

**COLORADO MUNICIPAL CLERKS ASSOCIATION
TRANSITIONAL MEETING
470 GREGORY STREET
BLACK HAWK, COLORADO
FRIDAY, JANUARY 21, 2005**

1 **1. CALL TO ORDER**

2 President Valeria Skitt, MMC (Longmont) called the Transitional Meeting of the
3 Colorado Municipal Clerks Association to order at 12:54 PM on Friday, January 21,
4 2005 in Black Hawk, Colorado.
5
6

7 **2. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL**

- 8 • The following Executive Board members were present and introduced
9 themselves: President Skitt; Treasurer Linda Smith, CMC (Cortez); Director Tillie
10 Fisbeck, CMC (Holyoke); Director Michele Karlin, CMC (Silverthorne); and Past
11 President Amy Phillips, CMC (Mancos). Secretary Jacqueline McConnell, CMC
12 (Fredrick) was absent.
- 13 • The following CMCA Committee Members were present: Lisa Cain, CMC (New
14 Castle), Brenda Castle, CMC (Centennial), Lorelei Donaldson, CMC (Vail), Judy
15 Egbert, MMC (Alamosa), Judy Hegwood, CMC (Firestone), Betsy Holder, MMC
16 (Greeley), Chris Koch, CMC (Arvada), Sally Misare, CMC (Castle Rock), Sandy
17 North (Boulder), Stephanie Tuin, MMC (Grand Junction), Nancy Varra, CMC
18 (Louisville), Nancy Vincent, MMC (Thornton), Kathryn Young, CMC (Colorado
19 Springs).
20

21 **3. ADMINISTER OATH OF OFFICE TO PRESIDENT VALERIA SKITT**

22 Donaldson administered the oath of office to President Skitt.
23

24 **4. REVIEW AND APPROVAL OF MINUTES**

25 **Motion** – the Board approved the minutes of its November 17 and November 19,
26 2004 Executive Board Meetings as submitted (Smith/Phillips). Motion carried
27 unanimously.
28

29 Egbert reminded members that today's voting privileges apply only to the Executive
30 Board.
31
32

33 **5. OFFICERS' REPORTS**

34 **A. Vice President**

35 No report.
36

37 **B. Secretary, Jacqueline McConnell**

38 No report.
39

40 **C. Treasurer, Linda Smith**

- 41 • The City of Cortez is offering to cover the membership renewal postcard

- 1 expense.
- 2 • Disbursed copies of the December 2004 balance sheet, 2004 check register,
3 and proposed 2005 budget.
- 4 • Informed the board the accounts receivable total assets have been cleared
5 from the balance sheet, as discussed and recommended with Sharon Spurlin
6 (Granby), 2004 Audit Chair.
- 7 • Reported that all committees did not expend their entire budgets, including
8 the Communiqué Committee. Requested the 2005 budget expense line item
9 for the Communiqué Newsletter be adjusted to \$1000 to cover a \$500 carry
10 over of the 2004 expense line item, thus allowing the committee to go out to
11 dinner.

12 **Motion** – to increase the Communiqué Newsletter expense line item on the
13 proposed 2005 budget to \$1000 (Phillips/Fisbeck). Motion carried unanimously.
14

15 **D. Director, Tillie Fisbeck**

16 As Executive Board Liaison to the Membership Committee, reported on the
17 status of the 2005 membership renewal process.
18

19 **E. Director, Michele Karlin**

20 As 2005 Education Committee liaison, reported good decisions have been made
21 for the 2005 educational sessions.
22

23 **F. Past President, Amy Phillips**

- 24 • Commended 2004 Chairs for an outstanding job.
- 25 • Reported 2004 year ended with net revenues over expenditures.
- 26 • Working on call for nominations to fill the Vice President vacancy, due to
27 resignation of Deborah Yancy. The deadline date is February 4, 2005.
28

29 **G. President, Valeria Skitt**

- 30 • Announced 2005 Standing Committee Members are still pending and
31 requested member confirmation from Committee Chairs.
- 32 • Requested appointments of vice chairs to the Membership, Ways and Means,
33 and Records Management Committee's.
34

35 Membership Chair Judy Egbert reported Rebecca Kunzler (Platteville) will no
36 longer be serving on the membership committee and Pam Schilling (Basalt) has
37 agreed to serve as vice chair.
38

39 Web Page Committee Chair, Nancy Varra reported Michael Milner (Superior)
40 who is serving on the committee has declined as vice chair, and requested Carol
41 Hansen (Louisville) be named to the position. She also requested Susan Phillips
42 (Greenwood Village) be added as a member.
43

