

PROCEEDINGS OF THE WISCONSIN MUNICIPAL CLERK'S ASSOCIATION
PRESIDENT'S BREAKFAST
Friday, August 17, 2007

1. Welcome

President Julee Helt welcomed everyone at 7:05 a.m.

2. Introductions.

Everyone introduced themselves to the group. Present: Julee Helt, Nancy Zastrow, Cindy Hegglund, Gina Gresch, Anne Uecker, Roxann Brue, Faith Elford, Mike Hoppenrath-PEC chair, Kassie Van Remortel-UWGB Institute, Elaine Brustad, Peggy Nelson, JoAnn Cram, Jolene Rhea, Sherri Endres, Mary Klingenmeyer, Sherry Grant, Barbara Van Clarke, Betty Bruski Mallek, Roben Haggart and Debra Brown.

3. Breakfast.

Everyone took a break for breakfast.

4. Meeting Dates, Locations and Responsibilities

President Julee Helt reviewed the Executive Board Meeting dates with the group. Fridays, October 5, 2007, March 7, 2008 and June 6, 2008. The Elected Officers Retreat is Friday, January 11, 2008. The October, March and June meetings will be at Sentry World in Stevens Point. President Julee Helt asked the District Directors to a written report for each meeting, in addition to their verbal report. She also asked that if the districts have a decision that the Executive Board needs to make, that that request be in the written report to the Executive Board.

5. District Director Responsibilities

WMCA Coordinator Faith Elford prepared District Director manuals which include sample agendas, brochures, envelopes, tax exempt forms, etc...and passed them out the District Directors. President Julee Helt welcomed the new District Directors and stated she is looking forward to coming to all of the District Meeting. She stated she is also hoping to recruit new members.

6. Confirmation of Committee Appointments

WMCA Coordinator Faith Elford prepared a list of committee appointment. President Julee Helt stated she did not remove people from their committees unless they contacted her. She stated Mike Hoppenrath is the new PEC Chair and more members were added to the Special Projects Committee. She asked the members to think about creating two new Ad Hoc Committees. The first Ad Hoc Committee would be an Election Advisory Committee. This committee would be a sounding board to the State Elections Board. This committee would include the President, 1st Vice President, a representative from the SEB, a representative from the County Clerks Association, a representative from SVRS, one relier and one provider. She stated she has not worked out the logistics yet, but wants everyone to think about this. She stated she wants this committee to resolve election issues. President Julee Helt stated the second committee would work with vendors for the conferences. She stated we can bring

more vendors to the conferences, get more services, more scholarships, etc. She stated she has not worked out the logistics yet but will have some for the next meeting.

MOTION Mary Klingenmeyer moved to accept the 2007-2008 WCMA Committee appointments as presented, seconded by Roxann Brue, carried by voice vote.

7. 2007 – 2008 Goals for WMCA

President Julee Helt reviewed her 2007 – 2008 goals for WMCA. She stated her goals are communication, education and partnerships with other organizations.

8. Miscellaneous

Ann Uecker stated she is concerned about only having one signature on the account and that there should be two authorized signers. There was discussion about this among the group. Roxann Brue stated a letter should be sent to the bank indicating that in the Treasurer's absence, this money is the WMCA's and list who is allowed to sign checks for that account. There was also discussion among the group about the someone else other than the Treasurer reviewing the invoices before they are paid. The group came to the conclusion that the Treasurer would prepare a list of invoices to be paid in Excel and email them to the group so the group can view the list before they are paid.

Barb Van Clake asked Coordinator Faith Elford when she would like the District Directors to send her their District Meeting invites. Coordinator Faith Elford said she would like them six weeks ahead of time. There was discussion about how non members receive their invite. Also there was discussion if the District Directors could have the emails of those non members so they can communicate with those people via email to tell them about the benefits of becoming a member. Coordinator Faith Elford stated that would be ok.

Coordinator Faith Elford also clarified the SEB training at the District Meetings and the District Director's role in planning with that group.

1st Vice President Nancy Zastrow complimented the conference committee on this year's conference.

9. Adjournment.

MOTION Betty Mallek moved to adjourn, seconded by Barb Van Clake, carried by voice vote.

Meeting adjourned at 8:10 a.m.

Gina C. Gresch

Gina C. Gresch, CMC/WCMC
WMCA Secretary / District V Co-Director

Proceedings of the WMCA Executive Board Meeting

Friday, October 5, 2007

9:00 a.m.

Country Springs Hotel, Stevens Point

1. **Call to Order.** President Helt called the meeting to order at 9:00 a.m.
2. **Pledge of Allegiance by First Vice President Nancy Zastrow.** First Vice-President Nancy Zastrow led the Pledge of Allegiance.
3. **Introductions.** President Julee Helt, 1st Vice President Nancy Zastrow, Secretary Gina Gresch, Treasurer Anne Uecker, Past President Roxann Brue, 2nd Vice President Cindy Hegglund, UWGB Institute Director Kassie Van Remortel, IIMC Region VI Director Carol Alexander, WMCA Coordinator Faith Elford, District Directors Jim Crandall, Doreen Kruschke, Peggy Nelson, JoAnn Cram, Jolene Rhea, Sherri Endres, Mary Kligenmeyer, Sherry Grant, Deborah Stark, Barb Van Clarke, Betty Bruski-Mallek, Stephanie Reinhardt, 2008 Conference Committee Deb Hall, 2009 Conference Committee Carolyn Toms-Neary, Election Committee Sheila Tate, Manuals Committee Jan Winget, New Clerks Diane Lemke, PEC/Technology Mike Hoppenrath, Special Projects Diane Hermann-Brown and WCEF Russell Nero.

4. Officer Reports

a. President

i. Communications

President Helt stated IIMC is working on course approval. IIMC had a teleconference with the Institute Directors about their concerns regarding quality insurance and being micromanaged. She further reviewed the details of the meeting. Also, we were invited to the Fall Iowa Municipal Finance Officers association; we declined their education. She stated she also applied for an education grant for the 2008 conference.

ii. Review Committee Appointments and Discuss Vacancies

Coordinator Elford sent out e-mail confirming committee appointments. There are vacancies on the Silent Auction and Mentoring Committee. President Helt asked Coordinator Elford to send the committee appointments via email to the Executive Board members and District Directors.

iii. Review Future Meeting Dates

The next Executive Board meeting dates are the first Friday of March and June in 2008. .

iv. Review of Board Responsibilities

President Helt stated Coordinator Elford did a great job of getting everyone their meeting packets ahead of time. She stated if there is nothing in the report that the Executive Board needs to act on, she would like to move through the reports with no discussion. She asked the District Directors to include in their reports: their speaker's name, contact information and if your district received IIMC approval for that speaker. She stated we also need to have a closed session today and reminded the District Directors that each district receives one vote. A question was asked on how we can receive speaker certification from the IIMC. President Helt reviewed the process. Carol Alexander suggested that the PEC Committee should be submitting the paperwork to the IIMC. Mike Hoppenrath stated District Directors are not required to get their speaker certified, but it is a lot of work to get that done. Also, Committee Chairs do not vote on motions.

v. Discuss Purchase of Computer and/or Projector for Use by District Directors

President Helt stated there was a request to purchase a computer and/or projector for use by District Directors. She stated this could be a problem trying to get equipment to everyone that needs it. Mary Kligenmeyer stated she brought this up because they had a speaker that needed this equipment, but then brought their own. Coordinator Elford stated since we purchased a new WMCA laptop, we have the old one that someone can use. She stated for a good projector it would cost about \$750 or more. She stated we paid for the new laptop out of the capital projects fund. It was discussed how the equipment will be sent around the state to everyone and who will keep up any maintenance on the equipment. It was also discussed that hotels charge projector rentals so it would pay for itself. It was suggested that the District Directors find out from the municipalities in their district who has the kind of equipment needed and if it could be borrowed for the district meeting. It was suggested that each district charge a couple dollars more to start saving for the equipment and to check out the government surplus website for

laptops. Coordinator Elford suggested checking with your schools and libraries. It was also suggested that each district keep a resource list of where laptops and projectors could be used from.

vi. Discuss Creating Ad Hoc Committee for Election Communication and Vendors

President Helt stated she spoke with the SEB about the Election Communication Ad Hoc Committee. She feels there are no communication between SEB, SVRS, County Clerks, Municipal Clerks, Providers and Reliers. Diane Lowe feels this is a worthy committee. She stated she is not sure to how put this committee together. With all the elections next year, SVRS and SEB need to be able to tell us how elections are going to impact us. There are some clerks that do not participate in SVRS, which makes our data less valuable. She stated the SEB is a little hesitant to meet with us. We want them to come and talk to us about what they are working on or what they might need from us. She stated she would like a County Clerk, WMCA Members, SVRS Rep - Dottie, SEB Rep – Diane Lowe, a Provider and a Relier.

