

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
ANNUAL BUSINESS MEETING  
FALL CONFERENCE  
BRECKENRIDGE, COLORADO  
THURSDAY, NOVEMBER 15, 2001  
1:05 P.M.**

**1. Call to Order:**

President Julie Jordan-Struble called the business meeting to order at 1:05 p.m., at Breckenridge, 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); Vice President Judy Egbert, (Alamosa); Secretary Suzanne Cerise, (Carbondale); Treasurer Shirley Nichols, (Collbran); Director Patty Lambert, (Silt); Director Stephanie (Nye) Tuin and Past President Linda Yeager.

**Membership present:** Patricia Athenour, Lafayette; Brenda Castle, Englewood; Loucrishia Ellis, Englewood; Diana Lentz, Northglenn; Cathy Kennedy, Windsor; Judy Hegwood, Mead; Terry Anderson, Lyons; Becky Worthen, Canon City; Rhonda Coxon, Snowmass Village; Trudi Worline, Snowmass Village; Any Phillips, Mancos; Lorelei Donaldson, Vail; Mary Ann Mc Cord, Lake City; Donna Arwood, Mt. Crested Butte; Rhonda Valdez, Monte Vista; Lydia Shea, Trinidad; Sandra Stephan, Poncha Springs; Mary Jean Loufek, Breckenridge; Wendy Heffner, Idaho Springs; Susan Sorlien, Parker; Jane Herrmann, Parker; Kathy Young, Colorado Springs; Cindy Conway, Colorado Springs; Laura Cummins, Salida; Karen Borkowski, Brighton; Julie Bower, Littleton, Wanda Creen, Breckenridge; Michele Karlin, Silverthorne; Judie Ridgely, Commerce City; Jenny Ellringer, Gypsum; Carolyn Speakman, Gypsum; Lisa Cain, New Castle; Kathryn Koch, Aspen; Wanda Krajicek, Fort Collins; Penney Bolte, Louisville; Vicky Gordon, Alamosa; Shirley Seely, Craig; Margaret Anderson, Gunnison; Kathy Larson, Craig; Mary Watt, Montrose; Rebecca van Deutekom, Estes Park; Mary White, Englewood; Linda Salas, Erie; Alisa Lewis, Boulder; Sandra Newberry, Fredrick; Nanette Fornof, Milliken; Sally Misare, Castle Rock; Anne Holliday, Monument; Susan Phillips, Greenwood Village; Julie Fager, Steamboat Springs; Sandy Tweedy, Elizabeth; Janell Rice, Woodland Park; Kristen Rush, Arvada; Chris Koch, Arvada; Janell Martinez, Salida; Nancy Anderson, Winter Park; Cindy Morse, Woodland Park; and Sharon Spurlin, Grandby.

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President Julie Jordan-Struble announced that Salida City Clerk, Laura Cummins chose not to run for re-election therefore, she would no longer be the City Clerk. Laura was in attendance and said she would miss all her good friends.

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

The minutes of the July 12, 2001 business meeting in Boulder were presented for consideration.

**Motion** – Julie Bower made a motion to approve the minutes of the business meeting on July 12, 2001 as presented. The motion was seconded by Alisa Lewis and passed unanimously.

**5. Officers' Reports:**

**a. Vice President, Judy Egbert** – Judy announced that she is gathering volunteers for the 2002 committees. The Chairs and Vice Chairs have been confirmed; however there are still vacancies on several committees. Anyone interested please get in touch with Judy.

**b. Secretary, Suzanne Cerise** – Suzanne announced this would be her last year as secretary and thanked everyone for their support. Suzanne also reminded everyone to sign the meeting attendance sheet.

**c. Treasurer Shirley Nichols** presented the treasurer's report and noted the budget for 2002. The treasurer's report was approved as presented. Shirley also announced that this would be her last year as treasurer. "It has been fun" and educational.

**d. Director Patty Lambert** reported that the Directors are in charge of the Clerks Policy and Procedure Handbooks and that they are working on updating the information. She informed the membership of her new email address and asked that any updates be sent to her.