44 Records Management Committee Chair, Sandy North announced Nancy Vincent

1 (Thornton) will be serving as vice chair.
2

3 The Ways and Means Vice-Chair will be Susan Murphy.
4

5 **6. STANDING COMMITTEES – REVIEW OF 2004 ACTIVITIES AND CREATION OF**
6 **2005 GOALS**

7 **A. Annual Conference**

- 8 • 2004 Committee Chair Phillips reviewed the Annual Conference dollar split
9 between CMCA and CGFOA, and silent auction proceeds. Informed
10 everyone the Conference Committee meeting was just held.
11 • 2005 Committee Chair Skitt reviewed the conference attendance numbers
12 and upcoming conference locations.
13

14 **B. Audit**

15 No report.
16

17 **C. Awards**

18 No report. Egbert suggested all award nominees be notified of all nominations
19 and awards, and the award recipients are in attendance at the annual conference
20 to receive their awards. Egbert mentioned the Awards Committee guidelines are
21 being reviewed to address these issues. President Skitt requested the Awards
22 Committee chair contact Director Fisbeck with any handbook changes.
23

24 **D. Communiqué**

25 2004 Chair, Nancy Vincent handed out her written report and reviewed the
26 committees 2004 achievements:

- 27 • Expanded distribution of the Communiqué to include all Colorado towns and
28 cities, not just CMCA members.
29 • Sent e-mails which contained a link to the Communiqué on the CMCA
30 website rather than emailing the newsletter directly.
31 • Reviewed the Communiqué hard copy mail out numbers and process.
32

33 Vincent requested on her committees behalf that guidelines/policy be developed
34 by the organization as to what type of material may or may not be acceptable to
35 include in future Communiqué newsletters.
36

37 Based on the decline in the 2004 membership, Egbert requested a list of the non-
38 members receiving the Communiqué.
39

40 **E. Education**

41 Committee Chair Cain reported:

- 42 • Sixteen of the thirty members of the Education Committee met on January 20
43 to establish classes for 2005. Deborah Cook from CU was also present. The
44 Train the Trainer/On the Road Workshop Sub-Committee focused on
45 workshops for the year.

- 1 • The committee will be scheduling the presentations and assigning moderators
2 for the CML Conference, Clerks Institute, Masters Academy, and Annual
3 Conference. Lynn Kimbrough (Public Information Officer for the Denver
4 District Attorney's Office) is being considered as opening session speaker for
5 the Annual Conference and the Colorado Springs Police Department (Club
6 Drugs and Raves) for the CML Conference presentation.
- 7 • 2005 will be the last year the College Inn will be used for Clerk's Institute.
- 8 • The Conference Committee will meet in Grand Junction in May at the Grand
9 Junction Hotel (2005 Annual Conference site) for a Pre-Conference meeting.

10
11 Committee Chair Cain requested the board consider:

- 12 • Changing the Clerks Institute CMCA Business Meeting and Rap Session
13 scheduled on Thursday afternoon, June 23 to Friday morning, June 24. This
14 change would allow the Group Presentation to take place Thursday afternoon
15 and relieve the stress of making this presentation from the institute attendees.
16 The Board agreed with Cain's request to adjust the June 23 CMCA Business
17 Meeting and Rap Session to the morning of June 24.
- 18 • Schedule a CMCA Board/Committee recruitment discussion at the Masters
19 Academy, from 4:15 to 5:00 PM on Wednesday, September 14th. The Board
20 agreed it would be appropriate to schedule the recruitment discussion.

21
22 At this time, Tuin requested the Awards Committee consider recognizing Terry
23 Ketelsen (State Archivist) for his dedication to CMCA.

24
25 Train the Trainer Subcommittee:

- 26 • Young reported On-the-Road workshops have been scheduled for 2005,
27 falling between April and October.
- 28 • The addition of liquor licensing classes being offered by the Colorado State
29 Liquor Enforcement Department could affect the turnout of CMCA On-the-
30 Road liquor licensing workshops. Therefore, CMCA is scheduling these
31 workshops in late summer and fall to avoid workshops scheduled by the
32 state.
- 33 • Discussed the 2004 CMCA Study Committee Survey on providing video or
34 DVD's of each of the topics CMCA provides for On the Road Workshops to
35 the membership as a learning tool. Discussed logistics and dynamics,
36 substantial cost, and student's total benefit of this type of educational tool.
37 The Study and Education Committee's will continue working on this project for
38 future discussion.

39
40 Skitt thanked Young for stepping into the 2004 Education Chair position and for a
41 job well done.

