

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BOARD/COMMITTEE CHAIRS & VICE CHAIRS TRANSITIONAL MEETING
FRIDAY, JANUARY 18, 2002
COLLEGE HILL LIBRARY, WESTMINSTER
1:00 P.M.**

1. CALL TO ORDER:

President Egbert called the Executive Board meeting to order at 12:30 p.m., in Westminster, Colorado. Brief introductions were given by each attending member.

2. ROLL CALL:

The following members were present: President Judy Egbert, CMC (Alamosa); Vice President Lorelei Donaldson, CMC (Vail), Secretary Janell Rice, CMC (Woodland Park); Director Patty Lambert, CMC (Silt); Director Patti Athenour, CMC (Lafayette); Past Director Stephanie Tuin, CMC/MMC (Grand Junction); Treasurer Becky Worthen, CMC (Canon City); Past President Julie Struble, CMC (Steamboat Springs); Judie Ridgeley, CMC (Commerce City); Deb Forbes, CMC (Sterling); Nancy Varra, CMC (Louisville); Karen Borkowski, CMC (Brighton); Judy Hegwood, CMC (Mead); Rebecca Van Duetekom, CMC (Estes Park); Nancy Worthington (Littleton); Brenda Castle, CMC (Englewood); Gail Davidson, CMC (Gunnison); Cindy Morse, CMC (Woodland Park); Suzanne Cerise, CMC (Carbondale); Mary Watt, CMC (Montrose); Kathryn Young, CMC (Colorado Springs); Rhonda Valdez, (Monte Vista); Betsy Holder, CMC (Greeley); Trudi Worline, CMC (Snowmass Village).

3. OFFICER'S REPORTS:

a. **Vice President, Lorelei Donaldson – None.**

b. **Secretary, Janell Rice**

Rice reminded members to sign in on the sheet being sent around.

c. **Treasurer, Becky Worthen**

Worthen reported that Nichols could not attend due to the weather, but was able to put together a proposed budget which she had forwarded to Worthen. Worthen distributed the budget and asked the group to review their respective lines. She then asked that the Board table adoption of the budget until she had a chance to further review these statements with Nichols.

Egbert noted that \$2,490 was raised at the silent auction at the Annual Conference in Breckenridge which would be split between CMCA and CGFOA. She added that \$25,000 had been placed on account for the 2002 conference to be held in Vail. This was \$5,000 more than 2001 due to the expense of hosting the conference in Vail. Egbert reported that \$9,800 had been received from the 2001 Conference in Breckenridge.

d. Director, Patty Lambert

Lambert reported that she had been busy working on the changes to the Manual. She thanked everyone for their assistance.

e. Director, Patti Athenour – None.

f. Past President, Julie Jordan-Struble

Egbert reported that Struble had left the meeting early for a prior commitment.

g. President, Judy Egbert

Egbert reminded the group that the membership had voted at Fall Conference to increase the membership dues \$20 and add a vendor subscription class, however this was not allowed under By-Laws rules. She noted that the organization would officially vote on the change at the 2002 Fall Conference in November, however municipalities were encouraged to voluntarily increase their dues when the renewals arrived.

Egbert reported that the Region VIII Conference for 2002 would be held in Ogden, Utah September 19-20, 2002. She noted that this time frame conflicted with CMCA's Advanced Institute in Boulder.

Egbert stated that a suggestion had been received to update the Clerk's Handbook distributed by CML. She assigned this project to the Director's and suggested the Study Committee provide assistance as well. Athenour and Lambert accepted the task and agreed to report back to the Board at the next meeting.

4. STANDING COMMITTEES - REVIEW OF 2001 ACTIVITIES AND CREATION OF 2002 GOALS:

Committee

2001 Chair

2002 Chair

Annual Conference

MJ Loufek

Lorelei Donaldson

Donaldson reported that the Conference went well. She noted the food was the lowest rated item. She added that Loufek suggested doing away with evening activities as they seemed to be lowly attended. There was good feedback on the education sessions which everyone seemed to be satisfied with. Egbert noted the need of a Vice-Chair for this committee and indicated that it should probably be a Clerk from the Keystone area.

