

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
Board of Directors Meeting
May 17 – 18, 2013
Trump Taj Mahal Hotel
Atlantic City, NJ

Minutes

Call to Order

President Brenda Cirtin called to order the IIMC Board of Directors Annual meeting at 1:30 pm on Friday, May 17, 2013.

Roll call

Board Members present:

President Brenda M. Cirtin, MMC
President Elect Marc Lemoine, MMC
Vice President Brenda Kay Young, MMC
Immediate Past President Colleen J. Nicol, MMC
Region 1 Directors – Shawn Cullinane, MMC and Linda L. Spence, MMC
Region 2 Directors – Vincent Buttiglieri, MMC and Kimberly A. Rau, MMC
Region 3 Directors – Kelly J. Lovette, CMC and Tiny B. Washington, MMC
Region 4 Directors – Pattie B. Dupuis, MMC and Mary Kayser, MMC
Region 5 Directors – Debra Batliner, MMC and Terri Kowal, MMC
Region 6 Directors – Linda M. Rappe, CMC and Roxanne L. Schneider, MMC
Region 7 Directors – Kittie L. Kopitke, MMC and Lana R. McPherson, MMC
Region 8 Directors – Donna M. Geho, CMC and Stephanie Kalasz, CMC
Region 9 Directors – Kristie L. Smithers, MMC and Joann Lynn Tilton, MMC
Region 10 Directors – Gail E. Pomroy, MMC
Region 11 Directors – Ronny Frederickx and Samantha Shippen, CMC

IIMC Staff present:

Chris Shalby –Executive Director

Approval of Agenda

President Cirtin asked for a motion to approve the Agenda with the stipulation that items will be moved around on the agenda.

Motion made and seconded to approve the agenda. Motion carried unanimously by those members present.

Approval of Minutes

Minutes of November 16 and 17, 2012 Board Meeting – Portland, OR

Director Shippen commented on the President's Blue Ribbon Committee report, there was a motion made with regards to shipping plaques and pins to Region X and XI with a report to be sent to the Budget Committee and Regions X and XI Directors that they never received. Director Shippen stated this never happened and it should have before this item was placed back on the Agenda.

President Cirtin asked for a clarification to be reflected in these meetings from that meeting that it was the intent of the Board to hold all proposed Constitutional Amendments until the report from the Constitutional Review Task Force has been received. It is further clarified that it is the intent of the Board to forward all proposed amendments to the membership at the same time. This will include the proposed amendment that was approved by the 2011-2012 Board of Directors. That amendment allowed "not more than two members from any Region may serve on the Executive Committee."

In response to a question, President Cirtin indicated that she believed this proposed amendment should be forwarded to the membership, even if it is not recommended by the Task Force. President Cirtin stated that she believed the actions of the 2011-2012 Board should be followed. As there was no objection from the Board, this clarification will be included.

Minutes of Board Teleconference January 23, 2013

Agenda of Executive Committee Meeting February 15, 2013

Motion made by Director Shippen, seconded by Director Washington to approve these minutes. Motion carried unanimously by those members present.

MCEF Report Update

Dale Barstow, President of MCEF provided an update to the Board with regards to finances of MCEF. Barstow explained that there is an issue with unrestricted voluntary contributions, which are down about 60% since 2008. While the voluntary contribution is \$25, MCEF will take any amount and ask that the Board and Directors encourage everyone to participate. Barstow explained that the restricted funds are doing well and there is a little over \$330,000 with an 8.8% return on investments. The bottom line is there is a cash flow problem and they need more people to give. All of their efforts are on raising money at this point.

Several Directors made suggestions on ways to get people to contribute including giving members options for the contribution of \$10 or \$25; online contribution option as well.

Director Nicol reminded the Board that this foundation is for IIMC and it is our responsibility to promote the foundation and everyone at the table should be a donor.

