

COLORADO MUNICIPAL CLERK'S ASSOCIATION  
BOARD/COMMITTEE CHAIRS & VICE CHAIRS TRANSITIONAL  
MEETING  
FRIDAY, JANUARY 21, 2000  
LONE TREE COUNTRY CLUB  
LITTLETON, COLORADO

Call to Order -

President Linda Yeager (Durango) called the Board/Committee Transition meeting to order at 1:20 p.m., at the Lone Tree Country Club in Littleton, Colorado.

Roll Call -

*The following members were present:* CMCA President, Linda Yeager, (Durango); Past President; Susan Brooks, (Golden); Vice President, Julie Jordan-Struble, (Steamboat); Treasurer, Shirley Nichols, (Collbran); Secretary, Suzanne Cerise, (Carbondale); Director, Judy Egbert, (Alamosa); Lorelei Donaldson, (Vail); Cindy Morse, (Woodland Park); Mary White, (Englewood); Brenda Castle, (Englewood); Sharon Spurlin (Granby); Nancy Anderson, (Winter Park); Alisa Lewis, (Boulder); Margaret Anderson, (Gunnison); Karen Goldman, (Lakewood); Mary Watt, (Montrose); Claudia Cygnar, (Lakewood); Connie Ingmire, (Brush); Lucille Miller, (Thornton); Nancy Vincent, (Thornton); Betsy Holder, (Greeley); Jan Oldham, (Burlington); and Shirley Seeley, (Craig).

BIRTHDAY REMEMBRANCE -

Susan Brooks (Golden) announced that today was Nancy Anderson's (Winter Park) birthday. A "cookie basket" was presented to Nancy. Happy Birthday wishes were extended to Nancy.

TREASURER'S REPORT -

Outgoing Treasurer, Betsy Holder, (Greeley) gave her final Treasurer's Report. She reported that the year-end Balance Sheet reveals a healthy

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balance of \$61,356.18. Cindy Morris (Woodland Park) made a motion to accept the Treasurers Report as presented. The motion was seconded by Julie Jordan-Struble and passed unanimously.

#### HANDBOOK UPDATE -

Susan Brooks (Golden) handed out the updated inserts for the Committee Handbooks. The Handbooks will be given to the Committee Chairpersons.

#### IIMC EDUCATIONAL FOUNDATION -

President Linda Yeager (Durango) reported that in the past the Colorado Municipal Clerks Association has donated \$100.00 to the IIMC Educational Foundation. It was the consensus of those present to donate \$100.00 to the IIMC Educational Foundation.

#### FALL CONFERENCE DISCUSSION -

It appears that the budget (or lack of) for the Fall Conference was over spent (Finance Directors are in charge of budget preparation). The Clerks Association will have to pay more than anticipated. As yet it is still unclear how much that amount will be as the final conference accounting has not been finalized.

President Linda Yeager reported that the Finance Directors have decided to remain with the Clerks for future Fall Conferences. They took a poll of their membership and the majority wanted to participate in a joint conference. It was suggested a Memorandum of Understanding between the Colorado Government Finance Officers Association (CGFOA) and the Colorado Municipal Clerks Association be developed, outlining the

responsibilities and percentages of profit/loss of each organization. This will eliminate any future misunderstanding between the two groups. Linda will work with CGFOA in that regard

The Fall Conference will be held at the following locations:

- Year 2000                 Silver Creek
- Year 2001                 Breckenridge
- Year 2002                 Crested Butte

**STANDING COMMITTEE REPORTS -**

*Audit* - Chair Lucille Miller (Thornton) reported that Michele Kelley (Westminster) would be the Vice Chair of the Audit Committee for the year 2000.

*Awards* - Chair Nancy Vincent (Thornton) said she had asked Kris Nash (Avon) to be the Vice Chair of the Awards Committee and she agreed.

Susan Brook (Golden) asked for assistance in locating the Jean L. Rodgers Scholarship plaque. The names of the recipients need to be put on the plaque. Historically, the plaque stays with the recipient for the year then is passed on to the next recipient. Anyone knowing the whereabouts of the plaque is to call Susan or Nancy.

