

**COLORADO MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
CGFOA/CMCA ANNUAL FALL CONFERENCE
THURSDAY, NOVEMBER 21, 2002
VAIL, CO
4:30 P.M.**

1. CALL TO ORDER:

President Egbert called the Executive Board meeting to order at 4:30 PM.

2. ROLL CALL:

The following members were present: President Judy Egbert, MMC (Alamosa); Vice President Lorelei Donaldson, CMC (Vail); Secretary Janell Rice, CMC (Woodland Park); Director Sally Misare, CMC (Castle Rock); Director Patti Athenour, CMC (Lafayette); Past President Julie Jordan, CMC (Steamboat Springs); Incoming Vice President Amy Phillips, CMC (Mancos); and Trudi Worline, CMC (Snowmass Village).

3. APPROVAL OF JULY 18, 2002 EXECUTIVE BOARD MINUTES:

Jordan moved and Athenour seconded to approve the minutes of the July 18, 2002 Executive Board Meeting as presented. Motion carried unanimously.

4. OLD BUSINESS:

Egbert reported that investigation regarding the liability insurance required for Institute had revealed that it would be too expensive for CMCA to purchase and not worth the extra effort. It was agreed to leave this responsibility with CU and pay them as part of the Institute cost. There was also discussion about the necessity of insurance for Annual Conference and the group decided to let the Conference Committee look into it.

Egbert then reported that Institute feedback had been provided to Worline and the Education Committee with only one negative regarding the negotiating session. Apparently the instructor was ill and CMCA was not charged for the session.

Egbert then stated that there had been "screaming" about the removal of TVs from the rooms for the July 2003 Institute. It was noted that there is now a larger number of Clerks attending the MMC Academy than the Institute at this point so the two could be switched moving the Institute to the Best Western and the Academy to the College Inn. Institute Director Debbie Cook suggested keeping the arrangements the same for 2003 and analyzing the situation after that. Additionally, the issue is still not resolved regarding the funds on deposit with CU. Egbert was inclined to let the new Treasurer work out the details with Cook. The bottom line is that the interest that might be earned could be such a small amount that it wouldn't be worth the cost of doing business with CU.

Egbert noted that the scholarship process had been streamlined and changes were being proposed to the handbook relative to the July discussions with Cook. Athenour

reported that she had made all the changes to the handbook that had been received. There might be some additional changes from the Education Committee after Kathryn Young returns from back surgery. Most of the changes are minor and add consistency to the document. She will get them out to the Board as soon as possible.

Jordan stated that she wanted to look at the mentoring program to help encourage participation from untapped resources. Worline indicated that she was hesitant in participating for geographic reasons. The Board agreed that it was important to let everyone know the benefits of participating and that it may not be as hard as it seems. There also needs to be care taken in making sure there isn't a perception of overrepresentation of one area.

Egbert then reported that Westminster was again being looked at for the Transitional Meeting in January and that agenda and information would be forwarded as soon as the date and place were set.

There was some discussion on the responsibilities of the Train the Trainer Coordinator. Jordan suggested putting this into the goals and objectives for the Transitional Meeting.

5. NEW BUSINESS:

Egbert reported that she had preliminarily spoken with Kathy Barta about the possibility of her providing support services to CMCA similar to those provided to CGFOA. Egbert was not implying that Committees weren't doing their jobs, but might benefit from some added assistance. It was possible that Barta could process renewals, assist in web page design and maintenance, and other peripheral duties at a rate of \$30/hour. CMCA can provide her with direction on what they want and Barta will return a quote for the services. Egbert stated that she had spoken to past officers who thought it might be a good idea. Jordan wanted to make sure this was an administrative role only. After additional discussion, the Board agreed to look at Barta performing clerical/administrative work on membership, renewals and the web page, but only after discussing this with the affected Committees. Continued discussions would take place at the Transitional Meeting in January.

Jordan questioned whether or not CMCA would need a Treasurer if Barta took over some of these responsibilities. She suggested turning the position into another Director. Egbert stated that the Treasurer position would still be required for the budget and to oversee revenues and expenses. Donaldson suggested speaking to CGFOA for guidance and Phillips believed the Board should keep in mind the amount of money they wanted to spend on these services. Jordan asked how much money was available. Egbert replied about \$3,000 per year was spent recently. She only expected to pay Barta for 10 hours of service per month. The Board agreed that Egbert would speak informally to Barta and indicate the organization's interest in her services as well as find out her exact duties for CGFOA. Jordan suggested that Barta might also be able to oversee production of the Communiqué. The consensus of the Board was to look into the matter further and not get ahead of themselves.

- Appointment of Treasurer.

MOTION: Jordan moved and Athenour seconded to appoint Linda Smith, CMC (Cortez) to fulfill the Treasurer vacancy through December, 2003. Motion carried unanimously.

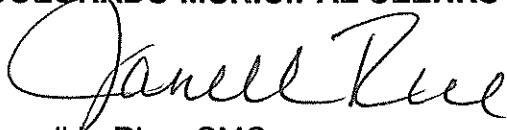
Jordan stated that Historian Diana Lentz wanted Oaths of Office for the files. She will prepare them and send them to the new members for signature.

6. ADJOURNMENT:

There being no further business before the Board, Donaldson moved and Athenour seconded to adjourn the meeting at 5:35 PM. Motion carried unanimously.

Respectfully Submitted,

COLORADO MUNICIPAL CLERKS ASSOCIATION



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