

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BOARD/COMMITTEE CHAIRS & VICE CHAIRS TRANSITIONAL MEETING
FRIDAY, JANUARY 10, 2003
COLLEGE HILL LIBRARY, WESTMINSTER
1:00 P.M.**

1. CALL TO ORDER / INTRODUCTIONS:

Donaldson called the meeting to order at 1:28 PM and the attendees introduced themselves.

2. ROLL CALL:

Executive Board:

Lorelei Donaldson, CMC (Vail); Judy Egbert, MMC (Alamosa); Amy Phillips, CMC (Mancos); Linda Smith, CMC (Cortez); Patti Athenour, CMC (Lafayette); Sally Misare, CMC (Castle Rock) and Janell Rice, CMC (Woodland Park).

Committee Members:

Rebecca VanDeutekom, CMC (Estes Park); Nancy Varra, CMC (Louisville); Kathryn Young, CMC (Colorado Springs); Sally Misare, CMC (Castle Rock); Brenda Castle, CMC (Sheridan); Betsy Holder, CMC (Greeley); Trudi Worline, CMC (Snowmass Village); Susan Phillips, CMC (Greenwood Village), Michelle Kelley, CMC (Westminster).

3. OFFICER'S REPORTS:

A. VICE PRESIDENT, AMY PHILLIPS – None.

B. SECRETARY, JANELL RICE – None.

C. TREASURER, LINDA SMITH – None.

D. DIRECTOR, SALLY MISARE

Misare gave a brief update on the mentoring program reporting that she had been contacted by one Clerk interested in mentoring and another who needed mentoring assistance.

E. DIRECTOR, PATTI ATHENOUR

Athenour distributed CMCA Handbooks and attachments. Appropriate sections were emailed to each Committee Chair prior to the meeting. She encouraged anyone having problems opening the attachments to contact her. Egbert noted that the handbook and reimbursement form needed to be amended to reflect the IRS mileage rate of .36¢. Updated versions of the Committee list were also distributed.

F. PAST PRESIDENT, JUDY EGBERT – None.

G. PRESIDENT, LORELEI DONALDSON

Donaldson reported that the 2003 Conference Committee consisted of Michelle Karlin (Silverthorne), MJ Loufek (Breckenridge) and Deb Helton (Frisco). She stated that the 2003 Conference will be held in Keystone, while 2004 will be in Copper Mountain; 2005 in Grand Junction; 2006 in Breckenridge; 2007 in Snowmass Village; and 2008 in Vail (tentatively).

Donaldson reported that the 2002 Fall Conference silent auction netted approximately \$2,500, which was split evenly between CMCA & CGFOA. The total revenue from the Conference was over \$12,000 with CMCA receiving \$4,320. CMCA attendance was up while CGFOA attendance was down. Donaldson would like to see all Clerks encourage one another to attend the Annual Conference. Egbert believed that the involvement of more Clerks in the planning had led to better financial management of the conference.

4. APPROVAL OF NOVEMBER, 2002 EXECUTIVE BOARD MINUTES:

MOTION: Egbert moved and Misare seconded to approve the minutes of the November 21, 2002 Executive Board meeting as written. Motion carried unanimously.

5. STANDING COMMITTEES – REVIEW OF 2002 ACTIVITIES AND CREATION OF 2003 GOALS:

A. ANNUAL CONFERENCE

Donaldson reported the committee met earlier in the day and a more concrete schedule should be available around July. The 2002 event went very well and there were many positive comments about the educational sessions.

B. AUDIT

Donaldson mentioned that Helton, who could not be present for this meeting, had stated to her that the bylaws indicate the Treasurer was required to be present for the Audit.

C. AWARDS

Egbert stated that Vickie Gardener (Alamosa) will again Chair this committee.

D. COMMUNIQUÉ

The process of transferring files over to Holder had begun. February 1 is the deadline for the next edition. The current edition should be in the mail soon. Holder wanted to see how the membership felt about email editions which would save on postage costs. The committee was considering an insert in the February edition asking for input. The newsletter will also be available on the webpage and a link can be emailed to subscribers. It was noted that Sheridan Garcia (Nederland) had volunteered to serve on a committee and Communiqué might be a good one for her to be added to.

E. EDUCATION

Young reported that this committee met yesterday. The CML program was outlined, as well at Institute (July 13-18, 2003), Advanced Academy (September 24-25, 2003), Keystone (November 21-24, 2003). Debbie Cook attended the meeting yesterday and agreed that the Academy should be shortened to two (2) full days. Classes will be held on Wednesday and Thursday, and Friday will now be reserved for optional Train the Trainer certification. The committee also discussed offering another training session on Tuesday prior to Annual Conference for those Clerks who could not attend the Advanced Academy. The Election Calendar was developed and the On-The-Road Workshops were also discussed. The workshops will be offered from April to October with advertisements being published in the Communiqué and on the Webpage. Trudi Worline (Snowmass Village) is the Coordinator and she will be working with Mary Watt (Montrose), Sharlene Walker (Montrose) and Sheryl Suppes (Olathe). Nuts and Bolts will also be offered at Institute as part of the curriculum. Liquor, Records Management, and Elections are the other sessions offered at Institute. Basic and Mail Ballot Elections will be incorporated into the On-The-Road curriculum. Referendum and Initiative will be combined into one class and Fair Campaign Practices Act may become a half-day class as well. All classes will be scheduled through the Train the Trainer Committee. Cook has requested that the Institute Program be reviewed as there has been some redundancy and some of the classes require updating.

Young suggested that all Chairs involve their Vice Chairs in the committee process so that there is much easier transition from year to year. She also suggested the outgoing Chair consider staying on as a committee member in order to lend assistance. Egbert believed a multi-year commitment should be required on any committee, especially educational related ones.

