

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BUSINESS MEETING
MUNICIPAL CLERKS INSTITUTE
BOULDER, COLORADO
THURSDAY, JULY 18, 2002
1:00 P.M.**

1. CALL TO ORDER:

President Egbert called the Business Meeting at the Colorado Municipal Clerks Institute to order at 1:05 p.m., in Boulder, Colorado on Thursday, July 19, 2002. She encouraged the group to sign the attendance sheets at the back of the room.

2. PLEDGE OF ALLEGIANCE:

Egbert led the group in the Pledge of Allegiance.

3. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL:

The following Executive Board members were present and introduced themselves to the Institute Clerks: President Judy Egbert, CMC (Alamosa); Vice President Lorelei Donaldson, CMC (Vail); Secretary Janell Rice, CMC (Woodland Park); Treasurer Becky Worthen, CMC (Canon City); Past President Julie Jordan, CMC (Steamboat Springs); Director Patti Athenour, CMC (Lafayette); and Director Sally Misare, CMC (Castle Rock).

Egbert reported to that Sally Misare was appointed at the Colorado Municipal League Conference held in June to fill the Director seat that had been vacated upon the resignation of Patty Lambert from Silt.

The following Clerks were in attendance:

Cindy Tompkins (Ramah); Richelle Work (Westminster); Christine Espinoza (Fort Lupton); Nancy Huffman (Windsor); Darie Dockins (Lochbuie); Paulette Gomez (Federal Heights); Deanne Jaramillo (Silverton); Theresa Boyce (Akron); Terry Clodfelter (Swink); Twyla Morgan (Meeker); Charlene Reed (Berthoud); Pat Anselmo (Bayfield); Margo Wilkinson (Burlington); Brenda Pitcairn (Morrison); Leslie Revell (Wray); Trudi Worline, CMC (Snowmass Village); Lisa Cain, CMC (New Castle); Sharon Sullivan (Ault); Sue Bovbjerg (Durango); Kristi Bashor (Loveland); Kathy Elmont (Ouray); Ronda Lancaster (Dolores); Debra Johnson (Aurora); Mary Watt, CMC (Montrose); Nancy Anderson, CMC (Winter Park); Janella Martinez (Salida); Debra Blevin (Cripple Creek); Susan Sorlien (Parker); Johanna Small (Northglenn); Moniece Schmidt (Louisville); Michael Milner (Superior); Valerie Elliott-Lucero (Dacono); Denise Henderson (Parachute); Juanita Salterfield (Parachute); Sandy Sanchez (New Castle); Karie Wilson (Haxtun); Barbara Gonzales (Monte Vista); Rebecca Fritz (Ouray); Ann Large (Boulder); Sandra Stephen (Poncha Springs); Sherree Bustos (Fort Morgan); Kathleen Conley (Cripple Creek); Judy Hegwood, CMC (Firestone); Terry Andrews, CMC (Lyons); Debbie Anthony (Lyons); Cindy Hoffman (Cheyenne Wells); Bunny Rowe (Norwood); Darlyn Roeber (Cedaredge); Margaret Anderson (Gunnison); Cheryl Suppes

(Olathe); Hayle Johnson (Walden); Jane Herrmann (Parker); Amy Phillips (Mancos); Cindy Seader (Grand Lake); Christi Brasfield (Rangely); Andie Ruggera (Mt. Crested Butte); Angela Gonzalez (Longmont); Pat Vannest (Delta); Cynthia Sullivan (Wellington); Kathleen Olofson (Holyoke); Jodi Hilferty (Limon); Joann Tyson (Frisco); Darlene French (Cherry Hills Village); Sandra Newbury (Frederick); Gina Bender (Wiggins); Lorraine Herbel (Log Lane Village); Julie Fager (Steamboat Springs); Jeanie Magno (Blackhawk); Malia Rush (Ridgway); Jennifer Pettinger (Cherry Hills Village); Lisa Martinez (Colorado Springs); Molly McCandless (Fraser); Debbie Dellermeier (Minturn); Judy (Nederland); Kyra Hogan (Silt); Wanda Nelson (Rifle); Marcia Walter (Carbondale); Tammy Weese (Firestone); Norma Sundin (Copper Mountain Metro District); Patricia Price (Arriba); and Michaela Ballreich (Temecula, CA).

4. REVIEW AND APPROVAL OF MINUTES – JUNE 20, 2002

Sandi Stephen (Poncha Springs) moved and Rhonda Coxon (Snowmass Village) seconded to approve the June 20, 2002 Business Meeting Minutes as written. Carried unanimously.

