



**Colorado Municipal Clerks Association
General Membership Meeting
Colorado Municipal League Conference
Breckenridge, Colorado
Thursday, June 22, 2006
2:15 p.m.
Beaver Run, Peaks 1-3**

AGENDA

1. Call to Order

The Colorado Municipal Clerk's Association Business Meeting was called to order by Board President Vincent at 2:14 pm on June 22, 2006.

2. Introduction of Executive Board and 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.)*

The following Conference Attendees were present:

Rhonda Coxon, Town of Snowmass Village; Debi Yancy, Town of Watkins; Kathryn Young, City of Colorado Springs; Annette Bowin, Town of Akron; Judy Hegwood, Town of Firestone; Becky Walker, City of Canon City; Cathy Rabe, City of Canon City; Sharleen Walker, Town of Montrose; Stephanie Tuin, City of Grand Jct; Deborah Wallace, Surorn; Leslie Cullen, City of Northglenn; Lonelle Archuleta, Garden City; Kerry Bush, City of Englewood; Christi Icenogle, Town of Nederland; Tracy Meehan, City of Gunnison; Jennifer Gray, Town of Keenesburg; Cheryl Jesser, Town of Keenesburg; Julie Bower, City of Littleton; Cindy Morse, City of Woodland Park; Nanette Fornof, Town of Fredrick; Sara Kimball, Town of Mancos; Trish Henderson, Town of Brookside; Katy Reis, Town of Westcliffe; Margy Green, City of Lakewood; Deb Brown, City of Lakewood.

3. Review and Approve Minutes – November 17, 2005

President Vincent introduced the minutes of the November 17, 2005 General Membership Meeting and, after review, entertained a motion.

Motion by Rhonda Coxon, Snowmass Village and second by Cindy Morse, Woodland Park, to approve the minutes of the CMCA November 17, 2005 General Membership Meeting held at the Annual CGFOA/CMCA Fall Conference in Grand Junction, Colorado as presented with the addition of Susan Phillips in attendance; all voted in favor.

4. Officers' Reports

A. Vice President, Susan Phillips

Vice President Phillips reminded the Association that we have a list of mentors to assist the new clerks in their adjustment and learning. She reminded the Association that we have a records retention schedule and that anyone on the Board or responsible for submitting information from a committee should do so to Diana Lentz of the City of Northglenn. Vice President Phillips updated the Association on the status of the "Good Moral Character" guidelines being developed and that they are awaiting Colorado Dept of Revenue Director M. Michael Cooke's signature.

Vice President Phillips updated on the Election Certification program offered through the Secretary of State's Office. Although this is designed for the County Clerk's it is extremely well done and recommended to all Municipal Clerks. She detailed the current requirements for certification and how those would change for next year.

Vice President Phillips updated the Association on the Institute Director Training at IIMC and reviewed her concerns with the requirement that every time the director changes the Institute needs to be recertified. This is extremely complicated and should not be required as long as the new Director meets the existing standards of the Institute. Vice President Phillips was directed by the Executive Board to contact IIMC, discuss our concerns, and report back at the July meeting in Boulder.

B. Secretary, Jay Brunvand

No addition to his report in the packet.

C. Treasurer, Linda Smith

In Treasurer Smith's absence, President Vincent reported no changes to Treasurer Smith's report in the packet.

D. Director, Michele Karlin

No further report.

E. Director, Gina Capritta-Dutcher

Director Dutcher updated the Association on the proposed changes she had made and included in the agenda packet. This information would be formalized and presented for approval at the July meeting.

F. Past President, Valeria Skitt

Reported that she had presented a retirement plaque to Donna Visconte for her service. This presentation is in accordance with CMCA's new practice of presenting retirement plaques to the recipient at their municipalities Council Meeting rather than at the end of the year at the Annual Conference. Past President Skitt noted two other Retirement Awards that have been presented.

G. President, Nancy Vincent

President Vincent reported for Treasurer Smith that we have exceeded the revenue projection of \$13,000 for membership and have an extra paid ad for the Communiqué.

IIMC

President Vincent reminded the meeting that requirements for MMC changed. The highlighted changes include 1 year between levels and either have 15 years experience or a Bachelor's degree. Degree requirement goes into effect 2013.

Call for presenters due **July 3** for 2007 New Orleans Conference – let me know

The 2010 Conference will be held in Australia.

