

**COLORADO MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING
MUNICIPAL CLERKS INSTITUTE
BOULDER, COLORADO
THURSDAY, JULY 18, 2002
12:00 NOON**

1. CALL TO ORDER:

President Egbert called the Board Meeting to order at 12:00 noon, in Boulder, Colorado.

2. ROLL CALL:

The following members were present: President Judy Egbert (Alamosa); Vice President Lorelei Donaldson (Vail); Secretary Janell Rice (Woodland Park); Treasurer Becky Worthen (Canon City); Director Patti Athenour (Lafayette) Director Sally Misare (Castle Rock); and Institute Director Debbie Cook. Past President Julie Jordan (Steamboat Springs) arrived shortly after the meeting began.

3. REVIEW AND APPROVAL OF MINUTES – JUNE 20, 2002 EXECUTIVE BOARD:

Worthen moved and Donaldson seconded to approve the June 20, 2002 CML Executive Board minutes as written. Motion carried unanimously.

4. NEW BUSINESS:

A. Discussion with Debbie Cook regarding Institute/Academy.

Cook informed the Board that the College Inn was being remodeled by the University for use as a dormitory. Twin beds will be placed in the rooms along with small refrigerators, while the televisions will be removed. The Board and Cook agreed to hold the 2003 CMCA Institute at the College Inn and evaluate the situation at that time.

Cook indicated that the attendees of the 2002 Advanced Academy would be staying at the Boulder Inn and walking to the Coors Events Center for sessions and meals. She asked the Board about having breakfast catered indicating that if there were a large number of attendees, this wouldn't be possible. The Board decided that the Clerks attending the Advanced Academy could make their own breakfast arrangements.

Cook reported that the University was requesting groups to provide their own insurance. The cost of insurance for Institute is approximately \$770 and has been purchased by the University in the past with the cost being passed on to CMCA. Cook did not have an insurance cost for Advanced. The Board asked Athenour to research the matter. Cook stated that she would fax past rate information to Athenour.

Cook stated that she would contact the University Finance Office relative to CMCA's investment value of funds on deposit and the turnaround time on proceeds. Worthen suggested an escrow agreement with restrictions on the funds. Cook stated that she would follow up with Worthen noting that CMCA would receive two (2) separate bills for Institute and Advanced Academy.

Cook next indicated that there were some Clerks attending or wanting to attend Institute that had needed scholarships. She added that there were also some Clerks who received scholarship funds and didn't attend. Cook suggested funds be shifted to those in need having them complete scholarship applications after the fact. She noted that there were some exceptions due to emergencies, but that were also some Clerks who simply decided not to attend at the last minute. Additionally, Cook reported that the "full-ride" scholarship went to a local Clerk in 2002 that did not have need of the full amount. She suggested that the Scholarship Committee award these funds to a non-commuter or reduce the amount given if awarded to a commuter. Egbert suggested revisiting the scholarship award procedures. The Board agreed to take a look at the process in an attempt to be more proactive.

Egbert stated that mailing labels should be available from the CMCA website in 2003 for use in sending out Institute and Academy registration notices. Cook stated that she would like to use email notices and then send general notices addressed to Clerk and Deputy Clerk to those not having Internet access. She indicated that she also needed to be able to send the notices to Clerks who were not CMCA members.

5. OTHER ITEMS:

None.

6. ADJOURNMENT:

By consensus, the meeting adjourned at 12:58 PM.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION



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