MOTION Mary Klingenmeyer moved to approve creation of Election Communication Committee and that President Helt appoint members as necessary, seconded by Betty Bruski-Mallek, carried by voice vote.

President Helt stated these are Ad Hoc Committees until June 2008. If they are successful, we could amend the constitution to make them a permanent committee.

President Helt stated Coordinator Elford works with the vendors for the annual conference. She stated there is a lack of communication with the vendors. She stated the vendors do not understand when checks for scholarships, activities, or promotional items for the conference are needed. We need to know from the vendors what we can improve upon to make their time at the conference successful. She stated she would like this committee to work with and communicate better our financial needs from them and what they need from us. Carol Alexander suggested adding a couple of vendors to the committee so we can get their perspective. President Helt stated she would like to have the WMCA Coordinator, 2nd Vice President and the Conference Committee representative is on the committee. It was suggested to have some Clerk's suggestions about what vendors they use. President Helt stated we don't have any office supply/equipment vendors. It was suggested that the Treasurer be a part of the committee also. It was also suggested that Baird & Co. be on the committee because they are one of WMCA's biggest vendors. It was suggested that the committee write a set of rules/guidelines/past practices up so all of the vendors understand what we want.

MOTION Mary Klingenmeyer moved to approve creation of a Vendors Ad Hoc Committee that President Helt appoint members as necessary, seconded by Cindy Hegglund, carried by voice vote.

President Helt stated she would like to discuss a Joint Clerk/Treasurer Conference Committee. Roxann Brue stated this was discussed before and the Treasurers did not receive this well. President Helt stated this was discussed at an informal Treasurer's meeting; which the Treasurers would like to talk about having a joint conference in 2011. It was stated there is a concern about offices that have a separate Clerk and Treasurer and having them both out of the office at the same time. Other concerns include: the Treasurers do not have a banquet and the Clerks do, how would we both have a business meeting, Treasurers versus Clerks versus combined positions of Clerk/Treasurer, how to have classes that apply to everyone, the cost, Treasurer's have hospitality rooms, etc. She stated she wants to see if this would work. There was discussion about finding a place that will hold everyone. There was discussion about the area hotels/conference centers in the Dells. President Helt stated the districts line up now and they are already having joint district meetings. She stated she thought the Ad Hoc Committee could consist of the Siting Committee Chair, 1st Vice President, WMCA Coordinator, a Clerk, a Clerk/Treasurer and a Treasurer.

MOTION Cindy Hegglund moved to approve creation of a Joint Clerk/Treasurer Conference Ad Hoc Committee and that President Helt appoint members as necessary, seconded by Nancy Zastrow, carried by voice vote.

- b. First Vice President
 - i. Legislative Updates

1st Vice President Nancy Zastrow reviewed the legislative updates. She stated the state budget isn't approved yet. There are some assembly bills waiting in committee. There has not been any action on HR-811. There are many other bills that she has been watching including, elections, boundary agreements, levy limits, etc. She asked for direction as to what she should be watching for. It was suggested to watch for anything regarding tax exempt property. President Helt stated when Carol Alexander was doing the legislative updates; she would send an email out and put it in the Quill. 1st Vice President Zastrow asked if she should send a monthly email or put it in the Quill. It was discussed that an email be sent out to the member list. 1st Vice President Zastrow stated she will have Coordinator Elford send an email when she sees something that affects us.

- c. Second Vice President
 - i. Quill Update

2nd Vice President Cindy Hegglund stated the next Quill comes out in January 2008 and the deadline is December 10, 2007.

- d. Secretary
 - i. Approval of June 8, 2007 Executive Board Meeting Minutes

MOTION Cindy Hegglund moved to approve the June 8, 2007 Executive Board Meeting Minutes as printed, seconded by Doreen Kruschke, carried by voice vote.

- ii. Approval of August 17, 2007 President's Breakfast Meeting Minutes

MOTION Mary Klingenmeyer moved to approve the August 17, 2007 Executive Board Meeting Minutes as printed, seconded by Betty Bruski-Mallek carried by voice vote.

- e. Treasurer
 - i. Report from 2006-2007 Treasurer Marie Bieber

President Helt stated Marie Bieber's report is in the packet and her materials will be transferred to Treasurer Ann Uecker after it has been audited in October.

MOTION Mary Klingenmeyer moved to approve the 2006-2007 and 2007-2008 Treasurer's Report, seconded by Jolene Rhea, carried by voice vote.

- ii. Report from 2007-2008 Treasurer Anne Uecker

See above motion for item.

- iii. Final 2007-2008 Budget

President Helt stated the budget is in the packets.

5. UW-GB Institute Director's Report from Kassie Van Remortel

UW-GB Institute Director Kassie Van Remortel stated there will be all new classes for the Administrator's Institute in 2008. She also stated there will be more classes for people that are returning for a 3rd year. The Master Academy and Administrator Institute meets July 27-31; Clerk Treasurer Institute meets July 13-18. The cost will be \$85 per night. She also stated the hotel's name is changing to Sierra. She stated they are remodeling the hotel and it will be an upscale hotel. President Helt stated the PEC met and they reviewed the comments from the institute. She stated Kassie does a fabulous job as Institute Director.

6. IIMC Region VI Director's Report from Carol Alexander
 - a. IIMC Region VI Meeting, January 18-19, 2008, Bloomington, MN

IIMC Region VI Director Carol Alexander stated she gave Treasurer Uecker donation checks for the Region VI Meeting. Minnesota voted to donate \$300 to one of the speakers since he is donating his time. As for the mid-year meeting, many states are rebelling against the hour certification from IIMC. Roxann Brue stated she mailed in her final level MMC paperwork and she received a letter stating it will take eight to ten weeks to review. Carol Alexander stated IIMC is way behind due to staff turnover. She stated there are different opinions coming from the IIMC as to how points are earned.

7. District Director Reports (included)

President Helt stated all of the District Director reports are in the meeting packet and unless anyone has anything they would like to say about their meeting, she would like to continue with the meeting. She stated she would like one report from each district.

8. Committee Reports (included)
 - a. 2007 Conference
 - i. Final Report

President Helt stated a final report is in the packets. She asked where the prior year conference money goes. Roxann Brue stated into the reserve fund.

- b. 2008 Conference

Deb Hall, 2008 Conference Co-Chair, stated the conference committee will be meeting on October 31 to set up sub committees.

- c. 2009 Conference

Treasurer Uecker and Carolyn Toms-Neary stated our hotel, the Four Points Sheraton has changed their name and that our contract is still being honored. She stated the hotel is doing a complete renovation which will be done in 2009 and there will not be an interruption of our conference if it's not done.

- d. Audit

President Helt stated the Audit Committee will be meeting later this month. Treasurer Uecker asked if the audit always happens this late in the year. Roxann Brue stated October is early. Treasurer Uecker asked that when there is a change in the Treasurer, that information comes to the new Treasurer quicker because she has nothing right now. It was suggested that the old laptop be given to the Treasurer and the history stays with the computer. It was suggested that Roxann Brue, Audit Committee Chair contact Marie Bieber about handing over materials to Treasurer Uecker. President Helt asked that we create a chart of accounts. Roxann Brue, Audit Committee Chair stated the Audit Committee can do that. It was agreed that the Treasurer try out the old laptop.

- e. Conference Siting

President Helt stated they will be working on the 2010 conference.

- f. Coordinator Review
 - i. Discuss Amending Coordinator Contract
 - ii. Consider Amending to 2007-2008 Budget

MOTION Nancy Zastrow moved to deviate from the agenda, to discuss agenda Item f - Coordinator Review after #9 WMCA Coordinate Report, seconded by Mary Klingenmeyer, carried by voice vote.

