

**COLORADO MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
INSTITUTE
BOULDER, COLORADO
THURSDAY, JULY 17, 2003**

1. CALL TO ORDER:

President Donaldson called the Executive Board meeting to order at 12:20 P.M.

2. ROLL CALL:

The following members were present: President Lorelei Donaldson, CMC (Vail); Past President Judy Egbert, MMC (Alamosa); Vice Secretary Janell Rice, CMC (Woodland Park); Director Sally Misare, CMC (Castle Rock); Vice President Amy Phillips (Mancos); Treasurer Linda Smith, CMC (Cortez)

3. DISCUSSION WITH DEBBIE COOK

Cook stated she had met with Kathryn Young and Lisa Cain of the Education Committee to review the three-year Institute curriculum. Noted several minor adjustments were recommended to improve the program, (timing of certain classes, length of some sessions etc) but that generally the program would remain unchanged.

Cook reviewed the newly adopted "testing" mandate for all Institutes beginning in 2004. Stated that "testing" was a broadly defined term, with discretion as to how to test left solely to the Institute Directors. Cook recommended Institute participants be given a self assessment which would allow them to reflect on the week's learning, and how it could be best applied to their personal and professional lives. Recommended if be kept as simple and low key as possible. Also noted new record keeping procedures would be required to track testing. Recommended that NO make up tests be allowed; that once a test was given, the opportunity to obtain credit for that program would be lost.

Consensus of the Board to authorize Cook to notify IIMC of Colorado's intentions regarding administration of a self-assessment in order to meet this requirement. Cook agreed to have a draft assessment available by the time of Fall Conference, and noted final details could be worked out at that time, and with input from the Education Committee.

Cook noted another IIMC change approved required that beginning in 2013, candidates for Master Municipal Clerk would be required to have a college degree.

The Executive Board questioned if Cook had received any feedback on the changes to the accommodations at the College Inn to a more dormitory style room. Cook

indicated she was unaware of any major issues, but would forward any comments received on the surveys to the Board.

Cook noted she had budgeted for 80 attendees at this summer's institute, and only 75 had registered. Cook noted she was looking for ways to reduce fixed costs so that the reimbursement to the Association would not be too negatively impacted. One possible opportunity to reduce costs (or not increase costs) in the future related to the need for buses to transport people to the Event Center. Cook noted because the College Inn now required a paid parking permit, which was also valid at the Coors Event Center, if enough attendees drove, and were willing to carpool the need for bus service could be eliminated.

Cook questioned how many attendees to budget for at Advanced this fall. The consensus of the Board was to send an email out to members to see who was planning to attend, and use this as an estimate for budget purposes. It was also agreed that registration for Advanced would be done via email. Kathy Barta will be asked to assist with compiling a comprehensive list of members for use by Cook in sending this information.

Cook stated there had been some requests for additional court training as a part of Institute. Egbert noted the Court Clerks had their own professional organization that would be more qualified to conduct this training, and agreed to forward contact information to Cook.

3. APPROVAL OF JANUARY 10, 2003 EXECUTIVE BOARD TRANSITIONAL MEETING MINUTES

Egbert moved and Smith seconded to approve the minutes of the January 10, 2003 Executive Board Transitional Meeting as presented. Motion carried unanimously.

4. REVIEW AND DISCUSSION OF SCHOLARSHIP CRITERIA

Clarified that no amendment to the By -Laws had been adopted which required Clerks have served a minimum of one year prior to being eligible for scholarships. There is NO length of service requirement attached to scholarships.

5. CLARIFICATION OF SECRETARY'S TERM ON CMCA BOARD

Confirmed the term of the CMCA Secretary was one year. A previous typographical error had listed it as a two-year position, however it is not.

6. APPOINTMENT OF CANDIDATE TO FILL DIRECTOR'S VACANCY

Three applications had been received to fill the balance of the unexpired Directors Term created by the resignation of Patti Athenour. The applicants were Lisa Cain,

New Castle, Michelle Karlin, Silverthorn, and Susan Phillips, Greenwood Village. The term expires in December, 2003.

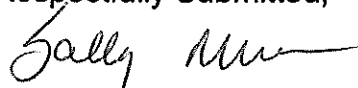
The board voted by ballot, and Michelle Karlin was selected to fill this vacancy.

Egbert moved and Phillips seconded the appoint Michelle Karlin to fill the vacancy for a CMCA director. The motion carried unanimously.

7. ADJOURNMENT

There being no further business before the Board, Phillips moved and Smith seconded to adjourn the meeting at 1:05 PM. Motion carried unanimously.

Respectfully Submitted,



Sally Misare, CMC for
Janell L. Rice, CMC
CMCA Secretary