

**WMCA EXECUTIVE BOARD MEETING  
FRIDAY, SEPTEMBER 13, 2002  
STEVENS POINT, WI**

**1. Call to Order:** Meeting was called to order at 9:05 a.m. by President, Faith Elford, at Sentry World Sports Center, Stevens Point, WI

**2. Pledge of Allegiance:** First President, Carol Alexander, led the Pledge of Allegiance.

**3. Introductions:** The following WMCA members were present: Faith Elford, Doris Kienitz, Darlene Denninger, Vicki Buseck, Kaye Matucheski, Gary H Dummer, Michaelene Knoebel, Sue Duda, Kathy Morse, John A Jahr, Bernie Kahl, Teri Lehrke, Jeanne Tomaske, Camille Cohen, Kathryn Gibbs, Pam Hicks, Jan Winget, Joseph Rusch, Mike Hoppenrath, Pat Dotseth, Diane Hermann-Brown, Sharon Christensen, Karen Peters, Charlotte Stewart and Carol Alexander.

**Officer Reports**

**A. President**

**1. Clarification of Voting Procedures**

President Elford reminded those present that only Board members and District Directors are allowed to vote. If two co-directors are present, there is only one vote allowed per district.

**2. Confirmation of Committee Appointments**

Charlotte Stewart passed out a list of WMCA 2002-2003 officers. President Elford asked that home phone numbers be added in the event of an emergency. Charlotte asked that the officers check the list over for additions or deletions. On the 2002-2003 committee list, Pres Elford had the following two changes: The name of Sandra Harry, Town of Finley, is to be deleted from the 2004C conference Committee and the name of Terri Taylor, Village of Ontario, added. The name of Jane Kitzrow, CMC, was, inadvertently, left off the list and needs to be added to the Historical Committee. Motion, Jahr/Christensen to approve the 2002-2003 committee list with the name changes. Motion carried.

**3. Reminder of Future Executive Board Meeting Dates**

President Elford reminded the board members of the dates that have been set for the future WMCA Executive Board Meetings-November 15, 2002, March 14 and June 13, 2003.

**4. Review of WMCA Corporate Insurance Program**

Jan Winget reviewed the WMCA commercial general liability policy that the association now has with Zurich North America Small Business.

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### **5. Communications**

President Elford reported for Jane Wilms, our IIMC Region VII Director. President Elford read a letter from J W Tiernay, Executive Director of the IIMC, in which he stated that the new bidding process for annual conferences encourages bidding cities to obtain support from their state organizations. Even, if there are two cities in your area, a state organization could support more than one bidder. President Elford also reported that Linda Belongia has received her Master Municipal Clerk designation through the IIMC Master Municipal Clerk Academy Program. Val Bremanis, Clerk-Treasurer of the Town of Wascott, and Cindi Gamb, Deputy Clerk-Treasurer of the Village of Kohler, have been awarded the prestigious designation of Certified Municipal Clerk.

#### **B. First Vice-President**

**1. Pending Legislation:** Carol Alexander did not have a report, since the Legislature is not in session.

#### **C. Second Vice-President**

**1. Newsletter Deadlines:** Karen Peters reported that the deadlines for news letter articles are December 1, March 1, June 1 and September 1. The newsletter goes out the first of the next month. She asked that everyone try to get the information to her early.

**2. Discussion and Recommendation on E-Mailing the Quill:** Karen Peters asked about the possibility of E-Mailing the Quill to save money. The size of the Quill taking hours to E-Mail to each individual E-Mail account was discussed. Placing the Quill on the website was also discussed. A message would need to be sent out on the E-mail to the clerks letting them know that the Quill is there. Karen is to put an article in the January Newsletter to let people know what is being proposed as far as issuance of the Quill electronically. Mike Hoppenrath and the Technology Committee agreed to work with Karen to determine how or if it could work. Motion, Hicks/Buseck to approve checking into the possibility of putting the Quill on the WMCA web site. Motion carried. The possibility of putting the annual dues statement form on the internet, as well as paper form, was also discussed.

**D. Secretary**

**1. Approval of June 13, 2002, Executive Board Meeting Minutes:**

Terri Lehrke's name is to be changed to Kaye Matucheski on page 3 and on page 4, under Proposal No 3, Debra Hermann-Brown is to be corrected to read Diane Hermann-Brown. Motion, Karen Peters/Carol Alexander to approve the minutes as corrected. Motion carried.

**E. Treasurer**

**1. Financial Report/Approval of Expenditures:**

Treasurer, Roxanne Brue, was absent. President Elford presented the treasurer's report. There are still a few items outstanding from the 2002 conference. The remaining balance of the \$500 Lifetime Achievement Award is to be rolled into the 2003 budget. Motion, Matucheski/Christensen to approve the Treasurer's report. Motion carried.

**5. UW-GB Institute Director's Report:**

**A. Report of 2002 Institute:**

Kassie VanRemortel was absent. President Elford read her written report. Cyndie Hesse is to replace Bernie Kahl. Clerks not attending all the classes at the UW-GB Institute was discussed. It was agreed that there should be sign in sheets for every class for certification and that letters should be sent to all the municipalities reporting on the classes attended by Clerks at the UW-GB Institute.

**6. District Directors:**

**A. Review of Duties and Goals for the Year:**

President Elford directed the members to Article 4, Section 7, of the WMCA Constitution and Section 4 of the Policies and procedures and pointed out that the WMCA Executive Board should recognize members for their accomplishments. She also reminded everyone to send their agenda items to her. She is going to try and attend a district meeting of each district. Charlotte has a list of all members and non-members, so District Directors can ask Charlotte for a list and Charlotte can send out labels, or she can E-Mail the lists.

**B. Reports on Meeting Plans for the Year:**

**District I:** Vicki Buseck, Village of Birchwod, reported that they have a meeting set up for the 27<sup>th</sup> of September at Bayfield. They have a speaker who will be talking about elections and ordinances. They will be setting their goals and dates for next year.

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**District II:** John Jahr, Village of Colfax, reported that they have a meeting set up for the 4<sup>th</sup> of October at Chippewa Falls. Their topic will be impact fees and dues comes to town.

**District III:** Pam Hicks reported that they have a meeting set up the 3rd of October at the Beaver Creek Reserve and Roger Ingham will be their speaker.

**District IV:** Sharon Christenson, City of Madison, reported that their meeting has been set up for the 16<sup>th</sup> of October at Black Earth State Bank. Their topics will be improving your memory and background checks.

