

**IIMC BOARD OF DIRECTORS  
Mid-Year Meeting  
NOVEMBER 6, 2009  
ALBUQUERQUE, NEW MEXICO**

The mid-year Board meeting of the IIMC Board of Directors was called to order by President Mary Lynne Stratta, MMC, at 3:30 p.m.

In Attendance:

President Mary Lynne Stratta  
Vice President Colleen Nicol  
Bernice Dixon, Region I  
Carol Jacobs, Region II  
Lisa Burns, Region III  
Barbara Blackard, Region IV  
Tami Kelly, Region V  
Carol Alexander, Region VI  
Karen Goodwin, Region VII  
Stephanie Kalasz, Region VIII  
Peggy Hawker, Region IX  
Marc Lemoine, Region X  
Francois Allers, Region XI

President Elect Sharon Cassler  
Immediate Past President Dyanne Reese  
James G. Mullen, Region I  
Jane Williams-Warren, Region II  
Stephanie Kelly, Region III  
Deborah Miner, Region IV  
Brenda Kay Young, Region V  
Shari Moore, Region VI  
Jerry Lovett-Sperling, Region VII  
  
Pamela Kolacy, Region IX  
Bernie White, Region X  
Nick Randle, Region XI

President Stratta reported an excused absence for Region VIII Director Monica Simmons to miss the Board meeting on November 6 due to work obligations. She will attend the Board meeting November 7.

Others in attendance included:

Brenda Cirtin, Candidate for IIMC Vice President  
Dale Barstow, MCEF Board President

IIMC Staff in attendance:

Chris Shalby, Executive Director	Denice Cox, Office Manager
Janis Daudt, Director of Member Services	Emily Maggard, Education
Pilar Archer, Accounting and Association Software Group, Finance Manager	Janet Pantaleon, Finance Specialist

President Stratta presented Bernie White with his Oath of Office as Region X Director.

**Motion to approve the agenda taking items out of order at the discretion of President Stratta:**

**Motion:** Stephanie Kelly

**Second:** Jerry Lovett-Sperling

**Action:** Motion carried unanimously.

### **MCEF Purchase Agreement**

The report was presented by Dale Barstow, President, MCEF Board. He gave an update on MCEF activity as follows: Unrestricted funds down 25%, 17 Endowments-Restricted funds (endowments) are up to \$200,000. From 1999 to current, funds are up by 1.5%. Over 10 years, the fund is up 1.5%. Investments are diversified and bonds are doing very well. Voluntary contributions are down 63%. Last year, MCEF received \$74,000 in voluntary contributions. This year they have received \$43,000. MCEF counts on these funds to grow the corpus. He said they are hoping to make the \$60,000 forecast for this year. In their research, all funds are down for other foundations as well. Mr. Barstow asked the Board to take the message back to their Regions that MCEF would appreciate any size donations.

The MCEF Online Auction has earned \$4,000 to date. MCEF attracted nine successful scholarship applications in 2009 for \$300 scholarships for MMC and \$100 for CMC. President Elect Cassler asked if an article for the News Digest could be written to educate the members on the criteria for the scholarships. It was reported this is already done annually.

MCEF President Barstow reviewed the Purchase of Services Agreement with IIMC. Executive Director Chris Shalby explained the purpose of the contract and what it entailed for \$1,750 a month and said IIMC and MCEF agree with the contract terms.

### **Motion to Approve MCEF Report and Development Contract agreement:**

**Motion:** Barbara Blackard

**Second:** Stephanie Kelly

**Action:** Motion carried unanimously.

### **Membership Services Report**

This report was presented by Director of Member Services Janis Daudt. Janis stated that membership has dropped. She reported that on average, she has 70 new members each month but hasn't been able to stop the "drops" due to budget constraints and the terrible economy. She has been offering payment plans to those members who cannot afford to make payments in full and is making phone calls to those that have not paid to find out why they are not keeping their memberships. Fifteen new members have been obtained from the Region Directors Challenge. President Stratta asked that all Region Directors also make phone calls and forward the information to their membership. President Stratta stressed the importance of reaching out to the members personally. It was reported that IIMC removes members from its membership list after six months delinquency in dues payment.