See minutes after closed session.

g. Election
No report.

h. Historian
No report.

i. Lifetime Achievement Award
No report.

j. Manuals

President Helt asked Jan Winget, Manual Committee Chair, to check the polices and procedures and the constitution because the committee assignments don't match. Jan Winget asked if the District Director manuals should be done by the Manuals Committee. She also stated the committee will also be looking at the Clerk's Manual and asked if that anyone has any suggestions, to email her. She stated she feels the manuals are in good shape. President Helt stated we approved resolutions at the annual meeting. Jan Winget, Manual Committee Chair, stated they have been signed and that they are incorporated into the manual. It was brought up that there should be a clarification about who is to be the District Treasurer. Many people stated one of the Co-Directors should be the Treasurer. Jan Winget, Manual Committee Chair, stated she will make that change. It was also suggested that it states who is to be the District Secretary and if people can receive points for taking the District Meeting minutes. There was discussion on how new District Directors can pay for supplies and still have money left over.

k. Membership/Mentoring
No report.

l. New Clerks Class

Diane Lemke stated they will follow the same format. The Committee has two new members, Steve Braatz and Sherri Endes. Attorney Macy will be back for the 2008 Conference and that Claire Silverman did a very good job at the 2007 Conference.

m. Nominating
No report.

n. Professional Education

Mike Hoppenrath, PEC Chair, stated they just met on Tuesday. Eileen Hawker from the DNR would like to speak at our meetings about setting up a recycling program. He stated many people also would like to have a class on how to write ordinances and resolutions. He stated we are looking for examples of how they look and where to start. He asked if the Special Projects committee would put together a CD like they did before for sample Proclamations. He also asked the District Directors if we want BOR training at district meetings. He stated our certifications expire this year. The consensus was yes. It was discussed how we get our Board of Review members trained when they work during the day and if the ETN/Wisline workshops can be purchased. Mike Hoppenrath stated he will contact the DOR. He also discussed certification of hours. He stated at the conference, if someone will be there for only a portion of the session, Coordinator Elford will adjust their certificate. He stated we are noticing that people are not in class and are still receiving points. He stated if you want points for certification, you need to attend class. He suggested doing certificates for each class, not one certificate for everything. IIMC suggests everyone signing in, which will be labor intensive. He stated the logistics of this will be complicated. It was suggested that we send around a sign in sheet like we do at the Clerk-Treasurer Institute or to barcode their nametags and to blink people as they come in. Carol Alexander stated this issue is all over the board at the IIMC level. Mike Hoppenrath stated he doesn't like the blank name certificate because people can copy them for whoever needs it. He stated the PEC will work on this at their next meeting.

o. Scholarship
No report.

p. Silent Auction
No report.

- q. Special Projects
 - i. Discuss Promotion of Municipal Clerk's Week

Diane Hermann-Brown stated Cindy Hegglund is the Committee Co-Director; she will handle the Clerks at Heart. She reviewed Municipal Clerk's Week and asked how far they should take the promotion. She stated many clerks do not present it to their board. Coordinator Elford stated we can do a regular mailing addressed to the Highest Elected Official. It was suggested that we do it for next year with all of the elections coming up. Coordinator Elford stated we have a bulk-mailing permit and we would mail it to the whole state. It was discussed that if we sent it to all members and non-members, we might increase our membership.

- ii. Discuss Sale of WMCA Merchandise at Institute

Diane Hermann-Brown stated there are no more red polo shirts left. YAY! There isn't much inventory left, some portfolios, stress heads and tote bags. She stated they are ready to go in a new direction. Long sleeve fleece jackets were suggested. She stated we have had a lot of clothing and people have asked for umbrellas. She asked if we should have something new for sale at the Institute and another new item at Conference; a new item only at the Conference and then carry it over to next year's Institute? There was discussion that the new item should be presented to the members at conference. Coordinator Elford stated some items sell better at the Clerk's and Treasurer's Institute than at the Conference. Diane stated they found items such as mittens, hats/headbands and scarves. The Executive Board agreed that the Special Projects Committee will do one item and present it at the Conference to be sold.

- iii. Consider Clerk at Heart Gift Samples

Diane stated we are left with 9 or 10 pens. She stated the committee designed a new pin and would like to come up with a new item for about \$15 with the WMCA logo on it. She stated the committee suggests both a travel clock and pen set. Both items were passed around.

MOTION Roxann Brue moved to approve travel clock as the Clerk at Heart gift, seconded by Mary Klingemeyer, carried by voice vote.

- r. State Certification
No report.
- s. Technology
Report included in packet.
- t. WCEF

Russ Nero stated any donations worth \$25 or more is to be listed in the Quill. He stated he will get Cindy Hegglund a list of those people so they can be put in the Quill. It was discussed if we need to know the exact amount of what each person donated. The Executive Board stated it would not be necessary to know the amount that was donated. It is just nice to be recognized.

9. WMCA Coordinator Report (included)

President Helt stated the report is included in the packet. She stated Coordinator Elford has done a lot of work. She stated Coordinator Elford has asked us to consider a new contract. Coordinator Elford stated the contract has not been signed yet. She stated the association has grown since she has taken over. President Helt district directors and elected officers will participate in closed session. She asked that the committee chairs give any input about their interaction with Coordinator Elford. Comments by the committee chairs were made.

MOTION Mary Klingemeyer moved to convene into closed session, seconded by Stephanie Reinhardt, carried by roll call vote.

ROLL CALL VOTE:

District 1: YES
District 2: YES
District 3: YES
District 4: YES
District 5: YES
District 6: YES
District 7: YES
District 8: Not Present
President: YES
1st Vice President: YES
2nd Vice President: YES
Secretary: YES
Treasurer: YES

The Executive Board met in Closed Session.

MOTION Ann Uecker moved to re-convene into Open Session, seconded by Roxann Brue , carried by roll call vote.

ROLL CALL VOTE:

District 1: YES
District 2: YES
District 3: YES
District 4: YES
District 5: YES
District 6: YES
District 7: YES
District 8: Not Present
President: YES
1st Vice President: YES
2nd Vice President: YES
Secretary: YES
Treasurer: YES

- f. Coordinator Review
 - i. Discuss Amending Coordinator Contract

MOTION Mary Klingenmeyer moved to amend the WMCA Coordinator Contract subject to the following conditions:

- a. Yearly contract amount not to exceed \$30,000.
- b. Coordinator reimburses WMCA for the newly purchased computer.
- c. Contract be for one year.
- d. WMCA will not pay any of Coordinator's expenses since the Coordinator is now an LLC.
- e. Contract will be retroactive to September 1, 2007.
- f. President Helt present offer to WMCA Coordinator.

Seconded by Ann Uecker, carried by roll call vote.

ROLL CALL VOTE:

District 1: YES
District 2: YES
District 3: YES
District 4: YES
District 5: YES
District 6: YES
District 7: YES
District 8: Not Present
President: YES
1st Vice President: YES

2nd Vice President: YES
Secretary: YES
Treasurer: YES

- ii. Consider Amending to 2007-2008 Budget
There was no discussion or action to amend the 2007 – 2008 Budget.

10. Adjournment

MOTION Sherry Endes moved to adjourn, seconded by Doreen Kruschke, carried by voice vote.

Meeting adjourned at 12:19 p.m.

Gina C. Gresch

Gina C. Gresch, MMC/WCMC
WMCA Secretary / District V Co-Director

PROCEEDINGS OF THE WISCONSIN MUNICIPAL CLERK'S ASSOCIATION
EXECUTIVE BOARD MEETING
FRIDAY, MARCH 7, 2008
SENTRY WORLD, STEVENS POINT

1. Call to Order. President Julee Helt called the meeting to order.
2. Pledge of Allegiance by First Vice President Nancy Zastrow.
3. Introductions. All present except for Carol Alexander, District 1 Directors, Audrey Rue, Tina Butteris and Russ Nero.
4. Officer Reports

- a. President

President Julee Helt stated there are reports given at today's meeting, but she would like to have reports ahead of time so we can move the meeting along quicker.