**District V:** Kathryn Gibbs and Camille Cohen, Town of Norway reported they have no date set, as yet. They will be meeting in the Town of Vernon's new fire house. They have no speaker scheduled, yet, for February and may do a Board of Review training themselves.

**District VI:** Diane Lemke and Brenda Schneider were unable to attend the meeting, but sent a report to President Elford. They are in the process of scheduling their meeting for the 3<sup>rd</sup> of October at the Holiday Inn in Fond du Lac and their topic will be on elections.

**District VII:** Susan Duda reported that their meeting has been set up for the 17<sup>th</sup> of November in Rib Mountain. They have no speaker, as yet.

**District VIII:** Kaye Matucheski reported they have their meeting set up for the 25<sup>th</sup> of October in Rhinelander and their topic will be on GASB 34.

### **7. Committees:**

#### **A. Review of Duties and Goals for the Year:**

Jeanne Tomasek, chairperson of the Scholarship Committee, asked for the Board's direction and opinions on changes to the scholarship application process. President Elford noted that there were just enough applications for the number of scholarships last year. Discussion was held on re-writing the application form to bring out the Clerk's ambitions, rather than financial standing. It should also be emphasized that Clerks should apply, even if their municipality is willing to pay their way. Scholarship Committee is to

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work on updating the manner in which evaluations are handled, as well as the application, check into the possibility of posting the information on the web site and give a report at the November 15 Executive Board Meeting. President Elford will contact the MTAW President, Myra Piergrossi, to consider how to proceed with the Joint Conference Meetings.

### **B. 2002 Conference Committee Report:**

Joe Rusch reported on the 2002 conference. Cash on hand as of September 13, 2002, was \$7,997.89. The Board complimented the conference committee on their positive attitudes and the good job they did. A conference co-coordinator and a local conference treasurer are needed for the conferences. With the growing number of new clerks each year, space has become an issue when selecting the location where conferences can be held. President Elford directed Carol Alexander to check into the possibility of a conference coordinator.

### **C. PEC Report:**

Bernie Kahl reported on the IIMC Education Chairs session he attended. Carol Alexander reported that the Parliamentary training scheduled for Oct 3 & 4, 2002, was cancelled as only three people had registered. Clerk at Heart class was also cancelled as only two people had registered.

### **D. New Clerks Class Report:**

President Elford reported that Margaret Brubaker has stepped down and complimented her on the good job she has done. Teri Lehrke reported that it was a good class, with positive feedback, and the clerks enjoyed the topics.

### **E. Silent Auction Report:**

President Elford reported on the Silent Auction. The total was \$2,862, with a breakdown as follows: Silent Auction \$2,123; Ornaments-Auctioned \$172; Ornament Donations \$567. The number of items brought in was down from previous years.

The full scholarship went to Julie Riemenschneider, City of Amery; 1<sup>st</sup> Alternate is Anita Beck, Village of Taylor and 2<sup>nd</sup> Alternate is Kathy Morse, City of Rice Lake.

Registration fees:

(1) Brenda Schneider, Town of Taycheedah, with Joann Kadinger, City of Menomonie, as 1<sup>st</sup> Alternate and Rosalind Gausman, Town of Dunn, as 2<sup>nd</sup> Alternate.

(2) Margaret Ciccone, City of Superior, with John Jahr, Village of Colfax 1<sup>st</sup> Alternate and Lori Panzer, City of Marshfield, 2<sup>nd</sup> Alternate.

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(3) Gary Dummer, City of Beaver Dam, with Deb M Hall, City of Marshfield as 1<sup>st</sup> Alternate and Jill Kenda-Lubetski, Village of Brown Deer as 2<sup>nd</sup> Alternate.

### **F. Special Projects:**

Sharon Christensen reported that they ordered 200 turtle necks and there are 178 left. The full zip fleece jackets were sold out and there are 14 of the ¼ zip fleece pullovers left. There are 28 fleece blankets left. There are 12 long sleeve red sweaters left and 28 red vests left. One of each item is to be sent to each district and orders are to be taken by each district. The price will be \$10 for the sweater and vests. Five items are to be given to each District for door prizes. Those who have mouse pins left are to keep them for next year.

President Elford asked about a survey of salaries being done at large for Clerks and Treasurers. It was discussed that Clerks could be asked for this information on the dues statement and it could be put in the Clerks manual at conference time. Special Projects Committee is to work on it.

### **G. 2003 Conference Committee Reports:**

Sharon Christensen reported that the committee chairs met on September 12, 2002, at the Marriott in Madison for lunch and looked at the rooms. They will be meeting monthly with the chairs in the Marriott dining room or with Karen Peters at the City Hall in Fitchburg. Charlotte is also to book a small amount of rooms at the Holiday Inn to take care of any overflow.

### **H. Other Committee Reports:**

Historical Committee and Special Projects Committee are to design the emblem to be put on the pins for 2005 and incorporate it onto the books to be used as a conference theme. Historical Committee is working on a book, which will be a conference gift in 2005.

Membership Committee reported that they are trying to encourage new members. Information will be sent out to nonmember clerks in March. Charlotte reported that several people purchased the Clerks manual, but did not join the WMCA. A form will be prepared and given to each District so they can enroll nonmembers at their District meetings. The membership for the new clerks will be full membership through December 2003. It was noted that it was voted at the June Board Meeting to move the

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dues to January 31, 2003. The Membership Committee will check with the MTA and the League about putting articles in the MTA encouraging Town Clerks to join the WMCA. The next due date will be January 31, 2004.

Mike Hoppenrath reported on the Technology Committee. He noted that his computer crashed, the web site information was lost and is being rebuilt at this time. Jim Villiese and the Clerks Manual Committee are looking at placing the Clerks Manual on the WMCA Website. It is a large document and may not fit. The possibility of asking General Code if they could put the manual on their web site and WMCA having a link on our website was discussed. Motion, Matucheski/Morse to put the Clerks Manual on the Internet. Motion carried.

Charlotte will check with General Code about the possibility of putting the Clerks manual on the web site and report her findings at the November Executive Board Meeting. The Technology Committee will meet and decide the best route to go. Concern was expressed about spreading viruses from Clerks E-Mail net work.

Charlotte reported that she will be attending the Towns Convention in LaCrosse next month and be on vacation September 17 to September 24, 2002. She reminded the members that dues increased as of September 1, 2002; \$45 for renewals, \$100 for new membership and one-half the cost for associate members.

**6. Adjournment:**

Motion, Peters/Alexander to adjourn the meeting. Motion carried. Meeting adjourned at 1:25 p.m.

Doris Kienitz  
WMCA Secretary

**WMCA EXECUTIVE BOARD MEETING  
FRIDAY, NOVEMBER 15, 2002  
STEVENS POINT, WI**

**Call to Order:** Meeting was called to order at 9:05 a.m. by President, Faith Elford, at Sentry World Sports Center, Stevens Point, WI

**Pledge of Allegiance:** First Vice President, Carol Alexander, led the Pledge of Allegiance.

**Members Present:** Charlotte Stewart; Doris Kienitz; Faith Elford; Carol Alexander; Karen Peters; Kathy Morse; John Jahr; Kassie Van Remortel; Gary Dummer; Darlene Dinniger, Vicki Busick, Bernie Kahl; Diane Harman Brown, Debbie Brown, Camile Cohen; Jan Winget; Vern Borth; Brenda Schneider; Diane Lemke; Roxanne Brue.

**Officer Reports**

**A. President**

**1. Report on District Meetings Attended**

President Elford reported that she had attended three District meetings in October 2002; Dist District II, IV and V.

**2. Communications**

Jane Wilms asked President Elford to remind the clerks of the Regional VI Meeting that will be held January 17 and 18, 2003, in Decorah, IA, at the Country Inn by the Carlson. Jane Wilms's term will be done in May 2003. Sandy Behrns, Albert Lea, MN, will be the next director. The National Conference held in San Antonio, TX, came out in the black. The next National Conference will be held in May 2003 at Columbus, OH.

**The following clerks received IIMC awards in October 2002:**

Christine M Micka, Deputy Clerk of the Village of Germantown, CMC award. Cynthia M Pfeifer, CMC, Village Clerk/Treasurer of Nashotah, has been accepted into the second level membership of the IIMC Master Municipal Clerk Academy. Barbara A Barringer, CMC, City Clerk/Purchasing Agent of the City of West Bend, has been accepted as a member in the Master Municipal Clerk Academy Program of the IIMC. Jane M Romanowski, CMC, Village Clerk/Assistant to the Administrator of the Village of Pleasant Prairie, has been accepted as member in the Master Municipal Clerk Academy Program of the IIMC.

**B. First Vice President**

**1. Pending Legislation**

Carol Alexander reported on Voter Registration and asked that Clerks write to their Legislator about their concerns and also let the Election Board know their concerns. The Center on Wisconsin Strategy also has a web site under [sustainingwisconsin.org](http://sustainingwisconsin.org) that we can use.

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### **2. 2005 Conference Location**

Carol Alexander reported that the 2005 conference will be WMCA 25<sup>th</sup> Anniversary. Carol visited the Radisson in Racine and Paper Valley in Appleton and recommended the Appleton location. The cost for the rooms will be \$85 a night. Motion, Cohen/Peters to hold the 2005 WMCA Conference, Tuesday-Friday, August 16-19, 2005, at the Paper Valley in Appleton, with a room rate of \$85 a night. Motion carried.

Due to the size of the WMCA Conferences, there are only four or five locations that are large enough to accommodate it.

### **3. Report on Investigation of Conference Coordinator**

The possibility of a Permanent Conference Committee was discussed. The WMCA Conference Committee would potentially coordinate retirees to work at conferences. Charlotte Stewart would take care of conference registration and certificates. Starting in 2004 Dennis Christoffel from North Shore Bank will be the liaison for the vendors. Carol Alexander will talk with Cindi Hessie about setting up the 2005 conference committee.

## **C. Second Vice-President**

### **1. Newsletter Deadline**

Karen Peters reported that the newsletter deadline is December 1, 2002.

### **2. Update on E-Mailing the Quill**

Karen Peters reported that she has not, yet, worked with Mike Hoppenrath on E-Mailing the Quill. She will publish an article regarding E-Mailing the Quill in the March issue of the Quill Newsletter.

## **D. Secretary**

Motion, Busick/Alexander to approve the 9/13/02 Executive Board Meeting Minutes, with Vicki's last name under #2 of the Second Vice-President report being corrected to read Busick and under District Directors, District II, the word dues corrected to read developers. Motion carried.

## **E. Treasurer**

### **1. Financial Report/Approval of Expenditures**

Roxanne Brue reported that the Lifetime Achievement Award will be a carry over. The Historical Committee funds in the amount of \$4,975 are to be placed in a separate account for six months. The Historical Committee asked Roxanne to check on the amount budgeted for that account in 2001 and 2002 .

Roxanne reported she will be transferring to the Village of Arlington in December. Motion, Jahr/Lemke to accept the Treasurer's report as presented. Motion carried.

**Executive Administrator Report**

Charlotte reported that she attended the Towns Association and League Conference in Middleton.

**Membership Status:** There are 1,140 Regular members, 32 Clerk-At-Heart and 76 Associates, a/k/a District IX. There are 81 members, 6.87%, in District I; 106 members, 8.99%, in District II; 107 members, 9.08%, in District III, 236 members, 19.93%, in District IV; 279 members, 23.66%, in District V; 126 members, 10.69%, in District VI; 172 members, 14.59%, in District VII; 73 members, 6.19%, in District VIII; 76 members, 6.06%, in District IX, for a total membership of 1,255 .

**WMCA Manual on Internet:** Ginny Butler, General Code, will put the WMCA Manual on the internet, donate the conversion to the PDF file format and upload it on their web service. Only paid members, with the password, will be able to use the web site. Motion, Morse/Herman Brown to have General Code put the WMCA Manual on their web site. Motion carried.

**New Dues Procedure:** Notice will be sent out in December and due to the WMCA by January 31, 2003. Dues are paid annually, so the fact that dues are currently paid to June 30, 2003, is not a factor. Charlotte is to include survey information on the dues notice that will ask for Clerks' annual salary/wages, whether they are elected or appointed, and years of service. Charlotte is to work with Sharon Christensen, Special Projects Committee.

**Outdated Brochure:** Sharon Christensen, Special Projects Committee, is working on the design of a new brochure to encourage associate memberships.

**District Directors**

**District I:** Busick reported that they have their next year's calendar dates set. They will be sending out post cards for Clerks to take to their Boards. Elections, Ordinances and Resolutions were the topics of discussion at their last meeting. There will be a meeting on March 28, 2003, at Haywood, June 6, 2003, at Barnes and September 19, 2003, at Mellen.

**District II:** Morse reported that they held a meeting in early October at Chippewa Falls. Faith was their guest. The topics of discussion were Impact Fees and how deal with developers. Their next meeting is tentatively set to be held in March or April 2003 at Rice Lake.

