

**WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, SEPTEMBER 20, 2001
STEVENS POINT, WI**

1. **Call to Order** - WMCA President Jan Winget called the meeting to order at 9:00 a.m.

2. **Pledge of Allegiance** – Vice President Faith Elford led the Pledge of Allegiance.

3. **Introductions** – The following people were present: Jan Winget; Jane Romanowski; Faith Elford; Karen Peters; Roxann Brue; Pati Jahns; Kassie Van Remortel; John Jahr; Kathy Morse; Carol Alexander; Cindy Hegglund; Teri Lehrke; Kay Matucheski; Vicki Busick; Darlene Denninger; Pamela Hicks; Sandy Boettcher; Mike Hoppenrath; Cindi Hesse; Gary Dummer; Bernie Kahl; Sue Duda; Marcia Kelly; Vern Borth; Joseph Rusch; Audrey Rue; Debbie Brown; Diane Hermann Brown; Sharon Christensen; Brenda Schneider; Diane Lemke; Marie Bieber.

4. **Officer Reports**

A. **President**

1. Clarification of Voting Procedures

Jan reminded everyone of voting procedures. Only Board members and district directors are allowed to vote. If co-directors exist, only one vote per district.

2. Confirmation of Committee Appointments

Jan indicated a few changes were made to the committee appointments since the first list.

CAROL ALEXANDER MOVED TO APPROVE THE COMMITTEE APPOINTMENTS AS LISTED; SECONDED BY SHARON CHRISTENSEN; MOTION CARRIED.

3. Reminder of Future Executive Board Meeting Dates

Jan stated the future Executive Board Meeting dates are November 8, March 21 and June 13. All meetings will be held in Stevens Point.

4. Communications

Jan indicated she received correspondence from Raymond Garubo, Ph.D. of the University of LaVerne, California, requesting a copy of the WMCA membership list for a research project on the subject of the position and life of the municipal clerk. Charlotte Stewart e-mailed Dr. Garubo the list on September 4.

Jan received a thank you note from Kassie VanRemortel of UW-GB for the donation and underwriting the cost of bringing Sue Gullion back to facilitate the 2001 Clerks and Treasurers Institute.

Jan received a letter dated July 11 for Elizabeth H. Kiss, RMC, MMC, of the Township of East Brunswick, New Jersey, declaring her candidacy for the position of IIMC Second Vice President.

5. MCEF Donation re: Lyle Schwartzkopf

Jan indicated it was discussed and approved at a previous Board meeting to donate \$250 to the MCEF in honor of Lyle Schwartzkopf who is retiring. Initially, a donation of \$500 from each of the three states, which make up IIMC Region VI, was requested. To gather additional information on MCEF and its focus, Jan spoke with Jane Wilms, who is a co-director of Region VI, and discussed why WMCA should contribute the entire \$500 to this fund. Jan went on to indicate the MCEF funds education, training and research programs for the continued professionalism of Municipal Clerks. In the past 12 months, MCEF has provided funding for the IIMC's Education Summit; provided funding for editing and distribution of the IIMC's promotional video; awarded 20 scholarships and provided funding for speakers at the IIMC annual conference. Jan stated donations are put into an endowment fund meaning the money "keeps on giving" and only the net earnings are used to fund the various project. This would be a one-time donation and Jan feels we would look cheap if we just contributed \$250. The check will be presented at the Region VI meeting in January. She is recommending \$250 be withdrawn from the President's Project fund and added to the \$250 amount budgeted to present the entire \$500 donation in January.

FAITH ELFORD MOVED TO WITHDRAW \$250 FROM THE PRESIDENTS PROJECT FUND AND ADD IT TO THE \$250 BUDGETED FOR A TOTAL DONATION OF \$500 FROM WMCA TO THE MCEF IN HONOR OF LYLE SCHWARTZKOPF; SECONDED BY ROXANN BRUE; MOTION CARRIED UNANIMOUSLY.

B. First Vice President

1. Pending Legislation

Faith Elford indicated not too much is happening in the legislation as they are just getting back into session. She suggest watching the League's website to keep up to date on election changes, such as identification cards, appointment of reserve election officers and staffing polling places.

C. Second Vice President

1. Newsletter Deadlines

Karen Peters indicated the Quill deadline is today. The next deadline will be December 5.

2. Printer for Newsletter

Karen stated we will be staying with the current printer and using Publisher for the program.

D. Secretary

1. Approval of Minutes of June 14, 2001 Executive Board Meeting

Jane Romanowski asked for corrections to the June 14 minutes. Page 6 under District 8 to read Julie Klohessy from Wausau; Page 7 Item 3 first paragraph change to September 6; Page 10 Item 18 should read Meloni.

KAREN PETERS MOVED TO APPROVE THE MINUTES OF THE JUNE 14, 2001 EXECUTIVE BOARD MEETING AS CORRECTED; SECONDED BY KAYE MATUCHESKI; MOTION CARRIED.

2. Revised Executive Administrator Job Description

Jane indicated because her e-mail was down for so long, Cindi Hesse corrected the Executive Administrator's job description as discussed at the June meeting and a copy of the new job description was provided to Bernie Kahl, Chairman of the Executive Administrator Review Committee. them.

E. Treasurer

1. Financial Report/Approval of Expenditures

Roxann Brue discussed the financial report. Cheryl Giese still has the treasurer information and she should be turning that over to Roxann shortly. Expenses through August 31 totaled \$141,978.81 and expenses totaled \$155,505.66, indicating a deficit of \$13,526.85. The discrepancy lies with \$10,000 being transferred to her as the new treasurer and the remaining deficit is due to conference expenses.

MARCIA KELLY MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED; SECONDED BY JOHN JAHR; MOTION CARRIED UNANIMOUSLY.

2. Audit

Roxann indicated Kyle Clark will get in touch with Cheryl to schedule the audit.

3. Designation of Bank by Executive Board

Roxann recommended the Bank of Poynette for the WMCA accounts, as it is located right across the street from her office.

KAREN PETERS MOVED TO APPROVE THE BANK OF POYNETTE FOR THE WMCA ACCOUNTS; SECONDED BY CINDY HEGGLUND; MOTION CARRIED.

5. District Directors

A. Reports on Meetings Held and Meeting Planned

District 1 - Vicki Busick stated a district meeting is scheduled for October 19 in Birchwood and Statement of Taxes will be discussed. The presenter will be Agnes Anderson, formers Washburn County Clerk. A meeting in March will take place in Minong to discuss elections, a meeting in May will be held in Bayfield.

District 2 - John Jahr indicated a district meeting is scheduled October 26 in Milltown. Claire Silverman from the League of Wisconsin Municipalities will speak on licensing. This will be a joint meeting with District 2 Treasurer's Association.

District 3 - Sandy Boettcher stated Detective Anthony Curtis, UW Madison Police Department, who spoke at the conference on workplace violence, will be the presenter at an October 31 meeting to be held in Fall Creek.

District 4 - Diane Hermann-Brown stated a meeting will be held October 18 in New Glarus. Tom Wilson, City Administrator/Attorney/Clerk from the Town of Westport will speak on publication requirements and Joe Boll, Lafayette

County Clerk, will speak on recording documents. On February 28, 2002, Bob Ohlsen will speak on training requirements for election officials.

District 5 - Cindy Heggland indicated a meeting will be held October 25 in Watertown. Detective Joe Kreitzmann will address issues relating to theft, drugs and violence in the workplace. In February/March, the district will meet in Mukwonago to discuss both parliamentary procedures and a laser fische demonstration in the afternoon.

District 6 - Brenda Schneider indicated the next meeting will be December 7 in Menasha and liquor licensing or elections will be discussed. A February meeting will be scheduled on Board of Review certification and a May meeting will take place with tentative plans to talk about election issues.

District 7 - Marcia Kelly indicated a meeting is tentatively scheduled November 1 in Seymour and no topic has been arranged. A second meeting will be held in February and a joint meeting with District 6 will be scheduled in May.

District 8 - Kaye Matucheski stated a meeting in October or November will be held in Peshtigo to discuss Statement of Taxes. Deb Brown is a new District 8 co-director.

6. Executive Administrator Report

Jan indicated Charlotte Stewart is on vacation. There are currently 1,321 members with 232 members that have not paid dues. There are 910 non-members. Second notices for unpaid dues will be paid out shortly.

7. Committees

A. Committee Goals for 2001-2002

Jan indicated the Committee Goals for 2001-2002 were sent to the Committee Chairpersons. These are ideas and are to be used only as a guideline.

B. 2001 Conference Committee

Marie Bieber indicated 325 clerks and 36 vendors attended the annual conference. The committee did a great job and the facility was more than accommodating. At this time, the conference is \$2,092.50 over budget and there may be some additional charges. The overrun at this time is mainly due to printing costs. It was expensive to run handouts for all sessions for the binders.

Also, not knowing what the turnout was to be, 500 of the bags, gifts, etc. were ordered and maybe for next year's conference order a certain amount and it

would be first come/first serve for the bags and gift stuffers. Unfortunately, we paid for a lot of meals that weren't served. Discussion was held on how to get a closer count for meals.

Marie indicated she will have a final accounting for the November 5 Board meeting.

C. 2002 Conference Committee

Vern Borth indicated a meeting will be held October 12 at the Mead Inn. Vern stated the conference in August was excellent. The committee is currently working on the Wednesday night activity, possibly at dinner theater. Discussion was held on the size of the conference and accommodations at the Mead Inn. The Mead Inn is already full so overflow hotels were discussed. The conference committee is meeting this afternoon here in Stevens Point.

D. Holiday Tree Committee

Audrey Rue stated a 42 foot tree has been found in Rusk County and will be delivered to the Capitol on November 19. Audrey stated the Capitol said 1,200 – 1,500 ornaments is adequate and to date we have 1,600 ornaments. The tree skirt is done and the final balance of \$191.50 is due for the skirt.

KAYE MATUCHESKI MOVED TO APPROVE THE FINAL PAYMENT OF \$191.50 FOR THE TREE SKIRT; SECONDED BY KATHY MORSE; MOTION CARRIED.

Audrey continued by stating the plaque is done, the entertainment is in place and 185 snowflakes with the contributing names of the municipalities on them are completed. They are currently working on speakers for the program and gifts to be presented to the dignitaries. The gifts chosen total \$136.

GARY DUMMER MOVED TO APPROVE \$136 FOR THE PURCHASE OF DIGNITARY GIFTS FOR THE HOLIDAY TREE LIGHTING CEREMONY; SECONDED BY ROXANN BRUE; MOTION CARRIED.

E. Historical Committee

Gary Dummer indicated he will meet with the committee soon. A preliminary index of the chapters will be drafted so the main idea of what to put in the book will be decided.

