

**COLORADO MUNICIPAL CLERK'S ASSOCIATION
BUSINESS MEETING
COLORADO INSTITUTE FOR MUNICIPAL CLERKS
BOULDER, COLORADO
JULY 14, 1999
3:00 P.M.**

1. CALL TO ORDER

President Susan Brooks (Golden) called the meeting to order at 3:04 p.m.

2. ROLL CALL/INTRODUCTIONS

Members present were: President Susan Brooks, (Golden) CMC/AAE; Vice President Linda Yaeger, (Durango) CMC/AAE; Past President, Cindy Morse (Woodland Park), CMC/AAE; Director Judy Egbert (Alamosa), CMC/AAE; Director Robin Clemons (Glenwood Springs), CMC; Treasurer Betsy Holder (Greeley), CMC/AAE; Secretary Nancy Vincent (Thornton), CMC/AAE; Jenny Ellringer (Gypsum); Ida Peery (Wray); Sandy Berg (Nucla); Charmaine Tripp (Las Animas); Linda Salas (Erie); Rhonda Eckert (Erie); Janet Richards (Eads); Nicholas Meier (Severance); Wendy Heffner (Idaho Springs); Jennifer Gray (Keenesburg); Dolly Mae Sharpe (Flagler); Tricia Mack (Sheridan); Cindy Seader (Grand Lake); Jerry Hubbard (Greeley); Robert Hopkins (Naturita); Rebecca Van Deutekom (Estes Park); Ginny Holloway (Poncha Springs); Lana Hancock (Dove Creek); Donna Arwood (Mt. Crested Butte); Gail Davidson (Gunnison); Georgann Valdez (Ignacio); Janell Rice (Woodland Park); Debra Anthony (Lyons); Lisa Cain (New Castle); Tillie Fisbeck (Holyoke); Catherine Wegman (Julesburg); Carolyn Speakman (Gypsum); Lynette Confer, (Steamboat Springs); Cathi McCarty (Longmont); Laurie Chavez (Longmont); Christine English (Grand Junction); Sylvia Gibson (Fairplay); Loreli Donaldson (Vail); Jane Marinoff (Mountain Village); Susan Malott (Swink); Anna Kaiser (Sterling); Janett Doss (Fountain); Kathleen Neel (Summit County); Debra Kemp (Bennett); Audrey Auer (Monument); Linda Lancaster (Bay Field); Barb Elliott (Hot Sulphur Springs); Laura Foran, (Greenwood Village) CMC; Kristen Nash (Avon); Jackie Lothian (Aspen); Judy Stucki (Pueblo); Lori Santistevan (Pueblo); Georgette Welage (Mancos); Linda Check (Mountain Village); Teresa Andrews (Lyons); Suzan Phillips (Golden); Betty Bruch (Ordway); Nancy Comer-Baker (Alma); Nancy Worthington (Littleton); Mary White (Englewood); Nancy Varra (Louisville); Sonya Oster (Boulder); Christine Reed (Colorado Springs); Jan Oldham (Burlington); Sharleen Walker (Montrose); Patricia Nelson (Firestone); Angel Wilson (Silverthorne); Aimee Jensen (Fort Collins); Laura Cummins (Salida); Ginny Roberts (Berthoud); Mary Ann McCord (Lake City); Diane Theaker (Crested Butte); Deborah Ash

(Glendale); Valerie Mallett (Rangely); Cathy Rabe (Canon City); Mary Watt (Montrose), CMC/AAE; Valerie Skitt, Longmont (CMC); and Diana Nikkari (Rifle).

Guests present were: Kathie Mendoza (Dana Point, California), Sandy Pittman (Torrington, Wyoming), Jo Ann Hastings (Green River, Wyoming), Vickie Wasko (Corona, California) and Beth Ann Bethel.

