



**Colorado Municipal Clerks Association  
Transitional Meeting  
Civic Center/Emergency Operations  
Center  
9500 Civic Center Drive  
Thornton, CO 80229  
Friday, January 19, 2007  
1:00 pm**

**AGENDA**

1. Call to Order

President Susan Phillips called the meeting to order at 1:00pm

2. Introduction of Executive Board and Roll Call

Secretary Brunvand called roll.

Board Members present were President Susan Phillips, CMC (Greenwood Village); Past President Nancy Vincent, MMC (Thornton); Secretary Jay Brunvand, CMC (Minturn); Director MJ Schillaci, CMC (Telluride); Vice President Becky Walker, CMC (Canon City); Treasurer Linda Smith, CMC (Cortez) and Director Gina Dutcher, CMC (Pueblo).

Also present were *Name, municipality*

Brenda Castle (Centennial), Lisa Cain (New Castle), Cindy Morse (Woodland Park), Pam Shilling (Basalt), Judy Egbert (Alamosa), Betsy Holder (Greeley), Lorelei Donaldson (Vail), Nancy Varra (Louisville), Wendy Heffner (Central City), Alisa Lewis (Boulder), Sandy North (Boulder).

3. Review and Approve Minutes – November 16, 2006

President Phillips introduced the minutes of the November 16, 2006 Business Meeting and, after review, entertained a motion.

Motion by Gina Dutcher (Pueblo), second by Wendy Heffner (Central City), to approve the minutes of the CMCA November 16, 2006 Business Meeting held at the CMCA/CGFOA Annual Conference held in Breckenridge, Colorado as presented; all voted in favor.

4. Officers' Reports

A. Vice President, Becky Walker

No Report

B. Secretary, Jay Brunvand

No Report

C. Treasurer, Linda Smith

No Report

D. Director, Gina Dutcher

No Report

E. Director, MJ Schillaci

No Report

F. Past President, Nancy Vincent

No Report

G. President, Susan Phillips

President Phillips updated on the progress made during the morning session.

- The 2006 Annual Conference in Breckenridge was a success. CMCA constituted 29% of the attendance.
- Our proceeds equal \$12,165. 75 clerks attended, 11 additional were CMCA/CGFOA. Of the total attendance 45 were first time attendees and 13 of those were Clerks.
- It was noted that Kathy Barta still needs to be paid (question – is this for the conference or other work she's done for CMCA?).
- A determination needs to be made over the site for the 2013 annual conference. After discussion, it was agreed to schedule a site visit in Pueblo to determine if the facilities necessary to conduct this conference are available. To a request from Kathy Barta, It was agreed by consensus that the requirement for soliciting RFP's from all communities for the annual conference would be waived.
- The taskforce will consider the issue of conference site where conferences are currently scheduled? verses size limitation the sites might have?.
- Moderators will now receive a \$50 discount on their conference registration.
- Discussion ensued as to options for the CMCA/CGFOA 2007 Annual Conference for an opening speaker. After discussion it was directed that the Conference Committee seek Jan Hargrave.
- The 2006 conference CMCA surveys are in and tabulated (CGFOA has not been completed). The results are very informative and indicate a very good conference. These results will be distributed to the general membership.

President Phillips informed the meeting that IIMC is having a significant back lash on the site of the 2010 IIMC Conference in Australia. Many complaints are being reported as to the distance, cost to attend, and the fact that only two IIMC members come from Australia. It is possible IIMC will reconsider the site.

President Phillips noted that the recent edition of the IIMC Digest reported that, in response to the concerns of the membership directed at the recent actions of the Executive Board, an amendment to the IIMC Constitution is being considered that will further refine and define the Executive Board practices and procedures. In addition changes to the Ethics policy will be addressed.

President Phillips noted that included in the packet are the CMCA Bylaws and the duties for the Board Officers and Committee Chairs.

