

**COLORADO MUNICIPAL CLERK'S ASSOCIATION
BUSINESS MEETING
MUNICIPAL CLERKS INSTITUTE
BOULDER, COLORADO
THURSDAY, JULY 12, 2001
1:10 P.M.**

1. Call to Order:

President Julie Jordan-Struble called the business meeting to order at 1:10 p.m., at the Municipal Clerks Institute in Boulder, 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); Secretary Suzanne Cerise, (Carbondale); Director Patty Lambert, (Silt).

Absent: Treasurer Shirley Nichols, (Collbran); Past President Linda Yeager, (Durango).

Arriving later in meeting: Vice President Judy Egbert, (Alamosa); Director, Stephanie Nye, (Grand Junction).

Membership present: Terry Clodfelter, (Swink); Cindy Hoffman, (Cheyenne Wells); Mary White, (Englewood); Alisa Lewis, (Boulder); Sherree Bustos, (Ft. Morgan); Teresa Boya, (Akron); Jan Oldham, (Burlington); Lisa Cain, (New Castle); Rhonda Coxon, (Snowmass Village); Karie Wilson, (Haxtun); Kathy Elmont, (Ouray); Laurie Chavez, (Longmont); Kathleen Olofson, (Holyoke); Gio Garver, (Paonia); Rebecca Fritz, (Ouray); Julie Fager, (Steamboat Springs); Amy Phillips, (Mancos); Joanne Tyson, (Frisco); Debbie Dressel, (Windsor); Rebecca van Deutekom, (Estes Park); Donna Hesslink, (Kersey); Valerie Elliott-Lucero, (Dacono); Diane Spomer, (Fairplay); Brenda Pitcairn, (Morrison); Tanje Bellhouse, (Basalt); Jackie Loehian, (Aspen); Jennifer Gray, (Keenesburg); Sandra Newberry, (Frederick); N. Lorraine Herbel, (Log Lane Village); Joan Seidensticker, (Platteville); Kristi Bashor, (Loveland); Victoria Washo, (Corona); Barbara Gonzales, (Monte Vista); Nicole Rael, (Ramah); Suzan Phillips, (Golden); Jenny Ellringer, (Gypsum); Darlene French, (Cherry Hills Village); Chris Brasfield, (Rangely); Sher Bush, (Kiowa); Richelle Work, (Westminster); Janette Doss, (Fountain); Judy Stucki, (Pueblo); Kathleen

Conley, (Cripple Creek); Debra Blevins, (Cripple Creek); Cheryl Suppes, (Olathe); Shelle Pope, (Montrose); Charmaine Tripp, (Las Animas); Lori Bravo-Santistevan, (Pueblo); Lisa Martinez, (Colorado Springs); Sandra Stephen, (Poncha Springs); Nancy Worthington, (Littleton); Anne Holliday, (Monument); Sandy North, (Boulder); Sonya Oster, (Boulder); Terry Meehan (Gunnison); Leslie Revell, (Wray); Debra Johnson, (Aurora); Norma Sundin, (Copper Mtn. Metro Dist.); Linda Lancaster, (Bayfield); Barb Elliott, (Hot Sulphur Springs); Deb Brandt, (Sterling); Sharon Holland, (Norwood); Debra Kemp, (Bennett); Ronda Kolinske, (Grand Lake); Debbie Ash, (Glendale); Susan Sorlien, (Parker); Jane Herrmann, (Parker); Margy Greer, (Lakewood); Johanne Small, (Northglenn); Gina Benden, (Wiggins); Lisa Hudson, (Aurora); Juanita Satterfield, (Parachute); Laurie Chavez, (Longmont); Penney Bolte, (Louisville); Sheri Atencio-Church, (Edgewater); Cynthia Sullivan, (Wellington); Denise Henderson, (Parachute); Mary Gordon, (Commerce City) Cindy Nylund, (Naturita); Pat Price, (Arriba); Cheryl Grasmick, (Rocky Ford); Sharon Fairchild, (South Fork) and Anna Fallis, (LaSalle).