3. RECOGNITION OF NEW CERTIFIED MUNICIPAL CLERKS AND MEMBERS OF ACADEMY FOR ADVANCED INSTITUTE

President Susan Brooks commended the following individuals for continuing their professional education and development: Michelle Pierce (Lake City), for attaining her CMC; Julie Bower (Littleton) and Nancy Lockwood (Fort Morgan) for entering the Advanced Academy for Education (AAE); Lou Ellis (Englewood), and Nancy Elliot (Dacano) for receiving their 1st sustaining membership in the AAE; and Kathryn Koch (Aspen) for receiving her 3rd sustaining membership in the AAE.

4. OFFICERS REPORTS

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

City Clerk Train the Trainer Program – Robin explained the purpose of the program and that the pilot is to begin in 2000. She thanked Mary Watt (Montrose) and Beth Ann Bethel for their assistance.

Mary Watt (Montrose) said that on October 8, 1999, at the Colorado Municipal League offices, a professional trainer will conduct a six-hour training session for those interested in becoming trainers. Currently 15 individuals are willing to teach. The initial curriculums will be: records management, elections which include the basics and mail ballot, the Fair Campaign Practices Act and candidate overview, and advanced and nuts and bolts of liquor licensing. The Committee will be working with the district representatives to make sure all cities are reached. In order to become a trainer you must be CMC certified. Mary encouraged anyone interested in teaching to become involved.

B. District Representative – Judy Egbert, CMC/AAE (Alamosa)

Judy had no report to give at this time.

C. Treasurer – Betsy Holder, CMC/AAE (Greeley)

Betsy referred to her written Treasurer's Report. She explained that the report contains three items as of June 30: 1) financial statement, 2) cash statement, and 3) check register for the checking account. She noted the various checking accounts CMCA has, the account balances, what each account is used for, and the funds on deposit. Betsy commended the Membership Committee for its outstanding job in getting renewal notices out in a timely manner which resulted in early receipt of dues and donations and increased interest income.

D. Vice President – Linda Yaeger, CMC/AAE (Durango)

Linda reported that the IIMC Region VIII Conference will be held July 19 - 21, 2000 in Durango at the Doubletree Hotel (formerly the Red Lion Inn). She highlighted the initial plans for after-session activities such as river rafting and Mesa Verde. She encouraged everyone to attend but added that the mailing lists will be coming from IIMC so as a result only IIMC members will be invited.

E. President – Susan Brooks, CMC/AAE (Golden)

Volunteers for Committees - Susan encouraged everyone to volunteer to serve on a committee.

Annual Conference Vendors – Susan encouraged everyone to attend the fall conference and explained it will be held in conjunction with CGFOA this year and for the next two years. She said CGFOA decided it was time for its organization to hold a separate conference due to its growing numbers and facility needs. This year's fall conference will be in Vail, in 2000 it will be at Silver Creek and in 2001, the last joint conference with CGFOA will be at Breckenridge.

Susan explained that one way for CMCA to raise revenue to go towards conference expenses is by having vendors attend and pay for booth rentals or make donations. The number of vendors specifically obtained for and by Clerks is lower than the number obtained by CGFOA. She encouraged everyone to talk to their non-finance-related vendors with whom they have a good working relationship. Then if they are interested, ask them to contact any member of the Executive Board. She asked that Diana Nikkari

(Rifle) publish the list of vendors who currently attend the fall conference in the next *Communiqué*.

5. COMMITTEE REPORTS

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

President Brooks referred to the written report contained in the packet they received this afternoon.

B. **Awards:** Terry Andrews, CMC (Lyons)

Terry Andrews submitted a written report and gave a verbal update. Terry explained that annually CMCA presents three awards. Those are: CMCA Clerk of the Year, Outstanding Contribution to CMCA by a Municipal Clerk, and Outstanding Contribution to CMCA by a person other than a Municipal Clerk. She asked CMCA members to begin thinking about individuals this year who have made contributions to CMCA. She said that the awards will be presented at the annual fall conference.

C. **Education:** Valerie Skitt, CMC (Longmont)

Valerie reported that they have been working with Debbie Cook on the Advanced and July Institute curriculums and are anxious for feedback from this Institute. She said that CMCA helped coordinate and sponsor the Women In Municipal Government session at CML this year. One more speaker is needed for the fall conference. She noted that the conference will be held November and topics include basic education and personal interest classes. She added that moderators for the sessions are needed and urged anyone interested to contact her.

