
| Date/Desc/Points Earned  | 1 <sup>st</sup> month | March 10, 2015 | 844    |
|                          | 2 <sup>nd</sup> month | April 10, 2015 | 80     |
|                          | 3 <sup>rd</sup> month | May 10, 2015   | 1,000  |
| Subtotal Point Earned    |                       |                | 15,590 |
| Date/Desc/Points Used    |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
| Subtotal Point Used      |                       |                | 0      |
| Balance of Points        |                       |                | 15,590 |

Scott returned his card to me at conference. In May 2015, I purchased two \$25.00 gift cards from Starbucks at the cost of 3,000 points apiece and transferred the 1,253 points to my credit card. Gift cards will be mailed to Education Chair, Carol Etgen, for conference speakers.

*Gina*

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Name: Debbie Burke

Position: President 2015-2016

Period: March – May 2015

|                         |                       |                          |       |
|-------------------------|-----------------------|--------------------------|-------|
|                         |                       | Beginning Points Balance | 4,764 |
| Date/Desc/Points Earned | 1 <sup>st</sup> month | March 10, 2015           | 719   |
|                         | 2 <sup>nd</sup> month | April 10, 2015           | 860   |
|                         | 3 <sup>rd</sup> month | May 10, 2015             | 653   |
|                         |                       | Subtotal Point Earned    | 6,996 |
| Date/Desc/Points Used   |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       | Subtotal Point Used      | 0     |
|                         |                       | Balance of Points        | 6,996 |

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*Gina*



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Name: Shannon Corin

Position: President Elect 2015-2016

Period: March – May 2015

|                         |                       |                          |       |
|-------------------------|-----------------------|--------------------------|-------|
|                         |                       | Beginning Points Balance | 0     |
| Date/Desc/Points Earned | 1 <sup>st</sup> month | March 10, 2015           | 0     |
|                         | 2 <sup>nd</sup> month | April 10, 2015           | 2,086 |
|                         | 3 <sup>rd</sup> month | May 10, 2015             | 0     |
|                         |                       | Subtotal Point Earned    | 2,086 |
| Date/Desc/Points Used   |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       | Subtotal Point Used      | 0     |
|                         |                       | Balance of Points        | 2,086 |

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*Gina*

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Name: Carol Etgen

Position: Education Chair 2015-2016

Period: March – May 2015

|                         |                       |                          |       |
|-------------------------|-----------------------|--------------------------|-------|
|                         |                       | Beginning Points Balance | 3,949 |
| Date/Desc/Points Earned | 1 <sup>st</sup> month | March 10, 2015           | 0     |
|                         | 2 <sup>nd</sup> month | April 10, 2015           | 284   |
|                         | 3 <sup>rd</sup> month | May 10, 2015             | 0     |
|                         |                       | Subtotal Point Earned    | 4,233 |
| Date/Desc/Points Used   |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       |                          |       |
|                         |                       | Subtotal Point Used      | 0     |
|                         |                       | Balance of Points        | 4,233 |

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*Gina*

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Name: Diana Quinn

Position: Immediate Past President 2015-2016

Period: March – May 2015

|                          |                       |                |       |
|--------------------------|-----------------------|----------------|-------|
| Beginning Points Balance |                       |                | 9,238 |
| Date/Desc/Points Earned  | 1 <sup>st</sup> month | March 10, 2015 | 0     |
|                          | 2 <sup>nd</sup> month | April 10, 2015 | 50    |
|                          | 3 <sup>rd</sup> month | May 10, 2015   | 0     |
| Subtotal Point Earned    |                       |                | 9,288 |
| Date/Desc/Points Used    |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
| Subtotal Point Used      |                       |                | 0     |
| Balance of Points        |                       |                | 9,288 |

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*Gina*

## WMCA Bank of America Credit Card Points Instructions/Quarterly Reporting

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Name: Scott Passey

Position: Immediate Past President 2014-2015

Period: March – May 2015

|                          |                       |                |       |
|--------------------------|-----------------------|----------------|-------|
| Beginning Points Balance |                       |                | 8,051 |
| Date/Desc/Points Earned  | 1 <sup>st</sup> month | March 10, 2015 | 202   |
|                          | 2 <sup>nd</sup> month | April 10, 2015 | 0     |
|                          | 3 <sup>rd</sup> month | May 10, 2015   | 0     |
| Subtotal Point Earned    |                       |                | 8,253 |
| Date/Desc/Points Used    |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
|                          |                       |                |       |
| Subtotal Point Used      |                       |                | 8,253 |
| Balance of Points        |                       |                | 8,253 |

Scott returned his card to me at conference. In May 2015, I purchased two \$25.00 gift cards from Starbucks at the cost of 3,000 points apiece and transferred the 1,253 points to my credit card. Gift cards will be mailed to Education Chair, Carol Etgen, for conference speakers. Reconciliation will show On the next report.

*Gina*

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Name: Paula Swisher

Position: Conference Chair 2015-2016

Period: March – May 2015

|                          |                       |                |        |
|--------------------------|-----------------------|----------------|--------|
| Beginning Points Balance |                       |                | 1,684  |
| Date/Desc/Points Earned  | 1 <sup>st</sup> month | March 10, 2015 | 191    |
|                          | 2 <sup>nd</sup> month | April 10, 2015 | 8,324  |
|                          | 3 <sup>rd</sup> month | May 10, 2015   | 0      |
| Subtotal Point Earned    |                       |                | 10,199 |
| Date/Desc/Points Used    |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
|                          |                       |                |        |
| Subtotal Point Used      |                       |                | 0      |
| Balance of Points        |                       |                | 10,199 |

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*Gina*

**TO:** WMCA Executive Committee

**FM:** Jill Boltz, Boardmember

**DT:** October 6, 2015

**RE:** WMCA Membership Scholarships

At the Archives Oversight Committee meeting, a report was given on the status of grants. The City of North Bonneville has a population of under 1,000 residents and was not able to use the grant because of staffing constraints. It occurred to me that this missed opportunity for a small city is huge and my wheels began turning.

In this particular instance, I suggested to the Archives staff that they reach out to one of the city representatives on the AOC when a records management related issue arises. We discussed the possibility of a larger neighbouring city providing some assistance. We did not define what the "assistance" might involve, but could be looked at further when/if this situation arises again.

On a similar note, I know that most of us have had rough time in our cities, but it occurred to me that WMCA should have a vested interest to assist these smaller cities, when and if possible. I know we offer conference scholarships for training of our members, but if they cannot afford to be a member or do not see the benefit in being a member then the training scholarship is mute. What about simply providing for "small city" membership scholarships? We provide so much information through our website, newsletters and networking that this resource in itself is very valuable.

I would like to respectfully suggest the Executive Committee consider a membership scholarship to members under 1,000 residents. This represents approximately 80 cities and towns state wide.



October \_\_, 2015

(Regional Clerk's Association/City of Spokane/Chamber of Commerce)

RE: 2021 IIMC Annual Conference Bid

WMCA President Debbie Burke received an e-mail from Visit Spokane expressing interest and asking for support to host the 2021 IIMC Annual Conference. This is a very exciting opportunity for Spokane and Washington State. Not only would we share our beautiful state with delegates from all over the world but also provide an opportunity for our Washington State Clerks to experience an IIMC Annual Conference that perhaps would not otherwise be afforded.

While 2021 may seem far beyond what any of us would plan for, the bid for 2021 will be let in March 2016 and will require Visit Spokane to collect all of the required information to ensure a viable conference.

Why is your organization receiving this letter? We are looking for statewide support for this effort. A draft letter of support has been included along with a copy of the "General Information on IIMC 4-Day Conferences." Visit Spokane, the City of Spokane and even neighbouring cities will obviously shoulder a great deal of the effort to make this happen; however, we are reaching out to our wonderful WMCA membership for general support and consideration to share your time, talent and treasures as a volunteer.

We understand this venture is six years away. The commitment at this time is simply to share this information with your (regional group, elected, board members), gain support for the effort, prepare and return the letter of support and stay tuned on how your group can help if/when this bid is successful.

Sincerely on behalf of the WMCA Executive Board,

Jill A. Boltz, CMC

Kitsap Transit Clerk of the Board & WMCA Board member

[Insert Date]

Scott Zellers  
Director of National Accounts  
Visit Spokane  
801 W. Riverside; Suite 301  
Spokane, WA 99201  
[szellers@visitspokane.com](mailto:szellers@visitspokane.com)

RE: Letter of Support for 2021 IIMC Annual Conference Bid

Dear Mr. Zellers;

The [insert organization name], is pleased to support Visit Spokane's bid for the 2021 International Institute of Municipal Clerk's Annual Conference.





- ☐ 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:** Jodee Schwinn

**COMMITTEE:** Bylaws Committee

**DATE:** October 1, 2015

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**SUMMARY OF ACTIVITIES:** Good Afternoon. As of this time, there is nothing to report from the Bylaws Committee. Thank you.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** n/a

**ALTERNATIVES:** n/a

**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:** Paula Swisher, Chair

**COMMITTEE:** Conference Planning

**DATE:** 10/1/15

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**SUMMARY OF ACTIVITIES:** See attached.

**ACTION REQUESTED:** ☒ YES ☐ NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:**

| Revenues:            | Budgeted Amount        | Revenues Generated                      |
|----------------------|------------------------|---|
| <hr/>                | \$ <hr/>               | \$ <hr/>                                |
| <hr/>                | \$ <hr/>               | \$ <hr/>                                |
| <b>Expenditures:</b> | <b>Budgeted Amount</b> | <b>Amount encumbered &amp; expended</b> |
| <hr/>                | \$ <hr/>               | \$ <hr/>                                |
| <hr/>                | \$ <hr/>               | \$ <hr/>                                |
| <hr/>                | \$ <hr/>               | \$ <hr/>                                |

I have questions that we as a group (just the board not the membership) need to decide so that I can narrow my recommendations.

1. Do we want to have one year be over in Spokane or would we be willing to have the recurring years in places like Pasco, Yakima and Leavenworth to keep them more centralized?
  - a. My reason for this is, as I drove to different places I felt that we need to find locations that weren't as daunting for some of our members (i.e. Like Dee or Bobbie having to get to Spokane). The trips to Yakima and Pasco were respectively 2.5 and 3.5 hours from my home in Everett, whereas, Spokane is 5-6.
    - i. For Dee Spokane would be 8-9 or more driving hours, 2.5 hours to airport, 2 hours wait time, roughly an hour on plane and then a shuttle to hotel, so still at minimum 5 hours.
    - ii. For Bobbie it requires her to either get up at 3am the morning of to catch a flight because she needs 4 hours prior to the flight or they have to incur an additional night hotel to stay the night before at a hotel near the airport.
2. In addition, one of the things I keep running into is not a lot of vendor space. I'd like to propose that we change our vendors to be something like what the municipal treasurers do, instead of vendor tables the vendors attend the sessions and all the meals to network with the attendees, they include brochures in the bags and for higher sponsorship levels they get to sponsor a break or a meal and can place info on the tables.
  - a. While talking to Debbie B. about this she said that Alaska has a speed dating night with the vendors. That gives them an opportunity to chat with you/or a small group for a few minutes offer you their contact info and additional info.
    - i. My thought on this would be that we could use our auction night to do speed dating with the vendors to fill the time, keep people engaged and we could offer the \$100/vendor card prize at the end of the night.
  - b. If we were to consider this option we would also offer if they sponsor at the diamond level (we would limit this to 5-6) they could have a small table set up to have their stuff set out like they do now.
  - c. If the hotel has an additional small room available we could also offer to let each vendor/sponsor utilize the room for demo purposes for an hour or two each. (this is still in my thinking stages but I believe it could work)
  - d. Another piece to this would be that for the different levels we would determine how many people they could send to participate (\$500=1; \$1,000=2; \$2,500=3).
  - e. Beginning this year we will also have a vendor block of rooms that will not take away rooms from our members. We ran into the problem last year that some of our vendors were greedy and booked multiple rooms causing our members to have to locate at another hotel. Vendors are also not really eligible for the government rates we acquire so they will have a different rate then we have.

