

International Institute of Municipal Clerks  
2018 – 2019 Board Agenda  
Marriott Hotel -- Norfolk, Virginia  
Wednesday, May 23, 2018

Call to Order

Roll Call

President Stephanie Carouthers Kelly Remarks

Role of Board – Kelly – Policy handout on Region Directors Responsibilities

Budget & Planning Committee Chair Appointment — Mary Johnston

Petie Ruch, former Director from Region VII –**Board Approval Required**

\*\*\*Per IIMC Policy -- Management supports nomination to this Committee

President, EC and ED Travels – Regions X/XI – **Action Required**

- AMCTO Conference – Canada – June 10-13, 2018 – Kelly
- SLCC Conference – United Kingdom – October 11-15, 2018 – Kelly/Shalby
- IMASA Conference – South Africa – October 17-19, 2018 – TBD
- LGMA Conference – British Columbia, Canada – October 2018 – TBD
- ADSO Conference – United Kingdom -- November 2018 – Region XI Director/TBD
- VVG Conference – The Netherlands – Region XI Director/TBD

Budget & Planning Meeting – IIMC HQ – September 7, 2018 – BP, EC and IIMC staff

Executive Committee Meeting – IIMC HQ – September 8, 2018 – EC and ED

Mid-Year meeting – October 25-28, 2018 – Kelly/Shalby

- Location to be announced -- Kelly
- Board Development/Developing new Strategic Plan with input from IIMC membership

Executive Director Remarks – Shalby

- 2023 Conference site visits – July, August, September – Shalby
- Friday letter - weekly
- Quarterly financials
- News Releases
- Contacting IIMC staff
- Tonight's reception
- Shalby Vacation – TBD

## Other Business

Executive Director Shalby recommends two new Policies for Board Approval: If approved, President Kelly will need to send to Policy Committee to create and develop

1. Create a Gift Policy to establish a monetary value on Board gifts and what types of gifts are acceptable for a member of the IIMC Board of Director.
2. Conflict of Interest Policy regarding Agenda items

## EC/ED Upcoming Travels

- 2019 Site Visit – Birmingham, AL – July 18-21, 2019 – Kelly/Shalby/DiBlasi
- NAGARA Conference – Washington, DC – August 15-18 – Shalby
- Budget & Planning Meeting – IIMC HQ – September 7, 2018 – BP, EC and IIMC staff
- Executive Committee Meeting – IIMC HQ – September 8, 2018 – EC and ED
- National League of Cities Conference – November – Los Angeles, Shalby/IIMC Staff