

**Wisconsin Municipal Clerks Association
President's Breakfast
Friday, August 20, 2004**

1. Welcome and Introductions

President Peters called the meeting to order and made introductions. Present: Karen Peters, Julee Helt, Mike Hoppenrath, Cindy Hegglund, Sharon Christensen, Sandy Boettcher, Pam Hicks, Diane Hermann-Brown, Margaret Ciccone, Billie Hoopman, Debbie Brown, Kaye Matucheski, Diane Lemke, Gina Gresch, Debra Schueler, Bernie Kahl, Marcia Kelly, Deb M. Hall, Peggy Nelson, Doreen Kruschke, Faith A. Elford, and Roxann Brue.

2. Breakfast was Served

3. Meeting Dates for 2004-2005

All meetings to start at 9:00 a.m., at Sentry World Sport Complex Conference Center in Stevens Point.

Friday, October 8, 2004

Friday, March 11, 2005

Friday, June 17, 2005

Mid-winter Network Session with Officers and Coordinator in January, date and location to be announced.

4. District Director Information

President Peters reviewed the goals for 2004-2005 and updated directors about all the available assistance they can receive from the WMCA Coordinator. Faith Elford also spoke on items involving her, such as labels, when agendas should be sent, etc.

5. Confirmation of Committee Appointments

President Peters presented her recommendations for committee appointments. Motion by Sharon Christensen, seconded by Sandy Boettcher, to approve the committee appointments as recommended. Motion carried.

6. Discussion of Attendance of WMCA Coordinator at Town's Association Conference in October, 2004

President Peters suggesting having the WMCA Coordinator attend the Town's Association conference in October, 2004, as a vendor, and paying for a booth. The cost is \$185 for Sunday, \$185 for Monday and \$100 for Tuesday. Motion by Roxann Brue, second by Marcia Kelly, to have the WMCA Coordinator attend the Town's Association conference in October, 2004, as a vendor, and pay for a booth for Sunday and Monday of the conference, for a cost of \$370.00. Motion carried.

7. Miscellaneous Business

None.

8. Adjournment

Motion by Diane Hermann-Brown, seconded by Gina Gresch, to adjourn at 7:50 a.m. Motion carried.

**Wisconsin Municipal Clerks Association
Executive Board Meeting Minutes
Friday, October 8, 2004**

Call to Order. President Karen Peters called the meeting to order at 9:02 am. A quorum of the Executive Board was in attendance.

Pledge of Allegiance. First Vice President Mike Hoppenrath led the Pledge of Allegiance.

Member Present: Roxann Brue, Karen Peters, Mike Hoppenrath, Cindy Heggland, Cindi Hesse, Marcia Kelly, Sharon Christensen, Deb Neal, Pam Hicks, Peggy Nelson, Doreen Kruschke, Margaret Ciccone, Teri Lehrke, Barbara Van Clarke, Diane Lemke, Carol Alexander and Bernie Kahl.

Officer Reports

A. President

1. **Clarify voting procedures.** Karen reminded everyone of who can vote and make motions at meetings. Only Officers and District Directors can make a motion and only one vote per district.
2. **Reminder of future Board meeting dates.** Karen informed members present that the next Board meeting dates were March 11 and June 17, 2005. The Officers will probably meet in January for any issues and to stay in touch.
3. **Communication received.** Sue Lambert, IIMC sent an email informing Karen that the rate for the IIMC conference next May has increased from \$495.00 to \$545.00 for early registration and late registration has increased to \$595.00. First time attendees will still get the \$50 discount. IMFCO has a conference Oct 20-22, which Karen cannot attend but she is going to try to attend the spring conference. Silent Auction item for the 2004 IIMC conference in Whistler cost \$296.00 and the final bid was \$283.00, a lost of \$13.00. MCEF has written requesting a contribution of money for the education fund for a scholarship. Cindy Hesse has been appointed to an election committee "Legislative Council Special Committee on Election Law Review". Cindi explained that the scope of the committee is vague and the first meeting will be October 13th. The mayor of Peoria has asked for support from us for the IIMC conference to held in Chicago 2009.
4. **Discussion on WMCA Flags.** Since the current flags are getting worn and parts are missing from the large flag and some district flags it was decided to form a Flag Committee, consisting of Cindy Hesse, Carol Alexander, Barb Van Clarke, Marcia Kelly and Audrey Rue. They will get prices and designs for the March meeting.
5. **Constitutional Changes.** Faith informed the Board that the Historian and Silent Auction Committee needed to be included in the Constitution and that this would have to be approved at the Annual Conference in August 2005. It was decided that Jan Winget will review the Constitution for other errors or omissions.
6. **Conference Certificates.** The PEC committee discussed the conference certificates as to when and how to handle the certificates. Discussion was about how to handle the certificates. If an attendee had to leave early, or will not be attending the full conference, it is their responsibility to contact Faith and she can

change the hours. Any attendee who did not receive the certificate this year needs to contact Faith and she will mail it to them but this year only. **Motion** by Margaret Ciccone seconded by Doreen Krushcke to continue handing out certificates at the end of the conference. Motion Carried.