President Vincent reported they offered more general sessions at the conference this year in Anaheim, CA. IIMC is doing a survey to see how the sessions were received. ARMA track this year, not enough room. She reported the sessions did not seem as good as they typically are due to the generalization.

An IIMC Task Force is looking at redrawing regions. The recommendations should go before membership for a vote. President Vincent will keep the CMCA membership posted as more information is known.

President Vincent reported the following items from the **June Communiqué** article Conference

- Dyane Reese elected by a 2 to 1 margin. Ms. Reese was supported by the CMCA membership in the form of a Resolution of support. President Vincent noted the importance of electing the right leaders on the National level that will listen to the various boards and the membership. The CMCA Board will actively be making recommendations in support of national candidates as information is learned on the candidates.
- President Vincent stressed the importance to CMCA to have and support national leaders who will listen to the Board and the membership
- Ethical Standards at all levels was discussed and stressed.

- Constitutional amendments approved, ethics, Past President resigns seat remains vacant until successor fills slot,
- Absentee voting – currently only Directors elected by absentee voting. A process for absentee voting needs to be created and approved by membership in 2007, then would be in place for 2008. A Task Force is developing guidelines at the IIMC level to be followed.
- A Process for bringing forth a constitutional amendment is being considered in order to simplify the process.
- Campaign policies have been referred to the IIMC Elections Committee and they will be making a recommendation to the Board.

- Presidents Round table Discussion –
 - Discussion of posting Board and Executive Committee minutes – requested draft be posted on website for members – right now posted 30 days prior to meeting

President Vincent reported the Region VIII conference in Las Vegas, August 28 – 30.

Opportunity to attend the Election Certification training by Secretary of State's office on June 5 and 6 and that Kathryn Young, Colorado Springs City Clerk was the first City Clerk to receive Election Certification.

President Vincent announced that the Secretary of State's New Director of Elections is Holly Lowder. Ms. Lowder replaces Mr. Billy Compton who recently resigned.

President Vincent noted this was the first time municipal clerks were invited to attend the County Clerks Conference on June 7 for the discussion and presentations on elections. New forms posted on SOS website include voter registration. Call Rita 303-894-2200 Ext. 6323 or download from website. The new registration form is in packet of materials for this Business Meeting.

- New Direct Recording Equipment (DRE) will be used this Fall. First time individuals with disability can vote without help and is intended to allow the counties to more quickly and accurately count votes on election night. Trying to get word out **VOLUNTEER TO HOST A DEMO AT YOUR CITY**. Colorado's DRE currently cannot vote by provisional ballots – SOS working on issue

President Vincent reported on S.B. 170 This bill may go unsigned by the Governor. When someone registers they must show some form of ID, Driver's License, State issued ID, or give last 4 digits of SS#. If they refuse they cannot be registered. If they do not have any of these forms of ID then can register and will be issued a unique identifier. SOS is still working on this alternative system.

Some other topics that were covered included Provisional Ballots, Canvass and Reporting, Post Election audits of equipment, Campaign Finance, Ethics, equipment testing, HAVA, Absentee voting, voter registration drive can use the federal form

Some of these changes may not affect City Clerks now but they will later on.

John Tanner, US Dept of Justice spoke at the Clerks Conference. Some of the items he discussed were:

- Talked about Voting Rights Act of 1965 – protects members from discrimination – requirement to print ballot, depending on population, minority language Navaho or Spanish for example – created lots discussion
- Advised County Clerks failure to purge records would result in lawsuit
- Talked a lot about treatment of voters coming to polling places – judges must be careful when talking to voters – think before speaking. Zero tolerance for speaking inappropriately particular to minorities
 - Focus on training judges
 - Want people voting to have a good experience for participating in democracy
 - Standard – would I want my mother to have to put up with that language or treatment when she goes to the polls?

President Vincent reported on the 2005 CMCA/CGFOA Annual Conference:

At the 2005 Annual Conference 260 attended the conference. Of that 58 clerks attended which is down 25 from the 2004 conference.

