



**Colorado Municipal Clerks Association
General Membership Meeting
CGFOA/CMCA Annual Conference
Breckenridge, Colorado
Thursday, November 16, 2006
2:00 p.m.
Room: 2nd Floor, Peak 11, 12**

AGENDA

1. Call to Order

The Colorado Municipal Clerk's Association Business Meeting was called to order by Board President Vincent at 2:00pm on November 16, 2006.

2. Executive Board Roll Call and Introduction of Members

Secretary Brunvand called roll.

Board Members present were President Nancy Vincent, MMC (Thornton); *Past President Valeria Skitt, CMC (Longmont)*; Secretary Jay Brunvand, CMC (Minturn); Director Michele Karlin, CMC (Silverthorne); Vice President Susan Phillips, CMC (Greenwood Village);. *(Note: Treasurer Linda Smith, CMC (Cortez) and Director Gina Dutcher, CMC (Pueblo); were excused absent.)*

The following Conference Attendees were present:

Debbie Kemp (Grand Jct), Stephanie Tuin (Grand Jct), Kathryn Koch (Aspen), Rhonda Coxon (Snowmass Village), Donna Spaulding (Snowmass Village), Lu Berger (Fraser), Jackie Williamson (Estes Park), Pattie Garcia (Winter Park), Brenda Castle (Centennial), Kerry Bush (Englewood), Deb Wohlmuth (Frisco), Diana Lentz (Northglenn), Donna Arwood (Mt Crested Butte), Susie Murphy (Brighton), Diana Heeney (Poncha Springs), Cindy Nelson (Lake City), Patti Parker (Norwood), Lara Hancock (Dolores), Cristina Espinosa (Golden), Sheila McIntyre (Silt), Tricia Kegerreis (Broomfield), Christina Trout (Parachute), Cindy Morse (Woodland Park), Suzy Schares (Commerce City), Laura Bock (Commerce City), Becky Walker (Canon City), Julie Bower (Littleton), Debbie Knudsen (Cheyenne Wells), Terry Andrews (Loveland), MJ Schillaci (Telluride), Sharleen Walker (Montrose), Tillie Fisbeck (Holyoke), Barbara Rodgers (Ft Lupton), Kim Betz (Evans), Cheryl Aragon (Greeley), Gayle Martinez (Brighton), Phyllis Hardin (Superior), Lorelei Donaldson (Vail), Janell Sciucca (Woodland Park), Debra Johnson (Aurora), Chris Koch (Arvada), Kristen Rush (Arvada), Nanette Fornoff (Frederick), Judy Hegwood (Firestone), Kathryn Young (Colo Spgs), Cindy Conway (Colo Spgs), Debi Yancy (Watkins), Rhonda Valdez (Monte Vista), Lisa Cain (New Castle), Cathy Kennedy (Windsor), MJ Loufek (Breckenridge), Nancy Verra (Louisville), Deb Babler (Lyons), Jacque Watson (Lyons), Sally Misare (Castle Rock), Judy Egbert (Alamosa), Loucrishia Ellis (Englewood), Wendy Heffner (Central City), Cathy Kennedy (Windsor), Tracy Meehan (Gunnison), Wanda Creen (Breckenridge).

3. Review and Approve Minutes – September 14, 2006

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

Motion by Rhonda Coxon, (Snowmass Village), second by Deb Kemp, (Grand Jct), to approve the minutes of the CMCA September 14, 2006, General Membership Meeting held at the CMCA Academy in Boulder, Colorado as presented; all voted in favor.

4. Officers' Reports

A. Vice President, Susan Phillips

Vice President Phillips deferred her report until further in the meeting.

B. Secretary, Jay Brunvand

Secretary Brunvand noted that his report for the year was in the packet.

C. Treasurer, Linda Smith

Treasurer Smith was not present at the meeting however, she had included her report in the packet. President Vincent requested anyone with outstanding invoices to be reimbursed for 2006 to send them to Treasurer Smith.