- i. Communications

1. IIMC MCEF grant

President Julee Helt stated the WMCA received \$500 for a speaker at the IIMC Conference for a motivational speaker.

2. MCFOA and IMFOA conferences

President Julee Helt stated the upcoming conferences are Iowa and Minnesota. She stated she will be attending the Minnesota conference next week and the Iowa Conference in April.

- ii. Mid Winter officer meeting

1. Marketing and promotion

President Julee Helt the WMCA growing quickly and it is a large organization. There was discussions about looking forward to our needs, image of the Clerk, the Clerk's duties and how we don't get the respect for the work we do. There was further discussion about how it is important for our organization to bring qualified clerks to the profession. The association has to do something to promote the organization as a profession and promote it professionally. We have to think of new ways to attract people to our membership because this is where clerks learn how to be clerks. The associations job is to make sure that our clerks get the education they need so they can do the best job they do. There was discussion about Town and why it is so important to talk to Town Boards about why it's important they have a qualified clerk to be elected or appointed. It was suggested that the WMCA go to the Towns Association and ask for some presentation time. Also, there was discussion about the face of WMCA and what people see. The group discussed promotional materials, advertising, putting something in the League Newsletter Towns Association, and coming up with professional promotional item. President Helt stated she spoke with a photographer taking pictures of clerks doing their job. It was commented on by many that there are wonderful elected clerks, but whether you're elected or appointed, they need to know how to do the job, especially being knowledgeable about all things elections, how the laws change often, and SVRS, when the elected clerks are being replaced every two years.

Sherri Endes stated often times at clerk functions, derogatory remarks about Town Clerks. Town Clerks sometimes don't make the best salary and have to do the same job. President Helt stated in the Town of Fence the clerk is only part time and she doesn't know how to do her job, and that another clerk has spent weeks training the Town of Fence clerk. It was stated that we need to be able to reach out to these clerks. First Vice President Zastrow stated the association needs to reach out to all boards and councils to tell them how important education is for the clerk, and that we are not just a glorified secretary. Coordinator Elford stated she spoke with Audrey Rue before the

meeting and she suggested we kick up mentoring a notch, maybe with retired clerks, getting face to face time with new clerks. Deb Hall suggested we focus on the Town Boards. Barb Van Clake stated we need to push legislation to force more education for clerks. There was discussion about new clerks not knowing how to do the job. Gina Gresch stated she recently left a Town and went to a City. She stated education is the biggest struggle for Towns, especially when the Clerk leaves. Then they don't want to spend money to train the next one. President Helt stated we need to ask the membership to reach out to help surrounding clerks. Coordinator Elford gave the following statistics about clerks:

- Cities: 18 elected, 216 appointed
- Villages: 15 elected, 344 appointed
- Towns: 356 elected, 158 appointed

Marcia Kelly stated the association needs to educate boards and councils with a job description beyond the state statutes. President Helt stated it's hard, she's tried, but if we come up with a list that we could have it published in the town's association newsletter. Roxann Brue stated we should have one person compile a list, one for cities, one for towns and one for villages, one compiled by a clerk, a clerk treasurer, full time and part time. President Helt stated we need to discuss marketing. There was discussion about WMCA's identity recognition? Yes, we have logo recognition, but we need to do some marketing in publications that carry creditability. The association could hire an editorial writer at about \$80 100 per hour, which could take 8 hours.

Kassie VanRemortel stated the association needs to get to the university system to tell them the WMCA exists. She stated we need to encourage college graduates to apply for these jobs, to encourage them to come to the Institute. She stated she will be making a presentation in June about this, promoting the profession and succession planning. Mary Klingemeyer suggested we put something in the mail quarterly to boards stating this is what your clerk is doing at this time of the year. Barb Van Clake suggests doing a monthly report at your meeting telling what you did this month. It was suggested that we put on a presentation at the Town's Association district meetings, which would be 72 presentations, which would have to be unified. Anne Uecker suggested we go the print media. We want it to feel good and show how professional we are. It was discussed that we will need professional help to do this. President Helt stated we haven't budgeted for this yet.

MOTION **Roxann Brue moved to amend the 2008 2008 Budget to add \$2,000 for the WMCA Marketing Campaign, seconded by Barb Van Clake, motion carried.**

First Vice President Zastrow stated she will let the members know that we are talking about this and that it could be included in quill. President Helt stated she will send an article out before the quill via the membership email. Also we are doing a mailing to boards from WMCA about Municipal Clerk's Week.

2. Document storage

There was discussion about the WMCA documents and that they are currently stored at Coordinator Elford's house. It was discussed that we need to see how we want documents to be stored and where. Coordinator Elford stated all of the paper records

are in her garage, however she does have a lot of electronic records on CD. President Helt asked if this is an issue. Coordinator Elford stated it's better than it was, but it will need to be addressed. There was discussion about what type of paper records we keep. For example the Certifications, PEC points, applications, conference registrations are biggest paper consumption. It was asked why we are saving conference registrations, it is important to keep paper documents, should they be kept at someone's house, are the paper records valuable and how should we preserve them? Gina Gresch suggested that we talk to Gary Eide from Computer Technologies to strike deal with WCMA. Gina Gresch stated she would speak with Gary.

3. New clerk welcome at conference

There was discussion about some of the first timers feel alone at conference. It was suggested that an Ambassador Committee be formed. This committee would send an email to the first time conference clerks to welcome them. We would have a first timer's reception; have the Executive Board meet with the new clerk's class. There was further discussion about the district directors and executive board having lunch with new clerk's class.

iii. Joint clerk/treasurer conference

President Helt stated the Treasurers welcomed idea of a joint conference. She stated the committee hopes to meet in late March to visit the Dells facility and go over pros and cons of having a joint conference in 2011. This will tell us if we should have a joint conference or not. The joint conference would move the conference to September, because our places to meet are very limited. Coordinator Elford stated the Chula Vista call her and indicated to her that if we have our conference the last week in August, we could get the rooms for less than \$100 per night.

iv. Election communication forum

President Helt stated this committee is moving slowly, mainly because volunteers are hard to get. County Clerks are very welcome to having discussions with clerks about keeping good elections. SVRS is still going thru a transition. She stated she is still promoting that this committee is a place to have a conversation about elections. The committee still needs a self provider. She stated she is hoping to have monthly meetings as we work towards the Presidential Elections. Barb Van Clake stated she would be interested in being the self provider on the committee.

v. Conference vendors

1. Discuss waiving fee for USDA Rural Development

President Helt stated she is trying to organize a meeting with some of our vendors to discuss how we can get a better handle on the vendors and what we can give the vendors. There was discussion about wanting to make sure vendors are well educated that we need money from them as a vendor and scholarships, and to help put on our conference. President Helt stated the USDA Rural Development has asked WMCA twice to waive the fee to be a vendor. President Helt stated she does not want to waive the fee. Coordinator Elford stated we have not waived the fee in the past.

MOTION Mary Klingenmeyer moved to not waive the fee for USDA Rural Development, seconded by Deb Stark, motion carried.

- b. First Vice President
 - i. Legislative Updates (included)
First Vice President Zastrow gave a legislative update. She stated she emailed Senator Kohl's office and she has not heard back yet. She stated we have offered to meet with him or a representative about weekend voting and that she will follow up on this.
- c. Second Vice President
 - i. Quill deadline is March 14, 2008
Cindy Heggland asked the district directors to email her their articles for the Quill.
- d. Secretary
 - i. Approval of October 5, 2007 Executive Board Meeting Minutes (included)
Gina Gresch asked if there were any corrections to the minutes. It was suggested that the Executive Board packets get out earlier to us. President Helt stated she tried, however she has to wait for a number of reports.

MOTION Cindy Heggland moved to approve the October 5, 2007 Executive Board Meeting Minutes as presented, seconded by Betty Malik Bruske, motion carried.

- e. Treasurer
 - i. Report from 2007 2008 Treasurer Anne Uecker (included)
Anne stated we are still receiving membership money. She stated we are making nice interest on the Money Market account. Also, additional WCEF donations are still coming in too.

MOTION Nancy Zastrow moved to approve the Treasurer's Report as presented, seconded by Roxann Brue, motion carried.

