

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BUSINESS MEETING
CGFOA/CMCA ANNUAL FALL CONFERENCE
KEYSTONE, CO
THURSDAY, NOVEMBER 20, 2003
2:00 PM**

1 **1. CALL TO ORDER**

2 President Donaldson called the Business Meeting of the Colorado Municipal Clerks
3 Association to order at 2:00 PM on Thursday, November 20, 2003 at the CGFOA/CMCA
4 Annual Fall Conference in Keystone, Colorado.

5
6 **2. PLEDGE OF ALLEGIANCE**

7 Donaldson led the group in the Pledge of Allegiance.
8

9 **3. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL**

10 The following Executive Board members were present and introduced themselves:
11 President Lorelei Donaldson, CMC (Vail); Vice President Amy Phillips, CMC (Mancos);
12 Past President Judy Egbert, MMC (Alamosa); Treasurer Linda Smith, CMC (Cortez);
13 Director Sally Misare, CMC (Castle Rock); and Director Michele Karlin, CMC
14 (Silverthorne). Lisa Cain, CMC (New Castle) was present on behalf of Secretary Janell
15 Rice, CMC (Woodland Park).
16

17 The following Conference Attendees were present:

18 Nancy Anderson, CMC (Winter Park); Terry Andrews, CMC (Erie); Donna Arwood,
19 CMC (Mt. Crested Butte); Debra Babler, CMC (Lyons); Kim Betz, CMC (Evans); Karen
20 Borkowski, CMC (Brighton); Christine Brasfield, CMC (Rangely); Susan Brooks, MMC
21 (Golden); Betty Bruch, CMC (Ordway); Jay Brunvand, CMC (Minturn); Dani Bull
22 (Rangely); Suzanne Cerise, CMC (Carbondale); Cindy Conway, CMC (Colorado
23 Springs); Rhonda Coxon (Snowmass Village); Wanda Creen (Breckenridge); Gail
24 Davidson, CMC (Gunnison); Anna Fallis (LaSalle); Nanette Fornof, CMC (Milliken); Julie
25 Franklin, CMC (Steamboat Springs); Margy Greer (Lakewood); Lana Hancock
26 (Dolores); Phyllis Hardin (Superior); Wendy Heffner (Idaho Springs); Judy Hegwood,
27 CMC (Firestone); Denise Henderson, CMC (Parachute); Betsy Holder, MMC (Greeley);
28 Connie Ingmire, CMC (Brush); Julie Jordan, CMC (Steamboat Springs); Tricia Kegerreis
29 (Broomfield); Debbie Knudsen, CMC (Cheyenne Wells); Chris Koch, CMC (Arvada);
30 Kathryn Koch, MMC (Aspen); Diana Lentz, CMC (Northglenn); Alisa Lewis, CMC
31 (Boulder); Nancy Lockwood, CMC (Ft. Morgan); M. J. Loufek, CMC (Breckenridge);
32 Janella Martinez (Salida); Jacque McConnell, CMC (Frederick); Ann McCord, CMC
33 (Lake City); Sheila McIntyre (Silt); Cindy Morse, AAE (Woodland Park); Carol Nelson
34 (Black Hawk); Sandy North (Boulder); Patti Owens (Deer Trail); Dawna Peck, CMC
35 (Eads); Juanita Peterson (Grand Junction); Cathy Rabe, CMC (Cañon City); Kristen
36 Rush, CMC (Arvada); Valeria Skitt, AAE (Longmont); Stephanie Tuin, MMC (Grand
37 Junction); Sandy Tweedy, CMC (Elizabeth); Jo-Anne Tyson, CMC (Frisco); Rebecca
38 van Deutekom, CMC (Estes Park); Nancy Varra, CMC (Louisville); Nancy Vincent,
39 MMC (Thornton); Becky Walker, CMC (Cañon City); Sharleen Walker, CMC (Montrose);

1 Mary White (Englewood); Trudi Worline, CMC (Snowmass Village); Debi Yancy, CMC
2 (Black Hawk); and Kathryn Young, CMC (Colorado Springs).
3

4 Also present were: Matt Cook, Director, Divisions of Liquor Enforcement and Racing
5 Events, Colorado Department of Revenue; Brian Turner, Investigator, Liquor
6 Enforcement Division, Colorado Department of Revenue; and George Turner, Senior
7 Director, Colorado Department of Revenue.
8

