

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BOARD/COMMITTEE CHAIRS & VICE CHAIRS
TRANSITIONAL MEETING
FRIDAY, JANUARY 19, 2001
LONE TREE COUNTRY CLUB
1:00 P.M.**

1. Call to Order:

President Julie Jordan-Struble called the Executive Board meeting to order at 1:10 p.m., at the Lone Tree Country Club, in Littleton, Colorado.

2. Members Present:

The following members were present: President Julie Jordan-Struble, (Steamboat Springs); Past President Linda Yeager, (Durango); Vice President Judy Egbert, (Alamosa); Secretary Suzanne Cerise, (Carbondale); Director Patty Lambert, (Silt); Director Stephanie Nye, (Grand Junction), Treasurer Shirley Nichols, (Collbran); Mary Watt (Montrose); Lucille Miller, (Thornton); Janell Rice, (Woodland Park); Cindy Morse, (Woodland Park); Nancy Varra, (Louisville); Rhonda Eckert, (Erie); Linda Salas, (Erie); Nancy Worthington, (Littleton); Mary Jean Loufek, (Breckenridge); Kathryn Young, (Colorado Springs); Michele Kelley, (Westminster); Judy Hegwood, (Mead); Nanette Fornof, (Milliken); Mary White, (Englewood); Brenda Castle, (Englewood); Patricia Athenour, (Lafayette) and Betsy Holder, (Greeley).

3. Officers' Report

- a. **Vice President, Judy Egbert -**
Ms. Egbert distributed new CMCA handbooks for the year 2001. She explained that all other handbooks can be destroyed, the new books are complete replacements. She also encouraged everyone to read the entire handbook, not just their section.
- b. **Secretary, Suzanne Cerise -**
Ms. Cerise reminded all CMCA members present at the meeting to sign the sign-up sheet.
- c. **Treasurer, Shirley Nichols -**
Ms. Nichols distributed the treasurer's report for the CMCA membership. She supported a membership survey seeking input on increasing the CMCA membership dues to assist with CMCA

revenues. Ms. Struble reported the Clerks Association received a profit from the Colorado Government Finance Officers Association (CGFOA)/CMCA Fall Conference of \$6,665.46. She added that a larger profit had been made, however, the conference committee supported a conference carry-over of \$20,000 to be used as seed money for next year's conference. Therefore, the remaining monies were divided between CGFOA and CMCA at a 64.8%/35.2% split. (The split was based upon each organization's conference registration). Ms. Jordan-Struble also reported that \$1,111.25 was CMCA's share of the Silent Auction, which was a 50% split with CGFOA.

d. Director, Stephanie Nye –

Ms. Nye reported that a policy for expense reimbursement that is uniform for trainers, executive board members, committee members, etc...has been created and put into the CMCA handbook.

e. Director, Patty Lambert –

Ms. Lambert said that she did not have a report, but was happy to have been elected a CMCA Director.

f. Past President, Linda Yeager –

Ms. Yeager noted a thank you from the International Institute for Municipal Clerks (IIMC) for the \$100 contribution that was made by CMCA. The contribution was for the IIMC-Municipal Clerks Education Foundation.

Ms. Yeager reported that due to Karen Goldman's (Lakewood City Clerk) resignation, a vacancy has been created for the IIMC Region VIII representative. Ms. Michele Kelley, Westminster City Clerk, expressed an interest in applying for the vacancy. **DIRECTION:** Ms. Jordan-Struble to prepare letter of endorsement for Ms. Kelley to submit seeking the Region VIII seat.

Ms. Yeager reported on the locations of future IIMC Annual Conferences:

- 2001 – Kansas City, MO
- 2002 – San Antonio, TX
- 2003 – Columbus, OH
- 2004 – Whistler, British Columbia
- 2005 – Minneapolis/St Paul, MN

g. President, Julie Jordan-Struble

Ms. Jordan-Struble presented a listing of the Year 2001 CMCA Committee Chairs and Vice Chairs. She asked everyone to check the

information and let her know if any corrections needed to be made. It was pointed out that all Executive Board officers could be reached via e-mail.

4. **Standing Committees-Review of 2000 Activities and Creation of 2001 Goals –**

Annual Conference – M. J. Loufek reported that the 2001 CGFOA/CMCA Fall Conference would be held in Breckenridge. Any suggestions are welcome.

Audit – Lucille Miller, 2000 Chairperson, reported that they have completed the audit and presented the report at the fall conference in Silver Creek. Michele Kelley reported that she is ready to take the task of chairing the committee for the year. **DIRECTION:** The fall conference books need to be audited by CMCA this year.

Awards – Janell Rice reported her first assignment was the coordination of Karen Goldman's CMCA retirement plaque. **DIRECTION:** To research and add names of recipients of past "Clerk of the Year" and "Clerk's Recognition by a Municipality" to the CMCA handbook.

