

August 31, 2000

To: Officers
District Directors
Committee Chairs
Sue Gullion, UW-GB
Charlotte Stewart, WMCA Executive Admin.

From: Gary H. Dummer, President – Wisconsin Municipal Clerk’s Association

Subject: Executive Board Meeting – September 21, 2000

It’s already time to have our first Executive Board meeting. Hope you are all ready to begin this WMCA year. I am looking forward to seeing everyone to discuss all the creative ideas you may have and to find those “Elm Streets” to accomplish the goals that we set as leaders of our Association. Thank you for the warm support you have shown towards me and your willingness and eagerness to work as a team.

Enclosed is the agenda for the Board meeting. A list of committee appointments will be distributed at the September 21, 2000 meeting. I look forward to your unanimous approval of those appointments.

District Directors: Our first orientation / training meeting has been set up for Wednesday, September 20 from 3:30 – 5:00 p.m. at the Stevens Point Convention & Visitors Bureau. WMCA will provide a pizza dinner following the meeting. A list of hotels if you require one is attached. The Convention & Visitors Bureau is located at 340 Division Street North in Stevens Point - between Kwip Trip and the Holiday Inn.

Please let me know if you will be unable to attend this meeting. I can be reached by telephone (920) 887-4600 ext. 338, fax (920) 887-4605 or email me at gddummer.cibdam@powerweb.net.

Charlotte Stewart will be bringing supplies such as letterhead, envelopes and manual inserts and tabs. If you need any other supplies, please contact her directly at (414) 422-1864 or stewstew@execpc.com.

See you all September 21st.

Gary H. Dummer, CMC/AAE

**WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, SEPTEMBER 21, 2000
STEVENS POINT, WI**

Call to Order - The meeting was called to order by WMCA President Gary Dummer at 9:30 a.m.

Pledge of Allegiance – Vice President Jan Winget led the Pledge of Allegiance.

Introductions – The following people were present: Gary Dummer; Jan Winget; Jane Romanowski; Cindi Hesse; Marie Bieber; Marilyn Czubkowski; Sheila Pudelko; Patricia Jahns; Susan Garsow; Margaret Brubaker; Michaelene Knoebel; Karen Sellers; Kaye Matucheski; Vicki Busick; Darlene Denninger; Vern Borth; Teri Lehrke; Brenda Schneider; Marcia Kelly; Sue Duda; Joseph Rusch; John Jahr; Kathy Morse; Pamela Hicks; Sandy Boettcher; Karen Peters; Linda Stace; Sharon Christensen; Cindy Hegglund; Carol Alexander; Cheryl Giese; Audrey Rue; Faith Elford; Charlotte Stewart.

Gary stated the success of the WMCA this year is in the hands of the committees and he is very pleased with everyone who has volunteered.

Executive Board Reports

A. President

1. Confirmation of Committee Appointments

Gary asked for everyone to review the 2000-20001 Committee Membership listing. Margaret Brubaker, after having a discussion with Immediate Past President Cindi Hesse, asked for comments from the Executive Board relating to the Past President serving on the Conference Committees the year following that individual's term as President. Margaret questioned whether everyone felt the Past President served in an advisory capacity or if anyone felt differently and this needed clarification for future years. Gary stated the committee, as a whole was advisory. Margaret Brubaker stated that there is a possibility that in the future Barb Barringer may request to be replaced on the New Clerks Committee. Michaelene Knoebel indicated Lucia Krukar, Deputy Clerk of the Town of Waukesha, wants to volunteer on the 2001 Conference Committee. It was confirmed that Tom Neill was not co-chairing the 2001 Conference committee with Marie Bieber. CINDI HESSE MOVED TO APPROVE THE 2000-2001 COMMITTEE APPOINTMENTS WITH THE CHANGE NOTED; SECONDED BY JAN WINGET; MOTION CARRIED UNANIMOUSLY.

2. Gary clarified the voting procedures of the Executive Board and read a thank you letters from Atty. John Macy, for the opportunity to participate in the New Clerk's

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Program at the Annual Conference, and from IIMC Region VI Director, Jane Wilms, for the basket of “goodies” received at the Annual Conference.

3. Gary announced the future Executive Board Meetings to be: November 16, 9:30 a.m.; Waukesha; March 15, 9:30 a.m. Stevens Point; June 14, 9:00 a.m., Stevens Point.
- B. **Second Vice President** - Gary stated Faith has some fires to put out at the office so she will give her report at this time. Faith indicated the deadline for the next Quill articles are due today, but she will accept them through Monday. The October issue should contain a summary from the President of the Annual Meeting in August. Discussion and ideas about articles for this edition; i.e., budget, list of scholarship winners; Holiday Tree project; list of Officer and Committees; a message from IIMC Region VI Director; inventory of WMCA items for sale; introduction of district directors. Faith stated the more articles the better. After her report, Faith was excused from the meeting.
- C. **First Vice President** – Jan Winget stated 16 senate and 99 assembly seats are up for election. Jan also discussed the progress of the Kettl Commission and future meeting dates. As an advisory member of the WMCA-UWGB Committee, Jan attended a meeting on August 29 to discuss this past year’s institute and recommendations. Advisory Board will meet again in the spring 2001. Jan confirmed the annual conference dates for 2003 to be August 14 and 15 with Advanced Education on August 13. Jan also requested district meeting schedules so she could attend those meetings.
- D. **Secretary** – Jane Romanowski presented the minutes of the June 15, 2000 Executive Board meeting as prepared by past secretary Barb Barringer. KAREN SELLERS MOVED TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY CAROL ALEXANDER; MOTION CARRIED UNANIMOUSLY.
- E. **Treasurer** – Cheryl Giese presented the treasurer’s report and discussed the cash receipts and checks written since June 15, 2000. Total revenue since the last meeting was \$94,569.00 and total expenses were \$72,827.41 leaving a surplus of \$17,131.51. As of September 19, 2000, the balances in the WMCA accounts are: Checking account \$1,446.06; Silent Auction \$5,143.08; Professional Education \$13,488.33; Savings \$13,096.36 and a CD in the amount of \$25,000. Discussion was held with respect to the consolidation of the Professional Education account into the checking account. Cheryl stated there are three accounts - Savings, Checking and the CD. The Professional Education account is listed separately for tax reporting purposes. Cheryl stated she received a thank you note from Darci Nelson of the Village of Blue Mounds for the scholarship she received to attend the Institute. The WMCA audit is scheduled for Friday, October 13, 2000 in Baraboo. MARCIA KELLY MOVED TO APPROVE THE TREASURER’S REPORT; SECONDED BY JOHN JAHR; MOTION CARRIED UNANIMOUSLY.

F. **2000 Conference Report** – Shelia Pudelko stated 307 people registered for the conference and a net profit of \$1,500 was received. The vendors were pleased with the two-night showings. Shelia stated she feels a conference coordinator needs to be hired because the conference is getting too big and requires too many hours. A coordinator for the hotel, food and those big items is needed. There were 34 vendors; a total of 285 hotel rooms available and approximately 400 people attended the banquet. Charlotte Stewart asked if Shelia could prepare a brief written summary of the conference.

G. **New Clerk's Class Review** – Margaret Brubaker stated and discussion was held on the following four issues with respect to the New Clerk's Class and Conference related items: 1) Rewrite Curriculum; 2) Pre-Conference Wednesday workshop; 3) Board of Review Certification not at annual conference; 4) Thoughts on having questions on cards for all upcoming presentations as the Elections Board did at the annual conference.

