

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
Board of Directors Teleconference Meeting  
March 20, 2019  
Minutes

**CALL TO ORDER**

President Stephanie Kelly, MMC called the IIMC Board of Directors teleconference meeting to order at 11:05 a.m. PST.

Board Members Present:

President Stephanie Kelly, MMC  
President Elect Lana McPherson, MMC  
Vice President Mary Johnston, MMC  
Immediate Past President Mary Kayser, MMC  
Region I Director: Sandra Pinsonault, MMC  
Region II Directors: Douglass Barber, CMC; Diane Pfulgfelder, MMC  
Region III Directors: Pamela Smith, MMC; Sonja Tolbert, CMC  
Region IV Directors: Janice Almy, MMC; Leticia Vacek, MMC  
Region V Director: Robbie Hume, CMC  
Region VI Directors: Audra Etzel, MMC; Marie Moe, MMC  
Region VII Director: Helen Ingold, CMC  
Region VIII Directors: Elizabeth Burke, MMC; RaNae Edwards, MMC  
Region IX Directors: Dawn Abrahamson, MMC; Sheri Pierce, MMC  
Region X Directors: Bonnie Hilford, CMC; Aleta Neufeld, CMC  
Region XI Director: Kathryn Richmond, CMC

Board Members Absent:

Region I Director: Joseph Powers, MMC  
Region V Director: Leon Wright, MMC  
Region VII Director: Bobby Busch, MMC  
Region XI Director: Djimmer Petrusma, MMC

The following IIMC staff members were present:

Executive Director: Chris Shalby  
Assistant Director of Professional Development: Ashley DiBlasi  
Education Associate: Kellie Siggson  
Education Assistant: Iris Hill  
Administrative Coordinator/Recorder: Maria Miranda

Other Participants:

Dr. Jane Long, Director of Professional Development  
Connie Deford, CMC/Parliamentarian

President Kelly welcomed everyone and presented a brief introduction into the Agenda items and asked Executive Director Shalby to briefly introduce Item 1 on the Agenda.

Director Shalby asked Dr. Long to give an overview of Item 1 in regards to the creation of the Task Force.

#### **Item 1: Creation of an Education Task Force**

Dr. Long gave an overview of the report and stated that management and staff recommend that rather than continuing to piecemeal new ideas or plans regarding education, we should take an in-depth look at our total education programs. Therefore, management and staff recommend that IIMC President Kelly with the Board's approval authorize the Education Department to form a 20-person Education Task Force to further explore the potential benefits of "Beyond the MMC" and have conversations regarding continuing professional development and keeping members involved in certification.

Executive Director Shalby stated that if the Board approves the assembly of a Task Force, we will then ask the budget committee to allow funding for this to happen, approximately \$25,000. The funds would include air, hotel, meeting space and meal costs. Shalby also stated that the Board can approve the Task Force and the \$25,000 in funds but wait until after the Conference to use the monies since using the funds now would push the 2019 budget in the negative.

After some discussion, President Kelly asked for a vote from Board members in attendance.

Director Edwards moved to approve the creation of an Education Task Force as proposed in the report. **Motion carried.**

Director Burke moved to allocate the \$25,000 in funds for the Task Force after the conference as proposed in the report. **Motion carried.**

#### **Item 2: Birmingham Conference Board Development/Meeting Update**

The Board Development will be on Friday from 8:00 a.m. to 2:30 p.m. The strategic plan will be reviewed, and a set of questions for board members have been developed. The Board meeting will begin at 3:00 p.m.

#### **Item 3: Study Abroad Program/Symposium Update**

Director Shalby gave an update on the Study Abroad/Symposium stating that we have met the minimum with 36 participants to date.

#### **Item 4: Conference Update**

Executive Director Shalby gave an overview of the 2019 Conference report and updated everyone in attendance on the status of all three hotels. He stated that, to date, we have:

- 511 registered Delegates
- 15 Guests
- 10 Sponsors
- 34 Exhibitors

We are about 150-200 registrations short of where we need to be by April 1<sup>st</sup>.

President Kelly thanked Director Shalby for the report.

#### **Item 5: Other Topics – Region Directors**

Region Director Hume took this time to update everyone on his current situation and thanked everyone for the opportunity to explain his current employment situation.

With no further comments or discussion, the meeting adjourned at 11:40 a.m. PT.

Maria Miranda, Recorder