Out of state attendees – Kathie Mendoza, (Yolba Linda, California); Marcia McClure Torgerson, (Atascadero, California); and Margaret Rey, (Perris, California).

4. Review and Approval of Minutes – June 28, 2001:

The minutes of the June 28, 2001 meeting were presented for consideration. A correction was noted on page 4, the date should be changed from "1989" to "1999".

Motion - Lisa Cain made a motion to approve the June 28, 2001 minutes with the correction as noted on page four. The motion was seconded by Rhonda Coxon and passed unanimously.

5. Officers' Reports:

a. Vice President, Judy Egbert – Not present.

b. Secretary, Suzanne Cerise - Suzanne thanked Patty Lambert for taking and transcribing the minutes of the June 28th meeting. Suzanne also reminded the membership to sign in.

c. Treasurer Shirley Nichols - Shirley was unable to attend meeting. The Treasurer's report is the same as presented at the June 28th meeting.

- d. **Director Stephanie Nye** – Not present.
- e. **Director Patty Lambert** – Patty welcomed everyone and said she was happy to be in attendance.
- f. **Past President Linda Yeager** – Not present.
- g. **President Julie Jordan-Struble** noted recognition to Secretary Suzanne Cerise for the award that she and her husband recently received. Julie explained that in June, Suzanne and her husband Les were chosen as Man and Woman of the Year for the town of Carbondale.

6. **Committee Reports:**

Annual Fall Conference – Fall Conference Chair Mary Jean Loufek was unable to attend the meeting, however a written update was provided in the agenda packet. The 2001 Fall Conference will be held at The Village at Breckenridge Resort, Breckenridge, CO. The report noted that the Committee has had several meetings and will finalize the details in August; then registration packets will be mailed out.

Sheri Atencio Church suggested having the Fall Conference at another time of year. This suggestion will be sent to the Fall Conference Committee for consideration.

It was announced that Fall Conference would be held in Vail in 2002; Keystone in 2003 and Copper Mountain in 2004.

Audit – Chairperson Michele Kelley sent a written report for the packet. It was reported that on May 9, 2001 the Audit Committee reviewed the CGFOA/CMCA Conference books for the year 2000. President Julie Jordan-Struble reported that the agreement for the 2000 CGFOA/CMCA Conference disbursement of funds is to have a reserve of \$20,000 to be retained for future conferences and the remainder would be returned to each organization based on attendance at the fall conference. It was determined that 35.2% of the proceeds would be returned to CMCA, and this figure was verified with the books. The Audit indicates that a CD in the amount of \$15,000 was acquired on January 26, 2001 with a balance in the account on March 31, 2001 of \$6,102.36.

Recommendations – The Audit Committee is recommending the following:

1. CGFOA/CMCA Conference Books Report Deadline – Currently the report is required by March 31st of each year. However, CGFOA/CMCA Conference books are not closed until March 31st. It is recommended that the date be changed to a date later than March 31st.

2. The Audit Committee responsibilities should be amended to reflect the audit of the CGFOA/CMCA Conference books.

Awards Committee – Janell Rice, Award Committee Chair provided a written report that was read to the membership by President Julie Jordan-Struble. The report indicated that the committee has taken a different approach to handling their duties. Each person on the committee shall represent a different portion of the State as it would be easier for all of them to take on the responsibility of sending out cards and flowers to members as news becomes available of someone in need. The committee is in the process of reviewing the rating criterion and respective points system for The Clerk of the Year application. They hope to have recommended changes approved prior to distribution in September.

Note – *Director Stephanie Nye arrived.*

Communiqué – Shirley Seely was not present to give a report. Julie Jordan-Struble reported that the next issue of the Communiqué would be out in August. All news items should be sent to Shirley in Craig

Education – A written report was included in the packet. It was reported that several "On the Road Workshops" have been scheduled this year. The first election "On the Road Workshop" will be held in Glenwood Springs on July 19th.

Membership – There was no report available, however it was reported that the membership booklet and cards are in the mail.

Nominating – It was reported that the nomination applications would be in the next Communiqué. All interested clerks need to submit their applications to Linda Yeager or any member of the Nominating Committee.

