

**COLORADO MUNICIPAL CLERKS' ASSOCIATION  
BUSINESS MEETING MINUTES  
CML CONFERENCE - GRAND JUNCTION  
JUNE 15, 2000**

**1. MEETING CALLED TO ORDER**

President Linda Yeager (Durango) called the meeting to order at 2:05 p.m. at the Holiday Inn in Grand Junction.

**2. PLEDGE OF ALLEGIANCE**

The membership stood for the pledge of allegiance.

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

Members of the Executive Board present: CMCA President Linda Yeager (Durango), Treasurer Shirley Nichols (Collbran) and Board Member Stephanie Nye (Grand Junction). Absent: Vice President Julie Jordan-Struble, Secretary Suzanne Cerise, Board Member Judy Egbert and Past President Susan Brooks. Board member Stephanie Nye recorded the minutes in the absence of the secretary.

Members present: Charlene Springsteel (Palisade), Margy Greer (Edgewater), Deb Helton (Frisco), Chris Koch (Arvada), Jan Oldham (Burlington), Dorothy Chouinard (Olathe), Valeria Skitt (Longmont), Julie Bower (Littleton), Cathy Kennedy (Windsor), Diana Nikkari (Rifle), Judi Ridgeley (Commerce City), Patti Parker, (Norwood), Karen Miller (Platteville), Margaret Anderson (Gunnison), Judy Hegwood (Mead), Lydia Shea (Trinidad), Deborah Yancy (Black Hawk), Kathryn Young (Colorado Springs), Mary Watt (Montrose), Janell Rice (Woodland Park), Cindy Morse (Woodland Park), Linda Check (Mountain Village), Trudi Worline (Snowmass Village) and Jenny Ellringer (Gypsum).

**4. REVIEW AND APPROVAL OF MINUTES, NOVEMBER 18, 1999**

It was moved by Valeria Skitt (Longmont), seconded by Cindy Morse (Woodland Park) and carried to approve the minutes of November 18, 1999.

**5. COMMITTEE REPORTS**

- a. **Audit Report** - Chair Lucille Miller was not present but a written report dated March 30, 2000 was submitted. The report stated that all of the Treasurer's books were reviewed and found to be in order. The one outstanding question centered on the cost overruns at the Vail conference and the use of the \$7,500 seed money. President Linda Yeager stated

that she and CGFOA President Jim Golden were looking into the depletion of those funds and the means to rebuild that fund.

- b. **Awards Committee** - Nancy Vincent was not present. President Yeager stated that the Awards Committee plans to assure that misfortunes of fellow clerks are acknowledged. She then announced the passing of former Vail town clerk Holly McCutcheon. She also advised the membership that Jeannie Nazarenas lost her husband recently and Deb Forbes lost her cousin.
- c. **Communiqué Committee** - Jan Oldham (Burlington), the vice chair, was present and acknowledged Suzan Phillips' (Golden) hard work.
- d. **Education Committee** - Mary Watt (Montrose) stated that the Education Committee has been very busy and she thanked committee members for their assistance. She stated that the Committee has put together programs for the Regional IIMC Conference in Durango, for the Institute, for Advanced Institute and for the Annual Conference in Silvercreek. She noted the Committee has also reviewed the three-year curriculum for the Clerk's Institute. The Education Committee has also been involved in On-The-Road Workshops and the Train the Trainer program.
- e. **Membership Committee** - Committee Chair Peggy Anderson (Gunnison) related that the 1998 mailing list had been used to develop the directory originally. Once that was discovered, an updated list was obtained and new directories were produced and they will be mailed out. As of May 30, CMCA had received 336 membership renewals.
- f. **Nominating Committee** - Chair Susan Brooks (Golden) was not present.
- g. **Records Management Committee** - Chair Shirley Seely (Craig) was not present.
- h. **Scholarship Committee** - Chair Deb Forbes submitted a written report dated June 15, 2000. A total of 30 scholarships were awarded for CML, the IIMC Conference and the Clerk's Institute with \$1,940 left for awards for Advanced Institute and Fall Conference.
- i. **Study Committee** - Chair Connie Ingmire was not present but President Yeager reported that the Study Committee worked with the Scholarship Committee in determining whether scholarship funds should be available for the Regional IIMC Conference.
- j. **Ways and Means Committee** - Chair Mary White was not in attendance. It was reported that \$7,670 had been received for dues and \$1,140 had been received as membership donations.
- k. **Web Page Committee** - Chair Alisa Lewis was not present. President Yeager reported that Alisa has received a better response from the web page contractor and is hopeful that she can get the CMCA site updated.
- l. **Annual Conference Committee** - Chair Nancy Anderson was not in attendance. It was reported that she, along with Sharon Spurlin of Granby, would host the Silvercreek Conference. Sharon will actually be the CGFOA representative with Nancy representing CMCA.

