



**Colorado Municipal Clerks Association
General Membership Meeting
Municipal Clerks Institute
Boulder, Colorado
Friday, July 14 2006
10:30 a.m.**

Minutes

1. Call to Order

The Colorado Municipal Clerk's Association Business Meeting was called to order by Board President Vincent at 10:35am on July 14, 2006.

2. Introduction of Executive Board and Roll Call

Secretary Brunvand called roll.

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.)*

The following Conference Attendees were present:

Mindy Cahill (Fairplay), Alicia Tamara (Crestone), Susan Banker (Lafayette), Jackie Malme (Granada), Teri Neugebauer (Holly), Tina Woodrum (Montrose), Therese Garcia (Saguache), Nancy Rich (Dacono), Ricky McLaughlin (Silt), Donna J. Spalding (Snowmass Village), Darlyn Novakovich (Cedaredge), Linda Levin (Telluride), Elizabeth Hedberg (Morrison), Regina Dennehy (Greenwood village), Pat Riffe (Evans), Kerry Bush (Englewood), Dana Evans (Durango), Carol Hanson (Louisville), Melissa Beaty (Cripple Creek), Brenda McCracken (Sugar City), Mary Lee (Windsor), Debbie King (Johnstown), Bernadette Martinez (Del Norte), Daryl Payne (Pueblo), Bradley Sorenson (LaSalle), Sara Gonzales (Ft. Collins), Marianne Hicks (Bayfield), Lisa Cook (Meeker), Deborah Wohlmut (Frisco), Rhonda B Coxon (Snowmass Village), Merinel Williams (Georgetown), Sally Terren (Basalt), Annie Rehurck (Pierce), John Zgut (Wallsenburg), Theresa Stayton (Erie), Reba Bachtel (Idaho Spgs), Judy Keiser (Broomfield), Lynnette Barker (Kersey), Debra Marshall (Boulder), Jackie Banks (Commerce City), Andre Madden (Rifle), Barb Shafer (Haxtun), Goldie Fisbein (Centennial), Kathy Reis (Westcliffe), Craig Trautwein (Wiggins), Karma Wells (Yuma), Carla Koeltzow (Westminster), Julie Sutor (Frisco), Mishawn Cook (Boulder), Pattie Garcia (Winter Park), Jackie Williamson (Estes Park), Elizabeth Brossman (Limon), Denise Bernhaught (Otis), Brugandy Guzman (BRUSH! Brush), Christy Icenogle (Nederland).

3. Review and Approve Minutes – June 22, 2006

Vice President Phillips introduced the minutes of the June 22, 2006 General Membership Meeting and, after review, entertained a motion.

Motion by Rhonda Coxon (Snowmass Village, second by Donna Spalding (Snowmass Village), to approve the minutes of the CMCA June 22, 2006 General Membership Meeting held at the CML Annual Conference held in Breckenridge, Colorado as presented; all voted in favor.

4. Officers' Reports

A. Vice President, Susan Phillips

Note: Due to President Vincent's absence Vice President Phillips gave her report in conjunction with the Presidents comments.

Vice President Phillips reported that this year's Annual IIMC conference was held in Anaheim, CA in May. She reported that the IIMC Annual conferences are held in the United States (lower 48), however, every ten years, the conference is held overseas and in 2010 the conference will be held in Sidney Australia.

Vice President Phillips stated that the CMCA Board is looking close at the IIMC National Board. Mary Lynne Stratta is currently running for IIMC 2nd Vice President. Vice President Phillips stated that it is important to have national representation by candidates that will represent the concerns of the municipal clerks. It was noted that Ms. Stratta is very involved with the local level, returns calls and is interested in forwarding the needs of the local and state concerns at the National level. Vice President Phillips noted the CMCA Board had approved a Resolution in support of Mary Lynne Stratta's candidacy. A copy of the resolution was included in the packet.

Vice President Phillips provided an update regarding the proposed changes that would be forthcoming for IIMC elections. She noted that this year, member's utilized new voting electronic equipment that allowed over 1000 clerks to vote in less than four hours for this year's amendments and Vice President seat.

Vice President Phillips reminded the audience to read the June Communiqué for updates on the New Orleans IIMC International Conference. Because of the hurricane damage and continuing issues concerning the clean up and restoration of New Orleans IIMC members continue to express concerns that New Orleans Conference will not be well attended or cost effective.

Vice President Phillips stated that this year the IIMC Region VIII conference would be held in Las Vegas.

Vice President Phillips reported that the Secretary of State held their HAVA Election Certification Training in Greeley in June. Congratulation was extended to Kathryn Young City Clerk of Colorado Springs for being the first Municipal Clerk to be certified through this program. This training is not required for municipalities, however; it

provides an opportunity for Municipal Clerks to learn more about Title 1 regarding Elections and to network with your county clerk.

Vice President Phillips provided an update regarding her efforts to develop a Degree program for Municipal Clerks. She noted that other states associations are very interested in this concept too.

