



**Colorado Municipal Clerks Association
Executive Board Meeting
Breckenridge, Colorado
Friday, November 17, 2006
1st Floor, Peak 11
7:15 a.m.**

AGENDA

1. Call to Order

President Nancy Vincent called the meeting to order at 7:15am

2. Roll Call

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); was excused absent.)

Also present were newly elected Vice President Becky Walker, CMC (Canon City) and newly elected Member MJ Schillaci (Telluride).

3. Review and Approve Minutes – none

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

Motion by Past President Valeria Skitt, (Longmont), second by Michele Karlin, (Silverthorne), to approve the minutes of the CMCA July 14, 2006 Executive Board Meeting held at the CMCA Academy held in Boulder, Colorado as presented; all voted in favor.

4. Old Business

A. Region VIII Conference Discussion continued, if necessary (E-mail attached)

It was reported that Rhonda Coxon, Snowmass Village and 2007 Conference host will be at the debriefing lunch scheduled at noon on this day for clarification, questions and answers. It was discussed and agreed that CMCA feels the split in profits should be based on the current split structure as this system works well and any one attending as a result of the Region VIII conference will be Clerks.

B. Review and Approved Resource Guide (attached)

President Vincent reported that Board Director Dutcher has worked hard on this manual.

Motion by Vice President Susan Phillips, second by Director Michele Karlin, to approve the Resource Guide as presented and that it be included in the CMCA Handbook.

- C. Discussion regarding republication of 1999 Records Management Handbook (A Copy of the Handbook will be available for our meeting)

President Vincent noted that this CML publication is nice and has been a valuable resource in the past; however, the CML publication is not as complete as the State Record Retention schedule. Additionally, CMCA has invested a tremendous amount of time and effort into the State schedule. It was agreed to direct CML to not update the manual and to suspend the 1999 Records Management Handbook publication.

5. New Business

A. Review 2007 Committee Chair Appointments

- Audit Committee
- Awards Committee
- Education Committee
- Annual Conference Committee
- Site Selection Committee
- Membership Committee
- Nominating Committee
- Public Relations Officer/Communiqué
- Records Management Committee
- Scholarship Committee
- Study Committee
- Ways and Means Committee
- Web Page Committee

Two additional Taskforce Committees were created:

- Institute Task Force Committee
- IIMC Liaison Committee

2007 CMCA Committees

Audit Committee

Sharon Spurlin, Granby - Chair
town-finance@town.granby.co.us

Awards Committee

Brenda Castle, Centennial –Chair
(303) 754-3302
bcastle@centennialcolorado.com

Juanita Peterson, Grand Junction-Vice Chair
(970) 244-1509
juanitap@gjcity.org

Communiqué

Mary Lee, Windsor – Chair
(970) 686-7476
mlee@windsorgov.com

Cathy Kennedy, Windsor – Vice Chair
(970) 686-7476
ckennedy@windsorgov.com

Conference Committee

Nancy Vincent, Thornton
(303) 538-7223
nancy.vincent@cityofthornton.net

Susan M. Phillips, Greenwood Village
(303) 486-5752
sphillips@greenwoodvillage.com

Becky Walker, Canon City
(719) 269-9011
bmwalker@canoncity.org

Rhonda Coxon, Snowmass
(970) 923-3777
rcoxon@tosv.com

Region VIII Conference Committee

Chair & Vice Chair needed

Rhonda Coxon, Snowmass
(970) 923-3777
rcoxon@tosv.com

Education Committee/Train the Trainer Committee

Alisa Lewis, Boulder- Co Chair
(303) 441-3013
lewisa@ci.boulder.co.us

Wendy Heffner, Central City-Co Chair
(303) 582-5251
cityclerk@centralcitycolorado.us

Nancy Varra, Louisville – Vice Chair
(303) 335-4571
varran@ci.louisville.co.us

Handbook Committee

Gina Capritta-Dutcher, Pueblo – Chair
(719) 553-2669
gdutcher@pueblo.us

Mary Jo (MJ) [Schillaci](#), [Telluride](#)- Vice Chair
(970) 728-2157
mschillaci@telluride-co.gov

