

# INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

## MINUTES OF BOARD OF DIRECTORS MEETING

MAY 12, 2011 AT 2:30 P.M.

GAYLORD OPRYLAND HOTEL  
NASHVILLE, TENNESSEE



### 1. Call to Order

President Colleen Nicol called the IIMC Board of Directors meeting to order.

### 2. Roll Call and Introductions

Those in attendance were:

President Colleen Nicol  
President Elect Brenda Cirtin  
Vice President Marc Lemoine  
Immediate Past President Sharon Cassler  
Region I Directors: James Mullen, Jr. and Linda Spence  
Region II Directors: Vinny Buttiglieri  
Region III Directors: Tiny Washington  
Region IV Directors: Deborah Miner and Mary Kayser  
Region V Directors: Debbie Batliner and Tami Kelly  
Region VI Directors: Julie Helt and Roxanne Schneider  
Region VII Directors: Kittie Kopitke and Karen Goodwin  
Region VIII Directors: Donna Geho and Debra Owen  
Region IX Directors: Kristie Smithers and Peggy Hawker  
Region X Directors: Gail Pomroy and Laurie Darcus  
Region XI Directors:

Absent were: Diane Fitzhenry, Lisa Small, Sam Shippen and Francois Allers

Also present was IIMC Executive Director Chris Shalby.

President Nicol thanked staff for an excellent conference.

### 3. Agenda Approval

It was moved and seconded for approval of the agenda as presented. The motion carried unanimously.

At this time, President Nicol presented gifts to Immediate Past President Sharon Cassler in appreciation as IIMC President this past year.

### 4. Reports Requiring Action

- a) Ad Hoc Legislative Committee: The Board discussed a memo from Randi Johl, President of the City Clerks Association of California, requesting the Board of Directors create an Ad Hoc Legislative Committee. This eleven-member committee, consisting of one Legislative Director from each region, will monitor and review federal legislation pertinent to the municipal clerk profession, identify trends in state and international legislation affecting the profession, and when appropriate provide relevant written reports regarding the same. The Committee will complete its work through monthly conference calls. The benefits of creating an IIMC Legislative Committee are numerous and ongoing. It was moved and seconded to approve this request to create an Ad Hoc Legislative Committee. The motion carried unanimously.

- b) Vice President Lemoine presented the name of IIMC Past President Mary Lynne Stratta, MMC, Bryan, Texas, to serve as his appointment to the Budget and Planning Committee. It was moved and seconded to confirm the name of Mary Lynne Stratta to serve on the Budget and Planning Committee. The motion carried unanimously.

#### **5. November 2011 Mid-Year Meeting – California**

President Nicol reported the Board of Directors Mid-Year Meeting will be held at the Mission Inn, Riverside, California on November 10, 11 and 12, 2011.

#### **6. Upcoming Presidential/EC/Executive Director Travel**

President Nicol is requesting approval to travel to the following meetings.

- a) IMASA – South Africa – September 2011 (Executive Director)
- b) SLCC – United Kingdom – October 2011 (Executive Director)

Discussion was held on approval of the Executive Director traveling with the President to these locations. Immediate Past President Cassler stated she highly supports the Executive Director's travel to these conferences if it is feasible. President Nicol stated it is key for the Executive Director to attend. More information will follow.

It was moved and seconded to approve President Nicol's travel to the above locations. The motion carried unanimously

It was announced that Region XI will convene a Region Meeting during the SLCC Conference which has never happened. This is a positive move for Region XI.

President Nicol provided additional travel requests.

- c) ADSO – United Kingdom – TBD
- d) VVG – Netherlands – TBD
- e) ASAE – St. Louis – TBD (Executive Director)

It was determined to delay the travel request approvals until after Executive Director Shalby's surgery.

- f) Executive Director Shalby reported he will be setting up the 2015 Conference Site Visits during the summer. He will be traveling to Ft. Worth, Texas, San Antonio, Texas, and Hartford, Connecticut. Discussion was held on awarding the 2015 conference to Montreal, Quebec. Concerns were expressed about the lack of IIMC membership in Quebec. IIMC staff is working on increasing membership in this region.

President Nicol pointed out that Board Liaisons on IIMC Committees are voting members.

SLCC President Bruce Poole stated he was representing Region XI Director Sam Shippen at the meeting and expressed his appreciation for the personal invitation.

There being no further business, the meeting adjourned at 3:08 p.m.

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