3. Another piece to using the same facilities over again is we will need to formulate a system to choose different clerks to be the host clerk each year. We can choose from either surrounding cities or do a lottery etc. We may still need to utilize the local clerk to help us to find people locally to do the national anthem, invocation, color guard and charity.

Here are some highlights from my trips so far:

- Yakima – centrally located, easy to get to.
  - Red Lion, has some unique qualities and gives us Hello Reward Points for using more than one Red Lion in multiple years.
  - Red Lion has their own breakfast service so we could utilize that on the day of the Academy session rather than serving breakfast as we did in the past.
  - Red Lion has their own lounge.....we know that helps with the networking and everyone hanging out together.
  - If we needed just a bit more space we could incorporate using the convention center right next to the Red Lion because their space is set up to separate the large conferences from a smaller one such as ours.
  - Easy for people to fly into and get the shuttle to and from the hotel.
- Pasco – centrally located, easy to get to.
  - Red Lion, we've been there and know the space and the facility works well for us.
  - They too have their own breakfast service so we could utilize that on the day of the Academy session rather than serving breakfast like we use to.
  - Again an in-house lounge.....we know that helps with the networking and everyone hanging out together.
  - We again get the Hello Reward Points for using multiple consecutive Red Lions.
  - Easy for people to fly into and get the shuttle to and from the hotel.
- Spokane – UGH!! The drive is grueling, however it is easy for people to fly into and get a shuttle to the hotels.
  - The Mirabeau Park in Spokane Valley has been updated, offered us free AV and they have complimentary Wi-Fi throughout. They are offering to bend over backwards for us to get our repeat business. I can probably negotiate free shuttle service to/from the airport.
  - Red Lion at the Park in Spokane, we get the Hello Rewards, they are remodeling and should be done by the time our conference is held there in 2016. Complimentary shuttle to and from the airport.
    - I'm not sure that at this very moment I can recommend this hotel. One of the people higher up in their organization that I've been dealing with has left much to be desired. While I have high hopes that the folks in the trenches that I will be working with come March will do a fabulous job, the lack of organization and forgetfulness from the person who is

supposed to be in charge and helping to organize things leaves me leery.

- DoubleTree by Hilton in Spokane, good space, no super great perks....other than the warm delicious cookies they give you on check in. They have a shuttle that is complimentary to/from the airport.
  - I can say that my new found friend Alix the Director of Sales for Washington Associations has been super helpful in guiding me on what to ask of all the hotels and given me some great tips for when I get ready to negotiate, unfortunately his bosses have not been responsive to meet the perks that other hotels have offered.
- Leavenworth – centrally located, easy to get to.
  - Enzian Inn, we have not been here since 2004, this was my first conference so I was a bit overwhelmed at the time and so my experience then was somewhat skewed. I've since been to several of the Vision conferences held here and had fabulous experiences.
    - This is a location that we would need to do the vendor/sponsorship change for. (Alderbrook next year is as well, Red Lion Yakima, even the DoubleTree with as large as it is vendor space is slightly limited).

Because I ran out of time I will work on the locations for the west side and the 2019 conference during the course of the next year.

Another option I would like you to consider is something that has been discussed before but I believe with the trouble I have had with finding people who are truly committed to helping plan our conferences that we should consider hiring an event planner, especially to deal with the hotel aspects of our conference.

I met a spit fire of a woman named Joanie Pop while in Yakima who happens to specialize in municipal association event planning. I met two other event planners that day, one who told me she only did large corporate events and highly recommended Joanie and said and I quote "this is the woman for your group; you couldn't find a better person to handle your business". The third lady rubbed me the wrong way so I would not recommend us going with her, my first impression of her was she was sloppy and thought she was all that and a bag of chips.....she was not.

I would love to get us into a position that while we will still need a conference planning chair and committee to do decorations and put together the event we could rely on someone else to relieve some of the burden that I'm currently dealing with. She would get the hotel end set up and negotiate contracts in the future (still having to bring it for board approval). It would free up a lot of time that is hard to come by for most of our members.

Gosh, this is a lot and sure hope I didn't miss anything. Clearly we will have an interesting discussion around our future conferences. Looking forward to seeing you all at the meeting.



- ☐ 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, with Co-chairs Shaunna Lee-Rice & Brenda Martinez

**COMMITTEE:** Education Committee

**DATE:** March 9, 2015

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**SUMMARY OF ACTIVITIES:** The Education Committee began our work in earnest fairly quickly after conference, by reviewing the member survey and conference evaluations. Committee members then discussed potential topics and speakers.

As a result, we have contracted with Albert Mensah to open the conference with an inspiring keynote (bringing our attitudes up in altitude!) and Stephanie Owens, who will end the conference by providing practical take-home tools to WMCA members for their very stressful work and home lives.

We are blessed to have great teachers among us: Alice Attwood will teach a class for Clerk-Treasurers; Ali Spietz will teach a new Clerks class; Debbie Clark, Delilah Saenz and Kathi Anderson will teach a public disclosure class, and Kyle Stannert will return to teach two great records management classes. We have taken advantage of our partnerships with our favorite associations; the Association of Washington Cities who will be sponsoring a class about communicating with your supervisor and electeds; Municipal Research Services Center Flannery Collins will take over the popular legislative update and hot topics class; Washington Cities Insurance Authority will be sponsoring a class on risk management; and and Cities Insurance Association of Washington will sponsor "Enhancing the Workplace Environment."

Finally, Fife City Attorney Loren Combs will teach a class about ordinances & resolutions - discussing when they're used and how to write them.

We feel we've been successful at being able to offer the majority of conference participants, who will not be participating in the Athenian Dialogue, two good classes to choose from during the Athenian on Thursday. We would like to discuss the possibility of the Board considering scheduling the Athenian Dialogue to a date outside of conference in the future in order to offer a wider variety of classes to all participants in the future.

We will have our final schedule and speaker/class information ready in time for the call to conference. Once again, committee members will be working with the individual speakers on final arrangements for their classes at conference.

The \$4,000 speaker expense accounts for all of the direct payments to speakers for this conference. We will, of course, have mileage (or airfare - in some cases it's cheaper or required), meal, hotel and gift card expenses. We do expect to come in right at or below our budget. We would request the Board consider increasing the speaker budget in the future to broaden the opportunities of possible speakers in the future. Several speakers turned us down due to our budget restrictions this year, and we feel blessed to have obtained the two paid speakers with the budget we have. We would recommend a minimum speaker budget of \$10,000 to \$12,000 in the future.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:**

**ALTERNATIVES:**

**FISCAL IMPACT:** \$4,000 - Keynote (plus breakout) and Closing Speaker

| Revenues:     | Budgeted Amount | Revenues Generated           |
|---------------|-----------------|------------------------------|
| _____         | \$ _____        | \$ _____                     |
| _____         | \$ _____        | \$ _____                     |
| Expenditures: | Budgeted Amount | Amount encumbered & expended |
| 4,000 _____   | \$ 7,000 _____  | \$ 4,000 _____               |
| _____         | \$ _____        | \$ _____                     |
| _____         | \$ _____        | \$ _____                     |



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

**TO:** WMCA President and Executive Committee

**FROM:** Ali Spietz, WMCA Education Coordinator

**COMMITTEE:** n/a

**DATE:** 10/5/2015

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#### **SUMMARY OF ACTIVITIES:**

As usual things are busy busy! Below are updates on the many education areas I am working on at this time:

#### **2015 FALL ACADEMY**

The 2015 Fall Academy was “How to influence People and Maximize Your Effectiveness” taught by Mr. David Rabiner from Rabiner Resources. Mr. Rabiner was well-received by the 58 attendees and evaluations indicated that the topic provided the attendees with information they can use right now and gave them new ideas to make their jobs easier. Hooray for so many attendees!!! Attached as Exhibit A is the evaluation summary. The 2015 Fall Academy costs are as follows:

|                       |  |
|-----------------------|--|
| Revenue/Registrations | \$9,625 (57x\$125, 5x\$150, and 1x\$200, 5 no-shows) |
| Expenditures          | \$4,975 est. (speaker fee, meals, room rental, etc)  |
| <b>Net Income</b>     | <b>\$4,650 est.</b>                                  |

#### **2016 SPRING ACADEMY**

Institute Director Dema Harris, the Education Coordinators from OAMR and AAMC, and I have secured a speaker for the 2016 Spring Academy. Jan Harrison from JHarrison Solutions will be doing a session on Time Management (title is TBA). Her normal fee for an all-day session would be \$3,000, but Dema was able to negotiate with her to charge only \$1,850 - with a contract for all three states. In addition, WMCA will cover reasonable travel expenses (airfare, hotels, taxis). Parking, meals, and other extraneous, out-of-town expenses are included in the \$1850. This academy will be held in advance of the conference on Tuesday, March 17.

#### **2016 ATHENIAN DIALOGUE**

I am very excited to announce that we will have an Athenian Dialogue at the 2016 Conference! Mary Lynne Strata (City Clerk for Bryan, TX and former IIMC President) will facilitate the Dialogue for the book: *Leadership the Eleanor Roosevelt Way*. Her costs will be airfare, hotel, and meal tickets for breakfast, lunch, and banquet on Thursday. She is not charging a fee. It will be held on Thursday (9:00 am to 5:00 pm) during the conference. The minimum number of attendees is 10, the maximum is 35 and each attendee is responsible for purchasing the agreed upon book and reading it in advance of the class.



At the June Executive Committee meeting, we discussed how to register attendees. Since we are not charging an additional fee for the Dialogue this year, we decided that a person would be secure a spot in the Dialogue once their conference registration fees were received by the Treasurer. I am wondering if this will be unfair to the members in jurisdictions that do not allow registrations to be paid for by credit card.

After talking with others who have done Dialogues, I would propose the following points (my comments are in italics):

- **A member must have their CMC or MMC to sign up for the 2016 Dialogue**  
*Athenian Dialogues were created in response to IIMC members who had received their MMC and were looking for further educational opportunities. We have many new members who will benefit from the sessions we have scheduled on Thursday at the same time as the Dialogue. I think we should limit this to CMCs and MMCs this year and reevaluate next year.*
- **Registration will be on a first-come, first-served basis.**  
*I propose that we pick a date for Dialogue registration to open, that we publicize it well (with targeted emails to CMCs and MMCs), and have interested members email me on that day to secure a spot in the Dialogue. They will then have a certain amount of time (around 2 weeks) to pay their conference registration fee. Once I have confirmation that their fee has been paid, I will confirm with them that they have secured a spot. If they do not pay on time, their spot would go to someone on the waiting list. I know this sounds like a lot of work, but seeing as this is our first time and its only 35 people, I'd like to try it and see how it goes.*
- **There will be no charge for a member to sign up for the 2016 Dialogue**  
*The direction from the President and the EC at the last meeting. I would recommend we charge for Dialogues in the future.*
- **There will be a cutoff date one month in advance of the Dialogue for the member to cancel**  
*One month would be enough time for someone on the waiting list to purchase and read the book in advance of the Dialogue.*
- **If a member cancels after the one month deadline or they do attend the dialogue, they will be charged a \$50 fee.**  
*I am recommending this as there is no consequence for signing up for the Dialogue and then not attending. At the last OAMR Dialogue (which was held during their conference), 35 people signed up and only 18 people attended. I would like to ensure that those who sign up are committed to attending.*

#### Decisions for the EC:

- Does the EC agree that a member must have their CMC or MMC to sign up for the 2016 Dialogue?
- Does the EC agree with the proposed registration process?
- Does the EC agree with the one-month in advance cancellation date?
- Does the EC agree with the \$50 fee for cancelling after the cancellation date?