7. **Endorsement of a Candidate for IIMC Region VI.** It is Wisconsin's turn for the IIMC region VI representative and Carol Alexander has expressed an interest in being the representative. **Motion** by Barb Van Clark seconded by Marcia Kelly to support Carol Alexander as our candidate for Region VI. Motion Carried.

B. First Vice President.

1. **Pending Legislation Update.** Mike gave an overview of what was happening in the Legislation.
2. **Report on 2007 WMCA Conference Site.** Mike also gave his recommendation for the 2007 Conference to be held at the Plaza in Eau Claire. The concerns Mike had was that the main conference area is smaller than we are use to and the vendors would have to be split with placing some in the hallway leading into the main conference room. Classroom sizes were fine and there were plenty of rooms available. Mike stated the other location site was not built yet but construction had start on a hotel in Stevens Point, which would be larger than Eau Claire. The Eau Claire site would give clerks in the northern and western part of the state an opportunity to attend a conference. **Motion** by Margaret Ciccone seconded by Peggy Nelson to have the 2007 WMCA conference at the Plaza in Eau Claire, WI. Motion Carried.

C. Second Vice President

1. **Quill Deadline.** Cindy Heggland informed the Board that the next Quill deadline was December 10th for the January issue.
2. **Vendor Fees.** Faith informed the Board that Norm and her were working on getting the vendor ads on the web site. Faith asked to be allowed to work with the vendors on their ads for both the Quill and web page. It was decided that there would be no fee for January ads since we had not gotten them on the web site yet. Faith stated that the April Quill will have the new ads and we would not increase the fee.

D. Secretary

1. **Approval of Minutes.** Karen presented the minutes for approval since Julee was unable to attend the meeting. **Motion** by Doreen Kruschke seconded by Diane Lembke to approve the minutes of June 18, 2004. Motion Carried. **Motion** by Carol Alexander seconded by Sharon Christensen to approve the minutes of August 20, 2004. Motion Carried.

E. Treasurer Report

1. **Financial Report and Approval of Expenditures.** Roxann gave an overview of the fiscal year ending August 31, 2004. The WMCA is in good financial position. Roxann reported that she had received one check back from a winner of free

registration to the conference that stated her Board had paid and she would like the money put back into the Silent auction fund for this year. **Motion** by Diane Lemcke seconded by Peggy Nelson to approve the treasurer report. Motion Carried.

F. UWGB Director's Report.

Kassie was unable to attend. No report.

District Directors.

Reports on District Meetings.

District 1. Margaret Ciccone reports that their meeting would be December 10th in Hayward.

District 2. Doreen Kruschke report their meeting was October 5th and they had 37 people attend. They had a speaker on GASB/budgeting in the morning and a speaker on Errors and Omissions in the afternoon. The next meeting will be in April site unknown.

District 3. Pam Hicks report the meeting for October 22 was cancelled and they were planning on having it in November. The topic will be the Responsible Beverage Training course.

District 4. Sharon Christensen reported that they had a meeting on October 6th as a joint meeting with the Treasurer District 6. Caryn Stone spoke regarding available grants through the Dept of Commerce. The next meeting will be in February with the Beverage Server Training course being the topic.

District 5. Karen read the report because they could not attend. They will have their meeting on October 12th and will be on codification. Future meeting dates will be in Jan/Feb and early May.

District 6. Barb Van Clark gave the report. They had a meeting on October 7th with 34 attendees. Ruth Watts from the IRS spoke. The next meeting will be February 24th in the Kohler area as a joint meeting with District 7.

District 7. Marcia Kelly reported they have a meeting scheduled for November 18th in the WI Rapids/Grand Rapids area. They are getting speakers.

District 8. Kay Matucheski couldn't attend but gave a written report. Their meeting will be Oct 22 at Eagle River on open meetings and ethics.

Committee Reports

Karen decided to start at the bottom of the list and work backwards.

