

**International Institute of Municipal Clerks**  
**Board of Directors ~ Mid-Year Meeting**  
**November 11, 2016**  
**Westin Hotel ~ Alexandria, Virginia**

President Buttiglieri called the board meeting to order at 3:35 p.m.

The following were in attendance:

President Vincent Buttiglieri, MMC

President Elect Mary Kayser, MMC

Vice President Stephanie Carouthers Kelly, MMC

Immediate Past President Monica Martinez Simmons, MMC

Region I Directors: Carol L. Anderson, CMC; Julie A. Coelho, CMC

Region II Director: Andrew J. Pavlica, MMC; Douglass A. Barber, CMC

Region III Directors: Pamela Smith, MMC; Lisa B. Vierling, MMC

Region IV Director: Mary Ann Hess, MMC; Diane K. Whitbey, MMC

Region V Directors: Robbie Hume, CMC; Mary J. Johnston, MMC

Region VI Directors: Pam DeMouth, CMC; Anne B. Uecker, MMC

Region VII Directors: Denise R. Chisum, MMC; Brian L. Ruch, MMC

Region VIII Director: Elizabeth Burke, MMC; RaNae M. Edwards, MMC

Region IX Directors: Tracy Davis, MMC; Sheri L. Pierce, MMC

Region X Director: Debi A. Wilcox

Region XI Director: Djimmer Petrusma MMC; Bruce Poole, MMC

Not in attendance:

Region X Director: Aleta Neufeld, CMC

Others present:

Colleen Nicol, MMC

Dale Barstow, Municipal Code

Bobby Busch, MMC

Stephanie Moon Reynolds, MMC

Lana McPherson, MMC

Executive Director, Chris Shalby

Office Manager, Denice Cox

Director of Member Services, Janis Daudt

Director of Professional Development, Dr. Jane Long

Certification Manager, Ashley DiBlasi

Finance Specialist, Janet Pantaleon

CPA, Financial Consultant, Connie Parker

Parliamentarian, Connie M. Deford

Administrative Coordinator/Secretary, Maria Miranda

Director Edwards moved to excuse Director Neufeld's absence. **Motion carried.**

Foundation Report Update

Foundation President Nicol presented an overview of the IIMC Foundation adding the following:

- Collected \$30,000 last year at conference
- Collected \$9,000 in voluntary giving with dues
- The Foundation is noticing lower contributions now due to budget cuts in municipalities
- Have added the Jim Tinnin endowment
- Will make a decision in regards to the amount of Policy 8 contribution
- Handed out \$18,000 in scholarships last year
- Encourage Board members to promote contributions with the membership and state association, whether via dues, raffle tickets, fundraisers and legacy donations.

The Board went into Executive Session at 3:45 p.m. and reconvened at 4:15 p.m.

Announcements

A reception sponsored by the Hilton Hotel will be held in the lounge from 5 to 6 p.m. this evening. Dinner will be on your own.

Breakfast will be from 7 – 8 a.m. on Saturday morning with the meeting scheduled to begin at 8 a.m. We will plan to adjourn by 4:30 p.m.

Dinner with the IIMC Foundation members will be Saturday evening at Joe Theisman's Restaurant.

The bus will leave for Arlington Cemetery promptly at 7 a.m. on Monday morning. After the wreath-laying ceremony, the bus will return to the hotel.

Adjournment

The meeting adjourned at 4:20 p.m.

**International Institute of Municipal Clerks**  
**Board of Directors ~ Mid-Year Meeting**  
**November 12, 2016**  
**Westin Hotel ~ Alexandria, Virginia**

President Buttiglieri called the board meeting to order at 8:05 a.m.

The following were in attendance:

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

Not in attendance:

Region X Director: Aleta Neufeld, CMC

Others present:

Colleen Nicol, MMC  
Dyanne Reese, MMC  
Bobby Busch, MMC  
Stephanie Moon Reynolds, MMC  
Lana McPherson, MMC  
Executive Director, Chris Shalby  
Office Manager, Denice Cox  
Director of Member Services, Janis Daudt  
Director of professional Development, Dr. Jane Long  
Certification Manager Ashley DiBlasi  
Finance Specialist, Janet Pantaleon  
CPA, Financial Consultant, Connie Parker  
Parliamentarian, Connie M. Deford  
Administrative Coordinator/Secretary, Maria Miranda

President Buttiglieri administered the Oath of Office to Region XI Director Djimmer Petrusma.

## **AGENDA**

The meeting agenda was approved as distributed

## **CONSENT AGENDA**

Minutes of the following meetings were approved;

- a. May 21, 2016 Board Meeting, Omaha, NE
- b. May 25, 2016 Board Meeting, Omaha, NE
- c. May 25, 2016 Annual Business Meeting, Omaha, NE
- d. September 15, 2016 Board Meeting Teleconference

## **EXECUTIVE DIRECTOR UPDATE**

ED Shalby presented the report adding the following:

### 2016 Conference - Omaha, NE:

- Omaha conference will exceed projections and will realize an estimated profit of \$140,000 by year-end.