D. Director, Michele Karlin

Director Karlin stated the CMCA Handbook was completed. Further modifications in the handbook should be forwarded for inclusion.

E. Director, Gina Capritta-Dutcher

Director Dutcher was not present at the meeting.

F. Past President, Valeria Skitt

Past President Skitt noted that this was her final meeting as Past President. She thanked the entire organization for all their support during her three years. Additionally, Past President Skitt included an annual written report in the packet materials.

G. President, Nancy Vincent

President Vincent informed the meeting that Linda Yeager, City Clerk of Westminster, has been diagnosed with breast cancer and asked CMCA to keep her in our thoughts and prayers. Those wishing to send a card or encouragement may send to Ms. Linda Yeager, 2469 W. 111th Place, Westminster, CO 80234.

President Vincent updated the membership on the status of CMCA hosting the IIMC Region VIII annual conference at our 2007 CGFOA/CMCA Annual Conference in Snowmass Village. The privilege of hosting the event will allow the CMCA membership to meet and talk with our Region VIII representatives and fellow members. President Vincent reported that IIMC has been confronted with several serious financial hurdles and it is now more important than ever that CMCA be represented. IIMC is struggling financially, they have closed the Washington D.C. office, three former employees are suing the International Organization, and the IIMC Executive Board significantly over spent their budget by \$130,000 on Travel alone. It is for these reasons that the CMCA Executive Board has taken on the role of supporting and advocating for IIMC Board Candidates that have proven their leadership role and positions. This is evident in the Boards support of Mary Lynne Stratta who is a candidate for IIMC 2nd Vice President.

President Vincent reported that we should have a clear direction for the inclusion of the Region VIII Conference in conjunction with our 2007 CGFOA/CMCA Annual Conference at the conclusion of tomorrow's joint Board meeting with CGFOA's Board. During this meeting the conference facilities will be reviewed to determine if the Snowmass site has the necessary breakout rooms and can handle the estimated 50-75 additional Clerk attendees.

5. Standing Committees

A. Annual Conference – Nancy Vincent

President Vincent reported on the 2005 Annual Conference that it was a tremendous success in which 263 registered and attended of both CGFOA and CMCA members.

The current 2006 conference looks to be just as successful although no numbers will be reported until after the conference ends.

B. Audit – Deb Forbes

A written report was included in the packet that included the members of the committee and the findings of the audit. No significant or material discrepancies were found and CMCA was given a clean review.

C. Awards – Jay Brunvand

Committee Chair Brunvand introduced his committee that was present and presented the annual awards for:

- **Special Merit Award**: Matt Cook, Colorado Department of Revenue, Liquor Enforcement.
- **Contribution by a Clerk or Deputy Clerk to CMCA**: Lisa Cain, City Clerk of New Castle.
- **Contribution by a Clerk or Deputy Clerk to their Municipality**: Becky Walker, City Clerk of Canon City.

- **Clerk of the Year: Kathryn Young**, City Clerk of Colorado Springs.

Committee Chair Brunvand noted that he would be passing the Awards Committee Chair to Brenda Castle, Centennial, for 2007 and wished her good luck.

D. Communiq   – Mary Lee

No report other than how useful and insightful the Communiq   was this past year

E. Education – Lisa Cain

Committee Chair Cain highlighted her report in the packet and thanked everyone on the committee and those at the Annual Conference who were Speakers or Moderators.

Committee Chair Cain reported the effects that the changes implemented by IIMC for our Clerk’s Institutes which will add 20 additional training hours to the three year program and could cost as much as \$4,000 for attending. It is feared that these changes will preclude some municipalities from investing in the program. In response to a question it was clarified that if you have already begun the classes you will fall under the previous guidelines; this is only for new attendees. The Committee is reviewing the IIMC implemented guidelines to determine how they can be addressed and the impacts that will result.

