

**WMCA ANNUAL BUSINESS MEETING
THURSDAY AUGUST 14, 2003
MADISON MARIOTT WEST
MIDDLETON WI**

CALL TO ORDER: Meeting was called to order at 12.15 p.m. by President, Faith Elford, at Madison Mariott West in the Wisconsin-Michigan room.

BOARD MEMBERS PRESENT: First Vice President, Carol Alexander, Second Vice President Karen Peters, Treasurer, Roxann Brue, Secretary, Doris Kienitz and Past President, Jan Winget present.

INTRODUCTION OF THE OFFICERS AND EXECUTIVE ADMINISTRATOR, THE DISTRICT DIRECTORS AND COMMITTEE CHAIRS: President Elford introduced the Officers, Executive Administrator, District Directors and Committee Chairs and pointed out that their reports were provided in the conference binders.

First Vice President: Carol Alexander
Second Vice President: Karen Peters
Secretary: Doris Kienitz
Treasurer: Roxann Brue
Past President: Jan Winget
Executive Administrator: Charlotte Stewart

District Directors: District 1 – Darlene Denninger and Vicki Busick; District 2 – Pat Dotseth and Doreen Kruschke; District 3 – Sandra Boettcher and Pamela Hicks; District 4 - Sharon Christiansen and Diane Hermann-Brown; District 5 – Kathy Gibbs and Camille Cohen; District 6 – Brenda Schneider and Diane Lemke; District 7 – Marcia Kelly and Sue Duda; District 8 – Kaye Matucheski and Debra Brown.

Committee Chairpersons recognized: 2003 Conference Co-Chairs Karen Peters, MMC and Sharon Christensen, CMC; 2004 Conference Teri Lehrke, CMC; Audit - Kyle J Clark; Clerk's Manual – James Villiesse; Election – Virginia Brost; Historical – Gary H Dummer; Joint Conference – Carol S. Alexander; Lifetime Achievement – Teri Lehrke; Membership – Patricia Dotseth; Mentoring – Michaelene R. Knoebel; New Clerks – Helen Schmidlkofer & Pati Jahns; Nominating - Sheila Pudelko; PEC – Bernie Kahl; Policies & Procedures - Judy Weter; Records Retention – Cheryl Giese; Scholarship - Jeanne Tomasek; Silent Auction - Theresa C. Hochrein; Special Projects – Sharon Christensen; and Technology - Mike Hoppenrath.

SECRETARY'S REPORT: Motion, Sandy Boettcher/Cindy Heggglund to approve the August 15, 2002, Annual Business Meeting Minutes, as presented in binders. Motion carried.

TREASURER'S REPORT: Roxann Brue presented the 2003-2004 WMCA Annual Budget in the amount of \$132,300, which is \$6,450 less than the 2002-2003 Annual

Budget of \$138,750. Motion, John Jahr/Ruth Klan to adopt the 2003-2004 WMCA Annual Budget in the amount of \$132,300. Motion carried.

DISTRICT DIRECTORS FOR 2003-2004: President Elford presented the names of the District Directors for the 2003-2004 term of office. John Jahr and Kathy Morse have resigned as directors of District II. Pat Dotseth and Doreen Kruschke will succeed them. John and Kathy were extended a special thank you for their years of service.

WMCA Annual Business Meeting
August 14, 2003
Page 2

NOMINATING COMMITTEE'S REPORT-PRESENTATION OF SLATE OF OFFICERS: President Elford presented the 2003-2004 slate of officers submitted by the nominating committee:

First Vice President	-	Karen Peters
Second Vice President	-	Cindy Heggulund
Treasurer	-	Roxann Brue
Secretary	-	Julee Helt & Phil Brannon

There were no further nominations from the floor.

Motion, Kathy Morse/Pat Dotseth to close nominations and declare a unanimous ballot cast for Karen Peters as First Vice President. Motion carried.

Motion, John Jahr/Marcia Kelly to close nominations and declare a unanimous ballot cast for Cindy Heggulund as Second Vice President. Motion carried.

Motion, Karen Peters/Diane Lemke to close nominations and declare a unanimous ballot cast for Roxann Brue as Treasurer. Motion carried.

Secretary position was voted on by paper ballot and the winner to be announced at the Banquet.

PROPOSED AMENDMENT TO THE CONSTITUTION-ARTICLE 6, STANDING COMMITTEES: Motion, Kathy Morse/Sharon Christensen to adopt the Resolution amending Article 6, Standing Committees, of the Constitution of the Wisconsin Municipal Clerks Association. Motion carried.

REPORT FROM 2005 IIMC ST PAUL, MN CONFERENCE COMMITTEE: Sandy Paulson and Char Friedges reported on the 2005 IIMC Conference that is going to be held in St Paul, MN. They presented a Power Point presentation showing the venues for all the activities during the 2005 conference and asked for financial and in-kind help from the WMCA.

OTHER BUSINESS AND ANNOUNCEMENTS: Announcements were made by President Elford and Karen Peters.

ADJOURNMENT: Motion, Brenda Schneider/Kathy Gibbs to adjourn the meeting. Motion carried.

Respectfully submitted,
Doris Kienitz, CMC
Secretary

Wisconsin Municipal Clerks Association
President's Breakfast
Friday, August 15, 2003

1. Welcome and Introductions
President Alexander called the meeting to order and made introductions.
2. Breakfast was Served
3. Meeting Dates for 2003-2004, 9:00 a.m., at Sentry World Conference Center in Stevens Point
Friday, October 17, 2003
Friday, March 12, 2003
Friday, June 18, 2003
Mid-winter Network Session with Officers and Executive Administrator in January, date and location to be announced
4. District Director Information
President Alexander asked the District Directors to review the Policies and Procedures for any necessary modifications, including the number of required district meetings.
President Alexander requested that the District Directors issue an educational certificate for attendance at a district meeting. A four-hour minimum was suggested for the educational portion of the meeting.
President Alexander distributed Traits of Top CEO's for Officers and District Directors review.
President Alexander also distributed 2003-2004 goals for District Directors.
5. Confirmation of Committee Appointments
President Alexander presented her committee appointment recommendations.
Motion by Sandy Boettcher, second by Diane Lemke, to approve the committee appointments as recommended by President Alexander. Motion carried.
6. Miscellaneous Business
Bernie Kahl, Chairman of the Professional Education Committee, informed the board that Board of Review Train the Trainer training would be held in the fall. He also advised that board that Chief Inspector training would begin in the northern part of the state this fall. Training would be limited to one 6-hour session per county except for the larger southern counties who would have two sessions. Each session would be limited to approximately 100 attendees.
7. Adjournment
Motion by Karen Peters, second by Cindy Heggland, to adjourn at 7:55 a.m.
Motion carried.