5. Standing Committees

- A. Annual Conference- Nancy Vincent\* & Susan Phillips\*\*

No Report

- B. Audit – Charlene Reed \* & Sharon Spurlin \*\*

No Report

- C. Awards – Jay Brunvand \* & Brenda Castle\*\*

Brenda Castle (Centennial) reported that they have one more retirement plaque to be given to Nancy Lockwood (Fort Morgan). President Phillips will be presenting the plaque to Nancy Lockwood at an upcoming Ft. Morgan Council meeting.

- D. Communiqué – Mary Lee \*\*

Transition is going well. Cathy Kennedy and Mary Lee did the Communiqué, there was no transition of this committee.

- E. Education – Lisa Cain\* & Alisa Lewis, Wendy Heffner \*\*

Wendy Heffner (Central City) and Alisa Lewis (Boulder) reported on the following:

- Handed out the 2006 conference comments and the 2007 conference course recommendations.
- Talked about and defined the role of the moderator.
- Reviewed the IIMC Educational changes and how they will affect CMCA and our educational programs. Ms. Heffner and Ms. Lewis reported that our CMCA Institute will remain the same; however, the distance learning will grow. This will maintain educational costs, etc for the small communities.
- The Master Academy has set up a Taskforce to review the Distance Education and Masters curriculum. The new IIMC educational requirements for the Masters Academy will be divided 80% education, 20% other and will be extended to a 6yr program.
- Ms. Debbie Cook, Univ of CO and Institute Director, will be retiring in four years. It was reported that there is no opportunity for someone from CU to step in as Director. Ms. Cook is exploring the opportunity with Colorado Municipal League (CML) to partner with CU. If this partnership is made it

would include state training for Clerks, City Managers, and other professionals and could include incorporating our efforts of an Associates Degree program, would help us meet the new IIMC educational requirements and improve our educational offerings.

Motion by Director Schillaci, second by Past President Vincent to authorize Vice President Walker to pursue a dialogue with CML to continue the CMCA/CML/CU educational alignment and that this Institute Taskforce will be a sub-committee of the Education Committee; all voted in favor.

Wendy Heffner outlined the proposed educational classes to be offered at the 2007 Annual CMCA/CGFOA conference. It was noted that this is only preliminary and would be confirmed and formalized at a later date. An update was given on the On-The-Road workshops. It was reported that several new trainers will be added allowing for more classes in more locations. Wendy Heffner and Alisa Lewis thanked the Education Committee for the hard work from the previous day.

- Train the Trainer, Sheridan Garcia \* & Nancy Varra \*\*

F. Handbook – Michelle Karlin & Gina Dutcher \*\*

Director Dutcher updated that she has the 2005 version and will be working with Past Director Michele Karlin (Silverthorne) to transition the 2006 material. Information from the various committees should be sent to Ms. Dutcher and she will update the Handbook for 2007.

G. Membership – Judy Egbert \* & Pam Schilling \*\*

Judy Egbert (Alamosa) reported that the annual statements have gone out via email and things are in order and going well.

H. Nominating –Amy Phillips\* & Terri Andrews\*\*

This item was pulled and moved on the agenda.

I. Records Management – Betsy Holder \* & Sandy North \*\*

Sandy North (Boulder) stated that Betsy Holder (Greeley) did a great job on the Committee. Ms. Holder is the new Committee Chair. Ms. Holder recommended that CMCA take on the State Records Retention Schedule work to keep it consistent and updated. The recommendation directs that this should be a standing committee with CMCA. What is actually involved in this is in Betsy's memo. Jay, please refer to her memo for more details. Thank you.

- Historian, Diana Lentz

It was also noted that Diana Lentz (Northglenn) would remain as the CMCA Historian.

J. Scholarship – Susan Koster\* & Donna Garcia Spaulding \*\*

Concern that the scholarship window is too small. Discussion on scholarship deadlines ensued. Amendment 41 which outlines ethics in government is causing issues in that it may not be legal to offer scholarships to members. This amendment is being considered on a state wide basis by Colorado Municipal League and others. It was noted that scholarships are available through MCEF (Municipal Clerks Education Foundation) for the IIMC conference.