President Cirtin asked about the timeline for revisiting the strategic plan and the implementation of the recommendations.

The Board discussed a mandatory MCEF contribution added to IIMC's dues with Executive Director Shalby explaining the pros and cons of the mandatory contribution. He noted that he believed the best option to help MCEF would be to provide 20% of IIMC's exhibit hall revenues to MCEF.

Director Spence suggested holding separate fundraisers at region meetings just for MCEF and challenged all members to do the same.

Executive Director's Report

Region XI Consultant Report – Nick Randle

Consultant Randle explained Region XI has not had any formal structure to define itself as a region nor communicate within itself. The members come from different national organizations with IIMC at the center but not much connection with each other. This past year, there have been joint meetings which resulted in a collective view about how Region XI should organize itself and now has a board.

Consultant Randle further explained communication being top priority with quarterly newsletters as well as periodic email bulletins. He will also raise awareness through Global Network and work with the National Associations.

Also generating new membership is key. Randle proposed that existing national organizations would be able to purchase 2-year bulk memberships, for \$15 per member if they sign up 100 members. Otherwise the cost would be \$26 per member.

Director Shippen was asked to bring the comment to the Board that one of the Associations believes that this is too expensive.

Motion by Immediate Past President Nicol, seconded by Director Spence to approve bulk membership as presented. Motion carried unanimously by those members present.

Consultant Randle discussed his plan to try and establish contact with organizations across the globe that have the potential for affiliation to IIMC, particularly those in Nordic and Eastern European countries. Also, with Director Frederickx, assistance he will try to work with the Council of Europe and UDITE. There are also National Associations in Commonwealth Countries and there is the All India Institute of Local Self Government.

Consultant Randle discussed a Region XI event, which would not conflict with IIMC annual conference and would be offered during the summer. They are investigating a 2-day symposium for summer of 2014.

Executive Director Shalby explained that we will have to work out the costs and present those to the Budget Committee this summer.

Motion by Director Cullinane, seconded by Director Buttiglieri to support in principle the Region XI event as presented. Motion carried unanimously by those members present.

Consultant Randle discussed CMC and MMC Certification Review for Regions X and XI to ensure that it provides the best fit with professional education systems in different countries that IIMC operates in.

Motion by Director Washington, seconded by Director Kalasz to conduct a review of CMC/MMC Certification in Regions X and XI. Motion carried unanimously by those members present.

Executive Director Shalby provided the following report:

Administration continues to operate efficiently and productively. This is a seasoned staff with a lot of experience and history.

Conference in Atlantic City has roughly 661 delegates and 55 guests as of April, those numbers have increased with Regions I and II having registered over 200 delegates.

There was an effort to curtail losses by minimizing food and beverage, printing Conference program on 8 ½ x 11 size, and discounts were offered for an overall savings of \$20,000.

Education Department visited CEPO Institute in California and the City Clerks Association of California Conference in April. The goal is to send them out on more visits depending on budget. There is also now an Education Group that helps with planning the Colloquium and some of the Education sessions for the conference. The members are Institute Directors Kassie van Remortel, Fleming Bell, Jeff Hendry and Ina Wintrich.

Finances are continuing to steer us in a positive direction. IIMC's restricted reserves were increased from \$310,000 to \$331,000 in 2012.

Budget Process highlights include slight salary increase for staff, Region XI consultant, IIMC/NAGARA region workshop funded, annual membership dues increase of \$10 and increase in annual conference fee by \$15.

We have a new lease agreement that has saved IIMC \$2,400 a month, which now goes into its operating reserves.

The Constitution Task Force is working on reviewing and proposing revisions to the Constitution. Those recommendations will be ready for the November mid-year meeting.

President Cirtin asked for a 15 minute break at 3:20 pm.