H. **District Directors Reports** –

1. District 1 – Vicki Busick indicated a meeting is scheduled on October 24 and a topic has not been chosen at this time.
2. District 2 – John and Kathy stated a meeting is scheduled on October 20 and a topic has not been chosen at this time.
3. District 3 – Pamela Hicks stated a meeting is scheduled on October 26 in Fall Creek with Victor Macaruso giving a presentation on Ethics. Sandy Boettcher stated the afternoon session will include a business meeting; election law changes and a cracker barrel.
4. District 4 – Karen Peters and Linda Stace indicated that due to declined attendance at district meetings, a survey was sent out to the district to gather ideas for upcoming meetings. On December 7 in Bellevue, a three-person panel will discuss redistricting.
5. District 5 – Carol Alexander and Cindy Heggland indicated a meeting is scheduled in Oconomowoc on November 15 to discuss record management; redistricting and covering the duties of the WMCA Committees. On February 22 there will be a joint meeting with District 4 and the May meeting will be in Cudahy.
6. District 6 – Brenda Schneider indicated a meeting is scheduled on December 6 in Kohler and a topic has not been selected at this time.
7. District 7 – Marcie Kelly and Sue Duda indicated a meeting in New London or Kimberly has been scheduled November 17 at which they will possibly discuss the nomination process for the WMCA Executive Board.
8. District 8 – Karen Seller and Kaye Matucheski are planning an early November meeting and their biggest job this year is to improve attendance at district meetings.

Discussion was held on the \$275 budgeted each per year to each district for meeting fees. Some districts need additional funds and others do not need the money. Gary

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asked for opinions on districts volunteering to forfeit their \$275 to help other districts in need of funds for speakers, etc. Discussion was held on how districts manage their money; how account balances increase and a limit on what should remain in a district account. Marilyn Czubkowski indicated nothing was in the WMCA Policies and Procedures that indicates the districts have separate checking accounts. It was noted district accounts are set up to pay expenses the day of the meeting. District Treasurer's reports should be submitted to the Executive Board for Review. Districts 4 and 5 indicated their willingness to forfeit each \$275 for the upcoming year. Gary instructed Marilyn to draft a policy and procedure amendment to review for the next meeting incorporating the issue of the budgeted \$275 and use. KAREN PETERS MOVED TO ACCEPT DISTRICTS 4 AND 5 \$275 BUDGETED FOR DISTRICT MEETINGS AND APPLY THE TOTAL OF \$550 EVENLY TO DISTRICTS 1 & 8; SECONDED BY JAN WINGET; MOTION CARRIED UNANIMOUSLY.

- I. **Holiday Committee** – Audrey Rue read into the record a letter from Mr. Beckman of the Department of Administration indicating official notification that the WMCA is in charge of the 2001 holiday tree. Presentation and lighting of tree will be the 1st Friday in December. Ornaments will be delivered to the Capitol approximately one week before Thanksgiving. Discussion was held on type of ornaments, materials, design, size, etc. Audrey Rue was excused following her report.
- J. **Executive Administrator** – Charlotte Stewart indicated the member count to date is 1,012. At the end of October, she will purge members who have paid and overdue memberships for an accurate accounting of memberships. Charlotte indicated she has set up e-mail folders for WMCA Officers, District Directors and Committee Members. WMCA Manuals will be produced on CD Rom courtesy of General Code Corporation. The clerks network will be serviced by UWGB soon and everyone will be notified when that change will occur and the policies and procedures to be a member of this network.
- K. **Goals of Districts and Committees** – Gary indicated he would like to see every committee somewhere along the line to issue an article for the Quill. If the chairperson of a committee is not able to attend the Executive Board meeting, please send a committee member as a representative. This not only exposes other members to the Executive Board process but also allows for a more meaningful report of the Committees.
- L. **2002 Conference Committee** – Vern Borth indicated they are looking for other committee members and would like in writing tips and procedures from this past year's conference committee.
- M. **Membership Committee** – Gary stated Mary Klingenmeyer was out of town and could not attend the meeting.

- N. **Scholarship Committee** – Gary stated Ann Uecker was not able to attend the meeting today. He stated more information needs to get out about scholarships.
- O. **Silent Auction Committee** – Gary indicated Tess Hochrein was not able to attend the meeting today. A suggestion received is the Silent Auction room needs to be open more hours.
- P. **Lifetime Achievement Award Committee** – Teri Lehrke indicated she would be talking with Jan Winget, last years Committee Chair, about the responsibilities of the Committee. Gary suggested that the Committee come up with some ideas of how to promote this award to all municipalities.
- Q. **Special Projects Committee** – Sharon Christensen gave a summary of the inventory of WMCA items for sale and believes it is time to order new items to sell. Gary stated a few of his ideas for special projects - articles for the IIMC News Digest; educate municipalities on scholarships; clerks week; information on clerk leadership and what WMCA has to offer; suggestions of new sales items; Clerk-at-Heart pin; new WMCA trading pin.
- R. **Policies and Procedures Committee** – Marilyn Czubkowski indicated she needs a copy of the minutes for the September 20th District Directors training meeting. She also would like a Town representative on this committee. Her committee will work on drafting a policy and procedure on the cash handling of each district and will have a meeting prior to the November Executive Board meeting to accomplish this.
- S. **WMCA Technology Committee** – Gary stated Mike Hoppenrath was not able to attend today's meeting. Some suggestions would be to make the Webpage more attractive with more links. Discussion was held on the policies to be involved in the clerks e-mail system.
- T. **Liaison to Grate** – Pati Jahns passed out a pamphlet on GRATE and is looking forward to learning a lot to share with the WMCA on GRATE.
- U. **President's Award of Excellence Committee** – Gary stated in addition to the Lifetime Achievement Award, an award for someone who has had years and years of service, he felt an award should be given to a clerk for an extra ordinary job during the year and this committee will be meeting to establish procedures.
- V. **Historical Committee** – Sue Garsow indicated she is looking for guidance for this committee. Gary stated he didn't want to loose the history of the association and knows there is historical material throughout the state that needs to be gathered. He would like to see the historical information gathered and printed for the 25th Anniversary of the Association.

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W. **Other** - Discussion was held on organizing a bus to attend the IIMC Conference in Kansas City.

X. **Adjournment** Again Gary reminded all present that the success of this year for the WMCA, lies in the hands of the District Directors and the Committees and that he looks forward to the progress reports of each at the November Executive Board meeting. There being no other business CINDI HESSE MOVED TO ADJOURN THE MEETING; SECONDED BY JAN WINGET; MOTION CARRIED UNANIMOUSLY AND MEETING ADJOURNED AT 12:20 P.M.

TO: WMCA Officers
District Directors
Committee Chairpersons
Sue Gullion, UWGB - WMCA Institute Director
Charlotte Stewart, WMCA Executive Administrator

FROM: Gary H. Dummer, CMC/AAE
WMCA President

DATE: October 19, 2000

RE: Executive Board Meeting, November 16, 2000

The November Executive Board meeting is being held at The Country Inn, Waukesha, Wisconsin. As you already know, this is the site of our 2001 Conference. Our meeting will begin at 9:00 a.m. sharp with a buffet lunch provided by the Association served at 1:00 p.m. An exact count for lunch must be provided to the Inn by November 8th. Please let me know if you or your representative will be joining us for lunch. Following lunch a tour of the facility (for those interested) will be provided by Scott Rivimaki, Sales Manager. This will give you an opportunity to see first hand the wonderful facility that will become our home during August 15-17, 2001 when we "Go to the Conference and Stay for the Fun!"

A block of rooms has been set aside for those of you that might need overnight accommodations. Reservations must be made by November 8th (Room Rate - \$87.00). Please call the Inn direct to make your reservation. A map has been included for your convenience. There is some highway construction in the area so please allow some additional travel time.

The agenda for the meeting, minutes of the September 21, 2000 meeting and of the District Director Training Session held on September 20, 2000 are enclosed.

