

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

1 **1. CALL TO ORDER**

2 President Phillips called the meeting of the Executive Board of the Colorado Municipal
3 Clerks Association to order at 12:10 PM on Thursday, June 24, 2004 at the Colorado
4 Municipal League Annual Conference in Steamboat Springs, Colorado.
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6 **2. ROLL CALL**

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

15 **Motion** - amend agenda to add under Old Business a review of the status of work
16 directed during January 16, 2004 Transition Meeting (Skitt/Misare). Motion carried
17 unanimously.
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19 **4. REVIEW AND APPROVAL OF MINUTES**

20 **Motion** – approve Minutes of Executive Board Meeting of January 16, 2004 as
21 submitted (Skitt/Misare). Motion carried unanimously.
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23 **5. OLD BUSINESS**

24 The Board reviewed the status of the following items directed during the January 16,
25 2004 Transition Meeting:
26

27 **A. Review the possibility of hosting a 2004 Past Presidents' Luncheon**

28 The Board will explore the possibility of hosting a CMCA Past Presidents' Dinner the
29 evening of November 17, 2004 at Fall Conference.
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31 **B. Review / Approve CMCA Goals for 2004**

32 The Board reviewed the following CMCA goals for 2004:

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

40 **Motion** - approve CMCA goals for 2004 (Misare/Cain). Motion carried unanimously.

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C. Review the coordination/process of e-mail lists regarding Membership & Communiqué

Last fall, the Board transferred the responsibilities of CMCA membership renewals and CMCA membership roster maintenance for the website to Kathy Barta, Fall Conference Administrator. Misare noted that the Membership Committee section of the CMCA Policies & Procedures and Committee Handbook (“CMCA Handbook”) needs to be updated to show what is currently done via CMCA’s contract with Ms. Barta.

D. Review Communiqué distribution

Link vs. e-mail: Distribution by e-mailing a message containing a link to the Communiqué is preferable to e-mailing a message with the Communiqué as an attachment, because the message with the link is smaller and does not take as much time for a recipient to receive into her or his e-mail in-box. The Communiqué section of the CMCA Handbook should be revised to reflect this practice.

Membership vs. all municipalities: The Board’s consensus was that CMCA should distribute the Communiqué to all municipalities regardless of membership status, especially since the Communiqué is available to the public on the CMCA website. Greeley City Clerk Betsy Holder (2003 Communiqué Committee Chair) had maintained a list of non-member municipalities. The Communiqué Committee should make sure that those members without e-mail receive a paper copy of each issue.

E. Update regarding guidelines for electronic transmission and/or ListServe etiquette

Phillips and Skitt are going to develop these guidelines. Cain subscribes to a records management listserve, and she will forward that group’s guidelines to Phillips and Skitt for reference.

F. Discuss possibility of CMCA Session offered on Tuesday before the Fall Conference

The Board will ask Education Committee Chair Kathryn Young at today’s CMCA Business Meeting about the possibility of CMCA’s offering an educational session on Tuesday of Fall Conference week, starting in 2005.

G. Update on CMCA Website:

Link from CMCA website to CAMCA: The Board will ask Web Page Committee Chair Rebecca van Deutekom at today’s CMCA Business Meeting about the status of placing a link on the CMCA Website to the website for the Colorado Association for Municipal Court Administration (CAMCA).

Availability of CMCA Handbook on website: Misare said she needed to make additional revisions to the CMCA Handbook before sending it to the Web Page

1 Committee for posting on the website. The Board discussed these revisions as
2 follows:

- 3 • Communiqué Committee – revise with respect to distribution as discussed
4 above; change committee name from Public Relations Officer/Communiqué
5 Committee to Communiqué Committee.
- 6 • Scholarship Committee – delete the guideline that applicants should have held
7 office for one year at the application deadline date.
- 8 • Membership Committee – as stated above, this section needs to be updated to
9 show what is currently done via CMCA's contract with Ms. Barta; the
10 Membership Committee should also review this section and inform of the Board
11 of needed changes.

