



**Colorado Municipal Clerks Association
Transitional Meeting
470 Gregory Street--Black Hawk, CO
Friday, January 20, 2006
1:00 pm**

1. Call to Order

The Colorado Municipal Clerk's Association Executive Board Meeting was called to order by Board President Vincent at 12:32pm on January 20, 2006.

2. Introduction of Executive Board and Roll Call

Secretary Brunvand called roll.

Board Members present were Past President Valeria Skitt, CMC (Longmont); President Nancy Vincent, MMC (Thornton); Secretary Jay Brunvand, CMC (Minturn); Director Michele Karlin, CMC (Silverthorne); Vice President Susan Phillips, CMC (Greenwood Village); Treasurer Linda Smith, CMC (Cortez); and Director Gina Capritta-Dutcher, CMC (Pueblo).

Others in attendance included: Stephanie Tuin, MMC (Grand Junction), Lisa Cain, CMC (New Castle); Sharleen Walker, CMC (Montrose); Amy Phillips, CMC (Durango); Sandy North, CMC (Boulder); Diana Lentz (Northglenn)

3. Review and Approve Minutes – November 18, 2005

President Vincent introduced the minutes of the November 18, 2005 Executive Board Meeting and, after review, entertained a motion.

Motion by Past President Skitt and second by Vice President Phillips, to approve the minutes of the CMCA Executive Board meeting of November 18, 2005 held at the CMCA/CGFOA Annual Conference in Grand Junction as amended; all voted in favor.

4. Officers' Reports

A. Vice President Susan Phillips

Vice President Phillips had no further report.

B. Secretary Jay Brunvand

Secretary Brunvand had no further report.

C. Treasurer Linda Smith

Treasurer Smith thanked Director Capritta-Dutcher for the IRS information on the mileage reimbursement. After discussion the 2006 CMCA reimbursement will be .405 per mile. She

stated that she had transferred \$10,000.00 to savings in December and transferred \$20,000.00 to savings during 2005. Additionally, Treasurer Smith noted that the Association made over \$11,700 from the Annual Conference.

D. Director Michele Karlin

Director Michele Karlin had no further report.

E. Director Gina Capritta-Dutcher

Director Capritta-Dutcher thanked everyone for their support.

F. Past President Valeria Skitt

Past President Skitt thanked everyone for their support during the past year while she was President.

G. President Nancy Vincent

President Vincent had no report noting that much of her comments would be further in the meeting.

5. Standing Committees – Review of 2005 Activities & Creation of 2006 Goals

A. Annual Conference –Valeria Skitt* & Nancy Vincent **

President Vincent announced \$11,750.00 was earned from the conference. Past President Skitt reported that 10 less members attended from the previous year.

B. Audit –Charlene Reed* & Deb Forbes**

No one was present from this committee. President Vincent confirmed that Sharon Spurlin (Granby) is to pick up the 2004 CMCA books from Charleen Reed (Berthoud) so that the 2004 audit could be completed.

C. Awards – Jay Brunvand * **

Secretary Brunvand confirmed the Committee members. Currently the committee is maintaining the ongoing Congratulation cards for those attaining higher goals with IMCA education milestones. He felt things went pretty smoothly in 2005 and that it is important to keep this going by setting internal goals, assigning various tasks, etc. It was noted that flowers need to be sent to Jeanie Magno (Black Hawk) for sponsoring this meeting, to Deb Yancy (Watkins) who was in an auto accident, Mary White (Englewood) who is seriously ill, and Donna Visconti (Loveland) who has retired.

Secretary Brunvand noted that the retirement award is a concern in that it has been the practice to give this award at the Annual Conference and often the retiree does not attend. Past President

Skitt suggested that the award be given prior to the Annual Conference. Perhaps it could be given to them in person at their last Council meeting. Another idea would be to do more blast emails to clerks to remind of the awards and deadlines.

President Vincent inquired as to the point system for the Clerk of the Year award and whether it needed to be modified. Secretary Brunvand detailed the point system and noted it seems to work very well.

