

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
BUSINESS MEETING  
CML ANNUAL CONFERENCE  
STEAMBOAT SPRINGS, CO  
THURSDAY, JUNE 24, 2004**

1 **1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

2 President Phillips called the Business Meeting of the Colorado Municipal Clerks  
3 Association to order at 2:15 PM on Thursday, June 24, 2004 at the Colorado Municipal  
4 League Annual Conference in Steamboat Springs, Colorado. Phillips led the group in  
5 the Pledge of Allegiance.  
6

7 **2. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL**

8 The following Executive Board members were present and introduced themselves:  
9 President Amy Phillips, CMC (Mancos); Vice President Valeria Skitt, AAE (Longmont);  
10 Secretary Lisa Cain, CMC (New Castle); and Director Sally Misare, CMC (Castle Rock).  
11 Treasurer Linda Smith, CMC (Cortez); Past President Lorelei Donaldson, CMC (Vail);  
12 and Director Tillie Fisbeck, CMC (Holyoke) were unable to attend for personal reasons.  
13

14 The following Conference Attendees were present:

15 Kim Betz, CMC (Evans); Michele Black (Mancos Board of Trustees); Suzanne Cerise,  
16 CMC (Carbondale); Bette Cottrell (Black Hawk); Nancy Crawford, CMC (Oak Creek);  
17 Gina Dutcher, CMC (Pueblo); Julie Franklin, CMC (Steamboat Springs); Tom Glover  
18 (Mancos Town Administrator); Jennifer Gray, CMC (Keenesburg); Judy Hegwood, CMC  
19 (Firestone); Deb Hess, CMC (Granby); Terry Hoecker (Mancos); Cheryl Jesser, CMC  
20 (Keenesburg); Cathy Kennedy, CMC (Windsor); Kathy Larson, CMC (Craig); M. J.  
21 Loufek, CMC (Breckenridge); Jeanie Magno (Black Hawk); Vicki Marcy, CMC  
22 (Broomfield); Cindy Morse, CMC (Woodland Park); Shirley Nichols, CMC (Collbran);  
23 Denise O'Brien (Denver law firm of Dill Dill Carr Stonbraker & Hutchings, P.C.); Terry  
24 Phillips (Mancos resident); Jim Patalan (Fairplay); Cathy Rabe, CMC (Cañon City);  
25 David Reitz (Denver law firm of Dill Dill Carr Stonbraker & Hutchings, P.C.); Shirley  
26 Seely, MMC (Craig); Chris Snyder, CMC (Limon); Charmaine Tripp, CMC (Las Animas);  
27 Stephanie Tuin, MMC (Grand Junction); Debi Yancy, CMC (Black Hawk); Linda Yeager,  
28 MMC (Durango); and Kathryn Young, CMC (Colorado Springs).  
29

30 **3. REVIEW AND APPROVAL OF MINUTES**

31 **Motion** – approve Minutes of Business Meeting of November 20, 2003 as submitted  
32 (Yancy/Young). Motion carried unanimously.  
33

34 **4. OFFICERS' REPORTS**

35 **A. Vice President Valeria Skitt**

36 Skitt attended the following meetings on behalf of CMCA since January 2004:

- 37 • January 15, 2004-Met with Education Committee at Black Hawk, Colorado, to  
38 plan 2004 education sessions. See 2004 Education Committee Report for  
39 details.

- 1 • January 16, 2004--Attended the CMCA Transitional Board Meeting at Black
- 2 Hawk, Colorado, and Joint Executive Board meeting with CGFOA
- 3 • February 12, 2004-Met with On the Road/Train the Trainer Committee-see
- 4 details in 2004 Education Committee Report
- 5 • April 18 and 19, 2004-Met with Conference Committee at Copper Mountain.
- 6 Meeting rooms and logistics for 2004 Fall Conference arranged and meals
- 7 selected. Reviewed keynote speaker tapes. No decision made on keynote
- 8 speaker.
- 9