- Presentation of Certificates of Completion to new Train the Trainers

Committee Chair Cain reported they had held the Train the Trainer training after the Clerks Academy in September. This additional class was instructed by Beth Chambers. Eight Clerks attended the training. These Clerks were called forward and presented with their training Certification. They were:

- Rhonda Coxon, Town Clerk of Snowmass Village
- Deb Babler, Town Clerk/Treasurer of Lyons
- Jay Brunvand, Town Clerk/Treasurer of Minturn
- Donna Spaulding, Deputy Town Clerk of Snowmass Village
- Wendy Heffner, City Clerk of Central City
- Mary Lee, Deputy Town Clerk of Windsor
- Juanita Peterson, Deputy City Clerk of Grand Jct.
- Nancy Vera, City Clerk of Louisville

F. Handbook – Michele Karlin

No further report.

G. Membership – Judy Egbert

Membership Chair Egbert reported that the email renewal program, whereby Clerks receive an email to renew their membership, pull the form from the CMCA website, and submit the form with their payment continues to be a major success.

This year the Membership Committee set a recruitment drive and welcome kit as their goals.

The Recruitment Drive has been an overall success. Further recruitment avenues should include Associate Memberships (non-Clerks) and possibly County Clerk and Recorders. The Welcome Kit is still in the brain storming stage but is progressing.

H. Nominating – Valeria Skitt

Past President Skitt reported that two candidates were nominated for Vice President, one for Secretary and one for Director. Mary Jo Schillaci of Telluride has been elected Director; Jay Brunvand of Minturn was reelected as Secretary, and Becky Walker of Canon City was elected as Vice President for 2007.

Congratulations to all.

I. Records Management – Sandy North

No report.

- Historian – Diana, Lentz

Historian Chair Lentz noted it was great to see everyone at the conference. She reported she is missing some records and requested any Board Member or Committee Chair that has a report to send them to her. Included in her report was the CMCA Records Transfer Guidelines that details what should be sent to the Historian. This report should be used by the Board Members and Committee Chairs to submit their information.

J. Resource Guide – Gina Capritta-Dutcher

The Guide has been submitted to the CMCA Executive Board for review and adoption. It will be included as a section in the CMCA Handbook.

k. Scholarship – Susan Koster

A report was included in the packet. It was reported and encouraged that any Clerk or Deputy Clerk can apply for a scholarship for Institute, Academy, Conference and even the National level conferences.

L. Study – Chris Koch

A report was included in the agenda packet. Three items were referred to the Study Committee this past year.

1. Survey the CMCA membership to determine whether the Listserv is meeting the needs of the CMCA membership.
 - The Study Committee is in the process of developing this survey.

2. Survey the CMCA membership to determine what additional training and educational sessions would be beneficial at the Annual Conference for Clerks who perform additional duties such as Municipal Court or Human Resources.
 - The Study Committee is in the process of developing this survey. It is intended that the final survey will address both issues in goal one and two.
3. Survey the membership to determine what type of webinars would be of interest to them.
 - It was noted that webinars is an online training system that is being investigated for remote clerk training. This goal will be addressed in conjunction with the Web Committee as the classes would be instructed through our website. The current issues with webinars is what training is available, what do other states use it for, what are the costs, etc.

M. Ways and Means – Valeria Skitt/Amy Phillips

Past President Skitt reported that the Ways and Means Committee has Mock Turtlenecks, mouse pads, and briefcases for sale in addition to the cookbooks. Sales have been very good. In 2007 the Committee will address sales venues and distribution of the products.

N. Web Page – Nancy Varra

Vice President Phillips reported that the Committee is in contact with IIMC Education Director Dr. Mohammad Eftekhari regarding possible webinars for the membership in addition to the current educational opportunities for clerks. The concern is to provide a training product that will complement and be credit sanctioned by IIMC. It is also conceivable that CMCA could work with IIMC in the online offerings. IIMC has proposed an online program that would also be a learning opportunity. Dr. Eftekhari had requested that CMCA consider endorsing the IIMC online program rather than creating our own. Currently CMCA is investigating online training offered through an existing website that will be complimented by our Institute, Academy, Conference and On the Road workshops. The website will also be used to offer the future demands of the Resource Guide, new links to market our Ways and Means products, and possibly on line purchases and membership renewals.

