

**Colorado Municipal Clerks Association
Business meeting
CMCA Institute
Boulder, CO
Friday, July 15, 2005**

1. Call to Order

The Colorado Municipal Clerks Association Business Meeting was called to order by Board President Valeria Skitt at 10:36am on July 15, 2005 at the IIMC Municipal Clerks' Institute Boulder, CO.

2. Executive Board Roll Call

Secretary Brunvand called roll. Those present were Board Members present were Board President Valeria Skitt, CMC (Longmont), Vice President Nancy Vincent, MMC (Thornton); Jay Brunvand, CMC (Minturn); Michele Karlin, CMC (Silverthorne), and Tillie Fisbeck, CMC (Holyoke).

Board Members Amy Phillips, CMC (Durango) and Linda Smith, CMC (Cortez) and were excused absent.

The following Conference Attendees were present:

Jeannie Weaver (Loveland), Laura Bock (Lakewood), Tammy L Weese (Firestone), Vicky Dailey (Las Vegas, NV), Deborah Wohlmuth (Frisco), Tina Woodrum (Montrose), Linda Levin (Telluride), Ann Swopel (Delores), Kerry Bush (Englewood), Mishawan Cook (Boulder), Diane Howell (Timnath), Mary Lee (Windsor), Jackie Williamson (Estes Park), Anna Fine (Glendale), Burgundy Guzman (Brush), Andrea Madden (Rifle), Lisa Martinez (Commerce City), Tina Piere (Kiowa), Serena Brooks (Elizabeth), Melissa Beaty (Cripple Creek), Stephanie Fisher (Cripple Creek), Barb Shafer (Haxtun), Donna Spaulding (Snowmass Village), Darlyn Novakovich (Cedaridge), Jacque Watson (Lyons), Elizabeth Brossman (Limon), Denise Bernhardt (Otis), Margo Wilkinson (Burlington), Carla Koeltzoe (Westminster), Judy Egbert (Alamosa), John Zgut (Walsenburg), Theresa Garin (Suquache), Beradette Martinez (Del Norte), Deb Hess (Granby), Marcia David (Mead), Gayle Martinez (Milliken), Mandy Guron (Edgewater), Theresa Stayton (Erie), Tara Leman (Ft Collins), Nancy Ide (Aurora), Eileen Hughes (Crested Butte), Patti Gacia (Winter Park), Juanita Peterson (Grand Junction), Dominique Fauble (Golden), Nikki John (Lochbuie), and Stacy Aranda (Lochbuie).

3. Member Introductions

Members in the audience introduced themselves for the record.

4. Review and Approve Minutes – June 23, 2005

President Skitt introduced the minutes of the June 23, 2005 Board Meeting and after review entertained a motion.

Motion by Donna Spaulding, second by Anna Fine to approve the minutes of the CMCA General Business meeting held at the CML Annual Conference held on June 23, 2005 as presented; all voted in favor.

5. Officers' Reports

A. Vice President, Nancy Vincent

No Report

B. Secretary, Jay Brunvand

Secretary Brunvand requested all in attendance to sign in on the sheets being circulated.

C. Treasurer, Linda Smith

Written report in packet

D. Director, Tillie Fisbeck

Thanks to Judy Egbert, Membership Chair for the great membership book. This year has pictures of those who submitted. It is a job well done.

E. Director, Michele Karlin

No report

F. Past President, Amy Phillips

Not Present. President Skitt reminded everyone that we would be having an election this year with a question on the ballot for the addition of a fourth Board meeting to be held during the Annual CMCA/CGFOA Conference in addition to Board Member Elections.

G. President, Valeria Skitt

President Skitt noted the Annual CGFOA/CMCA conference held last November (Copper Mountain) was a huge success. President Skitt noted the importance of the Conference. She noted 73 clerks, 174 Finance Officers and 40 exhibitors were in attendance.

The Board held its annual Transition meeting in Black Hawk in January 2005. This meeting is used to transition newly elected Board members with the previous board members and the Committee Chairs as well.

President Skitt stated she had attended the National IIMC Conference in St. Paul, MN from May 22-26. She stated that although it was a great conference she felt the CGFOA/CMCA Annual Conference provides as much or more education selections and that the IIMC conference is much more general. She did note that because the conference is dedicated to Municipal Clerks the vendor hall is geared exclusively to Clerks.

President Skitt noted the educational changes that will affect the Clerks this year and that it affects those seeking Master Municipal Clerk status.

- The time frame necessary between levels has been modified to 1-4 years rather than the previous 2-4.
- The requirement for a Bachelors Degree can be substituted with 15 years experience.

During the Region VIII meeting President Kiss presented Wanda Krajicek (Ft. Collins) with a 25-year certificate. President Skitt stated that Nancy Vincent should have received her 25-year certificate as well.

President Skitt reported the issues that have been occurring at the National IIMC level. She referred to the CMCA Executive Board letter unanimously approved to be sent to the IIMC Board and her article in the Communiqué. By way of update President Skitt reported the following:

- President Kiss apologized to the State Presidents for any embarrassment she may have caused. She requested to be forgiven but stopped short of resigning (as requested by CMCA and other states organization). The Board of Directors met in Executive Session at least twice including one time for 13 hours but did not request President Kiss' resignation as the states appeared split on this issue.
- Executive Director Joe Tiernay was unanimously terminated for cause by the Board on May 25, 2005.
- The Executive Board accepted Dr. Ray Garubo's letter of resignation effective May 23, 2005.
- Municipal Clerks Education Foundation (MCEF) Board members assured the State Presidents that no Foundation money was ever going to be loaned or given to IIMC to open another office in Washington, DC. MCEF has strict regulatory requirements around what it can and can't do with the money it is entrusted with and that type of expenditure would not be appropriate.
- A Constitutional Review Committee will be reviewing the IIMC Constitution for appropriate changes.
- IIMC will be opening a satellite office in Ballston, VA at the National Center for Supercomputing Applications. This is a pilot program and will be evaluated after one year.

At a later date President Skitt will send out a message as to who is running for Region VIII and who the CMCA Board supports in the upcoming election. President Skitt informed the meeting that the IIMC Region VIII conference is September 25-28 in Boise ID. Registration cost is \$170.00.

President Skitt gave her report on the Conference Committee:

- The Site Selection Committee awarded a contract to Colorado Springs for the 2010 conference and to Estes Park for the 2012 Conference.
- Fall Conference site visit to Grand Jct was May 2nd.
- Theme is “A Grand Event”.
- The Conference is November 14-18
- Scholarships are available

President noted the Sec of States training on Election Certification and encouraged Clerks to look for the information on both the CMCA and Sec of State web sites.

President Skitt updated the meeting on the goals and objectives that were set for 2005.

6. Standing Committees

A. Annual Conference – Valeria Skitt

Included in her President's report

B. Audit – Charlene Reed

No Report – the audit will be disbursed as soon as it is available on the web site.

C. Awards – Jay Brunvand

Secretary Brunvand reported the list of the awards available for nominations has been in the Communiqué, the CML Newsletter, and the web site. The dead line for all nominations is September 15th. He reported this is two weeks earlier but will allow necessary time for the committee decisions.

D. Communiqué – Stephanie Tuin

Juanita Peterson from Grand Junction did a short report and noted the changes and the fact that it is now in MSWORD for ease in down loading. Because it is on line it is more cost effective and able to hold more information.

E. Education – Lisa Cain

Debbie Cook stated that this is the last year the Institute will be held at the College Inn. The Institute will still be held just not at the current facilities.

F. Handbook – Tillie Fisbeck

Tillie stated that she chaired the Hand Book and Michele Karlin will be doing it next year. Tillie is now in the process of updating the information and then it will be uploaded to the web site. This will allow for easier and faster updating and for ease in reference by Clerks.

G. Membership – Judy Egbert

Judy informed this was the second attempt to renew on line. A post card was also sent. This system worked pretty well although they did find many did not act or know of the information on the website. Please look for your information to verify that it is correct; in the event it is not please contact Judy, the Web site committee, or change it yourself by logging in and making the changes right on the web site.

Judy asked the Board if one directory per Municipality is sufficient verses one per member. It will be a reasonable increase in cost of production and mailing but it would be worth the time. (This will be a discussion item at a future date.)

H. Nominating – Amy Phillips

Amy Phillips was not present however President Skitt noted that we would have an election this year because of the ballot question to add a 4th meeting to the annual meetings. She encouraged all to consider thinking of running for office, nominating fellow clerks for office, and how the proposed 4th meeting would effect the organization.

Four positions are open for election this year: Vice President, Secretary, Treasurer, and one Director (two year term). Anyone interested in running for the Board is highly encouraged.

Nominations open on September 6, voting begins September 23 and closes October 3. Ballots will be counted by October 24 with results presented at the annual conference.

I. Records Management – Sandy North

No report

J. Scholarship – Charmaine Tripp

Tillie Fisbeck gave a report. We budgeted \$8,500. 24 Scholarships have been given so far this year for \$4,700. There were a significant amount of Scholarships to first year Institute as well as Academy and Annual Conference. There are guidelines for qualification; Scholarships are limited by funds available. Deadline dates are 45 days prior to the date of the conference.

K. Study – Chris Koch

No Report

L. Ways and Means – Karen Borkowski

No Report

M. Web Page – Nancy Varra

Judy Egbert noted that the web does not show associate members. Judy requested that this be discussed by the Board as well.

7. Task Force Updates

A. Legislative Contact, Cindy Morse

President Skit reviewed the information presented by Cindy Morse (Woodland Park) as outlined at the June meeting of the best practices of how county clerks pass on the cost to Muni's for the coordinated elections. She stated that the clerks are holding meetings on how this can be tied together to present equity of the cost of coordinated elections. This is an ongoing item.

B. Quill Award Nomination Committee

President Skit reviewed the report presented by Amy Philips at the June meeting and noted that the committee did an outstanding job. The Quill Award Committee was put together at the annual conference. It has been years since we even nominated a clerk for this award. The nomination had to be in by February 7. The Committee did their work in December individually and as a group in January. 7-8 names rose to the top and Nancy Vincent was nominated. A full presentation will be made at the November annual conference. Nancy has been with Thornton since 1974. It is important to recognize the importance of the contributions of our clerks. Nancy Vincent stated it was an honor to be nominated by her peers and she was very proud of this organization.

President Skitt noted the importance of nominating our fellow clerks for the services they provide the CMCA, IIMC and their individual Committees.

8. Old Business

A. Update on CMCA Goals and Objectives

President Skit gave an update on the goals and objectives that were set at the January 2005 meeting.

Elections bill – This will be going forward next year and it is important to be a part if you have concerns that need be addressed.

Kathy Barta contract. This is being discussed and revised. It will be finalized soon.

The Education Committee does use the conference evaluations to provide ongoing upgrades to the education and training that we provide as an organization.

Region VIII has asked the CMCA to host the 2007 conference. It is fast approaching and it is going to be difficult to get this goal done.

9. New Business

Nance Vincent noted the Election Certification being offered by the Secretary of State's Office. You do not have to go all three days. This is the last time they will do a three day training. They will not have vendors at the meetings after this meeting in August. They will be more like the On the Road Work Shops that we have with CMCA.

President Skitt noted that the Board is a big commitment step. If Clerks are interested in being a member of a committee or a committee chair or vice chair that is a great step as well. New members in the committees are always welcome.

10. Adjournment

In that there was no further information the meeting stood adjourned at 11:40am.

Respectfully Submitted and approved on November 17, 2005

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary