

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
ANNUAL BUSINESS MEETING  
FALL CONFERENCE  
SILVER CREEK, COLORADO  
THURSDAY, NOVEMBER 16, 2000  
1:00 P.M.**

**1. Call to Order:**

President Linda Yeager called the Annual Business meeting to order at 1:00 p.m., at the Inn at Silver Creek, in Silver Creek, Colorado.

**2. Pledge of Allegiance:**

The membership recited the Pledge of Allegiance in unison.

**3. Introduction of Executive Board and Roll Call of Membership:**

**Executive Board members present:** President Linda Yeager, (Durango); Vice President Julie Jordan-Struble, (Steamboat Springs); Director Judy Egbert, (Alamosa); Secretary Suzanne Cerise, (Carbondale); Director Stephanie Nye, (Grand Junction); absent: Treasurer Shirley Nichols, (Collbran).

**Membership present:** Kristen Rush, Arvada; Chris Koch, Arvada; Teddy Martinez, Grand Junction; Julie Bower, Littleton; Felix Gallegos, Antonito; Amy Phillips, Mancos; Mary Ann McCord, Lake City; Laura Welch, Mt. Crested Butte; Nancy Lockwood, Ft. Morgan; Connie Ingmire, Brush; Alisa Lewis, Boulder; Wendy Heffner, Idaho Springs; Janell Rice, Woodland Park; Kathryn Young, Colorado Springs; Deborah Yancy, Black Hawk; Terry Andrews; Sharon Mosley, Fountain; Michele Karlin, Silverthorne; Lucille Miller, Thornton; Carol Baumgartner, Parker; Susan Sorlien, Greenwood Village; Lorelei Donaldson, Vail; Deb Helton, Frisco; Nanette Fronof, Milliken; Judy Hegwood, Mead; Cathy Kennedy, Windsor; Judie Ridgeley, Commerce City; Julie Fager, Steamboat Springs; Nancy Anderson, Winter Park; Mary Watt, Montrose; Patty Lambert, Silt; Laura Cumins, Salida; Shirley Seely, Craig; Sharon Spurlin, Granby; Sharon Cesar, Kremmling; Susie Murphy, Brighton; Kerry Yates, Fowler; Kathleen Fortenberry, Aurora; Brenda Castle, Englewood; Patricia Athenour, Lafayette; Sandra Stephen, Poncha Springs; Kristen Nash, Avon; Sandy North, Boulder; Mary Jo Schillaci, Telluride; Cindy Morse, Woodland Park.

#### **4. Review and Approval of Minutes of July 13, 2000:**

The minutes of the July 13, 2000 business meeting in Boulder were presented for consideration.

**Motion** – Cindy Morse made a motion to approve the minutes as presented. The motion was seconded by Terry Andrews and passed unanimously.

#### **5. Treasurers Report:**

Treasurer, Shirley Nichols was absent. President Yeager gave the treasurer's report. She reported there was a profit from the Clerks Institutes this year in the amount of \$8,859.81. This money will remain on deposit with CU Boulder for future Institutes.

**Motion** – Patty Lambert made a motion to approve the Treasurers Report. The motion was seconded by Sandra Stephan and passed unanimously.

#### **6. Committee Reports:**

**(a) Audit** – Chair Lucille Miller reported the committee reviewed the 1999 receipts, disbursements, financial statements and bank statement.

**Recommendation** – The Audit Committee made the following recommendation. 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 whom the money is paid to. If needed, reports could be created from this list for specific types of expenses.

**(b) Awards** – Vice Chair Janell Rice recognized the other members of the Awards Committee. She reported that the Awards Committee selected recipients for the following:

- 2000 Clerk of the Year
- Outstanding Contribution to CMC by a Clerk or Deputy Clerk
- Outstanding Contribution to a Municipality by a Clerk or Deputy
- Outstanding Contribution to CMC by a person other than a Municipal Clerk.

Janell presented Certificates to the members of the various Committees.

**Recommendation** – The Awards Committee recommended amending the award guidelines to include a retirement award as well as a 10-year of active service award.

**(c) Communiqué** – Committee member, Wendy Heffner reported that they were responsible for creating and distribution of the bimonthly Communiqué, CMCA press releases and other written communication on the activities of CMCA. She reported that 28 press releases were submitted to IIMC, CML, CMCA Board and other appropriate entities for the 2000 year.

**Recommendation** – The Communiqué Committee recommends that CMCA submit a Request for Proposal for printing and mailing services.

**(d) Education** – Mary Watt reported that the Education Committee is responsible for recommending and creating education opportunities and programs for the CMCA organization. They recommend speakers and programs for the following functions:

- Colorado Municipal League Annual Conference
- IIMC Regional Meeting
- IIMC Institute
- IIMC Advanced Institute
- Clerks Annual Conference

The Educational Committee sponsored 15 On the Road Workshops with over 75 participants. A yearlong education calendar was produced and distributed to the members.

**Recommendation** – The Education Committee recommends a close working relationship with the Train the Trainer Program.

**(e) Handbook** – There was no written report available. The Executive Board will discuss whether the Handbook Committee is necessary.

**(f) Membership** – Chair Peggy Anderson was absent, however a written report was presented. The Membership Committee is responsible for receiving membership renewals, soliciting new members to the association, and printing a directory. The membership to date is 372 members.

**Recommendation** –

- The 2001 budget should be increased by \$200 to cover postage costs of mailing directories to each member.
- The 2002 budget should include the cost of purchasing Microsoft Access, the computer program used to prepare the Membership Directory. The current cost of Microsoft Access is \$109.

- The year of issuance should be printed on membership certificates and cards.

