

**INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS**  
**Annual Business Meeting**  
**May 23, 2013**  
**Trump Taj Mahal Hotel**  
**Atlantic City, NJ**

**Minutes**

**Call to Order**

President Brenda Cirtin called to order the Annual Business Meeting of IIMC at 8:35 am on Thursday, May 23, 2013.

**Roll call**

Executive 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

Also present:

IIMC Executive Director, Chris Shalby  
Recorder, Kelley A. Rohde, Municipal Clerk, Borough of Ringwood, NJ  
Parliamentarian Kristie Smithers, MMC, Wasilla, AK

**Welcome to Delegates**

President Cirtin welcomed all delegates and thanked them for attending the conference.

**Invocation**

President Cirtin invited her sister, Rebecca Kenyon, Pastor of Wyckoff Assembly of God Church in Wyckoff, NJ to give the Invocation.

**Introductions**

President Cirtin introduced members of the Executive Committee in attendance.

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

Also present:

IIMC Executive Director, Chris Shalby  
Recorder, Kelley A. Rohde, Municipal Clerk, Borough of Ringwood, NJ  
Parliamentarian Kristie Smithers, MMC, Wasilla, AK

**Approval of Agenda**

President Cirtin asked for a motion to approve the Agenda as presented.

**Motion by Allan Susen, seconded by Stephanie Kalasz to approve the agenda as presented. Motion carried unanimously by those members present.**

### **Approval of Minutes**

Motion by Lana McPherson, seconded by Bernie White to approve the Annual Business Meeting Minutes from Thursday, May 24, 2012.

### **IIMC Year in Review**

President Cirtin reported that IIMC has 9,300 members throughout the world. Things are going well. The new membership drive realized 266 new members. There are 140 members from Region XI, the most we've ever had.

President Cirtin had the opportunity to visit Israel. The 2013 Study Abroad will be in Scotland and we keep working to have more members attend. Wyoming held its first land Institute, previously it was online. 75 Members attended and it was great to see the level of education and camaraderie. The Netherlands is on board this year with our first ever MMC from the Netherlands, Jaap Paans, MMC.

President Cirtin reported that things are going well with members. It was a fabulous year and she enjoyed meeting with everyone.

President Cirtin thanked her husband who has been everything to the family while she did this job and never made her feel guilty about it. Also thanks Anita Koter, my Deputy Clerk, who dealt with the office and staff while keeping her in the loop on important issues during her presidential year.

### **IIMC Financial Report**

Phil Campbell, MMC, Budget Committee Chair thanked the staff for their devotion to IIMC and their untiring efforts to properly maintain and improve the financial well-being of our organization.

IIMC ended 2012 with a net profit of \$65,759, which is \$10,000 more than projected. There were several challenges IIMC faced including fraudulent credit card activity, hotel attrition incurred at the 2012 conference, and excessive bank analysis fees. Despite those issues, key factors in maintaining a healthy bottom line and still provide excellent service to IIMC constituents was eliminating the part time position of Director of Education, reduction in conference expenses, no election expenses for VP candidate and overall due diligence in spending.

Campbell explained that our restricted reserve funds are \$331,000 of which \$21,000 is allocated to the Building Reserve. Our headquarters building underwent refinancing in 2012, which reduced our monthly mortgage by approximately \$3,000 and eliminated a \$700,000 balloon payment coming due in 2016. Renters have signed lease extensions through March 2018.

Campbell is proud to be the Chairman of the Committee for the last three years.

### **MCEF Update**

MCEF President Dale Barstow thanked the New Jersey clerks for their support with the walk/run and silent auction. 33 walkers/runners showed up in the rain. Thanks to Stephanie Kalasz who raised \$505.00. The silent auction yielded \$6,060.

Barstow reported that MCEF has exceeded \$1.7 million and the policy is to give back to IIMC. MCEF gave \$62,000 to IIMC for educational programs. With regards to membership, we need to keep building funds by including \$25.00 as part of your membership dues which goes directly to MCEF.

Next year will be 30 years and the slogan will be \$30,000 for 30 years.

### **2013 Conference Resolutions**

**Motion by President-elect Lemoine, seconded by Dyane Reese recognizing the City of Atlantic City, NJ for the 67<sup>th</sup> Annual IIMC Conference. Motion carried unanimously by members present.**

Rhonda Williams, City Clerk of Atlantic City accepted the resolution and thanked the IIMC and everyone for attending the conference, her first as City Clerk.