**e. Director Stephanie (Nye) Tuin** announced that she would be assisting Patty with updating the Clerks Policy and Procedure Handbooks.

**f. Past President Linda Yeager** noted that this would be her last year on the Executive Board. She said she has enjoyed working with everyone and thanked them for their support.

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6. **Committee Reports:**

a. **Annual Conference** – Chair Mary Jean Loufek thanked all those that helped with the Fall Conference. She hoped everyone had a good time. Everyone thanked M.J. for all her work on the conference.

b. **Audit** – Chair Michele Kelley, was unable to attend; however a written report was submitted. The report indicated that the 2000 receipts, disbursements, financial statements and bank statements were thoroughly reviewed by the Audit Committee on March 23, 2001 and the books were found to be in order.

**The Audit Committee is making the following recommendations:**

- **Report Deadline** – Currently the audit report is required by March 31<sup>st</sup> of each year. It is recommended that this date be changed to a date later than March 31<sup>st</sup>, since the CGFOA/CMCA books are not closed until March 31<sup>st</sup>. Therefore there is a delay before the Audit Committee can review the books.
- **Responsibilities** - Should be amended to reflect the audit of CGFOA/CMCA conference books.

Fund Balance should not fall below 50% of expenses, per policy adopted by CMCA Executive Board on 1/22/1999. The 2001 financial statement shows an anticipated balance to \$51,477 and based on the policy, the balance total should be \$53,950 for the end of 2001.

A list of lifetime members should be included in the membership directory.

c. **Awards** – Chair Janell Rice reported that throughout the year the Awards Committee members have sent cards and/or flowers to CMCA members who have experienced losses, illnesses, gotten married, etc. The Committee would like to remind the entire organization to contact the Awards Committee when there is a need to send a card or flowers to a member.

Janell also noted that recommended changes were made to the point system for the Clerk of the Year Award. This would allow for more weight being placed upon activities not related directly to CMCA. However the comments received feel that the change in points is still not enough to make the selection of the Clerk of the Year a completely fair process. The 2002 Committee may want to do some further investigating and recommend additional changes.

Janell expressed her sincere appreciation to each of the 2001 Awards Committee member for volunteering their time and efforts.

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President Julie Jordan-Struble asked the membership to submit any suggestions to the 2002 Awards Committee. Cindy Morse said she had reviewed the point system changes and felt this was a positive approach. She suggested trying the new point system for at least one year.

**d. Communiqué** – Chair Shirley Seely and Co-Chair Kathy Larson were both present. Shirley thanked everyone for their articles and informed the membership that they have volunteered to do the Communiqué for another year. Shirley asked that everyone please keep them informed of any name, address changes, etc.

**e. Education** – Chair Julie Bower reported that the Education Committee has worked hard this year to develop successful and worthwhile programs for the CML and the Fall Conference. The On the Road Workshops were very successful. Anyone interested in scheduling a workshop should contact Kris Nash, Avon. She also said to check the web page for upcoming scheduled workshops.

Julie reported that the committee would be working on expanding the curriculum to include Mail Ballot Elections and developing a Clerk's First Election Curriculum. She also noted that there is still a need for additional workshop instructors. If anyone is interested they are to contact a committee member for more information.

Julie also thanked those people who agreed to be a moderator or panelist at this year's conference.

**f. Membership** – Chair Gail Davidson was unable to attend the meeting and a written report was presented to the membership. President Julie Jordan-Struble asked that if any member moves or changes municipalities to please let the Membership Committee know.

**g. Nominating** – Linda Yeager reported there was no contests for the 2002 officers; therefore, the new 2002 CMCA Officers are:

- ✓ Vice President, Lorelei Donaldson
- ✓ Secretary, Janell Rice
- ✓ Treasurer, Becky Worthen
- ✓ Director, Patti Athenour

Cindy Morse made a motion to destroy the election ballots. The motion was seconded by Lorelei Donaldson and passed unanimously.

