

**COLORADO MUNICIPAL CLERK'S ASSOCIATION  
BUSINESS MEETING  
THURSDAY, JUNE 24, 1999  
2:00 P.M.  
VAIL, COLORADO**

**1. Meeting Called to Order**

President Susan Brooks (Golden) called the meeting to order at 2:05 p.m., at the Vail Marriott Hotel.

**3. Roll Call**

**Members Present:** CMCA President, Susan Brooks (Golden); Vice President, Linda Yeager, (Durango); Past President, Cindy Morse (Woodland Park), Director, Robin Clemons (Glenwood Springs); Treasurer, Betsy Holder (Greeley); Secretary, Nancy Vincent (Thornton); Suzanne Cerise (Carbondale); Colleen Bixler (Ouray); Laura Cummins (Salida); Carol Brown (Springfield); Lydia Shea (Trinidad); Judie Ridgeley (Commerce City); Shirley Nichols (Collbran); Michele Karlin (Silverthorne); Cathy Rabe (Canon City); Becky Worthen (Canon City); Trudi Worline (Snowmass Village); Angel Wilson (Silverthorne); Mary L. Watt (Montrose); Mary Jane Loufek (Breckenridge); Kathryn Koch (Aspen); Wanda Krajicek (Fort Collins); Kathy Kennedy (Windsor); Mary White (Englewood); Judy Hegwood (Mead); Chris Snyder (Limon); Chris Koch (Arvada); Michelle Pierce (Lake City); Annette Bowin (Akron); Janell Rice (Woodland Park); Valeria Skitt (Longmont); Nicholas Meier (Severance); Lynda Jackson-Petito (Crested Butte); Nanette Armstead (Milliken); Kathryn Young (Colorado Springs); Nancy Elliott (Dacono); Deb Helton (Frisco); Jan Oldham (Burlington); Karen Goldman (Lakewood), and Debi Yancy (Black Hawk).

**4. Review and Approval of the Minutes of the Annual Business Meeting held in Beaver Creek, Colorado, November 19, 1998.**

Motion was made by Kathryn Koch (Aspen) and seconded by Michelle Pierce (Lake City) to approve the November 19, 1998 minutes. Motion passed unanimously.

**5. Recognition of new Certified Municipal Clerks (CMC) and member of the Advanced Academy for Education (AAE).**

Susan Brooks (Golden) recognized Michelle Pierce (Lake City) for receiving her CMC; Julie Bower (Littleton) and Nancy Lockwood (Ft. Morgan) for entering the IIMC Advanced Academy for Education; and Lou Ellis (Englewood) and Nancy Elliott (Dacono) for receiving their 1<sup>st</sup> Sustaining Membership in the IIMC Advanced Academy for Education.

**6. Recognition of New CMCA Members**

Susan Brooks (Golden) welcomed the following new members:

Town of Deer Trail	Jessica Stoumbaugh
Town of Foxfield	Margaret Nilsson
Town of Georgetown	Megan Jenry
Town of Lakeside	Julia Ebeling
Town of Timnath	Beverly McBride
Town of Walden	Margie Wyatt
City of Yuma	Karma Wells
Arapahoe County	Donetta Davidson, Clerk and Recorder Tracy Baker, Chief Deputy
Clear Creek County	Pam Phipps, Clerk and Recorder
Jefferson County	Fay Griffin, Clerk and Recorder Teri Schmaedecke, Deputy
Logan County	Roberta Perry, Clerk and Recorder Maria Gareis, Deputy
Park County	Barbara Pasco, Clerk and Recorder
Teller County	Connie Joiner, County Clerk Patricia Crowson, Deputy

Susan also welcomed Lisa Johnston, new Town Clerk for the Town of Hayden.

**7. Standing Committee Reports**

**A. Audit Committee - Diana Seele, Chair (Johnstown) CMC**

Susan Brooks (Golden) presented Diana Seele's report in her absence. Susan reported that the committee met in April to go over 1998 receipts, disbursements, and bank statements. The committee compared random months of receipts and checks paid out as well as verified the revenues listed on the financial statements. Based on that review the committee recommends:

- Development of a policy for the retention of financial records and that the outgoing and incoming treasurer implement this policy by the end of 1999;
- That the next Audit Committee send letters to banking facilities to verify ending balances; and
- In agreement with the recommendation made by treasurer Betsy Holder (Greeley), to become more formal and develop guidelines for the Audit Committee to use when auditing.