- 174 CGFOA
- 13 both Clerk and finance

Split for revenues from conference – 74% (finance) 26% (clerks)

- Clerks \$11,700
- Finance – \$32,570
- The Conference earned \$1,147 from silent auction - 50/50 split

The 2006 Annual Conference will be held on November 14 – 17 in Breckenridge. An On the Road Workshop will be held the day before the regular conference starts which was requested after the last conference and discussed at the Transitional Meeting in January, 2006. This years theme is “Reaching New Heights”, the sessions will last 1 hr 45 min (they have been lengthened for accreditation), the Opening Speaker is James Humes, their will be fantastic sessions, and great food.

5. Standing Committees

A. Annual Conference – Nancy Vincent

At the Annual Conference a total of 260 clerks (26%) finance officers (74%) attended. All proceeds were divided on that basis.

President Vincent updated the Association on the status of the fundraising for the New Orleans National Conference in 2007. She detailed the costs that the Host city covers and the fact that

they have had a very difficult time selling sponsors to vendors. She informed the Association that she would supply additional information as it becomes available.

President Vincent informed the Association that the Annual Conference in November will be held in Breckenridge and the classes will be 1hour and 45min work with the requirements of the Finance Officers educational credit needs. In addition CMCA will hold preconference workshops for our educational needs.

B. Audit – Deb Forbes

No report.

C. Awards – Jay Brunvand

No report other than in packet.

D. Communiqué – Mary Lee

No Report

E. Education – Lisa Cain

Sharleen Walker reported in Ms. Cain's absence. She outlined the classes that have been offered and the classes that are proposed for Institute and Academy.

Institute will be held at the Best Western this year, the cost is slightly higher however there is no cost for parking. It was previously reported that classes would be at the Engineering school rather than at the Coors Event Center, this is not the case, classes will be held at the Coors Event Center. Master Academy will include a Train the Trainer program at the conclusion of the week.

- Train the Trainer – Sharleen Walker

No additional report.

F. Handbook – Michele Karlin

No Report

G. Membership – Judy Egbert

No Report

H. Nominating – Valeria Skitt

No Report

I. Records Management – Sandy North

No Report

- Historian – Diana, Lentz

No Report

- J. Resource Guide – Gina Capritta-Dutcher

Report in Packet

- k. Scholarship – Susan Koster

Report in Packet

- L. Study – Chris Koch

No Report

- M. Ways and Means – Valeria Skitt/Amy Phillips

Past President Skitt reported that they are investigating ways to earn money including the sale of CMCA lapel pins.

- N. Web Page – Nancy Varra

Report in packet

- 6. Task Force Updates
 - A. Legislative Contact – Cindy Morse

No Report

- B. Quill Award Nomination Committee – Amy Phillips

No Report

- 7. Old Business
 - A. Update on CMCA Goals and Objectives

President Vincent updated the Association on the status of the Board and Association goals. It was noted that several of the goals were on going and would not be accomplished in one year.

- 8. New Business

- A. Proposed legislation for the 2007 legislative session to increase liquor license application fees – Stephanie Tuin

Ms. Stephanie Tuin (Grand Junction) reported that the state has increased fees for liquor licenses and requested the Association look at an increase for the municipalities liquor application fees. It was noted that this increase would require state legislative approval. Ms. Tuin requested the Study Committee review this and present a recommendation. Ms. Rhonda Coxin (Snowmass Village) recommended that we look at Special Event permits as well. Discussion ensued as to the amount of time required to process these licenses for the municipalities and that in small communities often it is a very small staff thereby creating a large impact on the community; in large communities often one or more positions are required to monitor the liquor licenses. Past President Skitt recommended a separate Task Force be setup to consider this request rather than the Study Committee.

It was directed that a separate committee be established. Those appointed to this committee include: Stephanie Tuin (Grand Jct.), Kathryn Young (Colo. Spgs.), Becky Walker (Canyon City), Cindy Morse (Woodland Park), and Kevin Boomer (CML).

Director Dutcher (Pueblo) stated that State Liquor Division has cut its training budget. She stated that this places a huge training burden on municipalities to locate or offer bartender server training and requested that CMCA send a letter to Liquor Division Director Matt Cook requesting this been reinstated.

Becky Walker (Canyon City) stated that she has the Liquor Division's curriculum and stated it would be a good idea to have the municipal clerks certified and trained to train their establishments. It was noted the On the Road Workshops are pretty well stretched. Cathy Rabe (Canyon City) noted the establishments in her city are very happy to have any training. President Vincent stated this is something the Board can consider however the liability for the municipalities could be extreme.

9. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 3:25 p.m.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary