

**COLORADO MUNICIPAL CLERKS' ASSOCIATION  
BUSINESS MEETING MINUTES  
ANNUAL CONFERENCE  
NOVEMBER 18, 1999**

**1. MEETING CALLED TO ORDER**

President Susan Brooks (Golden) called the meeting to order at 1:30 p.m. at the Vail Cascade Hotel in Vail.

**2. PLEDGE OF ALLEGIANCE**

The membership stood for the pledge of allegiance.

**3. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL OF MEMBERSHIP**

Members present were: CMCA President, Susan Brooks (Golden); Vice President; Linda Yeager (Durango); Past President, Cindy Morse (Woodland Park); Board Member, Robin Clemons (Glenwood Springs); Board Member, Judy Egbert (Alamosa); Treasurer, Betsy Holder (Greeley); and Secretary, Nancy Vincent (Thornton).

Karen Borkowski (Brighton), Jenny Ellringer (Gypsum), Sally Misare (Castle Rock), Dorothy Chouinard (Olathe), Suzan Phillips (Golden), Debi Yancy (Black Hawk), Kathryn Young (Colorado Springs), Nancy Varra (Louisville), Annette Bowin (Akron), Margaret Anderson (Gunnison), Stephanie Nye (Grand Junction), Pam Kraft (Ridgway), Gina Dutcher (Pueblo), Karen Goldman (Lakewood), Jan Oldham (Burlington), Mary Watt (Montrose), Loucrishia Ellis (Englewood), Terry Andrews (Lyons), Valeria Skitt (Longmont), Laura Welch (Mt. Crested Butte), Michele Karlin (Silverthorne), Kristen Nash (Avon), Mary White (Englewood), Nancy Lockwood (Fort Morgan), Kathryn Koch (Aspen), Jan Thomas (Dillon), Patty Lambert (Silt), Patty Athenour (Lafayette), Diana Lentz (Northglenn), Nancy Anderson (Winter Park), Mareile Webster (Greenwood Village), Julie Bower (Littleton), Claudia Cygnar (Lakewood), Laura Cummins (Salida), Sharon Mosley (Fountain), Julie Jordan-Struble (Steamboat Springs), Valerie Mallett (Rangely), Brenda Castle (Englewood), Carol Baumgartner (Parker), Jane Herrmann (Parker), Donna Young (Aurora), Mary Jean Loufek (Breckenridge), Shirley Seely (Craig), Kathy Larson (Craig), Wanda Krajicek (Fort Collins), Beth Ann Murphy (Rangely), Chris Koch (Arvada), Suzanne Cerise (Carbondale), Shirley Nichols (Collbran), Angel Wilson (Silverthorne), and Kathy Strickland (Aspen).

**4. Presentation of Check to CMCA by John Huisjen, Colorado Code Publishing Company**

John Huisjen of Colorado Code Publishing Company presented a check to Susan Brooks (Golden) for \$350. He said he believes education is a critical component for Municipal Clerks which is why he chooses to donate to the clerks' scholarship fund rather than being a sponsor for the conference. He said that his company has 50 city codes on disk that he would like to make available to other City Clerks to use as a resource.

**5. REVIEW AND APPROVAL OF THE MINUTES OF THE BUSINESS MEETING HELD IN BOULDER, COLORADO, JUNE 24 AND JULY 14, 1998.**

Motion was made by Donna Young (Aurora) and seconded by Nancy Anderson (Winter Park) to approve the June 24, 1999 and July 14, 1999 minutes. Motion passed unanimously.

**6. STANDING COMMITTEE REPORTS**

President Brooks stated that all of the standing committee reports are contained in the Annual Report.

**A. Audit:** President Brooks acknowledged the members of the Committee. She explained that none of the committee members were able to attend the conference and noted their recommendations:

- Accept the recommendations made by Treasurer Betsy Holder (Greeley) and as outlined in the Treasurer's report (that report was handed out separately from the Annual Report).
- Develop a policy for the retention of existing and old 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.

Susan said that the Audit Committee also audited the CGFOA books on September 30, 1999. Recommendations were made to Kathy Barta, which will help her in the future.

**B. Awards:** Terry Andrews (Lyons) acknowledged the members serving on the committee with her. She commented that it is an honor to review the nominations and see the number of outstanding individuals in the organization and how the towns and cities feel about their clerks. Awards will be presented later in the meeting.

**C. Education:** Valeria Skitt CMC, (Longmont) recognized all of the individuals who served on the committee. She said that CMCA helped sponsor one event with the Colorado Municipal League (CML). The Institute was held in July and Advanced Institute in September. She encouraged everyone to fill out at least one evaluation form for the Fall Conference because this gives the Education Committee input on education topics for future conferences. She recognized Laurie Erwin (La Veta) for single-handedly arranging the On-the-Road Workshops this year. Valeria noted that 12 requests for election workshops have been received and forwarded on to Karen Goldman (Lakewood) who will be setting up sessions in strategic locations throughout the state in an attempt to cover as many of the areas as possible.