42
43 **F. Handbook**

- 1 • Committee Chair Fisbeck stated the Request for Reimbursement form has
2 been updated with the current IRS mileage reimbursement rate of 40.5 cents
3 for 2005.
- 4 • Skitt requested the current handbook be sent to the new chairs for their
5 review. Skitt will contact the chairs with a deadline date to send handbook
6 updates to Fisbeck.
- 7 • Misare asked about the status of including the CMCA Policies and
8 Procedures Handbook on the CMCA website. Website Committee Chair
9 Varra stated cost is a factor in completing this project and the committee will
10 check into this further.
- 11 • Board members expressed the need for the entire CMCA membership to
12 have access to the most current CMCA Policies and Procedures handbook.
- 13 • Fisbeck requested Donaldson contact her regarding the implementation of a
14 template for the oath of office into the handbook.

15 16 **G. Membership**

- 17 • Past Committee Chair Hegwood commented on membership renewal
18 responsibilities needing to be defined between the Membership Committee
19 and Kathy Barta. At this time the membership renewal postcards that were
20 to be disbursed in December have not been sent out yet, due to the
21 resignation of Deborah Yancy and unknown procedures.
- 22
- 23 • Egbert recommended a conference call be made with herself, Kathy Barta
24 and Karlin to clarify the responsibilities of the membership data. Egbert
25 recommends address labels for on the road workshops be obtained from
26 Kathy Barta.
- 27
- 28 • Egbert stated the committee plans to start membership recruiting in April, and
29 are considering implementing new membership packages which could include
30 CMCA pins. The committee will also be reviewing the handbook for updates.
- 31
- 32 • Egbert added membership renewal reminder postcards will be sent out as
33 soon as possible, and membership certificates will be mailed with the CMCA
34 directory in June. Egbert stated changes to the membership directory include
35 photographs and larger print. Egbert asked if membership cards are needed.
36 Based on present opinions, the board agreed the cards are no longer needed.
- 37

38 **H. Nominating**

39 Past Chair Donaldson and Chair Phillips stated an unexpected vacancy has
40 occurred on the board with the resignation of Vice President, Deborah Yancy.
41 The Committee is in the process of soliciting candidates interested in filling the
42 vacancy, with a deadline date of February 4.

43 44 **I. Records Management**

1 Past Committee Chair Holder handed out her written report and reviewed the
2 Committee's recommendations to develop handouts for municipal clerks, and
3 update the Guidelines for the Retention of Municipal Records in Colorado.
4 Holder stated July 31 as the deadline date to suggest changes to Terry Kettleon
5 for updates to the Model Retention Schedule.

6
7 Committee Chair North questioned CMCA annual membership eligibility
8 requirements for non-municipal representatives, and asked if a professional
9 consultant can serve on the Records Management Committee. The group stated
10 other membership categories are eligible for membership and serving on
11 committees, including associate members or ad hoc members.

12
13 Historian:
14 No report.

15 16 **J. Scholarship**

17 Past Committee Chair Fisbeck stated the committee:

- 18 • Struggled last year with delays in CMCA membership renewals. Stating
19 scholarship applicants must renew by the March 31 deadline date.
- 20 • Worked with the board on implementing earlier scholarship deadline dates in
21 2005 to allow adequate time for processing and notification.
- 22 • Accepted Colorado Code Publishing's 2005 budget donation of \$500

23
24 Skitt noted Charmaine Tripp (Las Animas) and Susan Koster (Lafayette) have
25 mentioned co-chairing the committee in 2005. Skitt will appoint past committee
26 member Tripp as chair and name Koster vice-chair. Requested Fisbeck inform
27 Tripp of this determination.

28 29 **K. Study**

30 No report.

31 32 **L. Ways and Means**

33 Past Committee Chair Castle stated 2004 was a profitable year with the sale of
34 the CMCA cookbooks. The committee is considering selling the cookbook at the
35 IIMC Conference in Minnesota in 2005. Castle highlighted on the writing contest,
36 stating the committee is in hopes of a better turnout on the next go around.

37
38 Vincent informed the group of CMCA's legal liability in selling cookbooks.

39 40 **M. Web Page**

- 41 • 2005 Committee Chair Varra noted the committee has the CMCA web guy
42 doing a cost analysis for implementing the CMCA policies and procedures,
43 which is an enormous document, into the CMCA website. Varra mentioned
44 future handbook update costs have to be considered, and if PDF files, link or
45 additional pages are the answer.

