



**EXECUTIVE COMMITTEE AGENDA**  
**Friday, October 20, 2020 – 10:00 a.m. – Zoom**

<b>1.</b>	<b>Call to Order and Roll Call</b>	
<b>2.</b>	<b>Approve Agenda and June 19, 2020 EC Meeting Minutes</b>	<b>3</b>
<b>3.</b>	<b>Treasury Related Reports (Gina)</b>	
	a. Treasurer’s Report	8
	b. World Points Update	35
<b>4.</b>	<b>Old Business</b>	
<b>5.</b>	<b>New Business</b>	
	a. Social Media Policy (Deb E.)	37
	b. 2020 Conference Registration Refund Request (Linda Vannoster, City of Prescott)	41
<b>6.</b>	<b>Committee Business/Reports</b>	
	a. Audit (Gina)	
	b. Awards (Paula)	
	c. Budget (Susan)	
	d. Bylaws (Melody) <i>Action Requested</i>	43
	e. Clerks Handbook Update (Debbie J.)	45
	f. Conference Planning (Paula) <i>Action Requested</i>	46
	g. Education (Don) <i>Action Requested</i>	48
	h. Fundraising (Deb E.)	51
	i. Historical (Terri)	53
	j. Legislative (Debby)	54
	k. Membership (Liz) <i>Action Requested</i>	55
	l. Newsletter (Shawn)	64
	m. Scholarship (Lisa) <i>Action Requested</i>	66
	n. Webmaster (Shawn) <i>Action Requested-2</i>	68
	<b>Reports</b>	
	o. Education Coordinator	

7.	<b>Other Business</b> a. E-Mail Ratifications <ul style="list-style-type: none"> <li>i. Approval of Travel Expenses for Immediate Past President Swisher to present Clerk of the Year Award</li> <li>ii. Motion to refund conference registration passed – motion to reconsider at the October 23 meeting passed postponing this decision</li> <li>iii. Letter of support for Ruth Post, Region IX Director Candidate, representing OAMR</li> </ul>	   74  76  77
8.	<b>Good of the Order</b>	
9.	<b>Adjournment</b>	



## EXECUTIVE COMMITTEE MINUTES

Friday, June 19, 2020  
Virtual Meeting via ZOOM

### 1. Call to Order and Roll Call

President Jermann called the virtual meeting (via Zoom) to order at 10:07 a.m.

WMCA Executive Committee members present included President Debbie Jermann, President-Elect Susan Duncan (arrived at 10:10 a.m.), Vice President Shawn Campbell, Treasurer Gina Anderson, Board Members Don Ross, Lisa Neissl, Elizabeth Adkisson, Terri Wright, Melody Valiant (arrived at 10:13 a.m.), and Deb Estrada, Immediate Past President Paula Swisher and, Secretary Debby Barham.

### 2. Approve Agenda and March 20, 2020 EC Meeting Minutes

President Jermann called for any corrections to the March 20, 2020 Executive Committee meeting minutes; none noted.

**Motion:** Ms. Wright moved to approve the March 2020 Minutes and June 19, 2020 Agenda as presented.

**Second:** Ms. Anderson.

**Vote:** Motion carried unanimously.

### 3. Treasury's Related Reports

Treasurer Report: Treasurer Anderson provided brief overview regarding the WMCA current financial position, as well as the status of the Amazon Smiles donations and the Word Points update.

### 4. Old Business

There was no old business to discuss.

### 5. New Business

#### a. Audit Committee Job Description Amendment

**Motion:** Ms. Campbell moved to amend the Audit Committee's responsibilities to state that the committee members are expected to travel and participate in the onsite audit.

**Second:** Ms. Swisher.

**Vote:** Motion carried unanimously.

## 6. Committee Business/Reports

### a. Audit Committee

Ms. Anderson noted that the annual audit was delayed due to the COVID-19 pandemic.

### b. Awards Committee

Ms. Swisher announced the 2020 Presidential Award of Distinction was presented to Gina Anderson on June 18, 2020. The Executive Committee members expressed appreciation to Ms. Anderson in receiving this award.

### c. Budget Committee

No Report.

### d. Bylaws Committee

Ms. Valiant noted that 11 WMCA members are participating on the Bylaws Committee this year.

### e. Clerk's Handbook Update

President Jermann stated that Debbie Burke is chairing the committee to update the WMCA Clerk's Handbook and has solicited other WMCA members to help. The first committee meeting is scheduled in July 2020.

### f. Conference Planning

Ms. Swisher stated there were several conference items that needed either the EC formal action or consensus. After EC discussion the following actions were approved:

**Motion:** Ms. Swisher moved to postpone the 2021 WMCA Conference registration increase of \$25 to the 2022 WMCA Conference.

**Second:** Ms. Adkisson.

**Vote:** Motion carried unanimously.

**Motion:** Ms. Swisher moved to send out an email blast to the 2020 WMCA Conference paid attendees stating that their registrations will be transferred to the 2021 WMCA Conference unless the attendee requests a refund within 60 days of the date the email was distributed.

**Second:** Ms. Neissl.

**Vote:** Motion carried unanimously.

**Motion:** Ms. Swisher moved to offer the 2020 WMCA Conference exhibitors to transfer their registration fees to the 2021 WMCA Conference unless an exhibitor requests a refund within 60 days of the date they are notified.

**Second:** Ms. Barham.

**Vote:** Motion carried unanimously.

g. Education Committee

Mr. Ross provided a brief report from the Education Committee.

**Motion:** Ms. Swisher moved to offer the WMCA membership a free virtual training session with Steven Iwersen during the summer of 2020 with the caveat that the training session outline will be pre-approved by WMCA and that no sales of the trainers product(s) will be offered.

**Second:** Ms. Barham.

**Vote:** Motion carried unanimously.

EC also discussed the possibility of holding a virtual component with Frank Kitchen during the 2021 WMCA Conference for those members unable to attend the conference. EC by consensus determined that this was not a supported option due to several factors.

h. Fundraising Committee

Ms. Estrada provided a brief report on the fundraising activities.

i. Historical Committee

There was no discussion.

j. Legislative Committee

There was no discussion.

k. Membership Committee

After EC discussion, EC consensus was to forward the proposed amendment to the Bylaws committee related to Elections and have the Elections Committee further develop the call for candidates, applications and election audit process for the election of officers.

l. Newsletter

No Report.

m. Scholarship

**Motion:** Ms. Neissl moved to transfer all conference and NCI scholarships that were awarded for 2020 to 2021 for those recipients that would like to attend the 2021 WMCA Conference or NCI academies.

**Second:** Ms. Swisher.

**Vote:** Motion carried unanimously.

Discussion also included the participation of the scholarship recipients in the Fundraising Committee as part of the obligation. Since the recipients were unable to fulfill their obligations this year, they will be notified that they were still obligated to work with the Fundraising Committee during 2021.

n. Webmaster

Ms. Wright reported the updates in process for the WMCA website and the Facebook page.

o. Education Coordinator

No Report.

**7. Other Business**

a. E-Votes Ratifications

The email votes conducted between March 31, 2020 and June 18, 2020 included:

1. 03.31.20 E-VOTE for 2020 Dues Scholarships
2. 04.29.20 E-VOTE for Extending 2020 Dues Scholarships
3. 04.30.20 E-VOTE for Deb J to Attend 2021 IIMC Conference
4. 05.05.20 E-VOTE 2020 NWI PD CANCEL FEES DUE
5. 05.15.20 E-VOTE for 2020 Grants for WMCA Dues
6. 06.01.20 E-VOTE Extend Membership Fees thru June 2020

**Motion:** Ms. Duncan moved to ratify E-Votes as presented.

**Second:** Ms. Swisher.

**Vote:** Motion carried unanimously.

**8. Good of the Order**

- a. Ms. Swisher stated that she has the WMCA Certificate Holders and will deliver them to Secretary Barham when the opportunity arises.

- b. Comp Hotel Room for Immediate Past President (IPP) for 2021 WMCA Conference

**Motion:** Ms. Jermann moved to have WMCA pay for IPP Swisher during the 2021 WMCA Conference.

**Second:** Ms. Campbell.

**Vote:** Motion carried. Ms. Swisher abstained.

## 9. Adjournment

There being no further business, President Jermann adjourned the meeting at p.m. 1:05 p.m.

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Debby Barham  
WMCA Secretary

*Minutes approved at the WMCA Executive Committee Meeting on \_\_\_\_\_, 2020.*



[www.wmcaclerks.org](http://www.wmcaclerks.org)

TO: WMCA Executive Committee  
FROM: Gina Anderson, Treasurer  
DATE: October 2, 2020

Attached are the following reports as of September 30, 2020 and September 30, 2019:

- Balance Sheet
- Profit & Loss Budget vs. Actual (condensed)
- Profit & Loss Budget vs. Actual
- Checking Bank Reconciliation for September 2020
- Checking Register, May 2020 through September 2020
- Savings Bank Reconciliation for September 2020
- Savings Register, May 2020 through September 2020

Our profit looks amazing, \$19,465.35. Sadly, that is because we did not have a conference in 2020 and the conference center refunded our money. The Pink Walk is bringing in scholarship donations.

Most of the expenditures are under budget. The few that are over budget are: refunds, Northwest Clerks Institute and other. The other expenditure is entities that took advantage of the dues waiver from COVID-19.



**WMCA**  
**Balance Sheet**  
**As of September 30, 2020**

**Assets**

**Current Assets**

Checking	31,563.80
Savings	75,954.84
Western Annuity	50,000.00
Total Cash	<u>157,518.64</u>

**Total Current Assets** 157,518.64

**Total Assets** 157,518.64

**Liabilities & Equity**

**EQUITY**

Opening Balance Equity	97,385.88
Retained Earnings	40,667.41
Net Income	19,465.35
Total Equity	<u>157,518.64</u>

**Total Liabilities & Equity** 157,518.64

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**September 30, 2020**

	Actual (YTD) May '20 - Sep '20	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
<b>Income</b>				
Advanced Academy	0.00	18,125.00	(18,125.00)	0.00%
Conference	31,743.61	80,250.00	(48,506.39)	39.56%
Dues	24,165.00	26,700.00	(2,535.00)	90.51%
Savings Interest	6.27	0.00	6.27	
Scholarship Income	1,709.33	11,500.00	(9,790.67)	14.86%
<b>Total Income</b>	<b>57,624.21</b>	<b>136,575.00</b>	<b>(78,950.79)</b>	<b>42.19%</b>
<b>Transfer to Savings</b>				
			0.00	
<b>Expense</b>				
Academy Sessions	3,250.00	12,600.00	(9,350.00)	25.79%
Annual Conference	25,779.85	92,240.00	(66,460.15)	27.95%
Board Expenses	8,033.34	26,121.00	(18,087.66)	30.75%
Communication Expenses	60.00	1,280.00	(1,220.00)	4.69%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC	0.00	2,567.00	(2,567.00)	0.00%
Miscellaneous Expenses	1,035.67	6,600.00	(5,564.33)	15.69%
Scholarship Expenses	0.00	26,500.00	(26,500.00)	0.00%
<b>Total Expense</b>	<b>38,158.86</b>	<b>172,908.00</b>	<b>(134,749.14)</b>	<b>22.07%</b>
<b>Net Profit (Loss)</b>	<b>19,465.35</b>	<b>(36,333.00)</b>	<b>55,798.35</b>	<b>20.12%</b>

