

**COLORADO MUNICIPAL CLERK'S ASSOCIATION
BUSINESS MEETING
MUNICIPAL CLERKS INSTITUTE
BOULDER, COLORADO
THURSDAY, JULY 13, 2000
1:00 P.M.**

CALL TO ORDER –

President Linda Yeager (Durango) called the business meeting to order at 1:10 p.m., at the Municipal Clerks Institute in Boulder, Colorado.

PLEDGE OF ALLEGIANCE –

The membership stood for the pledge of allegiance.

INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL OF MEMBERSHIP -

Members of Executive Board: 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); Director, Stephanie Nye, (Grand Junction).

Members present: Lorelei Donaldson, (Vail); Cindy Morse, (Woodland Park); Mary White, (Englewood); Alisa Lewis, (Boulder); Karen Goldman, (Lakewood); Mary Watt, (Montrose); Jan Oldham, (Burlington); Sandy Sanchez, (New Castle); Barbara Gonzales, (Monte Vista); Karie Wilson, (Haxtun); Kathy Elmont, (Ouray); Laurie Chavez, (Longmont); Aimee Sellke, (Longmont); Kathleen Neel, (Summit County); Linda Check, (Mt. Village); Deb Dressel, (Windsor); Rebecca Hitchcock, (Elizabeth); Terry Duvall, (Kiowa); Deb Brende, (Sterling); Jeannie Pickens, (Paonia); Jodi Nilferty, (Limon); Sandra Newberry, (Frederick); Patricia Nelson, (Firestone); Cheri Andersen, (Firestone); Kathryn Trauger, (Glenwood Springs); Tricia Mack, (Sheridan); Jane Marinoff, (Mt. Village); Jane Herrmann, (Parker); Ronda Kalinske, (Grand Lake); Sharon Hubbard, (Norwood); Barbara Elliott, (Hot Sulphur Springs); Janet Turbett, (Castle Rock); Debbie Ash, (Glendale); Tina Darrah, (Buena Vista); Jody Seidensticker, (Platteville); Linda Salas, (Erie); Nancy Varra, (Louisville); Wendy Heffner, (Idaho Springs); Debra Kemp, (Bennett); Susan Phillips, (Golden); Jerry Hubbard, (Greeley); Mary Gordon, (Commerce City); Diana Nikkari, (Rifle); Tillie Fisbeck, (Holyoke); Catherine Wegman, (Julesburg); Kathy Rabe, (Canon City); Debby Largent, (Durango); Rebecca Van Deutekon, (Estes Park); Georgette Welage, (Mancos); Donna Arwood, (Mt. Crested Butte); Lana Hancock, (Dove Creek); Gina Bender, (Wiggins); Hayle Johnson, (Walden); Julie Fager, (Steamboat Springs); Darlene French, (Cherry Hills Village); Wanda Green, (Breckenridge); Carmen Hochevar, (Fowler); Debbie Anthony, (Lyons); Carolyn Speakman, (Gypsum); Jenny Ellringer, (Gypsum); Sandy Stehpen, (Poncha Springs);

Chris Basfield, (Rangely); Beth Ann Murphy, (Rangely); Sheri Atencio-Church, (Morrison); Janette Doss, (Fountain); Janell Rice, (Woodland Park); Kristi Bashor, (Loveland); Jo Anne Tyson, (Frisco); Kristen Nash, (Avon); Anna Fallis, (LaSalle); Margy Greer, (Edgewater); Amy Phillips, (Mancos); Sharleen Walker, (Montrose); Cheryl Suppes, (Olathe); Susan Sorlien, (Greenwood Village); Sue Malott, (Swink); Christine English, (Grand Junction); Georgann Valdez, (Ignacio); Linda Lancaster, (Bayfield); Jennifer Gray, (Keenesburg) Tanje Bellhouse, (Basalt); Betty Bruch, (Ordway); Margaret Nilsson, (Foxfield); Lori Santistevan, (Pueblo); Judy Stucki, (Pueblo); Sandy Norte, (Boulder); Sonya Oster, (Boulder); Nancy Worthington, (Littleton); and Laura Cummins, (Salida).