Wisconsin Municipal Clerks Association
Executive Board Meeting
Thursday, September 18, 2003

1. Call to Order

President Alexander called the meeting to order and made introductions. A quorum of the Executive Board was in attendance.

2. Discussion of Retirement of WMCA Executive Administrator Charlotte Stewart

Charlotte tendered her resignation effective November 30, 2003. The Executive Board had previously authorized Faith Elford to purchase a laptop computer to organize association information. Faith was to begin training Charlotte this fall. Motion by Marcia Kelly, second by Pat Dotseth, to deny pay for Charlotte as requested for 88 hours of work she performed to input survey information, without previous board action and authorization. Motion carried, 8-0.

3. Discussion of Proposal from Faith Elford

Faith made a brief presentation of her qualifications and stated that she was very comfortable with the software and had begun tweaking the association information already. She expressed confidence that by using Microsoft Access as well as Word and Excel that the association would benefit from the technological opportunities they offer. She informed the board that she would be having her daughter work with her too. Faith would be responsible for answering Clerk questions. Faith left the discussion.

Roxann Brue felt it was a positive that Faith was willing to perform the job and that she was willing to work until next September. Pat Dotseth did not have a problem with Faith filling in in the interim but expressed concern about waiting a whole year. She stated that maybe March would be a better starting point for the new person. Karen Peters also thought that Faith should have a whole year with time to learn from Charlotte and to train the new person. She felt that with two big elections in the spring that it might be a busy time for hiring. Diane Hermann-Brown stated that Faith should have adequate time to work with the information. The board felt that it be very clear that the contract would be with Faith and not her daughter and that Faith would be fully responsible for all functions of the position.

4. Motion for Action

Motion by Roxann Brue, second by Diane Hermann-Brown, to appoint Faith as Interim WMCA Coordinator. Motion carried, 7-0. A contract would be drafted to be approved at the October 17, 2003 Executive Board meeting. Faith would be directed to keep a log of the hours spent performing the assigned work as well as phone calls and emails. A search committee would be appointed to hire the WMCA Coordinator effective August 1, 2004. The board discussed the responsibilities with Faith and she agreed to work as Interim WMCA Coordinator until September 1, 2004.

5. Discussion of 2006 WMCA Conference Site Selection Process

First Vice President Peters informed the board that she had visited several sites for the 2006 WMCA Conference and had selected the Four Points Sheraton in Milwaukee. Some concerns that were discussed included having the vendors remain in one room and moving the conference date to September.

6. Other Business

President Alexander stated that although not all board members were able to attend the meeting, everyone who contacted her was supportive of hiring Faith as Interim WMCA Coordinator.

She also asked for the board's comments on a memorial or scholarship for Tom Letko, State Elections Board Election Specialist, who passed away in September. To be discussed at Oct. 17 Board meeting.

Motion by Marcia Kelly, second by Pat Dotseth, to purchase a cake and a gift certificate for a one night's stay at the Kalahari in Wisconsin Dells in honor of Charlotte's retirement. Motion carried, 8-0.

7. Adjournment

Motion by Karen Peters, second by Roxann Brue, to adjourn at 4:15 p.m.
Motion carried.

Julee Helt, WMCA Secretary

**Wisconsin Municipal Clerks Association
Executive Board Minutes
Friday, October 17, 2003**

Call to Order. President Carol Alexander called the meeting to order at 9:10. A quorum of the Executive Board was in attendance.

Pledge of Allegiance. First Vice President Karen Peters led the Pledge of Allegiance.

Members Present: Carol Alexander, Julee Helt, Roxann Brue, Sharon Christensen, Diane Hermann-Brown, Mike Hoppenrath, Brenda Schnieder, Diane Lemke, Faith Elford, Sandy Boettcher, Jan Winget, Kathryn Gibbs, Camille Cohen, Sue Duda, Doreen Kruschke, Carolyn Toms-Neary, Karen Peters, Cindy Hegglund, Charlotte Stewart, Kassie Van Remortel, Bernie Kahl, Teri Lehrke, Cindi Hesse, Jim Villiesse, Pat Dotseth, Debbie Brown, Darlene Denninger, Vicki Busick, and Linda Belongia.

Officer Reports

A. President

1. **Clarification of Voting Procedures.** Only one representative from each District and Officers is allowed to vote.
2. **Reminder of Future Executive Board Meeting Dates.** Meeting Dates for 2003-2004, 9:00 a.m., at Sentry World Conference Center in Stevens Point: March 12, 2004 and June 18, 2004. One additional gathering for Officers and Interim WMCA Coordinator will be held in January, 2004.
3. **Communications.** A letter from the State Department of Environmental and Regulatory Services inviting WMCA to participate in planning sessions on annual fire dues. A letter from Waunakee Boy Scout Troop 46 thanking WMCA for the \$25 donation for scouts participating in the 2003 Conference. A request from the Illinois Clerks Association asking for support for Chicago as the location for the 2009 IIMC Conference. A letter from Kassie Van Remortel, University of Wisconsin-Green Bay, thanking WMCA for its support and expressing the benefits of continuing education. A letter from Janet Stephens, Alma Center, thanking WMCA for the scholarship to the 2003 Conference. An invitation from the Iowa Municipal Finance Officers' Association Conference. A memo from the Local Government Workgroup asking for participation in discussions of cooperation among local government frontline, clerks, treasurers, registers of deeds, assessors, and county officers. Correspondence from the State Department of Administration suggesting the possibility of using their website as a posting site to meet statutory posting requirements (this would require approval of an ordinance by participating municipalities). Notice from IIMC of CMC certification for Susan M. Schupp, CMC, Village of West Milwaukee, Marcy M. Peterson, CMC, Village of Amherst, Kelly S. Michaels-Saager, CMC, City of Wausau, and Julee R. Helt, CMC, Village of Waunakee.
4. **Resolution Honoring Charlotte Stewart.** President Carol Alexander presented Charlotte with a plaque recognizing her service to WMCA, a cake, and a gift certificate for one night's stay at the Kalihari Convention Center in Wisconsin Dells.
5. **Review of WMCA Interim Coordinator Contract and Request for Action.** The Executive Board acted at a special meeting on September 18, 2003 to accept the