1. **Technology Committee.** Mike Hoppenrath stated that the clerk's list is up and running on the new site. The Constitution and Policy & Procedure manual are on the web site. There was discussion on the manuals and constitution being password protected and consensus was no.
2. **State Certification Committee.** The goal is to get a general application done. At the next meeting the form could be done and they are moving along faster that they thought they would be.
3. **Special Projects.** Sharon Christensen discussed the new trading pins and how many should be order, as this will be used as trading pins at the IIMC conference and for the 2005 WMCA conference. **Motion** by Marcia Kelly seconded by Carol

Alexander to order 1500 pins. Motion Carried. Sharon is working on the Clerks Weeks proclamation and will be sending information to the Town's Assn., the League and for the Quill.

4. Sales items were discussed for the next conference. Golf shirts and portfolios for the 2005 conference were discussed. Sharon had brought various shirts as examples. **Motion** by Barb Van Clark seconded by Margaret Ciccone to purchase the red shirt with white trim at an approximate cost of \$25.00 each. Motion Carried. The Board discussed quantities to purchase of each size. The portfolios were discussed and it was decided that they should have the 25th anniversary logo and be black leather.
5. **Silent Auction.** Russ Nero reported that Tess H. will put a report in the Quill. They raised enough money to award 1 full and 3 registrations for the IIMC conference. They also gave five (5) \$100 conference registrations. The Board discussed the policies on what the silent auction pays for when a full registration is given. Russ Nero will take this back to the committee and they will come up with a policy and/or dollar amount for each award and have it for the March Board meeting.
6. **Scholarship Committee.** Roxann informed the Board that she has contact each committee member via email and they will not actual meet until it is time to review the applicants and award the scholarships. Roxann asked about the \$50 1st year scholarships in relation to the person receiving a full scholarship. It was by consensus of the Board that the person is entitled to both. Roxann also informed the Board that she received \$190 back from one scholarship winner for the UWGB Institute and \$100 back from a conference winner since both did not need the funds.
7. **Membership Committee.** Karen asked Deb Neal to give her report since she had to leave. The committee will be having a meeting on November 15th at the Village of McFarland.
8. **Policies & Procedures.** Faith discussed some changes that needed to be made in the Policies & Procedure manual. Faith will draft the resolution to make the changes at the next conference for any Constitution changes. The Board will review the changes to policies at the March meeting.
9. **PEC Committee.** Bernie Kahl reported that the committee met and has set up the sessions for the 2005 conference. Roger Johnson from DOR is going to conduct sessions on liquor licensing for District IV and V. The rest of the districts will have Board of Review and liquor licensing together. The PEC committee is meeting at Hermann's in Sun Prairie on November 12 at 10:00 am.
10. **New Clerk's Class.** Diane Lemcke gave the report. They had 68 people attend the session and everything went very well.

The Board recessed the meeting for lunch at 12:04 pm.

President Karen Peters called the Board back to order at 12:51 pm.

1. **MTAW District Boundary Liaison Report.** Roxann stated that they haven't had any communication yet, but she will contact both Jan Winget and Kathy Gibbs to see where and what they need to do to get this done.
2. **Historical Committee.** Gary Drummer was unable to attend but his report to Karen was that the book was progressing and will be completed on time for the 2005

conference. They are still missing some information but they may have to do with what they have been able to collect.

3. **Clerk's Manual Committee.** Faith reported that the Clerk manual is complete, the president's manual is updated, and the conference manual is being work on by the committee. It was decided by the Board that Faith should purchase new tabs for the Clerk Manuals, to match the new categories.
4. **Audit Committee.** The audit of the 2003/04 books has been done yet. Roxann will contact Kyle Clark and set up a time for the audit to be done. Hopefully in November after the elections.
5. **2004 Conference.** Teri Lehrke gave the report. There were 315 participants and the biggest problem was the waste of meals. The food cost is based on the number ordered and for the banquet on Thursday night the committee had reservation for 370 and only a total of 288 were served. Teri stated that maybe the vendor's registration should be in the form of a contract so that they don't take clerks out on Thursday have unauthorized receptions or roving vendors. Faith will draft a contract and have it for the March meeting. Teri also stated the breaks for the classes on Wednesday need to be coordinated better.
6. **2005 Conference.** Cindi Hesse reported that everything was moving along smoothly. The PEC education is decided and the banquet will be a tribute to WMCA past presidents.
7. **2006 Conference.** No report.
8. **2005 IIMC Conference.** Karen reported that Kathy Morse has been doing a good job coordinating things for the IIMC conference and that she still has pins left to sell.
9. **Any other committee reports.** None.

WMCA Coordinator Report.

Faith stated that we have 1260 members, 39 new members since June. She attended the Town Assn Conference on Sunday and Monday only. It was beneficial and we got two new members. Faith reported she received a request from the WI Park & Recreation Association to be able to place an ad free of charge and maybe an article in the Quill. Since they are seeking money for memberships they have to pay. Faith stated that she attends the Treasurer Conferences and asked if the Treasurer Association could have a booth at the WMCA Conference free of charge. The Town Association did not charge Faith for her booth at their conference. It was decided that this would be ok.

