

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
CML CONFERENCE / CLERKS BUSINESS MEETING  
SNOWMASS VILLAGE, COLORADO  
THURSDAY, JUNE 28, 2001  
2:15 P.M.**

**1. Call to Order:**

President Julie Jordan-Struble called the business meeting to order at 2:15 p.m., at the Conference Center in Snowmass Village, 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 Julie Jordan-Struble, (Steamboat Springs); Director Patty Lambert, (Silt); and Treasurer Shirley Nichols, (Collbran).

Absent: Past President Linda Yeager, (Durango); Vice President Judy Egbert, (Alamosa); Secretary Suzanne Cerise, (Carbondale); and Director Stephanie Nye, (Grand Junction).

**Membership present:** Karen Borkowski, Brighton; Betty Wotring, Centennial; Diana Lentz, Northglenn; Becky Worthen, Canon City; Lucia Smead, DOLA; Janell Rice, Woodland Park; Cindy Morse, Woodland Park; Chris Snyder, Limon; Cathy Rabe, Canon City; Nanette Fornof, Milliken; Judy Hegwood, Mead; Kathleen Strickland, Aspen; Judie Ridgeley, Commerce City; Wanda Krajicek, Ft. Collins; Mary Watt, Montrose; Kathy Larson, Craig; Shirley Seely, Craig; Valeria Skitt, Longmont; Chris Koch, Arvada; Julie Bower, Littleton; Sally Misare, Castle Rock; Linda Yellowman, Rico; Kathryn Young, Colorado Springs; Deborah Yancy, Black Hawk; Lydia Shea, Trinidad; Diana Nikkari, Rifle; Trudi Worline, Snowmass Village; Deb Helton, Frisco; Lisa Cain, New Castle; Kathryn Koch, Aspen; Rhonda Coxon, Snowmass Village.

**4. Review and Approval of Minutes:**

The minutes of the November 16, 2000 Fall Conference business meeting in Silver Creek were presented for consideration.

**Motion** – Cindy Morse made a motion to approve the minutes of the Fall Conference meeting on November 16, 2000 as presented. The motion was seconded by Deborah Yancy and passed unanimously.

The minutes of the January 19, 2001 Transitional business meeting at Lone Tree Country Club were presented for consideration.

**Motion** – Julie Bower motioned to approve the minutes of the Transitional meeting on January 19, 2001 as presented. The motion was seconded by Kathryn Young and passed unanimously.

**5. Officers' Reports:**

- a. **Vice President, Judy Egbert** – Not present.
- b. **Secretary, Suzanne Cerise** – Not present.
- c. **Treasurer Shirley Nichols** presented the treasurer's report and noted that \$15,000 was transferred from the checking account to Colotrust to gain a higher rate of interest. Questions regarding the budget should be directed to either Treasurer Nichols or President Jordan-Struble.
- d. **Director Stephanie Nye** – Not present.
- e. **Director Patty Lambert** informed she attended a Municipal Clerks' Week luncheon hosted by New Castle Clerk Lisa Cain and Deputy Sandy Sanchez. Clerks and deputies in attendance included Suzanne Cerise from Carbondale, Diana Nikkari from Rifle, Kyra Hogan from Silt, Stephanie Nye from Grand Junction, and Teddy Martinez from Grand Junction. Also, since Director Lambert was filling in for Secretary Cerise, she reminded all CMCA members present at the meeting to sign the sign up sheet.
- f. **Past President Linda Yeager** – Not present.
- g. **President Julie Jordan-Struble** announced that Suzanne Cerise and her husband were named "Man and Woman of the Year 2001 by the Carbondale Chamber of Commerce and displayed the Redstone, "Valley Journal" newspaper proclaiming such on its cover.

**6. Committee Reports:**

- a. **Annual Conference** – In her absence, Chair Mary Jean Loufek provided a written report on Fall Conference 2001, which will be held in Breckenridge. With concerns expressed regarding last year's registration packets being distributed late, President Jordan-Struble informed, that this year, delegate registration packets would be mailed before facilitator packets, i.e. vendors and speakers. President Jordan-Struble announced the 2002 Annual Conference would be held in Vail.

**b. Audit** – In the absence of the audit committee, a written report was provided with four recommendations; 1.) change the reporting deadline to a later date than March 31<sup>st</sup>, 2.) amend the responsibilities of the audit committee to reflect the audit of CGFOA/CMCA conference books, 3) the fund balance should not fall below 50% of expenses and cautioned that the anticipated balance shows less, and 4.) include a list of lifetime members in the membership directory. President Jordan-Struble noted items 1 and 2 would be changed in the Policies & Procedures and Committee Handbook. Regarding item 3, Treasurer Nichols informed the \$7,000 loss, incurred at the Vail Fall Conference, made the fund balance fall.