resignation of Charlotte Stewart as WMCA Executive Director and to contract with Faith Elford as Interim WMCA Coordinator. The contract with Faith would be for a 10-month period from November 1, 2003 to September 1, 2004. The permanent position of WMCA Coordinator would be filled effective August 1, 2004 to allow some overlap for training and orientation. There was discussion about extra duties that might require additional pay but most felt that the contract was very inclusive, covering all aspects of the work. Motion by Sandy Boettcher, second by Vicki Busick, to approve the contract as presented. Motion carried unanimously. The search committee for the WMCA Coordinator will consist of WMCA Officers and Faith, in an ex-officio, non-voting capacity. Applications are expected to be available in May-June 2004 with interviews in July 2004.

6. **Discussion of Proposed Scholarship and Donation in Honor of Tom Letko.**

There was discussion about an appropriate remembrance for the family of Tom Letko, Elections Specialist with the Wisconsin State Elections Board, in the tragic event of his death in September. Motion by Faith Elford, second by Kathy Gibbs, to provide a full one-year scholarship to the Municipal Clerks Institute at UW-Green Bay with the details to be decided by the Scholarship Committee. Motion carried unanimously. Motion by Karen Peters, second by Faith Elford, to donate \$300 to the family of Tom Letko. Motion carried unanimously.

B. First Vice-President

1. **Pending Legislation.** 1st Vice-President Karen Peters provided an overview of current legislation and recommended viewing the State's website at www.legis.state.wi.us for further information.
2. **Report on 2006 WMCA Conference Site.** Vice-President Peters updated the board on possible locations for the 2006 WMCA Conference. Motion by Diane Hermann-Brown, second by Roxann Brue, to approve the Four Points Sheraton in Milwaukee as the 2006 WMCA Conference site. Motion carried unanimously.

C. Second Vice-President

Quill Deadlines. 2nd Vice-President Cindy Hegglund said the October issue of the Quill will be mailed by October 20, 2003. There were initially some technology problems that have now been resolved. The deadline for the January 2004 Quill is December 12, 2003 and the deadline for the April 2004 Quill is March 12, 2004.

D. Secretary

Approval of Minutes. Julee Helt presented the minutes of the previous executive board meetings. Motion by Carol Alexander, second by Karen Peters, to amend the June 13, 2003 minutes under L. 2004 Conference Committee to read: "It was suggested 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." Motion carried unanimously. Motion by Karen Peters, second by Sue Duda, to approve the minutes for the June 13, 2003 Executive Board meeting as amended, the minutes for the August 15, 2003 Executive Board meeting, and the minutes for the September 18, 2003 Executive Board meeting. Motion carried unanimously.

E. Treasurer

Financial Report and Approval of Expenditures. Treasurer Roxann Brue presented the account balances as of August 31, 2003: \$247.31 in general checking, and \$75,835.41 in interest-bearing accounts. Motion by Sandy Boettcher, second by Brenda Schnieder, to approve the Treasurer's Report and expenditures as presented. Motion carried unanimously.

UW-GB Institute Director's Report

- A. Report of 2003 Institute.** Kassie reported that the institute had made some changes this year to provide more of a social connection for attendees and it had been successful. WMCA obtained eight (8) new members from the institute. There were many new classes this year, especially in the Treasurer's track. In 2004, the focus will be on the Master Academy (previously called the Advanced Academy) with two tracks. IIMC is mandating testing as an assessment of learning acquired at the institute.
- B. Other Issues.** Kassie briefly reviewed UW-GB's accreditation with IIMC. UW-GB offers a Public Management Essentials program for professional education credits. UW-Madison offers a Certified Public Manager program. If a clerk or treasurer attends the classes offered by UW-GB he/she receives three (3) credits per class. If a clerk or treasurer attends the classes offered by UW-Madison he/she receives one (1) credit. The reasoning behind the difference in credits is that UW-GB is an accredited educational provider with IIMC and UW-Madison is not. It was stated that Gary Dummer made a request of UW-GB to assist in the crediting of UW-Madison to offer courses accredited by IIMC. Kassie explained that if UW-Madison became a provider, they would also be able to offer the Institute and all other services that UW-GB presently offers to WMCA members. She stated this type of arrangement would be a duplication of services within the UW system, as well as possibly putting UW-GB out of business as the Institute provider. Following discussion by the Board and affirmation that WMCA wished to retain UW-GB as the Institute provider, there was a motion by Faith Elford, second by Sandy Boettcher, that President Alexander compose a letter on behalf of WMCA offering its total support for UW-GB Municipal Clerks and Treasurers Institute, for the Masters Academy, and for the educational opportunities it provides, and that a copy of the letter be sent to IIMC. Motion carried unanimously. In addition, Kassie requested that WMCA call IIMC to make sure they understood that Gary's conversation was only a request for information.

District Director Reports

District 1, Darlene Denninger and Vicki Busick, CMC. A district meeting was held September 19, 2003 in Mellen with Ruth Ann Watts from the IRS. Treasurers were invited and President Alexander was their guest. Future meetings will be in Spooner on February 20, 2004 on elections and in Birchwood on April 16, 2004 on liquor licensing.

District 2, Patricia Dotseth, CMC, and Doreen Kruschke. A district meeting was held October 9, 2003 in Menomonee with the Department of Public Safety on Violence in the Workplace and an attorney spoke about insurance, errors and omissions. President Alexander was their guest. A future meeting will be in River Falls in March 2004.

District 3, Sandra Boetcher, CMC, CMTW, and Pamela Hicks, CMC. A district meeting will be held on October 24, 2003 in Fall Creek with Bob Ohlsen, Dane County Deputy Clerk, on elections, and Dennis Tweedale on errors and omissions and risk management. They offered free registration to new clerks or non-members. This meeting will be with clerks only; they usually invite the treasurers to attend as well. A future meeting will be held in Tomah.

District 4, Sharon Christensen, CMC, and Diane Hermann-Brown. A district meeting will be held on November 5, 2003 in Mazomanie with Jim Clark from the Department of Health. A future meeting will be held on February 5, 2004 with UW-Madison on stress and time management and Barb Hansen on elections.