5. OFFICER'S REPORT'S:

A. President, Judy Egbert

Egbert informed the group that the Board had met just prior to the Business Meeting regarding remodeling of the College Inn by the University. She informed the group that the College Inn would be used as a dormitory with twin beds being placed in the rooms along with small refrigerators. All televisions will be removed.

B. Vice President, Lorelei Donaldson – None.

C. Secretary, Janell Rice – None.

D. Treasurer, Becky Worthen

Worthen directed the group to the Profit and Loss Budget vs. Actual which was available in the back of the room. She reported that everything seemed to be going well and quite a few voluntary contributions had been received. Worthen reported that scholarship contributions were down.

E. Director, Patti Athenour

Athenour reported on the process of updating the City Clerk's Handbook. She spoke to Geoff Wilson at CML whose law clerk is working on it and it is expected to be complete towards the end of 2002.

F. Director, Sally Misare

Misare stated that she would make her report later in the meeting under Committee Reports.

G. Past President, Julie Jordan

Jordan stated that she would make her report later in the meeting under Committee Reports.

6. COMMITTEE REPORTS:

At this time, Egbert invited Cindy Morse to make her Legislative Report. Morse reported that in the upcoming General Election no changes were being proposed to Title 31 and Senate Bill 164 was postponed indefinitely. She then reported that changes to Title 1 being supported by the Secretary of State's Blue Ribbon Election Task Force in House Bill 02-1307 were:

- ✓ Absentee Ballot Applications will be available only to the registered voter making the request;
- ✓ Provisional Ballots would be allowed even if a voter cannot immediately be confirmed;
- ✓ All provisional ballots must be kept in a separate ballot box and not opened until 10 days after election to then be verified and added to total;
- ✓ Certification to the Secretary of State of an election is now 16 days;
- ✓ The Secretary of State's certification is 22 days;
- ✓ Overseas military personnel can vote by fax;
- ✓ The deadline for absentee ballots to be received is now the close of business on the Tuesday before the election.

Morse encouraged all Clerks to obtain a copy of this bill noting that the coordinated election this fall would be the test of the proposed changes. She believed the majority of them to be positive changes and reminded everyone that the law is evolutionary. Adding that the trend in voting is moving towards electronic voting with some of the larger cities already being there.

Finally, Morse reported that one of the biggest changes that Clerks should look for was a proposal by the Big Horn Institute to allow for same day voter registration. She was not sure if this would make the ballot, but the Interjurisdictional Election Committee would be meeting to discuss the issue if it were to come to fruition.

Egbert then asked Misare to make her Task Force Report on CMCA Resources. Misare reminded the group that the mentors program was suggested last year. The hope is to have a group of long time Clerks available to lend assistance to and help out new Clerks. The Task Force will be working with Communiqué on putting out a directory which will include associate members.

A. Annual Conference, Lorelei Donaldson

Donaldson reported that Annual Conference would be held November 19-22 in Vail. The Committee was still looking for volunteers to help out at the registration desk. These volunteers would receive a \$50.00 credit on their registration fee. She reminded the group that silent auction items were needed and she encouraged everyone to attend.

B. Audit, Michele Kelley

Egbert stated that there was a written report from this Committee. She indicated that the Committee felt the fund balance and books were in order, however they felt there needed to be better tracking of funds kept on deposit with other organizations.

C. Awards, Vickie Gardner

Egbert stated that there was a written report. She encouraged all Clerks to contact her Deputy Vickie Gardner, Chairman of the Committee, with any news.

D. Communiqué, Shirley Seeley/Kathy Larson

No written report was submitted. Egbert reported that the deadline for the next edition would be July 22 and she encouraged everyone to submit stories and happenings, which could be used to benefit the entire organization.

E. Education, Kathryn Young

Worline reviewed the written January report for the benefit of the group.

- Train the Trainer

Watt directed the group to a list of upcoming workshops which was provided at the back of room. A schedule was put together for first time this year so as to allow attendees to make the necessary plans and also allow for scheduling of trainers. The Task Force will try to put together the 2003 calendar early enough to get the word out. Watt reported that this Task Force has been in place for approximately 3 years. She encouraged all Clerks to strive to become trainers noting there would be a session at Annual Conference on presentation skills. The criteria for becoming a trainer has changed now so that those not having a CMC are required to "team teach" twice and then will be able to go out on their own. She added that most On-The-Road workshop are team taught anyway. Watt asked anyone who was interested to contact her and she stated that Cheryl Suppes is the coordinator for next year. The Clerks present were encouraged to provide feedback so that this task force can make all the courses and classes better. It was also mentioned that the Secretary of State offers notary training. Egbert asked that this information be provided to the Communiqué Committee for an upcoming newsletter.