9 **4. AWARD PRESENTATION**

10 Jordan presented a Special Merit Award to Brian Turner, Investigator, Liquor
11 Enforcement Division, Colorado Department of Revenue, for his assistance to clerks
12 with respect to liquor licensing. Mr. Turner was surprised and grateful to receive the
13 award.
14

15 **5. REVIEW AND APPROVAL OF MINUTES**

16 **Motion** – approve Minutes of Business Meeting of June 19, 2003 as submitted
17 (Morse/Yancy). Motion carried unanimously.
18

19 **Motion** – approve Minutes of Business Meeting of July 17, 2003 as submitted
20 (Heffner/Knudsen). Motion carried unanimously.
21

22 **6. OFFICERS' REPORTS**

23 **A. President, Lorelei Donaldson**

24 Remarked that serving as President in 2003 has been incredible for her and thanked
25 members for their great support.
26
27

28 **B. Vice President, Amy Phillips**

29 Noted that for the first time this year, first-time Fall Conference attendees were
30 offered \$50 off the conference registration fee as an incentive to boost conference
31 attendance. Announced that this incentive was very effective, with 82 first-time
32 attendees at the conference.
33

34 Thanked Education Committee Chair Young and Vice Chair Worline for making
35 great programs available at this conference.
36

37 Announced the following 2004 Committee assignments:
38

39 *Audit Committee* – Chair: Sharon Spurlin (Granby); Vice Chair: Charlene Reed
40 (Berthoud); Deb Forbes (Sterling); Michele Kelly (Westminster)
41

42 *Awards Committee* – Co-Chair: Jan Brunvand (Minturn); Co-Chair: Vickie Gardner
43 (Alamosa); Nancy Anderson (Winter Park); Lydia Shea (Trinidad); Rhonda Valdez
44 (Monte Vista)
45

46 *Communiqué Committee* – Chair: Nancy Vincent (Thornton); Vice Chair: Betsy
47 Holder (Greeley)

1
2 *Education Committee* – Chair: Trudi Worline (Snowmass Village); Vice Chair: Lisa
3 Cain (New Castle)*; Nancy Anderson (Winter Park); Rhonda Coxon (Snowmass
4 Village); Donna Garcia (Snowmass Village)*; Sheridan Garcia (Nederland)*; Debra
5 Johnson (Aurora); Christine Koch (Arvada); Sally Misare (Castle Rock); Cindy Morse
6 (Woodland Park)*; Sandy Sanchez (New Castle); Nancy Vincent (Thornton);
7 Sharleen Walker (Montrose)**; Mary Watt (Montrose)*; Deborah Yancy (Black
8 Hawk); Kathryn Young (Colorado Springs)***

9
10 *Train the Trainer Subcommittee Member

11 ** On the Road Workshop Coordinator

12 *** Train the Trainer Subcommittee Chair

13
14 *Handbook Committee* – Chair: Sally Misare (Castle Rock); Vice Chair: new Director

15
16 *Membership Committee* – Chair: Judy Hegwood (Firestone); Vice Chair: TBD;
17 Kathleen Strickland (Aspen); Rebecca van Deutekom (Estes Park)

18
19 *Records Management Committee* – Chair: Cathy Kennedy (Windsor); Vice Chair:
20 TBD; Loucrishia Ellis (Englewood); Betsy Holder (Greeley), Diana Lentz
21 (Northglenn)

22
23 *Scholarship Committee* – Chair: Tillie Fisbeck (Holyoke); Vice Chair: Rebecca van
24 Deutekom (Estes Park); Nancy Anderson (Winter Park); Kim Betz (Evans); Diana
25 Lentz (Northglenn); Charmaine Tripp (Las Animas)

26
27 *Study Committee* – Chair: Julie Jordan (Steamboat Springs); Vice Chair: Christine
28 Koch (Arvada); Jean Butler (Blanca); Loucrishia Ellis (Englewood); Michele Karlin
29 (Silverthorne)

30
31 *Ways and Means Committee* – Chair: Brenda Castle (Sheridan); Vice Chair: Karen
32 Borkowski (Brighton); Teresa Andrews (Erie); Rhonda Coxon (Snowmass Village);
33 Cathy Kennedy (Windsor); Susie Murphy (Brighton); Judie Ridgeley (Commerce
34 City)

35
36 *Web Page Committee* – Chair: Rebecca van Deutekom (Estes Park); Vice Chair:
37 Nancy Varra (Louisville); Judy Hegwood (Firestone); Susan Phillips (Greenwood
38 Village); Carol Hanson; Michael Milner (Superior)

39
40 Encouraged additional members interested in serving on a Committee to contact her
41 by December 10, 2003.