Donaldson then reported that the College Inn would be converted to dorm rooms with twin beds. The televisions and pool will be removed. Clerks will still have access to a television in the lobby or they will have to bring their own. Changing the venues between the MMC and CMC was discussed, but it was determined that this was not feasible due to scheduling conflicts and costs.

F. TRAIN THE TRAINER

Worline reported that everything was coming together and offers to host workshops were coming in from around the state.

G. MEMBERSHIP

Donaldson reported that there was discussion about having Kathy Barta, CGFOA Administrator, collect the membership renewals for CMCA. It was questioned how membership changes would be processed. Barta had suggested they be emailed to the Membership and Webpage Committees. Donaldson stated that at Fall Conference the Executive Board had discussed having Barta perform 10 hours of work per month for CMCA. Young suggested that CMCA consider changing

membership renewal to correspond with Annual Conference. Egbert indicated that a Bylaw amendment would be required for such change. Donaldson agreed with Young indicating those who wanted to pay at Fall Conference could, and those who didn't could pay at the regular time. Egbert thought paying on the web should be an available option as well, however a lot of the small details needed to be ironed out before this could happen. Egbert suggested that Smith look into establishing a bank account in the metro area for Barta to deposit CMCA funds directly to.

H. NOMINATING

Egbert reported she didn't have much to do until midyear and encouraged committee members to consider running for office. She thought she would ask for interest in July with ballots going out in September.

I. RECORDS MANAGEMENT

Holder reported that they had met with Terry Kettelson to talk about updates and changes which will be run by the Attorney General's office before any updates will be sent out. Holder thought the schedule should be "marketed" more on the Webpage and in the Communiqué. She also suggested that an instructional guide for the retention schedule was very worthwhile and cirrocumuli was being added. All information will be provided to the Webpage Committee and Kettelson will also post on the state site.

J. HISTORIAN

Egbert asked that outgoing Committee Chairs send their information to the Historian.

K. SCHOLARSHIP – None.

L. STUDY

Donaldson reported that ideas should be forwarded to Julie Jordan (Steamboat Springs). Young suggested that this committee look into the use of email to transfer and exchange study documents.

M. WAYS AND MEANS

Donaldson reported that the cookbooks were almost ready for purchase and anyone interested in obtaining one should contact Karen Borkowski (Brighton). Egbert suggested that any Clerk attending the IIMC Annual Conference in Ohio take some to sell there.

N. WEB PAGE

Varra distributed the committee's budget projection. There was discussion relative to the e-commerce related expense and whether or not this would pay for itself. Posting photos of items for sale could be done with a direct link to the Ways and Means committee should someone want to make a purchase. Membership renewals could be processed through Barta who already has the e-commerce setup. Donaldson did not feel that the calendar expense was warranted for CMCA as the number of members being served was so insignificant. Egbert suggested the

committee use Barta as an added resource. Varra indicated that it was fairly simple to put documents on the website and encouraged everyone to send electronically formatted documents to the committee for posting.

6. UPDATE FROM LEGISLATIVE TASK FORCE:

Rice distributed a written report from Morse. Young believed the Legislative Task Force had migrated to a Standing Committee. She indicated that if this was the case, then more members should be added. It was agreed to list this item on all future agendas as a Legislative Update/Report instead of a Task Force Report.

7. OLD BUSINESS: None.

8. NEW BUSINESS:

Donaldson reported that the CMCA list serve is now available through CML for those entities that signed up. Anyone who did not receive a card from CML should contact them. Currently, only Clerks are eligible participants. Deputies and Assistants do not have access to the tool however, CML is looking at changing this while attempting to maintain control to keep solicitors from having access.

Donaldson reported that Karen Goldman, former Lakewood City Clerk and Senate Secretary, was volunteering for consulting services and serving as well an interim Clerk for different municipalities. Misare stated that she was a great hearing officer as well. Donaldson felt Goldman might be available to teach too.

Donaldson indicated that the Executive Board was interested in further discussing the use of Barta's services. Kelley asked if CMCA and CGFOA were Barta's only clients. Donaldson and Egbert thought there were several more. Egbert believed the concept behind using Barta was for continuity. Anything beyond Barta accepting the membership renewals was up for discussion. Although Barta is open to doing much more, the Board doesn't want to take away duties and responsibilities away from any committee. VanDuetekom believed utilizing Barta could help free up the Membership Committee to recruit more members. Egbert indicated her desire to have a photo directory and believed Barta could assist in this endeavor. She reminded everyone that last year's Board approved an expenditure for a digital camera. This equipment could also be used for photos for the Communiqué and the Website. No decisions were made.

9. REVIEW AND ADOPTION OF 2003 BUDGET:

Donaldson reported that the budget was not available at this time due to the transition between Worthen and Smith. Smith distributed goals and objectives. She also noted that the expenditures were up to date through November. Additions to the goals and objectives were discussed.

MOTION: Misare moved and Egbert seconded to approve the goals and objectives as amended. Motion carried unanimously.

Individual input was received from Committee members in attendance relative to their respective budget lines. After additional discussion, it was agreed that the Budget would be adopted by the Executive Board via an email meeting.

The upcoming meetings schedule was reviewed:

- Thursday, June 19 CML – Pueblo
- Thursday, July 17 CMC Institute – Boulder
- Friday, July 18 Institute Graduation – Boulder
- July IIMC Region VIII Meeting – Cancelled
- May 18-21 IIMC Annual Conference – Columbus, Ohio
- November 18-21 CMCA Annual Conference – Keystone

10. ADJOURNMENT:

There being no further business before the Board, Athenour moved and Phillips seconded to adjourn the meeting at 4:25 p.m. Motion carried unanimously.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION

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