## 6. OFFICERS REPORTS

- a. **Board Member Stephanie Nye (Grand Junction)** reported on the progress of the Train the Trainer program and noted that three On-the-Road Workshops had been conducted through the program. She announced other upcoming programs and encouraged those clerks present to contact either her or Kris Nash in Avon if they would like to bring a program to their area. Stephanie also thanked committee members present for all of their assistance.
- b. **Treasurer Shirley Nichols (Collbran)** reported that she has been learning the program and has everything on track. The first half of the year she has primarily been collecting and recording dues. Lately she has mostly been paying the bills.
- c. **Vice President Julie Jordan-Struble (Steamboat Springs)** was not in attendance but President Yeager reported that Julie has prepared the RFP for the 2003 Fall Conference, explaining that the property selected previously has been sold to Club Med.
- d. **President Linda Yeager (Durango)** reported that the inter-jurisdictional election issues committee has been reconvened and consists of 24 members including representatives from the Secretary of State's Office, County Clerks, Municipal Clerks and Special District election officials. The CMCA representatives are Karen Goldman, Chris Koch, Wanda Krajicek, Nancy Vincent, Kathryn Young and herself (honorary). The next meeting is scheduled for Friday, June 23 at the CML offices and the committee will be reviewing mail ballot issues.

President Yeager then reported on the International Conference in Rotterdam. There were 14 clerks from Colorado. She told of some of her experiences there and then allowed Kathy Young and Cindy Morse to relate some of their European experience.

Regarding the Region VIII Conference in Durango, a little over 100 have registered and it will be a good conference.

Finally, from our Region VIII Director Karen Goldman, next year's Region VIII Conference will be held in Tempe, AZ. The IIMC Directorship has been offered to Canadian Clerk Joe Tierney. Also, Stephanie Mosley with IIMC recently lost her mother.

President Yeager concluded her report by announcing the next business meeting will be held at the Municipal Clerk's Institute at 1:00 p.m. on Thursday.

## 7. OLD BUSINESS

John Huisjen, Colorado Code Publishers, has a variety of codes from several jurisdictions that he could post on-line and the question came up if that would be acceptable. A brief discussion ensued with the conclusion being to

contact CML about the matter, refer it to the Study Committee and possibly contact ARMA for an opinion.

## **8. NEW BUSINESS**

Valeria Skitt (Longmont) asked about CMCA's policy on the purchase of the software needed for various board and committee members to do their assigned tasks. It was noted that the software for the Treasurer's reports was purchased by CMCA and Diana Nikkari stated that the Communiqué software was passed on to Suzan Phillips. Peggy Anderson from Gunnison advised that she had to purchase Access in order to maintain the membership files but has found other uses for the program. It was discussed that CMCA should probably be responsible for purchasing such software and not make the members pay for the purchase.

Next Valeria advised that she has a web coordinator on staff that could create a list-server for CMCA if it is desired. Members were enthusiastic about a list-server but Valeria was asked to check with Alisa before going forward to ensure that is not already planned for the current Website.

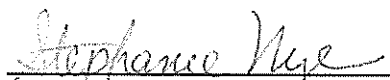
## **9. MEMBER COMMENTS/REQUESTS**

Kathy Young asked for a show of hands as to customers of AT & T Wireless Services. A good number raised their hands, giving Kathy the response she needed to approach them for a sponsorship.

Jan Oldham (Burlington) solicited articles for the Communiqué.

## **10. ADJOURNMENT**

With no further business, the meeting adjourned at 3:13 p.m.

  
Stephanie Nye, CMC