

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BUSINESS MEETING MINUTES
CML 81ST ANNUAL CONFERENCE
PUEBLO, COLORADO
THURSDAY, JUNE 19, 2003
2:15 P.M.**

1. CALL TO ORDER:

Donaldson called the meeting to order at 2:33PM.

2. PLEDGE OF ALLEGIANCE:

3. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL:

President Lorelei Donaldson, CMC (Vail) and Secretary Janell Rice, CMC (Woodland Park) of the association introduced themselves to the group. Introductions were then made by each of the following member Clerks in attendance:

Judy Hegwood, CMC (Firestone); MJ Loufek, CMC (Breckenridge); Mary Watt, MMC (Montrose), Shirley Nichols, CMC (Collbran); Kathryn Young, CMC (Colorado Springs); Linda Yeager, MMC (Durango); Becky Walker, CMC (Canon City); Cathy Rabe, CMC (Canon City); Deborah Yancy, CMC (Blackhawk); Jeanie Magno, (Blackhawk); Carol Nelson (Blackhawk); Cindy Morse, CMC (Woodland Park); Debbie Knudsen, CMC (Cheyenne Wells); Chris Snyder, CMC (Limon); Carol Levin, CMC (Seibert); Gina Bender (Wiggins); Cheryl Suppes (Olathe); Valeria Skitt, CMC (Longmont); Margy Greer (Lakewood); Judy Stucki (Pueblo); Maelyn Gae Rynhart (Walsenberg); Linda Check, CMC (Mountain Village); Linnette Barker, CMC (Kersey); Cathy Kennedy, CMC (Windsor); Cheryl Jesser, CMC (Keenesburg); N. Lorraine Herbel (Log Lane Village); Tam Intermill, CMC (Bennett); Nanette Fornof, CMC (Milliken); Georgann Valdez, CMC (Ignacio); Jennifer Gray, CMC (Keenesburg); Annette Bowin, CMC (Akron); Gina Dutcher, CMC (Pueblo); Lori Bravo (Pueblo); Anna Fine, (Glendale); Charmaine Tripp, CMC (Las Animas).

4. REVIEW AND APPROVAL OF NOVEMBER 2002 MEETING MINUTES:

Donaldson stated that the lack of Executive Board quorum would require the approval of the November 2002 minutes to be shifted to the next meeting of the Board to be held on July 17 at the CMC Institute.

MOTION: Yancy moved and Young seconded to shift approval of the November, 2002 Fall Conference meeting minutes to July, 2003 during the CMC Institute Business Meeting. Motion carried unanimously.

5. OFFICER'S REPORTS:

A. Vice President, Amy Phillips

Phillip's written report was briefly reviewed by Donaldson.

B. Secretary, Janell Rice

Rice reminded everyone in attendance to sign in and designate their certification.

C. Treasurer, Linda Smith

Donaldson noted the Profit and Loss statement for January 1, 2003 – May 31, 2003.

D. Director, Patti Athenour

Athenour's written report was briefly reviewed by Donaldson. Any Clerk interested in completing Athenour's Director term was encouraged to contact Egbert in Alamosa.

E. Director, Sally Misare.

Donaldson reported that a list of mentors had been established, but no one was asking for assistance. Therefore, the program was essentially on hold. She encouraged any Clerk needing help to contact her.

F. Past President, Judy Egbert

None.

G. President, Lorelei Donaldson

Donaldson reported that approximately \$2,400 was raised during the silent auction in Vail. This amount was split evenly with CGFOA. Conference proceeds were approximately \$4,300. The Executive Board retained the services of Kathy Barta who will be processing all CMCA renewals. Membership information and changes should be sent directly to her.

Donaldson reminded that Region VIII was cancelled this year due to low attendance. She informed the group that the 2004 Conference is scheduled to be held in Rio Rancho, NM.

6. COMMITTEE REPORTS:

A. Annual Conference, Michele Karlin/Deb Forbes/Lorelei Donaldson

Donaldson reported that the Annual Conference will be held in Keystone, November 18-21, 2003.

B. Audit, Debra Forbes

The Committee's written report was briefly reviewed by Donaldson. She noted that the banking policy changes would be reviewed in July at Institute.

C. Awards, Vickie Gardner

The Committee's written report was briefly reviewed by Donaldson. She noted that the Committee would soon begin soliciting Clerk of the Year nominations.

D. Communiqué, Betsy Holder

The Committee's written report was briefly reviewed by Donaldson. She encouraged submissions to the newsletter.

E. Education, Kathryn Young

Young reported the Committee was busy planning classes for Institute, Academy and Fall Conference which were all coming up later in the year. The On The Road curriculum has been updated.

Young then reported that the Committee met with Institute Director Debbie Cook in May in order to revamp the Institute curriculum and eliminate some redundancies. Morse and Young also addressed the County Clerks and they will be utilizing CMCA's program as a model.

- Train the Trainer, Trudi Worline – No report.
- On the Road, Sharleen Walker – No report.
- Legislative Update, Cindy Morse
Morse reviewed the following three (3) bills, noting all had been killed
HB 03-1082 – Would have required Statutory Towns and Special Districts to have regular elections in November.
HB 03-1171 – Would have forced Statutory Towns to move elections from April to November and remove the ability to cancel elections when not necessary.
HB 03-1258 – Would have wiped out mail ballot election in an attempt to increase voter turnout.

Morse thanked the Executive Board for allowing her to work on the Help America Vote Act. She briefly explained the purpose of the Act and the intent to create uniformity among all jurisdictions, however stand alone Municipal elections would not be affected.

F. Membership, Kathleen Strickland

The Committee's written report was briefly reviewed by Donaldson

G. Nominating, Judy Egbert

The Committee's written report was briefly reviewed by Donaldson. Vice-President, Secretary, Treasurer and Director positions are up for election.

H. Records Management, Judy Hegwood

Hegwood asked that anyone with suggestions and questions, or those wanting to volunteer call her.

- Historian, Diana Lentz – No report.

I. Scholarship, Tillie Fisbeck

The Committee's written report was briefly reviewed by Donaldson

J. Study, Julie Jordan

No report.

K. Ways and Means, Karen Borkowski
The Committee's written report was briefly reviewed by Donaldson. She noted that the long anticipated "Colorado Clerk's Can Cook" cookbook should be out in August.

L. Web Page, Nancy Varra
The Committee's written report was briefly reviewed by Donaldson.

7. **OLD BUSINESS:** None.

8. **NEW BUSINESS:**

Young brought up some recent discussions relative to minimum numbers of attendees at On The Road workshops and the question of when a class should be cancelled due to lack of registrants. Discussion took place and afterwards Morse stated it was important not to lose sight of the overall goal which is to get the training out to the Clerks who need it. She then suggested setting registration deadlines further out and sticking with a minimum number, but making every attempt not to cancel classes. The group then agreed to tighten up the process and ask the host Clerk to set the registration deadline, make calls, and send emails in order to hopefully obtain more participation.

9. **ADJOURNMENT:**

There being no further business before the Board Morse moved and Yancy seconded to adjourn the meeting.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION



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