



**Colorado Municipal Clerks Association
Executive Board Meeting
Vail, CO
Friday, November 21, 2008
7:30 a.m.
Primrose Room**

Minutes

1. Call to Order

President Becky Walker called the meeting to order at 7:30am

2. Roll Call

Board Members present were President Becky Walker, CMC (Canon City); Secretary Jay Brunvand, CMC (Minturn); Vice President Kathryn Young, CMC (Colorado Springs); Treasurer Linda Smith, CMC (Cortez)

(Note: Director MJ Schillaci, CMC (Telluride); Director Juanita Peterson, CMC (Grand Jct.); and Past President Susan Phillips, CMC (Greenwood Village) were excused absent)

Special Guests: Director-elect Alisa Lewis (Boulder) and Vice-President elect Sally Misare (Castle Rock)

3. Approval of the Executive Board minutes of November 12, 2008 and Appoint CMCA Board Secretary for 2009

President Walker noted that no candidates for the position of Board Secretary were submitted for this year's election ballot. Per CMCA By-Laws the Executive Board is required to appoint a Secretary. A special electronic meeting of the CMCA Executive Board was held on November 12, 2008 with all board members less Secretary Jay Brunvand in attendance. This meeting was to review the two applications for appointment that were submitted, those being Jay Brunvand current Board Secretary and Town Clerk/Town Treasurer for the Town of Minturn and Margy Greer, City Clerk for the City of Lakewood.

Motion by Vice President Kathryn Young (Colorado Spgs), second by Treasurer Linda Smith (Cortez) to approve the minutes of the November 12, 2008 e-meeting and to appoint Margy Greer as CMCA Board Secretary effective with the 2009 Board Transition; all voted in favor. *(Note: Secretary Jay Brunvand did not vote due to a conflict of interest.)*

4. Discussion and Direction regarding Institute and Academy Director

Given the approval of the membership at the Membership Meeting held on November 20, that President Walker, Vice-President Young, Past President Susan Phillips, and Director Alisa Lewis would meet with Kathie Novak to finalize the contract.

Motion by Vice President Kathryn Young (Colorado Spgs), second by Secretary Jay Brunvand to proceed with contract finalization negotiations with Kathie Novak of the Univ. of Colorado Public Affairs Department; all voted in favor.

5. Discussion of 2009 CMCA Goals

The 2008 Goals were reviewed and the following goals were considered and discussed for 2009. These goals will be formally presented and approved by the Executive Board at the January Transitional Meeting.

2008-2009 GOALS:

- Continue expanding educational opportunities to clerks by:
 - Examining ways to link members to new or alternative training opportunities
 - Exploring and gathering information about use of webinars/online courses for training purposes
- Resolve issues resulting from new educational guidelines launched by IIMC, including
 - Increase IIMC Credit for attendance at CMCA On-the Road workshops, Annual Conference, and courses offered by other affiliated organizations (Secretary of State, CML, etc.)
 - Address "grandfathering" rule for those already participating in CMC and MMC programs – It was agreed that this goal was accomplished in 2008.
 - Restore number of points required for designation to those previously set by IIMC (from newly elevated requirements)
 - Eliminate pre-certification requirement of IIMC – It was agreed that progress has been made on this goal in 2008, though President Walker identified that Dr. Eftekhari's refusal to grant recommended points for sessions at this conference was still a matter of concern to the organization.
 - Survey CMCA membership to clearly identify and represent its desires and job requirements relative to CMC and MMC designations – It was agreed that this goal was accomplished in 2008.
- Continue developing strong presence with IIMC organization through participation and communication on all issues
- Investigate Colorado certification program – It was agreed that the survey reflects that the membership is not overwhelmingly supportive of this idea, and that this goal should be dropped in 2009, with the knowledge that it may be added back in depending on IIMC's positions on certification.
- Further develop training for mentors involved in mentoring program utilizing district representatives. In addition, it was agreed that some means need to be put in place to ensure that the membership is receiving accurate information from those who serve as mentors on behalf of the CMCA and that the individuals chosen to serve as mentors are true experts in the various subject areas.
- Create web-based database of pre-certified courses

- Upgrade web site to serve greater purpose

6. Adjournment

In that there were no further items of business to discuss, the meeting was adjourned at 8:15am.

Respectfully submitted and approved on 1/30/09



Jay Brunvand, CMC
Town of Minturn
CMCA Secretary