Action items required by the Board

Contracting services for standard Parliamentary

Executive Director Shalby explained that this unsolicited proposal to be the IIMC Parliamentary came from Bernie White who is set to retire this year. His proposed annual fee is \$3,600 and this would include White providing education sessions at the Conference as well as serving as the resident parliamentarian. Initially, White included in his proposal the preparation of minutes but after discussion with him, he said he was not interested in doing the minutes but would be willing to review them. Acceptance of this proposal would require a budget change.

There was lengthy discussion by Board Members regarding funding; and that other qualified members might have an interest in providing this service and should have the opportunity to submit a proposal.

Motion by Director Shippen, seconded by Director Spence to develop an RFP for a suitably qualified and experienced person to provide IIMC with parliamentary services including the preparation of minutes.

There was lengthy discussion by Board Members regarding funding; other qualified members might have an interest and should have the opportunity.

Director Shippen amended her motion that the RFP be open to existing IIMC members. Following additional discussion, the amendment was withdrawn, and the original motion and second were withdrawn for the submission of another motion that encompassed the discussion.

Motion by Director Shippen, seconded by Director Lovette that IIMC obtain expressions of interest from suitable, qualified and experienced IIMC (active/retired) members to provide parliamentary services. Motion carried unanimously by those members present.

Regions X and XI shipping costs regarding CMC/MMC plaques were presented by Executive Director Shalby. The costs to ship these plaques outside North America are quite high. The cost to apply for the CMC is quite low, so the shipping costs are not being absorbed in the fee. Additionally, Director Shippen noted that there was a cost on her end to get her plaque once it arrived in England. She noted the cost was more than the plaque was worth.

Motion by Director Dupuis, seconded by Director Shippen to keep the costs the same for CMC/MMC application with an additional fee of \$40 for Regions 1-11 to ship a plaque if requested. Motion carried. Director Batliner voted No.

Motion by Director Shippen, seconded by Director Lovette to offer a \$35 discount on MMC application to Regions X and XI. MOTION WAS WITHDRAWN after continued discussion.

Motion by Director Buttiglieri, seconded by Director Rappe to make the change effective September 2013. MOTION WAS WITHDRAWN after continued discussion.

Motion by Director Spence, seconded by Director Cullinane to keep the costs for same for CMC/MMC and if a plaque is requested an additional \$40 will be charged effective January 1, 2014. Motion carried unanimously by the members present.

The proposed revised Policy on Selecting Conferences was presented by Executive Director Shalby. In response to a question regarding the removal of education from this policy, Executive Director Shalby explained that education is being removed as this is a function of staff and not the responsibility of those submitting bids for a Conference.

Motion by Vice President Young, seconded by Director Batliner to refer this policy back to the Conference Committee and Policy Review Committee for a recommendation. Motion carried unanimously by the members present.

The Policy for Committee appointments was discussed at the February EC meeting. Current policy prevents any IIMC member from serving on one committee more than six consecutive years. Revisions to 2.35.040 D would delete the last portion from *however to the end of the sentence*. Then an addition of E would state, *Committee Chairs and Vice Chairs cannot serve consecutive terms*.

Motion by President-Elect Lemoine, seconded by Director Cullinane to add to E – Committee Chairs and Vice Chairs cannot serve consecutive terms in the same position on the same committee.

Motion by Director Shippen, seconded by Director Smithers to delete the last sentence in 2.35.040 A, which reads, “The Board of Directors ratifies appointments to committees.” Motion carried unanimously by all members present.

Motion by Director Spence, seconded by Director Buttiglieri to amend Section 2.35.040 D & E to delete, “however, no person shall be appointed to the same committee for a period to exceed six consecutive years.” Motion carried. Director Batliner voted No.

Accord of Trust & Confidentiality Agreement

Director Cullinane reported on the Accord of Trust & Confidentiality Agreement (ATCA). The agreement distributed at the May 24 Board meeting was not the same as the Agreement form from the IIMC policy manual. The agreement was amended to recite exactly what is in the IIMC policy manual.

