

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

MINUTES OF BOARD OF DIRECTORS MEETING

MAY 27, 2010 AT 3:00 P.M.

**GRAND SIERRA HOTEL
RENO, NEVADA**



President Sharon Cassler called the IIMC Board of Directors meeting to order. Those in attendance were:

President Elect Colleen Nicol
Vice President Brenda Cirtin
Immediate Past President Mary Lynne Stratta
Region I Directors: James Mullen, Jr.
Region II Directors: Diane Fitzhenry and Jane Williams-Warren
Region III Directors: Lisa Small
Region IV Directors: Deborah Miner
Region V Directors: Debbie Batliner and Tami Kelly
Region VI Directors: Shari Moore and Carol Alexander
Region VII Directors: Jerry Lovett-Sperling and Karen Goodwin
Region VIII Directors: Stephanie Kalasz and Debra Owen
Region IX Directors: Kristie Smithers and Peggy Hawker
Region X Directors: Marc Lemoine and Laurie Darcus
Region XI Directors: Francois Allers

Also present was IIMC Executive Director Chris Shalby.

President Cassler announced the Executive Committee will be meeting with the Budget Committee August 5, 6 and 7, 2010 at IIMC Headquarters. President Cassler asked for a motion to appoint Phillip Campbell to the Budget Committee. Carol Alexander moved, Jim Mullen seconded to appoint Phillip Campbell to the Budget Committee. The motion carried unanimously.

President Cassler stated the Mid Year Board Meeting will be held in Omaha, Nebraska on November 4, 5 and 6, 2010. Executive Director Shalby stated the meeting will be conducted in the Omaha Hilton. Staff was able to negotiate a great rate with little requirements. Omaha is also centrally located.

President Cassler reviewed the travel invitations received from State Associations. The President and Executive Committee will accept as many invitations as possible. President Cassler stated she will focus on attending institutions that are experiencing problems. Jim Mullen moved, Tami Kelly seconded to approve President Cassler's travel requirements. The motion carried unanimously. Immediate Past President Stratta stated the President cannot accept each invitation and commended President Cassler for taking a strategic approach on travel. It was asked that Region Directors attend State Association and Institutes as well.

President Cassler announced the Records Management Committee has received a NHPRC Grant in the amount of \$20,163. This grant money will be used to fund electronic bulletins.

Executive Director Update

Executive Director Shalby asked the Board to provide contact information for the media. The Power Point Presentation will be distributed to all Board members. Executive Director Shalby stated he will provide weekly updates to the Board every Friday. Executive Director Shalby reported that staffing levels at headquarters is down one person and is a priority to fill. Jane Long, the newly hired Education Director will begin her new duties on September 1, 2010. All Board members will receive the monthly Finance Report. Executive Director Shalby stated he will be traveling to Nashville, Tennessee for a site visit. Board members are required to change their password on IIMC's website. Tonight's Board reception is at 6:00 p.m. in the Crystal Room.

Marc Lemoine asked about the back-up plan for the Nashville hotel since the facility experienced flooding earlier this year. Executive Director Shalby stated he will know more in August but the Gaylord Opryland is expected to reopen in December.

President Cassler distributed the Top Twenty Tips to all Region Directors.

There being no further business, Jim Mullen moved, Shari Moore seconded to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 3:25 pm.

Mary J. Johnston, MMC
Recording Secretary
Clerk of Council
Westerville, Ohio