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**District III:** Hicks and Boettcher were absent. They had a Halloween meeting on October 30, 2002, at Beaver Creek Reserve.

**District IV:** Diane Herman Brown reported there meeting was held on Wednesday, October 16, 2002, at the Black Earth State Bank, in Black Earth. Tina Butteris hosted the meeting, with 64 clerks in attendance. Their topics of discussion were background check requirements, reading rap sheets, what to look for on checks and the use of criminal history information. Dr Gordon Herz, from the Mental Health Assn, gave some helpful information on how to improve our memory.

**District V:** Cohen reported they held their meeting in the Town of Vernon Fire Dept. Jeff Russel gave a presentation of performance evaluations. Their February 2003 meeting will be in Germantown.

**District VI:** Lemke/Schneider reported they held a meeting on October 3, 2002, at the Holiday Inn in Fond du Lac. Their topics of discussion were taxes, shared revenue and new legislative issued. There next meeting will be in February 2003 at Manitowoc.

**District VII:** Absent. No report given.

**District VIII:** Deb Brown reported that they held a meeting on October 25, 2002, at Rhinelander. Their Topics of discussion were absentee ballots, GASB 34. They are doing a survey on attendance. Their next meeting will be held late April or early May 2003 in Crandon.

### **Committees**

#### **A. Joint Conference**

Carol Alexander reported that the Joint Conference Committee met on November 8. It was noted that the Treasurer's Association is probably going to drop their fall conference in the near future and they are concerned about attaining educational points. The Committee noted that many treasurers are clerk/treasurers (and members of the WMCA), Administrator/Treasurers, or Financial Directors and, therefore, they can use classes pertaining to human resources and personal growth, which the WMCA provides at their conferences. It was suggested that the Treasurer's Association be invited to our conferences. WMCA could provide their conference registration materials to the MTAW and they could print it in their newsletter. It was also noted at the meeting, that the PEC should keep in mind that we have many clerk/treasurers as members, when considering our educational programs. However, it was the consensus of the Joint Conference Committee that the WMCA educational opportunities already provide something for everyone and the conference works well. They do not see the need to change it.

#### **B. Membership**

Charlotte reported that 943 letters were sent out. An ad has been drafted for membership that can be published in the League of Wisconsin Municipality magazine.

**C. Mentoring**

The committee reported that they are continuing to match up members.

**D. PEC**

Kahl reported that they will be running break out sessions at the annual conference. They have received a lot of requests and information. They are looking at four classes; two sessions on one topic and two sessions on another. The Special Education topics are included in the October 25, 2002, PEC minutes that Bernie submitted to the Executive Board.

**E. Records Retention**

Absent. No report given.

**F. Scholarship**

Kassie asked about setting the date back to March 15 to give the applicants more time to apply for scholarships. The WMCA and MTAW need to make a comparison so one person does not receive both scholarships. Policies & Procedures changes need to be made for scholarships deleting ratification by the Executive Board. It should come back to the Executive Board and ratified by the Executive Officers. Motion, Alexander/Peters to change the deadline for applications to April 1 and have the Scholarship Committee E-Mail the Elected Officers with recommendations, have them respond with a yes or no by May 1. The information is to be sent to the winners by May 1. Scholarship Committee is to report to the Executive Board at the June meeting. Information will be sent with the WWGB applications, letting them know they can link up with Kassie at U W Green Bay's web site for scholarship applications. Motion carried.

Motion, Morse/Peters to continue putting the current Scholarship Applications in the January Quill. Motion Carried.

**Scholarship Form:** Kassie reviewed the recommended changes to the Scholarship application and will need to revise it to fit her needs, if it is changed. Charlotte has the master copy on her computer and it is also available on the web site, so she should be able to link up with U W Green Bay. Motion, Peters/Cohen to keep the same application format for this year except move the name and address to the top and include on the form that it must be post marked by April 1. Motion carried.

On Page 2 of the Scholarship Committee's recommendations, under Recommendations, the word "Gift" was changed to read "Rebate".

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**G. Special Projects**

Sharon Christensen was absent. They plan to meet in December.

**H. 2003 Conference Committee**

The Entertainment Committee held a quick meeting following the last Executive Board Meeting. They are looking into different types of entertainment. They want to keep it casual, light and fun.

**I. Technology**

Mike reported they are back up and running and are in the process of creating a new site. Mike will meet with Karen Peters in January 2003.

**J. Any Other Committee Reports**

Gary Dummer reported the Historical Committee is sorting records and are working with Charlotte and Kassie on the membership rosters. A standing committee needs to be kept for the WMCA records from 2005 on, so the Historical Committee will know what has been done.

Records Retention Committee needs to keep a list of what needs to be saved each year and it needs to be ongoing. Laser Fische will store our records for free.

Gary Dummer reported that a Clerk at Heart did not receive any pins or gift packets. Charlotte to follow up on the matter and make sure Bonnie Morris receives hers.

**UW-GB Institute Director's Report**

Kassie reported that she is going to try to improve the social climate at the Clerk-Treasurer's UW-GB Institute, with a Sunday evening dinner, orientation, a dinner speaker and some type of activity, possibly some line dancing, and an optional golf outing. On Sunday evening, 1<sup>st</sup> year clerks will be set up with the 2<sup>nd</sup> year Clerk's so they can eat together. Also, a "What's Happening" bulletin will be posted on the bulletin board.

Barb Hansen and County Clerks will be holding a hands on mock election, with a recount, so another day has been added.

President, Faith Elford, will be meeting with the clerks and helping Kassie out on Sunday, Monday and Tuesday and will be attending the Advance Class on Wednesday.. She will take part in the opening speeches etc on Sunday and will be at the cocktail hour on Monday. Free items will be raffled off.

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**6. Adjournment:**

Motion, Alexander/Winget to adjourn the meeting. Motion carried. Meeting adjourned at 12:23 p.m.

Doris Kienitz  
WMCA Secretary

**WMCA EXECUTIVE BOARD MEETING  
FRIDAY, MARCH 14, 2003  
STEVENS POINT, WI**

**Call to Order:** Meeting was called to order at 9:00 a.m. by President, Faith Elford, at Sentry World Sports Center, Stevens Point, WI

**Pledge of Allegiance:** First Vice President, Carol Alexander, led the Pledge of Allegiance.

**Members Present:** Charlotte Stewart; Doris Kienitz; Faith Elford; Carol Alexander; Karen Peters; Roxanne Brue, Sharon Christensen, Diane Hermann Brown, Mike Hoppenrath, Sandra Boettcher, Jan Winget, Marcia Kelly, Sue Duda, Camille Cohen, Kathryn Gibbs, Pat Dotseth, Debbie Brown, Kathleen Morse, John Jahr, Gary Dummer, Brenda Schneider, Diane Lemke, Teri, Lehrke, Bernie Kahl, Kassie Van Remortel.

