

WMCA Executive Board Meeting
Friday, June 5, 2009
9:00 a.m.
Comfort Inn, Plover

Draft Minutes

1. Call to Order

President Zastrow called the meeting to order at 9:04am.

2. Pledge of Allegiance by First Vice President Gina Gresch

Gina Gresch led the Pledge of Allegiance.

3. Introductions

Members in attendance introduced themselves.

4. Officer Reports

a. President

Zastrow noted she had attended every district meeting during the past year, she noted a concern for District 1 with a lack of attendance and attitude towards the association toward district meetings. She also noted that District 8 still uses paper ballots for elections, and acknowledged other challenges of those areas.

i. WMCA debit card – Additional insurance for debit card - additional quotes for insurance

It was noted this was approved at the last Executive Board meeting, she also noted the advantages of the cards. It was noted there was an additional charge for insurance of the debit cards, with a charge of \$700 per year. Elford and Winget gave a brief history of the associations need for insurance, with an overview of the State Capital Holiday Christmas Tree lawsuit issue. It was stated that there has not been an RFP for a quote for insurance since 2003. Alexander noted that she would request a copy of the insurance coverage that is used by IIMC. It was stated the current policy did not cover errors and omission. Conversation incurred pertaining to the limits of the use of the debit cards. Members requested more information regarding the coverage and different companies that would provide this type of insurance coverage.

MOTION

Betty Bruski-Mallek made a motion to have the President and Coordinator obtain a RFP for all insurance coverage held/needed by the association, from vendors that are members of the Association.

Seconded by Barb Van Clake. Motion passed by acclamation.

- ii. Request from Clerks to investigate “The Facebook for Government” website
Nancy noted a request that she had received from a member concerning the possibility of the association using Facebook for Government website. She noted the system seemed complicated to set up, but gave the ability to contact other municipalities.
- iii. Update on Madison’s proposal for 2014 IIMC Conference
Zastrow gave an overview of Madison’s proposal for the conference, noting potential issues if Milwaukee were selected.
- iv. Discussion of funding for room rents for District meetings

It was stated that some Districts were having issues with obtaining facilities that required a room rent and charges for equipment rental. Endres stated that they had a problem with charges incurred from a speaker, noting there was a \$150 speaker plus mileage charge. She noted the speaker actually charged \$150 per hour, plus the district was also assessed a \$200 meeting room charge. She noted the district was \$350 short for charges incurred at that meeting.

MOTION

Motion by Joleen Rhea to transfer \$350 to District 4 for reimbursement of expenses, with the money transferred for another WMCA account.

Seconded by Betty Bruski-Mallek , motion passed by acclamation.

It was noted various individuals would forward their list of speakers to Gina Gresch to compile a complete list of speakers that are available. It was acknowledged the association provided \$275 per year for room rentals.

- v. Acknowledge outgoing Executive Board Members
Zastrow acknowledged Cindy Hegglund for her years of service on the Board and working on the Quill.

She also acknowledged Julee Helt for serving as Past President, and her dedication to the Board.

She further acknowledged other board members that were leaving the Board; Sherry Grant, Betty Bruski-Mallek and Stephanie Reinhardt.

- vi. Debit Card Policy
The Debit Card Policy was reviewed with corrections noted.

MOTION

Motion by Anne Uecker to approved the Debit Card Policy with the corrections as noted. Seconded by Julee Helt. Motion passed by acclamation. It was noted the Debit Card Policy would be presented at the Annual Conference.

b. First Vice President

- i. Legislative Updates
Gresch gave an update on proposed legislation. She also noted a surprise visit from the GAB to her municipality.

c. Second Vice President – (Report included with agenda packet)

- i. Quill Update – June 12, 2009
Hegglund noted the next deadline for the Quill would be June 12, 2009.

d. Secretary

- i. Approval of March 6, 2009 - Executive Board Meeting Minutes

MOTION

Motion by Anne Uecker, with corrections as noted.

Seconded by Gina Gresch. Motion passed by acclamation.

e. Treasurer

- i. Treasurer's Report- (Report included)

Anne Uecker gave an overview of the current budget status; she noted the \$490 that was donated to WPECF.

MOTION

Motion by Julee to accept the Treasurer's Report. Seconded by Cindy Hegglund. Motion passed by acclamation.

- ii. Approval of 2009-2010 WMCA Budget (Report Included)
The President gave an overview of the budget, and noted there needed to be an adjustment to the line item for District Expenses which showed an increase from \$400 to \$1,000. It was noted currently \$275 was allowed per year for each district for meetings.

MOTION

Motion by Barb Van Clake to raise the District Expense reimbursement to \$1,000. Seconded by Gina Gesch. Motion passed by acclamation.

Marcia Kelly questioned the decrease in the amount budgeted for the Conference Expense. It was noted the room rates were lower in Milwaukee. It was stated there needed to be \$700 budgeted for the promotion of the 2011 Conference.

A discussion incurred that the districts could retain \$500 at the end of the year, and if a level of funds was needed or needed to be retained.

MOTION

Motion by Mary Kligenmeyer to eliminate the cap for funds retained by the Districts, and to make the revisions to the District Directors Handbook as well as the Policy and Procedures Manual. Seconded by Betty Bruski-Mallek. Motion passed by acclamation.

It was noted the District Directors should include their financial reports in their Conference Annual Report.

It was noted the Executive Board Meetings could be lowered to \$1,000.