42
43 Announced the following 2004 District Representatives:

District 1	Cathryn Smith	Brush
District 2	Judy Hegwood	Firestone
District 3	Christine Koch	Arvada
District 4	Lora Hahn	Calhan

District 5	Chris Snyder	Limon
District 6	Janice Schooley	La Junta
District 7	Janice Schooley	La Junta
District 8	Judy Egbert	Alamosa
District 9	Lana Hancock	Dolores
District 10	Mary Lynn Williams	Delta
District 11	Julie Franklin	Steamboat Springs
District 12	Michele Karlin & Jo-Anne Tyson	Silverthorne Frisco
District 13	Becky Walker	Cañon City
District 14	Cathy Rabe	Cañon City

1
2 **C. Secretary, Janell Rice**

3 On behalf of Rice, Morse reminded everyone to sign the sign-in sheets in the back of
4 the room.
5

6 **D. Treasurer, Linda Smith**

7 CMCA awarded 12 scholarships to Fall Conference attendees and will mail the
8 checks next week.
9

10 Commended Borkowski and the Ways and Means Committee on the cookbooks.
11

12 Requested Committee Chairs to report 2004 budget changes to her.
13

14 **E. Director, Michelle Karlin**

15 No report
16

17 **F. Director, Sally Misare**

18 Requested members interested in participating in the Mentor Program to see her.
19

20 Commented that the Clerk ListServe has been of great help to many clerks.
21

22 **G. Past President, Judy Egbert**

23 Encouraged attendees to give feedback on the Conference.
24

25 Reported 68% voter turnout in the Board election, will announce results at end of
26 meeting.
27

28 **7. COMMITTEE REPORTS**

29
30 **A. Annual Conference**

31 Donaldson reported that the Conference was great fun to put together. More people
32 attended this Conference than ever before, and more exhibitors expressed interest
33 in the Conference than ever before (the Committee actually had to turn away some
34 potential exhibitors).
35

1 **B. Audit**

2 No report. Donaldson said the Committee presented its report at the June Business
3 Meeting.
4

5 **C. Awards**

6 On behalf of Committee Chair Vickie Gardner, Anderson reported that in 2003, the
7 Committee sent 4 get well cards and 3 sympathy cards. The Committee also sent
8 congratulations to the following clerks for receiving the Certified Municipal Clerk
9 designation: Betty Bruch (Ordway); Jay Brunvand (Minturn); Barbara Elliott (Hot
10 Sulphur Springs); Julie Franklin (Steamboat Springs); Jane Herrmann (Parker);
11 Linda Lancaster (Bayfield); Mary Nelson (Commerce City); Susan Sorlien (Parker);
12 Georgette Welage (Mancos); and Richelle Work (Westminster).
13

14 The following clerks entered the Master Municipal Clerks Academy: Gina Dutcher
15 (Pueblo); Vickie Gardner (Alamosa); Judy Hegwood (Firestone); Michele Karlin
16 (Silverthorne); Deborah Knudsen (Cheyenne Wells); Jacqueline McConnell
17 (Frederick); Sally Misare (Castle Rock); Janell Rice (Woodland Park); Linda Smith
18 (Cortez); and Trudi Worline (Snowmass Village).
19

20 Cheri Brunvand (Summit County) and Sharon Spurlin (Granby) achieved the 1st
21 Sustaining Level in the Master Municipal Clerks Academy, while Julie Jordan
22 (Steamboat Springs) achieved the 2nd Sustaining Level.
23

24 Four clerks achieved the Master Municipal Clerk designation: Loucrishia Ellis
25 (Englewood); Betsy Holder (Greeley); Stephanie Tuin (Grand Junction); and Mary
26 Watt (Montrose). Holder and Tuin were present and congratulated by members in
27 attendance.
28

29 **D. Communiqué**

30 Holder reported that there were many changes in the Communiqué this year, with
31 moving from a paper version to an electronic version. As a result, policy issues have
32 arisen for consideration by the Board at its meeting tomorrow.
33

34 **E. Education**

35 Young reported that the Committee worked hard this year to provide quality
36 programs. At its January 2003 meeting, the Committee planned curricula for the
37 June CML Conference, the July Clerks Institute, September's Master Municipal
38 Clerks Academy, and November's Fall Conference.
39

