

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BUSINESS MEETING
MUNICIPAL CLERKS INSTITUTE
BOULDER, COLORADO
THURSDAY, JULY 17, 2003
1:00 P.M.**

1. CALL TO ORDER:

President Donaldson called the Business Meeting at the Colorado Municipal Clerks Institute to order at 1:12 P.M. in Boulder, Colorado on Thursday, July 17, 2003.

2. PLEDGE OF ALLEGIANCE:

Donaldson led the group in the Pledge of Allegiance.

3. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL:

The following Executive Board members were present and introduced themselves to the Institute Clerks: Vice President Lorelei Donaldson, CMC (Vail); Vice President Amy Phillips, CMC, (Mancos); Treasurer, Linda Smith, CMC (Cortez); Past President Judy Egbert, MMC (Alamosa); and Director Sally Misare, CMC (Castle Rock).

The following Institute Attendees were in attendance:

Patricia Anselmo (Bayfield); Margaret Barber (Pierce); Linnette Barker (Kersey); Laura Bock (Lakewood); Sue Bovbjerg (Durango); Theresa Boyce (Akron); Charlene Brooks (Greenwood Village); Serena Brooks (Elizabeth); Debra Brown (Lakewood); Jay Brunvand (Minturn); Sherree Bustos (Fort Morgan); Kerri Cameron (Cherry Hills Village); Terry Clodfelter (Swink); Rhonda Coxon (Snowmass Village); Marcia David (Mead); Valerie Elliott-Lucero (Dacono); Anna Fine (Glendale); Rebecca Fritz (Ouray); Giovanna Garver (Orchard City); Paulette Gomez (Federal Heights); Jodell Graeff (Kiowa); Cheryl Grasnick (Rocky Ford); Diana Heeney (Poncha Springs); Judy Hegewood (Firestone); Denise Henderson (Parachute); Deborah Hess (Granby); Cindy Hoffman (Cheyenne Wells); Lisa Hudson (Aurora); Eileen Hughes (Crested Butte); B.J. Jacquelin (DeBeque); Nikki John (Lochbuie); Hayle Johnson (Walden); Susan Koster (Lafayette); Rebecca Kunzler (Platteville); Ann Large (Boulder); Jeanie Magno (Black Hawk); Patty Maldonado (Burlington); Gayle Martinez (Edgewater); Janella Martinez (Salida); Lisa Martinez (Colorado Springs); Shelia McIntyre (Silt); Tracy Meehan (Gunnison); Michael Milner (Superior); Twyla Morgan (Meeker); Wanda Nelson (Rifle); Kathleen Olofson (Holyoke); Patti Owens (Deer Trail); Juanita Peterson (Grand Junction); Brenda Pitcairn (Morrison); Patricia Price (Arriba); Dolora Reay (Bennett); Charlene Reed (Berthoud); Angela Robles (Longmont); Andie Ruggera (Mt. Crested Butte); Sandra Sanchez (New Castle); Juanita Satterfield (Parachute); Moniece Schmidt (Louisville); Johanna Small (Northglenn); Cynthia Sullivan (Wellington); Sharon Sullivan (Ault); Norma Sundin (Copper Mountain Metro District); Ann Swope (Dolores); Paulette Thompson (Stratton); Cindy Tompkins (Ramah and

Simla); Pat Vannest (Delta); Marcia Walter (Carbondale); Jacque Watson (Lyons); Jeannie Weaver (Loveland); Tammy Weese (Firestone) Margo Wilkinson (Burlington);

Also present were: Phyllis Hardin (Superior); Lisa Cain (New Castle); Karen Brokowski (Brighton); Teresa Andrews (Erie); Sherrie Slayton (Erie); Rebecca VanDeutekom (Estes Park); Nancy Varra (Louisville); Susan Phillips (greenwood Village); Linda Salas (Boulder County)

4. REVIEW AND APPROVAL OF MINUTES – November 21 , 2002

Teresa Andrews (Erie) moved and Rhonda Coxon (Snowmass Village) seconded to approve the November 21, Business Meeting Minutes as written. Carried unanimously.