**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2020**

	Actual (YTD) May '20 - Sep '20	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
<b>Income</b>				
Advanced Academy				
Athenian Dialogue	0.00	4,375.00	(4,375.00)	0.00%
Fall	0.00	6,250.00	(6,250.00)	0.00%
Spring	0.00	7,500.00	(7,500.00)	0.00%
Total Advanced Academy	<u>0.00</u>	<u>18,125.00</u>	<u>(18,125.00)</u>	<u>0.00%</u>
Conference				
Donations	0.00	10,000.00	(10,000.00)	0.00%
Exhibitors	0.00	8,250.00	(8,250.00)	0.00%
Meals	31,743.61	3,500.00	28,243.61	906.96%
Registrations	0.00	58,500.00	(58,500.00)	0.00%
Total Conference	<u>31,743.61</u>	<u>80,250.00</u>	<u>(48,506.39)</u>	<u>39.56%</u>
Dues	24,165.00	26,700.00	(2,535.00)	90.51%
Money Market Savings Interest	6.27	0.00	6.27	
Scholarship Income				
Auction	0.00	5,000.00	(5,000.00)	0.00%
Donations	0.00	0.00	0.00	0.00%
Product Sales	0.00	1,500.00	(1,500.00)	0.00%
Raffle/Miscellaneous Fundraising	1,709.33	5,000.00	(3,290.67)	34.19%
Total Scholarship Income	<u>1,709.33</u>	<u>11,500.00</u>	<u>(9,790.67)</u>	<u>14.86%</u>
<b>Total Income</b>	<b><u>57,624.21</u></b>	<b><u>136,575.00</u></b>	<b><u>(78,950.79)</u></b>	<b><u>42.19%</u></b>
<b>Total</b>	<b><u>57,624.21</u></b>	<b><u>136,575.00</u></b>	<b><u>(78,950.79)</u></b>	<b><u>42.19%</u></b>
<b>Expense</b>				
Academy Sessions				
Athenian Dialogue	0.00	2,500.00	(2,500.00)	0.00%
Fall	0.00	5,100.00	(5,100.00)	0.00%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Refunds (2020)	3,250.00	0.00	3,250.00	
Total Academy Sessions	<u>3,250.00</u>	<u>12,600.00</u>	<u>(9,350.00)</u>	<u>25.79%</u>
Annual Conference				
Audio Visual	0.00	7,500.00	(7,500.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	735.22	2,000.00	(1,264.78)	36.76%
Donations Refunds (2020)	2,000.00	0.00	2,000.00	
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Exhibitor Refunds (2020)	3,000.00	0.00	3,000.00	
Hospitality Expenses (WMCA)	0.00	6,190.00	(6,190.00)	0.00%
Meals	0.00	55,000.00	(55,000.00)	0.00%

**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2020**

	Actual (YTD) May '20 - Sep ' 20	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
Meals Refunds (2020)	1,292.00	0.00	1,292.00	
Printing/Postage	0.00	1,750.00	(1,750.00)	0.00%
Recognition Awards	355.67	750.00	(394.33)	47.42%
Registration Refunds (2020)	18,015.00	0.00	18,015.00	
Speakers	0.00	15,000.00	(15,000.00)	0.00%
Special Entertainment	0.00	750.00	(750.00)	0.00%
Supplies	0.00	2,000.00	(2,000.00)	0.00%
Supplies - First Time Attendees	381.96	500.00	(118.04)	76.39%
<b>Total Annual Conference</b>	<b>25,779.85</b>	<b>92,240.00</b>	<b>(66,460.15)</b>	<b>27.95%</b>
<b>Board Expenses</b>				
Board Meetings	0.00	1,200.00	(1,200.00)	0.00%
Education Coordinator	(224.40)	2,850.00	(3,074.40)	-7.87%
Executive Committee Travel				
AWC Conference	0.00	2,600.00	(2,600.00)	0.00%
Exec Committee Travel-Other	0.00	0.00	0.00	0.00%
<b>Total Executive Committee Travel</b>	<b>0.00</b>	<b>2,600.00</b>	<b>(2,600.00)</b>	<b>0.00%</b>
NCI Director Travel				
IIMC Conference	0.00	900.00	(900.00)	0.00%
Northwest Clerks Institute	8,257.74	3,400.00	4,857.74	242.87%
WMCA Conference	0.00	575.00	(575.00)	0.00%
<b>Total NCI Director Travel</b>	<b>8,257.74</b>	<b>4,875.00</b>	<b>3,382.74</b>	<b>169.39%</b>
Region IX Director Travel				
IIMC Conference	0.00	2,900.00	(2,900.00)	0.00%
WMCA Conference	0.00	710.00	(710.00)	0.00%
<b>Total Region IX Director Travel</b>	<b>0.00</b>	<b>3,610.00</b>	<b>(3,610.00)</b>	<b>0.00%</b>
Officer's Board Travel				
President				
Alaska Conference	0.00	1,357.00	(1,357.00)	0.00%
CA Conference	0.00	1,880.00	(1,880.00)	0.00%
IIMC Conference	0.00	2,844.00	(2,844.00)	0.00%
OR Conference	0.00	995.00	(995.00)	0.00%
WMCA Conference	0.00	450.00	(450.00)	0.00%
<b>Total President</b>	<b>0.00</b>	<b>7,526.00</b>	<b>(7,526.00)</b>	<b>0.00%</b>
President Elect				
IIMC Conference	0.00	2,900.00	(2,900.00)	0.00%
WMCA Conference	0.00	560.00	(560.00)	0.00%
<b>Total President Elect</b>	<b>0.00</b>	<b>3,460.00</b>	<b>(3,460.00)</b>	<b>0.00%</b>
<b>Total Officer's Board Travel</b>	<b>0.00</b>	<b>10,986.00</b>	<b>(10,986.00)</b>	<b>0.00%</b>
<b>Total Board Expenses</b>	<b>8,033.34</b>	<b>26,121.00</b>	<b>(18,087.66)</b>	<b>30.75%</b>
<b>Communication Expenses</b>				
Survey	0.00	0.00	0.00	

**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2020**

	Actual (YTD) May '20 - Sep ' 20	Budget May '20 - Apr '21	\$ Under/Over Budget	% of Total
Dropbox	0.00	300.00	(300.00)	0.00%
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	60.00	1,200.00	(1,140.00)	5.00%
<b>Total Communication Expenses</b>	<b>60.00</b>	<b>1,580.00</b>	<b>(1,520.00)</b>	<b>3.80%</b>
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
<b>IIMC</b>				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	0.00	0.00	0.00	
Region IX Assessment	0.00	2,492.00	(2,492.00)	0.00%
<b>Total IIMC</b>	<b>0.00</b>	<b>2,567.00</b>	<b>(2,567.00)</b>	<b>0.00%</b>
<b>Miscellaneous Expenses</b>				
501C(3)	0.00	950.00	(950.00)	0.00%
Bank Charges	0.00	50.00	(50.00)	0.00%
Condolences	0.00	0.00	0.00	
Credit Card Fees (PayPal)	428.78	1,500.00	(1,071.22)	28.59%
Gambling/Alcohol License	0.00	200.00	(200.00)	0.00%
Insurance	0.00	1,400.00	(1,400.00)	0.00%
Office Supplies	81.89	500.00	(418.11)	16.38%
Other	525.00	500.00	25.00	105.00%
Post Cards Vistaprint	0.00	1,000.00	(1,000.00)	0.00%
Postage	0.00	500.00	(500.00)	0.00%
<b>Total Miscellaneous Expenses</b>	<b>1,035.67</b>	<b>6,600.00</b>	<b>(5,564.33)</b>	<b>15.69%</b>
<b>Scholarship Expenses</b>				
Conference Scholarships	0.00	5,000.00	(5,000.00)	0.00%
Margery A. Price Scholarship	0.00	2,000.00	(2,000.00)	0.00%
NCI Scholarships	0.00	15,000.00	(15,000.00)	0.00%
Raffle & Auction	0.00	2,500.00	(2,500.00)	0.00%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
<b>Total Scholarship Expenses</b>	<b>0.00</b>	<b>26,500.00</b>	<b>(26,500.00)</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>38,158.86</b>	<b>173,208.00</b>	<b>(135,049.14)</b>	<b>22.03%</b>
<b>Net Profit (Loss)</b>	<b>19,465.35</b>	<b>(36,633.00)</b>	<b>56,098.35</b>	<b>-53.14%</b>

**WMCA**  
**Balance Sheet**  
**As of September 30, 2019**

**Assets**

**Current Assets**

Checking	27,881.48
Savings	35,939.24
Western Annuity	50,000.00
Total Cash	<u>113,820.72</u>

**Total Current Assets** 113,820.72

**Total Assets** 113,820.72

**Liabilities & Equity**

**EQUITY**

Opening Balance Equity	97,385.88
Retained Earnings	9,696.37
Net Income	6,738.47
<b>Total Equity</b>	<u>113,820.72</u>

**Total Liabilities & Equity** 113,820.72

**WMCA**  
**Profit & Loss Budget vs. Actual**  
**September 30, 2019**

	Actual May '19 - Aug '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
<b>Income</b>				
Advanced Academy	11,100.00	18,125.00	(7,025.00)	0.61
Conference	0.00	79,750.00	(79,750.00)	0.00
Dues	23,585.00	26,250.00	(2,665.00)	102.00
Savings Interest	7.48	20.00	(12.52)	0.37
NCI Lodging	0.00	1,600.00	(1,600.00)	0.00
Region IX Dinner	560.00	1,500.00	(940.00)	0.37
Scholarship Income	13.43	10,000.00	(9,986.57)	0.00
<b>Total Income</b>	<b>35,265.91</b>	<b>137,245.00</b>	<b>(101,979.09)</b>	<b>25.70%</b>
<b>Transfer to Savings</b>			0.00	
<b>Expense</b>				
Academy Sessions	500.00	13,500.00	(13,000.00)	0.04
Annual Conference	212.54	80,900.00	(80,687.46)	0.00
Board Expenses	7,303.97	22,555.00	(15,251.03)	0.32
Communication Expenses	25.00	1,280.00	(1,255.00)	151.00
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00
IIMC	3,911.00	2,450.00	1,461.00	111.00
Miscellaneous Expenses	1,749.93	6,370.00	(4,620.07)	0.27
Scholarship Expenses	14,825.00	27,200.00	(12,375.00)	0.55
<b>Total Expense</b>	<b>28,527.44</b>	<b>159,255.00</b>	<b>(130,727.56)</b>	<b>17.91%</b>
<b>Net Profit (Loss)</b>	<b>6,738.47</b>	<b>(22,010.00)</b>	<b>28,748.47</b>	<b>7.78%</b>

**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2019**

	Actual May '19 - Sep '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
<b>Income</b>				
Advanced Academy				
Athenian Dialogue	4,175.00	4,375.00	(200.00)	95.43%
Fall	6,925.00	6,250.00	675.00	110.80%
Spring	0.00	7,500.00	(7,500.00)	0.00%
Total Advanced Academy	<u>11,100.00</u>	<u>18,125.00</u>	<u>(7,025.00)</u>	<u>61.24%</u>
Conference				
Donations	0.00	10,000.00	(10,000.00)	0.00%
Exhibitors	0.00	11,000.00	(11,000.00)	0.00%
Meals	0.00	3,500.00	(3,500.00)	0.00%
Registrations	0.00	55,250.00	(55,250.00)	0.00%
Total Conference	<u>0.00</u>	<u>79,750.00</u>	<u>(79,750.00)</u>	<u>0.00%</u>
Dues	23,585.00	26,250.00	(2,665.00)	89.85%
Money Market Savings Interest	7.48	20.00	(12.52)	37.40%
NCI Director Lodging	0.00	1,600.00	(1,600.00)	0.00%
Region IX Dinner	560.00	1,500.00	(940.00)	37.33%
Scholarship Income				
Auction	0.00	3,500.00	(3,500.00)	0.00%
Donations	5.43	0.00	5.43	0.00%
Product Sales	8.00	2,000.00	(1,992.00)	0.40%
Raffle	0.00	4,500.00	(4,500.00)	0.00%
Total Scholarship Income	<u>13.43</u>	<u>10,000.00</u>	<u>(9,986.57)</u>	<u>0.13%</u>
<b>Total Income</b>	<b><u>35,265.91</u></b>	<b><u>137,245.00</u></b>	<b><u>(101,979.09)</u></b>	<b><u>25.70%</u></b>
<b>Total</b>	<b><u>35,265.91</u></b>	<b><u>137,245.00</u></b>	<b><u>(101,979.09)</u></b>	<b>25.70%</b>
<b>Expense</b>				
Academy Sessions				
Athenian Dialogue	0.00	2,500.00	(2,500.00)	0.00%
Fall	500.00	5,000.00	(4,500.00)	10.00%
Spring	0.00	6,000.00	(6,000.00)	0.00%
Total Academy Sessions	<u>500.00</u>	<u>13,500.00</u>	<u>(13,000.00)</u>	<u>3.70%</u>
Annual Conference				
Audio Visual	0.00	6,000.00	(6,000.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	0.00	2,000.00	(2,000.00)	0.00%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	0.00	5,850.00	(5,850.00)	0.00%
Meals	0.00	45,000.00	(45,000.00)	0.00%
Printing/Postage	0.00	2,000.00	(2,000.00)	0.00%
Recognition Awards	262.54	750.00	(487.46)	35.01%



