

**IIMC**  
**REGION VIII MEETING**  
**Monday, May 24, 2004**  
**Whistler, B.C. - Canada**

**OPENING:** Region VIII Director Bonnie Moritz opened the meeting at 10:30 A.M.

Bonnie Moritz introduced the newly appointed Region VIII Director Courtney Bohlender, Saratoga, WY, who stepped into the position previously held by Lorraine Gallegos, Taos, NM. Lorraine resigned from the board due to retirement.

Bonnie Moritz introduced the incoming Region VIII Director Buster Brown, Omaha, NE. Buster will supersede Bonnie Moritz whose term is ending at the conclusion of this meeting.

**Present Members:**

Region VIII Directors:        Bonnie Moritz, Cedar City, UT  
   Courtney Bohlender, Saratoga, WY

Recording Secretary:        Marla Brown, Rawlins, WY

**Attendees:**

Jerry Medina, Hoonah, AK	John Franks, Payette, ID
Dee Cockrum, Goodyear, AZ	Stephanie Kalasz, Moscow, ID
Carrie Dyrek, Cave Creek, AZ	Christene Pappas, Post Falls, ID
Gloria Leija, Casa Grande, AZ	Elizabeth Roos, West Yellowstone, MT
Donna Micetic, Central Arizona Project	Robin Sullivan, Bozeman, MT
Sandra Olivas, Sahaurita, AZ	Geri Anthony, Sidney, NE
Carla Simendich, Lake Havasu City, AZ	Buster Brown, Omaha, NE
Leslee Wessel, Pinetop-Lakeside, AZ	Harold Farrar, Kimball, NE
Sue Bovbjerg, Durango, CO	Constance Foust, South Sioux City, NE
Gail Davidson, Gunnison, CO	Joan Ross, Lincoln, NE
Lorelei Donaldson, Vail, CO	Alice Schumaker, Omaha, NE
Karen Goldman, Municipal Consultant, CO	Charlotte TeBrink, Denton, NE
Kathryn Koch, Aspen, CO	Michaelle Trembly, Kearney, NE
Wanda Krajicek, Fort Collins, CO	Jolynn Weber, Albion, NE
Vicki Marcy, Broomfield, CO	Linda Alire-Naranjo, NM Municipal League
Cindy Morse, Woodland Park, CO	Shirley Clark, Las Cruces, NM
Amy Phillips, Mancos, CO	Lisa Johnston, Artesia, NM
Susan Phillips, Greenwood Village, CO	Irma Nava, Ridoso, NM
Janell Rice, Woodland Park, CO	Yolanda Vigil, Santa Fe, NM
Stephanie Tuin, Grand Junction, CO	Deborine Dolan, Sparks, NV
Nancy Vincent, Thornton, CO	Sheree Goessman, Mesquite, NV
Mary White, Englewood, CO	Patricia Norman, Fernley, NV
Will Berg, Meridian, ID	Monica Simmons, Henderson, NV

Lenda Ulrich, Sparks, NV  
Carol Woods, Mesquite, NV  
Gloria J. Berrett, Ogden City, UT  
Mary Kate Christensen, Brigham, UT  
Kim Coleman, Bountiful, UT  
Gay Cragun, St. George, UT  
Barbara Gordon, Moroni, UT  
Carel Hicks, West Valley City, UT  
Diane Hirschi, Plain City, UT  
Marilyn Holje, Centerville, UT

Julie Lee, Morgan, UT  
Joanne Lessar, Price, UT  
Christina Loui, Washington, UT  
Sheri McKendrick, West Valley City, UT  
Brenda Ouderkirk, Harrisville, UT  
Valorie Topham, Parowan, UT  
Donna Geho, Glenrock, WY  
David Kendall, Lingle, WY  
Janice Lampert, Douglas, WY

**MINUTES:** Minutes from the Region VIII meeting on May 19, 2003 held in conjunction with the IIMC Conference in Columbus, OH were distributed. The following corrections were made:

Page 1 - Under Members: change name of Barbara Morgan to Barbara Gordon, Moroni, UT  
Page 3 - Line 4 amend 29 scholarships to 9 scholarships were given.

Barbara Gordon made the motion to approve the Minutes of May 19, 2003 as amended, seconded by JoAnn Lawser. The motion carried.

### **UPDATE ON IIMC ISSUES**

**RE-CERTIFICATION** - Courtney Bohlender reported on the IIMC re-certification program. Education hours for re-certification has been changed to forty (40) hours of education in a four-year period from ten (10) hours required each year for four years. Clerks can “store up” hours in the four year period for re-certification.

**500 CLUB** - Courtney Bohlender reported on *The IIMC 500* program. The program was established to recruit non-members to join IIMC. IIMC will give one \$50.00 credit off of the membership dues to the member that recruited the new member.

**AVAILABLE GRANTS** - Bonnie Moritz indicated that IIMC and MCEF (Municipal Clerks Education Foundation) have grants available through both programs. She encouraged Clerks to apply for these funds. There are also regional grants available for attendance to the regional meetings. There are no population stipulations and the scholarship will only pay for registrations.

### **REGION VIII BUSINESS**

**FINANCIAL ASSISTANCE FOR REGIONAL DIRECTORS** - Courtney Bohlender reported that Region VIII is the largest region with 11 states (AZ, CO, ID, MT, ND, NE, NM, NV, SD, UT, and WY). IIMC does not assist with funding for Regional Board Directors’ travel costs. The Wyoming Association of Municipalities for Clerks and Treasurers (WAMCAT) has funded \$1,500.00 to help her with her travel costs. Ideas Courtney presented to the presidents of other states in our region were:

1. Each state approves a travel budget for \$1.00 per member for region directors’ travel (total amount would be split between both directors); and

2. Each state would waive the registration fee for the directors for their association meetings; and
3. Courtney has submitted a request to the IIMC Executive Board to evaluate partial funding of travel expenses for Region Directors.

Courtney asked that each state organization email her at [courtney@saratogawyo.com](mailto:courtney@saratogawyo.com) with their answers.

## **STATE REPORTS**

**ARIZONA** - Carrie A. Dyrek (Town of Cave Creek), reported.

- The Region VIII meeting was good.
- They have divided the state into regions and have started a mentoring program. The regions choose to meet monthly or quarterly.
- The state association has a web site for further learning and communication opportunities.
- An institute was held at AZ State University and the Director attended.
- There is a passion to bring global issues to her state: the Netherlands report.
- They hold their State Association Meeting in June and would like to have a Board Member attend.

**COLORADO** - Amy Phillips (Town of Mancos), President of Colorado Municipal Clerks Association, reported.

- They held their Annual Conference in November in conjunction with the Colorado Government Financers Officers. The Clerks had 84 attendees and offered a \$50 First Timer Attendees Discount.
- Surveys reported the increased attendance was due to Educational Sessions and the additional discounts offered.
- 116 municipal elections were held this past April.
- This will be the first year Colorado will implement an assessment at institute.
- They have developed a “Train The Trainer” program to conduct “On the Road Workshops” to bring education to all areas of Colorado. This successful program will be featured today at 2:00 and we invite all of you to attend “Clerks Training Clerks” Celebrating Colorado’s Success.

**IDAHO** - John P. Franks (City of Payette), Past President, reported.

- Mountain West Institute was held in March with 126 attendees.
- Regular Institute was held in September with 136 attendees.

**MONTANA** - Robin L. Sullivan (City of Bozeman), Past President of Montana Municipal Clerks, Treasurers & Finance Officers Association, reported.

- They finished their Institute the first week of May with 17 new attendees.
- The institute is a full week, three days advanced, but does not have an academy.
- They invited Mayors and Councils to attend on Thursday and Friday of Institute.
- The Institute is trying to have other fields within municipal government recognize the importance of the Clerks’ Profession.
- They have Attorneys on Board for training on Thursday and Friday of Institute.
- They have a one-day seminar in October.
- The Education is gaining more control by having a three-year program with identified outcomes for Institute.
- Their main focus is Education, along with some networking.

**NEBRASKA** - Jolynn J. Weber (City of Albion) reported.

- At the 2004 Clerks Institute, Nebraska Municipal Clerks Association awarded thirty-six applicant scholarships.
- They had 219 total attendees, 71 Institute, 148 Academy; for a total of 421 Clerks.
- Their association invited retired clerks to the Institute's Banquet, new this year.
- They had the Governor sign a proclamation for Clerk's Week.
- They amended their scholarship application to follow the IIMC changes regarding certification.

**NEVADA** - Monica M. Simmons (Town of Henderson) reported.

- Their association consists of 25 Clerks and deputies.
- They will have a state meeting in Elko in August.
- They will be focusing on establishing an Institute by July 2005.
- They have established a newsletter and website.
- Their association has established a Passport Program, which brings in great revenue.
- Boulder City will host their Annual Conference.

**NEW MEXICO** - Yolanda Y. Vigil (City of Santa Fe), President, reported.

- October 2003 they held their Institute Academy.
- They celebrated their 20th Anniversary having proclamations made.
- Their elections are held in March, when they hosted the Region VIII Conference.
- They have been working on a Rules and Procedures Handbook and legislative changes.

**NORTH DAKOTA** - No report was made.

**SOUTH DAKOTA** - No report was made.

**UTAH** - Joanne Lessar (Price Municipal Corporation) reported.

- They held their Spring Conference in April with 140 attendees.
- Out of 237 cities, 172 belong as members in their state organization.
- Registration for their Institute and Academy can now be done online.
- They have a new Academy Director, Sandi Parkes with the University of Utah.
- They continue to do classes.
- Institute is held in August and had 23 attendees last year.
- Their state association will hold their business meeting in September.
- The association's Board of Directors try to attend Council Meetings to present CMC and MMC certificates.

**WYOMING** - Donna Geho (Town of Glenrock) President of Wyoming Association of Municipalities for Clerks and Treasurers, reported.

- WAMCAT recently completed a handbook with an interactive CD.
- The association has been actively pushing for IIMC certification. Out of 122 members, there are only 12 CMCs, equivalent to 10%.
- They continue to work with IIMC and Dr. Garubo in establishing an in-state Institute, but have been told by the University of Wyoming they are not interested.
- The Publication Committee continues to work on establishing a website.
- They continue to work with the state municipal league to establish an Elected/Appointed Officials Orientation, providing on-site training for new members.
- They are developing a certification tracking review program to assist with the application process.

**MEMBERSHIP PROPOSAL** - IIMC’s Executive Director Joe Tiernay reviewed the Membership Proposal to be brought to May’s Annual Meeting for a vote by the membership. Two membership changes are:

1) *Additional Full Member* - Additional Full Member will be fully qualified members from the same organization, would essentially be Deputy Clerks, but could be other individuals provided they would qualify under the definition of Full Member, would enjoy the same rights and privileges, but would pay a lesser fee. A city must have on Full Member before they would be eligible to have Additional Full Members. Current membership belongs to the city; future focus is membership will belong to the clerk.

2) *Corporate Member* - Corporate Members are those companies that find it advantageous to be affiliated with IIMC, would not have any voting rights nor could they hold office or be certified, and the fee would be significantly higher than a Full Member.

Another major change the Board has approved for membership consideration is a flat fee structure that would establish an annual fee for Full Members of \$100.00. All other membership classes would be a percentage of that amount.

• Full Member	100%	\$100.00
• Additional Full Member	66%	\$66.00
• Associate Member	50%	\$50.00
• Honorary Member	0%	\$0.00
• Retired Member	25%	\$25.00
• Corporate Member	500%	\$500.00

Income projections zero out with no change to revenues.

## **REGION VIII CONFERENCE**

Courtney Bohlender and Bonnie Moritz attended the 2004 Region VIII Conference held in New Mexico. It was a great success. In order to encourage more participation at regional conference, Host States' Associations may want to hold their annual meetings in conjunction with the regional meeting.

The 2005 Region VIII Conference will be held in Idaho, possibly in September with their state's annual conference. Each state decides when to host the Region Meeting. John Franks requested this information be sent in the Region VIII Newsletters.

The State of Nevada reported they approached their association and asked if they would like to host the 2006 Region VIII Conference. Nevada is unable to host it in odd numbered years. There would be a possibility of hosting the conference in southern Nevada, possibly Henderson. They will respond to the Regional Directors.

Courtney Bohlender announced the Region VIII dinner will be held tonight, May 24, 2004 at the Bavaria Restaurant starting at 6:00 P.M. The cost of the dinner will be \$30.00 (Canadian) at the member's expense. She hopes everyone will attend.

Courtney also commented that she hopes each member will share in the responsibility to direct future plans of our region.

## **NEW BUSINESS**

It was mentioned that Idaho members who do not attend the conference does not receive information. They would like to have better and more frequent communication.

Bonnie Moritz indicated that any information she receives is filtered through email to each state's association president. There are 1,100 members in our region, which would make it impossible to email each member.

Lisa Johnson from Artesia, NM volunteered to help develop a Region VIII website.

Karen Goldman commented that it was entirely appropriate to let the Region Directors know who to send information.

Courtney thanked Bonnie Moritz for her time volunteered to IIMC Region VIII Board of Directors. Bonnie stated she is leaving with mixed emotions. Her experience on the board was wonderful.

Buster Brown announced that IIMC has a new MCEF state association award and only four people were nominated this year for Quill Awards. He hopes in the future more people will be nominated.

Courtney Bohlender adjourned the meeting at 11:42 P.M.