10 Skitt also attended to the following items:

- 11 • Reviewed and signed 2009 Fall Conference contract with Keystone Resort and
- 12 Conference Center.
- 13 • Reviewed and weighed in on 2008 Fall Conference contract with Vail Summit
- 14 Resorts, Inc. Outstanding insurance requirement issues needed to be explored
- 15 prior to executing a contract for the 2008 Fall Conference. Have communicated
- 16 with Kathy Barta, Conference Coordinator, regarding these issues. CGFOA is
- 17 purchasing conference insurance which will be added to the expense side of the
- 18 conference (between \$175-\$300 per year). Received word from Kathy that the
- 19 Vail contract has officially been signed, and an RFP for the 2010 conference has
- 20 been issued or will be shortly. Potential 2010 sites include: Estes Park,
- 21 Steamboat Springs, and Cheyenne Mountain in Colorado Springs.
- 22 • Signed bank paperwork to add my name as a co-signer on checks for fall
- 23 conference expenses. Kathy Barta signs most of the checks but the designated
- 24 CMCA Vice-President and CGFOA Vice-President sign Kathy's check(s) to avoid
- 25 a conflict of interest or appearance of impropriety.
- 26 • Reviewed keynote speaker topics and provided input to Kathy Barta regarding
- 27 speaker and topic for 2004 Fall Conference in Cooper Mountain. Mark Towers
- 28 has been selected as the keynote speaker. Unless something changes between
- 29 now and then, his topic will be Management is a Position, Leadership is an
- 30 Honor: How to be a Believable, Likeable & Trustworthy (BLT) Leader
- 31

#### 32 **B. Secretary Lisa Cain**

33 Cain reminded attendees to sign the sign-in sheets in the back of the room.

#### 34 **C. Treasurer Linda Smith**

35 Phillips referred the membership to the Profit and Loss Statement dated May 31,

36 2004 provided by Smith. After inquiry, Yeager explained that the Miscellaneous

37 Expense denoted as IIMC Education Fund Donation (budgeted at \$100 in 2004) is

38 an amount that CMCA donates to the IIMC Education Fund.

39

40

#### 41 **D. Director Sally Misare**

42 Misare said she would report later in the meeting during the Handbook Committee

43 report and the CMCA Resources report.

44

1 **E. Director Tillie Fisbeck**

2 No report

3

4 **F. Past President Lorelei Donaldson**

5 No report

6

7 **G. President Amy Phillips**

- 8 • IIMC has issued its Call for Conference Presentations for the 2005 Conference.  
9 The deadline for suggesting education and training sessions and speakers is  
10 June 30, 2004.
- 11 • At the May 2004 IIMC Conference in Whistler, British Columbia, Colorado Clerks  
12 Mary Watt (Montrose), Julie Jordan (Steamboat Springs), Cindy Morse  
13 (Woodland Park) and Stephanie Tuin (Grand Junction) made an outstanding  
14 presentation of *Clerks Training Clerks – Celebrating Colorado’s Success*,  
15 bringing international attention to CMCA’s educational system.
- 16 • Also at the 2004 IIMC Conference, Nancy Anderson (Winter Park) served on a 5-  
17 person panel that discussed controversial questions during the session, *Caught*  
18 *in the Crossfire*. This session was taped and will be available for educational  
19 credit towards certification through IIMC Distance Education.
- 20 • At the 2004 IIMC Conference, Morse served on a panel with 2 Texas Clerks and  
21 2 Oregon Clerks in the session entitled, *IIMC Mentoring Program: Commitment*  
22 *to Collegial Growth*, and answered questions about the CMCA mentoring  
23 program.
- 24 • During the IIMC Region VIII Meeting held at the 2004 IIMC Conference, Phillips  
25 reported (1) on the success of CMCA’s offering first-time Fall Conference  
26 attendees \$50 off the 2003 conference registration fee as an incentive to boost  
27 conference attendance, with 82 first-time attendees at the conference, in addition  
28 to the well-received educational sessions provided at the Fall Conference; (2)  
29 with 116 municipal elections in April, the CML ListServe was a great educational  
30 tool for election questions among Colorado Clerks; (3) that CMCA membership  
31 was at 207 members, 4 of them new; and (4) on the success of CMCA On-The-  
32 Road Workshops.
- 33 • Proposed changes to the IIMC Constitution have been approved. Phillips referred  
34 members to the copy of the IIMC Constitution provided in the handouts.
- 35 • IIMC is considering reducing the waiting period between MMC levels. IIMC  
36 members will have the opportunity to vote on this proposal.
- 37 • IIMC will be contacting Clerks about a change to the recertification requirements.  
38 Instead of requiring 10 hours of continuing education per year, IIMC will require  
39 40 hours over 4 years.
- 40 • Of IIMC’s 10,400 members, 9,554 have attained the CMC designation, 2,481 are  
41 in the Master Municipal Clerk Academy, and 350 have attained the MMC  
42 designation.
- 43

1 **5. COMMITTEE REPORTS**

2 **A. Annual Conference**

3 Phillips referred members to Vice-President Skitt's report, and added that the Fall  
4 Conference will take place at Copper Mountain Resort November 16<sup>th</sup> through 19<sup>th</sup>.  
5 The Conference Committee decided that, unlike at last year's conference,  
6 Wednesday evening of this year's conference will be open, and registration will start  
7 on Tuesday at 1 PM, not 2 PM. There will be no registration fee increase for 2004's  
8 conference. Once again, registration desk volunteers will receive a \$50 registration  
9 fee discount, and first-time attendees will receive a \$50 discount.