F. Professional Education/Institute Oversight Committee

Carl Alexander stated a committee meeting will be held either October 18 or after the October 25 District 5 meeting. The committee will be compiling a list of the

comments received at the conference and will supply the 2002 conference committee with a copy. A few of the suggestions were longer sessions; more time with vendors; classroom style seating preferred; more free time; hospitality room.

Carol indicated 45 people have registered for the parliamentarian training in Stevens Point October 4-5.

Carol stated she will meet with the Department of Revenue in December to talk about Board of Review training.

G. New Clerks Class Committee

Jan indicated Margaret Brubaker was not in attendance but reported the new clerks session at the August conference was very successful, and the committee received good comments and feedback.

H. Silent Auction Committee

Jan indicated Tess Hochrein could not attend the meeting but sent a report indicating \$2,371 was raised at the Silent Auction, which will fund one full scholarship and two registration fees to the IIMC Annual Conference in May 2002. The full scholarship was awarded to Doreen Kruschke of the Village of Roberts and the two winners of the registration fee were Joan Dykstra of the Village of Johnson Creek and Marcia Kelly of the Town of Dale.

I. Any Other Committee Reports

8. UW-GB Institute

A. Report on 2001 Institute

Kassie VanRemortel reported 238 total students attended the institute in July. The first evaluation meeting is scheduled for November 2. The institute dates for next year will be in the Quill. There will be a \$25 increase in registration fees. Kassie indicated she is searching for endorsements from municipalities promoting the Institute.

9. Adjournment

KAREN PETERS MOVED TO ADJOURN THE MEETING; SECONDED BY FAITH ELFORD; MOTION CARRIED AND MEETING ADJOURNED AT 11:35 A.M.

To the members of the WMCA Executive Board:

The 2002 WMCA Conference Committee held its sixth meeting on Friday, October 12, 2001, at approx. 1:30 p.m. at the **Hotel Mead** – Wisconsin Rapids.

(Sub-Committee)

Members present: Vern Borth, City of Wisconsin Rapids, Co-Chair
Joseph M. Rusch II, City of Nekoosa/Co-Chair
Janice Winget, WMCA President
Faith Elford, WMCA Vice President
Charlotte Stewart, WMCA-Executive Administrator

Also in attendance: Paula Bassler, **Hotel Mead** Convention/Catering Manager

1. Discussed Conference Format with Paula Bassler. The Grand Ballroom ABC has a capacity, with round tables, of 400 people. Paula stated as many as 420 people could be seated in this room. When the Grand Ballroom is divided into Salons A, B, C, the capacity of each Salon, with round tables, would be approx. 120 people.
2. Toured **Hotel Mead** facilities.
3. Toured McMillian Memorial Library Facilities.
4. The McMillian Memorial Library Auditorium and Conference Room have been reserved for the Conference, but Clerks would have to cross Grand Avenue from the Mead Inn to the McMillian Memorial Library. Grand Avenue is a heavily traveled street **with no marked crosswalk right at the Hotel Mead**. Because of safety issues, we **might** plan on having all events/educational sessions at the Mead, unless because of heavy enrollment, we need the McMillian Memorial Library facilities.
5. Conference Committee will meet Thursday, November 8, 2001 at the **Hotel Mead** at approximately 1:30 p.m. Meeting will start after WMCA Executive Board Meeting, which will be in Stevens Point.

Respectfully Submitted
Joseph M. Rusch II, Co-Chair/ Secretary

WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, NOVEMBER 5, 2001
STEVENS POINT, WI

1. **Call to Order** - WMCA President Jan Winget called the meeting to order at 9:00 a.m.

2. **Pledge of Allegiance** – Vice President Faith Elford led the Pledge of Allegiance.

3. **Introductions** – The following people were present: Jan Winget; Jane Romanowski; Faith Elford; Karen Peters; Roxann Brue; Pati Jahns; Kassie Van Remortel; John Jahr; Kathy Morse; Carol Alexander; Kay Matucheski; Vicki Busick; Darlene Denninger; Pamela Hicks; Sandy Boettcher; Shelia Pudelko; Mike Hoppenrath; Gary Dummer; Sue Duda; Marcia Kelly; Joseph Rusch; Audrey Rue; Diane Hermann Brown; Sharon Christensen; Brenda Schneider; Diane Lemke; Marie Bieber; Marilyn Czubkowski; Charlotte Stewart.

4. **Officer Reports**

A. **President**

1. **Communications**

Jan stated she received an e-mail from Cindi Hesse indicating she will not be able to attend the Jan. 18-19 IIMC meeting or today's meeting. She asked to be removed as Chair of the IIMC Region VI Meeting Committee. Jan indicated Cheryl Giese and Teri Lehrke would complete the tasks on this committee.

Jan received a thank you note from Sue Gullion expressing her appreciation for the farewell gift she received at the Institute banquet.

Jan received an e-mail from Frank Adshead, IIMC Director of Education, indicating the Program Review and Certification Committee has approved all courses and self-study materials in the American Management Associations Self Study Catalog for CMC and MMC credits. For more information, contact the IIMC or AMA offices.

2. **Clerk-at-Heart Designation**

Jan stated the Clerk-at-Heart designation needs to be addressed with respect to whom would receive the gift packages – retired clerks and clerks who left the profession or just retired clerks. It was suggested to create an associate membership for former clerks. This membership would not have voting rights.

The dues for Clerk-at-Heart are one-half of the regular dues or \$20 and possibly a charge of three-fourths of the regular dues or \$30 could be charged for an associate member. An amendment to the constitution to create the associate membership would be presented at the annual conference.

Gary Dummer indicated the original idea was to award the gift packages to retired clerks only and it should stay that way. A different designation should be for people who have moved on to a different position.

PAM HICKS MOVED TO AWARD A CLERK-AT-HEART GIFT PACKAGE ONLY TO RETIRED CLERKS; SECONDED BY CAROL ALEXANDER; MOTION CARRIED.

3. Joint Conference with Municipal Treasurers of Wisconsin

Jan indicated the idea of a joint conference was discussed this past year prior to the Advanced Academy. Sandy Boettcher, chairperson of the WTAW, indicated although the idea was not well received at the treasurer's association meeting, she feels that it is something we really need to research. The two associations would not be combined but only have a joint conference. Discussion was held on states that currently have combined conferences, location and other ideas about combining a conference starting in 2004.

KATHY MORSE MOVED TO AUTHORIZE THE PRESIDENT TO SEND A LETTER OF SUPPORT TO THE TREASURER'S ASSOCIATION AND TO FORM A SUB-COMMITTEE BETWEEN THE TWO ASSOCIATIONS TO KEEP THE DISCUSSION OPEN ON ORGANIZING A JOINT CONFERENCE; SECONDED BY FAITH ELFORD; MOTION CARRIED.

4. Membership Subscription Period – change to calendar year.

Jan stated currently the membership period is from July 1 to June 30 and was implemented mainly to start to raise money for the first conference. It has been asked why the membership subscription period cannot follow the fiscal year and run from January 1 thru December 31. It would require some pre-planning when billing membership dues, possibly a six-month bill in July and then a full year bill in January or a 1-½ year bill. Discussion was held on how a change in billing would affect budget numbers for both the association and the municipalities. Jan indicated action is not needed at this time but this item will be voted on at the March Executive Board meeting.

5. Lawsuit re: Holiday Tree Ornaments

Jan indicated the association, she as president and personally and Audrey Rue, as a member of the association and personally, were served with a lawsuit yesterday by eight people who want to place religious ornaments on the holiday

tree at the Capitol. Jan indicated she spoke with Attorney John Macy briefly yesterday about the lawsuit. Apparently, the Capitol indicated there was nothing in writing that stated religious ornaments could not be accepted. Audrey has a letter from Bill Beckman at the Capitol included, along with the criteria for ornaments, a statement that religious ornaments were not acceptable. Discussion was held on contacting the State to see if their attorneys would respond on behalf of the WMCA, Jan and Audrey. Discussion was also held on contacting the League of Wisconsin Municipalities for their advice and for Jan and Audrey to contact the insurance company for each of their municipalities and sending the claim to the insurance company for WMCA.

MARCIA KELLY MOVED TO AUTHORIZE THE PRESIDENT TO CONTACT THE LEAGUE OF WISCONSIN MUNICIPALITIES AND THE TOWNS ASSOCIATION FOR GUIDANCE; THE STATE OF WISCONSIN; THE WMCA'S INSURANCE CARRIER; AND IF NEEDED, AUTHORIZE \$750 TO BE SPENT ON ATTORNEY'S FEES TO REPRESENT THE ASSOCIATION, JAN WINGET AS PRESIDENT AND AUDREY RUE AS CHAIRPERSON OF THE HOLIDAY TREE COMMITTEE; SECONDED BY FAITH ELFORD; MOTION CARRIED UNANIMOUSLY.

B. First Vice President

1. Pending Legislation

Faith Elford stated she was invited with others to test electronic voting equipment at the State Elections Board office last week. Discussion was held on the cost, absentee voting, cross voting and the pros and cons with this equipment. Faith spoke about the voter identification bill and AB 339, a bill stating that poll workers just need to be a resident of the State and not of the municipality. The State Elections Board still has not formed a certification program for chief inspectors. The fees for dog licenses are not changing unless they change at the County level. Faith met with the advisory board for the Institute last week and next week travels to Green Bay to look for conference speakers.

C. Second Vice President

1. Newsletter Deadlines

Karen Peters indicated the next *Quill* deadline is December 5. Karen receives a lot of calls from clerks who have an address change and will place an article in the next newsletter to make sure they contact Charlotte Stewart.

D. Secretary

1. Approval of Minutes of September 20, 2001 Executive Board Meeting

Jane Romanowski indicated she made a correction to the bottom of page 3 under Item D2 and asked for additional corrections to the September 20, 2001 Minutes. It was noted Page 4 at the end of the second line on top of the page should read Income, not expenses and the bottom of Page 6 Item F should state Carol, not Carl.

SHELIA PUDELKO MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 20, 2001 EXECUTIVE BOARD MEETING AS CORRECTED; SECONDED BY KAREN PETERS; MOTION CARRIED.

E. Treasurer

1. Financial Report/Approval of Expenditures

Roxann Brue discussed the financial report. Cheryl Giese still has the treasurer information and she should be turning that over to Roxann shortly. Cheryl is waiting for a check from Dousman Transportation to clear in the association's account.

CAROL ALEXANDER MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED; SECONDED BY KATHY MORSE; MOTION CARRIED UNANIMOUSLY.

2. Audit

The audit has not been scheduled.

5. District Directors

- A. Reports on Meetings Held and Meeting Planned

District 1 - Vicki Busick stated a district meeting was held October 19 in Birchwood and Agnus Anderson, former Washburn County Treasurer, discussed the Statement of Taxes. Twenty people attended. A meeting in March will take place in Minong and a meeting in May will be held in Bayfield.

District 2 - John Jahr indicated the district held a joint meeting with District 2 Treasurer's Association October 26 in Milltown. Forty-two people attended. Claire Silverman from the League of Wisconsin Municipalities spoke on licensing in the morning. In the afternoon, Jamie Noel from the Department of Revenue spoke on sales tax issues. The second afternoon speaker was Kathy

Gram of Bremer Bank who spoke on credit card payments. The spring meeting will be held in April in Hudson.

District 3 - Sandy Boettcher stated Detective Anthony Curtis, UW Madison Police Department, spoke on workplace violence and prevention at a joint meeting of the District 3 Clerks and Treasurers October 31 in Fall Creek.

District 4 - Diane Hermann-Brown stated a meeting was held October 18 in New Glarus with 57 people in attendance. Tom Wilson, City Administrator/Attorney/Clerk/Treasurer from the Town of Westport spoke on publication requirements and Joe Boll, Register of Deeds for Lafayette County, spoke on recording documents. On February 28, 2002, Bob Ohlsen will speak on training requirements for election officials.

District 5 - Carol Alexander stated a meeting was held October 25 in Watertown. Detective Joe Kreitzmann of the City of Beloit Police Department spoke on issues relating to theft, drugs and violence in the workplace. In March, the district will meet in Mukwonago.

District 6 - Brenda Schneider indicated the next meeting will be December 7 in Menasha and Ed Williams from Davis & Kuelthau will speak on sexual harassment in the workplace. A February meeting will be scheduled on Board of Review certification.

District 7 - Marcia Kelly indicated a meeting was held November 1 in Seymour with 21 people in attendance. Bill Forrest of Vierbicher Associates Inc. spoke on development controls and the second speaker from the Department of Revenue who was to speak on sales tax was injured the night before and could not attend. A motivational speaker from the nursing home spoke in the afternoon. A meeting will be held in March in Mosinee and records management and file systems will be discussed.

District 8 - Kaye Matucheski stated a meeting was held November 2 in Antigo with 18 members attending. Agnus Anderson, former Washburn County Treasurer, spoke on Statement of Taxes. The district spoke about future meeting times and dates. The next meeting will be in late February or early March in Peshtigo.

6. Executive Administrator Report

Charlotte indicated currently there are 1,306 members – 207 are still unpaid and have been rebilled. Charlotte reminded the district directors to update the calendar and to let her know of any changes. In October, Charlotte attended both the League and Town annual conferences. Charlotte indicated Kassie VanRemortel from the Institute and she shared a table at the Towns Association

conference in Middleton, which was very successful. The manuals are now on CD and Charlotte will send CD's to the districts to distribute at meetings.

7. Committees

A. Nominating Committee

Shelia Pudelko stated a change must be made in the Policies and Procedures Manual with respect to the deadline for nominations. The dates of June 1 and June 15 are both listed. Either date is acceptable.

B. Professional Education/Institute Oversight Committee

Carol Alexander indicated the Professional Education Committee met October 25 in Watertown after the District 5 meeting. The Committee discussed the success of the 2001 Conference and began preparations for the 2002 Conference. Barb Hansen from the State Elections Board and Curt Wytinski from the League have agreed to speak at the 2002 conference. Discussions were also held on the questions and concerns with respect to the Institute. There is not anything to report on the Board of Review training yet. The Parliamentary training on October 4 and 5 in Stevens Point was successful with 43 people attending. Two members of the Wisconsin Parliamentary Association spoke to promote their organization.

C. 2001 Conference Committee

Marie Bieber distributed the final spreadsheet detailing the conference revenues and expenditures. It was determined the \$1,010 expense for the CD manuals and the \$1,100 Document Imaging lunch expense were not to be charged to the conference. The conference deficit is estimated at \$2,589.00. The overrun is mainly due to printing costs. It was expensive to run handouts for all sessions for the binders. It was discussed at our September 20 meeting that the deficit may be satisfied by using funds from the Professional Education Fund.

CAROL ALEXANDER MOVED TO SATISFY THE CONFERENCE DEFICIT OF AN ESTIMATED \$2,589 FROM THE PROFESSIONAL EDUCATION FUND; SECONDED BY PAM HICKS; MOTION CARRIED.

D. 2002 Conference Committee

Joe Rusch indicated committee meetings were held both after the last Executive Board Meeting September 20 and on October 12 at the Mead Inn. Also a meeting will be held this afternoon in Wisconsin Rapids. The Wednesday night entertainment will be a dinner theater called the "Cranberry Caper." The cost will be approximately \$30 per person. Joe said he has been in contact with Carol Alexander regarding speakers for the conference. Because of the concerns of

people crossing the busy street to go to the library, an option for more sessions, it has been decided that the entire conference will take place at the Mead.

E. 2003 Conference Committee

Karen Peters indicated 43 people have volunteered to help with the conference. The first committee meeting will be in November at the Marriott in Middleton.

F. Membership Committee

Pati Jahns indicated the committee has met once in Kolby and five of the seven members attended. The committee is spread around the state so it is hard to get everyone together at once. The committee has revised the campaign letter and drafted a letter to the highest designated official of municipalities to promote the association. The committee discussed the free membership offer, needs of the current members, education in the western part of the state and possibly changing the district boundaries so they do not encompass such a big area of the state. Pati is compiling a binder with samples of letters, etc. for the committee and future committees to use.

G. Mentoring Committee

Jan indicated Michaelene Knoebel was unable to attend today. At this time, she does not have any requests for mentors. A notice on the clerks e-mail was sent our recently promoting the Adopt-a-Clerk Program.

H. Scholarship Committee

Jan indicated Jeanne Tomasek reported she received information from Kassie VanRemortel recently and will be contacting the committee to set up a meeting. The scholarship form must be in the next newsletter.

I. Holiday Tree Committee

Audrey Rue stated the lawsuit has not put a cloud over the excitement of the holiday tree project. The tree will be cut on November 14 or 15 and be erected at the Capitol on November 26. Ornaments will be delivered to the Capitol on November 23 and be placed on the tree November 27. We have about 2,300 ornaments, enough for the tree with remaining ornaments to be placed around the Capitol. The snowflakes with the names of the contributing municipalities will be placed on the tree first. Discussion was held on the tree skirt, the luncheon and gifts. It was decided that Gary Dummer, Audrey Rue and Jan Winget will present the gifts to the Governor, his wife and others. Certificates of appreciation will be given to the tree cutter and tree hauler.

J. Historical Committee

Gary Dummer summarized the minutes of the October 19 committee meeting distributed earlier. The committee is busy trying to decide what should be included in the publication. A representative of Masterprint, Inc. gave a presentation on publication choices. A sub-committee was formed to draft a Table of Contents to be presented at the next committee meeting. The entire committee will meet January 18, 2002 in Beaver Dam.

K. Clerks Manual Committee

Jan indicated Jim Villiesse sent an e-mail indicating that this committee will meet in January or February.

L. Executive Administrator Review Committee

Jan indicated Bernie Kahl reported the committee met after the Executive Board meeting September 20, 2001 to discuss the Executive Administrator's job description. The committee will meet again in January in the Wisconsin Dells.

M. IIMC Region VI Meeting Committee

Jan stated Teri Lehrke and Cheryl Giese were working on arrangements for the IIMC Region VI annual meeting January 18 and 19 in LaCrosse. As discussed earlier, Cindi Hesse has stepped down as chairperson of this committee.

N. Liaison to GRATE Committee

Marilyn Czubowski reported she attended a GRATE meeting September 26 and a second meeting is scheduled on November 7, 2001. The two topics discussed were 1) Training Mission and 2) Financial Statement Certification Mission. The GRATE Board decided that they would survey members and other governmental organizations to see if they overlap or if there is any training needs that the GRATE Board could provide. Someone will be contacting the WMCA Education Committee after January 1, 2002. Marilyn indicated she accepted the position of Secretary-Treasurer with the GRATE Board.

O. New Clerks Class Committee

Jan indicated Margaret Brubaker did not have a report at this time.

P. Policies and Procedures Committee

Jan indicated Judy Weter did not have anything to report, but after the discussions today, we will get her the information with respect to the due date of nominations and the Clerk-at-Heart clarification.

Q. Silent Auction Committee

Jan indicated Tess Hochrein reported she has notified the recipients of the one full scholarship and two registration fees to the IIMC Annual Conference in May 2002. Doreen Kruschke of the Village of Roberts, a winner of a full scholarship, has accepted. Marcia Kelly of the Town of Dale has accepted the scholarship for the registration fee to the IIMC Conference. Joan Dykstra of the Village of Johnson Creek has declined the registration fee scholarship to the conference so a letter has been sent to the first runner up.

R. Special Projects Committee

Sharon Christensen reported the committee met in Johnson Creek on November 1. The committee discussed the 2001-2002 goals outlined by Jan Winget. Discussion was held on the pins to be designed for the IIMC Conference. It was decided that the same mouse pin should be reproduced for the conference. The committee will send an article promoting Municipal Clerks Week to the League of Wisconsin Municipalities and Towns Association asking them to place the article in their respective newsletters. An article will also be in the next *Quill* publication. The committee discussed new items that could be sold including a turtleneck shirt, lined windbreaker and stadium blanket each containing an embroidered WMCA logo. Further discussion on sale items will be held at a future meeting after the holidays.

S. WMCA Lifetime Achievement Award Committee

Jan reported that the committee has met via telephone. The committee has agreed the award should continue and the application form needs updating. The committee composition should not change. Any recommendations by the committee will be reported to the Executive Board for their approval.

T. WMCA Technology Committee

Mike Hoppenrath indicated he has no report at this time.

7. UW-GB Institute

Kassie VanRemortel reported the server is up as of yesterday for the Treasurer's Association. Kassie discussed on-line registration for the Institute last year and the changes that have been made. E-mailing pre-readings for Advanced Education registration were discussed. An advisory board meeting was held on November 2 wherein classes at the Institute were discussed. As a continuation of that meeting, the Professional Education Committee will meet this afternoon for further discuss class curriculum for the Institute.

8. Adjournment

**KAYE MATUCHESKI MOVED TO ADJOURN THE MEETING;
SECONDED BY SHARON CHRISTENSEN; MOTION CARRIED AND
MEETING ADJOURNED AT 12 NOON.**

Respectfully submitted,
Jane M. Romanowski, Secretary

WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, NOVEMBER 5, 2001
STEVENS POINT, WI

1. **Call to Order** - WMCA President Jan Winget called the meeting to order at 9:00 a.m.

2. **Pledge of Allegiance** – Vice President Faith Elford led the Pledge of Allegiance.

3. **Introductions** – The following people were present: Jan Winget; Jane Romanowski; Faith Elford; Karen Peters; Roxann Brue; Pati Jahns; Kassie Van Remortel; John Jahr; Kathy Morse; Carol Alexander; Kay Matucheski; Vicki Busick; Darlene Denninger; Pamela Hicks; Sandy Boettcher; Shelia Pudelko; Mike Hoppenrath; Gary Dummer; Sue Duda; Marcia Kelly; Joseph Rusch; Audrey Rue; Diane Hermann Brown; Sharon Christensen; Brenda Schneider; Diane Lemke; Marie Bieber; Marilyn Czubkowski; Charlotte Stewart.

4. **Officer Reports**

A. **President**

1. **Communications**

Jan stated she received an e-mail from Cindi Hesse indicating she will not be able to attend the Jan. 18-19 IIMC meeting or today's meeting. She asked to be removed as Chair of the IIMC Region VI Meeting Committee. Jan indicated Cheryl Giese and Teri Lehrke would complete the tasks on this committee.

Jan received a thank you note from Sue Gullion expressing her appreciation for the farewell gift she received at the Institute banquet.

Jan received an e-mail from Frank Adshead, IIMC Director of Education, indicating the Program Review and Certification Committee has approved all courses and self-study materials in the American Management Associations Self Study Catalog for CMC and MMC credits. For more information, contact the IIMC or AMA offices.

2. **Clerk-at-Heart Designation**

Jan stated the Clerk-at-Heart designation needs to be addressed with respect to whom would receive the gift packages – retired clerks and clerks who left the profession or just retired clerks. It was suggested to create an associate membership for former clerks. This membership would not have voting rights.

The dues for Clerk-at-Heart are one-half of the regular dues or \$20 and possibly a charge of three-fourths of the regular dues or \$30 could be charged for an associate member. An amendment to the constitution to create the associate membership would be presented at the annual conference.

Gary Dummer indicated the original idea was to award the gift packages to retired clerks only and it should stay that way. A different designation should be for people who have moved on to a different position.

PAM HICKS MOVED TO AWARD A CLERK-AT-HEART GIFT PACKAGE ONLY TO RETIRED CLERKS; SECONDED BY CAROL ALEXANDER; MOTION CARRIED.

3. Joint Conference with Municipal Treasurers of Wisconsin

Jan indicated the idea of a joint conference was discussed this past year prior to the Advanced Academy. Sandy Boettcher, chairperson of the WTAW, indicated although the idea was not well received at the treasurer's association meeting, she feels that it is something we really need to research. The two associations would not be combined but only have a joint conference. Discussion was held on states that currently have combined conferences, location and other ideas about combining a conference starting in 2004.

KATHY MORSE MOVED TO AUTHORIZE THE PRESIDENT TO SEND A LETTER OF SUPPORT TO THE TREASURER'S ASSOCIATION AND TO FORM A SUB-COMMITTEE BETWEEN THE TWO ASSOCIATIONS TO KEEP THE DISCUSSION OPEN ON ORGANIZING A JOINT CONFERENCE; SECONDED BY FAITH ELFORD; MOTION CARRIED.

4. Membership Subscription Period – change to calendar year.

Jan stated currently the membership period is from July 1 to June 30 and was implemented mainly to start to raise money for the first conference. It has been asked why the membership subscription period cannot follow the fiscal year and run from January 1 thru December 31. It would require some pre-planning when billing membership dues, possibly a six-month bill in July and then a full year bill in January or a 1-½ year bill. Discussion was held on how a change in billing would affect budget numbers for both the association and the municipalities. Jan indicated action is not needed at this time but this item will be voted on at the March Executive Board meeting.

5. Lawsuit re: Holiday Tree Ornaments

Jan indicated the association, she as president and personally and Audrey Rue, as a member of the association and personally, were served with a lawsuit yesterday by eight people who want to place religious ornaments on the holiday

tree at the Capitol. Jan indicated she spoke with Attorney John Macy briefly yesterday about the lawsuit. Apparently, the Capitol indicated there was nothing in writing that stated religious ornaments could not be accepted. Audrey has a letter from Bill Beckman at the Capitol included, along with the criteria for ornaments, a statement that religious ornaments were not acceptable. Discussion was held on contacting the State to see if their attorneys would respond on behalf of the WMCA, Jan and Audrey. Discussion was also held on contacting the League of Wisconsin Municipalities for their advice and for Jan and Audrey to contact the insurance company for each of their municipalities and sending the claim to the insurance company for WMCA.

MARCIA KELLY MOVED TO AUTHORIZE THE PRESIDENT TO CONTACT THE LEAGUE OF WISCONSIN MUNICIPALITIES AND THE TOWNS ASSOCIATION FOR GUIDANCE; THE STATE OF WISCONSIN; THE WMCA'S INSURANCE CARRIER; AND IF NEEDED, AUTHORIZE \$750 TO BE SPENT ON ATTORNEY'S FEES TO REPRESENT THE ASSOCIATION, JAN WINGET AS PRESIDENT AND AUDREY RUE AS CHAIRPERSON OF THE HOLIDAY TREE COMMITTEE; SECONDED BY FAITH ELFORD; MOTION CARRIED UNANIMOUSLY.

B. First Vice President

1. Pending Legislation

Faith Elford stated she was invited with others to test electronic voting equipment at the State Elections Board office last week. Discussion was held on the cost, absentee voting, cross voting and the pros and cons with this equipment. Faith spoke about the voter identification bill and AB 339, a bill stating that poll workers just need to be a resident of the State and not of the municipality. The State Elections Board still has not formed a certification program for chief inspectors. The fees for dog licenses are not changing unless they change at the County level. Faith met with the advisory board for the Institute last week and next week travels to Green Bay to look for conference speakers.

C. Second Vice President

1. Newsletter Deadlines

Karen Peters indicated the next *Quill* deadline is December 5. Karen receives a lot of calls from clerks who have an address change and will place an article in the next newsletter to make sure they contact Charlotte Stewart.

D. Secretary

1. Approval of Minutes of September 20, 2001 Executive Board Meeting

Jane Romanowski indicated she made a correction to the bottom of page 3 under Item D2 and asked for additional corrections to the September 20, 2001 Minutes. It was noted Page 4 at the end of the second line on top of the page should read Income, not expenses and the bottom of Page 6 Item F should state Carol, not Carl.

SHELIA PUDELKO MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 20, 2001 EXECUTIVE BOARD MEETING AS CORRECTED; SECONDED BY KAREN PETERS; MOTION CARRIED.

E. Treasurer

1. Financial Report/Approval of Expenditures

Roxann Brue discussed the financial report. Cheryl Giese still has the treasurer information and she should be turning that over to Roxann shortly. Cheryl is waiting for a check from Dousman Transportation to clear in the association's account.

CAROL ALEXANDER MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED; SECONDED BY KATHY MORSE; MOTION CARRIED UNANIMOUSLY.

2. Audit

The audit has not been scheduled.

5. District Directors

- A. Reports on Meetings Held and Meeting Planned

District 1 - Vicki Busick stated a district meeting was held October 19 in Birchwood and Agnus Anderson, former Washburn County Treasurer, discussed the Statement of Taxes. Twenty people attended. A meeting in March will take place in Minong and a meeting in May will be held in Bayfield.

District 2 - John Jahr indicated the district held a joint meeting with District 2 Treasurer's Association October 26 in Milltown. Forty-two people attended. Claire Silverman from the League of Wisconsin Municipalities spoke on licensing in the morning. In the afternoon, Jamie Noel from the Department of Revenue spoke on sales tax issues. The second afternoon speaker was Kathy

Gram of Bremer Bank who spoke on credit card payments. The spring meeting will be held in April in Hudson.

District 3 - Sandy Boettcher stated Detective Anthony Curtis, UW Madison Police Department, spoke on workplace violence and prevention at a joint meeting of the District 3 Clerks and Treasurers October 31 in Fall Creek.

District 4 - Diane Hermann-Brown stated a meeting was held October 18 in New Glarus with 57 people in attendance. Tom Wilson, City Administrator/Attorney/Clerk/Treasurer from the Town of Westport spoke on publication requirements and Joe Boll, Register of Deeds for Lafayette County, spoke on recording documents. On February 28, 2002, Bob Ohlsen will speak on training requirements for election officials.

District 5 - Carol Alexander stated a meeting was held October 25 in Watertown. Detective Joe Kreitzmann of the City of Beloit Police Department spoke on issues relating to theft, drugs and violence in the workplace. In March, the district will meet in Mukwonago.

District 6 - Brenda Schneider indicated the next meeting will be December 7 in Menasha and Ed Williams from Davis & Kuelthau will speak on sexual harassment in the workplace. A February meeting will be scheduled on Board of Review certification.

District 7 - Marcia Kelly indicated a meeting was held November 1 in Seymour with 21 people in attendance. Bill Forrest of Vierbicher Associates Inc. spoke on development controls and the second speaker from the Department of Revenue who was to speak on sales tax was injured the night before and could not attend. A motivational speaker from the nursing home spoke in the afternoon. A meeting will be held in March in Mosinee and records management and file systems will be discussed.

District 8 - Kaye Matucheski stated a meeting was held November 2 in Antigo with 18 members attending. Agnus Anderson, former Washburn County Treasurer, spoke on Statement of Taxes. The district spoke about future meeting times and dates. The next meeting will be in late February or early March in Peshtigo.

6. Executive Administrator Report

Charlotte indicated currently there are 1,306 members – 207 are still unpaid and have been rebilled. Charlotte reminded the district directors to update the calendar and to let her know of any changes. In October, Charlotte attended both the League and Town annual conferences. Charlotte indicated Kassie VanRemortel from the Institute and she shared a table at the Towns Association

conference in Middleton, which was very successful. The manuals are now on CD and Charlotte will send CD's to the districts to distribute at meetings.

7. Committees

A. Nominating Committee

Shelia Pudelko stated a change must be made in the Policies and Procedures Manual with respect to the deadline for nominations. The dates of June 1 and June 15 are both listed. Either date is acceptable.

B. Professional Education/Institute Oversight Committee

Carol Alexander indicated the Professional Education Committee met October 25 in Watertown after the District 5 meeting. The Committee discussed the success of the 2001 Conference and began preparations for the 2002 Conference. Barb Hansen from the State Elections Board and Curt Wytinski from the League have agreed to speak at the 2002 conference. Discussions were also held on the questions and concerns with respect to the Institute. There is not anything to report on the Board of Review training yet. The Parliamentary training on October 4 and 5 in Stevens Point was successful with 43 people attending. Two members of the Wisconsin Parliamentary Association spoke to promote their organization.

C. 2001 Conference Committee

Marie Bieber distributed the final spreadsheet detailing the conference revenues and expenditures. It was determined the \$1,010 expense for the CD manuals and the \$1,100 Document Imaging lunch expense were not to be charged to the conference. The conference deficit is estimated at \$2,589.00. The overrun is mainly due to printing costs. It was expensive to run handouts for all sessions for the binders. It was discussed at our September 20 meeting that the deficit may be satisfied by using funds from the Professional Education Fund.