I look forward to seeing all of you at this meeting. Remember, if you are a committee chairperson and are unable to attend, I encourage you to send someone from your committee to give a report. Reports means so much more to the rest of us when they are given by someone involved with the activities of your committee. It also shows that we are all committed to our WMCA responsibilities and that the enthusiasm we all enjoyed at our September meeting is still going strong. If you arrange for someone else to attend in your absence, please notify me prior to the meeting. This will give me time to print an appropriate name plate to be used by that individual during the meeting.

I am anxious to hear about everything each of you have accomplished and how the WMCA is going to benefit from your hard work and dedication. I know that this is a busy time for all of us, but I am confident that each of you has made some progress toward your goals since our September meeting.

Any questions or concerns contact me by the following: telephone number 920-887-4600 ext. 338 or by e-mail: gdummer.cibdam@powerweb.net.

I wish each of you a safe trip as you travel to The Country Inn and I will see you in November.

**WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, MARCH 15, 2001
STEVENS POINT, WI**

Call to Order - The meeting was called to order by WMCA President Gary Dummer at 9:30 a.m.

Pledge of Allegiance – Vice President Jan Winget led the Pledge of Allegiance.

Introductions – The following people were present: Gary Dummer; Faith Elford; Jane Romanowski; Carol Alexander; Cindy Hegglund; Cindi Hesse; Anne Uecker; Sue Garsow; Pam Hicks; Pati Jahns; Sheila Pudelko; Marcia Kelly; Sue Duda; Sue Gullion; Audrey Rue; Karen Peters; Mike Hoppenrath; Tess Hochrein; Brenda Schneider; Darlene Denninger; Vicki Busick; Kaye Matucheski; Teri Lehrke; Sharon Christensen; Carol Strause; Michaelene Knoebel; Marie Bieber; Marilyn Czubkowski; Cheryl Giese; Jan Winget; Charlotte Stewart.

Executive Board Reports

A. President

1. Confirmation of Jim Villesse nomination for IIMC Quill Award.

**JAN WINGET MOVED TO APPROVE THE NOMINATION OF
JIM VILLESSE FOR THE IIMC QUILL AWARD; SECONDED BY KAYE
MATUCHESKI; MOTION CARRIED UNANIMOUSLY.**

2. Confirmation of Susan L. Gullion nomination of Institute Director Award of Excellence 2001

**CINDI HESSE MOVED TO APPROVE THE NOMINATION OF SUSAN L.
GULLION FOR THE INSTITUTE AWARD OF EXCELLENCE 2001;
SECONDED BY FAITH ELFORD; MOTION CARRIED.**

3. President's Manual

Gary stated the past presidents have been working on the President's Manual and Audrey Rue has prepared and distributed a draft of the manual. Audrey indicated the manual has been organized into duties of the President from month to month while in office. The manual is intended to be a working document and in no way are the duties listed cast in stone. Discussion was held and Audrey will make the changes suggested. A disk with the final changes will be sent to Charlotte Stewart.

KAREN PETERS MOVED TO APPROVE THE PRESIDENT'S MANUAL WITH THE CHANGES NOTED; SECONDED BY CAROL ALEXANDER; MOTION CARRIED.

4. Report on January 12 & 13, 2001 IIMC Region VI Meeting in Bloomington. MN

Gary distributed the Agenda and Minutes of the Region VI meeting held in Minnesota January 19 and 20, 2001 and gave a brief overview of the meeting. (See minutes attached)

5. Location of IIMC 2005 Conference

Gary stated the IIMC Conference in 2005 will be held in St. Paul, Minnesota and hopes that a large group of WMCA members will travel to our neighboring state to attend.

6. Purchase of Wisconsin's article for IIMC Conference in Kansas City, MO

Gary stated he and his wife will be shopping for jewelry as the item to be given by Wisconsin to the silent auction in Kansas City.

Gary distributed a letter he received from Chris Shalby of the IIMC requesting information on our Annual Conference as IIMC is in the process of planning to attend 3-5 yearly conferences throughout the association.

Gary also distributed a letter he received from Marian Karr, MCEF Board Member, soliciting contributions to the Municipal Clerks Education Foundation (MCEF). Discussion was held on the MCEF's structure and purpose.

Gary also received a copy of a proclamation from the Mayor of the City of Brookfield regarding Clerks Week. The proclamation should be filed and a thank you note sent.

B. First Vice President

1. Pending Legislation

Jan Winget stated there are quite a few proposed legislative changes in the works and she distributed handouts for everyone to review. AB 49 has been passed by the Assembly and is waiting to be heard by the Senate. Visit the internet site of www.legis.state.wi.us for the latest updates on the bills proposed. Jan also received an e-mail from the President of the Treasurer's Association indicating a bill has been proposed to allow for a "grace period" to collect taxes.

2. Report on 2003 Conference Site

Jan distributed information on her recommendation of the Marriott Madison West Conference Center to be the site for the 2003 Annual Conference.

CINDI HESSE MOVED TO APPROVE THE MARRIOTT MADISON WEST FACILITY AS THE 2003 WMCA ANNUAL CONFERENCE SITE; SECONDED BY MARCIA KELLY; MOTION CARRIED.

3. Discussion on site for 2002 Region VI Meeting hosted by Wisconsin.

Jan Winget distributed a handout detailing the responsibilities of the Host State for the IIMC Region VI annual meeting. She suggests the Ho Chunk facility in Baraboo as the site for the 2002 meeting in January.

C. Second Vice President

1. Newsletter deadline
2. Articles from all committees

Faith Elford summarized the articles she had to date for the Quill newsletter and stressed the deadline for articles is no later than Friday as she will be working on the newsletter this weekend. It is important to get the final Conference Registration Form for the newsletter and understands discussion will be held later in the meeting pertaining to the sessions to be held. Discussion was held on a few items Faith has received from vendors and associations. Statements have gone to all vendors who have ads in the Quill and to date only four of them have not renewed. Faith will call the last four to remind them of the outstanding invoice. Four new vendors have signed up to place ads in the Quill.

3. Suggestions to expedite more timely release of Quill

Faith stated the printer we currently are using does not consider the Quill as high priority. She obtained a quote from a printer in Muskego, which pricing was lower when the Quill is sent out to everyone but higher when it was just sent to the members. Discussion was held on other printers and how the WMCA can obtain the best deal. Charlotte and Faith are to prepare a Request for Proposals. The newly appointed Second Vice President will complete this project as Faith has decided not to run for another term for the office of Second Vice President

D. Secretary

1. Approval of November 16, 2000 minutes

Jane Romanowski stated there was a miscommunication between Charlotte and herself and the minutes were not included with the Agenda but

copies were provided prior to the meeting. Cindi Hesse stated Page 9 Item 10 Pat Gureski's name is misspelled.

CAROL ALEXANDER MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 16, 2000 EXECUTIVE BOARD MEETING WITH THE CHANGE NOTED; SECONDED BY FAITH ELFORD; MOTION CARRIED.

E. Treasurer

1. Financial Report
2. Approval of expenditures

Cheryl Giese distributed the treasurer's report. Out of a total budget of \$93,750, 9.6% of the revenue has been collected to date. Expenses incurred to date are \$24,874 or 26.5% of the budget. A list of checks issued since the November meeting total \$17,365.37. Deposits since November total \$12,544. The account balances are as follows: CD \$25,425.70; Savings \$15,039.85; Checking \$1,121.41 for a total of \$41,586.96.

FAITH ELFORD MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED; SECONDED BY JAN WINGET; MOTION CARRIED.

3. Audit report

Cheryl reported the audit will take place on March 22, 2001 in Baraboo.

3. Budget preparation

Cheryl indicated budget preparations will start in May. If you have any concerns or issues you want the WMCA to address in next year's budget, you should forward them to Cheryl, Jan, Gary or Charlotte. Cheryl advised the Board that she will not seek another term as treasurer and she has enjoyed working with everyone as treasurer.

