

## INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Annual Business Meeting

Hartford, Connecticut

Wednesday, May 20, 2015

### **Call to order**

President Brenda Young called to order the Annual Business Meeting at the 69<sup>th</sup> Annual Conference of the International Institute of Municipal Clerks at 8:20 a.m. on Wednesday, May 20, 2015.

### **Invocation**

The invocation was provided by Irene Masse, MMC, Meridien, Connecticut.

### **Introductions and welcome**

President Young welcomed all delegates and thanked them for attending the conference. She then introduced executive committee members: President-elect Monica Martinez Simmons, MMC, Seattle, Washington; Vice President Vincent Buttiglieri, MMC, Township of Ocean, New Jersey; Immediate Past President Marc Lemoine, MMC, Winnipeg, Manitoba, Canada. IIMC Executive Director Chris Shalby and Parliamentarian Connie Deford were also introduced.

### **Agenda**

The agenda was approved as distributed.

### **Minutes**

Minutes of the May 22, 2014 Annual Business Meeting were approved as distributed.

### **IIMC Year in Review**

President Young reviewed the strides that IIMC has made in the past year and highlighted some of those achievements.

### **REVISION TO IIMC CONSTITUTION**

Led by Elections Committee Chair Shari Moore, MMC, Saint Paul, Minnesota, the proposed Revision to the IIMC Constitution was considered *seriatim* (article by article) with an opportunity for discussion and/or amendment following the reading of each article.

Shawn Cullinane, MMC, Lindenhurst, New York, advised that a proposed amendment to the IIMC current constitution, which had been posted at the conference for consideration at this annual meeting, was being withdrawn.

After debate, Shawn Cullinane, MMC, Lindenhurst, New York, moved to amend Article XIV, Amendments, by striking it out in its entirety and inserting in its stead Article XIII, Amendments to the Constitution from the current IIMC Constitution. Motion adopted by the following vote: Yes, 211; No, 186.

After further debate, the proposed revision to the IIMC Constitution as amended was adopted by the following vote: Yes, 379, No. 13.

The document will now be sent for a final vote by IIMC members, in accordance with the provisions of the current constitution.

### **IIMC Financial Report**

Sharon Cassler, MMC, Cambridge, Ohio, 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.

### **MCEF Update**

President Colleen Nicol, MMC, Riverside, California, stated that the Municipal Clerks Education Foundation (MCEF) provides \$50,000 to \$60,000 per year back to IIMC. She encouraged IIMC members to continue to support the Foundation. Dale Barstow was recognized for his service on the Foundation board since 1992, serving as president for the past 14 years

### **2014 Conference Resolutions**

The following resolutions were adopted:

- 1) RESOLVED by the Delegates of the 69<sup>th</sup> IIMC Annual Conference in Hartford, that the Mayor, Council members, Employees and citizens of the City of Hartford are hereby recognized for the extraordinary efforts they have exerted on behalf of IIMC to ensure a splendid and memorable celebration of Municipal Clerks in fulfilling the Conference theme, "*Seasons Change and So Do We.*"
- 2) RESOLVED by the Delegates to the 69<sup>th</sup> IIMC Annual Conference in Hartford, Connecticut, that John Bazzano, Host Clerk, is hereby recognized for his extraordinary efforts in leading the Host Committee in planning and developing outstanding conference programs and events and ensuring a splendid and memorable celebration of Municipal Clerks "*Seasons Change and So Do We.*"
- 3) RESOLVED by the Delegates of the 69<sup>th</sup> IIMC Annual Conference hereby express their individual and collective heartfelt thanks and gratitude to the Connecticut Town Clerks Association for their dedication and commitment to the success of the 69<sup>th</sup> IIMC Annual Conference held in Hartford, Connecticut, and for the contribution its members have individually and corporately made to this highly successful and memorable gathering.

### **President's Awards of Merit**

President Young presented this special award to Kathryn Wall, MMC, Town Clerk, Town of Berlin, Connecticut; Sharon Cassler, Clerk of Council, Cambridge, Ohio; and Ronny Fredericks, ECG-Expertise Center for Secretaries, Belgium.

### **Certificates of Appreciation – Outgoing IIMC Committee Chairs**

President Young presented Certificate of Appreciation to the Outgoing IIMC 2014-2015 Committee Chairs:

Budget & Planning, Sharon Cassler, MMC  
Conference, Mary Johnston, MMC  
Education & Professional Development, Jerry Lovett Sperling, MMC  
Elections, Shari Moore, MMC  
International Relations, Mary Lynne Stratta, MMC  
Legislative, Michael Griffin, MMC  
Membership, Bernice Dixon, MMC  
Mentoring, Barbara Blackard, MMC  
Policy Review, Colleen Nicol, MMC  
Program Review/Certification, Tami Kelly, MMC  
Public Relations/Marketing, Peggy Hawker, MMC  
Records Management, Patricia Little, MMC  
Research & Resource, Tiny Washington, MMC

### **Certificate of Appreciation – Outgoing Region Directors**

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

Region I Director Shawn Cullinane, MMC  
Region III Director Kelly Lovette, MMC  
Region IV Director Patty Dupuis, MMC  
Region V Director Terri Kowal, MMC  
Region VI Director Linda Rappe, MMC  
Region VII Director Lana McPherson, MMC  
Region IX Director Joann Tilton, MMC  
Region XI Director Jaap Paans, MMC

### **Certificate of Appreciation – Outgoing Past President**

President Young presented a certificate of appreciation to Past President Marc Lemoine, MMC.

### **Oath of Office – Incoming Directors**

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

Region I Director Carol Anderson, CMC  
Region III Director Lisa Vierling, MMC  
Region IV Director Diane Whitbey, MMC  
Region V Director Mary Johnston, MMC  
Region VI Director Pam DeMouth, MMC  
Region VII Director Brian “Petie” Ruch, MMC  
Region IX Director Tracy Davis, MMC  
Region XI Director Jaap Paans, MMC

### **Oath of Office – Incoming Executive Committee**

The oath of office was administered to the following executive committee members:

Vice President, Mary J. Kayser, MMC

President Elect, Vincent Buttiglieri MMC

President, Monica Martinez-Simmons MMC

Immediate Past President, Brenda Kay Young MMC

### **President's Comments**

Incoming President Monica Martinez Simmons recalled past IIMC achievements and expressed her goals for the upcoming year.

### **New Business**

Delegates were invited to offer any item of new business. There was discussion regarding the process for election of IIMC officers as well as the process for amending the IIMC constitution. Without objection, the following items were referred to the IIMC Board of Directors:

- 1) That the Board of Directors form a Special Task Force to research, review, and discuss the history of electing the incoming Vice President of IIMC with consideration of possible changes to the process.

The Task Force should include a representative from each region of IIMC and be directed to provide the Board of Directors an interim report by the mid-year Board of Directors meeting and a final report prior to the 2016 annual conference.

- 2) That the Constitution Task Force be asked to work on the specific task to advise the Board of Directors on the adopted Revised Constitution, Article XIV, Section B 2 to make sure all membership have the opportunity to know that amendments to the constitution are submitted and give [members] the opportunity to decide if they will participate in the annual conference to vote on it at the annual business meeting.

### **Invitation to 2016 IIMC Conference**

President Young introduced Buster Brown, Omaha, Nebraska, City and Host Clerk, who invited clerks to the 2016 IIMC Conference in Omaha, Nebraska. A brief video highlighted the city.

### **Adjournment**

With no further business, the meeting adjourned at 10:25 a.m.

Connie M. Deford

Recorder and Parliamentarian