



**Colorado Municipal Clerks Association  
Executive Board Meeting  
Snowmass Village, CO  
Thursday, June 28, 2007  
1:30 pm-2:00 p.m.  
Janis Auditorium**

**AGENDA**

1. Call to Order

President Susan Phillips called the meeting to order at 1:35pm

2. Roll Call

Secretary Brunvand called roll.

Board Members present were President Susan Phillips, CMC (Greenwood Village); Past President Nancy Vincent, MMC (Thornton); Secretary Jay Brunvand, CMC (Minturn); Vice President Becky Walker, CMC (Canon City); and Director Gina Dutcher, CMC (Pueblo).

Note: Director MJ Schillaci, CMC (Telluride) and Treasurer Linda Smith, CMC (Cortez) were excused absent

3. Review and Approve Minutes

- November 14, 2006-CGFOA/CMCA Annual Executive Board Meeting.

Amend to delete the word "Past" in Nancy Vincent's title under Roll Call.

- November 17, 2006-CGFOA/CMCA Executive Board Meeting.
- May 16, 2007- Exec Board Telephone Conference Call.

Motion by Director Gina Dutcher (Pueblo), second by Vice President Becky Walker (Canon City), to approve the minutes of the November 14, 2006-CGFOA/CMCA Annual Executive Board Meeting held at the CMCA/CGFOA Annual Conference held in Breckenridge, Colorado as amended, to approve the minutes of the November 17, 2006-CGFOA/CMCA Annual Executive Board Meeting held at the CMCA/CGFOA Annual Conference held in Breckenridge, Colorado as presented, and to approve the minutes of the May 16, 2007 Executive Board Telephone Conference Call meeting as presented; all voted in favor.

4. Old Business

None

5. New Business

- A. Policy discussion and Board Direction regarding the Re-Investing of CMCA funds into a Short-term CD

President Phillips noted this item was a concern that was brought up by Director Schillaci (Telluride). Due to Director Schillaci's absence, President Phillips requested this item be tabled until such time as the complete board can be present for the discussion.

Secretary Brunvand noted two issues: the amount currently held in savings and checking should be moved to a longer term CD, and the overall question of why we have so much in the bank to begin with.

President Phillips noted that to transfer money to a CD would tie the money up for a longer period where it would not be liquid without fees if it were needed.

The Board gave direction for Treasurer Smith to review and recommend an amount to put in CD's. Once Treasurer Smith has had enough time to review and recommend the Board would convene on a phone meeting if necessary to formally accept the recommendation. Additionally the Board gave direction for Treasurer Smith to review and recommend a general policy for cash reserves.

President Phillips will communicate the Board direction to Treasurer Smith.

#### B. Policy discussion and Board Direction regarding Pre-Approval Process for Requirements for IIMC Educational Points or Hours for All CMCA Programs

President Phillips updated the Board on the IIMC educational requirements. Currently we do not receive educational points for each class taken at the Annual Conference and our On-the-Road workshops. If each class is written up with goals and objectives and the trainer biographies and are pre-approved by IIMC, CMCA members could receive IIMC education credit for each class attended. President Phillips noted this would be a significant undertaking and would fall to the CMCA Education Committee. President Phillips noted that Debbie Cook has been working on our Institute and Academy to comply with this training requirement.

Vice President Walker stated that, although this is a large undertaking, it is very do-able. Vice President Walker asked if CMCA would need to have a trainer with a bachelor's degree teaching the classes; no.

President Phillips reviewed the IIMC requirements qualified for the Trainers which might be for the 2007 Annual Conference in November. The trainer biographies are done and the classes are set up. Changes would need to be implemented to standardize the class outcomes.

It was noted that changes need to be implemented to standardize the class outcomes so that next year, the exercise of writing the information would not be such a huge task.

Vice President Walker asked if the application fee of \$300 for pre-approval of IIMC Credits was necessary; President Phillips will pose this question to IIMC; however, the current IIMC guidelines do not address conferences pre-approval, only to institute and MMCA..

Direction was given for President Phillips to go forward with implementing these discussed changes by working with both the CGFOA and CMCA Education Committees. It was noted that the CMCA Education Committee will be tasked with putting the pre-approval application together for consideration to IIMC before the fall

conference. It was noted that the board would like to see a completed application by September.

6. Adjournment

In that there were no further items of business to discuss the meeting stood adjourned at 2pm.

Respectfully submitted and approved on \_\_\_\_\_

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Jay Brunvand, CMC  
Town of Minturn  
CMCA Secretary

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