CAROL ALEXANDER MOVED TO SATISFY THE CONFERENCE DEFICIT OF AN ESTIMATED \$2,589 FROM THE PROFESSIONAL EDUCATION FUND; SECONDED BY PAM HICKS; MOTION CARRIED.

D. 2002 Conference Committee

Joe Rusch indicated committee meetings were held both after the last Executive Board Meeting September 20 and on October 12 at the Mead Inn. Also a meeting will be held this afternoon in Wisconsin Rapids. The Wednesday night entertainment will be a dinner theater called the "Cranberry Caper." The cost will be approximately \$30 per person. Joe said he has been in contact with Carol Alexander regarding speakers for the conference. Because of the concerns of

people crossing the busy street to go to the library, an option for more sessions, it has been decided that the entire conference will take place at the Mead.

E. 2003 Conference Committee

Karen Peters indicated 43 people have volunteered to help with the conference. The first committee meeting will be in November at the Marriott in Middleton.

F. Membership Committee

Pati Jahns indicated the committee has met once in Kolby and five of the seven members attended. The committee is spread around the state so it is hard to get everyone together at once. The committee has revised the campaign letter and drafted a letter to the highest designated official of municipalities to promote the association. The committee discussed the free membership offer, needs of the current members, education in the western part of the state and possibly changing the district boundaries so they do not encompass such a big area of the state. Pati is compiling a binder with samples of letters, etc. for the committee and future committees to use.

G. Mentoring Committee

Jan indicated Michaelene Knoebel was unable to attend today. At this time, she does not have any requests for mentors. A notice on the clerks e-mail was sent our recently promoting the Adopt-a-Clerk Program.

H. Scholarship Committee

Jan indicated Jeanne Tomasek reported she received information from Kassie VanRemortel recently and will be contacting the committee to set up a meeting. The scholarship form must be in the next newsletter.

I. Holiday Tree Committee

Audrey Rue stated the lawsuit has not put a cloud over the excitement of the holiday tree project. The tree will be cut on November 14 or 15 and be erected at the Capitol on November 26. Ornaments will be delivered to the Capitol on November 23 and be placed on the tree November 27. We have about 2,300 ornaments, enough for the tree with remaining ornaments to be placed around the Capitol. The snowflakes with the names of the contributing municipalities will be placed on the tree first. Discussion was held on the tree skirt, the luncheon and gifts. It was decided that Gary Dummer, Audrey Rue and Jan Winget will present the gifts to the Governor, his wife and others. Certificates of appreciation will be given to the tree cutter and tree hauler.

J. Historical Committee

Gary Dummer summarized the minutes of the October 19 committee meeting distributed earlier. The committee is busy trying to decide what should be included in the publication. A representative of Masterprint, Inc. gave a presentation on publication choices. A sub-committee was formed to draft a Table of Contents to be presented at the next committee meeting. The entire committee will meet January 18, 2002 in Beaver Dam.

K. Clerks Manual Committee

Jan indicated Jim Villiesse sent an e-mail indicating that this committee will meet in January or February.

L. Executive Administrator Review Committee

Jan indicated Bernie Kahl reported the committee met after the Executive Board meeting September 20, 2001 to discuss the Executive Administrator's job description. The committee will meet again in January in the Wisconsin Dells.

M. IIMC Region VI Meeting Committee

Jan stated Teri Lehrke and Cheryl Giese were working on arrangements for the IIMC Region VI annual meeting January 18 and 19 in LaCrosse. As discussed earlier, Cindi Hesse has stepped down as chairperson of this committee.

N. Liaison to GRATE Committee

Marilyn Czubowski reported she attended a GRATE meeting September 26 and a second meeting is scheduled on November 7, 2001. The two topics discussed were 1) Training Mission and 2) Financial Statement Certification Mission. The GRATE Board decided that they would survey members and other governmental organizations to see if they overlap or if there is any training needs that the GRATE Board could provide. Someone will be contacting the WMCA Education Committee after January 1, 2002. Marilyn indicated she accepted the position of Secretary-Treasurer with the GRATE Board.

O. New Clerks Class Committee

Jan indicated Margaret Brubaker did not have a report at this time.

P. Policies and Procedures Committee

Jan indicated Judy Weter did not have anything to report, but after the discussions today, we will get her the information with respect to the due date of nominations and the Clerk-at-Heart clarification.

Q. Silent Auction Committee

Jan indicated Tess Hochrein reported she has notified the recipients of the one full scholarship and two registration fees to the IIMC Annual Conference in May 2002. Doreen Kruschke of the Village of Roberts, a winner of a full scholarship, has accepted. Marcia Kelly of the Town of Dale has accepted the scholarship for the registration fee to the IIMC Conference. Joan Dykstra of the Village of Johnson Creek has declined the registration fee scholarship to the conference so a letter has been sent to the first runner up.

R. Special Projects Committee

Sharon Christensen reported the committee met in Johnson Creek on November 1. The committee discussed the 2001-2002 goals outlined by Jan Winget. Discussion was held on the pins to be designed for the IIMC Conference. It was decided that the same mouse pin should be reproduced for the conference. The committee will send an article promoting Municipal Clerks Week to the League of Wisconsin Municipalities and Towns Association asking them to place the article in their respective newsletters. An article will also be in the next *Quill* publication. The committee discussed new items that could be sold including a turtleneck shirt, lined windbreaker and stadium blanket each containing an embroidered WMCA logo. Further discussion on sale items will be held at a future meeting after the holidays.

S. WMCA Lifetime Achievement Award Committee

Jan reported that the committee has met via telephone. The committee has agreed the award should continue and the application form needs updating. The committee composition should not change. Any recommendations by the committee will be reported to the Executive Board for their approval.

T. WMCA Technology Committee

Mike Hoppenrath indicated he has no report at this time.

7. UW-GB Institute

Kassie VanRemortel reported the server is up as of yesterday for the Treasurer's Association. Kassie discussed on-line registration for the Institute last year and the changes that have been made. E-mailing pre-readings for Advanced Education registration were discussed. An advisory board meeting was held on November 2 wherein classes at the Institute were discussed. As a continuation of that meeting, the Professional Education Committee will meet this afternoon for further discuss class curriculum for the Institute.

8. Adjournment

**KAYE MATUCHESKI MOVED TO ADJOURN THE MEETING;
SECONDED BY SHARON CHRISTENSEN; MOTION CARRIED AND
MEETING ADJOURNED AT 12 NOON.**

Respectfully submitted,
Jane M. Romanowski, Secretary

WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, MARCH 21, 2002
STEVENS POINT, WI

1. **Call to Order** - WMCA President Jan Winget called the meeting to order at 9:00 a.m.

2. **Pledge of Allegiance** – Second Vice President Karen Peters led the Pledge of Allegiance.

Introductions – The following people were present: Jan Winget; Jane Romanowski; Karen Peters; Roxann Brue; Diane Hermann Brown; Sharon Christensen; Pamela Hicks; Mike Hoppenrath; Vern Borth; Diane Lemke; Brenda Schneider; Vicki Busick; Pati Jahns; Carol Alexander; Sue Duda; Joseph Rusch; Teri Lehrke; Charlotte Stewart.

3. **Officer Reports**

A. **President**

1. **Communications**

Jan discussed a letter the clerks received on the network from the Alcohol & Tobacco Enforcement to gain support in opposition to Governor McCallum's proposed cuts in their division.

2. **Lawsuit Re: Holiday Tree Ornaments**

Jan indicated the Holiday Tree Ornament lawsuit was settled on November 20th, the day before the hearing and that she prepared the summary article for the December/January issue of *The Quill* as required by the stipulation. The three clerks were represented through their municipal insurance. Fortunately, the attorney that represented Jan was willing to represent the Association with any extra costs attributable to the Association to be billed. The lawsuit was settled at no extra cost to the Association

3. **Business Interruption & Liability Insurance**

Jan read a letter from Audrey Rue indicating that the cost for her defense alone in the Holiday Tree Ornament lawsuit was approximately \$1,700. Even though the three clerks involved in the lawsuit had insurance coverage by their respective municipality, the Association really needs to consider insurance on its own. This should include an errors and omissions type policy and a liability policy. Furthermore, the Association should also consider some sort of "business interruption" insurance in case a

conference must be cancelled after the deadline in the contracts. The liability policy could also be used to cover the conference and district meetings. Jan has contacted her Wausau Insurance representative and has an application from Philadelphia Insurance Companies, a company that deals with non-profit organizations. Jan was looking for permission to apply for coverage so a quote can be included in the budget for the next year. Joe will look into coverage for the conference. Discussion regarding whether the Association should buy insurance now or wait the new budget cycle took place.

PAM HICKS MOVED TO APPLY FOR INSURANCE AND MAYBE TAKE THE PREMIUM FROM THIS YEAR'S MISCELLANEOUS EXPENSE ACCOUNT; SECONDED BY SHARON CHRISTENSEN; MOTION CARRIED.

4. Clerk-at-Heart/Associate Member Designation

Jan indicated that at the IIMC Region VI meeting Minnesota gave their interpretation of an Associate Member – which is similar to our. Our difference is that our Associate Members are corporate sponsors and our “clerk-at-heart” designation allows non-clerks to join. If we would want to change the “clerk-at-heart” designation this would require a constitutional change at the conference. It would also put the membership fee higher and, therefore, discourage any non-member clerks from joining. It was decided to leave the “clerk-at-heart” category of membership as it currently is and change the application form to get information on whether the clerk is retiring or temporarily not employed as a clerk/deputy clerk.

5. Membership Subscription Period - change to calendar year

Jan indicated discussion was held at the last Executive Board meeting to change the membership subscription period to coincide with the fiscal year of our communities.

Pati Jahns asked how that would help the association.

Charlotte Stewart indicated that memberships, certificates and conference planning all fall at the same time.

Pati Jahns thought with an election in April we probably would miss a lot of new clerks if the membership period ran on a fiscal year.

It was decided the membership subscription period would not change.

6. Report on IIMC Region VI Meeting

Jan indicated Teri Lehrke did a great job hosting the IIMC Region VI meeting January 19 in LaCrosse. Copies of the minutes were distributed to Board members. Jan indicated a banner was purchased for \$600 for use at conferences as a backdrop. Each state association was asked to donate \$200 towards the Region VI banner. It was decided before the association would spend \$200 towards an IIMC banner that they would purchase a banner for Charlotte to use at the WMCA table at conferences.

The results of the recent salary survey were presented. Discussion was held at the meeting on whether a degree should be required to hold a CMC or MMC designation. After discussion, Jan indicated she would write a letter to Jane Wilms, Region VI director, on the Association's position that a degree should not be required.

Discussion was held at the Region VI meeting if the IIMC should open up membership to other job classifications in municipal government.

A certificate of appreciation was given to Lyle Schwartzkopf and a donation to the MCEF was made in his name.

Discussion was held on forming a regional chapter but it was determined that our state's association was strong enough that this was not needed.