Additional Comments. Cindi Hesse stated that with threats of terrorism, possible fire, bad weather, etc., every polling place should have a safety plan for any threat.

Adjournment

Motion by Pam Hicks seconded by Diane Lemcke to adjourn at 1:56 pm. Motion Carried

Roxann Brue, Acting Secretary

**Wisconsin Municipal Clerks Association
Executive Board Meeting Minutes
Friday, March 11, 2005**

Call to Order. President Karen Peters called the meeting to order at 9:00 AM. A quorum of the Executive Board was in attendance.

Pledge of Allegiance. First Vice President Mike Hoppenrath led the Pledge of Allegiance.

Members Present: Karen Peters, Mike Hoppenrath, Roxanne Brue, Deb Hall, Marcia Kelly, Cindi Hesse, Russ Nero, Pam Hicks, Sandy Boetcher, Barbara Van Clake, Kassie VanRemortel, Diane Lemke, Diane Hermann-Brown, Sharon Christensen, Peggy Nelson, Doreen Kruschke, Anne Uecker, Bernie Kahl, Billie Hoopman, Faith Elford, Debbie Brown, Jan Winget, Pati Jahns, Teri Lehrke.

Officer Reports

A. President

1. **Future Board meeting dates.** Karen reminded the board that the next meeting will be on June 10, 2005 not June 17th.
2. **Report of Mid-Winter Executive Board for officers.** Karen reported on the mid-winter retreat for the officers held on January 14, 2005 in Oregon, WI. The board reviewed problems and issues. No action was taken.
3. **Report on the IIMC Region VI meeting in La Crosse.** Karen reported on the IIMC Region VI meeting held January 22, 2005. A big topic of discussion was the minutes from IIMC stating that membership in IIMC would be mandatory to attend the Institute. This is not what Wisconsin feels is correct and a letter was written to Joe Tiernay and Betty Kiss objecting to this. Letters were received back from both stating that this is not mandatory, but simply an option.
4. **Communications received.** Karen report on the following communications received or written:
 - A thank you from John Macy for the Certificate of Appreciation.
 - A letter from IIMC announcing the appointment of Carol Alexander to the International Accreditation and Credentialing Task Force.
 - A letter was written to IIMC regarding the Wisconsin Certification process to let IIMC know the status of that project.
 - A letter received from General Code regarding a scholarship sponsorship.
 - A request from Donna Christensen to consider endorsing a name change from municipal clerk to municipal executive.
 - A letter from Dorothy Sandona regarding the location of the video "Day in the Life of a Clerk".
 - Correspondence from John Macy on the Association's stand on various issues. It was discussed that a disclaimer should be included on the WMCA listserve e-mails.
 - Karen inquired whether everyone had received their anniversary pins without problems. These were mailed in early March. The Association thanks Ehlers and Wausau for their donations of \$1,500 each for this project.
 - Correspondence and discussion with a representative of the Wisconsin Parks and Recreation Association regarding a manual available for clerks. This will be in the next Quill.

5. **Update on WMCA flags.** Karen reported that Carol Alexander is working with a company from Reedsburg regarding a new design for the district flags, a WMCA banner and a 25th anniversary flag. We may need to get a new tabletop flag set also with the new design and the state and US flag.
6. **Appropriate funds for Minnesota Conference.** Karen reported that she cannot attend the Minnesota clerks conference and that Kathy Morse would be willing to represent Wisconsin. The Minnesota Association would pay her registration and Kathy's estimated costs would be approximately \$250. Diane Hermann-Brown moved and Pam Hicks seconded a motion to authorize Kathy to attend with the money to come from the President's Expenses. Carried.
7. **Constitutional Changes.** Karen questioned whether there would be any constitutional changes to be presented other than to include the Historian as a standing committee. It was suggested that the Silent Auction Committee and the Special Projects Committee should also be added to the standing committees. Faith Elford is to prepare the necessary resolutions and bring them to the June meeting.
8. **Additional Funds for St. Paul conference.** Karen reported that, to date, Wisconsin has donated \$500 to the St. Paul conference while Minnesota has donated \$30,000 and Iowa \$1,000. A list of sponsors is being compiled with those listed as sponsors starting with donations of \$1,000. Barbara Van Clake moved and Billie Hoopman seconded a motion to donate an additional \$500 with the money to come from retained earnings. Carried.
9. **MCEF request.** Karen reported on a letter from MCEF asking for a donation from the Association. The board felt that they would rather have the money go to our own scholarship program and certification process.
10. **Conference Coordinator.** Faith Elford presented a proposal for the WMCA Conference Coordinator. A discussion was held regarding what Faith currently is doing for the Conference Committee and what needs to be included with her contract. A contract amendment will be drawn up for approval at the June board meeting and, if approved, would take effect this year. Karen will work on the contract amendment for June.