**Officer Reports**

**A. President**

**1. Report on IIMC & District Meetings Attended**

Faith reported on her attendance at the IIMC Region VI meeting on January 6, 2003, at Decorah, IA. She also reported that the Chairperson for the MCEF was in attendance and noted that Wisconsin did not contribute to the MCEF in 2002 and asked that it be considered at budget time.

**2. Communications**

**2005 IIMC Conference in St Paul**

Faith reported that the conference chairs of the 2005 IIMC conference had asked if Wisconsin Clerks are interested in working at the conference. They are also looking for a donation from Wisconsin. Individual contributions to the 2005 Conference are encouraged. Individuals volunteering to help could be considered a contribution. A donation toward the conference from WMCA is to be considered at budget time. Motion, Gibbs/Morse to use the IIMC Regional Director \$500 expense budgeted be re-allocated to the 2005 IIMC Conference, with the possibility of donating more, if the budget allows it over the next two years. Motion carried.

**The following clerks received IIMC awards in January 2003:**

John A Jahr, Village of Colfax, Marie Moe, City of Portage and Tess Hochrein, City of Fond du Lac received their First Level Membership in the IIMC Master Municipal Clerk Academy. Newest Master Municipal Clerk is Pati Jahns, Town of Rib Mountain. Entry into Master Municipal Academy is Patricia Dotseth, City of Hudson. Brenda Schneider, Town of Taycheedah and Barbara J Wickman, Bonduel, received their Certified Municipal Clerk designations. Faith read thank you notes from Vickie Koech for the \$50 scholarship she received and Bonnie Morris, Clerk at Heart, for the gift she received.

**2003 Institute-President's Expense**

Faith will be at the Clerk-Treasurer Institute for a full week and asked for extra funds to cover her expenses for Sunday and Monday. Kassie Van Remortel told the Executive Board that UW Green Bay would pay for the extra room expense that would be incurred by Faith.

Faith also reported that, working with Kassie, letters have been sent out asking for scholarship funds. Virchow Krause replied that they will donate \$500 towards the conference, and are declining to give to the Scholarship fund.

Faith also reported that she received a \$100 donation from Tyler Tech toward the conference, also.

**B. First Vice President**

**1. Pending Legislation**

Carol Alexander reported on pending legislative issues, league bills, and statewide voter registration. Faith also reported on statewide voter registration and the election law changes coming. Faith noted that the WMCA is well represented on the State Election Plan Committee with Jim Villiesse, Marcia Kelly, Audrey Rue, Sandy Wesolowski, and Faith on the Committee.

**C. Second Vice-President**

**1. Newsletter Deadline**

Karen Peters reported that the newsletter deadline for the April Quill has passed, but the deadline for the July issue is June 1.

**2. Update on E-Mailing the Quill**

Karen Peters reported that the Quill was ready for e-mailing. She reported that some vendors have not renewed their ads but that we have also gained a couple of new ones. There will be an update on statewide voter registration, elections, additional committees etc in the Quill April issue.

**D. Secretary**

Motion, Alexander/Peters to approve the 11/15/02 Executive Board Meeting Minutes. Motion carried.

**E. Treasurer**

**1. Financial Report/Approval of Expenditures**

Roxanne Brue presented the Treasurer's report. There is \$327.30 in general checking, \$35,566.43 in money market account, \$4,975 in the Historical CD, totaling \$40,863.73. There is \$3,312.27 in the SE WI Clerk's CD. A \$75 donation has been made by Minnesota toward the 2003 IIMC Silent Auction gift that Wisconsin is responsible to getting this year, and \$75 was sent by Iowa for the Silent Auction and \$25 toward a gift for Jane Wilms as she finishes her term

as our IIMC Region VI Director. Motion, Jahr/Lemke to accept the Treasurer's report as presented. Motion carried.

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### **Executive Administrator Report**

There is a total membership of 1,294; 1,179 regular members, 33 Clerks at Heart and 82 associate liaison/honorary members. The report is going slow, due to the survey. Since it is going to take longer, with the survey information being added, and a list of members is needed, Charlotte is to prepare a membership list, without the survey information.

Charlotte also reported that the Voter News Service has sent the WMCA \$2,600 for the Dane County municipal clerks furnishing them with election results at the last election. However, the Voter News Service is now disbanded.

### **District Directors**

**District I:** No one present. Faith presented their report. There will be meeting in Hayward on March 28, 2003, at Coop's Pizza Parlor and in Barnes on June 6, 2003. Faith will be attending the meeting in Barnes.

**District II:** Kathy Morse reported there will be a combined district meeting with Districts II and III at the Chippewa Valley Airport, Eau Claire, on April 23, 2003.

**District III:** No report given.

**District IV:** Sharon Christensen reported there meeting was held on February 6, 2003, at the Round Barn in Spring Green, with 52 clerks in attendance. The next meeting will be held on May 27, 2003, at West Baraboo.

**District V:** Camille Cohen reported they had a meeting in Germantown on January 28, 2003, and will hold their next meeting on May 7 or June 4, 2003, around her area. They are looking for a District Secretary.

**District VI:** Brenda Schneider reported they held their last meeting at the Holiday Inn, Manitowoc. Their next meeting will be a joint meeting with Dist VII. A tentative meeting date is, yet, to be set for their next meeting.

**District VII:** Sue Duda reported they held an all day meeting in New London City Hall on February 4, 2003. Faith attended the meeting. Their next meeting will be a joint meeting with District VI on May 27, 2003.

**District VIII:** Deb Brown reported they have not had their meeting due to the weather. A tentative meeting is being planned for April at Crandon.

### **Committees**

#### **A. 2003 Conference Committee**

Karen Peters gave a status report on the 2003 conference. GBS will sponsor the bags. 450 bags will be ordered. The committee can house 45 vendors. Vendor Liaison Dennis Christoffel, North Shore Bank, has recommended that the vendors fees be raised from \$350 to \$500, this year. Everything is coming together well for this year's conference.

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### **B. PEC**

Bernie Kahl reported the final meeting agenda has been set for putting speakers and topics together for this year's conference in Middleton. The Governor has been invited to give a half hour address. Bernie, also, gave an up-to-date status report on speakers and topics for the UW Green Bay Municipal Clerk's & Treasurers Institute.

