

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
GENERAL BUSINESS MEETING  
SEPTEMBER 25, 2009  
MINUTES**

**ITEM 1 – CALL TO ORDER**

President Young called the meeting to order at 11:30 a.m. in Room 215 of the University of Colorado UMC Building, Boulder, 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  
Lisa Smith, Treasurer

Absent: Becky Walker, Past President

Others in attendance:

A quorum was present: Leah Hanger, Valeria Skitt, Alisa Lewis, Juanita Peterson, Pamela Schilz, Cindy Conway, Gail Davidson, Patti Owens, Terry Andrews, Linda Yellowman, Wendy Heffner, Deborah K. Hess, Sheila McIntyre, Mary Lee, Karren Werft, Karen Halterman, Deb Anthony, Sandy Tweedy, Donna J. Garcia-Spaulding, Beth A. Hedberg, Cathy Rabe, Linnette Barker, Pat Riffe, Charlene Reed, Cynthia Sullivan, Vickie Gardner, Kathleen L. Olofson, Deb Forbes, Tillie Fisbeck, Jeannie Weaver, Nancy J. Parker, Charmaine Tripp, Kerry Bush, Serena Brooks, Judy Egbert, Cheryl Aragon, Betsy Holder, Susan Phillips, Rachelle Lessman, Sharon Washington, Mishawn J. Cook

**ITEM 3 – APPROVAL OF MINUTES**

Nancy Parker made a motion to approve the minutes of the General Business Meetings of June 18, 2009 and July 17, 2009. It was seconded by Wendy Heffner.

Vote: All Ayes. No Nays. The motion carried. (General Membership only voting)

Alisa Lewis made a motion to approve the minutes of the Executive Board Meeting of August 14, 2009. It was seconded by Linda Smith.

Vote: 6 Ayes. 0 Nays. The motion carried. (Executive Board only voting)

#### **ITEM 4 – OFFICERS' REPORTS**

Vice President Brenda Madison stated that more information would become available regarding sponsorship and advertising on the website. She stated that a sign-up sheet would be passed around and asked the members to please consider signing up for a committee for next year and in particular, vice chairs of committees to consider chairing their respective committee.

Treasurer Linda Smith – Report was attached to agenda.

Director Juanita Peterson – Report was attached to agenda.

Director Alisa Lewis – Presented a draft of the new Handbook to President Young for review. Lewis stated that Bylaw changes are expected to take place and a final update would be prepared after the November election. President Young thanked the committee for their hard work on codifying the handbook.

In Becky Walker's absence, President Young asked members to please answer the call for nominations. The position of Vice President would be voted on at the meeting held in Keystone. Nominations should be sent to Becky Walker by October 5<sup>th</sup>.

President Young – Reviewed the proposed Educational Guidelines which will be sent to IIMC for voting on at the mid-year conference. She thanked everyone for their input and especially Nancy Vincent, for a job well done.

#### **ITEM 5 – STANDING COMMITTEES**

Annual Conference – President Young reminded members that the Annual Conference is being held in Keystone November 17-20, 2009. Members can sign up via the website. She encouraged everyone to take advantage of the preconference classes. It was stated that members would need to register through IIMC for the preconference Athenian Dialogue. Lunch is not included in the cost of the Athenian Dialogue this year.

Membership – Pam Schilling will forward membership information via email. To date there are 343 members. Postcard renewals were sent. Kathryn Young stated that the Board discussed former members paying non-member fees for workshops and Institute. It was decided that members must pay their dues in order to be in good standing to apply for scholarships.

Scholarship – Kathryn Young congratulated Deb Wohlmoth on a job well done. Ten scholarships were given for MMC this year.

Study – Kathryn Young stated that the report was attached to the Agenda. A study would be done regarding publication of legal notices and she encouraged everyone to please complete the questionnaire and return it to Chris Koch by September 30<sup>th</sup>.

Web Page – Report was attached to Agenda.

## **ITEM 6 – TASK FORCE UPDATES**

Liquor Licensing – Judy Egbert reported that Laura Harris would be attending the CMCA Conference in November. She reported she was enthused about the new relationship with the State. They are now accepting Special Events Permits via email and are moving toward being able to do other licenses via email. Also working with the State regarding managers being removed from their list when changing locations.

IIMC Education Committee – Susan Phillips reported that the new swipe cards for attendance have been approved and will be used for the first time at the IIMC Meeting in Reno in 2010.

Membership Committee – Report was attached to Agenda.

## **ITEM 7 – NEW BUSINESS**


Colorado Municipal Records Retention Schedule Proposal – Betsy Holder explained the proposal which is a significant project including the “codification” of a new schedule. The current one is 10 years old. The committee has been working with Terry Kettelsen, the State Archivist. The Board was asked to review and consider supporting the project in the amount of \$15,000 to hire someone to perform the update and another \$5,000 for the “codification” of the update. Suggestions were given as to other ways to fund the project. The Board will take this under consideration, but with the current budget constraints, asked the committee to look into alternate funding for the project.

Records and Information Management – Electronic Records Management – Betsy Holder reported that funding was needed to support the RIM-ERM Toolkit Annual Maintenance Project. The Committee felt that the update could be done every other year. A proposed dollar figure will be forwarded to the Board for consideration.

**ITEM 8 - ADJOURNMENT**

There being no further business to come before the Board, President Young adjourned the meeting at 12:23 p.m. and members held a retirement party for Director Debbie Cook.

Respectfully submitted,

  
Margy Greet, Secretary