

**CMCA BUSINESS MEETING
CGFOA/CMCA ANNUAL FALL CONFERENCE
THURSDAY, NOVEMBER 21, 2002
VAIL, CO
2:00 P.M.**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

President Judy Egbert, MMC (Alamosa) called the meeting to order and led the pledge.

2. ATTENDANCE:

Trudi Worline, CMC (Snowmass Village); Rhonda Coxon (Snowmass Village), Lisa Cain, CMC (New Castle); Mary Watt, CMC (Montrose); Nancy Anderson, CMC (Winter Park); Cindy Morse, CMC (Woodland Park); Sandra Stephen (Poncha Springs); Judy Hegwood, CMC (Firestone); Terry Andrews, CMC (Lyons); Amy Phillips (Mancos); Debi Yancy, CMC (Blackhawk), Jeanie Magno (Blackhawk); Nancy Varra, CMC (Louisville); Brenda Castle, CMC (Sheridan); Chris Koch, CMC (Arvada); Julie Bower, CMC (Littleton); Cathy Kennedy, CMC (Windsor); Mary Jean Loufek, CMC (Breckenridge); Rebecca Kunzler (Platteville); Michele Karlin, CMC (Silverthorne); Deb Helton, CMC (Frisco); Jacque McConnell (Frederick); Diana Lentz, CMC (Northglenn); Stephanie Tuin, MMC (Grand Junction); Janella Martinez (Salida); Shirley Seely, CMC (Craig); Kathy Larson, CMC (Craig); Anne Holliday (Monument); Vickie Gardner, CMC (Alamosa); Mary Gordon (Commerce City); Julie Franklin (Steamboat Springs); Loucrishia Ellis, CMC (Englewood); Mary Jo Schillaci (Telluride); Shirley Nichols, CMC (Collbran); Phyllis Hardin (Superior); Sheila McIntyre (Silt); Suzanne Cerise, CMC (Carbondale); Susan Phillips, CMC (Greenwood Village); Betsy Holder, CMC (Greeley); Kristen Rush (Arvada); Nancy Vincent, MMC (Thornton); Cathy Rabe, CMC (Canon City); Ida Piery, CMC (Wray); Kathleen Strickland, CMC (Aspen); Karen Borkowski, CMC (Brighton); Debra Moffat.

3. INTRODUCTION OF EXECUTIVE BOARD:

Egbert introduced the Executive Board – Vice President Lorelei Donaldson, CMC (Vail); Director Sally Misare, CMC (Castle Rock); Past President Julie Jordan, CMC (Steamboat Springs); Director Patti Athenour, CMC (Lafayette); Secretary Janell Rice, CMC (Woodland Park). She then announced that Treasurer Becky Worthen, CMC (Canon City) could not be in attendance.

4. REVIEW AND APPROVAL OF MINUTES:

July 18, 2002 Business Meeting Minutes, Boulder, CO

MOTION: Anderson moved and Holliday seconded to approve the minutes of the July 18, 2002 Business Meeting as submitted. Motion carried unanimously.

Egbert introduced a representative from Colorado Code Publishing Company who presented a \$400 check to her for scholarship use 2003. It was noted that Colorado Code had presented checks for 10 years to CMCA for its Scholarship Fund and Egbert thanked him on behalf of the organization.

Egbert then introduced Region VIII Director Lorraine Gallegos, CMC (Taos, NM) and thanked her for representing the Clerks while acknowledging the improved communication since her start. Gallegos thanked the host Clerks noting how great the conference was going. She then indicated that the Region VIII conference attendance had been declining over the past three (3) years. Those conferences were held in Durango, Tempe and Ogden. Rio Rancho, host for the 2003 Region VIII Conference, expressed concern to her about holding this event if the attendance would be low. Jordan reminded Gallegos that one of the problems experienced last year was the conflict with Colorado's July Institute. Many of those Clerks may have wanted to attend, but were not able to because of this. Gallegos replied that she would be discussing the possibility of postponing the conference until 2004 at which time it would be held in Nevada. Egbert added that July was most likely a good time of year as long as it was a different week than Institute but most Clerks believed it to be too costly to travel two weeks in a row. Gallegos informed everyone that this topic would appear in the upcoming Newsletter. She then stated that the Certification and Recertification processes would also be brought up at that time. A session is being held tomorrow morning at this conference to address these matters. Gallegos thanked CMCA for hosting her and asked anyone who could not attend tomorrow's session to write down any questions and get them to her.

