

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
TRANSITIONAL MEETING  
JANUARY 22, 2010  
MINUTES**

**ITEM 1 – CALL TO ORDER**

President Madison called the meeting to order at 1:00 p.m. at the Westview Recreation Center in Westminster, Colorado.

**ITEM 2 – ROLL CALL**

Board Members present were: Brenda Madison, President  
Kathryn Young, Immediate Past President  
Laura Bauer, Vice President  
Margy Greer, Secretary  
Deb Forbes, Treasurer

In attendance: Brenda Madison, Centennial; Laura Bauer, Commerce City; Barbara Setterlind, Centennial; Wendy Heffner, Littleton; Cindy Morse, Woodland Park; Judy Egbert, Alamosa; Lorelei Donaldson, Vail; Lisa Horton, Aurora; Debra Johnson, Aurora; Nancy Varra, Louisville; Betsy Holder, Greeley; Carol Hanson, Louisville; Deb Hess, Granby; Linda Smith, Cortez; Kathryn Young, Colorado Springs; Deb Forbes, Sterling; Margy Greer, Lakewood

A quorum was present.

The Pledge of Allegiance as recited.

Self-introductions were made.

**ITEM 3 – APPROVAL OF MINUTES**

Laura Bauer made a motion to approve the meeting minutes with corrections as follows:

November 17, 2009 Executive Board Meeting  
November 19, 2009 General Membership Meeting  
November 20, 2009 Executive Board Meeting.

It was seconded by Cindy Morse. Vote: All Ayes. No Nays. The motion carried.

#### **ITEM 4 – OFFICERS' REPORTS**

Vice President Laura Bauer – Thanked the membership for allowing her to be Vice President and stated she is looking forward to serving this year.

Secretary Margy Greer – No report.

Treasurer Deb Forbes – Stated that Linda Smith is ready to turn over the books and accounting to her. Linda Smith stated that the year ended with a small balance in the checking account.

Director Alisa Lewis – Absent – No report.

Director Rhonda Coxon – Absent – No report.

Past President Kathy Young – Stated that CMCA now has an approved and signed contract with Kathy Novak, Director of Institute. She also stated that unless additional funds were raised, the organization would not be able to meet the \$21,000 budgeted amount. Kathy Novak is working with the University of Colorado-Denver to help offset some of her costs.

Kathy Young reported that Fall Conference raised \$630 from pre-conference OTRs. There were 69 clerks with 6 overlapping with CGFOA for a total of 75 clerks in attendance at Fall Conference. CMCA's split with CGFOA was \$8,143.51. \$1,974.00 was raised by silent auction items. Silent Auction total revenues were \$3,949.00.

President Brenda Madison – Stated she was proud to be serving as CMCA's President this year and would have more to report as the agenda progressed.

#### **ITEM 5 – STANDING COMMITTEES**

Audit – Deb Hess stated that she is getting the books to audit and foresees no issues.

Awards – No report.

Communiqué – President Madison asked members to be sure to forward information to Mary Lee regarding the OTR schedule, committee lists, etc.

Education – Nancy Varra stated that the Education Committee met yesterday and is finalizing their plans for 2010. The Schedule was reviewed with Kathy Novak and some recommendations were made. It is being fine-tuned, but the curriculum is set. She stated that they are hoping for an overriding theme at Academy. They are looking into the cost of videotaping and reproducing classes. There was discussion in the

Committee regarding offering classes such as Conflict Management, Supervisory Skills and others.

Varra stated that the Certified Public Manager (CPM) program is an opportunity for Clerks to take classes and get credit as well. CPM would qualify for CMC credit. The certification requires a 12 course commitment.

The conference classes have already been decided. Due to low registration numbers, the Athenian Dialogue will not be made available. Instead of Basic Elections, a class on Initiative and Recall Elections would be held. There will be a session with Geoff Wilson and Donetta Davison on Elections and Open Records; a class on Notary Certification; Use of a Hearing Officer of Election Matters; Decision-Making Skills; Records Management; Employment Law (Ethics/HIPA); and an update on Liquor. This year's conference will be held at the Cheyenne Mountain Inn in Colorado Springs.

It was stated that the On The Road Workshops were well attended and several were held this past year. Clarifying information will be forthcoming as there is still some confusion on how to access transcripts on the web.

Judy Egbert stated that she would be updating the Mentor List on the website and asked for input on how to get the word out to new members that there is in-house help available. She is currently working with Susan Phillips on a Liquor Webinar and will probably provide it in two 2-hour sessions and the sessions will be, to some extent, interactive.

Handbook – Kathy Young stated that Brenda Madison and she are proofing the draft document and still believe it is on schedule for codification by March.

Membership – Brenda Madison reported that Pam Schilling will be updating the New Member Packet this year.

Nominating – No report.

Quill – Brenda Madison stated that Terry Andrews is suggesting putting the committee on hiatus since CMCA has not had a nominee in almost two years. After some discussion, Wendy Heffner made a motion to nominate Susan Phillips for the 2010 Quill Award. It was seconded by Linda Smith. Vote: All Ayes. 0 Nays. The motion carried.

Records Management – Betsy Holder thanked the Board for budgeting dollars to fund the update of the Records Management Tool Kit and for Molly Davis' leadership in compiling it. She showed everyone a copy of the finished product, stating that it would need to be revised every 2-3 years and, therefore, additional funding would be needed. She will work with Kathy Young in getting the Tool Kit copyrighted. After much discussion, Kerry Bush made a motion to charge \$25.00 to CMCA members for the Tool Kit and \$75.00 for non-members, with the income from these fees being earmarked for

the update of the Tool Kit. It was seconded by Lorelei Donaldson. Vote: All Ayes. No Nays. The motion carried.

Betsy Holder stated that the Records Retention Schedule is approximately 10 years old and a major recodification is needed. There is a lot of work involved and Molly Davis has submitted a proposal for \$15,000 to assist with the project. The entire cost would be approximately \$20,000. State Archivist Terry Kettleson has offered some funding, but additional funding would be needed. As requested at a previous meeting, the Committee researched grants through DOL and other sources and cannot find one that fits the program. Budget discussions will follow.

Kathy Young recommended recognizing Molly Davis and Terry Kettleson during CMCA's Awards program in November. Terry Andrews and Betsy Holder were asked to write-up a nomination for each of them.

Scholarship – Linda Smith stated there is \$9,000 budgeted for the IIMC Conference scholarship awards. She will advertise in the Communiqué and on the Web. She will remind applicants of their need to volunteer a minimum of 6 hours at IIMC Conference in Reno in May. Kathy Young suggested changing the scholarship application deadlines to be further in advance of Conferences, Institute, or Academy, as some clerks cannot make plans in time to attend if they don't know if they have a scholarship or not. Linda Smith made a motion to change the Policy so that distribution of applications was no later than 120 days from the date of the event and the deadline for return of application was no less than 90 days from the date of the event for which the scholarship was being received. It was seconded by Kathy Young. Vote: All Ayes. No Nays. The motion carried.

Ways & Means – Margy Greer reported that she will try to get an inventory of the items currently on hand and hold a fire sale. She hopes that the new logo will be available so items such as thumb drives can be ordered for purchase. She will work with the Committee's Vice Chair to formulate a final plan of action.

Web Site – Kathy Young stated that a decision on the logo should be made soon. She said the front page of the website is ready to go. The second page is under development. The second page will include lists, links, etc. It'll be ready to go live in April. Kerry Bush stated that it should be user-friendly with a new design, new colors, new logo, and better access to materials.

## **ITEM 6 – AD HOC COMMITTEES**

Legislative Task Force – Cindy Morse reported that she had a brief conversation with Geoff Wilson. She brought five Bills to the attention of the membership: HB10-116, which was suppose to be a general "clean-up" of the Conduct of Elections, creates problems for municipalities who operate under Title 1, requiring all mail ballot elections to have signature verification. Morse will use the District Reps and the listserv to gather

opinions from the entire membership. SB10-041 modifies Title 1-45, a deadline for an FCPA filing, which she believed to be helpful. HB10-0107 increases the County Clerk's recording fees from \$5 per page to \$10 for the first page and \$5.00 for each additional page. She asked for input on HB10-1063 and HB10-1100 as well. Morse reported that in talking with CML representatives, the results of the CMCA survey regarding publishing legal postings on line vs. newspapers is good information for her to forward to CML as well.

Liquor Liaison – Judy Egbert stated that she had a very good conversation with Laura Harris of State Liquor at Fall Conference and will pursue the posting of Special Events from 10 days to 15 days. There is a high-volume and they are not meaningful to the State and will be something they look at that would require local approval only. She said the State has also been asked to look at Manager Registration for one manager at two or more locations. There is a Caterer's Bill being proposed that would create a new liquor license for licensees who wish to cater off-site functions, either private or public. A notification to local jurisdictions would be required for private catering events. A Grocery Store Bill will probably be introduced again this year and perhaps the managers' registration changes could be added to that or a similar type Bill.

## **ITEM 7 – OLD BUSINESS**

### Review and adoption of 2010-2011 Goals

President Madison reviewed the 2010 Goals as follows and distributed a Work Plan showing the various committees which would be involved in meeting those goals:

1. Continue expanding educational opportunities to Municipal Clerks by:
  - a. Examining ways to link members to new or alternative training opportunities
  - b. Go forward with the use of webinars and on-line courses for training.
2. Continue developing a strong relationship with IIMC through communication with the Board and Executive Director and participation on committees.
3. Continue working through and with the IIMC Board and Executive Director to improve quality of education.
4. Codify the CMCA Boards and Commissions handbook.
5. Continue upgrades to the CMCA website.
6. Establish a new standing committee called "Marketing Committee" to help finance CMCA projects.
7. Upgrade and consolidate the informational booklets provided by Colorado Municipal League that relate to the Municipal Clerk profession.
8. Acquire copyright for new RIM-ERM Toolkit.
9. Continue Ad-Hoc Committee to review and revise the CMCA By-laws.

### IIMC Conference – Reno

President Madison reported that CMCA is sponsoring the all-day conference in Virginia City, NV. Becky Walker is working on the "Agenda At-A-Glance" which fits into your nametag holders. The Nevada Chapter wants everyone to bring cowboy boots, hats and jeans to the conference. Madison also stated that volunteers are needed to help with the conference.

### Bylaws Review and Update

Kathy Young stated that the Bylaws will be revised this year as there are many inconsistencies, especially in regards to elections. Retired clerks are not addressed in the By-laws at this time. She asked the membership to let her know if something they see needs to be addressed. Bylaws revisions would be voted on at Fall Conference.

## **ITEM 8 – NEW BUSINESS**

### Discussion – Protocols for appointment of standing committee chairs and vice chairs

President Madison stated that she would like to suggest that Chairs and Vice Chairs of Standing Committees be appointed by the current President and Vice President, as Co-Chairs are not addressed in the Bylaws. After much discussion, Cindy Morse made a motion to change the Bylaws to read, "After conferring with the outgoing Chair of each committee, the President shall appoint the new Chair of each committee. After conferring with the incoming Chair and outgoing Vice Chair, the Vice President shall appoint the Vice Chair of each committee." It was seconded by Judy Egbert. Vote: All Ayes. No Nays. The motion carried.

### Creation of New Standing Committee – Marketing Committee

President Madison stated that she has created a new ad hoc committee, the Marketing Committee. Kathy Young stated that funds will be needed to move forward with upgrading the website, the Tool Kit, the retention schedule and to complete the contract with Kathy Novak. There is opportunity to provide sponsorships and advertising on the website, the conferences, and other places. A Marketing Committee with the current three committees working hand-in-hand. Kerry Bush made a motion to propose a Bylaws change to include the Marketing Committee as a Standing Committee, as this should be an ongoing project and commitment. It was seconded by Lorelei Donaldson. Vote: All Ayes. No Nays. The motion carried.

### "Dusty Gavel"

Betsy Holder suggested utilizing the Past Presidents of CMCA to help in all areas of need and perhaps the Marketing Committee would be a good place to start. She suggested the name "Dusty Gavel".

**ITEM 9 – REVIEW AND ADOPTION OF BUDGET**

Deb Forbes reviewed the proposed 2010 Budget line item by line item. Several changes were made to the budget. Deb Johnson made a motion to adopt the Budget as revised. It was seconded by Kathy Young. Vote: All Ayes. No Nays. The motion carried. The adopted budget is as follows:

	2010 Budget	
<b>INCOME</b>		
Donations:		
Donations-Membership	800.00	
Donations - (Colo. Code and SIRE)	1,400.00	
Silent Auction	<u>1,300.00</u>	
Total Donations		3,500.00
Interest		700.00
Membership Dues		14,000.00
Newsletter Ads		750.00
Registration Fees:		
Advanced Institute	1,500.00	
Annual Conference	5,000.00	
Institute	400.00	
On-the-road Workshops	<u>4,000.00</u>	
Total Registration Fees		10,900.00
Marketing		10,000.00
Ways and Means Sales		500.00
Cash Carry Forward		<u>46,200.00</u>
<b>Total Income:</b>		<b>86,550.00</b>

**EXPENSES**

Committees:		
Annual Conference (Misc. Exp)	500.00	
Audit	25.00	
Awards	1,300.00	
Communique' Newsletter	50.00	
Education (Misc Exp)	750.00	
Education Travel Chair (Varra)	2,500.00	
Education Travel Vice-Chair (Johnson)	1,500.00	
Executive Board	2,000.00	
Historian	25.00	
Membership	1,200.00	
Nominating	25.00	

Procedures Handbook	25.00	
Records Management	100.00	
Records Retention Schedule Maint.	11,700.00	
Records Retention Schedule		
Codifica.	5,000.00	
Scholarship	25.00	
Study	25.00	
Ways & Means	1,000.00	
Web Page	<u>10,000.00</u>	
<b>Total Committees</b>		37,750.00
<b>Education:</b>		
Professional Services	21,000.00	
Annual Conference	2,000.00	
CML Conference	500.00	
Institute	1,050.00	
On-the-road Workshop/Train Trainer	<u>5,000.00</u>	
<b>Total Education</b>		29,550.00
<b>Miscellaneous:</b>		
Bank Charges	50.00	
IIMC Education Fund Donation	100.00	
Miscellaneous	50.00	
Office Supplies	50.00	
President Expenses	2,500.00	
Past-President Expenses	0.00	
Vice-President Expenses	<u>0.00</u>	
<b>Total Miscellaneous</b>		2,750.00
<b>Scholarships:</b>		
General	8,000.00	
IIMC Conference **	5,000.00	
Jean L. Rogers	1,000.00	
Other: Colorado Code	400.00	
SIRE	1,000.00	
Silent Auction	<u>1,000.00</u>	
<b>Total Scholarships</b>		16,400.00
<b>Task Forces:</b>		
Legislative Task Force		25.00
<b>Total Expenses:</b>		<u>86,475.00</u>
<b>NET INCOME:</b>		75.00

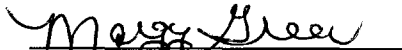
**ITEM 10- OTHER BUSINESS**

President Madison stated that Becky Walker is actively working against the Ballot Issues regarding state and local debt limitations and stated that Becky Walker is asking CMCA to actively oppose the ballot issues as well via a resolution of opposition. After much discussion, there was consensus that CMCA as an organization would not take a position on the matter. There was concern about the Clerks' role in such issues, providing the correct views of our constituents, and public perception.

**ITEM 11 - ADJOURNMENT**

There being no further business to come before the Board, President Madison adjourned the meeting at 4:15 p.m.

Respectfully submitted,

  
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Margy Greer, Secretary