**h. Records Management** – Co-Chair Nanette Fornoff reported that a Weld County committee has been working on a statewide retention schedule with the

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State Attorney's office. 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. State Archivist Terry Ketelsen has already approved the statewide retention schedule. Existing municipal retention schedules would still be valid thereby the statewide schedule can be used in conjunction. The schedule has been placed on the State Archivist's web site for all to view, use and adopt, if so desired.

i. **Scholarship** – A written report was presented showing the budget information and scholarships that were awarded in 2001. Several members who received scholarships thanked the association for the funding. It was felt that a number of clerks would not be able to attend if not for the funding assistance.

j. **Study** – Chair Patty Athenour reported that the Study Committee was asked to survey the membership in order to gather their opinions relative to three questions.

- Question #1** – *Could you support a \$20.00 increase to the CMCA annual membership fee?* Patty reported that the survey results showed a number of clerks supported the increase.

**Motion** - Trudi Worline made a motion to increase the membership fee by \$20.00. The motion was seconded by Linda Salas and passed unanimously.

The question came up concerning deputy clerks. Can municipalities have more than one deputy clerk with the same voting rights as a clerk? Some of the smaller community clerks felt this could be unfair, as some smaller towns do not have multiple deputy clerks or no deputy clerk at all. This question will be passed on the Study Committee for their review and recommendation.

- Question #2** – *Would CMCA members support creating a membership category for vendors?* Patty noted that this question also received support.

**Motion** - Sally Misare made a motion to add a sponsor membership category with the fee to be \$250.00 per membership. The motion was seconded by Becky Worthen and passed unanimously. It was reported that the sponsor membership will have no voting privileges, but will entitle the member to receive the Communiqué and the membership directory.

- Question #3** – *Should the number of CMCA scholarships received be limited to a person or a municipality per calendar year.* Patty reported that this question received mixed votes.

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**Consensus** - It was the consensus of the CMCA membership to leave the awarding of scholarships as they are currently.

**k. Train the Trainer** – Chair Cindy Morse reported that this year, the Train the Trainer Committee worked closely with the Education Committee to begin the process of transition to become a segment of the Education Committee. They established a calendar for the On the Road Workshops – offering Nuts & Bolts, Records Management and Basic Liquor classes. They have established a curriculum for an Elections class to add to the program. Four new trainers were certified. The goals for the future include continued updating of each of the four existing classes; creation of a Basic Elections curriculum; and continued certification of instructors. They are still seeking volunteers to become certified trainers.

She noted that there would be an election workshop in Silverthorne on January 18<sup>th</sup>, 2002 and in Ft. Morgan on January 24<sup>th</sup> 2002. Cindy thanked Kris Nash for coordinating each and every class.

**l. Ways & Means** – Co-Chair Karen Borkowski gave a report on the items on hand and an accounting of the items that have been sold. Karen noted that several members have expressed an interest in purchasing CMCA pins, however none have been sold for several years. There was a great deal of research to locate the pin and finally it was discovered that Nancy Anderson had one so a new supply will be ordered next year.

Karen also reported that they are out of Colorado Pins. The Ways and Means Committee would like to have some input on whether more should be ordered. It may not be possible to order both pins in the same year. Karen recognized and thanked the members of the Ways and Means Committee for their help.

**m. Web Page** –Chair Linda Salas thanked the Web Page Committee members for all their assistance. She provided an update and upcoming additions that will be placed on the web page, such as job posting. They are also looking at putting election and liquor license information on the Website. A handout was provided on how to access the Website and update your personal information.

**7. Update from Task Forces:** - Cindy Morse updated the membership of legislative changes that will have an effect on the clerk's office. She reported that the bill concerning open meetings and open records was passed. This legislation became effective August 8<sup>th</sup> and requires that a record be made of discussions in executive session and setting forth retention guidelines for that record.

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Cindy reported that the Secretary of State convened a Blue Ribbon Election Task Force in January, which she was appointed to represent CMCA. They met several times during the year to review all components of the election process, and will continue to meet next year.