**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2019**

	Actual	Budget	\$ Under/Over	%
	May '19 - Sep '19	May '19 - Apr '20	Budget	of Total
Speakers	0.00	15,000.00	(15,000.00)	0.00%
Special Entertainment	(50.00)	1,000.00	(1,050.00)	-5.00%
Supplies	0.00	2,000.00	(2,000.00)	0.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
<b>Total Annual Conference</b>	<b>212.54</b>	<b>80,900.00</b>	<b>(80,687.46)</b>	<b>0.26%</b>
<b>Board Expenses</b>				
Board Meetings	208.43	1,200.00	(991.57)	17.37%
Education Coordinator	934.15	2,645.00	(1,710.85)	35.32%
Executive Committee Travel				
AWC Conference	1,829.59	2,800.00	(970.41)	65.34%
Exec Committee Travel-Other	0.00	350.00	(350.00)	
<b>Total Executive Committee Travel</b>	<b>1,829.59</b>	<b>3,150.00</b>	<b>(1,320.41)</b>	<b>58.08%</b>
NCI Director Travel				
IIMC Conference	557.48	900.00	(342.52)	61.94%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	0.00	600.00	(600.00)	0.00%
<b>Total NCI Director Travel</b>	<b>557.48</b>	<b>4,900.00</b>	<b>(4,342.52)</b>	<b>11.38%</b>
Officer's Board Travel				
President				
Alaska Conference	0.00	1,425.00	(1,425.00)	0.00%
CA Conference	0.00	1,730.00	(1,730.00)	0.00%
IIMC Conference	1,290.71	2,745.00	(1,454.29)	47.02%
OR Conference	0.00	1,150.00	(1,150.00)	0.00%
WMCA Conference	0.00	425.00	(425.00)	0.00%
<b>Total President</b>	<b>1,290.71</b>	<b>7,475.00</b>	<b>(6,184.29)</b>	<b>17.27%</b>
President Elect				
IIMC Conference	1,175.80	2,685.00	(1,509.20)	43.79%
WMCA Conference	0.00	500.00	(500.00)	0.00%
<b>Total President Elect</b>	<b>1,175.80</b>	<b>3,185.00</b>	<b>(2,009.20)</b>	<b>36.92%</b>
<b>Total Officer's Board Travel</b>	<b>2,466.51</b>	<b>10,660.00</b>	<b>(8,193.49)</b>	<b>23.14%</b>
<b>Total Board Expenses</b>	<b>5,996.16</b>	<b>22,555.00</b>	<b>(16,558.84)</b>	<b>26.58%</b>
Region IX Director Travel	1,307.81	0.00	1,307.81	
Communication Expenses				
Survey	0.00	80.00	(80.00)	0.00%
Voting Software	0.00	200.00	(200.00)	0.00%
Website M&O	25.00	1,000.00	(975.00)	2.50%
<b>Total Communication Expenses</b>	<b>25.00</b>	<b>1,280.00</b>	<b>(1,255.00)</b>	<b>1.95%</b>
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%

**WMCA**  
**Profit Loss Budget vs. Actual**  
**September 30, 2019**

	Actual May '19 - Sep '19	Budget May '19 - Apr '20	\$ Under/Over Budget	% of Total
<b>IIMC</b>				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	0.00	100.00	(100.00)	0.00%
Region IX Assessment	1,685.00	2,275.00	(590.00)	74.07%
Region IX Dinner	2,226.00	0.00	2,226.00	
<b>Total IIMC</b>	<u>3,911.00</u>	<u>2,450.00</u>	<u>1,461.00</u>	<u>159.63%</u>
<b>Miscellaneous Expenses</b>				
501C(3)	950.00	860.00	90.00	110.47%
Bank Charges	0.00	10.00	(10.00)	0.00%
Condolences	0.00	150.00	(150.00)	0.00%
Credit Card Fees (PayPal)	579.26	1,400.00	(820.74)	41.38%
Gambling/Alcohol License	0.00	300.00	(300.00)	0.00%
Insurance	0.00	1,400.00	(1,400.00)	0.00%
Office Supplies	195.91	500.00	(304.09)	39.18%
Other	0.00	825.00	(825.00)	0.00%
Post Cards Vistaprint	0.00	600.00	(600.00)	0.00%
Postage	24.46	325.00	(300.54)	7.53%
<b>Total Miscellaneous Expenses</b>	<u>1,749.63</u>	<u>6,370.00</u>	<u>(4,620.37)</u>	<u>27.47%</u>
<b>Scholarship Expenses</b>				
Conference Scholarships	0.00	6,000.00	(6,000.00)	0.00%
Raffles	0.00	2,700.00	(2,700.00)	0.00%
Margery A. Price Scholarship	0.00	1,500.00	(1,500.00)	0.00%
NCI Scholarships	14,825.00	15,000.00	(175.00)	98.83%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
<b>Total Scholarship Expenses</b>	<u>14,825.00</u>	<u>27,200.00</u>	<u>(12,375.00)</u>	<u>54.50%</u>
<b>Total Expense</b>	<u><b>28,527.14</b></u>	<u><b>159,255.00</b></u>	<u><b>(132,035.67)</b></u>	<u><b>17.91%</b></u>
<b>Net Profit (Loss)</b>	<u><u><b>6,738.77</b></u></u>	<u><u><b>(22,010.00)</b></u></u>	<u><u><b>30,056.58</b></u></u>	<u><u><b>-30.62%</b></u></u>



JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

September 01, 2020 through September 30, 2020

Account Number: **000001851443431**

00112935 DRE 702 210 27520 NNNNNNNNNNNN 1 000000000 61 0000  
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
 PO BOX 9  
 WOODLAND WA 98674-0100

**CUSTOMER SERVICE INFORMATION**

Web site: **Chase.com**  
 Service Center: **1-800-242-7338**  
 Deaf and Hard of Hearing: 1-800-242-7383  
 Para Espanol: 1-888-622-4273  
 International Calls: 1-713-262-1679



**We're discontinuing the Visa Benefits Package on Chase business debit cards**

Effective December 1, 2020, we'll no longer offer the Visa Benefits Package (such as Purchase Security and Warranty Manager) on eligible Chase business debit cards. Benefits you may have with this package will remain in effect for eligible purchases made prior to December 1. This doesn't affect any benefit packages on Chase business credit cards.

**CHECKING SUMMARY**

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$35,749.96</b>
Deposits and Additions	3	2,230.65
Checks Paid	7	-4,521.00
Electronic Withdrawals	1	-295.81
<b>Ending Balance</b>	<b>11</b>	<b>\$33,163.80</b>

Your account ending in 4280 is linked to this account for overdraft protection.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
09/14	Deposit	\$600.00
09/21	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:200918 CO Entry Descr:Transfer Sec:PPD Trace#:091000012835581 Eed:200921 Ind ID: Ind Name:Washington Municipal C Trn: 2652835581Tc	1,217.70
09/28	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:200925 CO Entry Descr:Transfer Sec:PPD Trace#:091000014249244 Eed:200928 Ind ID: Ind Name:Washington Municipal C Trn: 2724249244Tc	412.95
<b>Total Deposits and Additions</b>		<b>\$2,230.65</b>



September 01, 2020 through September 30, 2020

Account Number: **000001851443431**

### CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1302 ^		09/15	\$425.00
1303 ^		09/14	550.00
1305 * ^		09/09	550.00
1306 ^		09/09	425.00
1307 ^		09/14	600.00
1308 ^		09/16	1,114.00
1309 ^		09/10	857.00

**Total Checks Paid** **\$4,521.00**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

### ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
09/08	Orig CO Name:Bk of Amer VI/Mc Orig ID:9500000000 Desc Date:200908 CO Entry Descr:Online Pmtsec:CCD Trace#:064100852086176 Eed:200908 Ind ID:Ckf510751661POS Ind Name:Washington Mun Clerks Trn: 2522086176Tc	\$295.81

**Total Electronic Withdrawals** **\$295.81**

### DAILY ENDING BALANCE

DATE	AMOUNT
09/08	\$35,454.15
09/09	34,479.15
09/10	33,622.15
09/14	33,072.15
09/15	32,647.15
09/16	31,533.15
09/21	32,750.85
09/28	33,163.80

### SERVICE CHARGE SUMMARY

You were not charged a monthly service fee this month. Your monthly service fee can continue to be waived in five different ways during any statement period:

- Maintain an average daily balance of \$7,500.00. Your average daily balance was \$33,560.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$109,599.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. Your Premier Plus personal checking account is linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$0.00.

See your Account Rules and Regulations or stop in to see a banker today to find out more.

#### TRANSACTIONS FOR SERVICE FEE CALCULATION

Checks Paid / Debits  
 Deposits / Credits  
 Deposited Items  
**Transaction Total**

#### NUMBER OF TRANSACTIONS

8  
3  
**20**  
12

**SERVICE CHARGE SUMMARY** *(continued)*

SERVICE FEE CALCULATION	AMOUNT
Service Fee	\$15.00
Service Fee Credit	-\$15.00
<b>Net Service Fee</b>	<b>\$0.00</b>
Excessive Transaction Fees (Above 200)	\$0.00
<b>Total Service Fees</b>	<b>\$0.00</b>



**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

1:43 PM

10/01/20

**WMCA**  
**Reconciliation Summary**  
Chase Checking, Period Ending 09/30/2020

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	<u>Sep 30, 20</u>
<b>Beginning Balance</b>	35,749.96
<b>Cleared Transactions</b>	
Checks and Payments - 8 items	-4,816.81
Deposits and Credits - 3 items	2,230.65
<b>Total Cleared Transactions</b>	<u>-2,586.16</u>
<b>Cleared Balance</b>	<u><b>33,163.80</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-1,600.00
<b>Total Uncleared Transactions</b>	<u>-1,600.00</u>
<b>Register Balance as of 09/30/2020</b>	<u><b>31,563.80</b></u>
<b>Ending Balance</b>	31,563.80

