

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
Board of Directors Meeting  
May 23, 2018  
Waterside Marriott Hotel – Norfolk, Virginia  
Minutes

**CALL TO ORDER**

President Stephanie Kelly called the IIMC Board of Directors meeting to order at 12 Noon. Wednesday, May 23, 2018.

**Board Members Present:**

President Stephanie Carouthers Kelly, MMC  
President Elect Lana McPherson, MMC  
Vice President Mary J. Johnston, MMC  
Immediate Past President Mary Kayser, MMC  
Region I Director: Sandra Pinsonault, MMC; Joseph F. Powers, MMC  
Region II Directors: Douglass A. Barber, CMC; Heidi R. Brunt, MMC  
Region III Directors: Pamela Smith, MMC; Sonja Tolbert, CMC  
Region IV Directors: Janice Almy, MMC; Leticia Vacek, MMC  
Region V Directors: Robbie Hume, CMC; Leon Wright CMC  
Region VI Directors: Daniel Buchholtz, MMC; Marie Moe, MMC  
Region VII Directors: Bobby G. Busch, MMC; Helen Ingold, MMC  
Region VIII Director: Elizabeth Burke, MMC; RaNae M. Edwards, MMC  
Region IX Directors: Dawn Abrahamson, 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  
Office Manager: Denice Cox  
Parliamentarian: Connie Deford

Members were provided with a copy of Chapter 2.30 of the Policy Manual dealing with Region Director Responsibilities.

**Budget & Planning Committee Appointment**

In accordance with IIMC Policy, Vice President Johnston recommended Brian “Petie” Ruch, MMC, be appointed to the Budget & Planning Committee. He has just completed his term as Region VII Director. Director Buccholtz moved to approve the appointment. Motion adopted.

## **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 Powers moved approval of the travel plans as presented. Motion adopted.

## **Budget & Planning Committee Meeting**

The Budget and Planning Committee will meet September 7<sup>th</sup> at IIMC Headquarters. The Executive Committee will meet on September 8<sup>th</sup>.

## **Mid-Year Board Meeting**

It was announced that the mid-year meeting will be in Little Rock, Arkansas. October 25-28, with Thursday and Sunday travel days.

## **Strategic Plan**

Executive Director Shalby noted that there will be a membership survey this summer, and the information obtained from survey will be used to work on a new IIMC Strategic Plan.

## **Executive Director Remarks**

The deadline for proposals for the 2023 Conference is in June. Site visits to the various locations will be scheduled during the summer months. There are three or four cities interested. Preference will be given for a city where a conference has not been held in the region in the last five years.

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.

## **Policies for Board Approval**

Without objection, the board approved the executive director's recommendation to have the Policy Committee create the following policies:

- 1) 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 Directors
- 2) Conflict of Interest Policy regarding agenda items.

The development of a Campaign Policy was referred to the Policy and Elections Committees by the Board of Directors at their May 19<sup>th</sup> meeting.

### **International Relations Committee Report**

The Board of Directors, at their last meeting, referred the International Relations Committee Report with recommendations, to this meeting. Director Djimmer moved to refer that report to the October mid-year meeting. Motion adopted.

### **Adjournment**

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

Connie Deford  
Parliamentarian/Recorder