10  
11 **B. Audit**

12 Hess, who has replaced Sharon Spurlin as Granby's Town Clerk, delivered a written  
13 report prepared by Audit Committee Chair Spurlin and the other members of the  
14 Audit Committee. The Executive Board will review the recommendations made by  
15 the Audit Committee.

16  
17 **C. Awards**

18 Phillips referred members to a written report from Awards Committee Co-Chair Jay  
19 Brunvand. So far in 2004, the Committee sent 2 get well cards and 3 cards thanking  
20 Clerks for hosting Clerks Luncheons. The Committee also sent congratulations to  
21 the following clerks for receiving the Certified Municipal Clerk designation: Patricia  
22 Anselmo (Bayfield); Kathy Elmont (Ouray); Molly McCandless (Fraser); Sandy North  
23 (Boulder); and Judy Stucki (Pueblo).

24  
25 The following clerks entered the Master Municipal Clerks Academy: Teresa Andrews  
26 (Erie); Robin Clemons (Glenwood Springs); Tillie Fisbeck (Holyoke); Kathleen  
27 Larson (Craig); Alisa Lewis (Boulder); M. J. Loufek (Breckenridge); and Susan  
28 Phillips (Greenwood Village).

29  
30 Deb Forbes (Sterling) and Nanette Fornof (Milliken) achieved the 1<sup>st</sup> Sustaining  
31 Level in the Master Municipal Clerks Academy.

32  
33 Julie Bower (Littleton) achieved the Master Municipal Clerk designation.

34  
35 **D. Communiqué**

36 Phillips lauded Communiqué Committee Chair Nancy Vincent and her staff at  
37 Thornton for the fabulous job they have done on the Communiqué. Vincent and her  
38 staff do not wish to continue producing the newsletter in 2005, so Skitt will be  
39 seeking new people to serve on this committee.

40  
41 **E. Education**

42 Education Committee Chair Kathryn Young provided a written report of the  
43 Committee's activities. The Committee met in January and established CMCA's  
44 education sessions for this year's CML Conference, the Colorado Clerks Institute

1 (July 11-16, 2004), the Master Municipal Clerks Academy (September 15-17, 2004),  
2 and the Fall Conference in November.

3  
4 Institute Director Debbie Cook worked with the Committee to develop an  
5 assessment methodology for Institute participants, as required by IIMC starting with  
6 this July's Institute. Participants will be grouped in teams. Each team will work on  
7 an assigned project incorporating information, ideas and learning generated from  
8 their classes. Class time will be allocated to allow participants time to work on their  
9 projects. Team presentations will be given on Friday morning of Institute before a  
10 panel. Young provided a written description of the program, which participants will  
11 receive at Institute.

12  
13 In its April 16, 2004 newsletter, CML published an article written by Young  
14 highlighting the Clerks Institute training program and certification process. The  
15 Committee hopes the article increased the awareness of elected officials and city  
16 managers, so they will encourage their Clerks to attend the Institute program.

17  
18 *Train the Trainer Subcommittee:* Young reported on behalf of Subcommittee Chair  
19 Susan Phillips, who submitted a written report. The Subcommittee met in February  
20 and established On-the-Road Workshops for the April-October 2004 session. The  
21 first workshop of this session occurred on June 11<sup>th</sup> at the CML office, at which  
22 Morse presented the Nuts & Bolts curriculum with special assistance from CML  
23 General Counsel Geoff Wilson. Erie will host a Mail Ballot/Coordinated Election  
24 Workshop on August 18<sup>th</sup>, and Young and Yancy will present the program with  
25 special assistance from Secretary of State Donetta Davidson.