**No action required.**

### **Records Retention Schedule Revised**

This report was presented by Denice Cox, Office Manager. Denice reported that IIMC has hired temporary part-time employees to scan certification applications. Denice asked for clarification on vague points in the retention schedule regarding which four pages are to be kept permanently from applications

and asked for the retention time to be reduced from five to three years as it was prior to the current changes.

**Motion to accept the changes as recommended:**

**Motion:** Tami Kelly

**Second:** Stephanie Kelly

**Action:** Motion carried.

**New Education Initiative – Canada Institute**

This report was presented by Executive Director Chris Shalby, who recommended, if amenable to the Board, to ask Dr. Jack Novak, Institute Director at Dalhousie University, Newfoundland, Canada, to revise his report to include financial obligations regarding the University's proposed distance education on-line program. The revised report will be discussed in May 2010 at the Board Meeting in Reno. Bernie White mentioned that the on-line program can affect 4,500 municipalities and potential new members in Canada. Nick Randle and President Stratta also agreed upon the importance of the program, stating it may be a methodology by which to extend institute opportunities to members in Region XI as well.

**Motion to accept the proposal in principle and move forward with a request for additional information:**

**Motion:** Colleen Nicol

**Second:** Carol Alexander

**Action:** Motion carried unanimously.

**MCEF Report – New Web Site**

Mr. Shalby stated that according to MCEF's Policy 8, IIMC receives up to 7% of Policy 8 funds to use toward education programs. These are monies that MCEF is able to give to IIMC after inflation has been deducted. Monies are taken from interest on account, which amounts to a three-year average of total amount of unrestricted funds and inflation. Shalby asked the Board that a portion of this year's Policy 8 funds be directed to fund the new website as it will directly impact education through distance learning and online education.

**Motion to approve that a request to utilize a portion of Policy 8 funds for the new IIMC website with an educational component be presented to the MCEF Board for their concurrence:**

**Motion:** Dyanne Reese

**Second:** Jane Williams-Warren

**Action:** Motion carried unanimously.

**Annual Conference Updates**

Executive Director Shalby indicated that the contract with Association Solutions, Ltd., Event Management had been terminated. Mr. Shalby indicated he would be contracting with a new conference management company for conference planning. He then provided an update on future IIMC annual conferences in Nashville, Portland and Atlantic City.

**No formal action was required or taken.**

#### **National Affiliation and Association Activities**

##### **VvG Declaration of Association**

President Stratta explained VvG is the new Clerk's association in the Netherlands. She and Region XI Director Nick Randle met with them in October in the Netherlands regarding signing an affiliation agreement with IIMC. They have a university based educational program that provides courses for their Clerks. They are in the process of translating the program documents so that IIMC can consider their program as a recognized IIMC institute for CMC and MMC. President Stratta expressed great optimism about the future association with the VvG and the pursuit of an IIMC institute in the Netherlands. She reported she signed the formal affiliation agreement with the VvG when she met with them in the Netherlands and asked the Board to ratify the agreement.

##### **Motion to ratify the affiliation agreement with the VvG:**

**Motion:** Sharon Cassler

**Second:** Tami Kelly

**Action:** Motion carried unanimously.

##### **ADSO Declaration of Association**

President Stratta reported that the Association of Democratic Service Officers in the U.K. (ADSO) will be meeting to approve the Declaration of Affiliation on December 6, 2009. She stated she and Chris Shalby met with ADSO representatives in England in October at the SLCC conference and that the meeting went very well. She recommended the Board approve the affiliation agreement.