Out of state attendees - Margaret Rey, (Perris, California); Margo Rhoades, (Gillette, Wyoming); and Candice Aurlei, (Jackson, Wyoming).

Special Guests Present – Joyce Truitt, Sabrina Wright, Matt Cook and Don Pace from the Colorado Liquor Enforcement Division. Later in the meeting a presentation will be made to Joyce Truitt, who is retiring from the Liquor Enforcement Division. Joyce has been invaluable to municipal clerks regarding liquor-licensing questions.

REVIEW AND APPROVAL OF MINUTES – JUNE 15, 2000

Jan Oldham (Burlington) made a motion to approve the June 15, 2000 minutes. The motion was seconded by Alisa Lewis (Boulder) and passed unanimously.

Presentation of CMCA Website and Database - Alisa Lewis (Boulder) reported that the Web Page had been revamped and is up and running. Alisa introduced Bob McCool of Ariel Design Group and Cam Marshall of Information Service. They demonstrated how the database worked. They reported that the most significant change to the website is that most portions are now driven by one of two databases, the CMCA Membership database and the Content Administration database. The program is very user friendly. The web address is www.cmca.gen.co.us and the password is (clerks).

Note – 1:40 p.m. There was a 15-minute recess to honor retiring Joyce Truitt. A wreath of mountain-dried flowers was presented to Joyce from the municipal clerks. All enjoyed delicious refreshments.

IIMC Regional 8 Report – Regional 8 Director Karen Goldman (Lakewood) gave a report on the International Conference in Rotterdam, Netherlands. She said there were several Colorado clerks that attended. It was a great experience with a lot of education opportunities. Karen announced that the Regional 8 Conference would be held in

Durango, Colorado, July 19, 2000. The International Conference will be held in Kansas City, Kansas in May 2001. The next Regional 8 Conference will be held in Tempe, AZ in July 2001.

Clerks Certification Program – In the past, once a clerk obtained the Certified Municipal Clerks (CMC) designation, the next level of education was the Academy for Advanced Education (AAE). Karen Goldman reported that as of January 2000 there will no longer be the AAE designation for clerks. It will be replaced with the Master Municipal Clerks (MMC) designation. Karen explained the levels of achievement needed to obtain the MMC. She noted that a CMC must re-certify every 4 years or they will lose their CMC designation. Each year a clerk must obtain a specific number of hours of education. For more information about this new designation a clerk can contact the International Institute of Municipal Clerks.

COMMITTEE REPORTS

Audit Committee– Chair Lucille Miller was not present, but President Linda Yeager read a written report. The report showed that the 1999 receipts, disbursements, financial statements and bank statements were thoroughly reviewed by the Audit Committee on February 1, 2000. The Audit Committee is making a recommendation that the Treasurer should maintain a comprehensive list of accounts payable to include all bills as they are received and a check register with each check number and to whom the money is paid. If needed, reports could be created from this list for specific types of expenses, for example, total expenditures for printing during the year.

Awards Committee – Chair Nancy Vincent was unable to be at the meeting today. President Linda Yeager reported that the nomination forms for Clerk of the Year and the Deputy Clerk Merit Award have been sent out. Nancy has volunteered to send out cards to various clerks that have experienced illness, retirement, a loss in the family, etc.

Communique Committee – Chair Susan Phillips (Golden) reported that the next Communique deadline is July 14. Please send any news worthy item to Susan.

Education Committee – Chair Mary Watt (Montrose) reported that the Education Committee has been very busy organizing the programs for the CML Conference in June, IIMC Institute in July, the Region 8 meeting in July, IIMC Master Municipal Clerks Institute in September and the annual Fall Conference in November. Mary announced that Chris Nash (Avon) is the On-The-Road Workshop Coordinator. Clerks were instructed to give Chris a call if they would like to schedule something specific in their area.

