



MINUTES
COLORADO MUNICIPAL CLERKS ASSOCIATION
Executive Board Meeting
CGFOA/CMCA FALL CONFERENCE
Breckenridge, Colorado
Tuesday, November 14, 2006
3:00 pm

1. Call to Order

The Colorado Municipal Clerk's Association Executive Board Meeting was called to order by Board President Nancy Vincent at 4:15 pm on November 14, 2006.

2. Executive Board Roll Call

Board Members present were President Nancy Vincent (Thornton), Vice President Susan Phillips (Greenwood Village), Past President Valeria Skitt (Longmont), and Director Michele Karlin (Silverthorne).

Absent: Secretary Jay Brunvand (Minturn), Treasurer Linda Smith (Cortez) and Director Gina Dutcher (Pueblo).

3. Review and Approval of Minutes – July 14, 2006

President Vincent suggested this item be considered at the Executive Board meeting on Friday, November 17, 2006, when more board members can be present.

4. Old Business

A. Review of CGFOA Issues Regarding Region VIII Conference.

President Vincent reviewed the following concerns which have been raised by the CGFOA board regarding having the IIMC Region VIII conference in conjunction with the CGFOA/CMCA Fall Conference in 2007 in Snowmass Village.

- o Meeting space
- o Getting a Clerk-related co-sponsor for the Tuesday night reception
- o Split of profits
- o Registration for Region VIII members—will it be at member rate or non-member rate?
- o Additional load for Kathy Barta, Conference Coordinator

The Executive Board reviewed each concern and made the following recommendations to address each concern:

- o Meeting Space—The hotel and conference center at Snowmass Village has indicated that additional break out rooms, hotel rooms, and conference facilities are available to accommodate the estimated 50 additional attendees that are

likely to participate if the Region VIII conference is incorporated into the Fall Conference.

- Co-sponsor for Tuesday night reception—The Executive Board indicated that obtaining an additional Clerk-related sponsor for the Tuesday night reception should not be a problem. A committee of Colorado Clerks will be put together to contact existing vendors to explore a co-sponsorship. There are several Clerk vendors that participate actively in the Fall Conference and these vendors will be contacted first.
- Split of profits—The Executive Board felt the profit split should be calculated as it has been in the past and determined by the number of Finance Officers and Clerks in attendance. It was felt that even if the split went to 50/50 rather than the traditional 70/30 that it has been in the past, the increased profit potential from additional clerk attendees will offset the percentage split so that CGFOA should not see any reduction in its profit. Past President Skitt will attempt to put together some numbers to demonstrate this to the CGFOA Board.
- Registration amount for Region VIII conference attendees—The Executive Board is proposing that the conference registration be raised for one year for all attendees to the normal non-member price and then Colorado Finance Officers and Colorado Clerks be given a discount in the same amount the registration fee is raised so that the net effect is that the registration fee for Colorado members remains the same as in previous years.
- Additional load for Kathy Barta—Ms. Barta will need to address this with the CGFOA Board, but she has indicated that 50 additional registrations would not be any harder to administer than the current registration level.

The Executive Board did not believe that additional educational sessions would be needed if Region VIII was added to our Fall Conference. The Education Committee would need to make sure that each time slot that has a Colorado specific session (i.e. Legislative/Election update) would simply need to be balanced with a general interest session for Clerks attending from outside of Colorado. The only addition needed to the session line up would be a Region VIII business meeting.

5. New Business

A. Discussion of Newly Adopted IIMC Education Guidelines

President Vincent and Vice President Phillips reviewed the new education guidelines adopted by the IIMC Executive Board at the end of October. The required hours for a Clerks' Institute have been increased from a total of 100 hours to 120 hours. The new guidelines will take effect on January 1, 2007, and will apply to anyone who has not yet begun an Institute. The increase is required to get accreditation for the Institute. Debbie Cook, Institute Director, is currently exploring how this change affects the Colorado Clerks' Institute. She has yet to determine whether the additional 20 hours can be incorporated into the current three year program by extending each year of the

Institute by approximately 8 hours or whether the Institute will need to go to a four year program. Either way, the cost to provide the additional hours will result in increased costs for the Institute.

General discussion followed on how the current Institute could be expanded to accommodate an additional eight hours of instruction each year. The Executive Board did not come to a decision but to continue to work with Debbie Cook to explore options as well as availability of facilities and costs.

B. Discussion of Potential Fee Increase for July Institute or Rely on Master's Academy to Offset the Cost of the July Institute

President Vincent indicated that Institute Director, Debbie Cook, has indicated that the enrollment for the July Clerks' Institute has continued to decline resulting in a loss of revenue for the Institute. At the same time, the September Master Academy enrollment has continued to rise and, as a result, generates a profit. President Vincent asked whether the Executive Board wants to consider increasing the fees for the July Institute.

After considerable discussion, the Executive Board concluded that the September Masters Academy can continue to subsidize the July Institute rather than raise the fees for the Institute. In the past, the situation was reversed. One or the other of the two education programs could, potentially, always be subsidizing the other program. After a decision is made on how the Institute will be structured to accommodate the additional 20 hours of instruction, the Board may have to revisit this decision to keep the fees at the current level.

C. Discussion Concerning Potential Need to Increase Scholarship Money Available because of Education Guidelines or to Offset Fee Increase for July Institute

This item was not discussed in great detail. It was determined that no decision can be made until the structure of the Institute is finalized to accommodate the additional education guidelines and cost estimates are developed.

6. Other Matters

President Vincent reported that IIMC is struggling financially due to outstanding lawsuits and other decisions in recent years including the opening of a satellite office outside of Washington, D.C. The satellite office was closed last year. IIMC is currently trying to get a \$250,000 loan to cover operating expenses. For awhile in 2006, IIMC was not carrying insurance on its buildings or its officers. It has since restored the insurance for its buildings and is working on acquiring board insurance. IIMC is contemplating a dues increase for members next year. The amount has not yet been determined but the board has been looking around the range of a \$10 per member increase. General discussion ensued regarding the stability of IIMC. The Executive Board decided that President Vincent should share with CMCA's General Membership the fact that IIMC is struggling financially.

7. Adjournment

There being no further items of business to discuss, the meeting adjourned at approximately 4:45 p.m.

Respectfully submitted and approved on _____

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Valeria Skitt, CMC
CMCA Past President

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