



**Colorado Municipal Clerks Association  
Business Meeting  
Boulder, CO  
Friday, July 20, 2007  
10:15 am-12:00 p.m.  
Boulder Inn**

**AGENDA**

1. Call to Order

President Susan Phillips called the meeting to order at 10:20am

2. Roll Call

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); Director Gina Dutcher, CMC (Pueblo); and Treasurer Linda Smith, CMC (Cortez) (*Note: Director MJ Schillaci, CMC (Telluride) was excused absent*)

Also Present were:

Carmen Bell (Crested Butte), Claudia Whitney (Monument), Kathy Reis (Westcliffe), Cindy Nelson (Lake City), Scott Meszaroes (Monument), Sandi Sugden (Mead), Munfred Krimmer (Larkspur), Merinel Williams (Georgetown), Reba Beektel (Idaho Springs), Sally Farren (Basalt), Joanna Snyder (Red Cliff), Kitty Kinoshita (Garden City), Catherine Derby (Carbondale), Cheryl Grasnick (Rocky Ford), Andrea Banks (Golden), Duane Wells (Yuma), Theresa Garcia (Saguache), Annie Rehurek (Pierce), Susan Irwine (Hayden), Susan Barker (Lafayette), Goldie Fishbein (Centennial), Carla Koeltzow (Westminster), Jackie Malone (Granada), Lisa Andrews (Fredrick), Kara Powis (Morrison), Teri Colnn (Montrose), Michael Snow (Wheat Ridge), Susan Kohl (Boulder), Dolores Madrid (Boulder), Akia Tannara (Crestone), Rachelle Lessman (Greenwood Village), Maria Gomez (Greenwood Village), Susan Baca (Northglenn), Diana Lentz (Northglenn), Leah Heniger (Platteville), Stacy Johnson (Lochbuie), Craig Trautwein (Wiggins), Cheryl Scott (Ft Lupton), Patti Garcia (Winter Park), Lu Berger (Fraser), Mishawn Cook (Boulder), Andrea Madden (Rifle), Deborah Wohlmuth (Frisco), Pat Riffe (Evans), Kerry Bush (Englewood), Beth Hedberg (Edgewater), Christi Icenogle (Nederland), Kim Harms (Fleming), Karen Halterman (Oak Creek), Jackie Banks (Commerce City), Suzy Schares (Commerce City), Sara Gonzales (Fort Collins), Daryl Payne (Pueblo), Alisa Lewis (Boulder), Nancy Parker (Erie), Denise Bernhardt (Otis), Cheryl Winberg (Fort Morgan), Andrea Strand (Fort Morgan), Julie Piper (Kersey), Janet Terres (Mead), Stephanie Fisher (Cripple Creek), Melissa Formby (Lakewood), Christine Burns (Colorado Springs), Nancy Varra (Louisville), Linda Levin (Telluride), Maribeth Kemp (Lamar),.

3. Review and Approve Minutes

- June 28, 2007- CML /Snowmass Meeting.

Motion by Deborah Wolmath (Frisco), second by Kerry Bush (Englewood), to approve the minutes of the June 28, 2007 Business Meeting held at the CML Annual Conference in Snowmass Village as amended by Nancy Vincent (Thornton); All voted in favor.

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4. Officers' Reports

A. Vice President, Becky Walker

Vice President Walker updated the attendees of the proposed transition of our Institute and Academy training from the University of Colorado to the Colorado Municipal League. This transition is undertaken due to the pending changes proposed by CU upon Institute Director Debbie Cook's retirement in several years. CML is proposing to create a training academy to cover all municipal training opportunities including the CMCA Institute and Academy.

B. Secretary, Jay Brunvand

Secretary Brunvand welcomed all attendees to the meeting, would answer questions as needed and requested everyone to make sure and sign the sign in sheet being passed around as this is list that will be reflected in the minutes.

C. Treasurer, Linda Smith

Treasurer Smith noted the CMCA June financials are in the packet for review. She noted this year's Institute was one of the largest in some time. This year's scholarship awards for the Institute include nine first year, eight second year, six third year and two Jean Rogers Scholarships.

The CMCA budget still has budgeted scholarship funds available for both the Masters and the Annual Conference.

D. Director, Gina Dutcher

Director Dutcher welcomed the attendees and noted the importance of continuing training for the clerks.

E. Director, MJ Schillaci

Director MJ Schillaci was excused absent from the meeting.

F. Past President, Nancy Vincent

Past President Vincent reviewed the Region VIII Conference that will be held in conjunction with the CMCA/CGFOA Annual Conference to be held in November in Snowmass Village. Past President Vincent reminded the attendees of the importance of the silent auction event held during the conference and that all funds go to support both the IIMC and the CMCA scholarship funds. Anyone wishing to donate to the auction should inform Rhonda Coxon (Snowmass Village) to make arrangements.

Past President Vincent informed the attendees of the upcoming CMCA Executive Board election to be held in November during the Annual Conference. The Vice President (3yr term), a Director (2yr term), the Secretary (1yr term) and the Treasurer (2yr term) are all open for nominations.

G. President, Susan Phillips

President Phillips updated the attendees on items including the IIMC Annual Conference that she attended in New Orleans, and the CMCA/CGFOA Annual Conference which will be held in conjunction with the IIMC Region VIII Annual Conference in November in Snowmass Village. President Phillips noted her report was

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in the packet for reference of which included a summary of the CML Annual Conference in Snowmass Village, an update of the events occurring at IIMC and the Educational Guidelines approved by that Board. IIMC Vice President Stratta has submitted some recommendations to streamline the education process as it relates to pre-approval of courses and classes and that Ms. Sharon Cassler from Cambridge, Ohio has announced her candidacy for IIMC Vice President.