Audit

Michele Kelley

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Egbert noted the change of the Audit date to April 30.

Awards

Janell Rice

Vickie Gardner

Rice reported that the Committee had suggested some changes to the Handbook which had been forwarded Lambert. Egbert added that the membership had agreed at Fall

Conference to leave the Clerk of the Year nomination form as already amended through 2002 and then review it again in 2003.

Communiqué **Shirley Seeley/Kathy** **Shirley Seeley/Kathy**
Egbert requested input on the responsibility of press releases upon election of new officers. After discussion, the group agreed to delegate this task to the Awards Committee.

Education **Julie Bower** **Kathryn Young (2 yrs)**
Train the Trainer **Cindy Morse** **Mary Watt**
Young reported that the Education Committee had met yesterday. She distributed an education calendar noting that the time frames would have to be reevaluated so as not to conflict with Fall Conference. She requested any updates to the curriculum be submitted by February 28. The Committee will be looking at new curriculum for mail ballot elections to go On-The-Road next year and Fair Campaign Practices classes coordinated with the Secretary Of State. Young asked the Board to consider expanding the criteria for designating certification of trainers to those Clerks with a CMC and associate trainers actively pursuing their CMC in order to broaden the number of trainers. Donaldson asked how many trainers there currently were. Young replied about 25. She added that there were others close to certification who would like the opportunity to teach. Young also asked that the Board to consider "grandfathering" Clerks as well. She indicated that the committee would be requesting Debbie Cook to add a training class at September Institute as well. Watt added that the group was trying to better schedule classes during April-October during better weather and to be more proactive then reactive in order to be better fiscally for the organization. Young also asked on behalf of the committee that the Board look at non-membership fees charged for the classes because these were not increasing membership as originally hoped. She proposed that the Board charge \$25 fee for four (4) non-member attendees, and then charge \$10 for each additional attendee after that. She stated that the host Clerk and Deputy should be free. Watt encouraged anyone who wanted to be a trainer to take the class to be offered at Advanced Institute or accompany a current trainer to a class. Young additionally asked that the Train the Trainer Committee be combined with the Education Committee with the Vice-Chair coordinating the On-The-Road schedule.

MOTION: Donaldson motioned and Worthen seconded to allow Clerks actively pursuing their CMC certification to become trainers. Motion carried unanimously.

MOTION: Athenour motioned and Lambert seconded to charge \$25 for up to four (4) attendees for On-The-Road Workshops. Motioned carried unanimously.

MOTION: Lambert motioned and Donaldson seconded to not charge the host Clerk or Deputy Clerk to attend On-The-Road Workshops. Motion carried unanimously.

MOTION: Worthen motioned and Athenour seconded to charge \$10 for each of the 5th or greater members attending On-The-Road Workshops. Motion carried unanimously.

MOTION: Athenour motioned and Worthen seconded to combine the On-The-Road & Education Committees making the Education Vice-Chair responsible for scheduling On-The-Road classes effective 2003. Motion carried unanimously.

Membership

Gail Davidson

Kathleen Strickland(2 yr)

Davidson suggested having only the President's signature on membership cards and obtaining a signature stamp for use to eliminate mailing them all over the state. She also suggested obtaining software for use by this committee. Egbert indicated that she would like to see the web site updated using the membership list as well as be able to download labels. She believed the Chair should have administrator authority to make changes to the web site. Egbert noted that the renewal forms were not yet out due to the change in the fee structure. Hegwood passed around a draft renewal form for review. Egbert recommended that the Vice-Chair assume new member duties including providing bylaws, membership listing, etc... Hegwood also suggested a "buddy" system whereby a new member would be assigned a Clerk from a neighboring municipality who could serve in this capacity for a year. Some members noted that they never received a "new" member packet. VanDuetekom suggested combining the distribution of these materials with a Nuts and Bolts On-The-Road Workshop. Worthen asked if almost every municipality belonged to CMCA. Davidson replied that in a comparison to CML information, there were only about 17 municipalities that weren't members. Worthen suggested that the District Representatives contact those municipalities in their districts about becoming members.

