



MINUTES
COLORADO MUNICIPAL CLERKS ASSOCIATION
General Membership Meeting
CGFOA/CMCA FALL CONFERENCE
Grand Junction, Colorado
Thursday, November 17, 2005
2 – 5 p.m.
Grand Parlour

1. Call to Order and Pledge of Allegiance

The Colorado Municipal Clerk's Association Business Meeting was called to order by Board President Skitt at 2:02 pm on November 17, 2005.

President Skitt led the meeting in the Pledge of Allegiance.

2. Executive Board Roll Call and Introduction of Members

Secretary Brunvand called roll. Board Members present were Board President Valeria Skitt, CMC (Longmont), Vice President Nancy Vincent, MMC (Thornton); Secretary Jay Brunvand, CMC (Minturn); Director Michele Karlin, CMC (Silverthorne), Past President Amy Phillips, CMC (Durango) and Treasurer Linda Smith, CMC (Cortez).

Director Tillie Fisbeck, CMC (Holyoke) was excused absent.

The following Conference Attendees were present:

Donna Spalding (Snowmass Village), Brenda Castle (Centennial), Cathy Smith (Brush!), Juanita Peterson (Grand Junction), Stephanie Tuin (Grand Junction), Denise Chiaretta (Parachute), Marcia Walter (Carbondale), Cindy Morse (Woodland Park), Diana Heeney (Poncha Springs), Deb Hess (Granby), Gina Dutcher (Pueblo), Burgundy Guzman (Brush!), Valeria Elliott Lucero (Dacono), Mary Lynn Williams (Delta), Linnette Barker (Kersey), Chris Koch (Arvada), MJ Loufek (Breckenridge), Shirley Seely (Craig), Mary Ann McCord (Lake City), Sharlea Walker (Montrose), Sharon Spurlin (Granby), Nancy Anderson (Winter Park), Judy Egbert (Alamosa), Suzy Schares (Estes Park), Georgette Wooay (Mancos), Lana Hancock (Delores), Rhonda Coxon (Snowmass Village), Debra Kemp (Grand Junction), Sheila McIntyre (Silt), Cathy Rabe (Canon City), Becky Walker (Canon City), Sandy Nort (Boulder), Lisa Cain (New Castle), Robin Unsworth (Glenwood Springs), Gayle Martinez (Miliken), Kristen Rush (Arvada), Kathy Larson (Craig), Kim Betz (Evans), Cheryl Aragon (Greeley), Lorelei Donaldson (Vail), Vicki Marcy (Broomfield), Alison Lewis (Boulder), Carol Hanson (Louisville), Patti Parker (Norwood), Deb woulmith (Frisco), Nikki John (Lochbuie), Julie Bower (Littleton), and Tracy Meehan (Gunnison).

President Skitt announced a \$500.00 contribution from Colorado Code Publishers and thanked Stephanie Tuin and staff from the City of Grand Junction for the wonderful conference. She introduced Mr. Sam Mamet, Executive Director of the Colorado Municipal League.

Mr. Mamet stated how pleased he was to be present and noted CML's long term work with CMCA and how beneficial the relationship has been in the past. He looks forward to lots of collaboration in the future. Mr. Mamet noted the importance of the work

Clerk's provide in assisting our Elected Officials. Mr. Mamet told the meeting CML is working on on-line training. This would be a good opportunity to partner with other groups. He stated the Clerk's list serve is a model for others such as City Managers. Mr. Mamet intends to attend at least one Council Meeting in each municipality during his tenure.

Lorelei Donaldson (Vail) inquired about CML's outreach meetings. Mr. Mamet indicated that CML's regular outreach meetings will be continued. His visits to local City Council meetings will be additional outreach.

3. Review and Approval of Minutes – July 15, 2005

President Skitt introduced the minutes of the June 23, 2005 General Business Meeting and after review entertained a motion.

Motion by Cindy Morse (Woodland Park), second by Mary Ann McCord (Lake City), to approve the minutes of the CMCA General Business meeting of July 15, 2005 held at the CMCA Clerk's Institute in Boulder; all voted in favor.

4. Officers' Reports

A. Vice President, Nancy Vincent

Vice President Vincent updated CMCA members on the IIMC Education goals which include distance learning such as on-line computer learning. This would be additional non-traditional education which will not take the place of Institute or Master Municipal Clerks Academy. A short survey will be sent out to determine the needs. IIMC will be offering training in areas such as records management beginning with the annual conference in Anaheim. Additional training is being considered for IIMC Board Members.

