

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
Special Board of Directors Meeting  
March 9, 2022  
Minutes

**CALL TO ORDER**

President Sheri Pierce called the Special Meeting of the IIMC Board of Directors to order via Zoom at 10:02 a.m. PT, Wednesday, March 9, 2022.

**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 Directors: Susan Haag, MMC; Ann M. Quirk, MMC  
Region II Director: Diane Pflugfelder, MMC  
Region III Directors: Lee Frazier, MMC; 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 Hurtado, CMC  
Region VIII Directors: Lisa Garcia, MMC; LuAnn Holmes, MMC  
Region IX Directors: Scott Passey, MMC; Ruth Post, MMC  
Region XI Director Hans Rijs, MMC

Region II Director Teresa Hudson joined the meeting in progress.

Board Member Absent: Region VI Director P. Kay Cmelik, MMC

**Staff present:**

Chris Shalby, Executive Director

**Also present:**

Parliamentarian and Recorder Connie Deford

Without objection, Region X Director Angila Bains, CMC; Region X Director Stephen Huycke; and Region XI Director Sarah Jeffries were excused.

The special meeting was called to consider the following items:

- Administer the Oath of Office for Region VI Director P. Kay Cmelik, MMC
- Management recommendation regarding one-time employee bonus
- Beyond MMC Update
- Annual Audit – Compilation or Full Audit

- Honorary Membership for Vincent Buttiglieri, MMC and Monica Martinez Simmons, MMC
- Board Development Plans for May 20, 2022

#### Oath of Office

President Pierce noted that because Director Cmelik was not present, she would administer the oath of office later in this meeting if possible, and if not, then at the board meeting in May in Little Rock.

#### One-time Employee Bonus

The consideration of a one-time bonus for staff was presented at the Executive Committee meeting in California, and to the Budget Committee. Both approved forwarding the proposal to the board of directors for consideration.

ED Shalby advised that the hiring of two additional employees, as originally proposed for this year's budget, has been put on hold because of budget constraints. It was explained that Ashley DiBlasi has given notice, and her last day of work is today. It is anticipated that Ashley's position will be replaced as soon as possible.

ED Shalby stated it has been two years since employees received either an increase or cost-of-living adjustment. The proposal is to provide a \$2,500 one-time bonus to each of nine employees in March. The total amount would be \$22,500.

Past President Johnston moved to approve the one-time employee bonus of \$2,500 to nine employees.

It was explained that Ashley will be entitled to the bonus pay; however, she has not worked for IIMC for the required 15 year to receive a longevity payment.

Motion adopted.

#### Beyond MMC Update

The Education Department has put together a draft proposal for this program. It has been forwarded to the Education Committee for comment, and next it will be sent to Institute Directors for their input. The proposed policy will come to the board in May, and it is hoped that the program will be in place by the end of 2022.

#### Audit

ED Shalby stated that IIMC has had a compilation audit the last two years, and our auditors have recommended that a compilation audit be done again this year. Next year, there will be a full audit completed.

Director Bates moved to approve a compilation audit this year. Motion adopted.

### Honorary Membership

Biographies for Vincent Buttiglieri, MMC and Monica Martinez Simmons, MMC were provided with the call to the meeting. Vinny retired in December, and Monica plans to retire in May.

Past President Johnston moved to approve honorary membership for Vincent Buttiglieri, MMC and Monica Martinez Simmons, MMC. Motion adopted.

President Pierce will present these past presidents with their honorary membership at the Annual Conference.

### Board Development Plans

President Pierce stated she had attended the Region III meeting held in Huntsville, Alabama, where she heard a diversity and inclusivity presentation by Chad Jackson. Mr. Jackson has been retained to provide the training for board development on May 20<sup>th</sup>.

The board development training at the mid-year board meeting will focus on the strategic plan.

### Other Business

Director Rijs asked if the board will be taking a position in support of Ukraine. ED Shalby explained that we do not have a policy for making a statement regarding warfare or for natural disasters, and perhaps it would be a good idea to have a basic policy statement available. There was consensus that the board wished to express their support for Ukraine. ED Shalby volunteered to write up a statement on behalf of the board, and there was no objection.

### **Announcements**

President Pierce advised of her travel plans in coming months to New Jersey and to Alberta, Canada, where she will attend the Alberta Clerks Association meeting. ED Shalby noted that since we will be having an annual conference there, it will be good to have personal contact with them.

### **Adjournment**

The meeting adjourned at 10:38 a.m. PT.

Connie Deford  
Parliamentarian and Recorder