

## **IIMC BOARD OF DIRECTORS TELECONFERENCE**

### **APRIL 6, 2009**

The teleconference was hosted by President Reese. The meeting was called to order and the roll was called.

Also participating on the teleconference were: Board Members: Mary Lynne Stratta, Chuck Tokar, Bernice Dixon, Carol Jacobs, Stephanie Kelly, Glenda Morgan, Barbara Blackard, Kathy Dornan, Carolyn Brownfield, Shari Moore, Rick Goeckner, Colleen Nichol, Bernie White, Tom Van Der Hoven, and Eddie R. Myers\* (joined late in the conference)

Absent from the teleconference were Linda Cohen, Jane William-Warren, Brenda Kay Young, Monica Simmons, Stephanie Kalasz, Jerry Lovett- Sperling, Pam Kolacy, Marc Lemoine, Nick Randle and Sharon Cassler.

#### **COMMITTEE CHAIRS AND VICE-CHAIRS REPORT**

President –Elect Stratta gave the following report from the Committee Chair and Vice-Chair teleconference of April 2.

Participating in the teleconference were Lisa Burns, Barbara Hogelin, Brenda Cirtin, Tom van der Hoven, Dawn Abrahamson, Mary Haynes, Frances Kersey, Mary Johnson, Shirley Gentry, Joann Tilton, Deloris McKenzie, Lisa Johnston, Nancy Vincent and Diane Threewitt. Staff members participating were Chris Shalby, Denice Cox and Janet Panteleon.

President Reese announced that committee reports were due to be submitted by April 17.

**Conference Education Committee** – Lisa Burns reported that the scanning process that had been proposed for the IIMC Conference in Chicago would not occur this year. The education program will be finalized in 10 days as reported by Chris Shalby. Points for attending the conference have been increased. Clerks will be required to sign in at the sessions in order to receive credit for attendance. Attendance sheets will be collected by session conveners.

**Election Committee** – Brenda Cirtin reported that there will *not* be an election of officers at the conference this year. However, members will be voting on amendments to the Constitution. In order to count those votes, the committee will need to make changes to the manual. The committee is working on an information sheet to send out to members.

**International Relations Committee** – Tom Van Hoven reported that there is a new organization in the UK with a potential of 500-600 members for IIMC through joint membership. Although the steering committee is not in favor of automatic joint membership at this stage, members will given the option to sign up as members of IIMC at the time they join the UK organization. Van Hoven also reported on the International Relations Exchange Program between the Netherlands, Andries Knevel, Gripper for the Municipality of Maasbree in the City of Gennep and Pamela Smith CMC, City Clerk for the City of Sanibel, Florida; and, the Study Abroad Program in Wales. The President of Udite is from Wales and has indicated that he wants to participate in the tour. Finally, the subcommittee is trying to acquire website usage.

**IMASA Certification Program** – Tammy reported that the IMASA Board adopted a resolution approving the Certification Program and has hired a consultant to help draft a curriculum plan. Nick is going to host an education session for IR on Best Practices. IMASA is also working with the Conference Education Committee on requests for an off-site education session in Chicago. Chris Shalby noted that the deadline for changes to the Exchange Program is April 16.

**Membership Committee** – Dawn Abrahamson reported that the IIMC membership numbers had not changed much since the last report. We have added 10 new members as result of the “Recruit A

Member” outreach and Regional Directors have brought in 35 new members. Goodwill emails were sent out and the Marketing Committee has prepared a proposal in PowerPoint format for us to review. The Membership Committee reviewed it and thinks that it is very appropriate to share with the board. The recommendation will be included in the Marketing Committee's report. Janis and Tammy added that they had been very busy during Municipal Clerks Week.

**Mentoring Committee** – Deloris McKenzie reported that the committee was pleased with numbers. She felt that last year's efforts at the Conference was a big plus and plans to have a Welcoming Table near the registration area again this year. Mary noted that they have ribbons for the Mentoring Committee that are black with gold letters and read MENTOR. She commented that it has been good program this year.

**Policy Review Committee** – Frances Kersey reported that during month of March met twice and considered four policy amendments (1) Executive Committee endorsement issue and came up with policy statement; (2) Membership of Budget and Planning Committee – Effective May 2010, the membership will change to have six members: President, President Elect will be voting members and four at-large members; President will be board liaison. The Board will make four appointments at large which shall be from different regions. The Chair, Vice Chair and Secretary will be appointed by the members of committee. The Chair will present the Annual Financial Report at annual conference. The committee considered term limits for appointees and include VP as non voting member and but after lengthy discussion, could not get a second on the motion for the Vice Chair to be a non-voting member. (3) Canceling Membership to enjoy reduced conference rate – The committee's recommendation is for “any IIMC member canceling within 60 days shall pay the non-member fee”. IIMC members must attend annual conference as full delegates; current IIMC members cannot attend as guest or exhibitor. (4) Quill Award – The committee established criteria; did modify; previous winners will review applications; no more than 3 per year; the committee developed the nomination process. (5) All presidential committee appointments must be confirmed by IIMC board of directors, effective in year 2010. All presidential appointments will need to be ratified by board of directors. Chris clarified that the provision would apply only to an ad hoc committee or a task force, not every committee; anything above standing committees. (6) The committee considered recommendation that awards be taken away from a person for certain reasons. (7) Membership terminated for members not in good standing, etc., had a recommendation from ESC in a three-page report saying cannot take away something that was given in past such as the Quill Award. They could see when a CMC does not renew they lose their CMC. The committee believes there should be provision to revoke honorary membership designation for certain reasons. President Reese issued four more items to be considered but the committee suggested they be put on agenda for committee to consider next year: delete requirement to attend two of three conferences – that is already a constitutional amendment; KRA is looking at requirements to become a board member; require IIMC board members meet in area of headquarters once every three years; develop comprehensive organization chart including MCEF etc.