There will be a training session on GASB 34 on June 12, 2003, from 9:00 a.m.-4:00 p.m. at the Pine Knoll in Lake Mills. Attendance will be limited.

They are continuing to work on document imaging session. They are working on a 4-6 hours hands-on training session that might be held at a technical school site.

### **C. Technology Committee**

Mike Hoppenrath reported that the Clerk's Manual is now on the website in PDF format and all members who have internet access will be able to print out as much as they want. Faith will let members know password. Mike is to go ahead and make the website available. If anyone has any problems printing from the website, they are to let Mike know. They will continue to work on Lifetime Achievement Award Brochure that is now on the website.

### **D. Scholarship Committee**

Faith presented the Scholarship Committee report from Jeanne Tomasek. They have several applications, but need money from sponsors.

### **E. New Clerks Class**

Helen Schmidlkofer will be putting information on the New Clerks Class in the April issue of the Quill.

### **F. Silent Auction**

There was no report given.

### **G. Special Projects**

Sharon Christensen submitted her report. The Wisconsin pin for the 2003 IIMC Conference has been ordered. The committee is also encouraging the promotion of Municipal Clerk's Week. Purchasing new shirts or pins that will fit in with the 2003 conference theme "United We Stand" was discussed. Motion, Morse/Brue to purchase 150 2' pins, instead of shirts. Motion carried. The Committee worked with Charlotte on including the Clerk Salary Survey on the Annual Membership Application and will work to put the survey in a format that can be placed on the Clerk's website.

**H. 2003 Membership Committee**

Pat Dotseth passed around a copy of the letter that the committee sent out. Concern was expressed about new members not receiving manuals, due to survey input. Motion, Brue/Morse to put an eighth-page ad in the May issue of the League magazine and the Towns magazine. Motion carried.

**I. Mentoring Committee**

Faith read a report from Michaelene Knoebel regarding the Adopt a Clerk Program. She noted that there have not been many inquires for a mentor. It is believed that the clerks' e-mail system is being used instead. Carol Alexander agreed to check into the possibility of merging the Membership Committee and the Mentoring Committee

**J. Records Retention**

Faith read a report from the Records Retention Committee. They will need more than this year to complete their mission of placing the WMCA history on Laserfiche. The Committee is waiting for a complete inventory of WMCA records to be gathered through the Historical Committee.

**K. Any Other Committee Reports**

GRATE Board has dissolved.

Teri Lehrke gave an update on the 2005 conference.

Gary Dummer presented a written WMCA Historical Committee Meeting report. Highlights of his report were that Cheryl Giese has agreed to design a flyer/letter/invitation to inform vendors of the project and give them time to commit their company and/or business to paid advertisement in the Historical Book. The individual serving as President at the time of 2005 Conference will be asked to prepare a "Welcome" page for the book and provide a professional photo for the welcome page. An "Anniversary" Pin was discussed. It was agreed that the Historical Book would be given to those who attend the 2005 Conference and would be sold, after the conference. The committee will request an additional \$5,000 in each budget for the fiscal years 2003-2004 and 2004-2005, with a total of \$10,000 being added to the \$4,975 that is already in a separate account for the committee's use. The number of books to be ordered was also discussed.

**UW-GB Institute Director's Report**  
**Report of 2003 Institute**

Kassie Van Remotrel reported that they are planning a new social atmosphere for the 2003 Institute. There will be greeters at the front door of the hotel on Sunday to meet those attending the Institute. There will be a new person's reception, and a first year mixer reception. The third year people will run the registration. The WMCA Clerk and MTAW Treasurer presidents will be speakers at the orientation. The WMCA president will be hosting a happy hour, with some prize drawings and the MTAW president will also be involved. A notice of 'What's Going on Tonight' will be posted on the bulletin board. There will be a cracker barrel during lunch.

**Conference Booth Presentation**

Bernie Kahl and Charlotte Stewart presented a Kylene Table Top conference booth, with background, which can be contained in one carrying case, on wheels. The cost of the booth, with the background is \$1,500 and a bubble light, including graphic lights would cost an additional \$1,000. The booth would be used at both the Towns and the League of Wisconsin Municipalities conferences. Motion, Hicks/Gibbs to purchase the table top booth as presented, with the bubble light, at a cost of \$2,500, using the funds from the retained earnings. Motion carried.

**6. Adjournment:**

Motion, Peters/Alexander to adjourn the meeting. Motion carried. Meeting adjourned at 12:40 p.m.

Doris Kienitz  
WMCA Secretary

**WMCA EXECUTIVE BOARD MEETING  
FRIDAY, JUNE 13, 2003  
STEVENS POINT, WI**

**Call to Order:** Meeting was called to order at 9:00 a.m. by President, Faith Elford, at Sentry World Sports Center, Stevens Point, WI

**Pledge of Allegiance:** First Vice President, Carol Alexander, led the Pledge of Allegiance.

**Members Present:** Doris Kienitz, Roxann Brue, Sharon Christensen, Diane Hermann-Brown, Mike Hoppenrath, Sue Duda, Jim Villiesse, Jan Winget, Kathy Gibbs, Camille Cohen, Pamela Hicks, Sandy Boettecher, Michaelene Knoebel, Kaye Matucheski, Teri Lehrke, Darlene Denninger, Vicki Busick, John Jahr, Kathy Morse, Bernard Kahl, Kassie VanRemortel, Karen Peters, Carol Alexander, Brenda Schneider, Tess Hochrein, Faith Elford.

**Officer Reports**

**A. President**

**1. Report on IIMC & District Meetings Attended**

**a. District Meetings:** Faith reported that she was able to attend meetings at all eight districts. One thing discussed at a northern District meeting was that a calendar of events from the Towns Association would be helpful to avoid placing our district meetings at the same time.

**b. IIMC Conference in Columbus, Ohio:** Faith reported that the IIMC had good programs and education. Faith stated that after attending the state presidents' meeting, she feels our WMCA stacks up as one of the best state associations in the country.

**c. UWGB Institute – WMCA-Monday Evening:**

**1. Memberships:** Faith asked for authorization to offer half price WMCA memberships (\$22.50) to non-members at Institute. The new WMCA booth will be displayed at the UWGB Institute.

**2. Give Aways – apparel/conference:** Motion, Boettcher/Peters to offer half price WMCA memberships at UW-GB Institute for new members and give WMCA Wisconsin pins to all new clerks who join the WMCA and door prizes of WMCA apparel will be given away during drawings at the Monday evening "Happy Hour" event at the Institute. Grand prize will be free conference registration to a new member. Motion carried.