#### NCI UPDATE

Over the next couple of weeks, the NCI Education Committee will be reviewing and finalizing the contract for the Institute between WSU and WMCA (as lead agency for all three states) for 2016-2018. We will also be editing and refining a new agreement between WMCA, OAMR, AAMC and the Institute Director which lays out the following information:

- The Institute Director's role, responsibilities, duties and working requirements.
- The NCI Education Committee's membership, duties and chair duties
- The Institute Director's Compensation and the Institute Budget.

I hope to have a draft of the agreements to the EC soon after the next NCI Education Committee meeting the first week of November.

If you have any questions about any of these topics or issues or have additional direction or feedback, please do not hesitate to contact me. Thank you for this opportunity to serve WMCA and our members.

**NORTHWEST CLERKS INSTITUTE & WASHINGTON MUNICIPAL CLERKS ASSOCIATION**  
**FALL 2015 ACADEMY EVALUATION SUMMARY**

**How to Influence People and Maximize Your Effectiveness**

Friday, October 2, 2015

Presenter: David Rabiner, Rabiner Resources

**50 Respondents**

(58 attended)

**Please evaluate the questions below according to the following scale:**

| <b>Question:</b>   | <b>Strongly Agree</b> | <b>Agree</b> | <b>Disagree</b> | <b>Strongly Disagree</b> |
|--|-----------------------|--------------|-----------------|--------------------------|
| The instructor was fully knowledgeable in the subject          | 49                    | 1            |                 |                          |
| The instructor related course content to the work of the clerk | 34                    | 11           | 5               |                          |
| I would take another course from this instructor               | 46                    | 3            | 1               |                          |
| The course provided me with information I can use right now    | 45                    | 3            | 2               |                          |
| The course gave me new ideas to make my job easier             | 41                    | 6            | 3               |                          |

**Please share any comments you have about the session. ALL are appreciated!**

- He kept us engaged with his humor. Loved it!
- I really enjoyed this presenter. He was very engaging, good ideas that I can use right now, and made for a very enjoyable day.
- Good location (E-burg) for academy – what about Leavenworth? One hotel option for those staying overnight would be nice. Always enjoy Mr. Rabiner, information is great & love the stories!
- Enjoyed the energy level. Stories correlated well to curriculum high points. Have new tools that will make not only my job better, but will enhance my life.
- Loved Mr. Rabiner's enthusiasm and ability to engage the group.
- David kept me interested with his humor and facial expressions.
- Great presenter!!! Really enjoyed this academy.
- The speaker was very interactive and enthusiastic. I really enjoyed the topic.
- This is one of the best presentations we have offered. This vitally important to our success as Clerks.
- Entertaining & engaging. The information is straight forward and applicable to our daily work/personal life.
- Appreciate the example of how to integrate practice into our lives to integrate the principles. Wonderful speaker and stories. Thank you!!!
- Passionate & funny – made me want to learn.
- Anecdotal lessons easily tied into daily clerk life. His storytelling style was a nice change from regular lecture style. Great job!
- Please, please bring him to a conference! Funny, intelligent, just irreverent enough.
- Best instructor yet! Perfect blend of intelligence/humor.
- David is great. Sometimes speaks too fast and is hard to understand.

- I liked this session a lot. Was engaging and full of “relatable to clerk job” information. Didn’t pretend to know job as a clerk. Content was useable in all aspects of life. Excellent choice for a one-day session. Material will sink in.
- More interactive projects in the afternoon might help with “food coma.”
- David is really GREAT! I really appreciated his insight, sense of humor and real life experiences he shared.
- Wow – so great! Thank you! I’d say side conversations were my biggest concern, but in light of our training, I worked to accept that. 😊
- I appreciate that this programs was reinforcing positive attitudes and making us was to improve ourselves.
- Thanks – very interesting, helpful material. Instructor held my attention, kept the pace up 😊
- Very knowledgeable and entertaining.
- Energetic and funny way to learn – loved it!
- Fun – great humor. I will take a lot back from this session.
- Thanks
- Fun class! Not boring!
- David was very easy to listen to and gave great examples. Great skills to acquire! Thank you!
- Great! Thanks!
- Really enjoyed the course. It was well worth the drive.
- Perhaps the best speaker I’ve heard at any of our conferences!
- This class gave me tools to use at work and at home. I enjoyed this class. Thank you.
- This is the second time I’ve attended a session from David Rabiner and I enjoyed it as much as the first. Great speaker.
- He spoke too fast – hard to grasp the concepts. Felt like he was all over the place. I don’t feel like I walked away understanding what he talked about. Although, he was funny – he should be a comedian 😊

**Please share any ideas for topics for future sessions as well as any potential speakers you may know from around the state.**

- How to engage our “public” community in the processes we have (by regulation) to adopt plans/programs for our cities/counties/agencies, i.e. strategic plans, growth plans, budgets, etc. Especially using today’s social media.
- (1) Leadership – I’d be interested in his approach; (2) How to look at the “big picture” in your agency to define and set goals for the clerk’s office so they help the organization as a whole; (3) How to transition from co-worker to manager; and (4) How to transition from manager to co-worker.
- Can we do an Athenian Dialogue for an academy session? Or have sessions on books (Jim Collins’ books, First Break All the Rules or Now Discover Your Strengths by M. Buckingham)
- Change management.



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- ☐ Year-End Report (Mar Mtg)

**TO:** WMCA President and Executive Committee

**FROM:** Debbie Jermann & Susan Ducan, Co-Chairs

**COMMITTEE:** Fundraising

**DATE:** September 21, 2015

**SUMMARY OF ACTIVITIES:** The Grand Raffle tickets have been received and we are ready to begin distributing for sale at the Fall Academy. Four samples for front zip hooded jackets for pre-sale have been obtained for the Executive Committees review and direction to fundraising. We ask that the committee also be provided with pre-sale pricing.

We also conducted the contest to design a T-Shirt for sale by WMCA at conference. Thirteen submissions were received and ranked by the WMCA Fundraising Committee. The entries and committee ranking are attached for your review. Also attached are color and sizing options for store inventory.

**ACTION REQUESTED:** ☒ YES ☐ NO

**RECOMMENDATION:** Provide direction to the committee on pre-sale only item (front zip hooded sweatshirts) including sale pricing; provide direction on T-Shirt design, sizing, and color options for order for sale at conference.

**ALTERNATIVES:**

**FISCAL IMPACT:** \$4.50 to \$9.50, plus shipping, sales tax, and print setup, depending on number ordered.

| Revenues:                        | Budgeted Amount | Revenues Generated           |
|----------------------------------|-----------------|------------------------------|
| _____                            | \$ _____        | \$ _____                     |
| _____                            | \$ _____        | \$ _____                     |
| Expenditures:                    | Budgeted Amount | Amount encumbered & expended |
| Printing of Grand Raffle Tickets | \$ 2500         | \$ 241.73                    |

|       |          |          |
|-------|----------|----------|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

|        | Craig<br>Atwood | Debbie<br>Jermann | Michelle<br>Skylstad | Jodi<br>Wycoff | Dee<br>Roberts | Kay<br>Kammer | Erin<br>Lundgren | Susan<br>Duncan | Gina<br>Anderson | Patricia<br>Phillips | Rebecca<br>Perez-<br>Ozuna | Susan<br>Skirko-<br>Stewart | Terri<br>Wright | Cindy<br>Marbut | Melissa<br>Collins | Darla<br>Reese | Gretchen<br>Sagen |
|--------|-----------------|-------------------|----------------------|----------------|----------------|---------------|------------------|-----------------|------------------|----------------------|----------------------------|-----------------------------|-----------------|-----------------|--------------------|----------------|-------------------|
| No. 1  | 5               | 6                 | 6                    | 7              | 10             | 7             | 2                | 8               | 8                | 9                    | 8                          | 6                           | 3               | 1               | 2                  | 10             | 7                 |
| No. 2  | 6               | 9                 |                      | 12             |                | 8             | 3                | 6               | 7                | 3                    | 7                          | 11                          | 2               | 3               | 7                  | 9              | 6                 |
| No. 3  | 12              | 3                 |                      | 9              |                | 4             | 8                |                 | 5                | 12                   | 2                          | 12                          | 7               | 6               | 8                  | 12             | 3                 |
| No. 4  | 2               | 7                 |                      | 4              |                | 1             | 9                |                 | 6                | 11                   | 3                          | 3                           |                 | 4               | 9                  | 11             | 4                 |
| No. 5  |                 |                   |                      | 13             |                | 2             | 6                |                 |                  | 8                    |                            |                             |                 | 5               |                    | 13             | 8                 |
| No. 6  |                 |                   | 1                    | 3              |                | 3             | 5                |                 |                  | 2                    |                            |                             |                 | 2               |                    | 2              |                   |
| No. 7  |                 |                   |                      | 8              |                | 12            | 1                |                 |                  | 4                    |                            |                             |                 |                 |                    | 3              |                   |
| No. 8  |                 |                   |                      | 2              |                | 9             | 12               |                 |                  | 13                   |                            |                             |                 |                 |                    | 4              |                   |
| No. 9  |                 |                   |                      | 11             |                | 6             | 7                |                 |                  | 7                    |                            |                             |                 |                 |                    | 1              |                   |
| No. 10 |                 |                   |                      | 10             |                | 5             | 10               |                 |                  | 6                    |                            |                             |                 |                 |                    | 6              |                   |
| No. 11 |                 |                   |                      | 5              |                | 10            | 4                |                 |                  | 5                    |                            |                             |                 |                 |                    | 5              |                   |
| No. 12 |                 |                   |                      | 1              |                | 11            | 13               |                 |                  | 1                    |                            |                             |                 |                 |                    | 7              |                   |
| No. 13 |                 |                   |                      | 6              |                | 13            | 11               |                 |                  | 10                   |                            |                             |                 |                 |                    | 8              |                   |

| First<br>Place<br>Votes: | Second<br>Place<br>Votes: | Third<br>Place<br>Votes: |
|--------------------------|---------------------------|--------------------------|
| No. 1 - 1                | No. 1 - 0                 | No. 1 - 0                |
| No. 2 - 2                | No. 2 - 1                 | No. 2 - 1                |
| No. 3 - 1                | No. 3 - 3                 | No. 3 - 1                |
| No. 4 - 0                | No. 4 - 0                 | No. 4 - 1                |
| No. 5 - 1                | No. 5 - 0                 | No. 5 - 1                |
| No. 6 - 3                | No. 6 - 3                 | No. 6 - 1                |
| No. 7 - 3                | No. 7 - 3                 | No. 7 - 1                |
| No. 8 - 3                | No. 8 - 1                 | No. 8 - 2                |
| No. 9 - 1                | No. 9 - 2                 | No. 9 - 1                |
| No. 10 - 2               | No. 10 - 0                | No. 10 - 0               |
| No. 11 - 0               | No. 11 - 1                | No. 11 - 0               |
| No. 12 - 0               | No. 12 - 1                | No. 12 - 4               |
| No. 13 - 0               | No. 13 - 0                | No. 13 - 0               |

Clerk of the Works!  
It's what I do... it's who I am!  
(WMCA Logo)



Top Photo Submission No. 2; "Clerks Rock" is No. 3; last submission is No. 4



**BEHIND EVERY GOOD CITY  
IS A GREAT CLERK!**

**DON'T WORRY**  
**WE CAN HANDLE IT**



# **WASHINGTON MUNICIPAL CLERKS ASSOCIATION**



# **Above and Beyond the Ordinary**





No. 9:

I'm the Clerk, what's your superpower?

No. 10:

When the Clerks away, the Mayor will stray!

No. 11:

Clerks are quite easy to get along with, once you learn to worship them!

No. 12:

Clerk's don't have anything on their minds, IT'S ALL ON THEIR DESKS!

No. 13:

I'm not bossy! I have skills...LEADERSHIP SKILLS!