**WMCA**  
**Reconciliation Detail**  
Chase Checking, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						35,749.96
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	09/03/2020	1303	City of Pullman	X	-550.00	-550.00
Check	09/03/2020	1305	City Of Poulsbo	X	-550.00	-1,100.00
Check	09/03/2020	1306	City Of Woodinville	X	-425.00	-1,525.00
Check	09/03/2020	1302	City Of Spokane	X	-425.00	-1,950.00
Check	09/04/2020	1308	CDI	X	-1,114.00	-3,064.00
Check	09/04/2020	1309	MCCi	X	-857.00	-3,921.00
Check	09/04/2020	1307	Modus Technology	X	-600.00	-4,521.00
Check	09/06/2020		Bank Of America	X	-295.81	-4,816.81
Total Checks and Payments					-4,816.81	-4,816.81
<b>Deposits and Credits - 3 items</b>						
Deposit	09/12/2020			X	600.00	600.00
Deposit	09/21/2020			X	1,217.70	1,817.70
Deposit	09/25/2020			X	412.95	2,230.65
Total Deposits and Credits					2,230.65	2,230.65
Total Cleared Transactions					-2,586.16	-2,586.16
Cleared Balance					-2,586.16	33,163.80
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	09/03/2020	1304	Walz Group		-1,600.00	-1,600.00
Total Checks and Payments					-1,600.00	-1,600.00
Total Uncleared Transactions					-1,600.00	-1,600.00
Register Balance as of 09/30/2020					-4,186.16	31,563.80
<b>Ending Balance</b>					<b>-4,186.16</b>	<b>31,563.80</b>

Register: Chase Checking

From 05/01/2020 through 09/30/2020

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2020			-split-	PayPal		X	919.80	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	The Square - R...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	The Square - R...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	PayPal - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/01/2020			-split-	Deposit		X	0.00	26,054.76
05/01/2020			-split-	Deposit - Rever...		X	0.00	26,054.76
05/04/2020	1259	Town of Eatonville	-split-	Registration Re...	440.00	X		25,614.76
05/04/2020			-split-	PayPal		X	803.55	26,418.31
05/06/2020			-split-	PayPal		X	1,753.20	28,171.51
05/08/2020			-split-	Deposit		X	1,350.00	29,521.51
05/08/2020		Bank Of America	-split-	Jodi Wycoff	735.22	X		28,786.29
05/08/2020		Bank Of America	Board Expenses:Educa...	Alice Attwood	375.60	X		28,410.69
05/08/2020		Bank Of America	ANNUAL CONFERE...	Paula Swisher	13.26	X		28,397.43
05/08/2020		Bank Of America	Miscellaneous Expense...	Gina Anderson	81.89	X		28,315.54
05/08/2020		Bank Of America	ANNUAL CONFERE...	Elizabeth M A...	381.96	X		27,933.58
05/12/2020			-split-	PayPal		X	744.87	28,678.45
05/16/2020			-split-	Deposit		X	525.00	29,203.45
05/20/2020			-split-	PayPal		X	525.72	29,729.17
05/20/2020		Amazon Smiles	Scholarship Income:Do...	Deposit		X	9.33	29,738.50
06/05/2020	1260	Donald Ross	ANNUAL CONFERE...		114.00	X		29,624.50
06/06/2020			-split-	Deposit		X	375.00	29,999.50
06/10/2020			-split-	PayPal		X	696.57	30,696.07
06/11/2020	1261	City of Ocean Shores	Dues 2020		25.00	X		30,671.07
06/11/2020	1262	City of Toppenish	Dues 2020		25.00	X		30,646.07
06/11/2020	1263	City Of Lynnwood	-split-	VOID:		X		30,646.07
06/11/2020	1264	City Of Lynnwood	-split-		25.00	X		30,621.07
06/11/2020	1265	City of Issaquah	-split-		25.00	X		30,596.07
06/11/2020	1266	City of Tukwila	-split-		25.00	X		30,571.07
06/12/2020			-split-	Deposit		X	200.00	30,771.07



Register: Chase Checking

From 05/01/2020 through 09/30/2020

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/12/2020			-split-	Deposit - COV...		X	0.00	30,771.07
06/16/2020	1268	City of Lacey	-split-	VOID:		X		30,771.07
06/17/2020	1267	City of Lacey	-split-		25.00	X		30,746.07
06/20/2020			-split-	Deposit		X	325.00	31,071.07
06/26/2020			CONFERENCE:Meals	Deposit		X	31,743.61	62,814.68
06/29/2020			-split-	PayPal		X	365.25	63,179.93
07/01/2020			-split-	The Square		X	72.22	63,252.15
07/10/2020	1269	Treva Percival	ANNUAL CONFERE...		114.00	X		63,138.15
07/10/2020	1270	City of Federal Way	ANNUAL CONFERE...		425.00	X		62,713.15
07/10/2020	1271	City of Mukilteo	ANNUAL CONFERE...		425.00	X		62,288.15
07/10/2020	1272	Link Transit	ANNUAL CONFERE...		425.00	X		61,863.15
07/10/2020	1273	City of Bridgeport	-split-		550.00	X		61,313.15
07/10/2020	1274	City of Omak	ANNUAL CONFERE...		425.00	X		60,888.15
07/10/2020	1275	C-Tran	ANNUAL CONFERE...		425.00	X		60,463.15
07/10/2020	1276	City on Longview	-split-		550.00	X		59,913.15
07/10/2020	1277	City Of Poulsbo	-split-		550.00	X		59,363.15
07/10/2020	1278	City of Colfax	-split-		950.00	X		58,413.15
07/10/2020	1279	City of CleElum	-split-		550.00	X		57,863.15
07/10/2020	1280	Franklin County	ACADEMY SESSION...		125.00	X		57,738.15
07/10/2020	1281	Clear Risk Solutions	ANNUAL CONFERE...		1,000.00	X		56,738.15
07/10/2020	1282	City of Stanwood	ANNUAL CONFERE...		425.00	X		56,313.15
07/10/2020	1283	Snohomish County P...	-split-		975.00	X		55,338.15
07/10/2020	1284	City of Tumwater	-split-		550.00	X		54,788.15
07/10/2020			-split-	PayPal		X	146.10	54,934.25
07/13/2020	1285	City of Waitsburg	ANNUAL CONFERE...		425.00	X		54,509.25
07/13/2020	1286	City of Lacey	-split-		550.00	X		53,959.25
07/13/2020	1287	City of Bellevue	ANNUAL CONFERE...		425.00	X		53,534.25
07/13/2020	1288	City of Toppenish	-split-		1,525.00	X		52,009.25
07/13/2020	1289	City of Bainbridge Is...	-split-		550.00	X		51,459.25
07/13/2020	1290	Karen Smith	ANNUAL CONFERE...		57.00	X		51,402.25
07/13/2020	1291	City of Pasco	-split-		850.00	X		50,552.25
07/13/2020	1292	City of Sammamish	-split-		425.00	X		50,127.25
07/14/2020	1293	Island Transit	-split-		650.00	X		49,477.25
07/14/2020	1294	City of Lake Stevens	-split-		1,100.00	X		48,377.25
07/20/2020	1295	City Of Prosser	-split-		1,100.00	X		47,277.25
07/20/2020	1296	City of Monroe	ANNUAL CONFERE...		425.00	X		46,852.25
07/21/2020	1297	NextRequest	-split-		836.00	X		46,016.25
07/22/2020	1298	City of Seattle	-split-		1,100.00	X		44,916.25
07/23/2020	1299	City Of Kennewick	-split-		550.00	X		44,366.25
07/24/2020			-split-	PayPal		X	73.05	44,439.30

Register: Chase Checking

From 05/01/2020 through 09/30/2020

Sorted by: Date and Order Entered

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
07/25/2020			-split-	Deposit		X	150.00	44,589.30
07/28/2020	1300	City of Stevenson	ANNUAL CONFERE...		475.00	X		44,114.30
07/28/2020	1301	Washington State Un...	Board Expenses:NCI D...		8,257.74	X		35,856.56
08/06/2020		Bank Of America	ANNUAL CONFERE...	Debra Jermann	46.60	X		35,809.96
08/06/2020		Bank Of America	Communication Expen...		60.00	X		35,749.96
09/03/2020	1302	City Of Spokane	ANNUAL CONFERE...		425.00	X		35,324.96
09/03/2020	1303	City of Pullman	-split-		550.00	X		34,774.96
09/03/2020	1304	Walz Group	-split-		1,600.00			33,174.96
09/03/2020	1305	City Of Poulsbo	-split-		550.00	X		32,624.96
09/03/2020	1306	City Of Woodinville	ANNUAL CONFERE...		425.00	X		32,199.96
09/04/2020	1307	Modus Technology	ANNUAL CONFERE...		600.00	X		31,599.96
09/04/2020	1308	CDI	-split-		1,114.00	X		30,485.96
09/04/2020	1309	MCCi	-split-		857.00	X		29,628.96
09/06/2020		Bank Of America	-split-		295.81	X		29,333.15
09/12/2020			Board Expenses:Educa...	Deposit		X	600.00	29,933.15
09/21/2020			-split-	Deposit		X	1,217.70	31,150.85
09/25/2020			-split-	Deposit		X	412.95	31,563.80



JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

September 01, 2020 through September 30, 2020

Account Number: **000003366074280**

00044783 DRE 702 210 27520 NNNNNNNNNNN 1 000000000 60 0000  
 WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
 PO BOX 9  
 WOODLAND WA 98674-0100

**CUSTOMER SERVICE INFORMATION**

Web site: **Chase.com**  
 Service Center: **1-800-242-7338**  
 Deaf and Hard of Hearing: **1-800-242-7383**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**



**SAVINGS SUMMARY**

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$75,953.61</b>
Deposits and Additions	1	1.23
<b>Ending Balance</b>	<b>1</b>	<b>\$75,954.84</b>
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.23
Interest Paid Year-to-Date		\$11.10

**TRANSACTION DETAIL**

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$75,953.61</b>
09/30	Interest Payment	1.23	75,954.84
	<b>Ending Balance</b>		<b>\$75,954.84</b>

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
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JPMorgan Chase Bank, N.A. Member FDIC

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 Columbus, OH 43218 - 2051

September 01, 2020 through September 30, 2020

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September 01, 2020 through September 30, 2020

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JPMorgan Chase Bank, N.A. Member FDIC

**30**

1:45 PM

10/01/20

**WMCA**  
**Reconciliation Summary**  
**Chase Savings, Period Ending 09/30/2020**

---

	<u>Sep 30, 20</u>
Beginning Balance	75,953.61
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.23</u>
Total Cleared Transactions	<u>1.23</u>
Cleared Balance	<u><u>75,954.84</u></u>
Register Balance as of 09/30/2020	75,954.84
Ending Balance	75,954.84

1:45 PM

10/01/20

**WMCA**  
**Reconciliation Detail**  
**Chase Savings, Period Ending 09/30/2020**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						75,953.61
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	09/30/2020			X	1.23	1.23
Total Deposits and Credits					1.23	1.23
Total Cleared Transactions					1.23	1.23
Cleared Balance					1.23	75,954.84
Register Balance as of 09/30/2020					1.23	75,954.84
<b>Ending Balance</b>					<b>1.23</b>	<b>75,954.84</b>



1:45 PM

10/01/20

**WMCA**  
**Reconciliation Summary**  
**Chase Savings, Period Ending 09/30/2020**

---

	<u>Sep 30, 20</u>
Beginning Balance	75,953.61
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.23</u>
Total Cleared Transactions	<u>1.23</u>
Cleared Balance	<u><u>75,954.84</u></u>
Register Balance as of 09/30/2020	75,954.84
Ending Balance	75,954.84

Register: Chase Savings

From 05/01/2020 through 09/30/2020

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
05/31/2020			Savings Interest	Interest	X		1.19	75,949.76
06/30/2020			Savings Interest	Interest	X		1.31	75,951.07
07/31/2020			Savings Interest	Interest	X		1.27	75,952.34
08/31/2020			Savings Interest	Interest	X		1.27	75,953.61
09/30/2020			Savings Interest	Interest	X		1.23	75,954.84

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 2019-2021  
 Period: June - September 2020

Beginning Points Balance			35,871.20
Date/Desc/Points Earned	1st Month	June 10, 2020	
	2nd Month	July 10, 2020	60.00
	3rd Month	August 10, 2020	
	4th Month	September 10, 2020	62.21
Subtotal Points Earned			35,993.41
Date/Desc/Points Used			
	4th Month	Points Expired	391.00
Subtotal Points Used			391.00
Balance of Points			35,602.41

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: DEBBIE JERMANN  
 Position: PRESIDENT  
 Period: July 2020 Thru October 2020

Beginning Points Balance			4876.21
Date/Desc/Points Earned			46.60
Subtotal Point Earned			46.60
Date/Desc/Points Used			
Subtotal Point Used			0
Balance of Points			4922.81



## EXECUTIVE COMMITTEE MEMO

October 23, 2020 Meeting

**DATE:** October 12, 2020

**TO:** WMCA Executive Committee

**FROM:** Virginia Olsen, City Clerk, City of Mountlake Terrace  
Deb Estrada, City Clerk, City of Mercer Island

**SUBJECT:** Social Media Policy

### Background

In response to increasing use of the WMCA Facebook page, the need for a social media policy was introduced at the October 2019 meeting of the Executive Committee.

