

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
Board of Directors Meeting  
May 19, 2018  
Waterside Marriott Hotel – Norfolk, Virginia  
Minutes

**CALL TO ORDER**

President Mary Kayser called the IIMC Board of Directors meeting to order at 8:00 a.m. Saturday, May 19, 2018.

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; Joseph F. Powers, MMC  
Region II Directors: Douglass A. Barber, CMC; Heidi R. Brunt, MMC  
Region III Directors: Pamela Smith, MMC; Lisa B. Vierling, MMC  
Region IV Directors: Janice Almy, 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 Directors: Bonnie Hilford, CMC; Aleta Neufeld, CMC  
Region XI Director: Djimmer Petrusma, MMC; Kathryn Richmond, CMC

The following IIMC staff members were present:

Executive Director: Chris Shalby  
Professional Development Director: Dr. Jane Long  
Assistant Director of Professional Development: Ashley DiBlasi  
Education Assistant: Kellie Siggson  
Director of Member Services: Janis Daudt  
Finance Specialist: Janet Pantaleon  
Finance Consultant: Connie Parker  
Parliamentarian: Connie Deford  
Administrative Coordinator/Recorder: Maria Miranda

Also Present:

Region XI Consultant: Tom Van der Hoven, Region XI Consultant  
Municipal Code: Dale Barstow  
Past President: Colleen Nicol, MMC  
Marian Karr, MMC  
Awilda Hernandez, MMC

Incoming Board:

- Incoming Region III Director: Sonja Tolbert, CMC
- Incoming Region VI Director: Marie Moe, MMC
- Incoming Region VII Director: Helen Ingold, CMC
- Incoming Region IX Director: Dawn Abrahamson, MMC

**AGENDA APPROVAL**

An Executive Session was added to the agenda after the Foundation Report. The agenda was approved with correction.

**FOUNDATION REPORT**

Foundation report was presented by President Nicol and added the following:

- The IIMC Foundation website is now up and running
- We will be refocusing efforts to better promote the Foundation in order to raise more dollars
- 50 scholarships awarded; 39 from restricted and 11 from unrestricted funds
- Continue to offer two scholarships per Region
- Promoted the Foundation bracelet

In accordance with the approved agenda, the room was cleared and the board met in executive session beginning at 8:21 a.m. and the regular meeting was reconvened at 9:17 a.m.

Without objection a recess was taken at 9:17 a.m. and the meeting reconvened at 9:35 a.m.

**Executive Director Update**

ED Shalby gave an overview of the report adding the following:

- Proceeding into 2019, IIMC will be looking into the possibility of hiring either a full-time or part time/independent contractor to fill the position of Marketing/Communications. We will be looking at candidates with strong experience in writing, social media, and non-profit work.
- We projected 670 paying delegates for the Norfolk conference, and we have a total of 757 members and 36 guests attending, with Region II bringing in 137 delegates and overall for Regions II, III, and IV, there are 303 members.
- This year General Code is sponsoring a Conference Bingo which will engage all delegates and offer a free registration to next year's conference.

## **Suggested Diversity and Inclusivity Policy (based on Constitutional Amendment passing)**

Diverse perspectives in IIMC Membership and Leadership is critical to the organization's ongoing success. IIMC views its members' diverse backgrounds and interests as assets and is committed to promoting inclusive environments where members from across the Municipal Clerk profession feel valued, respected, and welcome. IIMC will not discriminate based on profession, race, gender, religion, age, sexual orientation, nationality, disability, appearance, geographic location, or professional level. IIMC is committed to having Board members that are representative of the diverse make-up of its membership.

## **Campaign Guidelines - Revised Policy – Draft**

Management recommends revising current Policy 2.20.060 – Campaigning Guidelines – to include the IRS Dos and Don'ts bylaws and incorporate the verbiage to Section D. to include the same restrictions for Region Directors

Director Smith moved that we (the board) forward management's recommendations to the Elections Committee and the Policy Review Committee, which includes:

- 1) To review Policy 2.20.060 Campaigning Guidelines to include the IRS Do's and Don'ts bylaws.
- 2) Incorporate the word "neither" in the first sentence in D. of Policy 2.20.060 Campaign Guidelines with the addition of new words "nor Region Directors, first sentence in Section D of Policy 2.20.060, and
- 3) Add the words "prohibit the ED and/or any IIMC staff members from speaking to or asking an IIMC member to run for Vice President.

Director Powers moved to divide the question. **Motion adopted.**

After further debate, President Elect Kelly moved to reconsider dividing the question. The motion to reconsider was adopted. Motion to divide the question was lost.

After further debate, Director Neufeld moved to strike out #3 from the motion. Motion adopted.

The motion as amended was adopted.

