

**COLORADO MUNICIPAL CLERKS ASSOCIATION
TRANSITIONAL MEETING
350 GREGORY STREET
BLACK HAWK, CO
FRIDAY, JANUARY 16, 2004**

1 **1. CALL TO ORDER**

2 President Phillips called the Transitional Meeting of the Colorado Municipal Clerks
3 Association to order at 12:53 PM on Friday, January 16, 2004 in Black Hawk, Colorado.
4

5 **2. ROLL CALL**

6 • The following Executive Board members were present: President Amy Phillips, CMC
7 (Mancos); Vice President Valeria Skitt, AAE (Longmont); Secretary Lisa Cain, CMC
8 (New Castle); Treasurer Linda Smith, CMC (Cortez); Past President Lorelei
9 Donaldson, CMC (Vail); and Director Tillie Fisbeck, CMC (Holyoke). Director Sally
10 Misare, CMC (Castle Rock) was unable to attend for personal reasons.

11 • The following CMCA Committee Members were present: Brenda Castle, CMC
12 (Centennial); Judy Egbert, MMC (Alamosa); Judy Hegwood, CMC (Firestone); Betsy
13 Holder, MMC (Greeley); Diana Lentz, CMC (Northglenn); Susan Phillips, CMC
14 (Greenwood Village); Nancy Varra, CMC (Louisville); Nancy Vincent, MMC
15 (Thornton); and Kathryn Young, CMC (Colorado Springs).
16

17 **3. ADMINISTER OATH OF OFFICE TO DIRECTOR TILLIE FISBECK**

18 Egbert administered the oath of office to Director Fisbeck.
19

20 **4. REVIEW AND APPROVAL OF MINUTES**

21 The Board corrected the minutes of its November 21, 2003 meeting. **Motion** – approve
22 Minutes of Executive Board Meeting of November 21, 2003 as corrected
23 (Skitt/Donaldson). Motion carried unanimously.
24

25 **5. OFFICERS' REPORTS**

26 **A. Vice President, Valeria Skitt**

27 Commended the Education Committee for accomplishing many tasks during its
28 January 15, 2004 meeting.
29

30 **B. Secretary, Lisa Cain**

31 No report.
32

33 **C. Treasurer, Linda Smith**

34 Will present the 2004 budget later in the meeting. The budget presentation includes
35 2003 income and expenses. She has backup information for the 2003 figures. She
36 noted that the income reported in 2003 for the silent auction is actually what the
37 Association received from the auction at the 2002 Fall Conference.
38

39 **D. Director, Tillie Fisbeck**

40 No report.
41

1 **E. Past President, Lorelei Donaldson**

2 Expressed her pleasure in having served as Association President, and said she
3 was looking forward to serving as Past President. Egbert suggested starting a
4 practice of holding a Past Presidents' luncheon.
5

6 **F. President, Amy Phillips**

- 7 • Thanked Black Hawk City Clerk Debi Yancy for hosting and providing lunch for
8 the Association meetings yesterday and today.
- 9 • Reported that earlier this week, Trudi Worline resigned as Snowmass Village
10 Town Clerk. Worline had volunteered to serve as 2004 Education Committee
11 Chair. The Association is fortunate that Young has stepped forward to chair the
12 Education Committee, and that Susan Phillips has agreed to co-chair the Train
13 the Trainer Subcommittee alongside Young.
- 14 • Thanked Holder for agreeing to chair the 2004 Records Management Committee.
- 15 • Learned during this morning's Conference Committee meeting that CMCA
16 received silent auction proceeds of \$1,233 and conference proceeds of \$8,700
17 from the 2003 Annual Conference. The conference was a great success, with 82
18 first-time attendees, due in part to a new program offering first-time attendees
19 \$50 off the conference registration fee. A total of 80 Clerks attended the
20 conference, and CMCA awarded scholarships to 13 Clerks to attend.
- 21 • Announced locales for upcoming Annual Conferences:
22 – Copper Mountain
23 – Grand Junction
24 – Breckenridge
25 – Snowmass Village
26 – Vail
27 – Keystone
- 28 • Reported that the Conference Committee would soon be sending out a request
29 for proposals for the 2010 conference.
30

31 **6. STANDING COMMITTEES – REVIEW OF 2003 ACTIVITIES & CREATION OF**
32 **2004 GOALS**

33 Phillips proposed the following goals for CMCA to achieve in 2004:

- 34 • Continue to expand the educational opportunities to all Municipal Clerks. Begin the
35 process of bridging these educational opportunities to County Clerks.
- 36 • Update Clerks Handbook relative to the International Institute of Municipal Clerks
37 (IIMC) assessment guidelines.
- 38 • Maintain the accuracy of and accessibility to membership list. Continue to
39 consolidate the various e-mail lists into one master list.
- 40 • Increase membership in CMCA by 5%.