- 5. UW GB Institute Director's Report from Kassie Van Remortel (included)
Kassie Van Remortel stated the hotel is still in their remodeling phase and that the whole hotel is now non smoking. She stated she is working on a Leadership Academy.
- 6. IIMC Region VI Director's Report from Carol Alexander
 - a. IIMC Region VI (included)
President Helt stated Carol Alexander has been busy working on IIMC education guidelines. They had a mid winter meeting and it was a well attended good program.
- 7. District Director's Reports
 - a. District I (included)
 - b. District II (included)
 - c. District III (included)
 - i. Discuss business meeting agenda items

There was discussion about covering meeting costs of non members. It was suggested in order to promote the organization membership thru a meeting invite, that we offer a prorated membership fee. There was further discussion about inviting non members to join the organization and to do a bulk mailing. Coordinator Elford stated there are 749 non members left. President Helt asked the district directors to send a sample meeting agenda and minutes to District 3. It was also suggested that Jan Winger put a sample meeting agenda in the District Director Manual.

- ii. Discuss inviting non members to district meetings and how to cover costs
See above discussion.

- d. District IV (included)
District IV stated they are meeting May 15, 2008 to review BOR and records retention.

- e. District V

- i. Discuss taking credit card payments for district meetings (information included)
Gina Gresch stated she has had a few requests to ask if we would consider taking credit card payments for district meetings.

MOTION Mary Klingenmeyer moved to not accept credit card payments for District meetings, seconded by Jolene Rhea, motion carried.

- f. District VI
Report submitted today.

- g. District VII (included)

- h. District VII
District VII had a meeting in October and met with a representative from a Senator's office during state budget time. Also, they are trying to do some poll worker training.

8. Committee Reports

Roxann Brue stated there are many un cashed checks totaling \$215. She stated the Audit Committee wants to make a determination of what happens if a check is not cashed and they don't request that it be re issued. She stated the committee is looking for a policy on replacing checks also. She asked if we should limit on how long people can sit on scholarship checks before cashing them. Anne Uecker stated the checking account has been closed for about 4 months and that Marie Bieber still has all the information about how to contact the people with outstanding checks people. She suggested that those checks be shown in AP as a liability.

MOTION Roxann Brue moved to create an Accounts Payable Un Cashed Checks Liability account and to limit time for cashing checks to six months, seconded by Stephanie Reinhardt, motion carried.

- a. 2008 Conference (minutes included)
The 2008 Conference Committee is meeting this afternoon.
- b. 2009 Conference
Ann Uecker stated the 2009 Conference will be named "Clerkfest 2, we can Harley wait".
- c. Conference Siting (included)
Marcia Kelly stated we are very limited on where we can go. The Committee toured the Regency Suites in Green Bay, which the committee is recommending holding the 2010 Conference there. There is more than enough room for us and the prices are good.

MOTION Betty Bruski Mallek moved to set the 2010 Conference at the Regency Suites in Green Bay, seconded by Doreen Kruschke, motion carried.

Joan Cram suggested looking at the Three Bears Lodge.

- d. Lifetime Achievement Award (included)
The Lifetime Achievement Committee is looking for nominations by June 14.
- e. New Clerk Class (included)
The New Clerk Class as two new instructors, Sherri Endes and Steve Braatz.
- f. Manuals (included)
Jan Winget stated there will be more to add when we get past elections. Also there is an amendment to the policies and procedures for the June meeting for having the audit performed sooner and for obtaining the records from the prior treasurer in a timely fashion.
- g. Membership/Mentoring (included)
 - i. Discuss outreach to new clerks
See earlier discussion about membership and marketing/promotion.
 - ii. Discuss discount to additional members from same municipality

MOTION Mary Klingenmeyer moved to now allot discounts to additional members from the same community, seconded by Roxann Brue, motion carried.

- h. Professional Education (included)

Mike Hoppenrath stated the Department of Revenue can only do one session for BOR, they won't stay all day at the conference.
- i. Scholarship (included)
Report included in packet.
- j. Special Projects (included)
 - i. Discuss promotion of Municipal Clerks Week
Diane Herman Brown stated she and Amy Kletzein from Cedarburg came up with a color flyer to promote to the League and Town's Association promoting Municipal Clerk's Week. She asked President Helt to write a letter and send a hard copy to all governing bodies around state.
 - ii. Consider trading pin for 2008 IIMC Conference
Diane Herman Brown stated the trading pin will be a cow, a southern bell for Georgia. The Committee would like to stay with green and gold colors. There was discussion about which cow to use, the quantity and if we want to include it in the conference bag.

MOTION Roxann Brue moved to distribute the IIMC Conference Pins to everyone in the conference bag, seconded by Betty Bruski Mallek, motion carried.

- iii. Consider WMCA logo wear
There was discussion about what to do with the older logo wear. There was discussion about giving away gift certificates at the district meetings for WMCA merchandise. Diane Herman Brown reviewed what the new logo wear looks like and what our projected revenues from the logo wear could be. There was discussion about what other types of fun WMCA items could we

sell or put in the conference bag. Some items suggested were a flashing fan, programmed to display WMCA and have WMCA on handle. Another item was to have a blinking glass to put logo on and put it in the conference bag.

MOTION Betty Bruski Mallek moved to markup the logo wear 20% and to order 100 special items, scarves and mittens, seconded by Sheila Tate, motion carried.

Diane Herman Brown also asked that if anyone know of any Clerks retirements, to let the Special Projects Committee know. Also, the committee is working on a resource CD and sample resolutions.

k. State Certification (included)

i. Discuss Town of Sherman certification

President Helt stated she was contacted by the Town of Sherman. The Clerk had applied for state certification and her municipality contacted her and wanted to know why the WMCA would give the Clerk her certification when she is not employed by them anymore. Coordinator Elford stated she thinks that clerk is employed by a neighboring Village.

9. WMCA Coordinator Report

Coordinator Elford stated she received two more new associate members since her report was written, for a total of 7 new associate members. The Quill is paid for by all of the advertising, totaling \$2,900. The Quill only costs \$221 per issue to print, now that we send it out via email.

10. Adjournment

MOTION Anne Uecker moved to adjourn, seconded by Jolene Rhea, motion carried.

Meeting adjourned at 11:25 a.m.



Gina C. Gresch, MMC/WCMC
WMCA Secretary / District V Co Director

PROCEEDINGS OF THE WISCONSIN MUNICIPAL CLERK'S ASSOCIATION
EXECUTIVE BOARD MEETING
WEDNESDAY, APRIL 30, 2008
DELAFIELD CITY HALL

Present: Julee Helt, Cindy Hegglund, Anne Uecker, Nancy Zastrow, Gina Gresch and Roxann Brue.

Joann Anton from Senator Herb Kohl's office was present to discuss weekend voting. Discussion among the group included: Wisconsin has made great strides to make voting available to electors. 18 year old voters aren't educated about voting, poll workers have physical limits we have trying to process incomplete voter applications, compound this with weekend voting, staff, some are elderly, don't have the resources to get lots of poll workers, how do we pay for them? Also mentioned was security and training the poll workers. Also, some clerks are a one person office and they work the elections all day long.

Joann Anton asked us to talk her through an election process. We reviewed with her our timeline and that we started preparing for 2008's elections in 2007, trying to figure out ways to eliminate lines and make good Election Day flow. We all have to have additional training for clerks, poll workers and chief inspectors; we have to keep track of that training. We have to get as many poll workers as we can and work with tight budgets. We explained to her how we get poll workers and that we have to make sure we have the right number of workers per political party. Julee Helt stated she can't imagine trying to staff polling places for a weekend. We gave Ms. Anton our concerns with weekend voting. Some of those are security, how do we staff and secure a polling location for 72 hours, how would we manage the chain of custody when each person has to sign off each time a new person oversees. Julee Helt reviewed how we have to secure the ballots and gave an example of when a fire alarm went off in the school, what happened to the ballots. We reviewed with Ms. Anton that some places up north don't have running water in polling place or working phones. Some places are open for 12 to 15 hours when they only have 25 votes, so to keep them open for the whole weekend is asking a lot. Some communities only need 3 poll workers and they can't even get 3 people to work, so the Clerk does it all herself including being Chief Inspector, which is illegal. Resources are limited.