26  
27 President Phillips reported that, to date, enrollment numbers for Clerks Institute in  
28 July are lower than expected. Perhaps Clerks did not receive or read the e-mail  
29 messages announcing the Institute enrollment deadline. Perhaps Clerks are waiting  
30 to learn if they will receive a scholarship, at which point they will register. Fifteen  
31 additional participants are needed for CMCA to break even on Institute. If CMCA  
32 does not break even, it must draw on reserves held by the Institute. Yancy asked if  
33 CMCA has ever drawn on these reserves, and Young was not aware that CMCA has  
34 ever done so. Tuin said the cost of Institute may be a concern for Clerks. Betz, who  
35 serves on the Scholarship Committee, was not sure if all scholarship funds available  
36 for the Institute had been distributed. The Board will distribute a fax through the  
37 District Representatives encouraging Clerks to attend Institute and reminding them  
38 of the availability of scholarship money to attend. Young noted that enrollment  
39 numbers for the 2003 Masters Municipal Academy had been higher than expected,  
40 and the trend may continue in 2004. This might allow CMCA to make up for lower  
41 than expected revenues from the Clerks Institute.

42

1 **F. Handbook**

2 Misare reported that she has updated the CMCA Policies & Procedures and  
3 Committee Handbook (“CMCA Handbook”). At the Board’s meeting earlier today,  
4 the Board discussed additional revisions.

- 5 • Communiqué Committee – revise with respect to distribution (distribution by e-  
6 mailing a message containing a link to the Communiqué is preferable to e-  
7 mailing a message with the Communiqué as an attachment, because the  
8 message with the link is smaller and does not take as much time for a recipient to  
9 receive into her or his e-mail in-box); change committee name from Public  
10 Relations Officer/Communiqué Committee to Communiqué Committee.
- 11 • Scholarship Committee – delete the guideline that applicants should have held  
12 office for one year at the application deadline date.
- 13 • Membership Committee – this section needs to be updated to show what is  
14 currently done via CMCA’s contract with Ms. Barta; the Membership Committee  
15 should also review this section and inform of the Board of needed changes.

16  
17 Misare plans to have the Handbook available on the CMCA website once she  
18 completes the additional revisions. She will also e-mail the Handbook if a member  
19 requests it.  
20

21 **G. Membership**

22 Membership Committee Chair Judy Hegwood provided a written report of the  
23 Committee’s activities. There are currently 163 members (compared to 246 in 2002,  
24 and 348 in 2003). Phillips said at its meeting earlier today, the Board discussed the  
25 possibility that membership numbers dropped this year because CMCA sent renewal  
26 notices by e-mail, instead of by U.S. mail. Although CMCA would save overhead  
27 expenses if it continued sending renewal notices by e-mail, the savings are not  
28 worth the loss of members. Therefore, the Board voted to solicit membership  
29 renewals from all municipalities via US mail instead of e-mail, starting in 2005.  
30

31 Phillips said the Committee reported earlier in the year that there were 207 members  
32 and asked Hegwood why only 163 members are now reported. Hegwood said she  
33 received the membership numbers from Barta.  
34

35 Young suggested allowing payment for renewals on-line. Hegwood will check with  
36 Barta on the feasibility of this.  
37

38 Phillips asked Hegwood if the membership directory could include an index by  
39 member last name, and Hegwood said it could.  
40

41 Marcy asked if the directory would include members’ e-mail addresses, and  
42 Hegwood said it would.  
43

1 **H. Nominating**

2 The Nominating Committee is not active in the first half of the year, so there was no  
3 report from Nominating Committee Chair Lorelei Donaldson.  
4

5 **I. Records Management**

6 Records Management Committee Chair Betsy Holder provided a written report.  
7 Historian Diana Lentz' report was included with Holder's report.  
8

9 **J. Scholarship**

10 Scholarship Committee Chair Tillie Fisbeck provided a written report of the  
11 Committee's activities.  
12

13 **K. Study**

14 Study Committee Chair Julie Jordan has developed a survey as to 2 issues: (1)  
15 removing the Business Meeting held at the CML conference in June and replacing it  
16 with a Business Meeting held at the Master Municipal Clerks Academy in  
17 September; and (2) expanding the On-the-Road Workshop program by providing a  
18 video or DVD of each topic for those Clerks who are unable to attend a workshop.  
19 The survey will go out to members next week.  
20

21 **L. Ways and Means**

22 Ways and Means Committee Chair Brenda Castle provided a written report of the  
23 Committee's activities.  
24

25 **M. Web Page**

26 Web Page Committee Chair Rebecca van Deutekom provided a written report.  
27 Hegwood thanked the Committee for the excellent work it has done on the website  
28 this year. Hegwood will check on the status of placing a link on the CMCA Website  
29 to the website for the Colorado Association for Municipal Court Administration  
30 (CAMCA).  
31

32 **6. TASK FORCE UPDATES**

33 **A. Legislative Contact**

34 Legislative Contact Morse provided a written recap of changes in the election and  
35 liquor laws made in the 2004 Legislative Session.  
36