41
42 **A. Annual Conference**

- 43 • 2003 Committee Chair Donaldson reported that the Conference Committee has
44 begun working on the 2004 Conference. She remarked that the education
45 sessions at the 2003 Conference were excellent.

- 1 • Donaldson commented that Colorado Municipal Clerks Julie Jordan (Steamboat
2 Springs), Cindy Morse (Woodland Park), Stephanie Tuin (Grand Junction), and
3 Mary Watt (Montrose) will present a panel discussion on CMCA's On-the-Road
4 Workshop and Train the Trainer programs at the IIMC Annual Conference in
5 May.
6

7 **B. Audit**

8 No report. Cain heard that 2004 Audit Committee Chair Sharon Spurlin, currently
9 serving as both Clerk and Finance Director for the Town of Granby, would be
10 moving into the Finance Director position full-time, and out of the Clerk position.
11 Nancy Anderson (Winter Park) may have more information about this.
12

13 **C. Awards**

14 No report. Phillips and Egbert will contact 2004 Co-Chairs Vickie Gardner
15 (Alamosa) and Jay Brunvand (Minturn) about sending a sympathy card to Misare
16 and a get well card to Deb Forbes (Sterling).
17

18 **D. Communiqué**

19 Phillips commended 2003 Committee Chair Holder for the great work she did last
20 year. Phillips suggested that the Committee work toward achieving or answering the
21 following:
22

23 In 2003, the Board approved the transfer of responsibilities of CMCA membership
24 renewals and CMCA membership roster maintenance for the website to Kathy Barta.
25 Have the website, Membership and Communiqué e-mail lists reflect the same
26 information, with coordination by Ms. Barta.
27

28 Consider sending the Communiqué to all municipalities regardless of membership.

29 Holder favored sending the Communiqué to all municipalities, because sending it
30 to all is easy and might attract more members, and the public has access to it on
31 the CMCA website anyway. There are about 75 municipalities that are not
32 CMCA members. After discussion, the Board's consensus was to send the
33 Communiqué to all municipalities.
34

35 Do we e-mail the Communiqué or do we send a link to members for the website
36 where it is posted?

37 2004 Committee Chair Vincent will experiment with sending it both ways. She
38 noted that a few municipalities still receive it in paper format, because they do not
39 have web access or e-mail. Vincent also said the current columnar format
40 makes the Communiqué hard to read electronically, so some members print it to
41 read it. She is considering re-formatting to get around this problem.
42

43 Develop guidelines for what may and may not be acceptable for transmission to the
44 membership from CMCA. Do we include etiquette for using the ListServe? Is this a
45 project for the Study Committee?

1 After discussion, the Board's consensus was that it would Guidelines for Use of
2 Electronic Communication, including acceptable items for transmission to the
3 membership and ListServe etiquette, with input from Kevin Bommer at the
4 Colorado Municipal League (CML). Items that Members suggested addressing
5 in the policy included:

- 6 – Risk of abuse in allowing "everything" to be transmitted to the membership
- 7 – Loss of advantages of membership
- 8 – ListServe users should consider responding only to the sender, instead of to
9 the entire ListServe group
- 10 – ListServe users who survey other users ought to summarize and share
11 results of surveys
- 12 – Keep in mind that the District Representatives are available to communicate
13 information to the membership

15 **E. Education**

16 Phillips suggested that the Committee work toward achieving or answering the
17 following:
18

19 Do we want to solicit an instructor from Auburn University to come to Colorado to
20 instruct a Help America Vote Act class? If we do, do we invite the County Clerks to
21 participate?

22 Young informed the Board that the classes offered by Auburn University would
23 include much information that applies to county clerks, not municipal clerks.
24 Completing the classes is one of the requirements for receiving Certified
25 Elections/Registration Administrator status from The Election Center, an
26 organization focused more on election officials at the county level than those at
27 the municipal level.
28

29 Do we consider making the move to Internet classes?

- 30 • Young said that IIMC is looking at distance learning. Young has not
31 discussed IIMC Internet classes with Colorado Municipal Clerks Institute
32 Director Debbie Cook. The Education Committee by itself does not have the
33 resources to provide Internet classes.
- 34 • Vincent said she participated in an IIMC on-line class recently. The IIMC
35 classes are another resource for clerks who cannot leave their offices to
36 attend classes. IIMC limits the number of hours of distance education that
37 can be used toward CMC or MMC certification.
38

39 With respect to other work by the Education Committee, Young reported that 13
40 Committee Members attended yesterday's meeting. The Committee created
41 curricula for the following:

- 42 – CML Conference, June 22-26, Steamboat Springs (education program offered by
43 the Clerks Section will be the morning of June 24)
- 44 – Colorado Municipal Clerks Institute, July 11-16, Boulder
- 45 – Master Municipal Clerks Academy, September 15-17, Boulder*

- 1 – CMCA/CGFOA Annual Conference, November 16–19, Copper Mountain
2 *schedule returning to Wednesday noon –Friday noon
3

4 Black Hawk’s Finance Clerk/Court Clerk Sally Cannaday attended a portion of
5 yesterday’s Committee meeting. Ms. Cannaday is the Treasurer for the Colorado
6 Association for Municipal Court Administration (CAMCA). CAMCA offers classes of
7 interest to court clerks in locations throughout the state. The Board’s consensus
8 was to put a link on the CMCA website to the CAMCA website.
9

10 Train the Trainer Subcommittee:

- 11 • Young reported that all trainers will meet in Colorado Springs on February 12th to
12 review On-the-Road (OTR) Workshop curricula, set goals for the OTR program,
13 and discuss whether to add new trainers.
14 • The Subcommittee will have a notice in the next Communiqué soliciting clerks to
15 host OTR workshops.
16 • In past years, OTR workshops have been offered only from April through October
17 to avoid winter travel by trainers and students. This year, there will be a Basic
18 Elections class offered before April because of this year’s elections being
19 conducted in April in many municipalities.
20

21 Assessment Subcommittee:

22 IIMC is requiring all Institutes to develop and implement methods, standards and
23 criteria by which each Institute participant will be measured and/or tested for
24 competency, beginning with the 2004 incoming CMC class. At Cook’s request,
25 Subcommittee members met in November 2003 to develop the Colorado
26 measurement process. They studied assessment processes used by institutes in
27 other states. The Subcommittee has recommended assigning Institute attendees to
28 groups, with each group making a presentation on the last day of Institute to a panel
29 of clerks playing the role of Council. The subject of the presentation would be “Why
30 a Clerk Should Attend Institute.” The panel of clerks playing the role of Council
31 would evaluate the presentations. There will be information in the CML Newsletter
32 about this assessment process.
33

34 **F. Handbook**

- 35 • Committee Chair Misare and Vice Chair Fisbeck will update the Clerks Handbook
36 relative to the IIMC Institute assessment requirements.
37 • Cain asked whether the CMCA Policies and Procedures Handbook could be
38 made available on the CMCA website. 2004 Web Page Committee Vice Chair
39 Varra will explore this possibility.
40

41 **G. Membership**

- 42 • 2004 Committee Chair Hegwood said the committee struggled last year with
43 conflicting membership lists, but Ms. Barta has been helping to straighten out the
44 conflicts. Hegwood will be meeting with 2003 Committee Chair Kathy Strickland
45 (Aspen) to obtain forms related to the Committee’s responsibilities.

- 1 • There was discussion about whether CMCA membership cards are still
2 necessary, as well as replacing the paper membership certificate with an
3 electronic certificate. The Committee will study and make recommendations on
4 these issues.
- 5 • Young suggested the printed 2004 Membership Directory include an index by
6 last name of members listed in the directory.

8 **H. Nominating**

9 No report. Phillips praised the Committee for adding candidate photos to the Board
10 election ballot last year.

12 **I. Records Management**

- 13 • 2003 Committee Chair Hegwood reported that there was not much for the
14 Committee to do in 2003, except provide information about the availability of the
15 Model Municipal Records Retention Schedule.
- 16 • Holder said that subsequent to the Model Municipal Records Retention Schedule
17 becoming available in 2001, State Archivist Terry Ketelsen has updated the
18 Schedule. Unfortunately, because of state budget cuts, his office has not had the
19 resources to send detailed notices of the updates to the municipalities that have
20 adopted the Schedule. The Northern Colorado Coalition (the 11 Weld County
21 municipalities that funded the creation of the Schedule) met and recommended
22 that the Schedule be codified, just as municipal ordinances are codified, with
23 creation of periodic updates. Holder discussed the need for codification with
24 Colorado Code Publishing Company, which is willing to provide these services.
25 Mr. Ketelsen's office has agreed to pay the cost of the initial codification and the
26 periodic updates. Colorado Code Publishing Company is also willing to provide
27 the Schedule in printed format for purchase, and it is willing to sell subscriptions
28 for updates in electronic format and paper format. Colorado Code Publishing
29 Company is seeking CMCA's endorsement of this project.
- 30 – **Motion** – endorse Colorado Code Publishing Company's provision of Model
31 Municipal Records Retention Schedule and updates to Schedule
32 (Skitt/Donaldson). Motion carried unanimously.
- 33 • Holder added that the City of Thornton recently hired Molly Davis, a records
34 management consultant specializing in local government records in Colorado, to
35 study and recommend changes to Thornton's records retention schedule. Ms.
36 Davis' work for Thornton may reveal areas in the Model Municipal Records
37 Retention Schedule in need of revision. If so, CMCA might consider hiring Ms.
38 Davis to prepare such revisions. The Committee will study the need for this and
39 make a recommendation to the Board.