Nominating

Linda Yeager

Julie Jordan Struble

Neither Yeager nor Struble were present to report.

Records Management

Betsy Holder

Nanette Fornoff

Holder reported that the Model Records Retention Schedule was approved by the State Archivist in 2001. The committee is now talking about maintenance. They met with Terry Kettelson yesterday who was interested in helping out. Worthen asked who would need to be contacted to add records to the list. Holder replied Kettelson at the State.

Historian

Diana Lentz

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Egbert noted that Lentz was still working on looking through all the files and attempting to organize them.

Scholarship

Linda Smith

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Egbert noted that the committee needed to verify membership prior to awarding any scholarship.

Study

Patti Athenour

Brenda Castle

Castle reminded the membership of the 2001 Fall Conference discussions regarding voting rights of Deputies and Associates. Egbert asked the committee to begin work on

asking membership for opinions and then consider placing the issue on the ballot in November 2002.

Ways and Means

Nancy Worthington

Karen Borkowski

Worthington reported that almost all the inventory from last year had been sold. In 2002, the CMCA (lightning bolt) pins will be reintroduced with a dark blue / yellow / gold coloring. Worthington was looking for a Colorado company to produce them. Egbert asked if \$3,500 would be enough for pins and cookbooks as well as all the other regular items. Borkowski replied that was the Committee's thought behind their request for increased funds. Borkowski then requested that the membership submit recipes as there had been limited input to date. She added that there was also a contest being started to name the cookbook. Submissions should be submitted to jridgeley@ci.commerce-city.co.us.

Web Page

Linda Salas

Nancy Varra

Varra reported the page was now more user friendly. A 2002 goal is to get a label program going. Egbert asked the committee to reinvestigate a listserv option even though it had previously been determined to be cost prohibitive. Worthington asked who should be contacted with changes to the list. Varra replied that she was the administrator. Egbert added that the ultimate goal was to update the page with the membership listing. Varra felt the \$2,500 budget might be low depending upon changes needed / requested. The Membership Committee was delegated the responsibility of making changes to the web site listing.

5. UPDATE FROM LEGISLATIVE TASK FORCE:

Morse reported that the Legislative Session began January 9 with over 300 total bills being out. The Blue Ribbon Elections Committee is looking at legislation to include County Clerks changes, Fair Campaign Practices Act amendments (Marshall Bill – treatment of committees and recall). The Committee met December 18 and January 13 to review proposed legislation. The Committee will be looking at allowance of provisional ballots, where they are kept and when they can be opened. The Secretary Of State is supporting this in order to avoid a Florida type situation. There are no proposed changes for municipalities in 2002.

Morse reported that there was a background investigations bill sponsored by State Liquor. Morse noted that she was soliciting input through the District Representatives and encouraged anyone who had input to contact her and CML. She noted that the Legislative Session would end in May.

6. OLD BUSINESS:

Egbert encouraged the members to provide information and articles to the Communiqué. She also noted that information needed to be provided to the Awards committee as well in order to prepare press releases.

Egbert reported that the following issues still needed to be addressed by the Board: whether or not CMCA should serve as a consultant; the site of the 2005 Region VIII Conference (Donaldson will consider Vail); and the Code of Ethics.

7. NEW BUSINESS:

a. Consideration of raising the mileage reimbursement rate.

Egbert reported that the IRS rate was raised to 36.5 cents and CMCA's rate was 34. Tuin believed no vote was necessary as the organization's rules say "current IRS rate". The reimbursement form will be amended to reflect the changed rate.

8. REVIEW AND ADOPTION OF 2002 BUDGET:

Tabled to a later date.

9. ADJOURNMENT:

Donaldson motioned and Rice seconded to adjourn the meeting at 2:35 p.m. Motion passed unanimously.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION



Janel L. Rice, CMC
City of Woodland Park
CMCA Secretary