Susan Brooks (Golden) pointed out that scholarship money is available to attend the conference.

D. **Annual Conference:** Lorelei Donaldson, Chair (Vail)

Lorelei stated that the fall conference this year is being hosted by Vail. She noted some of the events planned for the conference. She urged everyone to attend the fall conference because of the knowledge gained by attending.

E. Membership: Claudia Cygnar, CMC (Lakewood)

Susan Brooks said that a written report is contained in their packet. She noted the number of new clerks who have joined.

F. Nominating: Cindy Morse, CMC/AE (Woodland Park)

Cindy explained that the following positions will be vacant this fall: Vice President (one-year term), Secretary (one-year term), Treasurer (two-year term) and Director (two-year term). She encouraged those who are interested or who would like to nominate someone to contact any member of the Nominating Committee.

G. Records Management: Brenda Castle, CMC (Englewood)

Susan Brooks referred to the written report and noted that the committee has been working on expanding the retention guidelines to include police and fire records. Susan explained that as of the June report the Committee was still working towards getting those guidelines completed but that she was not certain on the status as of today. She said that money has been set aside should it be necessary to reprint the guidelines. She reminded everyone that these guidelines are to be used as a tool.

H. Scholarship: Debra Jurgens, CMC (Holyoke)

Susan referred to the written report and urged anyone needing financial assistance for fall conference to apply for a scholarship.

I. Study Committee: Nancy Vincent, CMC/AE (Thornton)

Nancy explained that the Study Committee has had two projects this year. The first was to write an Election Judges Manual for city/town clerks for either a polling place paper ballot election or polling place electronic equipment election. The manual was forwarded to Geoff Wilson yesterday for printing and distribution this fall.

The other project is examining alternatives to the joint CGFOA/CMCA fall conference such as holding a joint conference with the Colorado Personnel Officers or County Clerks or CMCA holding its own conference. The Committee is continuing to examine options and alternatives, and will meet again during the

fall conference to formulate options and recommendations for the CMCA membership to consider.

J. Ways and Means: Suzanne Cerise, CMC (Carbondale)

Mary White (Englewood) Vice-Chair reported for Suzanne who is on vacation. She said money spent for CMCA merchandise specifically goes towards scholarships for Clerks to attend institute and conferences. She encouraged everyone to take a look at the merchandise.

K. *Communiqué*: Diana Nikkari, (Rifle)

Diana said that the deadline for the next issue is July 23. She asked Jerry Hubbard (Greeley) to write a recap of the Institute for this next issue. She asked for input on what topics/information would be of interest to CMCA members. She recognized Suzan Phillips (Golden) for her assistance with the *Communiqué*.

Judy Egbert (Alamosa) suggested that every time CMCA has a training session that someone attend as a reporter to prepare a condensed version highlighting the session for publication.

6. REGION VIII DIRECTOR'S REPORT AND LEGISLATIVE UPDATE – KAREN GOLDMAN, CMC/AAE

Region VIII Director Karen Goldman (Lakewood) was not able to attend.

Susan Brooks (Golden) stated that Linda Salas (Erie) was recently appointed as the new Vice Chair of the Information Task Force and will be heavily involved in updating CMCA's internet site. Linda said that the database is very outdated and the task force hopes to get it updated soon. Suzan Phillips (Golden) is assisting in this effort.

7. OLD BUSINESS

None.

8. NEW BUSINESS

Mary Watt (Montrose) thanked Beth Ann Bethel for all that she has done for CMCA. She noted that Beth Ann has served CMCA in many capacities such as Treasurer on the Executive Board and most recently on the Education Committee.

Susan Brooks (Golden) commended Beth Ann for her organization of the Treasurer's records. She also recognized the work she has done with the Train the Trainer Program.

9. DATES TO REMEMBER

September 15 – 17 Advanced Institute, Boulder

November 16 – 19, Annual Conference, Vail

10. ADJOURNMENT

The meeting was adjourned at 3:45 p.m.

Submitted by:


Nancy Vincent, CMC/AAE