5. OFFICER'S REPORT'S:

A. President, Lorelei Donaldson

Reported that contracting with Kathy Barta to handle membership renewals was working well.

Encouraged all member to make plans to attend the CMCA/CGOFA Conference in Keystone in November.

Reported the Executive Board had appointed Michele Karlin of Silverthorne to fill the Director vacancy created by the resignation of Patti Athenour. This term expires in December 2003. Donaldson encouraged other clerks who had applied to fill this vacancy to run one of the offices up for election this fall.

B. Vice President, Amy Phillips

Referred to written report for details regarding Annual Conference to be held in Keystone November 18-21. Registration packet to be distributed in mid September. Congratulated the Education Committee for putting together an excellent program for this conference.

C. Secretary, Janell Rice – Absent

On behalf of Rice, Misare reminded everyone to sign the sign in sheets in the back of the room.

D. Treasurer, Linda Smith

Provided copies of Profit and Loss Statements through June 30, 2003.

Noted majority if money in scholarship fund had been spent, with 27 scholarships being given for Institute.

E. Director, Sally Misare

On behalf of former Director Athenour, Misare noted CML Clerk's Handbook had been mailed to all Clerks. Any Clerk not receiving one should contact CML.

Noted Mentoring program was still available to any Clerk needing assistance. Noted CML's Listserve showed there were many issues which Clerks were interested in sharing advice/experiences etc on, and encouraged Clerks to call if they needed more one on one help in a specific area.

6. **COMMITTEE REPORTS:**

A. Annual Conference

Written Report Submitted. Sessions had been finalized and speakers confirmed.

B. Audit

?? Written report??

Questions should be directed to Deb Forbes

C. Awards

Requested membership to send information to the Committee Chair so that the Committee could acknowledge significant events.

Noted letters seeking nominations for Clerk of the Year and other Achievement Awards would be going out soon.

D. Communiqué

Distribution via email was very popular. Papers copies were being sent to those Clerks without email.

Please send news items or other information for Communiqué to Betsy.

D. Education

No report provided. Committee was commended for hard to put together excellent curriculum for four conferences this year.

Requests for specific training topics/sessions should be forward to the Committee.

E. Membership

Written Report Submitted; Membership was down slightly from 2002. Three members are not renewing memberships due to budget constraints. Two new members have joined (Orchard City and Hooper)

F. Nominating

Egbert noted the call for nominations for the Board would be distributed in September. Offices open included Vice President (three year commitment), Treasurer (2 year commitment) Director (2 year commitment) and Secretary (1 year commitment).

Biographies, with photos, due to Egbert by Oct. 6th. Results of election to be announced at annual conference in Keystone.

Anyone with questions regarding positions should call current board members for information.

G. Records Management,

No report was submitted. Hedgewood noted this committee would be working with Web Committee to coordinate records management efforts.

H. Scholarship

Written Report Submitted. Over \$6,500 in scholarships granted to date. Deadline for applications for Master Municipal Clerks Institute scholarships was August 29, and for Fall Conference the deadline was October 24, 2003.

I. Study

No report

J. Ways and means

Written report submitted. Borkowski reported proof of the CMCA Cookbook would be available in approximately 4 weeks. Six hundred copies were ordered, and will be sold for \$15 each. Book had been expanded to include household hints.

K. Web Page,

Varra encouraged all Clerks to visit the site at www.cmca.gen.co.us.

Varra expressed concern with discrepancies between the membership list provided by the Membership Committee and that on the Web Site, and requested these two data bases be merged in order to keep the Web Site updated.

Varra reviewed the process by which members could update their own membership information as well.

L. Other

Phillips encouraged attendees to contact her in order to volunteer to serve on various committees.

7. **OLD BUSINESS:**

None.

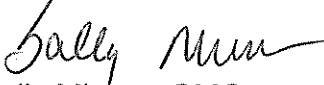
8. **NEW BUSINESS:**

None

9. **ADJOURNMENT:**

There being no further business before the Board, Weese moved and Graeff seconded to adjourn at 1:44PM. The motion passed unanimously.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS ASSOCIATION


Sally Misare, CMC
Town of Castle Rock,
On behalf of Janell Rice