

**COLORADO MUNICIPAL CLERK'S ASSOCIATION
EXECUTIVE BOARD MEETING
FRIDAY, JULY 14, 2000
BOULDER, COLORADO**

Call to Order –

President Linda Yeager called the Executive Board meeting to order at 7:50 a. m., at the College Inn in Boulder.

Roll Call –

The following members were present CMCA President, Linda Yeager, (Durango); Vice President, Julie Jordan-Struble, (Steamboat); Treasurer, Shirley Nichols, (Collbran); Secretary, Suzanne Cerise, (Carbondale); Director, Judy Egbert, (Alamosa); and Director, Stephanie Nye, (Grand Junction).

Review and approval of January 21, 2000 Minutes

The minutes of the January 21, 2000 Executive Board meeting were presented for consideration. Julie Jordan-Struble made a motion to accept the minutes as submitted. The motion was seconded by Stephanie Nye and passed unanimously.

Mid Year Budget Review:

Budget Review – In January, it was decided that a mid year review might be warranted, in anticipation of a call from CGFOA requesting more reserve money for Fall Conference. However the status of the reserve money is unknown so there will be no adjustments to the budget line items at this time.

Fall Conference Reserve (on deposit – CGFOA)- It appears that the \$7,500 that is on deposit may have been used for the 1999 Fall Conference in Vail, due to unexpected expenditures. CMCA would like to have an accounting of those moneys and how they were expended. It was noted however; that CGFOA has not requested any money for reserves so it is unclear whether that money has been spent. Regardless, CMCA would like a copy of the conference audit, which has been completed.

Reimbursement for expenses – Discussion took place regarding the reimbursement of expenses to clerks for On the Road Workshops and Trainer the Trainer. It seems that there is not a form that is appropriate for this type of expenditure. Stephanie volunteered to create a form that would contain all the information that would be needed to request reimbursement. Treasurer Shirley Nichols reported that currently there is a policy that the President must approve any reimbursement over \$100.00. She requested that amount be increased. She explained that the majority of reimbursement requests are well

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over \$100.00. Stephanie Nye made a motion to authorize the Treasurer to pay up to \$500.00 without the Presidents approval; over \$500.00 the President, or in the absence of the President, the Vice President must approve. The motion was seconded by Julie Jordan-Struble and passed unanimously.

Modify Budget Line Items – Shirley Nichols reported that she has been receiving expenditures from clerks regarding training classes and she is never sure whether to take the expense out of the On the Road Workshops or Train the Trainer. Julie Jordan-Struble made a motion to consolidate the line items – On the Road Workshops and Train the Trainer and create a new expenditure line called “Municipal Clerk Training”. The motion was seconded by Stephanie and passed unanimously.

Adjournment –

Being no further business, the president adjourned the meeting at 8:45 a.m.

Respectfully Submitted



Suzanne Cerise CMC