



**Colorado Municipal Clerks Association
General Membership Meeting
Master Municipal Clerk Academy
University Memorial Center, Room 235
Boulder, Colorado
Thursday, September 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 10:31a.m. on September 14, 2006.

2. Introduction of Executive Board and Roll Call

Secretary Brunvand called roll.

Board Members present were President Nancy Vincent, MMC (Thornton); 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: Past President Valeria Skitt, CMC (Longmont); was excused absent.)*

The following Conference Attendees were present:

Judy Egbert (Alamosa), Deb Babler (Lyons), Christine Brasfield (Rangely), Wendy Heffner (Central City), Cathy Kennedy (Windsor), Lucille Miller (Thornton), Karen Werft (Thornton), Robin Unsworth (Glenwood Springs), Phyllis Hardin (Superior), MJ Loufek (Breckenridge), Nancy Verra (Louisville), Tricia Kengeneis (Broomfield), Lorelei Donaldson (Vail), Tillie Fisbeck (Holyoke), Donna Arwood (Mt Crested Butte), Ann Large (Boulder), Deb Forbes (Sterling), Sandy Tweede (Elizabeth), Serena Brooks (Elizabeth), Kim Bety (Evans), Barb Rodgers (Ft. Lupton), Sharleen Walker (Montrose), Gail Davidson (Gunnison), Sheila McIntyr (Silt), Junita Peterson (Grand Jct), Susie Murphy (Brighton), Gale Martinez (Brighton), Rhonda Coxon (Snowmass Village), Jenny Ellringer (Gypsum), Jan Thomas (Dillon), Cathy Rabe (Canon City), Becky Walker(Canon City), Patti Owens (Deer Trail), Mary Jo Chillair (Telluride), Christa Jones (Wheat Ridge), Jeannie Weaver (Loveland), Teresa Andrews (Loveland), Denise Chiaretta (Parachute), Juanita Satterfield (Parachute), Georgann Valdez (Ignacio), Mary Lynn Williams (Delta), Kathleen Struhland (Aspen), Pamela Schilling (Basalt), Betsy Holder (Greeley).

3. Review and Approve Minutes – July 14, 2006

President Vincent introduced the minutes of the July 14, 2006 General Membership Meeting and, after review, entertained a motion.

Motion by Rhonda Coxon, (Snowmass Village), second by Terry Andrews (Loveland), to approve the minutes of the CMCA July 14, 2006 General Membership Meeting held at

the CMCA Institute held in Boulder, Colorado as presented with the following correction; all voted in favor.

- Change Rhonda Coxen to Coxon.

4. Officers' Reports

A. Vice President, Susan Phillips

Vice President Phillips gave a short summary of the IIMC Region VIII Conference that she attended. The conference was hosted by the Nevada Clerk's Association and held in Las Vegas, NV. Vice President Phillips reported that she had an opportunity to meet with Mary Lynn Stratta. Ms. Stratta is a candidate from Bryan, TX for IIMC Vice President. Vice President Phillips reminded the membership that CMCA approved a Resolution in support of her candidacy. During the Region VIII Conference it was asked that Colorado consider hosting the 2008 Regional meeting. The last meeting hosted in Colorado was in 2000 and it was very successfully attended. Discussion ensued as to attendance numbers, location, required time, and cost. It was noted that Region VIII considers Colorado a draw. Vice President Phillips noted that even though Colorado is a draw and we would be able to get plenty of vendors it would still take the entire CMCA membership to pull off such a large meeting. It was noted that an email survey will go out to the members to inquire about an interest to host a Regional VIII conference.

B. Secretary, Jay Brunvand

Secretary Brunvand noted to the membership in attendance to be sure to sign the attendance sheet in the back of the room.

C. Treasurer, Linda Smith

Treasurer Smith noted her report in the packet with the complete numbers. Treasurer Smith highlighted the scholarships for the Masters Academy and that over \$2,000 is available for the Annual Conference in November. Treasurer Smith noted that additionally the Executive Board has designated a special funding for National Conference attendance in order to encourage and emphasize the importance of CMCA representation in the voting of National Board members.

D. Director, Michele Karlin

No Report

E. Director, Gina Capritta-Dutcher

Director Dutcher emphasized that Pueblo wants to host a Major conference. The Chamber of Commerce did submit a bid for the National IIMC conference. Director Dutcher stated it was a long shot but it does represent the sincerity of their desire.

