

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Annual Business Meeting
Wisconsin Center
Milwaukee, Wisconsin
Thursday, May 22, 2014

Call to order

President Marc Lemoine called to order the Annual Business Meeting at the 68th Annual Conference of the International Institute of Municipal Clerks at 8:20 a.m. on Thursday, May 22, 2014.

Invocation

The invocation was provided by Past President Sharon Cassler, MMC, Cambridge, Ohio.

Introductions and welcome

President Lemoine welcomed all delegates and thanked them for attending the conference. He then introduced executive committee members: President-elect Brenda Kay Young, MMC, Nashville, Indiana; Vice President Monica Martinez Simmons, MMC, Seattle, Washington; and Brenda M. Cirtin, MMC, Springfield, Missouri. Parliamentarian Connie Deford was also introduced.

Agenda

Past President Dyanne Reese, MMC, Savannah, Georgia, moved approval of the agenda. Motion adopted.

Minutes

Minutes of the May 23, 2013 Annual Business Meeting were approved as distributed.

IIMC Year in Review

President Lemoine stated that it was his goal to leave IIMC better than when he found it. He reported that membership is at an all-time high of 9,956. We have added over 800 members from outside the United States. Currently there are members representing 15 different countries. Agreements have been reached with organizations in both Canada and the United Kingdom.

IIMC is financially stable with a restricted cash reserve over \$400,000. Headquarters has been refinanced, and the extra office space is fully rented.

The education and certification programs are doing well, and we have stronger-than-ever ties with our institutes. Thanks to the MCEF many region, state, CMC, and MMC grants have been awarded.

IIMC recently lost two staff members, and the executive director continues to look at strategies to bring staff up to where it should be. There is current board dialogue regarding whether to have a Director of Education, Director of Professional Development, or some other title. Nothing has yet been decided. We do have a new parliamentarian consultant.

The board is committed to making IIMC open and transparent to the members. Each board member receives a monthly financial update, and board meetings are open to all members. Also, the board has voted to put the policy manual on the IIMC Website.

The board has preliminarily approved the language submitted by the Constitution Review Committee. The document will now be reviewed by our legal consultant. After final approval by the board at the mid-term board meeting, it will be advertised and presented to the membership for consideration at next year's annual business meeting in Hartford, Connecticut. The document will then be submitted for vote by all IIMC members.

IIMC Financial Report

Mary Lynne Stratta, MMC, Bryan, Texas, Chairman of the Budget & Planning Committee, reported that the committee met last August at IIMC Headquarters. The annual audit was fully reviewed, and there were no major discrepancies or financial problems. A balanced budget was submitted to the board for their approval at the mid-term meeting. The net proceeds from the 2013 conference were \$47,754.

The goal is to have a restricted reserve of \$500,000. As of December 31, 2013, there was \$401,585 in cash reserve and \$168,382 in operating reserve.

MCEF Update

President Dale Barstow thanked the Wisconsin Municipal Clerks Association for their assistance with the Walk/Run. There were 85 registrations, with 50 actually participating. So far this event has raised \$1,865, and of that amount, Linda Rappe, MMC, Kasson, Minnesota, brought in \$325. President Barstow then announced the winning runners and walkers.

The 30/30 fund raiser has brought in between \$800 and \$900. He encouraged everyone to participate. The silent auction raised \$5,100, and Explore Milwaukee \$2,900. The winning ticket for a Kindle Fire from the Explore Milwaukee tickets was Cheryl Aldis, CMC, Cortland, Illinois. 50/50 drawings will continue through this evening, and the winning Hawaii trip raffle ticket will be drawn at the banquet.

MCEF provides \$50,000 to \$60,000 per year back to IIMC. Last year 39 scholarships were awarded toward CMC and MMC certifications.

New MCEF Board members are Kristie Smithers and Mary Lynne Stratta.

2014 Conference Resolutions

President Elect Brenda Young moved adoption of the resolution thanking the City of Milwaukee for hosting the 68th Annual IIMC Conference. Motion adopted.

Milwaukee City Clerk James Owczarski, CMC, accepted the proclamation on behalf of the city.

