



**Colorado Municipal Clerks Association
Executive Board Meeting
Boulder, Colorado
Friday, July 14 2006
1:30 to 2:30 p.m.
Kittredge Commons 132**

MINUTES

1. Call to Order

The Colorado Municipal Clerk's Association Executive Board Meeting was called to order by Board Vice President Phillips at 1:25 on July 14, 2006.

2. Roll Call

Secretary Brunvand called roll.

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

Board Members present were Past President Valeria Skitt, CMC (Longmont); Treasurer Linda Smith, CMC (Cortez); Secretary Jay Brunvand, CMC (Minturn); Director Michele Karlin, CMC (Silverthorne); Vice President Susan Phillips, CMC (Greenwood Village); and Director Gina Dutcher, CMC (Pueblo). *(Note: President Nancy Vincent, MMC (Thornton) was excused absent.)*

3. Review and Approve Minutes – June 22, 2006

President Vincent introduced the minutes of the June 22, 2006 Executive Board Meeting and, after review, entertained a motion.

Motion by Director Karlin, second by Treasurer Smith, to approve the minutes of the CMCA Executive Board meeting of June 22, 2006 held at the CML Annual Conference in Breckenridge as presented; all voted in favor.

4. Old Business

Treasurer Smith discussed the travel policy issues in the minutes and what could or should be reimbursed.

Direction was given from the Board to modify the Reimbursement form as recommended.

- A. Additional information regarding IIMC conferences and request from Louisiana for financial assistance for 2007 IIMC Conference in New Orleans

Vice President Phillips introduced and updated the issue of the New Orleans conference. The main issue is the host city (New Orleans) is unable to garner vendor participation. Vice President Phillips noted that IIMC has not agreed to fund shortfalls and it is her recommendation that Colorado Municipal Clerk's Association consider a donation.

The Board noted that several state Associations are contributing, Texas has contributed \$10,000 and other states have contributed \$1,000 or so. Past President Skitt recommended a contribution of \$1,000 and noted the International conference she attended was not exceptionally useful because it is rather general where our state Annual Conference addresses more local concerns and training specific to Colorado.

Motion by Director Dutcher, second by Past President Skitt, to contribute \$1,000; all voted in favor.

- B. Memorandum from Stephanie Tuin (For information only.)

Vice President Phillips updated the Board on the status of the Tuin Memo requesting support to increase the liquor licensing fees charged by the local authorities. The committee created and assigned to investigate the possibilities and report back to the Board with a recommendation is moving forward. At this point the Committee does not have a legislator to carry the bill at the state level.

- C. Consideration of a letter to IIMC regarding recertification of Institutes.

Vice President Phillips pointed out that if the recertification of institutes is approved we would lose our 31-year standing. Vice President Phillips detailed the issue in that IIMC has audit authority to audit the educational values of the various States' institutions but does not have the Audit capabilities to effectuate the audits. Therefore, by requiring recertification each time an Institute Director changes they are requiring the States to prove the educational value. The CMCA Board determined the audit mechanism should not be placed on the recertification but that it should be IIMC to provide audits on a timely basis and consistent format.

Direction was given to Vice President Phillips to continue to write her letter to IIMC outlining our concerns.

5. New Business

- A. Proposed IIMC Campaign Policy (Current and Proposed Policy and Letter from Dawn Abrahamson, City Clerks Association of California President)

Vice President Phillips detailed the proposed changes. She stated that it was her preference that the policy not be modified as it currently works well. The policy has not been an issue in the past. The IIMC proposal is to change the rules to allow open campaigning.

Direction was given for Secretary Brunvand to write a letter to IIMC with our concerns for changes of the policy with inclusion of agreement with the California comments. All CMCA Board comments will be sent to Secretary Brunvand and a letter will be sent to the Board for comments by July 31, 2006.

The Board felt this was a good direction but the wrong method. The funding limit was too low and the other rules too strong thereby creating a possible conflict in IIMC's authority.

B. Consideration of financial support for Mary Lynne Stratta candidate for IIMC 2nd Vice President

Vice President Phillips noted that the Board has approved a Resolution in support of Ms. Stratta and asked if the Board was interested in a financial contribution. Vice President Phillips stated it is important that we have candidates on the IIMC Board that are willing to communicate with CMCA and that she receives more communication from Ms. Stratta than she has from our own Region VIII Representative.

Past President Skitt noted that the IIMC Board has had a lot of problems over the past year or so and feels it is important that we support board members that support us. Currently the IIMC Board is not supportive of Clerks and it shows in their work.

Vice President Phillips noted that because the money that funds CMCA comes from Municipal dollars it was questioned if this is something the Municipalities would want their money spent on.

Direction was asked of the Board if we want to spend money on specific IIMC candidates; No.

Past President Skitt felt the money would be better spent on scholarships to send CMCA members to the National conferences allowing them to vote for candidates.

Motion by Vice President Skitt, second by Director Dutcher that in lieu of direct contributions:

- No actual money would be sent to the candidates in the name of or with CMCA funds.
- CMCA would set up a separate scholarship level to go towards sending CMCA members to the International Conferences.
- Direction will be given to the Scholarship Committee to develop guidelines and monetary levels for the 2007 Budget.

All voted in favor.

C. Update on Washington D.C. Satellite Office

Vice President Phillips updated the Board that the IIMC satellite office in Washington D.C. has been closed and no further funds will be spent on this issue.

D. CMCA Institute Director

Past President Skitt informed the Board that she had had a discussion with Institute Director Debbie Cook. Ms. Cook stated she would be retiring in five years and that we will need to figure out how the Institute and Academy will be carried on. Past President Skitt stated we need to begin working with Ms. Cook and CU (University of Colorado) to keep this moving forward.

Direction was given to Vice President Phillips to add this item to the September 2006 agenda to include discussion a review of how the transition should work and the appointment and implementation of a special committee to accomplish the transition.

E. Other Items

Treasurer Smith stated that the Awards Committee will more than likely overrun their budget. It was determined that this committees expenses will fluctuate somewhat from year to year and that the budget will be backfilled as needed due to increased needs of awards and plaques.

Direction was given to Secretary Brunvand to compile a list of phone numbers and email addresses for the Board's use.

6. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 2:38 p.m.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary

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