B. Secretary, Jay Brunvand

Secretary Brunvand reminded the attendees to sign in on the sign in sheet in order to get credit for the meeting with IIMC. He congratulated the Institute graduates and encouraged all in attendance to use the contacts they had made at this training.

C. Treasurer, Linda Smith

Treasurer Smith noted those in attendance that had received scholarships for this institute. She reported that eleven 1st year attendees, five 2nd year attendees, and four attendees had received scholarships in a total amount of \$4,200.

Treasurer Smith stated that CMCA to date, CMCA has offered eleven "On the Road Workshops". The Member Directory has been completed and sent out and that the Town of Grover is the newest member municipality of CMCA.

D. Director, Michele Karlin

No Report

E. Director, Gina Dutcher

Director Dutcher congratulated the attendees of the Institute and emphasized for them to continue to use the networking once they get back to their office.

F. Past President, Valeria Skitt

Past President Skitt reminded everyone they could contact CMCA committee members who provided a report in the packet for today's meeting should they have any questions or if they have any questions about current activities of CMCA. The information contained at this meeting was also reported at the June 22, 2006 CMCA Business meeting at CML. Past President Skitt encouraged all in attendance to get involved with CMCA. This involvement could be done as a committee member, committee chair or running for a Board position.

G. President, Nancy Vincent

President Vincent was excused absent.

5. Standing Committees

A. Annual Conference – Nancy Vincent

Vice President Phillips updated the meeting and reported the Annual CMCA/CGFOA Conference will be held in Breckenridge. CMCA will be offering an advanced session on elections. This session will be held the day prior to the opening of the conference. Vice President Phillips reported that the Conference Committee is always looking for help if anyone is interested in volunteering they should contact the Conference Committee.

B. Audit – Deb Forbes

Report was included in the packet.

C. Awards – Jay Brunvand

Report was included in the packet.

D. Communiqué – Mary Lee

Mary Lee expressed appreciation for the article submittals and to visit the CMCA website to view the current Communiqué newsletter.

E. Education – Lisa Cain

Tina Woodrum (Montrose) reported that the report was in the packet. She announced that this year at the Masters Academy on Friday afternoon there will be a Train the Trainer session for those interested in becoming certified instructor for the CMCA “On the Road Workshops.”

- Train the Trainer – Sharleen Walker

F. Handbook – Michele Karlin

Director Karlin stated the City Clerk Handbook is undergoing updates. Committee Chairs are to submit any changes to the handbook to her attention. The current CMCA Handbook is available on the CMCA website.

G. Membership – Judy Egbert

A report was included in the packet that said the Membership Directories have been completed and sent out.

H. Nominating – Valeria Skitt

Past President Skitt reported that information for Nominations for CMCA Board Members will be going out soon. She stated a Director, Secretary, and Vice President

position is open this year. Call or email Past President Skitt if you have questions about the process. Nominations should include a biography. CMCA elections for the board are conducted as a mail ballot election and the results will be available at the CMCA/CGFOA Conference in November.

I. Records Management – Sandy North

No report was given.

- Historian – Diana, Lentz

Vice President Phillips reminded everyone that and those who holds a Chair or Board position should send information to Diana Lentz, CMCA Historian, for historical retention.

J. Resource Guide – Gina Dutcher

Director Dutcher reported that a draft copy of the CMCA Resource Guide was handed out this year to the participants at institute. To date one correction has been submitted from the draft. Director Dutcher requested the membership review the draft and submit any changes to her attention.

k. Scholarship – Susan Koster

The Report was included in the Packet.

L. Study – Chris Koch

Vice President Phillips reported on the status of the items referred to the Study Committee. A survey will be coming to the membership regarding the CML Clerklist serve. She also noted that a task force was formed to address a request from Stephanie Tuit (Grand Jct.) to consider changing local liquor license fees at the next legislation session.

M. Ways and Means – Valeria Skitt/Amy Phillips

Past President Skitt reported that the committee is working on logo products that could be sold. She noted that this is the fundraising arm of CMCA. She encouraged members to consider serving on this committee Rhonda Coxon (Snowmass Village) stated there are still CMCA cook books for \$15.00.

N. Web Page – Nancy Varra

The Report was included in the packet.

6. Task Force Updates

No Report

A. Legislative Contact – Cindy Morse

Cindy Morse provided a written report in the packet. Past President Skitt noted that the report includes information regarding the special session passage of bills. An issue that has been proposed for the November Ballot was provided by Kathryn Young (Colorado Springs) regarding Initiative 38 that would have a profound impact to municipalities.

B. Quill Award Nomination Committee – Amy Phillips

No report.

7. Old Business

A. Update on CMCA Goals and Objectives

Vice President Phillips stated that this year's goals have been met with the exception of the loftier goals such as the degree program. She noted that this would take more than one year to accomplish.

8. New Business

No New Business

9. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 11:40am

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary

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