

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
JOINT MEETING OF 2000/2001  
EXECUTIVE BOARD MEETING  
ANNUAL CONFERENCE  
SILVER CREEK, COLORADO  
THURSDAY, NOVEMBER 16, 2000**

**Call to Order:**

President Linda Yeager called the Executive Board meeting to order at 3:00 p.m., at the Inn at Silver Creek, in Silver Creek, Colorado.

**Members Present:**

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

**Review and Approval of July 14, 2000 Executive Board Minutes:**

The minutes of the July 14, 2000 Executive Board meeting were presented for consideration.

**MOTION:** Ms. Jordan-Struble made a motion to accept the minutes as submitted. The motion was seconded by Ms. Nye and passed unanimously.

**Review of Committee Recommendations:**

***Audit Committee*** –The Audit Committee recommended that the Treasurer 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. Then, if needed, reports could be created for specific types of expenditures.

**UNANIMOUS CONSENT:** It was the consensus of the Executive Board that the Treasurer was already providing this information.

**DIRECTION:** None.

***Awards Committee*** – The Awards Committee has recommended that a retirement award be considered for clerks who are leaving the profession, via- term limits or retirement. They would also like to add that to qualify for the award, the criteria for those who are retiring should be at least ten years of active service.

**MOTION:** Ms. Egbert made a motion that a retirement award be added to the Committee Handbook. The motion was seconded by Ms. Nye and passed unanimously.

General discussion took place relative to when the Awards Committee should send flowers to a member or when to send cards. This is a new function of the Awards Committee and the procedure needs to be added to the Handbook as well. **DIRECTION:** Ms. Egbert will check with the past Awards Committee Chair relative to a standard policy of when cards versus flowers were sent.

President Yeager reported receiving a letter from the clerk in Estes Park regarding the criteria for the Clerk of the Year award.

**DIRECTION:**

- Ask the chair to contact Ms. Terry Andrews (Lyons Town Clerk) for some suggestions to ensure the process flow smoothly.
- Remind Awards Committee to use Communiqué in summer months for clerks to begin thinking about potential nominations for the Special Merit and Outstanding Contributions Awards.
- Committee to look at the “Clerk of the Year” application to ensure that community and local workplace criteria are provided within the nomination and to re-evaluate the point system balance...are all areas provided for equally...?
- Create a running list of previous recipients of: 1) Clerk of the Year; 2) Outstanding Contribution and 3) Special Merit.

***Communiqué Committee*** – The Executive Board was not clear in regards to the recommendation submitted by the Communiqué Committee. It seems they discussed the possibility of the Clerks Association submitting a Request for Proposal for printing and mailing services. The Executive Board decided that more information is needed from the Communiqué Committee.

**DIRECTION:**

- Keep a standard column to release dates of upcoming workshops around the State.
- Standard column of new CMCA members.
- First issue to contain a membership form that is sent to all clerks Statewide, regardless of Y2000 CMCA membership.
- Work with the WebPage Committee to link Communiqué issues to the CMCA website.

***Education Committee*** – The Education Committee recommends a close working relationship with the Train the Trainer Program to fine tune the efforts in bringing workshops to the CMCA membership. This recommendation will be forwarded to the Train the Trainer Program for their feedback to the Executive Board. **UNANIMOUS CONSENT:** The Executive Board supported the endeavor to further unite the standing committee of Train the Trainer and the existing Education Committee.

**DIRECTION:**

- Discuss the practicality of the chair and vice-chair of this committee serving a two-year commitment, due to the importance of this committee providing transition for the CMCA membership.

***Membership Committee*** – The Membership Committee made the following recommendations:

- The 2001 budget should be increased by \$200 to cover the postage costs of mailing directories to each member. – ***It was noted that additional funds had been put into the 2001 budget for postage.***
- 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. **DIRECTION:** The Treasurer to accommodate this request for the Y2002 CMCA budget.
- The year of issuance should be printed on membership certificates and cards.

**UNANIMOUS CONSENT:** The Executive Board will make a recommendation to the outgoing membership chairperson to provide name labels for the next year membership renewal. This would allow for an advanced mailing (perhaps in December) to clerks to re-join CMCA.

**DIRECTION:**

- Modify the membership application to add two questions: 1) will you be retiring in Y2001?; 2) how many years have you been a member of CMCA?
- Renewals for the next year to be mailed out in mid to late December.
- Send names of all new members to the Train the Trainer Committee to have them provide a listing of "On-The-Road" workshops.
- FYI...the executive board will request the Study Committee research the last time CMCA membership fees were increased and make a recommendation to the Executive Board. Perhaps input from the membership is warranted since this is financial in nature.

***Nominating Committee*** –The Nominating Committee questioned if CMCA had a policy regarding mailing out "campaign literature". It was noted that when the ballot package is put together, there is a biographical sheet on each candidate. However, this year and in previous years, some candidates sent out additional campaign information.

**UNANIMOUS CONSENT:** It was the consensus of the Executive Board that the Committee Handbook will be amended to reflect that campaign literature is allowed.

**DIRECTION:**

- Unclear if the past-president serves as the committee member? Past President Susan Brooks didn't mention it, so perhaps not?

***Records Management Committee*** – The Committee has put together Guidelines for Retention of Records for CMCA. These guidelines will be forwarded to the new committee chairperson.