Jan indicated the future locations of IIMC annual conferences as 2002 San Antonio, TX, Columbus, Ohio in 2003, Whistler, British Columbia in 2004; St. Paul, Minnesota in 2005 and Charleston, West Virginia in 2006.

The region nominated Sue Lambert of Ohio as the next director to IIMC from Region VI.

Minnesota was designated to purchase the silent auction items for the San Antonio conference, and Roxann will forward a check in the amount of \$75 as our portion of that cost.

7. President's Award of Excellence

Jan indicated nomination forms for this award will be sent out soon and she would appreciate everyone submitting a nomination.

B. First Vice President

Jan indicated Faith Elford was unable to attend today's meeting but she has secured the LaCrosse Center for the 2004 WMCA annual conference upon approval of this site from the Executive Board.

VICKI BUSICK MOVED TO APPROVE THE LACROSSE CENTER AS THE SITE OF THE 2004 WMCA ANNUAL CONFERENCE; SECONDED BY CAROL ALEXANDER. MOTION CARRIED.

In her report, Faith indicated there is a lot of information pending on the governor's budget reform bill and a great site to research to updates is at www.legis.state.wi.us.

The State Elections Board has proposed delaying Chief Inspector training until September 2003.

C. Second Vice President

Karen Peters indicated the newsletter is out in record time and everyone should receive it shortly. The next deadline for the newsletter is June 3 and the deadline for the first issue next year would be September 3. Discussion was held on the nominations for officers due June 15 and that Karen should hold off sending the newsletter to print until the nominations are finalized. It was suggested an amendment to the constitution be presented at the annual conference to change the nomination deadline to be June 1 instead of June 15. Karen also indicated there are 24 advertisements in *The Quill*.

D. Secretary

Jane Romanowski presented the minutes of November 8, 2001. Changes to the date to reflect November 8 instead of November 5 and a correction to the name of the Town of Colby on page 7 were discussed.

KAREN PETERS MOVED TO ACCEPT THE MINUTES OF NOVEMBER 8, 2001 AS CORRECTED; SECONDED BY ROXANN BRUE; MOTION CARRIED.

E. Treasurer

1. Financial Report/Approval of Expenditures

Roxann Brue distributed the treasurer's report and indicated she was unsure of certain categories for expenses and revenues, as she was unfamiliar with the budget process last year. She requested changes be submitted if a category was not right. The report details activity from September 1 through March 20. Account balances are Savings \$23,470.85; Scholarship \$3,349.00; General \$5,529.02 and Checking \$224.94.

KAREN PETERS MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED; SECONDED BY VICKI BUSICK; MOTION CARRIED.

2. Audit

The audit report was included in the treasurer's handouts.

CAROL ALEXANDER MOVED TO APPROVE THE AUDIT REPORT AS PRESENTED; SECONDED BY PAM HICKS; MOTION CARRIED.

4. District Directors

A. Reports on Meetings Held and Meetings Planned

District 1 - Vicki Busick indicated their scheduled meeting was canceled due to snow, and a meeting will be held March 22 on Parliamentary Procedure, minute taking and a cracker barrel. A meeting is scheduled May 15 with the topic of Chief Election Inspector training but since that is on hold, they are searching for another topic for this meeting.

District 2 - Kathy Morse and John Jahr could not attend the meeting. A District 2 meeting is planned on April 5 in Hudson.

District 3 - Pam Hicks indicated a meeting is scheduled May 13 in Oakdale and Patty Hendrickson, a motivational speaker, has been hired. The meeting is open to all clerks and the cost is \$23 per person.

District 4 - Sharon Christiansen indicated a meeting was held February 28, 2002 in Dodgeville. One hundred fifteen clerks attended including 36 non-members. Bob Ohlsen, Dane County Chief Deputy Clerk, presented the latest updates for the 2002 election in the morning and certification/continuing education opportunities were discussed in the afternoon. The next meeting will be held May 2 in West Baraboo.

District 5 - Carol Alexander indicated a district meeting was held March 14 in Waterford. The Fire Chief from Beloit spoke on working in a downsized organization, supervising supervisors and how the rules of government have changed since September 11. Kris Schmidt from the City of Brookfield will be hosting a meeting on May 2 in Brookfield, and a panel has been formed to discuss the shared revenue budget cuts. Carol indicated she and Cindy Heggland would not be district directors next year.

District 6 - Brenda Schneider indicated a meeting was held in Sheboygan February 8 with 35 people in attendance. A business meeting was held and Claire Silverman and Dan Olson from the League of Wisconsin Municipalities spoke on public records. The next meeting will be a joint meeting with District 7 on May 30, and John Macy will speak on the difference between elected and appointed clerks. The meeting location has not

been determined at this time.

District 7 - Sue Duda indicated a meeting was held in Mosinee on March 8 and filing systems were discussed, both hardware and software. Twenty members attended. The next meeting will be a joint meeting with District 6 on May 30 as Brenda indicated.

District 8 - Jan reported District 8 inadvertently scheduled a district meeting today and a report was not forwarded.

5. Executive Administrator Report

Charlotte Stewart indicated 50 new members have signed up in part due to the membership drive started by the Membership Committee. Charlotte indicated both GBS and ES & S agreed last year to share the cost of purchasing 250 binders with the understanding that each would be equally represented on the cover. GBS paid their share right away but she is having no luck getting any money from ES & S. Teri Lehrke gave Charlotte the name of Dan Erker to contact at ES & S.

6. Committee Reports

A. Nominating Committee

As discussed earlier, a proposed change to the constitution is in order indicating the nominations deadline to be due June 1 instead of June 15. The Policies and Procedures Manual indicates a deadline of June 1 and the constitution must correspond with that deadline.

B. Election Committee

Jan indicated at this time the Election Committee is waiting for nominations. Karen Peters and Roxanne Brue will seek the Second Vice President and Treasurer's position respectively. Jane Romanowski indicated she would not seek re-election as Secretary. Carol Alexander has submitted her name as a candidate as First Vice President. Jan asked the District Directors to get the word out on nominations at their upcoming meetings.

C. Professional Education/Institute Oversight Committee

Carol Alexander indicated the committee met February 7 in Beloit and finalized the details for the annual conference. Nancy Pirkey from Davis and Kuelthau will present a Wednesday afternoon session on Sexual Harassment. The Clerk-at-Heart track will be presented by the Learning in Retirement Organization of Green Bay, and

the topic will be Continuing Issues in America. Patti Hilker of the Village of Theresa will be preparing the Clerk-at-Heart registration forms. Carol indicated 241 people have registered for the Board of Review sessions and 342 registrants are needed to break even. She is confident after the election more people will sign up. Parliamentary training will once again be offered October 3 and 4 in Stevens Point.

D. 2002 Conference Committee

Vern Borth indicated the committee would meet again today at 1 p.m. Mike Hoppenrath and Karen Peters have worked on getting the conference news on both the website and in *The Quill*. The Wednesday night entertainment the "Cranberry Cookout Caper" is all set. The committee is currently working on getting the vendor information out to companies and currently there is room for only 21 vendors but with some adjustment they are looking to have 30/31 vendors. The silent auction will be moved to the second floor. The committee has ordered 350 zipper binders. As of January 1, the Mead has increased all their food prices so the committee will be reviewing the menus this afternoon. Vern will be drafting a contract for the pianist, which will be reviewed by his city attorney. The committee is still looking for a singer of the national anthem for the opening ceremony. The committee is also working on soliciting sponsors to help defer the cost of the conference.

E. 2003 Conference Committee

Sharon Christiansen indicated the committee met March 6 in Fitchburg with 26 people in attendance. They will be working on promotions until the 2002 conference and then will meet monthly after August. The theme for the 2003 conference is "United We Stand."

F. Membership Committee

Pati Jahns stated the committee met for a second time February 27 in Marshfield. The committee mailed out 870 membership recruitment letters in late February offering a free trial WMCA membership from March 1 to June 30. A letter to the municipality's chief elected official detailing the benefits of a WMCA membership was also included in this mailing. A survey to current members will be sent out on by e-mail and articles for both the spring and summer issues of *The Quill* have been submitted.

G. Mentoring Committee

Jan indicated Michaelene Knoebel reported by e-mail that 12 mentor matches have been made to date - 5 Village, 2 City and 2 Town.

H. Scholarship Committee

Jan distributed on behalf of Jeanne Tomasek a list of the scholarship awards recipients and indicated the names were confidential until the Institute in July. There were nine applicants. The committee will be reviewing the policies and procedures and nomination forms during the next few months.

BRENDA SCHNEIDER MOVED TO APPROVE THE SCHOLARSHIP RECIPIENTS AS PRESENTED; SECONDED BY KAREN PETERS; MOTION CARRIED.

I. Clerks Manual Committee

Jan indicated Jim Villesse sent a long e-mail with many suggestions with respect to updating the clerk's manual. Jan will forward this information to Faith Elford, First Vice President, for next year as Jim is suggesting a Clerks Manual Committee be formed.

J. Executive Administrator Review Committee

Jan stated this committee is not set up to complete the review of the Executive Administrator but to review the recommendations from the previous year. Bernie Kahl has tried twice to schedule meetings but both were canceled due to weather. A committee meeting will be scheduled at the end of April.

K. Holiday Tree Committee

Jan reported Audrey Rue went to the Capitol on January 3 and picked up the tree ornaments. Audrey will be scheduling a committee meeting to determine which ornaments to sell, etc. and writing thank you notes. Audrey is also compiling a scrapbook and video of the ceremony.

L. Historical Committee

Jan reported Gary Dummer was unable to attend today's meeting but sent a report by fax yesterday. The committee met January 18 in Beaver Dam. The committee suggested it work with Karen Peters to get a price from the printer used to produce *The Quill* to bind the historical books. The committee also suggested that the Special Projects Committee design a pin for the 25-year anniversary that could be incorporated into a cover design.

M. IIMC Region VI Meeting Committee

Jan indicated the IIMC Region VI meeting will be held in Iowa on January 17 & 18, 2003.

N. Liaison to GRATE Committee

Jan reported for Marilyn Czubkowski the GRATE Committee sent a survey in January. The GRATE board will discuss the survey results and identify reasons for participating in the certification program and educational programs provided by GRATE.

O. New Clerks Class

Jan reported for Marilyn Brubaker that the committee has decided to raise the fee for the New Clerks class at the annual conference by \$5 to offset lunch and break costs and that no class refunds will be given. The registration form for the class is on the website.

P. Policies and Procedures Committee

Jan reported for Judy Weter the committee suggests Section 6, Annual Meeting IV. Policy B.2. be amended to reflect June 15 to be the date nominations are due but as was discussed earlier, the Policies and Procedures should remain June 1 and the constitution should be amended at the annual conference.

Q. Silent Auction Committee

Jan reported for Tess Hochrein that the committee forwarded an article to Karen Peters for *The Quill*.