Ms. Anton stated there are other ways that states are voting, like by all absentee or by phone in votes. She stated Senator Kohl is looking to expand/reform voting and that he is intrigued by the innovations those other states that have shown results. We also informed Ms. Anton that same day voter registration angers people that are already registered to vote. Ms. Anton stated Voter ID will also be a reality in the future too. She reviewed with us why she and Senator Kohl feel that voting on Tuesday doesn't make sense anymore. We asked why people want to give up their weekends to vote. We informed her that people have the right to leave work to go vote. Ms. Anton stated surveys are sent out asking people what they know about voting. The results that come back are that people barely know about elections. We agreed that people need to be educated about elections. Students don't take an actively participate in voting and we are not sure what the answer is. Ms. Anton stated Senator Kohl's office also knows there is a need for education.

We reviewed with Ms. Anton how clerks feel when a law passes at the federal level that impacts the state; no one talks to the person that has to implement this. Even when states create laws to coincide with the Federal laws, still no one talks to us, the ones that have to implement the laws. We are the last people to have input and by then it's too late. If something like this is going to start, it needs to start at the local level. We also mentioned that Senator Kohl has to consider asking the people how much more they are willing to pay through their taxes to have the ability to vote on a weekend, for a convenience. Roxann Brue stated she pays \$2,000 per year for a community of 600. We also discussed how the media and exit polls deter people from voting, because it looks like the results have already been determined. We asked Ms. Anton if she knew what SVRS is. Ms. Anton stated she did not. We gave her a brief summary of SVRS, mail in registrations, pre election day work, registration, certificates, poll lists, dates, etc. Ms. Anton asked what would make the system better. We stated eliminating same day voter registration, and making absentee voting statewide. We asked if we could have some type of response from Senator Kohl in the July Quill. Ms. Anton stated she will keep us in the loop and asked that we e mail our members, stating there is no movement on bill, but if it does move, the clerk's will be heard. We thanked Ms. Anton for coming to speak with us.

The Executive Board then discussed the Coordinator's Contract. We reviewed the Coordinator's requests and made changes to the contract as necessary. The Executive Board broke for lunch and then reconvened to review the changes with Coordinator Elford. The Executive Board included \$2,000 to cover all conference committee expenses and verbiage about going to all conference committee meetings at no additional expense. The total contract price includes conference committee and regular duties. The Executive Board also discussed a two year contract. The Executive Board agreed to \$32,000 per year, with no personal expenses and a two year contract.

The Executive Board reviewed the budget:

EXPENSES:

- Removed the 2005, 2006 & 2007 conference lines
 - Added \$63,000 for 2009 conference budget
 - Added \$700 for 2010 conference
 - Added \$150 for bank charges
 - Removed capital equipment and software
 - Increased committees to \$1,700
 - Increased Coordinator contract \$32,000
 - Deleted Coordinator expenses
 - Kept district expenses at \$400
 - Electronic Access account changed name to Clerk's Network and reduced to \$2,000
 - Executive Board meetings increased to \$1,500
 - Historical Committee left at \$0
 - IIMC conference left at \$3,500
 - IIMC Regional director reduced to \$0
 - Discussion regarding IIMC regional meeting and how much to include. Reduced to \$375
 - Insurance left at \$2,750
 - IRS reports increased to \$500
 - Lifetime achievement expense increased to \$10
 - Misc kept at \$500
 - Office supplies left at \$3,700
 - PEC expenses left at \$5,500
 - Postage left at \$2,000
 - President expenses left at \$2,000
 - Public relations increased to \$2,500
 - Quill newsletter increased to \$3,500
 - Sales merchandise expenses increased to \$4,000
 - Scholarships left at \$7,100
 - Scholarships SE W clerks left at \$0
 - Silent auction winners left at \$2,500
 - UW GB left at \$6,000
 - UW GB first year rebate left at \$2,500
 - WMCA certification expense left at \$300
 - WMCA directed training expense left at \$500
- TOTAL EXPENSES: \$151,095**

REVENUES

- Removed 2005, 2006 & 2007 conferences
- 2009 conference increased to \$63,000
- Advertising down to \$4,000
- IIMC regional meeting removed
- Interest income decreased to \$2,000

- Interest income WCEF removed
- Memberships reduced to \$57,000
- Merchandise sales keep at \$3,000
- Misc district funds left at \$0
- PEC education income from classes kept at \$4,500
- PEC revenues from membership left at \$6,000
- Scholarship donations vendors reduced to \$4,100
- Silent auction left at \$3,500
- Transfer from retained earnings left at \$0
- WCEF contributions setting up their own fund \$0
- WCEF certification increased to \$3,000
- Total: \$150,100**
- Added \$400 to PEC revenue from membership to total \$6,400
- Added \$500 to scholarship donations to total \$4,600
- Total: \$150,100**
- Increase advertising \$95 to balance budget

Meeting adjourned.

PROCEEDINGS OF THE WISCONSIN MUNICIPAL CLERK'S ASSOCIATION
EXECUTIVE BOARD MEETING
FRIDAY, JUNE 6, 2008
SENTRY WORLD, STEVENS POINT

1. **Call to Order.** President Julee Helt called the meeting to order.
2. **Pledge of Allegiance by First Vice President Nancy Zastrow.** First Vice President Nancy Zastrow led the group in reciting the Pledge of Allegiance.
3. **Introductions.** Everyone introduced themselves. All present except for: District #1 Elaine Brustad and Jim Crandal; District #2 Doreen Kruschke and Peggy Nelson; District #4 Sherri Endres; District #8 Debra Brown and Roben Haggart; 2009 Conference Committee Carolyn Toms Neary; Lifetime Achievement/New Clerks Teri Lehrke; New Clerks Diane Lemke; Nominating Tina Butteris.

4. **Officer Reports**

a. **President**

President Julee Helt thanked everyone for making the trip. She stated she would like to keep things brief in the meeting as she has to get back home for graduation.

i. **Communications**

1. **IIMC**

a. **Thank you**

President Julee Helt read a letter from IIMC Region 6 Director Carol Alexander thanking everyone for the necklace she was given in Atlanta.

b. **Region director visit (included)**

President Julee Helt stated the IIMC Regional Director would like to visit Wisconsin. Carol Alexander said the Region Director candidate is from California and would like to talk to the membership face to face and that these directors travel all over the country. She stated she is not sure who pays the bill for the travel. UWGB Institute Director Kassie VanRemortel stated we would have to pay the bill for the IIMC Regional Director to come to the Institute and it is way too expensive. There was further discussion about having the IIMC Regional Director speak at Clerk's Institute and Conference. We could have a room for the IIMC Regional Director if she pays for her travel expenses. Carol Alexander stated she will contact the Clerk running for Regional Director and that have her contact Faith and Kassie about attending the Institute and Conference.

2. **MCFOA and IMFOA conferences**

President Julee Helt stated she attended the Minnesota and Iowa Conferences. She stated there are vast differences in the organizations. It is clear that the Minnesota organization has a great deal of funding; they spend a lot of money on materials and entertainment and it is a whole day longer. The Iowa organization meets twice a year and they don't have as many vendors. Wisconsin's conference is closer to Minnesota's level of conference, but we are definitely on the high end of conference experiences.