In March 2020, there was an email exchange between EC members, wherein it was agreed that all clerks, regardless of membership, should be allowed to join the WMCA Facebook Group.

Due to workload considerations and the COVID-19 Pandemic, development of the Social Media Policy was delayed.

### Next Steps

Virginia Olsen prepared the attached draft policy based on the City of Mountlake Terrace and IIMC social media policies. We met on September 25 to review the draft policy and subsequently included several additional edits.

### Recommended Action

Review draft policy and provide direction

# DRAFT



## **Social Media Site Policy** **October \_\_, 2020**

### **I. Privacy Policy and Disclaimer**

Social media tools allow the Washington Municipal Clerks Association (WMCA) to share information, network, and facilitate greater communication among our membership. Social media use shall comply with applicable WMCA policies, as well as state and federal law.

Individuals who visit the Washington Municipal Clerks Association social media sites accept WMCA's social media site policies (hereafter referred to as "Policies"). The Washington Municipal Clerks Association reserves the right to modify these policies, as necessary.

These social media sites are administered by the Washington Municipal Clerks Association, but the content on the sites is not entirely controlled by WMCA.

The Washington Municipal Clerks Association utilizes social media sites to provide information about its events, issues, programs, and services. The Washington Municipal Clerks Association assumes no liability for any inaccuracies these social media sites may contain and does not guarantee that the social media sites will be error-free, permanent, or uninterrupted.

WMCA reserves the right to implement or remove any functionality of its social media sites. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that is posted on a WMCA social media site.

It is expected that establishing new social media platforms would be initiated and launched by the WMCA Executive Committee, however if WMCA members desire to do so, they must first obtain written permission from the WMCA President or designee.

### **II. Purpose**

WMCA's social media platforms are currently hosted by Facebook®, Shutterfly®, and a website. These are the social media/networking sites, which the Washington Municipal Clerks Association's membership has joined to promote activities, programs, projects, and events. Clerks join the WMCA Facebook® or Shutterfly® pages, or visit [www.wmcaclerks.org](http://www.wmcaclerks.org), in order

to get the latest information and to learn about networking opportunities, etc. The Facebook page is designed to provide information to the membership in a timely manner and alert members about information should they be away from the office where they would receive other notifications such as the Eblast emails. The Shutterfly® page is an image storage receptacle and sharing mechanism for members to save photos and other graphic materials.

### **III. Content**

WMCA social media sites are limited public forums, moderated by Washington Municipal Clerks Association's Executive Committee, to ensure content posted by outside users is appropriate. The comments and opinions expressed by members of WMCA's social network are theirs alone and do not reflect the opinions of the Washington Municipal Clerks Association.

Standards of professional conduct are expected of those who post. What is said is read by many and reflects on the character of the person who posts as well as on WMCA. WMCA reserves the right to remove and/or ban the person who posts inappropriate comments, including but not limited to the following: obscene language or sexual content, threats, statements that defame any person or Association, are hostile or harassing in nature, support or oppose political candidates or ballot propositions, without the express consent of WMCA's Executive Committee, promote illegal activity, infringe on WMCA's rights or the rights of any individual or entity, violate the right to privacy, infringe on intellectual property or publication rights, or are not topically related to the particular posting.

WMCA is a private non-governmental Association. Therefore, the First Amendment right to free speech is respected, but need not be granted. Removal of a posting is at WMCA's sole discretion. WMCA will notify the individual and provide a statement regarding the removal. The individual may appeal a decision to ban as a commentator to WMCA's President; however, the decision whether or not to reinstate that individual's permission to post is at the discretion of the WMCA Executive Committee.

WMCA's Facebook® and Shutterfly® pages are private and content displayed in this group (including screenshots) must not be shared outside of this site.

External links are provided for convenience, but they are beyond WMCA's control. WMCA makes no representation as to their content or computer safety. Use of or reliance on any external links and their content is at the individual's own risk. When visiting external links, the individual must refer to that external website's terms and conditions of use.

### **IV. Administration**

The WMCA Facebook® page will have a minimum of two designated administrators that are current members of the Executive Committee, one of which shall be the Membership Committee Chair. Additional administrators, that are current active WMCA members in good standing, may be assigned to serve in an administrative role. WMCA's Facebook® administrators are responsible for monitoring the page and verifying membership status prior to admitting new members.

The WMCA Shutterfly® page will be administered by the WMCA Webmaster(s) as well as one member of the WMCA Executive Committee.

## **V. Membership**

Members of WMCA social media sites are limited to: active, affiliate, associate, honorary, or retired members, current or past Presidents of other IIMC Region IX state municipal clerk associations (AAMC, CCAC, OAMR), current or past Region IX Directors, current or past IIMC Presidents, and current or past Northwest Clerks Institute Directors.

## **VI. Copyright Protections**

All information and materials generated by the Washington Municipal Clerks Association and provided on its social media sites are the property of the Washington Municipal Clerks Association. WMCA retains copyright on all text, graphic images and other content that was produced by the Washington Municipal Clerks Association or its members and found on the page.

Commercial use of text, WMCA logos, photos and other graphics is prohibited without the express written permission of the Washington Municipal Clerks Association. Use of the WMCA logo is prohibited for non-WMCA business purposes.

## **VII. Contact Information**

For questions or comments about the Washington Municipal Clerks Association Social Media Policies, please visit [www.WMCAclerks.org/\(add webpage\)](http://www.WMCAclerks.org/(add webpage)).

Updated: October 12, 2020



**From:** [Keri MacDonald](#)  
**To:** [Debbie Jermann](#)  
**Cc:** [Jodi Wycoff](#)  
**Subject:** [EXTERNAL] RE: Conference Refund  
**Date:** Thursday, September 24, 2020 2:29:43 PM

---

I just talked to Linda. She said the reason she didn't ask for a refund prior to the deadline is that they haven't been meeting due to COVID. They just had their first meeting in a while and the attorney said that she needed to request a refund because their city is so small (just over 300 people) and their funds are tight. He feels that if the citizens see that the money was not returned they would be angry. Plus it turns out that she will not be allowed to attend next year.

*Keri MacDonald*

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**From:** Debbie Jermann <[Debbie.Jermann@c-tran.org](mailto:Debbie.Jermann@c-tran.org)>  
**Sent:** Thursday, September 24, 2020 2:19 PM  
**To:** Keri MacDonald <[kmacdonald@cityofcheney.org](mailto:kmacdonald@cityofcheney.org)>  
**Cc:** Jodi Wycoff <[jodi.wycoff@duvallwa.gov](mailto:jodi.wycoff@duvallwa.gov)>  
**Subject:** RE: Conference Refund

**Warning - External Sender**

This message originated outside of the City of Cheney. Use caution when opening links or attachments.

---

Can you let Linda know the WMCA EC is meeting on October 23 and I have added her refund request to the agenda. Wasn't something we could accomplish via e-mail...

---

**From:** Keri MacDonald <[kmacdonald@cityofcheney.org](mailto:kmacdonald@cityofcheney.org)>  
**Sent:** Thursday, September 24, 2020 8:39 AM  
**To:** Debbie Jermann <[Debbie.Jermann@c-tran.org](mailto:Debbie.Jermann@c-tran.org)>  
**Cc:** Jodi Wycoff <[jodi.wycoff@duvallwa.gov](mailto:jodi.wycoff@duvallwa.gov)>  
**Subject:** [EXTERNAL] RE: Conference Refund

I also find that interesting since I had this conversation with my Finance Director and we have multiple registrations with multiple different associations/organizations carrying over to next year as well. Let me know what the EC says and I'll call her back.

Thank you!

*Keri MacDonald*

---

**From:** Debbie Jermann <[Debbie.Jermann@c-tran.org](mailto:Debbie.Jermann@c-tran.org)>  
**Sent:** Thursday, September 24, 2020 8:36 AM  
**To:** Keri MacDonald <[kmacdonald@cityofcheney.org](mailto:kmacdonald@cityofcheney.org)>  
**Cc:** Jodi Wycoff <[jodi.wycoff@duvallwa.gov](mailto:jodi.wycoff@duvallwa.gov)>  
**Subject:** RE: Conference Refund

**Warning - External Sender**

This message originated outside of the City of Cheney. Use caution when opening links or attachments.

I would be interested to know why her attorney thinks that – we have multiple conference registrations carrying over here at C-TRAN. I'll run it up the flagpole for the EC.

---

**From:** Keri MacDonald <[kmacdonald@cityofcheney.org](mailto:kmacdonald@cityofcheney.org)>

**Sent:** Thursday, September 24, 2020 8:32 AM

**To:** Debbie Jermann <[Debbie.Jermann@c-tran.org](mailto:Debbie.Jermann@c-tran.org)>

**Cc:** Jodi Wycoff <[jodi.wycoff@duvallwa.gov](mailto:jodi.wycoff@duvallwa.gov)>

**Subject:** [EXTERNAL] Conference Refund

Hi Debbie,

Linda Vannoster from the City of Prescott left me a voicemail message yesterday requesting a refund for her conference registration. She said her city attorney told her that she cannot leave the money with us to carryover for next year's conference. I can let her know the deadline has passed to request a refund, but I wanted to check with you to see if the Board would consider special circumstances before I call her back.

*Keri MacDonald, CMC*  
Deputy City Clerk/HR & Benefits Specialist  
City of Cheney  
609 2<sup>nd</sup> St  
Cheney, WA 99004  
Phone: 509-498-9214  
Fax: 509-498-9206



- 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:** Co-Chairs Jodee Schwinn/Melody Valiant

**COMMITTEE:** Bylaws Committee

**DATE:** 10/9/20

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**SUMMARY OF ACTIVITIES:** As requested, prepared a proposed amendment to the Bylaws related to the WMCA Elections Procedures. Currently, the proposed amendment to WMCA Bylaws Article V, Section 4, is as follows:

Section 4. Acceptance of Candidates. Each person declaring candidacy shall be an active member in good standing and shall present the Elections Officer with a Candidate Packet that includes: a Declaration of Candidacy, a candidate statement, a photo, and a letter of support from the candidate’s direct supervisor(s), as well as the candidate’s mayor, city manager, city/county administrator, or CEO, stating their support of the candidacy, and the candidates increased involvement in WMCA. The complete Candidate Packet must be received by the published deadline. If the submitted Candidate Packet is not complete or the candidate is not an active member in good standing, the candidate’s name shall not be included in the list of proposed candidates and shall not be placed on the election ballot.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** The Bylaws Committee submitted some items for consideration related to this amendment. Those concerns are as follows:

A suggestion for wording that applies to those in special-purpose districts that don’t report to a mayor or city manager. Health Districts, for instance, sometimes report to the Administrative Officer and the Health Officer. Some Special Districts may report to an Executive Director. Also, according to the wording, a letter of support would be needed from a mayor, city manager, or CEO – all of which aren’t applicable. Something to take into consideration. Or, would adding the word “district” to the following reference in the section “city/county/district administrator,” address those concerns?

