

**COLORADO MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE BOARD MEETING-FALL CONFERENCE
NOVEMBER 17, 2009
MINUTES**

ITEM 1 – CALL TO ORDER

President Young called the meeting to order at 7:55 p.m. in Keystone, Colorado.

ITEM 2 – ROLL CALL

Board Members present were: Kathryn Young, President, Presiding
Brenda Madison, Vice President
Margy Greer, Secretary
Juanita Peterson, Director
Alisa Lewis, Director
Linda Smith, Treasurer

Absent: Becky Walker, Past President

A quorum was present.

ITEM 3 – GENERAL YEAR – END BUSINESS

President Young stated that the contract with Kathy Novak was being reviewed by the City Attorney. Due to new regulations regarding Kathy Novak working with the University on behalf of CMCA, the contract was still being negotiated. The Board agreed to have Kathryn Young continue to work with Kathy Novak in hopes that the contract would be signed prior to Institute. An update will be forthcoming.

It was noted that the Institute Director approve the revisions to the Record Management Curriculum, not the CMCA Board.

Linda Smith discussed the closure of the financial books for 2009 and stated that all the funding needed was not taken out of savings and placed into the operational fund, therefore additional funds would need to be transferred to balance the accounts. The Board stated that prior approval was given to transfer the funds and therefore did not feel another vote was needed. There was general consensus that the monies should be transferred prior to year-end.

Linda Smith asked for permission to file annual reports on line as there was a small cost savings to CMCA. Allisa Lewis made a motion to allow the Treasurer to file annual reports on line. It was seconded by Juanita Peterson. Vote: 6 Ayes. 0 Nays. The motion carried.

President Young presented each of the Board Members with momentums as “thank you” for serving on the Board under her as President.

ITEM 4 – ADJUORNMENT

There being no further business to come before the Board, President Young adjourned the meeting at 8:58 p.m.

Respectfully submitted,



Margy Greer, Secretary