The Board discussed CMCA also providing scholarship moneys so that more CMCA members would be able to attend the International Conference. This would allow CMCA a larger voice in IIMC by giving Colorado more votes at the Business Meeting for the International issues.

The guidelines for this program are as follows and included in the motion:

- They be members of CMCA and IIMC
- They be eligible to vote
- Not clear how we would agree on whom to vote for.
- CMCA would only pay for education; not meals or travel.
- By limiting for education we could award to more thereby encouraging more to apply and attend
- Discussion on full scholarship vs education only.
- Split total money by recipients; if one applies then they get up to full education, if more then it is divided evenly up to full education payment.

Motion by Director Schillaci, second by Treasurer Smith to approve an expense for the 2007 IIMC Annual Conference (New Orleans) of up to \$2000 to be divided by the applicants; All in favor except Vice President Walker who voted Nay. Vice President Walker had recommended a set number of full education scholarships rather than a maximum dollar amount. Past President Vincent stated that the recipients need to understand and agree to stay for the entire conference which includes voting at the IIMC Business Meeting.

K. Study –Chris Koch\*\*

It was noted the Committee membership will remain unchanged from last year due to the depth of the projects assigned by the CMCA Board.

President Phillips noted that the Academy has a higher attendance than the Institute. President Phillips noted that IIMC is considering raising their rates along with the additional education cost due to the expanded education requirements. Therefore no cost increase will be included in the CMCA fee structure.

L. Ways and Means – Valeria Skitt\* & Amy Phillips\*\*

Brenda Castle (Centennial) recommended all unsold cook books be collected from the various former committee members so that the books can be taken to the

CGFOA/CMCA Annual Conference in November. An email will be sent out to accomplish this.

M. Web Page – Nancy Varra \* & Jay Brunvand\*\*

Nancy Vera (Louisville) talked about this year's committee members and noted that web training will be set up for the new members. Anyone wishing to include something on the web page should contact a committee member.

\*2006 Chair, \*\*2007 Chair

6. Task Force Updates

A. Legislative Contact, Cindy Morse & Valeria Skitt

Cindy Morse (Woodland Park) reported that Linda Yeager (Westminster) is doing well with her chemotherapy.

- The county clerks are planning on presenting Senate Bill 83 to clean up some of the outdated and conflicting laws. The Secretary of State's office will include some of their concerns in SB83 and may additionally run their own bill.
- The Secretary of State's office has been looking at Senate Bill 65. This bill requires proof of citizenship to vote. Concerns have been expressed on how this bill will be enforced. The county clerks have formed a task force to study this bill.
- House Bill 1085 is a bill that will establish rules for petition circulators. It is a very bad bill that loosens the verification of circulators. It includes a restriction that a clerk can not verify the signers age.
- House Bill 1149 is a bill to assist voting of troops and citizens abroad.
- House Bill 1162 is a bill that will create a pilot program for advanced voting methods. It will include a weighted vote count for candidates. It is very complicated and difficult.

B. Quill Award Nomination – Terri Andrews

Terri Andrews (Loveland) has forwarded a letter for the Board packet. Past President Nancy Vincent will be the nominee this year. The committee is working very close with Past President Vincent's municipality of Thornton in order to assist in the completeness of this application.

C. IIMC Liaison-Nancy Vincent

Past President Vincent updated the Board on the issues facing IIMC. The Interim Director Chris Schobly was not hired by the IIMC Executive Committee and specifically Marcella O'Connor as directed by the Board of Directors. The IIMC Board, which includes all the Executive Committee and the Directors from each region has taken steps to further define and refine the authority and duties of the Executive Committee which will move IIMC in a more positive and productive direction. The Executive Committee will not have any more costly travel outside of the United States or special

task forces unless they function as part of an existing committee. A loan has been taken out by IIMC to pull the organization into a position of solvency. Past President Vincent was very positive to report that the IIMC Board of Directors is very cohesive in their efforts. It was reported that this is a very good direction for that board.

