

**Colorado Municipal Clerks Association
Business meeting
CML Annual Conference
Vail, CO
Thursday, June 23, 2005**

1. Call to Order

The Colorado Municipal Clerks Association Business Meeting was called to order by Board President Valeria Skitt at 2:15pm on June 23, 2005 at the CML Annual Conference, Marriott Conference Center Vail, CO.

2. Introduction of Executive Board and Roll Call

Board Members present were Board President Valeria Skitt, CMC (Longmont), Past President Amy Phillips, CMC (Durango); Vice President Nancy Vincent, MMC (Thornton); Jay Brunvand, CMC (Minturn); Michele Karlin, CMC (Silverthorne). Board Members Linda Smith, CMC (Cortez) and Tillie Fisbeck, CMC (Holyoke) were absent.

The following Conference Attendees were present:

Jeanie Magnow (Blackhawk), Kathryn Young (Colo Spgs), Jennifer Cade (Empire), Sara Kimball (Mancos), Cheryl Jesser (Keenesburg), Judy Hegwood (Firestone), Nanette Fornof (Frederick), Jennifer D. Gray (Keenesburg), Annette Bowin (Akron), Judie Ridgeley (Commerce City), Pam Anderson (Wheat Ridge), Juanita Sutterfield (Parachute), Julie Bower (Littleton), Robin Unsworth (Glenwood Spgs), Linda Yeager (Westminster), Mary Watt (Montrose), Anna Fine (Glendale), Becky Walker (Canon City), Cathy Rabe (Canon City), Chris Snyder (Limon), Nancy Varra (Louisville), Lisa Cain (New Castle), Susan Phillips (Greenwood Village), Rhonda Coxon (Snowmass Village), Marcia Walter (Carbondale), Lorelei Donaldson (Vail), Cindy Morse (Woodland Park)

3. Administer Oaths of Office to Vice President Nancy Vincent and Secretary Jay Brunvand

Past President Phillips swore in newly appointed Board Secretary Jay Brunvand and then newly appointed Vice President Nancy Vincent.

4. Review and Approve Minutes – November 18, 2004

President Skitt introduced the minutes and allowed time for review, comment and question.

Motion by Judy Hegwood (Firestone), Second by Marcia Walter (Carbondale) to approve the minutes of the CMCA General Business meeting at the CGFOA/CMCA Annual Conference held on November 18, 2004 as amended to show Marcia Walter (Carbondale) in attendance; all voted in favor.

5. Officers' Reports

A. Vice President, Nancy Vincent

No report

B. Secretary, Jay Brunvand

Secretary Brunvand requested all in attendance to sign in on the sheet being circulated and referred to his prepared report in the packet which included his Awards Committee report.

C. Treasurer, Linda Smith

Treasurer Smith was not present at the meeting but she had sent for the packet a prepared report.

D. Director, Tillie Fisbeck

Director Fisbeck was not present at the meeting.

E. Director, Michele Karlin

Director Karlin had no report.

F. Past President, Amy Phillips

Past President Amy Phillips had no report.

G. President, Valeria Skitt

President Skitt noted the Annual CGFOA/CMCA conference held last November was a huge success. She noted 73 clerks, 174 Finance Officers and 40 exhibitors were in attendance.

The Board held its annual Transition meeting in Black Hawk in January 2005.

President Skitt stated she had attended the National IIMC Conference in St. Paul, MN from May 22-26. She stated that although it was a great conference she felt the CGFOA/CMCA Annual Conference provides as much or more education selections and that the IIMC conference is much more general. She did note that because the conference is dedicated to Municipal Clerks the vendor hall is geared exclusively to Clerks.

President Skitt noted the educational changes that will affect the Clerks this year and that it affects those seeking Master Municipal Clerk status.

- The time frame necessary between levels has been modified to 1-4 years rather than the previous 2-4.
- The requirement for a Bachelors Degree can be substituted with 15 years experience.

During the Region VIII meeting President Kiss presented Wanda Krajicek (Ft. Collins) with a 25-year certificate. President Skitt stated that Nancy Vincent should have received her 25-year certificate as well.

President Skitt reported the issues which have been occurring at the National IIMC level. She referred to the CMCA Executive Board letter unanimously approved to be

sent to the IIMC Board and her article in the Communiqué. By way of update President Skitt reported the following:

- President Kiss apologized to the State Presidents for any embarrassment she may have caused. She requested to be forgiven but stopped short of resigning. The Board of Directors met in Executive Session at least twice including one time for 13 hours but did not request President Kiss' resignation as the states appeared split on this issue.
- Executive Director Joe Tiernay was unanimously terminated for cause by the Board on May 25, 2005.
- The Executive Board accepted Dr. Ray Garubo's letter of resignation effective May 23, 2005.
- MCEF Board members assured the State Presidents that no Foundation money was ever going to be loaned or given to IIMC to open another office in Washington, DC. MCEF has strict regulatory requirements around what it can and can't do with the money it is entrusted with and that type of expenditure would not be appropriate.
- A Constitutional Review Committee will be reviewing the IIMC Constitution for appropriate changes.
- IIMC will be opening a satellite office in Ballston, VA at the National Center for Supercomputing Applications.

