

**COLORADO MUNICIPAL CLERKS ASSOCIATION
BUSINESS MEETING
CLERKS' INSTITUTE
BOULDER, COLORADO
Thursday, July 15, 2004**

1. CALL TO ORDER

President Amy Phillips called the Business Meeting of the Colorado Municipal Clerks' Association to order at 1:05 p.m. on Thursday, July 15, 2004, at the Colorado Municipal Clerk's Institute, Boulder, Colorado.

2. INTRODUCTION OF EXECUTIVE BOARD AND ROLL CALL

The following Executive Board members were present and introduced: President Amy Phillips, CMC (Mancos); Vice President Valeria Skitt, MMC (Longmont); Treasurer Linda Smith, CMC (Cortez); Directors Tillie Fisbeck, CMC (Holyoke) and Sally Misare, CMC (Castle Rock); Past President Lorelei Donaldson, CMC (Vail). Secretary Lisa Cain, CMC (New Castle) was absent.

The following clerks, deputies, and administrative support staff were present:

Teresa Andrews, Erie; Cheryl Jesser, Keenseburg; Jennifer Gray, Keenseburg; Paulette Thompson, Stratton; Bernadette Martinez, Del Norte; Barb Shafer, Haxtun; Christina Trout, Parachute; Debbie King, Johnstown; Janice Lampert, Douglas, Wyoming; Debra Blevins, Cripple Creek; Ann Large, Boulder; Charlene Reed, Berthoud; B. J. Jacquelin, DeBeque; Donna Spaulding, Snowmass Village; Susan Baca, Northglenn; Margaret Barber, Pierce; Nikki John, Lochbuie; Shelia McIntyre, Silt; Sue Bovbjerg, Durango; Pat Anselmo, Bayfield; Linnette Barker, Kersey; Brenda McCracken, Sugar City; Michael Milner, Superior; Ann Swope, Dolores; Juanita Peterson, Grand Junction; Rebecca Kunzler, Platteville; Cindy Tompkins, Simla and Ramah; Janeeta Martinez; Salida; Deb Brown, Lakewood; Marcia David, Mead; Regina Dennehy, Greenwood Village; Diana Heeney, Poncha Springs; Jim Patalan, Fairplay; Bernadette Ervin, Mountain Village; Deborah Hess, Granby; Patti Owens, Deer Trail; Jeannie Weaver, Loveland; Doloras Reay, Bennett; Diane Spomer, Buena Vista; Jennifer Pettinger, Cherry Hills Village; Lisa Boggie, Aurora; Debra Lear, Naturita; Theresa Stayton, Erie; Sharon Sullivan, Ault; Eileen Hughes, Crested Butte; Susan Koster, Lafayette; John Zgut, Walsenburg; K. C. Liebelt, Golden; Laura Boek, Lakewood; Gayle Marti, Edgewater; Paulette Gomez, Federal Heights; Jennifer Walker; Wiggins; Dianne Secord; Frederick; Linda Thompson, Timnath; Carol Hanson, Louisville; Tammy Weese, Firestone; Serena Brooks, Elizabeth; Wanda Nelson, Rifle; Mary Lee, Windsor; Angela Kelly, Las Animas; Melissa Beaty, Cripple Creek; Pamela Andersen, Wheat Ridge; Lezlee Musgrave, Sinclair, Wyoming; Anna Fine, Glendale; Brenda Castle, Centennial; Kerrir Cameron Losier, Cherry Hills Village; Mary White, Englewood; Susan Phillips, Greenwood Village;

Jacque Watson; Lyons; Pat Vannest, Delta; Judy Egbert, Alamosa; Michele Karlin, Silverthorne; and Angela Robles, Longmont.

3. REVIEW AND APPROVAL OF MINUTES

Terry Andrews moved, seconded by Susan Phillips, to approve the minutes of the June 24, 2004, CMCA Business Meeting held in Steamboat Springs as submitted. Motion carried unanimously.

4. OFFICERS' REPORTS

A. Vice President's Report

Vice President Valeria Skitt reviewed the meetings she has attended since the first of the year and provided an update on the Fall Conference to be held at Copper Mountain. She also indicated that the Contract for the 2008 and 2009 conferences in Vail and Keystone have been signed. A request for proposals has been drafted and sent out for potential sites for the 2010 conference.