F. Past President, Valeria Skitt

Excused Absent. President Vincent wished Past President Skitt a nice trip in Italy.

G. President, Nancy Vincent

President Vincent announced the new scholarship classification to allow funding for the National IIMC Conferences and encouraged the membership to make use of the funds. President Vincent noted the support by the CMCA Board for Mary Lynn Stratta in her Vice Presidential candidacy for the IIMC Board of Directors and how important it is that CMCA support candidates who support the best interests of the entire membership. President Vincent noted the 2010 IIMC conference will be held in Australia. The Annual conference is normally held in the United States or Canada but every ten years they hold the conference internationally. President Vincent highlighted the Secretary of State's Election Certification program and noted that Kathryn Young of Colorado Springs is the first Municipal Clerk to be certified and the importance of this level and caliber of training. President Vincent introduced the new Colorado Voter Registration Application and noted that ALL applicants will need to show an approved identification in order to register to vote in Colorado.

5. Standing Committees

A. Annual Conference – Nancy Vincent

President Vincent noted the Conference will be held, November 15 – 17, 2006 in Breckenridge. President Vincent reminded the membership that on Tuesday (11/14/06) prior to the Annual CGFOA/CMCA conference; CMCA will be hosting an in-depth On-the-Road Workshop on Election training the day prior to the conference. This is a new class date and is a result of requests from the CMCA membership to provide training for clerks who have Spring elections. In addition, this year the sessions will be 1-hour and 45 minutes each to conform to CGFOA training requirements.

B. Audit – Deb Forbes

No Report

C. Awards – Jay Brunvand

Secretary Brunvand stated that todate he has not received any nominations for most of the awards and that, due to this, the Awards Committee would be holding open the nominations one more week through Friday September 22.

D. Communiqué – Mary Lee

No report other than to thank everyone who had sent information and articles in for publication.

E. Education – Lisa Cain

No Report

- Train the Trainer – Sharleen Walker

Ms. Sharleen Walker stated she had a report in the packet. Ms. Walker outlined the classes they have offered and how they are doing.

F. Handbook – Michele Karlin

No Report

G. Membership – Judy Egbert

Ms. Judy Egbert noted her committee is in the “in between” time. The 2006 renewals went very well with the computer enrollment. This year the Membership Committee will continue with the computer registration and focus on the municipalities that are not members as well as companies that are interested in Sponsor (associate) Memberships. Additionally, they will be reviewing the new member kit concept and the mentoring program for new members.

H. Nominating – Valeria Skitt

President Vincent reported that the deadline for CMCA Officer nominations is October 2, 2006 and encouraged the membership to consider serving on the CMCA board. President Vincent provided a list of the available positions this year; including the Vice President (3yr term), Director (1yr term), and the Secretary (1yr term).

I. Records Management – Sandy North

No Report

- Historian – Diana, Lentz

No Report

J. Resource Guide – Gina Capritta-Dutcher

Director Dutcher stated she has had some feedback and made minor corrections.

k. Scholarship – Susan Koster

President Vincent reported that scholarship applications are available on the back table as well as on the CMCA website. To date, no applications have been received. The deadline is Friday, September 22, 2006.

L. Study – Chris Koch

The Study Committee is looking at three items:

- The Committee is working with the Webpage Committee to include Webinar training.
- The Committee is going to distribute a survey on how well the listserve is working and how it can be improved.
- The Committee is looking at what other training sessions can be offered to enhance the existing sessions at the Annual Conference for clerks who also are Court and Human Resource Managers.

M. Ways and Means – Valeria Skitt/Amy Phillips

This Committee is reviewing options to be offered for sell that include CMCA lapel pins and other logo items.

N. Web Page – Nancy Varra

No report other than what was presented in the packet

6. Task Force Updates

No Report.

A. Legislative Contact – Cindy Morse

No Report

B. Quill Award Nomination Committee – Amy Phillips

No Report

7. Old Business

A. Update on CMCA Goals and Objectives

An update of the status of projects is in the packet along with a copy of the goals for 2006.

8. New Business

President Vincent commended the new voting equipment that will be used at her County level elections. She encouraged all municipal clerks to take the opportunity to meet with their County Clerks and see the new election equipment.

9. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 11:45A.M.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary

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