Handbook Committee - Chair Susan Brooks (Boulder) reported that the handbooks have to be changed periodically. She and her committee will be making those changes when needed.

Nominating Committee – Susan Brooks stated that the nomination applications would be mailed out for the year 2001 officers. The application will also appear in the next Communique.

Membership Committee – Chair Peggy Anderson was unable to be present today. President Linda reported that to date there are 354 members registered in the CMCA. She noted that it is very important that CMCA members be members of IIMC as well.

Records Management - There was no one present to offer a report.

Scholarship Committee – Chair Deb Forbes was unable to be present, however she sent a written report. Her report indicated that two clerks received scholarships to the CML Conference. There were 5 clerks that received scholarships to the IIMC Regional Conference and 23 clerks were awarded scholarships to the Municipal Clerks Institute. Five of those scholarships were from the Jean Rodger Scholarship fund. There is a total of \$1,940 available for the Master Municipal Clerks Academy and Fall Conference scholarships.

Study Committee - No report was received.

Ways and Means Committee – Chair Mary White said that they have several items for sale to raise money for the Association. There are Colorado pins, Colorado denim shirts, document bags, and “discounted” CMCA patches. Later in the year they will have other items for sale.

Annual Conference Committee – Chair Nancy Anderson was absent. It was reported that the Conference Committee has been busy planning the events for the upcoming Fall Conference in Silver Creek. It was announced that there might be train service out of Grand Junction as well as the Denver area. More information will be provided later.

OFFICERS REPORTS –

Director – Judy Egbert reported that she presented her first workshop of “training the trainer” for the On-the-Road Workshops. She has found the program very interesting.

Director – Stephanie Nye, Chair for the Train the Trainer Committee, reported that the Train the Trainer Program has really given a boost to the On-the Road Workshops by having more people available to conduct training. There will be more training for trainers scheduled as they get more clerks involved. She noted the On-the Road Workshops that are currently scheduled for the upcoming months.

Treasurer – Shirley Nichols presented an extensive written treasurer report. The report consisted of a budget overview, year to date information, transaction and quarterly reports. Alisa Lewis(Boulder) made a motion to accept the Treasurer Report. The motion was seconded by Tricia Mack (Sheridan) and passed unanimously.

Secretary – Suzanne Cerise thanked Director Stephanie Nye for taking the minutes at the Clerks meeting at the CML Conference. She also reminded everyone to sign the attendance sheet.

Vice President – Julie Jordan-Struble reported on the process of selecting upcoming conference sites for the CMCA/CGFOA Annual Conference. She announced that the 2000 Conference will be in Silver Creek and those plans are being finalized. The conference for 2001 will be in Breckenridge and for the year 2002 the conference was to be in Crested Butte, however they will not be hosting the conference. The 2002 conference has been moved to Vail. The Conference Committee is in the process of soliciting 2003 RFP's for a site. She mentioned several communities that will be solicited. She would like to hear from clerks on their ideas and suggestions for upcoming conferences locations.

President – Linda Yeager announced that there would be an Executive Board meeting in the College Inn cafeteria on Friday morning at 7:30 a.m. She also announced that the Region 8 Conference in Durango still has space available if there are any clerks that would like to attend. Linda know ledged a letter received from Colorado Trust pertaining to scholarship money that is available to clerks to assist with their financial needs to attend clerk functions.

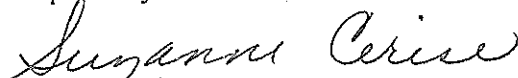
OLD BUSINESS - There was no old business.

NEW BUSINESS – Karen Goldman announced that she has been approached by a number of people who would like to know when Denver would be hosting an IIMC International Conference. She noted that the last IIMC conference in Denver was held in 1973. Hosting an international conference is a huge amount of work and very expensive. However, she would like to have clerks think about the possibility and give her some feedback.

ADJOURNMENT –

Being no further business, the president adjourned the meeting at 3:15 p.m.

Respectfully Submitted,


Suzanne Cerise, CMC
Town Clerk