President Phillips also updated the attendees on the CMCA Executive Board meetings held over the previous several months and decisions made.

5. Standing Committees

A. Annual Conference- Susan Phillips

The CMCA/CGFOA Annual conference will be held in Snowmass Village on November 13-16. This will be held in conjunction with the IIMC Region VIII conference. This conference includes the states of WY, SD, ND, NM, NE, UT, and AZ.

Director Dutcher will work on a charter bus that will make various stops along I-70 to pick up conference attendees to limit the individual travel which can be difficult during the late fall/early winter months. Details and cost will be announced as they become available. Those interested were directed to contact Director Dutcher for details.

B. Audit –Sharon Spurlin

The audit has been completed and has been sent to Treasurer Smith. No surprises were found and the books look good.

C. Awards –Brenda Castle

A written report was included in the packet and included a summary of the recent retirees and procedures in place for nomination submittal for the annual awards. Additionally, a summary of previous years' award recipients from 2002 forward was included.

D. Communiqué – Mary Lee & Cathy Kennedy

The newsletter has been very full this year with applications, events and updates. Anyone interested in submitting information should contact Mary Lee or Cathy Kennedy.

E. Education Alisa Lewis & Wendy Heffner

The Education committee has been working very hard on the annual conference class offerings and the Institute and Academy classes.

- Train the Trainer-Nancy Varra

Nancy Varra noted that seven trainings have been offered and several more are upcoming before the end of the year.

Dates to remember:

Clerks Institute – Boulder July 15-20, 2007

Masters Academy – Boulder September 19-21

CGFOA/CMCA/Region VIII Fall Conference – Snowmass Village November 13-16

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F. Handbook –Gina Dutcher

Director Dutcher has been working on the 2005 update and then will move forward with the 2006 changes. The entire handbook should be updated by November.

G. Membership –Pam Schilling

Pam Schilling noted the CMCA membership is holding steady at 344. New Member kits are being developed and any ideas should be forwarded to the committee.

H. Records Management –Sandy North

- Historian, Diana Lentz

Diana Lentz reminded all members that if they prepare something of historical value for CMCA to please forward that information to Diana.

I. Scholarship –Donna Garcia Spaulding

Applications and deadlines are on the webpage.

J. Study –Chris Koch – No report.

K. Ways and Means – Valeria Skitt & Amy Phillips – No report.

L. Web Page –Jay Brunvand – No report.

6. Task Force Updates

A. Legislative Contact, Cindy Morse & Valeria Skitt

President Phillips updated the changes in the Open Records laws and the revised liquor fees that passed this year at the State. President Phillips also noted the Permanent Mail Ballot list that will be maintained by County Clerk and Recorders. This list is to be used for every election to eliminate the need for the public to request a mail ballot annually.

B. Quill Award Nomination – Terri Andrews

President Phillips stated that Past President Nancy Vincent had been nominated, and although not selected, was in the excellent company of some very committed and talented clerks.

C. IIMC Liaison-Nancy Vincent

Vice President Vincent noted that an invitation had been sent to the IIMC Executive Board inviting them to the CMCA/CGFOA/Region VIII meeting in Snowmass Village. Vice President Mary Lynn Strata may attend - others have not replied.

Vice President Vincent informed the attendees that the IIMC Board of Directors voted to discontinue the proposed satellite office for IIMC in Washington D.C. However, President Tokar stated the Board did not have the authority to discontinue the move; he intends to discontinue the satellite office plan, but will rename the committee to pursue other goals for IIMC. It is still a possibility that, because of the pending litigation, IIMC may have to sell their California office. President Tokar is currently moving forward with his idea to change the name of IIMC. This will require a vote of the membership in that it is named in the Charter. As details come forward they will be made available to the CMCA membership.

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President Phillips noted that the IIMC Executive Board has had some very positive changes to its membership through the past two elections and stated she was confident this trend will continue.

D. Institute- Alisa Lewis

Reported that updates to Institute are still being worked out with Deb Cook of CU to achieve the level of education now being required by the IIMC.

7. Old Business

- A. IIMC Region VIII 2007 Conference
  - Charter Bus to Snowmass Village
- B. Liquor License Fee Legislation

8. New Business

A. Changes to CMC/MMC Application Process

President Phillips noted that within the packet are the detailed changes implemented by IIMC. These changes will affect the rules for certification through IIMC and how these changes will be reflected in the training classes at Institute and Academy. These changes include required training, hours, and preapproval of such training. President Phillips and Director Dutcher encouraged those seeking certification to send everything as supporting documentation for the class submittals. It was noted that you must apply to the Academy and be accepted prior to any training hours being accepted.

President Phillips noted that IIMC is attempting to meet new needs by offering more trainings on line. IIMC Education Director Dr. Eftikari will be at the November Annual Conference. Time will be structured so that the CMCA Board can meet and discuss membership concerns, as well as other times when individual members can meet with him for their questions.

9. Communications

10. Adjournment

In that there were no further items of business to discuss, the meeting was adjourned at 11:05am.

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

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Jay Brunvand, CMC  
Town of Minturn  
CMCA Secretary

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