40 In May, Cain and Young met with Cook to review the 3-year Clerks Institute
41 curriculum, in light of Cook's concerns about redundancy in programs from year to
42 year. Accordingly, offerings in the areas of local government and communication
43 were revised.
44

45 Morse and Young met with the State's HAVA certification program for county clerks,
46 and at this meeting, they shared information about the Institute, Academy, and On

1 The Road workshop offerings. The county clerks were very impressed with CMCA's
2 education programs, so much so that they are going to adopt CMCA's curricula and
3 certification process.
4

5 Beginning with the 2004 incoming CMC class, IIMC will require all Institutes to
6 develop and implement methods, standards and criteria by which each Institute
7 participant will be measured and/or tested for competency. At Cook's request,
8 Committee members met on November 18th to develop the Colorado Clerks Institute
9 and Master Clerks Academy measurement processes. They studied assessment
10 processes used by institutes in other states. IIMC will not require formal testing, but
11 some form of assessment. The Committee is leaning toward requiring group
12 presentations on the last day of Institute, with evaluation by a panel. The Committee
13 will meet in January 2004 to discuss the measurement processes further.
14

15 Young thanked CMCA for the opportunity to serve as Education Committee Chair.
16

17 *Train the Trainer Subcommittee:* Worline provided a written report. Two new On the
18 Road Workshop curricula were created this year: Tuin and Watt developed "Records
19 Management: The Next Step," and Young developed "First Time Elections." The
20 following OTR Workshops were held in 2003:

- 21 Nuts and Bolts (5 workshops)
- 22 Records Management (4 workshops)
- 23 Next Step Records Management (1 workshop)
- 24 Liquor Licensing (5 workshops)
- 25 Basic Elections (4 workshops)
- 26 First Time Elections (3 workshops)
- 27 Mail Ballot & Coordinated Elections (1 workshop)
- 28

29 In September, the following clerks became certified trainers, bringing the number of
30 trainers to 24: Susan Phillips, CMC (Greenwood Village); Sonya Oster, CMC
31 (Boulder); Valeria Skitt, AAE (Longmont); and Trudi Worline, CMC (Snowmass
32 Village). Worline thanked CMCA for the opportunity to serve as Train the Trainer
33 Subcommittee Chair.
34

35 **F. Membership**

36 On behalf of Committee Chair Kathleen Strickland, Hegwood reported that the
37 Committee sent membership cards and certificates to all members. She requested
38 members to contact her if they have not yet received their cards and certificates. The
39 Membership Committee worked closely with the Web Page Committee to coordinate
40 membership lists.
41

42 **G. Nominating**

43 Egbert gave this Committee's report earlier in the meeting, during the Past
44 President's report.
45

1 **H. Records Management**

2 Hegwood said there was no report from this Committee.
3

4 *Historian:* Lentz asked members to continue sending historic documents to her. She
5 is especially interested in receiving past conference brochures; Anderson said she
6 had many that she would send to Lentz.
7

8 **I. Scholarship**

9 On behalf of Committee Chair Tillie Fisbeck, Anderson reported that the Committee
10 awarded 52 scholarships in 2003 totalling \$8460: 2 for the CML Annual Conference;
11 10 for 1st year Institute students; 12 for 2nd year Institute students; 4 for 3rd year
12 Institute students; 2 Jean Rogers scholarships for 3rd year Institute students; 9 for
13 the Master Municipal Clerks Academy; and 13 for the Fall Conference, including 5
14 scholarships funded by the Colorado Code Publishing Company's \$400 donation.
15

16 The Committee recommended changing the form of the scholarship applications.
17 The Board will study these recommendations at its meeting tomorrow.
18

19 **J. Study**

20 Jordan said there was no report from this Committee.
21

22 **K. Ways and Means**

23 Borkowski reported that the Committee has 643 CMCA Cookbooks for sale, for \$15
24 each. She offered suggestions for using the cookbooks, including making gift
25 baskets with them, selling them at Town Halls, and making goodies for Council to
26 encourage Council Members to buy them. Donaldson thanked Borkowski for the
27 Committee's work on the cookbook project.
28

29 **L. Web Page**

30 Varra reported that the Committee had a great year. All OTR Workshops were listed
31 on the web page; the Board Members photo and biographies were updated; the
32 CMCA Cookbook is advertised on the web page; the Communiqué was made
33 available; and Board Meeting minutes will soon be available.
34