6. Task Force Updates

A. Legislative Contact – Cindy Morse

Chair Morse reported on the results of the recent elections and how some of the state questions will effect local governments and CMCA.

- HB 06-1081 was approved by the state electorate and effects what election information is public. It was cautioned that anything with a citizen's signature is probably not public.
- Amendment 41 addresses ethics in government Special Districts and School Districts are excluded. This amendment will be addressed in numerous court cases in the future. As it is currently interpreted even CMCA scholarships may be prohibited.

- Title 31 was passed to clean up obsolete laws.

B. Quill Award Nomination Committee – Amy Phillips

Ms. Amy Phillips (Durango) introduced and outlined the CMCA 2006 IIMC Quill Award Nomination of President Nancy Vincent (Thornton). This award is given by IIMC to one or more highly deserving City Clerks that have contributed to the success of both the CMCA and IIMC programs. Ms. Phillips highlighted the depth of education, professionalism and quality that President Vincent exudes.

7. Old Business

- A. Update on proposed legislation for the 2007 legislative session to increase liquor license application fees – Stephanie Tuin

Ms. Stephanie Tuin (Grand Jct.) updated the membership on the status of increasing the fees allowed by the state to be charged by municipalities. It was reported that the amount currently allowed to be charged does not cover the costs incurred by the municipalities. The committee has conferred with Mr. Kevin Bommer (CML) on how this cost inequity can best be dealt with. Two options exist, a one time increase or an annual increase. At this time the committee is recommending legislation to increase the fees one time at passing. Currently the Committee is looking for a legislator to carry the bill during this coming session. Further information will be made available to the membership as the legislation session comes to order and the bill progresses.

B. Update on CMCA Goals and Objectives

President Vincent reported on the status of the 2006 goals. It was noted that the goals established for the 2006 year were long term goals that either would extend over several years to accomplish or would require future monitoring.

- Increase awareness of change to MMC program regarding length of service or degree counting towards MMC.

This goal is progressing well and will require continued effort and monitoring.

- Continue to expand education opportunities to clerks by:
 - Examining ways to link members to new or alternative training opportunities.

This item involves the use of IIMC accredited training, certification of our On the Road workshops for credit by IIMC, identifying other training. This item is progressing well and will require further direction and consideration in 2007.

- Exploring and gathering information about Wyoming's use of webinars for training purposes.

This item is progressing. It was reported that Wyoming's use of webinars is a good start but more direction and investigation will need to be undertaken on this item.

- Creating a curriculum for Nuts and Bolts II Workshop.

This item has been accomplished and is being implemented.

Ms. MJ Loufek was recognized for her work as the hosting municipality for this year's Annual Conference and the great idea of stadium blankets for the Conference gift.

8. New Business

Ms. Laura Bock (Commerce City) thanked Director Dutcher for her Elementary Governance booklet that her municipality developed for the local school children when they come to visit the Town Hall.

Vice President Phillips questioned the membership on the possibility of inviting IIMC Director of Education Dr. Eftekhari to our next Annual Conference. This would involve CMCA paying his travel and lodging at a minimum.

Motion by Terry Andrews (Loveland), Second by Wendy Heffner (Central City) to invite Dr. Eftekhari, IIMC Director of Education to the next Conference and authorize payment as necessary; All voted in favor.

Discussion was held on the proposed IIMC Region VIII formula for accepting nominations for Director in which each state would hold a preference during a specified year. This concept would allow each member state to run a candidate with a probability of success thereby garnering qualified candidates. Past President Skitt noted this is a fair way of selecting candidates however, if a state has a nominee in a year other than theirs, that state would not be able to support their candidate.

9. Oath of Office for New Officers

Past President Skitt swore in Vice President elect Becky Walker, Secretary elect Jay Brunvand and Director elect MJ Schillaci. Past President Skitt then swore in President Susan Phillips

10. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 3:36pm

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.