F. District Director Report

1. District 1 - Darlene Denninger and Vicki Busick reported that a meeting will be held March 23, 2001 in Superior with the topics to be orientation of new officers and discussion on the Holiday tree project. Next meeting is scheduled to be held June 22 in Hayward.

2. District 2 - Kathy Morse and John Jahr are not in attendance. John planned on attending today but something unexpected came up. District 2 plans to schedule a meeting in April to be held at the new Rice Lake City Hall. No date or topic has been confirmed.

3. District 3 - Pam Hicks reported District 3 will be scheduling a meeting in May to be held in Eau Claire. Claire Silverman from the League of Wisconsin Municipalities and the County Assessor are the guest speakers.

4. District 4 - Karen Peters reported the District's co-director, Linda Stace, is no longer with the Village of Brooklyn. Districts 4 and 5 held a joint meeting at Jingles in Madison on February 22. Claire Silverman from the League of Wisconsin Municipalities spoke on liquor licensing and 83 members of District 4 attended. The next meeting is scheduled on May 3 in Mineral Point and records management is the topic of discussion.

5. District 5 - Cindy Hegglund stated as Karen just indicated, District 4 & 5 held a joint meeting in Madison on February 22. Liquor licensing was discussed and 113 members of District 5 attended. The afternoon discussion was held on proposed legislation. The next meeting is May 3 to be held in Cudahy and the topic is redistricting and a demonstration of the WISE-LR software will take place.

6. District 6 - Brenda Schneider reported a meeting was held on February 7 in Appleton with approximately 40 people in attendance. Discussion was held on redistricting and general election issues. The next meeting is scheduled for May 10 in Omro on records management.

7. District 7 - Sue Duda reported a meeting was held November 17 in Kimberly. Approximately 25 people attended and a general cracker barrel session was held. The next meeting is scheduled for March 23 in DePere and the scheduled topic is how the census affects clerks. A joint meeting is scheduled with District 6 on May 10 in Omro on records management.

8. District 8 - Kaye Matucheski reported a meeting was held in Antigo on March 9 with 20 people attending and liquor licensing was discussed. Kaye indicated the results of a survey the district sent out requesting information on meeting dates, times, topics etc. indicated that most clerks in district 8 have other full-time jobs and therefore it is hard for them to attend district meetings. The district elected a secretary and will hold another meeting in May in Eagle River.

JAN WINGET MOVED TO APPROVE THE DISTRICT DIRECTOR'S REPORTS AS PRESENTED; SECONDED BY PAM HICKS; MOTION CARRIED.

G. Executive Administrator Report

Charlotte Stewart reported there are 1,112 paid memberships and she is receiving quite a few new memberships because of the free membership dues

after March 1. Charlotte indicated a few months back she had a second telephone line installed at her home for the Clerk's e-mail. Since 1989, the association has reimbursed her \$5 a month plus calls but now she is getting charged \$26.63 per month for this line.

PAM HICKS MOVED TO AUTHORIZE THE ASSOCIATION TO REIMBURSE THE EXECUTIVE ADMINISTRATOR \$26.63 PER MONTH FOR THE SECOND TELEPHONE LINE INSTALLED; SECONDED BY JAN WINGET; MOTION CARRIED.

Charlotte indicated the association is in need of binders for the manuals that are sent out to new clerks. Currently, she has approximately 20 binders to send out. Discussion was held on how many binders were needed, the cost, storage of binders, the manual on CD and soliciting vendors to help defray the cost of purchasing binders.

CAROL ALEXANDER MOVED TO APPROVE THE PURCHASE OF 250 BINDERS AND TO SOLICIT VENDORS TO HELP DEFRAY THE COST; SECONDED BY KAYE MATUCHESKI; MOTION CARRIED.

H. Committee Reports

1. Nominating Committee

Shelia Pudelko distributed a nomination form for the districts to use to nominate officers for the Executive Board. Shelia stated there is a discrepancy between dates nominations are due. The manual indicates dates of June 1 and June 15. After discussion, it was decided June 15 is the deadline and the Policy and Procedures Committee was directed to make that change. Further discussion was held on obtaining a letter of support from a nominee's municipality, and the Policy and Procedures Committee was directed to incorporate language indicating the person nominated must submit a letter of support from their municipality.

2. Election Committee

Gary stated at this time the committee has nothing new to report.

3. Professional Education/Institute Oversight Committee

Carol Alexander reported all speakers have been obtained for the annual conference. The committee has worked closely with the Conference Committee to organize great educational sessions. The Department of Revenue will hold two Board of Review sessions – April 12 in Fitchburg and September 6 in Stevens Point and ETN programs are also scheduled. On October 4 & 5, a Registered Parliamentarian certification program will be offered in Stevens Point

with registration forms to be sent out in June. Discussion was held if the parliamentary course is to be for clerks only or for attorneys, etc. It was decided non-members are allowed but should be charged a higher registration fee with the understanding that all clerks get first priority to fill up the class. The committee sent out 2,200 mailings to members and non-members on the Conference, Board of Review and Parliamentary course. In addition, 3,000 education brochures have been ordered.

As the oversight committee for the UW-Green Bay Clerks and Treasurer's Institute, Carol presented the following Committee's proposed procedure changes.

- The incoming WMCA President shall make appointments to the PEC in part reflective of the need to have representatives from cities, towns and villages on the committee.
- The term shall be for three years (except for the first year as noted).
- These appointees will serve as instructors at the Institute for their particular terms.
- The initial appointments under this procedure will be made in August 2001 and shall be as follows:
City - 3 year term
Village - 2 year term
Town - 1 year term
- One person from each category shall be appointed and the terms are of varying lengths to allow for rotation on and off of one person each year.
- The course outline currently used in the class "Duties and Functions of the Municipal Clerk" shall be reviewed yearly by the PEC prior to the July Institute and any additions, corrections or changes shall go into effect for that year.

MARCIA KELLY MOVED TO APPROVE THE RECOMMENDATIONS OF THE PROFESSIONAL EDUCATION COMMITTEE AND APPROVE PROCEDURE CHANGES FOR THE UW-GREEN BAY CLERKS AND TREASURERS INSTITUTE; SECONDED BY KAREN PETERS; MOTION CARRIED.

Carol stated the committee was directed to offer a third track in addition to the New Clerk's class and Advanced Education class on Wednesday of the Conference. The committee formed a sub-committee consisting of Cindi Hesse, Bernie Kahl and Carol Alexander. The sub-committee proposes a document imaging session and John Devine from Laser Fische has offered to present the session at no charge. A lengthy discussion was held on starting a precedent of allowing vendors to present a session; past sessions as examples; allowing only one vendor to present and the fairness to other vendors; possible panel discussion with all vendors involved so everyone has the same opportunity; accreditation of the course.

CINDI HESSE MOVED THAT THE COMMITTEE INVITE ALL DOCUMENT IMAGING VENDORS TO ATTEND THE WEDNESDAY SESSION ON DOCUMENT IMAGING WITH THE ORGANIZATION TO BE A PANEL DISCUSSION, IF NECESSARY A FACILITATOR WOULD BE INCLUDED AND NO VENDOR INCLUDED IN THE SESSION RECEIVES ANY FORM OF GRATUITY FROM THE ASSOCIATION; SECONDED BY JAN WINGET; MOTION CARRIED.

4. 2001 Conference Committee

Marie Bieber reported the Conference Committee has been meeting regularly. The conference registration form will be included in the Quill with a registration deadline of July 1. Registration fees have been set and the website will have the registration form and general information available. The Country Inn is full at this time so a block of rooms has been reserved at the Best Western f/k/a Excel Grand and the Holiday Inn Express. The Wednesday night event is a Brewers game at Miller Park including a tailgate party for a cost of \$50 per person. The Food Committee has chosen preliminary menus. As Carol indicated, the speakers are confirmed and both the Sponsor and Exhibitor Committees have sent out the initial information soliciting vendors and/or sponsors for the conference.