### 2017 Conference – Montreal, Canada:

- Currently we are projecting attendance at 500 Delegates/60 guests and a deficit of \$72,814 due to the fact that the conference is in Canada.

### Hotels:

- The host hotel is the Bonaventure with 250 rooms contracted. Second hotel is the Marriott with the Sheraton as the second overflow hotel.

### Education:

- Per the Board's recommendation, we will discontinue the Education Resource Group beginning in 2017 and use a volunteer-based Education Resource Council.
- We have been operating without a Communications Coordinator and will be looking to fill the position in 2018 in order to alleviate staff work load.

### Independent Contractors:

- Director Uecker moved to renew contracts for the following four IIMC independent contractors: Dr. Jane Long, Director of Professional Development; Tom van der Hoven, Region XI, Consultant; Sharon Ozimek, Event Management; and Connie Parker, Financial Manager. **Motion carried.**
- Director Davis requested to see contracts for Ozimek and all other contractors. Director Shalby agreed to provide job descriptions only.

## **EDUCATION DEPARTMENT REPORT**

Certification Manager DiBlasi presented the report adding the following:

- We will be offering two Athenian Dialogues in Montreal and will add a third and fourth if the need arises; we have facilitators available.
- We have released one additional course through Captus Press bringing our total online program number to four courses. Since January 1, 2016, IIMC has received approximately \$12K in revenue from these programs.
- We have received a proposal for a new Institute from Indiana which will go to the committee for approval in January 2017.

- Since the Annual Board Meeting in May 2016, we have awarded 161 CMC designations and 44 MMCs.
- Vice President Kelly asked if IIMC has considered live stream/pay per view sessions and academies for all members who cannot attend conference. DiBlasi stated that this idea is on IIMC's wish list but that we have to keep in mind that not all speakers are open to live stream and some have the rights protected and some have outrageous fees. DiBlasi also stated it is too late for 2017, but we will look into this with speaker when dealing negotiations and find out what options they're willing to give us.

Dr. Long stated that she is creating a pilot peer-to-peer interactive course entitled "Managing Change and Transitions," which is scheduled to be released on Digital Chalk by the end of 2016.

At this time Director Coelho expressed her concern regarding points awarded during Region meetings. Region meetings currently earn .5 point per 4 in-class hours vs. 1 point with same speaker and content at an Institute. DiBlasi explained that if we award same amount of points then this would avoid the use of Institutes and that we will need direction from the Board in order to make any changes

Director Burke suggested we forward this issue to the committee so they can look at options rather than revamp the policy. ED Shalby agreed to forward the issue to the committee.

Director Coelho moved to have the Education Committee look at points awarded for Region meetings vs. Institutes. **Motion carried.**

## **RECESS**

The meeting recessed at 9:30 a.m. and reconvened at 9:50 a.m.

## **COMMITTEE REPORTS**

Without objection, reports from the following committees that did not require action were received: Conference, Elections, International Relations, Legislative, Membership, Mentoring, Records Management, and Research and Resource.

## **BUDGET AND PLANNING**

Without objection, President Elect Kayser's motion to postpone the report to the first item under Financials, Item 12, was approved.

## **EDUCATION/PROFESSIONAL DEVELOPMENT**

Past President Simmons presented the Report. The committee recommendations for each proposal are provided as well as Board of Directors action:

- 1) Proposed Change to Institute Guidelines:  
This motion was passed unanimously by the committee members on the call, 11-0.  
The recommendation was adopted by the Board of Directors.
- 2) Proposed Changes to Education Guidelines

President Elect Kayser moved to amend by inserting "any or all" before "points may be earned" in both CMC and MMC. Motion carried.

CMC – Regions 1 thru 11: Rewrite to add "any or all" as follows:

Of the 60 CMC Education points required for CMC certification, any or all points may be earned through online learning (includes offerings by Institutes, Academies, pre-approved State, Provincial, or National Association programs, and IIMC programs).

MMC – Regions 1 thru 11: Rewrite to add “any or all” as follows:

Of the 60 Advanced Education points required for MMC certification, any or all points may be earned through online learning (includes offerings by Institutes, Academies, pre-approved State, Provincial, or National Association of program, IIMC programs, and programs from other outside entities (i.e. Fred Pryor seminars, Career Track, National Seminar Training, Ed2Go and FEMA)).

This motion was passed by a 7-4 vote in the committee.

The recommendation, as amended, was adopted by the Board of Directors.

- 3) Proposed Change to Institute Guidelines for Sponsoring Institution.  
This motion was passed by a 12-2 vote in the committee.

The recommendation was adopted by the Board of Directors.