District 5, Kathryn Gibbs and Camille Cohen, CMC. A district meeting was held October 1, 2003 with Ruth Ann Watts from the IRS. President Alexander was their guest. A future meeting will be at the Pine Knoll Supper Club in mid-January 2004 in individual leadership and growth development.

District 6, Diane Lemke and Brenda Schneider. A district meeting was held October 9, 2003 in Omro where the fire department instructed them on how to put out fires and they learned about stress in the workplace. Future meetings will be after the February 2004 election in Manitowoc possibly with Ruth Ann Watts and a joint meeting with District 7 in Wautoma in May 2004.

District 7, Marcia Kelly, CMC, and Susan Duda. A district meeting will be held on November 13, 2003 in Schofield. Future meetings are planned for March 2004 and a joint meeting with District 6 in Wautoma in May 2004.

District 8, Kaye Matucheski, CMC, and Debra Brown. A district meeting will be held on November 13, 2003 in Tomahawk with Ruth Ann Watts from the IRS.

Committee Reports

A. 2003 Conference Committee. Vice-President Peters informed the board that the conference made approximately \$15,000 due to unexpected late registrations, no room costs, lower AV costs, less expensive food at the President's reception, record number of registrations, and increased vendor fees. There were some problems in the classrooms and it was suggested that the moderator try to handle those problems. We received a copy of a video of the hypnotist show. Karen suggested that a copy be kept for the archives and that copies be given to the participants who paid to attend the show but because they were hypnotized did not get to see the show. Motion by Sandy Boettcher, second by Diane Lemke, to have copies made for each person who was on stage and to reimburse Karen for the \$150 cost of reproduction and distribution of the tapes. Motion carried unanimously.

B. 2004 Conference Committee. Teri Lehrke will be meeting with the conference center to tour the facilities, decide where the vendors will be located, and discuss the Wednesday night activity. The Radisson is totally full: 102 rooms on Tuesday night, 228 rooms on Wednesday night, and 227 rooms on Thursday night. There are still rooms available at the Holiday Inn and the Courtyard Marriott.

C. 2005 Conference Committee. Cindi Hesse is still working on the details for the 2005 25th Anniversary Conference in Appleton. The gift has already been chosen.

D. 2005 IIMC Conference. Kathy Morse reported via email that she had arrangements for 37 people to ride a bus to the conference. She is encouraging District Directors to sell IIMC Conference pins at district meetings.

E. Clerk's Manual. Cindi Hesse reported the committee met on September 22, 2003 and will meet again on October 20, 2003 to review materials. The manual will reside

on the WMCA computer where it will be maintained and updated. The committee is also reviewing the Conference Manual and the President's Manual.

F. Historical. The budget for the history book is approximately \$11,000. It will be the gift for the 2005 Conference. Gary Dummer purchased Microsoft Publisher to prepare the history book and hold down costs.

G. IIMC Issues Study Group. Jim Villiesse reported the committee will be meeting in the next month to discuss certification, recertification, and state certification.

H. Membership/Mentoring. Carolyn Toms-Neary stated the committee met on October 16, 2003 to revamp the membership letter and brochure. The brochures are used by Faith for distribution. Committee names will be added to the back of the brochures that are mailed to non-members. The committee felt that having the names on the brochure might be useful contact information for non-members. Committee names will not appear on the brochures used for general distribution. The Policies and Procedures Committee will meld the Membership Committee and the Mentoring Committee and return the information on the new Membership/Mentoring Committee to Carolyn Toms-Neary.

I. The New Clerk's Class was attended by 74 clerks. John Macy sent a letter of thanks and offered to help again next year. This year represented ten (10) years of service by Mr. Macy. It was suggested that he be recognized next year for his efforts to educate the clerks of Wisconsin.

J. Professional Education. Bernie Kahl reported the committee met on September 18, 2003 to choose topics for next year's conference. There will be four (4) breakouts that will repeat in the afternoon: Conduct of Public Meetings, Wisconsin Retirement, Harassment and Discrimination, and Who Moved My Cheese? The Friday session will be on elections, followed by a motivational speaker. The Wednesday afternoon session will be on Board of Review. Train the Trainer for Board of Review will be March 11, 2004.

K. Policies and Procedures. The committee is working on combining the Membership and Mentoring Committees. Jan Winget asked that anyone reviewing information for the manual get it to her by January 1, 2004. She is working with Bernie Kahl to include information in the Policies and Procedures Manual on the Historian position and will also be including information on the WMCA Coordinator position as well.

L. Records Retention. No report.

M. Scholarship. Roxann Brue reported the committee members were emailed the scholarship application for review. The committee is questioning the need for the questions relating to IIMC membership and salary. Kassie needs the text from the application to include in her institute brochure. WMCA received \$200 from Quarles and Brady to be used as a scholarship. Roxann Brue suggested that WMCA should consider giving \$100 scholarships to individuals attending the Master Academy. It was also suggested that a master list of available scholarships be prepared and promoted. There should also be a review of scholarships given by the WMCA and MTAW so that no one person receives a scholarship to the institute from both associations.

N. Silent Auction. Tess Hochrein reported via email the Silent Auction brought in \$3,057 to be used for scholarships: one (1) full scholarship to the IIMC Conference, two (2) registrations for the IIMC Conference, four (4) registrations for the WMCA Conference. Selection criteria needs to be included in the Policies and Procedures Manual.

O. Special Projects. Sharon Christensen stated this committee will be meeting in early November to discuss new items for next year, possibly coffee mugs, water

bottles, or traveling mugs. There are turtlenecks, WMCA pins, and charm pins for each district to sell at its meetings. It was decided that we will use up the trading pins we have with no new design for next year's conference in British Columbia. There are seven (7) note pads and pens remaining for Clerk at Heart packets. We distributed 10-12 Clerk at Heart packets last year but that depends on the number of clerks retiring. Sharon Christensen was given approval to spend \$400 to purchase more pens. It was noted that the minutes and agenda brochures needed to be updated.

P. State Elections Board Liaison. Barb Hansen will work with Faith to provide HAVA legislation updates.

Q. Technology. The committee is considering moving the listserv. They are experiencing a little trouble with Pete at UW-GB. Mike Hoppenrath is trying to develop a way to list surveys as they are completed rather than having the questions continually appearing. Cindy Hegglund and Mike will discuss making the Quill easy to download on the website. There was some discussion about vendors advertising on the website, where they would be located on the website, the policy criteria and price for advertising, and a package price for advertising in the Quill and on the website.