**(g) Nominating** – Chair Susan Brooks was not in attendance and a written report was submitted. The Nominating Committee is responsible for advertising for candidates to run for the positions that are available. This year the nominations were for the following officers:

- Vice President
- Secretary
- Director (2 year term)

There were 335 ballots packages mailed out to the eligible membership. As of November 3, there were 222 returned. The deadline is November 10<sup>th</sup>. Ballots will be counted and the results will be announced at the Business Meeting at Silver Creek.

**Recommendation** – A policy needs to be established regarding candidates mailing out campaign literature. The handbook should be amended to include a campaign literature policy.

**(h) Records Management** – Shirley Seely reported that they have put together Guidelines for the Retention of Records for CMCA and they will be passed on to the next Record Management Chair. The Guidelines should be included in the handbook.

**(i) Scholarship** – Deb Forbes reported there were 39 scholarships awarded to clerks for various conferences and institutes. It was noted that Colorado Code Publishing contributes \$350 each year for scholarships; however beginning in the year 2001, they are increasing their contribution to \$400.

**IIMC Scholarships** – It was announced the IIMC is offering scholarships to the Clerks Institute in the amount of \$300 and scholarships to the Masters Institute in the amount of \$100. The deadline to submit applications for these scholarships is January 12, 2001.

**(j) Study** – A written report was presented. The Study Committee worked with the Scholarship Committee whereby they conducted a survey for input from the CMCA membership to determine interest in providing scholarships for IIMC Regional Conferences. Those clerks that responded to the survey supported adding IIMC Regional Conferences and allocating additional scholarship funding to that budget line item.

**(k) Train the Trainer** – Chair Stephanie Nye announced that the Train the Trainer Program had a successful year. Clerks are encouraged to get involved.

**Recommendation** – The committee is recommending that the budget contain \$5,000 + in the line item to cover the trainers travel expenses and to allow the committee to produce curriculum notebooks complete with transparencies for each subject for each section of the State.

**(l) Ways and Means** – Mary White, Chair reported that this year the Ways and Means Committee agreed not to purchase new products. They felt that there was an ample inventory from past years to be sold before new products were marketed.

**(m) Web Page** – Alisa Lewis, Chair informed the CMCA membership that the Web Page is up and working. The program is designed so that individual clerks can access the web and update information so that it can be current. The web address is [WWW.cmca.gen.co.us](http://WWW.cmca.gen.co.us) and the Password is clerks.

**(n) Annual Conference** – Nancy Anderson and Sharon Spurlin were co-chairmen for the CMCA fall conference. Nancy announced that the conference has been a great success. The CMCA members thanked the committee for a job well done. Next years conference will be in Breckenridge.

**7. PRESENTATION OF AWARDS** – The following awards were presented:

- **OUTSTANDING CONTRIBUTION TO CMCA OUTSIDE OF THE ORGANIZATION** – This award was presented to Jim Berger of Colorado Trust.
- **OUTSTANDING CONTRIBUTION TO A MUNICIPALITY BY A CLERK OR DEPUTY CLERK** – This award was present to Avon Town Clerk Kristen Nash.
- **OUTSTANDING CONTRIBUTION BY A CLERK** – This award was presented to Durango City Clerk Linda Yeager.
- **CLERK OF THE YEAR** – This award was presented to Winter Park City Clerk Nancy Anderson. The Mayor, Mayor Pro tem, Town Manager and Deputy Clerk of Winter Park and Nancy's husband and mother-in-

law were in attendance to acknowledge her award as CMCA Clerk of the Year.

## **8. OFFICERS REPORTS –**

**Director,** Judy Egbert reported that she is a trainer for the Train the Trainer program and found the task very rewarding. She taught 5 classes this year.

**Director,** Stephanie Nye announced that if anyone is interested in being a trainer, please contact the committee for information on the next training sessions.

**Treasurer,** Shirley Nichols was absent.

**Secretary,** Suzanne Cerise reminded everyone to sign the attendance sheets.

**Vice President,** Julie Jordan-Struble reported:

- 2003 conference will be held in Keystone.
- Noted New and Old District Reps.
- Transitional meeting will be in Denver on January 19,2001. The place is yet to be determined.
- Invited members to volunteer for any of the committees.

**President,** Linda Yeager reported that the recommendations made by the various committees would be discussed by the Executive Board.

**9. OLD BUSINESS:** None.

**10. NEW BUSINESS:** None

**11. MEMBER COMMENTS:**

**Thank you to CMCA -** Amy Phillips, Mancos thanked CMCA for the scholarships that are available. It is important to a lot of clerks who do not have the resources to attend the various functions.

**Letter from Mayor of Estes Park –** A letter was received from the mayor of Estes Park concerning the criteria for the Clerk of the Year award. The letter will be referred to the Study Committee.

## **12. ANNOUNCEMENT OF ELECTION RESULTS -**

The election results were announced. The following members were elected to serve as

:

- Vice President – Judy Egbert
- Secretary – Suzanne Cerise
- Director – Patty Lambert

## **13. ADMINISTRATION OF OATH OF OFFICE TO 2001 OFFICERS:**

Mary Watt administered the oath of office to the following:

- President – Julie Jordan-Struble
- Vice President – Judy Egbert
- Secretary – Suzanne Cerise
- Treasurer – Shirley Nichols
- Director – Stephanie Nye
- Director Patty Lambert

## **14. Adjournment:**

Being no further business, President Yeager adjourned the meeting at 2:35 p.m.

Respectfully Submitted,

**COLORADO MUNICIPAL CLERKS ASSOCIATION**

Suzanne Cerise, CMC  
Town of Carbondale  
CMCA Secretary