

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Board Teleconference

March 10, 2014

Minutes

CALL TO ORDER

President Marc Lemoine called the IIMC Board of Directors meeting to order at 9:05 a.m. PST, on Monday, March 10, 2014.

ROLL CALL

Board Members Present:

President Marc Lemoine, MMC

President Elect Brenda Kay Young, MMC

Vice President Monica Martinez Simmons, MMC

Region I Directors: Shawn Cullinane, MMC; Paul R. Bergeron, MMC

Region II Directors: Vincent Buttiglieri, MMC; Kimberley A. Rau, MMC

Region III Directors: Lynnette Ogden, MMC; Kelly J. Lovette, MMC

Region IV Directors: Pattie S. Dupuis, MMC; Mary Kayser, MMC

Region V Directors: Lanaii Y. Benne, MMC; Terri Kowal, MMC

Region VI Directors: Linda M. Rappe, MMC; Roxanne L. Schneider, MMC

Region VII Directors: Kittie L. Kopitke, MMC; Lana R. McPherson, MMC

Region VIII Director: Donna M. Geho, CMC;

Region IX Directors: Alice J. Attwood, CMC; Joann Lynn Tilton, MMC

Region X Directors: Karla D. Graham, MMC; Gail E. Pomroy, MMC

Board Members Absent:

Immediate Past President Brenda M. Cirtin, MMC

Region VIII Director Nancy A. Vincent, MMC

Region XI Directors: Jaap Paans, MMC; Samantha Shippen, CMC

The following staff members were present:

Executive Director Chris Shalby

Administrative Assistant Maria Miranda (Minute-taking)

Verification Specialist Ashley Carroll (For Item 2 of the Agenda only)

President Lemoine stated that Maria Miranda will be taking minutes for this teleconference and future Board of Director meetings as well. He asked Director Shalby to proceed with Item #1 on the agenda.

PERSONNEL UPDATE EDUCATION DEPARTMENT

Jennifer Ward: Director Shalby stated that Jennifer Ward's last day of employment with IIMC was February 27, 2014. The Department was left in good shape and duties will be taken over by Ashley Carroll. Advertisements for an Associate Director of Education have been send to all the Institute Directors and placed in the Non-Profit Times and the Southern California Non-Profit section of Craig's List in order to fill this position. The long-term plan is to find an individual with an advanced degree and background in education with college or association experience, so the new hire can eventually transition into the Director of Education position within 18 to 24 months. The new hire will be on 90-day probation.

Director Kowal asked for a deadline on the applications, Director Shalby stated that applications for the position will be accepted until March 17, 2014 and hopes to begin interviews by the week of March 17th. Director Lovette asked that Director Shalby keep the Board informed on the potential prospects and their experience in the non-profit sector and education background.

Emily Maggard: Director Shalby notified the Board that Emily's last day was February 21, but has been retained by IIMC to work on a freelance basis through June 30, 2014. She will continue to produce the News Digest, weekly E-briefs and oversee social media. IIMC's goal is to bring in someone with public relation, marketing and writing experience to be their next Communications Coordinator. The eventual new hire will start after the Annual Conference this year.

Ashley Carroll: Director Shalby reassessed Carroll's position and explained that a salary increase was necessary to retain her since her roles and responsibilities have grown since she was hired in 2010. He explained that when Carroll was hired she was only working on the CMC certification review process but since her hire, she has assumed additional duties and has turned the CMC and MMC review period from 6 to 2 weeks, and has overhauled the department's application process among other things. Her position has evolved with additional duties and now with Ward's departure, she has taken over many of those duties as well. He assured the Board that with Emily's departure, IIMC was able to offer Carroll an increase in pay without affecting the 2014 budget. Prior to making this move, Shalby informed and received support from the Budget Committee about his plans. Director Cullinane inquired about Carroll's salary increase and Director Shalby informed the Board of the amount.

Director Shalby also informed the Board that he will be reassessing staff positions and salaries and will provide the Budget Committee with a report prior to their meeting this summer.

EXTENDING REGION X AND XI CERTIFICATION DEADLINE – CARROLL (Report provided to Board)

President Lemoine explained that Region XI Director Jaap Paans, The Netherlands, has requested that IIMC extend the certification deadline from June 1, 2014 to December 31, 2014 to allow new VvG members, and any new member in Regions X and XI, extra months to enter into the certification program.