5. 2002 Conference Committee

Gary reported Vern Borth and Joe Rusch are working on themes for the 2002 conference and have reserved rooms not only at the Mead Inn but also at surrounding hotels. The Wednesday night event may be a trip to the Casino.

6. Membership Committee

Carol Strause reported as of March 1 membership recruitment letters were mailed to 996 clerks that are not members of the association. Membership fees are waived after March 1 until they are renewed in July as a promotion to allow clerks to see what a great association we have.

7. Mentoring Committee

Michaelene Knoebel stated 12 new clerk/mentor teams have been formed and the committee is in the process of calling those involved to find out how everything is working. Letters have been sent to the district directors promoting the Adopt a Clerk Program. After the April election, Michaelene is sure more new clerks will be looking for mentors.

8. Audit Committee

Gary stated it is not unusual for an audit to take place this late in the year and as Cheryl reported, the Association's audit will take place March 22.

9. Scholarship Committee

Anne Uecker reported the committee has received 17 scholarship applications. The committee will be contacting all vendors who have contributed to scholarships in the past. With the money the Associated Clerks and Treasurers of Southeastern Wisconsin, who disbanded, gave the association, a \$100 scholarship will be included this year. The committee will meet within the next 2-3 weeks to review the applications. Discussion was held on the importance of notifying all applicants of the status of the scholarships to be awarded.

10. Silent Auction Committee

Tess Hochrein reported that with the 2000 Silent Auction proceeds, Pat Gureski of Egg Harbor has accepted the full scholarship to attend the IIMC Conference in May. An article requesting donating items for the conference in August will be in the next *Quill*.

11. New Clerks Class

Gary reported Margaret Brubaker was not able to attend but has everything under control.

12. Lifetime Achievement Award Committee

Teri Lehrke reported the committee has worked by telephone and has sent letters to the League of Wisconsin Municipalities, the Towns Association and the District Directors promoting this award. Nominations are due by June 14. The committee is in the process of preparing a brochure to be handed out at meetings and conferences. The committee has noticed some errors in the manual with the Clerk of the Year Award now known as Lifetime Achievement Award. These changes were forwarded on to the Policy and Procedures Committee. Another change is to the committee composition as this year the members of the committee do not meet the requirements outlined in the manual. The suggested language for the committee composition is: the previous two award recipients, or in the absence of one or both recipients, two clerks chosen by the President, each from different districts, and a Certified Municipal Clerk.

KAREN PETERS MOVED TO APPROVE THE RECOMMENDED CHANGES TO THE MANUAL SUBMITTED BY THE LIFETIME ACHIEVEMENT AWARD COMMITTEE; SECONDED BY CINDI HESSE; MOTION CARRIED.

13. Special Projects Committee

Sharon Christensen distributed a committee report and indicated the committee met on January 9 and March 7. The committee sent out a Press Kit to promote Municipal Clerk's Week April 29 – May 5. This kit also was sent to the Towns Association and the League of Wisconsin Municipalities. Sharon presented information on Clerk at Heart pins; plaques to give to retiring clerks; pen and key holders; stationary; etc. After discussion was held, It was decided that a kit for retiring clerks in an amount not to exceed \$20 should be put together and given to all retiring clerks at the conference.

CAROL ALEXANDER MOVED TO APPROVE A RETIRING CLERKS KIT TO INCLUDE A CLERK AT HEART PIN, LEATHER FRAME FOR A CERTIFICATE; PEN AND KEY HOLDER SET AND STATIONARY, NOT TO EXCEED \$20 PER KIT; SECONDED BY CINDI HESSE; MOTION CARRIED.

Sharon presented the drawing of the mouse and cheese-trading pin for the IIMC Conference in May. A sample of a red sweater and vest were passed around as examples of a sale item at the conference, which will also be worn at the Holiday Tree Lighting Ceremony at the Capitol. Discussion was held on a tie or ascot WMCA sale item, with the consensus that these items should not be ordered.

KAYE MATUCHESKI MOVED TO APPROVE THE PURCHASE OF THE RED SWEATER AS A NEW WMCA SALE ITEM; SECONDED BY TESS HOCHREIN; MOTION CARRIED.

Sharon also stated the committee will be working on an open meeting/public records brochure that will be available at the conference in August.

LUNCH BREAK 12:30 – 1:30 P.M.

14. Policies and Procedures Committee

Marilyn Czubkowski indicated the committee has met twice and she distributed a working copy of the proposed changes to the manual. In Section 3, language has been added with respect to District Directors submitting an accounting of district funds and IIMC regional meeting reimbursement of expenses. Section 4 sub 2 relating to district funds was also discussed and changes suggested. Section 4 sub 14 was deleted and sub 15 to read Executive Administrator . . . Clean up in Sections 9, 16 and the e-mail policy were also discussed. The abbreviation WMCA should be spelled out.

**CINDI HESSE MOVED TO APPROVE THE MANUAL CHANGES
DISCUSSED; SECONDED BY BRENDA SCHNEIDER; MOTION CARRIED.**

15. Clerks Manual Meeting.

This committee is currently working on transferring the manual on CD Rom.

16. WMCA Technology Committee

Gary stated Mike Hoppenrath had to leave but passed around samples of a brochure this committee has drafted entitled "Technology and Wisconsin Clerks". This brochure will be available at the conference in August.

17. Grate Liaison

Pati Jahns distributed and discussed an Overview of GASB 34 prepared by Virchow Krause and the need to educate your boards and councils of this requirement. Pati also indicated, (by grater and string) that GRATE is now online!

18. 2001 Holiday at the Capitol Committee

Audrey Rue reported the Holiday Committee is in full swing and have met two times since November. A few committee members attended the tree lighting ceremony in December and it is quite an event. About 200 ornaments have been received to date with the goal still at 2,000 ornaments for the tree. On March 1, Audrey met with Bill Beckman at the Capitol to discuss the project. Gary Dummer has offered to provide a treetop. Carolyn Toms-Neary from Cudahy will donate a wooden sign constructed by her husband with the information on who donated the tree and the WMCA's involvement. Margaret Brubaker will lead the clerks in singing as the entertainment performed by the association. The ceremony will be about 45 minutes long, and a luncheon afterwards at the White Horse Inn has been organized. Audrey requested a deposit to reserve the White Horse Inn.

**TESS HOCHREIN MOVED TO AUTHORIZE A DEPOSIT TO BE PAID
TO THE WHITE HORSE INN FOR THE HOLIDAY TREE CEREMONY
LUNCHEON; SECONDED BY FAITH ELFORD; MOTION CARRIED.**

Further discussion was help on newspaper press release to solicit ornaments; booth at the conference in August; sign up to attend the luncheon.

Audrey presented the idea of the City of Tomah Quilt Club to sew a new tree skirt for the tree at the Capitol. Discussion was held on the materials, labor

and cost of a new tree skirt. After the ceremony, the Capitol would buy the tree skirt or WMCA could donate it. Proceeds from the sale of ornaments after the ceremony could defray the cost of the tree skirt.

JAN WINGET MOVED TO AUTHORIZE THE TOMAH QUILT CLUB TO SEW A QUILT AT A COST NOT TO EXCEED \$250 AND DONATE THE TREE SKIRT TO THE STATE; SECONDED BY CINDI HESSE; MOTION CARRIED.

19. President's Award of Excellence Committee

Gary indicated this committee met briefly before the meeting today and the officers are in the process of observing the work of clerks throughout the state and look forward to presenting an award(s) at the conference in August.