**c. Awards** – Chair Janell Rice informed the nomination process has begun, requested more nominations for “contributions to CMCA other than a clerk”, and added the committee is working on an updated form for “clerk of the year” for the executive committee’s initial review. A review and revamp of the form was requested last year as some clerks and community members felt the criteria were geared more towards larger city clerks rather than the smaller municipal clerks. Chair Rice noted that any member of the Awards Committee could be contacted to send members cards and flowers.

**d. Communiqué** – Chair Shirley Seely and Co-Chair Kathy Larson were both present. Co-Chair Larson informed the Communiqué should be on all members’ desks when they return to the office after conference. Due to printing expenses in Craig, Co-Chair Larson has been doing a lot of the formatting, etc. Members were encouraged to send any announcements, sayings, news clips, polling for research items, etc. to Chair Seely or Co-Chair Larson; email addresses are included in the Communiqué.

**e. Education** – Chair Julie Bower and Co-Chair Kathryn Young were both present. Chair Bower announced the finishing touches are being made to the Fall Conference and topics include, ethics, a panel with the Secretary of State and the County Clerks’ Association regarding elections, and Geoff Wilson’s update on the new executive session legislation. Curriculums for both Boulder Institute sessions are completed. Regarding the “On the Road” workshops, Cindy Morse informed they are working towards establishing a calendar so that one yearly mailing, with all workshops may be mailed. This year a total of thirteen “On the Road” workshops have been, or will be, held. Anyone wishing to host an “On the Road” workshop should call Avon Town Clerk Kris Nash. Also, check the web page for upcoming scheduled workshops.

**f. Membership** – Co-Chair Kathleen Strickland informed the membership directories should be mailed by the end of next week. There are 203 memberships, 197 municipalities, 1 retired clerk, 4 counties, 365 individuals, plus 10 that did not renew. Because it was felt some non-renewals may be due to budget constraints, Co-Chair Strickland volunteered to call those that did not renew to find out the reason for non-renewal, recruit those without budget

constraints, and report back to the membership for further discussion on the possibility of scholarships for membership dues for those with budgetary concerns.

**g. Nominating** – No report.

**h. Records Management** – Co-Chair Nanette Fornoff reported that a Weld County committee has been working on a statewide retention schedule and the proposed schedule is currently with the State Attorney's office, with an anticipated final approval around the first of July. State Archivist Terry Ketelsen has already approved the statewide retention schedule. The statewide retention schedule idea was formed on the basis of helping smaller communities without retention schedules, who did not know where to start, and lacked the manpower. Molly Davis helped author the CMCA 1999 retention schedule and helped to take it a step further by the statewide retention schedule. Existing municipal retention schedules would still be valid and the statewide schedule could be used in conjunction. Municipalities may adopt the statewide retention schedule by resolution, however, specific items such as airports, etc. may not be included in the statewide retention schedule and municipalities with such would have to retain those items in their current schedules or amend the statewide schedule. Since CML promoted the 1999 CMCA retention schedule, Co-Chair Fornoff volunteered to contact CML to see if they would instead promote this statewide retention schedule. Public announcements and further information will be forthcoming once the statewide retention schedule is officially approved.

**i. Scholarship** – In her absence, Chair Linda Smith provided a written report. President Jordan-Struble noted there were three delegates at the CML conference that received scholarship money.

**j. Study** – No report.

**k. Train the Trainer Task Force** – Chair Cindy Morse informed a \$5.00 increase for the "On the Road" workshops has been implemented. The transitioning of the Train the Trainer Committee to become an adjunct to the Education Committee has been completed, as it's a natural for the two to meld. An instructors' certification class was held in February, certifying Jan Schooley, LaJunta; Cindy Morse, Woodland Park; Debbie Yancy, Black Hawk, and Kris Nash, Avon and Chair Morse requested more clerks become certified instructors. A curriculum has been established for an "On the Road" election basics class. Committee Member Kathryn Young announced three election basics classes are scheduled; July in Glenwood Springs, October in Colorado Springs, and December in Grand Junction, with the possibility of an August/September in Alamosa. The basic portion of the election curriculum is complete and work is progressing on the FCPA and mail ballot.

**l. Ways & Means** – Co-Chair Karen Borkowski requested input on selecting a pin, perhaps making it a collector's item with a different design each year or adding the year to the CMCA pin and also requested input on selecting tee shirts. The CMCA pin was the logo; a pastel blue and yellow version that was either purchased or new members were given one; distribution was not consistent. The Colorado pin was created approximately 5 to 6 years ago, by Ellen Sarvey, former clerk of Rifle however, Nancy Anderson of Winter Park was in charge of the production and set up. The Colorado pin was created to take to the International conferences as a trading pin and was a moneymaking venture as well. Its shape is triangular. Placing the year on the pin would require all pins to be sold within the year and it was thought that changing the pin yearly would be too costly. By unanimous consent it was decided, instead of the pastel blue and yellow, to produce the CMCA logo pin in navy blue and yellow, more closely resembling the logo. The CMCA logo pins have been produced as key chains, cups, mouse pads and anyone with suggestions was directed to contact Co-Chair Borkowski at [kborkowski@ci.brighton.co.us](mailto:kborkowski@ci.brighton.co.us). Also, a short-sleeved v-neck tee shirt was recommended.

