

**International Institute of Municipal Clerks**  
Board of Directors Teleconference Meeting  
March 21, 2017

President Buttiglieri called the meeting to order at 12:02 p.m. EDT.

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 Director: Julie A. Coelho, CMC  
Region II Director: Andrew J. Pavlica, MMC  
Region III Director: Lisa B. Vierling, MMC  
Region IV Directors; 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 Director: Brian L. Ruch, MMC  
Region VIII Director: RaNae M. Edwards, MMC  
Region IX Directors: Tracy Davis, MMC; Sheri L. Pierce, MMC  
Region X Director: Bonnie Hilford, CMC

Not in attendance:

Region I Director: Carol L. Anderson, MMC  
Region II Director: Douglas A. Barber, CMC  
Region III Director: Pamela Smith, MMC  
Region VII Director: Denise R. Chisum, MMC  
Region VIII Director: Elizabeth Burke, MMC  
Region X Director: Aleta Neufeld, CMC  
Region XI Directors: Djimmer Petrusma MMC, Bruce Poole, MMC

Others present:

Executive Director, Chris Shalby  
Parliamentarian, Connie Deford

President Buttiglieri administered the oath of office to new Region X Director Bonnie Hilford.

**Board Development Session**

President Buttiglieri and Executive Director Shalby reviewed the schedule for board development sessions prior to the May Board of Directors meeting.

Dr. Jane Long will facilitate Part One, a Professional Development continuation from the November board meeting. Part Two, facilitated by Dr. Long and James Banks, will focus on Collaborative Communication. Members will receive information on things to be prepared prior to coming to Montreal.

Breakfast on Friday will be at 7 a.m., with the development session scheduled from 8 a.m. to 2:30 p.m.

## **New Committee**

President Elect Kayser advised that when the executive committee met in February, the various committees were reviewed for next year. The thinking was that the Membership and the Mentoring Committees might be more effective if combined into one committee. There is enough interest to fill a slightly larger combined committee.

Director Edwards moved to approve combining the Membership and Mentoring Committees.

Motion adopted by the following vote:

Yes: Simmons, Kayser, Kelly, Coelho, Pavlica, Vierling, Hess, Whitbey, Hume, Johnston, DeMouth, Uecker, Rich, Edwards, Davis, Pierce, Hilford.

No: None.

The Policy Committee will be notified to put in proper form for the Policy Manual.

## **Montreal Conference**

Executive Director Shalby advised that there are 620 delegates and a total of 830 registrants. The off-site programs are sold out. The main hotel, The Bonaventure, lobby is on the 9<sup>th</sup> floor. There are only two main elevators. Meeting rooms are one floor down from the lobby accessible by one escalator down and one escalator to come back up to the lobby. This is not a typical convention center. Halls are narrow and if scanning is used as in past conventions, there will be a lot of congestion.

For this conference, the Education Department is suggesting the following as a replacement for actual badge scanning for the 2017 conference only:

- Upon check-in, all delegates would receive a document containing all possible session names and a place to initial or check off the session that they attended
- The document would contain a line on which the delegate would sign their name attesting to their attendance at the marked sessions
- The forms would be turned in at a box at the registration desk prior to leaving the conference or alternatively if they forgot to turn in the form, emailed to staff after the conference
- The Education Department would then collect all submitted forms and generate a transcript for each participant based on the sessions they signed off as attending
- Assessments would still be required for pre-conference Academy and Athenian Dialogue.

The IIMC Education and Professional Development Committee and the Conference Committee have reviewed the recommendation and have voted to fully support the proposal.

Vice President Kelly moved to suspend the rules that would interfere with varying from the normal scanning at educational sessions at the 2017 conference only.

Motion adopted by the following vote:

Yes: Simmons, Kayser, Kelly, Coelho, Pavlica, Vierling, Hess, Whitbey, Hume, Johnston, DeMouth, Uecker, Rich, Edwards, Davis, Pierce, Hilford.

No: None.

Executive Director Shalby advised that Montreal will be celebrating its 375<sup>th</sup> anniversary as a city this year. At the opening ceremony, the flags of the Canadian provinces will be displayed by the side of the stage. A local will sing the Canadian National Anthem in English and in French. The international flags and anthems will be presented for all other countries (including the United States). There would not be a parade of state flags. The Master of Ceremonies will be a local individual. A grab-and-go breakfast will be provided for delegates.

Without objection, the described opening ceremonies were approved.

### **International Travel**

President Buttiglieri advised that he has been invited to attend the Israeli Conference. This was not on the original travel listing.

Director Johnston moved to approve the additional travel for the President. Without objection, the motion was adopted.

### **Committee Focus**

President Elect Kayser noted that the Legislative Committee will be focusing on state legislation affecting clerks as well as different methods to track that legislation. Formerly the committee focused on federal legislation.

### **Adjournment**

The meeting adjourned at 12:30 p.m. EDT.

Connie M. Deford  
Parliamentarian and Recorder