B. Secretary

Secretary Lisa Cain was not present and no report was presented.

C. Treasurer

Treasurer Linda Smith reviewed the Treasurer's Report; which was distributed to those present. She asked the seventeen recipients of scholarships to the Clerks Institute to stand. She also indicated that the Treasurer's Report includes information through the end of June. The revenue generated through cookbook sales is reported under the line item marked "Ways and Means Sales."

D. Director, Sally Misare

Director Sally Misare clarified information she had presented at an earlier Clerks' Institute Open Records educational session regarding secret ballots for appointing boards and commissions and utility billing information.

E. Director, Tillie Fisbeck

Director Tillie Fisbeck did not have a report at this time.

F. Past President

Past President Lorelei Donaldson did not have a report for this meeting.

G. President

President Amy Phillips reported that 24 clerks from Colorado attended the IIMC Annual Conference in May and five Colorado clerks taught classes at the conference. She reviewed changes to the MMC and CMC certification processes. The minimum timeframe between levels of the MMC will be two years and there is some consideration being given to reducing that to one year. She noted that for clerk's with a CMC who are not pursuing the MMC there are 40 hours of continuous education required over the four year period to recertify.

President Phillips talked about the Quill Award given by the IIMC and noted that Jean Rogers has been the only Colorado Clerk to ever receive this award. She challenged the organization to form a committee in the future that would work toward sending a nomination or nominations to IIMC for a Colorado Clerk and strive to bring the prestigious award back to Colorado by 2008.

President Phillips reported that there are 10,400 member of IIMC with 350 having attained the MMC level. There are eight clerks in Colorado who have attained the top level of that designation.

5. COMMITTEE REPORTS

A. Annual Conference

President Phillips reminded those present that the CMCA/CGFOA Annual Fall Conference will be held November 16-19 at Copper Mountain. The registration fee will be \$300 with a \$50 discount for those who work the registration desk and for first time attendees. She encouraged clerks who wish to get the discount for working the registration desk to get their names in to Kathy Barta as soon as the registrations are released as more clerks were seeking that discount last year than were needed to fill all the time slots for the desk. The registration desk discounts are awarded on a first come/first served basis.

B. Audit Report

The Audit Report was included in the agenda packet. There was no verbal presentation of the report.

C. Awards Committee Report

The Awards Report was included in the agenda packet. Treasurer Linda Smith indicated that a \$300 donation will be sent to Granby on behalf of CMCA to assist with the rebuilding effort in that town following their recent disaster involving an irate citizen with a homemade tank.

D. COMMUNIQUE

There was no one present from the Communique committee to make a report. President Amy Phillips indicated that Nancy Vincent has indicated that she will not be able to do the Communique next year and asked members to step forward if they would be interested in editing the newsletter for 2005.

E. Education Committee

There was a written report in the agenda packet from the Education Committee.

F. Handbook Committee

Director Sally Misare reported on recent changes and updates to the CMCA Policy and Procedure handbook. The handbook is on the CMCA website. She indicated that the Scholarship section still needs updating to include new deadlines for applying for scholarships. Those deadlines are being backed up a bit to allow for clerks receiving the scholarships to go to their Councils to ask for the remaining funds. The current deadlines don't leave enough time between the award of the scholarship and the actual conference to accomplish this. Director Misare also reported that the Membership Committee is in the process of revising their portion of the handbook as well.

G. Membership Committee

A written report was included in the Agenda packet. CMCA membership is down at this time. As of June there are 163 registered members of CMCA; which is down from 348 members last year. President Phillips encourages clerks to contact their fellow clerks and remind them to get their memberships in.

H. Nominating Committee

Past President Lorelei Donaldson reported that the Nominating Committee will be sending out nomination forms in September for 2005 Board positions.

I. Records Management Committee

There was no one present from the Committee to make this report. A written report was included in the Agenda packet.