Communiqué – No report was provided. However, it was noted that Shirley Seely and Kathy Larson in Craig are ready to proceed with the Communiqué for this year.

Education – Mary Watt reported that they met with the Train the Trainer Task Force and are planning the numerous educational events for the year. They are moving toward combining the education efforts with Train the Trainer program. It was suggested having the past chairperson of the Train the Trainer be on the education committee to assist with the transition. It was noted this should be the last year of the Train the Trainer program. For the year 2002, the program will be fully incorporated within the Education Committee.

Membership – A written report was given on the Membership Committee goals for 2001 and the following was noted:

Municipal Clerks' Pins – It was determined the pins are no longer available. **DIRECTION:** To work with the Ways & Means Committee to order more pins and if a clerk would like a pin, one can be purchased. Perhaps the addition

of a line to the membership forms to check if clerk wants to order a pin.
Associated Memberships - The process seems to be confusing, when registering for a CMCA sponsored workshop. A revision was suggested. Cindy Morse indicated she would review and make the necessary changes.

Nominating – Linda Yeager added Debbie Yancy, Blackhawk, as a member of the committee.

Records Management – Betsy Holder reported they are working on some changes and will be announcing some information later in the year.

Scholarship – No report was provided. However, it was noted that Linda Smith, 2001 Chairperson, has contacted the Scholarship Committee members and they are ready to roll.

Study – Patti Athenour, 2001 Chairperson, was present. Ms. Jordan-Struble requested the Study Committee begin with researching the last time CMCA dues were increased and seek input from the membership on increasing fees for the Year 2002. It was also requested that the Study Committee survey the membership on how many scholarships a member should be allowed to receive in a calendar year. **DIRECTION:** Two items as noted above: membership fee increase and scholarship recipients within calendar year.

Train the Trainer Task Force – Stephanie Nye reported on the success of the program. The fees have been increased for the year 2001 to \$10.00. It has been suggest that the Train the Trainer be a subcommittee of the Education Committee. Cindy Morse reported that they are having training sessions for elections and liquor. Their target date for these programs to be on the road is June 1st. They are finalizing the curriculum; keeping the curriculum current is very important. A survey will be conducted on topics clerks would like to see for an on the road workshop. They have compiled a calendar for the year of On the Road Workshops. The calendar will be posted on the web site and noticed in the Communiqué.

Ways & Means – Ms. Jordan-Struble suggested they might want to think about having silent auctions at the July Clerks Institute and Master Academy. The silent actions are very successful and CMCA would benefit from the monies raised.

Web Page – Linda Salas reported they would be updating the web site. Clerks can change their individual information; the instructions will be

provided in the Communiqué. If any clerk has information they would like put on the site, just let them know. They would also like to put pictures of graduating classes and the executive board on the web site. **DIRECTION:** All CMCA Committee Chairs to think about utilizing the CMCA WebPage to communicate. This includes: the CMCA handbook; a current list of CMCA members; photos of executive board and graduating classes, etc...

Ms. Yeager said she would be nominating the company who has gotten the web site up and running for an award to be presented at fall conference. Ms. Salas reported that the Town of Erie had donated \$500 to the web page budget. **DIRECTION:** Ms. Jordan-Struble to write a letter of thanks on behalf of CMCA.

5. Discussion of replacing Karen Goldman, former CMCA Historian –

Betsy Holder will solicit for a Historian. It was suggested that Diana Lentz be offered the position. **DIRECTION:** Ms. Holder to offer the position and relay the acceptance/decline answer of the position to Ms. Jordan-Struble.

6. Update from Task Forces -

a. Institute Task Force – It was reported that the Institute Task Force has served its purpose and is no longer needed. The CMCA handbook will be updated to reflect the incorporation of any needs in this area within the Education Committee.

b. Legislative Task Force – It was noted that again, due to Karen Goldman's departure from CMCA and her municipal clerk position, a vacancy was created in this arena. **MOTION:** To appoint Cindy Morse as the Legislative Task Force Chair; Stephanie Nye/ Shirley Nichols; the motion passed unanimously.

7. Review of District Representative Listing –

Ms. Jordan-Struble provided an updated listing of the district representatives.

8. Old Business –


Ms. Jordan-Struble reported that she, along with Cindy Morse and Suzan Phillips were present at a Lakewood City Council meeting to present a plaque to City Clerk Karen Goldman. Karen Goldman of City of Lakewood was recognized and presented a plaque for her services to CMCA. Karen has taken a job with the State of Colorado as Senate Secretary.

9. New Business: None.

10. Adjournment:

Being no further business, President Jordan-Struble adjourned the meeting at 2:46 p.m.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION


Suzanne Cerise, CMC
Town of Carbondale
CMCA Secretary