

**INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS**  
**Annual Business Meeting**  
**Oregon Convention Center**  
**Portland, Oregon**  
**Thursday, May 24, 2012**  
**Minutes**

**Call to Order** The Business Meeting of the 66th Annual Conference of the International Institute of Municipal Clerks was called to order by President Colleen Nicol, MMC, at 8:30 a.m. at the Oregon Convention Center, Portland, Oregon.

**Welcome to Delegates** President Nicol welcomed all delegates attending the conference.

**Invocation** IIMC Past President Dyanne Reese, MMC - City Clerk  
City of Savannah, Georgia

**Introductions** President Nicol introduced members of the Executive Committee. In attendance at the head table were:  
President Elect Brenda Cirtin, MMC  
Vice President Marc Lemoine, MMC  
Immediate Past President Sharon K. Cassler, MMC  
Executive Director, Chris Shalby  
Recorder Gail Waibel, MMC  
Parliamentarian Kristie Smithers, MMC

President Nicol also introduced members of her family present at the meeting.

**Approval of Agenda** **Motion and Seconded**  
Motion that the agenda as presented be approved.  
**Motion Carried.**

**Approval of Minutes** **Motion and Seconded**  
Motion to approve Minutes of the Annual Business meeting held Thursday, May 12, 2011 in Nashville, Tennessee  
**Motion Carried.**

**IIMC Year in Review** President, Colleen Nicol, MMC  
Executive Director, Chris Shalby  
  
President Nicol and Executive Director Shalby presented an update on the year's activities and accomplishments.

**IIMC Financial Report** 2011-2012 Budget Report – Budget Committee Chair, Eddie Myers, MMC, presented the 2011-2012 Financial Report.

**MCEF Update** MCEF President Dale Barstow provided an update of the Municipal Clerks Education Foundation.

**2012 Conference Resolutions** **Moved and Seconded**  
Resolution of the International Institute of Municipal Clerks recognizing City of Portland, Oregon, for the 66th Annual Conference of the International Institute of Municipal Clerks  
**Motion Carried**

Denise Carey, MMC, Chair, Host Committee accepted the resolution.

**Moved and Seconded**

Resolution of the International Institute of Municipal Clerks recognizing Denise Carey, MMC, City Recorder of Estacada, Oregon, Host Clerk, for the 66th Annual Conference of the International Institute of Municipal Clerks

**Motion Carried**

Denise Carey, MMC, Chair, Host Committee accepted the resolution.

**Moved and Seconded**

Resolution of the International Institute of Municipal Clerks recognizing the Oregon Association of Municipal Recorders for its support of the 2012 Conference

**Motion Carried**

Tori Barnett, MMC, President, Oregon Association of Municipal Recorders accepted the resolution.

**President's Award of Merit**

President Nicol presented the President's Award of Merit to Nick Randle, MMC, Past Region X Director. Mr. Randle was unable to attend the conference. Samantha Shippen, CMC accepted the award on behalf of Mr. Randle and read a letter from Mr. Randle to the IIMC membership and to President Nicol thanking her for the award.

**Certificates of Appreciation****Outgoing IIMC 2012 Committee Chairs**

President Nicol presented Certificates of Appreciation to the following:

Budget & Planning, Eddie R. Myers, MMC  
Conference, Carol L. Jacobs, MMC  
Education & Professional Development, Pamela R. Kolacy, MMC  
Elections, Millie R. Powell, MMC  
International Relations, Dyanne Reese, MMC  
Legislative Ad Hoc, Randi Johl, MMC  
Membership, Brenda Kay Young, MMC  
Mentoring, Colleen Ingman, MMC  
Policy Review, Bernie White, MMC  
Program Review/Certification, Kathryn M. Young, MMC  
Public Relations/Marketing, Aimee Nemer, MMC  
Records Management, Daniel B. Karin  
Research & Resource, Dawn Abrahamson, MMC  
Associate Member, Ad Hoc Committee, Mary Lynn Strata, MMC

**Certificates of Appreciation****Outgoing IIMC Region Directors**

President Nicol presented Certificates of Appreciation to the following:

Region I Director	James G. Mullen, Jr., CMC
Region III Director	Melisa (Lisa) Small, MMC
Region IV Director	Deborah Miner, CMC
Region V Director	Tami K. Kelly, MMC
Region VI Director	Julee Helt, MMC
Region VII Director	Karen Goodwin, MMC
Region IX Director	Peggy Hawker, MMC
Region XI Director	Francois Allers

Note: Melisa (Lisa) Small, MMC, Julee Helt, MMC and Karen Goodwin, MMC were not present to accept their certificates of appreciation.

**Oath of Office**

President Nicol administered the oath of office to the following incoming Region Directors.

Region I Director	Shawn Cullinane, MMC
Region III Director	Kelly J. Lovette, CMC
Region IV Director	Patty Dupuis, MMC
Region V Director	Terri Kowal, MMC
Region VI Director	Linda Rappe, CMC
Region VII Director	Lana McPherson, MMC
Region IX Director	Joann Tilton, MMC
Region XI Director	Ronny Frederickx

**Oath of Office****Incoming Executive Committee**

The Oaths of Office were administered as follows to the 2012-2013 Executive Committee:

President	Brenda M. Cirtin, MMC, sworn in by Past President Tom Roberts, CMC
President Elect	Marc Lemoine, MMC, sworn in by Bernie White, MMC
Vice President	Brenda Kay Young, MMC, sworn in by Past President Sharon Cassler, MMC
Past President	Colleen Nicol, MMC, sworn in by Past President Dyanne Reese, MMC

**President's Comments**

President Cirtin presented her comments to the membership.

**Invitation to the 2013 Annual Conference** – Municipal Clerks Association of New Jersey President Drew Pavlica, MMC, extended an invitation to the membership to attend the 67<sup>th</sup> Annual Conference in Atlantic City, New Jersey in 2013 and presented a video of the city. The theme for the 2013 conference is "Lighting the Way Through Education."

**Adjournment**

There being no further business. President Nicol adjourned the Annual Business Meeting at 9:50 a.m.

Respectfully submitted,

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Gail Waibel, MMC

Recorder