**Motion by Stephanie Kalasz, seconded by Kittie Kopitke recognizing Christina Wilder, CMC, Co-host Clerk, Retired Municipal Clerk – Hamilton Township and Allan Susen, CMC, Clerk/Administrator, Haledon Borough, NJ Co-host Clerk for the 67<sup>th</sup> Annual IIMC Conference. Motion carried unanimously by members present.**

Chris and Allan thanked everyone for attending the conference.

**Motion by Linda Spence, seconded by Mary Lynn Stratta recognizing the Municipal Clerks Association of New Jersey for its support of the 2013 Conference. Motion carried unanimously by members present.**

Nancy Saffos, President, MCANJ thanked Chris and Allan for their dedication to making this an awesome conference. On behalf of the MCANJ President Saffos presented President Cirtin with a gift from the Association.

### **President's Award of Merit**

President Cirtin presented the following individuals/groups with the President's Award of Merit:

Paul Bergeron for his dedication to managing the grant and putting together the technical bulletins on records management.

IIMC Staff - Denice Cox, Janis Daudt, Jennifer Ward, Emily Maggard, Maria Miranda, Janet Pantaleon, Tammy Schultz and Ashley Carroll for their dedication and commitment to IIMC.

### **Certificates of Appreciation – Outgoing IIMC 2012/2013 Committee Chairs**

President Cirtin presented the following individuals with Certificates of Appreciation as the Outgoing IIMC 2012/2013 Committee Chairs:

Budget & Planning, Phillip Campbell, MMC  
Conference, Mary J. Johnston, MMC  
Education & Professional Development, David W. J. Calder, CMC  
Elections, Sandra S. Hart, MMC  
International Relations, Monica Martinez-Simmons, MMC  
Legislative, Randi Johl, MMC  
Membership, Bernice K. Dixon, CMC  
Mentoring, Pamela Smith, MMC  
Policy Review, Shari A. Moore, MMC  
Program Review/Certification, Denise Chisum, MMC  
Public Relations/Marketing, Susan M. Phillips, MMC  
Records Management, Diane Gladwell, MMC  
Research & Resource, Buster Brown, CMC  
Blue Ribbon Task Force, Colleen J. Nicol, MMC

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

Immediate Past President, Colleen J. Nicol, MMC  
Region I Director, Linda L. Spence, MMC  
Region III Director, Tiny B. Washington, MMC  
Region V Director, Debra Batliner, MMC  
Region VIII Director, Stephanie Kalasz, CMC  
Region IX Director, Kristie Smithers, MMC

**Vice President Election Results**

Richard Kachur provided the election results as follows:

8,518 ballots were issued to delegates  
1,689 ballots were received

Stephanie Kalasz received 635 votes  
Monica Martinez-Simmons received 1,054

**Oath of Office – Incoming IIMC Region Directors**

President Cirtin administered the oath of office to the following incoming IIMC Region Directors:

Region I Director, Paul R. Bergeron, MMC  
Region II Director, Kimberly A. Rau, MMC – not present  
Region III Director, Lynnette Ogden, MMC  
Region V Director, Lanaii Y. Benne, CMC  
Region VIII Director, Nancy Vincent, MMC  
Region IX Director, Alice J. Attwood, CMC  
Region X Director, Karla D. Graham, CMC  
Region XI Director, Jaap Paans, MMC

**Oath of Office – Executive Committee**

President Marc Lemoine, MMC was sworn in by Bernie White.  
President Elect Brenda Kay Young, MMC was sworn in by Tami Kelly.  
Vice President Monica Martinez Simmons, MMC was sworn in by Norma Rodriguez.  
Past President Brenda M. Cirtin, MMC was sworn in by Chuck Tokar.

**President's Comments**

President Lemoine thanked Bernie White, a great colleague, Board members past and present. He is looking forward to positive meaningful discussions and thanked his colleagues on the Executive Board and gave congratulations to the new Directors and Board Members. He thanked his family for coming and the 40 City Clerks who run the show while he's out. He also thanked his wife Sandy.

Invitation to the 2014 Annual Conference – Wisconsin Municipal Clerks Association, Host Clerk, Anne Uecker extended an invitation to the membership to attend the 68<sup>th</sup> Annual IIMC Conference in Milwaukee, Wisconsin and presented a video.

**Adjournment**

Motion by Buster Brown, seconded by Tami Kelly, the meeting was adjourned at 10:04 am.

Respectfully submitted:  
Kelley A. Rohde, RMC  
Recorder