## **POLICY**

The following recommendations were approved:

- Approval of the membership ownership language as has been the practice with the policy to read: Membership belongs to the member and not the City where the member works. If a member moves from city to city, the membership is retained with the member
- Approval of the policy changes submitted by the Budget and Planning Committee, now contained in 4.05; 4.15.01, and 4.20
- Approval of the Annual Conference VIP protocol policy in 7.45.
- Approval of the Quill Award criteria changes, policy associated forms/instruction changes.

ED Shalby proposed the following changes to the Quill Award Selection Criteria to read as follows:

The Selection Committee shall use the IIMC Quill Award Scoring Form for determining successful nominees for the year. The Executive Director and President shall notify the recipient(s), the recipient's mayor and city manager, and confirm attendance at the annual IIMC, Inc. awards event.

Past President Simmons moved to approve the amendment. **Motion carried.**

## **PUBLIC RELATIONS & MARKETING**

Director Pavlica presented the Report and presented three proposed letters to be distributed to Congressional representatives in early 2017.

The recommendation for distribution of all three proposed letters was approved.

By unanimous consent, discussion of the Budget and Planning Report after Item #12c under Financials was postponed until after lunch.

**STAFF REPORTS:**

Communications: The report was received as presented by ED Shalby.

Membership: The report was received as presented by Membership Director Daudt. She added the following:

- Member Drive to market to County Clerks and Special Districts has brought in 28 new members. Last mailing for this drive has been gone out.
- The Region Director Challenge has brought in 10 new members

Director Burke requested a list of Special Districts in order to be able to work on additional recruiting. Director Daudt will provide the list to her and other Board members per request.

Region XI: The report was received as presented by ED Shalby. He added the following:

- We are optimistic that something may develop with the Local Government Institute of India; we will follow up in the beginning of 2017.
- Study Abroad will finalize with the hotel at the end of November 2016.

Education Resource Group: The report was received as presented by ED Shalby.

Meeting recessed at 11:49 a.m. and reconvened at 1:10 p.m. with Item 12-Financials.

**FINANCIALS**

The report was received as presented by Finance Manager Parker and Finance Specialist Pantaleon.

**BUDGET AND PLANNING**

The report was presented by President Elect Kayser. The committee's recommendation to approve the 2017 budget was adopted.

**ANNUAL CONFERENCE UPDATES – ED Shalby**2017 Montreal, Canada

- Montreal is a stunning city
- The host hotel is the Bonaventure with Marriott and Sheraton being the overflow hotels
- Opening Ceremony will offer Cirque du Soleil acts
- We are working to get a local MC and local Nation Anthem singer since it will have to be sung in French
- All-Conference Event will be either all black or all white with different types of cuisine and a DJ

2018 Norfolk, VA

- Host hotels will be the Sheraton and Marriott
- Great Host Committee
- Host Committee would like Board to consider flip-flopping the All-Conference Event to Monday and have Tuesday off

### 2019 Birmingham, AL

- Birmingham is a great city
- City is one hour from Atlanta
- Convention center is part of the Host Hotel
- Great Host Committee (Lee Frazier is Host Clerk)

### **2021 ANNUAL CONFERENCE SITE SELECTION**

Handouts were distributed and ED Shalby presented the overview of the three anonymous bidding cities. After the presentation, the Board voted unanimously for City C, Grand Rapids, MI. the Host Hotel is the Amway Hotel.

### **ANNUAL MEETING MINUTES**

The Annual Meeting Minutes, previously adopted at this meeting, were amended as follows:

On Page 3, strike out Young and insert Simmons after President. Motion adopted.

### **REPORT FROM DIRECTORS**

Each Region Director and EC Member reported on activities in their region and announced upcoming meetings and events.

### **OTHER BUSINESS AND ANNOUNCEMENTS**

- President Buttiglieri and Past President Simmons gave an update on the Diversity/Inclusivity Task Force and Composition and distributed a handout with a list of volunteers for consideration. This list is made up of members that have never served on the Board of Directors. The goal is to begin work with the task force in January 2017 along with Dr. Long.
- President Buttiglieri gave an update on his meeting with the Executive Committee from the Newfoundland/Labrador Professional Management Association. He stated that the Committee is excited to be affiliated with IIMC and what we have to offer and what it can do for them professionally. ED Shalby would like the Board's approval to invite the Committee to Montreal; the request was approved.
- NAGARA has invited IIMC to present and will give us an exhibit space to promote IIMC. Cost will be to fly Director Daudt to recruit members. The Board approved Daudt's travel.
- SLCC, ADSO and IIMC co-joint conference: We have a policy for abroad conferences which states it should be every 10 years. Bidding process will be as we did for Canada. One of the cities suggested is Bristol for 2022. RFPs for 2022 will be going out in March 2017.
- ED Shalby announced that all Board members should arrive in Montreal on Thursday in order to attend the Board Development on Friday.

### **ADJOURNMENT**

With no further business, the meeting adjourned at 4:00 p.m.

Maria Miranda, Secretary