41 Historian:

42 Lentz reported that she received many CMCA records last year and would continue
43 to organize them. She is looking for brochures from past CMCA conferences; she
44 will let the membership know about this through the Communiqué.
45

1 **J. Scholarship**

- 2 • 2004 Committee Chair Fisbeck said the Committee would update the scholarship
3 application forms to have applicants include e-mail addresses, to reduce the
4 need for long distance telephone calls to applicants who need to supply
5 additional information or documents. The Committee will also update the forms
6 to emphasize the requirement to include a letter from the applicant and a letter
7 from the applicant's Mayor, Manager, Council or Board. Applicants often fail to
8 include these letters.
- 9 • Fisbeck reported that Colorado Code Publishing Company has donated \$450
10 toward this year's scholarships.
- 11 • Fisbeck asked whether CMCA maintains a history of scholarship awards and
12 considers that history in making future awards. Board Members said there was
13 not a written rule concerning this. Egbert suggested the Committee make a
14 recommendation to the Board on this issue.

15
16 **K. Study**

17 Study Committee Chair Julie Jordan (Steamboat Springs) was unable to attend
18 today's meeting. The Committee has no issues assigned to it currently.

19
20 **L. Ways and Means**

21 2004 Committee Chair Castle said the Committee is busy selling cookbooks and
22 would be developing other fundraising projects.

23
24 **M. Web Page**

- 25 • 2003 Committee Chair Varra will remain on the Committee in 2004, as Vice
26 Chair, to assist 2004 Committee Chair Rebecca van Deutekom (Estes Park).
- 27 • Skitt asked if CMCA requested bids for hosting the website. Varra was not sure.
28 The company that hosts the website does so for \$45 per month.
- 29 • Cain asked whether the ListServe messages could be archived in a central
30 location, perhaps by CML. The Committee will research this.

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32 **7. TASK FORCE UPDATES**

33 **A. Legislative Contact, Cindy Morse**

34 Morse was unable to attend today's meeting. Young reported that this year's
35 legislative session has begun.

36
37 **B. CMCA Resources, Sally Misare**

38 No report.

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40 **8. OLD BUSINESS**

41 **A. Guidelines for Use of Electronic Communication**

42 As discussed earlier, the Board will draft these guidelines. Phillips and Skitt
43 volunteered to do so.

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45 **B. Auburn University Election Classes**

46 As discussed earlier, CMCA will not pursue offering these classes.

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C. Possible Executive Board & Business Meeting Date Changes

There are fewer clerks attending the Business Meeting at the CML Annual Conference than clerks attending the Business Meetings at the Master Municipal Clerks Academy. The Board would like the Study Committee to survey the membership on this matter.

9. NEW BUSINESS

- Skitt asked whether the formula for splitting Annual Conference proceeds with CGFOA was written down someplace. Egbert said the formula in the Annual Conference Policies and Procedures.
- Currently, CML has reserved one 3-hour education session for clerks at the CML Conference. Sometimes CMCA has difficulty hiring a speaker for that section for a reasonable fee, because it is often more economical to hire a speaker for an entire day or for multiple sessions over consecutive days. The Board discussed either adding more sessions at CML, or giving up offering an education program at CML. Young said CML probably would not let CMCA add more sessions. The Board would like to send this issue to the Study Committee.
- Skitt asked whether CMCA should charge more money for non-members of CMCA to attend OTR Workshops. CMCA currently does charge non-members a higher registration fee, but so few non-members attend workshops that it would not increase revenues much to increase non-member registration fees.
- The Board discussed increasing the budget for Board Member expenses.
- Skitt suggested that for future Transition Meetings, there be a planning session before the meeting so incoming Board Members and Committee Chairs have a better idea of what is expected of them at the Transition Meeting.

10. REVIEW AND ADOPT 2004 BUDGET

Holder suggested looking for ways to attract more donations to CMCA. **Motion** – adopt 2004 budget (Donaldson/Skitt). Motion carried unanimously.

11. ADJOURNMENT

Motion – adjourn meeting at 3:45 PM (Donaldson/Skitt). Motion carried unanimously.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION

Lisa H. Cain, CMC
Town of New Castle
CMCA Secretary