

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
Board of Directors Meeting  
May 25, 2022  
Little Rock, Arkansas  
Minutes

**CALL TO ORDER**

President Pamela Smith called the IIMC Board of Directors meeting to order at 12:19 p.m. CDT, Wednesday, May 25, 2022.

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: Angie Marshall, MMC; Carrie Mugford, CMC  
Region VI Director: Marita Rhude, MMC  
Region VII Directors: Janet Gray, MMC; Celyn Hurtado, CMC  
Region VIII Directors LuAnn Holmes, MMC; Angela Johnson, MMC  
Region IX Directors: Jamie Newman, MMC; Ruth Post, MMC  
Region X Directors: Lana Antony, CMC; Stephen Huycke  
Region XI Directors Hans Rijs, MMC

Also present:

Executive Director Chris Shalby  
Parliamentarian and Recorder Connie Deford

On a motion by Past President Pierce, Region Director Sarah Jeffries was excused.

**Accord of Trust & Confidentiality Agreement**

Members were requested to sign and return the Accord of Trust and Confidentiality Agreement.

**Role of Board**

The role of the board, as contained in the IIMC Policies, was provided to Region Directors. President Smith reviewed the process for board meetings, and she urged members to ask questions and raise topics for discussion. She also noted that board members should not hesitate to ask questions and check with staff.

President Smith provided each board member a USB drive containing an example of a typical newsletter used in Region III.

### **Budget & Planning Committee Appointment**

In accordance with IIMC Policy, Vice President Garcia recommended Barbara Blackard, MMC, Clarksville, AR, be appointed to the Budget & Planning Committee. She noted that she had asked each potential appointee five questions, and she interviewed three individuals before making her decision. Vice President Garcia moved approval of her appointment. Motion adopted.

It was noted that Brenda K. Young, MMC, Indiana, is the Chair of the Budget & Planning Committee this year. Terri Kowal, MMC, of Michigan is Vice-Chair of the committee.

### **President, Executive Committee, and Executive Director Travels**

Executive Director Shalby reviewed the travel plans for the President, executive committee members, and Executive Director for the upcoming year. Director Pflugfelder moved approval of the travel plans as presented. Motion adopted.

### **Budget & Planning Committee Meeting**

The Budget and Planning Committee and the Executive Committee will meet in September at Headquarters.

### **Mid-Year Board Meeting**

It was announced that the mid-year meeting will be in Orlando, Florida, at the Buena Vista Suites, November 10-13, with Thursday and Sunday travel days. The Board Development session on Friday will be on Strategic Planning and will be led by Lynn Tipton from the Florida League of Cities.

### **Executive Director Remarks**

ED Shalby advised that 2027 conference site visits will take place in July, August, and September. He will continue to send out the weekly Friday letter, and financial reports are sent out quarterly.

If incoming Board and Executive Committee members wish to have a press release issued by IIMC, they are to contact Executive Director Shalby. Members were encouraged to contact staff directly with questions or concerns. The Executive Director will take the bulk of his vacation time in December.

Details about arrangements, time, and location for this evening's reception and banquet were provided. The constitutional amendment approved at the annual business meeting will be forwarded to IIMC members for vote within the next 60 days.

### **Policy Review**

On a motion by Director Huycke, the Policy Committee was requested to review the policy on current and incoming board members representing State/Provincial Associations, requesting complimentary conference accommodations and registration.

### **Virtual Board Meetings**

At an earlier board meeting, two virtual meetings will be held between the annual meeting and the mid-year meeting. The months of August and February were suggested. President Smith and ED Shalby will make sure that as many members as possible will be able to attend the meetings when they are scheduled.

### **Additional Upcoming Travel**

It was noted that President Smith, ED Shalby, and Consultant Ozimek will visit Minneapolis at a time to be determined. The Budget and Planning Committee meeting is scheduled for September 8-11 at Headquarters, with the Executive Committee and Executive Director meeting on September 10<sup>th</sup>. ED Shalby will attend the National League of Cities Conference in November.

### **Adjournment**

With no further business, the meeting adjourned at 1:02 p.m. CDT.

Connie Deford  
Parliamentarian and Recorder