F. Membership, Kathleen Strickland

Egbert stated that there was a written report. Worthen noted that originally ten (10) municipalities had not renewed, but she believed three (3) of those had paid this week. Egbert encouraged everyone to contact those on the list and promote their renewal.

There was a question asked related to the procedure for changing names in the database. Egbert indicated that any changes should be directed to Kathy Strickland in Aspen. She noted that Clerks would eventually be able to post updates directly to the website.

G. Nominating, Julie Jordan

Jordan reviewed the written report noting the positions open this fall are Vice-President (a three-year term), Secretary (a one-year term) and Director (a one-year term). Applications were provided with the report and ballots are to be sent out with the results being announced in November. She added that the following items would also appear on the ballot:

- \$20 membership fee increase;
- Addition of a sponsor membership category at a cost of \$250;

- Bylaw amendment to allow for special elections; and
- Bylaw amendment to reflect Fall Election Ballot Certification.

Jordan next reminded everyone that the 2003 Fall Conference will be held in Keystone, 2004 in Copper Mountain and an RFP was in the works to locate potential sites for 2005. She indicated that Grand Junction, Snowmass and Breckenridge are preliminarily being looked at. The metro areas were considered, but CMCA/CGFOA memberships preferred the mountains. Jordan encouraged Clerks to consider running for the Board indicating that serving provides great learning and networking opportunities. Egbert added that Clerks could begin by serving on a Committee and active recruitment will begin in the Fall.

H. Records Management, Nanette Fornoff

No written report was submitted. Egbert announced that a survey would be going out around August 1 to determine use of the new schedule. She asked if Bob Brooks had been thanked yet and no one was sure whether or not this had been done. Hegwood gave a brief overview of the schedule.

- Historian, Diana Lentz

No written report was submitted nor was any oral report given.

I. Scholarship, Linda Smith

Anderson reported that this member Committee was handling its responsibilities via fax, email, phone and mail. It is a good Committee to start out on or be on if a Clerk is not able to travel. She reported that 30 Institute applications were received which was the largest number received in the past three (3) years. Three (3) of the scholarship recipients were not able to attend for various reasons. Anderson noted that \$2,780 in scholarships was awarded to 1st year Clerks, \$1,500 to 2nd year Clerks and \$700 to 3rd year Clerks \$700. She asked all of the scholarship recipients to stand and they received a round of applause. Anderson thanked them for applying. She then reported that the Jean L. Rogers full scholarship went to Sandy North of Boulder and the partial scholarship went Amy Phillips of Mancos. A total of \$5980 was awarded. The next Communiqué will contain a scholarship application for the Advanced Academy and Annual Conference.

J. Study, Brenda Castle

A written report was submitted. Egbert reported that the Study Committee conducted a survey last year to determine voting preferences by municipalities. The results were pretty clear that the organization wanted voting to remain unchanged.

K. Ways and means, Karen Borkowski

A written report was submitted. Egbert indicated that the Committee was spending quite a bit of time on the cookbook and the written report detailed the remaining apparel and associated prices.

L. Web Page, Nancy Varra

Varra encouraged all Clerks to visit the site and submit suggestions on improving the usefulness. Labels are being worked on and instructions needed to be drafted and distributed before actual use. The Communiqué now appears on the site. Upcoming changes include a calendar of events; Bylaws update and providing rights to the membership so the general Clerks listing can be updated. The site address is www.cmca.gen.co.us. Egbert asked that all this information be provided to the Communiqué.

7. TASK FORCE UPDATES:

A. Legislative Contact, Cindy Morse
Provided earlier in the meeting

B. CMCA Resources, Sally Misare
Provided earlier in the meeting

8. OLD BUSINESS:

None.

9. NEW BUSINESS:

Watt asked if the Communiqué could be distributed by email which could save a lot of time and money. Egbert indicated that this would need to be discussed along with the possibility of sending the Institute and Advanced Academy information as well. It was suggested that the On-The-Road announcements be transmitted via email too. Andrews stated her desire to be able to perform bulk emails from the site. Anderson suggested that the CMCA Directory could be sent out this way also and Clerks could print it out as needed. Egbert reported that the GFOA sells advertising in their directory to offset the costs. This might be a good idea for CMCA to pursue.

10. ADJOURNMENT:

There being no further business before the Board, Anderson moved and Andrews seconded to adjourn at 2:10 PM. The motion passed unanimously.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION



Janell Rice, CMC
City of Woodland Park
CMCA Secretary