



**Colorado Municipal Clerks Association
Business Meeting
Snowmass Village, CO
Thursday, June 28, 2007
2: 15 pm-4:15 p.m.
Janis Auditorium**

Minutes

1. Call to Order

President Susan Phillips called the meeting to order at 2:15pm

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

Also present were *Name, municipality*

Debbie Knudsen (Cheyenne Wells), Darlyn Novakovich (Cedaridge), Linda Yeager (Westminster), Kathryn Young (Colorado Springs) Kerry Bush (Englewood), Rhonda Coxon (Snowmass Village), Anna Fine (Glendale), Patti Garcia (Winter Park), Christina Trout (Parachute), Juanita Satterfield (Parachute), Judy Hegwood (Firestone), Stephanie Tuin (Grand Junction.), MJ Loufek (Breckenridge), Katy Reis (Westcliffe), Lu Berger (Fraser), Chris Snyder (Limon), Cindy Morse (Woodland Park), Wendy Heffner (Central City), Lorelei Donaldson (Vail), Andrea Strand (Fort Morgan), Kathryn Kock (Aspen), Wanda Krajicek (Fort Collins), Michael Snow (Wheat Ridge), Donna Spaulding (Snowmass Village), and Deborah Wohlmuth (Frisco).

3. Review and Approve Minutes

- January 19, 2007 Transitional Meeting.

Correct Kevin Boomer to Kevin Bommer on page 8.

Make changes as directed to pg 7b.

CMCA Agenda
June 28, 2007-Business Meeting

Motion by Rhonda Coxon (Snowmass Village), second by Debbie Knudsen (Cheyenne Wells), to approve the minutes of the January 19, 2007-Transitional Meeting held at the Thornton Civic Center in Thornton, Colorado as amended; all voted in favor.

4. Officers' Reports

A. Vice President, Becky Walker

Working on issues presented by the future retirement of Debbie Cook (University of Colorado (CU)). CU is considering the feasibility of the current program. The Colorado Municipal League (CML) is interested in a learning community program being implemented through their organization to include the CMCA Municipal Clerk's Institute and Masters Academy programs. This would be a great way to continue the CMCA/IIMC training and certification and would enhance the program for CML. Debbie Cook is considering retirement in approximately three years. CML could be ready for implementation by July 2008 (Institute). The program could be moved to Denver from Boulder or another venue. The hope is to keep it a package deal that includes lodging and meals.

B. Secretary, Jay Brunvand

Sign in sheet is being circulated. Please print legibly.

C. Treasurer, Linda Smith

Financial report was included in the packet.

D. Director, Gina Dutcher

Welcomed everyone to the conference.

E. Director, MJ Schillaci

No report

F. Past President, Nancy Vincent

Noted that CMCA will be holding our annual elections for Vice President (3yr term), Secretary and Director (both one year terms).

G. President, Susan Phillips

Thanked Snowmass Village for the wonderful conference. President Phillips referred to her written report included in the packet.

President Phillips noted that CMCA needs donations of auction items and attendee bag stuffers. Bag stuffers should be enough for approximately 400 bags.

CMCA Agenda
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Rhonda Coxon (Snowmass Village) requested a list of attendee states within Region VIII so that Sonja McKenzie's presentation can be modified to include the different states involved in the annual conference.

5. Standing Committees

- A. Annual Conference- Susan Phillips
- B. Audit –Sharon Spurlin
- C. Awards –Brenda Castle

Report in packet, nominations are being accepted.

D. Communiqué – Mary Lee and Cathy Kennedy

Encouraged the continued support of article submissions

E. Education Alisa Lewis and Wendy Heffner

Report in packet. Ms. Heffner commented on the silent auction submittals for the Annual conference. Last year we did not have very many items were donated from the Clerks. This cuts into our scholarship funds. Creating a basket now allows you to make a seasonal basket and baskets or other auction items from your local communities are always good. This year with the inclusion of the Region VIII conference at the Annual conference will mean more bidders so we need more items.

- Train the Trainer-Nancy Varra

President Phillips noted that lots of training is upcoming and to check the Webpage for a list.

F. Handbook –Gina Dutcher

Ms. Dutcher is currently working on 2005 then will update for 2006. Committee chairs will get an email to update changes for their committees.