35 **8. TASK FORCE UPDATES**

36 **A. Legislative Contact**

37 Morse noted that Secretary of State Davidson and CML Counsel Wilson updated
38 conference attendees on legislative changes in 2003. The next legislative session
39 starts in January. Next month, she will attend rule-making hearings at the Omni
40 Interlocken in Broomfield. The hearing scheduled for December 1st, from 9:00 to
41 11:30 AM, is on mail ballots, provisional ballots, and resolution of conflicts between
42 HB 1356 and SB 102 conflicts. Scheduled for December 2nd is a rule-making hearing
43 on the Fair Campaign Practices Act amendments.
44
45

1 **B. CMCA Resources**

2 Misare reported earlier on this during her Director's report.
3

4 **9. OLD BUSINESS**

5

6 **A. Use of Electronic Communication**

7 To assess the effectiveness of electronic communication as an alternative for
8 distribution of the Communiqué and announcements of educational events, the
9 Board asked for a show of hands of attendees who use the Clerk ListServe. North
10 said she thought Deputy Clerks became eligible to use the ListServe, but she has
11 not been successful in signing up. Donaldson advised her to contact CML's Kevin
12 Bommer.
13

14 **10. NEW BUSINESS**

15

16 **A. Mini-Schedule**

17 Members commented on the effectiveness of the new card-sized Conference
18 schedule; this small-format schedule should be offered at future conferences.
19

20 **B. Auburn University Election Classes**

21 Worline reported that Auburn University in Alabama was developing classes on
22 election issues, including the Help America Vote Act. The classes will be offered in
23 April 2004. She suggested that CMCA pay for some members to attend these
24 classes, then integrate their content into an On the Road Workshop curriculum. The
25 Board will discuss this further at its meeting tomorrow.
26

27 **C. Upcoming Meetings**

28 The Education Committee will meet in Westminster on January 15th, followed by the
29 Transition Meeting on January 16th.
30

31 **D. Upcoming Events**

32 The IIMC will hold annual conferences as follows:

33	May 23-27, 2004	Whistler, British Columbia, Canada
34	May 22-26, 2005	St. Paul, MN
35	May 21-25, 2006	Charleston, WV
36	May 20-24, 2007	New Orleans, LA

37

38 The IIMC Region VIII meeting is tentatively scheduled for early spring 2004 in Rio
39 Rancho, New Mexico.
40

41 **11. AWARDS PRESENTATION**

42 Anderson presented the following awards:

- 43 • Jackie Schick retired September 30, 2003, after 40 years of dedicated service to the
44 Town of Pagosa Springs
- 45 • President – Lorelei Donaldson
- 46 • Outstanding Contribution to a Municipality by a Clerk – Linda Yeager

- 1 • Outstanding Contribution to CMCA by a Clerk – Judy Egbert
- 2 • Clerk of the Year Nominees – Julie Bower, CMC (Littleton); Nancy Crawford, CMC
- 3 (Oak Creek); Judy Egbert, MMC (Alamosa); Jenny Ellringer, CMC (Gypsum); Deb
- 4 Forbes, CMC (Sterling); Deborah Knudsen, CMC (Cheyenne Wells); M. J. Loufek,
- 5 CMC (Breckenridge); Sally Misare, CMC (Castle Rock); Jackie Schick (Pagosa
- 6 Springs); Linda Smith, CMC (Cortez); Stephanie Tuin, MMC (Grand Junction)
- 7 • Clerk of the Year – Linda Yeager.

8

9 **12. OATH OF OFFICE FOR NEW OFFICERS**

10 Donaldson thanked the 2003 District Representatives, Committee Members, and Board
11 Members.

12

13 Egbert thanked the following clerks for running for office: *Vice President:* Brasfield,
14 Susan Phillips, and Skitt; *Treasurer:* Linda Smith; *Secretary:* Cain; *Director:* Andrews,
15 Tillie Fisbeck, Karlin, and Patricia Price. She administered the oath of office to President
16 Amy Phillips, Vice President Skitt, Treasurer Linda Smith, and Secretary Cain. New
17 Director Fisbeck was not present.

18

19 **13. ADJOURNMENT**

20 **Motion** – adjourn meeting at 3:31 PM (Yancy/Heffner). Motion carried unanimously.

21

22

23 Respectfully Submitted,

24 **COLORADO MUNICIPAL CLERKS ASSOCIATION**

25

26

27 Lisa H. Cain, CMC

28 Town of New Castle,

29 On behalf of Janell Rice