Director Cullinane recommended that future agreement forms be presented as an agenda item to each new Board, when it first meets. Also as part of each election process, notice should be given to all candidates for IIMC office so that they are aware that when taking office there are certain responsibilities required of them, including the ATCA.

MOTION by Director Cullinane, seconded by Past President Nicol that the ATCA be brought back to Policy & Review Committee for possible review and brought back to the Board for approval. Motion carried unanimously by all members present.

Executive Session

Motion by President-elect Lemoine, seconded by Director Cullinane to adjourn into Executive Session to discuss Personnel & Legal Advice. Motion carried unanimously by the members present. Meeting adjourned into Executive Session at 5:40 pm.

At 6:05 pm, the Board came back into Open Session to consider the following items:

MOTION by Director Kalasz, seconded by Director Batliner to set up a task force consisting of Mary Lynn Stratta, Sharon Cassler, Brenda Young and Marc Lemoine to negotiate the terms of Executive Director Shalby's new 3-year contract. Motion carried unanimously by the members present.

MOTION by Director McPherson, seconded by Director Kalasz to have Policy & Review Committee review the details of members in transition classification. Motion carried unanimously by the members present.

President Cirtin recessed the Board of Directors meeting until 8:00 am Saturday, May 18, 2013.

Call to Order

President Brenda Cirtin called to order the IIMC Board of Directors Annual meeting at 8:09 am on Saturday, May 18, 2013. A quorum was declared present.

Roll call

Board Members present:

President Brenda M. Cirtin, MMC
President Elect Marc Lemoine, MMC
Vice President Brenda Kay Young, MMC
Immediate Past President Colleen J. Nicol, MMC
Region 1 Directors – Shawn Cullinane, MMC and Linda L. Spence, MMC
Region 2 Directors – Vincent Buttiglieri, MMC and Kimberly A. Rau, MMC
Region 3 Directors – Kelly J. Lovette, MMC and Tiny B. Washington, MMC
Region 4 Directors – Pattie B. Dupuis, MMC and Mary Kayser, MMC
Region 5 Directors – Debra Batliner, MMC and Terri Kowal, MMC

Region 6 Directors – Linda M. Rappe, CMC and Roxanne L. Schneider, MMC
Region 7 Directors – Kittie L. Kopitke, MMC and Lana R. McPherson, MMC
Region 8 Directors – Donna M. Geho, CMC and Stephanie Kalasz, CMC
Region 9 Directors – Kristie L. Smithers, MMC and Joann Lynn Tilton, MMC
Region 10 Directors – Gail E. Pomroy, MMC
Region 11 Directors – Ronny Frederickz and Samantha Shippen, CMC

IIMC Staff present:

Chris Shalby –Executive Director
Denice Cox –Office Manager
Janis Daudt –Director of Member Services
Jennifer Ward –Associate Director of Education
Emily Maggard –Communication Coordinator
Ashley Carroll –Verifications Specialist
Pilar Archer – Finance

Education Department Report

Jennifer Ward reported on the new online educations opportunities available, the Department's continued work with various committees, as well as implementation of several new 2013 Conference Programs.

With regards to the 2013 Annual Conference Education Program, Ward reported on the Academy sessions, general session topics, concurrent sessions, offsite education session for Regions X and XI, conference handouts on CD ROM, roundtables, interactive sessions and breaks. Additionally, the Athenian Dialogue program continues to grow and the committees continue to work hard in their respective areas.

Ward reported that the Education Resource Group Institute Directors are Fleming Bell, Jeff Hendry, Kassie Van Remortel and Ina Wintrich. They will meet and set the goals for the year.

Ward provided an Institute update regarding Annual reports including some that have not been received yet, and that she continues to work to try and restart Institutes in Louisiana and South Dakota. The Dutch Institute completed its first year and is moving along. Also the Wyoming Institute completed their first year as well.