ii. Marketing and promotion

President Julee Helt stated she is continuing to investigate how to better promote WMCA. She stated she has one copywriter in mind and passed around the materials for everyone to look at. She stated she spoke with the copywriter about what the WMCA is looking for. He can write two pieces for about \$600. She stated she contacted the League and Town's Association for costs in their publications. The Town's Association will run a publication for free. The League will run a ½ page for \$450, and that is only for a one time publication. She asked the group for better direction. She asked for help from someone to help interview writers and to figure out why it's important to promote professional clerks. There was discussion about getting our message across professionally. The materials need to be focused differently for towns vs. cities and villages, along with elected and appointed clerks. There was further discussion about publications, where and how often to publish. Our target is to educate the people who are hiring clerks or have to work with a newly elected clerk and teach them what the role of the clerk is. We need our boards to start valuing the opinion of the clerk and why the clerk is important to the organization. There was discussion about promoting this job as a professional position. There was discussion about a series of articles instead of just one. President Julee Helt stated the copywriter suggested building a kit of information so that people coming to you asking for more information about what clerk's do. There as further discussion about how to carry this forward, combining the efforts of the historian and the Special Projects Committee. Audrey Rue stated she put together what it would cost if the clerk didn't do the job right and that is how she justified her salary. There was discussion about promoting profession as a whole, rather than making a list of what everyone is supposed to do. Audrey Rue suggested getting Rick Stadleman at the Town's Association Convention to have a session that boards attend that discusses the importance of getting a qualified professional clerk and those Towns need to know that this job isn't something someone can do very part time. No matter what the size of the community, they need to know what we do. Kassie VanRemortel stated she is interested in being involved in this and she is thinking of doing a class on this very topic at the institute. Historian Audrey Rue, UWGB Institute Director Kassie VanRemortel, Treasurer Anne Uecker, Secretary Gina Gresch, 1st Vice President Nancy Zastrow and Conference Siting Committee Member Marcia Kelly will be helping with this. It was suggested to start a series of emails to send to the network, asking the Clerk to forward it on to their board and/or Administrators. It was also suggested we send an email to the Administrators Association educating them out the clerk's profession. There was discussion about offering a free one year membership, which is a great hook to get them started on the email list. There was also discussion about the certifications we achieve and people don't know what those initials stand for. People know what a CPA or PE stands for, but not CMC or MMC. President Julee Helt asked that this work be done this summer.

iii. Document storage

President Julee Helt stated at the last meeting we discussed how we are going to store the organization's records that Faith keeps. Also Secretary Gina Gresch was to talk to Gary Eide from Computer Technologies. Gina Gresch stated Computer Technologies will scan up to 3 large bankers' boxes in exchange for a larger ad in the Quill and a write up of they did for the organization.

MOTION Mary Klingenmeyer moved to approve the \$300 advertisement in the Quill for Computer Technologies in exchange for scanning documents to Laserfiche. Seconded by Betty Bruski Mallek, carried by voice vote.

Secretary Gina Gresch stated she will also write up a thank you article for Quill and will let him know about our decision today. She thanked the group for their approval.

iv. Joint clerk/treasurer conference

President Julee Helt stated she is not having great success with the Treasurer's Association and the joint conference. She stated the Treasurers don't see a benefit to their members to having a joint conference. There was discussion about moving on if they don't want to coordinate with us on this. There was discussion about the clerks having to choose between our two conferences. President Julee Helt stated she will try one more approach with Treasurers. The Clerk's Association sees it as a benefit to the municipality's budget. The Treasurers are finding more negatives than positives with the combined conference. WMCA already have dates set for 2011. Coordinator Faith Elford reported that the Kalahari give us the state rate for rooms. The Kalahari is very professional and there is more than enough room for us. There was discussion about how combining the conferences could be a lot more work for us and could bring more bad blood. President Julee Helt stated she will talk to Treasurers one more time.

v. Election communication forum

President Julee Helt stated she has many volunteers from clerks and the GAB. The GAB suggested setting up roundtable meetings around the state. Her initial thought to have a core group to have discussions and it is growing beyond what she imagined. She asked District Directors to secure a location to have meetings before the September Election. The point of the meetings is to have the GAB update us on new rules, processes, SVRS changes, and for us to give feedback to the GAB. There was discussion about letting the GAB and County Clerks schedule their own meetings. There was further discussion about the Standards Committee that is already created and what are trying to do, and that many relies do not know what their provider does for them. President Julee Helt stated she wants to have clerks educated about what they supposed to do by election time because SVRS isn't getting the information out there. Sherry Grant stated the City of Cedarburg was a relier and they just found out from their County Clerk that the county won't do the work for them anymore, so they don't know what they have to do. President Julee Helt stated the GAB will give an explanation of what a relier does, what a self provider does, and then we will have the opportunity to ask questions. This will not be a training session on SVRS. Marcia Kelley stated there are many changes coming down from SVRS, which there will be training sessions for this summer. These changes will be implemented by August 15. There was discussion about what the repercussion is for the clerks that don't use SVRS. It was suggested that we contact the Town's Association and League to put our meeting invitation in their publications to attract the attention of chairmen/presidents/mayors.

vi. Conference vendors

1. Meeting update

President Julee Helt stated a group of us met on May 12 with some selected vendors. The group and selected vendors discussed the materials they receive when invited, if they feel like they are getting their money's worth, etc. The feedback the committee received is that the materials the vendors receive are very good. However, there is some clarification need about their services for the vendor section in the conference

binder, which the group asked the vendors to provide. Another issue that was discussed was how do we handle and charge for secondary people in a booth. A secondary person in a booth is like having Vince from Laserfiche in the Computer Technologies booth. Coordinator Faith Elford stated she interprets this differently. She stated Laserfiche is its own company, but is a manufacturer of the product, and there are already vendors there selling his product and he shouldn't be in a booth, selling his product, when there already are others there. There was discussion of who pays what for what size booth and the difference between a primary and a secondary vendor.

President Julee Helt stated other topics from the meeting involved giving the vendors a bigger room, have meals with the conference attendees, be involved in our nightly activities and conference planning. She stated she needs action to create a Vendor Committee. Also, the vendors stated at other conferences, if they want something in the conference bag, they have to pay for it. Coordinator Elford stated we already do that. There was discussion to charge \$100 more for vendor registration; we would make the money we need to cover events. Coordinator Elford stated we haven't increased vendor costs in 5 years; however we are making money off the vendors. There was discussion about what the vendors get for their money and the vendors should be included of Wednesday night event. There was discussion about getting product demonstrations as education opportunities as a part of the conference, which will allow points. It was stated the bigger issue that we are missing is some of the bigger companies are getting hesitant to deal with our state association because of issues like this. Some of the vendors are finding more roadblocks and getting put off as vendors because there are too many hoops to jump through. It was also stated that if any vendor wants to have an after hour party outside of conference, they have to advertise for it themselves.

President Julee Helt stated she is looking for two motions. One to create the Vendor Committee. The other is to clarify how we are to handle the primary/secondary vendor situation.

MOTION Mary Klingenmeyer moved to create the Vendor Committee. Seconded by Anne Uecker, carried by voice vote.

MOTION Roxann Brue moved to charge every vendor \$500 for one person to be in the booth; \$75 for each additional person in the booth. The secondary person needs to be associated with one vendor and a product connection. If the secondary vendor wants to sell their own product, they have to pay \$500 for their own booth. Seconded by Anne Uecker, carried by voice vote.

vii. District responsibilities

President Julee Helt stated that there are three districts absent from the meeting today because they scheduled their District Meeting for today. She stated you can't have a District Meeting the same day as Executive Board. District 8 has done this twice. Also, District #6 needs a new flag. There was discussion about ordering all new flags or just replacing the one that is destroyed. Coordinator Elford stated it will cost about \$300 for replacing the flag, which is mostly a setup fee.

MOTION Betty Bruski Mallek moved to replace District #6's flag. Seconded by Mary Klingemeyer, carried by voice vote.

viii. Approval of WMCA Coordinator Contract (included)

President Julee Helt updated the group on the WMCA Coordinator contract. The officers met with Coordinator Elford and asked her for her changes, which there weren't too many. She stated the officers made the contract more generic to focus on what WMCA wants, clarified the location of records, what officers felt the coordinators role is, cleaned up items, reviewed meetings that the coordinator should attend, what days and how much time to spend there. Also, the contract is now a two year contract. There was discussion about when the contract should be reviewed. It was stated the contract will be reviewed annually since the officers change each year. Also there was clarification about the coordinator working with the Conference and Siting Committees and the hotel. President Julee Helt stated the Coordinator will work with both Committees. Also, a big difference from this contract to the last contract is that Coordinator Elford was paid for expenses from the conference budget. That was eliminated that and included extra in the wages in this contract so it's clean in our budget about where Coordinator expenses are paid from.