B. First Vice President

1. **Pending legislation.** Mike Hoppenrath reviewed the pending legislation noting some of the bills that could affect our positions.
2. **Conference Siting Committee.** Mike discussed the formation of a Siting Committee. This committee would be responsible for recommending a site for the conference. This information would be turned over to the WMCA Coordinator and conference. Sandy Boetcher moved and Marcia Kelly seconded a motion to create a Conference Siting Committee. Carried. This will require a change in the Constitution and the Policies and Procedures Manual. Jan to prepare the changes to the Policies and Procedures Manual and Faith to draft the needed Constitutional changes.

C. Second Vice President

1. **Quill deadline.** In Cindy Heggland's absence Karen Peters reported that the deadline for the next Quill is March 15th.
2. **Vendor fees.** Faith Elford reported on vendor advertising done in the Quill. Ads run \$200 for a business card size ad for four issues and \$300 to include a link on our website. A vendor needs to be a member to advertise in the Quill or on the website.

D. Secretary

1. **Approval of Minutes.** Diane Lemke moved and Doreen Kruschke seconded a motion to approve the minutes from the October 8, 2005 Executive Board meeting with the inclusion of Russ Nero in the attendees and some correction of names. Motion carried. Faith is to make the changes.

E. Treasurer

1. **Financial Report.** Roxann Brue presented the Budget Report and all account transactions to date. Barbara Van Clake moved and Deb Hall seconded a motion to approve the reports as presented. Carried.
2. **Audit.** Roxann also reported that the audit has been completed.

F. UW-GB Institute Director's Report

1. **Institute attendance.** Kassie VanRemortel reported that, when an IIMC conference was held near an institute the Institute directors reported a decline in attendance. She expressed her concern because with the Institute being a three year course of study the affects of the conference being at St. Paul this year could affect the Institute for the next three years.
2. **Report on 2005 Institute.** Kassie distributed brochures for this year's Institute and briefly reviewed changes in the classes.

G. District Directors

1. **Elections.** Karen Peters reminded all District Directors that at their May meetings they should elect District Directors. Also the Districts may nominate members for the state offices or vote to endorse a nomination.
2. **District Reports.**
 - District 1. Billie Hoopman reported on the December meeting regarding health issues and employment manuals.
 - District 2. Doreen Kruschke reported that they have a meeting scheduled for April 8th for liquor licensing and board of review.
 - District 3. Pam Hicks reported that their fall meeting fell through but that their next meeting would be on April 7th for liquor licensing and board of review.
 - District 4. Diane Hermann-Brown reported that the next meeting would be on March 16th for liquor licensing and board of review. They have has some conflict with a meeting scheduled by the PEC for the same topics.
 - District 5. No report.
 - District 6. Diane Lemke reported that Districts 6 & 7 had a joint meeting on Feb. 25th for liquor licensing and board of review. The next District 6 meeting will be on May 12 and the topic will be Workers Compensation.
 - District 7. Marcia Kelly reported on the problem they had with last minute registrations and walk-ins at the meeting with District 6. A meeting is being scheduled for May 5th.
 - District 8. Deb Brown reported that their meeting on April 26th in Deerbrook will be on liquor licensing and board of review.

H. Committee Reports

1. **Special Projects Committee.** Sharon Christensen brought shirt sample and a portfolio for the board to see. She also reported that Faith has the trading pins for the IIMC conference and will be distributing them to the clerks that are going to the conference. Sharon reported that the certificates for the state certification

have been designed and that Faith will convert them from vertical to horizontal so that they are different than the IIMC certificates. She has also worked on a couple of pin designs for the state certification and Mike Hoppenrath will take the designs to that committee for a decision.

2. **Technology Committee.** Mike Hoppenrath reported that he and Faith will be working on updating the website, including links to the vendors who have paid for the link.
3. **State Certification Committee.** Mike Hoppenrath reviewed the Application for Certification, the Recertification Program Application and the Wisconsin Certified Professional Clerk Academy Application and asked for comments. He noted that all of the applications will be going to the WMCA Coordinator and she will get them to the committee to review. Application deadlines will be October 1st and March 1st. Maria Kelly moved and Pam Hicks seconded a motion to implement the state certification process effective July 1, 2005. Carried.

Executive Board recessed for lunch at noon. Returned at 1:00.

