

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE BOARD TRANSITIONAL MEETING-FALL CONFERENCE  
NOVEMBER 20, 2009  
MINUTES**

**ITEM 1 – CALL TO ORDER**

President Young called the meeting to order at 7:00 a.m. in Keystone, Colorado.

**ITEM 2 – ROLL CALL**

Board Members present were: Kathryn Young, Outgoing President  
Brenda Madison, Incoming President  
Margy Greer, Secretary  
Linda Smith, Outgoing Treasurer  
Juanita Peterson, Outgoing Director  
Becky Walker, Immediate Past President  
Alisa Lewis, Director  
Rhonda Coxon – Incoming Director  
Laura Bauer – Incoming Vice President

A quorum was present.

**ITEM 3 – REPORTS ON TRANSITIONAL ITEMS**

Policy/Procedures Manual

Juanita Peterson stated that she would continue working on the codification of the Policies and Procedures Manual. Alisa Lewis offered to contact Colorado Code and ask for the cost and possible cost of updates.

Alisa Lewis is working on the Transcript Policy and will have a future update.

Transfer of Documents

Kathryn Young stated she received some good information at the earlier conference regarding recruiting as well as information on the conference itself. She will work on putting together information for new members, board members and committee chairs regarding what happens when members go to a conference, what to expect, etc.

Young stated that she would be forwarding a disc to Madison with correspondence, emails, committee reports for 2009, agendas, letterhead, and information regarding the past year to help her with her upcoming year as President.

### 2009-2010 Goals

Brenda Madison presented her top goals for 2010, some are carryovers from President Young's goals of 2009: 1) continue to provide quality education to municipal clerks; 2) continue to develop relations with IIMC and their Executive Director; 3) work with IIMC's Board to improve educational guidelines; 4) complete the revisions and updates of the Bylaws; 5) provide an accurate Policies and Procedures Handbook to the membership; 6) upgrade CMCA's website and implement a marketing plan; and 7) establish a course review committee to submit to IIMC for approval.

Madison explained that additional courses need to be added and should be considered for accumulating points for certification. The core curriculum categories should all be approved by IIMC. Accumulation of points for attendance at Fall Conference, etc. will continue to be explored. In addition, IIMC needs to identify which points are being disqualified when answering someone's submission.

Madison will be implementing a marketing plan including website advertising, etc. She encouraged everyone to talk to other clerks and help her fill positions on committees. Madison stated that she wants to return to the original committee structure with a Chair, Vice Chair, etc., and wants to be sure we give all members a chance to serve on certain committees and rotate chairmanship as necessary.

### New Member Orientation

Madison asked for ideas for OTRs. Alisa Lewis stated that many of the smaller towns are in need of additional education and since some of the small town clerks wear several hats, perhaps some supervision or management courses could be added. In addition, Strategic Planning and Organization Skills may be topics for discussion.


The Mentorship program was discussed as a good alternative for small town or new clerks to reach out for help. The mentor list is on the website.

More information will follow at the January Transition Meeting with Committee Chairs.

### **ITEM 4 – ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:33 a.m.

Respectfully submitted,

  
Margy Greer, Secretary