

**INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
IIMC BOARD TELECONFERENCE MEETING MINUTES
TUESDAY, JULY 8, 2008**

Call to Order	The meeting was called to order by President Dyanne Reese at 12:15 p.m. CST.
Members Present	In attendance were Executive Committee members, Dyanne Reese, President, Mary Lynne Stratta, President Elect, Sharon K. Cassler, Vice President and Chuck Tokar, Immediate Past President and Board of Directors : Bernice Dixon, Carol L. Jacobs, Jane E. Williams-Warren, Stephanie C. Kelly, Barbara Blackard, Kathryn Dorman, Brenda Kay Young, Shari A. Moore, Carolyn Brownfield, Jerry Lovett-Sperling, Rick Goeckner, Stephanie Kalasz, Colleen Nicol, Pamela R. Kolacy, Bernie White, Tom Van Der Hoven; Stephanie C. Kelly
Members Absent	Linda Cohen, Glenda Morgan, Eddie Myers, Monica Simmons, and Nick Randle
ACTIONS	DISCUSSION
	PROCESS OF EVALUATING THE EXECUTIVE DIRECTOR – PRESIDENT REESE
BOARD CONSENSUS TO ACCEPT RECOMMENDATION	The Board of Directors will evaluate the Executive Director. President Reese asked Mary Lynne to chair this committee which will include four other members. It was also requested for the entire board to be involved in the process by completing a questionnaire. Executive Director, Chris Shalby recommended that the staff also be involved in the process. The committee will be comprised of IIMC Board of Directors, once they have completed the evaluation, they will submit it to the full Board at the Mid-Year Board Meeting.
	COMMITTEE TELECONFERENCE UPDATE – PRESIDENT ELECT STRATTA
	<p>Committee Chairs and Vice Chairs teleconferenced with President Reese, President Elect Stratta, and Vice President Cassler on June 12. President Elect Stratta presented the following report of the meeting:</p> <p>Committee chairs/vice chairs were asked to report on their committee’s work progress and to articulate how IIMC staff and the Board could help them achieve their assigned goals and objectives for the year. It was agreed that in the future, management’s recommendations regarding the committee’s mid year and final reports would be shared with the committee leadership.</p> <p>What we found from this first teleconference was that the committee leadership felt much more informed and able to accomplish their work by knowing what other committees were working on, where there was overlap, what committees needed to be working together on certain projects, and when certain committees could move on to other projects because another committee had that assignment covered.</p> <p>Some highlights of committee reports:</p> <p>CONFERENCE EDUCATION – working to get the annual conference education programs finalized earlier and asked for contact information on all upcoming conferences. Talked about looking into a methodology to scan attendance at annual conferences.</p> <p>CONFERENCE POLICY – Reviewing the conference policy manual and sponsorship policy. They will also be looking at methodologies for scanning attendance at annual conferences. They are also reviewing retired clerk comments about the conference as well.</p> <p>ELECTIONS: Reviewing election policies and constitution. Will be looking at development of policies that will remove staff from campaign processes. They will be contacting the company that conducted the VP election to discuss processes in place for “recount” and discussion regarding when a recount should be allowed and policy for same.</p> <p>IR – divided goals/objectives into subcommittees. Working on Exchange and study</p>

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	<p>abroad program. Recommended putting together an education tract for international delegates at annual conference. Will work with Conf Policy and Conf Ed on this. IR delegates in Atlanta indicated would have like more time out and about. Expand offerings for them. Working with staff on IMASA and SLCC certification. Recommending upgrading the IIMC website. Will be submitting a proposal to PR/C that the study abroad program earn education points rather than p/s.</p> <p>MEMBERSHIP – Working on development of new methodologies to reach out to potential members. IIMC booth at NLC and ICMA. Looking at contact with new organization in England and Netherlands. Goal of adding 300 new members in 08-09.</p> <p>MENTORING – Updating brochures and letters. More visibility at conference. Reception for retirees. Welcome table in Atlanta was well received and very successful. Message board. Ribbon for mentoring committee. Pictures of mentors on web site and contact info. Municode is going to sponsor list serve.</p> <p>POLICY REVIEW – current policy manual sent to entire committee for their review. Also Chris sent a list of suggested changes and new policies needed.</p> <p>PR/M – Website improvement, working with IR, and working on implementation of five year marketing plan developed by committee last year.</p> <p>PR/C – Working on questions for membership survey regarding the future of our certification/education programs.</p> <p>RESEARCH/RESOURCE – Working with PR/C on education survey. Wants new staff position to support resource center but knows money is an issue right now. But do want on-going resource center with a point of operations at headquarter. Chris – next most important position to fill – librarian/resource/PR.</p> <p>RECORDS MANAGEMENT– NAGARA e-library – submit best practices. Will get with RR about e-library at headquarters. Felt all four topics on RM in Atlanta had good education value. Will be coming up with ideas for Chicago education sessions and will get with Mary Haynes about that. Working on three year plan to hit broad spectrum of RM topics over course of next three annual conferences. Looking at working with NAGARA to redo and update tech bulletins done as joint project several years back. Link those on website. NAGARA is developing a RM certification. Will put to PR/C and RR as to benefit to our members and how it fits into IIMC scope. Will be working on articles for News Digest. Will have representative to COSA (Council of State Archivists) on grant for intergovernmental emergency preparedness for governmental records. Will educate membership about availability of money to each state through grant to preserve American historical records (preserve and make more accessible). Region XI – what do they need in terms of RM?</p> <p>Asked that policy review look at going back to two year terms for committee members. For continuity purposes.</p> <p>Need articles from all committees for News Digest.</p> <p>Felt great benefit and will continue conference calls every two months with committee leadership.</p>
	UPDATE ON IMASA – PRESIDENT REESE
	<p>President Reese visited South Africa with her husband Benjamin June 14-22, 2008. IMASA was celebrating their 10th Anniversary with about 180 members attending. President Reese was impressed that the South African bank, Nedbank was the sponsor of the conference. She met with the IMASA delegation and the Mayor of Durban to make a presentation on behalf of</p>