37 **B. CMCA Resources**

38 Misare said the mentoring program is available to new clerks. The Clerk ListServe is  
39 also a great resource for Clerks, and the Board is working on guidelines for its use.  
40

41 Phillips thanked everyone serving on CMCA Committees for the great work they are  
42 doing.  
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44 **7. OLD BUSINESS**

45 None

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**8. NEW BUSINESS**

**A. Donation for IIMC Director Expenses**

Phillips explained that the IIMC Region VIII Directors have requested that CMCA donate \$1 per member to help the Directors with travel expenses. The Directors wish to visit all states in Region VIII, but the great size of the region (Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, Wyoming) makes traveling expensive. Tuin suggested that, in lieu of the requested donation, if a Director actually attended a CMCA function, CMCA could waive the registration fee or pay a portion of the travel expenses. Marcy noted that CMCA could build a fund from the \$1 donations to be used from year to year. Yancy said if CMCA is going to help IIMC Directors with travel expenses, the Directors should contribute to the CMCA functions they attend, not just observe them and not use the functions just to recruit CMCA members to serve on the IIMC Board. **Motion** – table discussion of donation for IIMC Director expenses to Business Meeting at Fall Conference (Young/Yancy). Motion carried unanimously.

**B. Donation to Town of Granby**

Phillips reported that the Awards Committee has recommended that, in lieu of flowers or some other temporary recognition, CMCA donate \$100 to the Town of Granby to assist with rebuilding the Town following last month’s bulldozer rampage. Young suggested the membership consider whether to donate funds to the Town or specifically to the Clerk’s Office. Skitt said rebuilding Granby will be a lengthy process, and perhaps the Clerks could conduct a separate silent auction at Fall Conference with proceeds specifically for the Town of Granby. **Motion** – donate up to \$300 to Town of Granby, depending on funds available following review by CMCA Treasurer (Yancy /Tuin). Motion carried unanimously.

**C. Implementing Classes at CMC Institute & Advanced Institute to Orient Board and Committee Members**

Phillips reported that at its meeting earlier today, the Board discussed implementing at this year’s CMC Institute, during the rap session scheduled after the CMCA Business Meeting on July 15<sup>th</sup>, an orientation for potential Board and Committee Members. The Board may also try having a similar orientation at September’s Advanced Institute. Young said it is up to the Board to decide what happens at the rap session, and she believes this orientation session is a good idea.

**D. Hosting Future IIMC Region VIII Conference**

Cain reported that she attended the IIMC Region VIII Conference in Albuquerque in April 2004. At the Region VIII Business Meeting held during the conference, IIMC Region VIII Director Courtney Bohlender announced that the 2005 Region VIII Conference would probably be held in Nevada, and the 2006 Conference would probably be held in Idaho. Ms. Bohlender had asked Cain to seek interest from CMCA members in hosting the 2007 Conference.

1 It is up to the host to determine the month during which the conference would be  
2 held. Tuin said New Mexico combined the Region VIII Conference with the New  
3 Mexico annual conference. Yeager said Colorado has hosted the conference in  
4 Durango and in Fort Collins, with good turnout each time. She questioned why the  
5 conference should be changed from July, the month during which it has been held in  
6 other years besides 2004, because Clerks throughout the Region were canvassed  
7 about the best month to hold the conference, with July being the preferred month.  
8 Yeager added that it is unlikely that Colorado would host the IIMC Annual  
9 Conference, because its largest city (Denver) is not active in IIMC, so hosting a  
10 regional conference is a good opportunity for Colorado.

11  
12 Dutcher said Pueblo is interested in attracting conventions, and Yancy said Black  
13 Hawk would also be interested. Skitt suggested Dutcher and Yancy obtain  
14 additional information about hosting from Yeager and Fort Collins City Clerk Wanda  
15 Krajicek, as well as from IIMC. Skitt added that IIMC's interest in Colorado hosting  
16 the 2007 regional conference should be reported in the Communiqué.

17  
18 **E. Tastings Legislation**

19 Marcy and Loufek said their municipalities are in the process of implementing the  
20 tastings legislation approved in the 2004 Legislative Session.

21

22 **9. ADJOURNMENT**

23 **Motion** – adjourn meeting at 3:35 PM (Yancy/Loufek). Motion carried unanimously.

24

25

26 Respectfully Submitted,

27 **COLORADO MUNICIPAL CLERKS ASSOCIATION**

28

29

30 Lisa H. Cain, CMC

31 Town of New Castle

32 CMCA Secretary