

International Institute of Municipal Clerks  
Board of Directors Meeting  
Hyatt Regency Hotel – Minneapolis, Minnesota  
May 13, 2023

**CALL TO ORDER**

President Pamela Smith called the meeting of the IIMC Board of Directors to order at 8:03 a.m. Saturday, May 13, 2023, at the Hyatt Regency Hotel, 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 Directors: 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 Directors: 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 Directors: Jamie Newman, MMC; Ruth Post, MMC  
Region X Directors: Lana Antony, CMC; Stephen Huycke, CMC  
Region XI Director: Johannes Rijs, MMC

**Staff Members Present:**

Chris Shalby, Executive Director  
Dr. Beatrice Rodriguez, Director of Professional Development  
Dr. Jaimis Ulrich, Education & Conference Coordinator  
Janet Pantaleon, Finance Specialist  
Connie Parker, CPA  
Karen Lee, Communications Officer  
Maria Miranda, Administration Coordinator/Recorder

**Incoming Board Members Present:**

Dawn Abrahamson, MMC  
Sherri Guard, MMC  
Leesa Ross, MMC  
Elena Hilby, MMC

**IIMC Foundation Board Members Present:**

Mary Lynne Stratta  
Buster Brown  
Vincent Buttiglieri  
Colleen Nicol

James Bonneville  
Sharon Cassler  
Kathryn Dornan  
Donny Barstow  
Cristina LoVerde  
Shari Moore  
Tracy Davis  
Roxanne Schneider  
Eelco Groenenboom  
Dale Barstow  
Kirk Franklin

Others Present:

Camilla Pitman  
Connie Deford, Parliamentarian

### **Foundation Report**

The report was presented verbally by Foundation President Stratta. She noted that since the Foundation was created in 1984, \$1,313,352.29 has been provided to IIMC for education programs and scholarships, regional grants, and other programs. The income for the Foundation in 2022 was just over \$151,000, and \$49,298 was provided to IIMC for educational programs and scholarships. She noted that there have been a number of dedicated scholarships established.

President Stratta explained the difference in how restricted and unrestricted funds may be used. She added that since 2010, all scholarship requests have been fully funded.

### **Executive Director Report**

ED Shalby presented the report:

- Item D – Resolution Regarding Board Designated Reserves and Urban Wealth Management.

Following discussion regarding the transfer of funds to Urban Wealth Development Financial Services, ED Shalby stated the current Investment Policy can be easily attached to this report after the fact.

### **Education Report**

Dr. Rodriguez presented the Education Department report. She explained the revised Education P.L.U.S. program.

Director Johnson moved to approve the revision as provided. Motion adopted.

Dr. Rodriguez provided information on changes to the Education and Institute Guidelines.

Director Haag moved to approve the changes as presented in the report. Motion adopted.

### **Region XI Report**

The report from Region XI Development Consultant Van der Hoven was received.

### **Committee Reports**

The following committee reports, not requiring action, were received: Budget and Planning, Conference, Education & Professional Development, Elections, International Relations, Membership Mentoring, Public Relations/Marketing, Records Management, and Research and Resource.

### **Policy Committee**

The Policy Committee report was received, and it was noted that IIMC still needs a policy of support and solidarity to be used regarding wars, disasters, etc.

Director Huycke moved to refer this item to the incoming Policy Committee to establish policy. Motion adopted.

### **Financials**

Financials were postponed until after the lunch break.

### **Staff Reports**

Reports from Communications Officer Karen Lee and Member Services Director Janis Daudt were received.

### **Annual Conference Updates**

#### **2024 – Calgary, Alberta, Canada**

- Former Director Bonnie Hilford and current Director Antony will be working out details with ED Shalby this summer
- Conference logo was created and is in current use
- Will have 2 hotels with plenty of overflow hotels available
- Will be held in Convention Center
- Calgary has booth at Exhibit Hall in Minneapolis to promote Calgary

#### **2025 – St. Louis, MO**

- Logo is being updated
- Host Clerks are Karen Goodwin and Leesa Ross
- Hyatt is the host hotel
- All Conference event will be held at The Arch

## 2026 – Reno, NV

- They are working on the logo for this conference
- Will be held at the Peppermill Resort
- Reno has an outstanding CVB

## 2027

- The board will make the decision at the mid-year meeting.
- Deadline for RFPs is June 5, 2023

## **Other Business**

### Clerk From International Perspective/Strategic Profile/Dutch Clerks

This item was requested by Director Rijs. Management's recommendation is that Dr. Rodriguez be directed to work with the Professional Development Committee to outline a plan that will balance the incongruities within the education guidelines, allowing Region XI members looking to achieve their certification to have the same advantages and balance as Regions I through X members, with the report to be presented to the IIMC Board by the November 2023 midyear meeting.

Director Hurtado moved to accept the recommendation as presented. Motion adopted.

### Elections & Campaigning and Social Media

Director Frink moved to implement a moratorium on all campaign materials on Region Facebook pages until the Elections Committee can come up with official rules and guidelines.

A roll call vote was taken on this motion with the following results:

YES: Morris, Frazier, Frink, McGraw, Christensen, Rhude, Fierro, 7.

NO: Haag, Montejo, Pflugfelder, Richburg, Marshall, Mugford, Gray, Hurtado, Johnson, Holmes, Newman, Post, Antony, Huycke, Rijs, Smith, Hess, Garcia, Pierce, 19

Motion lost.

## **Recess**

Vice President Garcia moved to take a recess. There was no objection. The meeting recessed at 10 a.m. and reconvened at 10:40 a.m.

Vice President Garcia moved that the Elections Committee be directed to fully review and recommend wholistic improvements to all election policies, including but not limited to, campaign rules, and that candidate filings be suspended until after the Board has considered the recommendation. Motion adopted.

#### Advanced Athenian Program

Director Pflugfelder discussed the possibility of creating an Advance Athenian Program.

#### ED Follow up from January Meeting

President Smith stated that the Board of Directors would like to know who would take over duties should the ED not be available for a period of three weeks or more.

ED Shalby stated he will put together a succession plan with the two staff members qualified to take over if he is not available for a period of more than three weeks. At that time, he will also work out any pay increase according to budget.

#### **Recess**

The meeting recessed at 11:33 a.m. for lunch and reconvened at 1:00 p.m.

#### **Financials**

- Financial report was received as presented by Finance Specialist Pantaleon
- Compilation of the Audit was presented by CPA Parker

Director Pflugfelder moved to accept the compilation of the audit as presented. Motion adopted.

#### **Adjournment**

With no further business, the meeting adjourned at 1:27 p.m.

Maria Miranda  
Recorder.