**m. Web Page** – No report. President Jordan-Struble informed all that is needed to access CMCA's web page is to type in the search field, "Colorado Municipal Clerks"; the correct address is not needed. The Communiqué is the next desire to get on the Web Page to cut down on printing costs.

**7. Update from Task Forces:**

a. Legislative Task Force – Cindy Morse reported on three bills of concern to municipalities: 1.) HB-1309 proposed to change the election dates in statutory cities and towns from April and May to November, which made it out of the House but was killed by the Senate; 2.) HB-1209, regarding on site beverage tastings in retail liquor stores and liquor licensed drug stores, was vetoed by the Governor and his veto was upheld by the House; 3.) HB-1359 passed and basically requires a record be made of all executive sessions. Geoff Wilson has mailed a memorandum regarding such and should you not receive one, contact Mr. Wilson at CML. HB-1359 takes effect August 8<sup>th</sup>. Ms. Morse also announced she was appointed, to represent CMCA, on the Blue Ribbon Election Task Force convened by the Secretary of State to standardize Colorado's election process.

**8. Update from Historian:**

a. CMCA Historian - Diana Lentz informed she is in the process of setting up an alphanumeric subject system of CMCA's records and hopes to have it completed in a few months. There are no systems or processes set up for the historian and Ms. Lentz is open to any and all suggestions. Ms. Lentz announced the annual Clerk of The Week luncheon was held in Englewood and approximately 90 people were in attendance including Mayors,

Managers, Clerks and Deputies. Compliments were given to Lou, Brenda, and Mary for their organization. Networking luncheons were discussed. Larimer and Weld county municipal clerks have an every-other-month luncheon schedule, complete with speakers. Summit County municipal clerks get together quarterly and share hosting responsibilities. The membership felt they could coordinate their own networking luncheons within their respective areas. Anyone wishing assistance on starting networking luncheons in their region was directed to contact President Jordan-Struble.

**9. Old Business:**

a. Clerks' Luncheon in Craig – Director Lambert reported that Craig Clerk Shirley Seely and Deputy Kathy Larson hosted a combined Municipal Clerks' Week / Retirement for Meeker Clerk Carmen Orris luncheon in Craig. Ms. Orris retired after 24 years of service to Meeker.

**10. New Business:**

**a. International Institute of Municipal Clerks – Municipal Clerks Education Foundation.**

President Jordan-Struble asked the CMCA membership to think about donating to the MCEF as an organization since the majority of CMCA's members are members of IIMC.

**b. Discussion of CMCA assisting member municipalities when a clerk has resigned or when a new clerk needs assistance/consulting services.**

President Jordan-Struble proposed that CMCA form an ad-hoc committee that would study putting together some sort of service offered through CMCA to assist municipalities that have lost a clerk. Items of discussion: 1.) neighboring clerks have helped out when called upon, 2.) district representatives could help locate a neighboring clerk to assist, 3.) who pays for CMCA assistance, 4.) consultants – former or retired clerks may be interested in helping for a short time or through special projects, i.e. elections, 5.) I.G.A. loaning a clerk, and 6) CML JobFinder. CMCA Assisting Member Municipalities task force volunteers were Castle Rock Clerk Sally Misare, Snowmass Village Clerk Trudi Worline, and Longmont Clerk Valeria Skitt.

**c. CMCA development of election forms for statutory and home rule municipalities.**

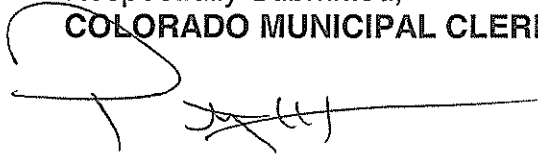
After much urging by Geoff Wilson, Sally Misare, and Julie Jordan-Struble, Hart hired a Colorado attorney to review all of their election forms and their forms should now be up to par for Colorado. Ms. Misare volunteered to follow up.

11. Adjournment:

**Motion** – Cindy Morse motion to adjourn. The motion was seconded by Kathryn Young and passed unanimously. President Jordan-Struble adjourned the meeting at 3:45 p.m.

Respectfully Submitted,

**COLORADO MUNICIPAL CLERKS ASSOCIATION**

A handwritten signature in black ink, appearing to read 'Patty Lambert', is written over a horizontal line. The signature is stylized and includes a large loop at the beginning.

Patty Lambert, CMC  
Town of Silt  
CMCA Director