Mary Watt is already working on the CML program for next year.

- D. Annual Conference:** President Brooks commended Lorelei Donaldson and her staff for the outstanding job they have done in putting this conference together.
- E. Membership:** Claudia Cygnar CMC, (Lakewood) explained that the committee conducted a major push for new members in 1999. As a result a number of towns and six county clerks have joined. She said that the Membership Directory has been updated and copies are available for everyone to take back with them.
- F. Nominating:** Cindy Morse, CMC/AAE (Woodland Park) recognized the members of the nominating committee. She said that 355 ballots were mailed on October 18 with a return deadline of November 11, 1999. She noted that 212 ballots were returned which resulted in a 59.7% turn-out.
- G. Records Management:** Brenda Castle CMC, (Englewood) explained that this year the Records Management Committee's focus was to update and republish the Guidelines for the Retention of Municipal Records in Colorado. The original Guidelines did not contain retention schedules for fire and police records. The committee's goal was to include retention periods for those records. This goal has been met and the revised Guidelines are in the mail. She thanked everyone on the committee for their hard work.
- H. Scholarship:** President Brooks referred to the report contained in the Annual Report as no committee members were present. Debra Jurgens CMC from Holyoke was committee chair.
- I. Study:** President Brooks explained that part of the task of the Study Committee this year was to look at the future of the Fall Conference. The Executive Board is going to create a separate task force next year because the Fall Conference is a critical issue but the need for the task force will not go on forever. Nancy Vincent will continue to chair the task force.
- Nancy Vincent CMC/AAE, (Thornton) said that a report is contained in the Annual report. She pointed out that the Committee prepared a Judges Manual, which was published in August in the CML election manual. Susan noted that cities with April elections should be getting a manual from CML and if not, she urged them to call CML.
- Nancy said that a survey will be published in the *Communiqué* posing various options to CMCA members for future Fall conferences. The desire is to have everyone respond to that survey as soon as possible because planning for the 2002 conference will need to begin in the not-to-distance future. She said one component of the task force will be to recruit vendors.
- J. Legislative:** Karen Goldman CMC/AAE (Lakewood) referred everyone to her written report.

- K. **Ways and Means:** Suzanne Cerise CMC, (Carbondale) thanked her committee members for their participation. She encouraged everyone to support CMCA by purchasing merchandise.
- L. **Communiqué:** President Susan Brooks (Golden) reported that Diana Nikkari (Rifle), committee chair, has stepped down because she had a baby girl on November 8, 1999. Susan referred everyone to the report contained in the Annual Report.
- M. **Information Task Force:** Alisa Lewis CMC, (Boulder)

President Susan Brooks said that in 2000, the Information Task Force will become a standing committee called the WebPage Committee.

Alisa said that the committee is looking at multiple-tier connections so that it will be possible to link with various cities' WebPages.

## 7. OFFICER'S REPORTS

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

City Clerks Training Clerks Program - Robin Clemons reported that the Train the Trainer Program is officially underway. She thanked Mary Watt (Montrose), Stephanie Nye (Grand Junction) and Beth Ann Bethel (retired) for their hard work on this project over the past two years. She said that a session for the trainers was held at CML on October 19 and noted the individuals in attendance. She said that the Records Management curriculum is now complete and noted some of the components of the curriculum. She went on to say that the Education Committee will be working closely with the Train the Trainer program to develop a training schedule for 2000. Another training session for trainers will be scheduled in 2000 for those who could not attend in October.

### B. Treasurer, Betsy Holder, CMC/AAE (Greeley)

Betsy said that she has been able to automate CMCA's books by converting them from a spreadsheet format to Quick Books. She referred to the Treasurer's Report which contains the financial statement and explained that income was \$8,500 over budget and expenses were about \$6,000 under budget.

She referred to the cash statement which shows a cash balance of approximately \$64,000. She reminded everyone that earlier this year the membership adopted a policy to retain, as a fund balance, at least 50% of the current revenues. The draft budget is contained on the last page of the Treasurer's Report; however, the Executive Board had a meeting and added several new items.

Now that the financial statements are automated Betsy recommended that the treasurer send out quarterly reports.

### C. Secretary, Nancy Vincent, CMC/AAE (Thornton)

Nancy stated that she had no report to give at this time but reminded everyone to sign the attendance sheet.

**D. Vice-President, Linda Yeager, CMC/AAE (Durango)**

Linda reminded everyone of the IIMC Region VIII Conference July 19 – 21, 2000 in Durango. She explained that a free conference registration will be awarded to the CMCA member whose entry is selected for the conference program title. Pam Kraft (Ridgway) submitted the winning entry and the title of the program will be "VIII 2K Meeting Demands of the New Millenium." Linda said that the District Representatives will be asked to solicit a product grown or made in their area of the state for inclusion in the delegate hospitality bag.

**F. President, Susan Brooks, CMC/AAE (Golden)**

Susan said that next year's conference will be at SilverCreek and Nancy Anderson (Winter Park), and Sharon Spurlin (Grandby) comprise the Annual Conference Committee.