The Audit Committee commended Betsy Holder for her great work on CMCA's financial records.

Susan Brooks (Golden) asked that the Audit Committee set up guidelines for the next Committee's use to assist with the auditing process.

Karen Goldman (Lakewood) suggested that the existing retention schedule be used for the retention of financial records.

**B. Education - Valeria Skitt, Chair (Longmont) CMC**

Valeria acknowledged the members of the Education Committee. She gave a verbal update explaining that the committee is currently putting together the Institute and September Advanced Institute programs and noted that the Institute is July 11 – 16, 1999 and the Advanced Institute is September 15 – 17, 1999. She said the committee is looking for topics for the Swap Shop and encouraged anyone with ideas to call.

Valeria said that the committee met in March to begin planning for the fall conference. The conference will include basic education and personal interest sessions on topics such as: elections, open records, and basic budgeting for non-financial officers. She said they are still looking for a citizen involvement or liability issue type of class. She noted that moderators for the fall conference are needed and asked that anyone interested contact an Education Committee member.

**C. Annual Conference - Lorelei Donaldson, Chair, (Vail)**

Susan Brooks (Golden) reported for Lorelei and said that the Conference Planning Committee met in May at Vail. She said the facility is extremely nice and the Education Committee has developed a good education program for the conference. The banquet theme is black and white and is either dress up or dress down.

**D. Membership - Claudia Cygnar, Chair (Lakewood) CMC**

Susan Brooks (Golden) referred to the written report attached to agenda. She said that the Membership Committee has done an excellent job getting new memberships as well as retaining members. Susan stated that everyone should have received the new CMCA directory and if any changes are necessary to let Claudia know.

**E. Nominating Committee - Cindy Morse, Chair (Woodland Park) CMC/AAE**

Cindy recognized the members of the Nominating Committee. She explained that the ballot is conducted by mail according to the policies established in the Policies and Procedures Manual. She said that a Call for Nominations will be included in the August issue of the Communiqué and asked that anyone interested in serving on the Executive Board respond to the Call for Nominations. She asked that if a member would like to nominate someone for a position on the Executive Board, to let that individual know that the Nominating Committee will be soliciting a written acceptance.

She noted that this year the offices appearing on the ballot will be Vice President (one-year term); Secretary (one-year term); Treasurer (two-year term); and Director (two-year term).

Cindy said that the committee must certify a slate of nominees to the Executive Board 45 days prior to the date of the election. This year, September 30 is the deadline. She suggested that those interested review the job descriptions for the positions contained in the Policies and Procedures Manual. Cindy encouraged everyone to participate and give back to the organization, as it is a very rewarding experience.

**F. Records Management Committee - Brenda Castle (Englewood) CMC**

Susan Brooks (Golden) stated that Brenda was not able to attend the business meeting and referred to the written report attached to the agenda.

Karen Goldman (Lakewood) stated that the revised Guidelines for Retention of Municipal Records should be available by the end of the summer. Approval by the State Archivist has been received. The committee decided that its project for 1999 would be to simplify the guidelines by making them more user friendly, add definitions where appropriate, and distribute the updated document. The Records Management Committee has had discussions with CML, who provided printing services for the initial guidelines, to determine who is going to pay the printing costs. CML may not be able to pay the printing costs but CMCA may use their printer. CMCA may have to charge a nominal fee to members; however, no final decision has yet been made.

Susan said that she is going to donate money from the President's Fund since the City of Golden has paid her expenses as president, but that fund contains a very limited amount of money.

**G. Scholarship Committee - Debra Jurgens, (Holyoke) CMC**

Susan Brooks (Golden) said that the written report includes information relating to the number of applicants and number of scholarships awarded. She noted that scholarship money is still available for the Advanced Institute and Fall Conference. The deadline for Advanced Institute scholarship applications is August 20. The scholarship application form will be in the Communiqué.

**H. Study Committee - Nancy Vincent (Thornton) CMC/AAE**

Nancy noted that Connie Igmire (Brush) is the Vice Chair of the Study Committee. She said that the Study Committee has been assigned two projects. The first, at the request of CML, is to prepare an Election Judges Manual for paper ballots for new city/town clerks. Input on a draft of the manual was sent out to several city/town clerks and has been incorporated. The Manual is currently being revised to incorporate electronic system procedures as well. The Manual is scheduled for mailing in August 1999.