Vice President Monica Martinez Simmons moved adoption of the resolution thanking the Host Committee for the conference. Motion adopted.

City Clerk Anne Uecker, MMC, City of St. Francis, Wisconsin, stated that it was their pleasure to host the conference and looked forward to the time members would come back to Milwaukee as guests.

President Elect Brenda Young moved adoption of the resolution thanking the Wisconsin Municipal Clerks Association for its support of the 2014 Conference. Motion adopted.

Town Clerk Karen Weinschrott, Grand Chute, Wisconsin, thanked everyone for attending.

President's Award of Merit

President Lemoine presented this special award to Jaap Paans, MMC, Rotterdam, The Netherlands, for bringing in over 400 new members from the Dutch Clerks Association.

Certificates of Appreciation – Outgoing IIMC Committee Chairs

President Lemoine presented Certificate of Appreciation to the Outgoing IIMC 2014 Committee Chairs:

- Associate Member Task Force, Mary Lynne Stratta, MMC
- Budget & Planning, Mary Lynne Stratta, MMC
- Conference, Stephanie Carouthers Kelly, MMC
- Education & Professional Development, Peggy Hawker, MMC
- Elections, Richard Kachur
- International Relations, Poonam Davis, MMC
- Legislative, Randi Johl-Olson, MMC
- Membership, Kristie Smithers, MMC
- Mentoring, Deborah Miner, MMC
- Policy Review, Sharon Cassler, MMC
- Program Review/Certification, Bruce Poole, MMC
- Public Relations/Marketing, David Bryant, III, MMC
- Records Management, Lisa Johnston, MMC
- Research & Resource, Kacie Paxton, MMC

Certificate of Appreciation – Outgoing Past President

President Lemoine presented a certificate of appreciation to Past President Brenda Cirtin, MMC.

Certificate of Appreciation – Outgoing Region Directors

President Lemoine presented Certificates of Appreciation to the Outgoing IIMC Region Directors:

Immediate Past-President, Brenda Cirtin, MMC

Region II Director Vincent Buttiglieri, MMC

Region IV Director Mary J. Kayser, MMC

Region VI Director Roxanne Schneider, MMC

Region VII Director Kittle Kopitke, MMC

Region VIII Director Donna Geho, CMC

Region X Director Gail E. Pomroy, MMC

Region XI Director Samantha Shippen, CMC, (was not present)

Election Results

In Region X, there were 132 ballots mailed out; 74 cast; and Debi Wilcox was elected.

In Region XI, there were 504 ballots mailed out; 64 cast; and Samantha Shippen, CMC, was elected.

Oath of Office – Incoming Directors

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

Region II Director Andrew J. Pavlica, MMC

Region IV Director Mary Ann Hess, MMC

Region VI Director Anne B. Uecker, MMC

Region VII Director Denise Chisum, MMC

Region VIII Director Renee Cantin, CMC

Region X Director Debi Wilcox

Region XI Director Samantha Shippen, CMC, was not present and will take the oath of office at the mid-term board meeting.

Oath of Office – Incoming Executive Committee

Past-president Colleen Nicol installed the following executive committee members:

Immediate Past President Marc Lemoine, MMC

Vice President Vincent Buttiglieri, MMC

Region XI Director Jaap Paans installed President Elect Monica Martinez-Simmons, MMC

Past President Mary Lynne Stratta installed President Brenda Kay Young, MMC
President's Comments

Following a reading of the Indiana requirements for Clerk/Treasurer by Bob Kirtin, President of the Nashville, Indiana Town Council, President Brenda Young expressed her thanks to Council President Kirtin, her staff, Indiana Clerks, Region V members, and her family. She spoke about the bumblebee, which, by aerodynamic standards, shouldn't be able to fly, but it does. President Young asked all clerks to "Bee" more involved.

Invitation to 2015 IIMC Conference

President Young introduced Kathryn J. Wall, MMC, Berlin, Connecticut and John V. Bazzano, Hartford, Connecticut, who invited clerks to the 2015 IIMC Conference in Hartford, Connecticut. A brief video highlighted the city.

Adjournment

With no further business, the meeting adjourned at 9:52 a.m.

Connie M. Deford
Recorder and Parliamentarian