- Varra noted the website hosting fees are \$45 month and the 2005 budget is set at \$3200.
- Varra stated the Web Page Committee will be doing in house training again this year.

7. TASK FORCE UPDATES

A. Legislative Contact, Cindy Morse & Valeria Skitt

Morse was unable to attend today's meeting. Skitt reported clerks should keep an eye out for changes in the liquor code and requested any amendments to the election cleanup bill be forwarded to her.

Holder asked if a municipal campaign finance ad is possible.

B. Quill Award Nomination – Amy Phillips

Phillips reported that a nominee has been chosen for the Quill Award. Phillips may be contacting clerks for letters of support, which must be submitted by February 7. The award will be announced in May.

8. OLD BUSINESS

A. By-Law Changes

President Skitt asked for assistance in preparing the ballot language for the addition of the general membership meeting at the Masters Municipal Clerks Academy. Phillips offered to assist.

9. NEW BUSINESS

A. Review and Adopt 2005 Goals

Skitt proposed the following goals for CMCA to achieve in 2005:

- Establish a task force to work with CML to review election statutes for potential amendments and clarifications.
- Review and clarify Contract for Services with Administrative Alternatives (Kathy Barta).
- Review process for nominating individuals of CMCA Awards with the goal of increasing participation and simplifying the nomination process and for developing a system to insure recipients are present, whenever possible, at the Fall Conference to receive their awards.
- Maintain high quality educational opportunities for Clerks in all regions of the state.
- Establish Executive Board liaisons with CMCA Committees.
- Create a Quill Award Nomination Committee and submit a Colorado Clerk's name for this award.
- Issue a Request for Proposal to Colorado communities for site selection for the Region VIII Conference in 2007

After reviewing the goals, it was determined the words "Establish a task force to"

1 be stricken from the first goal.

2 **Motion-** Adopt the 2005 Goals and Objectives as amended (Phillips/Smith).

3
4 **B. Review and Adopt 2005 Budget**

5 In reviewing the proposed budget it was determined that the Task Forces Future
6 Annual Conference line item be removed and its proposed \$500 be added to the
7 Committees Expenses, under the Annual Conference (Misc Exp.) line item.

8 **Motion** – Adopt 2005 CMCA budget as revised (Karlin/Phillips). Motion carried
9 unanimously.

10
11 Treasurer Smith reviewed the current checking and savings balances and
12 requested \$10,000 be moved from the checking into the savings.

13 **Motion** – To allow Smith to transfer \$10,000 from the CMCA checking account
14 into savings (Fisbeck/Phillips). Motion carried unanimously.

15
16 Phillips suggested CMCA hiring a financial planner to assist with investment
17 funding. Phillips, Smith and Sharon Spurlin (Granby) will make a
18 recommendation at the next business meeting.

19
20 **C. Review and Adopt Consultant Services Contract with Administrative
21 Alternatives, Inc. (Kathy Barta)**

22 After discussion it was determined that Skitt, Karlin, and Egbert will meet with
23 Kathy Barta to review the contract and this item will be placed on the next
24 business meeting agenda.

25
26 **D. Discuss process to fill Executive Board vacancy**

27 Due to the unforeseen vacancy, Nominating Committee Chair Phillips has sent
28 out a Call for Nominations and Bio Sheet soliciting candidates interested in
29 serving as Vice-President on the CMCA Executive Board to respond by February
30 4, 2005. As stated in the CMCA bylaws the Executive Board will vote on the
31 candidates and fill the vacancy within thirty days from the date of notification of
32 vacancy. Phillips and Skitt expressed a concern with the current CMCA bylaw
33 language for filling board vacancies, and will review this procedure for better
34 clarification and bring back to the board for future discussion.

35
36 **E. Discuss IIMC Director position**

37 Egbert asked if there is any interest from Colorado clerks in applying for the IIMC
38 Region VIII Director position. Egbert mentioned the possibility of Julie Jordan
39 Struble (Steamboat Springs) expressing interest. Skitt will contact Director
40 Courtney Bohlender (Saratoga, WY) to see if anyone has applied.

41
42 **F. Thank you to Jeanie Magno (Black Hawk)**

43 Skitt will contact the Awards Committee to have a gift sent to Jeanie Magno for
44 her assistance in putting together the meetings and meal.

45

1 **10. ADJOURNMENT**

2 The meeting adjourned at 4:03 PM.

3

4

5 Respectfully Submitted,

6 **COLORADO MUNICIPAL CLERKS ASSOCIATION**

7

8

9

10 Tillie Fisbeck, CMC

11 City of Holyoke

12 CMCA Director

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