Should the word “supervisors” be singular or plural? What is the intent?

**ALTERNATIVES:** n/a

**FISCAL IMPACT:** n/a

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

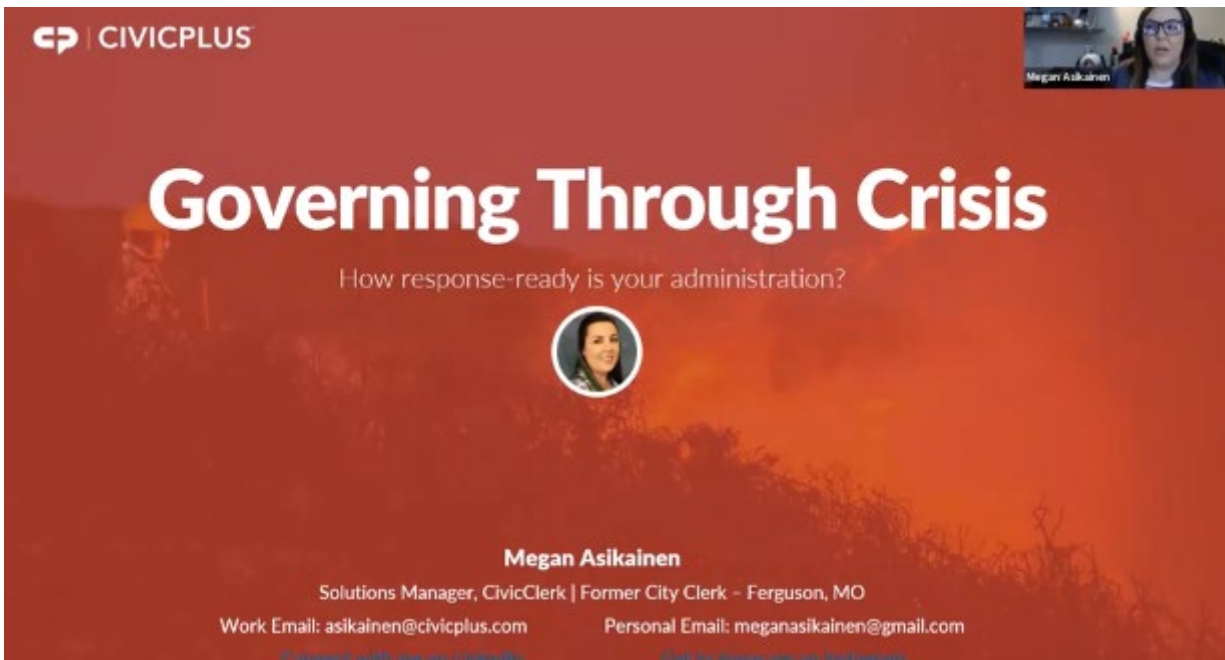
**From:** [Debbie Burke](#)  
**To:** [Debbie Jermann](#)  
**Subject:** [EXTERNAL] EC Report - Handbook Update  
**Date:** Thursday, October 8, 2020 8:52:47 AM  
**Attachments:** [image.png](#)

---

The Committee held a remote meeting in July to get acquainted and review our objectives. During this meeting, someone suggested that we solicit IIMC for handbook content. IIMC offered to send a notice out to the membership in their weekly e-notice. This was a very gracious offer from IIMC, unfortunately, only one city responded asking for us to share what we discover from other members.

Plan B was established and assignments were made to the Committee members to divide and conquer the research of state association websites for handbook content related to emergencies. Not so much found yet on this task, so Plan C will be to have a meeting with the Committee this fall to begin the framework of our new chapters. On September 16, an employee of CivicPlus - who is also a former City Clerk - held a webinar called 'Governing Through Crisis - How Response-Ready is your Administration', see screenshot below. The one-hour recording was shared with the Handbook Committee to glean content for our new Emergency Chapter in the WMCA Handbook.

Assignments have also been made in two person teams for review of the existing WMCA Handbook chapters.





- 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:** Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair

**COMMITTEE:** Conference Planning

**DATE:** October 1, 2020

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**SUMMARY OF ACTIVITIES:** 2021 Conference Planning is in full swing.

We are excited to plan President Jermann's "Our Future's So Bright...We Need to Wear Shades!" conference which will be held at the Ocean Shore's Shilo Inn March 17-19 (Advanced Academy March 16). Immediate Past President Swisher accompanied co-chairs MacDonald and Wycoff on the site visit in August to assist with the site planning.

The majority of the event ideas are set and the committee is working on the member & exhibitor call-to-conferences and will have them ready to go out by the first week of December.

Refund request deadline has passed. Co-chairs will work with Treasurer Anderson to compile a list of those registrations that were transferred over from the 2020 conference.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** There is at least one refund request that came in after the deadline. Co-chairs are requesting that the request, and any others that may be up for decision, be decided on so that Treasurer Anderson can complete the final list and forward to Conference Planning.

**ALTERNATIVES:**

**FISCAL IMPACT:** Conference Planning will view all aspects of the conference through the lens of being fiscally responsible. We intend to use some items originally purchased for the 2020 conference which will equate to savings this year. Very little funds have been spent as of this report; however, we are getting to the time that purchases are ramping up as we gather items for the various events.

Revenues:

Budgeted Amount

Revenues Generated

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Expenditures:

Budgeted Amount

Amount encumbered &  
expended

_____	\$ <u>80,900</u>	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



- 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:** Heidi K. S. Napolitano, Town of Woodway and Tammy Stanger, City of Wenatchee

**COMMITTEE:** Education Committee

**DATE:** October 8, 2020

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**SUMMARY OF ACTIVITIES:**

All previously confirmed 2020 Conference speakers have been contacted. Most are available for the 2021 conference in Ocean Shores. Our Keynote/Breakout Session speaker, Steven Iwersen, and our Closing Session speaker, Frank Kitchen, are both available for next year's conference and have moved our deposits to 2021. A few sessions were going to be presented by WMCA members who are no longer allowed to travel in 2021. We are working to fill the spots with useful, timely content. There seemed to be some interest through the website forum on a class about using the Microsoft Office 365/Outlook built-in search capabilities to more easily search electronic records/emails for public records requests.

A draft schedule is attached for your review and comment.

As mentioned in the Q.1 Education Committee report, Steven offered to do a free virtual session that would provide "a fun morale-booster message". This would be a live short-form (15-20 minutes) exclusive session to be offered to the membership in the next month or so as a way to offset the disappointment of not having our conference this year. Please confirm if you're interested in offering this session to our members, we will work with Steven to find out if it is still an option.

Also mentioned in the Q.1 report, Frank suggested options for ways to include members who may be unable to attend next year's conference: a recorded version of the closing session with or without a live q&a, or a self-guided learning experience in an app with the closing session content broken into four or five mini sessions. He could also do a live q&a a few weeks later for attendees and those who have done the self-guided learning. The session would recap the program and leave time for discussion/q&a. These options would be available for approximately \$10-30/person. Now that we are closer, please confirm if you would like us to pursue a virtual component and which one would be most beneficial to our membership.

We continue to work with Donald Ross, our EC liaison, to update the master speaker contract to include several basic contract terms, like what to do in the event of a cancellation, when and how payment will be made, and more. We are hoping to have a draft for the EC to review at this meeting.



After discussing the conference venue and its wifi capabilities, we understand that a hybrid conference would not be an option. As we are finalizing contracts with our speakers, it would be helpful to know, if the conference would need to be moved to a virtual format due to the on-going COVID pandemic, when that decision would be made.

Our work plan for the next few months includes:

- Drafting an updated speaker contract with our EC liaison
- Completing contracts with all our speakers after the updated contract format is approved that will include all necessary information, such as speaker bio, course descriptions, and hotel/meal/a-v needs
- Contacting prospective concurrent session speakers to fill the few gaps left by speakers who will be unable to attend the 2021 Conference
- Draft the Call to Conference

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Please consider the following recommendations and notify the Education Committee if you would like to proceed: 1. Offer our membership a free virtual session with Steven Iwersen this fall. 2. Add a virtual component with Frank Kitchen to the 2021 conference for members unable to attend the conference.

**ALTERNATIVES:** n/a

**FISCAL IMPACT:** see below

Revenues:	Budgeted Amount	Revenues Generated
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Expenditures:	Budgeted Amount	Amount encumbered & expended
<u>\$10 to \$30 per attendee</u>	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

# 2021 WMCA CONFERENCE SCHEDULE

Rough Draft – October 8, 2020

~Only Educational Sessions Included | For Education Committee Planning Purposes~

## WEDNESDAY, MARCH 17

Morning Session	<b>General Session/Keynote Address</b> Topic: Personality Jazz Speaker: Steven Iwersen		
Afternoon Concurrent Sessions I	<b>Class:</b> Managing the Risks of Social Media <b>Speaker:</b> Terri Patton, CIAW	<b>Class:</b> Leading the Reluctant <b>Speaker:</b> Steven Iwersen	<b>Class:</b> New Clerks <b>Speaker:</b> Alice Attwood
Afternoon Concurrent Sessions II	<b>Class:</b> The Clerk’s Role in Risk Management <b>Speaker:</b> Robin Aronson, WCIA	<b>Class:</b> Confidentiality in the Workplace <b>Speaker:</b> Millie Watkins, CIAW	<b>Class:</b> Procurement Essentials <b>Speaker:</b> Judy Isaac, MRSC

## THURSDAY, MARCH 18

Morning Concurrent Sessions	<b>Class:</b> Public Records: Redactions & New Case Law <b>Speaker:</b> Steve Gross, MRSC	Possible Session: Using Microsoft Office 365/Outlook content search/discovery tools to simplify public records requests	<b>Class:</b> Contracts – What a City Clerk Should Know <b>Speaker:</b> Robin Aronson, WCIA
Afternoon Concurrent Sessions I	<b>Class:</b> Public Records: Redactions & New Case Law <b>Speaker:</b> Steve Gross, MRSC	Need Session	<b>Class:</b> Intro to LEAN <b>Speaker:</b> Eden Teachout, WA State DES
Afternoon Concurrent Sessions II	<b>Class:</b> Roundtable – Sharing Challenges & Successes <b>Speakers:</b> Darla Reese & Co-host	<b>Class:</b> CMC/MMC Q&A <b>Speakers:</b> Joann Tilton	<b>Class:</b> Daily LEAN Practices <b>Speaker:</b> Eden Teachout, WA State DES

## FRIDAY, MARCH 19

Morning Session I	<b>Class:</b> “I Live F.R.E.S.H.!” The Five Step Recipe for Being a Positive Difference Maker and Life Changer <b>Speaker:</b> Frank Kitchen
Morning Session II	<b>Class:</b> "It's OK to Play!" Gaming Your Way to A Positive Workplace Culture <b>Speaker:</b> Frank Kitchen



- 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:** Deb Estrada & Heidi Riojas, Co-Chairs

**COMMITTEE:** Fundraising

**DATE:** October 9, 2020

**SUMMARY OF ACTIVITIES:**

WMCA PINK Walk - With permission from the family of Karen Kuznek-Reese, the Fundraising Committee organized the first WMCA Pink Walk for the month of October, also known as Breast Cancer Awareness Month. Each \$25 entrance fee, regardless whether the registrant walks, will have an opportunity to win a Pink Kate Spade Laptop Purse. The first and second highest step count will win either a Pink Scentsy Basket by Jacky or 1/2 case of Pink Rose wine by Two Mountain Winery. All prizes were donated and 100% of the proceeds will go to the Karen Kuznek-Reese scholarship fund.

As of the date of this report, \$2,125 has been raised.

