

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Board Teleconference

September 15, 2014

Minutes

CALL TO ORDER

President Brenda Kay Young called the IIMC Board of Directors meeting to order at 9:00 a.m. Pacific Standard Time on Monday, September 15, 2014.

ROLL CALL

Board Members Present:

President Brenda Kay Young, MMC

Vice President: Vincent Buttiglieri, MMC

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

Region II Directors: Andrew Pavlica, MMC; Kimberley A. Rau, MMC

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

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

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

Region VI Directors: Linda M. Rappe, MMC; Ann Uecker, MMC

Region VII Director: Lana R. McPherson, MMC

Region VIII Director: Renee Cantin, CMC

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

Region X Directors: Karla D. Graham, MMC; Debi Wilcox

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

Board Members Absent:

Immediate Past President Marc Lemoine, MMC

President Elect Monica Martinez Simmons, MMC

Region VII Director Denice Chisum, MMC

Region VIII Director Nancy A. Vincent, MMC

The following staff members were present:

Executive Director Chris Shalby

Administrative Assistant Maria Miranda (Minute-taking)

President Young stated Maria Miranda would be taking minutes for this teleconference and asked Director Shalby to proceed with Item 1a on the agenda.

BUDGET AND PLANNING COMMITTEE RECAP

\$10 MEMBERSHIP DUES INCREASE: Director Shalby stated that the last increase of \$10 was made in 2013 and asked the Board to approve a \$10 increase in dues this year. If Board approves, billing with new dues increase will be reflected in the quarter billing to be sent out to the membership in September/October 2014.

Director Paans raised the question about Region XI dues; Director Shalby stated dues for that region will not increase and that IIMC will continue to follow the bulk membership plan.

Motion to approve the dues increase by \$10 in Regions I through X was adopted

Education Resource Group: Director Shalby stated that with Fleming Bell and Ina Wintrich leaving, currently the ERG is comprised of two Institute Directors, Jeff Hendry and Kassie Van Remortel. IIMC will be sending out RFPs and will accept resumes from Institute Directors and would like to hire one individual instead of two for the ERG. Director Shalby said he would like someone on-board by October 2014.

Motion to hire one additional ERG member instead of two was adopted.

2015 Study Abroad Program Stipend: Director Shalby stated that the \$9,500 subsidy came from MCEF Policy 8 dollars and allocated toward the Study Abroad program. If Board approves, IIMC will begin to promote the Study Tour indicating the cost difference regarding the number of participants.

Motion to approve the \$9,500 subsidy for the Study Abroad program was adopted.

Director of Professional Development: Director Shalby gave some background information on Jane Long and her history with IIMC. He would like to hire Long as an independent contractor working out of Chicago with 5-10 day visits to IIMC Headquarters every month; Long will pay for her own airfare and accommodations. Considering Long's history with IIMC and knowledge of the Distance Ed/Online programs, Director Shalby has no issues with hiring her to work off-site.

Motion to approve the hiring of Jane Long as the Director of Professional Development was adopted.

ANNUAL CONFERENCE BUDGET IMPACT

Athenian Dialogue: Director Shalby notified the Board that we are adding two Athenian Dialogues at the IIMC Conference in Hartford and asked the Board for approval to increase the cost of Athenian Dialogues by \$10 (from \$100 to \$110). If the Board approves the increase, Director Shalby will promote it in the Preliminary Program which he hopes to distribute before the Mid-Year Meeting in November. There were concerns raised regarding this increase by a few Board members since we are already increasing the membership dues.

The matter of the Athenian Dialogue increase was postponed until 2015 when it can be discussed at length after some research.

Region Grants: Director Shalby recommended reducing the number of Conference Region Grants awarded from two to one per Region. Some Board members expressed their concern in doing this since we are trying to get members to the conference that couldn't otherwise afford it. Motion was made to reduce the number of grants by Director Bergeron but after some discussion his motion was withdrawn. Board members felt this issue should be discussed extensively at a later date. As it stands now, IIMC will keep two Grants per Region and reevaluate the outcome after this Conference.

Motion to revisit this issue at a later date was adopted.

Complimentary IIMC Membership: Director Shalby recommended offering a one year complimentary IIMC membership to any Region I individual who is interested in attending the Hartford conference as long as they have not been a member of IIMC in the past. Director Shalby also stated that in the past (as with New Jersey and Wisconsin), free membership was offered to anyone in that particular State; however, he currently would like to extend the free one year membership to anyone within Region I for the upcoming 2015 conference in Hartford, CT. Director Lovette asked if after 2015 we would go back to offering the free membership only to the Conference State, Director Shalby said we can continue offering it to the entire Region where conferences are held. Director Paans asked if IIMC would consider the offer to "any individual who is a member of a State Association but is not an IIMC member" rather than just "any individual." Director Shalby agreed that could be done.

Motion to approve complimentary membership to any Region I Clerk who has never been an IIMC member if they attend the conference in Hartford was adopted.

2015 Conference Article Regarding Registration Fees: President Young stated there was no motion needed for this item and that it was for information only. Director Shalby informed Board members that with the upcoming 4-day conference, the member will still be required to pay the registration fee of \$575 as in the past and that there is no cost reduction in the registration fees. The members attending the conference will see savings in meal and hotel charges, approximately \$250, due to a shorter conference.

MISCELLANEOUS

Ethics Complaints:

Per President Young's request, the teleconference went into an Executive Session at 10:11 a.m. President Young excused Maria Miranda.

Executive Session adjourned at 10:15 a.m.

Minutes Submitted by:
Maria Miranda
IIMC Administrative Assistant