**Imprint Locations: Left Chest, Full Front, Full Back, Right Sleeve, Left Sleeve**

**Overall Rating:** ★★★★★

**Gildan 5.6 oz. DryBlend 50/50 T-Shirt - Screen - Colors**

**Item # 103477-C-S**

| Qty  | Your Price |
|------|------------|
| 18   | \$9.75     |
| 36   | \$7.55     |
| 72   | \$6.55     |
| 144  | \$5.85     |
| 288  | \$5.19     |
| 576  | \$4.85     |
| 1008 | \$4.65     |

#### details

- Ready to ship in 7 business days.
- Maximum number of imprint colors: 12
- Set-up charge: add \$40 for the first color; add \$15 for each additional color/location.
- Additional imprint colors/locations available for an extra charge.
- Your price includes a one-color imprint on the left chest.
- No charge for upsizing!
- Available in a variety of colors, making this a great work, weekend or team shirt.
- Now with a heat-sealed label, the tag won't irritate the skin!
- This T-shirt is made from a 50/50 preshrunk cotton/polyester blend of material with moisture-wicking properties.
- Features shoulder-to-shoulder taping and a seamless collar for the best drape.
- Double-needle stitched collar and bottom hem adds extra durability for long-lasting wear.
- This shirt fits your advertising goals to a "T"!

#### available colors

|                  |              |                  |              |             |
|------------------|--------------|------------------|--------------|-------------|
| Black            | Dark Heather | Sport Gray       | Ash          | Red         |
| Orange           | Texas Orange | Tennessee Orange | Gold         | Sand        |
| Daisy            | Lime         | Electric Green   | Forest Green | Kelly Green |
| Irish Green      | Jade Dome    | Sapphire         | Light Blue   | Royal Blue  |
| Carolina Blue    | Navy Blue    | Orchid Purple    | Purple       | Maroon      |
| Heliconia (Rose) | Azalea       | Light Pink       |              |             |

[Additional Color Combinations](#)

reviews

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"Cute shirts, great fit for kids!" Tawny from West Chester

"Great T-shirt! Love the tagless feature. Light weight yet sturdy." Susan from Kremmling

[40 customer reviews available for the Gildan 5.6 oz. DryBlend 50/50 T-Shirt - Screen - Colors](#)

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Visit [4imprint.com](http://4imprint.com) to order or for questions  
or call toll free **1-877-446-7746**





## Hanes 50/50 ComfortBlend T-Shirt - Screen - Colors

Item # 4795-S-C

| Qty  | Your Price |
|------|------------|
| 18   | \$9.39     |
| 36   | \$7.25     |
| 72   | \$6.19     |
| 144  | \$5.49     |
| 288  | \$4.79     |
| 576  | \$4.49     |
| 1008 | \$4.29     |

**Imprint Locations: Left Chest, Full Back, Full Front**

**Overall Rating:** ★★★★★

### details

- Ready to ship in 7 business days.
- Maximum number of imprint colors: 12
- Set-up charge: add \$40 for the first color/location; add \$15 for each additional color/location.
- Additional imprint colors/locations available for an extra charge.
- Your price includes a one-color imprint on the left chest.
- No charge for upsizing!
- For sizes 2XL-4XL.
- Sizes: S-3XL; Black and Ash are available up to size 4XL.
- Up to 5% of the polyester fabric comes from recycled water bottles.
- The EcoSmart tee is made with 5.2-oz 50/50 cotton/polyester fabric.
- Available in several colors!
- Tagless label prevents irritation.
- This comfy short-sleeve shirt wears your logo well.
- Add some weight to your advertising efforts!

### available colors

|             |               |                   |                  |               |
|-------------|---------------|-------------------|------------------|---------------|
| Black       | Smoke Gray    | Oxford Gray       | Heather Red      | Pale Pink     |
| Orange      | Heather Brown | Ash               | Sand             | Gold          |
| Pebble      | Yellow        | Stonewashed Green | Lime             | Heather Green |
| Kelly Green | Deep Forest   | Teal              | Stonewashed Blue | Deep Royal    |
| Light Blue  | Carolina Blue | Denim Blue        | Heather Navy     | Heather Blue  |
| Navy        | Purple        | Maroon            | Cardinal         | Light Steel   |
| Deep Red    |               |                   |                  |               |

[Additional Color Combinations](#)

### reviews

"Very nice!" Chad from Grand Blanc

"The T-Shirts were just as they looked in the graphic. . .Excellent!" Ron from Naperville

[83 customer reviews available for the Hanes 50/50 ComfortBlend T-Shirt - Screen - Colors](#)

Visit [4imprint.com](http://www.4imprint.com) to order or for questions  
or call toll free **1-877-446-7746**



- ☐ 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:** October 6, 2015

**SUMMARY OF ACTIVITIES:** A welcome e-mail was sent out to the members outlining tasks for this year including finish scanning Quill newsletters for transfer to State Archives, review Historical Committee Description for any redundancies in documents posted to the website vs. saving paper copies, setting a timeline for photographer proposals, and discussion the committee task of taking pictures at WMCA trainings. I had one member note that we have too many pictures of the same people. My response is that we have tried to do a call for pictures from attendees with little or no luck. Any suggestions on how to get more active participation/sharing would be appreciated.

**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:** Sandy Paul, Chair

**COMMITTEE:** Legislative Committee

**DATE:** September 28, 2015

**SUMMARY OF ACTIVITIES:** The budget, a budget, was finally passed following the longest legislative session in history. It must be the season for setting records - like the long, hot, dry summer. There was something for all to love and to hate. Other legislative activity was very quiet over the summer, and those on the AWC Legislative Committee are beginning to gather ideas for the 2016 legislative agenda. Stand by . . . . .

Cities have been contacted by the State's Auditor's Office about public disclosure. A survey will be emailed 'in the fall' for the appropriate representatives at cities (clerks, city administrators, city attorneys) to comment on public records requests and if costs are recovered, what that looks like. Stand by, and be on the lookout for your opportunity to respond.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** n/a

**ALTERNATIVES:** n/a

**FISCAL IMPACT:** n/a

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

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_



- ☐ First Quarter Report (June Meeting)
- ☒ Second Quarter Report (October Meeting)
- ☐ Third Quarter Report (January Meeting)
- ☐ Year End Report (March Meeting)

**TO:** WMCA President and Executive Committee

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

**DATE:** October 6, 2015

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### **2015-16 MEMBERSHIP UPDATE:**

We have a total of THIRTY THREE (33) new WMCA members:

|                        |                                |                          |                       |
|------------------------|--------------------------------|--------------------------|-----------------------|
| <b>Kami Albers</b>     | Chelan County                  | <b>Kathy Horton</b>      | City of Milton        |
| <b>Chelsea Anthony</b> | City of Montesano              | <b>Beth Johnson</b>      | Wahkiakum County      |
| <b>Bernie Bacon</b>    | City of Camas                  | <b>Tami Justice</b>      | City of Rainier       |
| <b>Carlye Baity</b>    | Chelan County                  | <b>Sandy Kenworthy</b>   | City of Pasco         |
| <b>Louise Bartol</b>   | Valley Regional Fire Authority | <b>Pam Keyes</b>         | City of Entiat        |
| <b>Meri Jane Bohn</b>  | City of Black Diamond          | <b>Amber Long</b>        | City of Port Townsend |
| <b>Stephani Bowden</b> | Town of Coulee Dam             | <b>Tulika Makharia</b>   | City of Puyallup      |
| <b>Sara Broderius</b>  | Vera Water and Power           | <b>Jennifer Marshall</b> | City of Federal Way   |
| <b>Judy Brown</b>      | City of Bridgeport             | <b>Anabel Martinez</b>   | City of Mattawa       |
| <b>Pamela D. Brown</b> | City of Lynden                 | <b>Linda Medley</b>      | Pierce County Council |
| <b>Jazmin Calvario</b> | City of Mattawa                | <b>Robin Newcomb</b>     | City of Mattawa       |
| <b>Chris Chau</b>      | City of Renton                 | <b>Greg Pike</b>         | City of Royal City    |
| <b>Kaylee Cody</b>     | City of Longview               | <b>Kathy Pugh</b>        | City of Lake Stevens  |
| <b>Susan Driver</b>    | City of Entiat                 | <b>Kym Smith</b>         | City of North Bend    |
| <b>Tina Evenson</b>    | City of George                 | <b>Erika Sullivan</b>    | City of Puyallup      |
| <b>Susan Haigh</b>     | City of Bonney Lake            | <b>Kyle Welty</b>        | City of Fife          |
| <b>Sunita Hall</b>     | City of Medina                 |                          |                       |

As of October 1, 2015, the Washington Municipal Clerks Association is comprised of **326 members**; 314 active members, 1 affiliate member, 3 associate members, and 8 honorary members.

### **WELCOMING SUB-COMMITTEE UPDATE**

As stated above, the Welcoming Sub-Committee has welcomed thirty-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 has been brainstorming additional ways to keep in contact with new members through their first year of membership. Ideas include featuring a new member in the newsletter, checking in with the new clerks once a quarter to see how they are doing/have any questions, and putting them in direct contact with regional clerks associations. The sub-committee will continue discussions and hopes to begin some of these new features in the next six months.

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

## **WMCA FALL ACADEMY NEW MEMBERS/FIRST TIME ATTENDEES**

There were six (6) 'New Members/First Time Attendees' at the 2015 WMCA Fall Academy. The Membership Committee began a mini-version of the conference buddies concept (from the annual conference): the Membership Committee Chair (Elizabeth Smoot) contacted the new members/first time attendees prior to the academy session to welcome them and offer to answer any questions. In addition, members of the WMCA Executive Committee and Membership Committee who were attending the session were provided the names of the new members/first time attendees, and encouraged to seek them out at the training session.

The continuing goal is to look into additional first time attendees events for fall academy; including:

- Continue/expand upon the 'mini-version' of conference buddies for those who are first attending a Fall Academy;
- Host a full membership event at the hotel the night before academy for those staying overnight (budget - TBD).
- Mini-academy survival kit (budget - TBD); and
- Registration form/page – in order to determine who may be a 'First Time Attendee' at the Fall Conference, the registration form/page will need to call this out specifically (box to check/etc).

Any additional feedback/direction in this regard from the Executive Committee is welcome!

## **PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE**

The Partnership Program Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Keri MacDonald, Trisha Summers, and Megan Gregor, has been hard at work! Their main mission is to focus on promoting and facilitating the WMCA Partnership Program, utilizing the partnering criteria to find the best matches possible. The sub-committee has received requests from three clerks looking for partners, has been able to match up two with mentors, and is currently working on matching the third.

- Jennifer Veneklasen (Port Angeles) partnered with Karen Kuznek-Reese (Sequim).
- Beth Johnson (Wahkiakum County) partnered with Dayna Prewitt (Douglas County).

- Bernie Bacon (Camas) partnership pending.

The 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 Partnership Program participants; and a HUGE thank you to Darla, Keri, Trisha, and Megan!!!

## **RECRUITMENT SUB-COMMITTEE UPDATE**

The Recruitment Sub-Committee, comprised of: Membership Committee Co-Chair Darla Reese, Cindy Marbut, and Trisha Summers, has started an effort to actively recruit new members to WMCA, by contacting Cities, Towns, Counties, and other qualifying entities, who are not yet members – an enormous undertaking!

Invitations have been sent out to 192 clerks/assistant clerks/administrative positions in Cities and Towns; and 23 County Clerks. A total of 215 invitations were sent out to join WMCA along with information on Fall Academy (including a registration form). Results of this effort have ended up with **FIVE** new WMCA members and **ONE** renewal member; and **TWO** of these new members will be attending fall academy!

The Sub-Committee will be analyzing feedback received from their recruitment effort; and 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 Elections Sub-Committee, comprised of Elections Officer Leana Johnson, and Elections Officer Assistant Ali Spietz, is off and running with preparations for the 2016 General Election! The 2016 General Elections Call for Candidates will be published in the October, November, and December WMCA Newsletters; with candidate submissions due no later than December 31, 2015. The 2016 General Election will be held from January 29, through February 19, 2016, through electronic voting software.

In addition, Leana and Ali have been reviewing the Election Procedures, in order to update the document with current procedures, and propose additional edits based on a desire to make the process completely paperless.