4. **Silent Auction Committee.** Russ Nero provided a possible breakdown on full scholarships and/or registrations for both the IIMC conference and the WMCA annual conference. There also needs to be some follow up with the winners giving them a deadline by which they need to respond to the chair on whether or not they will be attending so that the alternate can be contacted in time to apply for the reduced registration fee. Also some guidance needs to be given on how and when to turn in expenses for those who win the full scholarships.
5. **Scholarship Committee.** Roxann Brue reported that she has received 16 scholarship applications to date and that 20 were awarded last year. There is an April 1st deadline for the applications. Faith is to put a reminder on the network.
6. **Policies and Procedures.** Jan Winget reported on the changes to date. Diane Lemke moved and Peggy Nelson seconded a motion to approve the changes to date. Carried. Jan reported that there will be further changes incorporating the Silent Auction and Special Projects committees into the standing committees in the committee section. Also changes to incorporate the new Conference Sighting Committee.
7. **Professional Education Committee.** Bernie Kahl reported that the committee is working with the Districts on the liquor licensing and board of review sessions and that two additional sessions have been scheduled, one each in Districts 4 and 5, because of the size of the membership in those districts. He also reported that the topics for the annual conference are done.
8. **New Clerks Class.** Pati Jahns reported on the New Clerks class prior to the August conference. The class will have a Mardi Gras theme and Faith will be handling the reservations for the class.
9. **Membership Committee.** Faith Elford reported that 50 new members have been received from the mailing done by the Membership Committee in

December. Deb Neal will also be doing an article for the July Quill because that issues goes to non-members as well as the members.

10. **MTAW District Boundary Liaison Report.** Jan Winget reported that a resolution will be going to the MTAW members at their annual meeting in April to change their district boundaries to conform with the WMCA districts.
11. **Clerks Manual Committee.** Cindi Hesse reported no annual update of the manual and that the Executive Board has to decide how this manual will be maintained in the future. Because of the possible implementation of a conference coordinator, Cindi and Faith Elford will be considering the necessary revisions to the Conference Manual. Cindi also reported that the President's Manual has been done and will need to be updated if changes are necessary.
12. **Audit Committee.** Karen Peters again reported that the audit has been done but no report has been received.
13. **2004 Conference Committee.** There was no report.
14. **2005 Conference Committee.** Cindi Hesse reported on the committee's activities.
15. **2006 Conference Committee.** Anne Uecker reported that the committee met with the 2005 Conference Committee for information purposes. The theme for the 2006 conference will be "What's Brewing in Milwaukee."
16. **2005 Saint Paul Conference (IIMC).** Karen Peters reported that Kathy Morse has been working diligently on the conference.
17. **Historical Committee.** Karen Peters had passed around draft copies of the historical book that is being compiled for review by the Executive Board. It still needs to be proof-read and the Historical Committee has an April 16th deadline for corrections. Karen said that a quote for 500 perfect bound copies is over \$10,000 and that the printer would be concerned about pages falling out with this type of binding. The committee is considering spiral-bound copies on glossy paper. Bernie Kahl has a quote for 500 spiral bound copies at \$8,145 plus some set up costs. The pictures and all printing have to be in a PDF format prior to going to the printer. Bernie, Barbara Van Clake and Faith are to try and get quotes from local printers. Faith will work with the file and pictures to get better quality pictures and to get everything into the PDF format. Karen will contact Gary Dummer with information from this discussion.
18. **Lifetime Achievement Award.** Teri Lehrke requested that the District Directors remind the membership at their upcoming meetings that nominations are due for the Lifetime Achievement Award and that nomination packets can be obtained from Faith Elford.

I. WMCA Coordinator Report

Membership. Faith Elford reported that, as of March 10, 62 clerks have not renewed their membership. Also, 13 communities have maintained the membership for the clerk but have not renewed the membership for the deputy or other members.

Postage software. Faith purchased some postage software to assist with the mailing of the 25th anniversary pins. This cost should be included with her expenses.

J. Additional Items:

Pati Jahns asked about the possibility of a FAQ's section on the website as there are many repeated e-mails across the network.

Sandy Boetcher moved and Diane Hermann-Brown seconded a motion to adjourn at 1:50 p.m..
Carried.

Janice Winget, MMC, CMTW
Secretary, pro-tem

**Wisconsin Municipal Clerks Association
Executive Board Meeting Minutes
Friday, June 10, 2005**

Call to Order. President Karen Peters called the meeting to order at 9:00 AM. A quorum of the Executive Board was in attendance.

Pledge of Allegiance. First Vice President Mike Hoppenrath led the Pledge of Allegiance.

