

**COLORADO MUNICIPAL CLERKS ASSOCIATION
GENERAL BUSINESS MEETING-FALL CONFERENCE
NOVEMBER 19, 2009
MINUTES**

ITEM 1 – CALL TO ORDER

President Young called the meeting to order at 2:00 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
Becky Walker, Past President
Linda Smith, Treasurer

In attendance: Cindy Conway, Colorado Springs; Deb Anthony, Lyons; Cheryl Aragon, Greeley; Susan Phillips, Greenwood Village; Nancy Varra, Louisville; Lucille Miller, Thornton; Rachelle Lessman, Greenwood Village; Sheila McIntyre, Silt; Georgette Welage, Mancos; Alisa D. Lewis, Boulder; Deborah K. Hess, Granby; Cynthia Sullivan, Wellington; Cathy Rabe, Canon City; Sally Misare, Castle Rock; Judy Egbert, City of Alamosa; Julie Piper, Kersey; Valerie Skitt, Longmont; Chris Koch, Arvada; Kristen Rush, Arvada; Laura Bauer, Commerce City; Barbara Setterlind, Centennial; Amy Stoehrmann, Frisco; Charlene Reed, Mead; Brenda Madison, Centennial; Linda Smith, Cortez; Lana Hancock, Dolores; Wendy Heffner, Littleton; Lorelei Donaldson, Vail; MJ Loufek, Breckenridge; Karen Halterman, Oak Creek; Suzy Schares, Commerce City; Terry Andrews, Loveland; Cindy Seader, Granby; Dana Evans, Durango; Andrea Banks, Golden; Diane Spomer, Buena Vista; Juanita Peterson, Grand Junction; Stephanie Tuin, Grand Junction; Rhonda Coxon, Snowmass Village; Patti Garcia, Windsor; Kathryn Koch, Aspen; Wanda Creen, Breckenridge; Nancy Vincent, Thornton; Barb Shafer, Haxtun; Denise Chiaretta, Town of Parachute; Becky Walker, Canon City; Janella Martinez, Salida; Michele Miller, Silverthorne; Jackie Williamson, Estes Park; Ronda Kolinske, Grand Lake; Sandi F. Sugden, Town of Mead; and Shane Hale, Grand Lake.

A quorum was present.

ITEM 3 – APPROVAL OF MINUTES

Wendy Hefner made a motion to approve the minutes of the September 25, 2009 General Business Meeting (Masters). It was seconded by Terry Andrews.

Vote: All Ayes. No Nays. The motion carried.

ITEM 4 – OFFICERS' REPORTS

Vice President Brenda Madison – Encouraged members to sign up to serve on a committee for the upcoming 2010 year. She is hoping to have a full committee status to present at the January Transitional Meeting.

Secretary Margy Greer – No report.

Treasurer Linda Smith – Requested expenses for the On-The-Road Workshop so she could finalize year-end reports.

Director Juanita Peterson – Gave an update on the New Resource Manual which will be available on line soon. Thanked everyone for the opportunity to serve on the Board.

Director Alisa Lewis – Stated the Handbook would be codified in early 2010 and will then place on the website.

Past President Becky Walker – Stated that she is working on updating the Bylaws which are outdated. She thanked everyone for the opportunity to serve on the Board.

Director Alisa Lewis reported on working with the website committee and the ability to link to the educational transcripts, etc. She stated it is a work in progress and will have an update for the membership at the next meeting.

President Kathryn Young thanked everyone for the opportunity to serve on the Board and thanked them for electing her as President for the 2009 year. She then presented Committee Chair and Board members with Certificates of Appreciation. She also thanked Brenda Madison for her service as Vice President this year.

ITEM 5 – STANDING COMMITTEES

Awards Committee

Vice President Brenda Madison presented the 2009 Clerk of the Year Award to Past President Becky Walker.

Outstanding Contribution to CMCA Award was presented to Nancy Vincent.

President's Award was presented to Kathryn Young by Brenda Madison.

Outstanding Clerk Award was presented to Ronda Kolinske of Grand Lake.

Audit Committee – Deb Hess complimented Linda Smith for having the books in good order and will forward the Audit Report after year end.

Education Committee – Cheryl Aragon gave an update on the overhaul of the transcript program and pre-certification of programs by IIMC. The on-line Transcripts started in 2008. The Committee is in the process of working on the 3rd year student Records Management curriculum.

Membership Committee – Lorelei Donaldson reported a current membership of 347. Reminders are being sent via email, postcard, and is on the website.

Quill Award – Terry Andrews encouraged the members to submit nominees for the Quill Award.

Scholarship – Linda Smith encouraged members to apply for scholarships to Institute. Letters were sent to Mayors and City Mangers expressing the educational opportunities available to clerks through membership in CMCA.

Study Committee – Chris Koch reported a 48% turnout on the survey. CML asked to add a couple of questions to the survey. An important question on the survey was the publication of legal notices on city websites rather than in local papers and the costs attached therewith.

Ways & Means Committee – Valerie Skitt stated there was a ½ price sale on CMCA merchandise. She also recognized Brad with Sire Technologies for Sire's donation of \$1000 to the scholarship fund.

Web Page – Susan Phillips gave a presentation of the proposed new website and the technology behind it. She presented options for a new CMCA logo, online payments, web conferencing, video web cam, online educational programming, and more. Further reports and updates will be forthcoming.

ITEM 6 – TASK FORCES

Legislative – Valeria Skitt asked for input regarding proposed legislation and would try to keep the Board updated as quickly as possible regarding legislation which would affect the Clerk's arena.

Liquor Liaison – Judy Ebert stated she is meeting with Laura Harris of State Liquor in the morning to discuss CMCA's role in rulemaking, etc. One thing she is working on is getting approval to email renewals to the State. An update will follow.

IIMC Programs – Nancy Vincent stated that the Board approved a majority of CMCA's recommendations. There are some positive changes at the IIMC Board level. She thanked the committees involved in making such great recommendations.

IIMC Education – Susan Phillips reported that the Committee is adopting a visionary philosophy and IIMC will adopt a mission statement which explains what education means to us.

IIMC Membership – Kathryn Young stated that membership is down from 10,055 in August to below 10,000. She is hoping membership will increase with the better working relationship with IIMC.

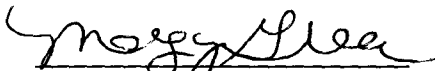
ITEM 7 – OATHS OF OFFICE

Past President Becky Walker stated that the elections were cancelled due to a single slate of officers/directors. The following members were sworn into office: Treasurer Deb Forbes, Director Rhonda Coxon, Vice President Laura Bauer, President Brenda Madison, and Immediate Past President Kathryn Young.

ITEM 8 - ADJOURNMENT

There being no further business to come before the Board, President Young adjourned the meeting at 4:30 p.m.

Respectfully submitted,


Margy Greer, Secretary