Vice President Vincent stated CMCA is looking for members to join the various committees. She encouraged all to consider stepping forward.

B. Secretary, Jay Brunvand

Secretary Brunvand reminded all in attendance to sign the attendance sheet and noted his material was in the packet.

C. Treasurer, Linda Smith

Treasurer Smith noted her report is in the packet and stated that we had a good balance. She noted they had given out 41 scholarships in total this past year; 9 to the CGFOA/CMCA Annual Conference, 6 to the Master Academy, and the balance to Institute. Additionally, she noted that due to the work of the Membership Committee our membership numbers are above last year. She stated the Boulder Academy made a profit of \$4,197, Institute made a profit of \$5,246. She reminded all to turn in their expenses so the books could be closed for the year.

D. Director, Tillie Fisbeck

President Skitt noted that Ms. Fisbeck was not in attendance due to an illness however her written report was in the packet.

E. Director, Michele Karlin

No report

F. Past President, Amy Phillips

Past President Phillips reported that the ballot question passed and we will add a fourth meeting to be held during the Master Academy in September of each year.

Past President Phillips thanked the Association for the opportunity to conduct the election and thanked those that ran for their participation. She stated that although a member of the Conference Committee she was not able to participate as thoroughly as she would have liked. She congratulated the Committee and Ms. Stephanie Tuin, her staff, the City of Grand Junction, the Doubletree and, of course, Kathy Barta the force behind the conference.

Past President Phillips chaired the Quill Award Committee. She thanked the committee members for their help in submitting CMCA's nominee for 2005 – Ms. Nancy Vincent.

G. President, Valeria Skitt

President Skitt stated she had attended the National IIMC Conference in St. Paul, MN from May 22-26. She stated that although it was a great conference she felt the CGFOA/CMCA Annual Conference provides as much or more education selections and that the IIMC conference is much more general. She did note that because the conference is dedicated to Municipal Clerks the vendor hall is geared exclusively to Clerks.

President Skitt noted the educational changes that will affect the Clerks this year and that it affects those seeking Master Municipal Clerk status.

- The time frame necessary between levels has been modified to 1-4 years rather than the previous 2-4.
- The requirement for a Bachelors Degree can be substituted with 15 years experience.

During the Region VIII meeting President Kiss presented Wanda Krajicek (Ft. Collins) with a 25-year certificate and Vice President Nancy Vincent received her 25-year certificate as well.

President Skitt reported the issues that have been occurring at the National IIMC level. She referred to the CMCA Executive Board letter unanimously approved to be sent to the IIMC Board and her article in the Communiqué. By way of update President Skitt reported the following:

- President Kiss apologized to the State Presidents for any embarrassment she may have caused. She requested to be forgiven but stopped short of resigning (as requested by CMCA and other state organizations). The Board of Directors met in Executive Session at least twice including one time for 13 hours but did not request President Kiss' resignation as the states appeared split on this issue.
- Executive Director Joe Tiernay was unanimously terminated for cause by the Board on May 25, 2005.
- The Executive Board accepted Dr. Ray Garubo's letter of resignation effective May 23, 2005.
- Municipal Clerks Education Foundation (MCEF) Board members assured the State Presidents that no Foundation money was ever going to be loaned or given to IIMC to open another office in Washington, DC. MCEF has strict regulatory requirements around what it can and can't do with the money it is entrusted with and that type of expenditure would not be appropriate.
- A Constitutional Review Committee will be reviewing the IIMC Constitution for appropriate changes.
- IIMC will be opening a satellite office in Ballston, VA at the National Center for Supercomputing Applications. This is a pilot program and will be evaluated after one year.

Mary Ann McCord (Lake City) noted she is a member of the IIMC Education Committee and stated she felt it was very important to let IIMC know what has worked in CMCA training so that it could be evaluated for use at that level.

President Skitt noted that the Secretary of State's office has opened up a part of their web site previously held only for County Clerks to the Municipal Clerk's. It does require you to sign in and obtain a pass word. Additionally, govote.com is brand new and is for the public use.

5. Standing Committees
 - A. Annual Conference – Valeria Skitt

No Report

- B. Audit – Charlene Reed

The audit is not done yet for 2004 but should be shortly.

- C. Awards – Jay Brunvand

Report in packet.

- D. Communiqué –Stephanie Tuin

Ms. Stephanie Tuin (Grand Junction) stated she and her staff had a lot of fun producing the Communiqué this year and felt the PDF link worked well for distribution of the newsletter. She noted that if you were not receiving the Communiqué that you check your email address on the CMCA website to see if it is correct.