Members Present: Karen Peters, Mike Hoppenrath, Roxann Brue, Deb Hall, Marcia Kelly, Cindi Hesse, Russ Nero, Barbara Van Clake, Kassie Van Remortel, Diane Hermann-Brown, Peggy Nelson, Doreen Kruschke, Anne Uecker, Bernie Kahl, Faith Elford, Jan Winget, Teri Lehrke, Carol Alexander, Cindy Hegglund, Shelia Pudelko, Kay Matucheski, Carolyn Toms-Neary, Margaret Ciccone, and Shelia Tate.

Officer Reports

A. President

1. Karen Peters reported receiving some thank-you letters from scholarship recipients. She also received a thank-you from Kathy Morse for allowing her to attend the Minnesota state conference. Karen reported that she and Carol Alexander wrote a letter to Governor Doyle on behalf of Roger Johnson and the time he has taken to assist the members of the Association with liquor licensing.
2. Karen reported that 90 registered Wisconsin delegates and guests attended the IIMC conference in St. Paul. There were 1,250 attendees. She reported that the conference hosts appreciated the work done by the Wisconsin volunteers.
3. Update on IIMC's internal matters – Karen reported that Dr. Garubo has resigned and that Joe Tierney has been terminated. Carol Alexander is the new IIMC Region VI Director. Carol reported that there appears to be a lack of communication between IIMC and the Region Directors and presidents of the state associations. She is hoping to start an IIMC region newsletter.
4. Amendment to the WMCA Coordinator's current contract. Faith's current contract has been amended with the extra duties regarding the conference and \$4,000 was added for those duties. Carol Alexander moved and Mike Hoppenrath seconded a motion to approve the contract as amended. Carried.
5. The 2005-2006 contract for the WMCA Coordinator was reviewed. Marcia Kelly moved and Barbara Van Clake seconded a motion to approve the contract. Carried.
6. Carol Alexander presented information on the purchase of a new WMCA flag. A suggestion has been made to incorporate the 25-year logo on the current flag and retire that flag at the August conference. A new WMCA flag would be unveiled at the Friday morning session. A discussion was held regarding the district banners. After discussion Kay Matucheski moved and Margaret Ciccone seconded a motion to make the current WMCA flag the 25-year flag and retire it, to purchase a new WMCA flag and to purchase carriers for the flags and the district banners with the money to come from the reserves. Carried.
7. The proposed constitutional changes were reviewed by Jan Winget. Marcia Kelly moved and Roxann Brue seconded a motion to recommend the changes to the members at the annual meeting. Carried.
8. Karen Peters reminded the officers and District Directors that nominations are due for the WMCA President's Award of Excellence. Also, that all officer, District Director and committee reports are due to her by July 1st.

B. First Vice President

Mike Hoppenrath reviewed some of the bills that are currently pending in the state legislature.

C. Second Vice President

Cindy Heggland reminded everyone that the deadline for the next Quill is June 15th. She also thanked Faith Elford for her help with the vendors and the advertising. Cindy did send out an e-mail to members asking for suggestions for articles for the newsletter.

D. Secretary

Barbara Van Clake moved and Doreen Kruschke seconded a motion to approve the minutes of the March 11, 2005 Executive Board meeting as presented. Carried.

E. Treasurer

The Treasurer's report was deferred until later in the meeting.

F. Institute Director

Kassie Van Remortal reported that there are now 327 registrations for this year's Institute, compared to 289 last year. She provided a breakdown on class size and also reported that she will be looking at an administrative track in the future.

G. District Director Reports

District 1 – Margaret Ciccone reported that the district held a meeting on April 22nd and the topics were Board of Review and Alcohol Licensing. She and Billie Hoopman were re-elected for next year.

District 2 – Peggy Nelson reported that District 2 had a meeting on Board of Review and Alcohol Licensing on April 8th and a joint meeting with the treasurers on May 18th. They are planning a fall meeting on October 20th. Peggy and Doreen Kruschke were re-elected.

District 3 – Karen Peters reported that Pam Hicks and Sandy Boettcher were re-elected.

District 4 – Diane Hermann-Brown reported that they had a joint meeting on May 18th with the treasurers covering laser fiche, electronic records, on-line ordering and impact fees. Diane and Sherri Endres were elected as co-directors.

District 5 – The district had a meeting on May 4th. Mary Kay Baumann and Jane Romanowski were elected as co-directors.

District 6 – Barbara Van Clake reported on the district's May 12th meeting. Barbara and Diane Lemke were re-elected.

District 7 – Marcia Kelly reported on the district's May 5th meeting. Deb Hall and Bruce Jamroz were elected as co-directors.

District 8 – Kay Matucheski reported that they had 30 at their April 30th meeting on Board of Review and Liquor Licensing. Deb Brown and Robin Haggard will be the District Directors next year.