J. Scholarship Committee

Director Tillie Fisbeck updated the membership on 2004 scholarships. She noted that 17 scholarships were provided to the Clerks' Institute and the CMCA graciously awarded Deb Hess from Granby a full scholarship (\$700) to allow her to attend the Institute in light of Granby's recent unplanned destruction of several municipal facilities.

K. Study Committee

There was no one from the Committee present to provide an update. President Phillips reported that the Study Committee sent out a survey recently on behalf of the Executive Board. She encouraged members to get those surveys filled in and sent back as soon as possible.

L. Ways and Means Committee

Brenda Castle, Centennial, reported that the Ways and Means Committee has taken in over \$1000 this year from the sale of cookbooks. The Committee is proposing a new and innovative way to raise funds for the remainder of the year. She introduced a "Closet Writer" contest being sponsored by the Committee. Clerks are being offered a chance to show off their writing and creativity abilities by submitting an entry (prose, poetry, anything you want that's written) along with a \$10 entry fee by September 1, 2004. The only requirement is that the word "Clerk" must appear somewhere in the entry. All entries must be between 25 and 2000 words. Three winners will be announced at the Annual Conference in November.

M. Web Page Committee

Susan Phillips reported that the Communique is on the website and the registration for the Advanced Academy will be up by the end of July. She noted that the membership list is also on the website and can be downloaded. Some clerks have been having problems getting the system to work when accessing their own information and should contact Rebecca van Deutekom from Estes Park if there are problems. Ms. Phillips reminded those present that the website address is www.cmca.gen.co.us

6. TASK FORCE UPDATES

A. Legislative Task Force

The agenda packet contains a written legislative update.

B. CMCA Resources

Director Sally Misare reported on the CMCA Mentoring Program. At this time there are lots of well-trained clerks who have signed up to be mentors but no one who has asked for a mentor. She encouraged clerks who may want a little one-on-one coaching to contact her to be assigned a mentor. Ms. Misare also promoted the CMCA listserve sponsored through the Colorado Municipal League as an incredibly valuable resource to clerks.

7. OLD BUSINESS

A. Donation for IIMC Director Expenses

President Phillips reviewed information from the CMCA Business Meeting held at Steamboat Springs as part of the Colorado Municipal League conference in July. One item discussed at that meeting was a request from the Region VIII directors to consider making a donation to help defray travel expenses to allow the Region VIII director to travel to the various Institutes and/or conferences. IIMC does not currently provide any assistance with travel expenses for its directors. This item was considered at the July meeting but was tabled until the fall conference. President Phillips asked members to consider this request and be prepared to discuss it further at the Fall Conference.

Comments that have been raised by CMCA members regarding this request include:

- IIMC has its own dues and budget and the Regional Directors should approach IIMC about providing travel funds;
- Would be better to waive the registration if the Director comes to the conference rather than send a blank check to offset travel expenses;
- IIMC is our umbrella agency and it would be good to see our regional director occasionally.

B. Donation to Town of Granby

President Phillips reiterated that a motion was passed at the July meeting to provide a \$300 donation the Town of Granby contingent upon the CMCA Treasurer verifying that the funds are available. The Treasurer did verify that fact and the expenditure was made.

C. Implementing Classes at CMC Institute and Advanced Institute to Orient Board and Committee Members

President Phillips indicated that current Executive Board members will be at the Clerk's Institute rap session and will be having a break out session to talk about Committee and

Board responsibilities. She encouraged anyone who might have an interest in serving CMCA on the board or a committee to take advantage of this session to get more information.

8. NEW BUSINESS

A. Hosting Future IIMC Region VIII Conference

President Phillips reported that the CMCA Board has been approached to consider hosting a future IIMC Region VIII conference in 2007. She indicated that she has requested additional information regarding host city responsibilities and provide that to any interested community. Both Black Hawk and Pueblo have expressed interest in this information and potentially be considered as the site of a Region VIII conference.

B. Items Brought Forward from Executive Board's Meeting

There were no additional items brought forward from the Executive Board at this time.

9. ADJOURNMENT

There being no further business to come before the membership, Tammy Weese (Firestone) moved, seconded by Sue Bovbjerg (Durango) to adjourn. Motion carried unanimously.

Respectfully submitted,
COLORADO MUNICIPAL CLERKS' ASSOCIATION

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