Susan said that several clerks left their communities this past year. Some left so quickly that there was no time to have a plaque formally presented to them; however CMCA will see that all of these individuals receive plaques. Those individuals were: Arlene Sagee, Greenwood Village; Edith Gibbs, Cheyenne Wells; Jo Ann Skaggs, Glendale; Vickie Sheneman, Loveland; and Marianne Thomas, Brighton. Susan reminded everyone that the membership needs to reach out to offer help to the new clerks.

Susan explained that, in addition to renaming the Information Task Force, the Executive Committee also created a new Handbook Committee. She said that she will chair the committee this year with the help of Nancy Anderson (Winter Park). She said she will be mailing out the applicable pages to the committee chairs soliciting corrections. The Handbook will be updated annually from now on.

Susan said that CMCA needs to start getting letters out to vendors letting them know that in 2002 there will be two separate conferences. She said that there will be a Task Force to remind the vendors that we are also their customers. Susan felt the biggest task for CMCA will be to have enough revenues to keep the conference going.

**8. AWARD PRESENTATIONS**

**Special Merit to CMCA** -Terry Andrews (Lyons) said that a Special Merit Award was presented to Joyce Triutt, State Liquor Enforcement for a special contribution to CMCA by someone outside the organization.

Terry also presented Debbie Cook with a Special Merit Award for the work she has done on CMCA's education program and for members individually. Debbie thanked everyone

and said she feels lucky knowing that as she drives through any town or city in Colorado she knows someone who works there. She said she feels very special everywhere she goes and knows clerks not only as professionals but as friends too.

**Outstanding Contribution by a Clerk or Deputy City Clerk to CMCA** – Terry said that the award this year goes to Kathryn Koch (Aspen) for her contributions to many community events in Aspen.

**Certificate of Special Recognitions** - Terry noted the clerks nominated for Clerk of the Year, asked them to come forward and presented each of them with a Certificate of Special Recognition: Vivian Touve (Palisade), Christine Koch (Arvada), Kathryn Koch (Aspen), Deb Clark (Blanca), Robin Clemons (Glenwood Springs), Laurie Erwin (La Veta) Chris Frandina, (Green Mountain Falls), Gina Dutcher (Pueblo), Deb Flores (Sterling), Julie Jordan-Struble (Steamboat Springs) and Nancy Lockwood (Fort Morgan).

**Clerk of the Year** - Julie Jordan Struble, (Steamboat Springs) was awarded Clerk of the Year. Julie acknowledged her husband and council members present and thanked everyone for the honor.

The Steamboat Springs Council President told everyone what it has been like to work with Julie over the past six years. He said knowing that things will get done makes his job much easier.

**Award for Valuable Contributions to CMCA as 1999 President** - an award recognizing Susan Brooks (Golden) for her numerous contributions to CMCA during her term as President was presented to her. Susan thanked everyone and said she hadn't been able to do as much as she wanted to this past year.

**9. RETIRING CLERK**

Donna Young (Aurora) was acknowledged for her many years of dedicated service as a clerk and to the CMCA association.

Donna said it has been a pleasure working with and knowing all the clerks. She was presented with a bouquet and plaque of recognition from CMCA.

**10. OLD BUSINESS**

None

**11. NEW BUSINESS**

Debbie Cook went over some of the changes that IIMC has made to the certification program and explained the program will begin January 1, 2000. She said that in order to retain the CMC designation from now on, if you choose not to earn your Master Municipal Clerks designation, you must have 10 hours of education each year for a total of 40 hours in four years. One must then submit a letter to IIMC formally requesting

recertification, provide documentation of the 40 hours of education and pay a \$25 recertification fee.

She said that IIMC is changing the way it looks at the institute. The goal is that the responsibility to monitor the program will be done at the state level which means the State Association will be working with Institute Directors to prepare the program, making sure that it is complying with IIMC requirements and evaluating it to make sure it meets the needs of its members.

Debbie explained there will no longer be an AAE designation and explained the process for obtaining the Master Municipal Clerk (MMC) designation.

**12. INSTALLATION OF CMCA OFFICERS FOR 2000**

Cindy Morse (Woodland Park) announced the election results:

Vice President	-	Julie Jordan Struble (Steamboat Springs)
Treasurer	-	Shirley Nichols (Collbran)
Secretary	-	Suzanne Cerise (Carbondale)
Director	-	Stephanie Nye (Grand Junction)

Cindy Morse administered the Oath of Office to Linda Yeager, President; Julie Jordan Struble, Vice President; Shirley Nichols, Treasurer; Suzanne Cerise, Secretary; and Stephanie Nye, Director.

**13. INCOMING PRESIDENT'S MESSAGE**

Incoming President Linda Yeager (Durango) thanked everyone for the opportunity to serve as CMCA President. She said it would be a privilege to represent the organization next year.

**14. ADJOURNMENT**

Motion to adjourn the meeting at 2:55 p.m.

  
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Nancy Vincent, CMC/AAE