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	<p>IIMC. During the conference Selby Gibbs, was sworn into office as the new President of IMASA. President Reese took the opportunity to join IMASA becoming their first international member. IMASA is offering \$1500.00 for an exchange program with IIMC and will prepare a resolution endorsing the program. It is very important that IIMC continue its relationship with IMASA, as President Reese believes that IIMC will establish an institute there in 2009. There are currently 400 IMASA member cities.</p>
	<p>President Reese attended the 70th Canadian Conference of AMCTO. She was very impressed with their Mentoring Program, which past Director, David Calder was a Mentor. Canada lists mentors on their web site. She had dinner with association leaders and exchanged ideas and thoughts. She learned that AMCTO sponsors 90% of the cost of their education programs. When Canadian Parliament passes laws, AMCTO provides training on the newly passed initiatives. J. Andrew Koopmans, their past Institute Director is now their Executive Director. At their Board meeting they adopted a 5-year dues increase payment structure. Over 300 people are members of their association. When President Reese inquired about their members' not objecting to the dues increase, she was told that it was because members feel that they get value from their membership and are willing to pay for it.</p> <p>President Reese also attended Florida's conference in Naples, FL. She will attend New England Institute Academy next Friday; St. Michaels College in Vermont and the North Carolina Conference in Wilmington, DC. Dyanne will sponsor the NC trip herself.</p> <p>July 21-25 site visit for the 2009 IIMC Conference.</p>
	LITIGATION UPDATE – PRESIDENT REESE
<p>MOTION TO ADOPT BY COLLEEN NICOL:</p> <p>SECONDED BY BERNIE WHITE</p> <p>MOTION APPROVED UNANIMOUSLY</p>	<p>That President Reese be designated as the official negotiator on behalf of IIMC regarding litigation.</p>
	REGION DIRECTOR MEMBERSHIP DRIVE – PRESIDENT REESE
<p>BOARD CONSENSUS TO SUPPORT MCEF</p>	<p>President Reese expressed the desire for board members to act on a couple of pending issues:</p> <ul style="list-style-type: none"> • IIMC BOARD OF DIRECTORS MEMBERSHIP DRIVE: Background - In 2003, IIMC lost its largest number of members --1300 because of recertification requirements. In 1996, IIMC gained its largest membership from 9,600 to over 10,200. President Reese noted that is important for region directors to participate in IIMC's membership growth efforts to both maintain and grow members in their regions. President Reese along with the Executive Committee and Executive Director conferred about sponsoring a Membership Drive for the Board of Directors. This drive would provide the winner with two free registrations to give out in their region for the Chicago conference. President Reese asked Vice President Cassler to chair this effort. She then requested feedback from the board and the idea was well received by board members. • MCEF CONTRIBUTIONS: President Reese noted that the MCEF Board wants 100% participation and buy-in from the IIMC Board of Directors. She encouraged members to make voluntary contributions and support the silent auction and the Walk-Run.
	EXECUTIVE DIRECTOR UPDATE – SHALBY
	<p>Staff: President Reese stated that she would like to have feedback from the IIMC staff on issues that they are facing. In her opinion, the staff is permanent; the board is temporary.</p>