**Executive Administrator Review:** Committee reviewed Charlotte's contract. Margaret Bruebaker has taken care of the conference manual in the past and has now retired. Charlotte will be responsible for maintaining the conference manual from hereon in. Carol Alexander suggested that a committee be set up to review the manual and recommend changes and updates. Charlotte needs more educational training on access database. Faith will be working with her. Entering the survey results took extra time this year. A contract increase of 3% has been given to Charlotte for the added responsibilities. Attendance at PEC meetings has been eliminated.

**3. Communications:** Karen Peters reported the E-mailing of the Quill went well for the first try. Including vendors in the Quill or putting them on the web page was discussed. There is no cost to put them on the web page and link with name or logo. Peters is to contact printer about color vendor ads. Technology Committee is to work on setting up some rules for vendors and establish a policy allowing the vendors to have a link on our web site.

#### **B. First Vice President**

**1. Pending Legislation:** Carol Alexander presented a written report on Pending Legislation regarding Provisional Balloting, election changes and Task Force through the Dept of Administration reference posting bid notices over \$25,000 on the State of Wisconsin website. Copy of written report is on file with WMCA Executive Board Meeting minutes.

**2. Policy Change on Meeting Dates:** Policy Change on Meeting Dates was also included in Alexander's written report, whereby, the number of WMCA meetings would be cut from five to four, with the President's breakfast being the first WMCA meeting and the other WMCA meetings held in October, March and June. Copy of written report and proposed changes to Policies and Procedures Manual are on file with WMCA Executive Board Meeting minutes. Motion, Matucheski/Peters to proceed with changing the WMCA Executive Board Meetings from five meetings to four, with an organizational meeting at the President's breakfast being the first meeting and the other three meetings being held in October, March and June. Motion carried.

Motion, Brue/Boettcher to approve combining the Mentoring Committee and Membership Committee and to develop a resolution to amend the constitution to be voted on at the conference. Motion carried.

Nomination and Election Committees are to continue as is.

**C. Second Vice-President**

**1. Newsletter Deadline** Newsletter is ready to go to the printer. Peters will incorporate the Proposed Change to the Constitution of the WMCA combining the Membership/Mentoring Committees, and the Proposed Change to the Policies and Procedures Manual changing the Executive Board Meetings from five to four meetings a year.

**D. Secretary:** Motion, Alexander/Jahr to approve the March 14, 2003, Executive Board Meeting Minutes, with corrections.. Motion carried.

**E. Treasurer**

**1. Financial Report/Approval of Expenditures:** Account balance as of June 12, 2003: General Checking \$3,619.27, Money Market Account \$105,658.17, SE WI Clerk's CD \$3,358.77 and Historical CD \$5,029.58. Total Assets \$117,665.79. Motion, Morse/Gibbs to accept the Treasurer's report. Motion carried.

**2. 2003-2004 Budget Review:** Motion, Gibbs/Morse, to amend the WMCA Expenses, taking \$1,000 out of line item Historical Committee, decreasing the proposed 2003-2004 budget expense from \$5,000 to \$4,000, and adding \$1,000 to the line item Insurance, increasing the proposed amount budgeted to \$2,350, and adding \$500 to the line item for President Expense, increasing the amount budgeted to \$2000, changing the total WMCA proposed expenses for 2003-2004 to \$132,300. Amend the proposed WMCA Income revenues for the 2003-2004, increasing the line item PEC Education Income-Classes \$500, for total proposed revenues of \$5,500, changing the total proposed revenues for the 2003-2004 Proposed Budget to \$132,300. Under the line item, Memberships, delete the words "number of members", under line item, IIMC Silent Auction, the word "winners" is to be added and under the line item, Newsletter-Quill, the words "E-mail Version" is to be added. Motion carried.

Motion, Gibbs/Jahns to accept the revised 2003-2004 Proposed WMCA Budget in the amount of \$132,300 and present it at the WMCA Annual Meeting in August. Motion carried.

Motion, Morse/Hicks to have the WMCA pay the additional expenses Faith incurred, over and above the President's expense line-item, in order to visit all eight districts as WMCA president. Motion carried.

Facts and figures from the Historical Committee are to be presented at the next WMCA Executive Board meeting.

**PURCHASING A COMPUTER FOR EXECUTIVE ADMINISTRATOR:**

Motion, Gibbs/Peters to have Faith pursue the purchase of a lap top computer for the WMCA Executive Administrator, at cost of, approximately, \$1500 and use funds from the Reserve Fund to cover the cost. Motion carried.

**DISTRICT DIRECTORS:**

**District I:** Vicki Busick reported that they met in Barnes, with 29 clerks present. Faith was their guest. Their next meeting is scheduled for September 19, 2003. Their speaker will be Ruthann Watts, IRS Tax Exempt & Government Entities Division. They have their calendar set for 2004.

**District II:** Submitted a written report. John Jahr reported that they held a joint meeting with District III at Eau Claire airport on April 23, 2003, with 66 clerks in attendance. Ruthann Watts, IRS Tax Exempt & Government Entities Division was their speaker. John and Kathy Morse did not seek re-election as District Co-Directors. Pat Dotseth and Doreen Krushke were elected as District Co-Directors and Pat Mitchell was re-elected as Secretary. Faith was in attendance.

**District III:** Sandy Boettcher thanked John and Kathy for the years they served as Co-Directors and told them they would be missed in District II. Their next meeting has been tentatively set for October 31, 2003.

**District IV:** Submitted a written report. Dianne Hermann-Brown reported that their meeting was held on May 28, 2003, at Papa's Place in West Baraboo, with 81 clerks in attendance. Ruthann Watts IRS Tax Exempt & Government Entities Division was their speaker. Barbara Hanson, Elections, Training & Information Tec Director gave them the latest updates in election laws, including the State Wide Voter Registration. Diane Hermann-Brown and Sharon Christensen were elected Co-Directors for a third term. Karen Peters, City of Fitchburg was nominated for First Vice President, Cindy Hegglund, City of Edgerton was nominated for Second Vice President, Julee Helt, Village of Waunakee was nominated for Secretary and Roxann Brue, Village of Arlington, was nominated for Treasurer.

**District V:** Submitted a written report. Kathy Gibbs reported that she and Camille Cohen were elected as Co-Directors for another term. Jane Romanowski accepted the Secretary position. The following candidates were endorsed for the WMCA office in 2003-2004: Carol Alexander, President, Karen Peters First Vice President, Cindy Hegglund, Second Vice President and Roxann Brue, Treasurer. Phillip Brannon volunteered and was endorsed for WMCA Secretary. They recommended that recognition be given to Jane Wilms at the WMCA Conference for her services on behalf of WMCA as our representative to the IIMC Board for the past three years.