MOTION Betty Bruski Mallek moved to approve the WMCA Coordinator Contract as amended. Seconded by Anne Uecker, carried by voice vote.

b. First Vice President

i. Legislative Updates (included)

1st Vice President Nancy Zastrow updated the group on the legislative emails she receives. She stated the legislature has been quiet lately. She stated one of the main goals she has as incoming President is to work with the committees, so that people that are willing to stay on can stay on. She asked everyone to email her if there are any changes to the committees. She stated she will go over the rest of her goals at the President's Breakfast in August. Coordinator Elford stated she has secured the October Executive Board meeting at the Comfort Inn in Plover. The Comfort Inn provides breakfast and we can stay for lunch for however many we have. Sentry World needs a guarantee of 20 people for lunch, whether we have 20 people or not. The cost savings is worth the move, which is just down the road. 1st Vice President Nancy Zastrow stated she was very impressed with the Comfort Inn. Coordinator Elford stated she uses that facility for her other associations.

c. Second Vice President

i. Quill Information (included)

2nd Vice President Cindy Heggland stated the deadline for the next Quill is Friday, June 13, 2008.

d. Secretary

i. Approval of March 7, 2008 Executive Board Meeting Minutes (included)

Corrections were made to the March 7, 2008 minutes by the group.

MOTION Anne Uecker moved to approve the March 7, 2008 Executive Board Meeting Minutes, with corrections. Seconded by Jolene Rhea, carried by voice vote.

ii. **Approval of April 30, 2008 Executive Board Meeting Minutes (included)**

Corrections were made to the April 30, 2008 minutes by the group.

MOTION Cindy Hegglund moved to approve the April 30, 2008 Executive Board Meeting Minutes, with corrections. Seconded by Nancy Zastrow, carried by voice vote.

e. **Treasurer**

i. **Report from 2007 2008 Treasurer Anne Uecker**

Treasurer Anne Uecker reviewed the report with the group. She asked for clarification about WCEF and how much money PEC receives from membership dues.

MOTION Barb Van Clake moved to approve the 2007 2008 Treasurer Report, as printed. Seconded by Nancy Zastrow, carried by voice vote.

ii. **Approval of 2008 2009 WMCA Budget**

President Julee Helt stated the proposed budget is in the packet. She reviewed the changes with the group. Once change made at the Officers Meeting was to reduce the IIMC Regional Meeting Expense from \$500 to \$375. Carol Alexander asked that it be brought back up to \$500 as attendance is growing at the Regional seminars. The group agreed to increase it back to \$500. The budget was balanced after an adjustment was made to cover this change.

MOTION Deb Hall moved to approve the budget in an amount not to exceed \$151,095 as amended, and it go to membership for approval. Seconded by Joann Cram, carried by voice vote

5. **UW GB Institute Director's Report from Kassie Van Remortel (included)**

President Julee Helt stated she is very proud to announce that our very own Kassie VanRemortel was awarded the Institute Director of the Year award. There was discussion about the scholarships deadline, currently is April 1. UWGB Institute Director VanRemortel asked that it be moved to a later date since the Institute flyers don't go out until mid March, and it can't go out any earlier. There was discussion about waiting to May 1. It was decided by the group to make May 15 the deadline for scholarships. UWGB Institute Director VanRemortel also stated anyone attending the Master Academy or Administrator Academy has to make their own hotel reservations. Also the whole hotel is smoke free.

6. **IIMC Region VI Director's Report from Carol Alexander**

a. **IIMC Region VI (included)**

Carol Alexander stated she is willing to continue as the IIMC Region VI Director.

7. **District Director Reports**

a. **District I (included)**

b. **District II (included)**

c. District III (included)

District 3 requested additional election training. President Julee Helt asked the District Directors to let the incoming President know about meeting dates so we don't get doubled up again.

d. District IV (included)

e. District V (included)

i. Fall Executive Board meeting date

District 5 Co Director Sherry Grant has how many districts are planning a fall meeting between the two elections. She stated it reads in the manual that we can have as little as two meetings, but we have been having three. She asked if anyone considering skipping the fall meeting. Everyone is planning for a fall meeting. District 5 Co Director Sherry Grant stated we might be having a half day meeting so we can squeeze one in.

f. District VI (included)

g. District VII (included)

h. District VIII (included)

8. Committee Reports

a. 2008 Conference (included)

Deb Hall stated the 2008 Conference Committee has been working very hard. Connie Gurtner stated we might have some issues with construction as Exit 161 will still be closed.

b. 2009 Conference

Ann Uecker stated the 2009 Conference Committee is working on getting gifts, and Black Bear Soda to print special labels for our soda. She stated she is having a hard time getting a hold of those people, so the backup is Sprecher. She stated she will not be distributing beer because she does not want to encourage alcohol.

c. Conference Siting

No additional report.

d. Lifetime Achievement Award

No additional report.

e. New Clerks Class (included)

No additional report.

f. Manuals (included)

Jan Winget stated there are many changes. The biggest change is how the documentation is received from the prior Treasurer when a new Treasurer takes office. Also, the Audit is to be completed by the fall Executive Board meeting. Also, there was clarification on the letter of support for officers. The letter can come from a board member or the highest elected official. In addition, the Conference Manual has changes with reference to financial decisions. Copies of bills are to be given to the budget analyst. There was discussion about WMCA having its own credit card, instead of the Coordinator using her own. Coordinator Elford stated WMCA already has a credit card but it has her name with the WMCA's FEIN number and her SS number. Other typographical errors were found and references to items in the budget that were removed from the budget, were removed in the manual. Also, the Vendor Committee will be added once the changes are approved by the membership.

MOTION Nancy Zastrow moved to approve the amendment to the Manuals and to present it to the membership for approval. Seconded by Anne Uecker, carried by voice vote.

g. Membership/Mentoring (included)

h. Nomination (included)

President Julee Helt read the following nominations into the record:
Candidate for 1st Vice President: Gina Gresch; Candidate for 2nd Vice President: Cindy Hegglund.
Candidate for Secretary: Diane Herman Brown.

i. Professional Education (included)

j. Scholarship (included)

k. Special Projects (included)

i. Discuss Municipal Clerk's Week mailing for 2009

Diane Herman Brown stated the Municipal Clerk's Week mailing went out to all of the Presidents, Mayors and Chairman and cost about \$1,000. She stated no very many municipalities used it and it took the committee a lot of time to put that together. She asked if the committee should continue to do this mailing. There was discussion but no conclusion was made.

ii. Consider trading pin for 2009 IIMC conference

Diane Herman Brown stated that people are looking for the cow pin series. There was discussion about which cow we should go with. There was consensus to go with Packer Cow pin. There was further discussion about having two pins, the Packet Cow and a plan Wisconsin Logo Cow for trading more than one style. The group agreed to two styles of cow pins.

iii. Consider prices for remaining 2007 WMCA Logowear

Diane Herman Brown stated we still have an inventory of pink shirts and that we have more natural denim shirts left. She asked if we should keep the same price for the Institute sales then change the price for the Conference sales. The group agreed to hold the prices for another year.

iv. Discuss Clerk at Heart pin

Diane Herman Brown stated we have many clerk's at heart. Coordinator Elford stated she received an email thanking WMCA for her clerk at heart package. Diane Herman Brown asked the group how many pins we want to order and gave the price differences. The group agreed to order 100 pins.

v. Discuss resource information on CD's for clerks

Diane Herman Brown stated their new project is a CD with resources, websites, sample resolutions and ordinances. She asked if we want to burn a CD for everyone or have a link from our website to a vendor's website that will create the data. Coordinator Elford stated she is concerned about the link that the vendor might think they will always be connected with WMCA. The group agreed to post the resource information to the members only on website.

vi. Discuss transportation ideas for 2009 IIMC conference in Chicago

Diane Herman Brown stated she would like a committee to help look into a central location for riding to the Chicago conference in 2009. Illinois is looking to Wisconsin to help promote their conference.

I. State Certification (included)

President Julee Helt stated she would like about a half hour spot for people to ask questions about state certification. She stated if we had the IIMC Representation that we spoke about earlier, that would be great.

9. WMCA Coordinator Report (included)

Coordinator Elford gave her report. We currently have 1,442 members and gained three more vendors.

10. Adjournment

President Julee Helt thanked everyone for letting her serve the WMCA. She stated she had big shoes to fill.

MOTION Anne Uecker moved to adjourn the June 6, 2008 Executive Board meeting. Seconded by Roxann Brue, carried by voice vote.

Meeting adjourned at 11:42 a.m.

Gina C. Gresch

Gina C. Gresch, MMC/WCMC
WMCA Secretary / District V Co Director