A red-lined version (Exhibit A to this memo) of the Election Procedures is presented for the Executive Committee's consideration. Sections were renumbered, reordered, and combined to provide consistency and clarity. Substantive changes are highlighted in yellow and explained below:

Section B: Moved the Definitions section out as it pertaining to the whole document not just Section A.

Section C:

2. Changed the Candidate Packets Exhibit to Section E rather than having it as an exhibit.

6 & 7. Edited and added text to revise the process for the slate of candidates being announced and posted to the website. With the last round of elections, the candidates were posted to the website as they were received. This revised process will update the EC at the same time or slightly before the general membership is notified of the candidates. **We feel that posting candidate information as it is received does not encourage people to run for and, in fact, may be a deterrent. We recommend that the candidate information be posted to the website all at once after the call for candidates is closed. Does the EC agree?**

Section D:

2. Revised for clarity of process of obtaining a comprehensive list of members eligible to vote.

7. Revised to clarify the process for write-in candidates on the ballot.

11-14. Revised to create a process for notifying the candidates and the membership of the election results. The last election had no one running opposed, so it was assumed that all the candidates were elected. However, the results of the 2014-2015 election were not announced by the President after the candidates were notified. The notification was the audit report on the election. **We recommend that the announcement by the President should contain the names and votes counts for ALL candidates for EACH position. Does the EC agree?**

Section E: Created a new section with Candidate Packet details from the exhibit and renumbered for consistency.

1. Revised to mirror Membership Committee description.
2. **We recommend that we move to a paperless process, by removing the requirement that the Declaration of Candidacy and the Letter of Support must be mailed in and received in hard copy form. Most everyone has scanning capabilities and those that don't can still mail the packet into the Elections Officer. Does the EC agree?**

**ACTION REQUESTED:** ☒ YES ☐ NO

**RECOMMENDATION:** Approve proposed edits to the Elections Procedures.

**ALTERNATIVES:** Accept some, or none, of the proposed edits.

**FISCAL IMPACT:** NONE



## Exhibit A

### Elections Procedures

*(As required by the WMCA Bylaws, Article V – Elections to and Nominations for Office)*

#### A. Policy Statement

Elections for the member-elected WMCA Executive Committee shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.

#### 1B. Definitions

- a1. **General Election:** Annual election to fill vacant positions of the WMCA Executive Committee occurring from the expiration of office terms; regularly scheduled for February of the initiating term year.
- b2. **Special Election:** An election called to fill a position which has become vacant between general elections.

#### BC. Nomination Procedures

1. The Elections Officer shall confirm the positions open for election with the President.
2. The Elections Officer shall place a Call for Candidates, including requirements for the Candidate Packet (see Section E ~~Exhibit B to the Membership Committee Description~~), in the October, November and December editions of the WMCA Newsletter for the general election; and the next available edition of the WMCA Newsletter for special elections. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates.
3. Complete Candidate Packets must be received by the Elections Officer by December 31<sup>st</sup> for general elections; and by a day specified prior to the opening of special elections.
4. In the event that there are open positions for election for which no candidate has filed by the deadlines stated above in Section (CB)(3), the Elections Officer shall immediately notify the President. The President shall appoint an ad hoc Nominations Committee pursuant to Article V, Section 2 of the WMCA By-laws.
5. The Elections Officer shall prepare a slate of candidates, and forward the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process.
6. After review by the Elections Auditor, the Elections Officer will submit the slate of proposed candidates ~~for the general election~~ to the Membership Committee Chair who will ~~provide the list and candidate packets to the Executive Committee at its January meeting. For a special election, the candidate packets will be distributed~~ the slate to the Executive Committee via e-mail once the Call for Candidates has closed. Only those

candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws, shall be submitted.

7. Once the Executive Committee has been notified of the slate of proposed candidates, the Elections Officer will notify the Webmaster to post the candidate statements and photos to the WMCA website.

#### **ED. Election Administration Procedures**

1. The Elections Officer obtains a list of active members in good standing as of the date of the general election or the special election from the Treasurer. The Elections Officer also obtains a list of active members shown in the WMCA website from the Webmaster.
2. The Elections Officer then compares the lists from the Treasurer and the Webmaster to create a master list that contains only Active Members, including their insure both are the same. (Only "Active" members are allowed to vote.) Active Members will need to know their Member ID from the WMCA website Only active Members are allowed to vote and will need their Member ID in order to vote so the audit of the Treasurer list and Website list is important.
3. The Elections Officer prepares electronic voting software to include:
  - a. **Candidate Statements and Photos:** The Elections Officer will format each submitted statement and photo in the electronic voting software. Candidates will be listed in alphabetical order per each office being sought to avoid an appearance of favoritism.
  - b. **Electronic Voting Instructions:** Shall contain at least the following:

*If you are an active member of the Washington Municipals Clerks Association, you are eligible to participate in elections.*

*To vote, complete the electronic ballot by checking the candidate of your choice, or writing in the name of a candidate in the field provided. When finished, click on the certification button and read the certification that states, "I certify that I am an active member in good standing of the Washington Municipal Clerks Association, and am eligible to vote in the current election."*

*Enter your name, city, email address and date in the certification fields, and click on the "Submit My Vote" button.*
4. By the Friday before the first business day in February for general elections, and a date agreed upon by the Executive Committee for special elections, the Elections Officer will email ballot information, voting instructions, and the link to the electronic voting software (online) to each active member in good standing from the master list of Active Members list provided by the Treasurer (see Section ~~(C)D(12)~~ above), via the Webmaster. The email shall contain the words "WMCA Ballot Information - Time Sensitive" in the subject line of

the email. The ballot information shall contain only the items listed above in this Subsection-(C)(4).

5. Members receiving ballot information emails will access the ballot through the electronic voting software and mark their ballots electronically.
6. Voting must be completed no later than 4:00 pm the third Friday in February for general elections, and no later than 4:00 pm at the conclusion of three weeks from the opening of special elections. At that time the electronic voting mechanism will be disabled. Each member is allowed one vote; duplicate voting will disqualify the member from voting. If electronic voting is not possible, paper ballots will be available by requesting same in writing to the Elections Officer.
7. Write-in candidates will be allowed. If a write-in candidate is elected to any position and indicates a willingness to serve, the Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, city manager, city/county administrator or CEO within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.A. Should a write-in candidate be elected a written letter of support and photo will be required within two weeks of certification of the election results. If a letter of support is not presented, or if the candidate declines the office, the candidate garnering the next highest amount of votes shall be declared elected.
8. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.
9. On the next business day following the close of the election, the Elections Officer will run the required report from the electronic voting software to create the list of members who voted and to tally the votes.
10. The Elections Officer will give the results of the election to the Elections Auditor, who will provide an independent review of the process and results of the election. The Elections Auditor will ~~also~~ provide a written summary of the election results (including the names and votes counts for all candidates for each position) to the Executive Committee, the Elections Officer and the Membership Committee Chair.
- ~~11. Following written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.~~
- ~~1211.~~ The President shall inform each candidate of the results of the election. If a write-in candidate is elected to any position and indicates a willingness to serve, the Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, city manager, city/county administrator or CEO within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.A.

**1412.** The President will announce the election results to the general membership via email as soon as possible, but only after all of the candidates have been notified. The announcement shall contain the names and votes counts for all candidates for each position.

**13.** Immediately following the announcement by the President, the Elections Officer will arrange for the election results to be published:

**a.** On the WMCA website; and

**b.** In the next WMCA newsletter.

~~For general elections, the President will announce the election results to the general membership at the annual meeting in March, and the Elections Officer will arrange for the election results to be published in the April edition of the Executive Committee Monthly Report. For special elections, the President will announce the election results to the general membership via email as soon as available; and the Elections Officer will arrange for the election results to be published in the Executive Committee Monthly Report edition immediately following the announcement by the President.~~

**1314.** Any concerns about the electoral process should be referred to the President for consideration by the Executive Committee and possible referral to the Membership Committee the following year.

#### **E. Candidate Packets**

~~(As required by the WMCA Bylaws, Article V – Elections to and Nominations for Office)~~

**A1.** Pursuant to Article V, Section 4 of the WMCA Bylaws, ~~C~~candidate ~~P~~packets must be received by the Elections Officer by December 31 for ~~annual-general~~ elections, and the date determined by the President and Elections Officer for a special election ~~day prior to the opening of elections to fill a vacancy~~; and **must** include the four following pieces of information:

**1a.** **Declaration of Candidacy:** This is a signed, written document containing the following:

*"I declare myself as a candidate for the office of \_\_\_\_\_. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."*

**2b.** **Candidate Statement:** This statement must be no more than 200 words in length, including the candidate's name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.

**3c.** **Photo:** A (2" x 2") black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be forwarded to the Elections Officer for use in the electronic voting mechanism and to the President-Elect to

forward to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.

- 4d. Letter of Support:** A letter addressed to WMCA and signed by the candidate's mayor, city manager, city/county administrator or CEO supporting the candidacy, and the candidate's increased involvement in WMCA, must be submitted with the Candidate Packet.

**B2.** ~~With the exception of the Declaration of Candidacy and Letter of Support, the candidate packet may be submitted this material~~ to the Elections Officer electronically or by hard copy.

## **F. Election Timeline**

| <b>Action</b>  | <b>General Election</b>  | <b>Special Election</b>  |
|--|--|--|
| Call for Candidates – publication in the WMCA Newsletter   | October, November, December editions   | Ensuing edition  |
| Candidate Packet Deadline  | December 31 <sup>st</sup>  | A date determined prior to election opening date                     |
| Slate of Candidates <del>and Candidate Packets</del> to Executive Committee (via Membership Committee Chair <del>person</del> )    | <del>Emailed after Call for Candidates closure date</del><br><del>January Executive Committee Meeting</del><br><del>Emailed after Call for Candidates closure date</del> |  |
| <a href="#">Webmaster posts Candidate Statements and Photos to WMCA Website</a>  | <a href="#">After Executive Committee notified</a>   |  |
| Election Officer Confirms Eligible Voters  | Active Members in Good Standing as of the date of the election   |  |
| Elections Officer Prepares Electronic Voting Software  | Prior to the opening of the election   |  |
| Elections Open   | Friday before the first business day in February   | Date agreed upon by Executive Committee                              |
| Elections Close  | 4pm - third Friday in February   | 4 pm at the conclusion of three weeks from the election opening date |
| Elections Officer Tallies the Votes  | The next business day following the close of election  |  |
| Elections Auditor reviews and reports on election results to Executive Committee, Elections Officer and Membership Committee Chair | After results are received from Elections Officer  |  |
| President announces results  | <del>Annual Conference in March</del><br>Via email as soon as results are available  |  |
| Election Officer arranges to publish results in the WMCA Newsletter <del>and WMCA website</del>                                    | <del>April edition</del><br>Ensuing edition following Presidential announcement  |  |

Revised: 6/2002, 6/2004, 10/2006, 12/2010, 3/2012, 10/201

## Candidate Packets

*(As required by the WMCA Bylaws, Article V—Elections to and Nominations for Office)*

- A.** ~~Candidate Packets must be received by the Elections Officer by December 31 for annual elections, and the day prior to the opening of elections to fill a vacancy; and **must** include the four following pieces of information:~~
- 1.** ~~**Declaration of Candidacy:** This is a signed, written document containing the following:~~  
  
*~~“I declare myself as a candidate for the office of \_\_\_\_\_. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process.”~~*
  - 2.** ~~**Candidate Statement:** This statement must be no more than 200 words in length, including the candidate’s name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.~~
  - 3.** ~~**Photo:** A (2” x 2”) black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be forwarded to the Elections Officer for use in the electronic voting mechanism and to the President Elect to forward to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.~~
  - 4.** ~~**Letter of Support:** A letter addressed to WMCA and signed by the candidate’s mayor, city manager, city/county administrator or CEO supporting the candidacy, and the candidate’s increased involvement in WMCA, must be submitted with the Candidate Packet.~~
- B.** ~~With the exception of the Declaration of Candidacy and Letter of Support, the candidate may submit this material to the Elections Officer electronically or by hard copy.~~



- ☐ 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 & Jodi Stephens

**COMMITTEE:** Archives Oversight Committee

**DATE:** 09/30/2015

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**SUMMARY OF ACTIVITIES:** The Archives Oversight Committee had not met since September 2014.