20. Historical Committee

Sue Garsow indicated the committee has met twice with the goal to have the WMCA history in written form by 2005, the Association's 25th anniversary. The committee is busy researching files and gathering pictures. There will be a display at Charlotte's booth at the conference and Sue asked to pass around the word that if any clerk has any pictures or files on the history of the WMCA to get this information to the committee.

KAREN PETERS MOVED TO ACCEPT THE COMMITTEE REPORTS AS PRESENTED; SECONDED BY CAROL ALEXANDER; MOTION CARRIED.

I. Institute Director

Sue Gullion discussed the Institute registration form on line, the mailed brochure and the new County Clerks track. Sue also discussed Advanced Academy education at both the Treasurer's Conference and Clerk's Conference. Also discussed was the hard work Sue did on a Distant Learning concept only to have the IIMC turn the idea down. Discussion was also held on certification.

J. Other Business

Kaye Matucheski received a \$1,000 scholarship through the Public Entity Risk Management Institute.

Karen Peters received a check in the amount of \$348 from the League of Women Voters for her time in calling in election results to the voter news service.

FAITH ELFORD MOVED TO DEPOSIT THE \$348 CHECK INTO THE GENERAL FUND; SECONDED BY KAREN PETERS; MOTION CARRIED.

Executive Board Meeting
March 15, 2001

Gary stated Marcia Kelly, Cindi Hesse and he will meet April 27 in Beaver Dam to evaluate the Executive Administrator.

K. Adjournment

Gary thanked everyone for all their hard work and for staying as late today. It means more than he could put into words all that every single person is giving to this Association.

**CAROL ALEXANDER MOVED TO ADJOURN THE MEETING;
SECONDED BY CINDY HEGGLUND; MOTION CARRIED; MEETING
ADJOURNED AT 2:30 P.M.**

Respectfully submitted,
Jane M. Romanowski, WMCA Secretary

WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, JUNE 14, 2001
STEVENS POINT, WI

Call to Order - WMCA President Gary Dummer called the meeting to order at 9:00 a.m.

Pledge of Allegiance – Vice President Jan Winget led the Pledge of Allegiance.

Introductions – The following people were present: Gary Dummer; Jan Winget; Jane Romanowski; Faith Elford; Cindi Hesse; Carol Alexander; Karen Peters; Anne Uecker; Sharon Christensen; John Jahr; Kathy Morse; Vicki Busick; Darlene Denninger; Shelia Pudelko; Patricia Jahns; Margaret Brubaker; Sue Duda; Marcia Kelly; Joseph Rusch; Mike Hoppenrath; Pam Hicks; Sandy Boettcher; Michaelene Knoebel; Audrey Rue; Brenda Schneider; Tess Hochrein; Marilyn Czubkowski; Karen Sellers; Cheryl Giese; Charlotte Stewart.

Executive Board Reports

A. President

1. Communications

Gary received a thank you from Sandy Boettcher for the association's expression of sympathy for the loss of her father.

Gary received a fax from Pam Hicks about Lorraine Schiefelbein (Welke), of the Town of Lincoln, who died suddenly of a heart attack and a note indicating our loss should be included in the *Quill*.

Gary received an invitation to the Open House at the new Rice Lake City Municipal Building. Although he will not be able to attend the Open House, he has had a tour of the building, and he congratulated Kathy Morse and the City of Rice Lake for a fine job.

Gary also reminded the Executive Board, Committee Chairpersons and District Directors to submit their nominations for the President's Award of Excellence by June 22. The committee will meet after the nominations have been received to determine the award recipient(s).

Gary read a facsimile transmission from Frank Adshead of IIMC regarding Sue Guillion's departure from UW Green Bay. Mr. Adshead's kind words and praise were a true testament to Sue's work and she will be missed.

Gary received a request from UW Green Bay to discuss expenses for the Institute and how they will be paid. Cheryl will address this item during budget discussions.

2. Report on IIMC Conference, Kansas City, MO

Gary reported that the three pieces of jewelry he and his wife purchased on behalf of Region VI for the MCEF Silent Auction at the IIMC Annual Conference in Kansas City went over well. The gold necklace raised \$1,375 and the other two pieces of jewelry raised \$262.

At the President's meeting, IIMC's goal is to advance the process of the members current certification process and suggested at looking into a process requiring the clerks to have at least an associate degree for a CMC designation and a bachelor's degree for a MMC designation. Wisconsin was the only state that presented a written report to the Blue Ribbon IIMC Committee. Gary indicated his own personal feeling is the IIMC forgets **we** are IIMC. Jim Villiesse also received the Quill Award and should be recognized at the Annual Conference in August for this accomplishment.

B. First Vice-President

Jan Winget indicated handouts are available on pending legislation. The 2002 Region VI meeting, January 18 & 19, will be hosted by Wisconsin and held at the Radisson Hotel in LaCrosse.

C. Second Vice-President

Faith Elford indicated the deadline for the next *Quill* is this weekend. She has all the district directors' reports and will include any further information that comes about during today's meeting. This edition of the *Quill* will go out to all clerks in the state.

D. Secretary

Jane Romanowski indicated the minutes of the March 15, 2001 meeting were included in the Agenda packet.

CAROL ALEXANDER MOVED TO ACCEPT THE MINUTES OF THE MARCH 15, 2001 EXECUTIVE BOARD MEETING AS PRESENTED IN THEIR WRITTEN FORM; SECONDED BY CINDI HESSE; MOTION CARRIED UNANIMOUSLY.

E. Immediate Past President

Cindi Hesse reported Gary Dummer, Marcia Kelly, Charlotte Stewart and herself met on April 27, 2001 in Beaver Dam to complete the Executive Administrator's performance review. Copies of the Evaluation Committee's Report and Recommendations were provided and discussed. The job description will be revised by the Secretary and forwarded to Marilyn Czubowski to be updated in the Policies and Procedures Manual.

CAROL ALEXANDER MOVED TO APPROVE THE EVALUATION COMMITTEE'S REPORT AND RECOMMENDATIONS; SECONDED BY KAREN PETERS; MOTION CARRIED UNANIMOUSLY.

Jan Thorlton from UW Green Bay arrived and the meeting moved to Item I.

I. UW G.B. Institute

Gary indicated Jan Thornton is the director of Outreach and Extension and was Sue's supervisor. She is here today to discuss the selection process of a new Institute Director and other UW GB activities.

Jan indicated her office is in transition because of Sue's departure. Sue will be coming back June 27 through July 13 to run the Institute because we wanted her to carry through on this year's institute and a new director will not be in place. Jan stated even though Sue is no longer with UW Green Bay, the office of Outreach and Extension remains committed as much as if not more to serving the needs of the Clerks and Treasurers. Jan asked if anyone has any concerns or questions to call her and her office will be willing to help in any way possible.

Jan reported a committee has been established for the selection for the new Institute Director. They have advertised for the position and applications are due July 6. Interviews of three or four finalists will be conducted for three days in early August, and the committee will make a recommendation shortly thereafter. It is the hopes of UW Green Bay that a new director is on staff by September 1. Discussion was held on job requirements and pay range. Discussion was also held on who from Jan's office will be attending the annual conference's Advanced Education session on Wednesday, August 15. Jan indicated a representative from UW Green Bay will attend the conference to oversee the Advanced Education session.

Gary went back to the communication he spoke of briefly from UW Green Bay relative to the \$5,000 the WMCA pays to the Institute each year. Jan indicated the university found it difficult to process the paperwork to have Sue come back from Georgia to attend the Institute. The university requests that instead of the \$5,000 payment that the WMCA pay Sue's airfare, lodging, rental car and certain meals totaling \$2,044 and the remaining balance to be paid to the university as

the association's annual contribution. Discussion was held on the annual payment to the Institute, the Treasurer's contribution and the request of UW Green Bay to make Sue's trip back to Wisconsin for the Institute in July the easiest in terms of paperwork for all parties.

