

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
Board of Directors Special Meeting  
March 17, 2021  
Minutes

**CALL TO ORDER**

President Mary Johnston called the special meeting to order via Zoom at 12:06 p.m. EDT.

Board Members Present:

President Mary Johnston, MMC

President Elect Sheri Pierce, MMC

Vice President Pamela Smith, MMC

Immediate Past President Lana McPherson, MMC

Region I Directors: Sandra Pinsonault, MMC; Ann Quirk, MMC

Region II Directors: Teresa Hudson, MMC; Diane Pflugfelder, MMC

Region III Directors: Camilla Pitman, MMC

Region IV Directors: Phyllis McGraw, MMC; Leticia Vacek, MMC

Region V Directors: Janice Bates, MMC; Leon Wright, MMC

Region VI Director: P. Kay Cmelik, MMC; Marie Moe, MMC

Region VII Directors: Janet Gray, MMC; Helen Ingold, MMC

Region VIII Directors: Lisa Garcia, MMC

Region IX Director: Dawn Abrahamson, MMC; Scott Passey, MMC

Region X Directors: Angila Bains, CMC; Stephen Huycke

Region XI Director: Sarah Jeffries; Johannes "Hans" Rijs, MMC

Board Member Absent:

Region III Director Sonja Tolbert, CMC

Incoming Board Members:

Region I, Susan Haag, MMC

Region III, Lee Frazier, MMC

Region IV, Angela E. Richburg, MMC

Region V, Angie Marshall, MMC

Region VI, Marita Rhude, MMC

Region VIII, Ashley Turney

Region XI, Eelco Groenenboom, MMC

Vice President Candidates:

Mary Ann Hess, MMC

Petie Ruch, MMC

Other Attendees:

Chris Shalby, Executive Director

Karen Lee

Connie Deford, CMC/Parliamentarian

President Johnston explained that Director Turney will be sworn in at the board meeting in May.

#### Executive Committee Update

President Johnston noted that the executive committee had met at the Amway Hotel in Grand Rapids in February and reviewed the accommodations and plans for the upcoming conference. Because of restrictions, an off-site educational session will not be offered this year. Committee applications were also reviewed at this time, and board members will be notified of their committee liaison assignments. She noted that there will be a new institute for Pennsylvania.

#### Region XI Study Abroad/Symposium

A report from Tom van der Hoven was distributed with the meeting packet providing an update on plans for the Region XI Study Abroad and Symposium and the risk in going forward with plans for the 2022 event. It is recommended that the program be moved to 2023 in Amsterdam, the Netherlands.

Director Ingold moved that the proposed 2022 Symposium and Study Tour be rescheduled to take place in September 2023 in Amsterdam, the Netherlands. Motion adopted.

#### Honorary Membership

In accordance with IIMC Policy, ED Shalby provided information on the retirement of IIMC Past Presidents Coleen Nicol and Lana McPherson.

Director Abramson moved to bestow Honorary Membership to Colleen Nicol and to Lana McPherson and that the presentations be made at the Opening Ceremony at the 2021 Conference in Grand Rapids, Michigan. Motion adopted.

#### Amendments to the IIMC Constitution

ED Shalby provided copies of the two proposals to be considered at the 2021 annual business meeting. The first regarding candidate qualifications was originally proposed to be considered in 2020 but was postponed because of the cancellation of the conference. The second amendment provides a definition of retired member. Both have been advertised in the *News Digest*.

#### Conference Update

ED Shalby advised he has just been notified that Kent County has declared a public health order effective immediately that will take over the De Vos Place through June 30, 2021. That is where many of the group functions were to be held, including the exhibit hall.

There is a sports arena, about a 15-minute walk from the hotel, that may be available for our use. That venue can have up to 700 people, and it could be used for opening ceremony, all-conference event, the annual business meeting, and the closing banquet. Shuttle service to the sports arena is being investigated. IIMC is limited to 99 people in a ballroom at the Amway Hotel. The all-conference event might need to be changed from Wednesday to Tuesday evening due to a conflict at the sports arena. In lieu of the opening session in the exhibit area, another breakfast might be offered.

At this time there are 481 delegates and 13 guests registered, with a total of 530 attending. There will be a hybrid board development and board meetings held so that anyone not able to attend in person will be able to attend the board meetings via Zoom. At this time, it is not planned that the conference itself will be a hybrid event.

Ashley is arranging for pre-registration for concurrent sessions and quiz assessments through our conference app. Staff will reach out to anyone having difficulty accessing the quiz following sessions.

In response to questions from board members, ED Shalby stated that the hotel is being very careful to ensure the safety of guests. There are multiple Purell hand sanitizer stations, there is no room service, and the five elevators are each restricted to two people at a time. IIMC is considering hiring outside assistance with social distancing and mask compliance with local restrictions.

At this time, the Amway provides that there would be no restitution required if IIMC cancels. The same would be true if the CDC or State of Michigan requirements force a cancellation. The Amway Hotel is hoping that we have the conference—with 500 or even 100 people.

ED Shalby noted that if a cancellation is necessary, IIMC will provide the same carry-over as was done for the 2020 conference. Members can carry over their registration to the next year or receive a refund. Any determination to cancel would have to provide reasonable notice to attendees, especially those who have purchased airfare. At the very minimum, this would be 30 days in advance.

The possibility of investigating moving the conference to sometime after June 30<sup>th</sup> was discussed, but there was no consensus about having the Executive Director pursue this possibility.

More information is promised within 48 hours, and ED Shalby will keep the board apprised.

#### Adjournment

With no further business, the meeting adjourned at 1:06 p.m. EDT.

Connie M. Deford  
Recorder