Ward stated that the Education Department is working with the Communications Department to put together short, informational video clips to assist members with the certification process and answer frequently asked questions.

After discussion, it was suggested that this information be placed on the website home page with an icon so that members could access the information quickly.

Ward discussed plans for creating additional pages on the website for certification. Again the Board requested this information be clear and easy to find for members.

Staff Reports

Membership – Janis Daudt reported that at the end of 2013, 223 new members joined IIMC with 35 of them being brought in through the recruitment campaign. The membership drive will continue to the end of 2013.

Daudt explained that letters will continue to go out to the initial target group of 4,000. New Jersey clerks were offered a one-year free membership with their conference registration, of which 14 new NJ clerks took advantage.

Member Services continues to concentrate on membership retention through personal contact calls. Tammy Schultz provides new member packets through email as well as other documents sent via mail.

Membership dues have met or surpassed projected budget for the last five years.

Communications – Emily Maggard reported that the department has added PayPal as an online option to the Education certification tab and Conference registration on IIMC website. She has revamped and “mobilized” E-briefs, is working with Captus Press, exploring online education options and is working with the Public Relations & Marketing Committee on promoting the Clerk profession.

Maggard further explained that there are already three short informational videos. Board Members again asked for this information to be easy for members to access and locate. Possibly making it more obvious or an icon.

Maggard noted that Facebook continues to grow with over 760 likes. Additionally, IIMC is looking at online Institute courses.

The Public Relations & Marketing department and committee focused on several areas and two “on demand” posters were created.

On the International side, Google translate was added to the IIMC website.

Several Board Members expressed their thanks for the hard work the staff puts in and their dedication to IIMC.

Committee Reports

Blue Ribbon Task Force – Immediate Past President Nicol provided the recommendations of the Task Force.

After discussion by Board Members regarding the changes to the recommendations presented by the Task Force by Management, Executive Director Shalby stated that the intent is to have a strong policy that we can show to an Institute.

MOTION by Immediate Past President Nicol, seconded by Vice President Young to amend the Institute Guidelines regarding Institute noncompliance, as shown in Attachment A to the written report. Motion carried unanimously by the members present.

Immediate Past President Nicol provided the Task Force recommendation regarding the Education Group model being part of the Board’s agenda at the mid year and annual Board meetings as well as apprising the Board of any developments.

MOTION by Immediate Past President Nicol, seconded by Director Washington requesting the Executive Director to reevaluate and report the effectiveness of the new Education Department model semi-annually to the Board of Directors with Board member feedback. Motion carried unanimously by the members present.

Immediate Past President Nicol provided the Task Force recommendation regarding Acceptable Courses Using Technology as well as Computer Training.

MOTION by Immediate Past President Nicol, seconded by Vice-President Young to amend the Institute Guidelines to replace the “Topics Not Accepted” list with these statements:

“Acceptable Courses Using Technology:

Courses that are built around and focus on applicable topics may be enhanced by using technology and computer software. For example, a session on “Budgeting” may utilize Microsoft Excel as a tool to enhance learning, with the focus of the session being creation of presentation of the Budget itself. A session on “Presentation Skills” may utilize Microsoft PowerPoint, with the focus remaining on creating presentations that are both clear and engaging.

Computer Training (i.e., Microsoft Office, vendor software, or other software specific training):

In support of achievement of a municipal clerk credential, coursework should always have a connection to the profession. Standalone software training used across many professions does not meet this test, unless incorporated with its specific application to the duties and responsibilities of a municipal clerk. IIMC and its approved Institute programs do not endorse software specific products. Examples of unacceptable courses would be: how to send e-mails; how to create spreadsheets; basic word processing applications; vendor product usage; creating a database; and similar courses when not incorporated into study of its application to municipal clerk duties.”

Motion carried unanimously by the members present.

Board Members expressed concern that these are the tools of our profession and are necessary for us to improve and keep current with technology. The policy should be revisited often to keep it current.