Carroll explained that this extension has been quite helpful for Region X and XI members. Since the approval of the IIMC Guidelines and the transition period in June 2012, IIMC has certified members in Canada, Netherlands, UK and Bermuda. Carroll discussed the Pros and Cons as stated in the report and that the two major concerns are (1) the possible resistance from Regions I-IX due to the inequity in those regions and (2) the fear that the need for Institutes/Academies may be eliminated since the members will be allowed to “bank” items for the MMC program. Doing away with the possibility of “banking” points will drive members to the Institutes/Academies and ensures that Clerks are receiving current education and professional development.

Director Tilton expressed concern that these members would be given carte blanche and wants to make sure IIMC will be reviewing material to ensure it meets education criteria. Carroll assured the Board that she does review all material on an individual basis.

President Lemoine stated that Director Paans urged IIMC to consider extending the deadline especially since it will be useful for the 400+ new members. Director Cullinane expressed concern that if we agree to extend the deadline, there will be more requests for future extensions. President Lemoine stated he didn’t see harm in extending the deadline to the end of this year. Carroll agreed adding that it would be of great benefit to those without Institutes such as South Africa, Israel and Bermuda. Director Shalby stated that if there were future requests for extensions from any Region that it would have to be studied further and can be discussed in Milwaukee.

Director Cullinane questioned if at some point the 400+ members and possible 200+ members from the UK will start paying higher membership dues. Shalby stated the intent is for these members to eventually begin paying same dues as Regions I - X.

After extensive discussion, a motion was offered to extend the deadline to December 31, 2014; the motion was carried.

ANNUAL CONFERENCE UPDATE – SHALBY (VERBAL)

Board Schedule/Travel: Board travel date is Thursday, May 15.

Board Development/Strategic Planning with Dr. McIntosh: Friday, May 16 at 8:00 a.m.;

Board Meeting: Saturday, May 17 at 8:00 a.m. IIMC will provide breakfast and lunch for the Friday and Saturday meetings.

Annual Banquet: This year IIMC's intent is to trim 30 minutes from the Annual Banquet; most likely by not introducing everyone at the Board head table and shaving time from or eliminating the live auction.

Committee Meetings: There will be no committee meetings at conference this year due to lack of attendance at prior meetings. Also, meetings are held either too early or late in the evening and not enough people attend.

Director Cullinane expressed concern with the decision to eliminate committee meetings at conference stating that this might deter members from attending conferences. Director Bergeron and President Lemoine both stated that committee meetings at conference are not a big draw and attendance is low. Executive Director Shalby stated that there will be a meeting with Chairs and Vice Chairs on Sunday, May 18th and all committee members at the conference are welcome to attend this meeting. Vice President Martinez felt that committee meetings were a great opportunity for members to meet with Chairs and Vice Chairs. Shalby said that the issue can be revisited for further conferences if need be. Director Schneider encouraged everyone to promote the committees and the importance of participating; all Board members agreed.

REGION DIRECTOR CHALLENGE – Shalby (verbal)

Shalby explained that Directors McPherson and Ogden each brought in 7 new members. Director Paans brought in 400+ members thereby winning the challenge and would be awarded two complimentary conference grants. However, Shalby felt that Directors McPherson and Ogden were also deserving for their contribution of new members and would like to offer each of them one complimentary conference registration. It was agreed and accepted by all participating Board members; Directors McPherson and Ogden thanked everyone. Director Shalby also stated that if Director Shippen brings in the 200+ members from the UK prior to the conference she, too, will be offered one complimentary conference registration. There were no objections.

REGION CONFERENCE GRANT – extending the deadline – Shalby (verbal)

Director Shalby stated that grant applications were received from every region with the exception of Regions I, X and XI. He is asking to extend the deadline to April 4, 2014 in order to allow more time for these regions to submit their applications for the grant. Once all applications have been received, he will distribute them to Directors for review and selection. If the Board agrees, Shalby will distribute emails to members only in Regions I, X and XI informing them of the new deadline. There were no objections.

President Lemoine stated that the following Board members will be traveling (no dates specified):

President Elect, Brenda Kay Young – Kansas

Vice President, Monica Martinez-Simmons – Washington

President Marc Lemoine – Minnesota, Iowa and Ohio

Shalby and staff will attend the California Association Conference

President Lemoine asked if there were any additional comments or questions; there were none. He thanked everyone for their time.

Meeting was adjourned at 10:00 a.m. PST

Minutes taken by: Maria E. Miranda, IIMC