Marketing to date includes:

- Ali Spietz Challenge - match each new registration up to \$500
- WMCA Newsletter - September and October
- Email Blast to Membership - September 28
- City of Sequim Proclamation - September 28
- Facebook Posts - 9/15, 9/28, 9/30, 10/6, 10/9

**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:** Gretchen Sagen and Terri Wright

**COMMITTEE:** Historical Committee

**DATE:** 10/8/2020

**SUMMARY OF ACTIVITIES:** We lost quite a few members. Still only have 6 members, including Chair and Co-Chair. Really would like more members. Hopefully during Conference in March 2021 we will get more. Really looking forward to seeing all of you hopefully soon :)

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** NA

**ALTERNATIVES:** NA

**FISCAL IMPACT:** None

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



- 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:** Melissa McCain, City of Renton and Kay Kammer, City of Battle Ground

**COMMITTEE:** Legislative

**DATE:** September 22, 2020

**SUMMARY OF ACTIVITIES:** In July, the Legislative Committee Co-Chairs welcomed one new member to the Committee.

Committee members provided various updates and new/additional information to the membership through news articles included in the WMCA monthly newsletters.

There has been no movement, or response from AWC as to how WMCA can continue to participate in the AWC Legislative Priorities Committee.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** N/A

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** None

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, Chair  
 Darla Reese, Co-Chair  
 Heidi Napolitano, Co-Chair, Elections

**DATE:** October 9, 2020

**2020-21 MEMBERSHIP UPDATE:**

We have a total of ELEVEN (11) new, and two returning (R), WMCA members:

<b>Terri Berry (R)</b>	Town of South Prairie	<b>Stephanie Haug (R)</b>	City of West Richland
<b>Jessica Clark</b>	City of Buckley	<b>Catherine Konzal</b>	City of Chewelah
<b>Mary Davis</b>	City of Lynnwood	<b>Yolanda Orozco-Nunez</b>	City of Quincy
<b>Gladys Diaz</b>	Ben Franklin Transit	<b>Jennifer Schober</b>	City of Moses Lake
<b>Heather Dumlao</b>	City of Burien	<b>Erika Sullivan</b>	City of Puyallup
<b>Naomi Fay</b>	City of Mill Creek	<b>Maria Swinger-Inskeep</b>	City of La Center
<b>Monica Felici</b>	City of Langley		

As of October 7, 2020, the Washington Municipal Clerks Association is comprised of **367 members**; 321 active members, 1 affiliate member, 3 associate members, 20 honorary members, and 22 honorary retiree members.

**ELECTIONS SUB-COMMITTEE UPDATE**

2021 General Elections

The Elections Sub-Committee, comprised of Membership Committee Co-Chair Heidi Napolitano (Elections Officer) and Peri Gallucci (Elections Officer Assistant), are already amidst preparations for the 2021 General Election! The 2021 General Elections Call for Candidates will be published in the October, November, and December WMCA Newsletters; as well as posted online and scheduled for timely e-blasts to the membership (thank you Webmaster, Jill Boltz!).

The following positions are available in this election:

- President Elect (1-year term)
- Treasurer (2-year term)
- Vice-President (1-year term)
- 2 Board Member positions (3-year term)

Candidate submissions are due no later than **December 31, 2020**; and the 2021 General Election will be held from **January 29, through February 19, 2021**, through electronic voting software.

### Proposed Amendments to the Elections Procedures

At the request of the Executive Committee, per the discussion at the June EC Meeting, the Elections Sub-Committee has prepared a set of proposed amendments to the Elections Procedures addressing the following items:

1. Clarifying the coordination of the Elections Officer with the Webmaster on the posting and distribution of the Call of Candidates.
2. Proposing an earlier candidate packet submission deadline of **December 1<sup>st</sup>**. The newly proposed timeline includes time added for Elections Officer review, Candidate re-submissions, Elections Auditor review, Slate of Candidate delivery, and inclusion of these items in the January Executive Committee packet, in accordance with the Bylaws. It also builds in additional time for addressing open positions with no candidates (see section 6). In summary:
  - December 1<sup>st</sup>: Candidate Packet deadline.
  - December 1<sup>st</sup>-15<sup>th</sup>: Elections Officer review and notification to candidates regarding items needed for completeness.
  - December 15<sup>th</sup>: Candidate deadline to provide additional detail needed to meet completeness requirements.
  - December 15-24<sup>th</sup>: Elections Auditor review.
  - December 24<sup>th</sup>: Elections Auditor completeness assessment deadline.
  - December 25<sup>th</sup>-31<sup>st</sup>: Slate of Candidates prepared and sent to Executive Committee (via Membership Committee Chair) no later than three weeks prior to the January EC Meeting.
3. Photo submission – removing the 2” x 2” formatting requirement.

It is the recommendation of the Elections Officer and Membership Committee Chairperson that any amendments to these procedures be effective *no sooner than March 1, 2021*, after the conclusion of the 2021 General Election cycle; in order to honor the current deadlines as advertised in the Call for Candidates already distributed and posted in this regard.

For the 2021 General Election, the Elections Officer will review Candidate Packets as received for completeness and provide an opportunity for candidates to provide additional detail needed to meet the completeness requirements up to the current deadline of December 31<sup>st</sup>.

Further amendments to the “Letters of Support” section of the procedures have been sent through the Bylaws Committee for their consideration; and the Elections Procedures will be presented for amendment accordingly, if any changes should be approved by the full membership in this regard at the Annual Business Meeting in March 2021.

A HUGE thank you to Heidi and Peri – their work has just begun! :)



**ATTACHMENTS:** 1) 2020 WMCA General Election Call for Candidates  
2) Proposed Amendments to the Elections Procedures

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** *Move to approve the proposed Elections Procedures amendments, as presented; with an effective date of March 1, 2021.*

**ALTERNATIVES:**

- a. Move to approve with amendments; to be determined at the time of the meeting.
- b. Do not approve; and remand to the Elections Sub-Committee for further review.

**FISCAL IMPACT: NONE**

## 2021 WMCA General Elections Call for Candidates!

*Candidate Packet Deadline: December 31, 2020*



By this notice, the Elections Officer and the Membership Committee announces the annual call for candidates to fill board positions on the WMCA Executive Committee. Service in these positions is a great way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning and advocacy activities of the Washington Municipal Clerks Association.

The election will be held from January 29, through February 19, 2021, through electronic voting software. The following positions are available in this election:

- President Elect (1-year term)
- Treasurer (2-year term)
- Vice-President (1-year term)
- 2 Board Member positions (3-year term)

Job descriptions for the position can be found at [www.wmcaclerks.org/ecpositions](http://www.wmcaclerks.org/ecpositions) (under the Executive Committee tab) as well as complete instructions for declaring your candidacy.

**Candidate Packets must be received by the Elections Officer (Heidi Napolitano, Town of Woodway) no later than Thursday, December 31, 2020.** They can be submitted electronically or by hard copy and must be **received** by the December 31<sup>st</sup> deadline.

Candidate Packets **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 your name, title, place of employment and a statement of why election to office is sought and must be submitted with your 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 you must be submitted with your Candidate Packet.
4. **Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.

Send your **complete** Candidate Packet to:

Via email to: [Heidi@townofwoodway.com](mailto:Heidi@townofwoodway.com)

Via mail to: Heidi K. S. Napolitano  
WMCA Elections Officer  
Town of Woodway  
23920 113<sup>th</sup> Place W.  
Woodway, WA 98020  
206.542.4443

**All submittals must  
be received by  
December 31, 2020**

## 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~~ 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.

### B. Definitions

1. 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.
2. Special Election: An election called to fill a position which has become vacant between general elections.

### C. 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), 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.
- ~~2-3.~~ The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates. The Elections Officer shall send a copy of the Call for Candidates to the Webmaster at the same time it is submitted for the October newsletter to be distributed to the membership by email and on the website.
- ~~4.~~ Complete Candidate Packets must be received by the Elections Officer by December ~~31~~ 1st for general elections; and by a day specified prior to the opening of special elections.
- ~~3-5.~~ After a Candidate Packet is received by the Elections Officer, and prior to December 15th, the Elections Officer will review the Candidate Packet to determine if it meets the requirements of Article V, Section 4 of the WMCA Bylaws. If any requirements are not met, the Elections Officer shall contact the candidate and give them an opportunity to correct the defect in the Candidate Packet before December 15th.
- ~~4-6.~~ In the event that there are open positions for election for which no candidate has filed by the deadlines stated above in Section C(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.

**Commented [AE1]:** The newly proposed timeline includes time added for EO review; EA review; slate of candidate delivery; and inclusion in January EC packet. It also builds in additional time for addressing open positions with no candidates (see section 6).

12/01: Candidate Packet deadline.  
 12/01-15: Elections Officer review; notification to candidates regarding completeness.  
 12/15: Candidate deadline to provide additional detail needed to meet requirements.  
 12/15-24: Elections Auditor review.  
 12/24: Issuance of EA completeness assessment.  
 12/25-31: Slate of Candidates prepared and sent to EC (via MC) no later than 3 weeks prior to January EC Meeting.

**Commented [AE2]:** Build in procedures/deadlines for this process? What is a reasonable timeline (2-3 weeks)?

- ~~5.7.~~ The Elections Officer shall prepare a slate of candidates, and forward, by the first business day after December 15th, the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process. The Elections Auditor will review the Candidate Packet to determine if it meets the requirements of Article V, Section 4 of the WMCA Bylaws. The Elections Auditor will notify the Elections Officer of the status of each Candidate Packet by December 24th.
- ~~6.8.~~ After review by the Elections Auditor, the Elections Officer will submit the slate of proposed candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws to the Membership Committee Chair who will distribute the slate to the Executive Committee via e-mail ~~once the Call for Candidates has closed~~ no later than three weeks prior to the January Executive Committee meeting. ~~Only those candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws, shall be submitted.~~
- ~~7.9.~~ 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.

#### D. 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 Member ID from the WMCA website. Only active Members are allowed to vote and will need their Member ID in order to vote.
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 (see Section D(2) 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.
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 filled by the candidate with the next highest votes counted.
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 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. The President shall inform each candidate of the results of the election.
12. The President will announce the election results to the general membership via eblast as soon as possible, but only after all of the candidates have been notified. The announcement shall contain the names of all candidates for each position and the total number of votes received from the membership.
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.

14. 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**

1. Pursuant to Article V, Section 4 of the WMCA Bylaws, complete candidate packets must be received by the Elections Officer by December ~~31~~-1st for general elections, and the date determined by the President and Elections Officer for a special election; and must include the four following pieces of information:

a. 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."*

b. 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.

c. 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 used by~~ the Elections Officer ~~for use~~ in the electronic voting mechanism and ~~forwarded~~ to the President-Elect ~~who will distribute them to forward~~ to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.

d. 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.

2. The candidate packet may be submitted to the Elections Officer electronically or by hard copy.

**F. Election Timeline**

<u>Action</u>	<u>General Election</u>	<u>Special Election</u>
Call for Candidates – publication in the WMCA Newsletter	October, November, December editions	Ensuing edition

<a href="#">Call for Candidates – for dissemination by the webmaster</a>	<a href="#">Same time as October newsletter</a>	<a href="#">Same time as ensuing newsletter</a>
Candidate Packet Deadline	December <u>13<sup>th</sup></u> *	A date determined prior to election opening date
<a href="#">Elections Officer will review the Candidate Packet</a>	<a href="#">Through December 15<sup>th</sup></a>	<a href="#">During the 14 days after the Candidate Packet deadline</a>
<a href="#">Elections Officer forwards the slate of candidates to the Elections Auditor</a>	<a href="#">By the first business day after December 15<sup>th</sup></a>	<a href="#">14 days after Candidate Packet deadline</a>
<a href="#">Elections Auditor notifies the Elections Officer of the status of each Candidate Packet</a>	<a href="#">December 24<sup>th</sup></a>	<a href="#">10 days after receipt of slate of candidates</a>
Slate of Candidates <a href="#">sent</a> to Executive Committee (via Membership Committee Chair)	Emailed <a href="#">after Call for Candidates closure date to Membership Committee Chair no later than three weeks prior to the January Executive Committee meeting</a>	
Webmaster posts Candidate Statements and Photos to WMCA Website	After Executive Committee notified	
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	
<a href="#">President shall inform each candidate of the results of the election.</a>	<a href="#">As soon as results are available</a>	
President announces results <a href="#">to the membership</a>	Via email as soon as <a href="#">results are available possible after candidates are notified</a>	
Election Officer arranges to publish results in the WMCA Newsletter and WMCA website	Ensuing edition following Presidential announcement	

Revised: 6/2002, 6/2004, 10/2006, 12/2010, 3/2012, 10/2015



- 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:** Rachel Shaw, Chair

**COMMITTEE:** Newseltter Committee

**DATE:** September 28, 2020

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**SUMMARY OF ACTIVITIES:** The Newsletter Committee has been busy bringing the WMCA membership quality articles to both educate the members as well as keep us all connected, which has been especially important during COVID-19.