Executive Administrator Report

Charlotte stated she had attended the Town's conference in Green Bay. She is working with Faith to transfer WMCA records to Faith's home. Faith has taken the data and revamped the information. She can send "address books" to District Directors to send out district meeting notices via email, in addition she will be able to send out dues statements electronically. As Interim WMCA Coordinator, Faith can be reached by calling her at her Fort Atkinson office, by emailing her at wmca2@execpc.com, or calling 920/568-9278.

President's Update on Topics of Interest. All topics were previously covered during the meeting.

Adjournment. Motion by Karen Peters, second by Kathy Gibbs, to adjourn at 2:00 p.m. Motion carried.

Julee Helt, WMCA Secretary

**Wisconsin Municipal Clerks Association
Executive Board Meeting Minutes
Friday, March 12, 2004**

Call to Order. President Alexander called the meeting to order at 9:13 a.m. A quorum of the Executive Board was in attendance.

Pledge of Allegiance. First Vice-President Karen Peters led the Pledge of Allegiance.

Members Present: Carol Alexander, Julee Helt, Roxann Brue, Sharon Christensen, Diane Hermann-Brown, Mike Hoppenrath, Brenda Schneider, Diane Lemke, Faith Elford, Jan Winget, Kathryn Gibbs, Gary Dummer, Doreen Kruschke, Karen Peters, Cindy Heggund, Kassie Van Remortel, Bernie Kahl, Teri Lehrke, Cindi Hesse, Jim Villiesse, Pat Dotseth, Darlene Denninger, Vicki Busick, Marcia Kelly, and Kaye Matucheski.

Officer Reports

A. President

1. **Reminder of Future Executive Board Meeting Dates.** Next meeting, 9:00 a.m., at Sentry World Conference Center in Stevens Point: June 18, 2004.
2. **Communications.** Accomplishments were not read as all can be found in the Quill and via email. A request from Audrey Rue asking how to get Town's Association members more involved in WMCA; a suggestion from Audrey Rue that WMCA possibly provide WISE-LR training; a list of IIMC attendees was read; a request for a Silent Auction contribution for IIMC conference; Roxanne to send \$75 as we have in the past; WMCA supplied five (5) questions to Dr. Garubo, IIMC, for a research project; no one has been surveyed or received results of a survey; Lavonne Althorp, Clerk from Mosel, sent an email about the value of our communications and outreach; a letter from IIMC Membership Committee regarding offering incentives; correspondence about the value of Clerk at Heart memberships. Motion by Kathy Gibbs, second by Pat Dotseth, that a clerk who is formally retiring receives a free Clerk at Heart membership and that a constitutional amendment be prepared to make this change. Motion carried unanimously. Kathy Gibbs, Pat Dotseth, Jan Winget, and Carol Alexander will prepare the necessary amendment and report at the June meeting. IIMC will now be offering a flat membership fee of \$100 rather than basing the membership fee on the population of the municipality.
3. **Review of WMCA Coordinator Hiring Process.** The contract as supplied at the meeting was amended to read, "Out of pocket expenses shall not exceed \$2,500 for this contract period, unless approved by the Executive Board" and "The WMCA or the WMCA Coordinator may terminate the contract with a (3) month termination notice, or less by mutual agreement with payments to be terminated as agreed to by both parties." The interview panel will consist of the Board of Directors.
4. **Report on IIMC Region VI Meeting in Winona, MN.** Several WMCA members attended the meeting in January. WMCA may receive scholarship monies to attract better speakers. Next year's meeting will be in LaCrosse.

5. **Report on Other Meetings Attended.** The Board of Directors met in mid-January to address interim issues. Wisconsin State Elections Board has been holding SVRS meetings around the state.

B. First Vice-President

1. **Pending Legislation.** First Vice-President Karen Peters provided an overview of current legislation relating to elections, alcohol licensing, and tax exempt properties, and recommended viewing the State's website at www.legis.state.wi.us for further information.
2. **Policies and Procedures Update.** Vice-President Peters updated the board on policies and procedures to be adopted at the June meeting.

C. Second Vice-President

1. **Quill Deadlines.** Second Vice-President Cindy Heggland informed the board that the deadline for the April 2004 Quill is extended to March 15, 2004 and the deadline for the July 2004 Quill is June 21, 2004.

D. Secretary

1. **Approval of Minutes.** Secretary Julee Helt presented the minutes of the previous executive board meeting. Pat Dotseth requested that the minutes be amended to correctly spell Menomonie and replace Department of Public Safety with WITC. Motion by Cindi Hesse, second by Roxann Brue, to approve the October 17, 2003 minutes as amended. Motion carried unanimously.

E. Treasurer

1. **Financial Report and Approval of Expenditures.** Treasurer Roxann Brue presented a financial report for the association informing the board that Committee and Miscellaneous line items were over budget. Motion by Kay Matucheski, second by Vicki Busick, to increase the Committee line item amount by \$700 and the Miscellaneous line item by \$425. Motion carried unanimously. Motion by Diane Lemke, second by Kathy Gibbs, to approve the Treasurer's Report and expenditures as presented. Motion carried unanimously.

UW-GB Institute Director's Report

1. **Report of 2004 Institute.** Kassie Van Remortel reported that the mailing for this year's institute had gone out. There was some duplication and the UW's marketing person is reviewing the mailing list. The advisory board is losing members so some changes have been made to the structure: 5 advisory members and 2 alternates. The Tuesday night outing will be at Packer Stadium and dinner at Margarita's. Advanced Education has been renamed Master Academy. Motion by Kaye Matucheski, second by Karen Peters, to provide half price memberships for new members who sign up at the Institute. Motion carried unanimously.

2. **Invite Amber Letko to Banquet.** Motion by Faith Elford, second by Diane Hermann-Brown, to invite Amber Letko to attend the Institute banquet and that WMCA would cover the costs. Motion carried unanimously.

District Directors

Roxann reminded District Directors to retain up to \$500 in funds and turn in any additional funds by July 1, 2004, so she will be able to make an accurate report of income at the conference.