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	President Reese will prepare a questionnaire for the board to complete. She will then share the responses with the board and discuss at mid-year.
	<p>ATLANTA CONFERENCE FINANCIALS</p> <p>Profit will be between \$7,000 – 9,000; The Conference was 290 short of delegates. Audio visual increased by \$20,000. IIMC has been doing a good job of operating on membership dues. Membership renewals will be sent out next week.</p>
	<p>STRATEGIC PLAN</p> <p>The Board was sent an en-mail to help compile comments and SWOT Analysis and once received will start working on the survey to members.</p>
	<p>BOXWOOD ON LINE CAREER CENTER – JOB BANK</p> <p>IIMC entered into a one-year agreement with Boxwood On Line Career Center for our members to post jobs at no cost in their job bank. In the past, IIMC had been accepting \$50 to post a job opening on IIMC's website. We want to try this service as a benefit to our members.</p>
	<p>STAFF UPDATE</p> <p>Sandy Lieng in Education is no longer with IIMC. In addition, LeiAnna Matthews also part of the Education Department will be moving to Canada in the Fall.</p> <p>White expressed concerns that a backlog in Education Department not be created as a result of hiring new staff.</p>
	<p>BUILDING RENTAL UPDATE</p> <p>Chris reported that the office space is still empty. It consists of 2000 square feet; we're proposing to rent for it for \$135 a square foot. If we find a renter, IIMC will still have to pick up a 3rd of the cost beginning in July; we're good through June. \$3300 is the price we were renting it at but we will be asking for \$2300, as recommended by the realtor, to get someone in it. \$185 - \$200 a sq. foot is the going rate. Dyanne asked, "if by chance you get someone, would cost of the square footage go up gradually?" Chris replied, "Yes".</p>
<p>MOTION TO ADOPT KATHY DORMAN</p> <p>SECONDED BY CHUCK TOKAR</p> <p>MOTION TO APPROVED PASSED UNANIMOUSLY</p>	<p>RESOLUTION TO CHANGE REGISTERED AGENTS IN ILLINOIS</p> <p>IIMC has asked Kittie Kopitke, Village Clerk Collector Streamwood, Il, to serve as the Registered Agent for IIMC because the current person is no longer able to serve.</p>
	<p>Athenian Dialogue: Resolve Memo of Understanding – A letter was sent to Bob Rich from the University of Illinois to dissolve the agreement with the school regarding the Athenian Program. IIMC also sent out a letter to 18 Institute Directors who were interested in facilitating Dialogues. As of today, we received a comment from GA Institute Director regarding Hosting a Dialogue. We will send out a follow-up.</p>
	REGION DIRECTORS UPDATE
	<p>Region I: Dixon reported that next week's Institute will take place at St. Michaels College in Vermont. New England Conference will be in New Hampshire in November.</p>
	<p>Region II: Jacobs: Is in contact with Shippensburg Institute – Seem there is a possibility of a new Institute Director. Virginia conference scheduled for October. Maryland will be the host for January conference in Annapolis during MLK week. State conf in August.</p>

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	Region III: Kelly: Attended the Florida Clerks Conference in Naples, FL. The North Carolina Conference is Aug. 14- 15. Alabama Conf. is in November. Region III is preparing for meeting in Gainesville, GA hosted by GMC/FOA
	Region IV: Blackard: Region Meeting is November 4 -5. Trying to push MMC Program.
	Region V: Dornan: They are excited about Sharon Cassler's election as IIMC Vice President in Region V. Region conference in February 2009 in Ohio. Getting excited about 2011 IIMC in Nashville.
	Region VI: Brownfield - Region Meeting. Iowa in January. Wanted to have an Athenian dialogue. Will be attending Wisconsin Conference August 20 – 22, Stephens Point.
	Region VII: Goeckner and Lovett-Sperling: In the process of trying to find an Institute Director – conducting interviews. Hope to have person on board before institute in November. Chatman, KS was hit by a tornado – clerks are volunteering. Region Meeting in Springfield, IL in July next week and is being combined with State meeting. Thursday – Saturday.
	Region VIII: Kalasz - Idaho is preparing for their conference in September. Nevada is working on the 2010 Conference in Reno.
	Region IX: Kolacy & Nicol: Preparing for the 50th Alaska Academy Oregon's Conference in September and Alaska in November. Nicol: Attended the Florida Clerk's Conference where a telecon was held with Dr. Eftekhari to develop an Education Ambassadors Program for Certification.
	Region X: White & Lemoine: Working hard to promote the benefits of IIMC membership through email.
	Region XI: Van Der Hoven: Exploring sponsorships for the Exchange Program. Suggested a need to invite leaders of new Associations to our conferences, so they can be exposed to IIMC at an early stage.
	2009 IIMC ANNUAL CONFERENCE – CHARLES (CHUCK) TOKAR
	Immediate Past President Tokar reported that he met with 30 volunteers for over five hours to discuss various options for venues for the conference. They discussed entertainment, speakers and education breakout sessions. Mary Haynes is chairing that committee. IIMC has been penciled in for the Opening Session at the Auditorium Theater. It will be perfect for opening session. We have also been penciled in at the Field Museum.
	Athenian Dialogue: Immediate Past President Tokar commented that an Athenian Dialogue was held in Texas with President Elect Stratta as host and Paul Craig the facilitator. Stratta has already scheduled two more dialogues and committed to holding five in all. The next one will be held in Webster, Texas on September 19. President Reese also commended Stratta for hosting a successful Dialogue and recommended that anyone desiring to host a Dialogue go through the staff and they will help you through the process.
ADJOURNMENT	Meeting adjourned at 1:55 p.m. (CST)