

**COLORADO MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING
CLERKS' INSTITUTE
BOULDER, COLORADO
THURSDAY, JULY 15, 2004**

1. CALL TO ORDER

President Amy Phillips called the meeting of the Executive Board of the Colorado Municipal Clerks' Association to order at 12:15 PM on Thursday, July 15, 2004, at the Clerks' Institute in Boulder, Colorado.

2. ROLL CALL

The following Executive Board members were present: President Amy Phillips, CMC (Mancos); Vice President Valeria Skitt, MMC (Longmont); Treasurer Linda Smith, CMC (Cortez); Director Sally Misare, CMC (Castle Rock); Director Tillie Fisbeck, CMC (Holyoke); and Past President Lorelei Donaldson, CMC (Vail). Secretary Lisa Cain, CMC (New Castle) was absent. Also present at this meeting was CMCA member Judy Egbert, CMC (Alamosa).

3. REVIEW AND APPROVE MINUTES

Vice President Skitt moved, seconded by Director Fisbeck, approve the minutes of the June 24, 2004, Executive Board meeting as presented. Motion carried unanimously.

4. OLD BUSINESS

A. Review Membership Renewal Process

President Phillips reviewed the motion made at the General Business meeting at CML in June to send out a paper renewal notice next year. Judy Egbert, CMCA member and Past President of CMCA, was present to voice her concern over this decision. She indicated that she had worked very hard to get the internet renewal up and running and explained that a learning curve is required to get people to change the way they do business and to respond electronically. She stated that she would not like to see the organization lose ground with this effort simply because people are at the beginning of that curve. Responding electronically to these types of requests is the wave of the future. Ms. Egbert suggested that the Board consider sending a postcard reminder to people to let them know that the renewal application is on the web and allow them to request a hard copy. Of course, hard copies should be sent out automatically to those who do not have e-mail.

Past President Lorelei Donaldson agreed. She indicated that a postcard would provide clerks with a hard copy reminder to put the renewal in their "to do" books but would still require Clerks to go to the Internet to accomplish the renewal.

General discussion followed regarding how membership applications are being forwarded and processed. All applications and money are supposed to be forwarded to Kathy Barta but some are still going to the Treasurer.

It was the consensus of the Executive Board members present that all applications and checks should be sent to Kathy Barta and that a postcard reminder should be sent to members in December of each year directing members to go to the CMCA website to renew their membership.

President Phillips suggested that the Membership Committee should attempt to word the postcard notice generically enough so that they can be ordered in bulk to save the organization some money but would allow them to be used every year.

B. Treasurer's Questions

Treasurer Linda Smith reported that CMCA has over \$20,000 in its checking account. She questioned how much the organization should keep in checking and noted that she felt it would be prudent to move some of the money into an interest-bearing savings account. She noted that a decision could be made in November.

Treasurer Smith also indicated that CMCA has an open Wells Fargo checking account that has been in existence for years. She noted that she does not know who opened it originally, but the account has been dormant for a long time and Wells Fargo will eventually close it if there is no action on the account.

General discussion followed. Treasurer Smith suggested moving the funds to CMCA's main account at Vectra Bank. She noted that future Treasurers can mail their deposits to Vectra Bank if they don't have a branch in their community.

Past President Donaldson moved, seconded by Director Misare, to close the Wells Fargo account and move the money (approximately \$107) to the Vectra Bank account, which is where the main checking account for the organization is located. Motion carried unanimously.

Treasurer Smith indicated that she needs to sit down with the Audit Committee chair and go over the report in detail.

The discussion returned to the amount of money being kept in the CMCA checking account. Treasurer Smith suggested putting some of the money in the organization's ColoTrust Savings account until we need it and then move the money back and forth on line.

Director Misare moved, seconded by Past President Donaldson, to transfer \$10,000 from CMCA's Vectra Bank checking account to the ColoTrust savings account. Motion carried unanimously.

C. Scholarship Committee Application Dates

Director Fisbeck reported on the concern with the timing of the Scholarship Committee application dates. She suggested the board consider moving the date back to mail out the applications and to award the scholarships. There has been some concern raised that the recipients of the scholarships are not being notified early enough about the amount of scholarship they are awarded to allow them to go back to their board to request the remainder of the funds needed to attend the event for which they were awarded the scholarship.

General discussion ensued.

Vice President Skitt moved, seconded by Director Misare, to move the date back for mailing out scholarship applications to allow scholarships to be awarded 45 days prior to the event. Motion carried unanimously.

D. Review the Implementation of Classes at CMC Institute and Advanced to Orient Board and Committee Members

President Phillips reported that this afternoon after the scheduled rap session at the Institute, she will be asking anyone interested in being on a committee or serving on the executive board to break off into a group to have informal discussions with Executive Board members about the roles and responsibilities of those boards. She asked Executive Board members to assist with this informal rap session if possible.