Records Management – Chair Betsy Holder was unable to attend the meeting today, but it was reported that the committee is in the process of creating a statewide record retention scheduled, approved by the State, for municipalities to adopt.

Scholarship – A written report was included in the agenda packet. Scholarship Committee Chair Linda Smith included in her report budget information and the number of scholarships awarded to various clerks for the CML Conference and the Municipal Clerks Institute. There is \$2,536 available for the remaining conferences.

Study – There was no report available.

Train the Trainer – Julie Jordan-Struble reported that the process has begun to merge the Train the Trainer with the Education Committee. The Committees met in January to plan educational sessions for CML Conference, Institute, Advanced Institute and the Fall Conference. Additionally, a calendar was established for the On the Road Workshops. Articles were also published in the Communiqué to maintain current On the Road Workshop schedules. The schedule is also posted on the website.

Ways and Means – Nancy Worthington displayed the clerk's merchandise that is for sale. Products available were knit polo shirts, short sleeve denim shirts, t-shirts, CMCA patches, and document bags. She reported that they are in the process of recreating CMCA pins. No one seems to know where the old pins were ordered. They hope to have the new pins available at Fall Conference.

Web Page – Suzan Phillips provided information on the Web Page address and how to navigate the site. She encouraged each clerk to review the information and update if necessary. They are hoping to have the Communiqué on the Web Page by August.

7. **Update from Task Forces:**

a. **Legislative Task Force, Cindy Morse** – A written report was provided. The major interest to Municipal Clerks is the new legislation concerning open meetings and open records. This bill requires that a record be made of discussion in executive session meetings as well as

other requirements and changes to the open records laws. The recording tapes of the executive sessions must be preserved for 90 days then they can be disposed. This requirement goes into effect on August 8, 2001.

8. Update from Historian:

a. **CMCA Historian, Diana Lentz** – No report was available.

9. Old Business:

a. **CMCA Help Service** – It was reported that this concept stems from the idea of CMCA providing a service to assist member municipalities when their clerk leaves their position; or when a new clerk is in the position. The following clerks have volunteered to be on an ad hoc committee to research the components of offering this service:

- Sally Misare, Castle Rock
- Trudi Worline, Snowmass Village
- Valeria Skitt, Longmont

Their report should be available in November.

10. New Business:

a. **Review updating our CMCA Membership application/fee to include Associate Members such as vendors** –

Julie Jordan-Struble said it has been suggested adding a category to the membership applications to include Associate Members such as vendors. Various vendors have expressed a desire to be a member of CMCA to help keep them informed of the activities of the clerks. Several clerks thought that adding this category to the application was a good idea. This would increase revenues that could be used for more scholarships and training.

Motion - Alisa Lewis made a motion to have the Membership Committee further research adding a new category to the membership applications to include vendors. The motion was seconded by Lisa Hudson and passed unanimously.

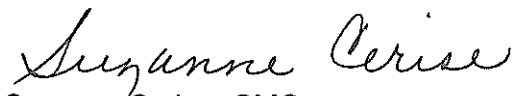
11. Adjournment –

Sandra Newberry made a motion to adjourn and go into a conference with IIMC pertaining to information on education and applying for clerk's certification. The motion was seconded by Lisa Cain and passed unanimously. The meeting adjourned at 2:10 p.m.

Conference call with IIMC – A conference call took place with IIMC. It was reported that Region VIII is comprised of the following states: Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah and Wyoming.

Clerks Certification Program – In the past, once a clerk obtained the Certified Municipal Clerks (CMC) designation, the next level of education was the Academy for Advanced Education (AAE), however beginning January 2000 there is no longer AAE designation for clerks. It is replaced with the Master Municipal Clerks (MMC) designation and there are several levels of achievement that are needed to obtain the designation of MMC. It was also noted that a CMC must re-certify every 4 years or they will lose their CMC designation. Each year a clerk must obtain a specific number of hours of education. For more information about this new designation a clerk can contact the International Institute of Municipal Clerks. A question and answer session took place with IIMC representatives, Frank Adshead and Sheri Burdick.

Respectfully Submitted,


Suzanne Cerise, CMC
Town Clerk