



MINUTES
COLORADO MUNICIPAL CLERKS ASSOCIATION
Executive Board Meeting
CGFOA/CMCA FALL CONFERENCE
Grand Junction, Colorado
Friday, November 18, 2005
7:30 – 8:30am
Centennial/Garfield Room

1. Call to Order

The Colorado Municipal Clerk's Association Executive Board Meeting was called to order by Board Past President Skitt at 7:32 am on November 18, 2005.

2. Executive Board Roll Call

Secretary Brunvand called roll. Board Members present were Past President Amy Phillips, President Valeria Skitt, CMC (Longmont), Vice President Nancy Vincent, MMC (Thornton); Secretary Jay Brunvand, CMC (Minturn); Director Michele Karlin, CMC (Silverthorne), Vice President Elect Susan Phillips, CMC (Greenwood Village), Treasurer Linda Smith, CMC (Cortez) and Director Elect Gina Dutcher, CMC (Pueblo).

3. Review and Approval of Minutes – January 21, 2005

President Skitt introduced the minutes of the January 21, 2005 Executive Board Meeting and after review entertained a motion.

Motion by Director Karlin, second by Treasurer Smith, to approve the minutes of the CMCA Executive Board meeting of January 21, 2005 held at the Transitional Meeting in Black Hawk; all voted in favor.

4. Old Business

- A. Ratify Executive Board Decision of May 6, 2005, on letter sent to IIMC President Kiss regarding IIMC Controversy.

Motion by Vice President Vincent, second by Treasurer Smith, to Ratify Executive Board Decision of May 6, 2005, on letter sent to IIMC President Kiss regarding IIMC Controversy; all voted in favor. *(Note: the letter had been sent in May, this motion was to formally ratify the action.)*

- B. Review and approve Consultant Service Agreement with Administrative Alternatives, Inc (Kathy Barta)

President Skitt outlined the proposed agreement. She noted this contract renews automatically on an annual basis unless there are wage changes which will be brought to the Executive Board for action. Treasurer Smith stated how great Kathy Barta has been to work with. All concurred.

Motion by Director Karlin, second by Vice President Vincent to approve the Consultant Service agreement with Administrative Alternatives, Inc. as presented; all voted in favor.

C. Review and approve proposed changes to the CMCA Handbook.

- Section I – Education Committee
- Section J – Annual Conference Committee
- Section L – Membership Committee
- Section N – Public Relations Officer/Communiqué Committee
- Section S – Web Page Committee

President Skitt noted the proposed changes have come directly from the various committees. Past President Phillips noted the Conference Committee meetings can be difficult to attend if in the middle of the work week due to travel time. Treasurer Smith inquired about the Board travel mileage which is currently set at 40.5 cents per mile. She asked if this should be tied to the IRS or State amount.

Motion by Vice President Vincent, second by Past President Phillips, to tie the mileage reimbursement directly to the IRS amount; all voted in favor.

Motion by Vice President Vincent, second by Treasurer Smith, to approve the proposed changes in the CMCA Handbook as presented; all voted in favor.

D. Final Review of 2005 Goals and Objectives

President Skitt gave a quick rundown of the stated goals as follows:

- Awards & Scholarship Committees – moving the date to allow more time for decision was a good thing.
- Education – The Education Committee worked very hard this year. Lisa Cain did a good job Chairing this committee and it is great that she will be doing it again for a second year.
- Board Liaison to the Committees – Did it work? For the most part yes, however it had mixed results. It was noted that some committees would need more assistance than others.
- Quill Award – Discussion ensued as to the fact that some states seem to always win. It was determined that we would continue to submit names in an effort to secure an award for a deserving Colorado Clerk.
- Request for a Region 8 IIMC meeting to be hosted in Colorado by CMCA – discussion ensued as to whether this was worth pursuing. Due to the limited information available on the process it is difficult for CMCA to proceed. However, even with the limited information several communities have expressed interest in hosting a future Region VIII conference.

(Note: at this point in the meeting President Skitt turned the meeting over to Vice President Vincent.)

5. New Business

A. Review 2006 Committee Chair Appointments:

Appointments are being determined and will be available at a later date. Those chosen will be contacted to be at the January 2006 Transitional meeting.

B. Review Membership Recommendations for 2006

Discussion ensued as to the potential of developing on-line credit card use for membership registration. The board decided that we are not yet ready for this but will keep it in mind for later as our website gets more sophisticated. Discussion ensued regarding the uses and abilities of the website. It was determined that the site is great but we want to make sure that the speed is adequate even for the dial up communities. Placing too much information or large material on the website hinders its abilities.

C. Ways and Means Committee

Discussion ensued as to the ability for the Ways and Means Committee to develop fund raisers such as bags or pens, etc. It was noted this was an idea worth pursuing. It was further noted that the cookbooks are all profit now and sell pretty good but it has been a few years since CMCA had logo merchandise available for members. President Skitt will be co-chairing the Ways and Means Committee in 2006 with Past President Amy Phillips. A proposal will be developed and a funding request submitted by the Ways and Means Committee during the January Transitional Meeting.

D. Review of AlphaCorp Proposal for Webinar

It was noted this appears to be a sales pitch. The software for developing and utilizing webinars is pretty intense and expensive but useful if learned and used. Vice President elect Phillips stated that it takes a lot of computer knowledge to be utilized successfully so it may not be do-able at this time. Vice President Vincent suggested that perhaps this could be a project for the Study Committee. Direction was given to have the Study Committee contact the Wyoming Clerks Association to gather information about Wyoming's use of webinars for training purposes.

E. Calendar of Events/Changes and Transitional Meeting Process

The Transitional meeting has been scheduled for January 20, 2006 in Black Hawk. The Executive Board meeting will begin at 1 p.m. The Conference Committee meetings will be going on during the morning. The whole Board is welcome to attend the morning meetings, if they would like to. The Education Committee will be meeting on Thursday, January 19th to set 2006 training.

President Skitt noted that the Board will have a picture taken at the Transitional Meeting for the website.

F. Other Business

President Vincent suggested the Board consider having long-term goals that would last more than one year. Potential goals suggested by those present included:

- Pursuing increasing IIMC credit for attendance at CMCA On-The-Road workshops, and the Annual Conference
- Pursuing additional training opportunities such as ARMA courses, Municipal Court trainings, on-line classes, etc. to reach clerks not able to leave their offices
- Pursuing and implementing an Associates Degree for clerks.

Treasurer Smith requested permission to move money from CMCA's checking account to its savings account as the checking balance is getting high. Discussion ensued as to the need to wait until a Board meeting to obtain permission to transfer money.

Motion by Director Karlin, second by Past President Amy Phillips to maintain \$15,000 plus expenses in the checking account and to allow the Treasurer to transfer money as needed to maintain the balances; all voted in favor.

Discussion ensued regarding the 2006 budget. It was felt that some of the line items needed to be increased in order to better train some of the Board Members for their job. It was requested that the 2006 budget included a line item for Vice President travel including the cost to attend the IIMC National Conference.

Treasurer Smith stated this would be an additional line and she would add this to the 2006 budget.

6. Adjournment

In that there were no further items of business to discuss, the meeting stood adjourned at 8:40am.

Respectfully submitted and approved on _____

Jay Brunvand, CMC
Town of Minturn
CMCA Secretary