Secretary Brunvand inquired on how participation could be increased in the award process. Discussion ensued and ideas were to announce the awards and explain the process at Institute, Academy and at the CML conference either verbally or insert a flyer in the conference information. Past President Skitt will contact CML for direction on inserting a flyer in their conference materials.

D. Communiqué – Stephanie Tuin * & Mary Lee**

Stephanie Tuin reported that she transferred the files and information on to Mary Lee from Windsor. She felt the transition went smoothly.

Director Capritta-Dutcher inquired about what ads would be appropriate for the Communiqué. This question has not come up previously, however, many would be appropriate and it was noted it could be excellent advertising for an organization.

E. Education – Lisa Cain* **

Lisa Cain reported the Education Committee met yesterday to plan the educational events of the 2006 Annual Conference and worked with Deb Cook on the programs for Institute and Academy. She reported that the Clubs and Raves session at CML in 2005 was very successful and will be slightly modified for the CML Conference this year. It was reported that the College Inn is no longer going to be used for Institute as it has been torn down and the Coors Event Center is being remodeled into offices so the education sessions will be moved as well. Housing will be at the Best Western Boulder Inn with classes in the Engineering Center. The cost of the rooms and food will be slightly higher, however there would be no parking fees with this change.

INSTITUTE: Lisa noted that the buddy program at Institute is no longer used because the group project that is now done accomplishes the goal of the buddy program by partnering new attendees with second and third year attendees. It was noted that the group project takes time and is difficult to apply the time necessary when participants are commuters. Lisa noted that Deb Cook will resurrect the article she wrote for the CML Newsletter a couple of years ago about the benefit of Clerks attending Institute, revise the article to talk about commuters and the group project, and then work with CMCA and CML to arrange for its publication in the CML Newsletter.

Lisa noted that this past year CMCA received \$5,000 in earnings from the Institute program. Discussion ensued whether there is a requirement to make money or just to not lose money.

Motion by Past President Skitt, second by Director Capritta-Dutcher, to clarify that the goal is to not lose money but to make sure there is sufficient money for Debbie to use to bring in speakers. This clarification is to be used as direction for the Education Committee on pricing for the program; all voted in favor.

Lisa highlighted the course training that will be taught at Institute to include Records, Liquor, working with your Council, legislative update, Intergovernmental relations and agreements, and elections.

ACADEMY: Lisa highlighted the program offerings for Academy to include leadership, grant writing, records recovery and preservation, policy analysis, a tour of the Secretary of State's office with an election update, and a tour of CML with a legislative update. The CMCA Business Meeting will be held on Thursday morning from 10:30-11:30 (Sept. 14^h) and a Train the Trainer training will be done on Friday afternoon.

ANNUAL CONFERENCE: Lisa highlighted the proposed offerings to include electronic packets, what you might also do in your job such as, provide notary services, electronic records, course on land use/annexations/PUD's, election update from the Secretary of State's office, working smarter not harder, and a CMCA roundtable discussion to explain the purpose of CMCA, answer questions about serving and encourage individuals to serve on CMCA committees and/or board positions, the Train the Trainer program along and explain the IIMC certification process. Other offerings might include Team Building, Liquor issues, heritage tourism and economic development by using Historical Districts, Art Guilds, and open space, and customer service.

- Train the Trainer, Sharleen Walker**

Sharleen Walker stated that many communities requested winter election training classes. She stated that an election class will be offered on Tuesday of the Annual Conference for the normal \$10 fee. Another class for the Tuesday is how to navigate the Colorado Revised Statute manuals.

The Curriculum Coordinators have volunteered to review their respective curriculums. Each will set up their class schedules for the next year.

Sharleen requested direction on how to handle the cost when a state trainer brings several associates.

Vice President Phillips felt that CMCA has enough good trainers that CMCA should focus the state staff toward conferences and Institute/Academy and allow the trainers to handle the On-The-Road Workshops. The Board agreed that this approach should be used for 2006 to see how well it works.

F. Handbook – Tillie Fisbeck * & Michele Karlin**

Director Karlin stated that section updates will need to be considered.

G. Membership – Judy Egbert * **

Judy Egbert was not present at the meeting but had included a report for the record which President Vincent presented. Judy has requested direction on the purchase of CMCA lapel pins that could be sold or given to new members. President Vincent also suggested the pins be given to those clerks new to attending IIMC conferences because the pins are a good networking tool to get to know other clerks.

Motion by Vice President Phillips, second by Treasurer Smith, to extend permission for the Ways and Means Committee to purchase CMCA lapel pins and that they be given to new clerks in conjunction with the new member packets, to clerks new to attending IIMC conferences and for revenue; all voted in favor.

H. Nominating – Amy Phillips * & Valeria Skitt**

Amy Phillips announced they have a name for the Quill Award nomination and will proceed with the nomination.

I. Records Management – Sandy North * **

Sandy North had no further report.

- Historian, Diana Lentz

Diana Lentz noted she needs to receive all applicable information from the Annual Conference. She also needs to receive any original minutes that have been approved and any information on awards. It was determined to begin collecting recipient data on all award winners and forwarding that information to her.

J. Scholarship – Charmaine Tripp* & Susan Koster**

No further report.

K. Study – Chris Koch * **

No further report.

L. Ways and Means – Karen Borkowski* & Valeria Skitt/Amy Phillips**

No further report.

M. Web Page – Nancy Varra*

Vice President Phillips noted that the more on the web page the longer it will take to load for the dialup Clerks thereby making our web site less useful. Vice President Phillips will do a short presentation/training on how to use the website information at the Annual Conference as part of the CMCA Roundtable Session.

**2005 Chair, **2006 Chair*

6. Task Force Updates

A. Legislative Contact, Cindy Morse & Nancy Vincent

It was reported that consensus has been reached on how the County Clerks will charge the Municipalities for a Coordinated Election. More information will be distributed at a later date. The status of House Bill 1144 was also discussed.

B. Quill Award Nomination – Amy Phillips

No further report.

7. Old Business

8. New Business

A. Review and Adopt 2006/2007 Goals and proposed “To Do List”.

The following Goals were reviewed by President Vincent with the Board:

Proposed 2006/2007 CMCA Goals

- Increase awareness of change to MMC program regarding length of service or degree counting towards MMC through Communiqué and meetings.
- Continue to expand education opportunities to clerks by:
 - Examining ways to link members to new or alternative training opportunities.
 - Exploring and gathering information about Wyoming’s use of webinars for training purposes.
 - Creating a curriculum for Nuts and Bolts II Workshop.
- Pursue increasing IIMC credit for attendance at CMCA On-The-Road workshops and the Annual Conference
- Pursue and implement an Associates Degree for clerks.
- Update Resource Guide developed in 2000
- 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

Motion by Past President Valeria Skitt, second by Vice President Susan Phillips to approve the 2006/2007 goals as presented; all voted in favor.

The following “To Do List” was reviewed by President Vincent with the Board. Items new for 2006/2007 are shown in italics. It was determined that this list was a good list for the coming year.

New that will affect all Committees:

- Prepare report for the additional business meeting in September during Master Municipal Clerks Academy

Annual Conference Committee:

- Begin planning for the 2007 annual conference. Kathy Barta will provide guidance.

Audit Committee:

- Nothing beyond what is contained in the Handbook.

Awards Committee:

- Acts as Public Relations Officer – write and distribute news releases on behalf of CMCA.
- Use the Communiqué in summer months to have clerks begin thinking about Special Merit and Outstanding Contributions Awards.
- Use the Communiqué to remind members to contact you if someone needs cards/flowers.
- Create a running list of previous recipients of: 1) Outstanding Contributions; and 2) Special Merit. The Historian may be able to help with this.

