

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
Board of Directors Meeting  
September 21, 2021  
Minutes

**CALL TO ORDER**

President Sheri Pierce called the special IIMC Board of Directors meeting to order via Zoom at 10:02 a.m. PDT, Tuesday, September 21, 2021.

Board Members Present:

President Sheri L. Pierce, MMC  
President Elect Pamela Smith, MMC  
Vice President Mary Ann Hess, MMC  
Immediate Past President Mary Johnston, MMC  
Region I Director: Ann M. Quirk, MMC  
Region II Directors: Teresa K. Hudson, MMC; Diane Pflugfelder, MMC  
Region III Director: Camilla G. Pitman, MMC  
Region IV Directors: Phyllis McGraw, MMC; Angela Richburg, MMC  
Region V Directors: Janice M. Bates, MMC; Angie Marshall, MMC  
Region VI Director: Marita Rhude, MMC  
Region VII Directors: Janet Gray, MMC; Celyn Hurtago, MMC  
Region VIII Directors: Lisa Garcia, MMC; LuAnn Holmes, MMC  
Region IX Directors: Scott Passey, MMC; Ruth Post, MMC  
Region XI Director: Hans Rijs, MMC

Members absent:

Region I Director: Susan Haag, MMC  
Region III Director: Lee Frazier, MMC  
Region VI Director: Denise Hoy, MMC  
Region X Directors: Angila Bains, CMC; Stephen Huycke  
Region XI Director: Sarah Jeffries

Also present:

Executive Director Chris Shalby  
Director of Professional Development Dr. Beatrice Rodriguez  
Director of Certification and Conference Programs Ashley DiBlasi  
Education Associate Kellie Siggson  
Communications Coordinator Karen Lee  
Parliamentarian and Recorder Connie Deford

The special meeting was called to consider the following items:

1. Increase of \$25.00 to the 2022 Conference Delegate registration fee
2. Reducing the Opening Reception costs from \$25,000 to \$10,000
3. Update on Conference Registration Proposal

### **Increase of \$25.00 to the 2022 Conference Delegate registration fee**

Currently, the fee is \$600 per delegate, and the Budget and Planning Committee is recommending a \$25 increase in the fee. The committee did consider an increase of \$50; however, the decision was made to recommend \$25 as a more acceptable increase. The last delegate registration increase was in 2016.

Region Director LuAnn Holmes moved to approve the \$25 increase beginning with the 2022 conference.

During discussion, it was noted that there are 50 members who have carried over their registration from 2019 and/or 2020. The \$600 fee will still apply to those members.

Motion adopted.

### **Reducing the Opening Reception costs from \$25,000 to \$10,000**

Vice President Pamela Smith moved to reduce the opening reception costs from \$25,000 to \$10,000.

During debate, ED Shalby noted that during the opening reception on Sunday evening in the vendor area, IIMC has provided a refreshment ticket and sometimes food items. This has been treated as a “Meet and Greet” event with the vendors who are present, with most members then going out to dinner afterward. It was noted that if the host committee wished to add funds for the reception, they could do so; however, must host committees choose to add funds to either the opening ceremonies or to the all-conference event.

Motion adopted.

### **Update on Conference Registration Proposal**

Ashley DiBlasi reviewed the enhancements for the 2022 conference. Traditionally, in the fall IIMC releases a preliminary program that includes pre-conference academy sessions, Athenian Dialogues, and other conference information as well as host hotel information. For the upcoming conference, the Education Department will complete a final program by the end of the year, which will include the full education program, keynotes, academies, Athenian Dialogues, and offsite and concurrent sessions. The Host Hotel information will still be announced in the fall, but conference registration will not open until early in 2022—two weeks following the registration information launch.

This change will require that 2022 Conference Grant applications be accepted from September to November instead of September to February so that IIMC will know the grant recipients prior to opening conference registration. Any unique situations, such as for those who have carried over registration from 2020 or 2021 or those who wish to use some of their 2021 calendar-year budget toward their 2022 conference registration will be accommodated.

IIMC will be using the Attendify Registration Platform. Members will not only be registering for the conference, but they will also select their education track. All registrations will be online. Delegates will have full control to create and change their selected schedule up until a date to be determined by IIMC staff. Attendee registration and agenda selection data will automatically populate into the IIMC Mobile App.

A confirmation email will be sent containing registration information, selected education track, and a unique QR code specific to their registration. Upon check-in at the conference, attendees will present their QR code at the registration desk; and it will be scanned to check in the attendee.

Region Director members of the Conference Committee noted that the committee was very supportive of the updated registration method. Some board members raised concerns about the timing of the full program information and how it would affect clerks preparing their budget for the upcoming calendar year without full information.

A question was raised about Foundation Scholarships because of the postponement of the 2020 conference and the travel restrictions in 2021. President Pierce will contact the Foundation about this, but she suggested recipients who received Foundation scholarships but were unable to use them re-apply this year.

Members questioned various details of the proposal. A question was raised about members providing banquet tickets to others when they, themselves, did not plan to attend. ED Shalby stated that it is preferred that those tickets be turned in to registration rather than given to someone else. IIMC provides a count for the banquet based on the number of tickets and members still in hotels.

Region Directors were asked to make sure they provided information to their regional members about the change in conference scholarship deadlines.

When asked if it was necessary for the board to approve the new Conference Registration system, ED Shalby responded that board approval was not required.

### **Adjournment**

With no further business, the meeting adjourned at 10:50 a.m. PDT.

Connie Deford, Parliamentarian and Recorder