The Interjurisdictional Election Committee worked on revisions to the Secretary of State's Rules and Regulations concerning elections. Of particular interest to Municipal Clerks are the rules concerning Mail Ballot elections. They will be effective January 1, 2002.

**8. Update from Historian:**

a. CMCA Historian - Diana Lentz reported that she had obtained all the CMCA historical records from the City of Lakewood where they have been stored. Diana 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. Lisa Cain volunteered to help Diana.

**9. Presentation of Awards:**

The following awards were presented:

**Outstanding Contribution to a Municipality by a Clerk –**

Nanette Fornof, CMC (Milliken)

**Outstanding Contribution to CMCA by a Clerk –**

Kathryn Young, CMC (Colorado Springs)

**Outstanding Contribution to CMCA by a Person other than a Municipal Clerk –**

Molly Davis, CMC/CRM, Circuit Rider Records  
Terry Ketelsen, Archivist, State of Colorado  
Bob McCool, Aerial Design  
Cam Marshall, Marshall Information

**Clerk of the Year –**

Cindy Morse, CMC (Woodland Park)

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**10. Old Business:**

- a. Report - CMCA assisting member municipalities when a clerk has resigned or when a new clerk needs assistance/consulting services - Sally

Misare reported they are still reviewing this concept and hope to have a report in January.

- b. Review Master Municipal Clerk Academy (MMCA) survey results – It was reported that due to the Master Municipal Clerk Academy growing in popularity, we have outgrown the facilities at the Boulder/Collage Inn location. Therefore, a survey was taken with questions that included having the MMCA twice a year and an increase in cost may be required. The survey results are still being evaluated, however, for next year the MMCA will be held at the Best Western & Coors Event Center in Boulder.

**11. New Business:**

- a. Regional VIII Conference locations -
- |       |                                    |
|-------|------------------------------------|
| Y2002 | Odgen, Utah                        |
| Y2003 | Taos, New Mexico                   |
| Y2004 | Nevada<br>(Maybe in Las Vegas)     |
| Y2005 | Would Colorado like to host again? |

CMCA Clerks are to be thinking about having the Regional VIII Conference in the year 2005.

- b. Are we interested in creating a Statewide Code of Ethics? It was decided that we would need a sample Code of Ethics from another state before deciding.

**12. CMCA Member Comments/Requests:**

- a. Are on the Road Workshop hosts required to pay the registration fee? The Executive Board will review this matter.

**13. CMCA Election Results:**

The following members were elected by acclamation.

- ✓ Vice President, Lorelei Donaldson
- ✓ Secretary, Janell Rice
- ✓ Treasurer, Becky Worthen
- ✓ Director, Patti Athenour

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**14. Administration of Oaths of Office to 2002 Officers:**

The Oath of Office was conducted by Past President Linda Yeager to the CMCA 2002 officers who are:

- ✓ President, Judy Egbert
- ✓ Vice President, Lorelei Donaldson
- ✓ Secretary, Janell Rice
- ✓ Treasurer, Becky Worthen
- ✓ Director, Patti Athenour
- ✓ Director, Patty Lambert

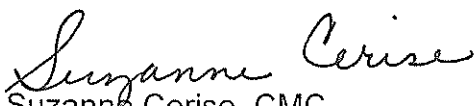
*a. Comments from Incoming President, Judy Egbert* – Judy said she was expecting a great year and reminded the membership that there were still vacancies on some of the committees. If anyone interested in volunteering they are to contact her.

*b. Comments from Outgoing President* – Julie Jordan-Struble thanked her deputy and staff for their support. She also thanked the membership for all their assistance and support. She noted that CMCA is a great organization. Flowers and a plaque were presented to Julie for all her hard work.

**15. Adjournment:**

**Motion** – Cindy Morse motion to adjourn. The motion was seconded by Kathryn Young and passed unanimously. President Jordan-Struble adjourned the meeting at 2:50 p.m.

Respectfully Submitted,  
**COLORADO MUNICIPAL CLERKS ASSOCIATION**

  
Suzanne Cerise, CMC  
Town of Carbondale  
CMCA Secretary