

**COLORADO MUNICIPAL CLERKS ASSOCIATION  
TRANSITIONAL BOARD MEETING  
JANUARY 30, 2009  
MINUTES**

**ITEM 1 – CALL TO ORDER**

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

**ITEM 2 – ROLL CALL**

Board Members present were: Kathryn Young, President, Presiding  
Sally Misare, Vice President  
Margy Greer, Secretary  
Linda Smith, Treasurer  
Juanita Peterson, Director  
Alisa Lewis, Director  
Becky Walker, Past President

Others in attendance: Jay Brunvard, Cheryl Aragon, Nancy Varra, Deb Anthony, Deborah Wohlmuth, Carol Hanson, Kerry Bush, and Susan Philips

A quorum was present.

**ITEM 3 – APPROVAL OF MINUTES**

Juanita Peterson made a motion to approve the minutes of the November 21, 2008 Board Meeting and the November 20, 2008 General Business Meeting. The motion was seconded.

Vote: 7 Ayes. 0 Nays. The motion carried.

**ITEM 4 – OFFICERS' REPORTS**

Kathryn Young, President, spoke about meeting with Kathy Novak, the candidate for Director of Institute. She stated that the proposed contract was a substantial increase from the former contract with Deb Cook. Discussion ensued amongst the members.

Discussion took place regarding increasing the membership dues in an effort to help with the substantial increase in expenses.

Juanita Peterson made a motion to have Kathryn Young continue negotiations with Kathy Novak and obtain a draft contract. The motion was seconded.

Vote: 7 Ayes. 0 Nays. The motion carried.

Young stated that a list of Committees and their members was distributed in the Agenda packet and if there were any changes, to please let her know as soon as possible.

Discussion took place regarding the next CGFOA/CMCA Conference which is scheduled for November 17-20, 2009 in Keystone. Members discussed their concern about the credits received for classes. Kathryn Young, Susan Phillips, and others are working to resolve the accreditation issues. Young reviewed the comments regarding the last CGFOA/CMCA Conference and stated the negative comments were mostly based around the credit/class issues.

Concern was expressed about the low attendance at Annual Conference. 68 clerks and 221 finance officers attended last year's conference. It was noted that some of the finance officers were also clerks. Discussion ensued regarding the economy's effect on city budget cuts and what attendance numbers might be this year.

#### **ITEM 5 – STANDING COMMITTEE REPORTS**

Awards – Deb Anthony stated that the Award Committee was working on an Award of Excellence for Deb Cook for her 29 years of service as the Director of Institute. She is waiting on a letter from Sam Mamet with CML. She requested the number of MMC and CMC certificates issued during Deb Cook's directorship. She asked that any information be forwarded to her by February 6, 2009.

Communique' - Kathryn Young stated that a meeting would be held in the future to discuss the Communique' in some detail. Members were asked to submit information to Mary Lee. The committee is looking at scaling back on the number of paper copies being mailed, as the Communique' is available on the website and in other places.

Education – Cheryl Aragon and Nancy Varra have scheduled a planning meeting with Deb Cook and Kathy Novak to brainstorm on ideas for additional training and how to enhance the current training being done, not only at Institute, but also for the OTR Workshops. In particular, they are looking for higher and ongoing educational opportunities for the MMC program. They are in the process of putting together the OTR Workshop Schedule. Discussion regarding obtaining more credits for OTR Workshops and conference seminars/trainings ensued.

Membership – It was noted that Pam Schilling had sent out email notices regarding renewals.

Handbook – Juanita Peterson stated that the Handbook would need to be recodified this year. She will check with committee chairs. She stated she would have more information available at the June meeting.

Nominating – Becky Walker stated that 400 ballots went out and 25% were returned. She stated that Special Election procedures are not clearly defined. The cost for mailing is expensive and there would need to be an increase in the budget or an alternative method to voting.

Records Management – Kerry Bush stated that Russ Leinhart of Greeley is the Historian. The Committee will be working on updating the retention schedule this year. They are currently working on updates for the Police/Fire records and hope to get Courts & IT retention schedules completed this year. There is currently a 12-chapter draft with tips, samples, and more. Molly Davis has been hired to coordinate the final product.

Scholarship – Deborah Wohlmuth stated that no applications have been received this year. There are concerns about continuation of the program this year due to the tight budget.

Study & Survey Results – Kathryn Young stated the results were printed and a report was distributed in the Agenda packet.

Ways & Means - \$25 was received in sales. Suggestions were made in regards to setting up a table at Institute to sale or perhaps have a “fire sale”. Flash drives with the CMCA logo are for sale. No credit cards are accepted.

Susan Phillips suggested raising funds through vendors advertising on the website.

## **ITEM 6 – TASK FORCE UPDATES**

Legislative – Kathryn Young and Becky Walker spoke about the importance for the members reviewing the current bills. There are several this year which could make major changes to the election and FCPA processes. Clerks were encouraged to contact their legislators and discuss their concerns. A number of upcoming Bills were reviewed.

Liquor– Becky Walker stated that the Committee had a very productive meeting with Laura Harris with the Colorado State Liquor Enforcement Division. Ms. Harris told them that she would keep the CMCA liaison Judy Egbert apprised of any meetings, hearings, rule making changes, etc. Ms. Harris told the Committee that they are behind, but working hard to get caught up on applications, complaints, and inspections. Becky Walker stated the Committee felt that CMCA was being recognized, heard, and will be consulted regarding upcoming legislation, rule-makings, and enforcement issues.

IIMC – Kathryn Young stated that Nancy Vincent had submitted a written report. Best Practices will be a part of the program review. Kerry Bush asked for members to please respond to the survey questions regarding IIMC services. She stated that she did receive some great suggestions and recommendations.

**ITEM 7 – ADOPTION OF 2008-2009 GOALS**

Kathryn Young reviewed the 4-page Goals document which was distributed in the Agenda packet. Work plans will be put in place. Alisa Lewis stated that a Draft for all work goals/implementation plans should be ready for the June meeting.

**ITEM 8 – RESOLUTION– SUPPORTING IIMC VICE-PRESIDENT CANDIDATE**

Becky Walker made a motion to adopt a Resolution of Support for Colleen J. Nicol, MMC, for the Vice President of IIMC. The motion was seconded.

Vote: 7 Ayes. 0 Nays. The motion carried.

**ITEM 9 – REVIEW AND ADOPT THE 2009 BUDGET**

Treasurer Linda Smith reviewed the proposed 2009 Budget line item by line item.

Susan Phillips requesting funding in an amount not to exceed \$10,000 to update the CMCA website. She presented several ideas regarding proposed enhancements to the website: a logo change, rebranding the organization, webinars, interactive training opportunities, links to various sites and education registrations, and video streaming. She proposed a complete redesign of the website.

Kathryn Young asked Susan Phillips to put together the celebration for Deb Cook. She asked that \$500 be added to the budget for an award for Deb Cook.

Discussion ensued regarding a possible increase in dues to help the budget shortfall.

Sally Misare made a motion to increase membership dues to \$25 for members and \$40 for non-members. It was seconded.

Vote: 7 Ayes. 0 Nays. The motion carried.

After much discussion, the Board decided that approximately \$34,000 from reserves would be needed to balance the budget. Kathryn Young stated that this is the first time the organization has had to draw from reserves. Members stated that today's economy warrants the use of reserves.

Linda Smith noted that the IRS mileage reimbursement is at \$0.55 per mile.

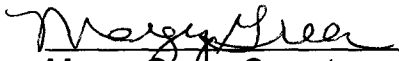
Linda Smith asked if a future Board Meeting could be held to adopt the budget. She requested time to make the changes stated above and bring forward a final budget for approval.

Kathryn Young stated that she would set up a meeting via email within the next few weeks.

**ITEM 10 – ADJOURNMENT**

There being no further business to come before the Board, President Young adjourned the meeting at 4:22 p.m.

Respectfully submitted,

  
Margy Greer, Secretary