She explained that the other project is examining alternatives to the joint CGFOA (Colorado Government Financial Officer's Association) and CMCA fall conference. This is due to CGFOA's desire to hold a separate conference because of its growing membership and increased facility needs. She explained that the subcommittee held its first meeting on April 16 to discuss options. Various members of the subcommittee were charged with contacting other organizations, such as the Colorado Public Personnel Officers (CPPA), the County Clerk's organization, and meeting with CGFOA Executive Board members to discuss the possibility of continuing the joint CGFOA/CMCA conference. Other options included discussions with CML about expanding sessions during the Colorado Municipal League Conference. The results of those contacts will be discussed at the next subcommittee meeting that will be held immediately following the business meeting today. More information will be available at the fall conference.

**J. Ways and Means Committee - Suzanne Cerise (Carbondale) CMC**

Suzanne displayed the items CMCA is selling to raise money for the organization. Items for sale include CMCA denim shirts, watches, "black document bags", CMCA patches and Colorado pins.

**K. Communiqué - Diana Nikkari, (Rifle) –**

Diana was not in attendance. Susan Brooks explained that this has been a frustrating year for Diana due to several problems with the printer. Diana has asked that everyone think about what is going on in their town/city that could be included in the Communiqué.

**8 OFFICER'S REPORTS**

**A. Director, Robin Clemons, CMC (Glenwood Springs)**

**City Clerk Training Clerks Program** – Robin reported that training for the trainers for the Train the Trainer program will be held in conjunction with the Advanced Institute in September. An RFP to hire a professional trainer was sent out and a professional instructor has been hired. The core curriculums are not quite complete but should be by the end of the month.

**C. Director Judy Egbert, CMC/AE (Alamosa)**

Judy was not in attendance to give a report.

**D. Treasurer, Betsy Holder, CMC/AE (Greeley)**

Betsy referred to her written report which contains the financial statement, cash statement and register for the checking account showing all transactions as of May 31, 1999. She thanked the Membership Committee for its outstanding job in getting renewal notices out early which resulted in early receipt of dues and donations and increased interest income. She noted that the financial statements look a little different than before. Previously, the reports accounted only the net proceeds for Institute, Advanced Institute and Annual Conference and now reflect revenues and expenditures. She also began accounting for the \$6000 retainer on file with Colorado University and \$7,500 on account with CGFOA for the joint annual fall conference. The last page of the report shows all checks written as of the end of May.

**E. Vice-President, Linda Yeager, CMC/AE (Durango) –**

Linda stated that she found out that the date set for the IIMC Region VIII Conference is July 12 – 14, 2000, the same week as Institute. She said that she will be trying to move the conference to the following week so there will not be a conflict. The conference will be held at the Double Tree Hotel and the cost for either a single or double room will be \$129 per night. She said that she will be developing the program and soliciting any ideas and suggestions anyone may have.

**G. President, Susan Brooks, CMC/AE (Golden)**

Susan explained that at the transition meeting in January, the CGFOA President announced that their Executive Board had been discussing the future of the fall conference. Their Board said that since their organization is much larger than CMCA's they felt it was time for them to pursue holding a conference just for CGFOA members. Susan went on to say that she was never told that continuing with a joint conference was open for discussion. When she discussed the situation with the CMCA Executive Board they agreed that based on how it was presented to CMCA, that CMCA had no choice but to discuss how to split the revenues from the conference and look at other options and alternatives.

A committee was formed to study how to handle the annual conference and was broken into various subcommittees. Mary Watt (Montrose) headed up the subcommittee that met in May at Vail Cascade with CGFOA representatives to see if it would be possible to continue a joint annual conference. CGFOA said they couldn't make a decision because they needed to talk with all of their Executive Board. Later, Susan received a call from the CGFOA President informing her that their Executive Board had met in Tennessee and that CGFOA wanted to proceed on its own.

Susan said that a survey was done after the last conference to determine why attendance was down. That information has been turned over to the study committee to assist them as they are developing options and alternatives for CMCA to consider. Susan explained that CMCA is trying to determine how it can best serve its membership.

Mary Watt said that CMCA offered to change the financial arrangements but two CGFOA committee members were not willing to do consider that option. She felt that the CGFOA Executive Board is actually making a decision with input from a few and doesn't feel their membership agrees.