Membership Committee

Pam Schilling, Basalt – Chair
(970) 927-4701
pams@basalt.net

Lorelei Donaldson, Vail-Vice Chair
(970) 479-2136
ldonaldson@vailgov.com

Quill Award Nomination Committee – ADHOC

Terrie Andrews, Loveland- Chair
(970) 962-2322
andret@ci.loveland.co.us

Records Management Committee

Betsy Holder, Greeley –Chair
(970) 350-9742
betsy.holder@greeleygov.com

Scholarship Committee

Vickie Gardner, Alamosa – Chair
(719) 589-2593
munictk@cc.alamosa.co.us

Di Lentz, Northglenn-Vice Chair
(303) 450-8755
dlentz@northglenn.org

Study Committee

Christine Koch, Arvada – Chair
(720) 898-7550
chrisk@ci.arvada.co.us

Vickie Gardner, Alamosa-Vice Chair
(719) 589-2593
munictk@cc.alamosa.co.us

Ways and Means Committee

Valeria Skitt, Longmont – Co-Chair
(303) 651-8650
valeria.skitt@ci.longmont.co.us

Amy Phillips, Durango – Co-Chair
(970) 375-5015
phillipsaf@ci.durango.co.us

Laura Bock, Commerce City
(303) 289-3676
lbock@ci.commerce-city.co.us

Deb Babler, Lyons
(303) 823-6622
debrab@townoflyons.com

Web Page Committee

Jay Brunvand, Minturn – Chair
(970) 827-5645
treasurer@minturn.org

Carol Hanson, Louisville-Vice Chair
(303) 335-4574
hansonc@ci.louisville.co.us

CMCA ADHOC Committees

ADHOC Committee- Legislative Task Force

Cindy Morse, Woodland Park- Chair
(719) 687-5201
cmorse@city-woodlandpark.org

Valeria Skitt, Longmont-Co-Chair
(303) 651-8650

valeria.skitt@ci.longmont.co.us

ADHOC Committee-Institute Task Force

Alisa Lewis, Boulder- Co Chair
(303) 441-3013

lewisa@ci.boulder.co.us

Wendy Heffner, Central City-Co Chair
(303) 582-5251

cityclerk@centralcitycolorado.us

Nancy Varra, Louisville – Vice Chair
(303) 335-4571

varran@ci.louisville.co.us

Debbie Cook, Institute Director CU
303-492-5151

Deborah.Cook@Colorado.EDU

Debra Johnson, Aurora
(303) 739-7094

dajohnso@auroragov.org

Mary Jo (MJ) [Schillaci](#), [Telluride](#)
(970) 728-2157

mschillaci@telluride-co.gov

Cindy Morse, Woodland Park
(719) 687-5201

cmorse@city-woodlandpark.org

ADHOC Committee- IIMC Liaison

Nancy Vincent, Thornton- Chair
(303) 538-7223

nancy.vincent@cityofthornton.net

Becky Walker, Canon City -Vice Chair
(719) 269-9011

bmwalker@canoncity.org

Kerry Bush, Englewood
(303) 762-2405

kbush@englewoodgov.org

Lisa Cain, New Castle
(970) 984-2311

lisa@newcastlecolorado.org

B. Discussion of 2007 Goals and Objectives

Proposed 2007/2008 CMCA Goals

- Continue to expand education opportunities to clerks by:
 - ◆ Examining ways to link members to new or alternative training opportunities. (For those who cannot attend traditional class-room training)
 - ◆ Exploring and gathering information about use of webinars/online courses for training purposes.

- Pursue increasing IIMC credit for attendance at CMCA On-The-Road workshops and the Annual Conference. (The membership approved at the Nov. 2006 General meeting to approve funds and authorize a letter be sent to invite Mohammad Eftekhari, Ph.D., IIMC Director of Education/Research to the CMCA/CGFOA/Region VIII 2007 Conference and Regional meeting)
- Pursue and implement an Associates Degree for clerks.
- Explore feasibility of broadening education sessions at the Annual Conference to reach out to other associations where clerks perform additional duties such as municipal court and human resources.
- Develop new member packet.
- Research Educational standards including information regarding a Colorado Municipal Clerk State Certification program

C. Transitional Meeting Process

No discussion was held due to the lateness of the meeting. Details will be forthcoming as they are settled.

6. Other Matters

No other matters were proposed.

7. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 8:10am.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary

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