R. Special Projects Committee

Sharon Christiansen reported the committee met March 15 in Johnson Creek and discussed trading pins, promoting Municipal Clerk's Week and sale items for the association. Currently, there are 698 cheese/mouse pins. It was the consensus of the Board not to order any additional pins at this time and to distribute the remaining pins to the 2002 IIMC annual conference attendees.

Letters were sent to the League of Wisconsin Municipalities and the Towns Association asking them to place an article in their respective newsletters promoting Municipal Clerk's Week April 28-May 4. Chris Micka will contact Senator Darling to encourage Governor McCallum to sign a Proclamation in recognition of Municipal Clerk's Week.

Sharon distributed information on new sale items. The committee has chosen a white

turtleneck and a charcoal gray fleece jacket each with the WMCA logo as new sale items.

S. WMCA Lifetime Achievement Award Committee

Teri Lehrke distributed a brochure the committee has just completed and asked the district directors to take a supply for their upcoming meetings. The deadline for award nominations is June 14. Teri indicated the last plaque for the award was given out in 2001 so she passed around a new stain glass award and asked the Executive Board to approve an additional \$500 to purchase four more awards at \$120 each for future years.

KAREN PETERS MOVED TO APPROVE THE PURCHASE OF FOUR MORE LIFETIME ACHIEVEMENT AWARDS IN THE AMOUNT OF \$500 USING MONEY FROM THE PRESIDENTS PROJECT FUND; SECONDED BY SHARON CHRISTIANSEN.

T. WMCA Technology Committee

Mike Hoppenrath asked for direction from the Board if he should respond to a person who e-mailed him in December indicating he thought the clerks Website was offensive and that he did not like the Christmas tree. It was decided Mike should ignore this e-mail. The network is going o.k. with the exception that 6-8 people cannot connect.

7. **UW-GB Institute**

Jan reported Kassie VanRemortel was requested to stay at the University today to attend a meeting on proposed budget cuts. Jan also read an e-mail Kassie sent to the PEC indicating the praises she has received with respect to the Institute.

8. **Adjournment**

KAREN PETERS MOVED TO ADJOURN THE MEETING; SECONDED BY ROXANN BRUE; MOTION CARRIED AND MEETING ADJOURNED AT 12 NOON.

Respectfully submitted,
Jane M. Romanowski, Secretary

WMCA EXECUTIVE BOARD MEETING MINUTES
THURSDAY, JUNE 13, 2002
STEVENS POINT, WI

1. Call to Order - WMCA President Jan Winget called the meeting to order at 9:00 a.m.

2. Pledge of Allegiance – First Vice President Faith Elford led the Pledge of Allegiance.

Introductions – The following people were present: Jan Winget; Jane Romanowski; Faith Elford; Karen Peters; Roxann Brue; Cindy Hegglund; Carol Alexander; Sharon Christensen; Diane Hermann-Brown; Audrey Rue; Pati Jahns; Marilyn Czubkowski; Jim Villiesse; Sue Duda; Marcia Kelly; Diane Lemke; Tess Hochrein; Joseph Rusch; Vern Borth; Debbie Brown; Kaye Matucheski; Vicki Busick; Darlene Denninger; Kathy Morse; John Jahr; Bernie Kahl; Gary Dummer; Kassie VanRemortel; Michaelene Knoebel; Charlotte Stewart.

3. Officer Reports

A. President

1. Communications

Jan received a communication from Joe Tiernay, Executive Director of IIMC, with respect to membership and the desire to keep the state association involved in the recruiting of the standing members. She will pass that communication to Faith.

Jan stated Jim Villiesse has forwarded a Resolution to be presented at the Annual Business Meeting adopting an Amendment to the Constitution to change the nomination deadline of officers.

2. Insurance Update

Jan indicated the errors and omissions insurance is in place. The association is currently working on a liability policy for the association.

3. Annual Evaluation – Executive Administrator

Jan stated the annual review of the Executive Administrator was performed on April 20, 2002 after obtaining comments from Gary Dummer, Past President and Brenda Schneider, District Director. Two changes to the Policies and Procedure Manual are suggested. Section IV Policy Item B is recommended to be changed to read “from the President, Past President and District Director doing the annual review” to the “President

and the Chairpersons of both the Professional Education Committee and Conference Committee. This change is recommended as both chairpersons from those two committees have more contact and requests for information of the Executive Administrator than the Past President and a District Director. The second change recommended is in Section V Procedure – Job Description. Currently that section states “provides orientation training to all new District Directors” and the language proposed would read “Provides orientation training, in conjunction with the President, to all District Directors.” The change is recommended as all district directors should receive training and the President should be included to implement his/her changes or programs for that year.

Jan indicated the following goals were set for the Executive Administrator:

1. Communicate more with the District Directors and Committee Chairpersons including what information she has available, working with the President, after the conference, on a training session for the District Directors, and stressing the need to transfer documents either to her or to their successor.
2. Work with the e-mail system, especially with the problems that have been occurring recently. Work with UW-GB to create a master list for the e-mail network and to expedite the checking of users on the list-serve against the membership list.
3. Take a computer class on Microsoft Access to increase her knowledge of the program.
4. Provide a file system, either through laser fiche or binders, for the Association records that she has accumulated.

Jan discussed Charlotte’s pay and the hours she has worked. She then asked Bernie Kahl to give the report of the Executive Administrator Review Committee.

Bernie stated he, Jim Villiesse and Margaret Brubaker met and he distributed a handout with a proposal for the Executive Administrator. He discussed the proposal in detail in relation to the services the Executive Administrator is to provide and the records management and other duties to be performed. The committee proposes the compensation for the Executive Administrator to be \$16,000. Out of pocket expenses shall not exceed \$3,000 annually unless approved by the Executive Board and additional duties shall be negotiated separately and approved by the Executive Board. Bernie indicated the committee also recommends the following seven proposals:

1. Conference manual should be updated after this conference and it should include specific lists of duties that are the responsibility of the Executive Administrator. The Conference Co-Chairs and Executive Administrator should compile this list with the WMCA Conference Manual Coordinator.
2. Membership dues should be changed to the calendar year. No adjustments made as it will equal itself out and no grace period. Dues go to the municipality and not an individual.
3. The Association should budget for and purchase a professional looking booth.

Executive Board Minutes

June 13, 2002

4. Abolish the Executive Administrator Review Committee and replace it with a standing committee of three members. Committee would have the responsibility of reviewing the Administrator's performance as set forth by the contract and suggesting alterations/clarifications to the contract as needed. Committee should consist of the President, Chairs of both the current Conference Committee and Professional Education Committee.
5. Change the definition of the Executive Board to be the elected officers of the Association; the Board of Directors would be compiled of the Executive Board and District Directors.
6. Incoming President should appoint a committee to talk to Laser Fiche about placing WMCA records on CD and that committee should also do an inventory of the records and search for missing items from Clerks and Retired Clerks. Committee should also decide what our archives should consist of and how long records should be retained.
7. The Executive Administrator position reports to the WMCA President.

Bernie stated with respect to Proposal No. 5, there are times when things need to be done and acted on where the Executive Board, which would be comprised of just the elected officers, could get together sooner instead of the entire group.

Kathy Morse asked if Charlotte needed to provide the association with a liability insurance policy as she is a contracted employee. After discussion, it was decided an insurance binder should be supplied by Charlotte to the WMCA.

Further discussion took place on the authority, voting rights and the whole make up of the Executive Board if reorganized.

Jan indicated we need to take action today on the committee's proposals. With respect to Proposal No.1, GARY DUMMER MOVED TO APPROVE MARGARET BRUBAKER TO CONTINUE AS THE CONFERENCE MANUAL COORDINATOR AND THE POLICIES AND PROCEDURES MANUAL CHANGED TO INDICATE THE CURRENT AND FUTURE CONFERENCE COMMITTEE CHAIRPERSONS NEED TO BE INCLUDED IN THE UPDATE; SECONDED BY KAREN PETERS; MOTION CARIED.

Gary Dummer indicated in the minutes of the last meeting it stated the dues would not be changed to the calendar year and asked what discussion took place back in March.

Discussion was held on the membership dues running with the calendar year and to whom the invoice is sent – the person or the municipality.

Teri Lehrke stated the association should wait another year as the smaller Towns will not agree with this change especially since most of those clerks are elected in April. We need to bring this to the district level to discuss first. With respect to Proposal No. 2,

CAROL ALEXANDER MOVED TO APPROVE THE MEMBERSHIP DUES RUN WITH THE CALENDAR YEAR AND WOULD BE DUE JANUARY 31; SECONDED BY FAITH ELFORD; MOTION DEFEATED.

After further discussion, **KAREN PETERS MOVED TO APPROVE THE MEMBERSHIP DUES TO BE DUE JANUARY 31 AND SHOULD BE BILLED TO THE MUNICIPALITY AND NOT THE INDIVIDUAL CLERK; SECONDED BY KATHY MORSE; MOTION CARRIED.**

Discussion was held on Proposal No. 3 to purchase a booth for the Executive Administrator to appear at conferences. Further discussion will take place during the budget portion of the Agenda.

With respect to Proposal No. 4, after discussion, **GARY DUMMER MOVED TO APPROVE THE ABOLISHMENT OF THE REVIEW COMMITTEE AND TO CREATE A STANDING COMMITTEE CONSISTING OF THE PRESIDENT, CHAIRS OF BOTH THE CURRENT CONFERENCE COMMITTEE AND THE PROFESSIONAL EDUCATION COMMITTEE AND THE VICE PRESIDENT EX OFFICIO; SECONDED BY DEBRA HERMANN-BROWN; MOTION CARRIED.**

With respect to Proposal No. 5, Bernie Kahl indicated the committee felt that an Executive Board of six members could be called together sooner and is more efficient than the whole board as is currently sits. The Committee will also need to be formed to outline the duties of the redefined Executive Board and Board of Directors. **CAROL ALEXANDER MOVED TO NOT APPROVE THE CHANGES TO THE STRUCTURE OF THE EXECUTIVE BOARD AND CREATE A BOARD OF DIRECTORS UNTIL THE DEFINITION AND DUTIES OF BOTH BODIES ARE CREATED AND APPROVED BY THE EXECUTIVE BOARD; SECONDED BY JOHNJAHR; MOTION CARRIED.**

With respect to Proposal No. 6, Jan indicated Faith was working on the committee's suggestion to create a committee to work on records retention and records management.

With respect to Proposal No. 7, Jan indicated the constitution states the Executive Administrator works by contract.

Kathy Morse asked if in fact a contract is executed.

Jan indicated that would be a good idea.

4. Report - IIMC Annual Conference

Jan indicated the conference in San Antonio was a success. A Region VI meeting was held and Sue Lambert was elected as our new director.

5. President's Award of Excellence

Jan stated nominations are due June 28 for the President's Award of Excellence.

