

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
Board of Directors Meeting
May 22, 2019
Birmingham, Alabama
Minutes

CALL TO ORDER

President Lana McPherson called the IIMC Board of Directors meeting to order at 12:00 Noon, Wednesday, May 22, 2019.

Board Members Present:

President Lana R. McPherson, MMC
President Elect, Mary J. Johnston MMC
Vice President, Sheri L. Pierce, MMC
Immediate Past President Stephanie Carouthers Kelly, MMC
Region I Director: Sandra Pinsonault, MMC; Ann M. Quirk, MMC
Region II Directors: Teresa K. Hudson, MMC; Diane Pflugfelder, MMC
Region III Directors: Camilla G. Pitman, MMC; Sonja Tolbert, CMC
Region IV Directors: Janice Almy, MMC; Leticia M. Vacek, MMC
Region V Directors: Janice M. Bates, CMC; Leon Wright CMC
Region VI Directors: Audra Etzel, MMC; Marie A. Moe, MMC
Region VII Directors: Helen Ingold, CMC
Region VIII Director: RaNae M. Edwards MMC; Lisa Garcia, MMC
Region IX Directors: Dawn G. Abrahamson, MMC; Scott Passey, MMC
Region X Directors: Angila Bains, CMC; Bonnie Hilford, CMC
Region XI Director: Djimmer Petrusma, MMC; Kathryn Richmond, CMC

Members Excused:

Region VII Director, Bobby G. Busch, MMC

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 Pierce recommended Gail Pomroy, MMC, be appointed to the Budget & Planning Committee. President Elect Mary Johnston 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 Wright moved approval of the travel plans as presented. Motion adopted.

Budget & Planning Committee Meeting

The Budget and Planning Committee will meet September 13th at IIMC Headquarters. The Executive Committee will meet on September 14th.

Mid-Year Board Meeting

It was announced that the mid-year meeting will be in Greenville, South Carolina November 14-17, with Thursday and Sunday travel days. The board development topic will be a continuation of the strategic planning that was the subject of last Friday's meeting.

Executive Director Remarks

Site visits to Canadian cities will be made for the 2024 convention—probably working with Calgary. Other cities that bid for the 2024 convention will be encouraged to resubmit for the 2025 convention.

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

Ann Quirk moved to refer policy recommendations to the Public Relations & Marketing and Membership/Mentoring Committees regarding adding “Professional” to the title “Municipal Clerk.” Motion adopted.

On a motion by Past President Kelly, protocols of committee chairs presenting reports to the board at the mid-year and annual meetings was referred to the Policy Committee.

Bonnie suggested that a policy to hold the annual conference in Canada every 7 years be referred to the Policy Committee. Janice Almy suggested every 10 years. ED Shalby stated that he could send RFPs only to Canadian cities every 7 years. After discussion about whether it would be cost effective to hold the conference in Canadian cities, Director Edwards moved to refer to the Policy Committee regarding holding the annual conference in Region X every 7-10 years and define what “cost effective” means.

Without objection, possible reimbursement for the board development day at the 2019 conference was referred to the Budget Committee for further consideration.

Following discussion, Director Almy moved to refer to the Budget and the Policy Committees the creation of a new policy regarding board member reimbursement for two days at the annual conference. It was clarified that this would be for current board members.

Education Task Force

Questions were raised about what was agreed to regarding changing proposed task force members. Region IX is willing to give up one of the three from that region in order to have Peggy Hawker, Chair of the Education and Professional Development Committee, appointed. Chris noted that there will still be 3 members from Region IX.

2019 EC/ED Upcoming Travel

Plans for 2020 site visit, NAGARA Conference, and National League of Cities were reviewed.

Adjournment

With no further business, the meeting adjourned at 12:42 p.m.

Connie Deford
Parliamentarian/Recorder