*Education* - Chair Mary Watt (Montrose) reported that the Education Committee would be putting together programs for the following events:

- ✓ Colorado Municipal League Conference                 June 13 - 17
- ✓ IIMC Regional Conference                                     July 19 - 21
- ✓ Clerks Institute in Boulder                                     July 9 - 14



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*Records Management* - Brenda Castle (Englewood) reported that they had nothing to report at this time. They will be working on a records retention schedule.

*Historian* - Karen Goldman (Lakewood) reported that all records of the Clerks Association have been filed and categorized. All the records are current.

*Scholarship* - It was reported that Linda Smith (Cortez) has volunteered to be the Vice Chair of the Scholarship Committee. Debbie Rantz (Dolores) is the Chair, however there was no one present to make a report.

*Study* - Connie Ingmire (Brush) said they would investigate and work with the Scholarship Committee to see if there can be money available for clerks to apply for the Regional Conference in Durango. Connie announced that Nancy Lockwood (Ft. Morgan) would be the Vice Chair of the Study Committee.

*Ways & Means* - Suzanne Cerise (Carbondale) reported that the past year has been successful for the Ways and Means Committee. There were a few items left to be sold. Mary White (Englewood) will be the Chair and Nancy Worthington (Littleton) will be the Vice Chair.

*Communiqué* - Chair Suzan Phillips (Golden) was unable to attend the meeting today. Vice Chair Jan Oldham (Burlington) reported that the next Communiqué would be out soon. Anyone interested in submitting articles should do so as soon as possible. It was suggested that articles be put in the Communiqué from each Committee Chair on the status and activities of their committee. A reminder shall be sent to each Chairperson.

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*Web Page* - Alisa Lewis (Boulder) said she is continuing to work on the Web Page. Anyone that has something they would like included on the Web Page should contact Alisa. Linda Salas (Erie) will be the Vice Chair.

#### REVIEW AND ADOPTION OF 2000 BUDGET -

*Name Tags for Executive Board* - Karen Goldman suggested that nametags be made for the executive board members. It was the consensus of the those present to proceed with ordering the nametags. Betsy Holder said that the money could come out of the Executive Board line item in the budget. The nametags will be ordered.

*Budget Discussion* - It appears that the expenses for Fall Conference will exceed the revenues as previously mentioned. Linda Yeager (Durango) thought that the loss could be as much as \$10,000 (shared with the Finance Directors). The budget for 2000 may have to be amended to compensate for our share of the loss. The members discussed areas in the budget that could be reduced. Following discussion, Susan Brooks (Golden) made a motion to have a mid-year budget review then finalize it at that time. The motion was seconded by Nancy Vincent (Thornton). Julie Jordan-Struble (Steamboat) made an amendment to the motion that expected revenues from "Annual Conference" is reduced from \$25,000 to \$22,000. The amendment was seconded by Susan Brooks (Golden). The amendment to the motion passed unanimously. The vote was taken on the motion and it passed unanimously. The mid-year review of the 2000 budget will take place at the CML Conference in June, in Grand Junction.

#### MINUTES OF PREVIOUS MEETINGS - JUNE 24, 1999 - NOVEMBER 17, 1999 - NOVEMBER 19, 1999 -

The minutes were reviewed. Julie Jordan-Struble, (Steamboat) made a motion to approve the minutes of June 24, 1999, November 17, 1999 and

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November 19, 1999, as presented. The motion was seconded by Susan Brooks (Golden) and passed unanimously.

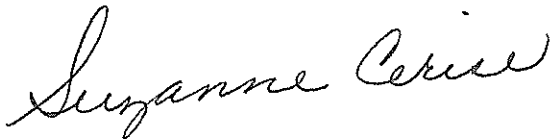
OLD BUSINESS - There was no old business.

NEW BUSINESS - There was no new business.

ADJOURNMENT -

Being no further business, the president adjourned the meeting at 3:45 p.m.

Respectfully Submitted

A handwritten signature in cursive script that reads "Suzanne Cerise".

Suzanne Cerise CMC/AAE