The budget and revenue are relatively flat and gone are the days of a healthy balance to support imaging grants and transfer of records to the State Archives. The 2011-2015 Grant Program is wrapping up and of the approximately 34 recipients, the City of North Bonneville with minimal staffing was not able to use the allocated \$1,750 due to time constraints and limited resources.\*See additional memo

State Archives is looking at the possibility of having to take over the records maintenance, retention, destruction and obviously archiving for defunct small organizations such as the Life Science Discovery Fund - due to the McCleary Decision and the WA State Charter School Commission.

Vicki Dalton - Spokane County Auditor is working with DNR to change the recording fees that support the Public Lands to a REET based fee of 3/10ths equating to approximately \$50 million per year in revenue. This is proposed for the 2016 Legislative Session.

A temporary archive space has been identified and leased near the Olympia Airport. Predesign for the State Library & Archives began last week, no permanent location has been identified and the timeline for funding would be an ask in the 2017 session.

Peri Galluci stepped down from the AOC last year. The Committee discussed filling the vacancy. An e-mail has been sent to Peri to verifying her intent to step down permanently. The WMCA Board should look at filling the Small City representative seat.

Miscellaneous:

Leslie Koziara-Turner is now working in Cheney.

The State Archives is looking to back-fill a position from 2010.

Negotiating with 5 companies to provide ECM through a State Contract. Boot camps continue to be a success and the next sessions are scheduled for Tumwater and Spokane.

10/10 is Electronic Records Day...it's all 1's and 0's.

October is Archives Month!

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** N/A

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

| Revenues:     | Budgeted Amount | Revenues Generated              |
|---------------|-----------------|---------------------------------|
| <hr/>         | \$ <hr/>        | \$ <hr/>                        |
| <hr/>         | \$ <hr/>        | \$ <hr/>                        |
| Expenditures: | Budgeted Amount | Amount encumbered &<br>expended |
| <hr/>         | \$ <hr/>        | \$ <hr/>                        |
| <hr/>         | \$ <hr/>        | \$ <hr/>                        |
| <hr/>         | \$ <hr/>        | \$ <hr/>                        |





- ☐ 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:** Karen Kuznek-Reese

**COMMITTEE:** AWC Legislative Committee

**DATE:** 7/2/15

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**SUMMARY OF ACTIVITIES:** A special meeting of the AWC Legislative Committee was held at Sea-Tac on June 4, 2015. The purpose of the meeting was to brainstorm ideas on several topics. The ideas identified from the discussion will be shared with the AWC Board for their retreat to be held in August. The committee was asked to come prepared to share ideas on five questions. The areas of discussion and some of the responses included:

1. What are the most important elements of making a city strong and keeping it that way over time?  
Low-interest loans, affordable housing, controlling operating expenses, regular predictable funding, level of certainty, sense of community, meaningful community involvement, quality of life, local control, strong schools, strong infrastructure, alliances with tourist groups

2. Which of these elements are in the greatest jeopardy? Why?  
Funding, doing less with less, infrastructure, maintaining and planning for the future, trust in government

For those elements that are in the greatest jeopardy, who are partners that might help create solutions? Provide examples.

Tribes, economic development council, Lakewood has a group that works with the military, county/regional groups to work with state politicians, local businesses, need more partnerships than in the past, need partnerships with employees, ports and different cultures, schools,

4. What do you hope cities will look like in five years? How would you like cities to operate in five years?  
Still exist, Many small cities in Eastern Washington have a lack of resources, affordability, trust, downtowns are disappearing

5. What tools and strategies are needed to become or remain a strong city, specifically in the area of advocacy? What AWC has done regarding a survey of candidates, weekly bulletin. Design our own funding source, there is a need for direct contact with legislatures, we need to be in contact with our Senators and Legislatures when they are not in session, use the media as an advocacy tool, say thank you to our delegates, invite them to various events held in the city

Additionally, I attended the AWC Conference held in Wenatchee at the end of June. The membership voted on the AWC Statement of Policy which received a last-minute amendment. The Flexible General Government Operations category states that AWC supports "Modifications to the Public Records Act that protect vulnerable persons or create operational efficiencies". The amendment which received approval by a close margin was to require that the legislature be subject to the Public Records Act. This was a very significant statement and will be interesting to see the outcome of this amendment.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** This is provided for information only.

**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:** Karen Kuznek-Reese

**COMMITTEE:** AWC Legislative Committee Rep

**DATE:** 10/16/15

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**SUMMARY OF ACTIVITIES:** The AWC Legislative Committee met on September 21, 2015 in Seattle to discuss the status of 2015 issues and develop a priority list for 2016. I was unable to attend in person but did participate by conference call until I was disconnected!

Attached is the status of the issues brought forward for 2015. Also attached are the draft Legislative Committee priority recommendations for 2016. Since this is an election year, no significant changes are expected on many issues. AWC feels that we can be laying groundwork to make things happen in 2017.

I don't hold out too much hope for any improvements to the Public Records Act anytime soon. I don't feel the proposed changes really provide any help to us. They only create additional work by requiring public agencies to prove that records are being used for commercial purposes. I also do not see a benefit of having an alternative dispute resolution option. That seems to create an extra step that would also be time consuming.

Now is the time to be talking with our legislators letting them know of our needs.

**ACTION REQUESTED:** ☐ YES ☒ NO

**RECOMMENDATION:** This is provided for information.

**ALTERNATIVES:**

**FISCAL IMPACT:**

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

Expenditures:

Budgeted Amount

Amount encumbered &  
expended

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
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\$ \_\_\_\_\_  
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**2015 Legislative Priorities**

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)  | <b>Bill #</b>        | <b>Result</b>                      | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> | <b>Notes</b>  |
|--|----------------------|------------------------------------|---|---|
| <b>Shared Revenue</b> - Maintain the revenue sharing partnership between the state and cities and restore local liquor revenue.  | 6052<br>1517<br>2156 | Passed<br>Not Passed<br>Not Passed | Priority  | HB 1517 was a bill to restore liquor revenue. SB 6052 is the Operating Budget. HB 2156 was fiscal sustainability bill with multiple issues. |
| <b>Marijuana</b> - Fund critical criminal justice needs by sharing a portion of the excise tax on recreational marijuana. Support an appropriately regulated medical marijuana market. | 2136<br>5052         | Passed<br>Passed                   | Priority  |   |
| <b>Transportation</b> - Adopt a multi-modal transportation package that addresses city needs.  | 5988                 | Passed                             | Priority  | <u>Budget Bill (ESSB 5988)</u><br><u>Bond Bill (SSB 5989)</u><br><u>Revenue Bill (ESSB 5987)</u>  |
| <b>Infrastructure</b> - Restore the state's commitment to public infrastructure investment.  | 1661<br>1992<br>6035 |                                    | Priority  | HB 2122 Passed providing some ongoing flexibility on REET revenue.  |
| <b>New Revenue</b> - Consider replacing the 1% property tax cap with an annual limit that accounts for inflation and population growth.  | 2255                 |                                    | Priority  | HB 2255 on property tax was withdrawn.  |

**2015 Other Issues****Issue Area: Environment and Land Use**

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)  | <b>Bill #</b> | <b>Result</b> | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> | <b>Notes</b> |
|--|---------------|---------------|---|--------------|
| <b>Mandatory deferral of impact fee payments</b><br>We are expecting that developer interests will again propose legislation that would require cities that impose impact fees to provide an option for the fees to be paid at the time of final inspection, certificate of occupancy, or equivalent. Cities have the option of setting up | 5923          | Passed        | Oppose  |              |

Chart 1 Issues Summary Table

|  |      |            |         |  |
|--|------|------------|---------|--|
| impact fee deferral programs now. Some have chosen to do so and have implemented them successfully. Other cities have tried such a program and have chosen not to continue. And many cities have worked with their own local builders and taken other steps to promote more housing construction. AWC opposes the one-size-fits-all mandate of this bill.  |      |            |         |  |
| <b>Align Utility Latecomer authorities with current Street Latecomer authorities</b><br>Allow municipalities the option of creating a utility assessment reimbursement area on its own initiative, without requiring the participation of a private property owner. The legislation: 1) allows municipalities the same right to reimbursement as private developers; 2) is consistent with what is currently allowed for street improvements; and 3) provides municipalities with an additional financing tool to address development needs and more equitably assign cost shares to benefitting developments versus current requirements which place the reimbursement burden on 'first in' developers.<br>From City of Seattle | 5795 | Passed     | Support |  |
| <b>Water/Sewer district assumptions</b><br>For many years water sewer districts have sought to diminish cities authority to take over a district as is allowed under current law. We anticipate that the issue will come before the legislature again. At the same time some cities are looking at the idea of foregoing their assumption authority in exchange for clarifying their ability to impose a utility tax on water sewer districts. AWC will be actively engaged in these conversations as they develop. The City of Shoreline is very interested in protecting against retroactive changes to assumption laws<br>From AWC staff  | 5048 | Passed     | Monitor |  |
| <b>Cost recovery for nuisance abatement</b><br>Under current law it is difficult to recover costs when a city spends its own resources to abate a nuisance property. The City of Spokane Valley advanced a bill in 2014 that would have given cities first lien authority to recover such costs. They encountered significant concerns the bill and it did not advance. Spokane Valley is interested in working with other interested cities to identify other potential solutions. AWC will be supportive of this effort. Everett and Tacoma both indicated an interest in participating in the nuisance abatement discussion that was suggested by Spokane Valley.<br>From City of Spokane Valley.                             | 5694 | Not Passed | Support |  |
| <b>Adding information about future annexation to property disclosure forms</b><br>This legislative proposal would add an item to seller's disclosure of real estate sales identifying any property that is within an area identified for future annexation by a city. The ultimate result would allow prospective home and property owners to be informed about  | None |            | Support |  |

Chart 1 Issues Summary Table

|   |      |            |         |   |
|---|------|------------|---------|---|
| annexation plans prior to making a decision to purchase the property.<br>From City of Pasco   |      |            |         |   |
| <b>Toxics reduction as part of new water quality rules</b><br>A comprehensive non-point toxics reduction package is a major component of Governor Inslee's proposed resolution to the multi-year fight over new water quality rules. This is also referred to as the fish consumption issue. This proposal includes legislation to create a more robust system for the Department of Ecology (Ecology) to identify chemicals of concern that are present in the people and environment of Washington. Ecology would then develop "chemical action plans" to identify the sources and potential ways to address that pollution. AWC will be participating closely with this process, and would like to see it be successful.<br>From AWC staff | 1472 | Not Passed | Support |   |
| <b>Vesting Rights</b><br>Changes to the vesting rights doctrine   | 5921 | Not Passed | Oppose  | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |

**Issue Area: Personnel**

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)   | <b>Bill #</b> |  | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> |  |
|---|---------------|--|---|--|
| <b>Contracted employees receiving retirement benefits, "Retire/Re-hire"</b><br>Following media coverage of retirees returning to work in highly paid public positions, the Washington Department of Retirement Systems (DRS) reviewed the contracts between 374 public employers and retirees working as independent contractors. Based on this review, DRS found 30 instances, including 11 involving cities, where retirees were working more hours and/or in positions not allowed. In 24 cases, DRS has billed the local government employer for retirement benefits received by the retiree. AWC has been working with DRS and impacted cities to find both legislative and non-legislative remedies. The legislative ideas include: <ul style="list-style-type: none"> <li>• Providing amnesty for employers who received bills as a result of the review</li> <li>• Allowing for exceptions to the 2008 Early Retirement Factors restrictions</li> </ul> | None          |  | Lead  |  |