KATHY MORSE MOVED TO PAY DIRECTLY TO SUE GUILLION \$2,044 FOR HER EXPENSES TO RETURN TO GREEN BAY FOR THE INSTITUTE IN JULY AND TO PAY THE REMAINING \$2,956 TO UW GREEN BAY AS THE ASSOCIATION'S ANNUAL CONTRIBUTION; SECONDED BY FAITH ELFORD; MOTION CARRIED UNANIMOUSLY.

Jan reported currently 234 people are registered to attend the Institute.

F. Treasurer

Gary stated during the IIMC Region VI meeting in Kansas City, a proposal was suggested whereby each state in the Region is asked to donate a one time \$500 in honor of Lyall Schwarzkopf, the founder of MCEF, who is retiring. Lyall is from the state of Minnesota and served as IIMC's president in 1983-84 and on many other committees. Region VI felt he should be honored from the Region he was from and this one time donation of \$500 would be a great way to honor his achievements. The award would be presented to him at the Region VI meeting in January 2002. This \$500 was not included as a budgeted item and can be discussed after Cheryl has presented the budget.

Cheryl reported as of June 12, 2001, the balance of the CD account was \$25,853.90; Savings - \$22,679.67; Checking \$311.44 for a total of \$48,845.01. Expenditures totaled \$22,432.16 and Revenues totaled \$29,288.40.

JOHN JAHR MOVED TO ACCEPT THE TREASURER'S REPORT AS PRESENTED; SECONDED BY TESS HOCHREIN; MOTION CARRIED UNANIMOUSLY.

Cheryl indicated the audit report will be presented by the committee.

Cheryl presented the 2001-2002 Budget and distributed a handout that highlighted the revenues and expenses for a balanced budget of \$108,850.00.

Discussion was held on Region VI's request of \$500 and how it affects WMCA's budget. More information from Jane Wilms, Region VI co-director, is needed before a decision to send the entire \$500 in honor of Lyall Schwarzkopf.

KATHY MORSE MOVED TO REDUCE THE MISCELLANEOUS BUDGET ACCOUNT TO \$750.00 AND TO CREATE A LINE ITEM FOR THIS DONATION IN THE AMOUNT OF \$250, WHICH TOTAL REPRESENTS AN APPROXIMATE DONATION OF EACH ASSOCIATION IIMC MEMBER OF 50 CENTS; SECONDED BY MARCIA KELLY; MOTION CARRIED UNANIMOUSLY.

KAREN PETERS MOVED TO PRESENT THE BUDGET AS PREPARED WITH THE CHANGES NOTED AT THE 2001 ANNUAL CONFERENCE IN WAUKESHA; SECONDED BY FAITH ELFORD; MOTION CARRIED UNANIMOUSLY.

G. District Director Reports

District 1 – Vicki Busick indicated two district meetings were held this past year with the last one held April 20 in Spooner and liquor licensing was the topic. Officers were elected and she can see the clerks in the district are starting to network. She and Darlene will remain as co-directors next year.

District 2 – John Jahr reported the district held a meeting on May 17 at the new Rice Lake City Hall and the topic of discussion was municipal insurance and the League insurance plan. They received the grand tour of the new facility. John and Kathy Morse will remain as co-directors for next year. A meeting will be held in September or early October. The district also endorsed the slate of officers.

District 3 - Sandy Boettcher reported the district met May 17 in Eau Claire with approximately 40 clerks attending. Claire Silverman from the League attended and spoke on many different cracker barrel items. She and Pam Hicks will remain as co-directors next year.

District 4 – Karen Peters reported a meeting was held May 3 in Mineral Point with 75 attendees. Harold Coltharp, from the State Records Center, spoke on Records Management. Karen suggested this may be a topic for Advanced Education. The co-directors for next year will be Sharon Christensen and Diane Herman Brown.

District 5 – Carol Alexander reported the district met May 3 in Cudahy and the topic of discussions was redistricting which included a demonstration of the WISE-LR program. She and Cindy Heggland will be co-directors for another year and Anne Uecker will remain as Secretary. A proclamation from the Governor's office recognizing Clerk's week was presented to Gary Dummer.

District 6 – Brenda Schneider indicated Districts 6 & 7 held a joint meeting in Omro May 10, which included a tour of the Omro Aquatic Center currently under construction. Harold Coltharp, from the State Records Center, spoke on Records Management. She and Diane Lemke will be co-directors next year. The

district also endorsed the slate of officers. The next meeting will be December 7 in Menasha.

District 7 – Marcia Kelly indicated as Brenda had that District 7 held a joint meeting with District 6 on May 10 in Omro. As Brenda stated, Harold Colthrap spoke on Records Management. She and Sue Duda will remain as co-directors and have set two tentative meeting dates of October 26 or November 16. The district endorsed the slate of officers.

District 8 – Karen Sellers indicated the district held a meeting March 8 with Claire Silverman of the League and discussed liquor licensing. The district also met on May 15 and Deb Brown from Wausau insurance gave an overview of the insurance plan. Deb Brown and Kaye Matcheski will be co-directors next year.

JAN WINGET MOVED TO APPROVE THE DISTRICT DIRECTORS REPORTS AS PRESENTED; SECONDED BY KAREN PETERS; MOTION CARRIED UNANIMOUSLY.

H. Executive Administrator

Charlotte indicated she will be attending the League Conference in Wisconsin Dells next week. She was able to obtain contributions from ES & S and GBS for new binders, 125 from each. She recently mailed out 1,246 invoices for annual dues.

Charlotte discussed the quotes received for providing printing services and mailing the *Quill*. The amounts are covered by the 2001-2002 budget. Graphic Innovations of Muskego was the apparent low bidder. The Second-Vice President and Charlotte will present the bids for approval at the September Executive Board meeting.

Discussion was held on IIMC's request for each association to update their membership listing.

I. Committee Reports

1. Nominating Committee

Shelia Pudelko distributed a list of candidates for the WMCA 2001-2002 Executive Board. They are:

1st Vice President – Faith Elford
2nd Vice President – Karen Peters
Secretary – Jane Romanowski
Treasurer – Roxann Brue

2. Election Committee

Gary indicated Rhoda was not able to attend the meeting and ballots will be prepared if any nominations from the floor occur.

3. Professional Education/Institute Oversight Committee

Carol Alexander reported Karen Peters of Fitchburg hosted a Board of Review training session April 12 wherein 92 people attended. Another Board of Review session in Stevens Point will be held September 12. The Department of Revenue will offer a few spring sessions but those have not been scheduled at this time.

The speakers are all set for the annual conference and 49 people have registered for the special session of document imaging on Wednesday afternoon.

Information has been mailed with respect to the Parliamentarian course to be offered in Stevens Point October 4 and 5. Carol reported on the meetings she attended at the IIMC annual conference and in particular the proposal brought forth to elevate the status of clerk and changes in educational requirements for the CMC and MMC designations. Jim Villeasse was the Chairman of the Program Review and Certification Committee and few of the items Carol pointed out are:

1. Implement a three-year process to review the entire makeup of the CMC and MMC structure.
2. Ask Institute Directors to grant CEU's.
3. Develop and implement a pilot study of distance learning.
4. Schedule another education summit in 2003.
5. Associate degree to become CMC and bachelor's degree to become MMC. Those already certified or in the process of certifying will be grand fathered.
6. Ask state associations to take more responsibility for record keeping.

Carol stated these were some of the highlights and that all are for discussion purposes with more research and surveys to be taking place in the future.

4. 2001 Conference Committee

Gary stated Marie Bieber is on vacation. Michaelene Knoebel indicated the committee is doing a great job and there are approximately 161 registered for the conference to date.