Mary Haynes reported that they had been working with a subcommittee of the PR/C Committee on a Five-year Marketing Plan and distributed a draft of it. It already includes next year's goals and objectives for IIMC.

**Records Management Committee** – Lisa Johnston reported that the committee had been busy working on its goals and continuing to talk about acquiring IIMC's Records Management certificate would be getting more information to each other so that certification can review the information and determine how to proceed. The board will be considering giving its support for a national initiative concerning Records Management. President Reese noted that this item would be on the agenda for the Board's Teleconference on Monday. NLC's protecting records from natural disaster on the NLC website. Shirley Gentry has been named to the NAGARA International Government Committee. They will be looking at set of metrics to evaluate range of value of archived records. Gentry expressed appreciation to IIMC for allowing two of staff members to make presentations at the annual conference in Chicago.

**PR/Committee** – Joann Tilton reported that the committee is still working on the Best Practices document and hopes to have it in final form for the committee's report in Chicago. Will be working with Records Management to re evaluate some of facts on the proposed Records Management Certification Program to make sure it has been given full consideration it's due. Since the last report, our committee was asked by President Reese to look at number of education points to be awarded for the Chicago conference and ALD's in Chicago. The Committee has also completed the Minority Report for consideration of future conferences.

**Executive Director and Staff** – Chris Shalby commented that today's information was an excellent report and commented that committee members had very difficult decisions to make during deliberations.

**Executive Committee** – EC members thanked the committees for their hard work. President Reese expressed her hope that this process had an impact on increasing communication between the committees in reaching their goals and objectives during her during her presidency. The meeting adjourned at 2:10 p.m.

#### **IMC BOARD SUPPORTS PAHR RESOLUTION - “Preserving the American Historical Records”**

The Records Management Committee, chaired by Lisa Johnston requested that IIMC becomes a partner with other supporting organizations such as CoSA (Council of State Archivists) and NAGARA (National Association of Government Archives and Records Administrators) and SSA (Society of American Archivists). This bill will provide federal formula grants to every state for projects that preserve historical records and make them more accessible. Chris Shalby recommends supporting the recommendation stating that this would be an excellent opportunity of IIMC. It would provide a Webinar tag for IIMC. Following further discussion, a motion was made by Carol Jacobs that IIMC become partners with the sponsors of PAHR Legislation. Seconded by Colleen Nichol, the Motion was Unanimously Adopted. The resolution reads as follows:

Whereas the historical records housed in archives around the United States protect our rights as American citizens, hold government accountable, and educate, inform, and ensure the cultural heritage of this country; and

Whereas much of the American record - evidence of births, education, marriage, property owned, obligations satisfied, and criminal conduct is held at the state and local level; and

Whereas the preservation, access and use of the historical records held in states, regions, and localities around the country is essential to sustaining the information needs of government officials, lawyers, scholars, teachers, students, genealogists, business people and a wide range of users; and

Whereas our nation has recognized the importance of history by its support of national institutions - the National Archives, the Library of Congress, the Smithsonian Institution; and

Whereas the existing federal support is not adequate to reach the rest of our nation's archives being held in government agencies, state and local historical societies, archives and library history collections;

**Therefore, the International Institute of Municipal Clerks supports the passage of the Preserving the American Historical Records bill** to establish a formal program at the national level to develop programs and practices in each state and territory to ensure the historical records of this country receives the attention and use necessary to continue to document our heritage and support our democracy.

**Following a brief discussion, a Motion was made by Carol Jacobs for IIMC to Adopt a Resolution to support this important bill. Seconded by Glenda, the Motion was adopted unanimously.**

#### RECOMMENDATION TO REINSTATE EDUCATION COMMITTEE

President Reese stated that the next item on the agenda was a recommendation to reinstate the Education & Professional Development Committee to determine IIMC education program courses. President Elect Stratta stated that, at the recommendation of Executive Director Shalby and IIMC Leadership, this committee should be reinstated to focus on education from a global standpoint. She clarified that the Program Review and Certification Committee handles the technical aspect of Education requirements for clerks whereas the Education Committee would focus specifically on education and professional development. It would provide an overarching umbrella to ensure that IIMC provides excellence in its education programs. This committee would also be an advocate for education and provide a visual perspective from a global point of view.