- D. Institute- Alisa Lewis Jay, please refer to the Education Committee report above for this section....I know they talked about it during their report, just make a quick note here where this discussion occurred.

## 7. Old Business

- A. Review and Adopt the CMCA 2007-2008 Goals

President Phillips presented the 2007-2008 CMCA Goals as follows:

- Continue to expand education opportunities to clerks by:
  - ◆ Examining ways to link members to new or alternative training opportunities. (For those who cannot attend traditional class-room training)
  - ◆ Exploring and gathering information about use of webinars/online courses for training purposes.
- Pursue increasing IIMC credit for attendance at CMCA On-The-Road workshops and the Annual Conference. (The membership approved at the Nov. 2006 General meeting to approve funds and authorize a letter be sent to invite Mohammad Eftekhari, Ph.D., IIMC Director of Education/Research to the CMCA/CGFOA/Region VIII 2007 Conference and Regional meeting)
- Pursue and implement an Associates Degree for clerks.
- Explore feasibility of broadening education sessions at the Annual Conference to reach out to other associations where clerks perform additional duties such as municipal court and human resources.
- Develop new member packet.
- Research Educational standards including information regarding a Colorado Municipal Clerk State Certification program.

President Phillips noted that some of the goals have been carried forward from 2006 due to their depth and importance. A letter will be sent to Dr. Eftikari, IIMC Education, to join us at the CGFOA/CMCA Annual in November 2007. This way he can experience our educational forum and be included in the Region VIII Conference as well. This visit will allow CMCA to request and substantiate additional education allowance for our offered training.

Motion by Past President Vincent, second by Director Schillaci, to approve the 2007-2008 CMCA Goals as presented; all voted in favor.

B. IIMC Region VIII 2007 Conference

President Phillips has sent a letter to IIMC requesting the Regional dollars for the conference. It is important that we push the silent auction as that money goes to the IIMC Region VIII scholarships. President Phillips noted a conference brochure is being sent that will help us to identify the duties for the conference host. Treasurer Smith will join the Scholarship Committee to assist with the additional Region VIII financial issues.

Discussion ensued regarding the vendors, sponsors, etc and how Region VIII might increase vendor response. CMCA/CGFOA is limited to 40 vendors total for the conference due to the size of the facility. This may be an issue as more vendors might want to be included.

C. Liquor Licensee Fee Proposed Legislation

It was reported that we have a bill sponsor but no number has been assigned as yet. Senator Bob Bacon of Fort Collins will carry the bill in the State Senate. Kevin Bommer of CML would like municipal buy in. CMCA contact is Stephanie Tuin (Grand Jct) for information.

8. New Business

A. Colorado Municipal Records Retention Schedule

Betsy Holder (Greeley) presented a recommendation that CMCA become responsible for updating the State Records Retention model to supply continuity and professionalism. Terry Kettleon, State Archivist, is also requesting this transition. It was noted this model is used by the county clerks, special districts and school districts in addition to the municipalities. Terry Kettleon has appropriated \$1,500 for the operation plus up to \$2,000 for research needs each year.

Motion by Vice President Walker, second by Past President Vincent to approve the recommendation as presented; all voted in favor.

9. Review and Adopt 2007 Budget

Treasurer Smith reviewed the proposed 2007 budget.

Motion by Director Dutcher, second by Vice President Walker to approve as modified and presented, a revised copy of the revised budget will be supplied; all voted in favor.

10. Adjournment

In that there were no further items of business to discuss, a motion by Vice President Walker, second Director Schillaci, to adjourn at 3:55pm.

Respectfully submitted and approved on \_\_\_\_\_

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Jay Brunvand, CMC  
Town of Minturn  
CMCA Secretary

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