5. 2002 Conference Committee

Joe Rusch reported the committee held a meeting May 22, which was basically an introductory meeting to get the local people from the area involved. Vern Borth, co-chair, is currently on medical leave but hopes to be back shortly. The committee will have information at the August conference regarding the 2002 conference, which will be held August 14-16, 2002. The theme is "It's the Berries." Discussion was held on the Wednesday night activity. The next meeting will be at the Rapids City Hall July 25.

6. Membership Committee

Gary stated Carol Strause was not able to attend the meeting but the membership drive this year went well with 100 new members signing up.

7. Mentoring Committee

Michaelene Knoebel reported 16 new clerk/mentor matches were made to date. The committee is in the process of updating all mentor names for the next year.

8. Audit Committee

Gary presented the report from the auditing committee. Although the audit took place late, it was successful.

9. Scholarship Committee

Anne Uecker reported 17 scholarship applications were received. Anne feels the committee next year should take a step back and look at the process of awarding scholarships. She believes a short essay should be required to eliminate short, one-sentence answers on the application form. Letters were sent out to those people who did not receive scholarships and the people that have been chosen by the committee to receive scholarships are listed below:

Cynthia Elgin

Rosalie Zamiatowski

Eileen Suhm

Billie Hoopman

Sherry Lorenz

Debra Barth

Linda Lieckhoff

Amy Kletzien

Anne also suggested the language in the Policy and Procedures be amended to indicate the application deadline to be January as April is too late.

KAREN PETERS MOVED TO AWARD THE SCHOLARSHIPS AS PRESENTED; SECONDED BY FAITH ELFORD; MOTION CARRIED UNANIMOUSLY.

10. Silent Auction

Tess Hochrein reported 16 responses for this year's silent auction have been received. She also requested a list of vendor's from the Conference Committee. Tess solicited help at the conference so she may be able to attend some sessions herself.

11. New Clerk's Class

Margaret Brubaker indicated she met after the last Executive Board meeting with John Macy and they have revised the New Clerk class curriculum as shown in the handout. The League publications will also be available to review at the conference so Clerks are aware that they may be ordered.

Also, Margaret shared her concerns that the comp rooms for the conference need to be listed in priority in both the Conference Manual and Policy and Procedures Manual. They should be as follows, depending on availability –

President - 1 room
Conference Chair - 1 room
Conference Committee Store Room
IIMC Representative, if attending
Keynote Speaker

CAROL ALEXANDER MOVED TO APPROVE THE LIST OF TO WHOM THE CONFERENCE COMP ROOMS SHOULD BE RESERVED, DEPENDING ON AVAILABILITY, AND SUCH CHANGE SHALL BE NOTED IN BOTH THE CONFERENCE MANUAL AND POLICY AND PROCEDURES MANUAL; SECONDED BY KAREN SELLERS; MOTION CARRIED UNANIMOUSLY.

12. Lifetime Achievement Award

Gary indicated Teri Lehrke was not able to attend today's meeting. The committee has created a brochure detailing this award, which will be available at the conference in August.

13. Special Projects Committee

Sharon Christensen distributed a committee report and indicated that this committee has accomplished the assigned tasks for this year and will not be meeting again. Sharon updated the committee on the old WMCA inventory. New inventory for this year consists of a Clerk at Heart packet (containing Clerk at Heart pin, certificate framed, engraved pen and note pad); cheese/mouse trading pin; and red acrylic V-neck long sleeve and v-neck sweater vest. Copies of the Open Meeting and Public Records brochures were distributed and will be available at the conference in August. Sharon will update the clerks who have

obtained IIMC Certification and members of the Master Municipal Clerk Academy on the Wisconsin State map. The map was last updated in July 2000. Sharon will bring the map to both the Institute in Green Bay and the WMCA Conference in August.

FAITH ELFORD MOVED TO SELL THE CHEESE/MOUSE TRADING PIN FOR \$3.00; SECONDED BY CAROL ALEXANDER; MOTION CARRIED UNANIMOUSLY.

Discussion was held on the Clerk at Heart packet and it was decided that retired clerks, not associates, should receive the packet.

14. Policies and Procedures Committee

Marilyn Czubkowski distributed the updated Section 17 with respect to the Technology Committee. She also indicated she has noted the changes of the scholarship deadline and the order of the conference comp rooms.

15. Clerks Manual Committee

Gary reported Jim Villesse's father is ill, so he was unable to attend the meeting. Jim is currently working on the Clerk Manual on CD.

16. WMCA Technology Committee

Mike Hoppenrath distributed the "Technology and Wisconsin Clerks" brochure prepared by the committee and asked the district directors to take a supply for upcoming meetings. Mike also indicated the association needs a new e-mail address as our e-mail address is the same as Charlotte's and it is causing a backlog of e-mails in her system. The Stewart's family business also receives a lot of e-mails along with the WMCA e-mails and it would be easier for Charlotte if the association had a separate e-mail address. (Note: New e-mail address for the WMCA is wmca2@execpc.com.)

17. GRATE Liaison

Gary indicated we'll move to the Holiday Tree report first.

18. 2001 Holiday at the Capitol Committee

Audrey Rue indicated her committee has met regularly. Melody Meyer, Rusk County Clerk, wants to donate the tree, as it is the County's 100-year anniversary. She has three good leads. The Blue Hills logging company will also donate their time and labor to get the tree to the Capitol. Sharon Dummer is making the treetop. Carolyn Toms Neary's husband is making and donating the wooden plaque. Bob Olson, past president, is in a Quartet and they will sing free

at the ceremony and then a few additional sing-a-long songs can include the audience. A piano has also been donated for the ceremony. The luncheon will be at the White Horse Inn. Audrey distributed a sample copy of a news release. October 1 is the absolute deadline to receive ornaments. Audrey displayed a few of the ornaments received. Contributing municipalities will be recognized with their names on snowflakes. The committee will have a booth at the conference to promote this project.

17. GRATE Liaison

Once again, in her humorous, ingenious way, Pati Jahns, presented a report about GASBeeeee 34.

19. President's Award of Excellence

Gary stated this was covered at the beginning of the meeting. Nominations are due June 22.

20. Historical Committee

Gary indicated Sue Garsow was unable to attend but submitted a report that the committee met in Beaver Dam on May 9, 2001. The committee continues to research WMCA history with members making many contacts and information being obtained. The committee is sending out informational forms to all of the WMCA past presidents to obtain information they have during their terms as presidents.

Several clerks are working on a display for the 2001 annual conference promoting the project.

Several committee members will be providing publications of similar projects on the history in their communities for ideas for the WMCA publication.

J. Other Business

Discussion was held on a gift from the association to Sue Guillion. After discussion, it was decided \$200 would be spent on a watch with an engraving. Also, it was suggested a resolution in appreciation be presented with the watch to Sue at this year's Institute banquet.

**KAREN PETERS MOVED TO APPROVE HAVING ANNE UECKER
PURCHASE A WATCH NOT TO EXCEED \$200 FOR SUE GUILLION;
SECONDED BY FAITH ELFORD; MOTION CARRIED UNANIMOUSLY.**

Special recognition will be given to Jim Villiesse at the annual conference in the form of a proclamation for his accomplishment of receiving the IIMC Quill Award.

WMCA Executive Board Meeting
June 14, 2001

Gary indicated since he is unable to attend the Rice Lake open house, he has prepared a proclamation and he read and presented the proclamation to Kathy Morse.

Gary bid his farewell at this his last Executive Board meeting as President and thanked everyone for doing such an outstanding job this year.

K. Adjournment

**CINDI HESSE MOVED TO ADJOURN THE MEETING; SECONDED BY
CAROL ALEXANDER; MOTION CARRIED UNANIMOUSLY AND MEETING
ADJOURNED AT 1:55 P.M.**