Director

- *Update Resource Guide developed in 2000.**

Communiqué:

- Keep a standard column to release dates of upcoming workshops around the State.
- Standard column of new CMCA members and transitions. This information should come from the Membership committee.
- Work with the Web Page Committee to link Communiqué issues to the CMCA website.
- E-mail to all clerks in Colorado the website link to the Communiqué.
- Promote Municipal Clerks Week through the Communiqué.
- *Publish article from the President regarding changes to IIMC Master Municipal Clerk Academy program.**

Education:

- *Continue to expand education opportunities to clerks by*:*
 - *Examining ways to link members to new or alternative training opportunities; and*
 - *Creating a curriculum for Nuts and Bolts II Workshop*
- *Assist as needed, in exploring the 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.**
- Continue with 2005 changes contained in Handbook:
 - *On the Road host municipalities may have up to two people attend at no charge.*
 - *The non-member fee no longer includes a CMCA membership.*
 - *For the 5th participant and above from the same municipality, the fee is \$10, rather than \$25 for non-members.*
 - *Schedule OTR's between April and October to allow proactive planning rather than reacting to specific requests.*
 - *Review the host clerk OTR information packet. Add a requirement to verify the membership of the host.*
 - *Determine location, date, and instructor for all 2006 OTR's by the end of February.*
 - *Update curricula by the end of March.*
 - *Allow non-certified clerks to participate in the Train the Trainer program as an associate instructor.*

Membership:

- Renewals for the next year to be mailed out in mid to late December.
- Provide a regular column in the Communiqué of new CMCA members and transitions.
- Make follow-up contacts with members who have not renewed as of April 1
- Conduct intensive membership drive during April/May
- Produce and distribute directory to all members no later than June 30.
- *Develop and distribute new member information packets for first-time persons holding CMCA memberships and/or new persons taking over a position. This packet of information can include the resource list, the most recent Communiqué, a directory, and anything else that the Membership Committee believes may be helpful.**

Nominating:

- Nothing beyond what is contained in the Handbook.

Records Management:

- Nothing beyond what is contained in the Handbook.

Scholarship:

- Continue to make membership aware of earlier deadlines for scholarship applications.
- Post scholarship application forms and deadlines for process on the CMCA website and in Communiqué.

The Board acknowledged that the CMCA Policies and Procedures and Committee Handbook needs to be updated to include, among other things, inclusion of procedures and responsibility for updating the Resource Guide, and the addition of the September General Business meeting during the Master Municipal Clerks Academy.

B. Review and Adopt 2006 Budget

Treasurer Smith detailed the budget line by line for the Board. Several changes were discussed and considered.

Motion by Past President Skitt, second by Treasurer Smith, to approve the FY2006 Budget as presented and modified; all voted in favor.

C. Correspondence from Louisiana Clerks Association

President Vincent presented a letter from the packet from the Louisiana Municipal Clerks Association requesting monetary assistance for the 2007 Annual IIMC Conference to be held in New Orleans. This was for information only and will be considered by the Board at the June Board meeting.

D. Consideration of a resolution supporting Dyanne Reese, IIMC Candidate for 2nd Vice President

President Vincent presented and reviewed a letter and resolution included in the packet in support of Dyanne C. Reese's, CMC of Savannah, GA, candidacy for Second-Vice President of IIMC. Discussion ensued as to concern of supporting one candidate over another as a Board. It was determined that supporting one known and trusted by a member of the CMCA Board was very important in light of the issues at IIMC the past year.

Motion by Past President Skitt seconded by Vice President Phillips to approve the Resolution supporting the candidacy of Dyanne C. Reese, CMC as Second-Vice President of the International Institute of Municipal Clerks; all voted in favor.

E. Other New Business

President Vincent and Past President Skitt handed out information on a proposed IIMC Constitutional amendment. Both noted that at this point this is just for informational purposes and would be taken up at a future meeting.

Director Capritta-Dutcher announced she would be attending the IIMC regional Anaheim Conference and asked for information on who else might be attending from Colorado and what not.

9. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 3:45 p.m.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary