

INTERNATIONAL INSTITUTE OF MUNICIPAL  
CLERKS  
Board of Directors Teleconference  
Meeting September 15, 2016  
Minutes

**CALL TO ORDER**

President Vincent Buttiglieri, MMC called the IIMC Board of Directors teleconference meeting to order at 9:05 a.m.

**Board Members Present:**

President Vincent Buttiglieri, MMC  
President Elect Mary Kayser, MMC  
Vice President Stephanie Kelly,  
MMC  
Immediate Past President Monica Martinez Simmons,  
MMC Region I Director: Carol Anderson, CMC  
Region II Director: Andrew J. Pavlica, MMC  
Region III Directors: Pamela Smith, MMC; Lisa Vierling,  
MMC Region IV Director: Mary Ann Hess, MMC  
Region V Directors: Robbie Hume, CMC; Mary Johnston, MMC  
Region VI Directors: Pam DeMouth, CMC; Anne B. Uecker, MMC  
Region VII Directors: Denise Chisum, MMC; Brian Ruch, MMC  
Region VIII Director: Elizabeth Burke, MMC; RaNae Edwards,  
MMC Region IX Director: Tracy Davis, MMC  
Region X Directors: Aleta Neufeld, CMC; Debi A. Wilcox  
Region XI Director: Bruce Poole, MMC

**Board Members Absent:**

Region I Director: Julie Coelho, CMC  
Region II Director: Douglass Barber,  
CMC Region IV Director: Diane  
Whitbey, MMC Region IX Director:  
Sheri Pierce, MMC

**The following IIMC staff members were present:**

Executive Director: Chris Shalby  
Administrative Coordinator/Recorder: Maria Miranda

**Other Participants:**

Connie Deford, CMC/Parliamentarian

President Buttiglieri welcomed everyone and asked ED Shalby to present a brief introduction into Item 1 on the Agenda:

## **Item 1: Board Development - Midyear**

### **Session Part 1:**

ED Shalby explained that since this session involves education, Part 1 of the midyear Board Development will be facilitated by Dr. Jane Long. Dr. Long will provide the pros and cons and an overview of IIMC's history with regard to recertification. This discussion will be solely for the purpose of looking for Board discussion and agreement.

### **Session Part 2:**

ED Shalby stated that James Banks will be facilitating with Dr. Long Part 2 of the Board Development at midyear. Prior to midyear meeting, the Board will need to complete an assignment for discussion. The assignment will be coordinated by Dr. Long and will be forwarded to Board members via email.

## **Item 2: Budget Approval**

### **a. 2017 Dues increase**

ED Shalby stated that IIMC is requesting an increase in yearly membership dues of \$5 to all regions, excluding Region XI and Retired members.

A roll call vote was taken to implement the \$5 dues increase to all regions, excluding Region XI and Retired members. The majority of participants voted in favor of implementing the \$5 increase beginning with the next quarter billing on October 1, 2016. **Motion adopted.**

### **b. 2017 Montreal Conference budget/update**

ED Shalby stated we will keep the 250 rooms being offered at Host Hotel, the Bonaventure, and will use the Marriott and Sheraton for overflow with each hotel offering 125 rooms. He feels this conference might attract more attendees due to the location of conference, but for now would like to keep the projection low at approximately 500 attendees.

ED Shalby also stated the Budget Committee approved 20K for IIMC's use toward conference events in Montreal.

### **c. 2017 Study Abroad Program**

ED Shalby stated the following:

- Study Abroad Program will be a three-day program and will take place three to four days before the IIMC Conference in Montreal. The hub will be out of Montreal with one day in Quebec and half a day in Ottawa
- Education Department is currently working on the education component of the program and will assign points value
- Once the education component is finalized, IIMC will begin promoting the program within 30 days

d. Diversity Task Force Update

President Buttiglieri explained that IIMC is currently working on putting together a Task Force to look at how we can be proactive when it comes to diversity in order to help the organization. He stated that we currently have 82 volunteers which includes members from all regions. The deadline for volunteers is October 15, 2016; at that time Buttiglieri, Simmons and Shalby will review the list of final volunteers and disperse to all Board members at midyear.

Teleconference was called into Executive Session at 9:40 a.m. Staff member Maria Miranda was excused.

After the conclusion of the executive session, the meeting adjourned 10:10 a.m.

Maria Miranda  
Recorder