E. Education – Lisa Cain

Referred to her report in the packet. The committee had met in January 2005 and accomplished a lot. She introduced her committee and noted there were over 30 members! Institute went well and lots of Clerks actually taught. MMC Academy was great. She noted the numbers for Institute are down and the numbers for MMC are going up. She attributed this to the fact that clerks are staying in their jobs longer. She noted the attendance numbers at this Annual conference are very good as well. Train the Trainer survey was sent out to determine what the Clerks need for training. This survey noted that some would like election training in the winter to be prepared for April Elections. Discussion ensued as to the potential difficulties that can be had in winter travel. The survey will be used to help set the training schedule and they are looking for Train the Trainer volunteers.

F. Handbook – Tillie Fisbeck

Although Director Fisbeck was not in attendance President Skitt reported that we had some proposed changes that would be considered at the Executive Board Meeting to be held the following day.

G. Membership – Judy Egbert

Ms. Egbert noted her report in the packet. She reviewed that renewal forms are sent out via email and mailed to those that do not have email or request it to be sent through the mail. Mid December is the date to send the '06 renewals out. They have done a strong push for the photo directory but only had about a 25% response. They are looking at membership mining for new members and developing some sort of membership welcome packet.

H. Nominating – Amy Phillips

Past President Phillips stated that this year we had an election. The results were as follows:

Office of the Vice President: (Three year term)
» Susan Phillips – Greenwood Village: 83
Becky Walker – Canon City: 80

Office of the Treasurer: (Two year term)
» Linda Smith - Cortez: 140

Office of the Secretary: (One year term)
» Jay Brunvand - Minturn: 139

Office of Director: (Two year term)
» Gina Dutcher - Pueblo: 117
Rhonda Coxon – Snowmass Village: 45

Ballot Question: 1A

Should the Colorado Municipal Clerks Association add an additional Business Meeting to be held at the Master Clerks Academy in September of every year?

Yes: 101

No: 57

I. Records Management – Sandy North

Ms. North reported that the standard Records Management policy will be available at CML.

J. Scholarship – Charmaine Tripp

Report in Packet.

K. Study – Chris Koch

Report in Packet.

L. Ways and Means – Karen Borkowski

Cookbooks are available for sale at the Conference registration table.

M. Web Page – Nancy Varra

Report in Packet.

6. Task Force Updates

Cindy Morse (Woodland Park) updated the membership and stated her report was in the packet. She stated the Legislature and the Secretary of State are looking in to the fact that County Clerks are charging varying rates for a coordinated election. The concerns are why it is not uniform? This is important to Municipal Clerks because of the need and use of coordinated elections.

Past President Amy Phillips noted that the Quill Award nominations for 2005 needed to be in by February 6, 2005. She reviewed the requirements for nomination and noted that this year's nominee was chosen due to all the work she has done both in Colorado and at the national level through IIMC. A letter of support for Ms. Vincent's nomination was sent from Texas clerks.

Ms. Phillips asked for volunteers to help with a nomination for 2006. Nancy Vincent (Thornton), Linda Smith (Cortez), and Rhonda Coxon (Snowmass Village) volunteered to assist.

7. Old Business

8. New Business

President Skitt read the names of those that had become Certified Municipal Clerks during 2005 and those who achieved specific levels of their MMC designation.

9. Awards Presentations

Secretary Brunvand introduced the members of his committee and requested they come forward to assist in handing out the awards. Donna Spalding (Snowmass Village) and Marcia Walter (Carbondale) were present to assist.

- Retirement: Suzanne Cerise (Carbondale)
- Outstanding Contribution to CMCA by a Clerk or Deputy Clerk: Susan Phillips (Greenwood Village).
- Outstanding Contribution to a Municipality by a Clerk or Deputy Clerk: Sharon Spurlin (Granby)
- Clerk of the Year: Stephanie Tuin (Grand Junction)

10. Oath of Office for New Officers

Past President Phillips swore in the newly elected Board officers.

Office of the Vice President: (Three year term) Susan Phillips – Greenwood Village

Office of the Treasurer: (Two year term) Linda Smith - Cortez

Office of the Secretary: (One year term) Jay Brunvand - Minturn

Office of Director: (Two year term) Gina Dutcher - Pueblo

11. Adjournment

In that there was no further business to come before the membership, the meeting stood adjourned at 3:30pm.

Respectfully submitted and approved on _____

Jay Brunvand, CMC

Town of Minturn

CMCA Secretary