12
13 The Board needs to become familiar with CMCA's contract with Ms. Barta. It may
14 be advisable to hire Ms. Barta to produce and distribute the Communiqué as well.

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16 **H. Request for 2004 Membership Directory to include an index by last name of**
17 **members**

18 The Board will ask Membership Committee Chair Judy Hegwood at today's CMCA
19 Business Meeting about including an index by member last name in the 2004
20 Membership Directory.

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22 **I. Update on archiving of ListServe messages**

23 Board Members have discussed archiving ListServe messages with the Colorado
24 Municipal League's Kevin Bommer. Mr. Bommer has indicated that CML at this
25 point is not considering keeping an archive, but CML will keep that in mind for future
26 upgrades for its website. Mr. Bommer has also noticed that some of the same
27 questions asked this year vs. last year have different answers because of changes
28 in circumstance, law, etc., and he would worry that a solution someone gets from an
29 archived message might be outdated and inaccurate.

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31 **J. Review request for increasing Board Members expenses in the budget**

32 The CMCA budget includes 3 expense line items related to Board Member
33 expenses: Committees - Executive Board (\$1,500 in 2004 budget), Miscellaneous –
34 President Expenses (\$2,500 in 2004 budget), and Committees – Annual Conference
35 (\$150 in 2004 budget). The CMCA Handbook states that funds will be provided in
36 the annual budget to assist the President and Vice-President in carrying out
37 assigned goals and tasks, and that all Board Members may be reimbursed for
38 mileage at the current IRS rate for necessary travel when the total round-trip mileage
39 is in excess of 60 miles. Requests for reimbursement of expenses other than as
40 stated in the Handbook might be considered on a case-by-case basis.

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42 **K. Review the transitional meeting process**

43 Board Members discussed altering the transitional meeting process to provide for an
44 additional transitional meeting, perhaps at Fall Conference. The Board will discuss
45 this further at its next meeting.

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L. Discussion regarding ways to attract more donations to CMCA

CMCA's having non-profit status under IRS Section 501(c)(3) might attract more donations to CMCA. The Board discussed and rejected the idea of CMCA's seeking 501(c)(3) status, because of the great amount of paperwork required to obtain and retain such status. Perhaps the Ways & Means Committee can develop other ways to attract more donations to CMCA.

M. Appointment of Board Members to committees to act as liaison for both

Phillips would like each Board Member to serve as a liaison between the Board and 2 Committees, to improve communication between the Board and the Committees between Business Meetings.

6. NEW BUSINESS

A. Review Membership Renewal Process

Although Phillips has received conflicting reports of membership numbers, it appears that membership numbers are down in 2004. The Board will ask Membership Committee Chair Hegwood at today's CMCA Business Meeting about the conflicting reports. It is possible that membership numbers dropped this year because CMCA sent renewal notices by e-mail, instead of by U.S. mail. Although CMCA would save overhead expenses if it continued sending renewal notices by e-mail, the savings are not worth the loss of members. **Motion** – starting in 2005, solicit membership renewals from all municipalities via US mail instead of e-mail (Misare/Skitt). Motion carried unanimously.

B. Scholarship Committee Recommendations

The Board discussed this earlier under *Availability of CMCA Handbook on website*.

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

At Phillips' suggestion, the Board will try implementing at this year's CMC Institute, during the rap session scheduled after the CMCA Business Meeting on July 15th, an orientation for potential Board and Committee Members. The Board may also try having a similar orientation at September's Advanced Institute.

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. The Board will ask members attending today's CMCA Business Meeting about hosting the 2007 Conference.

1 **E. Next Board Meeting**

2 The next Board meeting is scheduled for 11:30 a.m., July 15, 2004, during the CMC
3 Institute in Boulder.

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5 **7. ADJOURNMENT**

6 **Motion** – adjourn meeting at 1:20 PM (Skitt/Misare). Motion carried unanimously.

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8

9 Respectfully Submitted,

10 **COLORADO MUNICIPAL CLERKS ASSOCIATION**

11

12

13 Lisa H. Cain, CMC

14 Town of New Castle

15 CMCA Secretary