MOTION by Immediate Past President Nicol, seconded by Director Lovette referring consideration of granting certification points for computer software training to the Program Review and Certification Committee for review.

Motion carried unanimously by the members present.

MOTION by Immediate Past President Nicol, seconded by Vice-President Young to amend the Institute Guidelines to add the following language:

“Health and wellness:

Health and wellness content is relevant to the municipal clerk profession and an acceptable topic for CMC and MMC credit when tied back to the municipal clerk profession, e.g., risk management, stress management, etc.”

Motion carried unanimously by the members present.

MOTION by Director Washington, seconded by Director Geho that the above addition to the Institute Guidelines related to health and wellness coursework does not include judo, exercise classes, and the like.

Motion carried unanimously by the members present

MOTION by Immediate Past President Nicol and seconded by Vice-President Young to amend the Institute Guidelines to add the following language:

“CMC/MMC Level

Rigor of content, not topic, determines CMC and MMC levels of coursework.”

Motion carried unanimously by the members present.

President Cirtin asked for a 15 minute break at 10:15 am. Reconvened at 10:30 pm.

Budget and Planning

Executive Director Shalby reported on the annual report which showed a projected budget profit of \$65,759, which is \$10,000 more than projected. The restricted reserve funds are \$331,000, of which \$21,000 is earmarked to the Building Reserve. As a reminder this fund is restricted and requires board approval of any expenditures.

As reported earlier, due to the refinancing of the building, we were able to reduce the monthly mortgage payment by approximately \$2,400 and avoid the large balloon payment coming due.

Executive Committee travel is on target. Although the Portland conference was set to generate a profit of more than \$48,000, we realized a net profit of \$10,600 in spite of lower than expected attendance and attrition from the hotel.

Pilar Archer, Finance Director gave a presentation on the 2012 December and Year End Financials as well as the 2013 Audit report and 2013 March financials.

MOTION by Director Schneider, seconded by Director Washington to accept the Budget as presented. Motion carried unanimously by the members present.

Committee Reports

Conference Committee – Director Buttiglieri reported that this Committee provided input on proposed education session changes for the 2013 Annual Conference, which included the interactive roundtable sessions. The selection of the 2017 conference site was handled in a fair manner and was awarded to Montreal, Canada. The 2013 conference is offering 8 academies, 2 Athenian Dialogues, 3 General Sessions and 42 Concurrent Sessions. This committee has been fully engaged and met all its goals this year.

Education & Professional Development Committee – Director Lovette reported that this Committee reviewed, discussed and endorsed the staff proposal to develop online courses provided by Captus Press. It was also discussed that the online courses be translated for international members and recommended \$1,500 be budgeted for this service. The Committee also discussed democracy planning and there is a session at this conference on democracy planning.

Elections – Director Cullinane reported that the Election Committee has reviewed and presented suggestions for revisions to the Ballot to distribute to all eligible IIMC members to vote on April 2, 2013. Deadline for return of the ballots was April 30, 2013. There were no Constitutional Amendments submitted for review. The committee is ready if an election is needed at this conference and the final results will be announced at the Annual Business meeting on May 23, 2013.

The Elections Manual needs minor revisions with a date of August 1, 2013 set for those revisions.

International Relations Committee – Director Shippen reported that the participation with the committee was excellent. The 2012/2013 Scotland Study Abroad Program is set with diligent work by Tami Kelly and Neville Dundas in planning the conference. Our work with Nick Randle has proven to be an excellent addition to our organization.

The Committees goals have been met and include assistance in developing and acquiring information and materials for the 2013 Study Abroad Tour; increased promotion for the “Global Exchange” in the off years of the Study Abroad Program to avoid confusion; prepared a plan and recommendations for a study tour in US for 2015; explored options for Study Abroad Program for 2015 and 2017; and explored holding Annual Conference in Region X in 2017.