Chart 1 Issues Summary Table

|   |      |            |        |   |
|---|------|------------|--------|---|
| <ul style="list-style-type: none"> <li>Lowering the statutory interest rate below 12%</li> <li>Allowing DRS authority to enter into settlement agreements with jurisdictions.</li> <li>Establishing exemptions for certain types of positions, such as planners or public works directors.</li> </ul> <p>From AWC staff</p> |      |            |        |   |
| <b>Opening Collective Bargaining Negotiations</b><br>Requiring collective bargaining sessions be open to the public.  | 5329 | Not Passed | Oppose | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <b>Deferred Compensation</b><br>Mandating participation in the Washington State deferred compensation program   | 5435 | Not Passed | Oppose | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |

#### Issue Area: Infrastructure

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)  | <b>Bill #</b> | <b>Result</b> | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> |  |
|--|---------------|---------------|---|--|
| <b>Increase the dollar amount for Small Works Roster</b><br>Under current law, when a project is estimated to cost \$300,000 or less, public owners may use the Small Works Roster Contract method. This is an efficient way to get small to mid-size projects completed. This would increase the dollar amount from \$300,000 to \$500,000. Some contractors might oppose this increase.<br>From City of Seattle  | None          |               | Support   |  |
| <b>Increase bid limits for certain code cities</b><br>Legislation passed in 2009, which was designed to increase bid limits for code cities, inadvertently lowered bid limits for code cities with populations of 20,000 or more from \$90,000 to \$65,000. This proposal would increase the limit to \$125,000. This was proposed last session in the form of EHB 2618. Associated General Contractors was neutral on the bill and specialty contractors opposed the bill.<br>From City of Kent | None          |               | Support   |  |
| <b>Eminent Domain</b><br>Prohibiting use of eminent domain for economic development  | 5363          | Not Passed    | Oppose  | This issue/bill was not part of the original legislative agenda, |



Chart 1 Issues Summary Table

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | but was added during the 2015 session. |
|--|--|--|--|--|

**Issue Area: Transportation**

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)  | <b>Bill #</b> | <b>Result</b> | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> |  |
|--|---------------|---------------|---|--|
| <b>Fire truck weight limits</b><br>Under current law, the state's size and weight restrictions for fire trucks make it virtually impossible to design a fire aerial ladder truck that complies with state law and is functional from a fire suppression and operations perspective. Bellevue has already negotiated new proposed limits with WSDOT to be included in a bill for 2015.<br>From City of Bellevue | 1222          | Passed        | Support   |  |

**Issue Area: Finance**

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)  | <b>Bill #</b> | <b>Result</b> | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> | <b>Notes</b> |
|--|---------------|---------------|---|--------------|
| <b>Provide greater accountability for the Washington State Auditor's Office and due process protections for its audit clients</b><br>Specifically, the bill would: <ul style="list-style-type: none"> <li>• Create a right of appeal for audit clients prior to publication of audit findings by applying the Administrative Procedure Act's rules for adjudicative hearings to the investigation and reporting processes of the State Auditor;</li> <li>• Remove the licensing exemption that gives immunity to CPAs employed in the public sector;</li> <li>• Close the loophole in the 2010 Anti-SLAPP statute that gives the Auditor's Office a</li> </ul> | <b>2148</b>   | Not Passed    | Monitor   |              |

Chart 1 Issues Summary Table

|   |              |            |         |   |
|---|--------------|------------|---------|---|
| <p>freedom of speech defense in certain court actions;</p> <ul style="list-style-type: none"> <li>• Affirm for the courts the legislature's intent to waive sovereign immunity for some actions of the State Auditor, with appropriate limitations and immunities for discretionary functions and other prerogatives as developed from time to time by state statute and Washington's courts; and,</li> <li>• Expand the scope of peer review at the Auditor's Office to include testing for compliance with Federal Government Auditing Standards and with the Agency's own internal policies and rules.</li> </ul> <p>From Town of Yacolt</p> |              |            |         |   |
| <p><b>Address the ability of municipalities to sustain international diplomacy and sister city programs</b></p> <p>Pursue legislation authorizing cities to open and maintain a bank account for which it may accept or request nonpublic gifts, grants, and donations from citizens and other private sources for use in defraying the costs of appropriate hosting of foreign dignitaries, including appropriate gift-giving and reciprocal gift-giving, and international trade hosting, international relations, and international missions activities.</p> <p>From City of Seattle</p>   | None         |            | Support |   |
| <p><b>Initiative &amp; Referenda Fiscal Notes</b></p> <p>Require more fiscal impact information in voter's pamphlet for initiatives and referenda with large fiscal impacts</p>   | 5715         | Not Passed | Support | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <p><b>R&amp;D Tax Incentives</b></p>  | 1769<br>5665 | Not Passed | Support | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <p><b>County Utility Tax Authority</b></p>  | 1133         | Not Passed | Monitor | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <p><b>Increasing the EMS Levy rate</b></p>  | 1251         | Not Passed | Monitor | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <p><b>State Treasurer's Fiscal Reform proposal</b></p>  | 6114         | Not Passed | Monitor | This issue/bill was not part of the original legislative agenda,  |

Chart 1 Issues Summary Table

|  |             |            |        |   |
|--|-------------|------------|--------|---|
|  |             |            |        | but was added during the 2015 session.  |
| <b>Allowing county treasurers to keep a 1% admin fee for collecting property taxes</b>                                 | <b>5677</b> | Not Passed | Oppose | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <b>Allowing a county to retain all of the public safety sales tax if it begins imposing the tax after July 1, 2015</b> | <b>5866</b> | Not Passed | Oppose | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |

**Issue Area: General Government**

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)  | <b>Bill #</b> | <b>Result</b> | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> | <b>Notes</b> |
|--|---------------|---------------|---|--------------|
| <b>Protecting confidentiality of sensitive real estate transaction documents under the Public Records Act (PRA)</b><br>Current law regarding Executive Sessions under the Open Public Meetings Act (OPMA) protects the confidentiality of discussions of real estate matters but no such protection of confidential documents is recognized in the PRA. Kent is working through the Sunshine Committee who voted unanimously to recommend to the legislature in the 2015 session the following: Provide the same PRA protection for sensitive real estate transaction records as we do under the Open Public Meetings Act (OPMA) for Executive Session discussions.<br>From City of Kent | 1431          | Passed        | Support   |              |
| <b>Protecting the confidentiality of family members and guardians of children enrolled in parks programs</b><br>Statutory provisions enacted by the Legislature in 2010 provide a protection against disclosure of the names and identities of children enrolled in local parks and recreation programs (RCW 42.56.230). However, that same protection does not extend to the legal guardians and/or immediate family of the victim. Fife is working through the Sunshine Committee a proposal to amend RCW 42.56.230(2). The Committee voted unanimously to recommend to the legislature in the 2015 session to extend the protections.<br>From City of Fife                            | 1554          | Passed        | Support   |              |

Chart 1 Issues Summary Table

|   |      |            |                  |  |
|---|------|------------|------------------|--|
| <b>Cost recovery for public records requests that are for commercial profit purposes</b><br>In 2014, Puyallup worked with the AWC, hospital districts, counties, ports and other stakeholders on ESHB 1037, which would have provided local agencies with the ability to establish a fee recovery ordinance for covering the costs of locating, retrieving, and assembling documents for PRA requests related to a commercial purpose. The legislation died on the House floor.<br>From City of Puyallup  | 1086 | Not Passed | Support          |  |
| <b>Cost recovery for providing public records in electronic format</b><br>Under current law, local agencies that receive records requests involving hard-copy paper materials may charge a 15-cents-per-page copying charge to help offset the staff costs of locating, retrieving, and assembling records desired by the public. However, in the case of records requests that are electronic in nature and involve digital records responses, there is no corollary authority for local agencies to recover costs. In an increasingly modernized, technical, and digital age, and with more and more records requests coming via electronic means, this is creating a hole in the PRA.<br>From City of Lake Stevens | 1684 | Not Passed | Support          |  |
| <b>Alternative dispute resolution for public records disputes</b><br>Cities have grown increasingly concerned about the litigation costs surrounding public records cases. Stakeholders have talked about the need for dispute resolution options other than litigation. A mediation system has been discussed and even proposed by the former Attorney General. AWC will be meeting with stakeholders to discuss the possibility for pursuing legislation to establish an alternative dispute resolution method.<br>From AWC staff   | None |            | Lead             |  |
| <b>Clarify recreational immunity for trails that may also be considered part of a transportation corridor</b><br>A recent Court decision determined that the City of Mercer Island did not have recreational immunity for activity on a trail because the trail was originally funded and part of the transportation corridor. There is concern that this could set a precedent that would eliminate recreational immunity for any jurisdiction operating a trail that could be considered part of a transportation corridor opening cities up to large liability exposure.<br>From City of Mercer Island   | None |            | Lead/<br>Partner |  |
| <b>Preserve recreational immunity when charging a moorage fee</b><br>Currently recreational immunity only exists when no fee is charged for the usage of the facility. However, there are already exceptions created by the legislature including an exemption for the Discover Pass fee for state parks. Gig Harbor is seeking a similar   | 1294 | Not Passed | Support          |  |

Chart 1 Issues Summary Table

|   |      |        |         |  |
|---|------|--------|---------|--|
| exemption. The proposal would be to allow jurisdictions to retain recreational immunity when imposing a daily moorage fee of \$20 or an annual moorage fee of \$100.<br>From City of Gig Harbor   |      |        |         |  |
| <b>Revise the all-payer claims database legislation that was passed in 2014 to make it more functional</b><br>A Coalition of local governments, private businesses and insurers are seeking to revise the all-payer claims database legislation that was passed in 2014 to make it more functional. Under the current language in the law, it is all but impossible to actually collect the data. The Coalition for Health Care Cost Transparency is seeking the changes to allow the database to function and provide employers, medical providers, policymakers and consumers information about the cost of claims. Other states have such databases and they can be a useful tool in helping to control health care costs. While the All Payer Claims Database would be a useful tool, revised reporting requirements would likely mean that all self-insured cities would have to report their data taking time and staff resources to do so.<br>From AWC Staff | 5084 | Passed | Support |  |

**Issue Area: Public Safety - Law & Justice**

| <b>Description:</b><br>(Briefly describe issue and Include info on who brought the issue forward and brief any important political context)  | <b>Bill #</b> | <b>Results</b>   | <b>Lead/<br/>Support/<br/>Oppose/<br/>Monitor</b> | <b>Notes</b> |
|--|---------------|------------------|---|--------------|
| <b>Authorize the creation of single municipal jurisdiction Regional Fire Authorities</b><br>Currently jurisdictions may work together to establish a Regional Fire Authority (RFA). This proposal would allow a single city to form an RFA within their existing city boundaries.<br>From Washington Fire Chief Association and Washington State Council of Fire Fighters  | 1606          | Passed           | Support   |              |
| <b>Funding for Basic Law Enforcement Academy</b><br>Support budget requests to expanding training availability for the Basic Law Enforcement Academy (BLEA) and construction of new dorm facilities to replace those that have been condemned. The Washington Association of Sheriffs and Police Chiefs (WASPC) along with various cities have raised concerns about the backlog for training. The wait times drive up overtime and other costs for local jurisdictions.<br>From AWC Staff | 6052          | Passed in Budget | Support   |              |
| <b>Local flexibility of buffer zones for marijuana businesses in lieu of the 1,000 foot limit currently in law</b>   | 2136          | Passed           | Support   |              |

