

International Institute of Municipal Clerks  
Board of Directors Meeting  
May 12, 2023  
Minutes

**CALL TO ORDER**

President Pamela Smith called the meeting of the IIMC Board of Directors to order at 3:22 p.m. CDT, Friday, May 12, 2023, at the Hyatt Regency Hotel in Minneapolis, Minnesota.

**Board Members Present:**

President Pamela Smith, MMC  
President Elect Mary Ann Hess, MMC  
Vice President Lisa Garcia, MMC  
Immediate Past President Sheri Pierce, MMC  
Region I Directors: Susan Haag, MMC; Kathleen Montejo, MMC  
Region II Director: Travis Morris, CMC; Diane Pflugfelder, MMC  
Region III Directors: Lee Frazier, MMC; Tory Frink, MMC  
Region IV Directors: Phyllis McGraw, MMC; Angela Richburg, MMC  
Region V Director: Angela Marshall, MMC; Carrie Mugford, CMC  
Region VI Directors: Gloria Christensen, MMC; Marita Rhude, MMC  
Region VII Directors: Janet Gray, MMC; Celyn Hurtado, MMC  
Region VIII East Director: Angela Johnson, MMC  
Region VIII West Directors: LuAnn Holmes, MMC; Ida Fierro, CMC  
Region IX Director: Jamie Newman, MMC; Ruth Post, MMC  
Region X Directors: Lana Antony, CMC; Stephen Huycke, CMC  
Region XI Directors: Johannes Rijs, MMC

**Staff Members Present:**

Chris Shalby, Executive Director  
Karen Lee, Communications Officer

**Others Present:**

Dawn Abrahamson, MMC  
Sherri Gard, MMC  
Elena Hilby, MMC  
Leesa Ross, MMC  
Connie Deford, Parliamentarian

**Agenda Approval:**

Director Gray moved to approve the agenda. Motion adopted.

**Minutes Approval**

Director Antony moved to approve the minutes of the January 27-28, 2023, meeting. Motion adopted.

Director Frazier moved to approve the minutes of the April 10, 2023, meeting. Motion adopted.

### **Foundation Report**

Without objection, the report of the IIMC Foundation was postponed until Saturday morning.

### **Region Director Reports**

Region Director reports were previously submitted. Directors provided additional verbal reports.

### **Executive Director Report**

ED Shalby provided an update on IIMC staff, education, membership, finances, the 2023 conference, and the Headquarters building.

A Code of Ethics proposed by Attorney Rose Cumare was reviewed. Stephen Huycke moved to refer to the Policy Committee.

President Elect Lisa Garcia moved to amend by adding “as soon as the current situation is resolved.”

After discussion, Director Newman moved to close debate. Adopted by the following vote:

Yes: Directors Haag, Frazier, Frink, McGraw, Marshall, Mugford, Christensen, Rhude, Gray, Hurtado, Johnson, Fierro, Newman, Rijs, Past President Pierce, Vice President Garcia, President Elect Hess, and President Smith, 18.

No: Directors Montejo, Morris, Pflugfelder, Richburg, Holmes, Post, Antony, Huycke, 8.

The amendment was adopted by the following vote:

Yes: Directors Frazier, McGraw, Christensen, Rhude, Johnson, Fierro, Newman, Post, Antony, Rijs, Past President Pierce, Vice President Garcia, President Elect Hess, and President Smith, 14.

No: Directors Haag, Montejo, Morris, Pflugfelder, Frink, Richburg, Marshall, Mugford, Gray, Hurtado, Holmes, Huycke, 12.

The motion to refer to the Policy Committee as amended was adopted.

A Letter of Engagement from Human Resources Attorney Lynne Hook was reviewed, and it was noted that it would not be effective until signed.

Director Haag moved to move forward with the agreement. Motion adopted.

The Executive Director presented a proposal for restructuring the dues for Region X members. The proposed breakdown by population is as follows:

Under 20,000	\$185
20,001 – 200,000	\$185
Over 200,001	\$185
Additional Full Members	\$125
Retired Members	\$ 35

Further, it is proposed that the dues structure be revisited in 2030, and there be no dues increase for the next six years in Region X.

Following discussion, President Elect Garcia moved to approve the recommendation. Motion adopted.

### **Recess**

The meeting recessed until 8 a.m. Saturday, May 13, 2023. Motion adopted.

The meeting recessed at 4:45 p.m. CDT.

Connie Deford  
Parliamentarian and Recorder