5. OFFICERS' REPORTS:

A. President, Judy Egbert

Egbert reported that CML would be doing a list serve for CMCA at no charge. The first phase will only contain Clerks and the addition of Deputies and Associates will be down the road. She explained that a list serve is a mass e-mail system for getting answers to questions and staying informed on various topics. CML will control the list serve and the main objective is to keep unwanted people from having access. Signup will be through CML who will be mailing out cards announcing the start.

B. Vice-President, Lorelei Donaldson

Donaldson reported that serving as Vice-President has been an incredible experience for her and she was very impressed with the support she received to help her get through the year. She thanked everyone for contributing. She then stated that the Annual Conference was phenomenal so far. Kathy Barta has done a fabulous job and the Clerks who attend really make it all a success. Donaldson then indicated that she had some problems getting the Committee lists together. She reviewed them briefly encouraging anyone to contact her with changes. Once final revisions are made the list will be distributed to the membership.

C. Secretary, Janell Rice

Rice encouraged all Clerks in attendance to sign in at the back of the room. She asked that each designate certifications as well as print their names to assist her in spelling them correctly in the minutes.

D. Treasurer, Becky Worthen

Egbert reported that Worthen was not able to attend and was resigning her position due to work commitments. Egbert indicated that a check in the amount of \$7,993.60 was received for the MMC Academy. She informed the group that the Executive Board asked Debbie Cook to send two separate checks for the CMC and MMC Academies. This would be beneficial for the Audit Committee. Egbert asked 2002 Committee Chairs to provide feedback on their budgets to Donaldson for preparation of the 2003 Budget

E. Director, Patti Athenour

Athenour asked the Board and Committee Chairs to submit changes to her on the CMCA Handbook. She added that the revised Clerks Handbook would be out in early 2003, which would then be reviewed by a group of volunteer Clerks.

F. Director, Sally Misare

Misare reported that the last Communiqué solicited Clerks needing mentoring and Clerks who would be interested in volunteering for mentoring. Only a few responded saying they would like to receive mentoring while about 17 volunteered to provide mentoring. She encouraged anyone who needed a mentor, wanted to serve as a mentor, or knew of anyone needing assistance to contact her. Egbert asked for the groups' thoughts. Jordan believed the program was worthwhile and should be kept on the burner. Holiday and Egbert agreed with Jordan.

G. Past President, Julie Jordan

Jordan stated that she would report on the nominations later in the meeting. She then thanked the group for their support over the past three years she had served the organization on the Executive Board.

6. COMMITTEE REPORTS:

A. Annual Conference, Lorelei Donaldson

Egbert thanked Donaldson and Barta acknowledging this Conference was a huge job. Donaldson reported that she was amazed at how well the group came together and that things were going well.

B. Audit, Michele Kelley

Egbert stated that the July report was provided with there being no changes since that time.

C. Awards, Vickie Gardner

Gardner reviewed a written report. She presented Nancy Vincent and Judy Egbert with a rose for receiving their Master Municipal Clerk certifications during 2002. Gardner asked that the Clerks try to provide the Awards Committee with more timely announcements letting them know about special occasions, deaths, etc. Anderson cautioned them to keep in mind everyone's right to privacy. Egbert announced that the Annual Awards would be presented later in the meeting.

D. Communiqué, Shirley Seely/Kathy Larson

Seely provided a written report and stated she and Larson had enjoyed doing the newsletter. It was a great way for them to be involved in CMCA from a remote part of the state. Seely thanked Larson for providing the layout and overall support.

E. Education, Kathryn Young

Worline took the opportunity to thank CMCA and Colorado Code for the scholarship she received to attend Annual Conference. She also thanked her Town Manager for providing budget funds at the last minute. Worline then reviewed the written report stating that the Committee had successfully made it through all events.

- Train the Trainer Subcommittee

Watt apologized for including a January memo in with her Committee's written report. She then reviewed the report thanking the host municipalities of each of the On-The-Road Workshops as well as all the trainers. Watt reported that there are now a total of 20 trainers. She thanked everyone for their support.

Morse added that Secretary of State Donetta Davidson volunteered her website for posting announcements relative to training opportunities. Morse then spoke about the IIMC training opportunities. The Education Committees of CMCA and IIMC work together hand in hand. She introduced Vincent stating that she has served on the IIMC Education Committee since 1993. Egbert announced that a letter had been received from Oregon asking for information about CMCA's training and asked that Worline respond.