Chart 1 Issues Summary Table

|   |      |                  |         |   |
|---|------|------------------|---------|---|
| Ask the Legislature to provide cities with flexibility to help site marijuana facilities where they might not currently be allowed. The cumulative impact of all of the 1,000 buffer restrictions has severely impacted the available locations for marijuana retailers in Kirkland. Kirkland is seeking flexibility that would allow the City to thoughtfully create additional opportunities for marijuana retail locations.<br>From City of Kirkland   |      |                  |         |   |
| <b>Decriminalize the offense of Driving While License Suspended in the 3<sup>rd</sup> Degree (DWLS3) and instead make it a civil infraction</b><br>Currently DWLS3 is a misdemeanor with the offender facing additional fines and possible jail time. DWLS3 is most likely the result of failure to pay traffic fines. Because the charges are criminal, each defendant if determined to be indigent is assigned a city-funded public defender. In many courts DWLS3 cases make up a large portion of the case load and drive public defense and other court costs. By decriminalizing DWLS3, it could provide significant cost reductions. However, without the criminal sanctions there is concern that there would be insufficient motivation to pay outstanding traffic fines.<br>From City of Longview | None |                  | Lead    |   |
| <b>Funding for indigent defense costs</b><br>Develop a funding mechanism to assist in meeting increased indigent defense costs resulting from the State Supreme Court rule on misdemeanor caseload limits. The new mandate limits public defenders to a case load of no more than 400 case per year or 300 if the jurisdictions uses a weighting system. This is a concern to numerous cities and counties and the subject of an interim work group.<br>From City of Yakima   | 6052 | Passed in Budget | Lead    | Need to address split in revenue between cities and counties. |
| <b>Clarify the Driving While License Suspended (DWLS) penalties for drivers who have received license suspension for failure to pay child support</b><br>Under current law, the Department of Licensing issues a suspension notice to motorists who have failed to pay child support. However, a loophole in state law when the motorist drives while their license is suspended. Under state law, it is unclear if this should be a DWLS in the 2 <sup>nd</sup> degree or 3 <sup>rd</sup> degree. Defendants are able to exploit this lack of clarity and escape further penalties. WASPC, and the Washington Association of Prosecuting Attorneys, and the Cities of Redmond and Puyallup are all working on a clarification that such charges should be DWLS3.<br>From City of Puyallup                  | 1282 | Passed           | Support |   |
| <b>Identify sustainable funding for gang prevention, intervention and suppression programs</b><br>Insure all cities that currently provide and operate such programs are eligible for state   | 6052 | Passed in Budget | Lead    |   |

Chart 1 Issues Summary Table

|   |              |            |                    |   |
|---|--------------|------------|--------------------|---|
| resources. In the past few years, cities have worked to secure limited resources from the State for such activities in the form of a competitive grant program.<br>From the City of Yakima  |              |            |                    |   |
| <b>Unmanned Aerial Vehicles (Drones)</b><br>Regulations for government use of UAVs/Drones.  | 5714         | Not Passed | Monitor/<br>Oppose | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <b>Criminal Justice Reform/Reinvestment</b><br>Modifying sentencing laws related to property crime and other crimes. Other legislative initiatives to respond to police use of deadly force and national criminal justice reform debate | 2270<br>5755 | Not Passed | Monitor            | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |
| <b>Fireworks</b><br>Proposal to limit local authority to regulate fireworks   | 1702<br>5914 | Not Passed | Opposed            | This issue/bill was not part of the original legislative agenda, but was added during the 2015 session. |

## **DRAFT Legislative Committee Recommendations for 2016 PRIORITIES**

- Continue to advocate for AWC's 2 remaining 2015 Priorities (Infrastructure funding support and Fiscal Sustainability tools) with the aim of:
  - Keeping them "front and center" for discussion and possible, but unlikely action in 2016, and
  - Helping to "tee them up" for serious consideration during the 2017 session
  - Each of these issues requires some critical thinking before the 2016 session
    - Infrastructure funding ideas need to be something other than "Save the Public Works Trust Fund" and will evolve from:
      - Staff work being done in conjunctions with other public and private interests and state agencies like Commerce and Ecology,
      - Ideas and input gathered during upcoming AWC Regional Meetings and other around-the-state discussion opportunities with cities, and
      - Working both with larger and smaller cities – example of expensive bridge repairs in larger cities and expensive wastewater upgrades in smaller cities both need funding help
    - Fiscal Sustainability ideas will be generated, possibly from a re-booted AWC Fiscal Futures Committee and discussions with other public and private interests
- Take advantage of increased legislative interest in certain Public Records issues (such as cost recovery for public records that are for commercial profit purposes, an alternative dispute resolution option and use of law enforcement body camera footage) to see what progress can be made in 2016, or in helping to "tee them up" for serious consideration during the 2017 session.
- Identify and seek ways that the State or other partners can help cities address Housing Affordability and/or Homelessness and associated issues arising in many cities
  - Consider using AWC's Large City Committee as a starting point for discussions of possible tools and strategies
  - Come forward with one or more ideas for the 2016 session
  - Develop ideas for the 2017 session and beyond
- Provide new local authority to address ways to best respond to emergencies impacting cities, such as Wildfires. An example could include
  - Authority to ban fireworks sales and displays in less than a year if certain conditions exist.
- Look for and embrace opportunities to work on State Agency Regulatory issues facing cities, such as
  - Finding a Fish Consumption Rate "fix" that works for cities
  - Foster ways to engage State Agencies on issues of importance to cities both for solutions and consideration during the upcoming 2016 election cycle.





Janette M. Bower, MMC  
City Clerk

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Email: [jbower@palmerak.org](mailto:jbower@palmerak.org)

231 W. Evergreen Ave.  
Palmer, Alaska 99645-6952  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

May 26, 2015

Shellie Saner  
177 North Birch Street  
Soldotna, AK 99669

Re: Region IX Director Letter of Interest

Dear Ms. Saner:

I am interested in serving on the International Institute of Municipal Clerks Board of Directors, representing Alaska from Region IX. I meet the qualifications for office and poses the leadership skills necessary to shape policies and develop strategies to assist my colleagues, not only within Region IX, but the IIMC organization as a whole.

I have served on numerous AAMC Committees and as the Association's President. During my presidency, I traveled to all Region IX States, except Hawaii. I was able to meet and talk with members from the State Associations and believe my ideas and perspectives can directly impact them, if given the opportunity to serve as Region IX Director.

I sincerely believe in the mission of IIMC and would be honored for the opportunity to have a voice in its growth and future.

I look forward to my name being brought forward to the AAMC membership at the annual meeting in November 2015, as well as confirmation from the other Region IX State Associations.

Kind regards,

Janette M. Bower, MMC  
City Clerk



## International Institute of Municipal Clerks

### Region Director Nomination Form

Please place my name in nomination for the following office on the IIMC Board of Directors:

Name of Office Region IX Director

Name: Janette Bower

CMC ☐ MMC ☒

Title: City Clerk

Phone: ( 907 ) 761-1301

Fax: ( 907 ) 745-0930

Municipality: City of Palmer

State/Province/County Alaska

Postal/Zip Code: 99645

E-mail Address: jbower@palmerak.org

I have met the qualifications to be a candidate as follows:

- I have served as a Municipal Clerk for 13 years.
- I have been a member of IIMC for 12 years.
- I have attended the following IIMC Annual Conferences:

| Year        | City                |
|-------------|---------------------|
| <u>2006</u> | <u>Anaheim, CA</u>  |
| <u>2009</u> | <u>Chicago, IL</u>  |
| <u>2012</u> | <u>Portland, OR</u> |

☒ I have full support of my municipality and the state/provincial or national associations within the region I am running.

☒ I accept full responsibility to uphold the duties of this office.

I certify that the above information is accurate to the best of my knowledge.

Signature Janette Bower

5/28/15

Date

Please attach a recent photograph, letters of support from your municipality, state/provincial or national associations and a 200 word (maximum) biography.



DeLena Johnson  
Mayor

Phone: (907) 745-3271  
Direct: (907) 761-1317  
Fax: (907) 745-0930  
Email: [djohnson@palmerak.org](mailto:djohnson@palmerak.org)

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Palmer, Alaska 99645-6952  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

May 15, 2015

International Institute of Municipal Clerks  
8331 Utica Avenue, Suite 200  
Rancho Cucamonga, CA 91730

Dear IIMC:

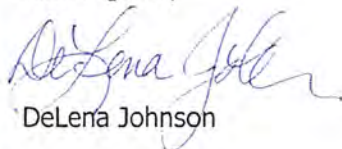
As the Mayor of the City of Palmer, please accept this letter as the City's endorsement of Janette Bower, MMC, our City Clerk, as a candidate for the International Institute of Municipal Clerks Region IX Director from May 2016 to May 2019.

Ms. Bower has served the City of Palmer for 12 years. During that timeframe she has developed the City Clerk's Office into a professional office which serves as a liaison between the citizens of Palmer, the Palmer City Council, and the other government agencies.

Janette believes in the Clerk profession and is committed to serving all of the clerks in Region IX.

On behalf of the City of Palmer, and by a vote of the City Council, we endorse Janette Bower for the office of Region IX Director.

Kind regards,



DeLena Johnson







**Janette Bower, MMC**

City Clerk, Palmer, Alaska

Janette Bower began her career as a City Clerk for the City of Bethel, Alaska in 2002. Bethel is the largest city in Western Alaska. Faced with tremendous political demands in a multicultural community, Janette learned the importance of maintaining an unbiased stance with City staff, public and council.

In 2003, Janette was appointed as the Palmer City Clerk. Before Janette began her tenure with Palmer, the manager served as city clerk. Upon her appointment, Janette immediately delineated the duties and established the Palmer Clerk's Office.

Janette meets the Palmer City Clerk's Office's mission to professionally conduct the office of the City Clerk in a manner that ensures an effective link between citizens, local governing bodies and other government agencies.

To assist the public with information, Janette developed the City's website where all city council legislation is located. She created and implemented the City's Records Manager Program.

Janette has been an active member of the Alaska Association of Municipal Clerks since 2002. She served on numerous AAMC committees and as President in 2008-2009.

Janette assisted in the development of the AAMC website, By-laws rewrite, and numerous Policy and Procedure rewrites.

# PROCLAMATION

**WHEREAS**, the Washington Municipal Clerks Association (WMCA) recognizes that quality education is essential for its members to provide improved local government services to its communities; and

**WHEREAS**, the Washington Municipal Clerks Association wishes to express its sincere gratitude and respect to Pat Mason for his dedication, character, sense of humor, professionalism, and for his years of distinguished service to the members of WMCA; and

**WHEREAS**, Pat Mason's years of service at WMCA conferences, providing legislative updates and teaching best practices on topics such as the Open Government Act, Public Records Act, Initiative and Referendums, bidding procedures, ethics, Open Public Meetings Act and through his teachings has provided clerks with a solid foundation in serving our citizenry.

**NOW THEREFORE**, the Washington Municipal Clerks Association does hereby extend our eternal gratitude for the contributions of Pat Mason.

**WE, THE WASHINGTON MUNICIPAL CLERKS ASSOCIATION (WMCA) EXECUTIVE COMMITTEE**, do hereby proclaim

## **PAT MASON A LIFETIME HONORARY MEMBER**

of the Washington Municipal Clerks Association, and we congratulate Pat Mason on his retirement and wish him much happiness in the future, and urge all clerks to join in celebrating his many years of service.

**IN WITNESS WHEREOF**, the Executive Board hereunto sets their hand and caused the official seal of the Washington Municipal Clerks Association to be hereunto affixed this 29<sup>th</sup> day of July, 2015.

---

Debbie Burke, WMCA President

Attest:

---

Virginia Olsen, WMCA Secretary



Hi V!

Thanks again for meeting me this weekend, it was good to see you!

Below is the email I am needing your clarification on for the consensus approved on this discussion - that the \$200 is just the gift and that the expense to professionally frame the proclamation is an additional cost not to exceed \$100.

Have a super week!

**From:** Virginia Olsen [<mailto:VOlsen@ci.mlt.wa.us>]

**Sent:** Wednesday, July 15, 2015 7:18 PM

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

**Subject:** RE: FW: Pat's retirement invitation -- please pass along to others that would like to attend :)

I think a gift is merited but I don't know him well enough to know what to give. Should we check w/MRSC to see what they recommend? He has worked as a speaker for free (minus a gift card) for years. I think it would be nice to give him a decent gift certificate for somewhere, perhaps \$200 or other recommended amount? I'd be happy to make a motion to that effect.

V.