



## **INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS**

### **MINUTES OF BOARD OF DIRECTORS TELECON**

### **SEPTEMBER 26, 2011**

#### **Call to Order**

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

#### **Roll Call**

Those in attendance were:

President Colleen Nichol

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: Diane Fitzhenry and Vincent Buttiglieri

Region III Directors: Tina Washington and Lisa Small

Region IV Directors: Mary Kayser and Deborah Miner

Region V Directors: Tami Kelly and Debra Batliner

Region VI Directors: Julee Helt\* and Roxanne Schneider

Region VII Directors: Karen Goodwin and Kittie Kopitke

Region VIII Directors: Donna Gehr\*

Region IX Directors: Kristie Smithers and Peggy Hawker

Region X Directors: Gail Pomroy

Region XI Directors: Francois Allers and Samantha Shippen

Also present were IIMC Executive Director Chris Shalby, and members of the Education Department, Jennifer Ward, Emily Maggard, and Ashley Carroll.

Absent was Laurie Darcus (Region X)

\*Members joined the meeting after roll was called at various times.

#### **Report on Proposed Revisions to Assessment Process**

Chris Shalby introduced Jennifer Ward, Association Education Director, who presented a report on the Proposed Revisions to the Conference Academy and Athenian Assessments Process. Ms. Ward indicated that there were about 40% of those who attended Advanced Academies and/or Athenian Dialogues during the Annual Conference that did not receive any education credit due to their not returning the Assessment within the 30-day timeframe. To alleviate that issue, staff proposed to begin the sessions earlier and add an hour to them to allow the assessments to be completed onsite. This proposal was forwarded to the Conference Committee for their review and recommendation. The report from the Committee had been

distributed to the Board of Directors for their review prior to this meeting. A majority of the Committee had approved the proposal for adoption by the Board.

In response to the question if this was mandatory or if they had the option of completing it later, Ms. Ward responded this would be mandatory, everyone who wanted education credit would have to complete the assessment onsite. Ms. Ward indicated it would be too difficult to track, as staff is involved in several other projects during the conference.

Following a great deal of discussion on this item, with both sides of the issue being presented, the motion was made and seconded to refer this item back to the Committee for redrafting, with some type of option being included in the proposal. The motion carried. Executive Director Shalby noted that with this issue being referred back to Committee, it would not be in place for Portland.

### **Report on Amendments to Scanning Process at Annual Conference**

Jennifer Ward noted that some changes needed to be made to the scanning process that was used at the annual conference. Ms. Ward outlined the following recommendations:

- Education Scanning Volunteers and/or IIMC Staff will start scanning Delegates into sessions beginning 15 minutes prior to the session start time. A session is full when there are no more seats available, and scanning for that session will stop. Delegates must then find another available session in order to receive credit. IIMC can only allow the maximum number of participants in each room (as allowed by the local fire code).
- Seating is on a first come, first served basis. Saving seats is prohibited.
- Delegates must be scanned into a session within 10 minutes of the session start time.
- If a Delegate must leave the session for any reason, they must scan out and back in upon their return. If a Delegate misses more than 10 total minutes of a session they will not receive any credit for that session.
- In order to receive credit, a Delegate must be scanned into the session. It is the responsibility of each Delegate to make sure they have been scanned into the session. IIMC and Education Scanning Volunteers cannot go back and scan or manually enter a Delegate into a session after it has ended.
- Delegates should notify Registration of any special needs in order for accommodations to be made in advance, i.e., if their badge will not scan or is damaged in any way; health issues; and physical challenges.
- All scans will be batched into the database by IIMC Staff as soon as possible or practical after the end of each conference day.

These proposed changes were forwarded to the Conference Committee for comment and a recommendation. The Committee recommended approval of these proposed changes. Following comments by the Board members, a motion was made and seconded to approve the recommended changes. The motion carried.

### **Report on incentives to increase attendance at 2012 Conference**

Executive Director Chris Shalby reviewed for the Board specific cost-cutting measures that have been instituted to help with IIMC's expenses at the annual Conference. He then reviewed proposed incentives that are anticipated to increase the attendance at the Annual Conference in Portland. These are as follows:

- Offer a \$25.00 discount for each additional Academy session after paying the \$195.00 fee for the first Academy. This could spur more Academy participants;
- Extend the discount program to cover all of Regions 9 and 8 (IIMC's population in Region 9 is 1,400 and in Region 8 is 1,151). The total number of IIMC members in these regions is approximately 2,551. The past two conferences (2010 and 2011), we've extended the discount program to the host region and other regions that we deemed to be within close driving proximity of the host city;
- Decrease the Region X registration fee to a flat \$460.00US (**No other discounts (first timer or Region) would apply to this area.** The thought behind this discount is that British Columbia, which has 101 IIMC members, is only a 5-hour drive to Portland. For those Delegates wanting to save on airfare and carpool, this could be a solid incentive; and
- Offer an incentive for any city that sends two or more Clerks to the conference a discounted flat rate of \$460.00 per each additional delegate (**No other discounts - first timer or Region - would apply to the delegates paying \$460.00**). However, the first member from this group paying the full price would be able to take advantage of the first timer and Region discounts if applicable.

Following discussion and comments by the Board, a motion was made and seconded to approve the recommended incentives. The motion carried.

### **Updates**

The Executive Director Shalby gave a brief update on the Budget & Planning Committee meeting and the proposed budget for 2012. He indicated that the Committee also approved a \$1,000 expense to assist Region XI with the holding of their first Region meeting. It will be held in conjunction with SLCC.

Following a brief update from the Region Directors, President Nicol reviewed her upcoming travel schedule. She also encouraged the Directors to promote MCEF in their Regions as much as possible.

With no further business to come before the Board, the meeting adjourned.