



**Colorado Municipal Clerks Association
Executive Board Meeting
Breckenridge, Colorado
Thursday, June 22, 2006
1:30 to 2:00 p.m.
Beaver Run, Peaks 1-3**

AGENDA

1. Call to Order

The Colorado Municipal Clerk's Association Executive Board Meeting was called to order by Board President Vincent at 1:25pm on June 22, 2006.

2. Roll Call

Secretary Brunvand called roll.

Nancy Vincent - Present
Valeria Skitt - Present
Susan Phillips - Present
Linda Smith - Absent
Michele Karlin - Present
Gina Dutcher - Present
Jay Brunvand - Present

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); and Director Gina Dutcher, CMC (Pueblo). *(Note: Treasurer Linda Smith, CMC (Cortez) was excused absent.)*

3. Review and Approve Minutes – January 20, 2006

President Vincent introduced the minutes of the January 20, 2006 Executive Board Meeting and, after review, entertained a motion.

Motion by Past President Skitt, second by Director Dutcher to approve the minutes as presented; all voted in favor.

Motion by Past President Skitt, second by Director Dutcher, to approve the minutes of the CMCA Executive Board meeting of January 20, 2006 held at the Annual Transitional Meeting in Black Hawk as presented; all voted in favor.

4. Old Business

- A. Update on information requested in January by Executive Board regarding the request from Louisiana for financial assistance for 2007 IIMC Conference in New Orleans

President Vincent updated the issues and costs involved and stated that the New Orleans conference has not been able to solicit vendors efficiently. The average amount earned from the vendors is approximately \$200,000. This money helps to defer the costs of the conference for the host city. Many of the expenses for the conference are the responsibility of the host city.

Director Dutcher stated we have a lot of needs as the Colorado Municipal Clerks Association and that sending money to this conference might not be beneficial. Vice President Susan Phillips stated she has been in contact with Debbie Cook (CMCA Institute Director). She stated that some of the costs for the Institute and the Academy are increasing. This would be reason to keep our savings within CMCA rather than donate to the National Conference.

Past President Skitt stated she would like to help New Orleans (the Host city) but felt that the amount we could send would not make a large difference as it would only be a one or two thousand dollars and that it might be better spent by increasing our CMCA Educational fund or the Scholarship fund.

Direction was given:

- To discuss in July after allowing the Executive Board time to consider the request.
- Vice President Phillips will draft a Resolution to IIMC requesting IICM to contribute more money in light of the situation in New Orleans. This Resolution will be considered at the July meeting.
- President Vincent will request from IIMC for an accounting of what they spend on the National conference.

5. New Business

A. Discussion of potential Listserv Etiquette Survey

President Vincent introduced the item and stated this has been an ongoing concern in that some of the items on the listserv may be deemed inappropriate.

Director Dutcher stated that she likes many of the items and keeps them for future use.

Vice President Phillips stated that we seem to be providing the answer to the questions and not the training to the Clerks to find the answers themselves. An example would be some of the election questions that were asked prior to April's election. A Clerk was told the answer but not given the Colorado Revised Statute citation to find the answer and perhaps lead them to the information for future reference.

General concerns were discussed to develop remedies and concepts of what would work and what could be inappropriate on the Listserv. Direction was given for the following:

- How the website could be expanded to be used as a depository or library of some of the more common questions.
- Carve out Institute time to teach what the Listserv is for and how it can be best utilized for the newer clerks.
- Distribute the CMCA Listserv Etiquette Guide Lines
- Offer a survey to determine what the Clerks think of the usefulness of the Listserv. This survey was strongly supported by the board.

B. Consideration of a Resolution supporting the candidacy of Mary Lynne Stratta for IIMC 2nd Vice President (proposed resolution attached)

President Vincent asked for approval of a Resolution in support of Ms. Mary Lynne Stratta for IIMC 2nd Vice President. President Vincent stated that one other time in the past she had asked the CMCA Board to consider a Resolution in support of a candidacy. She felt this was warranted because she knew Ms. Stratta personally and had served on the IIMC Education Committee with her. President Vincent continued by stating that Ms. Stratta was a Clerk's Clerk and could be trusted to bring respect back to the IIMC Board and redirect the Board to what is important to the Clerks nationwide rather than simply the IIMC turmoil that has been the case the past year or so.

Past President Skitt and Vice President Phillips concurred and added their support for Ms. Stratta as a candidate..

Motion by Past President Skitt, second by Vice President Phillips, to approve the Resolution supporting the candidacy of Mary Lynne Stratta for IIMC 2nd Vice President as presented; all voted in favor.

C. Discussion of Travel Policy for Vice President (policy attached)

President Vincent outlined the discussion. In past meetings we had determined it appropriate to increase the Vice President's travel budget but that we had not given actual authority to spend it without the approval of the President. President Vincent felt this was duplicative and cumbersome and that if an item is budgeted it should not require additional approval.

The Board agreed and directed this to be formalized and brought forward to the membership at the July meeting.

D. Development of Resource Guide for Policy and Procedures Handbook

President Vincent stated that we need to bring the "updating" procedure into the CMCA Handbook regarding the Resource Guide. The Policy and Procedures handbook currently does not provide direction and President Vincent suggested that the 1st year Director be in charge of updating this information.

Direction was given to Director Dutcher to draft language to be included in the handbook changes and policy and bring it forward for the July meeting.

E. Update on IIMC requirement to recertify Institutes

Vice President Phillips stated that IIMC's Education and Certification policy requires an Institute to be recertified by IIMC each time their Institute Director changes. This is costly and involves duplicating reports. Additionally, Colorado has an Institute that has been in existence for 30 years. By having to recertify, CMCA would lose this status because it would be considered a new Institute. It was noted that some state Institutes change Directors annually and that this might be the impetus of IIMC auditing the regional/state institutes rather than conducting their own audits.

Vice President Phillips requested that CMCA send a letter to IIMC to change this policy. It was noted that she would provide a draft letter for approval at the July meeting.

6. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 2:05 p.m.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary