

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
Board of Directors Meeting
May 24, 2017
Hotel Bonaventure, Montreal, Canada
Minutes

CALL TO ORDER

President Mary Kayser called the IIMC Board of Directors meeting to order at 12:15 p.m. Wednesday, May 24, 2017.

Board Members Present:

President Mary Kayser, MMC
President Elect Stephanie Carouthers Kelly, MMC
Vice President Lana McPherson, MMC
Immediate Past President Vincent Buttiglieri, MMC
Region I Director: Carol L. Anderson, MMC
Region II Directors: Douglass A. Barber, CMC; Heidi Brunt, MMC
Region III Directors: Pamela Smith, MMC; Lisa B. Vierling, MMC
Region IV Directors: Janice Almay, MMC; Diane K. Whitbey, MMC
Region V Directors: Robbie Hume, CMC; Mary J. Johnston, MMC
Region VI Directors: Daniel Buchholtz, MMC; Pam DeMouth, CMC
Region VII Directors: Bobby G. Busch, MMC; Brian L. Ruch, MMC
Region VIII Director: Elizabeth Burke, MMC; RaNae M. Edwards, MMC
Region IX Directors: Tracy L. Davis, MMC; Sheri L. Pierce, MMC
Region X Director: Bonnie Hilford, CMC
Region XI Director: Djimmer Petrusma, MMC

The following IIMC staff members were present:

Executive Director: Chris Shalby
Director of Professional Development: Dr. Jane Long
Office Manager: Denice Cox

Also present:

Parliamentarian/Recorder: Connie M. Deford, CMC

Without objection, Region I Director Julie Coelho, and Region XI Director Kathryn Richmond were excused.

Absent: Region X Director Aleta Neufeld. CMC

Role of Board Members

President Kayser reviewed IIMC Policy 2.3 dealing with the role of board members.

Budget & Planning Committee Appointment

Vice President McPherson moved to appoint Andrew Pavlica, New Jersey, to serve on the Budget & Planning Committee. The appointment was approved.

President, Executive Committee, and Executive Director Travels

Executive Director Shalby reviewed the travel plans for the President, executive committee members, and Executive Director for the upcoming year. Director Buchholtz moved approval of the travel plans as presented. Motion adopted.

Norfolk Site Visit

President Kayser, Executive Director Shalby, and Ashley DiBlasi will visit Norfolk in August.

Budget & Planning Committee Meeting

The Budget and Planning Committee will meet September 21-24, 2017 at IIMC Headquarters. The Executive Committee will meet on September 23rd.

Mid-Year Board Meeting

Director Shalby announced that the mid-year meeting will be in Riverside, California at the Mission Inn November 16-19, 2017.

Executive Director Remarks

Executive Director Shalby stated that the deadline for proposals for the 2022 Conference is in June. Site visits to the various locations will be scheduled during the summer months.

He will continue to send out the weekly Friday letter, and financial reports are sent out quarterly. If incoming Board and Executive Committee members wish to have a press release issued by IIMC, they are to contact Executive Director Shalby.

Members were encouraged to contact staff directly with questions or concerns.

The Executive Director will take the bulk of his vacation time in December.

Details about arrangements, time, and location for this evening's reception were provided.

Other Business

President Kayser noted that the Policy Committee was to have considered the election manual as well as the Policy Manual. Nancy Vincent chaired that committee, and they need to finish their work. Director Whitbey moved to refer the election and policy manuals back to the 2017-2018 committee to complete their work. Motion adopted.

Adjournment

With no further business, the meeting adjourned at 12:30 p.m.

Connie Deford
Parliamentarian/Recorder