Chris Shalby expressed support of the recommendation. He stated that in theory, one of the major purposes of IIMC is education yet there is currently no committee that directly reflects that focus. If approved, this committee would stand out as the impetus of education. He noted that for the past several years, the Conference Education Program has not had enough work to keep busy throughout the year. He supports the recommendation to combine Conference Policy and Conference Education Committees. Colleen Nichol also expressed support of the recommendation and believes that it is in accordance with IIMC goals. President Elect Stratta explained that the recommendation is to combine the two committees into one Conference Committee. That committee would submit a report to the Education Committee after each annual conference. President Elect Stratta commented that education has become a huge issue for IIMC and she believes that this recommendation is an effort to address those concerns, is well rounded, and meets the need of all members. Hearing no further discussion on the motion to combine the two committees, **Chuck Tokar** commented that it was an excellent idea and **Moved to create the Conference Committee. Seconded by Colleen Nichol, the Motion was approved unanimously. The chair then entertained a Motion by Colleen Nichol to eliminate the Conference Education and Conference Policy Committees. Seconded by Stephanie Kelly, the Motion was approved unanimously.**

In further discussion on the recommendation to reinstate the Education Committee, Tokar agreed that there should be an Education Committee but pointed out that after reviewing the proposed goals and objectives he believes they are too broad and contain too much fluff. He noted that they also cover many of the same provisions as the Program Review and Certification Committee. In view of the recent web based on-line education initiative and the conference education feature, Tokar suggested that the board may want to reconsider its recommendation in order to create one committee that covers all aspects of education. To the contrary, President Elect Stratta countered that the Program Review and Certification Committee performs the nuts and bolts duties and covers the technical aspects of education such as the number of points earned for certification and application review. On the other hand, the Education and Profession development Committee will champion education programs, implement the strategic plan as it relates to education and will be mission driven. It will serve as the over-reaching, over-riding committee that covers outreach, philosophy and value. She opined that today's motion is to approve IIMC's mission, concept and purpose of the Education & Professional Development Committee. Its goals and objectives may need to be reviewed and revised. Tokar suggested that its description be rewritten. Following further discussion, **a Motion to approve the reinstatement of the Education & Professional Development Committee was made by Colleen Nichol. Seconded by Carolyn Brownfield, the Motion was adopted unanimously.** President Elect Stratta thanked the board for their support.

#### PRESIDENT'S REPORT

IIMC has established a relationship with SOLAR and she recently accepted an invitation to attend their conference. She suggests that President Elect Stratta include the SOLAR conference as part of her international outreach. Shalby noted that we can offer SOLAR and the other International affiliations IIMC membership at the same rate approved for SLCC members at this year-mid year meeting. As with SLCC, there will be no additional cost to IIMC add then to our membership roster. They will receive the IIMC News digest on line and

e-briefings. It will provide for an excellent networking opportunity for IIMC membership. Van Hoven expressed strong support and thinks that the initiative will be very much appreciated by his new organization. **A Motion was made by Glenda Morgan that IIMC give the same reduced membership fee to international affiliations that was approved for SLCC in November. Seconded by Carol Jacobs, the Motion was adopted unanimously.**

#### OVERVIEW OF LITIGATION PROCESS

President Reese advised the board that she has requested Attorney Kelly Christenson to attend the conference in Chicago to address the board on the settlement agreement. She will follow-up to confirm her response.

#### UPDATE ON IIMC ANNUAL CONFERENCE IN CHICAGO

Chris Shalby reported that as of this date 638 delegates and 78 guests had registered for the conference. The early bird deadline will end April 30. The Athenian Dialogues is sold out.

Chuck Tokar gave an update on the annual conference and stated that he believes that we will exceed the numbers in Atlanta. He noted the E-briefings are helping as well as the post cards that are being sent out. Issues have surfaced and are being resolved regarding the Parade of Flags, Invocations, and the Memo of Understanding regarding the financial commitment by IIMC in the amount of \$35,000 to the Host Committee's for the Opening Reception. The total cost will be \$90,000. Two-thirds of that amount has been contributed by the Illinois Clerks (MCI). IIMC has contributed \$15,000 for transportation needs but there is a \$20,000 balance that has not yet been covered.

Chris Shalby clarified that during a teleconference with the Budget and Planning Committee on September 5, 2008, a letter from the chair, Terry Tripp to Chuck explaining the Board's dilemma. Following further discussion, Carol Jacobs asked if action on this item could be deferred pending final count of the number of conferees registered to attend. Chris Shalby recommended that the board could approve a draw down of \$10,000 to the host committee and then upon reaching attendance goal, the additional \$10,000 could be distributed. Upon discussion of this option, President Reese requested that this recommendation be forward to the Budget Committee and upon receiving a recommendation from them, the board can vote on it via e-mail.

President Reese announced that the Board of Directors is invited to the International Dinner this year. Because this is a first and we desire to minimize the expense of this addition, the invitation will include spouses only as guests of the board.

There being no additional discussion, the teleconference adjourned.

Respectfully Submitted,  
Olivia P. Woods  
Parliamentarian/Acting Secretary