Reports on District Meetings

District 1, Darlene Denninger and Vicki Busick, CMC. A district meeting was held in Spooner on February 20, 2004 with Cliff Korn from ATF on gambling machines. Board of Review training will be April 16, 2004. Darlene and Vicki will not be running for another term.

District 2, Patricia Dotseth, CMC, and Doreen Kruschke. A district meeting will be held to discuss TIF changes, osteo-related issues, and voter registration demonstration.

District 3, Sandra Boettcher, CMC, CMTW, and Pamela Hicks, CMC. A joint district meeting with Treasurers will be held on May 5, 2004. Board of Review training will be April 28, 2004.

District 4, Sharon Christensen, CMC, and Diane Hermann-Brown. A district meeting was held on February 5, 2004 with UW-Madison on stress and time management and Barb Hansen on elections. A meeting will be held on April 22, 2004 with Rick Stadelman on liquor licenses and legislative updates.

District 5, Kathryn Gibbs and Camille Cohen, CMC. A district meeting was held January 29, 2004 on individual leadership and growth development. Future meetings include April 21, 2004 on elections, HAVA, and Claire Silverman on liquor licensing, and April 28, 2004 and May 5, 2004 for Board of Review.

District 6, Diane Lemke and Brenda Schneider. A joint district meeting was held on March 5, 2004 with Treasurers and Clerks for Districts 4, 5, 6, and 7. A joint district meeting with District 7 will be held on May 6, 2004 on open records and liquor licensing. Board of Review training will be April 19, 2004 and April 21, 2004.

District 7, Marcia Kelly, CMC, and Susan Duda. A joint district meeting was held on March 5, 2004 with Treasurers and Clerks for Districts 4, 5, 6, and 7. A joint district meeting with District 7 will be held on May 6, 2004 on open records and liquor licensing. Board of Review training will be April 19, 2004 and April 21, 2004.

District 8, Kaye Matucheski, CMC, and Debra Brown. A district meeting was held on November 13, 2003 in Tomahawk with Ruth Ann Watts from the IRS. There was a very small turnout at this meeting. Board of Review training will be April 22, 2004.

Committee Reports

A. 2004 Conference. Teri Lehrke informed the board that the Radisson and the Holiday Inn were full, the Courtyard Marriott is almost full, and there is an extra block of rooms at the Best Western (would require a drive to the conference center). Line dance lessons will be provided on Wednesday night from 4 p.m. to 7 p.m. This will be a free night with no other organized events. The vendor packets have been sent out.

B. 2005 Conference. Cindi Hesse is just starting to work on the Conference Committee.

C. 2005 IIMC Conference. No report.

D. Special Projects. Sharon Christensen reported that there will not be a new trading pin this year. The Municipal Clerk's Week mailing has been prepared. President Alexander has requested the committee to get pricing for screen printed jersey pullover with short sleeves and a button collar in navy and white, an unlined windbreaker, and stainless steel travel mugs. The historical committee requested a pin design for the 25th anniversary and as well as t-shirts with a new design for the anniversary. Motion by Kathy Gibbs, second by Pat Dotseth, to purchase 500 25th anniversary pins at \$3.95 each with an option to order more if there are price breaks for additional amounts. Motion carried unanimously.

E. Clerk's Manual. The committee reviewed changes and additions. Cindi asked how the updates should be distributed and how the sections should be separated (paper vs. electronic). Cindi will also update the 2005 Conference Manual after her conference in Appleton. The President's Manual will be updated by past and current Presidents, reviewed by the Executive Board, and acted upon at the June meeting.

F. Historical. The committee is still collecting information for the historical book. The book is currently 54 pages but Gary expects it to reach 108 total pages. The book will be soft cover, perfect bound, 4-color, gloss paper, with photos on 47 pages. The quantity will be 500-1000. The book will be the 2005 Conference gift. Historical committee members that will attend the conference will receive a complimentary copy. Secretary Helt pointed out that color photos may have to be provided in a TIF format and that they may have to be positioned in 4-page spreads to allow for economical printing or result in additional costs.

G. IIMC Issues Study Group. Jim Villiesse provided an overview of the recommendations that were adopted by the IIMC. There was a great deal of discussion about IIMC certification and the feasibility of creating a state certification program. Motion by Marcia Kelly, second by Faith Elford, that the Executive Board establish a committee to create a state certification program. Motion carried unanimously.

H. Membership/Mentoring. The committee sent a promotional mailing to non-members. Ninety-five clerks have signed up to be mentors.

I. Professional Education. Train the Trainer for Board of Review was held on March 11, 2004. Ten sessions have been scheduled for Board of Review training that will be open to all municipal officials. A certificate will be provided for all attendees. Costs for copying Board of Review materials should be sent to Roxann for reimbursement.

J. New Clerks Class. No report.

K. Policies and Procedures. Jan provided an overview of the revisions. Sharon is to provide information on the Special Projects Committee. Motion by Karen Peters, second by Kathy Gibbs, to change the language for scholarship qualifications to read "clerk, deputy clerk, or municipal employee with clerk duties or responsibilities." Motion carried unanimously. Action on the change will be taken at the June meeting.

I. Records Retention. The committee established a schedule for WMCA records. All records are to be retained by the Coordinator as scheduled. The committee has been working in conjunction with the Historical Committee.

M. Scholarship. The committee will meet after all scholarships are received. Roxann will send out an email reminder. Six corporate scholarships have been received at this time.

N. Silent Auction. No report.

O. State Elections Board Liaison. No report.

P. Technology. Mike reported that there will be a one-time charge of \$62 to get on the new listserv. There will be a \$90 per year charge for virus and spam protection. The listserv will be located where our website is. Motion by Pat Dotseth, second by Karen Peters, to authorize changing our listserv from UW-Green Bay to Netzbahn. Motion carried unanimously.

Q. Nominating. The committee reminded District Directors to accept nominations at their district meetings for the upcoming elections.

R. Audit. The audit is scheduled for May 14, 2004.

S. Lifetime Achievement. District Directors are reminded to announce that applications will be accepted until June 14, 2004 for the Lifetime Achievement Award.

Interim Coordinator Report

Faith presented updated membership information. She informed the board that the red New Member binders were almost gone and she was instructed to look into purchasing generic binders with slide-in sleeves.

President's Update on Topics of Interest

President Alexander informed the board that it was not our policy to sell our membership list. It is only provided to members. She also noted that the savings in sending the Quill via email rather than mailing was more than \$900 per issue.