G. Membership –Pam Schilling

Report in packet

H. Records Management –Sandy North

- Historian, Diana Lentz

I. Scholarship –Donna Garcia Spaulding

President Phillips reported that CMCA has lots of scholarship money available but clerks need to apply for it and to be aware of the deadlines.

J. Study –Chris Koch

K. Ways and Means – Valeria Skitt & Amy Phillips

L. Web Page –Jay Brunvand

6. Task Force Updates

A. Legislative Contact, Cindy Morse and Valeria Skitt

Cindy Morse (Woodland Park) updated the meeting that the CML Laws Enacted book had been mailed and reviewed various legislative changes.

Laws of importance to clerks were summarized:

- SB07-83 permits split shifts for election judges requiring only one judge at each site to remain for the entire election day. The others can be scheduled in shifts. The law also removes the 10 minute limit in the voting booth and provides an appeal process for FCPA fines. Effective date is August 3, 2007.
- SB07-234 renamed Absentee Ballots to Mail In Ballots. Allows for any voter to apply for permanent Mail In status and provides the management rules for those. Mail Ballots will no longer be approved by the Secretary of State's office for Home Rule communities and Municipalities will have to request a list from the County of the permanent mail in names.

B. Quill Award Nomination – Terri Andrews
Nancy Vincent was nominated.

C. IIMC Liaison-Nancy Vincent
Past President Vincent noted that Sharon Castler from Ohio has announced her candidacy for the IIMC 2nd Vice President. Also, the IIMC Board approved by a split vote the dissolution of the Property Assessment Task Force which was studying the costly move of IIMC Headquarters to Washington, D.C. However, IIMC President Tokar advised the Board that the action was in error clarifying that the Board does not have the authority to dissolve a Task Force appointed by the President. President Tokay further said that the focus of the Task Force would be changing to coming up with a game plan in the unlikely event that the pending lawsuits against IIMC force the sale of IIMC Headquarters to pay judgements. Past President Vincent noted that although changes are taking place on the IIMC Executive Committee and the Executive Board, we still have along road to clean up problems at IIMC including a virtual tie vote between the two members and the two more senior members of the Executive Committee. It was also noted that IIMC President Tokar has established a Task Force to look into changing the name of IIMC because not all of our membership are municipal clerks. This change would take an IIMC Constitutional amendment that would have to be voted on by the entire IIMC membership

D. Institute- Alisa Lewis
President Phillips noted this group has been working very hard and in addition is working with Vice President Walker regarding the retirement of Debbie Cook of the University.

7. Old Business

A. IIMC Region VIII 2007 Conference
The conference is being held in conjunction with our CGFOA/CMCA Annual conference to be held in Snowmass Village November 13-16, 2007. President Phillips also noted that Dr. Efticary of IIMC will be in attendance at the conference the entire week. This will allow the membership and the Board to have conversations with the Education Director.

B. Liquor Licensee Fee Proposed Legislation

Stephanie Tuit (Grand Jct) gave an update. The legislation to increase the fees for municipalities was approved and signed by the Governor. These new rates will go into effect on August 3, 2007 and annually in July for the next two years.

8. New Business

A. Application to Municipal Clerk's Education Foundation (MCEF) for Education Grant

President Phillips stated the MCEF is the nonprofit education foundation of IIMC. They provide scholarships and grants. Colorado has never applied for a grant. President Phillips feels it would be worthwhile to apply for a grant to provide speakers for the annual Conference. Kathryn Young (Colo Spgs) volunteered to write the grant.

B. Changes to CMC/MMC Application Process

President Phillips noted IIMC has changed the educational requirements from 100 hours to 120 hours for a CMC. Additionally, the Clerk will need to write a letter of application and then, when approved and accepted, the Clerk can submit the hours. Rhonda Coxon (Snowmass Village) asked why IIMC is so far behind in approving the hours; they are understaffed due to budget funding problems and that the long time employee that was in charge of approving the hours has left the Association.

President Phillips noted she had included an outline of the changes in the packet for review and reference. MMCA hours are increasing as well. The member also must complete and submit a minimum of 12 hours per year to IIMC in order to maintain their level and that the old level system is no longer in place.

9. Communications

In an effort to better our communication efforts the retiring members are given a plaque. If possible the plaque will be presented at the retiring Clerk's last Council meeting. President Phillips has presented two awards and anticipates a couple more before the year is over.

10. Adjournment

In that there were no further items of business to discuss, the meeting was adjourned at 3:14pm.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary

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