##### **Motion to approve the affiliation agreement with ADSO:**

**Motion:** Karen Goodwin

**Second:** Marc Lemoine

**Action:** Motion carried unanimously.

##### **Affiliation Agreement with SLCC**

While in attendance at the SLCC (Society of Local Council Clerks) Conference in October in Daventry, England, President Stratta signed a new affiliation agreement with SLCC. She reported that SLCC will also be submitting paperwork to IIMC to approve and recognize their Institute as an IIMC approved Institute. SLCC members will then be working on dual certification simultaneously. She expressed great excitement about the benefits to the Region XI members for such a joint effort.

##### **Motion to approve Declaration of Affiliation with SLCC:**

**Motion:** Lisa Burns

**Seconded:** Jerry Love Sperling

**Action:** Motion carried unanimously.

South Africa Declaration of Affiliation with IMASA.

While at the SLCC Conference, President Stratta met with IMASA President Ria Heitbrink and signed a Declaration of Affiliation with IMASA (Institute of Municipal Administrators of South Africa). At the mid-year meeting, President Stratta asked Francois Allers, Region XI Director, to also sign the agreement. President Stratta explained that IIMC has approved the curriculum plan for IMASA to launch a new IIMC institute in South Africa, but that funding was needed by IMASA to make this a reality.

**Motion to approve Declaration of Affiliation with IMASA:**

**Motion:** Tami Kelly

**Seconded:** Stephanie Kalasz

**Action:** Motion carried unanimously.

President Stratta expressed her deep appreciation to the Board for their support of continued growth and development in Region XI, stating she believed these affiliation agreements would further that purpose.

**Committee Reports Requiring No Action**

**Membership Committee**

The Committee report was presented by Colleen Nicol. It was reported the Region of the Month articles was being submitted to the News Digest monthly and President Stratta commented that this goal she had assigned to the Membership Committee had been very successful in spotlighting the regions. Dyanne Reese suggested that states submit significant articles from their state newsletters for the News Digest. Bernie White commended the Committee for the personal touch with the goodwill calling. Sharon Cassler talked about the recruit a new member program.

**Records Management Committee**

This report was presented by Carol Jacobs. The committee is working to write grants with MCEF to update the NAGARA publications. The Committee asked for \$5,000 to assist with grant writing processes. To date, it was not known if the grant was obtained.

**Research and Resource Committee**

Pam Kolacy and Jane Williams-Warren reported the Committee was working with the Small Cities Task Force to summarize the data from the survey conducted by the Task Force.

**Education Department Update**

Executive Director Shalby recommended that the department work through another conference before hiring a new Director of Education in August or September 2010. This allows some flexibility in the budget, as well as allowing the staff to work through the needs of the department. Director Shalby stated

he was working to update the job description. Director Shalby reported he had a candidate in mind for the position. The Board indicated support of his recommendation.

Discussion followed about the backlog with CMC/MMC application processing. It was stated that if the Program Review/Certification Committee recommendations relative to the guidelines were approved, it would help with the backlog. Staffing of the Education Department was discussed.

It was reported annual conference planning was underway and being implemented by Jennifer Ward. The course review process is being turned around in a matter of days rather than weeks. These are being handled by Jennifer Ward. Oklahoma is working toward establishing a Master Municipal Clerk Academy. Nebraska is also working on their institute. MMC Plaques are being turned around either the same day of approval or the same week at the latest. Sharon Cassler commented that she has received several comments from members regarding Marilyn Sanzo's customer service excellence and her encouraging the Clerks to continue on to the MMC program.

President Stratta called for a Board meeting recess at 5:30 p.m., asking the Board to reconvene at 7:45 am Saturday, November 7.

**Motion to recess:**

**Motion:** Jerry Sperling

**Seconded:** Stephanie Kelly

**Action:** Motion carried unanimously.

Meeting recessed until Saturday, November 7, 2010.

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Mary Lynne Stratta  
IIMC President

Recording Secretary:

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Janet Pantaleon