F. Membership, Kathleen Strickland

Strickland reviewed the written report and thanked those who had contacted her throughout the year with changes. Lentz asked if there was a new membership directory. Strickland replied yes and that it would be out in June with the cutoff date for changes being May.

G. Nominating, Julie Jordan

Jordan reported that Director Patty Lambert from Silt resigned earlier in the year. That vacancy was filled by Misare. She then reported that Becky Worthen, Treasurer had also resigned and a solicitation was sent out to fill that position prior to Annual Conference. One application was received from Linda Smith of Cortez. The Executive Board will vote on that appointment at their meeting to fulfill the remaining term through December 2003. Jordan then reviewed all of the election results noting the numbers were provided in the back of the room in her written report. She stated that over 300 ballots were mailed out with only 157 being returned. She reminded the Clerks that their votes count and encouraged better participation in the future.

H. Records Management, Nanette Fornoff

Hegwood reported that several Clerks would be meeting December 5 in Milliken to review amendments to the already approved retention schedule. She encouraged

anyone who had suggestions to contact her. Egbert added how nice it was to see this progress and the ease of adoption for everyone

I. Historian, Diana Lentz

Lentz reported that she enjoyed being the Historian. She noted a report was in the back and then encouraged anyone to send her documents, even if they weren't sure if it was historical or not. In 2003 she will have a list of missing documents and will distribute that at one of the annual meetings.

J. Scholarship, Linda Smith

Egbert reported how impressive it was to see the large number of Clerks benefiting from scholarships. She then asked those who had received funds throughout the year to stand. These Clerks were recognized with a round of applause and then Egbert encouraged everyone to continue applying.

K. Study, Brenda Castle

Castle reviewed the results of the Survey provided in the written report which suggested that the voting policies should remain unchanged with only the Clerk and one other Deputy or Associate being allowed to vote no matter the size of the municipality or the number of Deputies or Associates.

L. Ways and Means, Karen Borkowski

Borkowski reported that the committee's supply of items was sold out with the exception of 5 patches. The Clerks' Cookbook is still in the process with 92 contributors. There were some recipes contributed with no names and she encouraged everyone to review the list and provide her with names. If recipes were not claimed, they would not be included. The entire project wraps up by Thanksgiving. Only 500 books will be available and anyone who would like one should contact her.

M. Web Page, Nancy Varra

Varra reviewed the written report. She then introduced Bob McCool, Webmaster, who gave a brief overview of the site for the group demonstrating the features.

7. TASK FORCE REPORTS:

In the interest of time, there were no Task Force reports.

8. OLD BUSINESS:

None.

9. NEW BUSINESS:

A. Use of electronic communication as an alternative for distribution of newsletter, educational events, etc.

Egbert asked everyone to provide feedback to the Board on how distribution of the Annual Conference materials via email went.

B. Upcoming Events

- IIMC Annual Conferences
 - May 18-22, 2003 Columbus, OH
 - May 23-27, 2004 Whistler, British Columbia, Canada
 - May 22-26, 2005 St. Paul, MN
 - May 21-25, 2006 Charleston, WV

- IIMC Regional Conferences
 - July 2003 Rio Rancho, NM
 - 2004 Nevada
 - 2005 Idaho

10. AWARDS & PRESENTATIONS:

Gardner presented the following Annual Awards:

- A. President – Judy Egbert
- B. Outstanding Contribution to a Municipality by a Clerk – Debi Yancy
- C. Clerk of the Year Nominees – Lorelei Donaldson, Carol Larson, Nancy Vincent, Vicki Marci, Debi Yancy, Chris Koch, Sally Misare, Robin Clemmons, Mary Watt & Jean Butler.
- D. Outstanding Contribution to CMCA by a Clerk – Nancy Vincent
- E. Clerk of the Year – Nancy Vincent

Vincent indicated her surprise and gave thanks. She stated that she thinks a lot of the organization and that is why she works so hard on education.

11. OATH OF OFFICE FOR NEW OFFICERS:

Jordan administered Oaths of Office to 2003 Executive Board President Donaldson, Vice President Phillips, Director Misare, and Secretary Rice.

12. ADJOURNMENT:

There being no further business before the Board, Vincent moved and Rabe seconded to adjourn at 4:15 PM. The motion passed unanimously.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION

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