B. First Vice President

Fail Elford reported the state budget is going nowhere at this time. Act 75 was passed with respect to training employees who sell cigarettes.

C. Second Vice President

Karen Peters reported *The Quill* is set to go and will be mailed before the postage rate increase at the end of June.

D. Secretary

Jane Romanowski presented the minutes of the March 21, 2002. After a correction on page 2, Paragraph 4, **KAREN PETERS MOVED TO APPROVE THE MINUTES OF THE MARCH 21, 2002 EXECUTIVE BOARD MEETING AS CORRECTED; SECONDED BY FAITH ELFORD; MOTION CARRIED.**

E. Treasurer

1. Financial Report/Approval of Expenditures

Roxann Brue presented the Treasurer's report. **GARY DUMMER MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED; SECONDED BY KAREN PETERS; MOTION CARRIED.**

2. WMCA 2002-2003 Budget.

Roxann presented a budget summary. After discussion, **FAITH ELFORD MOVED TO BUDGET \$16,000 FOR THE EXECUTIVE ADMINISTRATOR CONTRACT; SECONDED BY KAREN PETERS; MOTION CARRIED**

CAROL ALEXANDER MOVED TO APPROVE \$3,000 FOR EXECUTIVE ADMINISTRATOR'S EXPENSE REIMBURSEMENT; SECONDED BY FAITH ELFORD; MOTION CARRIED.

GARY DUMMER MOVED TO BUDGET \$9,500 FOR THE QUILL NEWSLETTER; SECONDED BY MARCIA KELLY; MOTION CARRIED

KAREN PETERS MOVED INCREASE THE REVENUE BUDGET TO REFLECT MEMBERSHIPS TO \$54,500; QUILL ADS TO \$5,400; AND ALLOCATING \$50 OF THE CURRENT PROPOSED COMMITTEE EXPENDITURES TO THE CLERK-AT-HEART COMMITTEE AND THE REMAINING \$950 PLUS AN

**ADDITIONAL \$4,025 TO THE HISTORICAL COMMITTEE THEREBY
ALLOCATING A TOTAL OF \$5,025 TO THE COMMITTEE EXPENDITURES;
SECONDED BY GARY DUMMER; MOTION CARRIED.**

Jan indicated the budget would be presented at the Business Meeting in August.

4. District Directors

A. Reports on Meetings Held and Meetings Planned

District 1 - Vicki Busick reported the district held a meeting May 10 in Minong with 34 clerks in attendance. Speakers were Cliff Korn from Alcohol & Tobacco Enforcement and Dan Cuskey representing the League Insurance program. Darlene Denninger and Vicki Busick will be co-directors next year and the next meeting is schedule September 20 in Bayfield.

District 2 - John Jahr stated the district had a joint meeting with MTAW District 2 April 5 in Hudson with 49 people attending. Cliff Korn and Rogert Engen, State of WI Alcohol & Tobacco Enforcement spoke about upcoming changes in the morning. Keith Seeley and Anthony Timmons of the Wisconsin Department of Revenue presented shared revenue history, current formula components and upcoming changes in the afternoon. Kittie Rhoades, State Representative, briefly addressed the group on current issues facing State government. John Jahr and Kathy Morse were re-elected as co-directors and Pat Mitchell was re-elected as secretary. A fall meeting will be held October 4 in Chippewa Falls.

District 3 - No report available.

District 4 - Sharon Christensen reported the district met on May 2 in West Baraboo with 72 clerks in attendance. Dan Thompson of the League of Wisconsin Municipalities and Tom Harnisch, Wisconsin Towns Association, spoke on the history of shared revenue. Following that discussion, David Vreizen, State Department of Commerce, gave an overview of what to expect when they make inspections. The afternoon session was on endangered cranes by Detrick Schaaf. Diane Hermann-Brown and Sharon Christensen were elected as co-directors for 2002-2003.

District 5 - Carol Alexander reported the district met May 2 in Brookfield. A shared revenue presentation was given by Lt. Governor Margaret Farrow, Richard Olin of the Legislative Fiscal Bureau, Curt Witynski of the League of Wisconsin Municipalities, Mayor Wally Thiel of the Village of Hartland and William Mielke, President of Ruckert & Mielke. Kathy Gibbs and Camile Cohen of the Town of Norway were elected co-directors for next year and Anne Uecker was re-elected secretary.

District 6 - Diane Lemke reported a joint meeting with District 7 was held May 30 in Marion with 11 District 6 members attending. John Macy gave the group an informative presentation on the role of the municipal clerk elected vs. appointed. Diane Lemke and

Executive Board Minutes
June 13, 2002

Brenda Schneider will continue as co-directors and Barb Van Clarke was selected as secretary. The next meeting will be held in October in Fond du lac.

District 7 - Marcia Kelly reported that a joint meeting with District 6 was held May 30 in Marion with approximately 30 District 7 members attending. Rib Mountain will host the next meeting in October or November and Marcia Kelly and Sue Duda were re-elected as co-directors.

District 8 - Debbie Brown reported a meeting of the district will be held June 20 in Boulder Junction and Vierbecher and Associates will discuss Public Finance. Rick Stadelman spoke at the March 21 meeting in Peshtigo.

5. Executive Administrator Report

Charlotte Stewart indicated 1,215 invoices for renewal of membership dues were just mailed.

6. Committee Reports

A. Nominating Committee

Jan indicated the Nominating Committee has forwarded the names of Carol Alexander, 1st Vice President, Karen Peters, 2nd Vice President, Doris Kienitz, Secretary and Roxann Brue, Treasurer.

B. Election Committee

Jan stated the Election Committee would be ready at the conference if nominations are accepted from the floor.

C. Professional Education/Institute Oversight Committee

Carol Alexander stated the educational sessions for the conference are all set. At this time there are no Clerk at Heart registrations. The Board of Review training sessions were completed on April 10 in Middleton and May 8 in Steven's Point. Approximately 320 participants attended. Parliamentary training will once again be offered in Stevens Point on October 3 & 4.

D. 2002 Conference Committee

Vern Borth indicated the planning is going well for the August conference, and a committee meeting will be held this afternoon at The Mead. There are currently 130 people registered and 26 exhibitors. We are still working on obtaining donations and door prizes. Articles have been in both *The Quill* and on the website. District reports and committee reports need to be submitted to Joe Rusch for the binders.

E. 2003 Conference Committee

Sharon Christiansen reported the Promotions Committee has been meeting regularly and the Entertainment Committee held their first meeting on May 2. At this time, the committee is requesting \$1,000 to cover expenses.

F. Membership Committee

Pati Jahns indicated 37 proactive clerks returned their membership surveys and those have been turned over to the Executive Board to review. A committee article was submitted for the June *Quill* and the annual report for the 2002 conference binder was also prepared and submitted.

G. Mentoring Committee

Michaelene Knoebel stated 122 clerks have agreed to be mentors next year. Fourteen teams were formed this past year. The e-mail system seems to work in place of the new clerk/mentor match in a lot of instances.

H. Scholarship Committee

Jan reported for Jeanne Tomasek that the Quarles and Brady scholarship did go to the last first year clerk that originally did not receive a scholarship.

I. Clerks Manual Committee

Jim Villiesse indicated General Code will again be supplying the clerks manual on CD's.

J. Executive Administrator Review Committee

Report presented earlier by Bernie Kahl

K. Holiday Tree Committee

Audrey Rue indicated the ornaments will be for sale at the conference. The tree skirt was returned from the State Capitol as it was about six inches too short. The person who made the skirt will be make the adjustments required so it can be delivered back to the Capitol. Audrey passed around a scrapbook of the tree ceremony; and after the meeting, she will play a short video of the ceremony.

L. Historical Committee

Gary Dummer reported the committee met on June 7 in Beaver Dam. Bev Beyer contacted New Past Press, Inc. and received an estimate of approximately \$13,470 for publishing a booklet. The committee suggested \$5,000 be set aside in each budget so the funds would be available once the book is completed and ready to go to press. The

committee recommends the 2005 conference be in Stevens Point or Green Bay to bring the association back to its beginning. The committee is enthusiastic and will meet again in July. A committee annual report was submitted to the 2002 Conference Committee.

M. IIMC Region VI Meeting Committee

No new information to report at this time.

N. Liaison to GRATE Committee

Marilyn Czubowski reported that GRATE has decided to be more active with meetings in January, March and April and are looking at their focus and purpose and coordinating their training in government with UW-GB.

O. New Clerks Class

Jan reported Margaret Brubaker is working on a sports theme for this year's New Clerk class at the conference.

P. Policies and Procedures

Jan stated there was no report from this committee and she will pass along the items/amendments discussed earlier.

Q. Silent Auction

Tess Hochrein reported the silent auction is getting bigger and bigger. She requested a list of the exhibitors so she can contact them about donating items and also is looking for help from spouses of conference attendees to help out during the conference.

R. Special Projects Committee

Sharon Christiansen indicated the committee had their final meeting on May 14 in Johnson Creek. Sharon distributed two designs for the 2003 association pin. **FAITH ELFORD MOVED TO APPROVE AN ORDER OF 1,000 PINS WITH THE PATRIOTIC THEME; SECONDED BY KAREN PETERS; MOTION CARRIED.**

Sharon presented the committee's suggestion of 2002 conference items to be sold: white long sleeve turtleneck, charcoal fleece jacket and stadium blanket. **CAROL ALEXANDER MOVED TO APPROVE THE 2002 CONFERENCE ITEMS OF A WHITE TURTLENECKS; FLEECE JACKETS AND STADIUM BLANKETS; SECONDED BY DIANE HERMANN-BROWN; MOTION CARRIED.**

Executive Board Minutes
June 13, 2002

Sharon also distributed a bookmark promoting the Wisconsin Municipal Clerks Association. **FAITH ELFORD MOVED TO APPROVE AN ORDER OF 1,000 BOOKMARKS IN THE DESIGN PRESENTED; SECONDED BY ROXANN BRUE; MOTION CARRIED.**

After discussion, the inventory on hand prices for the pins is reduced to \$1.50 each, the red sweaters to \$20 each and the red vests to \$15 each.

S. WMCA Lifetime Achievement Award Committee

No report available.

T. WMCA Technology Committee

Charlotte Stewart reported that Mike Hoppenrath requests the 2003 conference information be submitted so he can place it on the website. Also, he suggests we go back to our old software as it is more compatible with UW-GB's.

7. UW-GB Institute

Kassie VanRemortel reported there are 124 Clerks and 41 Treasurers registered for the Institute. Eighteen Treasurer's and four clerks have registered for the clerks completion course and 42 people have registered for Advanced Education.

8. Adjournment

Jan thanked everyone for their hard work given to the association this year.

KATHY MORSE MOVED TO ADJOURN THE MEETING; SECONDED BY KAREN PETERS; MOTION CARRIED AND MEETING ADJOURNED AT 12:15 P.M.