Legislative Committee – Director Kowal reported that the Committee is busy and working on providing long-term value to membership. The first *Federal Watch* was released in February 2013 and delivered electronically to all IIMC members. This newsletter is for members to enhance their awareness of legislative matters that affect our profession. The Committee continues to conduct an inventory of legislation-related processes in the different regions and stated to obtain a better understanding and develop a frame of reference for its ongoing work. The Committee is also in the process of developing a legislative reference sheet for the members.

Mentoring – Director Kayser reported that the Committee continues to work to contact mentors/mentees as well as all new IIMC members. There are now 42 mentees and 38 mentors with 60 mentors waiting to be matched with mentees.

Membership – President Cirtin reported that the Committee membership has increased with 60 new clerks, 4 Recruit A Members and 37 Region Director Challenge members. Total membership is 9,396.

Policy Review – Director Smithers reported that the Committee completed its tasks in the first half of the year and presented at the mid-year report.

In addition, the Committee made a recommendation with regards to Article X, Ethical Standards of IIMC Constitution to determine if there is a need for clarification as to who may request an investigation regarding possible violation of the IIMC Code of Ethics. The Committee made a recommendation as part of their report. The Committee recommended amending Article X as presented in this report as well as amending Chapter 6 of the Policy Manual as presented.

Also discussed was the Parliamentarian/Secretary as a possible 3-year appointment for the secretary to allow for consistency of taking minutes in exchange for comp room/registration/travel with no additional stipend.

Program Review & Certification – Director Tilton and Director Kopitke reported that the Committee and Education Department work very well together and continue to find ways to improve the educational opportunities to the members. Director Kopitke looks forward to some of the challenges with technology programs.

Public Relations & Marketing – Director Rappe reported that the Committee continues to work toward the creation of a marketing plan for the Good Governance Award to be reviewed by the Committee in 2013. The Committee had made a recommendation of \$500/\$1,000 for the award but the Board said no at the time. The PRMC recommends that the Board follow up with Policy

& Review on this matter. The PRMC continues to review promotional materials and suggestions to promote Municipal Clerk Week.

Records Management – Director Kalasz reported that the Committee’s goals of records management education sessions at this conference as well as preparing a minimum of two article regarding records management for the New Digest have been achieved and completed.

The Committee along with the Executive Director have monitored implementation of the grant for records management technical bulletins, which has been managed by Paul Bergeron. Six titles have been published and another eight were published in April. The Committee was requested to write a bulletin regarding the technical aspects of document imaging in lieu of the formerly proposed bulletin on E-discovery.

Research & Resources – Director Pomroy reported that the Committee has been actively working on the area of tracking and responding to the website posts. Executive Director Shalby commented that they have been talking about creating an online Resource Center and this should be a priority of the Committee and staff going into next year.

Annual Conference Updates

Executive Director Shalby provided an update for each conference.

2013 – Conference is on track and going well despite some staffing concerns at the hotel.

2014 – Conference site visit scheduled for this summer. Total number of rooms reduced at the Hilton/Hyatt. Need 80% to avoid attrition.

2015 – Signed contract with convention center. Marriott/Hilton no signed contracts yet.

2016 – Hilton Convention center is brand new. Contracted 500 rooms with overflow at nearby hotels.

2017 – 350 rooms reserved at the Hilton and there are nearby hotels for overflow.

2018 – Will be chosen at mid-year meeting. Lots of interest.

President Cirtin asked for a 15 minute break at 11:40 am. Reconvened at 12:30 pm.

Region Directors Reports

Each of the Region Directors presented their reports and announced upcoming meetings and events.

Reports were also given by members of the Executive Committee.

Executive Director Shalby commented to the Executive Committee and Region Directors.

Other Business and Announcements

None.

Adjournment

The meeting was adjourned at 1:26 pm.

Respectfully submitted:
Kelley A. Rohde, RMC
Recorder