While not much has changed for the Committee in terms of how we function, because we do not meet in person as a group, we have put more of an emphasis in the articles that are more resource focused. This sharing of information we feel is now more important than ever particularly since all annual trainings have unfortunately been cancelled due to COVID-19.

The Layout and Writer Subcommittees have been working together to draft the featured clerk article, which has always been a readership favorite. We have changed these "getting to know you" articles from featuring long-time Clerks to brand new WMCA members. This change has had great success in that we no longer struggle to identify a featured clerk, from month to month. As the Membership Committee makes me aware there are new members, I send them a questionnaire and ask them to participate. This has allowed me to line out featured clerk articles through the end of the year and gives us all an opportunity to see new faces.

Another change that was made this last quarter was the decision to bring back to "LOL" page. While this page doesn't frequent every newsletter, the decision was made as space constraints allow, to grace the pages of the newsletter with some humor - because in times like these, laughing is sometimes all we have!

**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:** Tamara Gunter, Co-Chair  
Treva Percival, Co-Chair

**COMMITTEE:** Scholarship Committee

**DATE:** October 6, 2020

**SUMMARY OF ACTIVITIES:**

**Scholarship Rollovers**

At the June meeting the EC approved the rollover of all Annual Conference and NCI scholarships to next year. Scholarship award recipients were notified via email and were advised to let the committee know if they were not able to attend in 2021. As of the date of this report, I have only heard from one recipient saying that they would not be attending the annual conference in 2021.

**Enhanced Scholarship Opportunity**

The committee is awaiting further / final direction from the EC about whether or not we want to offer enhanced scholarships for housing for NCI / PD II – IV in 2021. Once that decision is made, the committee can work on incorporating that into the application process.

**Future Scholarship Opportunity**

The next scholarship application period will be for the Annual Conference in March. The due date for those scholarship applications will be 2/1/21.

**ACTION REQUESTED:**  YES  NO

Final direction needed regarding enhanced scholarship offerings for PD II-IV.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** Offering an enhanced scholarship for housing costs will have a fiscal impact if we continue to provide registration costs for those sessions as well.

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:** Jill Boltz, Terri Wright & Stephanie Haug - Webmasters

**COMMITTEE:** Webmaster

**DATE:** 10/09/2020

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**SUMMARY OF ACTIVITIES:**

1) A couple years back, the Webmaster was incorporated into the Historical Committee, and by default serves as a Co-Chair to on that Committee. I believe that considering the amount of information retained by the website this was a logical union. To the best of my knowledge there are very few records that do not pass through the Webmaster, primarily financial documents. I believe there are a few housekeeping items that should be looked at and considered for revision. As an example the Secretary Job Description (attached) has reference to retaining copies of job descriptions, committee descriptions and policies. All of these documents live on the website and/or on the Webmasters computer, both current and previous versions.

2) Facebook v. Website. I just wanted to give you all something to think about that admittedly creates a bit of frustration for me as your Webmaster. Our Facebook page has 316 Members, of which not all are WMCA members. Our Website has 353 members (including retired, Honoree, etc). When questions or requests for sample documents are posted on FB, I have tried to wrangle the respondents to include me, so they can be posted to our website for ALL of our MEMBERS. It is more work for the Webmasters BUT I would rather provide the information and post it for everyone to see, not just those who use FB. Not to mention, not everyone, even if they use FB has the luxury of using it at work. I think most of our EC in tenured enough to remember that the website has a Message Board to post questions, upload documents, etc. This information is then available and disseminated to anyone who is interested/subscribed. This tool is dying or dead for lack of use. I believe FaceBook has its place and purpose but I think our primary mission should be to serve our membership through a reliable, effective and consistent resource. This is just something to think about, not for any action at this time. I would however, like to suggest that when/if the website is revitalized, the EC & Webmaster Team collectively launch the new site with messaging on all of the benefits to using the site, including the Message Board. I would be willing to bet that new members within the last five years do not even know it exists.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** It is recommended that any EC Job Description or Committee Description that references the keeping of records be revised to instruct that member or committee to forward records to the Webmaster, if that is not current practice. This will provide one repository for records and a better process for archiving and destruction. In most cases, this has zero net effect on any function currently in place but memorializes the procedure and verification during the transition of Committee Chairs and EC members.

**ALTERNATIVES:**

**FISCAL IMPACT:**

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

## Secretary

### The duties of the Secretary shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
  - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
  - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
  - c. Assuming the responsibilities of the Chair in his/her absence;
  - d. If the Chair resigns, serve in that position until the President appoints a new chair
  - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
  - f. Ensure Committee Chair prepares certificates for committee members.
3. Keep an accurate record of the minutes of the WMCA Annual Business and Executive Committee meetings and email the minutes to the Executive Committee within 45 days after the meeting for approval. Upon approval of the ~~minutes~~minutes, submit to the Webmaster.
4. Provide copies of the prior year's Annual Business meeting minutes to the President for inclusion in the annual business meeting packet.
5. Send a roster of officers to IIMC, Region IX Directors, WFOA, ~~WMTA~~and WMTA and to the presidents of other state associations within Region IX.
6. Make arrangements for the meetings of the Executive Committee (e.g., location, meeting room, meals, and lodging options) if assigned to do so by the President. Mail notices to the Executive Committee at least seven (7) days prior to their next scheduled meeting. Notices may be mailed electronically.
7. Send all approved and signed minutes of the Annual Business meeting to the ~~Historical Committee Chair~~ Webmaster to be included as part of the historical record of WMCA.
8. Keep WMCA by-laws current. Make available to all members upon request and assure the current version is on the WMCA website.
9. Prepare resolutions as requested by the Executive Committee or the membership. Submit approved resolutions to the Webmaster to be published on the website.
10. Conduct WMCA correspondence as necessary.
11. Send a notice of the Annual Business meeting to each member and Webmaster no less than twenty (20) days prior to the date of the meeting.

12. The Association shall keep at the regular business office of its Secretary and/or Treasurer, at a minimum, the following documents in the form of a record (corporate records);
  - a. Current articles and bylaws;
  - b. A list of the current officers' and directors' names and addresses;
  - c. Minutes for the proceedings of the members, if any, the board, and any official minutes which may be maintained by committees of the board.
13. Secretary or designee shall maintain copies of the corporate records and provide to the Audit Committee as requested.
14. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
15. ~~Retain electronic copies of WMCA policies, Executive Committee job descriptions and Committee job descriptions.~~



- 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, Terri Wright & Stephanie Haug - Webmasters

**COMMITTEE:** Webmaster

**DATE:** 10/09/2020

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**SUMMARY OF ACTIVITIES:**

The current "template" for our website is outdated and in desperate need of updating. The update will have a fresh theme and be mobile friendly. Your Webmaster Team is prepared to take on this task immediately during the slower website months. However, there is additional information we must provide the EC prior to moving forward for possible decision making.

I received an e-mail from Attendify (Conference App) stating the following: "I also wanted to give you a heads-up that we've recently increased our pricing. We're adding more functionality and upgrading our product from an event app to a multiscreen engagement platform (mobile app + virtual). That means you'll need to cover the difference in prices to use the app for your event in April 2021. The cost of the app now is \$1,999, but we are providing a 30% discount to everyone who purchases a credit this month, so you can upgrade now and extend your contract dates at a discounted price: \$1,399 (discounted price) - \$999 = \$400." That is almost double, what we were previously paying.

Wild Apricot \$972 + Attendify \$1,999 = \$2,971 (new cost annually).

I began looking at what other Associations are using (just as COVID-19 began). Oregon uses Wild Apricot and California uses MemberClicks. MemberClicks has both a website and app platform. While I don't recall the exact cost, it was more than double what we are paying now, so I did not pursue it further.

The EC will need to make some decisions on how to proceed, most specifically with the Attendify Conference App.

We wanted to bring all of this information to the EC and our recommendation is provided below.

**ACTION REQUESTED:**  YES  NO

**RECOMMENDATION:** Your Webmaster Team met and discussed options for the future of our website and conference app. We agreed that staying with our current website through Wild Apricot and moving



forward with the update was the most efficient and time saving direction. The undertaking of a brand new website would not be a good use of our time.

The conference app was intended to replace our paper program and the initial cost comparison for paper vs. the app was almost neutral. That is no longer the case. The Wild Apricot parent company Personify also has a conference app. The Webmaster Team would like to see a demo and request a quote from Personify to compare with Attendify. If the Personify product proved to be at least as functional and less expensive than Attendify, we would then bring Committee members responsible for the conference "program" into the fold for final recommendation on how to proceed. We would most likely use Attendify for the 2021 Conference considering our payment has been applied to next year.

If the EC concurs with our recommendation, we would move forward immediately with redesign of our website using Wild Apricot. We would send out an e-mail notifying members that some pages may not function while under construction. We do have some time to make a decision on the conference app, but your Webmaster Team would work with other committees involved in that process and report back as we learn more.

**ALTERNATIVES:**

- \*Redesign current Wild Apricot website / keep Attendify / look for alternate app
- \*Redesign current Wild Apricot website / go back to paper programs
- \*Look for a new website with conference app integration – MemberClicks or other

**FISCAL IMPACT:** Total impact unknown and would increase between 2021 to 2022

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

**ROLL CALL – WMCA Executive Committee E-Mail Votes  
For Ratification at Quarterly Meeting**

Date: 06/30/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Action:**

To approve payment of reasonable expenses for Immediate Past President Paula Swisher to travel to make the 2020 Clerk of the Year award.

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ROLL CALL – WMCA Executive Committee E-Mail Votes

*For Ratification at Quarterly Meeting*

Date: 09/24/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Garrobo	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Ackison	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Motion removed by motion to reconsider

Action:

To refund Linda Vannoster's (City of Prescott) the 2020 WMCA conference registration.

9/24/2020

NOTE: Gina Anderson was out of the office on 9/24/2020

**ROLL CALL – WMCA Executive Committee E-Mail Votes**

*For Ratification at Quarterly Meeting*

Date: 09/24/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Action:**

MOTION: TO RECONSIDER EMAIL VOTE - Allow Reimbursement of 2020 WMCA Registration to consider and vote at the 10/23/20 EC Meeting.

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**ROLL CALL – WMCA Executive Committee E-Mail Votes  
For Ratification at Quarterly Meeting**

Date: 09/28/2020

Name	Made Motion	Second Motion	Aye	Nay
President Debbie Jermann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Elect Susan Duncan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Shawn Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary Debby Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Gina Anderson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Past President Paul Swisher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Donald Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Lisa Neissl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Liz Adkisson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Deb Estrada	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Terri Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Melody Valiant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Action:**

MOTION: To send a Letter of Support for WMCA's endorsement of Ruth Post as the IIMC Region IX Director

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