**District VI:** Brenda Schneider reported that District VI and VII met on May 27, 2003, in the Town of Menasha. Diane Lemke and Brenda were elected as Co-Directors. Faith was in attendance at their meeting. Their next meeting is scheduled for October 9, 2003.

**District VII:** Marcia Kelly and Sue Duda were elected as Co-Directors.

**District VIII:** Kaye Matucheski reported that they want only two meetings a year. Their attendance averages 13-20 clerks per meeting. Driving distance is a problem. Most clerks in their district attend Towns Association Meetings. They are planning to do a joint meeting with the Towns Association. Kaye and Debbie Brown were elected as Co-Directors for another term.

**UW-GB INSTITUTE DIRECTOR'S REPORT:**

**A. Report of 2003 Institute:** Kassie Van Remortel reported that the Advanced Education Class this year is the largest they've ever had. Clerk's attendance is down and Treasurer's attendance is up. Starting next year testing will be based on assessment of learning. Not all classes will be measured for learning. To earn MMC, a Bachelor's degree will a requirement, that will take effect with clerks entering the MMCA in 2007.

**COMMITTEE:**

**A. 2003 Conference Committee:** Karen Peters reported they are looking for more vendors to donate to the conference. There is still room to register for the Wednesday evening entertainment.

**B. PEC:** They have 190 registered for the Board of Review training. A maximum of 20 people is needed to hold a class. Classes will last a minimum of four hours.

Bernie Kahl reported that there were 44 people registered for the GASB 34 training at Lake Mills. A second training session will be held in Dodgeville in June. Stevens Point/Wausau are possible other areas for training in September. He is working with the State Elections Board on setting up Chief Inspector's training, possibly in eight different locations.

**C. NEW CLERKS CLASS:** Helen Schmidlkofer was absent. Terry Lehrke gave an up-to-date report.

**D. SILENT AUCTION:** Tess Hochrein reported that the alternate drawn at the 2002 Conference was unable to attend the IIMC Conference in Columbus, Ohio. Sandy Boettcher was selected as the alternate and attended the conference.

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**E Scholarship Committee:** Faith presented the WMCA Scholarship Committee Report with the following awards being recommended by the committee:

**First Year Students:** ATKISSON, Full/\$625-Kelly West, Deputy Clerk, V of Pleasant Prairie. WMCA, Full/\$625, Barbara Van Clake, Deputy C/T, C of Omro. WMCA, Half/\$312.50, Carol Stamm, Deputy Clerk, C of Monroe. INDEPENDENT INSPECTIONS: \$385, Betsy Kunde, Clerk, T of Algoma.

**Second Year Students:** ROBERT W BAIRD, Full/\$265, Jaymie Kunkel, Deputy Clerk-Treasurer, V of Sharon. EHLERS & ASSOCIATES, Full/\$625, Sherrie Grant, Deputy Clerk, C of St Francis. COMMUNITY INSURANCE, Full/\$625, Robin Akey, Clerk, T of Minoqua. INCODE, \$1000, Patricia Leifker, Clerk-Treasurer, V of Arena. VIERBICHER, \$25, Robin Eitsert, Admin/Clerk-Treasurer, V of Gays Mills. SE WI ASSN CLERKS/TREASURERS WALWORTH COUNTY, \$100, Kelly Sullivan, Deputy Clerk, C of Delavan.

**F. TECHNOLOGY COMMITTEE:** Mike Hoppenrath did not have anything additional to add to what had already been reported.

**G. SPECIAL PROJECTS:** A written report was submitted and is included with the minutes. Sharon Christensen asked what to sell the patriotic Wisconsin pins for. The cost is \$1.14 per pin. She passed around the 25<sup>th</sup> Anniversary Commemorative pin that has been designed. The cost is \$5.75 per pin. An Associate Membership brochure was passed around. There are turtle neck shirts, fleece jackets, stadium blankets and notary books to be sold, yet. Motion, Winget/Gibbs to sell the Wisconsin trading pins for \$3.00 each. Motion carried. Motion, Gibbs/Brue to sell the Wisconsin Charm pins for \$7.00 each. Motion carried. Pins for St Paul, MN 2005 IIMC \$10 each.

**H. HISTORIC COMMITTEE:** A written report was submitted and is included with the minutes. Faith reported on the E-mail she received from Gary Dummer. A copy of the May 9, 2003, WMCA Historical Committee Meeting Minutes was attached. Drafts of portions of Chapters I, (The organization – A. Its beginning); Chapter III, (Outgrowth, outreach – A. Communications and C. Symbols) were distributed, reviewed and critiqued by those present with suggestions of change being given where members felt appropriate. Ideas were shared on how to improve the drafts presented so far and avenues to use to collect information that still might be missing to complete the project. The committee hoped that the request for an additional \$5,000 in the Special Fund for the Historical project was included in the proposed 2003-2004 budget.

**I. MEMBERSHIP COMMITTEE:** Action already taken.

**J. MENTORING COMMITTEE:** Michaelene Knoebel asked if the clerk's who are signed up for mentoring are to continue. They are to continue until the Proposed Amendment to the Constitution to combine the Membership/Mentoring Committees is adopted.

**K. RECORDS RETENTION:** Faith had received a report from Cheryl Giese. The project has become more than a one-year project and the committee will continue working on it.

**L. 2004 CONFERENCE COMMITTEE:** A written report was submitted and is on file with the minutes. Terry Lehrke expressed concern about the budget cuts and the 2004 conference. It was agreed that a hospitality or reception room be sponsored by the vendors, with beer, wine and cheese, and the rest of the evening will be on your own.

It was agreed to keep conference gifts, but scale back on them. Bags are to be left at the conference committee's discretion. President's reception is to be scaled back, also.

**M. ANY OTHER COMMITTEE REPORTS:** Faith reported on the election committee. Terry Lehrke reported on the Lifetime Achievement Award. Changes in policy and procedures are to be passed on to Judy Weter. Kathy Morse asked for help with the 2005 IIMC. She needs a small token for the bags.

**EXECUTIVE ADMINISTRATOR REPORT:** No report given, due to Charlotte's absence.

A special thank you was extended to John Jahr and Kathy Morse for the years they served on the WMCA Executive Board.

**ADJOURNMENT:** Motion, Alexander/Elford to adjourn the meeting. Motion carried. Meeting adjourned at 1:52 p.m.

Doris Kienitz  
WMCA Secretary