President Elect Kelly moved to refer to the Elections Committee and Policy Review Committee the use of the IIMC logo during IIMC campaigning. **Motion adopted.**

Director Hume moved to refer to the Elections Committee and Policy Review Committee to create guidelines on candidate recruitment. **Motion adopted.**

President Elect Kelly moved to refer the Diversity and Inclusivity Policy to the Policy Review Committee. **Motion adopted.**

## **Hungary Affiliation Agreement**

IIMC has not had any form of communication with the Hungarian Association since 2005. In keeping IIMC on track and as transparent as possible with its Region XI affiliates, management recommends eliminating this affiliation.

Immediate Past President Buttiglieri moved to discontinue affiliation with the Hungarian Association.  
**Motion adopted.**

#### **RECESS**

Without objection, the meeting recessed at 10:45 a.m. and reconvened at 11:00 a.m.

#### **Education Department Report**

Assistant Director of Professional Development DiBlasi gave an overview of the report.

- The department is offering four Athenian Dialogues at this conference. These sessions have received a positive response and all have sold out bringing in additional revenue.
- Canada and South Carolina are showing interest in holding Athenian Dialogues in the near future.
- As of the date of this report, we have had 19 members take advantage of the MindEdge online learning opportunities. We hope to see additional registrations and be able to report back on the revenue received from this partnership.
- Since May 2017, we have awarded 378 CMC designations and 92 MMC designations.
- Dr. Long is currently researching the logistics of IIMC Accreditation regarding our CMC and MMC programs and will have updates during the Midyear Meeting in October 2018.

#### **Region XI Report**

Consultant van der Hoven presented the report and stated the following:

- The key objective is to generate membership growth in Region XI focusing on how to retain those members and to provide them with services and products that will serve their needs.
- Will now focus on planning the 2019 Symposium and work with the International Relations Committee and the large number of members in Region XI to provide the products and services they will want to access.

### **COMMITTEE REPORTS**

#### **Conference Committee**

Director Johnston gave an overview of the report.

#### **Education & Professional Development**

Director Barber gave an overview of the report.

#### **Elections Committee**

Director Edwards gave an overview of the report.

#### **Legislative Committee**

Director Ruch gave an overview of the report.

### **Membership/Mentoring Committee**

Director Almy gave an overview of the report.

### **Policy Committee**

Director Busch gave an overview of the report.

### **Records Management Committee**

Directors Anderson and Pierce gave an overview of the report.

### **Research and Resource Committee**

Directors DeMouth and Hume gave an overview of the report.

### **RECESS**

Without objection, the meeting recessed at 12:00 p.m. for lunch and reconvened at 1:05 p.m.

### **International Relations Committee**

Director Petrusma gave an overview of the report.

Director Petrusma moved to postpone Goal #4 (Market Regions X and XI to members in Regions I through IX) until the next meeting on Wednesday, May 23, 2018. **Motion adopted.**

### **Public Relations and Marketing Committee**

Director Richmond gave an overview of the report. The ED stated that parts of the committee's recommended Crisis Communication Plan will be incorporated in an overall plan, including IIMC Headquarters. A report should be available at the mid-year meeting.

### **Budget and Planning Committee**

Vice President McPherson gave an overview of the report and stated that Committee Chair Marc Lemoine will be giving the full report during the Annual Business Meeting on Wednesday, May 23, 2018.

### **Financials**

CPA Parker provided an overview of the audit report.

Director Buccholtz moved to accept the auditor's report. **Motion adopted.**

IIMC Finance Specialist Pantaleon presented the quarterly financial report for the period ending March 31, 2018.

## **STAFF REPORTS**

### **Communications**

The report was received as presented by ED Shalby.

## **Member Services**

Member Services Director Daudt gave an overview of the report and added the following:

- As of the end of April 2018, IIMC's membership count is 14,704
- Norfolk conference brought in 222 first time attendees

The report was received as presented.

## **RECESS**

Without objection, the meeting recessed at 2:15 p.m. and reconvened at 2:35 p.m.

## **Annual Conference Updates** (Verbal by ED Shalby)

### **2019 – Birmingham, AL**

- President Elect Kelly, ED Shalby, Assistant of Professional Development DiBlasi and Ozimek (Your Event Solutions) will be attending site visit in July.
- Lee Frazier, MMC, is the Host Clerk
- Will have one Host Hotel
- Will be working on the Conference Logo
- Will have support from the CVB and Committee

### **2020 – St. Louis, MO**

- Karen Goodwin, MMC, is the Host Clerk
- Host Hotel is the Hyatt
- All events will be held at hotel
- Theme: Meet Me in St. Louis – Your Gateway to Education

### **2021 – Grand Rapids, MI**

- Will meet with Host Committee in Norfolk
- It will be IIMC's 75<sup>th</sup> Annual Conference

### **2022 – Little Rock, AR**

- Will work on Theme and Logo

ED Shalby stated that RFPs for 2023 are currently being submitted.

## **Directors Reports**

All Directors verbally presented reports from their regions.

## **Other Business**

Past President Buttiglieri thanked the Board, especially the outgoing Board members, for all their work and contributions to the organization.

**Adjournment**

The Board meeting adjourned at 5:05 p.m.

Maria Miranda, Recorder