Susan encouraged anyone who has never ever served on a CMCA committee to think about becoming involved. Anyone interested is encouraged to call Susan and let her know. Forms recruiting volunteers will be in the fall issue of the Communiqué.

**9. Region VII Director's Report and Legislative Update – Karen Goldman CMC/AAE (Lakewood)**

Karen referred to her written report. She said that it was a deliberate decision by CML and CMCA not to propose any election legislation this year because of the uncertainty as to how the new legislature would be to work with.

She said that the County Clerks sponsored a bill, Senate Bill 25, which adjusted certain time requirements affecting elections conducted in accordance with the Uniform Election Code and explained the major changes affecting town/city clerks. She noted in odd-numbered years, if participating in a mail ballot election, the public notice must be published at least 20 days prior to the election. She said that these legislative changes will be part of the election training offered in conjunction with the On-The-Road Workshops.

Karen explained the two changes made by IIMC to the CMC and AAE programs. She said that the basic structure of certification will not change. The AAE tract is going to be replaced by the Master Municipal Clerk (MMC) designation. The change has been made because IIMC believes it is easier to understand what that designation means. Individuals who currently have their AAE, 1st and 2nd sustaining membership will be allowed to retain that designation and once their 3<sup>rd</sup> sustaining is received, they will automatically receive their MMC. Once a clerk achieves the MME designation all other letters, e.g., CMC, AAE, are no longer to be used. She added that there will still be an Advanced Academy for Education but it will be called the Master Municipal Clerk's Academy. Once a MMC is obtained the clerk must sign a document saying that they are committed to continuing education and indicate how they plan to do so. The program will be implemented in 2000.

Karen went on to explain that clerks who decide that the CMC designation is all they wish to pursue will now be required to apply for re-certification every four years. Re-certification can be obtained by receiving a minimum of 10 hours of education each year for four years. Methods to obtain the education could be by attending On-The-Road Workshops or participating in self-directed study, correspondence courses and the Internet in addition to the Institute and Academy programs. If a clerk loses his or her CMC designation then decides to obtain it again, the requirements will be more stringent. Re-certification will also begin in 2000.

Karen reported that the State Liquor Division has put together a committee to look at developing guidelines for training liquor and beer licensees. She said that last year the State developed suggested sanctions for violations. One thing that can be used for mitigation is training for licensees. She asked her liquor investigator to put together Lakewood's training program which is now available should anyone be interested in obtaining a copy. She will write an article about their program for the Communiqué.

**10. Election Course Survey – Kathryn Young, CMC/AAE (Colorado Springs)**

Kathryn said that she is a member of the Election Center which offers election official certification classes. Fourteen different workshops are offered each lasting approximately 2-1/2 days. The organization has professors from all over the country who teach. The minimum annual cost is \$350 then classes are approximately \$299 each. Knowing the confines of budgets she believes that CMCA can offer and teach classes similar to those offered by the Election Center. She went on to explain that these classes wouldn't conflict with the classes Karen Goldman (Lakewood) currently teaches.

Kathryn said that she put together a survey to find out the interest of this training within the CMCA organization. The survey indicates a strong interest and 91% of those responding felt the training should be conducted through On-The-Road Workshops. Thirty-five percent are interested in facilitating or teaching a class. Kathryn said she would like to know today whether they should proceed with the program.

Cindy Morse (Woodland Park) said that she is interested in assisting with setting up program or participating in a task force.

Kathryn went on to say that potential classes could include: recruiting poll workers, managing polling place operations on election day, managing election day activities, voter registration administration and emergency elections, what to do if it snows on election day and who is voting and why others don't.

Direction was given to proceed with meeting with the Education and Train The Trainer committees then bring information back to the organization at the Fall Conference.

**11. OLD BUSINESS**

There was no old business to come before the organization.

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**12. NEW BUSINESS**

Susan Brooks (Golden) urged clerks to schedule On-The-Road Workshops.

**13. DATES TO REMEMBER**

July 11-16, Colorado Institute for Municipal Clerks in Boulder

September 15 –17, Colorado Advanced Institute in Boulder

November 16 –19, Annual Conference in Vail

**14. ADJOURNMENT**

Motion was made by Linda Yeager (Durango) and seconded by Mary Watt (Montrose) to adjourn the meeting at 3:30 p.m. Motion passed.

Submitted by

  
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Nancy Vincent CMC/AAE