Adjournment

Motion by Karen Peters, second by Diane Hermann-Brown, to adjourn at 2:40 p.m.
Motion carried.

Julee Helt, WMCA Secretary

**Wisconsin Municipal Clerks Association
Executive Board Meeting Minutes
Friday, June 18, 2004**

Call to Order. President Alexander called the meeting to order at 9:00 a.m. A quorum of the Executive Board was in attendance.

Pledge of Allegiance. First Vice President Karen Peters led the Pledge of Allegiance.

Members Present: Carol Alexander, Julee Helt, Roxann Brue, Sharon Christensen, Diane Hermann-Brown, Mike Hoppenrath, Brenda Schneider, Diane Lemke, Faith Elford, Jan Winget, Kathryn Gibbs, Doreen Kruschke, Karen Peters, Kassie Van Remortel, Bernie Kahl, Teri Lehrke, Cindi Hesse, Pat Dotseth, Darlene Denninger, Vicki Busick, Deb Brown, Marcia Kelly, Tess Hochrein, Cheryl Giese, Susan Duda, Pam Hicks, Sandy Boettcher, Helen Schmidlkofer, Carolyn Toms-Neary, Carol French, and Kaye Matucheski.

Officer Reports

A. President

1. **Request for Approval to Hire WMCA Coordinator.** Carol discussed the process, the candidates, and the interviews. Motion by Karen Peters, second by Deb Brown, to extend a contract to Faith Elford as WMCA Coordinator. Motion carried.
2. **Communications.** Sandy Wesolowski reported via Carol on the 110-member HAVA group that will meet at the end of June. Wisconsin City Managers Association wants to network with WMCA. Joe Tierney sent a letter of thanks for serving on the election committee. Charlotte Stewart prepared a report for the historical committee. Motion by Vicki Busick, second by Kathy Gibbs, to make Charlotte Stewart a WMCA Honorary Member. Motion carried.
3. **Report of Meetings Attended.** President Alexander reported that she attended District V meeting on April 21, 2004, District IV meeting on April 22, 2004, budget meeting on May 5, 2004, State Elections Board meeting on May 6, 2004, Department of Revenue meeting on May 7, 2004, Districts VI and VII meeting on May 13, 2004, 2004 Conference Committee meeting on May 20, 2004, IIMC Conference in Whistler on May 21 to May 28, 2004, WMCA Coordinator Interviews on June 2, 2004, Wisconsin Clerk Certification meeting on June 4, 2004, Technology Committee meeting on June 9, 2004, 2005 Conference Committee meeting on June 14, 2004, and 2004 Conference Committee meeting on June 24, 2004.
4. **IIMC-Whistler Report.** President Alexander expressed her thanks for the opportunity to attend the international conference. She reported that the educational opportunities were not what she had expected. Carol Stagman from Hazel Green sent her thanks for the WMCA scholarship to attend the conference.
5. **Chief Election Inspector Training Update.** The State Elections Board will be scheduling training for August to meet the state deadline that the training be completed before the September election.
6. **Suggestion for Joint Meetings of WMCA/MTAW Members.** Jan Winget discussed redrawing the MTAW district lines to match WMCA. This issue will go to the treasurers at the April meeting for approval as a constitutional change. A committee of two representatives from each organization will be formed to determine reasons for the change. Roxann Brue and Kathy Gibbs will represent WMCA.
7. **Clarification of Number of Directors per District/Rights.** At spring elections, three directors were elected in District V. There was much discussion about the duties required of district directors and the points toward certification earned for the

position. Motion by Karen Peters, second by Marcia Kelly, to limit the number of district directors to two per district. Motion carried, Gibbs voted against.

8. **President's Award of Excellence Nominations.** President Alexander requested that completed applications be sent to her by July 9, 2004.
9. **Tom Letko Scholarship Update.** Tom's wife Amber sent her thanks to WMCA for the memorial. Tom's family will be invited to the institute to honor Tom and make the award presentation. The clerk who received the scholarship expressed her appreciation and indicated that she would not have been able to attend had it not been for the scholarship. Diane Lowe and her husband will also be attending.
10. **Constitutional Amendments Proposed.** Change to wording from Executive Administrator to Coordinator, change to Clerk at Heart wording and cost, change to listing of officers to include Past President, and addition of Wisconsin Certification Committee as a standing committee. Kassie suggested that a clerk who is retiring be asked if interested in continuing as a Clerk at Heart and check again in a year to see if still interested. Motion by Carol Alexander, second by Kathy Gibbs, that to be eligible as a Clerk at Heart, a clerk must be leaving the profession and must have been a clerk for five years, that there be no charge for a Clerk at Heart membership, and that the opportunity to participate on the listserv be offered to Clerks at Heart. Motion carried.

B. **First Vice-President**

1. **Policies and Procedures Update.** First Vice-President Karen Peters and Jan Winget provided an overview of changes to the policies and procedures, including the Silent Auction, Wisconsin Certification, Clerk at Heart, District Directors, Selection of IIMC Representative, and Special Projects. Motion by Kathy Gibbs, second by Sharon Christensen, to approve the changes to the policies and procedures as presented and recommended. Motion carried.

C. **Second Vice-President**

1. **Quill Deadlines.** The deadline for the July 2004 Quill is June 21, 2004.

D. **Secretary**

1. **Approval of Minutes.** Secretary Julee Helt presented the minutes of the previous executive board meeting. Motion by Karen Peters, second by Diane Lemke, to approve the March 12, 2004 minutes correcting the last sentence of item 3 in the President's report to read "The interview panel will consist of the officers.", replacing "Cindi Hesse" with "Cindy Hegglund" under the Secretary's Report, and changing "osteo-related" to "health" under the District 2 report. Motion carried.

E. **Treasurer**

1. **Financial Report and Approval of Expenditures.** Treasurer Roxann Brue reviewed the financial status for the board remarking that the association was well within budget. Motion by Kathy Gibbs, second by Pat Dotseth, to approve the Treasurer's Report and expenditures as presented. Motion carried
2. **Presentation of Budget for 2004-2005.** This item was moved to the end of the agenda.

UW-GB Institute Director's Report

1. **Report of 2004 Institute.** Kassie Van Remortel reported that there were 291 registrations for this year's institute. First year clerk numbers are down but first year treasurer numbers are the highest they have ever been. Master Academy has 70 registrations.

District Directors.

Reports on District Meetings.

District 1, Darlene Denninger and Vicki Busick, CMC. Darlene and Vicki are retiring as District Directors and Margaret Ciccone and Billie Hoopman have been elected to replace them. District 1 has met with the treasurers in the area when appropriate. *District 2, Patricia Dotseth, CMC, and Doreen Kruschke.* Pat is retiring and Peggy Nelson has been elected to replace her. A district meeting was held on April 27, 2004 and topics included TIF changes and impacts, general health care, and voter registration. The next meeting will be in late September or October in Barron.

District 3, Sandra Boetcher, CMC, CMTW, and Pamela Hicks, CMC. A joint district meeting with Treasurers was held on May 5, 2004. The next meeting will be in October.

District 4, Sharon Christensen, CMC, and Diane Hermann-Brown. A district meeting was held on April 22, 2004 with Rick Stadelman on liquor licenses and legislative updates. Future meetings include a joint meeting with District 6 treasurers on October 6, 2004 on CDBG grants and a February 2005 meeting on Beverage Server Training classes.

District 5, Kathryn Gibbs and Camille Cohen, CMC. Kathy and Camille are retiring and Michaelene Knoebel, Debbie Schueler and Gina Gresch have been elected to replace them. Jane Romanowski will act as secretary. A district meeting was held on April 21, 2004 on elections, HAVA, and Claire Silverman on liquor licensing, and April 28, 2004, Board of Review.

District 6, Diane Lemke and Brenda Schneider. Brenda is retiring from the position and Barb Van Clake has been elected to replace her. JoAnn Lesser will act as secretary. A joint district meeting with District 7 was held on May 6, 2004 on open records and liquor licensing.

District 7, Marcia Kelly, CMC, and Susan Duda. Sue is retiring and Deb Hall has been elected to replace her. A joint district meeting with District 8 was held.

District 8, Kaye Matucheski, CMC, and Debra Brown. They continue to have very small turnouts at their meetings. A future meeting is planned for September or October.

Committee Reports

1. **2004 Conference.** Teri Lehrke informed the board that there are 170 registrations and 29 vendors. All materials are to be to Carol by June 30 with a hard copy to Teri for the conference materials. To date, \$20,000 has been received in sponsorships. Donna at FIDLAR is sponsoring a portfolio-type bag. The conference gift is a picture frame.
2. **2005 Conference.** Cindi Hesse reported that the first meeting was June 14, 2004. This conference will be the 25th anniversary year and the history book will be the gift. They are considering reducing the fees by \$25 and having a more formal banquet. There will be a table at LaCrosse to promote the 2005 conference.
3. **2005 IIMC Conference.** Wisconsin clerks have signed up to help with conference. Rooms for the conference will be available in November.
4. **Audit.** The annual audit was completed.
5. **Clerk's Manual.** The manual is being reviewed for typographical errors and then will be sent to Faith. The President's manual is still being reviewed. The Conference manual will be prepared after this year's conference. All manuals will reside with the WMCA Coordinator.
6. **Election.** No report.
7. **Historian.** Bernie Kahl presented a report and will revise it to include a report of today's meeting.

8. **Historical.** Photos and information will be prepared in their final format this fall. It is expected to go to print in the spring for the 2005 conference

9. **IMC Issues Study Group.** This committee is now the Wisconsin Certification Committee. President Alexander has surveyed the membership and hopes to have the certification in place by next summer's institute.

10. **Membership/Mentoring.** One hundred and five clerks have signed up to be mentors with 14 matches. WMCA has received 62 new members through the mailings. Kassie suggested that the institute might be a good place to introduce mentors.

11. **New Clerks Class.** Helen Schmidkofer reported that only 15 clerks have signed up. Kassie will announce again at the institute and suggested including sign-up in packets. If clerks signed up at the institute they would not have to pay the late fee. It was also suggested that the Quill encourage more participation as well as Carol's July message to the membership.

12. **Nominating.** Slate of candidates for 2005 include Karen Peters, President, Mike Hoppenrath, First Vice President, Cindy Hegglund, Second Vice President, Julee Helt, Secretary, and Roxann Brue, Treasurer.

13. **Professional Education.** Bernie presented a report including Board of Review Train the Trainer, Liquor and Beer workshops, and Chief Election Inspector Training.

14. **Records Retention.** The committee completed a review of the records stored in Beaver Dam. All records have been sorted according the retention schedule. The committee also developed a Record Sorting Sheet. Motion by Karen Peters, second by Sharon Christensen, to adopt the records retention policy.

15. **Scholarship.** Roxann expressed concern that the application still needed further review.

16. **Silent Auction.** The committee has sent a mailing to vendors requesting donations.

17. **Special Projects.** Sharon reported that new products will include a jacket and stainless steel travel mug. There are still turtlenecks available for sale. Motion by Carol Alexander, second by Julee Helt, to order 1300 25th anniversary pins, to be given away at the 24th annual conference in August in LaCrosse. Motion carried.

18. **Technology.** Mike reported that the mail server will be moving from Green Bay to Jefferson. Motion by Kaye Matucheski, second by Vicki Busick, to hire Norb Doeberlein on a services as needed basis for one year and authorize Mike Hoppenrath and Faith Elford to pursue this service. Motion carried. Motion by Marcia Kelly, second by Sharon Christensen, to purchase Adobe software and a scanner. Motion carried.

WMCA Interim Coordinator Report

Faith presented updated membership information. She will order new letterhead and envelopes trying to incorporate the 25th anniversary pin design.

2004-2005 Budget.

The budget was discussed and it was decided to include the additional expenses for technology, equipment, 25th anniversary pins, and postage for mailing the pins to members. Motion by Diane Lemke, second by Kaye Matucheski, to use the line item "Transfer in from Retained Earnings" to cover the unknown expenses for technology, equipment, 25th anniversary pins, and postage for mailing the pins to members and adjust the budget next year. Motion carried. Motion by Karen Peters, second by Pat Dotseth, to accept the budget for 2004-2005 as presented and forward to the business meeting for approval. Motion carried.

Adjournment

Motion by Marcia Kelly, second by Brenda Schneider, to adjourn at 2:15 p.m. Motion carried.

Julee Helt, WMCA Secretary