Mike Hoppenrath announced that the Executive Board meetings next year will be October 14th, March 17th and June 9th so that the District Directors can plan their meetings around those dates. Also, the District Directors were reminded that, after July 1st, they are to turn in any funds in excess of \$500 in their district treasury.

H. Committee Reports

1. **Technology Committee** – Mike Hoppenrath presented his report. It was suggested that it was time for another "do's & don'ts" notice. Also, it was suggested that when

someone puts an e-mail on the network the “return receipt” feature should be turned off.

2. **Special Projects Committee** – Karen Peters reported that Sharon Christensen could not attend the meeting but had questions about the price of shirts and portfolios at the conference. The shirt price was set at \$25.00 for both shirt types and \$13.00 for the portfolio.
3. **State Certification Committee** – Mike Hoppenrath reported that the State Certification program is ready to begin July 1st. He distributed drafts of the brochure that will be available for the Institute and the conference and will also be on the website. The attendees of the Master Academy will get a preview of the certification with an opportunity to ask questions before the Institute. These questions will be answered with a “question & answer” sheet in the registration packets for the Institute.
4. **Silent Auction Committee** – Russ Nero reported that he gave the donation form to Cindy Heggland for the next issue of the Quill. He had some follow-up with the recipients of the scholarships for the IIMC conference.
5. **Scholarship Committee** – Roxann Brue reported that the committee received 55 applications for scholarship and that 23 scholarships had been awarded.
6. **Policies and Procedures Manual** – Jan Winget and Mike Hoppenrath reported on the proposed changes to the manual. Mike Hoppenrath moved and Barbara Van Clake seconded a motion to approve the proposed changes. Carried.
7. **Professional Education Committee** – Bernie Kahl reported that everything is ready for the conference. He asked that the District Directors assist with introducing the speakers. Also, the committee is beginning to work on the speakers for the 2006 conference. He is looking for volunteers to teach the Board of Review class for next year.
8. **New Clerks Class** – Faith Elford reported that, to date, 21 clerks have signed up for the New Clerks Class.
9. **Membership/Mentoring** – Faith Elford reported 66 new members so far and a number of new mentors have been assigned. She is still getting new members from the mailing sent out by the committee.
10. **MTAW District Boundary Liaison Report** – Jan Winget reported that at the MTAW conference the membership voted to change their district boundaries to conform to the WMCA districts.
11. **Nominating Committee** – Shelia Pudelko reported the following nominations:
 - 1st Vice President – Roxann Brue
 - 2nd Vice President – Cindy Heggland
 - Secretary – Julee Helt
 - Treasurer – Marie Bieber
12. **WMCA Lifetime Achievement Award** – Teri Lehrke reported that nominations for this year’s award are due June 14th.
13. **Historical Committee** – Faith Elford reported that the book is ready for the printer and will be working with the printer to improve the quality of the paper used for the book and stay within the funds allocated for the project.
14. **Election Committee** – Shelia Tate reported that no ballots will be printed before the conference.
15. **Clerks Manual Committee** – Cindi Hesse reported that there were no updates to the manual at this time. The manual will become the responsibility of the Manuals Committee. Mike Hoppenrath requested that an “Officers Manual” be prepared detailing the duties of all of the officers.
16. **Audit Committee** – There was no report from the committee but Roxann Brue reported that the audit has been done. Mike Hoppenrath has requested that the

audit for 2004-2005 be done by the end of September so that the books can be turned over to the new treasurer.

17. **2005 Conference Committee** – Cindi Hesse reported on the preparations for the conference. She indicated that there will be some designated seating and requested that those with designated seating use those seats.
18. **2006 Conference Committee** – Ann Uecker and Carolyn Toms-Neary reported on some of the requests of the conference facility including a preliminary agenda.
19. **2005 Saint Paul Conference Committee** – There was no further information.

I. WMCA Coordinator

Faith Elford presented the membership information and requested a meeting with the PEC to review the education awards. She also reported that she will be putting together a power point presentation to run during the conference.

J. Treasurer's Report and Proposed Budget

Roxann Brue presented the treasurer's report through June 9, 2005. Deb Hall moved and Mike Hoppenrath seconded a motion to approve the treasurer's report as presented. Carried.

Roxann then presented the 2005-2006 proposed budget. Costs and income for the certification program were added to the budget. Also added was some office expense to update the WMCA Coordinator's laptop with the cost to come from the reserves. Cindy Heggland moved and Kaye Matucheski seconded a motion to recommend the budget to the membership at the annual meeting. Carried.

Roxann Brue moved and Carol Alexander seconded a motion to adjourn. Carried.

Janice Winget, MMC, CMTW
Secretary, pro-tem