President Skitt informed the meeting that the IIMC Region VIII conference is September 25-28 in Boise ID. Registration cost is \$170.00.

President Skitt gave her report on the Conference Committee:

- The Site Selection Committee awarded a contract to Colorado Springs for the 2010 conference and to Estes Park for the 2012 Conference.
- Fall Conference site visit to Grand Jct was May 2nd.
- Theme is "A Grand Event".
- The Conference is November 14-18

President Skitt updated the meeting on the goals and objectives that were set for 2005

6. Standing Committees

A. Annual Conference – Valeria Skitt

President Skitt included this report in her President's Report.

B. Audit – Charlene Reed

Charlene Reed (Berthoud) was not in attendance. President Skitt reported that they are working on the audit and should have the audit ready for approval at the July Boulder meeting.

C. Awards – Jay Brunvand

Secretary Brunvand reported that the list of the awards available for nominations has been in the Communiqué, the CML Newsletter, and the web site. The dead line for all

nominations is September 15th. He reported this is two weeks earlier but will allow necessary time for the committee decisions.

D. Communiqué –Stephanie Tuin

Director Tuin was not present. President Skitt stated the committee had changed the format and added some color to the letter. It is on the web site and encouraged all to review it.

E. Education – Lisa

Lisa Cain (New Castle) referred to her report in the packet and highlighted the educational training sessions to come and the successes they had made.

F. Handbook – Tillie Fisbeck

Director Fisbeck was not present. It was noted she will have a report on the changes to the hand book in July.

G. Membership – Judy Egbert

Judy Egbert (Alamosa) was not present but her report was included in the packet.

H. Nominating – Amy Phillips

Past President Phillips noted that we would have an election this year because of the ballot question to add a 4th meeting to the annual meetings. She encouraged all to consider thinking of running for office, nominating fellow clerks for office, and how the proposed 4th meeting would effect the organization.

Four positions are open for election this year: Vice President, Secretary, Treasurer, and one Director (two year term).

Nominations open on September 6, voting begins September 23 and closes October 3. Ballots will be counted by October 24 with results presented at the annual conference.

Noted new members to CMCA Sara Kimball, Town Clerk in Mancos and Jennifer Cade, Town Clerk in Empire.

I. Records Management – Sandy North

Sandy North (Boulder) was not present.

J. Scholarship – Charmaine Tripp

Charmaine Tripp (Las Animas) provided a report in the packet.

K. Study – Chris Koch

Chris Koch (Arvada) provided a report in the packet. Chris is asking for a Co-Chair those interested should contact Chris directly.

L. Ways and Means – Karen Borkowski

Karen Borkowski (Brighton) was not present; no report.

M. Web Page – Nancy Varra

Nancy Varra (Louisville) The hand book is now on the web site in chapters. This will allow the changes to be swapped out quickly and for the document to down load quickly as well. They will be training a new person to assist on the committee. A round of applause for the committee as it is a huge task and a huge benefit to our organization.

7. Task Force Updates

A. Legislative Contact, Cindy Morse

Cindy Morse (Woodland Park) outlined the best practices of how county clerks pass on the cost to Muni's for the coordinated elections. She stated that the clerks are holding meetings on how this can be tied together to present equity of the cost of coordinated elections.

B. Quill Award Nomination Committee

Amy Philips noted that the committee did an outstanding job. The Quill Award Committee was put together at the annual conference. It has been years since we even nominated a clerk for this award. The nomination had to be in by February 7. The Committee did their work in December individually and as a group in January. 7-8 names rose to the top and Nancy Vincent was nominated. A full presentation will be made at the November annual conference. Nancy has been with Thornton since 1974. It is important to recognize the importance of the contributions of our clerks. Nancy Vincent stated it was an honor to be nominated and she was very proud of this organization.

8. Old Business

A. CMCA Election—ballot issue regarding addition of General Meeting at Master Municipal Clerks' Institute

No further report

B. Update on CMCA Goals and Objectives

No further report

9. New Business

Judy Hegwood (Firestone) asked about the CO Springs Election class to be held August 24th. Members of CMCA that attended the last class stated how good the training was and that it was very worth while. More information will be forthcoming in the newsletters and on the web site.

At this time President Skitt had introductions of the attendees of the meeting.

10. Adjournment

In that there was no further information the meeting stood adjourned at 3:15pm

Respectfully Submitted
Jay Brunvand, CMC
Town of Minturn
CMCA Secretary