E. Hosting Future IIMC Region VIII Conference

President Amy Phillips indicated she is getting more information on this. Two communities, Black Hawk and Pueblo, expressed an interest in this at the CML Conference CMCA General Membership meeting.

Judy Egbert indicated that she thought there was some seed money for the conference and President Phillips indicated she would check on that when she calls for more information. Ms. Egbert also indicated that she understood there was a lot of thought given to the July time frame for the Region VIII conference, which often conflicts with the Clerks' Institute. Debbie Cook, Institute Director, was present and indicated in 2007, the Institute will be the week of July 15th.

F. Past President's Dinner at Fall Conference

There was considerable discussion regarding trying to put together a Past President's dinner at Fall Conference. Several difficulties were discussed and it was decided that this will be kept informal and arranged for anyone interested upon arrival at the Fall Conference. President Phillips suggested that if this is something the Board is interested in doing in the future, it might consider putting some funds into the budget for this purpose. The Board will further discuss this at its next meeting.

G. Review Transitional Meeting Process

President Phillips explained that a suggestion was made at the transitional meeting in January of this year to have a planning meeting following appointment of the new board in November and prior to the transitional meeting in January. General discussion followed on this suggestion. The Executive Board members found it difficult to determine how that planning meeting might work. Vice President Valeria Skitt indicated the planning meeting had originally been her suggestion and she would work out a proposal for a planning meeting for her upcoming term if she felt it was still necessary.

H. Appointment of Board members to Committees

President Phillips suggested that the Executive Board members might want to consider being liaisons to the various CMCA board and committees in the future. General discussion followed on the benefits of having Executive Board liaisons to committees. Executive Board members would not have to attend the meetings of every board they serve as liaison to but would periodically check in with the Chair and make sure the board has the direction it needs to get its work done.

It was the consensus of the Executive Board members present that this was a good idea.

Executive Board members whose terms will continue into next year are to let President Phillips know to which boards they have an interest in being appointed as a liaison.

I. Donation to Granby

President Phillips reminded the Executive Board that the General membership approved a \$300 donation to the City Clerk's office in Granby to help with the rebuilding of that office, which was destroyed when an irate citizen bulldozed the Granby City Hall, Library, and other city offices and stores in the community. This donation was contingent on the Treasurer verifying that the funds were available in this year's budget for that purpose. President Phillips announced that the funds have been sent to Granby.

5. NEW BUSINESS

A. Contract with Kathy Barta

Past President Lorelei Donaldson reviewed the background on contracting with Kathy Barta to provide membership renewal duties. She indicated the first contract was signed while she was President and the Board has not signed one for 2004 yet even though Ms. Barta is performing the service. She noted CMCA changed to this method of tracking membership renewals mainly due to the fact that the Treasurer changes each year and contracting with Ms. Barta was a way to provide continuity to the process. Ms. Barta also provides this service to the Finance Officers.

General discussion followed about the fact that the website membership list cannot be relied on for accuracy date of the membership should be displayed on the website. Ms. Barta was not originally responsible for updating the website list but was asked to add that to her duties last fall.

After considerable discussion, President Phillips and Vice President Skitt agreed to meet with the Membership Committee Chair and Ms. Barta at Fall Conference to outline and clarify expectations for each so there is less confusion and added reliability to the information.

General discussion followed about the 2004 contract for Ms. Barta and it was decided that since the year was more than half over that CMCA would move forward and work on clarifying the 2005 contract for services. It was suggested that the contract be made self-renewing with a 30-day notification to terminate clause and CMCA's expectations for performance be outlined. It was felt that this would benefit both Ms. Barta and CMCA by removing confusion over expectations. Vice President Skitt will begin work on this.

B. Review Contract with CU Boulder

The contract was reviewed and signed by the President on July 5, 2004

C. Update from Debbie Cook regarding Institute and Advanced Institute

Ms. Cook reported the number of attendees increased in the last 10 days. We have 70 registered for the Clerk's Institute and we budgeted for 75. We have budgeted for 40 attendees for the MMA in September. Ms. Cook indicated she will have registration information for MMA posted on the CMCA website in a few weeks. She also stressed the need to begin the scholarship process earlier for institute and academy purposes.

6. ADJOURNMENT

There being no further business to come before the Executive Board, the meeting adjourned at 12:50 p.m.

Respectfully Submitted,
COLORADO MUNICIPAL CLERKS' ASSOCIATION

Valeria Skitt, MMC
City of Longmont
CMCA Vice President
(Acting Secretary for this meeting)