IIMC Regional Director Expense was discussed; Carol Alexander noted the \$1,000 would be enough.

IIMC Regional Meeting Expense was discussed. It was noted the \$500 was used to reimburse the Officers for \$100 for their attendance at the Regional Meeting. Carol Alexander gave a history of the Regional Meetings. It was noted there was an intent that everyone attending the 2010 Training could attend at no cost. It was noted this was another educational option for the members. She noted there were about 1,200 IIMC members in the Region; Alexander was requesting an increase to \$1,000 for this line item.

MOTION

Motion by Stephanie Reinhardt to increase the line item amount to \$1,000 and authorize using contingency funds to increase the 2008-2009 funds. Seconded by Barb Van Clake.

A concern was expressed by Julee Helt that only a few members attended the Regional Meeting. It was also requested that a survey be done for other available time periods for the training.

Motion passed by acclamation.

The Quill Newsletter was discussed, and lowered to \$2,000 because more members were receiving the newsletter electronically.

It was noted the WMCA Certification Expense was increased to \$400.

MOTION

Motion by Betty Bruski-Mallek to approve the budget as amended. Seconded by Sherry Grant. Motion passed by acclamation.

It was noted the Contingency Fund was at a level of \$175,000.

5. UW-Green Bay Institute Director's Report – Kassie Van Remortel

Kassi Van Remortel gave an overview of the Institute and Administrator's Summit. She noted the UW-GB was developing a Bachelor's Degree program for the Clerk position for the fall of 2010.

6. IIMC Region VI Director's Report – Carol Alexander – (Report included with agenda packet)

Carol Alexander gave an overview of the 2009 IIMC Conference; she noted the new direction of the IIMC would be a positive opportunity for the members.

7. WMCA Coordinator Report

Faith Elford gave an overview of the membership numbers as presented in the agenda report. She noted there were 30 new municipalities as members.

7. District Director Reports

Reports were given by District Directors as presented in the agenda packet.

- a. District I – Report included**
- b. District II – Report included**
- c. District III – Report included**
- d. District IV – Report included**
- e. District V – Report included**
- f. District VI – Report included with District VII**
- g. District VII – Report included**
- h. District VIII – Report included**

7. Committee Reports

- a. 2009 Conference – (Report included with agenda packet)**

Anne Uecker gave an overview of the conference events.

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- b. 2010 Conference – (Report included with agenda packet)**

Noted they would be meeting in the next week.

- c. Audit Report- No report**

- d. Conference Siting - No report – meeting in July**

Marcia Kelly noted the committee would be touring the Madison facilities in July.

- e. Coordinator Review – No report**

f. Election – (Report included with agenda packet)

g. Historian – No report

h. Lifetime Achievement Award – Nominations due June 14th

i. Manuals – Report included with agenda packet

Jan Winget reviewed the changes that were proposed at the last meeting. It was noted that the Promotions and Vendor Committee needed to provide Jan with policies and procedures.

It was stated there was a member request for proxy voting for Officers at the Annual Conference. It was discussed that members should be in attendance if they were interested in voting for the slate of officers.

MOTION

Motion by Anne Uecker to approve the resolution as presented to be presented at the annual meeting. Seconded by Betty Bruski-Mallek. Motion passed by acclamation.

j. Membership/Mentoring – No report

i. Clerk at Heart

k. New Clerks Class – Theme “Being a Municipal Clerk has its Happy Days”

l. Nominating – (Report included with agenda packet)

m. Professional Education – (Report included with agenda packet)

It was discussed if the PEC should retain records and forward them to the Recertification Committee. Two members had requested that the Committees track the education/training information for the members; the pros and cons were discussed. No action was taken.

n. Promotions - (Report included with agenda packet)

It was noted a draft would be sent of the new brochure in the coming week. It was noted the Committee would be sending news items to the League of Wisconsin Municipalities and Towns Association.

o. Scholarship – (Report included with agenda packet)

It was noted there were 78 applications for scholarships for the year. JoAnn Cram noted there were issues with the timely submittal of the scholarship applications as well as vendors committing to donations for the scholarships. It was stated a letter should be sent to the vendors in January.

p. Silent Auction – (Report included with agenda packet)

I. Auction items with double the cost consider sold
Discussion incurred, with no recommendation for changing the current policy.

II. Districts contribute gift basket with value of \$100 for silent auction
Discussion incurred, a decision was made to encourage District Directors to donate gift baskets, but not require them to donate a basket.

q. Special Projects – (Report included with agenda packet)

MOTION

Motion by Mary Klingenmeyer to approve the decrease in price to \$10 for the denim shirts and selling the mugs for \$5. Seconded by Betty Bruski-Mallek. Motion passed by acclamation. It was decided an order of 150 mugs of each color should be ordered to be sold at the Milwaukee Clerk Fest Conference.

r. State Certification – (Report included with agenda packet)

It was noted that some clerks pay for their membership, the Association's policy is that the membership belongs to the municipality. It was noted this would be a proposed change for the future.

A discussion incurred pertaining to the merits of PEC point certificates.

s. Technology – (Report included with agenda packet)

t. Vendor – (Report included with agenda packet)

u. WCEF- No Report

Russ Nero gave an update of the funds available for scholarships.

10. Adjourn

President Zastrow thanked everyone for their support during the past year.

Motion to adjourn at 12:17pm by Mary Klingenmeyer. Motion seconded by Betty Bruski-Mallek.