

**International Institute of Municipal Clerks
Board of Directors
May 20, 2015
Connecticut Convention Center – Hartford, Connecticut**

The board meeting was called to order at 1:57 p.m.

The following were in attendance:

President, Monica Martinez Simmons MMC
President Elect, Vincent Buttiglieri MMC
Vice President, Mary Kayser, MMC
Immediate Past President, Brenda Kay Young MMC
Region I Directors: Carol L. Anderson, CMC; Paul R. Bergeron, MMC
Region II Director: Andrew J. Pavlica, MMC; Kimberly A. Rau, MMC
Region III Directors: Lynnette Ogden, MMC; Lisa B. Vierling, MMC
Region IV Director; Mary Ann Hess, MMC; Diana K. Whitbey, MMC
Region V Directors: Lanaii Y. Benne, MMC; Mary J. Johnston, MMC
Region VI Directors: Pam DeMouth, CMC;
Region VII Directors: Denise R/ Chisum, MMC; Brian L. Ruch, MMC
Region VIII Director: Renee Cantin, CMC
Region IX Directors: Alice J. Attwood, MMC; Tracy L. Davis, MMC
Region X Director: Karla D. Graham, MMC; Debi A. Wilcox
Region XI Director: Jaap Paans, MMC, Bruce Poole, MMC

Board Members Absent:

Region VI Director Anne B. Uecker, MMC
Region VIII Director Nancy A. Vincent, MMC

Others present:

Linda Roberts, President SLCC – Society of Local Council Clerks, England
Kathleen Montejo, MMC, Lewiston, Maine
Executive Director Chris Shalby
IIMC Office Manager Denice Cox
Parliamentarian Connie Deford

Board Members Excused

On a motion by Jaap Paans, Directors Anne Uecker and Nancy Vincent were excused.

President's Remarks

President Simmons reminded members of their role on the board of directors. She encouraged members to become familiar with the policies affecting their tenure.

Budget & Planning Committee Chair Appointment

In accordance with Policy No. 2.35.060, Vice President Kayser's appointment of Past President Marc Lemoine to the Budget & Planning Committee was approved.

Out-of-Country Travel

On a motion by Immediate Past President Young, the following travel schedule was approved:

- AMCTO Conference, Thunder Bay, Canada, June 7-10, 2015 – Buttiglieri
- SLCC Conference, United Kingdom, October 12-17, 2015 – Simmons/Shalby
- IMASA Conference, South Africa, October 21-25, 2015 – Simmons/Long
- LGMA Conference, British Columbia, Canada, October 2015 – Simmons/TBD
- Region XI Symposium Tentative, Brussels, Belgium, February 2016 – Simmons/Shalby
- ADSO Conference, United Kingdom, November 2015 – Region XI Director/TBD
- VVG Conference, The Netherlands, October 2 – Region XI Director/TBD

2016 Conference Site Visit

The President and IIMC staff will meet with the Omaha Host Committee in July. Region Directors are welcome to attend, but expenses are not paid by IIMC.

Budget & Planning Committee

The Budget & Planning Committee will meet at IIMC Headquarters August 6-8, 2015.

Mid-Year Board Meeting

The mid-year board meeting will be held November 6-7 in the home of the national president, Seattle, Washington. Travel days will be November 5 and November 8.

Executive Director Remarks

Executive Director Shalby advised that he will be visiting potential 2020 Conference sites in July, August, and September, with the board making the decision on location at the mid-year board meeting.

Unless there is a conflict, the Executive Director will attend the 2015-2016 Buffalo CVB Marketing Council meeting in August.

A weekly letter will be sent out each Friday and financial are provided monthly.

A news release from IIMC is available for any interested IIMC or MCEF board member.

Executive Director Shalby asked that board members directly contact IIMC staff responsible for any area in question.

A vacation schedule for the Executive Director is yet to be determined.

The schedule for a reception that evening was reviewed.

The Accord & Trust Agreement was distributed, and each board member was requested to sign the agreement.

Referral from Annual Business Meeting

Two items at the annual business meeting were referred to the Board of Directors:

- 1) The first was from Region I that read as follows:

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.

Director Ogden moved to authorize the President to establish a task force. Motion adopted.

President Simmons advised that it will take about two weeks to establish the task force.

- 2) The second was from Region XI Director Jaap Paans as follows:

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 has 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.

It was noted that the Constitution Task Force had submitted its final report and no longer exists.

Director Paans moved to authorize the President to establish a task force. Motion adopted.

Other Business

President Simmons noted that a letter from the Florida Association of Municipal Clerks regarding certification procedures was presented at the pre-conference board meeting. Without objection, it was referred to staff and to the Education and Professional Development Committee and the Program Review and Certification Committee.

A member's request that a written report be provided from the Mid-Year and Annual Board of Directors meetings to include actions taken on committee recommendations will be implemented.

On a motion by Director Wilcox, tally sheets from the election at the Annual Business Meeting will be destroyed at IIMC Headquarters.

Director Paul Bergeron, who will be retiring, was presented with a plaque recognizing his service to IIMC.

Adjournment

The meeting adjourned at 3:08 p.m.

Connie M. Deford
IIMC Parliamentarian