**DIRECTION:** None.

**Scholarship Committee** – The Executive Board discussed eliminating the funding for CML Conferences and limiting the number of individual scholarships each member can receive annually. **DIRECTION:** These suggestions will be sent to the Study Committee for their recommendations.

The Jean L. Rogers Scholarship was discussed. The CMCA Committee Handbook outlines specific guidelines that need to be followed for this award. It was noted that there is also a plaque upon which the recipient's name is inscribed.

It was the consensus of the previous Executive Board to add a scholarship category for annual Region VIII Conference. It was noted that in the budget there are line items (income & expenses in the amount of \$1,000) for a Region VIII Conference. This initial \$1,000 was provided to assist in CMCA hosting the Region VIII Conference in Durango this year. The conference ended up being a break-even project and the money was not used. In the Year 2001, the Arizona Municipal Clerks Association will host the Region VIII Conference and the money again will not be utilized, therefore the line item can be deleted. **DIRECTION:** It was recommended that the Treasurer put that \$1,000 into the scholarship fund for 2001. It was also suggested carrying over any unexpended scholarship funds into the next year's budget.

**DIRECTION:**

- Does the committee provide each recipient with an individual letter? If not, please consider providing.
- Committee to review the Jean L. Rodgers Award: it is believed that this award was meant to be provided as a "full" scholarship.
- The location of the Jean L. Rogers plaque is unknown and it needs to be located.
- FYI...the executive board will request the Study Committee survey the membership on: 1) the number of scholarships each CMCA member can receive in a calendar year.

**Study Committee** –

**DIRECTION:**

- FYI...the executive board will request the Study Committee research the last time CMCA membership fees were increased and make a recommendation to the Executive Board. Perhaps input from the membership is warranted since this is financial in nature. Please also bear in mind the increasing costs the association is facing due to more

educational (train the trainer) opportunities, the Website and Communiqué printing. (We are trying to make ourselves very accessible to our members and that in turn costs money).

- The executive board will request the Study Committee survey the membership on: 1) the number of scholarships each CMCA member can receive in a calendar year.

***Train the Trainer Committee*** – A travel reimbursement form will be created and put into the Committee Handbook. The form will contain a per diem and a mileage cost reimbursement. **DIRECTION:** Director Nye to handle.

**DIRECTION:**

- The executive board is requesting an increase of \$5 (for a total of \$10) be implemented for all “On-The-Road” workshops.
- Begin the process of transition for this ad-hoc committee to become a segment of the Education Committee.

***Ways and Means Committee*** –

**DIRECTION:**

- Committee is charged with thinking of unique ways to increase revenue...perhaps implementing a Silent Auction at both the July Institute and September Master Clerk Academy.

***WebPage Committee*** –

**DIRECTION:**

- Include an Education/On-The-Road Workshop Schedule as a site selection.
- Coordinate with Communiqué editors to include new issues of the newsletter.
- Provide informational blurbs to Communiqué editors that clerks can update their own information on the CMCA website.
- Committee to consider taking on a public relations role and provide press releases on clerk activity to the CMCA website, IIMC, CML, etc...

**Other Business** – A letter was received from Ms. Claudia Cygnar, Deputy City Clerk in Lakewood. She is requesting CMCA's endorsement for her candidacy for the City Clerk position of the newly created City of Centennial. **UNANIMOUS CONSENT:** It was the consensus of the Executive Board that individual clerks may support each other's candidacy, however CMCA supports all municipal clerks. A letter will be sent to Ms. Cygnar noting the decision of the Executive Board.

The meeting adjourned at 5:00 p.m. to resume again at 7:30 a.m. the next day.

### **Meeting Called to Order –**

President Linda Yeager called the Executive Board meeting to order at 7:40 a.m. on Friday, November 17, 2000 at Silver Creek.

**Goal setting** – The following goals were established for the 2001 year:

1. Complete the foundation for Train the Trainer – including training of additional trainers.
2. Create a tickle file and calendar of job duties.
3. Putting the Communiqué and other clerk information on the CMCA Web page. (Consider changing the Web Page Committee name and job description to that of the Communication Committee).
4. Increase Membership.
5. Maintaining high quality educational programs throughout the state.

**2001 Budget Review** – The 2001 proposed budget was discussed. Due to the absence of Treasurer Shirley Nichols, the Board will finalize the budget at the January Transitional Meeting. The following changes were made to the budget:

- Web Page line item – increased from \$500 to \$2,000.
- Miscellaneous line item – decreased from \$1,000 to \$250
- Awards line item – increased from \$1,000 to \$1,500

**Membership Dues** – The membership dues were discussed. It was determined that CMCA needs to generate more funding and perhaps it is time to increase the membership dues. **UNANIMOUS CONSENT:** It was the consensus of the Executive Board to ask the Study Committee to review the membership dues and make a recommendation.

**On-the Road Workshop Fees** – **MOTION:** Ms. Jordan-Struble made a motion to increase the On-the-Road workshop fees from \$5.00 to \$10.00. The motion was seconded by Ms. Nye and passed unanimously.

### **Adjournment**

Being no further business, President Yeager adjourned the meeting at 9:00 a.m.

Respectfully Submitted,  
**COLORADO MUNICIPAL CLERKS ASSOCIATION**



Suzanne Cerise, CMC  
Town of Carbondale  
CMCA Secretary